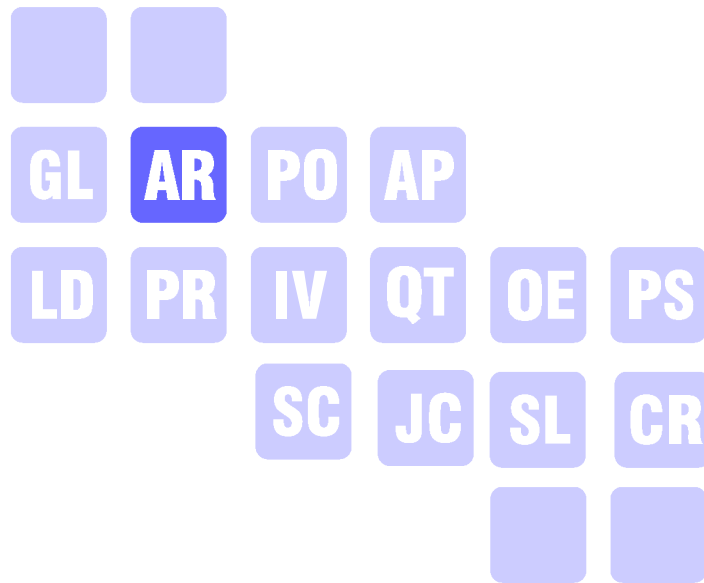




Section 3

ACCOUNTS RECEIVABLE



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TABLE OF CONTENTS

PREFACE

CHAPTER ONE	INTRODUCTION	1-1
<hr/>		
WHAT CAN IT DO FOR ME		1-1
FEATURES OF THE SYSTEM		1-2
HOW THE SYSTEM IS DESIGNED		1-4
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS		1-4
CHAPTER TWO	PROCEDURES	2-1
<hr/>		
THE TWO TYPES OF CUSTOMER ACCOUNTS		2-1
UNDERSTANDING THE TRANSACTION TYPES		2-1
AUTOMATIC UPS CHARGES		2-3
SPECIAL PROCEDURES		2-3
LOADING INITIAL DATA		2-4
DAILY PROCEDURES		2-7
MONTH END PROCEDURES		2-7
YEAR END PROCEDURES		2-7
SPECIAL NOTE AT END OF YEAR		2-8
CHAPTER THREE	PROGRAMS	3-1
<hr/>		
CONTROL FILE MAINTENANCE		3-1
RECORD FIELDS		3-1
TERMS FILE MAINTENANCE		3-5
RECORD FIELDS		3-6
NOTES FILE MAINTENANCE		3-6
RECORD FIELDS		3-7
TAX FILE MAINTENANCE		3-7
RECORD FIELDS		3-7
SALESMAN FILE MAINTENANCE		3-8
RECORD FIELDS		3-8
CUSTOMER FILE MAINTENANCE		3-8
RECORD FIELDS		3-8
ALTERNATE KEY FILE MAINTENANCE		3-12
RECORD FIELDS		3-12
TRANSACTION FILE MAINTENANCE		3-13
APPLY TO FIELDS		3-14

RECORD FIELDS	3-14
ACCOUNT INQUIRY DISPLAY	3-16
ACCOUNT MASTER DISPLAY FIELDS	3-17
TRANSACTION DISPLAY FIELDS	3-18
ORDER HEADER FILE MAINTENANCE	3-18
RECORD FIELDS	3-19
ORDER LINES FILE MAINTENANCE	3-22
RECORD FIELDS	3-22
ORDER INQUIRY DISPLAY	3-24
ORDER HEADER	3-25
ORDER LINES	3-26
BILLING	3-26
OPERATING STEPS	3-27
APPLY CREDITS	3-28
OPERATING STEPS	3-30
COMPUTE FINANCE CHARGES	3-32
OPERATING STEPS	3-32
REPORT FIELDS	3-33
END OF PERIOD PROCESSING	3-34
OPERATING STEPS	3-34
AUDIT TRAIL REPORT FIELDS	3-35
G/L TRANSACTION REPORT FIELDS	3-36
END OF YEAR PROCESSING	3-37
OPERATING STEPS	3-37
REPORT FIELDS	3-37
RESET TRANSACTION FILE	3-38
OPERATING STEPS	3-38
A/R INTERFACE	3-39
OPERATING STEPS	3-39
REPORT FIELDS	3-40
UPDATE ZIP DATA	3-40
OPERATING STEPS	3-40
REPORT FIELDS	3-41
SALES HISTORY MAINTENANCE	3-41
RECORD FIELDS	3-41
SALES HISTORY INQUIRY DISPLAY	3-43
SALES HISTORY DISPLAY FIELDS	3-43
SALES HISTORY DISPLAY FIELDS	3-44
SALES HISTORY FILE REPORT	3-45
OPERATING STEPS	3-45
REPORT FIELDS	3-46
CUSTOMER USAGE REPORT	3-47
OPERATING STEPS	3-47
REPORT FIELDS	3-47
PROMOTIONS REPORT	3-48
OPERATING STEPS	3-48
REPORT FIELDS	3-49
PREFERRED CUSTOMER REPORT	3-49
OPERATING STEPS	3-49

REPORT FIELDS	3-51
SALES/CUSTOMER BY SALESMAN REPORT	3-51
OPERATING STEPS	3-51
REPORT FIELDS	3-52
GOOD CUSTOMER REPORT	3-53
OPERATING STEPS	3-53
REPORT FIELDS	3-54
SHIPMENTS/STATE REPORT	3-55
OPERATING STEPS	3-55
REPORT FIELDS	3-55
SALES HISTORY CUSTOMERS/PROMO CODE REPORT	3-56
OPERATING STEPS	3-56
REPORT FIELDS	3-57
CUSTOMER FOLLOW-UP REPORT	3-57
OPERATING STEPS	3-57
REPORT FIELDS	3-58
SALES HISTORY KITS REPORT	3-58
OPERATING STEPS	3-58
REPORT FIELDS	3-59
SALES HISTORY MOVEMENT REPORT	3-60
OPERATING STEPS	3-60
REPORT FIELDS	3-61
AUTO INVOICE ORDER HEADER FILE MAINTENANCE	3-61
RECORD FIELDS	3-62
AUTO INVOICE ORDER LINES FILE MAINTENANCE	3-65
RECORD FIELDS	3-65
AUTO INVOICE ORDER INQUIRY DISPLAY	3-68
ORDER HEADER	3-68
ORDER LINES	3-69
AUTO INVOICE GENERATE A/R ORDERS	3-69
OPERATING STEPS	3-70
REPORT FIELDS	3-71
AUTO INVOICE GENERATE O/E ORDERS	3-71
OPERATING STEPS	3-71
REPORT FIELDS	3-72
AUTO INVOICE ORDERS REPORT	3-72
OPERATING STEPS	3-72
ORDER HEADER REPORT FIELDS	3-73
ORDER LINES REPORT FIELDS	3-75
AUTO INVOICE ORDER TRANSACTION MAINTENANCE	3-76
RECORD FIELDS	3-76
AUTO INVOICE TRANSACTION INQUIRY DISPLAY	3-78
ORDER HEADER DISPLAY FIELDS	3-79
TRANSACTION DISPLAY FIELDS	3-80
AUTO INVOICE TRANSACTION FILE REPORT	3-80
OPERATING STEPS	3-80
REPORT FIELDS	3-81
CUSTOMER MASTER REPORT	3-82
OPERATING STEPS	3-82

REPORT FIELDS	3-83
CUSTOMER NAME & ADDRESS REPORT	3-85
OPERATING STEPS	3-86
REPORT FIELDS	3-86
CUSTOMER BALANCES REPORT	3-87
OPERATING STEPS	3-87
REPORT FIELDS	3-88
CUSTOMER COMMENTS REPORT	3-88
OPERATING STEPS	3-89
REPORT FIELDS	3-89
ALTERNATE KEY REPORT	3-89
OPERATING STEPS	3-90
REPORT FIELDS	3-90
PRINT ORDERS (LONG FORM)	3-91
OPERATING STEPS	3-91
ORDER HEADER REPORT FIELDS	3-91
ORDER LINES REPORT FIELDS	3-93
PRINT ORDERS (SHORT FORM)	3-94
OPERATING STEPS	3-95
ORDER HEADER REPORT FIELDS	3-95
PACKING LIST	3-97
OPERATING STEPS	3-97
HEADER REPORT FIELDS	3-98
LINES REPORT FIELDS	3-99
TRANSACTION FILE REPORT	3-99
OPERATING STEPS	3-99
REPORT FIELDS	3-100
CUSTOMER ACTIVITY REPORT	3-101
OPERATING STEPS	3-101
REPORT FIELDS	3-102
AGING REPORT	3-102
OPERATING STEPS	3-102
REPORT FIELDS	3-103
PAST DUE REPORT	3-104
OPERATING STEPS	3-104
REPORT FIELDS	3-105
STATEMENTS	3-105
OPERATING STEPS	3-106
REPORT FIELDS	3-107
G/L DISTRIBUTION REPORT	3-108
OPERATING STEPS	3-108
REPORT FIELDS	3-109
SALES TAX SUMMARY REPORT	3-110
OPERATING STEPS	3-111
AUDIT TRAIL REPORT FIELDS	3-111
SUMMARY REPORT FIELDS	3-111
SALES ANALYSIS REPORT	3-112
OPERATING STEPS	3-112
REPORT FIELDS	3-113

RECAP REPORT	3-114
OPERATING STEPS	3-114
REPORT FIELDS	3-115
CUSTOMER LABELS	3-116
OPERATING STEPS	3-116
REPORT FIELDS	3-117
SALES COUNTS BY SALESMAN NUMBER REPORT	3-117
OPERATING STEPS	3-118
REPORT FIELDS	3-118
SALES COUNTS BY CUSTOMER CODE REPORT	3-119
OPERATING STEPS	3-119
REPORT FIELDS	3-119
DISPLAY A/R TOTAL	3-120
PURGE A/R TRANSACTION FILE	3-120
OPERATING STEPS	3-121
REPORT FIELDS	3-122
PURGE A/R SALES HISTORY	3-122
OPERATING STEPS	3-122
REPORT FIELDS	3-123
PURGE A/R INVOICE HISTORY	3-123
OPERATING STEPS	3-123
REPORT FIELDS	3-123

CHAPTER FOUR**SAMPLE REPORTS****4-1****INDEX**

PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Accounts Receivable module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
TEXT	This bold typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <i>bold italic</i> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

WHAT CAN IT DO FOR ME

It is well known that controlling your Accounts Receivable is absolutely essential in any business. The real question is how to do this in an automated way. Our Accounts Receivable system gives you the tools to control your receivables without spending much time on it.

In Starr Accounting you have just two tasks to do to control your receivables. First, print an ageing report regularly. Second, set the customer master credit code and credit limit fields for those customers whose payment history has changed. Credit code is a number that indicates a customer's credit worthiness. Credit limit is the dollar amount that the customer can charge without getting credit approval from management.

Here's how the order entry programs (orders entered from either the Accounts Receivable or Order Entry systems) handle credit issues:

- When a computer operator enters an order header and the customer is over their limit, the system displays their credit code, credit limit, and the amount the customer is over their credit limit. The system will also repeat this message when the operator enters the first line item for this order.
- The Accounts Receivable control file has a parameter you set which is the number of days an invoice can be past due. When a computer operator enters an order header and the customer has invoices past due, a window will open up containing a listing of the past due invoices for this customer.
- If the entry of an order line item puts the customer over their credit limit, the system displays their credit code, credit limit, and the amount this line item puts them over their credit limit.

Here's how the apply credits program uses credit code:

- If the credit code of the customer making a payment is non-zero, the credit code for the customer is displayed.

- The fact that payment has been received indicates that this customer's credit privileges should now be reviewed.

Of course, the Accounts Receivable system does much more than control credit issues. Here are some of the biggest time savers:

- The system automatically maintains a sales history database for each customer (an abbreviated form of the line items for each invoice). In addition to powerful reports, there is also a customer inquiry program. This means that you will never again have to refer back to the printed invoices. This information is immediately available at your fingertips.
- Comprehensive sales tax reporting covering all states with up to four taxing entities per invoice.
- Daily recap report with deposit ticket.
- Sales analysis report for computing commissions.
- Flexible statement program that can save form costs and postage by only printing statements for customers that are "slow pays".
- Because the Accounts Receivable system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

With our Accounts Receivable system, you always have up to the minute information on receivables.

FEATURES OF THE SYSTEM

The Starr Computer Systems Inc. Accounts Receivable system is designed as a complete invoicing and monthly statement generating system that keeps track of current and aged accounts receivable.

This package maintains a complete file for each customer consisting of the customer's name, address, and phone number, along with the customer's type of account, current balance, tax rates, and other useful account status information.

Each program within the system contains a complete set of prompts and other helpful messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Accounts Receivable system is designed to interface with the Starr Computer System's General Ledger system to provide automatically monthly journal entries to the General Ledger.

Particular features of the Starr Computer Systems Accounts Receivable system include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Open item and Balance Forward
- Handles multiple A/R accounts in the General Ledger i.e. Customer A/R accounts, Employee A/R accounts, etc.
- Invoice generation that automatically posts invoice line items to as many as forty sales accounts.
- Automatically generates invoices, for customers you bill repeatedly.
- By use of accounting period, do not need to close one period before you can create transactions for the next period
- Prints detailed, aged, customer statements with dunning notes
- Automatically generates finance charges.
- Aging reports as well as aging CRT inquiry
- Automatic interface with General Ledger
- Automatic credit reconciliation
- Sales tax reporting
- Sales analysis by salesman
- Sales history
- Customer Labels
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Accounts Receivable system is designed to maintain a record for each customer which is set up using the "Customer file maintenance" program. This file consists of permanent information such as company name, address, phone number, type of account, tax rates, and information which is automatically updated by the system such as aging and statement dates, and year-to-date debits and credits. The "Customer file maintenance" program may also be used to change information in a customer's record, query or examine the information in the record, or delete the customer's record from the file.

The invoice generation programs are used to enter all the information that is to appear on each invoice. After the information is entered and verified on the video unit, the invoice is printed on pre-printed forms (or plain paper) on the printer; then the corresponding A/R transactions are automatically written to the transaction file. The invoices and transactions become part of the customer's record, and are available in screen displays and reports.

When invoices are generated, a sales history record is (optionally) written for each invoice line item. Programs are provided to maintain, inquire, print, and purge sales history records.

Transactions may be applied at any time to the customer file through the "Transaction file maintenance" program. The transactions are available in screen displays and reports.

This system has an apply credits program, which allows credit to be applied directly to a particular invoice or to the oldest invoice for that customer.

The "Statements" program prints a statement for each customer. If the customer has a balance forward account, the balance due at the beginning of this accounting period is listed followed by all invoices generated and transactions entered this period. For customers with open item accounts all invoices with dollar amounts due are listed along with all transactions entered this accounting period. Also includes aged totals and dunning notes.

Several programs are provided to assist the user in keeping track of customers and debit and credit entries. The "Customer master" report list all the current information in each customer's record and all current entries made to that customer's account. The "Transaction file" report provides a detailed list of all transactions. Additional reports are the "Customer A/R activity", "Aging", "Statements", "G/L Distribution", "Sales tax summary", "Sales analysis", and "End-of-period".

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Accounts Receivable System contains seventy-five programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the A/R Control File parameters. Predefines up to forty sales, freight, tax, and miscellaneous accounts for use by invoice generation and posting to General Ledger.

- **Terms file maintenance**

This program maintains the A/R Terms file. Up to sixteen different payment terms can be defined.

- **Notes File Maintenance**

This program maintains the A/R Notes file. Notes can be printed on sales orders, invoices, or statements. Up to ten notes (each up to seventy-six characters in length), can be defined for each note category. There are three note categories: standard notes, aging notes, and point of sale notes.

- **Tax file maintenance**

This program maintains the A/R Tax file. The tax file is used by the invoice generation program to calculate the sales tax. There are tax records for state and local tax rates.

- **Salesman file maintenance**

This program maintains the A/R Salesman file. The salesman file is used to give each salesman a number for use by the invoice generation and customer master file.

- **Customer file maintenance**

This program maintains customer records. Includes city/state lookup via zip code.

- **Alternate key file maintenance**

This programs maintains alternate keys (shipping and billing keys associated with a customer key).

- **Transaction file maintenance**

This program allows for the entering of debit and credit entries directly into the Transaction file (instead of indirectly via the billing or apply credits programs).

- **Account inquiry display**

This program displays customer master information and associated transactions on the terminal screen in a condensed format.

- **Order maintenance**

This program is used to enter invoices and credit memos into the A/R system, and prints them on preprinted forms or plain paper. After the information is entered and the user verifies it is correct, the invoice/credit memo is automatically printed, and the corresponding transactions and sales history records are automatically created.

- **Order inquiry display**

This program displays order information and associated line items on the terminal screen in a condensed format.

- **Billing**

Bill an existing invoice/credit memo.

- **Apply credits**

This program is used to enter payments and apply credits in the A/R system. Handles partial and over payments. Automatically applies open credits and credit memos.

- **Compute finance charges**

This program computes finance charges on receivables which are past-due. Allows for manual skip of customers.

- **End-of-period processing**

This program summarizes and updates all activity for a period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

- **End-of-year processing**

This program summarizes and updates all activity for a year, clearing certain balances to zero in preparation for a new year. It also automatically runs the "Purge A/R transactions" program.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **A/R Interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Customer Master and the Transaction file can be imported/exported.

- **Update Zip Data**

This program updates the customer city, state, and area code using the zip code database.

- **Customer master report**

A complete listing of all Customer Master file is produced by this program. Has sort and record selection options.

- **Customer name & address report**

A short form Customer Master file listing is produced by this program. Has sort and record selection options.

- **Customer balances report**

A short form Customer Master file listing is produced by this program. Has sort and record selection options.

- **Customer comments report**

Prints customer comments (free form comments associated with Customer Master records).

- **Alternate key report**

A complete listing of the Alternate Key (ship to/bill to) file is produced this program. Has sort and record selection options.

- **Print orders (long form)**

A complete listing of the Order Header and Order Lines file is produced by this program. Has sort and record selection options.

- **Print orders (short form)**

An abbreviated listing of the Order Header and Order Lines file is produced by this program. Has sort and record selection options.

- **Print packing list**

Prints packing list to be included with the shipped order.

- **Transaction file report**

A complete listing of the Transaction file is produced by this program. Has sort and record selection options.

- **Customer A/R activity report**

This program produces a detailed listing of each customer's account. The beginning balance, all current A/R transactions, and a computed ending balance is printed for all customers. Has sort and record selection options.

- **Aging report**

This program prints an aged summary for each customer, with aged report grand totals. Optionally prints detail transactions. This program also has sort options.

- **Past due report**

This program prints past due customers owing in specified aging buckets, and optionally generates mailmerge data for those customers.

- **Statements report**

This program prints a statement for each customer on preprinted forms or plain paper. If the customer has a balance forward account, the balance due at the beginning of this accounting period is listed followed by all invoices generated and transactions entered this period. For customers with open item accounts all invoices with dollar amounts due are listed along with all transactions entered this accounting period. Also includes aged totals and dunning notes. Has record selection options.

- **G/L Distribution report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End-of-period processing" program is run.

It produces a detailed G/L distribution of all customer transactions. All accounts are

summed and balanced. Any accounts that do not exist within the G/L Master File are flagged. Optionally prints transaction detail. This program has record selection options.

- **Sales tax summary report**

This program prints a sales tax summary for up to fifty states, and up to fifty localities. Both detail and summary reports are generated. This program has record selection options.

- **Sales analysis report**

This program prints a sales analysis by salesman. It prints sales, cost-of-sales, gross profit, and payments received. Optionally prints transaction detail. Has record selection options.

- **Recap report**

This program produces a detailed G/L distribution of transactions for a date range (usually a single day). All accounts are summed and balanced. Cash and charge sales are split into separate report sections. Prints a deposit ticket. Optionally prints transaction detail. Optionally writes Check Reconciliation records.

- **Customer labels**

This program prints one to four up labels. This program has sort and record selection options.

- **Sales counts by salesman number report**

This program reads customer master records in a specified last sale date range and prints customer counts by salesman number.

- **Sales counts by customer code report**

This program reads customer master records in a specified last sale date range and prints customer counts by customer code.

- **Display A/R total**

This program calculates the current A/R total and displays the total on the CRT screen. The A/R total is calculated by summing all A/R transaction that have A/R account numbers.

- **Sales history maintenance**

This program maintains sales history records. Sales history records are normally automatically generated by the generate invoices programs.

- **Sales history inquiry display**

This program displays customer master information and associated sales history records on the terminal screen in a condensed format.

- **Print sales history**

A complete listing of the Sales History file is produced by this program. Has record selection options.

- **Customer usage report**

This program reads the Sales History database for a customer, and print quantity and dollar totals for each ship-to location for that customer.

- **Promotions report**

This Program reads the Sales History database to provide statistics on sales promotions. Sales promotion codes are entered in the order headers when the order is entered, and get written to Sales History when the order is billed.

- **Preferred customer report**

This program reads the Sales History database for a specified date range and prints preferred customers. Optionally sets the customer master record discount percentage via specified percentages; can also generate a mail merge file to notify customers of their preferred discount. Can also determine past due customers and deny the discount if they are past due.

- **Sales/customer report**

This program reads the Sales History database for a specified date range and prints sales per customer. For each salesman/date range prints net sales, profit, number of customers, net/customer, and profit/customer.

- **Good customer report**

This program reads the Sales History database for a specified date range and prints good customers (customers that have Sales History net sales in specified ranges and meet other “good customer” criteria). For each customer prints the number of invoices in each date range. Identifies “good”, “big”, and “inactive” customers.

- **Shipments/state report**

This program reads the Sales History database for a specified date range and prints shipments per state. It uses the ship to key to get the state abbreviation from the corresponding Customer master record.

- **Customers/promo code report**

This program reads the Sales History database for a specified date range and prints customer information and customer net sales for a promotion code.

- **Customer follow-up report**

This Sales History report prints follow-up promotion sales for customers that responded to a specified promotion.

- **Sales history kits report**

This program reads the Sales History database for a specified date range and prints kit sales information.

- **Movement report**

This Sales History report prints inventory item movements for a selected date range. Inventory items can be selected by various criteria. Report includes item profits and gross – profit margin.

- **Auto invoice order maintenance**

This program is used to enter auto invoices into the A/R system.

- **Auto invoice order inquiry display**

This program displays auto invoice order information and associated line items on the terminal screen in a condensed format.

- **Auto invoice generate A/R orders**

Generates regular A/R orders from auto invoice orders.

- **Auto invoice generate O/E orders**

Generates regular O/E orders from auto invoice orders.

- **Print auto invoices**

A complete listing of the auto invoice Order Header and Order Lines file is produced by this program. This program has sort and record selection options.

- **Auto invoice transaction maintenance**

This program is used to enter auto invoice transactions into the A/R system.

- **Auto invoice transaction inquiry display**

This program displays auto invoice order information and associated transactions on the terminal screen.

- **Print auto invoice order transactions**

A listing of the auto invoice order transactions is produced by this program.

- **Purge A/R transactions**

This program purges transactions from the Transaction file, and optionally prints an audit trail of purged transactions.

- **Purge sales history**

This program purges sales history transactions from the Sales History file. Optionally prints transaction detail. This program has record selection options.

CHAPTER TWO PROCEDURES

THE TWO TYPES OF CUSTOMER ACCOUNTS

As each customer account is entered into the system (using the "Customer file maintenance" program) it must be designated as being one of two types: balance forward (BBF), or open item (Open). There is currently no difference between the types of accounts. We recommend leaving this field at its default "Open" value.

UNDERSTANDING THE TRANSACTION TYPES

The Starr Computer Systems A/R System uses a unique method to obtain full G/L distribution of transactions. This is the A/R Control file, which is used to define up to forty transaction types. Each transaction type has associated with it:

1. A transaction description
2. A debit G/L account
3. A credit G/L account

The transaction types and their associated fields are used by the A/R System to control internal processes, as well as provide the G/L distribution accounts for each transaction type.

With a properly defined transaction types you can have:

1. Multiple A/R accounts
2. Multiple sale accounts
3. Multiple payment accounts
4. Multiple discounts allowed accounts

5. Plus you can have other transactions types for your particular needs; freight, misc. charges, etc.

All of the above are optional, and completely user defined. However you must abide by the following rules when setting up your transaction types:

1. **Sale transaction types**

You must enter at least one sale transaction type. The first four letters of each sale transaction description must be "SALE". This is the way that the system "knows" that the transaction type is a sale transaction type.

Sale transaction types will debit an A/R account and credit a sales account.

2. **Payment transaction types**

You must enter at least one payment transaction type. The first four letters of each payment transaction description must be "PYMT". This is the way that the system "knows" that the transaction type is a payment transaction type.

Payment transaction types will debit cash and credit an A/R account.

3. **Discount allowed transaction types**

You must enter at least one discount allowed transaction type. The first four letters of each discounts allowed transaction description must be "DISC". This is the way that the system "knows" that the transaction type is a discounts allowed transaction type.

Discounts allowed transaction types will debit either a sales or an expense account, and credit an A/R account that matches a payment A/R account. The debit account number must be the only occurrence of this account number on the debit side of any transaction type.

4. **Misc. debit/credit**

You must enter one misc. debit/credit transaction type. The misc. debit/credit entry is defined by a transaction description of "MISC-DR/(CR)". This entry will debit an A/R account, and ask for the credit account.

5. **Sales tax**

Sales tax is defined by a transaction description of "TAX-SALES". Sales tax rates for up to four taxing entities are automatically computed and accumulated in this transaction type; the rates are split out by the "Sales tax" report. This entry will debit an A/R account, and credit a tax payable account.

6. All other transaction types

All other transaction types are free format, but must not violate the above rules. These misc. debit and credit transaction types will be displayed during invoice generation, in the order that they occur within the A/R Control file.

The following transaction types are automatically generated, and are not stored in the Control File. Type "41" designates an invoice. Type "42" designates a credit memo. Type "43" designates an open credit. Type "44" designates an inventory distribution. Type "45" designates a cost-of-goods sold distribution.

We have always found forty transaction types to be more than enough. However, if more than forty G/L distributions are needed, they may be expanded by using the General Ledger master/sub account structure (where the sale accounts in the A/R control file are master accounts and the System Operator record contains the department digits of the sale account). The actual sale account is made up of the A/R Control master digits followed by the System Operator department digits.

AUTOMATIC UPS CHARGES

The billing process will automatically compute UPS charges, if Shipping Clerk is implemented. To set up automatic charges, do the following:

1. Create an A/R Control file misc. charge entry named "SHIP & HAND".
2. Enter your UPS zone data in the UPS Zones Control file. Refer to the Shipping Clerk documentation.
3. The best method to get package weight is to weigh the packages at the time of shipping using the Shipping Clerk scale. However, you can optionally put the unit weight in each line item; you may want to add some weight for packing.
4. To cause automatic UPS charges, enter the shipping method in the header shipping instructions.

When the order is billed, the freight misc. charge will default to the correct UPS charge for those items shipped.

SPECIAL PROCEDURES

There are several special cases that may arise in running the Accounts Receivable System. The handling of each of these special cases is described in the following section:

1. **Delete an invoice/credit memo**

The best method is to enter a reversing credit memo/debit memo (invoice) to reverse the incorrect entry. Then you have a full audit trail of both the error and the correction.

If you feel that you must delete the transactions, and the transactions haven't been posted to the General Ledger via the "End-of-period processing program" it's OK to delete the transactions. However, make sure that you delete all of the transactions associated with this invoice/credit memo.

2. **Delete a payment**

Do not do it. Enter a debit memo to reverse the payment.

LOADING INITIAL DATA

The following procedure is used to load your initial receivables, which are unpaid, and already posted to your General Ledger when you started using the Starr A/R system.

The initial data load procedure follows:

A special program exists for loading your initial data. This program uses accounting period zero transactions, which must be entered via the "Transaction file maintenance" program. Each accounting period zero transaction will represent an open invoice/credit memo. This program will set balance forward date. It computes balance forward, YTD debits, YTD credits, and current balance, based on the sum of the accounting month zero transactions. This program can be run during the year to re-compute the customer balances, but only if all transactions for the current year are in the file; i.e. no period's transactions have been purged.



It is best to try this procedure out on the XYZ company to see how it works before you enter your accounting period zero transactions for your company.

To initial load your open receivables:

1. Enter your customers in the A/R Customer file. Do not enter balance forward date, balance forward, YTD debits, YTD credits, or current balance.
2. Enter an accounting period zero transaction for each open invoice/credit memo.

These transactions must be entered very carefully, as the system processes them based on the data being structured exactly as defined below. It is your responsibility to enter the initial data correctly.

Enter the fields as follows:

a) Customer key

b) Transaction type

For invoices or finance charges, enter "41". For credit memos, enter "42".

c) Document #

Enter the invoice/credit memo number.

d) Reference #

For invoices, enter "INVOICE". For finance charges, enter "FIN-CHG". For credit memos, enter "CR-MEMO".

e) Apply to #

For invoices or finance charges, must EXACTLY match document #. For credit memos, enter "CR-MEMO".

f) Job key

Enter a return (will default to spaces).

g) Sales code

Enter a return (will default to zero).

h) Terms code

Enter a return (will default to customer terms code).

i) Salesman #

Enter a return (will default to customer salesman).

j) Accounting period

Enter zero.



The default will not be zero; you must enter zero.

- k) Document date
Enter the invoice/credit memo date.
 - l) Discount date
Enter the invoice/credit memo discount date, based on the invoice terms. If no discount offered, enter the due date.
 - m) Due date
Enter the invoice/credit memo due date.
 - n) Document amount
For invoices or finance charges, enter the document amount as a positive number.
For credit memos, enter the document amount as a negative number.
 - o) Discount amount
For invoices, enter the discount amount as a negative number; If no discount, enter zero. For finance charges or credit memos, enter zero.
 - p) Applied amount
Enter a return (will default to zero).
 - q) G/L account
Enter your Accounts Receivable account number.
3. Use the "Transaction file" report to verify your accounting period zero transactions are correct. Make corrections as necessary.
 4. Run program "ARMBLD" program using the "Run a program" option on the Starr Accounting Utility Menu.

This will set balance forward date, balance forward, YTD debits, YTD credits, and current balance in the Customer Master records. It will also internally mark the transactions as "posted".

An option exists in this program to process a selected customer. This option can be used to avoid processing all customers when corrections exist for only a few customers. Remember to run this program after making corrections to transactions.

DAILY PROCEDURES

After all A/P activity for the day, run the "Recap" report. Since this report processes transactions for a specific date range, activity for the next day can be entered while processing a recap for the previous day.

MONTH END PROCEDURES

This procedure is performed after the daily procedures for the last day of the month have been completed.

1. Run the "G/L distribution" report. Since this report processes transactions by accounting period, activity for the next period(s) can be entered while processing the period you are closing.

This report is a "preview" of the summary transactions that will be passed into the G/L in the next step. A/R transactions cannot be changed after being posted into the G/L, so look for errors at this step. You should scan the detail listing looking for transactions that are in the wrong expense account. And lastly, you must make sure that the report total is zero (debits equal credits).

2. Run the "End of period processing" program. Since this report processes transactions by accounting period, activity for the next period(s) can be entered while processing the period you are closing.

This program writes summary transactions into the G/L. The audit trail report is similar to the "G/L distribution" report, and should be in balance, since you "verified" the "G/L distribution" report.

If the audit trail report total is non-zero (debits not equal to credits), then you must make adjusting G/L Transaction file entries to correct the account balances.

YEAR END PROCEDURES

This procedure is performed after the monthly procedures for the last month of the year, including "End of period processing" have been performed. You must not enter any new A/R transactions for the new year until after the year is closed.

At end-of-year, do the following steps:

1. Run the "Customer balances" report, so you have a printed listing of the yearly totals for each customer. Save this report, so you can refer to it in the future.
2. Run the "G/L distribution" report, to make sure you are in balance.
3. Run the "Aging" report in key order.
4. Run the "End of period processing" program.
5. Run the "End of year processing" program.

The "Purge A/R transactions" program will then be automatically run.

6. Run the "Print transactions" program, for accounting periods "00" through "12". Print in "customer, apply #, document date" order.

There should only be accounting period zero transactions remaining. There should be one transaction for every open invoice/credit memo. Payment transactions of partial payments will remain in the file, and will be automatically purged once the invoice is fully paid.

Any "other" transactions should be deleted via the "Transaction file maintenance" program.

7. Run the aging report in key order, with detail. This report must match the aging report printed earlier.

SPECIAL NOTE AT END OF YEAR

Starr Accounting uses accounting period for A/R transactions. This means that you can enter transactions for a new period without closing an existing period. This is also true at end of year. In Starr Accounting, up to twenty-six periods can be defined in the G/L Accounting Period file; this means you can wait up to one year *after* the end of the year before closing the year. The first period after the end of year will be period "13", the next will be period "14", etc. However, it important to remember that *all* of the Starr Accounting modules use the G/L Accounting period file. This means that **all modules must be closed at the same time**. See the General Ledger documentation for further information.

CHAPTER THREE PROGRAMS

CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define the transaction types as well as other information. Please refer to separate section titled "Understanding the Transaction Types" for a complete discussion of the transaction types.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number

The control file record number.

2. Batch number

The current transaction batch number. Automatically maintained by the system; incremented by one every time a batch of transactions is added.

3. Entry number

The current transaction entry number. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

4. Custom option

Used to control custom A/R features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

5. Invoice form number

6. Invoice copies

Default number of copies for the invoice/credit memo. Applies to both A/R and Order Entry.

7. Statement form number

8. Pack form

Packing list form number. Form number "0" is the standard Packing List, which has an option print prices. Form number "1" is an "invoice like" format with the following additional fields: price, adjustment percentage, extended amount, and order subtotal.

9. Pack copies

Default number of copies for the A/R packing list.

10. Order number

Last order number used.

11. Invoice number

Last invoice number used. An invoice number is an internal control number for each source document represented in the transaction file.

The invoice number is incremented from within the "Transaction file maintenance" program by pressing a function key.

12. Credit memo number

Last credit memo number used.

13. Finance charge rate

Decimal fraction of finance charge rate.

14. Finance charge minimum

Minimum finance charge that is billed.

15. Use lines weight

If Shipping Clerk is implemented, you usually do not want the system to calculate shipping charges using the order line item weight (which comes from the inventory master record); you want the charges to come from the Shipping Clerk transactions. When this option is "Yes" and Shipping Clerk transaction charges are zero, the software will use the sum of the line item weights to calculate shipping charges. Please note that the software *always* calculates the shipping charges via Shipping Clerk transactions *first*, and only uses lines weight when the Shipping Clerk transaction charges are zero. This option only applies when Shipping Clerk is implemented on your system.

16. AI entry number

The current Auto Invoice transaction entry number. Automatically maintained by the system; incremented by one every time an auto invoice transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

17. Company name control

If "Yes", prints the company name and address in the upper left corner of the forms. Should only be "Yes" when printing forms on blank paper.

18. Field descriptions control

If "Yes" prints field descriptions prior to fields on forms. Should only be "Yes" when printing forms on blank paper or continuous letterhead.

19. Invoice name code

Print contact name code on invoice (0 = none, 1-3 = contact name #1 - contact name #3).

20. Statement name code

Print contact name code on statement (0 = none, 1-3 = contact name #1 - contact name #3).

21. Pack contact name
When "Yes", will print contact name on the A/R packing list.
22. Age by document
When "Yes", aging will be based on the document date.
When "No", aging will be based on the due date. Aging by due date will provide better cash flow analysis.
23. Aging description (x)
User defined aging description.
24. Aging days (x)
User defined aging days; corresponding to the aging description.
25. Past due days
Used by the new past due subprogram to determine if the customer has past due invoices (if the system date minus the invoice date is greater than or equal to the past due days then the invoice is past due).
26. Duplicate PO# days
Checks for duplicate purchase order numbers within this specified number of days.
27. Display non-A/R
If "Yes" then all A/R transactions will be displayed in the "Account inquiry display" program; if "No" will only display A/R account transactions.
28. Write sales history
If "Yes", will write sales history records when billing.
29. Write invoice history
If "Yes", will write invoice history records when billing.
30. Invoice expand kits
If "Yes", will write expand kits to include kit components on invoices.

31. Invoice number for credits

If "Yes", will use the next available invoice number for credits (the recommended method). If "No" will use the next available credit memo number for credits.

32. Sale account

Default A/R order line item sale account.

33. Inventory account

Default A/R order line item inventory account.

34. Cost of goods account

Default A/R order line item cost of good sold account.

35. Transaction description (x)

The transaction description. Must conform to the rules defined in the section titled "Understanding The Transaction Types".

36. Transaction debit account (x)

A valid G/L account for the debit side of this transaction type. Must conform to the rules defined in the section titled "Understanding the Transaction Types".

37. Transaction credit account (x)

A valid G/L account for the credit side of this transaction type. Must conform to the rules defined in the section titled "Understanding the Transaction Types".

TERMS FILE MAINTENANCE

This program is run during system creation and is used to define up to thirty-two different payment terms. The terms code within the Transaction file record corresponds with a terms definition in the Terms file. In addition, terms code zero is predefined as "NET", terms code "33" is predefined as "COD" and terms code "34" is predefined as "PREPAID".

When invoices are entered in the "Transaction file maintenance" program, the terms code is used to obtain information from the Terms file. This information is used to calculate the default discount date and due dates, as well as the discount amount.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Discount description (x)

Terms description.

When a discount description contains the word "EOM" (end-of-month) the bill is due on a specified due day on the following month. For example, "NET 10 EOM" means the bill is due on the 10th of the month after the date of the bill. The specified due day is obtained from the "due days" field of the term (not from the terms description). The "discount days" field is not used for end-of-month terms.

2. Discount rate (x)

Enter the discount rate, as a decimal fraction. The discount rate is the percentage sales adjustment you wish to allow the customer for payment within the number of discount days. For example: a rate of 2% would be entered as ".02".

Not used for end-of-month terms.

3. Discount days (x)

Enter the number of days within the discount period. If no discount, enter the due days.

Not used for end-of-month terms.

4. Due days(x)

Enter the number of days before payment is due.

NOTES FILE MAINTENANCE

This program is run during system creation and is used to define standard notes, aging notes, and point of sale notes. Up to ten notes of each type can be entered.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record field is: Note (x)

TAX FILE MAINTENANCE

This program is run during system creation when tax rates are changed or added. It is used to define the state and local tax rates. Fifty-two records are defined, each record corresponding to a state; each state record can contain up to eighty-eight local tax rates.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. State name
2. State rate

Enter as a decimal fraction (e.g. enter 4% as .04).

3. Tax freight

Enter "Yes" if the state charges sales tax on freight; else enter "No". Starr Accounting charges sales tax on freight if this tax freight indicator is "Yes" *and* you are billing at least one taxable line item on the invoice. If no taxable line items are billed on the invoice then no tax will be computed on freight. Please note: even though there may be taxable line items on the order, the system will not charge sales tax on freight unless you are *billing* at least one taxable line item.

4. Local tax name (x)

5. Local tax rate (x)

Enter as a decimal fraction (e.g. enter 4% as .04).

SALESMAN FILE MAINTENANCE

This program is run during system creation to define salesmen numbers their associated salesmen names. Up to ninety-six salesmen can be defined.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record field is: Salesman name (x)

CUSTOMER FILE MAINTENANCE

This program is used to maintain customer master records. It contains both name, address, and dollar information.

Customer comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Customer key

The customer record key. An alphabetic abbreviation of the customer's name is suggested, although any combination of letters and numbers may be used.

Cash customers are designated by customer keys with a prefix of "\CASH". No Sales History records are written for cash customers.

2. Account type

Type of account for this customer. Enter "BBF" for Balance Brought Forward, or "Open" for Open Item.

3. The company name

Enter as "last name; first name". The system will print it as "first name last name" on forms.

4. First line of address

5. Second line of address

6. City

In add mode the city can be defaulted from the Zip Code field (based on the System Control File Settings).

7. State

In add mode the state can be defaulted from the Zip Code field (based on the System Control File settings).

8. Zip code

In add mode, now uses the new get city/state from zip code subprogram to default the city and state fields from the zip code field. Based on the new System Control file "zip convert" option, this feature can be turned off, or set to default the city/state as either upper/lower case or upper case.

9. Phone number one

10. Contact name one

First contact person's name as "last name; first name".

11. Phone number two

12. Contact name two

Second contact person's name as "last name; first name".

13. Phone number three
14. Contact name three
Third contact person's name as "last name; first name".
15. Default terms code
16. Credit code
Indicates credit worthiness. When an order is entered and the customer has exceeded their credit limit, both the credit code and their credit limit is displayed.
In apply credits, if the credit code is non-zero the credit code is displayed when the customer key is entered.
17. Credit limit
Indicates credit dollar limit. When an order is entered and the customer has exceeded their credit limit, both the credit code and their credit limit is displayed.
18. File date
When this record was added.
19. First sale date
First invoice generated after the account opened.
20. Last sale date
Last invoice generated for this customer.
21. BBF (Balance Brought Forward) date
The start of the current accounting year.
22. Last statement date
The last statement printed.
23. Balance forward amount
Balance brought forward at the start of the accounting year.

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24. Year-to-date debits
 25. Year-to-date credits
 26. Current balance
 27. Salesman number
Default salesman number
 28. Sales tax code
Default sales tax code.
 29. State code
State tax code.
 30. Local code (x)
Local tax code.
 31. Customer code
User defined customer type code number (a number in the range 0-255)
 32. Customer status
User defined customer status code number (a number in the range 0-255)
 33. Price code
Default inventory price code (used in Order Entry).
 34. Default discount/markup percentage
Discounts are negative.
 35. Statement
Send this customer a statement?

36. Finance charges
Compute finance charges if past due?
37. Past due
Automatically display past due invoices during order entry?
38. Pack prices
When "Yes" and the Pack List "Print prices" option is also "Yes", will print price information on the Pack List.
39. Dunning notes
Send dunning notes on statements if past due?
40. Dunning note code
Statement dunning note code. Prints this note on statement if dunning notes allowed for this customer and past due.
41. Reseller ID
Reseller's tax ID.

ALTERNATE KEY FILE MAINTENANCE

This program is used to maintain alternate key master records. Alternate key records identify ship to and bill to customers associated with a Customer Master record. One Customer Master record can have many bill to and ship to records.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Customer key
The customer record key. Must be a valid Customer Master key.

2. Key type

Alternate key type. A pop-up field. Enter "Bill" if the alternate key gets the bill for the products shipped to the customer key. Enter "Ship" if the products are billed to the customer key but shipped to the alternate key.

3. Sequence #

The sequence number for this record. Automatically assigned by the system when a record is added, but may also be assigned by the F1 key.

4. Alternate key

The alternate customer key. Must be a valid Customer Master key.

TRANSACTION FILE MAINTENANCE

This program is used to maintain A/R debit and credit transaction records. Transactions are automatically generated by the billing and apply credits programs, and not normally entered directly.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been posted to the General Ledger, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 1

This condition exists when the A/R Transaction has been posted to its corresponding Customer Master record.

2. Status condition 2

This condition exists when the A/R Transaction has been posted to its corresponding G/L Master record.

3. Status condition 4

This condition exists when the A/R Transaction has been processed by the Statement pro-

gram. If the customer statement flag is "Y" this means the transaction has been printed on a statement.

4. Status condition 128

This condition exists when the A/R Transaction has been posted to Job Costing. Only sale distributions are posted to Job Costing.

Apply to Fields

The apply to number and apply to amount are used to apply credits to debit transactions. These fields are used to determine when an invoice is paid.

The apply to number and applied amount fields are handled automatically by the generate invoices and the generate payments programs. See the "Apply Payments" documentation to gain a full understanding of how these fields work.

Occasionally, it may be necessary to manually change the apply to number and applied amount of a transaction. This will normally only be done to apply open credits to an invoice.

Be sure that you remember to adjust the applied amount of the invoice by the misc. credit amount, put the invoice apply to number in the misc. credit apply to number, and put the misc. credit document amount in the misc. credit applied amount.

On sales tax transactions, the applied amount contains the taxable amount of the invoice. Thus the "Sales tax" program can compute the sales tax rate charged, and compare it to the sum of the tax rates in the customer's master record.

On sales transactions, the applied amount contains the cost of the sale. The "Sales analysis" program uses this data to compute the cost-of-sales.

Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To

access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Customer

The system immediately verifies that it is a valid customer.

3. Transaction type

4. Document number

The document number to which this transaction applies.

5. Reference number

6. Apply number

Enter the document number, or the document number to which this transaction applies.

7. Document date

The date of this transaction in MMDDYY format.

8. Discount date

The discount date of this transaction in MMDDYY format.

9. Due date

The due date of this transaction in MMDDYY format.

10. Document amount

The document dollar amount

11. Discount amount

The document discount amount.

12. Apply amount

The document apply amount.

13. Accounting period
The accounting period that corresponds to the document date.
14. Sales tax code
The sales tax code. Must be in the range 0 - 50.
15. Salesman number
The salesman number. Must be in the range 0 - 64.
16. Terms code
Discount terms code.
17. G/L account
G/L account number. The system immediately verifies that it is a valid G/L account.
18. Job key
Job costing key.
19. Batch number
Your internal batch number. In add mode, press the F3 key for the next automatically assigned batch number. If left blank, the system will automatically assign the number.

ACCOUNT INQUIRY DISPLAY

This program is used to display the Customer Master information on the terminal screen, as well as all transactions that are associated with this customer.

An A/R Control file option exists to only display A/R account transactions.

Transactions are displayed in document number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Account Master Display Fields

The Customer Master fields are displayed at the top of the screen. The customer fields are:

1. Customer key
2. Customer name & address
3. Salesman number
4. Terms code
5. Statement flag
6. First sale date
7. Balance forward date
8. Last sale date
9. Statement date
10. Current balance
11. Balance brought forward
12. Year-to-date debits
13. Year-to-date credits
14. Credit code
15. Price code
16. Credit limit

Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Transaction type
2. Document number
3. Reference number
4. Accounting period
5. Document date
6. Due date
7. Document amount
8. G/L account
9. Transaction flag
10. Entry number

ORDER HEADER FILE MAINTENANCE

This program is used to maintain invoice or credit memo header records. The invoice header contains the name, address, and other general invoice information (all information except the line items).

Uses the "Find customer key from customer name" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Customer comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

When reversing the sales tax or taxable freight (via a credit memo) and not reversing the line items (only entering the sales tax or freight), the billing program calculates the transaction apply amount, so the sales tax report can also reverse the taxable amount. If reversing sales tax or freight and you do not want the apply (taxable) amount calculated, zero the order header state and local codes before billing the credit memo.

After the invoice/credit memo is entered, you have the option of printing the invoice/credit memo. After printing, the associated A/R files are updated and the associated invoice header and lines are purged.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

The key of the customer that gets the bill. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

If the customer's past due indicator is "Yes" and the customer has past due invoices, the past due invoices will be automatically displayed.

2. Order number

Your internal order number. In add mode leave this field blank; the system will automatically assign the next order number.

3. Ship to customer key

The key of the customer that gets the product. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

4. Order type

Enter "I" for invoice, or "C" for credit.

5. Terms code

The terms code of the terms you are offering on this invoice.

6. PO# / apply

For an invoice, enter the customer purchase order number. Uses the "Check for duplicate PO#" subprogram to check for duplicate purchase orders; see the "SUBPROGRAMS" section of the "System User's Guide" for more information. If it finds a duplicate PO# it reports the database name that contains the duplicate.

For a credit memo, enter the customer purchase order, then a "/" character, then the in-

voice number to which the invoice applies. This will cause the generated A/R transactions to age with the invoice. If the invoice number is not known, then the credit will be applied to an invoice via the apply credits program.

7. Adjustment %

The default adjustment percentage for line items. Each line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

8. Comment

Will appear as the first comment line at the bottom of the invoice. Uses the "Order header comments" subprogram to construct special comments; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

9. Prepaid check number

For prepaid invoices, enter the check number paying this invoice.

10. Prepaid check amount

For prepaid invoices, enter the total prepaid amount.

If this amount is left zero, the software will assume that the check amount equals the invoice amount due.

If the check amount is less than the invoice amount due, then the invoice will be partially paid, and will be brought up by the apply payments/credits program the next time a credit is to be applied.

If the check amount is greater than the invoice amount due, then an open credit will automatically be created for the over payment. This credit will be brought up by the apply payments/credits program the next time a credit is to be applied.

11. Billing name & address

Billing contact, name, address, and phone.

12. Shipping name & address

Shipping contact, name, address, and phone. In add mode it sets the shipping name and address to the billing name and address when "\BILLTO" is entered in the shipping contact name.

-
13. FOB
Freight on board shipping point.
 14. Shipping instructions
Shipping method/instructions. To have UPS charges automatically calculated from the weight, the shipping instructions must be as defined in the Shipping Clerk documentation. If the shipping instructions has the string "N/C" anywhere to the right of the shipping method, the system will not compute shipping and handling.
 15. Order date
The order date in MMDDYY format.
 16. Ship date
Your promised ship date in MMDDYY format.
 17. Salesman number
The salesman number of the salesman making this sale. Used by the "Sales analysis" program to report sales by salesman.
 18. Promotion code
The sales promotion code.
 19. Sales tax code
The sales tax code for the ship to customer. Used by the "Sales tax" program to report classes of non-taxable sales.
 20. State code
The state sales tax code for the ship to customer.
 21. Local code (x)
The local sales tax codes for the ship to customer. There can be up to three local sales tax codes per invoice.
 22. Job key
Job costing key.

23. Job cost code

Job cost posting code; for costing line items when billed.

24. Job warranty code

Job cost warranty code; for costing line items when billed.

25. Reseller ID

If this invoice is items for resale, contains the purchaser's reseller ID number.

ORDER LINES FILE MAINTENANCE

This program is used to maintain invoice or credit memo line item records. The invoice lines contains the line items associated with an invoice/credit memo.

As lines are added, the system displays updated order totals, weight, freight, and sales tax at the bottom of the screen. To increase processing speed, skips the recalculation of shipping and handling when the total line item weight (obtained from line item records) has not changed.

Function key F6 is used to bring up the payment/credit card subprogram. The order header terms, prepaid check number, prepaid check amount, and order header comment will be automatically updated in the order header via the subprogram. If the payment is via a credit card, the subprogram can also be used to automatically call the credit card processor's computer to record the sale and get an authorization number. See the "Credit Card Utility" documentation in the "System User's Manual" for details on the payment/credit card subprogram.

After the invoice/credit memo is entered, you have the option of printing the invoice/credit memo. After printing, the associated A/R files are updated and the associated invoice header and lines are purged.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

The customer key of the associated order header.

2. Order number

The order number of the associated order header.

3. Line number

The line item line number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers, the maximum number of lines on an invoice/credit memo is 999; when manually assigning line numbers, the maximum is 9999.

4. Record type

Enter "D" for detail, or "N" for note. Detail records are described below. Note records contain a single item; a 76 character free-format note or comment. There can be any number of note records.

5. Location

The item warehouse location.

6. Part number

The item part number or an item description.

7. Description

The item description.

8. Quantity ordered

9. Quantity shipped

The quantity to ship.

10. Quantity back ordered

11. Unit price

Price per sale unit.

12. Unit cost
Cost per sale unit.
13. Taxable
Enter "Yes" if a taxable item; enter "No" if the item is not taxable.
14. Unit weight
Weight per sale unit (in pounds).
15. Sale account number
Sale G/L account number. Must match a "SALE" credit account in the A/R Control file.
16. Inventory account number
Inventory G/L account number. Must exist in the G/L Account Master file. The system immediately verifies that it is a valid account.
17. Cost of goods account number
Cost of goods sold G/L account number. Must exist in the G/L Account Master file. The system immediately verifies that it is a valid account.
18. Adjustment percentage
Adjustment percentage for this line item. Markups are entered as positive numbers, and discounts are entered as negative numbers.

ORDER INQUIRY DISPLAY

This program is used to display Order Header information at the top of the terminal screen, as well as all order lines that are associated with this Order Header.

Order Header and associated Order Line Items are displayed in line number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of lines that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of lines that are currently displayed (e.g. if you were displaying the last twelve lines in a set of one hundred lines the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Order Header

The Order Header fields are displayed at the top of the screen. The header fields are:

1. Customer key
2. Customer name, address, and phone
3. Order number
4. Order type
5. Salesman number
6. Terms code
7. Order date
8. Ship date
9. Purchase order number
10. Freight on board
11. Shipping instructions
12. Job cost key
13. Adjustment percentage
14. Promotion code
15. Order header flag

Order Lines

The Order Lines are displayed on the bottom of the screen. The line fields are:

1. Warehouse location
2. Item part number
3. Item description

Only the first eighteen characters are displayed.

4. Quantity ordered
5. Quantity shipped
6. Quantity back ordered
7. Price
8. Line item flag

BILLING

The billing programs bill an existing invoice or credit memo. The following tasks are performed:

1. Optionally select an order to bill
2. Optionally update the print options
3. Optionally update the ship and invoice dates
4. Optionally update misc. charges and notes
5. Optionally get credit card authorization
6. Print the invoice/credit memo
7. Write the Customer A/R Transactions
8. Optionally write Sales History records

9. Purge the order

Operating Steps

The operating steps are:

1. Enter the customer/order # to process.

This step is skipped if you went to billing directly from invoicing; in this case the software already knows the customer/order #.

2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.

Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Change the ship date, if desired.

6. Change the invoice date, if desired.

If the entered ship/invoice date is zero, the zero date(s) will be set to the current date. If the entered ship/invoice date is prior to the start of the current accounting year, the generated A/R and Inventory transactions will be set to the current accounting period.

7. Enter your invoice number, if you want to override the automatically generated invoice number. If you had previously printed but not posted an invoice for this order, the system will re-use that earlier invoice number.

8. Enter the misc. charges. If a credit memo, enter the charges as negative numbers.

If entering a misc. debit/credit, enter the amount and the posting account number. The account number will print in square brackets to the left of the misc charge description on the invoice.

Function key F9 is used to bring up the payment/credit card subprogram. The order header terms, prepaid check number, and prepaid check amount will be automatically updated in the order header via the subprogram. If the payment is via a credit card, the subprogram can also be used to automatically call the credit card processor's computer to record the sale and get an authorization number. See the "Credit Card Utility" documentation in the "System User's Manual" for details on the payment/credit card subprogram.

9. Enter the invoice notes. Notes can be extracted from the associated note files by entering the note number followed by function key F1.
10. The invoice now prints, and you are asked if the invoice is OK. If the invoice is OK, say "Yes" and press the EXECUTE key. If the invoice is not OK, say "No" and press the EXECUTE key, or press the MENU key.

The print invoice program scans prepaid check number for credit card prefixes; "VS" means "Visa", "MC" means "Master Card", "DC" means "Discovery", and "AE" means "American Express". If one of these prefixes, the "**** Prepaid invoice ..." line will say "prepaid via credit card auth# ...". If no prefix, the line prints "prepaid via check# ..."

If you say the invoice is OK, the A/R transactions will be written. Full G/L distribution records will be written for this invoice; common accounts will be summed, and signs will be adjusted. The discount amount, discount date, and due date will be generated via the terms code and the Terms file. The A/R distribution record will be posted to the customer's record within the Customer Master file.

If the A/R Control file write Sales History option is "Yes", a history record will be written for each line item of the invoice.

APPLY CREDITS

This program applies payments, credit memos, and open credits against invoices in the A/R system. Partial payments can be applied to particular invoices, an invoice may be paid in full, or a payment may be applied to many invoices, or a credit may be applied to many invoices, or you can process a payment even when there are no open transactions for a customer (This means that you can apply a down payment on an open credit to the customer's account.).

The apply to number and apply to amount are used to apply credits to debit transactions. These fields are used to determine when an invoice is paid.

The apply to number is handled automatically by the generate invoices and the apply credits programs. Whenever an invoice is generated, the apply to number will be set equal to the document number, and the applied amount will be set equal to zero. The invoice open amount is equal to the document amount minus the applied amount.

When the apply credits program is run, three possible cases exist for an invoice:

1. Payment less than open amount

If the payment is less than the invoice open amount, the apply to number of the payment will be set equal to the apply to number of the invoice, and the applied amount of the invoice will be increased by the payment amount. The invoice is partially paid, and will show an open amount on the apply credits display. The apply amount of the payment transactions will contain the payment (check) amount.

2. Payment equals open amount

If the payment equals the invoice open amount, the apply to number of the payment will be set equal to the apply to number of the invoice, and the applied amount of the invoice will be increased by the payment amount. The invoice is fully paid, and will show zero open amount on the generate payments display. The apply amount of the payment transactions will contain the payment (check) amount.

3. Payment greater than open amount

If the payment is greater than the invoice open amount, the payment will be internally "split" into several payment transactions; one payment transaction for each invoice it is applied to. Each individual payment transaction will fall into one of the two preceding cases, until there are no more open invoices.

If there are no more open invoices, then an open credit transaction will be automatically created for the balance. The apply to number for the open credit will be "OPEN-CR", since it is open. This credit can be applied later by the apply payment/credits program.

Unapplied open credits and unapplied credit memos may be applied to one or more open invoices. The invoice may be smaller than, equal to, or greater than the unapplied credit. If only applying open credits (i.e. there is no payment), then enter zero as the payment amount.

Unapplied credits are applied in a manner similar to applying the payment. If you only apply a part of the open credit, the document amount of the applied portion will be changed to the amount applied, and a new transaction will be created for the unapplied portion (i.e. the open credit will be "split").

Applied open credits are different than applied payments as follows:

1. The apply amount must be a negative number, less than or equal to the absolute value (positive value) of the invoice open amount.

2. Enter the display number of the invoice to which the credit is to be applied in the right-most display field.

When an open credit is applied, then:

1. The apply number of the credit is set to the apply number of the invoice.
2. The reference number is prefixed with "A-", to indicate applied.
3. The apply amount of the invoice is increased by the applied credit amount.

You can process a payment even when there are no open transactions for a customer. This means that you can apply a down payment as an open credit to the customer's account.

Operating Steps

The operating steps are:

1. Enter the customer key of the customer who is to receive the credit. The system immediately verifies that it is a valid customer key.

The customer name, address, and balance will be displayed. If the customer's credit code is non-zero, the customer's credit code will display at the bottom of the screen. The system will search the Transaction file for open invoice and open credit transactions for this customer; if none are found an error message will be displayed.

2. Enter the payment amount. Must be positive or zero.
3. Enter the check number or other reference number.
4. Enter the payment date in MMDDYY format.
5. Enter the payment accounting period. All generated transactions will have this accounting period.
6. Enter a payment transaction type. The system immediately verifies if it is a valid payment transaction type. This is done via a lookup of the A/R Control file. Defaults to the first payment transaction type found in the A/R Control file.

The next process is the selection of the invoices that can be paid, and the open credits that can be applied.

All open transactions for this customer will be displayed in a format similar to the "Account inquiry display" program. The first twelve transactions will be displayed on the first page. You can

scroll through the transactions a line at a time or a page at a time, in either the forward or backward direction.

For each open transaction, the following fields will be displayed on your CRT screen:

1. Display number
2. Document number
3. Transaction type
4. Document date
5. Discount date
6. Document amount
7. Open amount
8. Discount allowed

You will be entering fields that indicate which transaction you want to process, and the amount to apply. These fields are:

1. Display number

The display number of the transaction you want to process.

2. Apply amount

The dollar amount that you want to apply. If the display number represents an invoice, enter a positive apply amount. If the display number represents an open credit or open credit memo, enter a negative apply amount.

3. Discount taken

The discount taken (if any).

4. Apply to number

Only used when applying open credits or open credit memos to an invoice. It is the display number of the invoice that you want to apply the open credit to.

The EXECUTE key is used to apply the credit and update the display to show the amount applied. Nothing happens until you press EXECUTE.

Function key F5 is used to indicate that the files are to be updated, and the applied credit transactions are to be created.

Abort the payment process by pressing the MENU key any time before pressing the F5 key.

COMPUTE FINANCE CHARGES

This program generates finance charges for those customers who are flagged in their Customer Master record as eligible for finance charges, and who have a balance past due. Optionally, the program will request manual approval of each finance charge. The finance charge rate is obtained from the A/R Control file.

A minimum finance charge amount is also stored in the A/R Control file. When this amount is defined (non-zero), then the minimum amount replaces the computed finance charge amount when the computed finance charge amount is less than the minimum amount.

The program does not compute finance charges on unpaid, past due, finance charge transactions. It identifies a finance charge transaction by looking for "FIN-CHG" in the reference number field, so be sure to never change this field. If you do, the program may compute interest on it.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the aging date (defaulted from the transaction date). Transactions before this date will be used to compute finance charges.

6. Enter the transaction date. Generated finance charge transactions will have this date.
7. Enter the accounting period. Generated finance charge transactions will have this accounting period.
8. Enter the transaction type. Finance charge sale distributions will have this transaction type and account.
9. Approve/modify each finance charge? Enter "Yes" to approve, skip (zero) the charge, or modify each computed finance charge.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Customer key
2. Transaction type
3. Document number
4. Reference number
5. Apply number
6. Job key
7. Sales code
8. Terms code
9. Salesman number
10. Accounting period
11. Document date
12. Discount date
13. Due date

14. Document amount
15. Discount amount
16. Applied amount

Line two:

1. G/L Account
2. Flag
3. Operator key
4. Batch number
5. Entry number

END OF PERIOD PROCESSING

This program summarizes and updates all activity for this period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

The "G/L Distribution" report program should be run for the current accounting month before running the "End of period processing" program. This is the only way that we know in advance whether the G/L accounts are in balance.

This program accumulates totals for each account, marks the transaction as posted to the G/L, and writes an A/R summary transaction to the G/L Transaction file for each account.

Two reports are generated by this program: an audit trail of all transactions posted to the G/L, and a G/L transaction register.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the ending date of the last accounting period to process.
7. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
8. Enter the detail option. Enter "Yes" to print transaction detail. Enter "No" to skip transaction detail.

Audit Trail Report Fields

The report fields are:

1. G/L account
2. Customer key
3. Customer name
4. Transaction type
5. Document number
6. Reference number
7. Applied amount
8. Accounting period
9. Document date
10. Document amount

G/L Transaction Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Account number
2. Description
3. Reference
4. Document amount
5. Job key
6. Job cost code
7. Job warranty code
8. Source code
9. Accounting period
10. Document date

Line two:

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

END OF YEAR PROCESSING

This program prepares the system to begin processing a new year's transactions.

It resets the Customer Master file to the sum of the customer transactions, and zeros the year to date fields.

It then automatically runs the "Purge A/R transactions" program, which deletes sets of paid transactions, and changes the accounting period of the remaining transactions to zero. The purge program prints a complete audit trail.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of year date in MMDDYY format.
6. Enter the print detail option.

Enter "Yes" to print the purge program transaction detail. Enter "No" to not print the purge program transaction detail.

Report Fields

See the "Purge A/R transactions" program documentation.

RESET TRANSACTION FILE

This program resets the Transaction file entry numbers and batch numbers. It can also renumber non-zero accounting periods, and resets the Control file to correspond to the new entry, batch numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers and accounting periods involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the renumber entries option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".
6. Enter the renumber batch option. Enter "Yes" to renumber batch numbers starting with document number "1" else enter "No".
7. Enter the period offset. This +/- offset will be added to each non-zero accounting period.

This is usually a negative number. Often, we roll past the end of the year several months before closing the year. This causes the first month of the new year to be accounting period 13, the second month of the new year to be accounting period 14, etc. After closing the year we need a period offset of -12 to reset the first month to 1, the second month to 2, etc.

If you don't want to change the accounting periods, use a period offset of zero.

A/R INTERFACE

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Customer Master and the Transaction file can be imported/exported. The text data must be in ASCII, comma delimited format with each data element within quotes. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program always adds to the Master/Transaction database. Any errors are printed on an error report.

This program can be used to export data to a spreadsheet, manipulate the data in the spreadsheet, and then import the new data back in to the database. In this case, you would need to allocate a new empty database before importing to avoid duplicate database entries.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Import/Export option.
6. Enter the database option. Either Chart of Accounts or Transaction file can be imported/exported.
7. Enter the ASCII comma delimited text file name. When exporting, the database output will be written to this file. When importing, text records will be read and then used to add new database records.

Report Fields

The error report fields are:

1. Error message
2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

UPDATE ZIP DATA

This program updates the customer city, state, and area code using the zip code database. For phone area codes to be updated, they must have been entered into the customer master record in the format xxx-xxx-xxxx.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the "Update customers" option. Enter "Yes" to update the customer file.
6. Enter the "Print detail" option. Enter "Yes" to print an audit trail of changes.

Report Fields

The report fields are:

1. Customer key
2. Customer name
3. Zip code
4. Old city
5. Old state
6. Old phone numbers
7. New city
8. New state
9. New phone numbers

SALES HISTORY MAINTENANCE

This program is used to maintain sales history records. They are automatically generated by the generate invoice programs. Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

The Function key “F4” option to find the first record for a specified order number, invoice number, or purchase order number; opens up a window with additional parameters to restrict the search to invoice dates within n days of a specified date. This option is *not* supported in add mode, but *is* supported in all other modes.

Record Fields

1. Customer key

The customer record key. An alphabetic abbreviation of the customer's name is suggested, although any combination of letters and numbers may be used.

2. Order number

Invoice header order number. Function key "F4" can be used in this field to bring up the first record in the database that matches this order #. This option is *not* supported in add mode, but *is* supported in all other modes.

3. Invoice number

Invoice header invoice number. Function key "F4" can be used in this field to bring up a window with additional parameters to restrict the search to invoice dates within n days of a specified date. This option is *not* supported in add mode, but *is* supported in all other modes.

4. Ship to key

Ship to customer key.

5. Salesman number

6. Promotion code

7. Ship date

8. Invoice date

9. Part number

Item part number or description.

10. Description

Item description.

11. Quantity shipped

12. Unit price

13. Unit cost

14. Sales account number

15. Adjustment percentage

SALES HISTORY INQUIRY DISPLAY

This program is used to display the Customer Master information on the terminal screen, as well as all sales history records that are associated with this customer.

Transactions are displayed in document number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Six transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or six lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead six lines). Use the F4 key to go to the previous page (back six lines). Use function key F5 to set the beginning transaction display at a specified line number.

Sales History Display Fields

The Customer Master fields are displayed at the top of the screen. The fields are:

1. Customer key
2. Customer name & address
3. Salesman number
4. Promotion code
5. Terms code
6. Statement flag
7. First sale date
8. Balance forward date
9. Last sale date

10. Statement date
11. Current balance
12. Balance brought forward
13. Year-to-date debits
14. Year-to-date credits
15. Credit code
16. Price code
17. Credit limit

Sales History Display Fields

The Sales History fields are displayed on the bottom of the screen. The fields are:

1. Invoice number
2. Shipping date
3. Invoice date
4. Salesman number
5. Item key
6. Quantity shipped
7. Price
8. Cost
9. Transaction description
10. G/L account number
11. Ship to customer key

SALES HISTORY FILE REPORT

A complete listing of the Sales History file is produced by this program.

The report is produced in customer key, invoice number, and order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning and ending invoice dates.
6. Enter the salesman number, or "All" for all salesmen.
7. Enter the G/L account, or "All" for all accounts.
8. Enter the customer key group, or "All" for all customers.
9. Enter the customer ship to key group, or "All" for all customers.
10. Enter the inventory location, or "All" for all locations.
11. Enter the inventory department, or "All" for all departments.
12. Enter the inventory class, or "All" for all classes.
13. Enter the beginning and ending inventory part numbers.

14. Enter the "Access inventory" option. Enter "Yes" to access the corresponding Inventory Master records to select by department and class; else enter "No".
15. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to only print totals for each customer.
16. Enter the "Customer detail" option. Enter "Yes" to print customer detail; else enter "No". When both the "Customer detail" and the "Customer totals" options are "No", the report only prints grand totals (no breakdown by customer).
17. Enter the "Customer totals" option. Enter "Yes" to print customer totals; else enter "No". When both the "Customer detail" and the "Customer totals" options are "No", the report only prints grand totals (no breakdown by customer).

Report Fields

The following fields are printed:

1. Customer key
2. Order number
3. Document number
4. Shipping customer
5. Salesman number
6. Promotion code
7. Shipping date
8. Document date
9. Item key
10. Item description
11. Quantity shipped
12. Unit price
13. Adjustment percentage

14. Net amount
15. Unit cost
16. Sale account

CUSTOMER USAGE REPORT

This program reads a customer's Sales History for a date range, and prints quantity a dollar totals for each inventory item for each ship-to location for that customer. Grand totals are also printed.

The report is produced in inventory item key, ship-to location order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the customer key to process.
6. Enter the invoice date range to process.
7. Enter the report title.

Report Fields

The following fields are printed:

1. Inventory item key
2. Total quantity shipped
3. Average price paid
4. Total quantity shipped * average price paid
5. Ship-to customer key
6. Ship-to customer name

PROMOTIONS REPORT

This program reads a customer's Sales History for a date range, and prints statistics on sales promotions. Sales promotion codes are entered in invoice headers when the order is entered. Grand totals are also printed.

The report is produced in promotion code order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the invoice date range to process.

6. Enter the salesman number or "All" for all salesmen.

Report Fields

The following fields are printed:

1. Promotion code
2. Total orders
3. Total net order dollar amount
4. Average net dollar amount per order
5. Total cost dollar amount
6. Average cost per order
7. Total profit
8. Average profit per order

PREFERRED CUSTOMER REPORT

Prints preferred customers (customers that have Sales History net sales in specified ranges). Optionally sets the customer master record discount percentage via specified percentages. Can also generate a mail merge file to notify the customers of their preferred discount. Can also determine past due customers and deny the discount to past due customers.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this

case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the Sales History invoice date range to process.

Net purchases and returns in this date range will be processed.

6. Percentage (x)

The discount the customer will get if between the range of Purchases low (x) and Purchases high (x).

7. Purchases low (x)

The lowest net value of purchases a customer must have to receive the discount percentage (x).

8. Purchases high (x)

The highest net value of purchases a customer must have to receive the discount percentage (x).

9. Check past due

Enter "Yes" to check for past due customers (if the customer has invoices past due than more than "Past due number of days" in the A/R control file), or enter "No" to give the customer a discount regardless of their past due status.



Setting this option to "Yes" increases the run time (about ten times slower).

10. Update customer

Enter "Yes" to update the Customer Master file discount percentage.

11. Generate mail merge

Enter "Yes" to generate mail merge data files (these files can be used in a word document).

12. Mail merge file

The mail merge data file name (used by merge utility to create Word documents).

Report Fields

The following fields are printed:

1. Customer key
2. Customer name
3. Salesman number
4. Purchases

SALES/CUSTOMER BY SALESMAN REPORT

This program prints sales/customer by salesman (customers that have Sales History net sales in specified ranges). For each salesman/date range prints net sales, profit, number of customers, net/customer, and profit/customer. Because the sales are broken down by date ranges one customer can appear in more than one date range. Please note that we are counting invoices; a single order with some back ordered line items can generate more than one invoice.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the base (aging) date.
6. Include base

Enter "Yes" to include the base date, or enter "No" to not include the base date in calculation (i.e. do we include the base date when computing the Sales History invoice date?).
7. Days/date (x)

Enter the number of days to add to the base date in Days/date (x).

Report Fields

This report has six lines. The report fields are:

Line one:

Salesman

Line two:

1. Net sales in period Days/date (x)
2. Total sales

Line three:

1. Profit in period Days/date (x)
2. Total profit

Line four:

1. Customers in period Days/date (x)
2. Total customers

Line five:

1. Net sales / customer in period Days/date (x)
2. Total sales / total customers

Line six:

1. Profit / customers in period Days/date (x)
2. Total profit / total customers

GOOD CUSTOMER REPORT

This program prints sales frequency for good customers (customers that has Sales History net sales in specified ranges and meet other specified "good customer" criteria). For each customer prints number of invoices in each date range. Identifies "good", "big", and "inactive" customers. Please note that we are counting invoices; a single order with some back ordered line items can generate more than one invoice.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the base (aging) date.

6. Include base

Enter “Yes” to include the base date, or enter “No” to not include the base date in calculation (i.e. do we include the base date when computing the Sales History invoice date?).
7. Days/date (x)

Enter the number of days to add to the base date in Days/date (x).
8. Enter the minimum numbers of orders in a period to be a good customer.
9. Enter the number of periods the customer must have the order minimum to be a good customer.
10. Enter the minimum number of net sales in each of the “good customer” periods” to be a big customer.
11. Enter the minimum number of leading periods that are zero to be an inactive customer.

Report Fields

The report fields are:

1. Customer key
2. Customer name
3. Salesman number
4. Customer code
5. Sales history invoice records in period Days/date (x)
6. Net sales
7. Average invoice amount
8. Good, Big, Inactive Code

“G” means “Good”, “B” means “Big”, and “I” means “Inactive”. If more than one code applies, then the codes appear as a single text string (e.g. “GB” means “Good” and “Big”).

SHIPMENTS/STATE REPORT

This program prints sales statistics by state. It reads Sales History for a date range to gather the statistics. It uses ship to key to get the state abbreviation from the corresponding Customer master record.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the Sales History invoice date range.
6. Enter the salesman number, or "All" for all salesmen.

Report Fields

The report fields are:

1. State
2. Total number of orders
3. Total net amount
4. Total net amount / total number of orders

5. Total cost
6. Total cost / total number of orders
7. Total profit
8. Total profit / total number of orders

SALES HISTORY CUSTOMERS/PROMO CODE REPORT

This program prints customers that responded to a specified promotion code within a specified date range (customers that have Sales History net sales in specified ranges). It also prints customer information and customer net sales for that promotion. This program can be printed in Customer key order or by net purchases (descending) order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the Sales History invoice date range.
6. Enter the promotion code.
7. Generate mail merge files? Enter "Yes" to generate files, or enter "No" to skip.
8. Mail merge file name (when generating mailmerge).

Report Fields

The report fields are:

1. Customer key
2. Customer name
3. Address line one
4. City
5. State
6. Zip
7. Phone # 1
8. Salesman number
9. Net purchases

CUSTOMER FOLLOW-UP REPORT

This is a Sales History based report that prints follow-up promotion sales for customers that responded to a specified promotion.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Beginning date in MMDDYY format
6. Enter the Ending date in MMDDYY format
7. Enter the Promo code.

The promotion code to use for record matching.

Report Fields

The report fields are:

1. Customer Key
2. Customer Name
3. Salesman number
4. Promotional Code (x)
5. Net Purchases (x)

SALES HISTORY KITS REPORT

This program prints kit sales within a specified date range. Kit sales are not posted to the inventory master records, since these sales are already reflected in the inventory master kit components; thus we report these sales from the Sales History database.

The report is printed in item # order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.

Enter the number of copies of the report desired. Default is 1.

3. Enter the run date in MMDDYY format. Default is the system date.
4. Enter the invoice date range to process.
5. Enter the location or, enter "All" for all locations.
6. Enter the department or, enter "All" for all locations.
7. Enter the class or, enter "All" for all classes.
8. Enter the status or, enter "All" for all statuses.
9. Enter the vendor key group, or "All" for all vendors.
10. Enter the beginning item # group to process.
11. Enter the ending item # group to process.
12. Enter the G/L sale account key group, or "All for all accounts.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Department

4. Quantity sold
5. Net sales
6. Cost
7. Profit

SALES HISTORY MOVEMENT REPORT

This program prints inventory item movements for a selected date range. Inventory items can be selected by various criteria. Report includes item profit and gross profit margin.

The report is printed in location, item # order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.

Enter the number of copies of the report desired. Default is 1.

3. Enter the run date in MMDDYY format. Default is the system date.
4. Enter the invoice date range to process.
5. Enter the location or, enter "All" for all locations.
6. Enter the department or, enter "All" for all locations.
7. Enter the class or, enter "All" for all classes.

8. Enter the status or, enter “All” for all statuses.
9. Enter the vendor key group, or “All” for all vendors.
10. Enter the beginning item # group to process.
11. Enter the ending item # group to process.
12. Enter the G/L sale account key group, or “All for all accounts.
13. Enter the salesman number, or “All” for all salesmen.
14. Enter the customer type code mask, or “All” for all customer types.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Department
4. Quantity shipped
5. Quantity returned
6. Net quantity
7. Sales
8. Cost
9. Profit
10. Gross profit margin percentage

AUTO INVOICE ORDER HEADER FILE MAINTENANCE

This program is used to maintain Auto Invoice or credit memo header records. The invoice header contains the name, address, and other general invoice information (all information except the line items).

After the auto invoice is entered, you have the option of generating a regular A/R order from the Auto Invoice order; this regular order can then be billed.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

The key of the customer that gets the bill. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

2. Order number

Your internal order number. In add mode leave this field blank; the system will automatically assign the next order number.

3. Ship to customer key

The key of the customer that gets the product. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

4. Order type

Enter "I" for invoice, or "C" for credit.

5. Terms code

The terms code of the terms you are offering on this invoice.

6. PO# / apply #

For an invoice, enter the customer purchase order number.

For a credit memo, enter the customer purchase order, then a "/" character, then the invoice number to which the invoice applies. This will cause the generated A/R transactions to age with the invoice. If the invoice number is not known, then the credit will be applied to an invoice via the apply credits program.

7. Adjustment %

The default adjustment percentage for line items. Each line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

8. Comment

Will appear as the first comment line at the bottom of the invoice.

9. Prepaid check number

For prepaid invoices, enter the check number paying this invoice.

10. Prepaid check amount

For prepaid invoices, enter the total prepaid amount.

If this amount is left zero, the software will assume that the check amount equals the invoice amount due.

If the check amount is less than the invoice amount due, then the invoice will be partially paid, and will be brought up by the apply payments/credits program the next time a credit is to be applied.

If the check amount is greater than the invoice amount due, then an open credit will automatically be created for the over payment. This credit will be brought up by the apply payments/credits program the next time a credit is to be applied.

11. Billing name & address

Billing contact, name, address, and phone.

12. Shipping name & address

Shipping contact, name, address, and phone.

13. FOB

Freight on board shipping point.

14. Shipping instructions

Shipping method/instructions. To have UPS charges automatically calculated from the

weight, the shipping instructions must be as defined in the Shipping Clerk documentation. If the shipping instructions has the string "N/C" anywhere to the right of the shipping method, the system will not compute shipping and handling.

15. Order date

The order date in MMDDYY format.

16. Ship date

Your promised ship date in MMDDYY format.

17. Salesman number

The salesman number of the salesman making this sale. Used by the "Sales analysis" program to report sales by salesman.

18. Promotion code

The sales promotion code.

19. Sales tax code

The sales tax code for the ship to customer. Used by the "Sales tax" program to report classes of non-taxable sales.

20. State code

The state sales tax code for the ship to customer.

21. Local code (x)

The local sales tax codes for the ship to customer. There can be up to three local sales tax codes per invoice.

22. Job key

Job costing key.

23. Reseller ID

If this invoice is items for resale, contains the purchaser's reseller ID number.

24. Auto invoice frequency

Regular orders are generated from Auto Invoice orders on a regular reoccurring frequency; daily, weekly, monthly, etc. If this order is to generate a regular order “every time”, then the frequency is “1”; if “every other time” then the frequency is “2”; if “every third time” then the frequency is “3”; etc.

25. Auto invoice counter

Every time the “Generate A/R orders” program is run, the auto invoice counter is incremented for *every* auto invoice. If the auto invoice counter is equal to the auto invoice frequency, then a regular order is generated from the auto invoice order and the auto invoice counter is set to zero.

AUTO INVOICE ORDER LINES FILE MAINTENANCE

This program is used to maintain auto invoice line item records. The auto invoice lines contains the line items associated with an auto invoice.

As lines are added, the system displays updated order totals, weight, freight, and sales tax at the bottom of the screen. To increase processing speed, skips the recalculation of shipping and handling when the total line item weight (obtained from line item records) has not changed.

After the auto invoice is entered, you have the option of generating a regular A/R or O/E order from the Auto Invoice order; this regular order can then be billed.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

The customer key of the associated order header.

2. Order number

The order number of the associated order header.

3. Line number

The line item line number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts

with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers, the maximum number of lines on an invoice/credit memo is 999; when manually assigning line numbers, the maximum is 9999.

4. Record type

Enter "D" for detail, or "N" for note. Detail records are described below. Note records contain a single item; a 76 character free-format note or comment. There can be any number of note records.

5. Location

The item warehouse location.

6. Part number

The item part number or an item description.

Accesses the Inventory Master file to set screen default values from that database.

7. Description

The item description.

8. Quantity ordered

9. Quantity shipped

The quantity to ship.

10. Quantity back ordered

11. Unit price

Price per sale unit.

12. Unit cost

Cost per sale unit.

13. Taxable

Enter "Yes" if a taxable item; enter "No" if the item is not taxable.

14. Unit weight
Weight per sale unit (in pounds).
15. Sale account number
Sale G/L account number. If non-blank, must match a "SALE" credit account in the A/R Control file.
16. Inventory account number
Inventory G/L account number. If non-blank, must exist in the G/L Account Master file.
17. Cost of goods account number
Cost of goods sold G/L account number. If non-blank, must exist in the G/L Account Master file.
18. Bill code type
The type of bill code (Detail or Summary).

A detail line item whose bill code number matches a set of order transactions with a specified bill date will be replaced by one or more order transactions when the "Generate A/R orders" program is run.

A summary line item whose bill code number matches a set of order transactions with a specified bill date will be replaced by *the sum* of one or more order transactions when the "Generate A/R orders" program is run. Only the transaction quantities will be summed; the remaining line item fields will be obtained from the order line summary record. This means that all the order transactions will be sold at the order line summary price.
19. Bill code number
When non-zero, identifies those order lines that have corresponding order transactions. The order transaction "links" to the order line item via an order transaction "customer key/order number/line number key".
20. Adjustment percentage
Adjustment percentage for this line item. Markups are entered as positive numbers, and discounts are entered as negative numbers.

AUTO INVOICE ORDER INQUIRY DISPLAY

This program is used to display Order Header information at the top of the terminal screen, as well as all order lines that are associated with this Order Header.

Order Header and associated Order Line Items are displayed in line number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of lines that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of lines that are currently displayed (e.g. if you were displaying the last twelve lines in a set of one hundred lines the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Order Header

The Order Header fields are displayed at the top of the screen. The header fields are:

1. Customer key
2. Customer name, address, and phone
3. Order number
4. Order type
5. Salesman number
6. Terms code
7. Order date
8. Ship date
9. Purchase order number
10. Freight on board

11. Order header flag
12. Shipping instructions
13. Job cost key
14. Adjustment percentage
15. Frequency
16. Counter
17. Generate order type

When set to “A/R” (order header flag 16’s bit cleared), will be recognized by the “Generate A/R orders” program. . When set to “O/E” (order header flag 16’s bit set), will be recognized by the “Generate O/E orders” program.

Order Lines

The Order Lines are displayed on the bottom of the screen. The line fields are:

1. Warehouse location
2. Item part number
3. Item description
Only the first eighteen characters are displayed.
4. Quantity ordered
5. Quantity shipped
6. Quantity back ordered
7. Price
8. Line item flag

AUTO INVOICE GENERATE A/R ORDERS

This program generates regular A/R orders (orders that can be billed) from auto invoice orders. Auto invoice orders are recurring invoices that are for the same items and for the same dollar amount each time. Examples are rent or time payments.

It generates O/E orders from the Auto Invoice orders when the Auto Invoice order header "Generate order type" field is set to "A/R".

Regular orders are generated from Auto Invoice orders on a regular reoccurring frequency; daily, weekly, monthly, etc. If this order is to generate a regular order "every time", then the frequency is "1"; if "every other time" then the frequency is "2"; if "every third time" then the frequency is "3"; etc.

Every time the "Generate A/R orders" program is run, the auto invoice counter is incremented for every auto invoice. If the auto invoice counter is equal to the auto invoice frequency, then a regular order is generated from the auto invoice order and the auto invoice counter is set to zero.

Order line items contain optional bill codes which correspond to an order transaction file. The transactions are used by the "Generate A/R orders" program; when the transaction contain the same line number and bill code as a corresponding auto invoice line item, the transaction is used to construct a detail or summary line item.

This program prints an audit trail of all regular orders generated from auto invoice orders.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order transaction date range to process. Order transactions whose bill date falls within this range will be processed.

6. Enter the order date to be used for the generated orders.
7. Enter the ship date to be used for the generated orders.
8. Enter the customer key group to match, or "All" for all customers.

Report Fields

Prints an audit trail of the regular orders generated from the auto invoice orders. See "Orders file (long form)" for a listing of the fields.

AUTO INVOICE GENERATE O/E ORDERS

This program generates regular O/E orders (orders that can be billed) from auto invoice orders. Auto invoice orders are recurring invoices that are for the same items and for the same dollar amount each time. Examples are rent or time payments.

It generates O/E orders from the Auto Invoice orders when the Auto Invoice order header "Generate order type" field is set to "O/E". When it runs, it sets the quantity reserved quantity in the corresponding Inventory Master records. If the line item# cannot be found in Inventory, it is changed to a non-stock (backslash) item#.

Regular orders are generated from Auto Invoice orders on a regular reoccurring frequency; daily, weekly, monthly, etc. If this order is to generate a regular order "every time", then the frequency is "1"; if "every other time" then the frequency is "2"; if "every third time" then the frequency is "3"; etc.

Every time the "Generate O/E orders" program is run, the auto invoice counter is incremented for *every* auto invoice. If the auto invoice counter is equal to the auto invoice frequency, then a regular order is generated from the auto invoice order and the auto invoice counter is set to zero.

Order line items contain optional bill codes which correspond to an order transaction file. The transactions are used by the "Generate O/E orders" program; when the transaction contain the same line number and bill code as a corresponding auto invoice line item, the transaction is used to construct a detail or summary line item.

This program prints an audit trail of all regular orders generated from auto invoice orders.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order transaction date range to process. Order transactions whose bill date falls within this range will be processed.
6. Enter the order date to be used for the generated orders.
7. Enter the ship date to be used for the generated orders.
8. Enter the customer key group to match, or "All" for all customers.

Report Fields

Prints an audit trail of the regular orders generated from the auto invoice orders. See "Orders file (long form)" for a listing of the fields.

AUTO INVOICE ORDERS REPORT

This program prints selected orders, all order header information, and all associated lines.

The report can be produced in either order number order or customer/order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the frequency low to high range to process.
6. Enter the customer key group to match, or "All" for all customers.

Order Header Report Fields

The report has seven lines for each order header. The report fields are:

Line one:

1. Customer key
2. Customer name
3. Ship to name
4. Order type
5. Order date
6. Ship date
7. Salesman number
8. Terms code
9. Sales code
10. State tax code

11. Local tax code (x)
12. Job cost key
13. Order header flag

Line two:

1. Order number
2. Address line one
3. Shipped address line one
4. Ship customer key
5. Promotion code

Line three:

1. Address line two
2. Shipped address line two
3. Purchase order number
4. Customer reseller tax ID

Line four:

1. City, state, zip
2. Shipped city, state, zip
3. Freight on board
4. Shipping instructions

Line five:

1. Phone
2. Ship phone

3. Batch number

Line six:

1. Contact name
2. Ship contact name
3. Prepaid check number
4. Prepaid check amount

Line seven

1. Comment
2. Frequency
3. Counter

Order Lines Report Fields

The report has two lines for each order line. The report fields are:

Line one:

1. Line number
2. Warehouse location
3. Item number
4. Description
5. Sales tax code
6. Quantity ordered
7. Quantity shipped
8. Quantity on back order
9. Unit price

10. Adjustment percentage

Line two:

1. Serial number
2. Sales account
3. Inventory account
4. Cost of goods sold account
5. Unit weight
6. Unit cost
7. Line item flag

AUTO INVOICE ORDER TRANSACTION MAINTENANCE

This program is used to maintain auto invoice order transactions. These transactions are used by the "Generate A/R orders" program to automatically generate order line item records from the order transactions who "link" to the order line item via the "customer key/order number/line number", have the same bill code, and have a bill date that corresponds to the order transaction dates specified by the "Generate A/R orders" program.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been posted to the General Ledger, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions.

Status condition 1 exists when the order transaction has been posted to it's corresponding auto invoice line item (has generated a detail or summary record).

Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Customer

Order header customer.

3. Order number

Order header order number.

4. Bill date

The date this transaction is to be billed.

5. Bill code

The bill code corresponding to a line item in the auto invoice line item file for this order.

6. Order line number

The line number corresponding to a line item in the auto invoice line item file for this order.

7. Location

The inventory item warehouse location.

8. Part number

The inventory item part number.

Accesses the Inventory Master file to set screen default values from that database.

9. Description

The inventory item description.

10. Quantity ordered
Quantity shipped
11. Quantity back ordered
12. Unit price
13. Unit cost
14. Taxable indicator
15. Unit weight
16. Sale account
Sale account number. The system immediately verifies that it is a valid G/L account.
17. Inventory account
18. Inventory account number. The system immediately verifies that it is a valid G/L account.
19. COG account
Cost of goods sold account number. The system immediately verifies that it is a valid G/L account.
20. Adjustment %
Adjustment percentage.

AUTO INVOICE TRANSACTION INQUIRY DISPLAY

This program is used to display the auto invoice order header information on the terminal screen, as well as all auto invoice order transactions that are associated with this order.

Transactions are displayed in line number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Order Header Display Fields

The auto invoice Order Header fields are displayed at the top of the screen. The header fields are:

1. Customer key
2. Order number
3. Customer address
4. Order type
5. Terms code
6. Order date
7. Ship date
8. Customer purchase order number
9. Freight on board
10. Order header flag
11. Shipping instructions
12. Job Costing key
13. Shipping instructions
14. Auto invoice frequency
15. Auto invoice counter

Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Item key
2. Item description
3. Quantity ordered
4. Unit price
5. Bill code
6. Bill date
7. Transaction flag
8. Entry number

AUTO INVOICE TRANSACTION FILE REPORT

A complete listing of the order transactions can be obtained using this program.

The transactions can be printed in the following orders:

1. Entry number
2. Order line key, bill code number, bill date

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the bill date low to high range to process.
7. Enter the entry number low to high range to process.
8. Enter the customer key group to process, or "All" for all customers.
9. Enter the print option. Enter "All" for all transactions, "Open" for transaction not posted to their corresponding auto invoice line item, or "Posted" for transactions posted to their corresponding auto invoice line item.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Customer key
2. Order number
3. Bill date
4. Bill code
5. Order line; line number
6. Inventory location
7. Inventory item number
8. Item description
9. Taxable indicator

Line two:

1. Quantity ordered
2. Quantity shipped
3. Quantity back ordered
4. Unit price
5. Adjustment percentage
6. Sale account
7. Inventory account
8. Cost of goods sold account
9. Unit weight
10. Unit cost
11. Transaction flag
12. Entry number

CUSTOMER MASTER REPORT

An complete listing of the Customer Master file is produced by this program.

The report can be produced in either customer key or customer name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case,

a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the file date range for the records to be used in this report.
6. Enter the last sale date range for records to be used in this report.
7. Enter the salesman number to match, or "All" for all salesmen.
8. Enter the customer code to match, or "All" for all codes.
9. Enter the price code to match, or "All" for all price codes.
10. Enter the sales tax code to match, or "All" for all sales tax codes.
11. Enter the state tax code to match, or "All" for all state tax codes.
12. Enter the local tax code(x) to match, or "All" for all local tax codes.

Report Fields

The report has seven lines for each customer. The report fields are:

Line one:

1. Company name
2. Customer key
3. Account type
4. Customer type code
5. Sales tax code
6. First sale date

7. Credit code
8. Balance forward amount

Line two:

1. Address line one
2. Dunning note indicator
3. Salesman number
4. State tax code
5. Balance forward date
6. Credit limit
7. YTD debits

Line three:

1. Address line two
2. Finance charge indicator
3. Terms code
4. Local tax code (1)
5. Statement date
6. YTD credits

Line four:

1. City, state, zip
2. Statement indicator
3. Status code
4. Default price code
5. Local tax code (2)

6. Last sale date
7. Current balance

Line five:

1. Phone (1)
2. Contact name (1)
3. Past due indicator
4. Dunning note code
5. Local tax code (3)

Line six:

1. Phone (2)
2. Contact name (2)
3. Packing list prices indicator
4. Resale ID number

Line seven:

1. Phone (3)
2. Contact name (3)
3. Default adjustment percentage
4. Local tax code (3)

CUSTOMER NAME & ADDRESS REPORT

An abbreviated listing of records in certain date ranges of the Customer Master file is produced by this program.

The report can be produced in either customer key or customer name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the file date range for the records to be used in this report.
6. Enter the last sale date range for records to be used in this report.
7. Enter the salesman number to match, or "All" for all salesmen.
8. Enter the customer code to match, or "All" for all codes.
9. Enter the price code to match, or "All" for all price codes.
10. Enter the sales tax code to match, or "All" for all sales tax codes.
11. Enter the state tax code to match, or "All" for all state tax codes.
12. Enter the local tax code(x) to match, or "All" for all local tax codes.
13. Enter the split address option

If "Yes", it forces address line two to always be printed on a second line.

Report Fields

The following fields are printed:

1. Customer key
2. Customer name
3. Address line one
4. City
5. State
6. Zip code
7. Phone number one
8. Customer type code

CUSTOMER BALANCES REPORT

An abbreviated listing of the Customer Master file is produced by this program.

The report can be produced in either customer key or customer name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the salesman number to match, of "All" for all salesmen.
6. Enter the customer code to match, or "All" for all codes.
7. Enter "Yes" to print zero customer balances. Enter "No" to skip zero customer balances.
8. Enter the credit code low to high range to match.
9. Enter the credit limit low to high range to match.
10. Enter the YTD debits low to high range to match. The option prints in descending YTD debit order (your biggest customers are first).

Report Fields

The following fields are printed:

1. Customer key
2. Customer name
3. Phone number one
4. Terms code
5. Credit code
6. Credit limit
7. Balance forward amount
8. Year-to-date debits
9. Year-to-date credits
10. Current balance

CUSTOMER COMMENTS REPORT

An abbreviated listing of the Customer Master file is produced by this program.

The report can be produced in either customer key or customer name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the salesman number to match, or "All" for all salesmen.
6. Enter the customer code to match, or "All" for all codes.

Report Fields

The following fields are printed:

1. Customer key
2. Customer name

ALTERNATE KEY REPORT

A complete listing of the Alternate Key file is produced by this program.

The report can be produced in either alternate key or customer/alternate key/key type order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the customer key group to match, or "All" for all customers.
6. Enter the print option. Enter "Bill" to print bill to keys. Enter "Ship" to print ship to keys. Enter "All" for both bill to and ship to keys.
7. Enter the alternate key group to match, or "All" for all alternate keys.

Report Fields

The following fields are printed:

1. Customer key
2. Alternate key type
3. Sequence number
4. Customer name
5. Alternate key
6. Alternate key name

PRINT ORDERS (LONG FORM)

This program prints selected orders, all order header information, and all associated lines. This program is also used to print back orders.

The report can be produced in either order number order or customer/order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the ship date low to high range to process.
7. Enter the customer key group to match, or "All" for all customers.
8. Enter the promotion code or "All" for all promotions.
9. Enter the print option. Enter "Regular" to print regular orders (not a back order). Enter "BKO" to print only back orders. Enter "All" to print all orders.

Order Header Report Fields

The report has seven lines for each order header. The report fields are:

Line one:

1. Customer key
2. Customer name
3. Ship to name
4. Order type
5. Order date
6. Ship date
7. Salesman number
8. Terms code
9. Sales code
10. State tax code
11. Local tax code (x)
12. Job cost key
13. Order header flag

Line two:

1. Order number
2. Address line one
3. Shipped address line one
4. Ship customer key
5. Promotion code

Line three:

1. Address line two
2. Shipped address line two

3. Purchase order number
4. Customer reseller tax ID

Line four:

1. City, state, zip
2. Shipped city, state, zip
3. Freight on board
4. Shipping instructions

Line five:

1. Phone
2. Ship phone
3. Batch number

Line six:

1. Contact name
2. Ship contact name
3. Prepaid check number
4. Prepaid check amount

Line seven:

1. Comment

Order Lines Report Fields

The report has two lines for each order line. The report fields are:

Line one:

1. Line number

2. Warehouse location
3. Item number
4. Description
5. Sales tax code
6. Quantity ordered
7. Quantity shipped
8. Quantity on back order
9. Unit price
10. Adjustment percentage

Line two:

1. Serial number
2. Sales account
3. Inventory account
4. Cost of goods sold account
5. Unit weight
6. Unit cost
7. Line item flag

PRINT ORDERS (SHORT FORM)

This program prints selected orders, selected order header information, and all associated lines. This program is also used to print back orders.

The report can be produced in either order number order or customer/order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the ship date low to high range to process.
7. Enter the customer key group to match, or "All" for all customers.
8. Enter the promotion code or "All" for all promotions.
9. Enter the print option. Enter "Regular" to print regular orders (not a back order). Enter "BKO" to print only back orders. Enter "All" to print all orders.

Order Header Report Fields

The report has two lines for each order header. The report fields are:

Line one:

1. Customer key
2. Customer name
3. Contact name
4. Order type

5. Order date
6. Ship date
7. Salesman number
8. Terms code
9. Sales code
10. State tax code
11. Local tax code (x)
12. Job cost key
13. Order header flag

Line two:

1. Order number
2. City, state, zip code
3. Contact phone number
4. Ship customer key
5. Shipping instructions
6. Order Lines Report Fields

The report has one line for each line item. The report fields are:

Line one:

1. Line number
2. Warehouse location
3. Item number
4. Description

5. Sales tax code
6. Quantity ordered
7. Quantity shipped
8. Quantity on back order
9. Unit price
10. Adjustment percentage
11. Line item flag

PACKING LIST

Prints selected packing lists, with line items in part number order. Prints the packing ticket either on plain paper, continuous letterhead, or pre-printed forms; see the A/R Control file documentation for the forms options.

Supports an alternate format corresponding to the Control file "Pack form # 1". This format shows the following additional fields: price, adjustment percentage, extended amount, and order subtotal.

Orders can be printed in either order number or order key order. Line items are always printed in part number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the ship date low to high range to process. Default is the report date.
7. Enter the customer key group to match, or "All" for all customers.
8. Enter the print inventory prices option. Enter "Yes" to print prices; enter "No" to leave this area blank on the form. Only prints price information when the program "print prices" option is "Yes" and the Customer Master file "Pack prices" field is "Yes".

Header Report Fields

The following order header fields are printed:

1. Order number
2. Sold to name & address
3. Ship to name & address
4. Sold to account
5. Order date
6. Terms code
7. Ship date
8. Ship to account
9. Customer purchase order number
10. Salesman number
11. Freight on board
12. Shipping instructions

Lines Report Fields

The following order line item fields are printed:

1. Quantity ordered
2. Quantity shipped
3. Quantity back ordered
4. Item key
5. Item description

TRANSACTION FILE REPORT

A complete listing of the transactions can be obtained using this program.

The transactions can be printed in the following orders:

1. Entry number order
2. Customer, document number, document date order
3. Customer, apply #, document date order
4. Document number, document date, customer order

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the batch number low to high range to process.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Customer key
2. Transaction type
3. Document number
4. Reference number
5. Applied number
6. Job key
7. Sales code
8. Terms code
9. Salesman number
10. Accounting period
11. Document date
12. Discount date
13. Due date
14. Document amount

15. Discount amount
16. Applied amount

Line two:

1. Account number
2. Transaction flag
3. Operator key
4. Batch number
5. Entry number

CUSTOMER ACTIVITY REPORT

This program produces a detailed listing of each customer's account. All current A/R transactions, and a computed ending balance is printed for all customers.

Optionally, a single customer (or customer group) may be selected.

The report is produced in customer key order.

The transactions can be printed in either document or apply number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the transaction sort option. Enter "Document" to print transactions in document order. Enter "Apply" to print the transactions in applied number order.
7. Enter "Yes" to print with zero account balance. Enter "No" to skip zero balances.
8. Enter "Yes" to print only open A/R transactions. Enter "No" to print all transactions.

Report Fields

The report has two lines for each transaction. See the "Transaction file" report documentation for the report fields.

AGING REPORT

This program provides a single line aged summary for each customer, with aged report grand totals. The report can be produced in either customer key or customer name order.

Payments will be aged with the invoice to which they apply. The matching invoice is found by searching for an invoice with the same apply number as the payment.

The grand totals are printed for each one of the aging ranges. The aging ranges are defined in the A/R Control file.

The "print detail" option prints the document date and document number of the open transactions.

You can age through an accounting period; thus you can use the aging report to reconcile against your General Ledger.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the salesman number to match, or "All" for all salesmen.
6. Enter the customer key group to match, or "All" for all customers.
7. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print transaction totals.
8. Enter the aging date. Transactions will be aged based upon this date.
9. Enter the accounting period you wish to age these transactions through.

Report Fields

The following fields are printed:

1. Customer key
2. Customer name
3. Customer phone
4. Customer total
5. Amount due in the first user defined date range
6. Amount due in the second user defined date range
7. Amount due in the third user defined date range

8. Amount due in the fourth user defined date range
9. Amount due in the fifth user defined date range
10. Amount due in the sixth user defined date range

PAST DUE REPORT

This program prints mailmerge letters for appropriate ageing bucket days.

This program prints in key order or in name order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the salesman number to match, or "All" for all salesmen.
6. Enter the aging date. Transactions will be aged based upon this date.
7. Enter the accounting period you wish to age these transactions through.
8. Generate mailmerge(x). Enter "Yes" to generate a mailmerge file for customers owing in this ageing bucket.
9. Enter the mailmerge data file name.

Report Fields

The following fields are printed:

1. Customer Key
2. Customer Name
3. Phone Number
4. Bucket
5. Bucket Amount

STATEMENTS

This program prints a statement for each customer. The statement also prints dunning notes and aging totals.

Either all customers or individual customers can be printed.

The statements can be printed in customer key or customer name. The transactions are printed in document number order.

Payments will be aged with the invoice to which they apply. The matching invoice is found by searching for an invoice with the same apply number as the payment.

If file "SCSLIB:ARSTMT.MSG" exists, then up to eight message lines in this file (each line up to 78 characters in length) will be printed at the bottom of each statement. The message file (if used) is created and maintained using Vue or XED.

In the A/R control file you can set a format you would like "Statements" to print with. There are two different formats. The first format prints the total due after all records. The second prints the total due after all records and prints "PAY THIS AMOUNT" above the aging information.

This program recognizes the following operator file special options: "IVFx", "PCNx", and "PFDx". See the "System User's Guide" for more information on these options.

After the statements print you will be asked if the statements are OK. If you answer "Yes" then the corresponding Customer Master records "last statement date" will be updated and the transactions will be marked as "appeared on a statement".

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the customer sort option. Enter "Key" to print in customer key order. Enter "Name" to print in customer name order.
6. Enter the "Display" option.
 - a) "All" means print all transactions for the customer since the beginning of the accounting year.
 - b) "BBF" means that transactions that have been processed on a previous statement will be printed as a single balance forward transaction. Transactions that have not been processed on a previous statement will be skipped (not printed) unless they are open. Open invoices are invoices that are not paid. Open credits are credits that do not have an associated invoice that makes the invoice and credits net to zero.
 - c) "Open" means that transactions that have been processed on a previous statement will be skipped (not printed) unless they are open. Open invoices are invoices that are not paid. Open credits are credits that do not have an associated invoice that makes the invoice and credits net to zero.
7. Enter the "Print by" sort option. Enter "Key" to print statements in customer key order. Enter "Name" to print statements in customer name order.
8. Enter the statement aging date. Transactions will be aged based upon this date.
9. Enter the 'Customer code' mask to match, or "All" for all customer codes.

10. Enter the "Print zero balance" option. Enter "Yes" to print statements for customers that have a zero balance. Enter "No" to skip customers that have a zero balance.
11. Enter the "Print credit balance" option. Enter "Yes" to print statements for customers that have a credit balance. Enter "No" to skip customers that have a credit balance.
12. Enter the "Skip selected aging" option. Enter "No" to print all customers with a positive balance.

When this option is "Yes", it means we want to skip customers who are relatively "current" (i.e. their "older" aging totals are negative or zero). For example: suppose aging bucket 3 was "31-60" at it and all later buckets netted to -\$25.00, but their "0-30" balance was \$1000.00. Even though they owe \$975.00 they do not get a statement.

When this option is "Yes", the program then asks which aging bucket is the beginning bucket to use to compute the "older" aging total.

13. Enter the dunning note option. Used to determine where to get the dunning note for customers who are past due and who's customer record indicated that they get dunning notes.

Enter "SKIP" to not print any dunning notes.

Enter "FILE" to get dunning notes from the notes file and print the note corresponding to the note code in each customer's master record.

Type in a note to have that note printed on all past due customers.

14. Enter the "Set customer code" option. Enter "Yes" to set the customer code for those customers that receive a statement, else enter "No".

This option, together with the "Customer code value" parameter are used update the customer code to identify those customers that have had a statement printed. Then the "Customer labels" program can be used to print mailing labels for those customers who received a statement. This feature is for those of you who choose *not* to use the window envelopes.

15. Enter the "Customer code value" option. Enter a customer code value (a number that is a power of 2) to set the customer code for those customers that receive a statement. This parameter is only used when the "Set customer code" option is "Yes".

Report Fields

The top portion contains the customer's name, address, and account number.

The following transaction fields are printed:

1. Document date
2. Due date
3. Document number
4. Reference number
5. Transaction type code
6. The control file description corresponding to the transaction type.
7. Document amount
8. Balance
9. Sum of all transactions processed for this customer.

The bottom portion of the statement contains the aging totals and message lines.

G/L DISTRIBUTION REPORT

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End of Period Processing" program is run. The report total must be zero, before the "End of period" processing program is run; otherwise your General Ledger will be out of balance.

It produces a detailed G/L distribution of all transactions through an accounting period. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master File are identified with an "*INVALID ACCOUNT*" account description.

The transactions are printed in G/L account number, customer key order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the ending date of the last accounting period to process.
6. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
7. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print account totals.

Report Fields

The following fields are printed:

1. G/L account number
2. Customer key
3. Customer name
4. Transaction type
5. Document number
6. Reference number
7. Applied amount
8. Accounting period
9. Document date
10. Document amount

A total line is printed for each General Ledger account. It contains account description and account total.

SALES TAX SUMMARY REPORT

This program produces a sales tax summary for up to fifty states, and up to eighty-eight localities within each state. Both detail and summary reports are generated for an accounting period range.

This program dimensions arrays when it runs based on the number of rates in the Sales Tax control file. The program will run in 200K when reporting on several states, but will require up to 250K when reporting on the fifty-two state maximum. Because of a bug in BASIC Plus this program can not be loaded in system memory; that bug will be fixed in AMOS version 2.3.

The transactions can be printed in the following orders:

1. Customer, document #, document date
2. Document #, document date

When a sales tax transaction is generated, the taxable base amount is stored in the applied amount of the transaction and the sales tax codes are added to the transaction. When this program is run the sales tax codes are used to access the Tax file to get the rates.

When a taxable freight transaction is generated, the taxable base amount is stored in the applied amount of the transaction and the sales tax codes are added to the transaction. When this program is run the sales tax codes are used to access the Tax file to get the rates.

Thus this program can compute the total sales tax rate that was used to generate the sales tax. Because the sales tax amount is rounded to two digits, it may not be possible exactly compute the base amount from the tax. The program considers the transaction in balance if the computed base amount is within the sales tax plus or minus .005.

If the tax computed by multiplying the total rate by the base amount does not match the transaction sales tax amount, the transaction will be noted with a "*" next to "FLAG". These records (if any) must corrected manually. This error can be avoided by not making any changes in the Tax file until after you have run the Sales Tax Summary.

This program also provides totals by transaction type.

This program also provides totals by sales code, which are used as an aid in state sales tax reporting. When invoices are generated, a sales code is entered. This sales code is used to identify non-taxable services, sales to dealers for resale, etc.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
6. Enter the include freight option. Enter "Yes" to include freight charges in the report; else enter "No". Taxable freight transactions are those that have a non-zero apply amount.
7. Enter the print detail option. Enter "Yes" to print transaction detail; else enter "No".

Audit Trail Report Fields

See the "Transaction File Report" documentation.

Summary Report Fields

It is possible for the sum of the taxes to not exactly balance the gross taxes. This is because only the total tax amount (all taxing entities) is written in the sales tax transaction. The program prorates the total tax between the taxing entities, and because of rounding may be off a few cents. Check the sum of the taxes with the gross taxes, or with the totals by transaction type.

1. Taxing entity name

2. Gross sales
Gross sales to customers within the taxing entity.
3. Exempt sales
Sales within the taxing entity that are tax exempt.
4. Taxable sales
5. Tax charged

Tax (rate) x (taxable sales).

SALES ANALYSIS REPORT

This program produces a sales analysis by salesman. It prints sales, cost-of-sales, gross profit, and payments for a date range. The report will print detail by salesman, with separate totals for sales and payments. This report is often used to compute salesman commissions.

When a sales transaction is generated, the cost-of-sales for that transaction is stored in the transaction applied amount. This is how the program computes the cost-of-sales.

The transactions are printed in customer key, document number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
6. Enter the salesman number to match, or "All" for all salesmen.
7. Enter the "Sales detail" option. Enter "Yes" to print sales detail. Enter "No" to only print totals.
8. Enter the "Sales document totals" option. Enter "Yes" to print totals for each sales document number, when printing sales detail; else enter "No".
9. Enter the "Sales distributions" option. Enter "Yes" to print sale account distribution totals; else enter "No".
10. Enter the "Payment detail" option. Enter "Yes" to print payment detail. Enter "No" to only print totals.

Report Fields

The following transaction fields are printed:

1. Customer key
2. Customer name
3. Transaction type
4. Document number
5. Reference number
6. Apply to number
7. Terms code
8. Accounting period
9. Document date
10. Discount date
11. Due date

12. Document amount
13. G/L account

The following totals are printed for each salesman:

1. Total sales
2. Total cost of sales
3. Gross profit
4. Payments

RECAP REPORT

This program prints a recap of cash and charge sales for a date range (usually a single day). All G/L accounts are summed and balanced; any invalid G/L accounts are flagged. A bank deposit slip is also printed. Totals by transaction type are also printed.

Cash transactions (terms code 34) and charge transactions (terms code not 34) are split into separate report sections.

The transaction scan be printed in the following orders:

1. customer key, document number
2. document date, customer

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the ending date of the last accounting period to process.
6. Enter the transaction date low to high range to process.
7. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print account totals.
8. Enter the "Write C/R" option. Enter "Yes" to write Check Reconciliation records from the payment total; else enter "No". The program won't write Check Reconciliation records if C/R is not implemented, or if the cash distribution is zero.

Report Fields

The following fields are printed:

1. G/L account number
2. Customer key
3. Customer name
4. Transaction type
5. Document number
6. Reference number
7. Applied amount
8. Accounting period
9. Document date
10. Document amount

A total line is printed for each General Ledger account. It contains account description and account total.

CUSTOMER LABELS

This program produces 3.2 x 15/16 x 1 to 4-up labels. Labels can be printed by various selection criteria. A label lineup option is provided. Moves the "city, state, zip" data up when address line two is null.

The labels may be printed in the following orders:

1. Customer key
2. Company name
3. Zip, company name

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the First Sale Date low to high.
6. Enter the Last Sale Date low to high.
7. Enter the attention line, or "None" for no attention line. Default is "None". If an attention line is entered, the attention line will replace the contact name. If you want a blank attention line, enter the DELETE LINE key in the attention line.

8. Enter the beginning zip code to process, or "All" for all zip codes. Default is "All".
9. Enter the ending zip code to process, or "All" for all zip codes. Default is "All".
10. Enter the customer type code to process, or "All" for all customer type codes.
11. Enter the customer key group to process, or "All" for all customer keys. Default is "All".
12. Enter the customer inventory price code to process, or "All" for all customer inventory price codes.
13. Enter how many labels across the page.
14. Enter how many copies of each set of labels to print. For example, if two were entered, the program would print two labels for the first record, then two labels for the second record, etc.
15. Enter how many lines per label, measuring from the top of one label to the top of the next label. There are six lines per inch.
16. Enter "Yes" to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter "No" (you want to leave labels in this printer).

Report Fields

The report has six lines for each customer. The report fields are:

1. Customer contact name number one; or attention line
2. Company name
3. Address line one
4. Address line two
5. City, state, zip code (if room)
6. Will either be blank, or will contain the zip code

SALES COUNTS BY SALESMAN NUMBER REPORT

This program reads the Customer master records file in a specified last date range and prints customer counts by salesman number.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the base (aging) date.
6. Include base

Enter "Yes" to include the base date, or enter "No" to not include the base date in calculation (i.e. do we count from today or do we start counting from yesterday?).

7. Days/date (x)

Enter the number of days to add to the base date in Days/date (x).

Report Fields

The report fields are:

1. Salesman
2. The number of sales in period Days/date (x)
3. Total sales

SALES COUNTS BY CUSTOMER CODE REPORT

This program reads the Customer master records file in a specified last date range and prints customer counts by customer code.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the base (aging) date.
6. Include base

Enter "Yes" to include the base date, or enter "No" to not include the base date in calculation (i.e. do we count from today or do we start counting from yesterday?).

7. Days/date (x)

Enter the number of days to add to the base date in Days/date (x).

Report Fields

The report fields are:

1. Customer code
2. The number of sales in period Days/date (x)

3. Total sales

DISPLAY A/R TOTAL

This program calculates the current A/R total and displays the gross, discount, and net total on the CRT screen. The A/R total is calculated by summing all A/R transactions that have an A/R account number.

PURGE A/R TRANSACTION FILE

This program purges the A/R Transaction file for an accounting period low to high range.

The purge rules are different, depending on the type of transaction. Each of three possible cases is listed below.

Case 1: The G/L account is not an A/R account.

These transactions are purged in pass one. For a record to be purged, all of the following must be true:

- a) In the accounting period range.
- b) Posted to G/L.

Case 2: The G/L account is an A/R account, and the transaction type is an invoice.

These transactions are purged in pass two. For a record to be purged, all of the following must be true:

- a) In the accounting period range.
- b) Posted to G/L.
- c) Posted to Customer Master.
- d) Must be paid (i.e. the document amount must equal the applied amount).

For case 2, the program finds payment transaction(s) with the same apply number and G/L account as the invoice, that nets the invoice to zero. When this occurs, the payment(s) are purged with the invoice.

Case 3: The G/L account is an A/R account, and the transaction type is either a credit memo or open invoice.

These transactions are purged in pass two. For a record to be purged, all of the following must be true:

- a) In the accounting period range.
- b) Posted to G/L.
- c) Posted to Customer Master.

For case 3, the program finds a transaction with the same reference number, apply number, and G/L account as the credit, that nets the credit to zero. When this occurs, both transactions are purged.

If the purge was automatically run by the "End of year" program, the purge also sets the accounting period of the not purged transactions to zero.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning accounting period to purge.
6. Enter the ending accounting period to purge.

7. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

Report Fields

All transaction fields are printed. See the "Transaction file" report documentation for the report fields.

PURGE A/R SALES HISTORY

This program purges the A/R Sales History file for a date low to high range.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning date to purge.
6. Enter the ending date to purge.
7. Enter the print detail option.

Enter "Yes" to print the record detail. Enter "No" to not print the record detail.

Report Fields

All record fields are printed. See the "Print Sales History" report documentation for the report fields.

PURGE A/R INVOICE HISTORY

This program purges the A/R Invoice History file for a date low to high range.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning date to purge.
6. Enter the ending date to purge.
7. Enter the print detail option.

Enter "Yes" to print the record detail. Enter "No" to not print the record detail.

Report Fields

1. Invoice number

2. Invoice date
3. Customer key
4. File name

CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).
See Chapter One for a complete listing of all the standard reports available.
Control file reports are not included in this section; see the control file documentation.

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

CUSTOMER MASTER FILE : BY CUSTOMER KEY : SALESMAN All : CUST TYPE CODE All

NAME, ADDRESS, PHONE, CONTACT	KEYS	FLAGS	CODES	TAX CODES	DATES	CR COD/LMT	BALANCES
ALLEN & COMPANY 4436 ROSWELL RD. NE.	ALLEN	ACCT TYPE =0	CUST TYP= 1	SALES = 12	FIS =09/12/90	CODE = 0	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 1	STATE = 27	BBF =12/31/85	5000.00	YDR= 10289.89
		FIN CHARGE=Y	TERMS = 2	LOCAL(1)= 1	STMT=	STAT = 0	YCR= -2451.25
OMAHA NE 68125 402-255-9999 STARR;DICK		STATEMENT =Y	PRICE = 1	LOCAL(2)= 0	LAS =01/21/91		CUR= 7838.64
		PAST DUE =N	NOTE = 1	LOCAL(3)= 0			
		PACK PRICE=N			RESALE# =RESELLER		
					ADJUST% = 0.00		
COX PROPERTIES, INC. 1334 PERIMETER PK.	COX	ACCT TYPE =0	CUST TYP= 1	SALES = 1	FIS =08/28/90	CODE = 1	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 1	STATE = 27	BBF =12/31/85	5000.00	YDR= 5255.42
		FIN CHARGE=Y	TERMS = 3	LOCAL(1)= 1	STMT=	STAT = 0	YCR= -237.38
LINCOLN NE 68235 402-394-6666 SHANNON;GARY		STATEMENT =Y	PRICE = 1	LOCAL(2)= 0	LAS =01/31/91		CUR= 5018.04
		PAST DUE =N	NOTE = 0	LOCAL(3)= 0			
		PACK PRICE=N			RESALE# =		
					ADJUST% = 0.00		
EVANS OFFICE SUPPLY 2550 PIEDMONT RD. NE	EVANS	ACCT TYPE =0	CUST TYP= 1	SALES = 2	FIS =	CODE = 0	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 1	STATE = 0	BBF =12/31/85	5000.00	YDR= 100.00
		FIN CHARGE=Y	TERMS = 0	LOCAL(1)= 0	STMT=	STAT = 0	YCR= -120.00
OMAHA NE 68152 402-572-7932 STARR;LOIS		STATEMENT =Y	PRICE = 2	LOCAL(2)= 0	LAS =		CUR= -20.00
		PAST DUE =N	NOTE = 0	LOCAL(3)= 0			
		PACK PRICE=N			RESALE# =		
					ADJUST% = 0.00		
HARLEN INSURANCE COMPANY 2336 PEACHTREE RD. NE.	HARLEN	ACCT TYPE =0	CUST TYP= 2	SALES = 3	FIS =	CODE = 0	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 2	STATE = 27	BBF =12/31/85	5000.00	YDR= 0.00
		FIN CHARGE=Y	TERMS = 3	LOCAL(1)= 0	STMT=	STAT = 0	YCR= 0.00
OMAHA NE 68152 402-571-1722 JONES;BILL		STATEMENT =Y	PRICE = 3	LOCAL(2)= 0	LAS =		CUR= 0.00
		PAST DUE =	NOTE = 0	LOCAL(3)= 0			
		PACK PRICE=			RESALE# =		
					ADJUST% = 0.00		
JOHNSON DELIVERY SERVICE 430 PHARR RD. NE	JOHNDE	ACCT TYPE =0	CUST TYP= 3	SALES = 4	FIS =	CODE = 0	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 3	STATE = 27	BBF =12/31/85	500.00	YDR= 0.00
		FIN CHARGE=Y	TERMS = 0	LOCAL(1)= 0	STMT=	STAT = 0	YCR= 0.00
OMAHA NE 68123 402-571-8044 SMITH;WILLIE		STATEMENT =Y	PRICE = 0	LOCAL(2)= 0	LAS =		CUR= 0.00
		PAST DUE =	NOTE = 0	LOCAL(3)= 0			
		PACK PRICE=			RESALE# =		
					ADJUST% = 0.00		
KELLY SUPPLY COMPANY 2055 LAWRENCEVILLE HWY.	KELLY	ACCT TYPE =0	CUST TYP= 1	SALES = 1	FIS =	CODE = 0	BBF= 0.00
		DUNN NOTE =Y	SALESMAN= 2	STATE = 0	BBF =12/31/85	5000.00	YDR= 1200.00
		FIN CHARGE=Y	TERMS = 0	LOCAL(1)= 0	STMT=	STAT = 0	YCR= -1200.00
LINCOLN NE 68200-1234 402-634-1555 JENKINS;JACK		STATEMENT =Y	PRICE = 0	LOCAL(2)= 0	LAS =		CUR= 0.00
		PAST DUE =N	NOTE = 0	LOCAL(3)= 0			
		PACK PRICE=N			RESALE# =		
					ADJUST% = 0.00		

CUSTOMER NAME & ADDRESS : BY CUSTOMER KEY : SALE DATES - 07/11/96 : SALESMAN All : CUST TYPE CODE All

CUST KEY	CUSTOMER NAME	ADDRESS LINE 1 & 2	CITY	ST ZIP	PHONE#1	CTC
ALLEN	ALLEN & COMPANY	4436 ROSWELL RD. NE.	OMAHA	NE 68125	402-255-9999	1
COX	COX PROPERTIES, INC.	1334 PERIMETER PK.	LINCOLN	NE 68235	402-394-6666	1
EVANS	EVANS OFFICE SUPPLY	2550 PIEDMONT RD. NE	OMAHA	NE 68152	402-572-7932	1
HARLEN	HARLEN INSURANCE COMPANY	2336 PEACHTREE RD. NE.	OMAHA	NE 68152	402-571-1722	2
JOHNDE	JOHNSON DELIVERY SERVICE	430 PHARR RD. NE	OMAHA	NE 68123	402-571-8044	3
KELLY	KELLY SUPPLY COMPANY	2055 LAWRENCEVILLE HWY.	LINCOLN	NE 68200-1234	402-634-1555	1
LENOX	LENOX MANAGEMENT SERVICE	3400 PEACHTREE RD NE.	OMAHA	NE 68125	402-237-2323	0
MARSH	MARSHALL, ALLEN & BOOSE	510 N. DRUID HILLS RD.	OMAHA	NE 68124	402-634-6666	0
MCMILL	MCMILLAN & ASSOCIATES	1100 LENOX RD. NE	OMAHA	NE 68125	402-572-7934	0
ROYAL	ROYAL INPORTERS, LTD.	344 AIRPORT IND. PARK	LINCOLN	NE 68124	402-339-0169	4
SDI	SOUTHERN DIST., INC	4350 BUFORD HWY. NE.	LINCOLN	NE 68100	402-455-2345	1
WALLWH	WALLACE WHOLESALE, INC.	780 FULTON IND. BLVD.	OMAHA	NE 68125	402-389-7890	1
\CASH	Cash Sales					0

13 records printed.

07/11/96 13:36:00

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

PAGE 1

ALTERNATE KEY FILE : CUST, KEY TYPE, SEQ# ORDER : CUSTOMER KEY GROUP All : ALL BILL/SHIP : ALT KEY GROUP All

CUST KEY	TYPE	SEQ#	CUSTOMER NAME	ALT KEY	ALT NAME
EVANS	Bill	0010	EVANS OFFICE SUPPLY	COX	COX PROPERTIES, INC.

1 records printed.

XYZ (SAMPLE) COMPANY
6126 MELISSA LANE
SUITE 1234
OMAHA NE 68152-1422

** P A C K L I S T **

Order#: 00001013
Page #: 1

402-571-1722

Please ship today

Sold
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

Ship
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

402-394-6666

Sold to acct : COX
Order date : 07/11/96
Terms : NET 10 EOM

Ship to acct : COX
Customer PO# : 1234
Salesman : 1

Ship date : 07/11/96

FOB :
Ship inst. : UPS-COM

Qty	Ord	Qty	Shp	Qty	Bko	Item/Description
2.00		2.00		0.00		WID-B Blue widget
1.00		1.00		0.00		WID-R Red Widget

Order received by: _____

XYZ (SAMPLE) COMPANY
6126 MELISSA LANE
SUITE 1234
OMAHA NE 68152-1422

** P A C K L I S T **

Order#: 00001013
Page #: 1

402-571-1722

Please ship today

Sold
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

Ship
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

402-394-6666

Sold to acct : COX
Order date : 07/11/96
Terms : NET 10 EOM

Ship to acct : COX
Customer PO# : 1234
Salesman : 1

Ship date : 07/11/96

FOB :
Ship inst. : UPS-COM

Qty	Ord	Qty	Shp	Qty	Bko	Item/Description
2.00		2.00		0.00		WID-B Blue widget
1.00		1.00		0.00		WID-R Red Widget

Order received by: _____

XYZ (SAMPLE) COMPANY
6126 MELISSA LANE
SUITE 1234
OMAHA NE 68152-1422

** I N V O I C E **

Invoice # : 00002009 Order#: 00001013
Invoice date: 07/11/96 Page #: 1

402-571-1722

THANK YOU FOR YOUR BUSINESS.

Sold
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

Ship
to: COX PROPERTIES, INC.
1334 PERIMETER PK.
LINCOLN NE 68235

Sold to acct : COX
Order date : 07/11/96
Terms : NET 10 EOM
Discount date:
Due date : 08/09/96
Ship date : 07/11/96

Ship to acct : COX
Customer PO# : 1234
Salesman : 1
FOB :
Ship inst. : UPS-COM

Item/Description	Qty Ord	Qty Shp	Qty Bko	Tx	Price	%	Amount
WID-B Blue widget	2.00	2.00	0.00	Y	100.00		200.00
WID-R Red Widget	1.00	1.00	0.00	Y	200.00		200.00
					Subtotal		400.00
					SHIP & HAND		4.00
					TAX-SALES		26.26
					Total due		430.26

Tax rates: NE @ .05000 OMAHA @ .01500

Please ship today

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

TRANSACTION FILE : ENTRY NUMBER ORDER : PERIODS 01 - 01 : BATCHES 0 - 99999999
ENTRIES 0 - 99999999 : TRAN TYPE ALL : ACCOUNT ALL

CUST KEY	TY	DOC#	REF#	APPLY#	JOB KEY	SC	TC	SM	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMT		DIS AMT		APPLY AMT	
													ACCOUNT	FLAG	OPR	BATCH	ENTRY	
ALLEN	41	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	2451.25		-46.50		2451.25	
													111		3		1	00000001
ALLEN	1	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-1325.00		0.00		963.00	
													30101		130		1	00000002
ALLEN	2	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-1000.00		0.00		600.00	
													30102		130		1	00000003
ALLEN	5	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-116.25		0.00		2325.00	
													214		2		1	00000004
ALLEN	4	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/10/86	01/10/86	-10.00		0.00		0.00	
													451		0		1	00000005
ALLEN	8	00001014	55687	00001014		1	2	1	01	01/18/86	01/19/86	02/08/86	2404.75		0.00		2404.75	
													102		2		1	00000006
ALLEN	8	00001014	55687	00001014		1	2	1	01	01/18/86	01/19/86	02/08/86	-2451.25		0.00		2404.75	
													111		3		1	00000007
ALLEN	8	00001014	55687	00001014		1	2	1	01	01/18/86	01/19/86	02/08/86	46.50		0.00		2404.75	
													391		2		1	00000008
COX	41	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	1285.00		0.00		670.50	
													111		3		1	00000009
COX	1	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-500.00		0.00		375.00	
													30101		130		1	00000010
COX	2	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-700.00		0.00		400.00	
													30102		130		1	00000011
COX	5	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-60.00		0.00		1200.00	
													214		2		1	00000012
COX	4	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-25.00		0.00		0.00	
													451		2		1	00000013
COX	42	00001016	A-CR-MEMO	00001010		1	0	1	01	01/20/86	01/01/86	01/30/86	-157.50		0.00		657.50	
													111		3		1	00000014

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLETRANSACTION FILE : ENTRY NUMBER ORDER : PERIODS 01 - 01 : BATCHES 0 - 99999999
ENTRIES 0 - 99999999 : TRAN TYPE All : ACCOUNT All
TOTALS BY TRANSACTION TYPE

TYPE	DESCRIPTION	AMOUNT
1	SALE DEPT 1	-5607.00
2	SALE DEPT 2	-2972.00
3	DISC ALLOWED	0.00
4	SHIP & HAND	-42.55
5	TAX-SALES	-227.51
6		0.00
7	MISC-DR/(CR)	0.00
8	PYMT	0.00
9		0.00
10		0.00
11		0.00
12		0.00
13		0.00
14		0.00
15		0.00
16		0.00
17		0.00
18		0.00
19		0.00
20		0.00
21		0.00
22		0.00
23		0.00
24		0.00
25		0.00
26		0.00
27		0.00
28		0.00
29		0.00
30		0.00
31		0.00
32		0.00
33		0.00
34		0.00
35		0.00
36		0.00
37		0.00
38		0.00
39		0.00
40		0.00
41	INVOICE	9006.56
42	CR-MEMO	-157.50
43	OPEN-CR	0.00
44	INVENTORY	-440.00
45	COST-GOODS	440.00

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

CUSTOMER ACTIVITY : PERIODS 01 - 01 : TRANSACTIONS PRINTED BY Document

CUST KEY	TY	DOC#	REF#	APPLY#	JOB KEY	SC	TC	SM	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMT	DIS AMT	APPLY AMT		
													ACCOUNT	FLAG	OPR	BATCH	ENTRY
ALLEN	41	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	2451.25	-46.50	2451.25		
													111	3	1 00000001		
ALLEN	8	00001014	55687	00001014		1	2	1	01	01/18/86	01/19/86	02/08/86	-2451.25	0.00	2404.75		
													111	3	1 00000007		
*Totals for ALLEN & COMPANY													0.00				
COX	41	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	1285.00	0.00	670.50		
													111	3	1 00000009		
COX	8	00001010	22554	00001010		1	3	1	01	01/25/86	01/01/86	01/30/86	-657.50	0.00	657.50		
													111	3	1 00000018		
COX	42	00001010	A-CR-MEMO	00001010		1	3	1	01	01/25/86	01/01/86	01/30/86	157.50	0.00	657.50		
													111	3	1 00000020		
COX	42	00001016	A-CR-MEMO	00001010		1	0	1	01	01/20/86	01/01/86	01/30/86	-157.50	0.00	657.50		
													111	3	1 00000014		
COX	41	00002007	INVOICE	00002007		1	1	1	01	01/31/91	02/10/91	02/10/91	970.31	0.00	0.00		
													111	1 Z	1010 00001028		
COX	41	00002008	INVOICE	00002008	JOB1	1	3	1	01	01/31/91	01/31/91	01/31/91	3000.00	0.00	0.00		
													111	1 Z	1011 00001035		
*Totals for COX PROPERTIES, INC.													4597.81				
EVANS	41	00001018	INVOICE	00001018		2	0	1	01	01/20/86	01/20/86	01/20/86	100.00	0.00	100.00		
													111	3	1 00000021		
EVANS	8	00001018	5554	00001018		2	0	1	01	01/25/86	01/20/86	01/20/86	-100.00	0.00	120.00		
													111	3	1 00000024		
EVANS	43	00001018	OPEN-CR	OPEN-CR		2	0	1	01	01/25/86	01/25/86	01/25/86	-20.00	0.00	0.00		
													111	3	1 00000026		
*Totals for EVANS OFFICE SUPPLY													-20.00				
*Totals for HARLEN INSURANCE COMPANY													0.00				
*Totals for JOHNSON DELIVERY SERVICE													0.00				

AGEING REPORT : BY CUSTOMER KEY : SALESMAN All : AGEING DATE 07/11/96 : THRU ACCOUNTING PERIOD 01

CUST KEY	NAME	PHONE	TOTAL	FUTURE	0-30	31-60	61-90	91-120	121+
COX	COX PROPERTIES, INC.	402-394-6666	4597.81	0.00	0.00	0.00	0.00	0.00	4597.81
EVANS	EVANS OFFICE SUPPLY	402-572-7932	-20.00	0.00	0.00	0.00	0.00	0.00	-20.00
***** GRAND TOTALS			4577.81	0.00	0.00	0.00	0.00	0.00	4577.81

2 records printed.

XYZ (SAMPLE) COMPANY
 6126 MELISSA LANE
 SUITE 1234
 OMAHA NE 68152-1422

 ** S T A T E M E N T **

 Statement date: 07/11/96
 Page : 1

402-571-1722

Sold
 to: COX PROPERTIES, INC.
 1334 PERIMETER PK.
 LINCOLN NE 68235

Sold to acct : COX

Doc Date	Due Date	Document	Reference	Code	Amount	Balance
01/01/86	01/30/86	00001010	INVOICE	INVOICE	1285.00	1285.00
01/25/86	01/30/86	00001010	22554	PYMT	-657.50	627.50
01/25/86	01/30/86	00001010	A-CR-MEMO	CR-MEMO	157.50	785.00
01/20/86	01/30/86	00001016	A-CR-MEMO	CR-MEMO	-157.50	627.50
01/31/91	02/10/91	00002007	INVOICE	INVOICE	970.31	1597.81
01/31/91	01/31/91	00002008	INVOICE	INVOICE	3000.00	4597.81
					*** Total due	4597.81

Ageing by due date:

Total due	FUTURE	0-30	31-60	61-90	91-120	121+
4597.81	0.00	0.00	0.00	0.00	0.00	4597.81

Your prompt remittance for the invoices due will be appreciated.

Failure to pay charges by their due date will result in the assessment of finance charges. Past due accounts will be charged 1.5% per month or \$1.00 minimum per month.

END-OF-PERIOD PROCESSING : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 00 THRU 01 : (AUDIT TRAIL)

ACCOUNT	CUST KEY	CUSTOMER NAME	TY	DOC#	REFERENCE#	APPLY#	AP DOC DATE	DOC AMOUNT
111	COX	COX PROPERTIES, INC.	41 INVOICE	00002007	INVOICE	00002007	01 01/31/91	970.31
			41 INVOICE	00002008	INVOICE	00002008	01 01/31/91	3000.00
		**ACCOUNTS RECEIVABLE					**ACCOUNT TOTAL	3970.31
131	COX	COX PROPERTIES, INC.	44 INVENTORY	00002007	INVOICE	00002007	01 01/31/91	-440.00
		**INVENTORY					**ACCOUNT TOTAL	-440.00
214	COX	COX PROPERTIES, INC.	5 TAX-SALES	00002007	INVOICE	00002007	01 01/31/91	-58.76
		**SALES TAX PAYABLE					**ACCOUNT TOTAL	-58.76
30101	COX	COX PROPERTIES, INC.	1 SALE DEPT 1	00002007	INVOICE	00002007	01 01/31/91	-832.00
			1 SALE DEPT 1	00002008	INVOICE	00002008	01 01/31/91	-3000.00
		**SALES DEPT 1					**ACCOUNT TOTAL	-3832.00
30102	COX	COX PROPERTIES, INC.	2 SALE DEPT 2	00002007	INVOICE	00002007	01 01/31/91	-72.00
		**SALES DEPT 2					**ACCOUNT TOTAL	-72.00
431	COX	COX PROPERTIES, INC.	45 COST-GOODS	00002007	INVOICE	00002007	01 01/31/91	440.00
		**COST OF INVENTORY SOLD					**ACCOUNT TOTAL	440.00
451	ALLEN	ALLEN & COMPANY	4 SHIP & HAND	00001014	INVOICE	00001014	01 01/10/86	-10.00
	COX	COX PROPERTIES, INC.	4 SHIP & HAND	00002007	INVOICE	00002007	01 01/31/91	-7.55
		**FREIGHT					**ACCOUNT TOTAL	-17.55
							***REPORT TOTAL	-10.00

10 detail records printed.

SALES TAX REPORT : CUST, DOC#, DOC DATE ORDER : PERIODS 01 - 01 : FREIGHT Yes : AUDIT TRAIL (INVALID MARKED WITH '*')

CUST KEY	TY	DOC#	REF#	APPLY#	JOB KEY	SC	TC	SM	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMT	DIS AMT	APPLY AMT					
													ST	L1	L2	L3	ACCOUNT	FLAG*OPR	BATCH	ENTRY
ALLEN	1	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-1325.00	0.00	963.00					
													27	0	0	0	30101	130	1	00000002
ALLEN	2	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-1000.00	0.00	600.00					
													27	0	0	0	30102	130	1	00000003
ALLEN	5	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/19/86	02/08/86	-116.25	0.00	2325.00					
													27	0	0	0	214	2	1	00000004
ALLEN	4	00001014	INVOICE	00001014		1	2	1	01	01/10/86	01/10/86	01/10/86	-10.00	0.00	0.00					
													27	0	0	0	451	0	1	00000005
COX	1	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-500.00	0.00	375.00					
													27	0	0	0	30101	130	1	00000010
COX	2	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-700.00	0.00	400.00					
													27	0	0	0	30102	130	1	00000011
COX	5	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-60.00	0.00	1200.00					
													27	0	0	0	214	2	1	00000012
COX	4	00001010	INVOICE	00001010		1	3	1	01	01/01/86	01/01/86	01/30/86	-25.00	0.00	0.00					
													27	0	0	0	451	2	1	00000013
COX	1	00001016	A-CR-MEMO	00001010		1	0	1	01	01/20/86	01/01/86	01/30/86	150.00	0.00	657.50					
													27	0	0	0	30101	130	1	00000015
COX	5	00001016	A-CR-MEMO	00001010		1	0	1	01	01/20/86	01/01/86	01/30/86	7.50	0.00	-150.00					
													27	0	0	0	214	2	1	00000016
COX	1	00002007	INVOICE	00002007		1	1	1	01	01/31/91	02/10/91	02/10/91	-832.00	0.00	0.00					
													27	0	0	0	30101	0 Z	1010	00001029
COX	2	00002007	INVOICE	00002007		1	1	1	01	01/31/91	02/10/91	02/10/91	-72.00	0.00	0.00					
													27	0	0	0	30102	0 Z	1010	00001030
COX	5	00002007	INVOICE	00002007		1	1	1	01	01/31/91	02/10/91	02/10/91	-58.76	0.00	904.00					
													27	0	0	0	214	0*Z	1010	00001031

SALES TAX REPORT : CUST, DOC#, DOC DATE ORDER : PERIODS 01 - 01 : FREIGHT Yes : AUDIT TRAIL (INVALID MARKED WITH '*')

CUST KEY	TY	DOC#	REF#	APPLY#	JOB KEY	SC	TC	SM	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMT	DIS AMT	APPLY AMT					
													ST	L1	L2	L3	ACCOUNT	FLAG*OPR	BATCH	ENTRY
COX	4	00002007	INVOICE	00002007		1	1	1	01	01/31/91	02/10/91	02/10/91	-7.55	0.00	0.00					
													27	0	0	0	451	0 Z	1010	00001032
COX	1	00002008	INVOICE	00002008	JOB1	1	3	1	01	01/31/91	01/31/91	01/31/91	-3000.00	0.00	0.00					
													27	0	0	0	30101	128 Z	1011	00001036
EVANS	1	00001018	INVOICE	00001018		2	0	1	01	01/20/86	01/20/86	01/20/86	-100.00	0.00	60.00					
													0	0	0	0	30101	130	1	00000022
KELLY	2	00001017	PP-INVOICE	00001017		1	34	2	01	01/14/86	01/14/86	01/14/86	-1200.00	0.00	800.00					
													0	0	0	0	30102	130	1	00000028

GROSS SALES = 8621.55 (INCLUDING MISC CHARGE SALES, TAXABLE & NON-TAXABLE FREIGHT)
 GROSS TAXES = 227.51
 MISC CHARGE SALES = 0.00
 TAXABLE FREIGHT = 0.00
 NON-TAXABLE FREIGHT = 42.55

SALES TAX REPORT : CUST, DOC#, DOC DATE ORDER : PERIODS 01 - 01 : FREIGHT Yes : STATE/LOCAL TAX SUMMARY

ENTITY	RATE	GROSS SALES	EXEMPT SALES	TAXABLE SALES	TAX CHARGED	RATE x SALES
NE	.05000	7279.00	3000.00	4279.00	227.51	213.95

07/11/96 13:43:05

XYZ (SAMPLE) COMPANY

PAGE 5

ACCOUNTS RECEIVABLE

SALES TAX REPORT : CUST, DOC#, DOC DATE ORDER : PERIODS 01 - 01 : FREIGHT Yes : TOTALS BY SALES CODE

CODE	AMOUNT
----	-----
1	8521.55
2	100.00

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

SALES ANALYSIS : PERIODS 01 - 01 : SALESMAN All

CUST KEY	CUSTOMER NAME	TY	DOC#	REFERENCE#	APPLY#	TC	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMOUNT	ACCOUNT		
ALLEN	ALLEN & COMPANY	1	00001014	INVOICE	00001014	2	01	01/10/86	01/19/86	02/08/86	-1325.00	30101		
		2	00001014	INVOICE	00001014	2	01	01/10/86	01/19/86	02/08/86	-1000.00	30102		

											-2325.00			
COX	COX PROPERTIES, INC.	1	00001010	INVOICE	00001010	3	01	01/01/86	01/01/86	01/30/86	-500.00	30101		
		2	00001010	INVOICE	00001010	3	01	01/01/86	01/01/86	01/30/86	-700.00	30102		

											-1200.00			
		1	00001016	A-CR-MEMO	00001010	0	01	01/20/86	01/01/86	01/30/86	150.00	30101		

											150.00			
		1	00002007	INVOICE	00002007	1	01	01/31/91	02/10/91	02/10/91	-832.00	30101		
		2	00002007	INVOICE	00002007	1	01	01/31/91	02/10/91	02/10/91	-72.00	30102		
		45	00002007	INVOICE	00002007	1	01	01/31/91	02/10/91	02/10/91	440.00	431		

											-464.00			
		1	00002008	INVOICE	00002008	3	01	01/31/91	01/31/91	01/31/91	-3000.00	30101		

											-3000.00			
EVANS	EVANS OFFICE SUPPLY	1	00001018	INVOICE	00001018	0	01	01/20/86	01/20/86	01/20/86	-100.00	30101		

											-100.00			
*Total salesman 01 sales =								7379.00,	cost of sales =			440.00,	gross profit =	6939.00
(-5607.00 30101)(-1772.00 30102)(440.00 431)						
ALLEN	ALLEN & COMPANY	8	00001014	55687	00001014	2	01	01/18/86	01/19/86	02/08/86	-2451.25	111		
COX	COX PROPERTIES, INC.	8	00001010	22554	00001010	3	01	01/25/86	01/01/86	01/30/86	-657.50	111		
EVANS	EVANS OFFICE SUPPLY	8	00001018	5554	00001018	0	01	01/25/86	01/20/86	01/20/86	-100.00	111		
*Total salesman 01 payments =								3208.75						

											0.00			
KELLY	KELLY SUPPLY COMPANY	2	00001017	PP-INVOICE	00001017	34	01	01/14/86	01/14/86	01/14/86	-1200.00	30102		

											-1200.00			

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

SALES ANALYSIS : PERIODS 01 - 01 : SALESMAN All

CUST KEY	CUSTOMER NAME	TY	DOC#	REFERENCE#	APPLY#	TC	AP	DOC DATE	DIS DATE	DUE DATE	DOC AMOUNT	ACCOUNT
----------	---------------	----	------	------------	--------	----	----	----------	----------	----------	------------	---------

*Total salesman 02 sales = 1200.00, cost of sales = 0.00, gross profit = 1200.00
 (-1200.00 30102)

KELLY	KELLY SUPPLY COMPANY	8	00001017	44587	00001017	34	01	01/14/86	01/14/86	01/14/86	-1200.00	111
-------	----------------------	---	----------	-------	----------	----	----	----------	----------	----------	----------	-----

*Total salesman 02 payments = 1200.00

***Grand total sales = 8579.00, cost of sales = 440.00, gross profit = 8139.00
 (-5607.00 30101)(-2972.00 30102)(440.00 431)

***Grand total payments = 4408.75

15 detail records printed.

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

RECAP : CHARGE SALES : BY CUST, DOCUMENT# : DATES THRU 01/31/96

ACCOUNT	CUST KEY	CUSTOMER NAME	TY	DOC#	REFERENCE#	APPLY#	AP DOC DATE	DOC AMOUNT
102	ALLEN	ALLEN & COMPANY	8 PYMT	00001014	55687	00001014	01 01/18/86	2404.75
	COX	COX PROPERTIES, INC.	8 PYMT	00001010	22554	00001010	01 01/25/86	657.50
			42 CR-MEMO	00001010	A-CR-MEMO	00001010	01 01/25/86	-157.50
	EVANS	EVANS OFFICE SUPPLY	8 PYMT	00001018	5554	00001018	01 01/25/86	100.00
			43 OPEN-CR	00001018	OPEN-CR	OPEN-CR	01 01/25/86	20.00
CASH - OPERATING							**ACCOUNT TOTAL	3024.75
111	ALLEN	ALLEN & COMPANY	41 INVOICE	00001014	INVOICE	00001014	01 01/10/86	2451.25
			8 PYMT	00001014	55687	00001014	01 01/18/86	-2451.25
	COX	COX PROPERTIES, INC.	41 INVOICE	00001010	INVOICE	00001010	01 01/01/86	1285.00
			8 PYMT	00001010	22554	00001010	01 01/25/86	-657.50
			42 CR-MEMO	00001010	A-CR-MEMO	00001010	01 01/25/86	157.50
			42 CR-MEMO	00001016	A-CR-MEMO	00001010	01 01/20/86	-157.50
			41 INVOICE	00002007	INVOICE	00002007	01 01/31/91	970.31
			41 INVOICE	00002008	INVOICE	00002008	01 01/31/91	3000.00
	EVANS	EVANS OFFICE SUPPLY	41 INVOICE	00001018	INVOICE	00001018	01 01/20/86	100.00
			8 PYMT	00001018	5554	00001018	01 01/25/86	-100.00
			43 OPEN-CR	00001018	OPEN-CR	OPEN-CR	01 01/25/86	-20.00
ACCOUNTS RECEIVABLE							**ACCOUNT TOTAL	4577.81
131	COX	COX PROPERTIES, INC.	44 INVENTORY	00002007	INVOICE	00002007	01 01/31/91	-440.00
INVENTORY							**ACCOUNT TOTAL	-440.00
214	ALLEN	ALLEN & COMPANY	5 TAX-SALES	00001014	INVOICE	00001014	01 01/10/86	-116.25
	COX	COX PROPERTIES, INC.	5 TAX-SALES	00001010	INVOICE	00001010	01 01/01/86	-60.00
			5 TAX-SALES	00001016	A-CR-MEMO	00001010	01 01/20/86	7.50
			5 TAX-SALES	00002007	INVOICE	00002007	01 01/31/91	-58.76
SALES TAX PAYABLE							**ACCOUNT TOTAL	-227.51
30101	ALLEN	ALLEN & COMPANY	1 SALE DEPT 1	00001014	INVOICE	00001014	01 01/10/86	-1325.00
	COX	COX PROPERTIES, INC.	1 SALE DEPT 1	00001010	INVOICE	00001010	01 01/01/86	-500.00
			1 SALE DEPT 1	00001016	A-CR-MEMO	00001010	01 01/20/86	150.00
			1 SALE DEPT 1	00002007	INVOICE	00002007	01 01/31/91	-832.00
			1 SALE DEPT 1	00002008	INVOICE	00002008	01 01/31/91	-3000.00
	EVANS	EVANS OFFICE SUPPLY	1 SALE DEPT 1	00001018	INVOICE	00001018	01 01/20/86	-100.00
SALES DEPT 1							**ACCOUNT TOTAL	-5607.00
30102	ALLEN	ALLEN & COMPANY	2 SALE DEPT 2	00001014	INVOICE	00001014	01 01/10/86	-1000.00
	COX	COX PROPERTIES, INC.	2 SALE DEPT 2	00001010	INVOICE	00001010	01 01/01/86	-700.00

07/11/96 13:43:40

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

PAGE 5

RECAP : DEPOSIT TICKET : BY CUST, DOCUMENT# : DATES THRU 01/31/96

ACCOUNT	CUST KEY	CUSTOMER NAME	TY	DOC#	REFERENCE#	APPLY#	AP DOC DATE	DOC AMOUNT
ALLEN		ALLEN & COMPANY	8 PYMT	00001014	55687	00001014	01 01/18/86	2404.75
COX		COX PROPERTIES, INC.	8 PYMT	00001010	22554	00001010	01 01/25/86	657.50
			42 CR-MEMO	00001010	A-CR-MEMO	00001010	01 01/25/86	-157.50
EVANS		EVANS OFFICE SUPPLY	8 PYMT	00001018	5554	00001018	01 01/25/86	100.00
			43 OPEN-CR	00001018	OPEN-CR	OPEN-CR	01 01/25/86	20.00
KELLY		KELLY SUPPLY COMPANY	8 PYMT	00001017	44587	00001017	01 01/14/86	1200.00
							***REPORT TOTAL	4224.75

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

SALES HISTORY FILE : CUST, DATE, SEQ# ORDER : DATES - 01/31/96 : SALESMAN All : ACCOUNT All
CUST GROUP All : SHIP GROUP All : LOCATION All : DEPT All : CLASS All : ITEMS - ~~~~~

CUST KEY	CUSTOMER NAME	ADDRESS LINE 1	CITY	ST	ZIP	PHONE #1	CTC
----------	---------------	----------------	------	----	-----	----------	-----

CUST KEY	DATE	SEQ#	ORDER#	DOC#	SHIP CUST	SLS	PRO	SHIP DTE	DOC DTE	LOC	ITEM KEY	ITEM DESCRIPTION
----------	------	------	--------	------	-----------	-----	-----	----------	---------	-----	----------	------------------

PO# (15)	QTY SHIPPED	UNIT PRICE	ADJ %	NET AMT	UNIT COST	SALE ACCT
----------	-------------	------------	-------	---------	-----------	-----------

ALLEN	ALLEN & COMPANY	4436 ROSWELL RD. NE.	OMAHA	NE	68125	402-255-9999	1							
ALLEN	08/02/91	0001	00000800	00000900	ALLEN	1	0	08/01/91	08/02/91	A PART#	A PART DESCRIPTION			
								4.00		1000.00	0	4000.00	500.0000	30102

Total quantity = 4.00
 Total quantity x net price = 4000.00
 Total quantity x cost = 2000.0000

COX	COX PROPERTIES, INC.	1334 PERIMETER PK.	LINCOLN	NE	68235	402-394-6666	1							
COX	09/01/91	0001	00000001	00000002	COX	1	0	09/01/91	09/01/91	ABC 1234567890123456	THIS IS THE DESCRIPTION OF IT.			
								5.00		100.00	-10	450.00	50.0000	30101
COX	10/01/91	0001	00044400	00008472	ALLEN	1	0	10/01/91	10/01/91	WIGDET	GREEN			
								1.00		55.00	0	55.00	35.0000	30101

Total quantity = 6.00
 Total quantity x net price = 505.00
 Total quantity x cost = 285.0000

Grand total quantity = 10.00
 Grand total quantity x net price = 4505.00
 Grand total quantity x cost = 2285.0000

3 detail records printed.

07/11/96 13:46:39

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

PAGE 1

SALES HISTORY CUSTOMER USAGE : ITEM#, SHIP-TO KEY ORDER
BILLING CUSTOMER COX - COX PROPERTIES, INC. : SALES HISTORY DATES - 01/31/96

CATALOG#	QUANTITY	DESCRIPTION	AVG PRICE	EXTENSION	SHIP KEY	SHIP NAME
1234567890123456	5.00	THIS IS THE DESCRIPTION OF IT.	90.00	450.00	COX	COX PROPERTIES, INC.
*Item# totals	5.00			450.00		
WIDGET	1.00	GREEN	55.00	55.00	ALLEN	ALLEN & COMPANY
*Item# totals	1.00			55.00		
*Grand totals	6.00			505.00		

2 records printed.

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

SALES HISTORY PROMOTIONS : PROMOTION CODE ORDER : SALES HISTORY DATES - 01/31/96 : SALESMAN All

PROMO	ORDERS	NET AMT	NET/ORDER	COST	COST/ORDER	PROFIT	PROF/ORDER
0	3	4505.00	1501.67	2285.00	761.67	2220.00	740.00
	3	4505.00	1501.67	2285.00	761.67	2220.00	740.00

1 records printed.

07/11/96 13:49:42

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

PAGE 1

SALES HISTORY NEW PREFERRED CUSTOMERS : NET PURCHASES, CUST KEY ORDER : SALES HISTORY DATES 01/31/91 - 12/31/91
5% DISC IF NET 500.00 - 999.99 : 10% DISC IF NET 1000.00 - 2499.99 : 20% DISC IF NET 2500.00 - 999999.99
CHECK PAST DUE=No : UPDATE CUSTOMER=No : GENERATE MAILMERGE=No : MAILMERGE FILE=QTM0:CPMMXY

CUST KEY	CUST NAME	SLS	PURCHASES
COX	COX PROPERTIES, INC.	1	505.00

1 new preferred customers at a 5% discount.

ALLEN	ALLEN & COMPANY	1	4000.00
-------	-----------------	---	---------

1 new preferred customers at a 20% discount.

2 records printed.

XYZ (SAMPLE) COMPANY
 ACCOUNTS RECEIVABLE

SALES/CUSTOMER BY SALESMAN : SALESMAN# ORDER : BASE DATE 12/31/91

SALESMAN	-30 DAYS 12/01/91	-60 DAYS 11/01/91	-90 DAYS 10/02/91	-120 DAYS 09/02/91	-150 DAYS 08/03/91	-180 DAYS 07/04/91	-240 DAYS 05/05/91	-300 DAYS 03/06/91	-360 DAYS 01/05/91	TOTALS

1 RJS										
Net sales	0.00	0.00	0.00	55.00	450.00	4000.00	0.00	0.00	0.00	4505.00
Profit	0.00	0.00	0.00	20.00	200.00	2000.00	0.00	0.00	0.00	2220.00
Customers	0	0	0	1	1	1	0	0	0	3
Net/Cust	0.00	0.00	0.00	55.00	450.00	4000.00	0.00	0.00	0.00	1501.67
Profit/cust	0.00	0.00	0.00	20.00	200.00	2000.00	0.00	0.00	0.00	740.00
*GRAND TOTALS										
Net sales	0.00	0.00	0.00	55.00	450.00	4000.00	0.00	0.00	0.00	4505.00
Profit	0.00	0.00	0.00	20.00	200.00	2000.00	0.00	0.00	0.00	2220.00
Customers	0	0	0	1	1	1	0	0	0	3
Net/Cust	0.00	0.00	0.00	55.00	450.00	4000.00	0.00	0.00	0.00	1501.67
Profit/cust	0.00	0.00	0.00	20.00	200.00	2000.00	0.00	0.00	0.00	740.00

1 salesmen printed.

07/11/96 13:50:49

XYZ (SAMPLE) COMPANY
ACCOUNTS RECEIVABLE

PAGE 1

SALES HISTORY SHIPMENTS/STATE : STATE ORDER : SALES HISTORY DATES - 12/31/96 : SALESMAN All

STATE	ORDERS	NET AMT	NET/ORDER	COST	COST/ORDER	PROFIT	PROF/ORDER
NE	3	4505.00	1501.67	2285.00	761.67	2220.00	740.00
	3	4505.00	1501.67	2285.00	761.67	2220.00	740.00

1 records printed.

DOCUMENT HISTORY

ACCOUNTS RECEIVABLE USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/15/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release

INDEX

- A/R total, 3-120
- accounting period zero, 2-4, 2-8
- aging, 3-102
- alternate key
 - maintenance, 3-12
 - report, 3-89
- apply credits, 3-28
- apply to fields, 3-14
- auto invoice
 - generate A/R orders, 3-69
 - generate O/E orders, 3-71
 - order header, 3-61
 - order inquiry, 3-68
 - order lines, 3-65
 - order report, 3-72
 - order transaction
 - maintenance, 3-76
 - transaction
 - inquiry, 3-78
 - transaction report, 3-80
- billing, 3-26
- cash customers, 3-9
- control file, 3-1
 - notes, 3-6
 - salesman, 3-8
 - tax, 3-7
 - terms, 3-5
- Conventions used in this book, viii
- customer
 - comments, 3-8, 3-18
 - inquiry, 3-16
 - labels, 3-116
 - maintenance, 3-8
 - name & address report, 3-85
 - report, 3-82, 3-87, 3-88
- customer activity, 3-101
- daily procedures, 2-7
- daily recap, 3-114
- deposit ticket, 3-114
- end of period
 - processing, 3-34
- end of year, 2-8
 - processing, 3-37
- Filespec, viii
- finance charges, 3-32
- find, 3-18
- G/L distribution, 3-108
- good customer report, 3-53
- Graphics conventions, viii
- import/export interface, 3-39, 3-57
- initial data, 2-4
- invoice
 - delete, 2-4
- invoice history
 - purge, 3-123
- month end
 - procedures, 2-7
- order
 - header, 3-18
 - inquiry, 3-24
 - lines, 3-22
- packing list, 3-97
- past due
 - mailmerge letters, 3-104
- preferred customer report, 3-49
- reader's comment form, vii
- reports
 - sales counts by customer code, 3-119
- sales analysis, 3-112
- sales counts by salesman number, 3-117
- sales history
 - customer usage report, 3-47
 - inquiry, 3-43
 - maintenance, 3-41
 - promotions report, 3-48
 - purge, 3-122
 - report, 3-45
- sales history customers/promo code report, 3-56
- sales history kits report, 3-58
- sales history movement report, 3-60
- sales tax, 3-110
 - reversing, 3-18
- sales/customer by salesman report, 3-51
- shipments/state report, 3-55
- special procedures, 2-3
- statements, 3-105
- system
 - design, 1-4
 - features, 1-2
 - main programs, 1-4
- transaction
 - flag., 3-13, 3-76

- maintenance, 3-13
- purge, 3-120
- report, 3-99
- reset, 3-38
- transaction types, 2-1
- update zip data, 3-40

- UPS charges, 2-3
- Web
 - documentation, vii
- year end
 - procedures, 2-7

READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Comments: