Accounts Receivable

Passport Business Solutions ™

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Index i

Understanding Accounts Receivable

This chapter contains the following topic:

Features for Accounts Receivable .....

Definitions and Concepts .....

FEATURES FOR ACCOUNTS RECEIVABLE

This chapter provides the background to understanding this Passport Business Solutions module. The interface to other optional Passport Business Solutions modules are described and basic terms are defined.

The Passport Business Solutions Accounts Receivable module provides the following features:

- Open item customers, as well as balance forward customers.
- Maintenance of the sales representatives, customers, tax codes, and other similar items. Lists of these items are also provided.
- Miscellaneous charges entered, edited and posted using edit list and journal.
- Recurring bills entered, edited and selected to later turn into invoices.
- Invoices entered, edited and posted with edit list and journal.
- Quick pasting of standard bills (lists of standard services and/or goods) into invoices.
- Cash receipts entered, edited and posted with edit list and journal.
- Payment terms based on days or day of the next month (proximo).
- Account aging based on days or day of the next month (proximo).
- Aging reports and collection reports printed in two different formats.
- Cash projection reports.
- On line customer account inquiry.
- Fully paid item viewing and reporting. An optional Customer History enables viewing or reporting of items purged from Open Items.
- Storage of reports on disk for printing later at your convenience.
- Multiple printer selection.
- Automatic calculation and posting of finance charges, with edit list and journal.
- Unlimited number of A/R accounts and cash accounts.
- Control of sales commissions due and commissions due report printing.
- Commissions due calculation by either booked invoices or fully paid invoices.
- Commission percentage based on either customer or sales data.
- A/R distributions to the G/L printed reports.
- Deposit preparation.
- Deposit slips and deposit summary printing.
- Cash history report printing

- Optional interface to the Passport Business Solutions General Ledger (G/L), Job Cost (J/C), Order Entry (O/E), Inventory Control (I/C), Point of Sale (P/S), Customer Orders (C/O), Sales Analysis (S/A) and Time and Billing (T/B) systems.
- Optional interface to the Passport Business Solutions Check Reconciliation (C/R), which reconciles the checkbook customer payments into deposit categories.
- Password protection and data restore/export facilities. SQL reporting is optional.
- A Miscellaneous Charges Edit List which helps in the editing process available upon request.
- User designed invoice formats. Up to 99 formats may be used for different billing situations.
- Displays up to 10 description lines per services line item, plus an unlimited notes display for invoices.
- On demand invoice printing (in the point-of-sale mode).
- Invoice history.
- Cash receipts created simultaneously with invoices.
- Pre-paid cash may be applied to invoices.
- Customer credit checking on invoices.
- Three optional user defined fields which also print on invoices.
- Item drop shipping directly from supplier to customer.
- User defined statement formats. Up to 99 statement formats may be created and stored.
- Additional information maintained for each customer record including current balance, past due amount, first sale date, last invoice number, and last returned check amount and date.
- Activity trend history for each customer for up to thirteen prior periods, including average days to pay, highest balance, total charges, total payments received.
- Calculate sales taxes using the tax-on-tax method, including Canadian GST and PST.
- Sales tax processing, up to five tax rates per jurisdiction.
- Automatic check handling for checks returned for reasons such as non-sufficient funds (NSF).
- Batch processing for cash receipts, finance charges, invoices, miscellaneous charges, recurring bills and returned checks.
- An added on-credit-hold flag for individual customers with overdue accounts.
- Added shipping zone, sales territory and Standard Industry Code (SIC) features which supports third party products, and freight calculations.
- Enhanced Collections Report and View Customer Account which shows current and past due balance, first and last sale date, and last payment date and amount.
- Three new users defined fields for each customer. These fields appear when entering an invoice or order.
- Sales tax entry for individual line items. There is an option to calculate tax by line.
- Reprinting of invoices, which have already been printed and posted.

- Invoice printed as a hard document, PDF file or both. PDF file may be emailed to customer.
- Sending reports to html or PDF allow for viewing flexibility and easy data searching.
- Include an unlimited number of contacts for each customer.
- From many graphical mode screen you may access and search through invoice history, O/E orders screens and much more.
- From the character mode and graphical mode customer lookup, you may search through individual invoices in invoice history.

Module Integration to Other PBS Modules

Interfaces to other Passport Business Solutions Modules

You can interface Accounts Receivable (A/R) to other Passport Business Solutions modules, either at the time of installation or later. The list below summarizes the possible connections and the advantages of each. All of these interfaces are optional.

Inventory Control

- Maintains stocking and pricing information on every item in your inventory.
- Handles contract and sale prices.
- Invoicing automatically updates inventory.
- Sophisticated pricing mechanisms.
- Supports alternate items and units.
- Supports multiple warehouses.
- Distributes costs to G/L.
- Inventory control is only suitable for very light manufacturing. If you need to track manufacturing items and components, see the PBS Inventory Management module.

Order Entry

- Handles back orders, quotations, and picking tickets.
- Quotations can be converted to orders.
- Orders can be converted to invoices.
- RMAs can be converted to credit memos.

General Ledger

- Handles the primary accounting functions of your business.
- Sales and cash received automatically distributed to correct account.
- Stores multiple years of financial data.
- Data from A/R, I/C and other modules pulled into G/L for financial reporting.

- Produces printed and exported financial reporting.

Check Reconciliation

- Maintain bank account information from several modules including A/R deposits
- Reconciles the checkbook for deposit information.
- Posting from A/R deposits may be immediate or done in batch with the C/R *Transfer checks/deposits* function.

Job Cost

- Maintains records on work in process.
- Assure that credit is recorded on jobs for billings.

Point of Sale

- Enter tickets and print receipts from registers with multiple payment types per transaction including credit card processing.
- Handles order processing, including back orders, quotations, picking tickets and allows on account tracking with A/R open items.
- Quotations can be converted to orders or invoices, customer number may be changed and may be retained for use as an order template.
- Orders can be converted to invoices through a full order or line by line selection process.
- Provides layaway processing including posting payments.
- May apply a payment to an A/R open item or open.
- Returns are validated against invoice history item quantities, prices and payment types.

Sales Analysis

- Provides management reports showing sales performance in various categories.
- Detect trends for goods and services by:

  Customer and customer type

  Sales representative

  Zip code

  Sales volume

  Item and item categories if I/C is also interfaced

Customer Orders

- Sales order entry, including printing of customer order packing/picking lists for the orders you enter. The entry process includes automatic pricing and sales commission calculation, and customer credit checking.

- Quotations entry and printing for standard products. Quotes may be subsequently converted to orders.
- Order billing to include invoice printing and automatic posting of invoice data to Accounts Receivable, Inventory Management and Customer Order sales history. Optional printing of shipping labels and product certifications is also provided.
- Detail backlog and customer order history reporting, to include a variety of inquiry display and printed report sequences.
- Summary and detail sales analysis reports by customer, item, and sales rep.
- Management summary reporting of current order backlog, new order bookings, shipment dollars, and on-time delivery performance.

In addition to the above A/R also interfaces to Time and Billing.

A/R does *not* interface with the manufacturing module *Inventory Management*.

The above is not a complete list of the Passport Business Solutions products, only of those which may be linked to A/R.

You may also run several Passport Business Solutions modules without interfacing them to one another. For instance, some users use I/C primarily to control kit assembly, and A/R to handle their invoicing without linking them together. They fore go the advantage of driving their inventory control from their invoices, but they also avoid the need to run O/E. However you can interface the I/C to the A/R invoicing as well.

DEFINITIONS AND CONCEPTS

Basic terms and general concepts are defined in this section.

Accounting

Accounting is the methodical collection, systematic categorization, and organized presentation of financial records.

Account inquiry

An inquiry function enables you to view all items for a selected customer.

Accounts Receivable

Accounts Receivable (A/R) records customer sales and anticipated revenue. It tracks all customers, purchases, payments and outstanding balances.

Aging

Aging is the time elapsed after the billing date or due date. You may select to age either by Due date or by Invoice date.

Four aging periods are available in A/R, normally structured as:

Current

31-60 days

61-90 days

Over 90 days

You may use these aging periods, or define your own.

When aging is done by invoice date, a document becomes one day old on the first day after the invoice is posted. An invoice written and posted on January 1 would be 30 days old on January 31, regardless of the due date.

When aging is done by due date, a document becomes one day old on the first day after the due date. An invoice due for payment on January 1 would be 30 days old on January 31, regardless of the invoice date.

A/R load

The *Load open items* function (selection) enables you to set up the A/R Open Items to match your records when you begin using this module.

A/R Open Items

The A/R Open Items is a permanent file/table into which transactions (sales and cash receipts) are posted. This data contains every sale, debit memo, credit memo, cash receipt, and finance charge that has not been purged. It holds the complete, itemized, current record for all customer accounts.

A/R Open Items Purge

You can purge fully paid A/R open items and their matching payments from the file. This would typically be performed after statement printing.

Prior to purging, you may print the A/R Purge Report to show all items that will be purged.

Auxiliary File/Table

Maintainable control file that allows you to define various parameters which control many of the characteristics of the Accounts Receivable module.

If you use sales representatives, a master table of all sales representatives can also be maintained. Maintainable data enable you to define the specific terms, taxes, shipping methods, cash accounts, A/R accounts, and valid G/L accounts.

Cash Receipts

This module contains functions which allow the entering, editing and posting of cash receipts. To help you apply payments to open items, you can print a Cash Application Worksheet. This lists all open items for specified customers, showing current balances due and the valid discount amounts.

You can automatically apply cash for an open item customer. This enables you to pay the oldest outstanding invoice first. You can also apply such payments to a specific invoice.

A Cash Receipts Edit List is available to help you in the editing procedure. On request, the module posts cash receipts to A/R Open Items.

You may also prepare deposits, print deposit slips, and deposit summaries.

Commissions

The system tracks commissions due to sales representatives, and can print a Commissions Due Report on request. Commissions may be based on either booked invoices or fully paid invoices.

Cost Center

A cost center is a segment of a company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the entire company.

A typical use for tracking sales by cost center is for a company which has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Refer to the *Reformat Account Number* chapter in the System Manager User documentation.

Customer Accounts

The open item and balance forward methods are two generally accepted methods of tracking customer accounts. Passport A/R enables you to use both of these methods:

Open Item Method

The open item method enables you to apply each cash receipt (payment you receive) or credit memo to one or more specific sales (invoices), debit memos, or finance charges. You can partially pay or skip

specific items, applying payments to later items.

With the open item method, every transaction made against a customer's account is kept on disk until you decide to remove the matching debits and credits.

The total balance due is calculated for an open item customer. The ability to look at older, partially paid invoices from previous months can be helpful, especially for highly active customers who pay by specific invoice number.

Balance Forward Method

Balance forward accounting provides for the summarizing of items into a single balance brought forward amount. When a payment is received from a balance forward customer, that payment is always applied to the oldest unpaid item(s).

This method is useful for customers who only buy occasionally and whose accounts usually contain only a few transactions.

Comma-delimited

A type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another because most database systems are able to import comma-delimited data. These files can also be opened by Excel and other spreadsheet type programs.

Data pulled from a database and represented in comma-delimited format looks something like the following:

Adams, Jane, 42, Chicago, Illinois

Doe, James, 32, San Francisco, California

Jones, Samuel, 18, Dallas, Texas

Smith, Marlene, 64, Trenton, New Jersey

In the example above the columns are Last name, First name, Age, City and State. Each column value is separated by a comma from the next column's value and each row starts a new line.

Fields may or may not be enclosed with double quotes depending on whether the field itself contains special characters (including spaces and commas).

When data is represented in comma-delimited format it is also referred to as *comma-separated values*, abbreviated CSV.

Comma separate values (CSV)

See Comma-delimited

Text file

A file that holds text. The term text file is often used as a synonym for ASCII file, a file in which characters are represented by their ASCII codes.

Customers

The Passport Business Solutions Accounts Receivable contains options for interactive maintenance of Customers, including entering, changing, and deleting. In addition to the name and address, the Customers menu selection contains information on a customer's last payment, account balance and sales volume. Several codes are provided which enable you to tailor the handling of customers individually.

Customers can be set up as a miscellaneous type so that you can enter sales or cash receipts for one time customers without first having to put the customer's full name and address on file.

Customer lists and labels can be printed either numerically or alphabetically.

Customer History

You can view or print a report showing fully paid A/R open items and their matching payments, after they have been purged from A/R Open Items.

Data Organization

Most of the information you enter into your computer is stored on disk. In order for computer programs to locate specific pieces of data (within large masses of data), data must be organized in some predictable way. The Passport Business Solutions accounting software organizes your data for you automatically as it stores it on your disk.

The following are terms that are associated with the structure of data:

Character

A character is any letter, number or other symbol you can type on your keyboard.

Data File

A data file is a group of one or more related records. A data file is often referred to simply as a file. A data file is referred to as a table in SQL.

The Customer file in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for each customer.

Each file is kept separate from other files on the disk.

There are other types of files in addition to data files. Programs are stored on the disk as program files. However, references to files in this user documentation mean data files unless specifically stated otherwise.

Table

It is the equivalent to a data file when using SQL. See Data File

Entry

A record in a data file is often referred to as an entry.

Field

A field is a group of one or more contiguous characters representing a single piece of data. For example, a name, a date and a dollar amount are all fields.

Alphanumeric fields may contain any characters: letters of the alphabet, numerals (numbers), special symbols (*, &, $, etc.), or any combination of all three.

Numeric fields may contain only the digits from 0 through 9 and, in some cases, the minus sign and the decimal.

Date fields contain calendar dates, entered as MMDDYY (or MDDYY for the first nine months of the year). Dates may also be entered with the date lookup. See Date Lookup

A **Drop-down list** is a user interface control graphical mode element, similar to a list box, which allows the user to choose one value from a list.

Radio button or option button is a type of graphical user interface element that allows the user to choose only one of a predefined set of options.

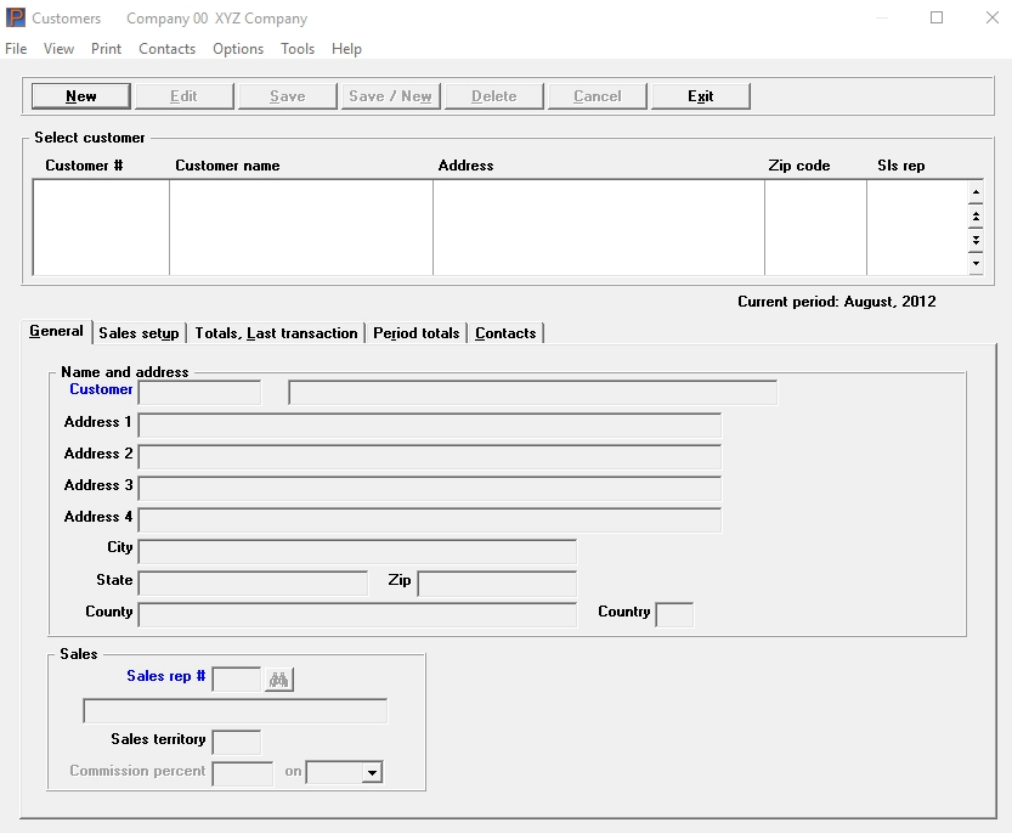
Graphical Image File

When you print invoice or statement data you have the option of merging this data with a graphical image file. This file must be designed to match the specifications and the data that prints. The file must be placed in the top-level PBS directory called "images". This feature is only available if you are using Windows or Thin-client. See the General Appearance section of the Invoice Formats chapter and General Appearance selection of the Statement Formats chapter for more information.

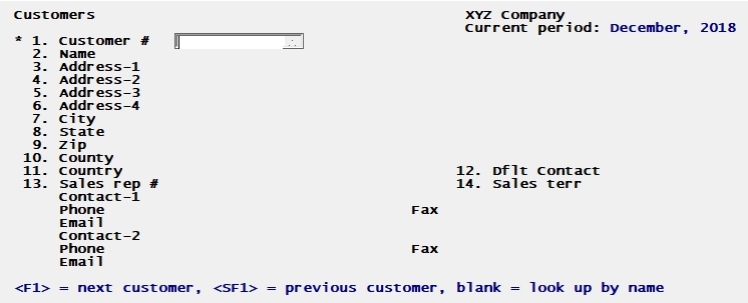
Graphical Mode and Character Mode

Graphical mode refers to the modern and more recently developed data entry, report and posting screens. Character mode refers to the classic data entry, report and posting style screens which was originally developed in the 1980's.

Here is an example of a graphical mode screen:



Here is an example of the same screen in character mode:



Graphical screens may be preferred by some users while character screens may be preferred by others. Each PBS user can have their own default mode. Your login determines which your default mode and this default can be changed at any time.

Graphical mode has some advantages over character mode where character mode has some advantages over graphical. Test both to find the mode that works best for you.

While on a PBS screen that supports both character and graphical mode you may toggle back and forth from one mode to the other. For example if you are defaulted to using character mode you may switch to graphical mode by selecting <Sft+F10>. You may toggle back to character mode using the same <Sft+F10>.

Almost all screens are available in character mode. The exceptions are noted in the documentation. Many, but not all screens are available in graphical mode.

Grayed out

This pertains to graphical mode screens as opposed to character mode (classic look).

Grayed out is a user interface element that displays with a light shade of gray, instead of black, to indicate that it cannot currently be operated or selected by the user.

Check boxes and check box labels are black when adding or editing a record. When viewing them they are grayed out.

Menu selections that are unique to certain graphical mode screens could be grayed out depending on the user's permission or even the module control settings.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address and account balance might be grouped together into a record called the customer record.

Debit and Credit

The terms debit and credit refer to the types of transactions which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas. Refer to the *Glossary* in the *System User* documentation for definitions of debit and credit.

In A/R, a debit memo issued by you to a customer increases what that customer owes you, and a credit memo decreases what is owed. Debit does not always mean an increase in an account and credit does not always mean a decrease in an account. In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

Finance Charges

The system will automatically calculate finance charges based on parameters which you define in A/R *Control information*. You can then edit and post them as you wish. A Finance Charges Edit List assists in this process. You can also manually enter finance charges through the *Miscellaneous charges* function.

Control information parameters include the following:

- Two different percentages and associated dollar amount levels
- Invoice aging method (by invoice date or due date)
- Number of days an invoice must be past due before finance charges apply
- Minimum finance charge amount
- Whether finance charges are calculated on previous finance charges.

A Finance Charges Journal is automatically printed when finance charges are posted.

General Ledger

When a company makes sales and receives payments, this activity affects not only Accounts Receivable (A/R), but also the area of accounting called General Ledger (G/L).

General ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data. Also see General Ledger

General Ledger Account

A General Ledger (G/L) account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a General Ledger account called telephone expenses, under which you categorized your telephone bills.

Typically, an independent business has a hundred or more G/L accounts. In the Passport Business Solutions accounting system, each time any financial activity occurs in any area, the dollar amount is recorded under the appropriate G/L account.

Refer to the *Reformat Account Number* chapter in the *PBS Administration* documentation for complete information on General Ledger Account Numbers.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key. The Help text gives you a quick reference to the highlights of functions while you are running the application. In Graphical mode the help is accessed using <Ctrl+F1> and in character mode using <F8>.

Look-ups

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key or by clicking on the calendar button. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	In Character Mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Miscellaneous Charges

Miscellaneous charges is a selection that enables you to interactively enter, edit, and post miscellaneous charges (sales, finance charges, credit/debit memos). When you enter miscellaneous charges, you may distribute miscellaneous charges and freight charges to various G/L accounts.

Multi-company

Multi-company refers to the capability to do accounting functions for multiple companies with the same set of software.

ODBC

Open Database Connectivity (ODBC) provides a standard software method for using database management systems. It is independent of programming languages, database systems, and operating systems.

XDBC will access PBS data files via the ODBC standard so that users can generate their own reports and spreadsheets. Contact your PBS provider for instructions on obtaining XDBC.

Open Item

In Accounts Receivable, this term is used in two senses:

- An **open item** is any invoice, finance charge, or debit memo which has not been fully paid; or any cash receipt (payment) or credit memo which has not been fully applied to pay invoices, finance charges, or debit memos.
- An **open item customer** is a customer whose payments apply to particular invoices, finance charges, or debit memos. Statements for open item customers may show all open invoices, finance charges, and debit memos, regardless of the accounting period in which they originated.

Password Protection

Passwords are required to access PBS. A password is a unique code you assign to each individual using your Passport Business Solutions software. In order to use a protected function, the menu that controls the function must be turned on per your login.

PDF

Short for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader or Adobe Acrobat.

Accounts Receivable reports, invoices and statements may be written to the PDF file format.

PCL

Printer Command Language, more commonly referred to as PCL. It was developed by Hewlett-Packard Company as a printer protocol and has become a de facto industry standard. Originally developed for early ink jet printers in 1984, PCL has been released in varying levels for thermal, matrix printer, and page printers. The most recent version is PCL 6 which was introduced in 1995.

Post

To post is to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in A/R, invoices are initially entered into a temporary transaction file. After they have been entered and edited, they are posted to the more permanent A/R Open Item file.

Purging Files

Purging files removes unnecessary items. The A/R Open Item file is occasionally purged of paid transactions. Fully paid sales (or debit memos) and their matching cash receipts (and credit memos) are deleted from the file.

Any unpaid sales, debit memos, and finance charges, and any unallocated cash receipts and credit memos, are kept in the A/R Open Item file, even if the file is purged.

The purged items are transferred to the Customer History file if used. When the information on these items is no longer required, you may then purge them from the Customer History file.

Recurring Bills

Recurring bills are sales that recur at a regular time interval. Examples are rent collected from tenants, loan repayment amounts, and regular monthly service charges.

These sales need to be entered as sales only once. They can then be selected periodically to be turned into invoices.

Sale (sales transaction)

A sale or sales transaction is a computer record of an invoice, finance charge, debit memo, or credit memo. Refer to the Data Organization section in this chapter for the definition of record.

Sales Analysis

This Accounts Receivable module generates sales history information which may be used by the Passport Sales Analysis module. Some of the reports available from the S/A module are:

Sales Analysis by:

- Customer
- Customer comparatives
- Zip Code
- Customer Type
- Customer Sales Volume
- Responsible Sales rep
- Other reports which use Inventory Control and A/R and POS Invoice history files.
- Item comparatives
- Actual Salesman
- State

SPOOL

SPOOL is an acronym meaning send printer output off-line. Spooling is a process that generates a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a file. Systems line up print jobs in a queue (first come, first serve). When directed, saved reports can be printed in one long run (for example, overnight).

SQL Reports

When running PBS SQL, most A/P reports have an option to generate a SQL report.

This allows you to view the report data in a SQL report format which is more graphical and more flexible. When selected, the program launches Internet Explorer (or your default browser) and the data is displayed.

Once the report data displays, additional options become available. These include:

- Easily move to other pages of the report
- Change the viewing size
- Search for text in the report.
- Some SQL reports have a document map. This allows you to rapidly find data in the report.
- Move the report data and format to PDF, Excel or Word to display. save and print.
- Certain select SQL reports have an Columnar output option. This allows you to send the data to Excel for manipulating and sorting of the data.
- Refresh the report data while the report is open.
- Print the report

Sales Analysis has several SQL reports. The SQL reports in Sales Analysis are the only reports that combine history data from Accounts Receivable and Point of Sale.

This is an example of one page of an A/R SQL report:

Accounts Receivable Aging Report

Detail

Company: XYZ Company | SSRS Generated Report | Date/Time: 2/27/2019 11:31 AM

Account	1100-000	Sales Rep	JAK Jack Smithson
10	Harris, Goldberg & Jones		Open Item
Address	456 W. 7th Street		
	Suite 100		
City/State/Zip	San Diego CA 92100 USA		

CONTACT #1		CONTACT #2
Michael Jones	Name	Paul Erbe
714-221-8500	Office Phone	
	Cell Phone	
	Fax #	
paul@theerbes.com	e-Mail Address	perbe@pass-port.com

Balance	-366.57
Credit Limit	10,000.00
Terms	Normal terms
Bal Method	Open Item
Lst Pymt Dt	04/12/2018
Lst Pymt Amt	231.00

AGED CUSTOMER BALANCES

(based on Invoice date 02/25/2019)

Current	Over 30 days	Over 60 days	Over 90 days
-366.57	0.00	0.00	0.00
0.00%	0.00%	0.00%	0.00%

Apply-to	Doc #	Doc Type	Doc Date	Due Date	PO #	Amount #1	Amount #2	Doc Total	Age
* Open *	5412	Payment	11/23/2009	11/23/2009		-219.00	0.00	-219.00	999
* Open *	1234	Payment	12/21/2009	12/21/2009		-1,234.00	0.00	-1,234.00	999
* Open *	CCD	Credit Memo	11/23/2010	11/23/2010		0.00	0.00	0.00	999
14	14	Invoice	09/15/2010	10/15/2010		231.00	0.00	231.00	999
14	12457	Payment	04/12/2018	04/12/2018		-231.00	0.00	-231.00	319
341	341	Invoice	07/12/2010	08/11/2010	4567	127.15	0.00	127.15	999
342	342	Invoice	05/06/2010	06/05/2010		105.00	0.00	105.00	999
919	919	Invoice	03/14/2011	04/13/2011		168.00	11.93	179.93	999
1146	1146	Invoice	02/12/2010	03/14/2010		112.00	0.00	112.00	999
1146	432986	Payment	04/26/2010	04/26/2010		-55.00	0.00	-55.00	999
1361	1361	Invoice	07/25/2012	08/24/2012		431.00	30.60	461.60	999
1448	1448	Invoice	03/11/2013	04/10/2013		34.27	0.00	34.27	999
1453	1453	Invoice	05/13/2013	06/12/2013		171.36	0.00	171.36	999
A 000175	A 000473	Credit Memo	03/05/2009	03/05/2009		-47.50	-2.38	-49.88	999

Statements

You assign a statement cycle to each customer in the customer record. Statement cycles are used in one of the following ways:

- To designate the statement frequency, such as weekly, semi-monthly, monthly, quarterly, etc.
- To designate the statement processing batch, such as the 10th, 20th, or 30th of the month.

You can print statements for designated cycles on request.

Transaction

As used in accounting, a transaction is a business occurrence involving money and goods or services. For example, a transaction occurs each time you gas up your car. You pay money in exchange for goods (gasoline).

In the Passport Business Solutions software, transaction is the record of a completed business occurrence involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called Accounts Receivable. The records of purchases and the payments you make for

such purchases are transactions from the accounting area called Accounts Payable. The records of quantities of goods received or sold are transactions from the area of accounting called Inventory Control.

XDBC

See ODBC

Upgrading from Earlier Versions

We have included the necessary functions and instructions to enable you to upgrade from an earlier version of this same Classic RealWorld, RW32 or PBS module. Please refer to the PBS Vision Installation, SQL Installation and EZ Convert documentation for more information.

You may upgrade to the SQL version of PBS. See your PBS provider for instructions.

Getting Started

This chapter contains the following topics:

Introduction to Getting Started .....
Accounts Receivable Data Storage .....
Setting Up A/R .....
Regular Use .....
Appendixes .....
Support and Training .....

INTRODUCTION TO GETTING STARTED

Before getting started, ensure that the Passport Business Solutions Accounts Receivable software is installed on your computer. Refer to the Vision Install and Release Guide or the SQL Install and Release Guide to install the PBS system, including the A/R module, before proceeding.

Also, you may want to familiarize yourself with the main features and terms of this module by reading the Understanding Accounts Receivable chapter.

Your Accountant

You should consult with your accountant before using PBS software. Your accountant should be familiar with your accounting software, and can advise you on converting from your existing A/R system. If your accountant is not familiar with PBS contact Passport for help.

If your accountant is not familiar with PBS please have them contact Passport for instructions and help at 847.729.7900.

Accounts Receivable Data Storage

Before you use the Accounts Receivable module, you enter your information about your accounts receivable system and how you want your transactions handled.

There are several different data files in a Vision system and tables in PBS SQL requiring information which you enter before you use the module. Here is a brief explanation of each:

Company Information

This file/table is used to record information about your company, such as your company name, address, etc. It stores other control data and printers.

A/R Control Information

This contains controls which you *must* enter in order to operate the A/R module. This information defines the way you process information and do your accounting, and as a result controls some of the features Accounts Receivable.

For example, one of the pieces of information in A/R *Control information* determines how you calculate finance charges on past due accounts. Another piece of information tells the PBS software whether or not you have sales representatives in your company. Since this information does affect modules other than Accounts Receivable, it is important that you enter it correctly. See Control Information.

A/R Codes

This contains codes for the shipping methods you use to ship goods to your customers, the terms you use with them, and the sales taxes you must charge them. You create these codes. For example, you could choose the code UPS to mean ship via United Parcel Service, N30 to mean 2% 10, Net 30 days, and CAL to stand for the sales tax you charge California customers. See Ship-Via, Terms and Tax Codes.

Sales Reps

If your company does not use sales representatives, you do not need to enter any information into this file/table. Otherwise, this contains the codes for your sales representatives. See Sales Reps.

Customers

This contains the basic information about your customers, such as name, address, credit status, usual shipping method, terms, sales tax status, and year-to-date statistics. See Customers.

A/R Open Items

In A/R, an open item is any sale, credit or debit memo, cash receipt, finance charge, balance forward, prepaid cash receipt, or layaway cash receipt transaction on file for any customer. The A/R Open Items is simply the collection of all open items for all customers. It is arranged by date of transaction

for each customer. After items are fully paid, they can be purged from open items and moved to customer history. See Load A/R Open Items, Aging Report and View Customer Open Items (Open items).

SETTING UP A/R

Perform these steps to start using Accounts Receivable:

1. Study the general PBS features in the *System User* documentation.
2. Start A/R according to the instructions in the next chapter, Using Accounts Receivable.
3. The Company information is set up for you as part of the installation procedure. Use *Company information* to modify the Company information as appropriate for your company (refer to the *Company Information* chapter in the *PBS Administration* documentation).
4. Enter your valid sub accounts (or cost centers), using the CTL function *Sub accounts / Cost centers*. If you are not using sub accounts or cost centers, you may skip this step. (refer to the *Cost Centers /Sub accounts* chapter in the *System User* documentation).
5. The Valid G/L Accounts are used by A/R to ensure that every G/L account entered into the system is a valid account.

   If you have previously been using any Passport Business Solutions module *other than* G/L, this data already exists.

   If you have previously been using (or are now installing) G/L, you can use the G/L function *Setup valid G/L accounts* to populate Valid G/L Accounts from Chart of Accounts.

   Otherwise, enter your valid G/L accounts, using the System function *Valid G/L accounts*, found under CTL and described in the *System User* documentation chapter of that name.
6. Enter your A/R accounts, using *A/R accounts*. Passport Business Solutions allows you to use an unlimited number of A/R accounts. These must also have been entered in Valid G/L Accounts (refer to the A/R Accounts chapter).
7. Enter your cash accounts, using the System Manager (CTL menu) function *Cash accounts*. PBS allows you to use an unlimited number of cash accounts. These must also have been entered in Valid G/L Accounts (refer to the *System User* documentation *Cash Accounts* chapter). Cash accounts are used by several different PBS modules, so this data may already be in existence.
8. Enter information about the bank account for each cash account entered above, using *Bank Accounts* found under the *Master information*. This information includes the bank name, the bank account number, and the starting deposit number. To enter bank accounts see A/R Accounts. This information will be printed on your deposit slips (refer to the Cash History chapter for more information on deposit slips).
9. Enter A/R controls using *Control information* found under the *Master information* menu. The settings in A/R *Control information* determines how A/R is used by your company. For instance, you specify whether or not you want your company name printed on A/R statements, whether you use sales representatives or commissions, the default G/L accounts, invoicing settings, etc. It also controls, to a certain extent, other modules such as Order Entry, Customer Orders, Point of Sale and Time and Billing. (refer to the Control Information chapter).
10. If you are subscribed and set up for the PBS Multi-payment with Credit Card Processing features enter Payment codes using the System function found on the CTL menu. Entry information is found in the System user documentation. If you are using credit card processing you must also get your

account setup with your credit card processing provider. See the PBS Multi-payment/Credit Card Setup appendix for additional information.

11. If you are using immediate invoice printing, enter invoice stations, using the *Invoice pr ctl stations*found under *Master information*. (The use of invoice stations allows several stations to share a common printer and issue one sequence of invoice numbers.) (Refer to the Printer Control Stations chapter for additional information.)
12. You may optionally enter statement stations using the *Statement pt ctl stations*found under *Master information*. (This provides the ability to specify printer control codes when printing statements.) Refer to the Printer Control Stations chapter for additional information.
13. Enter goods and services, using *Goods and services* menu. This allows you to enter the standard goods (items) and services that your business provides. Refer to the Goods / Services chapter for additional information. If you use the inventory item numbers from the Passport Business Solutions Inventory Control module, you only need to enter services, not goods.
14. If you use ship-via information in your business, enter ship-via codes, using *Ship-via* found under *Master information*. (A ship-via code is used to specify the shipping method for your customer's order.) Refer to the Ship-Via chapter for additional information.
15. Enter the payment terms you use with your customers, using *Terms*. You must enter at least one terms code, since you must enter payment terms for each customer in *Customers* (refer to the Terms chapter).
16. Enter tax codes, using *Tax codes*. A tax code is used to assign the proper tax percentages to sales. You must enter at least one tax code, since you must select a tax code for each customer in *Customers* and you must enter a default tax code in Point of Sale *Stores*. If no sales tax applies to your business, enter a code that has zeros for all percents (refer to the Tax Codes chapter).
17. If you specified in *Control information* that you use sales representatives, enter your sales representatives, using *Sales reps* (refer to the Sales Reps chapter).
18. Enter your customers, using *Customers* (refer to the Customers chapter).
19. Determine the date on which you will start processing transactions through Accounts Receivable. This is the cut-off date for existing A/R activity.
20. Load your existing open items directly into A/R Open Items using *Load A/R open items*. For open item customers, enter items separately to obtain the proper aging and discount calculations. (Refer to the Load A/R Open Items chapter). These entries do not create any G/L transactions. They only create open items in A/R Open Items.

    Print an edit list to verify your entries, using *Open items* from the *Reports, general* menu.
21. Set the customer balances, using *Set customer account balances*.This totals all open items (invoices, credit/debit memos, payments, finance charges, and balance forward amounts) in A/R Open Items and sets the posted and unposted account balances in Customers. If no open items exist in A/R Open Items for a customer, the account balance is set to zero. (Refer to the Set Customer Account Balances chapter.)
22. Enter your invoicing information:

If you specified in *Control information* that immediate printing is used, enter the invoicing station information. See Printer Control Stations.

Enter the invoice format information, such as General Appearance, Heading information, etc. You can define up to 99 invoice formats. You may use one of the pre-defined formats provided with the install. You may import the pre-defined formats. See the Invoice Formats chapter.

23. A/R supports customized A/R statements. Enter your statement design information. This is where you would define your statement format. You may define up to 99 statement formats. (For detailed information entering or modifying a statement format refer to the Statement Formats chapter. For printing statements see the Statements chapter.)

    Optionally, you may enter statement printer control stations. See Printer Control Stations.

24. Begin using the Passport Business Solutions Accounts Receivable module on a regular basis, entering all items dated later than the cut-off date. From this point on, make all sales entries through this module, unless you are using the PBS Order Entry, Point of Sale or Customer Orders. (Refer to the Regular Use section below and the Guide to Daily and other Periodic Operations chapter.)

REGULAR USE

When start-up is complete, you will be ready to use this module on a regular basis.

A daily checklist is in the Guide to Daily and other Periodic Operations chapter.

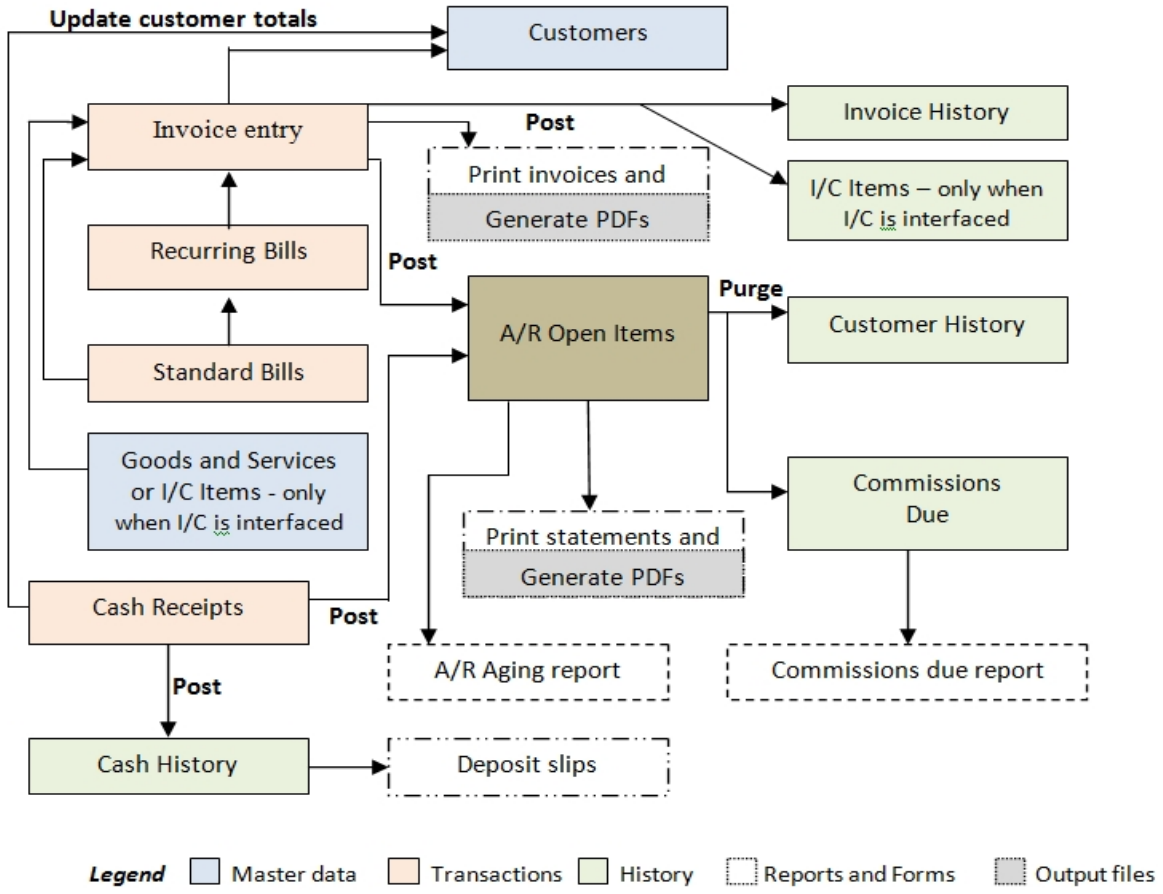
The remaining chapters show you how to:

- Enter:
  - Miscellaneous charges transactions, including sales, debit and credit memos, and finance charges
  - Invoice transactions
  - Recurring bills
  - Recurring sales
  - Standard bills
  - Cash receipts
  - Sales and Contract prices
- Change an apply-to number or a due date.
- Inquire into a customer's account.
- Calculate and process finance charges.
- Print:
  - Invoices
  - A/R Aging Report
  - Collections Report
  - Cash Projection Report
  - Customer statements
  - Commissions Due Report
  - Distributions to G/L Report
- Maintain bank accounts.
- Prepare deposits.
- Print deposit slips.
- Print the cash history report or the deposit summary.
- View customer history or print a report.

Purging A/R Open Items and performing the period-end and year-end procedures are explained in the chapters titled Fully Paid Open Items and Close a Period. (Refer to the period ending and accounting year-ending checklists in the Guide to Daily and other Periodic Operations chapter).

Accounts Receivable Flowchart

This chart illustrates the flow of data within the Accounts Receivable module.



Some of the data that ends up in A/R can come from other sources. For example, invoice transactions entered in Order Entry, Point of Sale and Customer Orders are tied to the A/R. There is a direct link to clients (customers) in the Time and Billing module.

When printing a deposit the deposit total can be transferred to Check Reconciliation automatically or pulled into C/R with a transfer function. See the *Control information* chapter in the Check Reconciliation user documentation.

A/R Distributions to G/L data flows into the G/L module when *Get distributions* is run.

Note	If you add the Job Cost module to an installation that currently contains one or more of the A/R, A/P, or G/L modules, you may interface Job Cost to the other modules (done through Job Cost). When Job Cost is present in your system and is interfaced to the other modules, those three modules expect you to enter certain information from within the Job Cost module. When entering cash receipts, invoices, recurring bill and miscellaneous charges in A/R you may tie them to a job.

Appendixes

The appendices contain help on setting up forms, additional setup steps for multi-payment/credit card processing and sample reports.

- *Appendix A* provides an invoice format design kit.
- *Appendix B* provides a statement format design kit.
- *Appendix C* contains sample reports.
- *Appendix D* contains the setup information for PBS Multi-payment/credit card processing.

Support and Training

If you need technical support with this software module contact your authorized Passport Software provider.

For the name and location of a Passport provider near you, contact Passport Software, Inc. at 1-800-969-7900 (847-729-7900).

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900 or 847-729-7900 (x124).

You can contact your own PBS provider for training; however, if your provider does not offer training, contact Passport at 1-800-969-7900 for assistance.

You may also find training videos and other information at Passport's web site.

Using Accounts Receivable

This chapter contains the following topics:

Introduction to Accounts Receivable .....

Starting Accounts Receivable .....

INTRODUCTION TO ACCOUNTS RECEIVABLE

This documentation provides the information you need to learn and use the Passport Business Solutions Accounts Receivable.

Organization

The next chapter is a guide to daily and other periodic operations. It explains how you use the Passport Business Solutions Accounts Receivable to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on entering basic information to set up your module according to your needs and to prepare you for daily operation.

Next are chapters which you will use most frequently. They describe how to use the Passport Business Solutions Accounts Receivable on a daily basis.

The last few chapters describe selections which are used periodically, including such selections as closing a period.

Additional information such as; defining multiple companies, passwords, advanced features, and data recovery utilities, can be obtained from the *PBS Administration* documentation.

How To Use This Documentation

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include many examples. In fact, you can go through the documentation and enter the examples shown in each chapter. This demonstrates the capabilities of your new software. Each chapter has sample printouts of the information entered. **Do not attempt** to do the examples on a production system. If you use the multi-company feature, you can reserve a test company for experimentation. If not, either do all your experimentation before beginning routine business use of the system, or else back up all your data before your training sessions and restore it afterward.

Before entering the examples, either initialize the data before you begin entering your actual business information. When you initialize you clear out all information previously entered. After initialization, you restart with this chapter and enter your actual business information. Initialization is described in the *Data Initialization* chapter of the *PBS Administration* documentation.

Help and Lookups

Help

Select the <Ctrl+F1> to access the html help in Graphical Mode. The link may go to a chapter, section of a chapter or the specific field you are on. From there you may access the other data from the chapter and you may also access the entire application documentation from the *Open topic with*

navigation link at the end or beginning of each chapter. You may access the complete user html help from the *Documentation/Web browser* button.

On Character Mode screens you may press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a Data lookup or on-line Help about a task or selection you are currently using. If a Data Lookup window displays, press <F8> a second time for Help.

Data Lookup

On both the Graphical Mode and Character mode screens select the <F8> for a Data Lookup. In Graphical Mode and Windows Character Mode you may also click on the button next to the field. In UNIX/Linux Character Mode the mouse is not active so there is no button.

Calendar Lookup

On date fields when using the Graphical Mode screens, there is a Calendar Lookup. Select the <F4> key to access the lookup or click on the button next to the date field.

In Windows and Thin client character mode, you may select the <F7> key to access a Calendar Lookup. On UNIX/Linux character mode there is no Calendar Lookup.

Menus

A *menu* is a list of things from which something can be selected.

Selecting items from a menu on a computer is the way you tell your computer what you want to do and what you want to access.

The Windows version of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

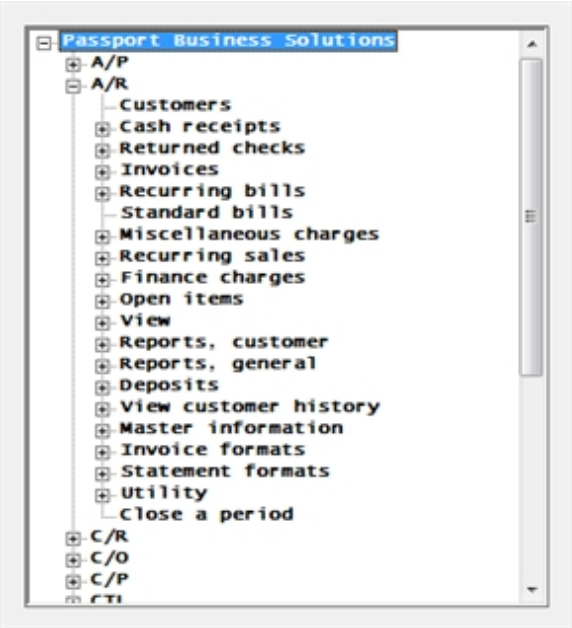
Menu selections can be assigned differently per user and per company. You may find that you do not have access to some menu selections that are discussed in the user documentation.

The SCO Open Server and Linux versions only use the Menu-bar.

Most of the menu selections are fully written, but all the modules are abbreviated. For example, Accounts Receivable is abbreviated as A/R.

Tree-view Menu

This is an example of the Tree-view menu with the A/R main menu selections:

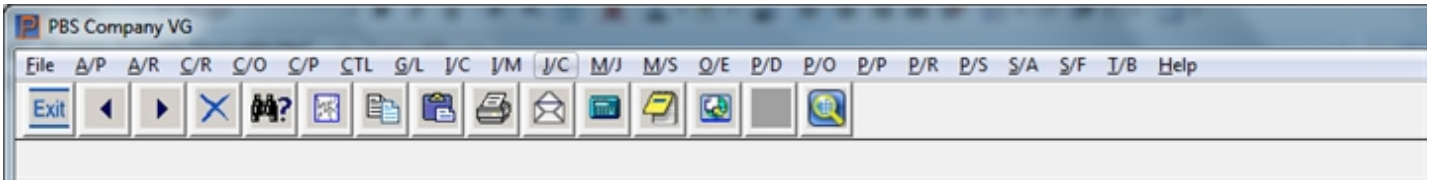


The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu. You may type the first letter of a menu and the focus will go to that menu selection. If more than one menu item starts with the same letter, pressing the letter again will position the focus to the next menu item starting with that letter. Once you have found your menu selection, hit the Enter key to access it.

Windows Menu

The Windows menu is a graphical pull-down type menu that appears above the row of buttons. This is main PBS screen with the Windows menu selections:



Menu-bar Menu

The remainder of this section describes the functions of the Menu-bar.

The Menu-bar has been round for over 20 years and is often the menu choice for long time users of RealWorld and PBS. It is not recommended for new users of PBS. We recommend that you switch from Menu-bar to one of the other menu types when training new users.

To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

STARTING ACCOUNTS RECEIVABLE

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your PBS provider.

For Windows

Start -> Programs -> Passport Business Solutions -> PBS

For UNIX

Ensure you are logged in as a user authorized to use PBS software. To set up authorized users, refer to the *PBS Administration* documentation.

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your Passport top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Password

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset his or her password during login to PBS.

For the initial setup of users and passwords see *PBS Users* chapter in the *PBS Administration* documentation.

Exiting Accounts Receivable

To exit a Passport module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu.

Guide to Daily and other Periodic Operations

This chapter contains the following topic:

Introduction to Daily and other Periodic Operations .....

Introduction to Daily and other Periodic Operations

The following checklists are provided as examples for using Accounts Receivable to perform various daily and periodic tasks.

The tasks are presented in a logical order. You should adjust the checklist as necessary to meet your own needs. Consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY	EACH DAY, AS NEEDED
Enter new customers using *Customers*. See the Customers chapter.	
Enter sales transactions using *Invoices (Enter)* See the Invoices chapter.	
Enter payments using *Cash receipts*. See the Cash Receipts chapter.	
	Inquire into current sales activity, using *View > Customers* or past sales activity using *Customer history*. See View Customer Open Items section in the View chapter.
	Add new ship-via codes, terms codes, tax codes, and sales representatives.
	Enter new recurring bill transactions using *Recurring Bills (Enter)*. See theRecurring Bills chapter.
	Select recurring bills transactions, using *Select for use*. See Selecting Recurring Bills for Use from the Recurring bills chapter.
Post invoice transactions and cash receipts. See Posting Invoices in the *Invoices* chapter and Posting Receipts in the *Cash Receipts* chapter.	
	If commissions are paid on receivables, print the *Commissions due* report to determine commissions due to sales representatives. See the Commissions Due Report chapter.

EACH DAY	EACH DAY, AS NEEDED
	If an invoice has been posted where the customer prepaid the invoice (in full or in part), use *Change apply-to number or due date* to change the apply-to number of the payment from open to the document number of the invoice. Refer to the Change Apply-to Number or Due Date chapter for further details. Optionally, there is a feature that allows pre-payments entered in Cash receipts to be applied to invoices or orders. See the Process prepaid cash field in *Control information*.
	Assign cash receipts to deposit slips using *Deposits*. You can read about deposits in the Deposit Slips chapter.
	Print deposit slips. See the Deposit Slips chapter.
	Print customer labels. See Print Customer Labels in the *Customers* chapter.

Periodic/Monthly Operations Checklist

EACH PERIOD	EACH PERIOD, AS NEEDED
Compute and post periodic finance charges using Finance Charges.	
Print an Aging Report using *Aging*.	
Print a Collections Report using *Collections*. This report can be used by your Collections Department to follow up on delinquent accounts.	
Print a Cash Projection Report using *Cash projection*. This report can assist you to estimate incoming cash based upon receivables that are coming due in future weeks.	
Print customer statements using Statements.	

EACH PERIOD	EACH PERIOD, AS NEEDED
If commissions are due upon payment, run *Fully paid open items*. Answer *No* to Purge and answer *Yes* to "Log commissions". Then run the Commissions Due Report to determine commissions due to each sales representative. (Refer to the Fully Paid Open Items chapter for the procedure to use if commissions are paid to sales representatives more frequently than once a period.)	
If commissions are not used, or not paid on payment, run *Fully paid open items* to purge fully paid open items up through the statement ending date.	
Print a tax code report using Tax Codes. This report contains the final period-to-date figures for each tax code.	
Print a sales tax summary using *Sales tax summary*	
Print a customer list using *Customers by customer name* (Print by Customer Name)or *Customers by customer #* (Print by Customer Number). These reports contain the final period-to-date figures for each customer.	
Print a sales representative list using Sales Reps. This report contains the final period-to-date figures for each sales representative.	
If using Sales Analysis, print sales analysis reports such as Customer, Customer Sales Volume, Customer Type, Sales Representative (Actual), Sales Representative (Responsible), State, and Postal Code.	Close the sales period using Close a Period, if your sales period corresponds to your accounting period. If this period is also your year end, answer Y to the question regarding this in the *Close a period* selection.
	Print the Distribution to G/L Report (from Earliest to the last date of the accounting period), using Distributions to G/L. If you are not using G/L, back up your data and then purge the distributions when you print the report. If you *are* using General Ledger then *do not* purge the distributions at this time. If you are using General Ledger and if you are ready, pull your distribution data into General Ledger using Get distributions, post the distributions and run financial statements.

EACH PERIOD	EACH PERIOD, AS NEEDED
	If you are using Check Reconciliation you have two options per the C/R *Control information*: 1. You may use the *Transfer checks/deposits* function to pull your deposits into check reconciliation following the receipt of your bank statement. 2. You may post the deposits directly into C/R when deposits are printed in A/R.
	Print or view sales or distribution data using SQL or ODBC. SQL is an optional install for PBS. XDBC is a separate product you may use for reporting or viewing data in external applications like Microsoft Access and Excel through their built in ODBC functions. You may develop custom reports without effecting existing PBS reports. For obtaining access to your data via ODBC, contact your PBS provider.

A/R Accounts

This chapter contains the following topics:

Introduction to A/R Accounts .....
Entering A/R Accounts .....
Printing a List of A/R Accounts .....

INTRODUCTION TO A/R ACCOUNTS

An accounts receivable account is a current asset account in your General Ledger summarizing the amount of money owed to your business by those to whom you have sold goods or services.

All accounts are included in Valid G/L Accounts, but *some* accounts are also included separately. A/R accounts fall into this category. This ensures that references to assets will be associated only with accounts intended for that purpose. In addition, it lets you associate comments with any A/R account.

The Passport Business Solutions Accounts Receivable provides for an unlimited number of accounts receivable accounts. You may enter as many as your business needs.

You can set up multiple A/R accounts and then assign each customer to one of those accounts. All postings (Invoices, cash receipts, and finance charges) for a customer will debit or credit the A/R account associated with that customer.

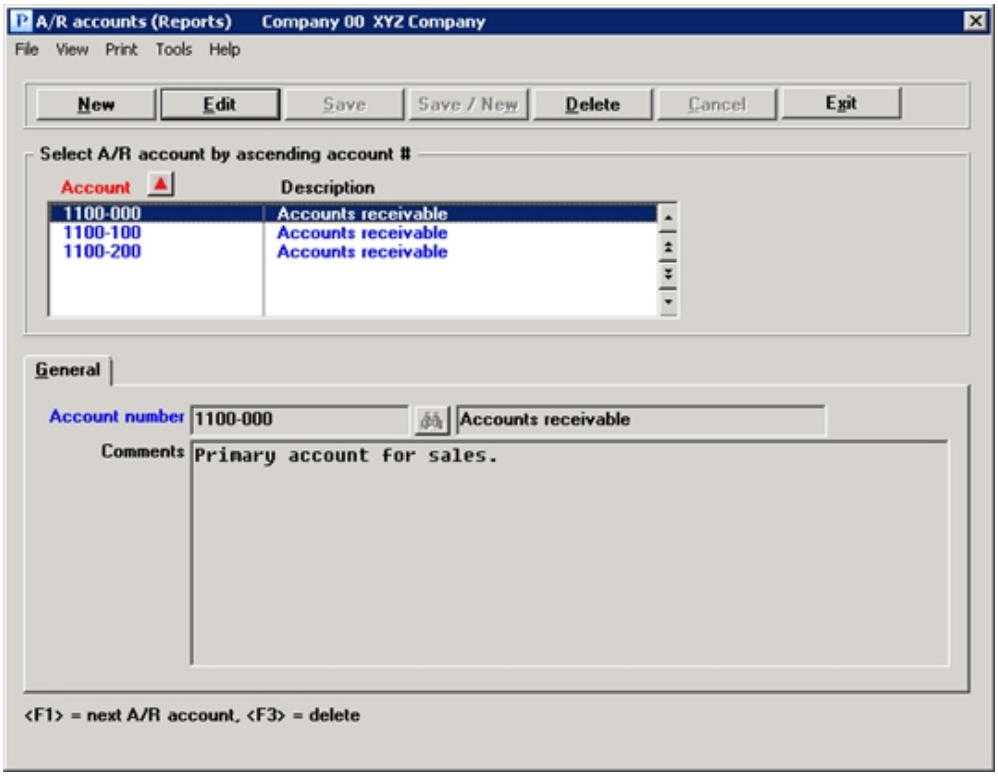
Select

A/R accounts from the Master information menu.

ENTERING A/R ACCOUNTS

Graphical Mode

The following screen appears:



A/R Accounts List Box

The list box displays up to 6 accounts at a time. You may sort the accounts by account number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the View options.

To locate an account, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Accounts that display in the list box are available for changes or deletion. The fields for the selected account display in the lower part of the screen.

When an account is found, you may select the <Enter> key or Edit button to start editing.

A/R Accounts Buttons

You have the following options with the buttons and keyboard equivalents:

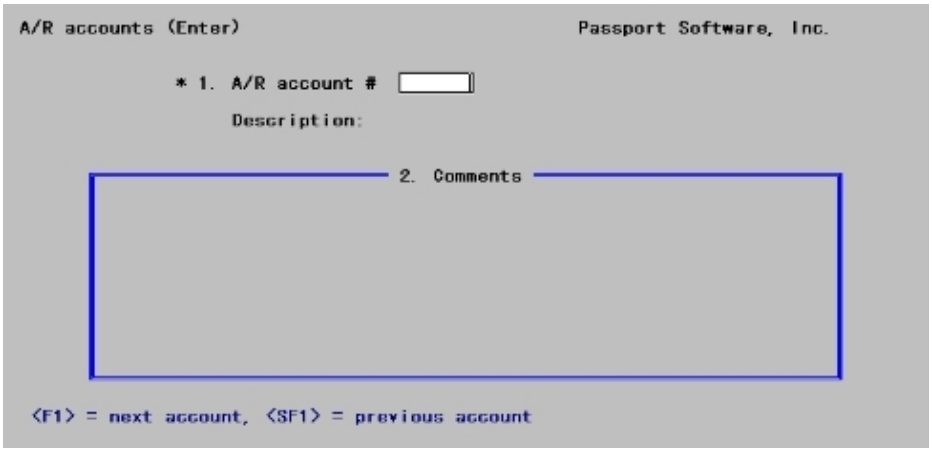
Button	Keyboard	Description
New	Alt+n	For entering a new account
Edit	Alt+e	For editing an existing account
Save	Alt+s	For saving a new account or for saving the changes to an existing account
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete an account. An A/R account cannot be deleted if it has been entered in A/R *Control information* as a default A/R account, or if it has been entered as the A/R account for a customer. There are also other checks made. If you cannot delete an A/R account for some reason, the software will tell you whyDeleting Customers
Cancel	Alt+c	To cancel adding or editing an account. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Menu Selections

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen and it allows you to print a list of A/R accounts. See Printing a List of A/R Accounts

For general users, the menu selections can and may be restricted based on the assigned menu.

Character Mode



From this screen you can work with both new and existing A/R accounts.

Enter the following information:

Account number

Options

Enter the A/R account number. If the account you enter does not already exist in Valid G/L Accounts, you may add it here.

<F1>	For the next A/R account
<SF1>	For the previous A/R account

Format	Your standard account number format, as defined in *Company information*
Example	Press <F1> to view an existing account

Description

If this account already exists in Valid G/L Accounts, its description displays. If not, enter the description, and the account is automatically added to the Valid G/L Accounts.

Format	30 characters
Example	(Account is already on file)

Comments

Enter any comments about the A/R account. Although called *comments* rather than *notes*, this field uses the Passport Business Solutions text editing function. Editing in graphical mode uses windows standards.

For editing in character mode, refer to the *Using Notes* section of the *Use of Function Keys, Toolbar and Menus* chapter in the *System User* documentation for details of text editing usage.

Format	10 lines of 65 characters each
Example	Type Primary A/R account for sales

Character Mode

Field number to change ?

Options

Make any needed changes. Press <Enter> to continue. For an existing entry you may also use one of the options:

<F1>	For the next A/R account on file
<SF1>	For the previous A/R account
<F3>	To delete this account. An A/R account cannot be deleted if it has been entered in A/R *Control information* as a default A/R account, or if it has been entered as the A/R account for a customer. There are also other checks made. If you cannot delete an A/R account for some reason, the software will tell you why.

Example	In order to provide test data for use in later chapters, enter the remaining A/R accounts shown on the report at the end of this chapter.

Printing a List of A/R Accounts

Use this selection to print a list of A/R Accounts.

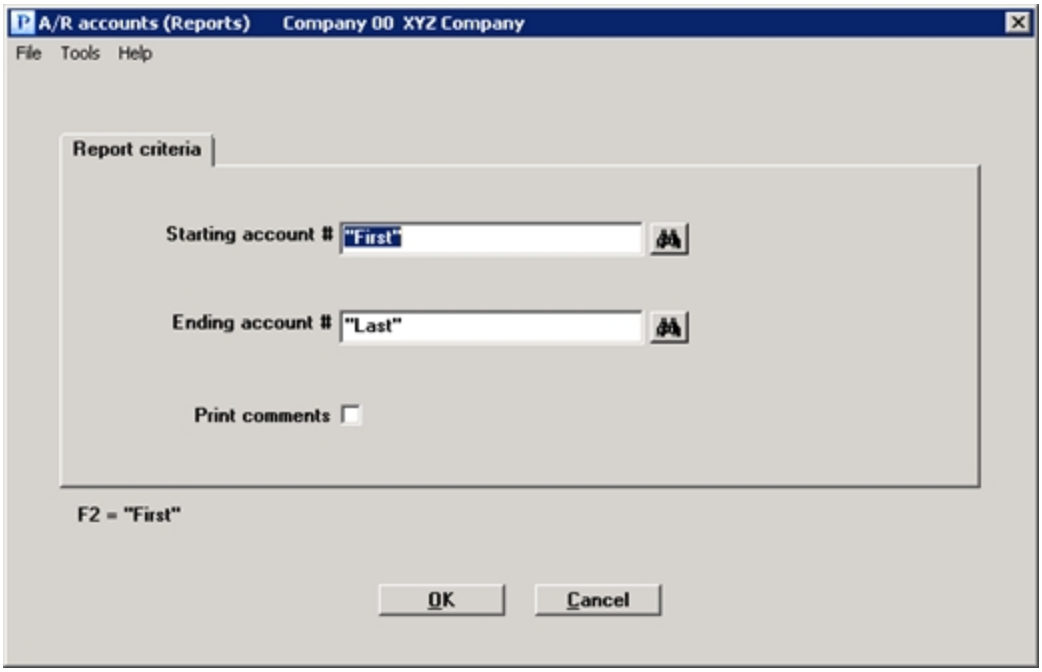
You may view an A/R Accounts List example in the Sample Reports appendix.

Select

A/R accounts from the Reports, general menu.

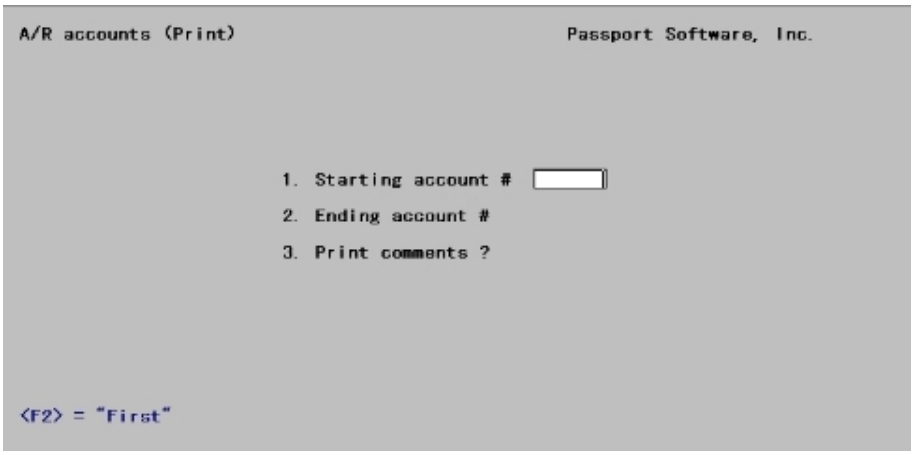
Graphical Mode

The following screen appears:



Character Mode

The following screen appears:



Enter the following information:

Starting account #

Ending account #

Options

Enter the starting and ending account numbers, or use the option:

<F2>	For the First starting account or Last ending account

Format	Your standard account number format, as defined in *Company information*
Example	Type <F2>for each field

Print comments

Check this box (enter Y) to have comments printed on the list.

Format	Graphical: Check box where checked is Yes and unchecked is No. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Check the box or type Y

OK or Cancel

Make any needed changes. Select OK or press <Enter> to print the A/R Accounts List.

Control Information

This chapter contains the following topics:

Introduction to Control Information .....
The General Tab .....
Account Information Tab .....
Calc/Dunning/Date Control TabCharacter Mode .....
Invoicing 1 Tab .....
Invoicing 2 Tab .....
Character Mode Screen 7 .....

INTRODUCTION TO CONTROL INFORMATION

You use the *Control information* selection to set up the Accounts Receivable module for your particular requirements. The information entered here will control various operations throughout this module.

Also included is information on how you handle invoices and statements. To help you see how the Accounts Receivable module works, we have provided a sample invoice format file for you to use to print invoices in a variety of invoice formats without having to enter all the information.

Select

Control information from the *Master information* menu.

Five tabs are required to fully enter the control information. From these tabs you can work with both a new and changed entry; however:

- There is only one entry on file.
- You only work with a new entry: [1] when initially setting up your A/R module after installation or adding a company; or [2] following initialization of Control information, a process described in the *Data Initialization* chapter of the *PBS Administration* documentation.

When working with an existing entry, Passport recommends that you print and post all invoices before making significant changes to your A/R Control information.

THE GENERAL TAB

Graphical Mode

The following window appears:

Buttons

There a seven buttons on this screen, but only these four are active:

Button	Description
Edit	For editing control information
Save	For saving the changes to control information
Cancel	To cancel editing a control information. Your changes will not be saved
Exit	To exit the Window

The New, Save/New and Delete buttons are not active.

Character Mode

In Character Mode there are 6 screens and the fields may not be in the same order as the Graphical Mode screens. When in character mode the following screen appears:

```
Control information                                XYZ Company

  1. age by inv/due date      [ ]

  2. # age days in prd 1                  6. Aging period 1 descrip
  3. # age days in prd 2                  7. Aging period 2 descrip
  4. # age days in prd 3                  8. Aging period 3 descrip
  5. # age days in prd 4                  9. Aging period 4 descrip

 10. Use sales reps ?                    21. Use cust # as phone-1 ?
 11. Use commissions ?                   22. Fin chg pct - level 1
 12. Allow comm on marg ?                23. Level 1 cut-off amt
 13. Commissions by                      24. Fin chg pct - level 2
 14. Default commiss pct                 25. Age past due by what date
 15. Dflt commiss method                 26. # days past-due for F/C
 16. Commissions paid on                 27. Minimum finance charge
 17. Use cost-of-sales ?                 28. Calc fin chg on fin chgs ?
                                         29. Default doc # format
 18. Summary post dist ?                 30. Next import misc chgs doc #
 19. Keep cust hist file ?               31. Batch controls level
 20. Current prd end date                32. Taxable by tax rate ?
I = age by Invoice date,  D = age by Due date
```

When changing control information, you must step through all six screens before a change to any screen takes effect.

Enter the following fields:

Aging

Age by invoice/due date

This field plus the # age days in period and Aging period description fields are used as defaults when you later enter parameters in printing the Aging Report or the Collections Report. These are only defaults and may be overridden when printing individual reports.

Field #1 controls your dunning notices, as described on the third screen of this selection. It does not control the aging of your finance charges.

Enter Invoice date or Due date.

Format	Drop down list
Example	Select Invoice date

age days in prd <*n*>

Enter the upper limit of the four aging periods. *n* is the period, ranging from 1 to 4, with the most recent period first. At each field you may use the option.

Options

You may use the following option:

<F2>	For an upper limit of: 30 days for period 1 60 days for period 2 90 days for period 3 999 days for period 4

Days must be in ascending order. In the example above, Period 2 is the range from 31 to 60 days prior to the aging date.

By convention, 999 represents all dates 999 or more days ago.

- If you want fewer than four aging periods, enter 999 for Period 3 or 2 in addition to period 4.
- If the highest number entered is less than 999, transactions older than that number of days will not be included in the report at all.

Format	999
Example	Press <F2> at each field

Period *n* description

Enter a brief description of each aging period. *n* is the period, ranging from 1 to 4. These descriptions become the default for printing on the Aging Report.

Options

<F2>	Defaults for periods 1 to 4 respectively are: Current Over 30 days Over 60 days Over 90 days

At each field you may use the option:

Format	12 characters
Example	Press <F2>

Keep customer history

Check the box if you want to keep customer history. Customer history is a historical record of open items which have been fully paid and purged from A/R Open Items. For moving data from Open Items to Customer History see Commissions On Payment - Purge Open Items.

Passport recommends that you check this box. A reason not to keep this history is if your hard disk has very limited space, however, with modern disk drives this is rarely the case. Also, you will be able to purge items from Customer History periodically. See the Customer History chapter for a full explanation.

If you decide not to keep customer history, the functions explained in the *Customer History* chapter will not be available.

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Customer history must be distinguished from invoice history (specified on the Invoicing 2 tab (sixth screen in character mode) of this selection). You can keep either without keeping the other.

Format	Check box, using the <Space bar> checked is yes and unchecked is no
Example	Select the space bar to check the box

Use customer # as phone-1

You may want to assign your customer's phone number as the customer number. If you are going to do this, check the box. When you add a new customer (in the *Customers* selection), enter his phone number in the customer number field; it will automatically be reproduced as the Phone field for the primary contact (Contact 1). If your customer's phone number changes later, you may change the number in the Phone 1 field, while still keeping the originally assigned customer number.

Format	Check box using the <Space bar>, checked is yes and unchecked is no
Example	Leave unchecked

Taxable by tax rate

When entering A/R *Invoices* you specify whether or not a charge is subject to sales tax. Depending on your answer to the Taxable by line item field in *Control information*, you may do this for each line item or for the invoice as a whole. You may also apply taxes to freight and miscellaneous charges.

A tax code can be set up for more than one rate. If more than one government jurisdiction is taxing your sales, the same item may be taxable for one but not for another. For instance, the county may tax goods sold for human consumption but exempt goods sold for agricultural purposes, while the state may do the reverse. Based on this:

- Leave the box unchecked if you want tax exemption to be all-or-nothing. If more than one sales tax applies to a line-item, you will be able to exempt that line-item from all the taxes or from none of them.
- Check the box if you wish to specify tax vulnerability separately for each applicable tax of each line item.

This field also affects the entry of *Taxable* fields for an Inventory Control Item. When this field is checked you can assign a default taxability code or codes to each item in inventory. When this field is not checked you can only mark an item as either taxable or not. Whether checked or not, for an A/R invoice the taxability may be overridden on individual invoice lines provided you check the box to the question Taxable by line item field on the last tab of *Control information*.

For Order Entry, Point of Sale and Customer Orders taxes default to the setup for the customer. There is no assigning or reassigning an individual tax or tax rates per line. However, for Order Entry and Point of Sale when this field is checked you may enter each I/C Taxable field individually.

Format	Check box, checked is yes and unchecked is no.
Example	Select the space bar to check the box

Batch controls level

If you have specified in the *Company information* selection of the System Manager (CTL) module that you do not use batch controls, this field is automatically set to No controls and may not be entered.

Otherwise, select No controls, Partial controls or Full]controls in this field for the desired level of batch control. Refer to the *Batch Processing Control* chapter of the *System User* documentation for more information on the setup and control of batch processing. Here are what the three options provide:

Character	Graphical	Description
N	No controls	No batch control level is used.
P	Partial controls	Allows entry of multiple batches. Each batch can be printed in an edit list and can be posted separately.
F	Full controls	Same as Partial controls, however control totals must also be entered and must equal the actual value before the batch can be posted.

Format	Drop down list with one of the choices above
Example	Select Partial controls

Sales rep / commissions

Use sales reps

Check the box if you use sales representatives in your business. This commits you to maintaining a list of sales representative, to specifying for each invoice which representative made the sale, and to specifying for each customer who the default sales representative is. It also allows you to obtain various reports by sales representatives and to calculate the sales representatives' commissions automatically.

Leave it unchecked you do not have sales representatives or do not want to use these features.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Use commissions

If the Use sales reps field is unchecked, this field defaults to unchecked and is not entered.

Otherwise, check the box if you pay your sales representatives wholly or partly by commission, or leave it unchecked if you do not.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Allow commission on margin

If the Use sales reps field or Use commissions field is unchecked, this field defaults to unchecked and is not entered.

Otherwise, check the box if you want to allow sales representatives' commissions to be based on the profit margin of a product or service instead of its price. This does not commit you to using this method exclusively; it merely allows it as an option.

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Commissions by

If the Use sales reps field or Use commissions field is unchecked, this field defaults to unchecked and is not entered.

Otherwise, enter the method by which commissions are to be calculated.

Options

You may use the following option:

Character	Graphical	Description
C	Customer	Commissions are to be based on the commission data from the customer record. You will be able to enter a commission percent and method for each customer in *Customers*. See the Commission percent field in the Customers chapter.
S	Sales rep	Commissions are to be based on the commission data from the sales rep record. You will be able to enter a commission percent and method for each sales representative in *Sales reps*. See the Sales Reps chapter.

Whichever method you choose will be used to calculate the default commission amount in *Invoices*. These defaults may be overridden on individual invoices.

Format	Graphical mode: Drop down list Character mode: Enter C or S
Example	Select `Customer`

Default commission %

If the Use sales reps field or Use commissions field is unchecked, this field defaults to unchecked and is not entered.

Otherwise, enter a commission percent. This becomes the default value when making entries in either *Customers* or *Sales reps* (whichever you chose in Commissions by field).

Format	99.99
Example	Type 15

Commissions paid on

If the Use sales reps field or Use commissions field is unchecked, this field defaults to unchecked and is not entered.

Otherwise, enter the basis on which you pay commissions. Your choice here applies throughout the system and may not be overridden for individual invoices, sales representatives, or customers. Your choices are:

Character	Graphical	Description
S	Sales	Commissions become payable when a product is *sold*. The commission due is recorded when the invoice is posted.
P	Payments	Commissions become payable when a product is *paid* for. The commission due is recorded when the fully paid open item is purged from the Open Items data using *Fully paid open items*. You may also choose not to purge, but log the commissions.

In either case, commissions due appear on the Commissions Due Report. See a Commissions Due Report example in the *Sample Reports* appendix. For more information, see the Commissions Due Report chapter.

If you pay commissions on payments but pay your sales reps more frequently than once a period, refer to the Fully Paid Open Items chapter for the procedure to use.

Format	Drop down list
Example	Select `Sales`

Default commission method

If the Use sales reps field or Use commissions field is unchecked, this field defaults to unchecked and is not entered.

If you selected to not Allow commission on margin, only one method is possible so this field displays as On price and may not be entered.

Otherwise, enter a commission method. This becomes the default when making entries in either *Customers* or *Sales reps* (whichever you chose in Commissions by field above).

Options

You may use the following option:

On price	Commissions are calculated as a percentage of a product or service's price
On margin	Commissions are calculated as a percentage of a product or service's profit margin (price minus cost).

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Drop down list
Example	Select `On price`

Use cost of sales

If you checked the Allow commission on margin field, this field is automatically checked and may not be changed.

Otherwise, specify here whether you wish to maintain cost totals by customer (in addition to maintaining sales totals). If you left this field unchecked, the fields that store costs in Customers will not be updated.

These fields contain the information necessary to determine the profitability of your sales. They are *not* equivalent to the Cost of Goods Sold component of the Operating Statement.

In addition to appearing on several reports, the cost-of-sales feature is needed if you intend to use the PBS Sales Analysis application or if you allow commissions on margins.

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Check box using the <Space bar>, checked is yes and unchecked is no
Example	This field is automatically checked in this example

Finance charges

Age past due by

What you enter here determines whether the aging of invoices for the purpose of computing finance charges will be by invoice date or by due date.

It is common to age receivables by invoice date for administrative reporting, but less common to do so for calculating finance charges.

The A/R module allows a separate aging method for processing finance charges.

Enter Invoice date, or Due date.

You must enter *something* for this field, even if you do not use finance charges and have entered zeroes in the Percentage level 1, Level 1 cut-off amount and Percentage level 2 fields.

Format	Drop down list
Example	Select Due date

Percentage level 1

If two levels of finance charges are used, this field is for the finance charge percentage to be computed on amounts up to and including the first level (Level 1 cut-off amt, entered next).

For example, if finance charges are computed at 1.5% on amounts up to $1,000.00 and 1% on amounts over $1,000.00, the finance charge percentage for level 1 would be 1.5.

If there is only one finance charge percentage, enter it here and skip Level 1 cut-off amount and Percentage level 2 fields. If you do not levy finance charges, leave this field blank.

Format	99.999
Example	Type 1.5

Level 1 cut-off amount

Enter the highest amount in whole dollars that the level 1 finance charge percentage in Percentage level 1 field applies to. If there is only one finance charge percentage, leave this field blank.

Format	999,999
Example	Type 1000

Percentage level 2

Enter a number here if there is a different finance charge percentage for past-due amounts above the level 1 cut-off amount.

If you entered zero for the Percentage level 1, Level 1 cut-off amount fields, this field defaults to 0.00 and may not be entered.

Format	99.999
Example	Type 1.25 to signify that a finance charge of 1.25% will be computed on that part of the overdue amount in excess of $1,000.00.

Number of days past due

If you entered zero for the Percentage level 1 field, skip this field.

Otherwise, enter a grace period in days between the time an invoice becomes overdue and the time finance charges are assessed. This is measured from either the due date or the invoice date, depending on your answer to Age past due by field.

Format	999
Example	Type 30

Minimum finance charge

If you entered zero for Percentage level 1 field, skip this field.

Otherwise, enter the minimum finance charge to be charged to a past-due account. For example, if the minimum is ten dollars and the computed finance charge of a past-due customer comes to thirty-two cents, that customer will be charged ten dollars.

Format	99.99
Example	Type 1

Finance charge on finance charges

This question asks whether you want to include finance charges already past-due in the new past-due amount on which you are now going to calculate finance charges.

If you check this box, they will be included in the past due amount that new finance charges are calculated on.

If you leave this box unchecked, previous past-due finance charges are excluded when current finance charges are calculated.

Leave this field unchecked if you do not use finance charges and have entered zeroes in the Percentage level 1, Level 1 cut-off amount and Percentage level 2 fields.

Format	Check box, checked is yes and unchecked is no
Example	Leave unchecked

Miscellaneous charges

Default document # format

A document number is used to identify each A/R *Miscellaneous charges* document. For miscellaneous charges (but not for invoices), recurring sales and data import you can choose whether this number is to be all numeric or a combination of alphanumeric and numeric.

Numeric Document Numbers

A numeric document number consists of all numbers (1, 2, 3,...0).

When entering documents, if you enter 10001 for a document, the default for the next entry will be 10002. This is called incrementing.

If you want to use only numeric document numbers, leave this field blank.

Alphanumeric Document Numbers

An alphanumeric document number can consist of letters, symbols (like <->), and numbers. For instance, you can have I-10001, using I for invoice.

If you want alphanumeric document numbers and incrementing, you must specify the format of your document number. This tells the software which part of the document number is to be incremented.

Suppose you wanted document numbers like I-10001, I-10002, I-10003, etc. You would specify the format to be AANNNNN (2 letters, followed by 5 numbers). Then if you enter I-10001 in *Miscellaneous charges (Enter)*, the default for the next document number will be I-10002.

Only one group of numbers can be entered. For example, NNNAANNN is invalid.

Both Numeric and Alphanumeric Numbers

You may manually enter a document number which does not match the indicated format you set up here. However, this leaves you without an incremented default for the subsequent entry.

Formatting tips:

- If your format is AANNNNN, however, you entered CB-10001 in *Miscellaneous charges*, the document number would be accepted even though it does not match your format. If you really want the hyphen, you should specify the format as AAANNNNN; if you do not, you should not include the hyphen when entering the document number.
- If you do not enter the number using the prescribed format, no default will be provided for any subsequent document entry (by you or anyone else in this company). This situation continues until someone enters a document number in the correct format.

  Once that happens, the system goes back to providing an incremented default for each entry. The numbering sequence is counted from the first valid document number entered, ignoring the former numbering sequence.

- Changing the format does not invalidate documents currently on file, even though the document numbers of those documents are no longer formatted as intended.
- It is recommended that you have at least 3 numeric fields. However, three will only allow a maximum of 999 entries. Four numbers will allow 9,999 and so on.
- If you are using all numeric characters, leave the Default document number field blank.
- Eight Ns are required when using data import. See Next import document # field.

Format	Either blank, or up to eight letters consisting of A and N as described above
Example	Press <Enter> to not use all numeric characters

Next import document

This field only applies if you are using *Data import* with *Miscellaneous charges*. See the Data Import section of the *Miscellaneous charges* chapter.

Enter the next *Miscellaneous charges* sales document number. This number is assigned to *Data import* documents.

Each time a new document is imported into miscellaneous charges using *Data import*, this number is incremented by 1 automatically.

This field can only be entered if the Default document # format field is all Ns (numbers). If the Default document # format field has been entered with all N's, you must enter a value. If you do not want a next document number, enter any number and then remove the entry for the Default document # format. This will remove the value from this field.

Format	8 numeric
Example	Based on the setting for the Default document # format field, there is no entry in this field

Make any needed changes. Press <Enter> to continue.

Account Information Tab

Graphical Mode

The second screen displays as follows:

General | Account information | Calc/Dunning/Date Control | Invoicing 1 | Invoicing 2

Default A/R account
Default Cash account
Distribute sales
Distribute miscellaneous charges
Default miscellaneous charges account
Distribute freight
Default freight account
Discount account
Finance charges account
Default allowances account
Process prepaid cash
Prepaid account
Summary post disttributions

Character Mode

The second screen displays as follows:

```
Control information                          XYZ Company
         1. Default A/R account

         2. Default cash account

         3. Distribute sales?
         4. Distribute misc chrgs?

         5. Default misc chrgs acct #

         6. Distribute freight?
         7. Default freight acct #

         8. Discount acct #

         9. Finance chgs acct #

        10. Default allowance acct #

        11. Process prepaid cash?
```

Many of the fields on this second screen are for General Ledger account numbers.

Each account is required to be in the Valid G/L Accounts. Cash accounts and A/R are set up in their respective files or tables. The account name displays upon entry of a valid account number.

If the account you enter does not already exist you can add it to one or more files/tables. You will be asked whether you wish to do so. Answer **Y** to do so (a field will appear for you to supply the description), or **N** to correct an erroneous entry.

Enter information on the second screen as follows:

Default A/R account

Whatever account you enter here will appear as a default when entering the A/R account for a customer in *Customers*. This account would be the one most frequently assigned to customers.

Format	Your standard account format as defined in *Company information*
Example	Enter account number 1100-000

Default cash account

When entering cash receipts, you will specify the cash account to which the cash receipt is to be posted. The account you enter here will appear as a default when entering the cash account in *Cash receipts*. This account would be the one most frequently used for cash receipts.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 1000-000

Distribute sales

Check the box if you want to distribute sales transactions manually to different accounts.

Leave the box unchecked if invoice transactions are always to go to one sales account. If you leave it unchecked, all sales transactions will be posted to the first default sales account number (Default sales accounts field of the fifth tab).

If you use the Passport Business Solutions Job Cost module and have specified in J/C *Control information* that J/C is interfaced from A/R, this field is automatically checked (set to Y) and may not be changed. The whole purpose of interfacing the two modules is to allow sales to be distributed to jobs.

Even if you do not use J/C, this field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Distribute miscellaneous charges

Check this box if you want to distribute miscellaneous charges manually to different accounts. You will be prompted for the entry of a freight account in A/R invoices and O/E orders.

Leave the box unchecked if miscellaneous charges are always to go to one account. If you leave this box unchecked, all miscellaneous charges will be posted to the default miscellaneous charges account which you enter next in the Default miscellaneous charges account field.

If you use the PBS Solutions Job Cost module and have specified in J/C *Control information* that J/C is interfaced from A/R, this field is automatically set to **N** and may not be changed.

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Default miscellaneous charges account

Enter the number of the default miscellaneous charges account which will be used as the default account when miscellaneous charges are entered.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 4040-000

Distribute freight

Check this box if you want to distribute freight charges manually to various accounts. This will be evident when you enter a freight amount in A/R invoices or O/E orders.

Leave the box unchecked if freight charges are always to go to one account. If you selected unchecked, all freight charges entered will go to the default freight account which you enter next in the Default freight account field.

If you use the Passport the Passport Business Solutions Job Cost module and have specified in J/C *Control information* that J/C is interfaced from A/R, this field is automatically set to **N** and may not be changed.

This field is protected against change. The *System User* documentation describes how authorized users may override this protection.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Default freight account

Enter the default freight account number.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 4030-000

Discount account

Enter the number of the single discount account that will be used for cash receipts. All discounts taken on cash receipts will be posted to this account.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 4050-000

Finance charges account

Enter the number of the single finance charges account. All finance charge amounts calculated and posted from the *Finance charges* selection, or from type Finance charges document types in the *Miscellaneous charges* selection, will be posted to this account. See the Finance Charges and Miscellaneous Charges chapters.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 4070-000

Default allowances account

Enter the number of the default allowance account. This is the account that will be used as the default for allowances entered when cash receipts are entered.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 4060-000

Process prepaid cash

You may not select to process prepaid cash if using PBS Multi-payment/credit card processing.

The prepaid cash processing feature allows you to enter a cash receipt before an invoice is entered and later apply this cash receipt to an A/R invoice, O/E order, O/E select for billing order or O/E invoice. This is useful when you get deposits for products and services that you are not ready to invoice.

For this field check the box (or enter Y) if you want to process prepaid cash.

Leave it unchecked (or enter N) if prepaid cash processing is not needed in this company.

Format	Check box, checked is yes and unchecked is no
Example	Graphical mode: Select the space bar to check the box Character mode: Enter Y

What to do when you encounter this warning:

```
WARNING - prepaid cash is allowed but will not function in A/R.
```

This warning means there is an additional setup needed for A/R invoicing.

Additional A/R Invoicing Setup

When using A/R Invoicing, there are two other settings on the Invoicing 1 tab of A/R *Control information* that determine how cash application is used when entering A/R invoices. In order for prepaid cash to be entered on A/R Invoices they must be set this way:

Invoice pmt type Cash only

Use cash as memo only Unchecked (No)

If the two above fields have values other than above, prepaid cash processing will not function for A/R Invoicing. Those two fields have no affect on O/E prepaid cash processing.

Additional Order Entry Setup

To use this feature in O/E, you must set up the O/E *Control information* field **Post cash receipts for**. See the *Control Information* chapter in the *O/E User* documentation.

Prepaid Cash Process

After prepaid cash is setup on your system, the process has the following steps:

- **Cash Receipts:** Enter a cash receipt and apply the payment as prepaid cash. This cash receipt gets posted to Open items as an **N** (prepaid cash) type. See the Cash Receipts chapter.

  You will later apply this **N** type non-A/R cash receipt when entering an order or invoice.
- **Applying prepaid cash to the invoice or order:** Enter the A/R invoice or O/E order/invoice. If prepaid cash is available for the customer, you will be notified of this on the miscellaneous screen (last screen). You may apply the prepaid cash to the customer's transaction. One prepaid cash receipt can be applied to multiple invoices. Up to three prepaid cash receipts can be applied to one transaction. For specific application instructions see the Invoices chapter. If using Order Entry see the *Orders* and *Billing* chapters.
- **Posting:** Posting the invoice that has an assigned prepaid cash amount will create, in open items, a second **N** type that offsets the original **N** type generated through *Cash receipts* and creates a **P** (payment) type that is applied to the invoice.
- **Purging:** Once a prepaid cash receipt has been fully applied to an invoice(s), you may purge the original and offsetting N types using the *Open items (Purge)* function.

Prepaid cash can be reported on statements.

See the next field for prepaid cash liability account and how distributions are handled when using prepaid cash.

Prepaid account

You can only enter this field if you checked the box for the Process prepaid cash field.

Enter the number of the prepaid cash liability account.

Format	Your standard account number format as defined in *Company information*
Example	Enter account number 8600-000

The following is an illustration of how the prepaid account and other accounts are used during the processing of a prepayment. Step one is the receipt of the prepayment in cash receipts. Step two is the partial application of the prepayment to an invoice which includes the totals of the distribution accounts following the posting of that invoice:

General Ledger distributions	**Balance Sheet B/S**								**Profit and Loss (P&L)**			
	Cash 1000		**AR 1200**		**Prepaid Cash 2200**		**Tax at 10% 2300**		**Revenue 4010**		**Freight 6440**	
	DB	CR	DB	CR	DB	CR	DB	CR	DB	CR	DB	CR
1. Collect/Post Pre-paid Cash	1500					1500						
2a Post customer invoice			2250					200		2000		50
2b Recognize Pre-paid Cash & Apply as AR				1500	1500							
2c Take Cash with Invoice	750			750								
Account Totals	2250	0	2250	2250	1500	1500	0	200	0	2000	0	50
	750		**0**		**1500**		**(200)**		**(2000)**		**(50)**	

Summary post distributions

Your answer to this question determines whether detailed A/R transaction information is passed to General Ledger for certain types of accounts, or whether it is compressed to reflect only net changes.

Sales accounts will or will not be compressed per your answer to this question, whether or not you manually distribute sales or have the software automatically distribute sales using the default account. (Manual versus automatic distribution of sales is controlled by the Distribute sales field.)

Miscellaneous charges accounts will or will not be compressed per your answer to this question if the miscellaneous charges accounts are being manually distributed (refer to the Distribute miscellaneous charges and Default miscellaneous charges account fields). The miscellaneous charges account entered for the Default miscellaneous charges account field is always posted in compressed form when it is automatically distributed by the software.

Freight accounts will be compressed or not as per your answer to this question if the freight accounts are being manually distributed (refer to the Distribute freight and Default freight accountfields). The freight account entered for the Default freight account field is always posted in compressed form when it is automatically distributed by the software.

The Discount account field, Finance charges account field, and Default allowances account are always posted in compressed form, even if you unchecked this box.

Leave it unchecked if you want detail distribution records. This will increase your disk requirements since you will now keep the transaction details both on A/R files/tables and also on G/L files/tables; however, it should make your G/L files easier to compare to the corresponding A/R reports and there will be a distribution history to view and report on.

Uncheck this box if you prefer to compress the details in A/R Distributions to G/L.

Format	Check box using the <Space bar>, checked is yes and unchecked is no
Example	Leave unchecked for detailed distributions

Make any needed changes. Press <Enter> to continue.

CALC/DUNNING/DATE CONTROL TAB

Graphical Mode

The third tab displays as follows:

General | Account information | Calc/Dunning/Date Control | Invoicing 1 | Invoicing 2

Calculations

Discounts calculated on:
Miscellaneous charges
Freight
Sales tax

Sales tax calculated on:
Miscellaneous charges
Freight

Dunning notices

Date control
Current period end date
Date control value No control
Start entry date
End entry date

Character Mode

The third screen displays as follows:

```
Control information                          XYZ Company


              1. Calc disc on misc chgs?
              2. Calc disc on freight?
              3. Calc disc on sales tax?

              4. Calc sls tax on misc chgs?
              5. Calc sls tax on freight?

              6. Over 30 days dunning notice


              7. Over 60 days dunning notice


              8. Over 90 days dunning notice


Y/N
```

The date control fields are not on this screen. They are on a separate screen in Character Mode.

Enter the information as follows:

Discounts calculated on

Miscellaneous charges
Freight
Sales tax

Depending on what terms you specify on an invoice, your customer may be entitled to a discount for prompt payment of that invoice. These three fields control what amount is used as the basis for computing that discount. The price of the goods or services themselves is always included in that amount, but you may also wish to include any miscellaneous charges, freight charges, or sales tax.

If you do not offer any discount for prompt payment, it makes no difference what you enter here.

Whatever you enter here has no effect on any discounts appearing on the face of the invoice, whether line-item discounts or invoice discounts or both.

Both miscellaneous charges and freight charges are optional features, and you have not yet specified whether you even use these charges. If you intend to specify on the sixth screen that you do not use either charge, it makes no difference whether or not you include them in your discount calculation.

At each field check the box to include the corresponding charge in the discount calculation, or leave it unchecked to exclude it.

Format	Check box at each field, checked is yes and unchecked is no
Example	Leave unchecked for miscellaneous charges Select the space bar to check the box for freight charges Leave unchecked for sales tax

Sales tax calculated on

Miscellaneous charges
Freight

If your state has a sales tax, it may or may not include any miscellaneous charges or freight charges.

If your state has no sales tax whatever you enter here makes no difference.

If you are using A/R invoices and if you intend to specify on the A/R *Control information* last tab that you do not Use freight charges and do not Use freight charges when entering invoices, it makes no difference what you enter here.

If you are using Point of Sale, these fields have no effect on sales tax. However, you may override the taxability on both the miscellaneous charges or freight charges from fields in the P/S *Control information*.

Each field is entered individually. You cannot separately specify the taxability for five tax rates, regardless of what you answered to the box Taxable by tax rate on the first tab.

If you are taxing by freight and miscellaneous charges, the program adds these amounts together and then taxes that amount. There is an option in the tax code to calculate tax by line. Whether calculating tax by line or not, the freight and miscellaneous charges will be taxed the same.

With A/R invoices and O/E orders, when entering the totals screen you can override the taxability of miscellaneous charges but not that of freight charges. If an individual invoice has a freight charge whose taxability is the reverse of what you enter here, you must enter the sales tax manually; the system will not calculate it for you.

In the manufacturing *Customer Orders* module, when entering the totals screen you can override the taxability of both miscellaneous charges and freight charges.

At each field check the box to include the corresponding charge in the sales tax calculation, or leave it unchecked to exclude it.

Format	Check box, checked is yes and unchecked is no
Example	Leave both fields unchecked

Dunning notices

Over *n* days

n is the aging period, ranging from aging period days 1 to 3, as entered on the first tab of this selection See # age days in prd <n>. The caption that actually appears on the screen is whatever you have entered in the Aging period description fields from the first tab. See Period n description.

For each aging period, enter a dunning notice which will automatically print on the statement of each past-due customer. The oldest past-due invoice controls which dunning notice is printed.

These fields are optional and may be left blank.

Format	For each aging period, two lines of 25 characters each
Example	For aging period 1, type: Your account is past due. Please remit payment ASAP. For aging period 2, type: Acct is 60 days past due. Remit payment ASAP. For aging period 3, type: Account severely overdue. Remit payment ASAP.

Make any needed changes. Press <Enter> to continue.

Character Mode

In Character mode there is a fourth screen used only for three of the Date control fields. The month ending date is on the first screen.

In Graphical mode the Date control fields are on the third tab. The following is the Character mode fourth screen:

```
Control information                                XYZ Company


                  --------- Date control information -------
                    1. Date control          [ ]
                    2. Starting entry date
                    3. Ending entry date









N = No control, W = Warning only, F = Full control
```

Date Control

Current period end date

If you use the Passport Business Solutions General Ledger, you may want to enter the same date as the Current period ending date in G/L Accounting Periods.

If you do not use G/L, enter the last date of the accounting period you are in.

This date is used as the basis for the period-to-date accumulations in the Customers, Sales Reps, and Tax Codes. It must be accurate and cannot be skipped.

When an invoice is posted, its amount will be added to the period-to-date fields if its document date is on or before this period-end date. If its date is after the period-end date, its amount will be held internally in a different field and rolled over when you run the *Close a period* selection. Refer to the Close a Period chapter.

Format	MMDDYY
Example	Type 33119

Date Control Range

Date fields on A/R miscellaneous charges, cash receipts and other screens are prone to misinterpretation and incorrect entry. The next three control fields provide the set up for a feature that restricts users to entering dates (which ultimately wind up in G/L transactions and check reconciliation) to a specified date range. The use of the date entry controls increases the security against accidental incorrect entry of distribution dates.

Fields in A/R and other module functions that are checked against the A/R date entry controls include:

Module	Function	Field on Screen
A/R	Miscellaneous charges (Enter) *	Document date
A/R	Cash receipts (Enter)	Receipt date
A/R	Returned checks (Enter)	Return date
A/R	Invoices (Print invoices)	Default invoice date
A/R	Deposits (Prepare deposits)	Deposit date
O/E	Invoices (Print)	Invoice date
P/S	End of day (Print invoices)	Invoice date
C/O	Sales orders (Enter)	Ship date
C/O	Billing (Print invoices)	Invoice date

* Data import will import transactions into Miscellaneous charges, however this program does not provide warnings and will not stop transactions that are outside the control date range.

Enter the information as follows:

Date control value

Enter the date control type. Following are the options:

No control	There are no controls for the entry of dates.
Warning only	When a date is entered outside the designated range, the user will then be warned “Date not in current entry period”, but will be allowed to proceed.
Full control	When a date is entered outside the range, the user will receive the same warning message, but will not be able to proceed until a date is entered that is within the range.

Format	Drop down list
Example	Select Warning only

Start entry date

This field cannot be entered if you selected No control to the Date control value field.

Enter the starting date for which you are going to control the date entry. This can be any date, but normally it is the first day of the current month.

When you run the Close a period function, you will be asked to re-enter this date. See the Close a Period chapter.

Format	MMDDYY
Example	Type 070119

End entry date

This field cannot be entered if you selected No control to the Date control value field.

Enter the ending date for which you are going to control the date entry. This can be any date, but normally it is the last day of the current month.

When you run the Close a period function, you will be asked to re-enter this date. See the Close a Period chapter.

Format	MMDDYY
Example	Type 073119

Make any needed changes. Press <Enter> to continue.

INVOICING 1 TAB

Graphical Mode

The fourth tab displays as follows:

General | Account information | Calc/Dunning/Date Control | Invoicing 1 | Invoicing 2

AR Invoice Defaults

Next bill reference # 0

Next invoice # 0

Default invoice format Not found

Default statement format 0 Not found

Print immediately

Service text length 0 (Max = 50)

Comment text length 0 (Max = 50)

AR/OE Payments

Invoice pmt type None

Credit card processor N/A

Use cash as memo only

Allow cash/check on orders

CC processor acct

CC acct user id

CC acct password

AR Optional fields

1st optional invoice field Length (Max = 15)

2nd optional invoice field Length (Max = 15)

3rd optional invoice field Length (Max = 30)

1st optional customer field

2nd optional customer field

3rd optional customer field

Character Mode

This is the fifth screen in character mode. The fifth screen displays like the following:

```
Control information                                XYZ Company

                 1. Next bill ref #                [       ]
                 2. Next invoice #

                 3. Default invoice
                 4. Default statement
                 5. Print immediately ?
                 6. Service text length                (max = 50)
                 7. Comment text length                (max = 50)

                 8. 1st optional invoice field
                    Length                             (max = 15)
                 9. 2nd optional invoice field
                    Length                             (max = 15)
                10. 3rd optional invoice field
                    Length                             (max = 30)

                11. 1st optional customer field
                12. 2nd optional customer field
                13. 3rd optional customer field
```

Enter the information as follows:

AR Invoice Defaults

Next bill reference

Enter a bill reference number. This is the number that will be assigned to the next invoice added. This is not the invoice number, but is your own internal reference. Each time a new invoice is added, this number is incremented by 1 automatically.

Format	999999
Example	Type 1

Next invoice

Enter an invoice number. This is the number that will be assigned to the next invoice printed. Each time a new invoice is printed, this number is incremented by 1 automatically.

Printer control stations can also be used based on the Print immediately field in *Control information*. If you are using Printer control stations the next invoice number is assigned and incremented in the Next invoice # field of the station. To avoice duplicate invoice numbers the number entered here should not overlap the next invoice # for any of the stations.

If A/R is interfaced to O/E and O/E *Control information* provides that the invoice number is to be used as the order number, invoices originating as orders will also use this field. Backorders are an exception; they will be numbered from the invoice numbering sequence regardless of what O/E *Control information* specifies. This is because both the original order and the backorder have the same order number, which cannot be used twice as an invoice number.

The invoice number is always seven numeric digits, regardless of what you entered for Default document # format on the first screen.

The next invoice number for Point of Sales is designated in the Point of Sale store. The next invoice number for Customer Orders is entered in C/O Control information.

Format	9999999
Example	Type 1

Default invoice format

This invoice format code specifies the usual format to use to print invoices. You can override this at the time that you actually print invoices.

Enter a valid format code.

Options

You may also use one of the options:

<F1>	For the next invoice format on file
<SF1>	For the previous invoice format on file

Format	99
Example	Type 2

Default statement format

The statement format you specify here is used as the default when printing statements. Enter the code of the statement format that you most commonly use.

Options

You may also use one of the options:

<F1>	For the next statement format on file
<SF1>	For the previous statement format

Format	99
Example	Type 2

Print immediately

Check this box to allow immediate printing of invoices (point-of-sale mode), or leave it unchecked to disallow this.

Note	The point-of-sale mode is *not* to be confused with the Point of Sale module which has its own printing and invoice number setup. See the Point of Sale *Registers* chapter for information on the Point of Sale printing setup and *Stores* for the next invoice number.

Immediate printing is a supplement to, not a replacement for, the traditional way of processing invoices (entering them first and printing them later).

When this field is checked you must set up an invoice printer control station in order to print invoices immediately. See Printer Control Stations. Each Invoice control station has a next invoice number which is separate from the *Next invoice #* in A/R *Control information*.

When checked, to reprint invoices you must use an invoice printer control station as well. This is accessed from the *Reprint* menu selection found under *Invoices*.

Format	Check box, checked is yes and unchecked is no. Use the space bar to change
Example	Select the space bar to check the box

Service text length

Enter the maximum length for each line of service description to print on an A/R invoice. Refer to the Invoices chapter.

The length you specify here applies to Notes line items as well as to Services line items.

Format	99 (up to a maximum of 50)
Example	Type 50

Comment text length

Enter the maximum length of the Comments field (in the Totals screen of A/R *Invoices)*. See the Invoices chapter.

Format	99 (up to a maximum of 50)
Example	Type 50

AR/OE Payments

In character mode, the Accounts Receivable / Order Entry Payments fields are on the last screen; fields 1 through 6.

For a full description of the cash application options in O/E, see the *Post cash receipts for* field in the O/E *Control information* chapter .

Invoice pmt type

This is the invoice payment type. These are the options:

Option	Module Affected	Description
None	A/R Invoices	You cannot accept payments on A/R invoices.
Multi payments	A/R Invoices and O/E Orders, Invoices and Credit memos	This option requires a subscription to PBS Multi-payment/credit card processing. When you select this option you must also select the Credit card processor and enter the CC processor acct. For more information and the setup and use of PBS multi-payment processing, see the PBS Multi-payment/Credit Card Setup appendix.
Cash only	A/R Invoices	You may enter the payment information. After entering this field you must also enter a value in Use cash as memo only.

Both *Multi payments* and *Cash only* allow a payment to be received as an invoice is entered. You will be prompted, when you enter the totals screen of each invoice, to enter payment information. Multi-payments will also require a payment entry when using O/E orders and invoices.

Multi-payments cannot be used with the prepayment features.

Format	Drop down list
Example	Select Cash only

What to do when you encounter this warning:

```
WARNING - prepaid cash is allowed but will not function in A/R.
```

The Process prepaid cash field, on the second tab of A/R *Control information,* determines the use of prepaid cash application when entering A/R invoices and O/E Orders or Invoices. If you checked the *Process prepaid cash* field, the following fields must be entered as this:

Invoice payment type: Select *Cash only*

Use cash as memo only: Unchecked (No)

The Prepaid cash feature cannot be used with PBS Multi-payment/credit card processing.

Credit card processor

In order to enter this field, you must be subscribed to PBS Multi-payment credit card processing and you must have selected *Multi payments* in the Invoice pmt type field.

For detailed information on the set up and use of PBS Multi-payment processing, see the PBS Multi-payment/Credit Card Setup appendix.

Following are the options:

X-charge	Use the XCharge credit card processing from OpenEdge
PI-Tech	This is PI Plus software from Payment Integrators

Format	Drop down list
Example	Not available for this setup

Use cash as memo only

If you selected *None* or *Multi payments* for the Invoice pmt type field, this field cannot be entered. This field only affects the entry of cash in A/R Invoices.

Otherwise, check the box if cash payments entered with A/R invoices are to be treated as memo information only. No cash receipt transaction will be created. This is useful if you must acknowledge cash receipts on invoices but want the receipts controlled by a different area (such as your accounting department). Checking this box also protects against accidental double posting of the same payment.

Leave the box unchecked if you want a full or partial cash payment to be written as a cash receipt type to open items when posting A/R invoices.

Format	Check box, checked is yes and unchecked is no
Example	Leave unchecked

What to do when you encounter this warning:

```
WARNING - prepaid cash is allowed but will not function in A/R.
```

See the Invoice pmt type field above for the explanation.

Allow cash/check on orders

This field may be entered if you selected *Multi payments* for the Invoice pmt type field.

When it is checked, for O/E orders all payment types are allowed on (O) order type transactions in Orders (Enter).

When it is not checked, you may only use a credit card payment type or assign the order to A/R terms on (O) order type transactions in Orders (Enter).

The O/E *Select for billing* allows the entering of Cash, Check, Credit card and terms regardless of what is entered in this field.

Format	Check box, checked is yes and unchecked is no
Example	Leave unchecked

CC processor acct

In order to enter this field, you must be subscribed to PBS multi-payment/credit card processing and you must have selected *Multi payments* in the Invoice pmt type field.

CC processor acct is credit card processor account.

This field is only required for XCharge from OpenEdge and not for PI Plus from Payment Integrators.

Enter the name used in the *Processing Account Name* field found on the XCharge Server *Processing Account Information Setup* screen.

For more information on using and setting up PBS Multi-payment processing, see the PBS Multi-payment/Credit Card Setup appendix

Format	22 characters
Example	Not used for this example

CC acct user id

In order to enter this field, you must be subscribed to PBS multi-payment/credit card processing and you must have selected *Multi payments* in the Invoice pmt type field.

CC acct user id is credit card user identification.

When using PI Plus software get this information from Payment Integrators.

When starting XCharge on either a server or workstation it requires the entry of a User name and Password. Enter the XCharge User name that matches the User name for accessing the XCharge software.

For more information on using and setting up PBS Multi-payment/credit card processing, see the PBS Multi-payment/Credit Card Setup appendix.

Format	22 characters
Example	Not used for this example

CC acct password

In order to enter this field, you must be subscribed to PBS multi-payment/credit card processing and you must have selected *Multi payments* in the Invoice pmt type field.

CC account password is credit card processing password.

When using PI Plus software request this information from Payment Integrators.

When starting XCharge on either a server or workstation it requires the entry of a User name and Password. Enter the password used for accessing the XCharge software. Each workstation accessing this PBS company must have the same user name and Password entered into their XCharge software.

For more information on using and setting up PBS Multi-payment processing, see the PBS Multi-payment/Credit Card Setup appendix.

Format	22 characters
Example	Not used for this example

Auto process payments

This field may be entered if you selected *Multi payments* for the Invoice pmt type field.

When checked, a credit card payment is processed automatically in Order Entry. Here is how it works:

> PBS O/E allows the user to automatically pay a customer's invoice with their default credit card on file (token). The program no longer goes to the credit card entry window to prompt the user to re-enter credit card information.
>
> In O/E, the user enters a new order or invoice or do a select for billing. On the last screen, when the customer has a default token for a credit card, after the Save button is selected there is a message that asks *Process payment using CC ending in 1234? (Yes/No)*. Select Yes and the program will automatically process the invoice with the credit card token (link) on file.

When this field is not checked, you must enter the credit card information for each order or invoice.

For more information on using and setting up PBS Multi-payment/credit card processing, see the PBS Multi-payment/Credit Card Setup appendix.

Format	Check box, checked is yes and unchecked is no
Example	Not used for this example

Default CC payment code

In order to enter this field, you must be subscribed to PBS multi-payment processing and you must have selected *Multi payments* in the Invoice pmt type field.

CC pmt code is Credit card payment code. If you checked the *Auto process payments* field, you must enter a *Default CC pmt code* for processing credit card payments.

For more information on using and setting up PBS Multi-payment/credit card processing, see the PBS Multi-payment/Credit Card Setup appendix.

Format	3 characters
Example	Not used for this example

A/R Optional fields

1st optional invoice field
2nd optional invoice field*, and*
3rd optional invoice field

The name and content of these optional fields is whatever you define them to be. They can be printed in the header section of any invoice to customize the invoice for your particular business.

The fields are alphanumeric. You can store numeric or date information in them, but no automatic formatting will occur. For instance, if you use one of these field for storing a date, you must enter the slashes yourself to have them appear on the invoice.

Enter a description of each field. This description will appear as the field name of the corresponding field on the header screen of the *Invoices* selection and the *Recurring bills* selection. You may leave any field blank to not use this feature.

Format	10 characters for each field
Example	Type Ship date for 1st optional invoice field Type F.O.B. for 2nd option invoice field Type Contract # for 3rd optional invoice field

Length

This field appears only if you have entered a non-blank value for the field name.

Enter the maximum length you allow for information entered in this field.

Format	99 The largest value allowed is 15 characters for the 1st and 2nd optional invoice fields, and 30 characters for the 3rd optional invoice field.
Example	Type 10 for 1st optional invoice field Type 15 for the 2nd optional invoice field Type 15 for the 3rd optional invoice field

Optional Customer Fields

1st optional customer field
2nd optional customer field*, and*
3rd optional customer field

Three user-defined fields are available to you that will appear on the *Customers (Enter) Sales setup* tab. See Optional Fields fields in the Customers chapter.

You can use these fields to store any information that you want. The information can be viewed only on this screen and appears on no report.

Like the optional invoice fields, these fields are alphanumeric and will display data precisely as entered, with no formatting.

For example, if you wanted to assign customers to one of a set of categories of your own design, you could define one of these fields to be your category field and enter the assigned category for that customer.

The optional invoice fields are variable-length, but the optional customer fields are fixed; so the Length field does not appear. The lengths are sixteen, ten, and ten characters respectively.

Enter a description of each field. This description will appear as the field name of the corresponding field on the *Customers (Enter)* selection. You may leave any field blank to not use this feature.

Format	8 characters for each field
Example	Type Category for 1st optional customer field Press <Enter> at 2nd and 3rd optional customer fields to not use the other two optional fields.

Make any needed changes. Press <Enter> to continue.

INVOICING 2 TAB

Graphical Mode

The fifth tab appears:

General | Account information | Calc/Dunning/Date Control | Invoicing 1 | Invoicing 2

Use ship-vias
Do credit checking
Use misc charges
Taxable by line item
Use freight charges
Keep invoice history
Multiple sub-accts
Default sub account 000
Corporate Sub-account
Discount type
Default sales account to Goods/Services account
Default sales accounts

Customer on the fly defaults
Customer type
Balance method
Statement cycle
Optional package usage
Use PBS J/C
Use PBS I/C
Assign cost centers by
Inventory scrap acct
Drop ship clearing acct
Multiple warehouses
Default warehouse

Character Mode

The sixth screen displays:

```
Control information                          XYZ Company

 1. Use ship-vias?                 [ ]      Customer on the fly defaults
 2. Use misc charges?                       13. Customer type
 3. Use freight charges?                    14. Balance method
 4. Do credit checking?                     15. Statement cycle
 5. Keep invoice history?
 6. Multiple sub-accts?
 7. Default sub-acct                        Optional package usage
                                            16. Use PBS J/C ?
 8. Default sales accounts                  17. Use PBS I/C ?

 9. Ask cash with invoice?
10. Use cash as memo only?
11. Taxable by line item?
12. What kind of discounts?

Y/N
```

This tab controls (among other things) the presence or absence of certain features in your invoicing. Invoice Format #1 (which is one of the predefined formats supplied with the module) assumes the presence of all these features — specifically:

- Ship-via's - Use ship-vias
- Miscellaneous charges - Use misc charges
- Freight charges - Use freight charges
- Back orders (from O/E)
- Invoice discounts and line item discounts - Discount type
- Sales reps - Use sales reps

If you change any of these settings, Invoice Format #1 is automatically adjusted to reflect the changes.

This is convenient when initially setting up the module, but it can cause problems if you subsequently change the settings. For instance, suppose you stop using the miscellaneous charge feature. The miscellaneous charge will no longer appear on the invoices as printed even when printing an invoice entered before the change which does in fact contain a miscellaneous charge. The invoice will appear to contain hidden charges that do not add up. To avoid this problem, either:

- Make sure that miscellaneous charges are zero in all invoices currently on file (including the recurring bills and standard bills), or
- Copy Format #1 under some other name before changing *Control information*, and print your invoices using the old format until all the old invoices have cleared out of the system.

This is not a consideration with the other two formats (#2 for goods and services, #3 for services only), which print on plain paper and do not use these features.

Enter the information as follows:

Use ship-vias

This flag controls whether or not you are asked to specify in the header screen of each invoice what type of carrier will ship this freight. Check this box if you want this or leave it unchecked if you do not.

Even if you leave the box unchecked, you will still be able to enter carriers into the *Ship-via* and *Customers* selections, but you just will not be able to use them for anything.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Use misc charges

Miscellaneous charges as used here refers to additional charges applied to an invoice as a whole (rather than to any line item), and distinct from freight charges. This might be for gift wrapping or it might be a sufferance warehouse charge. Elsewhere in this selection you can specify whether such charges are subject to tax, discount, and finance charge.

This use of the term must be distinguished from the Miscellaneous charges described in the chapter of that name, which have nothing to do with invoices.

Check this box if you wish a separate field for miscellaneous charges to appear in the totals screen of every invoice. Otherwise, leave it unchecked.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Use freight charges

Check this box if you wish a separate field for freight charges to appear in the totals screen of every invoice. Otherwise, leave it unchecked.

If check this box (yes), elsewhere in this selection you can specify whether such charges are subject to tax, discount, and finance charge. See the Sales tax calculated on, Discounts calculated on and Age past due by fields.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Do credit checking

Check this box if you want the system to check whether a customer is over his pre-established credit limit whenever an invoice is being processed. Otherwise, answer leave it unchecked.

If you checked this box, whenever an invoice is entered the system checks whether the customer is already over his credit limit; and if not, whether this invoice will put him over the limit. In either case, a warning message displays and you must select one of the options displayed.

Credit for a customer is checked by taking any invoices entered but not yet posted, adding them to the account balance and then comparing the result to the credit limit.

The warning message is:

> Customer is over credit limit of $____ by $____.
> Last payment of $____ was on (date).

If there is no payment on file, *No last payment on file* will display in place of *Last payment of $___ was on (date)*.

Credit is checked at various points when entering invoices, quotations, and recurring bills.

Leaving this box unchecked suppresses the credit check but it does not prevent you from specifying a credit limit for each customer. Neither does it prevent you from putting a customer on credit hold (credit hold is a feature which lets you specify that a customer is not credit-worthy, independently of his account balance). See the Credit hold field in the *Customers* chapter.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Taxable by line item

Check this box if you want to specify for each line item of an invoice whether or not it is eligible for sales tax.

If you leave it unchecked:

- Services line items will be considered taxable.
- If not interfaced to I/C, Goods line items will be taxable.
- If interfaced to I/C, taxability of each inventory item is controlled by its setting in I/C *Items*.

If the tax code of the invoice indicates that no tax applies, none will be calculated regardless of whether or not a line item is flagged as taxable.

Format	Check box, using <Space bar>, checked is yes and unchecked is no
Example	Select the space bar to check the box

Keep invoice history

Check the box to keep a history of invoices that are fully processed. Otherwise, uncheck the box for no. If you answer No (unchecked), the *Print or view invoice history* selections will not be available.

Invoice history must be distinguished from customer history (specified on the first screen of this selection). You can keep either without keeping the other.

You may purge all or part of invoice history when running the invoice history report. See Printing the Invoice History Report in the *Invoice history* chapter.

Note	It is recommended that you keep invoice history. When RealWorld Software, the predecessor to PBS, was developed, disk drive space was at a premium so it may have been necessary to eliminate history to save space. However, in the current environment only very large disk drives are available so retaining history should not be a problem.

The field only effects keeping invoice history for posted A/R Invoices and O/E Orders. There is a separate set of invoice history for Point of Sale. See the Point of Sale *Control information* for setting the controls for this data.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Customer on the fly defaults

The Customer type, Balance method and Statement cycle fields are defaults to be used when adding a new customer on the fly. You may add a customer on the fly when entering A/R Invoices, O/E Orders, C/O Sales orders and Point of Sale Transactions.

Customer type

Enter the default customer type to use. This should be the most common type of customer that you have.

Format	5 characters
Example	Type RET for retail customer.

Balance method

Enter the balance method you use for most or all of your customers: Open item, or Balance forward. See the Balance method field in the *Customers* chapter.

Format	Drop down list
Example	Select Open item

Statement cycle

Enter the statement cycle code to use as a default for a new customer. See the Statement cycle field in the Customers chapter.

Later, in the *Statements* selection, you can specify for which statement cycles to print statements. See the Statement cycles to print field in the *Statements* chapter.

Suggested statement cycles codes are **W** (weekly), **M** (monthly), **Q** (quarterly), etc. Any letter, number, or punctuation character is allowed.

Format	One letter
Example	Type M

Multiple cost centers (or sub-accts)

If you specified in *Company information* that your account number structure does not include any cost center segments or sub accounts, this field displays as (Not applicable) and may not be entered.

Otherwise, select *Multiple accts* or *Override cost ctr/sub acct warn* if you group your invoices by cost center or sub account, or *Use single accts* if you want all invoices to be assigned the same cost center or sub account.

Multiple accts and *Override cost ctr/sub acct warn* are different only if you are using the A/R invoicing feature. You may frequently have to change the sub accounts or cost centers for the invoice

lines so the *Override cost ctr/sub acct warn* option will not display the change sub-accounts warning message. when the sub-account does not match the header entry.

The *Override cost ctr/sub acct warn* option should not be selected if you are using the A/R Goods and Services rather than Inventory Control.

Format	Drop down list
Example	Select Multiple accts

Default cost center (or sub-acct)

If you specified in *Company information* that your account number structure does not include any cost center segments or sub accounts, this field may not be entered.

Otherwise, the significance of this field depends on your answer in Multiple cost centers (or sub-accts) field above:

- If you selected *Use single accts* to Multiple cost centers (or sub-accts) field, each invoice you enter will automatically be assigned to the cost center or sub account entered here. You will not be asked to enter a cost center or sub account when entering an invoice. However, when you enter or change an entire account number you will still be able to enter any valid cost center or sub account as part of that account number.
- If you selected *Multiple accts* or *Override cost ctr/sub acct warn* to the Multiple cost centers (or sub-accts) field, you will be asked to enter a cost center while entering each invoice. Your entry here will become the default answer to that question.

Enter a valid cost center or sub account. Each segment of the cost center or sub account must be a valid entry in Cost Centers, except that a null segment (blank or zero, depending on how the segment is defined) is always valid.

Format	Your standard format as defined in *Company information*
Example	Type 100

Discount type

Enter how you apply discounts to your customers:

Code	Description
No discounts	No discounts
Line discounts only	Line discount only (discount given on some individual line items, but not on the overall invoice amount).
Invoice discount only	Discount on the overall invoice, but not on individual line items.
Both line and invoice	Discounts on some individual line items and additionally on the overall invoice amount.

All of these are discounts appearing on the face of the invoice itself, and are to be distinguished from the discount for prompt payment which your terms codes may provide for.

Format	One letter from the table above
Example	Select Both line and invoice

Default sales account to Goods/Services account

This function only works with A/R Invoices.

Check this box if you want to use the sales accounts from *Goods and services* as your default. Otherwise it uses the accounts per the *Default sales accounts* below. See the goods Sales account # or the services Sales account # from the *Goods / Services* chapter.

If you are interfaced with I/C and this field is checked, the program will use the item sales account number. However, even when interfaced to I/C, the program uses the sales account from the service entered in goods and services.

If the good or the service does not have a default sales account it will use one of the default sales accounts below. If you are not distributing sales it uses the first account below.

Format	Graphical: Check box, using <Space bar>, checked is yes and unchecked is no Character: Enter Y for yes or N for no
Example	Select the space bar to check the box

Default sales accounts

Each line item on an invoice (other than notes) has a sales account associated with it. This account is built up from a main account, combined with a cost center or sub account.

This field relates to the main account portion only. It allows you to define up to four default values for this main account.

If you are interfaced to I/C, Goods line items take their account number from the inventory item, so whatever you enter here affects Services only.

If you unchecked (no) to Distribute sales, you should enter only the first of these four, since that is the only one that is used and it is automatically applied to each line item.

If you checked (yes) to *Distribute sales*, when entering line items you can pick among the four sales accounts entered here.

Enter one to four accounts. To delete an account, blank out the main account segment.

Your entries here are not checked for validity (since it cannot be predicted what cost centers or sub accounts they will be combined with). Instead, validity checking takes place during entry of the invoice.

Format	Your standard account number format as defined in *Company information*
Example	Enter the following: 4000 4010 4020 4030

Optional package usage

The *Use PBS J/C* and *Use PBS I/C* fields determine the interface to the Job Cost (J/C) and Inventory Control (I/C) packages. The next field is for interfacing PBS Job Cost with A/R and the remaining fields pertain to the interface to I/C.

Use PBS J/C

If you will use Job Cost with A/R, this box is checked; otherwise, it is unchecked.

This field does not affect the interface with the manufacturing module called Manufacturing Jobs (M/J).

You cannot change this field from within this selection; only from within the Job Cost *Control information* selection. If you specify that Job Cost is interfaced from A/R, this box is automatically checked.

Format	Check box, checked is yes and unchecked is no
Example	This box may not be entered. The examples in the remainder of this documentation assume that this box is unchecked.

Use PBS I/C

If you will use the Passport Inventory Control (I/C) with A/R, check this box. This means that the goods you sell on your invoices will be identified by the same item numbers you use for inventory, and that sales in A/R will automatically update quantities in I/C.

If you do not use the I/C module, or if you use it but do not wish to interface the two modules, uncheck the box.

The Use PBS J/C and Use PBS I/C fields cannot both be checked unless J/C *Control information* specifies that J/C interfaces from both I/C and A/R.

A checked field answer forces entry of the remaining fields on this screen, which are otherwise not enterable.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Assign cost ctrs (or sub-accts) by

If the Use PBS I/C box is unchecked, this field cannot be entered.

If *Company information* indicates that your account number structure does not have cost center segments or sub accounts, this field may not be entered.

If you answered Use single accounts to the Multiple cost centers (or sub-accts) field on this tab, this field displays as *Dflt cost center (or sub accounts)* and cannot be changed.

Otherwise, your answer to this question determines what will be the default cost center when entering the *header* screen in A/R invoices (and orders, if O/E is interfaced). This field has no effect on the Point of Sale application if it is used.

Options

You may use one of the following options:

Header	The cost center or sub account from the Default sub account field on this screen
Customer	The cost center or sub account from A/R *Customers*
Inventory item	The cost center or sub account from the *I/C inventory items*

The default cost center or sub account when entering account numbers in the *line-item* screen is taken from the header screen when you select *Header*. If you entered *Inventory Item* , the default cost center is taken from the inventory item.

Format	Drop down list
Example	Select Header

Inventory scrap acct

If the Use PBS I/C field is unchecked, this field cannot be entered.

Otherwise, enter the number of the G/L account to use as the default scrap account.

A scrap account is used for a credit transaction when the quantity of goods being returned to inventory is smaller than the quantity being credited (for example, when faulty merchandise is credited but not returned). The dollar value of the quantity scrapped (not returned to inventory) is put into the scrap account.

If *Company information* indicates that your account number structure includes one or more cost center segments or sub accounts, you may use the option.

Options

<F5>	To let the cost center or sub account vary based on invoice information. The sub account or cost center segment[s] of this field will fill with tildes (<~>). You will be required to enter only the main account. The cost center or sub account will be supplied when required as shown in the table for Assign sub accounts (cost centers) by field.

You may use the following option:

Format	Your standard account number format as defined in *Company information*
Example	Enter account 7030-000

Drop ship clearing acct

If the Use PBS I/C box is unchecked, this field cannot be entered.

Enter the number of the G/L account to be used as the drop ship clearing account.

A drop shipped item is an item which is shipped directly to the customer from your supplier. (Refer to the definition of a clearing account or suspense account in the *Glossary* Appendix of the *PBS System* documentation.)

When you do not drop ship but do sell goods from inventory, the item's expense account is debited and the balance sheet inventory account is credited. However, drop shipped items do not come out of your inventory. For drop shipped items, the item's expense account is still debited, but the credit goes to the drop ship clearing account.

If you are using the Passport Business Solutions Accounts Payable, you must enter a voucher for your cost for the drop shipped items when you receive an invoice from the vendor for the drop shipped items.

When distributing the expense in the *Payables* selection in the A/P module, be sure to use the same drop ship clearing account that you enter here. This will result in a debit to the drop ship clearing account, thus clearing the account balance to zero.

When you are using A/P, the balance in the drop ship clearing account should be zero at the end of each accounting period. If it is not zero, vouchers have not been entered for one or more drop shipped items. In this case, consult with your accountant regarding G/L adjustments needed to reflect merchandise which you have drop shipped for which you have not yet received an invoice from the vendors concerned.

Format	Your standard account number format as defined in *Company information*
Example	Enter account 7040-000

Multiple warehouses

If the Use PBS I/C field is unchecked, or if you have specified in I/C *Control information* that you do not use multi-warehousing, this field cannot be entered.

Otherwise, uncheck the box if you wish to ship all invoiced items from a single warehouse. You will not be asked to specify a warehouse when you enter an invoice.

Check the box if you ship invoiced items from a variety of warehouses. Whenever you enter an invoice you will have to specify a warehouse.

Format	Check box, checked is yes and unchecked is no
Example	Select the space bar to check the box

Default warehouse

If the Use PBS I/C field is unchecked, or if you have specified in I/C *Control information* that you do not use multi-warehousing, this field cannot be entered.

Otherwise, enter the default warehouse to be used for invoicing. If the Multiple warehouses field is checked (yes), the warehouse specified here is offered as the default when the invoice is entered. If the Multiple warehouses field is unchecked (no), the warehouse specified here is used unconditionally for all invoices.

Format	2 characters
Example	Type 01

Make any needed changes. Press <Enter> to accept this entry and return to the main menu.

CHARACTER MODE SCREEN 7

Using character mode there is a seventh screen for entering the multi-payment/credit card related fields. Information on entering these fields is located in the AR/OE Payments section. The screen looks like this:

```
Control information                                XYZ Company


 1. Invoice payment type
 2. Credit card processor     N/A
 3. Processor account name    N/A
 4. Processor user id         N/A
 5. Processor account passwd  N/A
 6. Use cash as memo only ?   N









<1> = Cash only, <2> = Multi payments, <3> = None
Field number to change ?  1
```

Ship-to Addresses

This chapter contains the following topics:

Entering Ship-to Addresses .....
Entering Ship-to Addresses .....
Printing a Report of Ship-to Addresses .....

INTRODUCTION TO SHIP-TO ADDRESSES

The *Ship-to addresses* selection enables you to enter ship-to address locations for customers.

A ship-to address location is an address, different from the customer's billing address, to which customer orders are delivered or at which a service is performed.

These addresses may be used when entering:

- A/R invoices and Recurring bills,
- if interfaced to Order Entry, when entering orders and recurring orders
- if interfaced with Customer Orders, when entering sales orders and
- if interfaced with Point of Sale when entering transactions.

There may be an unlimited number of ship-to address locations for the same customer. If ship-to addresses are not used you are not required to enter anything here. Multiple contacts may be entered for each ship-to address. Ship to addresses are stored a file or table called locations (LOCATF).

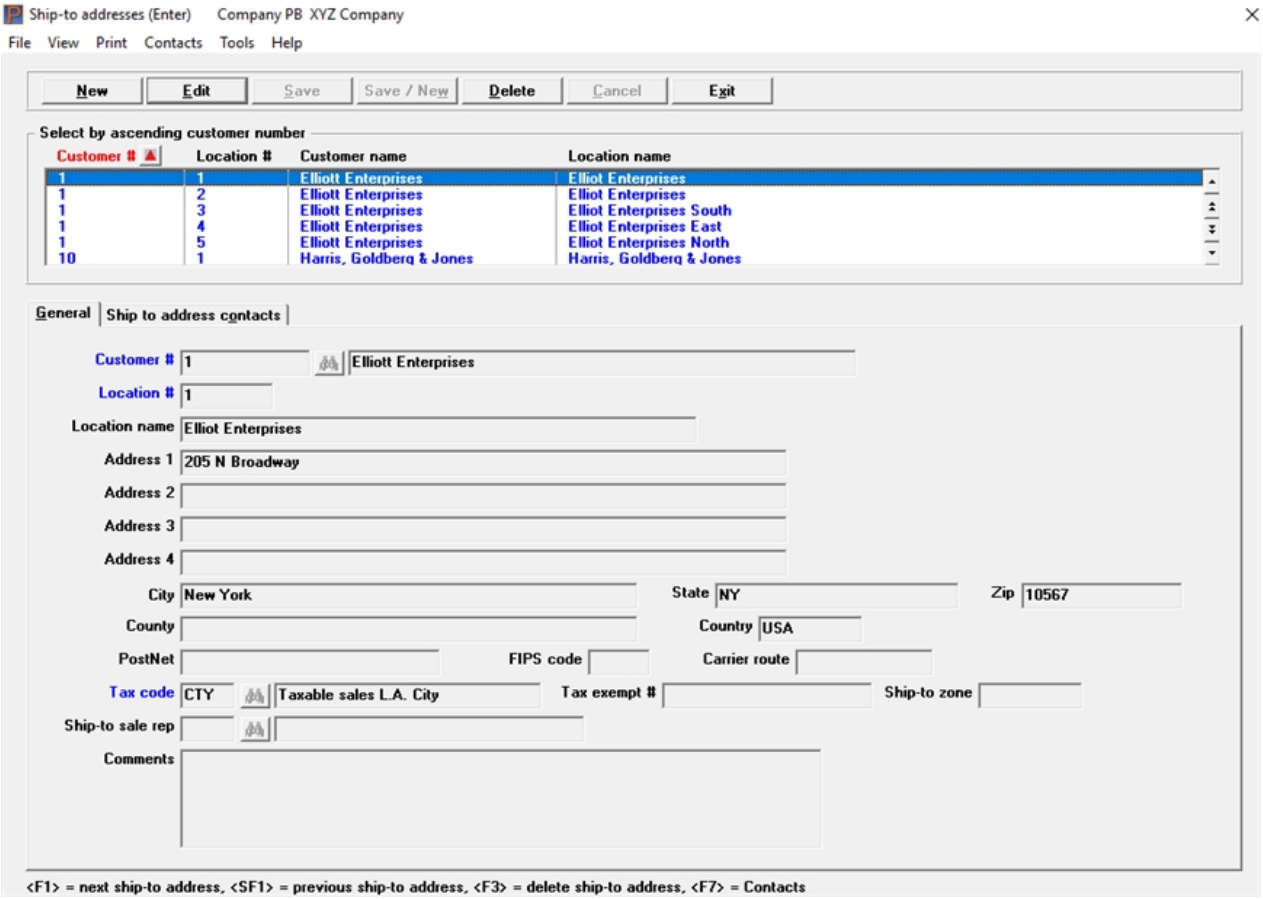
Ship-to addresses may be added on-the-fly when entering invoices, as described in the *Invoices* chapter. You may also enter a new ship-to address in O/E Orders, C/O Customer orders and P/S Transactions. These ship-to address can be saved in locations and reused on other invoices.

Select

Ship-to addresses from the *Master information* menu.

ENTERING SHIP-TO ADDRESSES

The following screen appears:



Ship-to Address List Box

The list box displays up to 6 ship-to addresses at a time. You may sort the ship-to addresses by customer number, location name, location address 1 and zip code all in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate an ship-to address, start typing the customer number or by any of the other sort options. You may also use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the address. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Ship-to addresses that display in the list box are available for changes or deletion. The fields for the selected ship-to address display in the lower part of the screen.

When a ship-to address is found, you may select the <Enter> key or Edit button to start editing.

Customer Lookup

To the right of the Customer # column label there is a button that accesses a lookup. The lookup allows you to find a customer by number, customer name, sales rep or zip code. Click on the button to access the lookup.

Ship-to Address Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new ship-to address.
Edit	Alt+e	For editing an existing ship-to address.
Save	Alt+s	For saving a new ship-to address or for saving the changes to an existing ship-to address.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a ship-to address.
Cancel	Alt+c	To cancel adding or editing a ship-to address. Your entry will not be saved and the record will revert back to its previous state.
Exit	Alt+x	To exit the window and return to the menu.

Print and Contacts

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of ship-to addresses.

The *Contacts* menu selection provide access to the contacts for the selected ship-to address. You may also use the *All contacts* menu to find a contact.

Character Mode

There are two screens for entering a ship-to address location. This is the first screen:

```
Ship-to addresses (Enter)                          PBS 12.06 Vision Beta

 *1. Customer #
 *2. Location-#
  3. Location name
  4. Address-1
  5. Address-2
  6. Address-3
  7. Address-4
  8. City
  9. State                                   Zip code
 10. County                                                  Country
 11. FIPS code                               Postnet
 12. Carrier route
 13. Tax code
 14. Ship-to zone
 15. Ship-to sales person
 16. Tax exempt #


<Enter> = look up by name, <F1> = next ship-to, <SF1> = previous ship-to
<F2> = next customer, <SF2> = previous customer
```

From this screen you can work with both new and existing ship-to addresses. If a ship-to address has already been entered for the customer number and ship-to number you specify, it will appear and be available for changes or deletion.

Enter the following information:

General Tab

Customer

Enter the number of the customer that this ship-to address is for. There must already be an entry for this number in *Customers*. Miscellaneous customers may not have ship-to locations. A miscellaneous customer is not a real individual customer but a generic category of customers.

Options

You may use one of the options:

Blank	To look up the customer by name.
<F1>	For the next ship-to entry on file, regardless of customer. Information on file for this entry will display and the cursor will be positioned at *Field number to change ?*.
<SF1>	For the previous ship-to address.
<F2>	For the next customer, in customer number sequence, regardless of whether or not there is an entry on file for this customer.
<SF2>	For the previous customer.
<F8>	To displays a list of customers in customer number order. Select a customer from the list.

Upon entry of a valid customer number, the customer's name displays to its right.

Format	12 characters
Example	Type 100

Entering Customers By Name

If you have left the customer number blank the cursor moves to the customer name field to allow selection by name. Enter the name, or just the leading characters of the name. Upper / lower case is significant. You may use one of the options:

Blank	To go back to looking up the customer by number
<F2>	For the next customer, in customer name sequence
<SF2>	For the previous customer
<F7>	To access the ship-to contacts screen for adding, editing and deleting contacts. See Ship-to Address Contacts.
<F8>	To display a list of customers in customer name order. Select a customer from the list.

Format	50 characters
Example	(Does not occur in this example because you selected a customer by number).

Location

Enter a ship-to location number to identify this ship-to address. Where available, you may wish to use the customer's store or warehouse number for this purpose. Each one of a customer's ship-to addresses must have a different location number, but the same number may be re-used for different customers. If the customer and ship-to number correspond to an existing entry, that entry displays on the screen. In character mode the cursor is positioned at *Field number to change ?*; otherwise the cursor moves to the location name field.

Note that if you know the customer but not his ship-to location number, <F1> and <SF1> are not available here for paging through the various locations. Use <F8> or click on the binoculars icon for displaying a list of ship-to locations.

Format	8 characters
Example	Type NSE

Location name

Options

Enter the name to which shipments are to be made. This may be left blank. You may use the option:

<F2>	To use the customer name as the ship-to name.

Format	50 characters
Example	Press <F2>

Address 1
Address 2
Address 3, *and*
Address 4

Three lines are provided for the ship-to address. All three are optional. There are no rules about where the city and zip code go; you may wish to adopt your own standard about this.

When printed on the invoice, any blank lines in the address will be closed up so as to leave no gaps.

The program defaults each address line to the corresponding customer's address line.

Format	60 characters at each field
Example	Type 1550 South Coastline Blvd. Press <Enter> for line 2 Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this ship-to address. The customer's city is the default.

Format	45 characters
Example	Type Refugio Beach

State

Enter the state for this ship-to address. The content of this field will be automatically forced to upper case. The customer's state is the default.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this ship-to address. The customer's zip code is the default.

Format	15 characters
Example	Type 91809

County

Enter the county for this ship-to address. The customer's county is the default.

Format	45 characters
Example	Press <Enter>

Country

Enter the country code. This field is optional. The customer's country is the default.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this ship-to address.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use. You may use it for custom forms or reports.

Enter the FIPS code for this ship-to address.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use. You may use it for custom forms or reports.

Enter the carrier route for this ship-to address.

Format	12 characters
Example	Press <Enter>

Tax code

The sales tax where materials are delivered or services performed may be different from the tax at the customer's billing address. This field is required, and must correspond to an existing entry in *Tax codes*. Enter a tax code, or use the option:

<F2>	Using character mode, for the customer's tax code at this location.

Format	3 characters
Example	Press <F2> for the customer's tax code

Tax exempt

If the ship-to is exempt from taxes, enter his tax-exempt number.

Format	20 characters
Example	Press <Enter> to leave this field blank

Ship-to zone

If your freight charges are based on the customer's ship-to distance from your headquarters, you may assign a *shipping zone* to your ship-to addresses. This field is optional, and if present may be in any format.

Format	10 characters. There is no default.
Example	Type Southeast

Ship-to sales rep

If you specified in A/R *Control information* that you don't use sales representatives, this field may not be entered.

Options

Otherwise, this is the number of the sales representative assigned to this customer's ship-to. It will appear as the default when entering an invoice for this customer's ship-to (but can be overridden as needed). Enter a valid sales representative number, or use one of the options:

<F1>	For the next entry in *Sales reps*.
<SF1>	For the previous sales representative.
<F2>	For the customer's sale rep at the bill-to location.
<F8>	To access a list of sales representatives. You may select one from the list.

Format	3 characters
Example	Type 15A

Comments

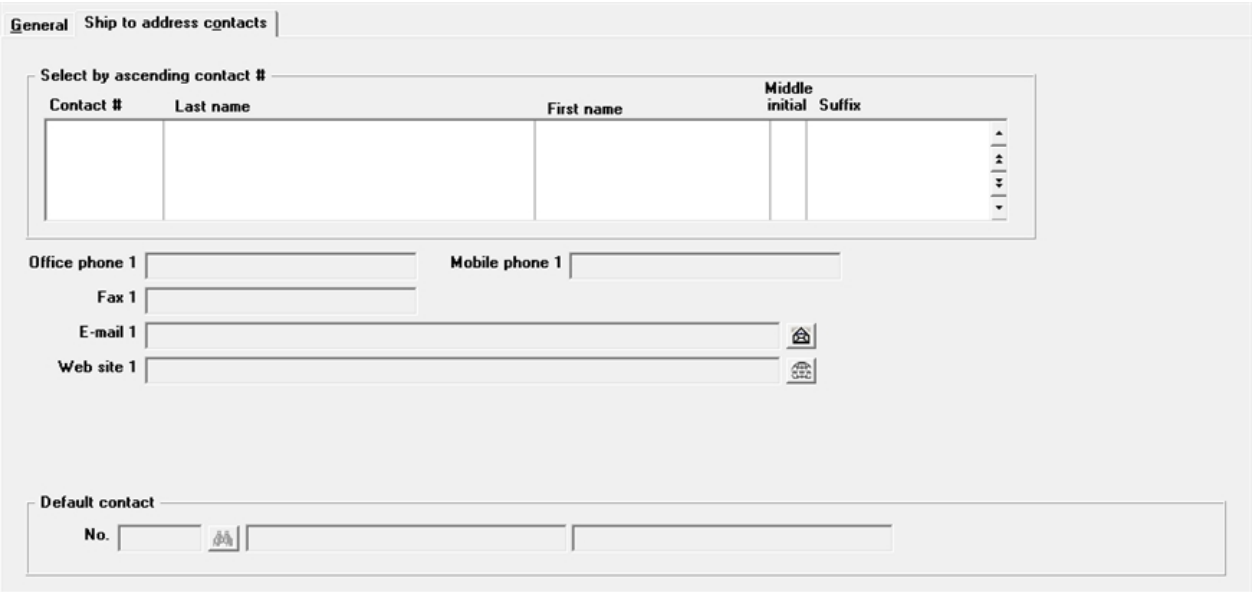
Enter any comments about this ship-to address. Comments are optional.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	Five lines of 64 characters each
Example	Type All deliveries to this address Press <Enter> Press <Esc> Press <Enter>

Contacts Tab

This is the ship-to address contacts tab:



The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a customer contact has been entered and data was entered for these fields.

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default contact

Enter the default contact for this ship-to address. On a new ship-to entry there will not be a contact for entering this field. Following the entering of the ship-to address, enter a contact. Then you may enter this field.

This field has no functional use.

Character Mode

```
Ship-to addresses (Enter)                          XYZ Company

 For customer # 100              Neptune Underwater Supply
 17. Default location #
     Contact                                  Phone
     Fax                                      Email
     Contact                                  Phone
     Fax                                      Email

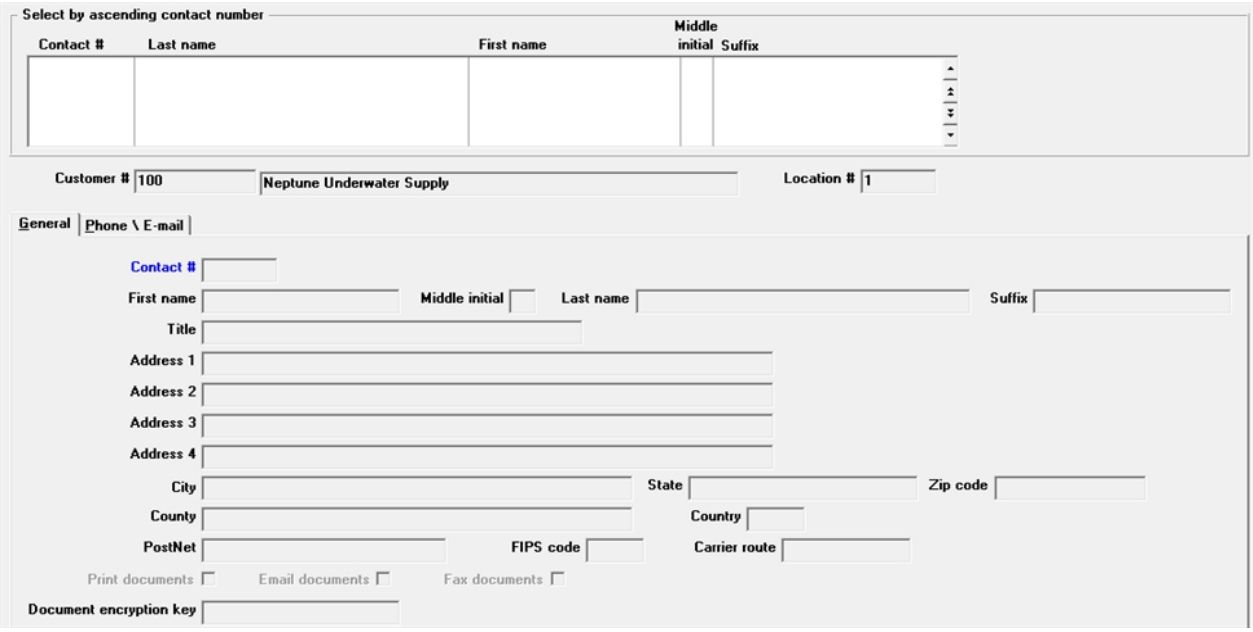
                              18. Comments
```

Ship-to Address Contacts

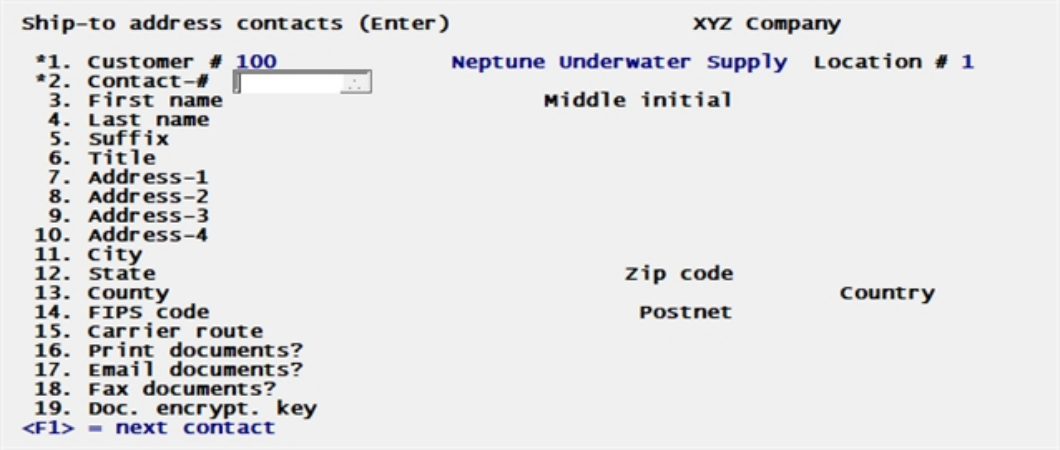
Enter the contacts for this location. For each contact, you may enter their address, telephone numbers, fax numbers, e-mail addresses and web sites.

- All contacts are optional.
- All the fields for each contact are optional. For example, you can know the contact’s telephone number without knowing the person's name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

List Box and General Tab



Character Mode



Contact

Enter a unique number to distinguish this contact from the ship-to addresses of other contacts.

Options

If you have ship-to addresses, these options will be available to you.

<F1>	For the next contact for this ship-to address
<SF1>	For the previous contact for this ship-to address
<F3>	To delete the displayed contact for this ship-to address

Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type Tim

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Press <Enter> to leave this field blank.

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Rawlings

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (title) of this contact.

Format	40 characters
Example	Type Purchasing Agent

Address 1, Address 2, Address 3 and Address 4

Enter the address of your contact.

Format	60 characters for all 4 lines
Example	Type Building 4-D Type 1000 Industrial Park Rd. Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this contact.

Format	15 characters
Example	Type 92251

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

This field is reserved for future use.

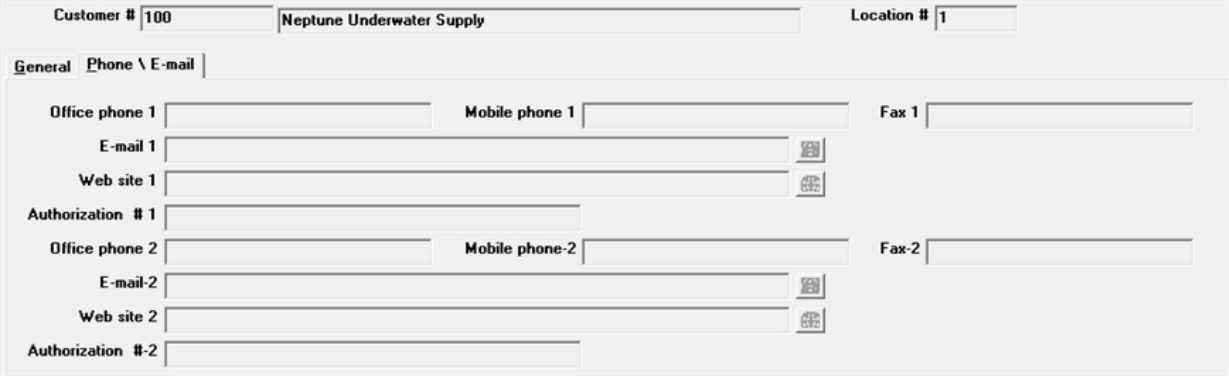
Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

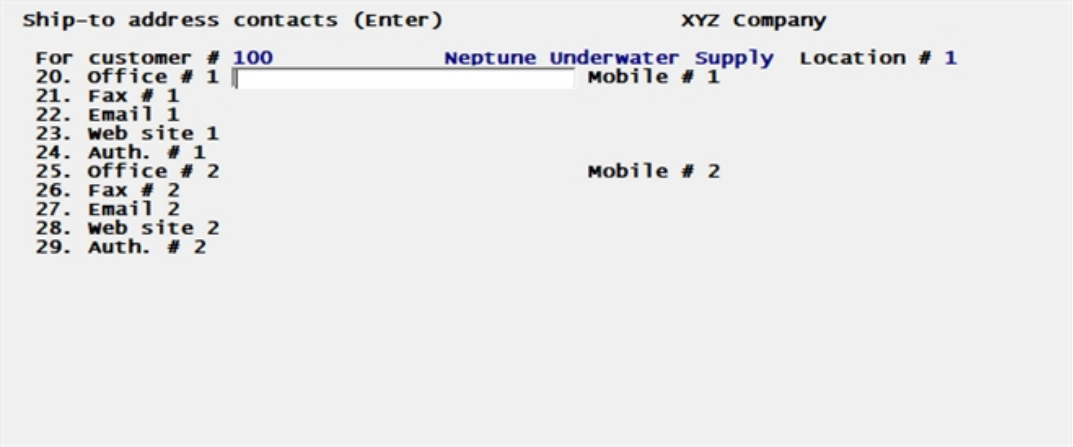
This field is reserved for future use.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab



Character Mode



Office phone 1

Enter the first office telephone number for this contact.

When you enter a location contact 1, this phone number displays in the ship-to location lookup.

Format	25 characters
Example	Type 437-555-1246 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 1

Enter the first fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 1

Enter the first email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type asmith@netunewater.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the customer' ship-to contact has provided you in order to confirm that you have the authority to order goods from this customer.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Format	60 characters
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the customer's ship-to contact.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the ship-to address record, press <Esc>.

Options

Make any needed changes.

In character mode, if this is an existing entry, you may also use the option:

<F3>	To delete this entry

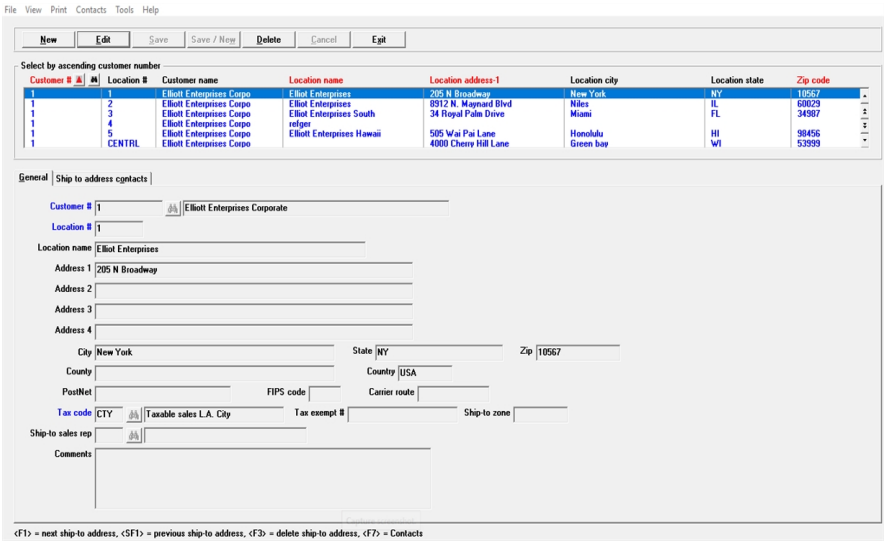
Upon pressing <Enter> with this field blank, the screen will clear for the next entry.

Printing a Report of Ship-to Addresses

Select

Ship-to addresses from the *Reports, general* menu.

The following screen appears:



Character Mode

```
Reports, general (Ship-to addresses)              XYZ Company



                    Please enter:
                         1. Starting customer #
                         2. Ending customer #
                         3. Print comments ?
                         4. Print contacts ?


<F2> = "First"
```

Enter the following information:

Starting customer #
Ending customer #

Enter the range of customers by number for including ship-to location addresses on the report. You may also use the option:

<F2>	For the First starting customer number or Last ending customer number

Format	12 characters
Example	Press <F2> at each field.

Print comments

Check the box to print the ship-to comments. Leave it uncheched to omit the comments.

Character mode. Answer Y to print comments or N to not print comments.

Format	Check box
Example	Select <Enter> to not check the box

Print contacts

Check the box to print the ship-to contacts. Leave it uncheched to omit the contacts on the report. There can be multiple contacts per ship-to location.

Character mode. Answer Y to print contacts or N to not print contacts.

Format	Check box
Example	Select the <Space bar> to check the box

OK or Cancel

Click on OK to displays a list of printers and select one to print the report. Click on Cancel to return to the menu without printing the report.

A Ship-To Addresses report example is in the *Sample Reports* appendix.

Ship-Via

This chapter contains the following topics:

Introduction to Ship-via .....
Entering Ship-via Codes .....
Printing Ship-via Codes .....

INTRODUCTION TO SHIP-VIA

The *Ship-via* selection lets you maintain a list of standard codes for the carriers you use to ship your merchandise (e.g., A/F for shipping Air Freight). The purpose is to minimize keystrokes needed when entering invoices.

If you have specified (in *Control information*) that you do not use ship-via information, this chapter does not apply to you.

You can optionally assign a default ship-via code to a customer in the *Customers* selection.

The ship-via codes entered here are also used in the Passport Business Solutions Order Entry module for entering orders.

If you are going to use the UPS address export utility to export address information there is a specific data entry format for the city, state and zip information. Read the UPS Address Export chapter for details.

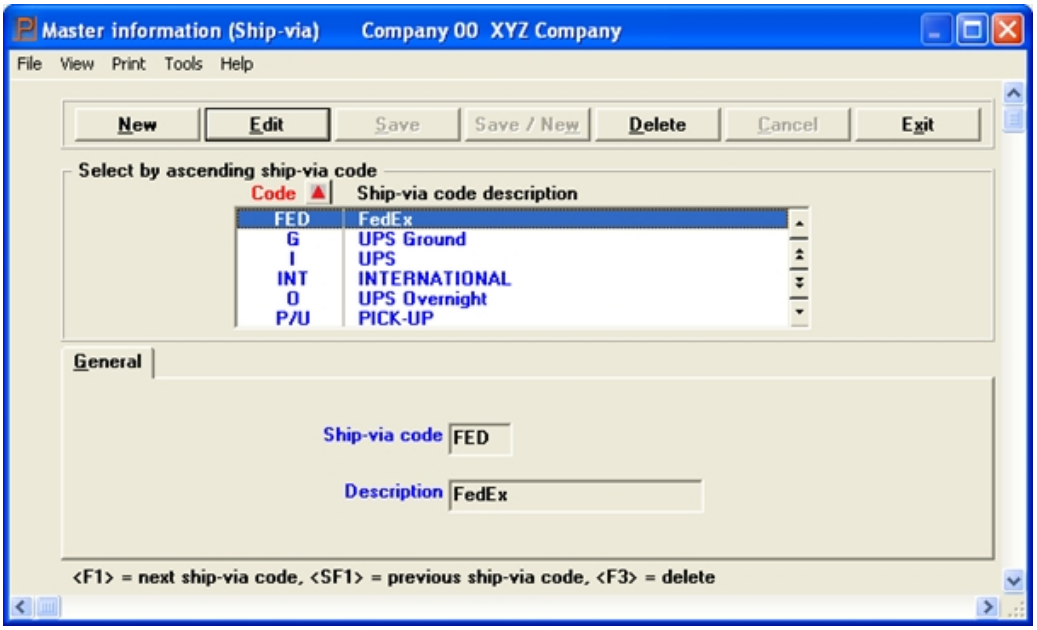
ENTERING SHIP-VIA CODES

Select

Ship-via from the *Master information* menu.

The following screen appears:

Graphical Mode



Ship Via List Box

The list box displays up to 6 ship vias at a time. You may sort the ship vias by ship via code in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate an ship via, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Ship vias that display in the list box are available for changes or deletion. The fields for the selected ship via display in the lower part of the screen.

When a ship via is found, you may select the <Enter> key or Edit button to start editing.

Ship Via Buttons

You have the following options with the buttons and keyboard equivalents:

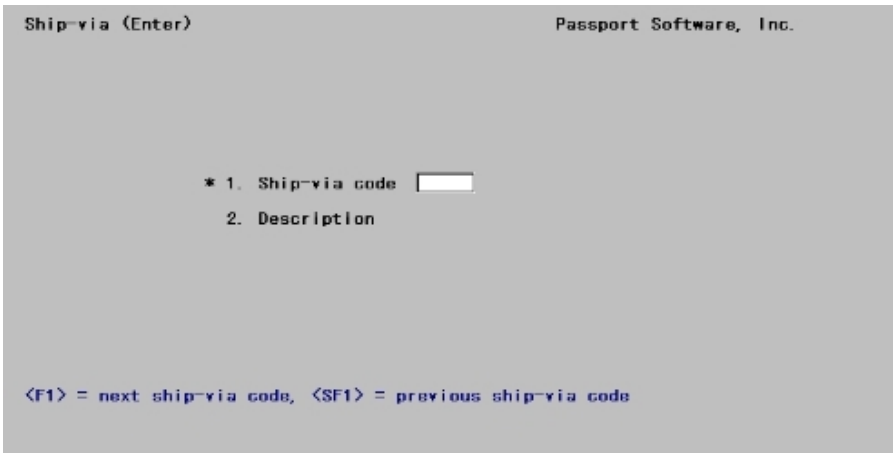
Button	Keyboard	Description
New	Alt+n	For entering a new ship via
Edit	Alt+e	For editing an existing ship via
Save	Alt+s	For saving a new ship via or for saving the changes to an existing ship via
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete an ship via that is highlighted in the list box. You may also select the <F3> key
Cancel	Alt+c	To cancel adding or editing a ship via. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Print

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of ship vias. See Printing Ship-via Codes

For general users, the menu selections can and may be restricted based on the assigned menu.

Character Mode



From the screen which appears, you can work with both new and existing ship-via's. If the entry already is on file, it will appear and be available for changes or deletion.

Enter the following information:

Ship-via code

Options

Enter a ship-via code, or use one of the options:

<F1>	For the next ship-via code on file
<SF1>	For the previous ship-via-code

Format	3 characters
Example	Type A

Description

Enter a verbal description of this code.

Format	15 characters
Example	Type Air Freight

Make any needed changes and select the Save button when finished. See Ship Via Buttons for other options.

Character Mode

Field number to change ?

Options

Make any needed changes, or use one of the options:

<F1>	For the next ship-via entry on file
<SF1>	For the previous entry
<F3>	To delete an existing entry

PRINTING SHIP-VIA CODES

Use this selection to print a list of ship-via codes.

You may view a Ship Via Code List example in the Sample Reports appendix.

Select

Ship-via from the *Reports, general* menu.

You will be asked to select a printer; all ship-via codes are listed unconditionally.

Terms

This chapter contains the following topics:

Entering Terms .....
Entering Terms .....
Terms By Days .....
Proximo Terms (Day of the following Month) .....
Printing a List of Terms .....

INTRODUCTION TO TERMS

The *Terms* selection enables you to enter terms codes. Terms are rules that describe when payment of an invoice is due and whether early payment entitles the customer to a discount (and if so, how much and how early).

Terms does *not* refer to your rules about finance charges for late payments (refer to the Finance Charges chapter).

Note	You must make at least one entry in this selection, even if you do not use terms, since every Customers entry must have its own default terms code. If no payment terms apply, enter a dummy code such as N/A.

You can define as many different terms as you want, and assign a description and a code to each one. When you enter an invoice, you assign a terms code to that invoice (or simply accept the customer's default terms code). This causes the description of the terms to print on the invoice. It also [1] allows the invoice to be aged, and [2] applies the discount upon payment, if the customer is eligible.

There are two methods used in A/R to specify payment terms. An invoice may be due a certain number of days after the invoice date, or it may fall due on a particular day of the following month. This second method is called *proximo terms*. Proximo means "of the next month."

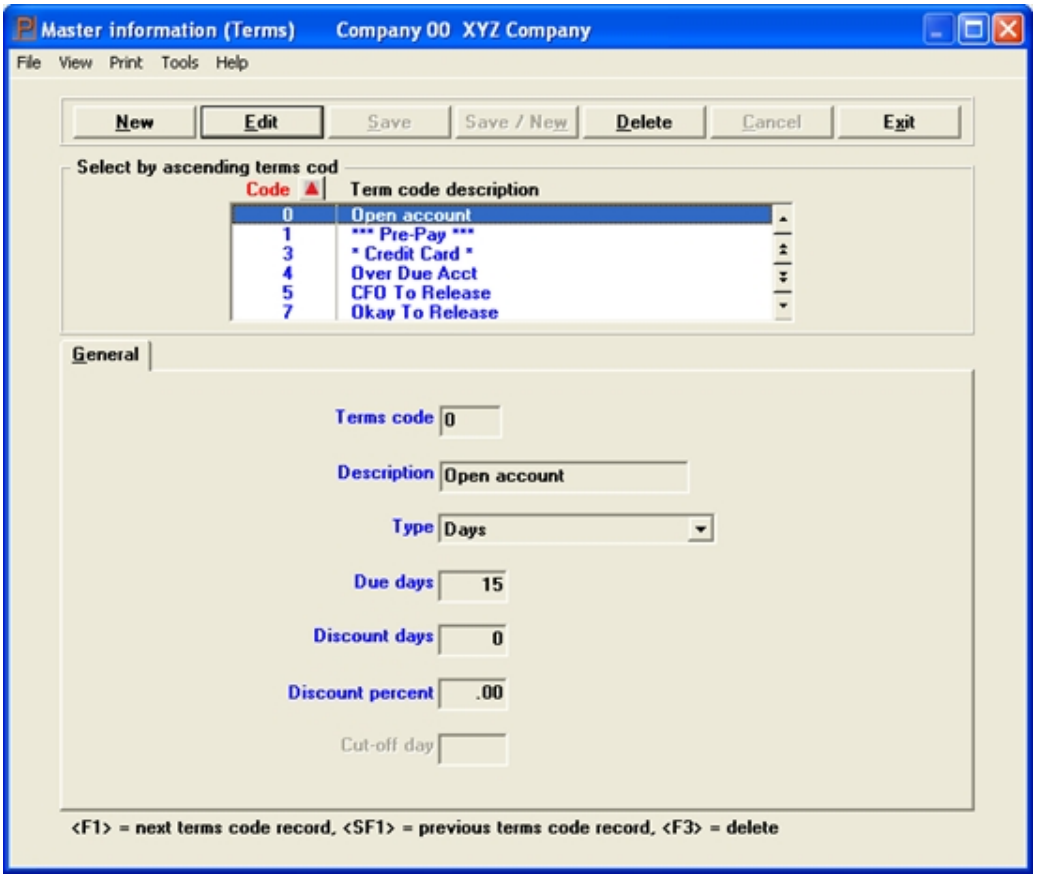
ENTERING TERMS

Select

Terms from the Master information menu.

The following screen appears:

Graphical



Terms List Box

The list box displays up to 6 term codes at a time. You may sort the term code descriptions by code number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate a terms code, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the code. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Terms code descriptions that display in the list box are available for changes or deletion. The fields for the selected terms code descriptions display in the lower part of the screen.

When a terms code is found, you may select the <Enter> key or Edit button to start editing.

Terms Buttons

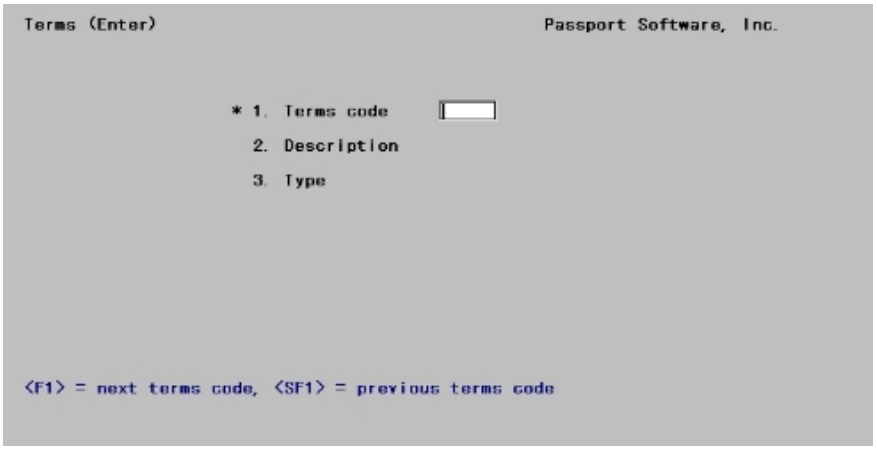
You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new terms code description
Edit	Alt+e	For editing an existing terms code description
Save	Alt+s	For saving a new terms code description or for saving the changes to an existing terms code description
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a terms code description
Cancel	Alt+c	To cancel adding or editing a terms code description. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Print

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of terms code descriptions.

Character



From this screen you can work with both new and existing terms. If terms information has already been entered for the terms code you specify, it will appear and be available for changes or deletion.

Enter the following information:

Terms code

Enter a code to describe these terms. Here are some examples of terms:

Code	Payment Terms
210	2% 10 days, net 30 days
N30	Net 30 days
COD	Cash on delivery
N60	Net 60 days
D5	5% 5 days, net 15 days

An example of proximo terms is:

Code	Payment Terms
210	2/10th net 31st, meaning: 2% discount if paid by the 10th of next month, net due on 31st of next month

Options

You may use one of the options:

<F1>	For the next terms code
<SF1>	For the previous terms code

Format	3 characters. Allowed characters are 0-9, A-Z, and some special characters such as colon (:), asterisk (*), at sign (@), and slash (/)
Example	Type 2

Description

Enter a description of the terms code. This will print on the invoice.

Format	15 characters
Example	Type Net 30

Type

Enter either:

D for Days (number of days from the invoice date)

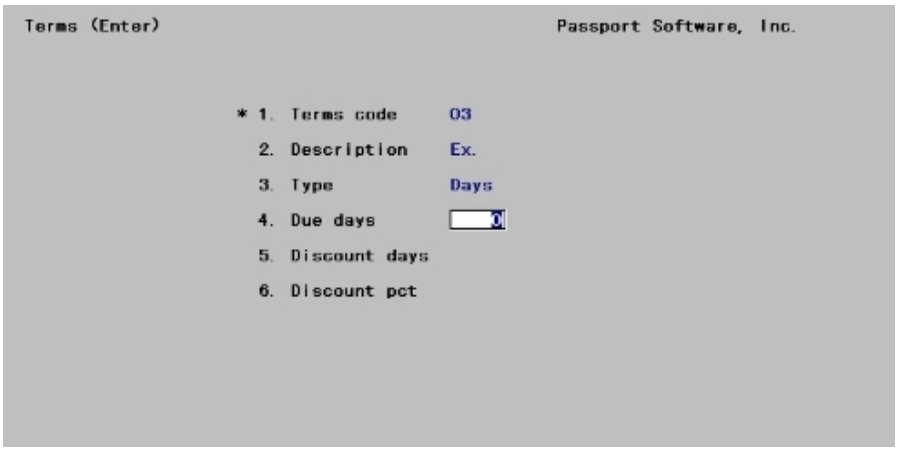
P for Proximo (calendar day of next month)

Format	Graphical: Drop-down box, either Days or Proximo Character: One letter from the list above
Example	Type D

Additional fields now appear on your screen, depending on the Type selected.

Terms By Days

If you entered D in Field #3, the remaining fields display, and the screen appears as follows. (If you entered P instead of D for Field #3, refer to the next section).



Due days

Enter the number of days from the date of the invoice when payment is due.

Format	999 There is no default.
Example	Type 30

Discount days

Enter the number of days from the date of the invoice during which a discount will be given for early payment. This will normally be less than the preceding, though that is not a requirement.

Format	999 There is no default.
Example	Press <Enter> to indicate that no discount is offered

Discount percent

Enter the discount percentage to be given if payment is made within the discount days.

Format	99.999
Example	Press <Enter> for no discount

OK or Cancel

Options

Make any needed changes and press <Enter>. For an existing entry, you may use one of the options:

<F1>	For the next terms code
<SF1>	For the previous entry
<F3>	To delete an existing entry

Proximo Terms (Day of the following Month)

If you were entering a Proximo type term, a screen similar to the following would display:

```
Terms (Enter)                                   Passport Software, Inc.

                  * 1. Terms code      210
                    2. Description
                    3. Type            Proximo (Day of next month)
                    4. Due day         [ ]
                    5. Discount day
                    6. Discount pct
                    7. Cut-off day

Enter the day of the month on which invoices are due
```

Due day

Enter the day in the month on which payment is due. This day will be the day in the month following the month in which the invoice is dated.

Format	99
Example	(Does not appear in this example since you selected D at field #3)

Discount day

Enter the last day in the month which entitles the customer to a discount for early payment. This will be a date in the month following the month in which the invoice is dated.

The discount day must be less than or equal to the due day. It will always be in the same month as the due date.

Format	99, in the range of 1 through 31; or leave this field blank to indicate no discount.
Example	10

Discount pct

This field displays as None and may not be entered if you left Field #5 blank.

Otherwise, enter the discount percent to be given if payment is made on or before the discount day.

Format	99.999
Example	2

Cut-off day

The cut-off day is the last day of a month on which the terms of an invoice apply to the next month. After that date the terms apply to the month following.

For instance, suppose that the terms were 2/10: (2% discount if paid by the 10th of next month, net due on 31st of next month), and the cut-off day is the end of the month. An invoice dated on 30 June or before would receive a discount if paid by the 10th of July, and would be due on 31 July.

Normally the cut-off day is the end of the month, and leaving this field blank will cause this field to display as End of current month. However, you may instead enter a positive or a negative number:

- Enter a *positive* number, up to 27, to specify the *last day* of the month on which the terms of an invoice apply to the following month. After the cut-off day, the terms apply to the month *after* the next one.

  Suppose the terms were 2/10: (2% discount if paid by the 10th of next month, net due on 31st of next month), and that the cut-off day was entered as 25. Then an invoice dated on or before the 25th of July would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated the 26th of July would receive a discount if paid by the 10th of *September* and be due on the 30th of *September*.

- Enter a *negative* number, up to 27, to specify *how many days* before the end of the month an invoice can be dated and still apply to the following month.

  With the same terms as above, and the cut-off day entered as -2, an invoice dated on or before the 29th of July (31 July minus 2 days) would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated the 30th of July would receive a discount if paid by the 10th of September and be due on the 30th of September.

Format	99- , or blank; as explained above.
Example	Press <Enter>

Field Number To Change ?

Options

Make any needed changes and press <Enter>. For an existing entry, you may use one of the options:

<F1>	For the next terms code
<SF1>	For the previous entry
<F3>	To delete an existing entry

PRINTING A LIST OF TERMS

Use this selection to print a list of terms codes.

You may view a Terms Code List example in the Sample Reports appendix.

Select

Terms from the *Reports, general* menu.

You will be asked to select a printer. All ship-via codes are listed unconditionally.

Tax Codes

This chapter contains the following topics:

Introduction to Tax Codes .....
Changes in Tax Rates .....
Entering Tax Codes .....
Sample Tax Calculations .....
Printing a Tax Code List .....

INTRODUCTION TO TAX CODES

The *Tax Codes* selection enables you to enter tax codes. These are shorthand representations of a sales tax structure. You may have a virtually unlimited number of tax codes.

Each tax code describes the sales tax exacted by one or more taxing authorities (state, county, city, etc.). As many as five of these may be included in one tax code.

Each tax rate may have either a single-bracket or a double-bracket structure.

- Use one bracket if the tax is a flat percentage on a sale; for instance, a state tax of 5%.
- Use two brackets to handle more complicated taxes. For instance, a state might give the consumer the first hundred dollars tax-free, charge 3% tax on everything up to one thousand dollars, and lastly charge 5% on the portion above one thousand dollars.

You may apply tax rates to the A/R invoice collectively or to each line individually.

You might expect that when an invoice is subject to several different sales taxes, you would simply assign several tax codes to that invoice. This would not work because each invoice is restricted to a single tax code. Instead, what you do is devise tax codes with different *combinations* of state and city taxes, and assign the appropriate tax code to each invoice.

This means that the same tax *rate* is often repeated in several tax *codes*. Each city should have a distinct account number for its tax code, even if its tax percent is the same as some other city's (so that each city gets only the taxes owing to it). Conversely, the same account number should be used for the same tax within all the tax codes containing that tax. For help in running the sales tax reports a state can be assigned to a tax code.

When you enter an invoice in the *Invoices* selection, sales tax is automatically calculated from your entries here, and the result appears as the default (subject to your override). This also applies to *Orders*, if you use the Order Entry module, *Transactions* if you using the Point of Sale module and *Sales orders* if you use the manufacturing Customer Orders module.

Although taxes apply to invoices not to customers, each of a customer's invoices will usually have the same tax code. For this reason, you assign a default tax code to each customer; and that in turn is offered as the default whenever you enter an invoice for that customer. You can override this if needed. If the same customer has more than one ship-to address, this situation is handled by assigning a separate tax code to each address.

In Point of Sale transactions there is an option to use the tax code assigned to the store.

Note	You must supply at least one entry in the Tax codes selection even if your state has no sales tax, since each customer in the Customers selection must have a tax code. If no sales tax applies, define a code with zero percents.

You may assign more than one tax code for the same geographical area. For example, some taxing authorities exempt certain products from taxation if used for agricultural purposes. Another example, some states charge tax for most items, except food.

In Inventory Control you may assign each tax rate to an item. For more information read the Inventory Control documentation; Chapter 11 *Items* - Taxable field.

In some states, taxes become due when the product is sold, in others when the invoice is paid. You can specify for each tax code which rule applies. In the former case, tax due is accumulated when the invoice, miscellaneous charge, or other document is posted; in the latter case when the cash receipt is posted.

Reports are printed as needed so you can pay the accumulated taxes due to each state (or other entity) when required. Refer to the Sales Tax Reporting chapter.

CHANGES IN TAX RATES

To minimize the impact of changes in tax rates:

- Invoices posted before the effective date of the tax change should not be dated later than that date, and those posted afterward should not be dated earlier than the effective date.
- Post all invoices and miscellaneous charges as late as convenient on the last business day before the tax change. After that, change the tax codes and refrain from entering any more invoices until the new rates become effective.
- Save the old tax code under a different number, so that you can use it on credit memos for merchandise purchased before the tax change but returned after the change.

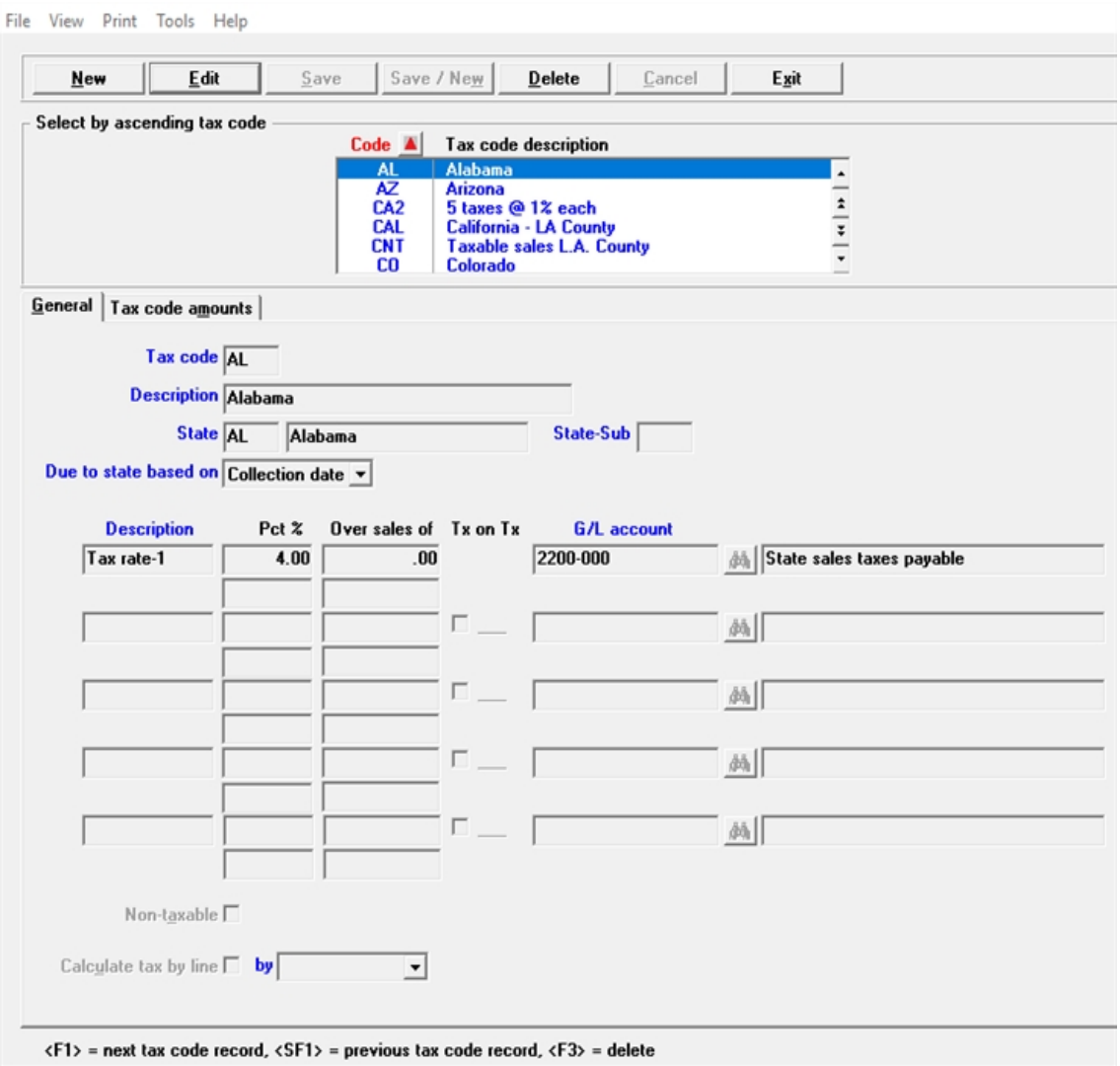
ENTERING TAX CODES

Select

Tax codes from the Master information menu.

Two screens are required to enter a tax code. The first screen appears as follows:

Graphical Mode:



Tax Codes List Box

The list box displays up to 6 tax codes at a time. You may sort the tax codes by tax code number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate a tax code, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the tax code. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Tax codes that display in the list box are available for changes or deletion. The fields for the selected tax code display in the lower part of the screen.

When a tax codes is found, you may select the <Enter> key or Edit button to start editing.

Tax Codes Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new tax code.
Edit	Alt+e	For editing an existing tax code.
Save	Alt+s	For saving a new tax code or for saving the changes to an existing tax code.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a tax code. You may also select the <F3> key.
Cancel	Alt+c	To cancel adding or editing a tax code. Your entry will not be saved and the record will revert back to its previous state.
Exit	Alt+x	To exit the window and return to the menu.

Print

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of tax codes.

Character Mode:

```
Master information (Tax codes)                    XYZ Company

 * 1. Tax code
   2. Description
   3. State code                                              State sub
   4. Due to state based on ?
      Desc.        Pct %   Over sales of  T.O.T.  G/L account
   5.

   6.

   7.

   8.

   9.

  10. Non-taxable
  11. Calculate tax by line ?

<F1> = next tax code, <SF1> = previous tax code
```

From this screen you can work with both new and existing tax codes. If an entry has already been made for the tax code specified, information on that tax code will appear and be available for changes or deletion.

Enter the following information:

Tax code

Options

Enter the tax code, or use one of the options:

<F1>	For the next tax code
<SF1>	For the previous tax code

Format	3 characters
Example	Type CTY

Description

Enter a description of the tax code. This field is required.

This description will display when the tax code is entered in the *Customers* selection and in various other selections. Although not a requirement, it is recommended that you assign a *different* description to each tax code. Typically the description designates the geographic area where the tax code applies, together with whatever other information is needed. For instance, you might have one tax code for *Burke Cnty, agric.* and another for *Burke Cnty, non-agric*.

Format	25 characters
Example	Type Taxable sales L.A. County

State code

Enter the state for this code. You can fill in any 2 character data you want.

You should use one of the standard state abbreviations. The program indicates that a specific state is entered by displaying the state name to the right of this field.

The data can be sorted and totaled on the Sales Tax Report by state.

Format	2 characters
Example	Type CA for California.

State sub

Enter the state-sub code. Planned for future use.

Format	2 characters
Example	Type LA for Los Angeles county.

Due to state based on

This controls when the tax becomes payable to the state (or other taxing authority). You may select:

- *Invoice date* (enter I) if the tax is payable upon posting the invoice.
- *Collection date* (enter C) if the tax does not become payable until you collect from the customer and post the cash receipt.

Format	Drop down list. The default is Invoice date. Character mode: A single letter, either I or C.
Example	Press <Enter> to accept the default.

[Tax rates]

These fields allow entry of up to five tax rates. Usually each tax will be paid to a different taxing authority, so each will have a different account number.

The order in which you enter the taxes is significant, for two reasons:

- Some jurisdictions (*e.g.*, in Canada) levy a tax on the previous tax. A tax entered in tax rate field group may be taxed by tax rate field group 5 through 8. Taxes entered in field group 5 through 8 cannot themselves be taxed by any of the other taxes.
- If you use the PBS Inventory Control and have checked the box (answered Y) to the question *Taxable by tax rate* in *Control information*, it is to your advantage to adopt a consistent sequence for the taxes within each tax rate. Suppose for instance that most of your business is done instate, and in your state you have state, county, and city taxes. Counties do not tax merchandise sold for agricultural purposes, but they do tax food products. The state does the reverse. You should be consistent about the order in which you enter these.

For instance, you might reserve Tax-rate-1 for state tax, Tax-rate-2 for county tax, and Tax-rate-3 for city tax.

By setting the appropriate tax codes in I/C, you can then ensure that tractor parts are exempt from county tax, regardless of what tax code might apply to this invoice. Similarly, condensed milk is exempt from state tax.

You can always override the defaults in particular cases.

Each subfield (column) of this five-row table will be described separately below.

Description

Enter a description of this tax rate. This description will be used to identify each tax in *Invoices* (and *Orders*) when specifying the tax exemption status of each line item for a particular tax (providing that you have chosen in *Control information* to use this feature). We recommend (but does not require) that you assign the same description to each tax rate in every tax code in which that tax rate occurs. You may use the option:

<F2>	For Tax-rate-*n*, where *n* is a number running from 1 in the first tax rate field group to 5 in the last group.

Format	10 characters
Example	Press <F2>

Pct % (first tax bracket)

Enter the percentage that applies to the first (or only) tax bracket.

Pressing <Enter> for zero is valid in three cases:

- In the first tax rate, a zero tax is legitimate.
- Such a tax is only a dummy of course. It is required in order to handle the case of a state with no sales tax (since every customer must have a default tax code).

  You will still be required to supply an account number for this tax.
- In the other tax rates, a zero percentage when processing a *new* entry, signals that there are no more tax rates in this tax code.
- When processing an *existing* entry, entering a zero percent indicates that you wish to delete this row of the table. The remaining rows will move up by one.

Format	99.999
Example	Type 7 for a 7% *state* tax

Over sales tax of(first tax bracket)

This defines the *lower* bound of the first tax bracket. Anything below this threshold is tax-free. The *upper* bound of this tax bracket is determined by what you will enter in the next row of this column.

Format	9,999,999.99 The default is zero, indicating no threshold.
Example	Press <Enter>

Tx on Tx

T.O.T. stands for tax on tax. The cursor does not move to this subfield for the first tax rate (Field #4).

Otherwise, if base on which this tax is calculated includes the tax calculated on the *first* tax rate, enter **Y**; if not, enter **N**.

If you check this box (answer Y), the original tax percentage will be replaced by a modified value. For example, if the first percentage of tax rate-1 is 7% and the original percentage rate for tax rate-2 was 7.5%, then a value of 8.025% will be redisplayed in the place of the 7.5% in tax rate-2. The new value is calculated using the following method :

[tax rate-2% + (tax rate-2% * (tax rate-1% / 100))]

or in this example:

[7.5 + (7.5 * (7.0 / 100))] = 8.025

Format	One letter, either Y or N. There is no default.
Example	Type N

Pct % (second tax bracket)

At this point the cursor drops a line and moves back to the beginning of the row, to allow entry of a possible second tax bracket. The second bracket may be taxed at a higher or lower rate than the first.

If there is no second tax percent, use the option:

<F1>	To indicate that only one tax bracket applies. The cursor moves to the *G/L account* entry field.

Format	99.999
Example	Press <F1> to move to the G/L account field.

Over sales of (second tax bracket)

Enter the lower bound of the second bracket. What you enter in this column, the amount must be greater than what you entered in the same column of the preceding line.

Format	9,999,999.99
Example	(Does not appear in this example because there is only one bracket for this tax)

GL account

The Sales tax report reports tax amounts based on the tax code.

The Sales tax due edit list reports tax due amounts based on the G/L account number. Enter the G/L account number to which the sales tax calculated for this tax rate will be posted. This account will be used to pay the taxing jurisdiction. When the same tax occurs in different combinations in several tax codes, it should have the same account number in each case. Conversely, no two taxing jurisdictions should be given the same account number.

Upon entry of a valid account, its description will display below its account number.

Format	Your standard account number format, as described in *Company information*
Example	Enter account 2210-000

If your entry is not present in *Valid G/L accounts*, you will be so informed and asked whether you wish to add it. Answer **No** to resubmit an erroneous account number, or **Yes** to add this new account. If you answer **Yes** you will be required to enter an account description.

Non-taxable

This field will only affect taxes in Point of Sale.

You may only enter this fields if the tax code is set up with a zero percentage for the first tax rate and no additional tax rates are entered. Otherwise it cannot be entered.

In Point of Sale, when entering a transaction without a ship-to address, the store tax code is normally used. However, if this field is checked (set to Y), the P/S transaction entry program uses the customer tax code when the tax code is set up with a zero tax percentage. This provides a more automated entry when entering a non-taxed customer. The user does not have to remember which customers are taxed and which are not.

The following table illustrates the use of this field:

P/S Ship-to Field	Non-taxable Field	Default Tax Code
Blank	Not checked or N	The tax code from the Store is the default
Blank	Checked or Y	The tax code for the customer is used
Not-blank	Not applicable	The tax code associated with the *Ship-to address* is the default

Format	Check box where checked is yes and unchecked is no. Character mode: A single letter, either N or Y.
Example	In this case it displays as N/A.

Calculate tax by line

The tax calculations during entry of A/R invoices, O/E orders and P/S transactions are effected by this selection.

Check the box (enter Y) if you want to calculate sales tax by line. Leave it not checked (enter N), you may only calculate sales tax on the entire transaction sales total.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type N

(Calculate tax by line option)

When using Calculate tax by line, there is an option to calculate the sales tax by the line Extended amount or Unit price.

Select *Extended price* to tax each line by extended price or *Unit price* to tax each line by the unit price.

Format	Graphical: Drop down list. Select Extended price or Unit price Character: One letter, E or U
Example	Not applicable in this example.

Look in the Sample Tax Calculations section for the *Calculate Tax by Line* sub section later in this chapter for examples of this feature.

If you are taxing freight, as defined in the A/R *Control information* or P/S *Control information*, when calculating tax by line the freight will be taxed the same as when not taxing by line. The same applies to miscellaneous charges taxing.

Character Mode

Field number to change ?

Make any needed changes, and press <Enter>. For an existing entry, you may use one of the options:

<F1>	For the next tax code
<SF1>	For the previous tax code
<F3>	To delete an existing entry

Press <Enter> for the second screen.

Entering Tax Codes Second Screen

This screen lets you enter, change, or merely view historical totals for this tax code.

Graphical Mode:

General | Tax code amounts

Tax code amounts

	Period-to-date	Next-period	Year-to-date
Sales amount	46,374.13	11,486.30	302,168.64
Misc charge	.00	.00	.00
Freight	4,805.49	2,140.47	33,474.01
Taxable amount	46,374.13	11,036.30	302,347.38
Sales tax	.00	.00	.00

Character Mode:

```
Tax codes (Enter)                                XYZ Company


                    1. Sale amt PTD      [                    ]
                    2. Sale amt YTD

                    3. Misc charge PTD
                    4. Misc charge YTD

                    5. Freight PTD
                    6. Freight YTD

                    7. Txbl amt PTD
                    8. Txbl amt YTD

                    9. Sales tax PTD
                   10. Sales tax YTD


<F2> = Set all remaining fields to zeroes
```

These totals appear on the Tax Codes List described later in this chapter. They are automatically updated as invoice and miscellaneous charge transactions are posted:

- New entries allow you to enter these fields in order to set up the system upon initial installation of your A/R module.
- Existing entries are protected against change. Authorized users may override this protection, as described in the *System User* documentation.

Enter the following information:

Sales amount (Period-to-date)

Sale amount does *not* include miscellaneous charges, freight and sales tax. Negative amounts indicate returned goods.

Options

Enter the total amount of all sales under this tax code in the current period, or use the option:

<F2>	To set all fields on the screen to zero

Format	999,999,999,999.99-
Example	Press <F2>

Sales amount (Next-period)

Enter the total of all sales made in the current year for this tax code.

Format	999,999,999,999,99-
Example	(Skipped because of <F2> at Sales amount (Period-to-date)

Sales amount (Year-to-date)

Enter the total of all sales made in the current year for this tax code.

Format	999,999,999,999,99-
Example	(Skipped because of <F2> at Sales amount [Period-to-date])

Misc charge (Period-to-date)

Misc charge (Next-period)
Misc charge (Year-to-date)

These fields appear whether or not miscellaneous charges are taxable is controlled by your entry in *Control information.*

Enter the total of all miscellaneous charges on sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Sales amount (Period-to-date))

Freight (Period-to-date)

Freight (Next-period)
Freight (Year-to-date)

These fields appear whether or not freight charge is taxable is controlled by your entry in *Control information.*

Enter the total amount of all freight charges on sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Sales amount (Period-to-date))

Taxable amount (Period-to-date)

Taxable amount (Next-period)
Taxable amount (Year-to-date)

Enter the total taxable amount for all sales made for this tax code in the current period or current year [respectively].

Taxable amount is the sales amount plus the miscellaneous and/or freight charges to the extent that these are taxable.

Format	999,999,999,999.99-
Example	(Skipped because of <F2> at Sales amount (Period-to-date))

Sales tax (Period-to-date)

Sales tax (Next-period)
Sales tax (Year-to-date)

Enter the total amount of sales tax for all sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Sales amount (Period-to-date))

Note	The system does not verify that these amounts are consistent with each other:

- The percentages or threshold amounts may have changed during the course of the period, as may the taxability of the freight and miscellaneous charges.
- If thresholds or two-tiered percentages apply to this tax code, the total tax cannot be computed simply by multiplying the taxable amount and the applicable percentage. The total can only be known by accumulating the individual detail transactions.

Field Number To Change ?

Make any needed changes. Press <Enter> to process another tax code.

Sample Tax Calculations

Because of the complexity of the sales tax calculation, examples may be helpful.

Multi-Jurisdiction Example

This example is intended to illustrate many of the features available. It is definitely not a realistic example of actual tax practice.

Consider a tax code that looks like this:

General | Tax code amounts

Tax code: 1

Description: Tax code

Due to state based on: Invoice date

Description	Pct %	Over sales of	Tx on Tx	G/L account	
State tax	5.00	100.00		2200-000	State sales taxes payable
	6.00	200.00			
County Tax	3.00	.00	☑	2210-000	County sales taxes payable
	4.00	1,000.00			
City tax	7.00	.00	☐	2220-000	City sales taxes payable

Non-taxable ☐

Calculate tax by line ☐ by

Briefly stated, the state gives you the first hundred dollars free, charges five percent on the next hundred, and charges six percent on everything beyond that.

The county charges three percent on both the sale amount and the state tax, up to a thousand dollars; and four percent on the rest.

The city charges seven percent on the sale amount only.

Now consider an invoice with three line items:

Line item:	1	2	3	Total
Extended price	2000	500	150	2650
Taxability	Y/Y/Y	N/Y/Y	Y/N/Y	

For simplicity this example assumes there is no freight charge and no miscellaneous charge.

Each taxing jurisdiction sees a different base on which to calculate its tax.

- The state sees line items 1 and 3 as taxable.
- The county sees *sales* in line items 1 and 2 as taxable. In addition, it sees the *state tax* in line item 1 as taxable (but not on item 2, which was exempt from state tax). Therefore, before we can calculate the county tax we must calculate what the state tax *would have been* upon only those line items that are subject to both state and country tax.
- The city sees *sales* in all three line items as taxable, but sees *state tax* as taxable in none of them.

First calculate for each tax that portion of the tax base which does *not* include state tax:

Line item:	1	2	3	Total
Extended price	2000	500	150	2650
Taxability	Y/Y/Y	N/Y/Y	Y/N/Y	

Sales subject to:	state tax	2000	0	150	2150
	county tax (basis for computing county tax on sales)	2000	500	0	2500
	state & county tax (basis for computing county tax on tax)	2000	0	0	2000
	city tax (basis for computing city tax on sales)	2000	500	150	2650
	state & city tax (basis for computing city tax on tax)	2000	0	150	2150

Next calculate for each tax what the state tax *would have been* for those items not exempt from that tax:

	Tax basis	Calculation of state tax				
		Bracket	Amount	Percent	Extension	Total
state tax	2150	1	100	5	5	
		2	1950	6	117	122
state & county tax		1	100	5	5	
		2	1800	6	108	113
state & city tax		1	100	5	5	
		2	1950	6	117	122

At this point we have the total tax base for each tax, and can calculate the county and city tax:

	County			City		
	Amount	percent	Extension	Amount	Percent	Extension
Eligible sales	2500			2500		
Eligible portion of state tax	113			0		
Total tax base	2613			2650		
Portion subject to bracket 1	1000			2650		
Extension		3%	30		7%	185.5
Portion subject to bracket 2	1613			N/A		N/A
Extension		4%	64.52			
Total tax			94.52			185.5

We can now calculate the invoice total:

Sales		2650
State tax	122	
County tax	94.52	
City tax	185.50	
Total tax		398.02
Invoice total		3048.02

Calculate Tax by Line

Some jurisdictions require calculating the sales tax by line. There is an option in A/R Invoicing, O/E Orders and P/S Transactions to calculate tax by line. These options are indicated in the tax code. When taxing by line you may calculate the tax by the *Extended amount* or the *Unit price*. The Extended amount is the line total and the Unit price is the item or service price. This field is also indicated in the tax code.

Calculate Tax by Unit Price

When taxing by unit it would be either an item or service.

In the following example there are two brackets of state sales tax. One is 10% up to $50.00 and the other is 5% on $50.00 and over. Therefore tax is calculated twice on each line.

There are two lines, each with a different item on the invoice. The first item has a quantity of 10 at a $10 price. The second item has a quantity of 3 with a price of $100.

The tax is calculated by multiplying the *Unit price* times the *Tax percentage* giving the *Tax per unit*. This amount is multiplied by *Quantity* resulting in the *Tax amount*.

Line	Tax type item price	Unit price	Tax percentage	Tax per unit	Quantity	Tax amount
1	Tax bracket 1	$10	10 under $50	$1.00	10	$5
1	Tax bracket 2	$10	5 over $50	$0.00	10	$0
2	Tax bracket 1	$100	10 under $50	$10.00	3	$30
2	Tax bracket 2	$100	5 over $50	$5.00	3	$15

The total sales amount is $400 and the total tax is $50 on this invoice.

Calculate Tax by Extended Amount

The extended amount is the quantity times the item price. This is the amount that is taxed. This example uses the same quantities, item prices and tax percentages as the *Calculate tax by Unit Price* example above.

In this example the tax is calculated by multiplying the *Extended price* by the *Tax percentages* giving the *Tax amount*.

Line	Tax type item price	Quantity	Unit price	Extended price	Tax percentage	Tax amt
1	Tax bracket 1	10	$10	$100	10 under $50	$5
1	Tax bracket 2	10	$10	$100	5 over $50	$2.5
2	Tax bracket 1	3	$100	$300	10 under $50	$5
2	Tax bracket 2	3	$100	$300	5 over $50	$12.50

The same lines and quantities are used as in the *Calculate tax by Unit price* example, so the totals sales amount is again $400, but the total tax is only $25.00.

PRINTING A TAX CODE LIST

The *Print* selection enables you to print a list of the tax codes currently on file.

Although this report lists historical information by period and by year, it does *not* consolidate taxes by account number. Unless your tax situation is a very simple one, you should regard this report merely as a convenient printout of the codes currently in use, rather than as a basis for computing your tax liability. For that purpose, use the *Sales Tax Report* described in the chapter of that name.

The list includes only the current period, as defined by the current period end date in *Control information*. Sales occurring in the new period but before the old period has closed will be included in the list as soon as you run *Close a period.*

You may view a Tax Code List example in the Sample Reports appendix.

Select

Tax Codes from the *Reports, general* menu.

Only the printer selection screen appears as all tax codes are listed unconditionally.

Sales Reps

This chapter contains the following topics:

Introduction to Sales Reps .....
Entering Sales Reps .....
Printing a List of Sales Reps .....

INTRODUCTION TO SALES REPS

The *Sales Reps* selection enables you to enter sales representatives in Accounts Receivable.

If you unchecked the box or answered N to the question Use sales reps in *Control information*, **this chapter does not apply.**

Otherwise, you are required to specify on each invoice what sales representative made the sale. You must also state for each customer what sales representative is primarily responsible for that customer.

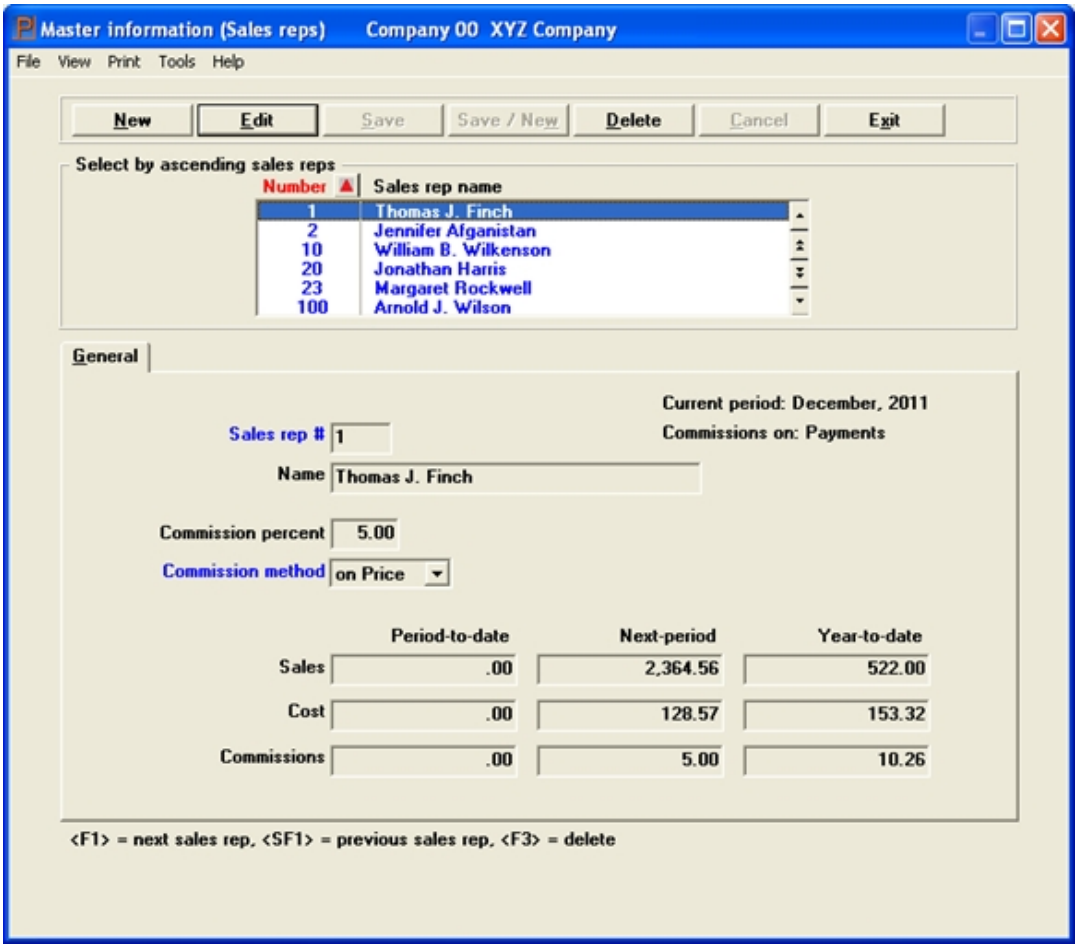
Select

Sales reps from the *Master Information* menu.

ENTERING SALES REPS

The following screen appears:

Graphical Mode:



A/R Sales Reps List Box

The list box displays up to 6 sales reps at a time. You may sort the sales reps by sales rep number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the View options.

To locate a sales rep, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the sales rep. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Sales reps that display in the list box are available for changes or deletion. The fields for the selected sales rep display in the lower part of the screen.

When a sales rep is found, you may select the <Enter> key or Edit button to start editing.

A/R Sales Rep Buttons

You have the following options with the buttons and keyboard equivalents:

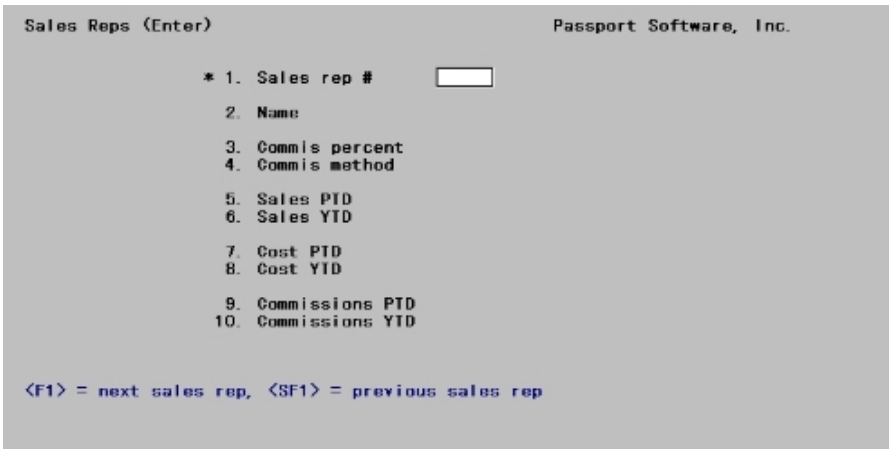
Button	Keyboard	Description
New	Alt+n	For entering a new sales rep
Edit	Alt+e	For editing an existing sales rep
Save	Alt+s	For saving a new sales rep or for saving the changes to an existing sales rep
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a sales rep.
Cancel	Alt+c	To cancel adding or editing a sales rep. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Menu Selections

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen and it allows you to print a list of sales reps. See Printing a List of Sales Reps

For general users, the menu selections can and may be restricted based on the assigned menu.

Character Mode:



From this screen you can work with both new and existing sales representatives. If an entry already exists for the sales representative number you specify, it will appear for you to change or delete.

Enter the following information:

Sales rep

Options

Enter the sales representative number, or use one of the options:

<F1>	For the next sales representative entry on file
<SF1>	For the previous entry

Format	3 characters
Example	Type 15A

Name

Enter the sales representative's name. It will appear on screens and reports in the same format as entered (last name first or first name first).

The name field is optional, and if present need not be unique.

Format	25 characters
Example	Type D.W. Langford

Commission percent

If you have specified (in the Sales rep / commissions section of A/R *Control information*) that you do not pay sales representatives any commission, or that the commission is a function of the customer rather than the sales representative, this field may not be changed.

Options

Otherwise, enter the commission percent for this sales representative, or use the option:

<F2>	For the default commission percent from *Control information*

Format	99.999
Example	Press <F2> to accept the default.

Commission method

If you have specified (in the Control information Use commissions field) that you do not pay sales representatives any commission, or that the commission is a function of the customer rather than

the sales representative, this field may not be changed.

If you have specified (also in *Control information)* that commissions are a function of the sales representative but that commissions on margin are not allowed, this field automatically displays as on price and cannot be changed.

Otherwise, enter **P** if the percent in the previous field is a percent of the *price,*) or **M** if it is a percent of the margin (price minus cost). Your entry here will provide the default for this sales representative's invoices, but the amount may be overridden on individual invoices.

If you select **M**, an item sold at a loss will reduce the sales representative's commission.

Format	Graphical: Drop-down box. Either *On price*or *On margin*. The default is *On price*. Character: One letter, either P or M. The default is P.
Example	Press <Enter>

Period-to-date, Next-period and Year-to-date Fields

Fields #5 through 10 are updated by other functions in this module.

- New entries allow you to enter these fields in order to set up the system upon initial installation of your A/R module.
- Existing entries are protected against change. Authorized users may override this protection, as described in the *System User* documentation.

Sales Period-to-date

Options

Enter the amount for this sales representative's period-to-date sales, or use the option:

<F2>	In character mode to set all amount fields to zero

Format	999,999,999,999.99-
Example	Graphical: Leave the field with an amount of .00 Character: Press <F2>

Sales Next-period

Normally you should not enter anything in this field. It is updated during posting when you have started to work in the next period before you have closed the current period.

Format	999,999,999,999.99-
Example	Graphical: Leave the field with an amount of .00 Character: (In this example, the cursor does not move to this field because you pressed <F2> at Sales Period-to-date field.)

Sales Year-to-date

Enter the sales representative's year-to-date sales.

Format	999,999,999,999.99-
Example	Graphical: Leave the field with an amount of .00 Character: (In this example, the cursor does not move to this field because you pressed <F2> at Sales Period-to-date field.)

Cost Period-to-date, Cost Next-period and Cost Year-to-date

Enter the period-to-date and year-to-date cost of goods sold for the sales representative.

Format	999,999,999,999.99-
Example	Graphical: Leave the field with an amount of .00 Character: (In this example, the cursor does not move to this field because you pressed <F2> at Sales Period-to-date field.)

Commissions Period-to-date, Commissions Next-period and Commissions Year-to-date

Enter the period-to-date and year-to-date commissions for the sales representative.

Format	99,999,999,999.99-
Example	Graphical: Leave the field with an amount of .00 Character: (In this example, the cursor does not move to this field because you pressed <F2> at Sales Period-to-date field.)

Graphical Mode

Click on Save or Save/New to record your entry or Cancel to remove your new entry or changes to an existing entry.

Character Mode

Make any needed changes by entering a field number and editing the field. To save your entry press <Enter>. For an existing entry you may use one of the options:

<F1>	For the next sales representative entry on file
<SF1>	For the previous entry
<F3>	To delete this entry

Practice

For practice, and to provide data for use in examples in subsequent chapters, enter additional sales representatives as follows. (Press <F2> at the Sales Period-to-date field for each sales representative.)

SALES REP #	NAME
1	Thomas J. Finch
10	William B. Wilkenson
20	Jonathan Harris
23	Margaret Rockwell
100	Arnold J. Wilson
789	Abram Goldberger
JAK	Jack Smithson

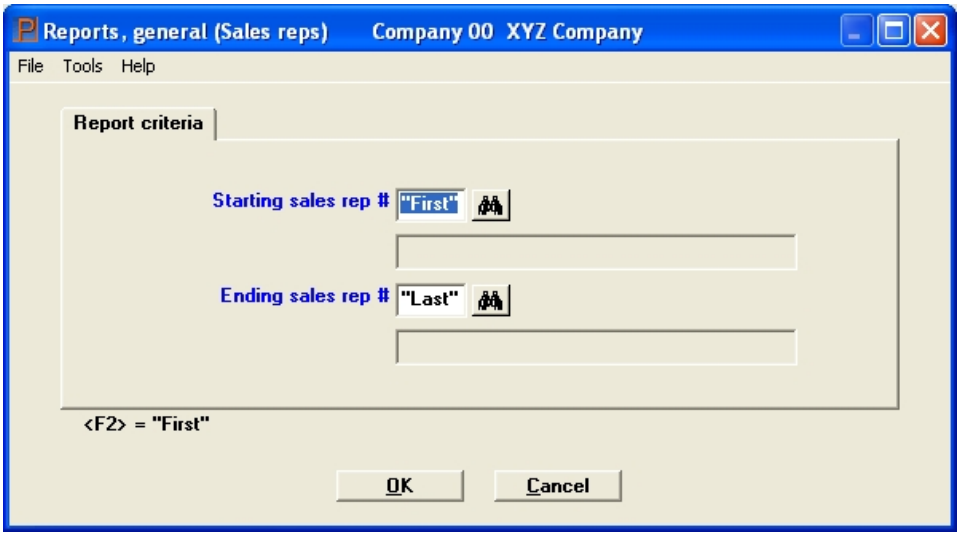
Printing a List of Sales Reps

Select

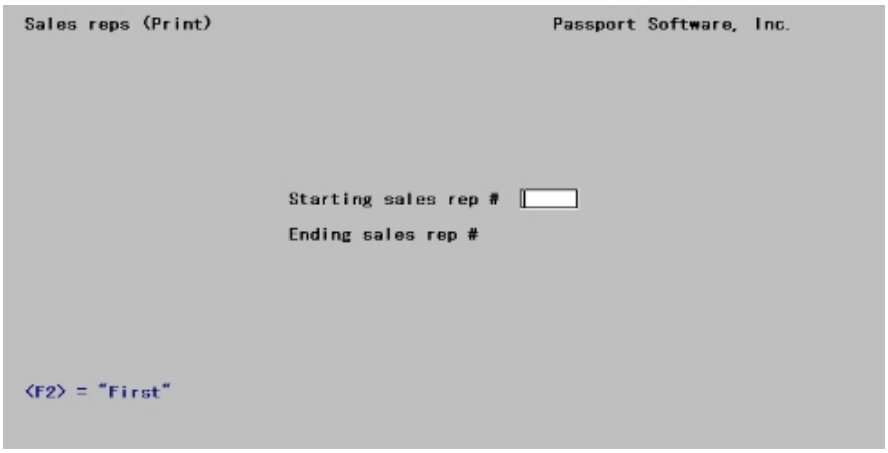
Sales reps from the *Reports, general* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting sales rep
Ending sales rep

Options

Enter the range of sales representatives to be included on the report, or use the option:

<F2>	For the First starting sales representative or Last ending sales representative

Format	3 characters
Example	Press <F2> at each field.

OK or Cancel

Select OK to print the report or Cancel to not print.

Character Mode

Answer Y to re-enter the screen, or N to print the report.

Format	3 characters
Example	Press <F2> at both fields

Customers

This chapter contains the following topics:

Introduction to Customers .....
Entering Customers .....
Print by Customer Number .....
Print by Customer Name .....
Print Customer Labels .....
Print a Change Log .....
Sales Journal .....
Data Import .....

INTRODUCTION TO CUSTOMERS

The *Customers* selection enables you to enter information about your customers, such as codes for payment terms, a tax code, an A/R account, and (if you use them in your business) a sales representative and a ship-via method.

Each of these codes should have already been entered in its own function, so that it will be available. See the A/R Accounts, Ship-to Addresses, Ship-Via, Terms, Tax Codes, and Sales Reps chapters.

Each customer is identified by a twelve-character customer number. This number can be numerals, letters, or a combination of both, depending on your preference.

You can print a customer list or labels in order by either customer number, or customer name. You can also print a log of changes made to customer information if you specified in *Company information* that change logs were to be used. Customer reports can be printed by customer number and by customer name.

Multiple contacts may be entered for each customer. You may enter and retain notes on each customer with a date and time stamp. If you are using multi-payment processing secure credit card information can be associated with each customer.

ENTERING CUSTOMERS

There are five tabs for entering a customer.

Contact names, phone numbers, email addresses and more can be entered on the Customer Contacts screen.

Select

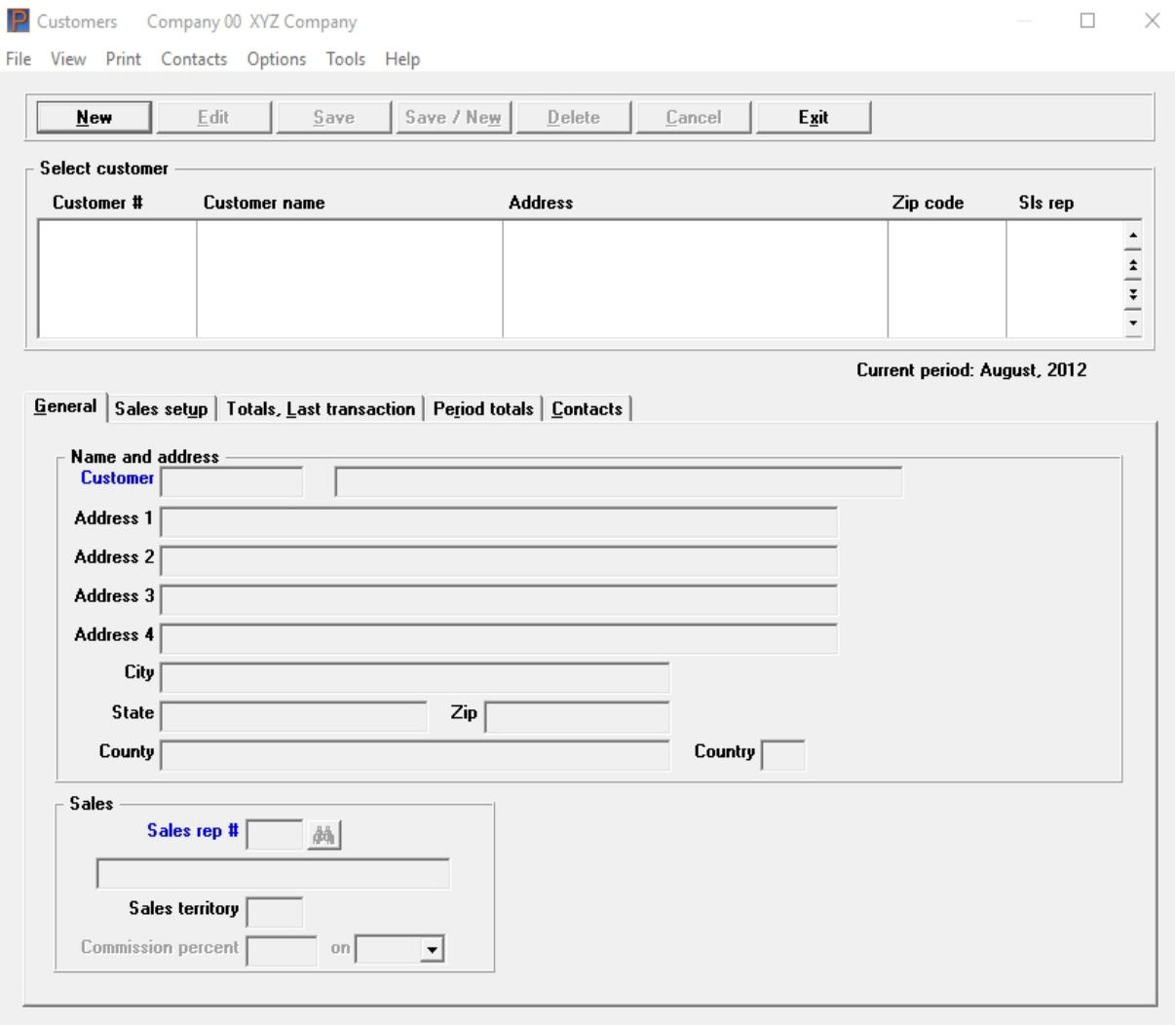
Customers from the A/R menu.

The General Tab

To use the keyboard to access the general tab enter Alt+g.

Graphical Mode

The following screen appears:



From this screen you can work with both new and existing customers.

Customer List Box

The list box displays up to 6 customers at a time. You may sort the customers by customer number, customer name, zip code or sales rep all in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

To locate a customer, start typing the number or name depending on which sort field is selected or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Customers that display in the list box are available for changes or deletion. The fields for the selected customer display in the lower part of the screen.

When a customer is found, you may select the <Enter> key or Edit button to start editing.

Customer Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new customer
Edit	Alt+e	For editing an existing customer
Save	Alt+s	For saving a new customer or for saving the changes to an existing customer
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a customer. Certain conditions must be met before a customer can be deleted. See Deleting Customers
Cancel	Alt+c	To cancel adding or editing a customer. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

The current period from *Control information* appears in the heading.

Entry of fields in blue are required when adding a new customer.

Menu Selections

For general users, the menu selections can and may be restricted based on the assigned menu. Also, if Order Entry is not licensed or not installed then the Order Entry menu selections will not be available for any user.

Contacts

You may access customer Customer Contacts via the <F7> key or from the *Contacts* menu. You may also use Alt+c+c (c twice).

Options

You may access the *Options* menu by selecting alt+o twice or using the mouse.

You may access Customer Notes directly with the <F6> key or from the *Customer notes* under the *Options* menu.

Other *Options* menu selections include:

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Customers open items	View Customer Open Items

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Invoices	View Invoices
View accounts receivable	Invoice history	Viewing Invoice History
View accounts receivable	Recurring bills	View Recurring Bills
View accounts receivable	Standard bills	View Standard Bills
View accounts receivable	Customer history by date	View Customer History by Date
View accounts receivable	Customer history by doc #	View Customer History by Document Number
View order entry	Orders	See O/E user documentation
View order entry	Full order inquiry	See O/E user documentation
View order entry	Orders for an item	See O/E user documentation
View order entry	Invoice history by customer	See O/E user documentation
View order entry	Invoice history by invoice	See O/E user documentation
View order entry	Invoice history by item	See O/E user documentation
Purge customer history		Purging Customer History
Customer notes F6		Customer Notes

Print

To access the *Print* menu enter Alt+p or use the mouse.

Under the *Print* menu selections you may access the following:

Menu selection	Documentation
By customer number	Print by Customer Number
By customer name	Print by Customer Name
Change log	Print a Change Log
Customer history	Printing a Customer History Report
Customer labels	Print Customer Labels
Statements	Statements

Character Mode

The following screen displays:

```
Customers                                                XYZ Company
                                                         Current period: December, 2018
* 1. Customer #
  2. Name
  3. Address-1
  4. Address-2
  5. Address-3
  6. Address-4
  7. City
  8. State
  9. Zip
 10. County
 11. Country                                        12. Dflt Contact
 13. Sales rep #                                    14. Sales terr
     Contact-1
     Phone                                   Fax
     Email
     Contact-2
     Phone                                   Fax
     Email

<F1> = next customer, <SF1> = previous customer, blank = look up by name
```

Note	For an existing customer, an ampersand (&) to the left of the customer caption indicates the presence of one or more notes, which you may view using <F6> or selecting *Customer notes* from the *Options* menu. Printing the notes is an option with the *By customer #* and *By customer name* reports.

Using character mode you may find a customer by typing the customer number or selecting it via a lookup. After the customer displays have the following character mode options:

<F1>	To access the next customer
<SF1>	To access the previous customer
<F3>	To delete the customer
<SF5>	To access the credit card token window
<F6>	To access customer notes. See Customer Notes
<F7>	To access contacts. See Customer Contacts

Several tabs are required to contain all the information needed for a single customer. The first is the General tab.

Name and address

Enter the following information:

Customer

There are two fields to identify the customer: number and name. The next several paragraphs document the number. See the (Name) field below.

The customer number does not have to be a number; you may use non-numeric codes if you prefer.

- Numeric customer numbers are listed on reports according to their numeric value. Thus, customer 34 appears before customer 123. Leading spaces or zeroes are discarded; 0123 is the same customer as 123.
- Alphanumeric customer numbers appear on reports in alphabetic sequence. Thus customer 34A appears after customer 123A. Lower-case characters may be entered but are converted to upper-case. Leading spaces are not discarded; thus ABC is a different customer from ABC, but SMITH may be entered as Smith.
- You may use characters such as an apostrophe in the customer name. However, if you are creating PDF files for invoices the customer number becomes part of the file name. So you cannot use a character such as an apostrophe as part of a customer number when generating a PDF file name. This applies to any other characters that cannot be used in a file name. When creating a PDF file it may remove those characters. Other characters you should not use for a customer name include: \\/:*?\"<>|~`@#$%^&()[]{}.

An ampersand (&) to the left of the word *Customer* indicates that there are one or more notes present for this existing customer.

Miscellaneous customers

You may enter miscellaneous customer numbers for occasional or one-time customers. Many individual customers can share the same customer number.

- This feature allows you to record information and maintain history for casual customers as a group, without burdening your files with useless information.
- You may have more than one miscellaneous customer on file (for different categories of customers).
- The miscellaneous customer number is recognized by the fact that its first character is always an asterisk (*).
- Since the miscellaneous customer is a *generic* customer rather than an actual person or corporation, any name or address that you enter here is ignored when you enter a document in the *Invoices* or *Miscellaneous charges* selections in this module. This also applies to certain selections in O/E, C/O and POS (if you use any of those modules). Instead you must provide, for each entry, whatever information is needed to individualize the customer for that particular document.

Format	12 characters
Example	Type 200

(Name)

This field is optional, but should not be omitted. It is needed to mail invoices and other documents. Some reports are available in customer name sequence as well as number sequence. Finally, many selections allow you to search for an existing customer by either name or number.

Although duplicate names for different customers are not prohibited, they are apt to cause confusion when you attempt to look up the customer by name.

If the company name to be entered starts with The (e.g. The Ace Company) you might want to enter the company name as Ace Company, The. This allows the Customers by Customer Name Report to print this company with all the other A's (e.g., after Abbot Enterprises, but before Advanced Associates.)

Options

Use the option:

<F3>	To toggle between entering a person's name or a company's name

Format	50 characters
Example	Type Twenty First Century Enterprises, Inc.

Note	Invoices and statements may be stored as PDF files that can be emailed to customers. The PDF files are stored with the customer name as part of the PDF file name. If you have customers with special characters within their name, these special characters are converted to a Z when generating a PDF file. Special characters include "~!@#$%^&*()+`{}|[]\:;'<>?/". If you are going to send the forms to PDF files, to avoid any confusion, we recommend that you do not use special characters within customer names.

Entering a Person's Name

If you selected <F3> at the Name field, it splits into two subfields allowing entry of a personal name and a surname.

When printing the Customers by Customer Name Report, the last name will be used for alphabetical placement. For instance, if you enter John Smith after pressing <F3>, and then print a Customers by Customer Name Report, this customer would print after Sara Samuels but before Barry Spencer.

In any future selection where you look up this customer by name rather than number, remember to enter him as Smith, not as John Smith.

To distinguish John W Smith from John H Smith when using this option, do one of the following:

- Enter Smith*bbbbbbbbb*John*b*W, where the nine *b's* are spaces required to pad out the surname to its full 30 characters.
- Enter Smith to find the first entry of that name. Then press <F1>or down arrow until you reach the particular Smith you want.

You may if you wish enter personal names without using the<F3> option, either as Smith, John or as John Smith; however you should pick one method and apply it consistently. The <F3> method merely forces all the surnames to be the same length (thirty characters). This improves the alphabetization and gives a neater appearance to certain printed reports.

First name

Options

Enter the individual's first name (and middle initial if you wish); or use the following option:

<F3>	To return to entering a company's name

Format	20 characters
Example	(Does not occur in this example because you have entered a company name)

Last name

Enter the customer's surname.

Format	30 characters
Example	(Does not occur in this example)

Address 1

All address fields are all optional, but should not be omitted if you intend to send invoices, quotations, or other documents by mail.

Enter the first line of the customer's address.

Format	60 characters
Example	Type P.O. Box 4545

Address 2

Enter the second line of the customer's address.

Format	60 characters
Example	Type 6708 Mason Street

Address 3

Enter the third line of the customer's address.

Format	60 characters
Example	Press <Enter>

Address 4

Enter the fourth line of the customer's address.

Format	60 characters
Example	Press <Enter>

City

Enter the customer's city.

Format	45 characters
Example	Type San Francisco

State

Enter the customer's state or province code where applicable.

Passport recommends that you use the standard Post Office state abbreviations for customers within the United States. If a foreign country you may take advantage of the longer names.

Format	23 characters. Lower-case is converted to upper.
Example	Type CA

Zip

Enter the customer's zip code or postal code.

Format	15 characters
Example	Type 97582-4545

County

Enter a free-form county. Any entry, including blank, is considered valid. The county can be printed on invoice forms.

Format	45 characters. The default is blank.
Example	Press <Enter>

Country

Enter a free-form country code. Any entry, including blank, is considered valid.

Format	Three characters. The default is blank.
Example	Press <Enter>

Sales

Sales rep

If you specified in *Control information* that you don't use sales representatives, this field may not be entered.

Options

Otherwise, this is the number of the sales representative assigned to this customer's account. It will appear as the default when entering an invoice for this customer (but can be overridden as needed). Enter a valid sales representative number, or use one of the options:

<F1>	For the next entry in *Sales reps*
<SF1>	For the previous sales representative
<F8>	To access a list of representatives. You may select one from the list.

Format	3 characters
Example	Type 15A

Sales territory

Sales territory is optional. It is not required for A/R, but may be used in Sales Analysis or with ODBC and SQL compliant products.

Notice that each customer (and each invoice) is assigned both a sales *territory* and a sales *representative*. This may appear redundant (unless you assign more than one representative to each territory or more than one territory to each representative). The advantage is that you can monitor the performance of your sales representatives independently of their territories. This is especially useful if your sales person turnover is high or if you move them around frequently. Also, the Sales Analysis module offers you a choice of classifying sales either by the representative making the sale or the representative currently responsible for the customer.

There is no standardized list of sales territories, as there is of representatives; so the program accepts any input without validating it.

Format	3 characters
Example	Press <Enter> to leave blank.

Commission percent

You may have specified (in *Control information*) that you do not use sales representatives, or that you do use them but do not pay them by commission, or that the commission which you pay depends on the sales representative rather than the customer. In all of these cases this field may not be changed or entered.

Options

Otherwise, enter the commission percent, or use the option:

<F2>	For the default commission percent from *Control information*

Format	99.999
Example	Type 2.5

On

If the previous field is present and contains a non-zero percent, this field must be entered. It defines whether the commission is calculated as a percent of the price or the margin (price minus cost). If *Control information* indicates that commissions are always on price, the field is forced to on Price and may not be changed.

Otherwise, enter Price or Margin.

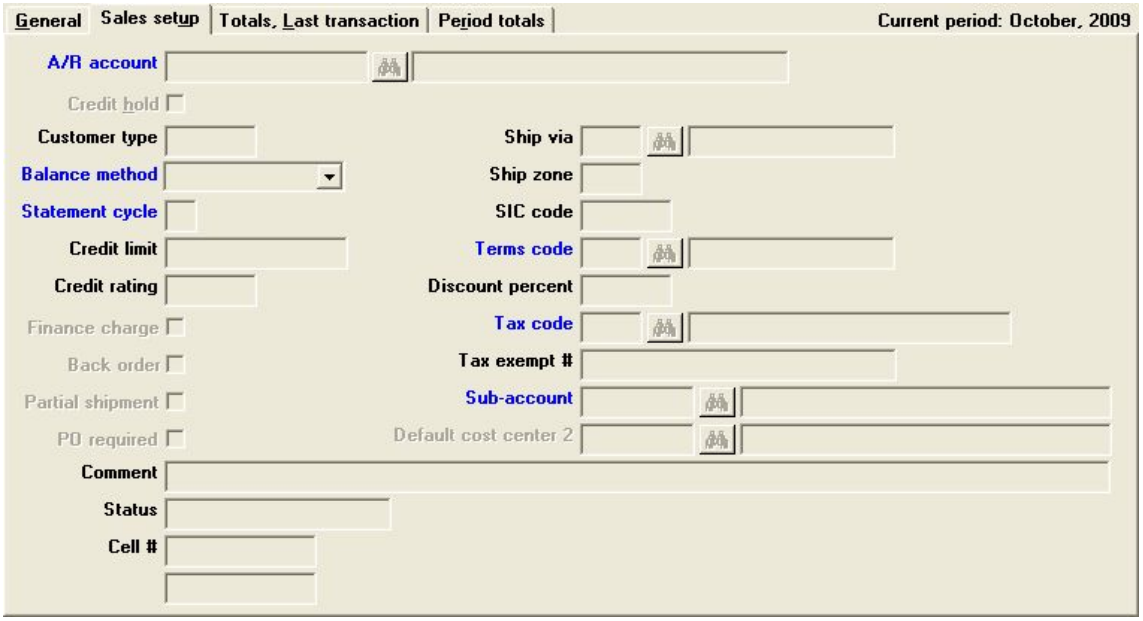
Format	Drop down list, either Price or Margin. The default is whichever method was chosen as default in *Control information.*
Example	Press <Enter> to accept the default.

Select the <Enter> key to move to the next tab.

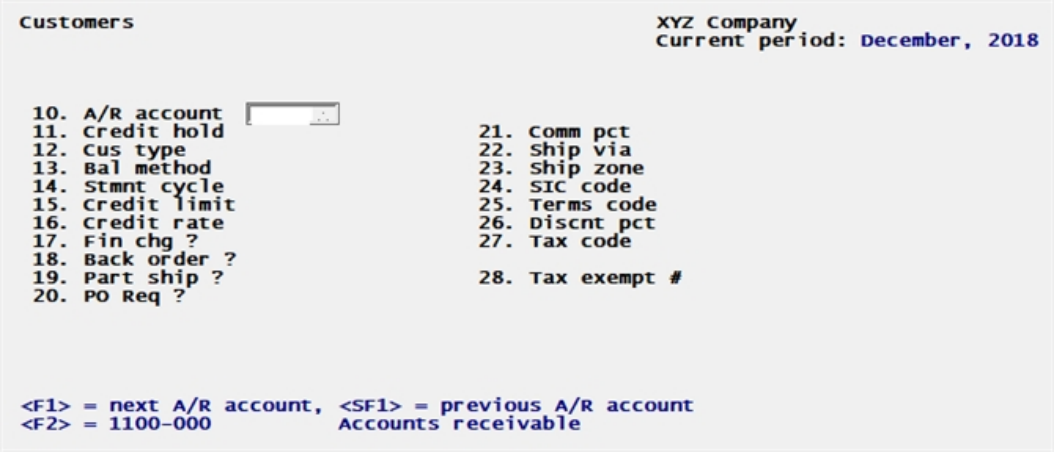
Sales Setup Tab

For quick keyboard to access to the Sales setup tab, enter Alt+u.

The following tab displays:



Character mode



A/R account

Options

Enter the number of the A/R account to which documents for this customer are to be posted, or use one of the options:

<F1>	For the next entry in *A/R accounts*. If you have only entered one A/R account this option and the next do not appear.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*

Note	A customer's A/R account does not normally change during his lifetime; but if this does happen, A/R will no longer be in agreement with PBS General Ledger.

Specifically, the outstanding receivables for that A/R account (as shown in the A/R Aging Report) will not add up to the A/R account balance in G/L.

Therefore, whenever you change this field:

- Run an aging report (by invoice date) and obtain the A/R balance for the customer at the end of the period.
- Enter a G/L journal transaction which credits the customer's old A/R account and debits the customer's new A/R account (or vice versa if the customer has a credit balance on the aging report).
- Change the customer's A/R account to the new A/R account as described above.

Format	Your standard account number format, as specified in *Company information*
Example	Press <F2>

Credit hold

Check the box to stop invoices for this customer due to credit problems.

When you put a customer on credit hold, invoices will not be produced (whether or not the credit limit is exceeded). A message will appear stating the customer is on credit hold, and no sales will be allowed. Credit hold does not prevent changes to invoices created before the credit hold was applied. Additionally, files related to this customer will not be updated during invoice creation.

You can use this feature even though you selected to not Do credit checking in *Control information*.

Format	Graphical: Check box. The default is unchecked. Character: 1 letter, either Y or N.
Example	Select <Enter> to skip this field

Customer type

Enter the customer type. This field is optional and is not used within A/R itself, but it finds its use in *other* PBS applications:

- In Sales Analysis, it lets you evaluate sales information for different customer types in order to determine their relative profitability.
- In Inventory Control and Order Entry , it lets you define *price codes* to tailor your prices according to the type of customer.
- In Customer Orders there is a customer type file that can be used to define types for pricing options.

If you use none of these, you may still want to categorize customers by type for your own information.

Format	5 characters
Example	Type RET (for retail)

Balance method

Enter the method you use in handling this customer's account: either *Balance forward* or *Open item*.

- Payments received from balance-forward customers are applied to their current account balance.
- Payments received from open-item customers are applied to specific receivables. For instance, if a customer disputes an earlier invoice but willingly pays a more recent one, you may not be legally entitled to apply his payment to the disputed invoice.

Miscellaneous customers should be assigned a balance method of Open item so that specific items can be selected for payment.

For a cash-with-sale transaction for a miscellaneous customer, you should use the Non-A/R cash feature of *Cash receipts*. See the Cash Receipts chapter.

If you change the accounting method from balance forward to open item for an existing customer who has open items on file, you must change the apply-to numbers for each of that customer's open items in order to apply payments properly. Refer to the Change Apply-to Number or Due Date and Fully Paid Open Items chapters for more information.

Format	Drop down list
Example	Select Open item

Statement cycle

Enter the statement cycle code to specify how often statements are to be printed for this customer. When you print statements, you specify which cycle you are printing. You can print up to five cycles at once (as for instance when the end of a week corresponds to the end of a month, so that both monthly and weekly customers are billed).

This field is required, even if you only use one statement cycle.

Suggested statement cycle codes are **W** (weekly), **M** (monthly), or **Q** (quarterly). You are not limited to these suggestions; any letter, number, or punctuation character is allowed.

Format	One character
Example	Type M

Credit limit

This credit limit is compared to the customer's balance upon entry of an invoice (and several other documents). The operator must individually approve invoices which would put the customer over his credit limit.

This field is required, even though you unchecked (no) the check box Do credit checking in *Control information* (in which case it will be informational only).

Options

Enter the customer's credit limit, or use the option:

<F2>	For unlimited credit

Format	999,999,999,999
Example	Type 20000

Credit rating

You may enter the customer's credit rating here. This field is optional and is informational only; if used, it is not checked against a Dun & Bradstreet (or any other) rating.

To control customer credit, use the Credit hold and Credit limit fields, singly or in combination.

Format	4 characters
Example	Type AA

Finance charge

Check this box to specify that finance charges on past-due items will be calculated automatically (by the *Finance charges* selection) for this customer. Uncheck the box if finance charges are only to be applied manually. See Finance Charges

This field is required even if no finance charge percent is specified in *Control information*.

Format	Graphical: Check box with checked being yes and unchecked is no, the default is checked. Character: Y or N
Example	Press <Enter> for the default of checked.

Back order

Check this box if this customer accepts back orders, or uncheck it if he does not. This field is required. If you uncheck it, you will be warned during order entry if you attempt back-ordering for this customer (but not actually prevented from doing so).

Format	Graphical: Check box with checked being yes and unchecked is no, the default is checked. Character: Y or N
Example	Press <Enter> for the default of checked.

Partial ship

Check this box if this customer accepts partial shipments, or uncheck it he does not. This field is required; however, it is used by Order Entry and Point of Sale rather than by Accounts Receivable.

If you uncheck it for no, you will be warned during order and transaction entry if you try to send a partial shipment to this customer (but not actually prevented from doing so).

Format	Check box with checked being yes and unchecked is no, the default is checked
Example	Press <Enter> for the default of checked.

PO required

If you are not interfaced to Order Entry, Point of Sale or Customer Orders, this field may not be entered.

Otherwise, this controls whether or not your purchase order number may be omitted from O/E *Orders*, P/S *Transactions* and C/O *Customer orders*. Check this box if this is required, or uncheck it if it may be left blank.

Whatever you enter here, entering your customer's purchase order number in *Invoices* is always optional.

Format	Check box with checked being yes and unchecked is no, the default is checked
Example	Press <Enter> for the default of checked.

Comment

This field is available for any comment you want to make. It is available in several locations in A/R and O/E.

Format	66 characters
Example	Type Closed vacation Aug. 8-20

Optional Fields

There may be up to three additional fields that can be entered on this tab. The names of these fields are entered in the Control information. If a name has not been entered in Control information, you cannot enter the field here. See the Optional Customer Fields section in the *Control information* chapter.

You can use these fields to store any information that you want, but it will be available to you only on this screen and will not appear on any report. There is no formatting for these fields; for instance, you can use one of them to hold a date but the slashes will not appear unless you key them in yourself.

Ship via

This becomes the default value for entering ship-via codes in this customer's invoices and orders.

This field is not required, and may be omitted even if you have checked (Yes) to the field Use ship-vias in *Control information*. Conversely, you may enter a ship-via here even if you have unchecked (no) to that field.

Any non-blank value must be a valid entry in *Ship-vias*. See the Ship-Via chapter.

Options

Enter the customer's preferred shipping method, or use one of the options:

<F1>	For the next entry in Ship-via codes
<SF1>	For the previous entry

Format	3 characters. There is no default.
Example	Type P

Ship zone

If your freight charges are based on the customer's distance from your headquarters, you may assign a *shipping zone* to your customers. This field is optional, and if present may be in any format.

Format	2 characters. There is no default.
Example	Type 3

SIC code

The Standard Industry Code (SIC) is optional and is not used in A/R. If you use the Sales Analysis module, you can use this code to analyze your profitability by industry.

Format	6 characters
Example	Type 313145

Terms code

Options

Enter the terms code that applies to this customer. This field is required, and must already be present in the *Terms* selection. See the Terms chapter. You may use one of the options:

<F1>	For the next entry in *Terms*.
<SF1>	For the previous entry

Format	3 characters
Example	Type 3

Discount percent

Enter the discount percent generally allowed this customer. This will become the default value for the discount applied to the invoice as a whole when you enter the totals screen of the invoice (and of the order, if you use the Order Entry or Customer Orders module).

If you have specified in the Discount type field in *Control information* that you do not allow invoice discounts, this field is not used.

This entry is *not* used as the default for the line item discount, nor does it have anything to do with the discount for early payments specified in the terms code.

Format	99.999 The default is blank for no discount.
Example	Type 5 to specify 5% as the trade discount for this customer.

Tax code

Enter the tax code that applies to this customer. This field is required, and is used as the default when entering invoices, orders, and other documents for this customer.

- If the customer is tax-exempt or lives in a jurisdiction which does not have sales tax, enter the dummy tax code with a zero tax percentage which you have previously defined for the purpose in the *Tax codes* selection. See the Tax Codes chapter.
- If this customer has more than one address that you ship to, you can enter in the *Ship-to addresses* selection the appropriate tax code (and tax exemption number) for each one. See the Ship-to Addresses chapter.
- If the customer is a miscellaneous customer, his residence (and hence his tax code) is unpredictable. Although you must enter *some* tax code here to satisfy the syntax, it doesn't matter *which* code you enter. For miscellaneous customers the *Invoices* selection requires the user to select a tax code without regard to the customer default.

Options

You may use one of the options:

<F1>	For the next entry in *Tax codes*
<SF1>	For the previous entry
<F8>	To select a tax code via the data lookup

Format	3 letters
Example	Type CAL

Tax exempt

If the customer is exempt from taxes, enter his tax-exempt number. If this customer has more than one address that you ship to, you can enter in the *Ship-to addresses* selection the appropriate tax exemption number for each one. See the Ship-to Addresses chapter.

Format	20 characters
Example	Press <Enter> to leave this field blank

Sub-account/Cost center

Cost Center or sub-acct displays here, depending upon the account structure defined in *Company Information*.

When entering invoices, orders, etc; each line needs a sales account number. *Control information* indicates the source of the cost center or sub-acct used in the sales account. It may be from the customer (this entry), from the inventory items, or simply entered on the header screen for the sale.

If you do not use this entry for this purpose, it may still be useful for Sales Analysis, ODBC and SQL reporting.

Format	Size and type as defined in *Company information.*
Example	Press <Enter>

Press <Enter> to proceed to the next screen.

Deleting Customers

To delete a customer select <F3> or the Delete button. Deleting a customer also deletes the associated ship-to locations, contacts and contact keywords.

A customer deletion can only occur when all the following conditions are met:

- The customer has no open items.
- The customer has no customer history.
- There is no unposted nonzero balance.
- The totals (sales and costs) for the current and next period are zero for the customer.

Other checks are also made. If you cannot delete a customer for some reason, you will be informed.

Before you delete a customer with history on file, you should purge that customer's history first. Purging means that it is gone forever. However you may run reports of the data prior to purging.

- You are required to purge customer history before you remove the customer. See Purging Customer History in the *Customer History* chapter.
- To purge invoice history, see Printing the Invoice History Report in the *Invoice History* chapter.
- If you have Point of Sale, use the *Invoice history* report in P/S to purge invoice history.

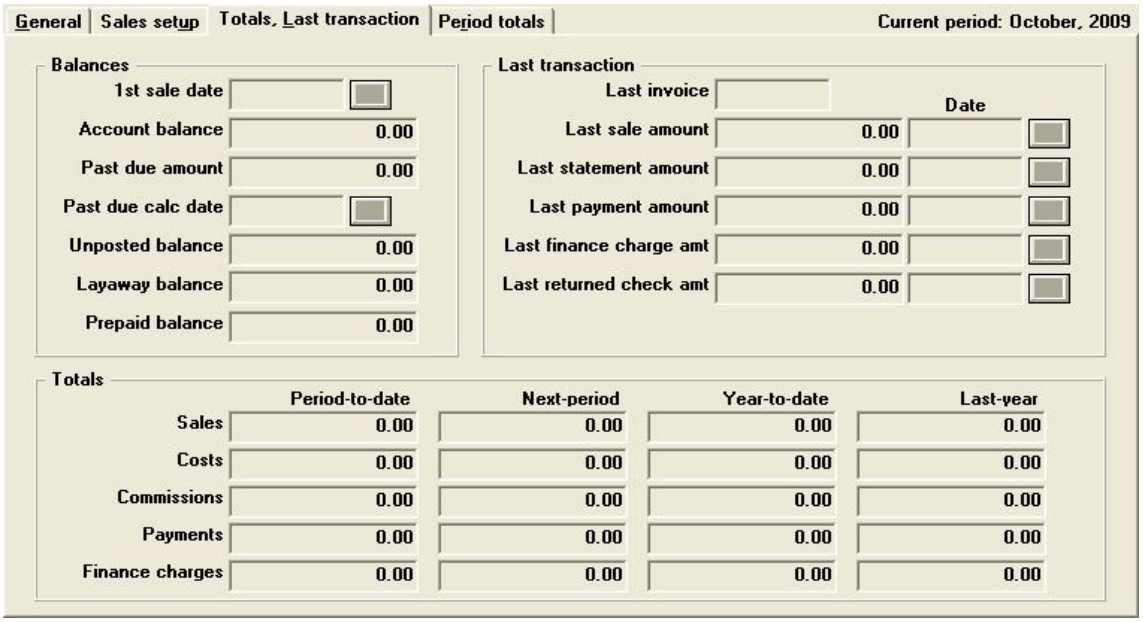
If you use PBS Sales Analysis, and S/A *Control information* specifies that the Customer comparative feature is in use, sales history for a customer will not be lost altogether upon deletion of that customer. Though no longer individually accessible, the history will be rolled into a generic sales bucket where it will remain available for analysis reporting.

Totals, Last Transaction Tab

For quick keyboard to access to the *Totals, Last transaction* tab, enter Alt+L.

Graphical Mode

The next tab displays:



The fields on this screen are automatically maintained by other functions within A/R.

- You would normally enter data into these fields when using A/R for the first time. An option is provided to default all the amounts to zero and the dates to NONE.
- For existing customers, these fields are protected against change. Authorized users can override this protection as described in the *System User* documentation.

Character Mode

The second screen appears:

```
Customers (Enter)                                   XYZ Company
                                                     Current period: May, 2007
     For customer:   200            21st Century Enterprises
  1. Default sub-acct
  2. Comment
  3. 1st sale dat
  4. Account bal                       11. Unposted bal
  5. Past due amt                      12. Past due calc dat
  6. Last sale amt                     13. Last pmt amt
  7. Last sale dat                     14. Last pmt dat
  8. Last stmt amt                     15. Last fin chg amt
  9. Last stmt dat                     16. Last fin chg dat
 10. Last invoice                      17. Last rtn chk amt
                                       18. Last rtn chk dat
                      Period-to-date         Year-to-date            Last-year
 19. Sales
 20. Costs
 21. Commissions
 22. Payments
 23. Fin charges
```

Unused date fields are entered as blank and display as NONE. For instance, if the customer has never returned any merchandise the last return date is NONE.

Enter the following information:

Balances

1st sale date

Enter the date of the first sale made to this customer, or press <Enter> if this date is not known.

In graphical mode, select the Save button to save all the amount fields as zero on the *Totals, Last transaction* and *Period totals* tabs and the date fields to blank.

Options

For a new customer in Character mode only, you may use the option:

<F2>	To set all amount fields to zero and all date fields to NONE

Format	MMDDYY The default is the system date.
Example	Type 33105

Account balance

This field is the customer's outstanding account balance, reflecting all *posted* transactions. Refer to Unposted balance field below for the unposted balance.

Unless you are making some kind of correction, you should always skip this field when adding a new customer.

If this field is suspected of having an incrorrect amount, see Calculate Past-due Amounts for a procedure on how to correct it.

Format	999,999,999,999.99-
Example	Press <Enter> to set this field to zero

Past due amount

Enter the past due amount or press <Enter> to leave this field blank.

The selection *Set customer account balances* is used to set the field to its correct value. Refer to the Calculate Past-due Amounts chapter.

Format	999,999,999,999.99-
Example	Press <Enter>

Past due calc date

This field contains the date that the past due amount was calculated.

The selection *Set customer account balances* is used to set the field to its correct value. Refer to the Set Customer Account Balances chapter.

Format	MMDDYY
Example	Press <Enter>

Unposted balance

This field contains the algebraic sum of the following:

- Unposted miscellaneous charge entries
- Unposted cash receipts
- Unposted finance charges
- Unposted invoices
- Unposted returned checks
- Unposted orders in O/E (if used)
- Unposted transactions in P/S (if used)
- Unposted orders in C/O (if used)

Cash receipts (in A/R), credit memos (in A/R) and RMAs (in O/E) *reduce* the total unposted balance. All other entries *increase* the unposted balance.

The posted balance and unposted balance are added together and compared to the customer's credit limit. If the credit limit has been exceeded, you will be alerted to this fact during entry of miscellaneous charge transactions, orders (in O/E), and invoices. Refer to the *O/E User* documentation for full details as to exactly when credit checking is performed.

When miscellaneous charge transactions, orders and invoices are posted, the unposted balance is reduced and the account balance field is increased. When cash receipts are posted, the unposted balance is increased and the account balance field is decreased.

Unless you are making some kind of correction, you should always skip this field when adding a new customer.

If this field is suspected of having an incrorrect amount, see Set Customer Account Balances for a procedure on how to correct it.

Format	9,999,999,999.99-
Example	Press <Enter> to skip this field.

Note	The Past due calc date, Unposted balance, Last invoice, Last sale amount/Date, Last statement amount/Date, last payment amount/Date, last finance charge amt/Date and Last returned check amt/Date fields are updated regardless of whether the document date is within the current period.

Layaway balance

If you have the Point of Sale module and the POS User is allowed to enter layaway transaction payments then a non-zero amount will display in this field after a layaway payment is posted for this customer.

This field is display-only and shows the total layaway payments in open items for this customer.

Entering and posting a new layaway cash, check, or credit card payment for the POS layaway transaction *increases* this amount. Completing and posting a fully paid layaway or refunding and posting a layaway payment *reduces* this amount.

Prepaid balance

If the A/R *Control information* field Process prepaid cash must be checked in order to use prepaid cash processing.

This field is display-only and shows the total prepaid open item amounts for this customer.

Entering and posting a new prepaid cash amount in cash receipts *increases* this amount. Applying a prepaid cash amount to an invoice in A/R Invoices or to an O/E Order or Invoice and then posting the invoice *reduces* this amount.

Last sale

Last invoice

This is the document number of the most recent apply-to A/R document (most often an invoice) for this customer. The format of this number will normally conform to your default document number format (defined in A/R *Control information* for A/R invoices), but this is not a requirement.

Enter the number of the last invoice, or press <Enter> to leave this field blank.

Format	8 characters. Lower-case is allowed.
Example	Press <Enter> to indicate that no apply-to document has yet been issued for this customer.

Last sale amount

Enter the amount of the last sale to this customer. The amount is automatically updated when an invoice is posted.

Format	Press <Enter>
Example	999,999,999,999.99-

(Last sale) Date

This field contains the date of the last sale made to this customer. It is automatically updated when an invoice is posted.

Format	MMDDYY
Example	Press <Enter>

Last statement amount

This field contains the amount on the last statement to this customer. It is automatically updated when statements are printed.

Format	999,999,999,999.99-
Example	Press <Enter>

(Last statement) Date

This field contains the date of the last statement printed for this customer. It is automatically updated when statements are printed.

Format	MMDDYY
Example	Press <Enter>

Last payment amount

This field contains the amount of the last payment from this customer. It is automatically updated when cash receipts are posted.

Format	999,999,999,999.99-
Example	Press <Enter>

(Last payment) Date

This field contains the date of the last payment received from this customer. It is automatically updated when cash receipts are posted.

Format	MMDDYY
Example	Press <Enter>

Last finance charge amt

This field contains the amount of the last finance charges posted for this customer. It is automatically updated when any finance charge is posted.

Format	9,999,999,999.99-
Example	Press <Enter>

(Last finance charge) Date

This field contains the last date finance charges were posted for this customer. It is automatically updated when any finance charge is posted.

Format	MMDDYY
Example	Press <Enter>

Last returned check amt

This field contains the amount of the last check that was returned by the bank for this customer. It is automatically updated when a returned check is posted.

Format	9,999,999,999.99-
Example	Press <Enter>

(Last return check) Date

This field contains the last date a check was returned by the bank for this customer. It is automatically updated when a returned check is posted. Leave this field blank to indicate a returned check. See the Returned Checks chapter.

Format	MMDDYY
Example	Press <Enter>

Totals

The remaining fields on the screen are in the form of a table showing period-to-date, next-period, year-to-date, and last-year totals in successive columns. The next-period fields are only accessible

using graphical mode.

These figures are updated whenever an A/R, O/E, POS, C/O and T/B document for this customer is posted. When the document date is within the current period the period-to-date field is updated and the amount is added to the year-to-date. If the date is within the *next* period the posted amounts are written *only* to the next-period fields.

When *Close a period* is run, the next-period field is rolled to the period-to date field and the next-period amount is added to the year-to-date amount.

The year-to-date column is rolled to the last-year column when *Close a period* is run at the end of your accounting year. See Close a Period.

Sales

Enter the sales for the period-to-date, next-period, year-to-date, and last year.

The next-period fields are only accessible using graphical mode. When adding a new customer set the next-period field to zero.

Format	999,999,999,999.99-
Example	For period-to-date, type 2240.75 For year-to-date, type 27699.51 For last-year, press <Enter>

Costs

Enter the costs for the period-to-date, next-period, year-to-date, and last year.

The next-period fields are only accessible using graphical mode. When adding a new customer set the next-period field to zero.

Format	999,999,999,999.99-
Example	For period-to-date, type 1623.05 For year-to-date, type 20137.87 For last-year, press <Enter>

Commissions

Enter the total commissions for the period-to-date, next-period, year-to-date, and last year.

The next-period fields are only accessible using graphical mode. When adding a new customer set the next-period field to zero.

Format	999,999,999,999.99-
Example	For period-to-date, type 22.41 For year-to-date, type 277 For last-year, press <Enter>

Payments

Enter the total payments for the period-to-date, next-period, year-to-date, and last year.

The next-period fields are only accessible using graphical mode. When adding a new customer set the next-period field to zero.

Format	999,999,999,999.99-
Example	Press <Enter> at each field

Finance charges

Enter the total finance charges for the period-to-date, next-period, year-to-date, and last year.

The next-period fields are only accessible using graphical mode. When adding a new customer set the next-period field to zero.

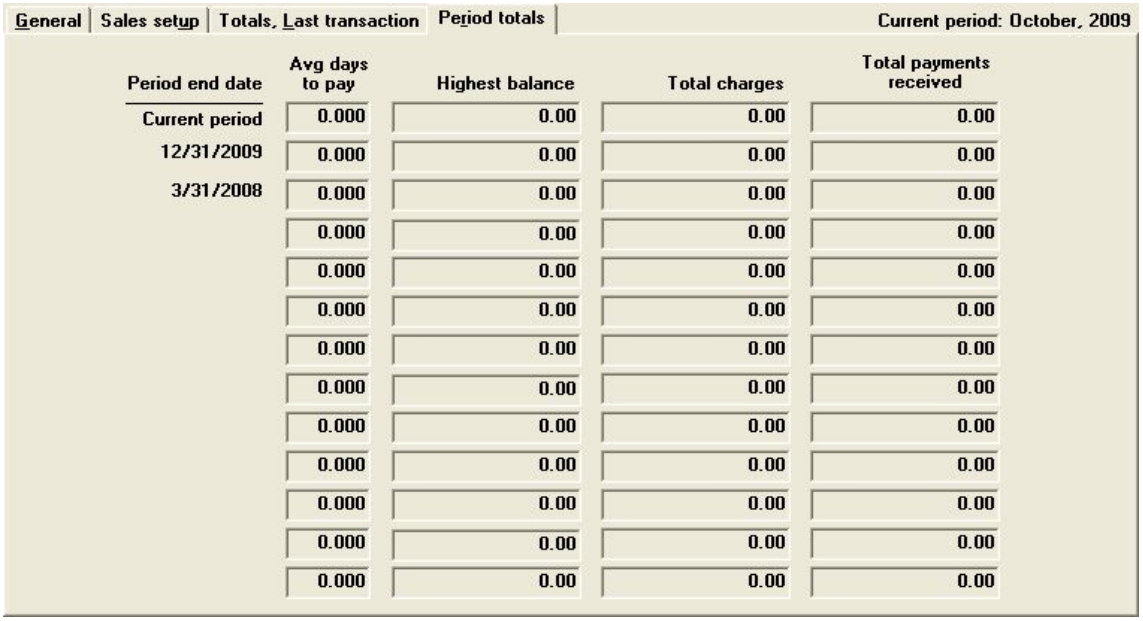
Format	9,999,999,999.99-
Example	Press <Enter> at each field

Make any needed changes. Press <Enter> to proceed to the next tab.

Period Totals Tab

For quick keyboard to access to the *Period totals* tab, enter Alt+r.

Graphical Mode



Period end date	Avg days to pay	Highest balance	Total charges	Total payments received
Current period	0.000	0.00	0.00	0.00
12/31/2009	0.000	0.00	0.00	0.00
3/31/2008	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00
	0.000	0.00	0.00	0.00

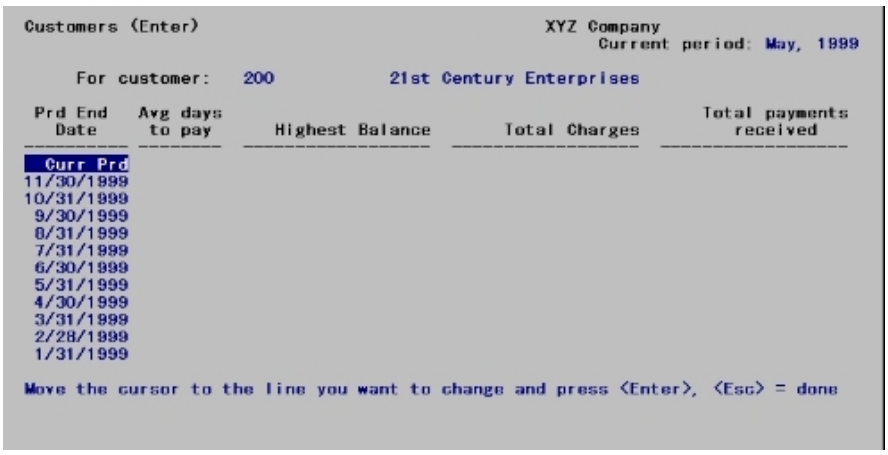
The fourth tab contains historical information about the customer.

This data posted to these fields are useful for detecting trends and evaluating a customer's credit worthiness. You would not normally *enter* data in any of these fields, except perhaps upon initial installation of the A/R module.

- Each row is a separate period (up to thirteen of them). The periods cross the fiscal year boundary. However, if you have installed A/R within the last year, you will see only the periods you have closed.
- The columns display the average time the customer took to pay a bill, the highest balance he had during a period, and his total charges and total payments during the period.

This fields on this screen are protected from change; refer to the *System User* documentation for an explanation of how authorized users may override this protection.

Character Mode



Enter information as follows:

Options

You may also use one of the options:

<F6>	(For an existing entry only) To enter or change notes specific to this customer. Go to the graphical version of Customer Notes. For the character version of notes, refer to the *Using Notes* section in the *Use of Function Keys, Toolbar and Menu* chapter of the *System User* documentation.

Period End Date

In Character Mode the cursor moves to this field in the first line of the table (the current period).

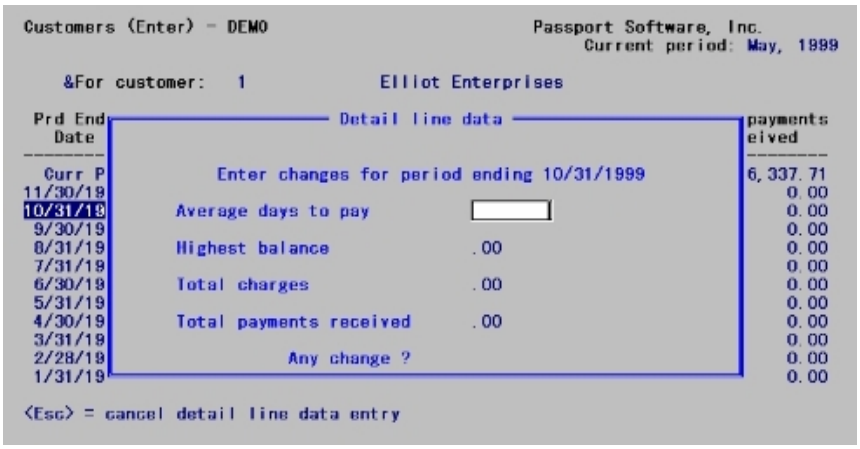
- For an existing entry the cursor moves here only if you have answered Y to the previous question.
- For a new entry, the cursor moves here automatically and the question is not asked. You can enter data freely in the current period, but every other period is a protected change.

Options

Data entry into this line is not done in the usual way, by moving left to right across the line. Instead you open a window for data entry. Your choices are:

<Enter>	To open a window for entry of all fields on this line
<Esc>	To terminate entry of period data. Continue processing at *Do you want to change any period ?*.
<Up> <Down>	To move to a different period among those displayed. These options are only available if more than one period is displayed.

If you press <Enter>, the following window appears:



The window heading *Enter changes for* indicates which period is being processed (in the example this is current period).

Enter the following information:

Avg days to pay

Options

Enter the time the customer takes to pay a bill.

Format	999.999
Example	Press <Enter>

Highest balance

Enter the customer's highest balance during this period.

Format	999,999,999,999.99-
Example	Press <Enter>

Total charges

Enter the total charges billed for this customer during this period.

Format	999,999,999,999.99-
Example	Press <Enter>

Total payments received

Enter the total payments received from this customer during this period.

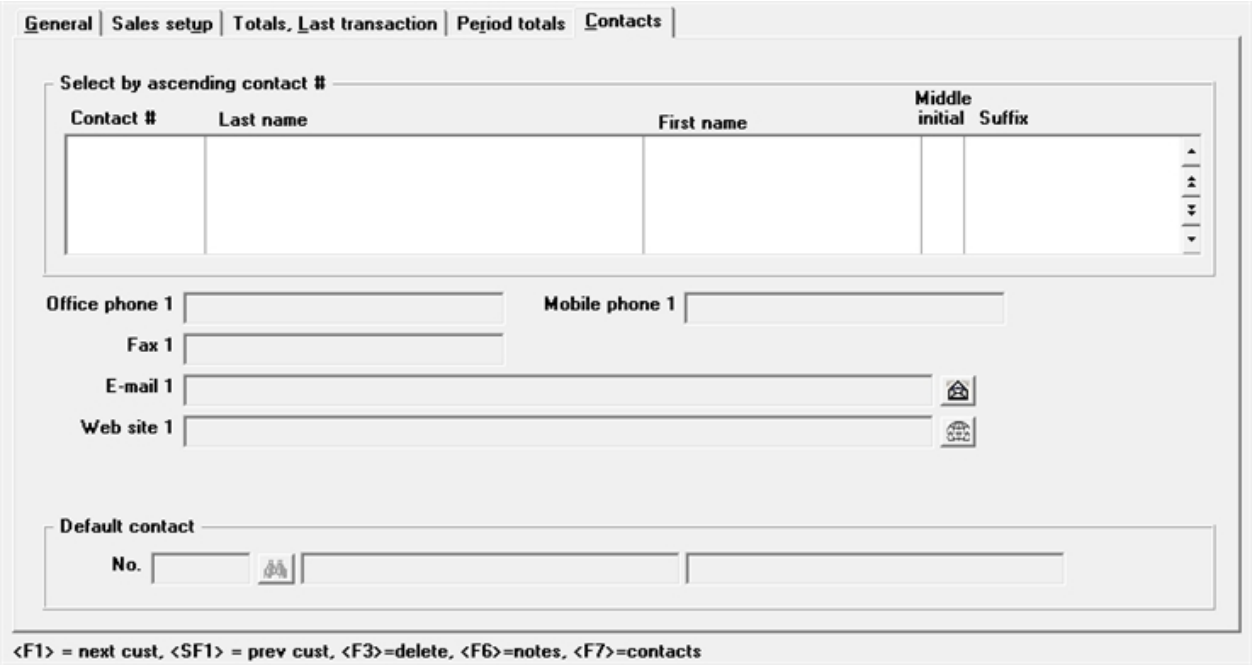
Format	999,999,999,999.99-
Example	Press <Enter>

Contacts Tab

For quick keyboard to access to the *Contacts* tab, enter Alt+c.

When adding a new customer there is no editable field on the Contacts tab. Contacts can only be added after a customer has been entered. After entering a new customer you may edit this tab.

The contacts tab displays:



The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a customer contact has been entered and data was entered for these fields. For contact entry see Customer Contacts.

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default Contact

Default contact

In order to enter this field, you must first enter a contact. A contact can entered by selecting the <F7> key or clicking on *Customer contacts* from the *Options* menu.

Enter the default contact from the contacts file/table to be used when emailing PDF files.

This field is optional but important if you are emailing PDF files such as A/R invoices, Statements, O/E invoices, POS invoices or C/O invoices to your customers. Then, the email address from the default contact entered here is used. For information on emailing via customer contacts, see the Email 1 field and Email documents field from the *Customer Contacts* section later in this chapter.

Format	8 characters
Example	Press <Enter>

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in PBS System documentation.

Enter additional information for a customer

Using character mode a window displays where you can select to enter contacts, notes or indicate you are done with the customer. This window only displays if this is a new entry, and only after you have finished entering period data.

Customer Contacts

You may enter and store multiple contacts, addresses, phone numbers and email addresses per customer.

You are allowed to enter an address for each customer on the first customer tab. However, you may enter additional addresses and include contact information for each customer. This can be done by entering *customer contacts*.

Contact number 1 and contact number 2 are used on A/R View invoice history and various other reports. Office phone 1 from contact 1 is displayed in the customer lookup. Following conversion, contacts 1 and 2 from the contacts file are displayed and printed on the view screens and reports.

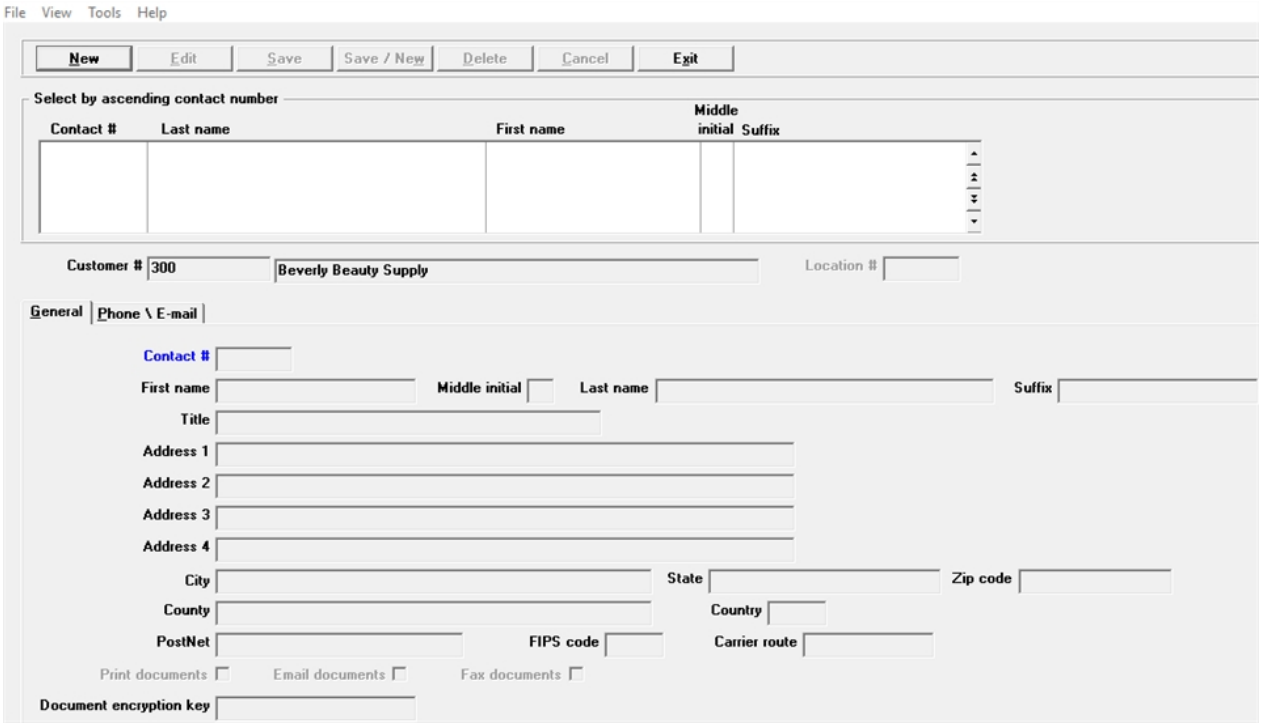
There are differences between the customer information and a *customer contact*; these include:

Function	Main customer address and entry screen	Customer contacts
Maximum number of records per customer	One	Virtually unlimited
Primary function	Name and address fields for printing on forms.	Store contacts information including name, title, address, phone numbers and email addresses.
Required in general	Yes	No
Required for emailing invoices and statements	No	Yes
User access.	General tab in graphical. First screen using character.	F7 key or graphical Contacts menu.
For multiple contacts, contains contact name, title, address, phone numbers, fax numbers, email addresses and more.	No	Yes

Function	Main customer address and entry screen	Customer contacts
Using graphical mode, the phone, mobile phone, fax, email and web address fields display on the Contacts tab.	Yes	Not applicable
Using character mode for Contact 1 and Contact 2 only, the contact name, phone 1, fax 1 and email 1 display on the first customer screen.	Yes	Not applicable
One contact may be assigned as the default contact for emailing P.O.s.	Yes	Yes
PBS file or table name.	CUSFIL	CONTAC*

* The CONTAC file / table also contains contacts for purchasing addresses, vendor contacts and ship-to addresses. The contacts file utility is accessible using the system utilities.

To access contacts in graphical mode you may either press <F7> or select *Customer contacts* from the *Options* menu. The following window displays:



There are fields on two tabs for Contacts.

You may use the buttons for the following:

Button	Keyboard	Description
New	Alt+n	For entering a new contact
Edit	Alt+e	For editing an existing contact
Save	Alt+s	For saving the addition of the new contact or for saving the changes to an existing contact
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a contact
Cancel	Alt+c	To cancel adding or editing a contact. Your entries will not be saved
Exit	Alt+x	To exit the Window

Options

Up to 6 existing contacts display in the list box. To locate an existing contact you may use one of the options:

Down arrow or <F1>	For the next contact in contact number sequence
Up arrow or <SF1>	For the previous contact
Page Down	For the next group of six contacts
Page Up	For the previous group of six contacts
End	For the last contact
Home	For the first contact

<F1>	For the next contact for this customer
<SF1>	For the previous contact
<F3>	To delete this contact

Character Mode

Select <F7> and the following screen displays:

```
Customer contacts (Enter)                          XYZ Company

 *1. Customer # 300              Beverly Beauty Supply
 *2. Contact-#
  3. First name                         Middle initial
  4. Last name
  5. Suffix
  6. Title
  7. Address-1
  8. Address-2
  9. Address-3
 10. Address-4
 11. City
 12. State                                   Zip code
 13. County                                                Country
 14. FIPS code                                Postnet
 15. Carrier route
 16. Print documents?
 17. Email documents?
 18. Fax documents?
 19. Doc. encrypt. key
<F1> = next contact
```

From this screen you may work with new or existing contacts for this customer. Each customer may have up to 99,999,999 contacts.

If you are emailing invoices or statements to this customer, you must enter at least one contact including an email address for the contact. There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

The Contact # field is required. Both the Customer and Contact # fields cannot be changed on an existing contact; all the other fields on the screen are optional.

General Tab

Options

You may use the options:

<F1>	For the next contact for this customer
<SF1>	For the previous contact for this customer

Enter the following information:

Contact

Enter a unique number to distinguish this contact from the customer's other contacts.

Contact number 1 and contact number 2 are used on various A/P view and reports. Office phone 1 from contact 1 is displayed in the customer lookup.

Options

If you have customers, these options will be available to you.

<F1>	For the next contact for this customer
<SF1>	For the previous contact for this customer
<F3>	To delete the displayed contact for this customer

Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type George

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Type A

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Smith

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (job title) of this contact.

Format	40 characters
Example	Type Sales Rep

Address 1, Address 2, Address 3 and Address 4

Enter the address 1 through 4 of your contact.

Format	60 characters for all 4 address lines
Example	Type 37 Primrose Path for line 1 Press <Enter> for line 2 Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Newton Corner

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type VT

Zip code

Enter the zip code for this contact.

Format	15 characters
Example	Type 12345-6789

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use. Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use. Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use. Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use. You may use this field to determine if invoices are printed for this contact. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

If you want to use a customer contact when emailing invoice or statement PDF files, put a check mark in this check box. You may select more than one contact for emailing documents, however the contact marked as the default in the Customers customer field will be the default.

You must also have a valid email address in the contact's Email 1 field.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in PBS *System* documentation.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

You may use this field to determine if invoices are faxed. If yes, put a check mark in this check box. This field is currently not being used.

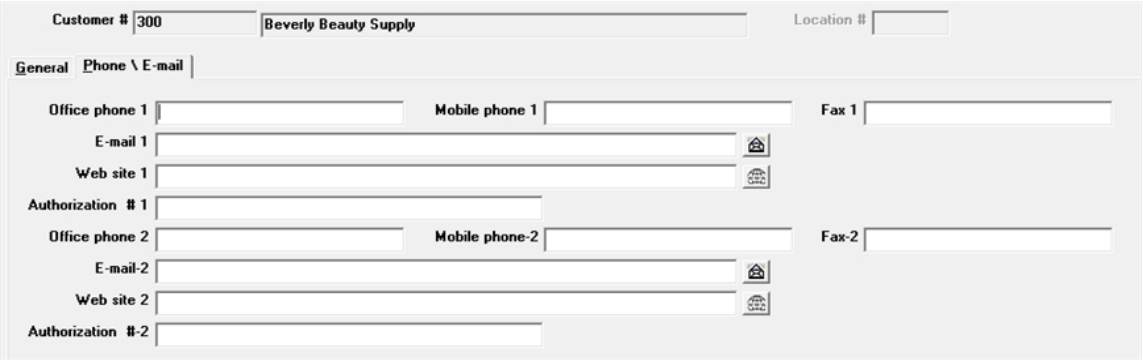
Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

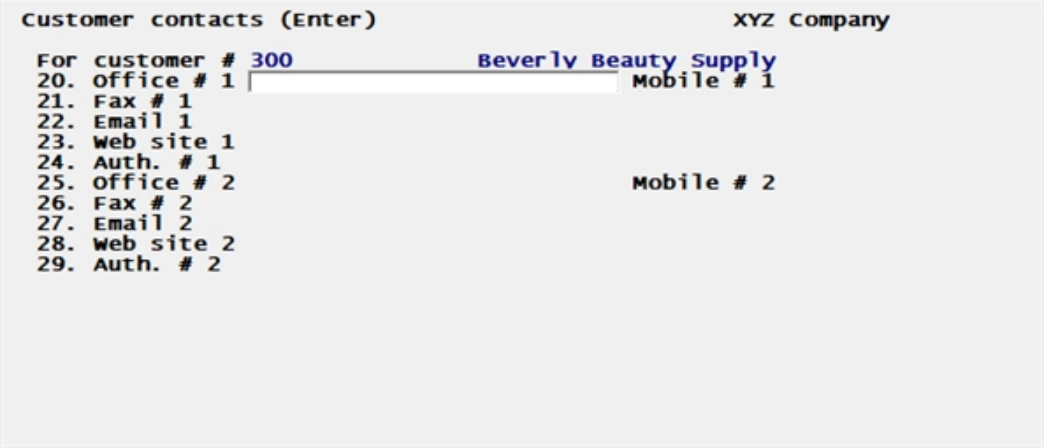
Enter the code used to encrypt document files for this contact. This field is currently not being used.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab



Character mode



Office phone 1

Enter the first office telephone number for this contact.

Office phone 1 from contact 1 is displayed in the customer lookup.

Format	25 characters
Example	Type 555-777-1236 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Type 555-888-1111 for mobile phone 1

Fax 1

Enter the first fax telephone number for this contact.

Format	25 characters
Example	Type 555-777-1237 for fax phone 1

Email 1

Enter the first email address of this contact.

This email address is used when emailing invoice and statement documents, if you selected a contact as the default contact in the customer record Customers field. Also see the Email documents field below.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in PBS *System* documentation.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type georgesmith@vermontmetal.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the customer has provided you in order to confirm that you have the authority to order goods from this customer.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 2

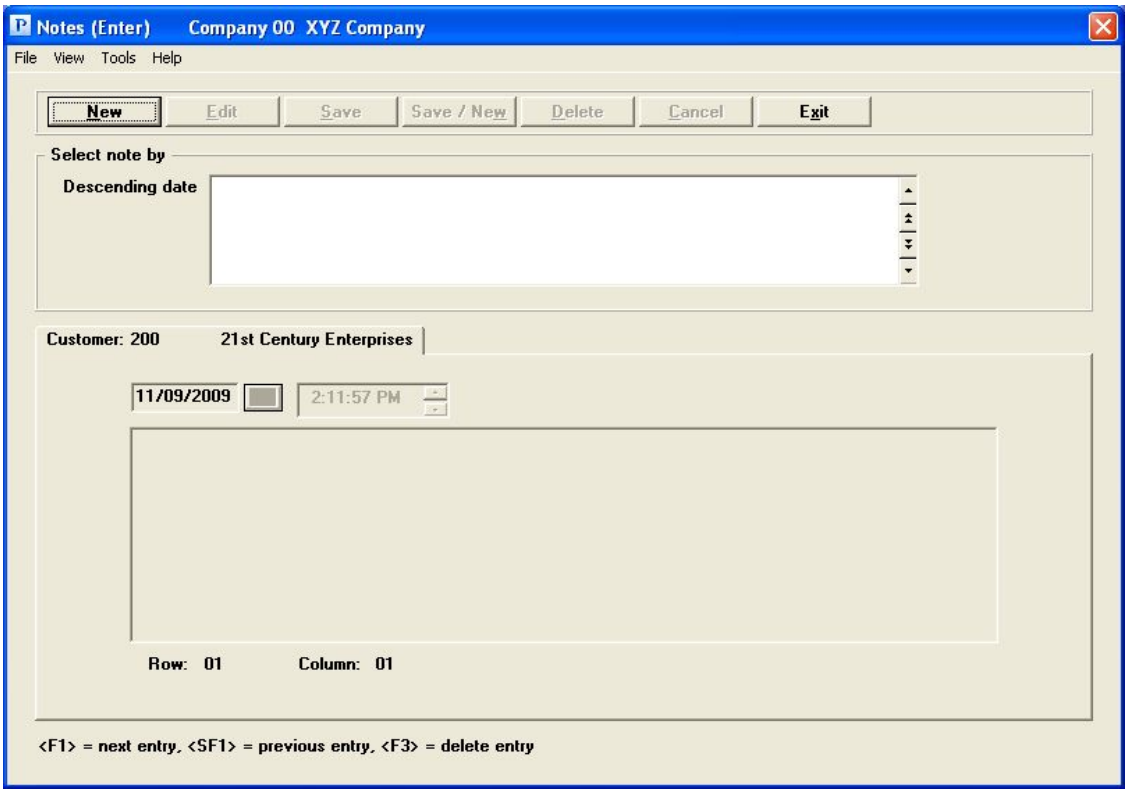
If applicable, enter the code which the customer has provided you in order to confirm that you have the authority to sell goods to this customer.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the customer record, press <Esc>.

Customer Notes

In graphical mode the following screen displays:



Enter notes for the customer. The text will wrap around and the end of each line.

Format	10 lines of 77 characters each
Example	No example

Options

When Point of Sale is installed, you may enter a customer memo that displays as soon as you enter the customer number on the POS transaction screen. Use the <F1> key for entry of a customer memo.

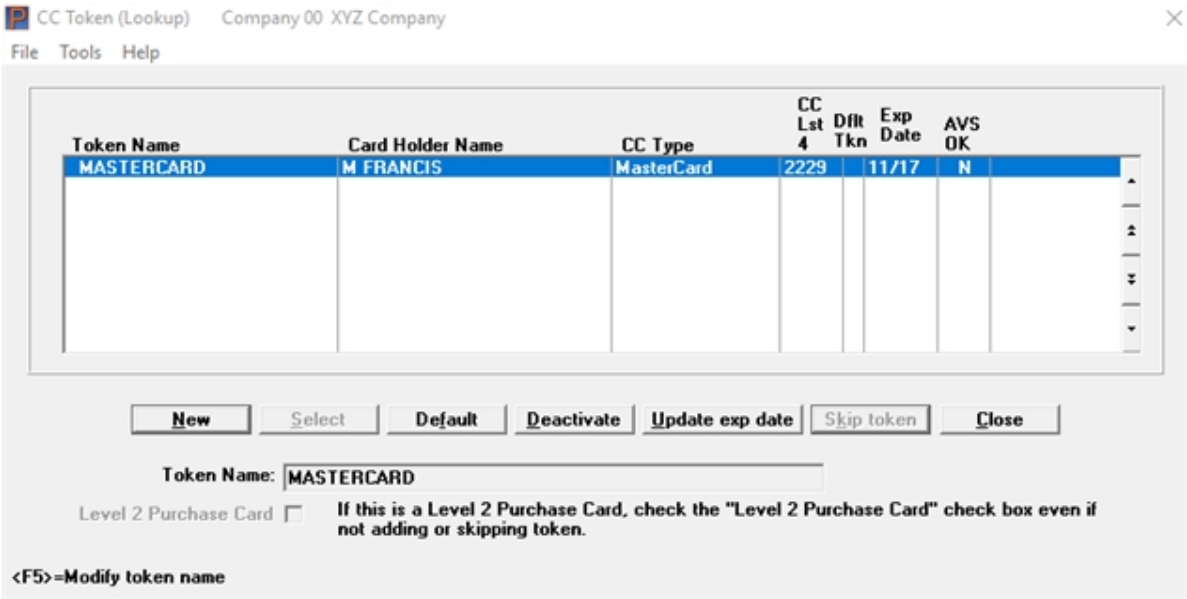
<F1>	To toggle the note to a customer memo
Example	Not used in this instance

Credit Card Token

Credit card tokens are a part of the PBS Multi-payment features. In order to use the PBS Multi-payment features, you must have an RW.LIC PBS license file that includes the credit card software subscription. See the PBS Multi-payment/Credit Card Setup appendix for a full description of the features and configuration instructions.

A credit card token is a substitute for credit card data that links to the sensitive credit card number, expiration date and other data at a secure location on the Xcharge servers. The customer's credit card data is not stored on the PBS computer where the transaction takes place. This credit card data is utilized via a token when paying invoices, eliminating the need to re-enter the credit card information.

The process of entering a new credit card token, deactivating an existing credit card token or updating the expiration date is done on this screen:



You have the following option and buttons:

<F5>	To modify the token name

Select

This button is not active when accessed via customers.

New

Select this button or hit Alt+n to display the token entry window where you enter the information for a new credit card.

Deactivate

If the card is no longer being used for purchases, select this button.

Update exp date

If the expiration date requires updating, select this button.

Skip token

This button is not active when accessed via customers.

Level 2 Purchase Card

This field is not saved. Every time an eligible Level 2 Purchase is made with a card, this field must be checked manually. When a credit card transaction takes place, along with the usual credit card information, the invoice P.O. number, destination zip code, and tax amount are also transmitted.

PRINT BY CUSTOMER NUMBER

This selection lets you print customers in number sequence.

The report includes Period Information for up to thirteen prior periods. This in turn is summarized by quarter, based on the calendar year. If your periods do not correspond closely to months, you may see more or fewer than three periods in a quarter.

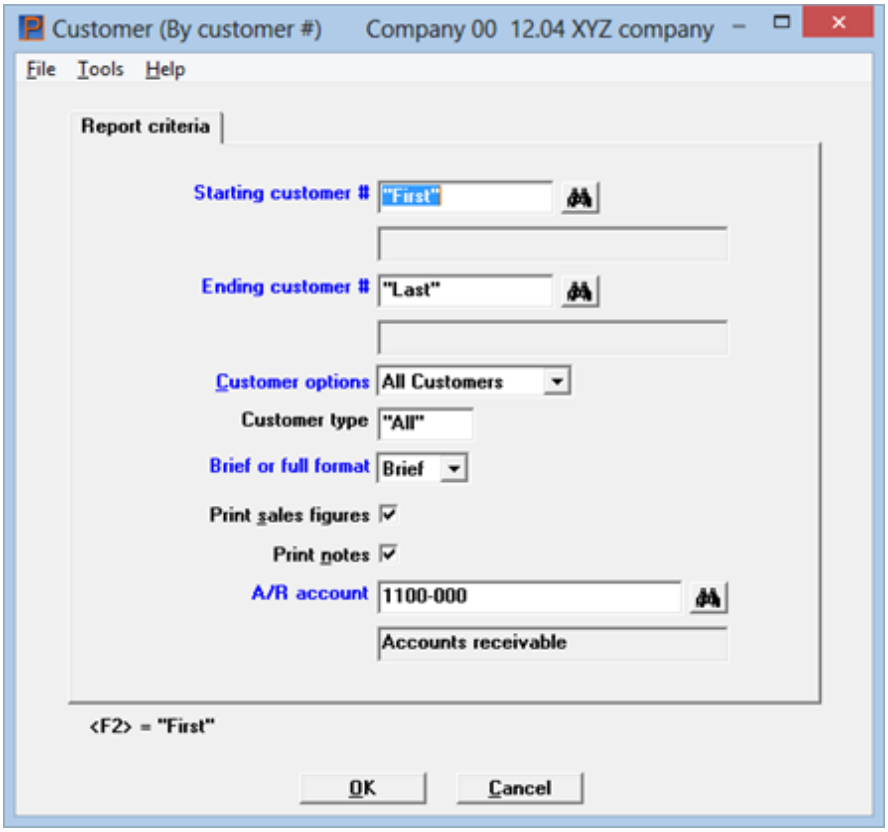
See a sample Customers By Customer Number report in the *Sample Reports* appendix.

Select

By customer # from the *Reports, customer* menu.

Graphical Mode

The following screen appears:



Defaults are selected for each field. Change any default as needed and select the OK button to print or Cancel button to not print the report.

Character Mode

The following screen appears:

```
Customers (By customer #)                          12.04 XYZ company

                    1. Starting customer #
                    2. Ending customer #
                    3. Customer options
                    4. For which customer type ?
                    5. Brief or full format ?
                    6. Print sales figures ?
                    7. Print notes ?
                    8. For which A/R account ?

<F2> = "First"
```

Enter the following information as needed:

Starting customer #
Ending customer #

Options

Specify the range of customers numbers to include. You may use the option:

<F2>	For the "First" starting customer number or the "Last" ending customer number

Format	12 characters each
Example	Press <F2> at each field

Customer options

Select either *All customers*, *On credit hold only* or *Inactive only*. In character mode enter either A, C or I.

A credit hold customer has the Credit hold field checked in the customer record. An inactive customer is one with no sales year-to-date.

Format	Drop down menu
Example	Press <Enter> to accept the default of All customers.

Customer type

Enter a customer type to include on this report or use one of the options:

<F5>	For all customer types
<Enter>	For blank customer types

Format	Up to three characters, the default is "All"
Example	Select <Enter> for the default

Brief or full format

Select Brief format or Full format.

The brief format prints only one line per customer. The full format prints all of the information that is contained in Customers (except for sales figures, which are controlled by your response to the *next* question). The Period Information Summary prints for both brief and full format.

Format	Drop down list, the default is Brief
Example	Select Full

Print sales figures

Check the box to have the period-to-date, year-to-date, and last-year figures appear on the list.

Format	Check box, checked is yes and unchecked is no, the default is checked
Example	Press <Enter> to accept the default.

Print notes

If you want the customer notes to appear on the list, check the box.

Format	Check box, checked is yes and unchecked is no, the default is checked
Example	Press <Enter> to accept the default.

A/R account

If you only use a single A/R account (that is, there is only one entry in the *A/R accounts* selection), this field is filled automatically.

Options

Otherwise, you can restrict the report to only those customers with a specific account number. Enter an A/R account number, or use one of the options:

<F1>	For the next entry in *A/R accounts*.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*
<F5>	For "All" customers regardless of their A/R accounts

Format	Your standard account number format as specified in *Company information,* the default is the default account in *Control information*
Example	Press <F5>

OK and Cancel

Make any needed changes. Press <Enter> or click on the OK button to print the *Customers by customer number* report. Press <Esc> or select Cancel to return to the menu.

PRINT BY CUSTOMER NAME

This selection lets you print customers in name sequence.

Note that customers entered in first name / surname format are listed by their *surnames*.

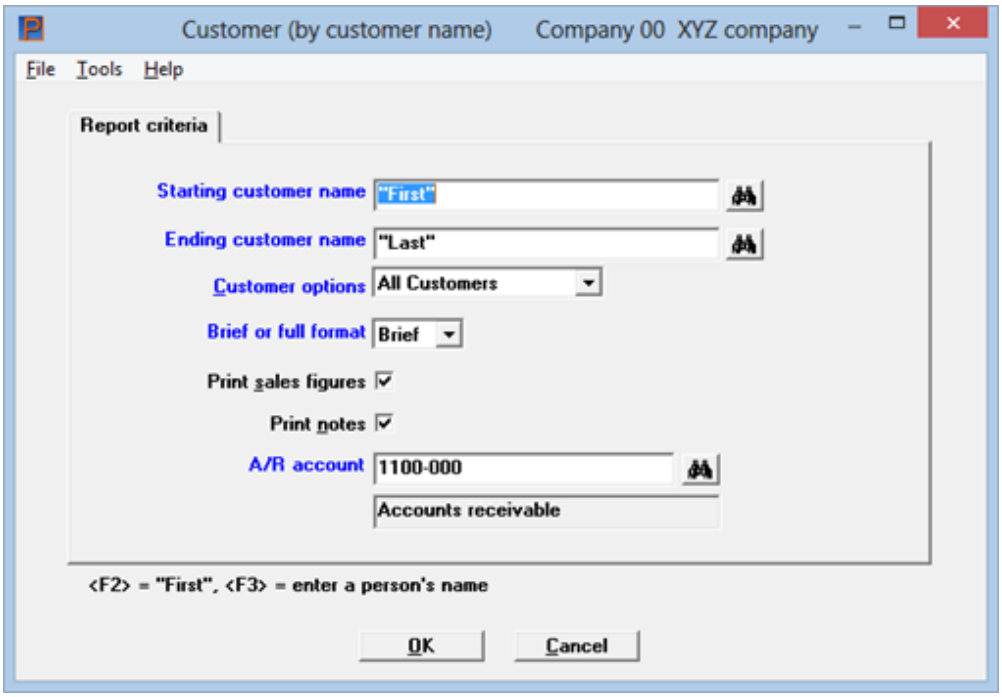
See a Customer By Customer Name report example in the *Sample Reports* appendix.

Select

By customer name from the *Reports, customer* menu.

Graphical Mode

The following screen appears:



Defaults are selected for each field. Change any default as needed and select the OK button to print or Cancel button to not print the report.

Character Mode

The following screen appears:

```
Customers (By customer name)                    XYZ company


        1. Starting cust name
        2. Ending cust name
        3. Customer options
        4. Brief or full format ?
        5. Print sales figures ?
        6. Print notes ?
        7. For which A/R account ?

<F2> = "First", <F3> = enter a person's name
```

Enter the following information as needed:

Starting customer name
Ending customer name

Options

Specify the range of customer names to include. At each field you specify the range of customers numbers to include. You may use the option:

<F2>	For the First starting customer number or the Last ending customer number

Format	12 characters each
Example	Press <F2> at each field

You may use one of the options:

<F2>	For the First starting customer name or the Last ending customer name
<F3>	To toggle between entering a company's name or a person's name

Format	25 characters at each field If Person's name, 14 for last name and 10 for first name
Example	Press <F2> at each field

Customer options

Select either *All customers*, *On credit hold only* or *Inactive only*. In character mode enter the corresponding A, C or I.

A credit hold customer has the Credit hold checked in the customer record. An inactive customer is one with no sales year-to-date.

Format	Drop down menu
Example	Press <Enter> to accept the default of All customers.

Brief or full format

Enter Brief format or Full format.

The brief format prints only one line per customer. The full format prints all of the information that is contained in Customers (except for sales figures, which are controlled by your response to the *next* question). The Period Information Summary prints for both brief and full format.

Format	Drop down list, the default is Brief
Example	Select <Enter> for the default of Brief

Print sales figures

Check this box to have the period-to-date, year-to-date, and last-year figures appear on the list.

Format	Check box, checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default.

Print notes

If you want the customer notes to appear on the list, check this box.

Format	Check box, checked is yes and unchecked is no. The default is checked.
Example	Select the <Space bar> to uncheck the box

A/R account

If you only use a single A/R account (that is, there is only one entry in the *A/R accounts* selection), this field is filled automatically.

Options

Otherwise, you can restrict the report to only those customers with a specific account number. Enter an A/R account number, or use one of the options:

<F1>	For the next entry in *A/R accounts*.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*
<F5>	For All customers regardless of their A/R accounts

Format	Your standard account number format as specified in *Company information*
Example	Press <F5> to include customers regardless of A/R account number.

OK or Cancel

Make any needed changes. Press <Enter> or click on the OK button to print the *Customers by customer name* report. Press <Esc> or select Cancel to return to the menu.

PRINT CUSTOMER LABELS

The *Print customer labels* selection can be used to print mailing labels for customer statements, promotional mailings, etc. You can print labels for one or all customer types, for customers with a last sale on or before a specified date or to include customers who do not have a last sale date, and for one or all statement cycles.

Label formats are predefined and you may not alter them. There is a maximum of 30 characters for the name, address lines 1, address line 2 and the combination of the city, state and zip. The country will print on the last line. Address lines 3 and 4 will not print on the labels.

Blank lines are not printed on labels; the remaining lines are moved upwards to close the gap.

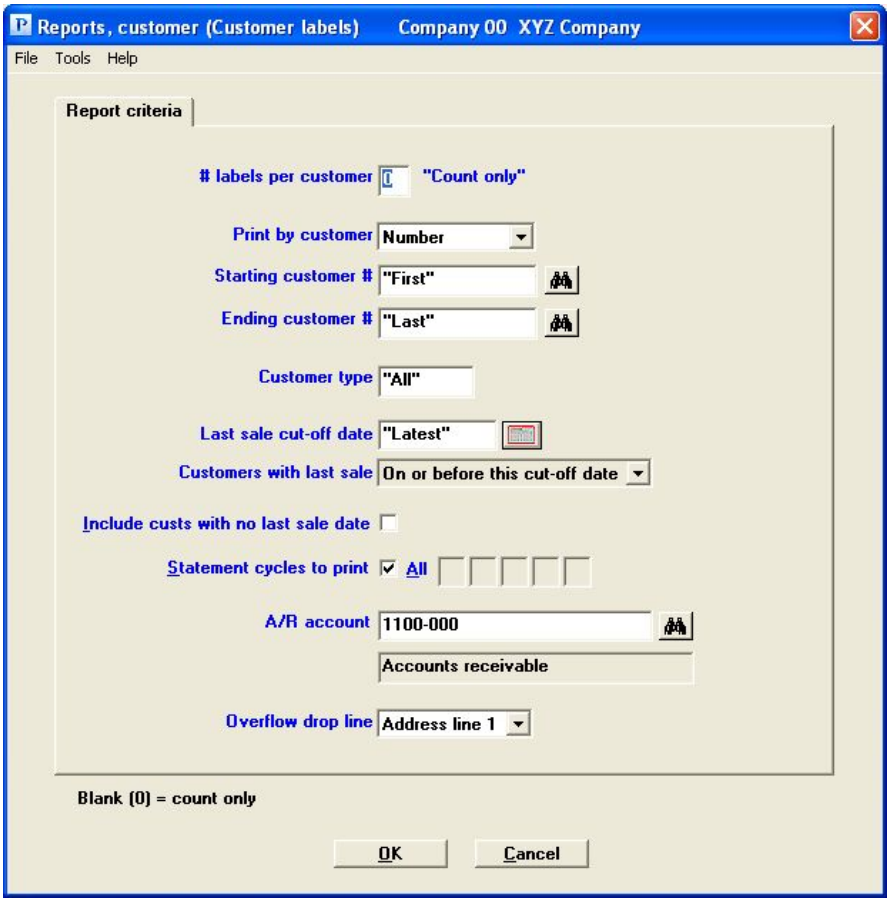
Note	If you have XDBC or SQL, there are many third party programs that you can acquire and use to interface with PBS to print labels. They will not only print customer labels, but vendor labels, inventory labels, order labels and employee labels as needed.

Select

Customer labels from the *Reports, customer* menu.

Graphical Mode

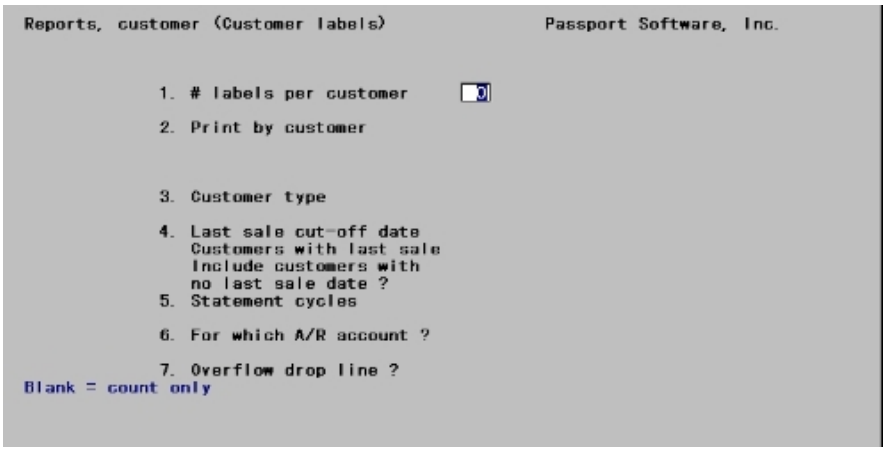
The following screen appears:



Defaults are selected for each field. Change any default as needed and select the OK button to print or Cancel button to not print labels.

Character Mode

The following screen appears:



Enter the following information as needed:

labels per customer

Enter the number of labels to be printed per customer. Leaving this field blank causes the program to do a dry run through all the labels specified (without actually printing anything), and then to report back the number of labels which *would* have been printed under the specified conditions. This feature is sometimes useful; e.g., in estimating postage before spoiling any labels.

Format	One digit, or press <Enter> to default to "Count only"
Example	Press <Enter>

Print by customer

Select the order in which to print labels: Customer name, Number, Sales representative, or Zip code.

If you have specified (in *Control information)* that you do not use sales representatives, the Sales rep option is not available.

Format	Drop down list. The default is number.
Example	Select Zip code

Range Limits

Options

Type in the range you want to select of whatever you have chosen to print by. You may use one of the options:

<F2>	For *First* or *Last* of whichever print-by item has been specified.
<F3>	To toggle between entering a company's name or a person's name. This option only appears when printing by customer name.

Format	12 characters (customer number) 25 characters (company's name) 14 characters (person's surname) 10 characters (person's personal name) 10 characters (zip code) 3 characters (sales representative)
Example	Press <F2> at each field

Customer type

Options

To print labels for only one customer type, enter it here; or use the option:

<F5>	For *All* types

Customer type is optional in *Customers*, so a blank entry is valid here. If used, it will select only those customers that do *not* have a customer type.

Format	5 characters, default is "All"
Example	Select <Enter> for the default of "All"

Last sale cut-off date

You may choose to select customers for printing on the basis of the date of their last sale.

Enter a date, or use the option:

<F2>	For Latest (print labels regardless of last sale date)

Format	MMDDYY, default is "Latest"
Example	Selected <Enter> for the default of "Latest"

Customers with last sale

If you entered a date in the preceding field, select either *After this cutoff date*, or a last sale *On or before the date*.

Format	Drop down list
Example	(Cannot be entered because <F2> for "Latest" was selected on the previous field)

Include custs with no last sale date

Check this box if you wish to include customers who do not have a last-sales date. These would typically be new customers who have not bought anything yet.

Format	Check box, checked is yes and unchecked is no. The default is unchecked.
Example	Check the box using the <Space bar> or mouse

Statement cycles

You may print labels for customers who receive statements on selected billing cycles, or print labels regardless of billing cycles.

Enter up to five statement cycle codes. The first blank terminates data entry. Any value may be entered for statement cycles, even duplicate values.

Options

In the first subfield you may use the option:

<F5>	For All statement cycles

Format	One character, the default is All
Example	Select the <Enter> key for the default

A/R account

If you only use a single A/R account (that is, there is only one entry in the *A/R accounts* selection), this field is filled automatically.

Options

Otherwise, you can restrict the report to only those customers with a specific account number. Enter an A/R account number, or use one of the options:

<F1>	For the next entry in *A/R accounts*.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*
<F5>	For All customers regardless of their A/R accounts

Format	Your standard account number format as specified in *Company information*
Example	Press <F5> to include customers regardless of A/R account number.

Overflow drop line

Six lines of text cannot be accommodated on either continuous form labels or the smaller laser labels. Enter which line will be excluded on the labels when there is not enough room to print all six lines of text.

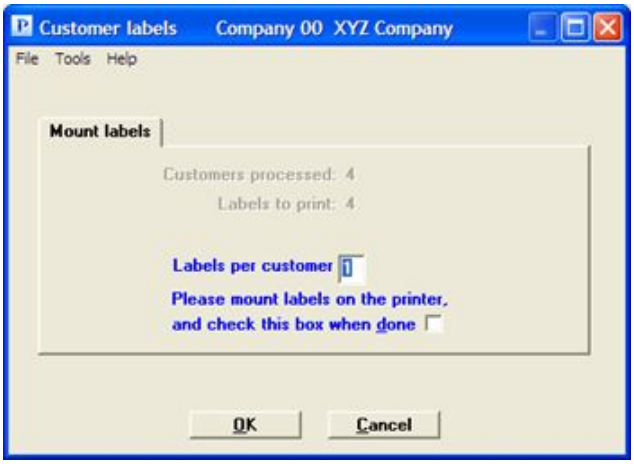
Select among:

1	Address line 1C
2	Address line 2
C	Country

For example, if a street address is used as Address-1 and a post office box is used as Address-2 for the customer, you may decide to drop the street address portion of the mailing label since the post office box would be used for mailing purposes. Or, you could drop the country code if all or most of your customers are located in the United States.

OK or Cancel

Select or click on the OK button to continue. Select the Cancel button to exit and not count or print labels. When you select OK, the following window displays:



If you request a count only at the first field, you may print the selected labels after reviewing the counts and then enter a number other than zero in the Labels per customer field.

There are up to three enterable fields in this window:

Print these labels

This field can only be entered if you selected "Count only" in the # labels per customer field. If you want the labels to print, this box must be checked.

Labels per customer

This field can only be entered if you selected "Count only" in the # labels per customer field. You then answer how many labels per customer are required.

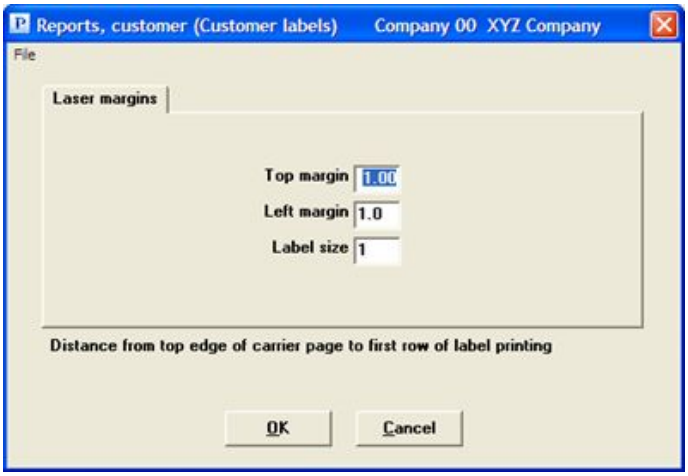
Please mount labels on the printer and check this box when done

You are asked to mount labels on the printer and then check the box when ready.

You may be asked to select a printer or adjust alignment; refer to the *Starting PBS, Menus and Printing* chapter of the *System User* documentation.

OK or Cancel

Select Ok to print and Cancel to stop the selection. If you select OK, the next step is the select a printer. After you select a printer, the following screen displays if you are printing to a Company information laser printer:



Top Margin

Enter the top margin or use the default.

Left Margin

Enter the left margin or use the default.

Label Size

The choices available depend on the type of printer:

- For non-laser printers.

  You must use continuous-form labels, one- or two-across the page, 3-1/2 inches wide by 15/16 inch high. Mount the labels on the printer so that the print head is at the first line of the first label.

- For laser printers.

  Use 8 x 10 label sheets. You must select one of the following sizes:

1= 4 inches wide by 1 inch high, containing 20 labels per page.

2= 4 inches wide by 1-1/3 inches high, containing 14 labels per page.

3= 4 inches wide by 1-1/2 inches high, containing 14 labels per page.

PRINT A CHANGE LOG

The *Print change log* selection enables you to print a log of all changes that have been made in *Customers*. It also tells you who made the change and when. You may optionally purge the data up to a cut-off date and print the purged data.

If you specified in *Company information* that you do not use change logs attempts to use it are rejected with the message "Change logs are not being used".

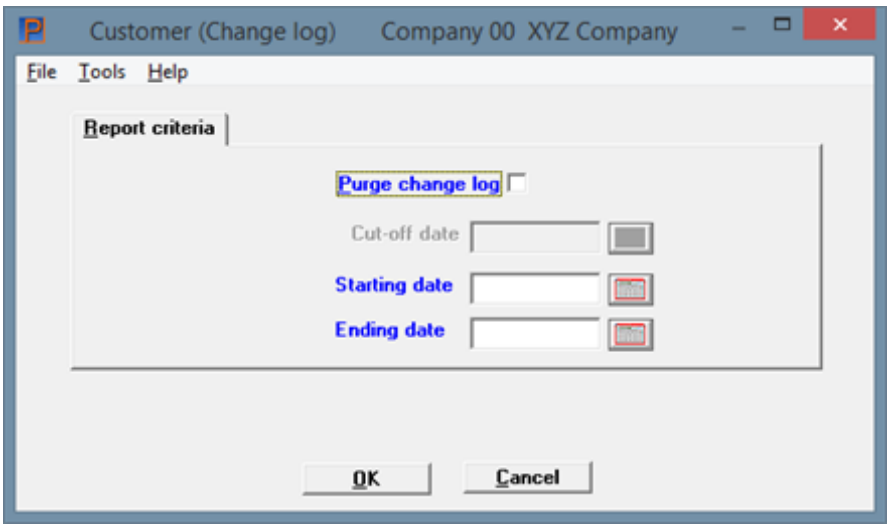
You may view a Customer Change Log example in the *Sample Reports* appendix.

Select

Change log from the *Reports, customer* menu.

Graphical Mode

The following window displays:



Character Mode

The following screen appears:

```
Customer (Change log)                                XYZ Company



                          Purge change log ?    ☐
                          Cut-off date
                          Starting date
                          Ending date


Y = Yes, N = No
```

Enter the following fields:

Purge change log

You determine whether the data should be purged or not. If you check the box the records will be removed as they are printed up to the *Cut-off date* (next field). If you leave it unchecked, changes will remain and will appear the next time you print a change log (along with all the other changes that have accumulated in the interim).

Format	Graphical mode: Check box where checked is yes and unchecked is no, the default is unchecked Character mode: Y or N. There is no default
Example	Press <Enter> to print the change data without purging it.

Cut-off date

This field is only available if you checked the box to the *Purge change log* field.

Enter the cut-off date to the last change date you want to purge or use the option:

<F2>	For the system date (today's date)

Format	MMDDYY
Example	Select <F2> for the today's date

Starting date

Ending date

These fields are only available if you did not check the box to the *Purge change log* field.

Enter the range of change dates to include on the report or use the option:

<F2>	For the "Earliest" starting date or "Latest" ending date

OK or Cancel

Select OK and you will be asked to select a printer; refer to the *Starting PBS, Menus and Printing* chapter of the *System User* documentation. If you select Cancel you will be returned to the menu.

If you decided to purge there may be a pause while the log is printed and the data is purged.

SALES JOURNAL

This selection allows you to print a journal of customer sales for one customer or a range of customers. You may further define the report by specifying a date or range of dates, a sales rep or range of sales reps or a sales territory or range of territories.

Report data is based a combination of data from both AR Open Items and Customer History. After items are archived/purged from AR Opens and moved to Customer History they will appear in this report.

The program has additional output options which, besides printing to paper, will allow the output to be placed in a CSV/spreadsheet file (MS Excel compliant) or into an XML data file for further processing. XML is designed especially for web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation and interpretation of data between applications and between organizations.

The report sequence is customer ID, document date, document number and apply-to number.

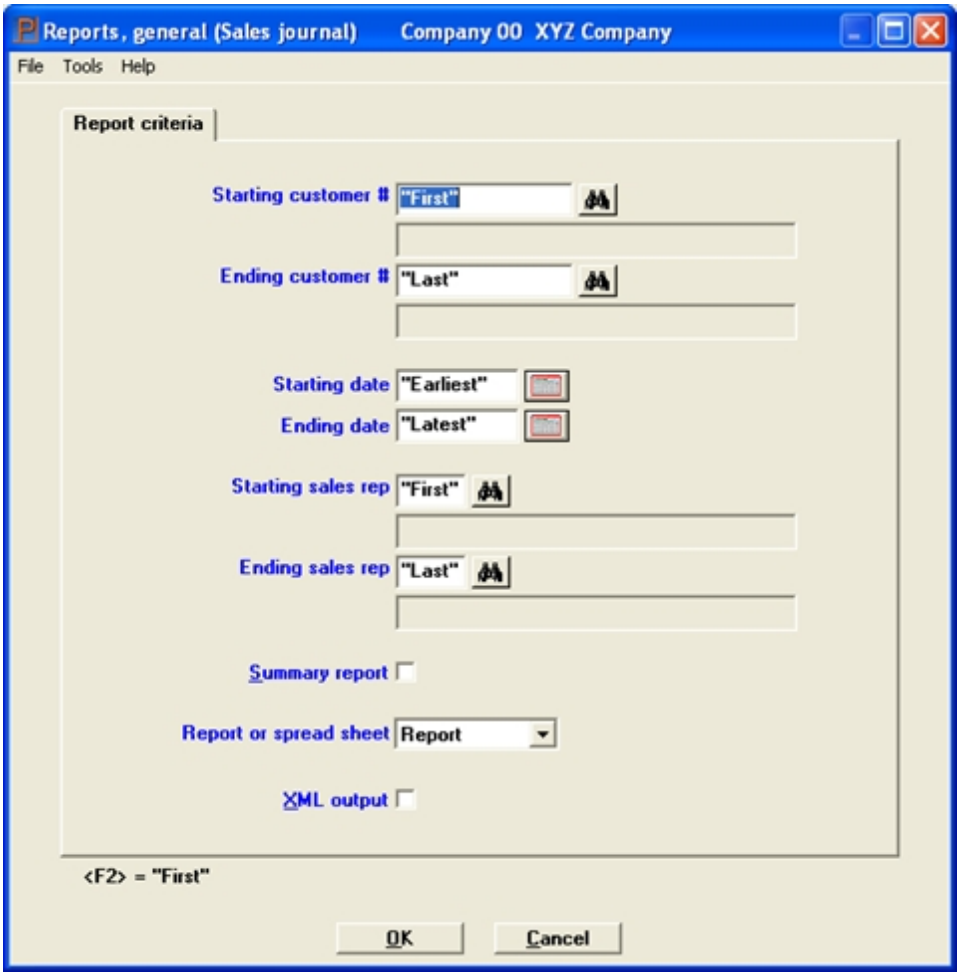
You may view a Sales Journal example in the Sample Reports appendix.

Select

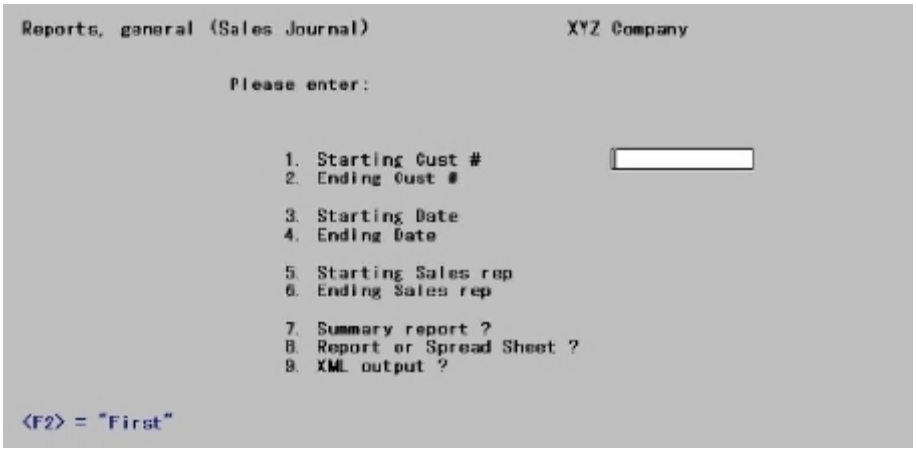
Sales Journal from the *Reports, general* menu.

A screen similar to this will be displayed:

Graphical Mode



Character Mode



Enter the following information:

Starting customer

Options

Enter the number of the first customer you want to include in this report or use the option.

<F2>	For the First customer number

Format	Up to 12 characters
Example	Press <F2> to include the first customer in this report

Ending customer

Options

Enter the number of the last customer that you want to include in this report or use one of the options.

<F2>	For the Last customer number
<Enter>	For the customer number entered in field 1

Format	Up to 12 characters
Example	Press <F2> to include the last customer in this report

Starting date

Options

Enter the starting date for the range of invoices that you wish to include in this report or use the option.

<F2>	For the earliest invoice

Format	MMYYDD
Example	Press <F2> for the earliest invoice

Ending date

Options

Enter the ending date for the range of invoices that you wish to include in this report or use the option.

<F2>	For the latest invoice

Format	MMYYDD
Example	Press <F2> for the latest invoice

If you specified in *Control information* that you do not use sales representatives, the next two fields display N/A (Not Applicable) and may not be entered.

Starting sales rep

Options

Enter a starting sales rep that will be included in this report or use the option.

<F2>	For the First sales rep

Format	Up to three characters
Example	Press <F2> for the "First" sales rep

Ending sales rep

Options

Depending on your answer to field 5, this could either be starting sales rep or starting territory.

Enter an ending sales rep that will be included in this report or use one of the options.

<F2>	For the "Last" sales rep
<Enter>	For the sales rep number entered in field 5

Format	Up to three characters
Example	Press <F2> for the last sales rep

Summary report

Enter N to print invoice detail on the report or Y to print a summary report. The default is N.

Format	Graphical: Check box, where checked is Yes and unchecked is No. Character: One character, either Y or N
Example	Select <Enter> to use the default

Report or spread sheet

Options

Use one of the output type options.

Character	Graphical	Description
R	Report	To print the Sales Journal Report
S	Spreadsheet	To create a comma delimited (CSV) file that can be imported into a spreadsheet application
B	Both	To both print a Sales Journal Report and create a comma delimited file

Format	Graphical: Drop-down box. Choices as above. Character: 1 character, either R, S or B
Example	Enter B to print the Sales Journal Report and create a comma delimited file

Spreadsheet (CSV) Output

When electing to print the report and output the report to a CSV file, a dialog box displays prompting you for a name for a name and a location for saving the CSV file. For more information on CSV, see Comma-delimited.

Accept the default location indicated at the top of the dialog box or select a new location. Enter a name for the file and press <Enter> or click the “Save” button to save the file.

XML output

If you wish to generate XML (Extensible Markup Language) output for this report, type X. If you do not want an XML output, press <Enter> or type N.

Format	Graphical: Check box, where checked is Yes and unchecked is No. Character: One letter, either X or N
Example	Press <Enter> to not create and XML file

XML

XML is designed especially for web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation and interpretation of data between applications and between organizations.

OK or Cancel

Make any desired changes and then press <Enter> to generate the Sales Journal Report.

If you specified that you would like a printed report, you will be prompted for a printer.

In Windows, if you specified either CSV (comma delimited) or XML output, you will be prompted to enter a name for the output file and a location where the file will be saved.

In UNIX or Linux the file is written in the top-level PBS directory. The file name is ARSJNL.CSV or ARSJNL.XML respectively.

DATA IMPORT

Select

Data import customers from the *Utility* menu.

Data Import is licensed separately and may not be available on your system. For information on using data import see the *Data Import Manager* documentation.

Goods / Services

This chapter contains the following topics:

Introduction to Goods / Services .....
Entering Goods .....
Entering Services .....
Printing Goods or Services .....
Printing a List of Goods .....
Printing a List of Services .....

INTRODUCTION TO GOODS / SERVICES

This selection enables you to enter the standard services and goods (items) that your business provides. You can assign a 3-character code to each of your services, and a 15-character code to each of your items.

You can number your services with a number from 1 to 999, or you can give each of your services a 3-character code such as SPT for Support, TEL for telephone, MNT for Maintenance, etc.

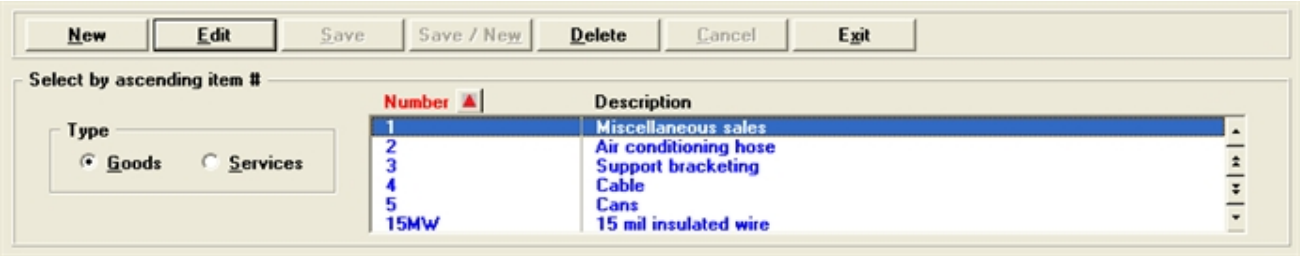
Select

Goods and services from the *Master Information* menu.

If the Inventory Control is interfaced to Accounts Receivable, you will only be permitted to enter Services here and will not be able to enter a Type. See Entering Services later in this chapter.

If I/C is not interfaced, the type field may be entered:

Graphical Mode:



Goods and Services List Box

The list box displays up to 6 goods or services at a time. You may sort the goods or services by item number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate a good or service, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the address. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Goods or services that display in the list box are available for changes or deletion. The fields for the selected goods or services display in the lower part of the screen.

When a good or service is found, you may select the <Enter> key or Edit button to start editing.

Goods and Services Buttons

You have the following options with the buttons and keyboard equivalents:

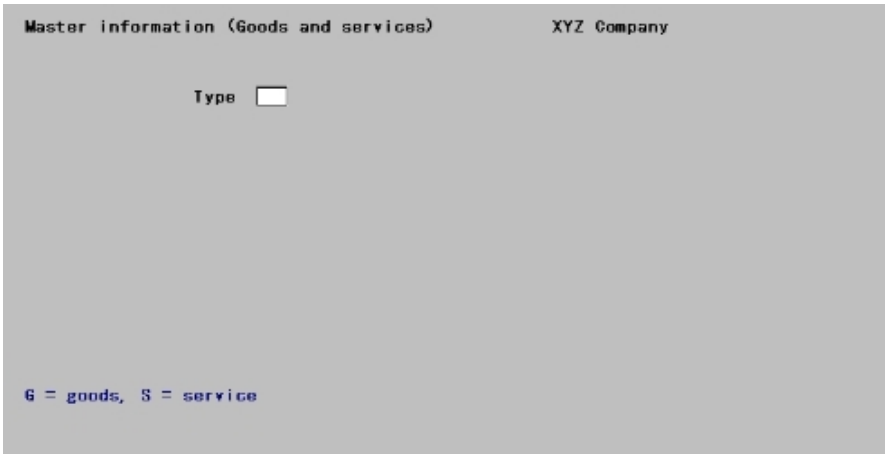
Button	Keyboard	Description
New	Alt+n	For entering a new good or service
Edit	Alt+e	For editing an existing good or service
Save	Alt+s	For saving a new good or service or for saving the changes to an existing good or service
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a good or service
Cancel	Alt+c	To cancel adding or editing a good or service. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Print

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of goods or services.

Character Mode:

You must enter the type before the other fields display.



Type

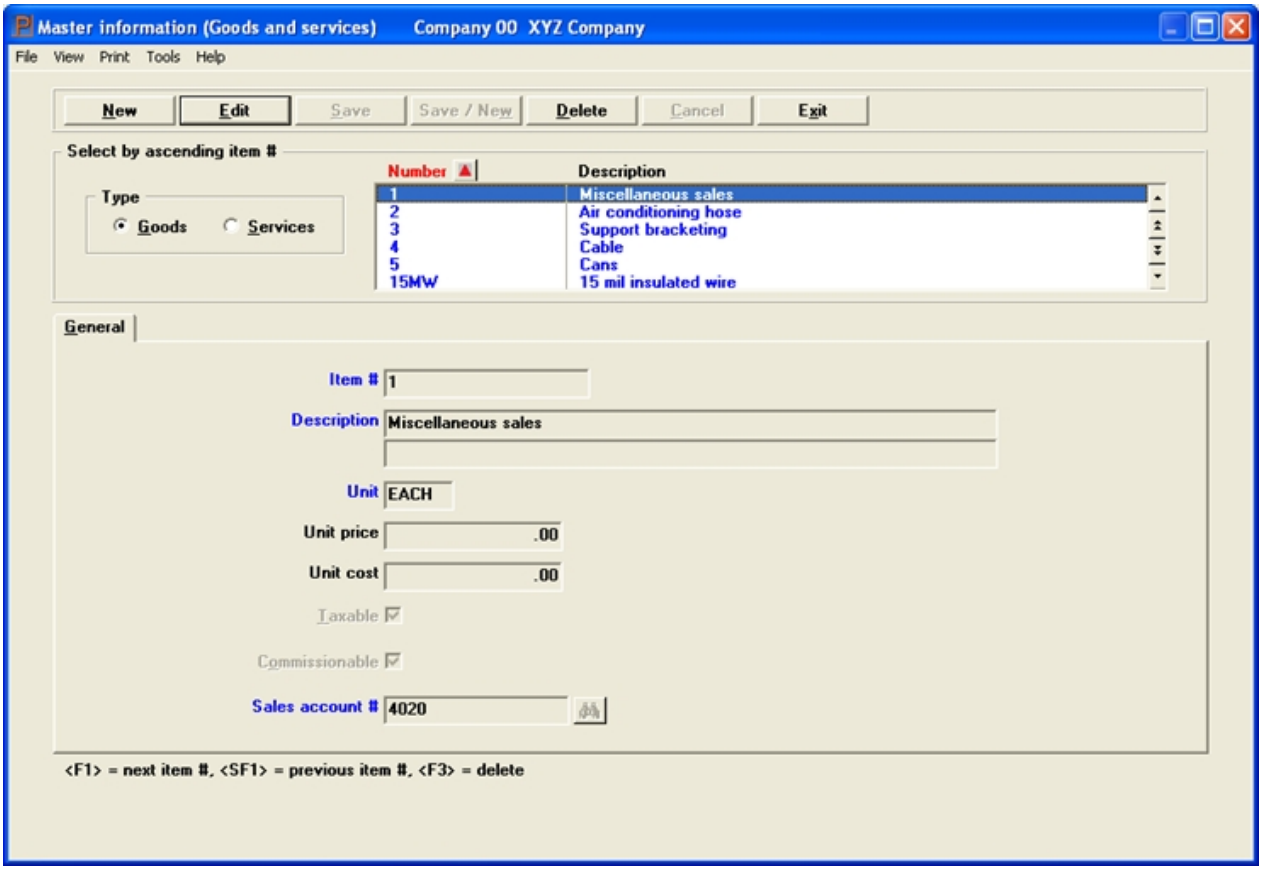
Select Goods or enter G to work with Goods, or select Services or enter S to work with Services.

Format	Radio button. The default is Goods One letter, there is no default
Example	Type G

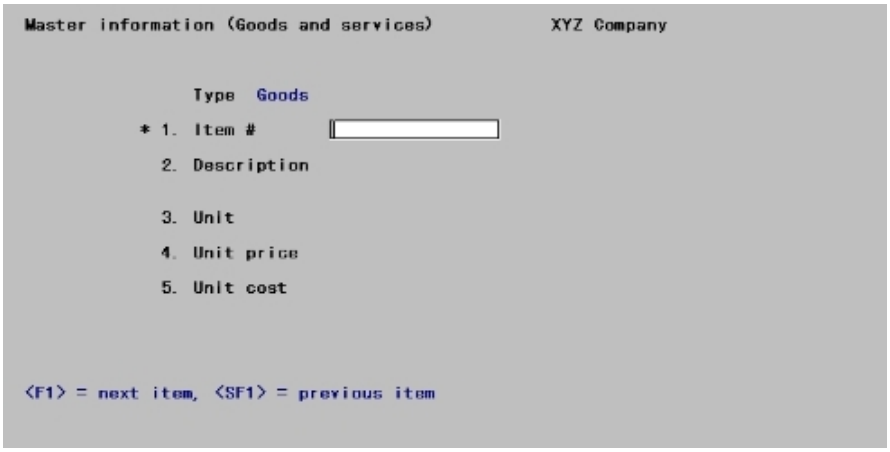
ENTERING GOODS

The following screen appears:

Graphical Mode:



Character Mode:



From this screen, you can work with new or existing goods.

Enter the following information:

Item

Options

Enter a goods item number, or use one of the options.

<F1>	For the next item
<SF1>	For the previous item

Format	15 characters
Example	Type 15MW

Description

Enter the description of this item. At least one line of description is required; however, you can change the description when entering the invoice.

Format	2 lines of 25 characters each
Example	Type 15 mil insulated wire Type (red insulation)

Unit

Options

Enter the unit in which you sell this item. This field is required. You may use the option:

<F2>	For EACH

Format	4 characters or less. Lower case is accepted but is converted to upper.
Example	Type LNFT for linear foot.

Unit price

Enter the price you charge per the unit entered in the previous field.

Format	9,999,999,999.99999
Example	Type .085

Unit cost

Enter your cost per the unit entered in Unit field above.

Format	999,999,999.99999
Example	Type .025

Taxable

Character Mode:

Enter Y if you want to allow this service to be taxed. Enter N if it is not taxed.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: Either Y or N
Example	Type N

Commissionable

In order for this field to have an affect you must check the Use commissions field in *Control information* and set up sales reps.

Check this box if you want a commission to be paid to a sales rep for this sale. Leave it unchecked if no commission is to be paid.

Character Mode:

Enter Y if you want a commission to be paid to a sales rep for the sale. Enter N if no commission is to be paid.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: Either Y or N
Example	Type N

Sales account

The Default sales account to Goods/Services account field in the A/R *Control information* determines which default account you are using when entering a good in invoices. If that field is checked, the account entered in this field is used. Otherwise you may select one from the Default sales accounts.

Enter the sales account for this good.

Format	Your standard account number format as defined in *Company information*
Example	Type 4000

Options

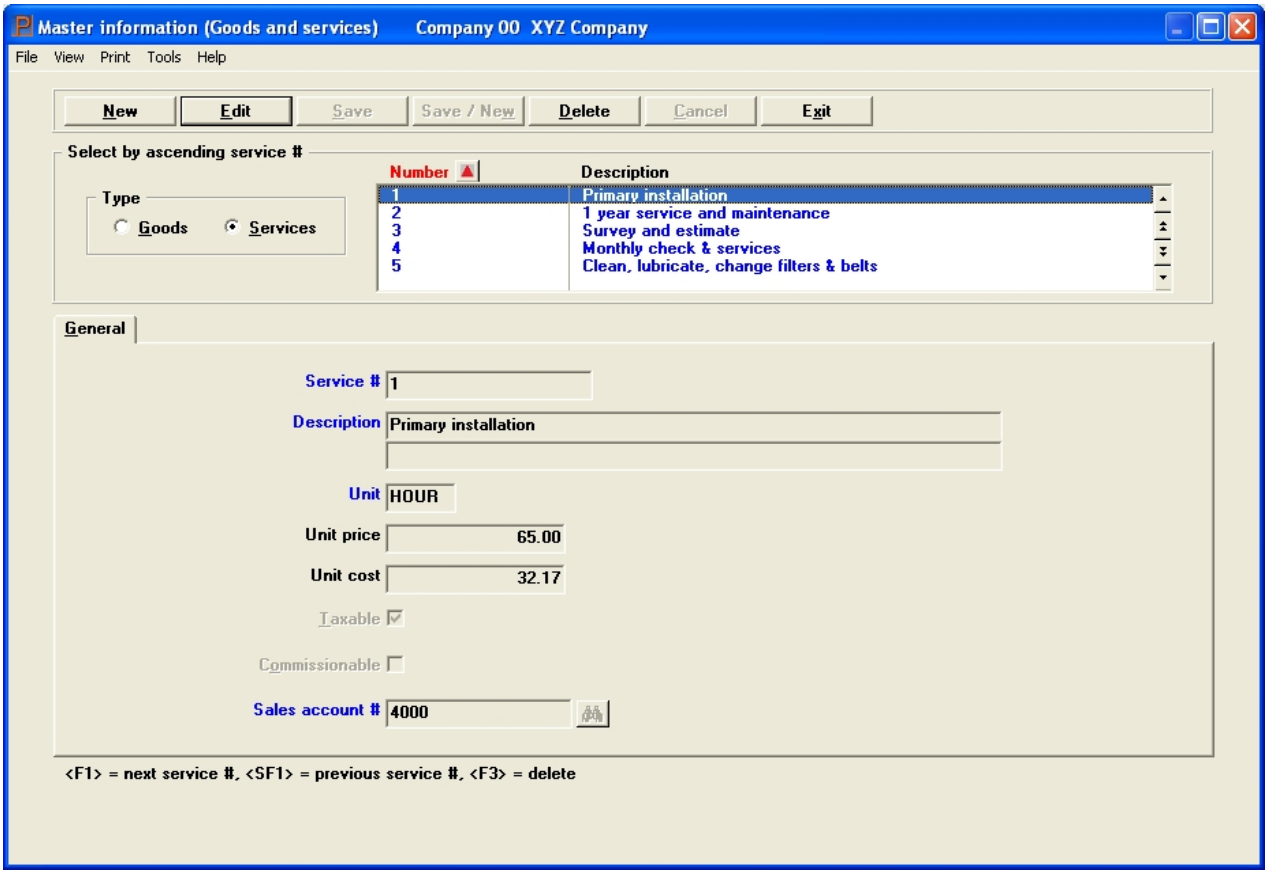
Make any needed changes. For an existing entry you may use one of the options:

<F1>	For the next item
<SF1>	For the previous item
<F3>	To delete this entry. Goods may be deleted even when there are invoices outstanding for them.

ENTERING SERVICES

If you type S for Services or if I/C is interfaced, a screen similar to the following screen appears:

Graphical Mode:



Character Mode:

From this screen you can work with both new and existing services. If a service has already been entered for the service number you specify, it will appear and be available for changes or deletion.

Enter the following information:

Service

Options

Enter the service number, or use one of the options:

<F1>	For the next service
<SF1>	For the previous service

Format	3 characters
Example	Type 1

Description

Enter the standard description of this service.

When you enter this service into an invoice, you will be able to put in up to 9 more lines of detailed description for this service. You will also be able to change *this* description that you enter here.

Format	50 characters (or less if you have so specified in *Control information*)
Example	Type Primary installation

Unit

Options

Enter the unit in which this service is delivered and billed, or use the option:

<F2>	For HOUR

This field is *not* required. Leave it blank if you charge a flat rate for this service or if you do not charge separately for it.

Format	4 characters or less. Lower case is accepted but is converted to upper.
Example	Press <F2>

Unit price or Price

If you entered a unit in the previous field, this field displays as **Unit price**; otherwise, it displays as **Price**.

Enter the unit price or total price of this service.

Format	9,999,999,999.99999
Example	Type 50 for a charge of $50.00 per hour for this service.

Unit cost or Cost

If you entered a unit in the Unit field above, this field displays as **Unit cost**; otherwise, it displays as **Cost**.

Enter the unit cost or total cost of this service.

Format	999,999,999.99999
Example	Type 25

Taxable

Check the box if you want to allow this service to be taxed. Leave it unchecked if it is not taxed.

Character Mode:

Enter Y if you want to allow this service to be taxed. Enter N if it is not taxed.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: Either Y or N
Example	Type N

Commissionable

Character Mode:

Enter Y if you want a commission to be paid to a sales rep for this service. Enter N if no commission is to be paid.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: Either Y or N
Example	Type N

Sales account

The Default sales account to Goods/Services account field in the A/R control information determines which default account you are using when entering a service in invoices. If that field is checked, then the account entered in this field is used. Otherwise you may select one from the Default sales accounts.

Enter the sales account for this service.

Format	Either the main account number
Example	Type 4000

Options

Make any needed changes. For an existing entry you may use one of the options:

<F1>	For the next service
<SF1>	For the previous service
<F3>	To delete this entry. Services may be deleted even when there are invoices outstanding for them.

PRINTING GOODS OR SERVICES

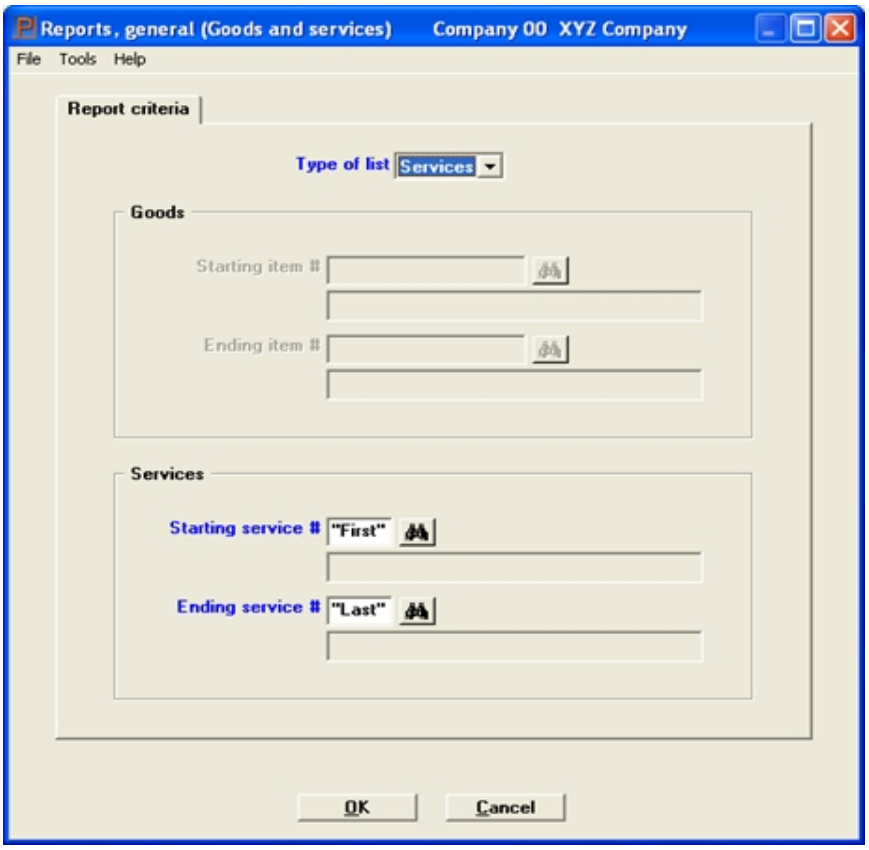
If I/C is interfaced, only services can be printed here (inventory items can be printed from within the I/C module).

Select

Goods and services from the *Reports, general* menu.

If I/C is not interfaced, the following screen appears:

Graphical Mode



Character Mode:

```
Reports (Goods and services)                    XYZ Company

                    Type of list

G = goods,  S = services
```

Type of list

Select Goods or enter G to work with Goods, or select Services or enter S to work with Services.

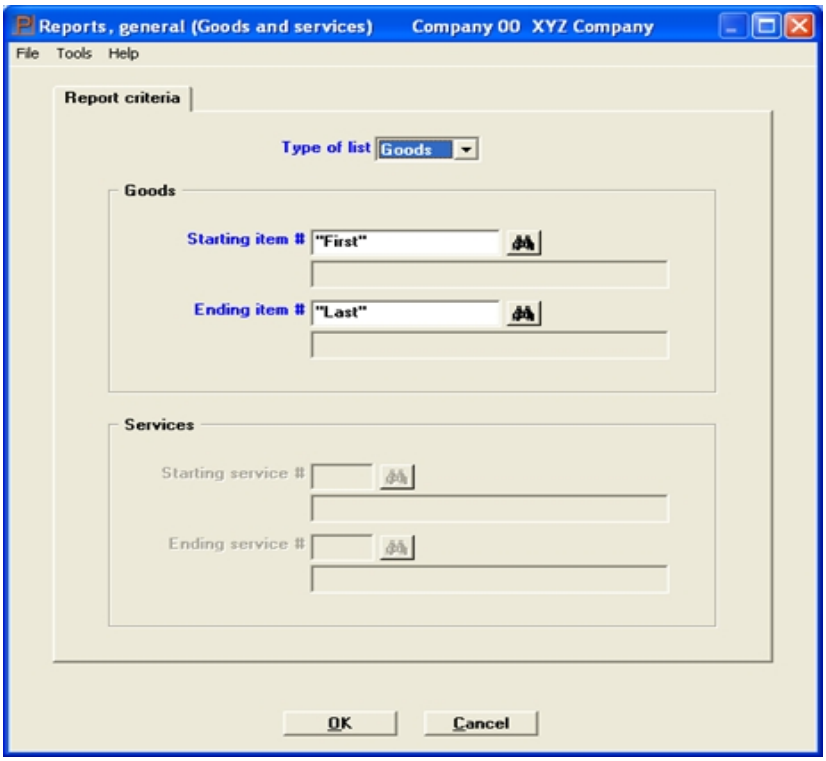
Format	Graphical: Drop-down list. Goods is the default. Character: One letter, either G or S
Example	Type G

Printing a List of Goods

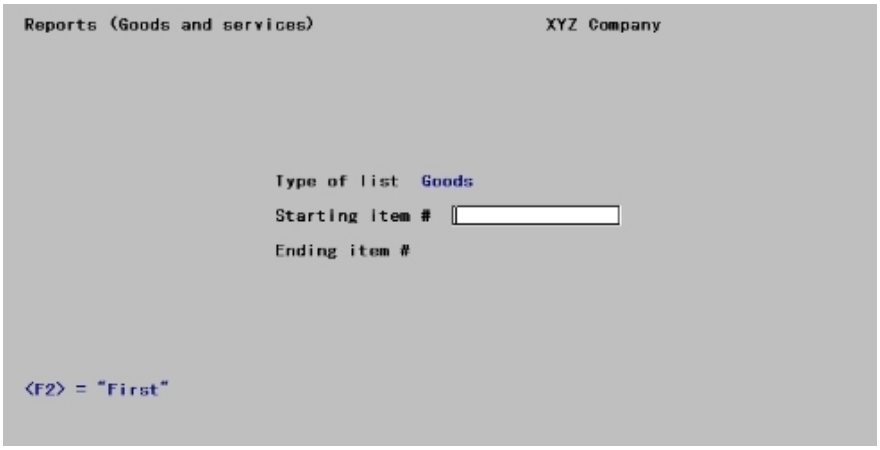
View a sample Goods List in the *Sample Reports* appendix.

The following screen appears:

Graphical Mode:



Character Mode:



Enter the following information:

Starting item # and Ending item

Options

Enter the range of items to include on the list. At either field you may use the option:

<F2>	For the First starting item or Last ending item

Format	15 characters at each field
Example	Press <F2> at each field

Graphical Mode

OK or Cancel

Click on OK to print or Cancel to not print.

Character Mode

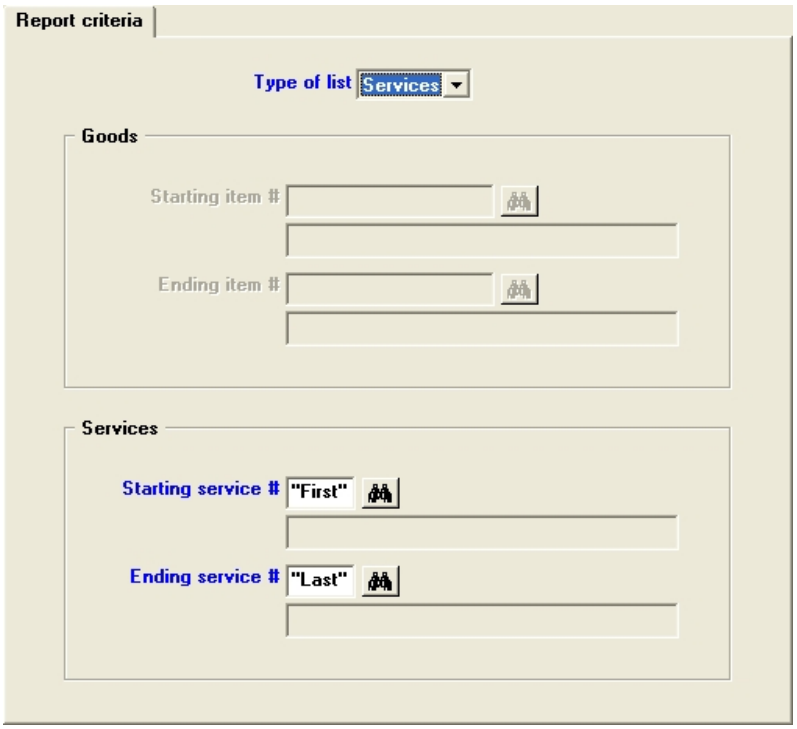
Answer Y to re-enter the screen, or N to print the report.

Printing a List of Services

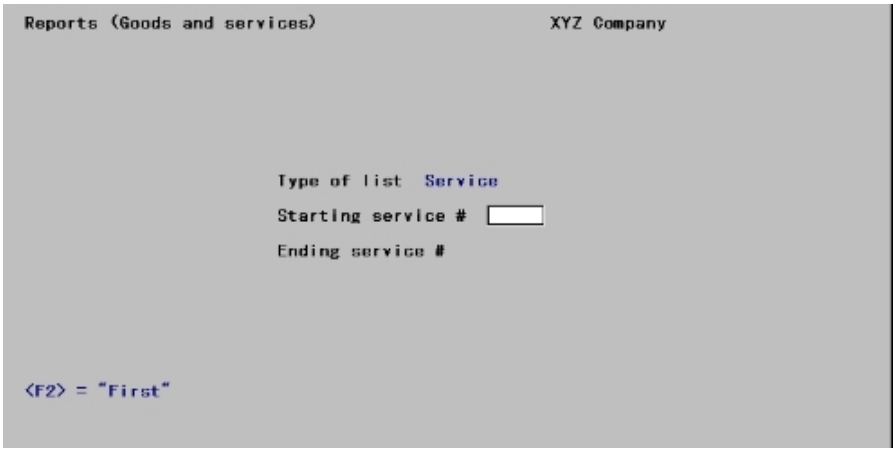
View a sample Services List in the *Sample Reports* appendix.

If you choose to print a list of services, the following screen appears:

Graphical Mode:



Character Mode:



Enter the following information:

Starting service # and Ending service

Options

Enter the range of services to include on the list. At either field you may use the option:

<F2>	For the First starting service or Last ending service

Format	3 characters at each field
Example	Press <F2> at each field.

OK or Cancel

Click on OK to print or Cancel to not print.

In character mode answer Y to re-enter the screen, or N to print the report.

Bank Accounts

This chapter contains the following topic:

Entering Bank Accounts .....

ENTERING BANK ACCOUNTS

The *Bank accounts* selection enables you to specify information about the bank account related to a General Ledger cash account.

Three pieces of information are needed for each cash account:

- The name of the bank
- Your account number at the bank
- The number of the next deposit slip for the cash account

The cash account should already have been established; that is, it should be present as an entry in both the *Valid GL accounts* selection and the *Cash Accounts* selection. Both of these selections are in the System Manager module (CTL on the menu).

You are not required to make an entry in the *Bank accounts* selection corresponding to *every* entry in the *Cash accounts* selection — only for those cash accounts into which you intend to deposit your A/R cash receipts.

The information entered in this selection is necessary in order to process deposit slips. This process is described in the Printing Deposit Slips section of the *Deposit slips* chapter. It is needed for interfacing receipts into check reconciliation, and is also an integral part of the cash history process. If you are not interfaced to the PBS Check Reconciliation module you can still use A/R to prepare deposit slips; however if you prefer to prepare these manually you may skip this chapter.

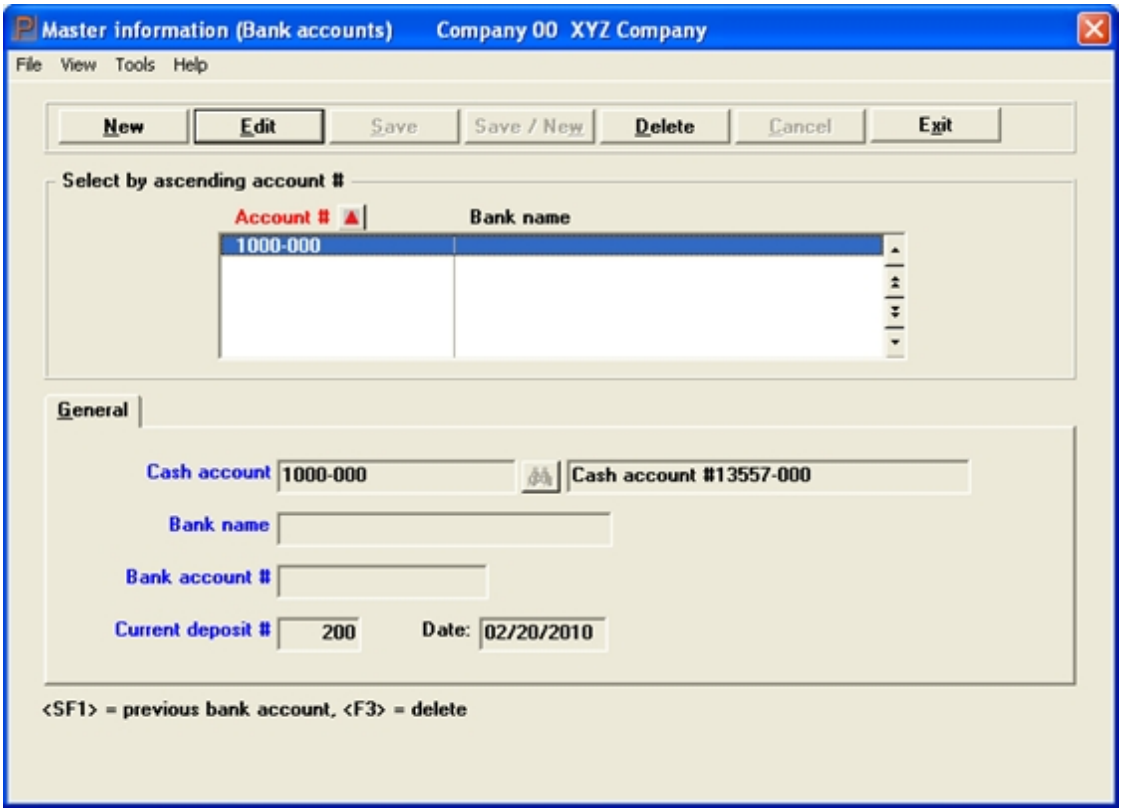
Bank account data is stored in Cash History. It does not have its own edit list, and you can only view it via this selection.

Select

Bank accounts from the *Master information* menu.

The following screen appears:

Graphical Mode



Bank Accounts List Box

The list box displays up to 6 accounts at a time. You may sort the accounts by account number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the View options.

To locate an account, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Accounts that display in the list box are available for changes or deletion. The fields for the selected account display in the lower part of the screen.

When an account is found, you may select the <Enter> key or Edit button to start editing.

Bank Accounts Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new account
Edit	Alt+e	For editing an existing account
Save	Alt+s	For saving a new account or for saving the changes to an existing account
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete an account. You may also use the <F3> key. You cannot delete an entry when any deposits are pending for that bank account.
Cancel	Alt+c	To cancel adding or editing an account. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Character Mode

```
Master information (Bank accounts)                XYZ Company



          * 1. Cash account

            2. Bank name
            3. Bank acct #
            4. Curr deposit #



<F1>= next acct, <SF1>= prev acct, <F2>= 1000-000        Cash account #13557
```

From this screen you can work with both new and existing bank accounts.

Enter the following information

Cash account

Options

Enter the number of the cash account, or use one of the options:

<F1>	For the next entry in *Cash accounts*. The <F1> and <SF1> options do not appear if you have defined only a single cash account.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format, as defined in *Control information*
Example	Press <F2>

Bank name

Enter the bank name. This field is required. The bank name will be printed on your deposit slips.

Format	25 characters
Example	Type First National Bank

Bank account

Enter the account number which the bank has assigned to your account. This field is required, and will also be printed on your deposit slips.

Format	15 characters
Example	Type 3-62922-7

Current deposit

Enter the number you want to use for the next deposit that will be prepared for this bank account.

After the first deposit is marked complete, this number in this field is replaced by the number of the *most recent* deposit slip used. Once entered, this field may not be changed.

Format	999999 The default is 1
Example	Press <Enter>

Make any changes and select Alt+s or click on the Save button to save your data. For a complete explanation of the other buttons, see Bank Accounts Buttons.

Character Mode

Field number to change ?

Make any desired changes.

Options

Unless you have only defined a single cash account, you may also use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry

Options

If this is an existing entry, you may use the option:

<F3>	To delete this entry. You cannot delete an entry when any deposits are pending for that bank account.

Press <Enter> to complete this entry and allow entry of another bank account.

Invoice Formats

This chapter contains the following topics:

Introduction to Invoice Formats .....
Printing a Location Grid .....
Printing a Layout Worksheet .....
Entering Invoice Formats .....
General Appearance .....
Header Area .....
Line Item and Payments Area .....
Totals Area .....
Verifying the Format .....
Printing a Sample Invoice .....
Printing Format Specifications .....
Copying Invoice Formats .....
Deleting Invoice Formats .....

INTRODUCTION TO INVOICE FORMATS

The *Invoice Formats* selection enables you to tailor the Passport Business Solutions Accounts Receivable module to work with your invoice forms.

You do not have to change to an unfamiliar or undesirable invoice form in order to use this module, but can configure A/R to print on your current invoice form or nearly any other invoice form you wish.

If you do not use an invoice form, but simply use your blank letterhead, you can tailor A/R to use this also. In Windows or Thin client, you can also merge a graphical file with the file data that contains the lines, logo, different colors, header names and so on. During printing a graphical image file is overlayed on the invoice data and can only be used when printing to Windows printer and a *Company information* PDF printer. Merging with a graphical image cannot be done using a *Company information* laser or dot matrix printer.

You can even arrange it so that you can print your invoices data in two or more different formats, to be used for different purposes, for example:

- One format to send to the customer and another format for printing the invoice internally.
- One format can be used for service invoices and another for item invoices.
- One invoice format for PDF printing/emailing and another to send to a printer for mailing.

An invoice format is sometimes referred to as a *layout*. It is also sometimes called a *specification*.

The following lists some of the definitions that are used in the invoice tailoring process.

Field location grid

The Field # location grid is a set of vertical and horizontal lines of numbers which you can print on your preprinted invoice form or graphic image file to aid in positioning information so that it matches up horizontally and vertically with the titles and lines already on the form.

Invoice layout worksheet

The invoice layout worksheet is a set of numbered vertical and horizontal lines which you can print on a blank sheet of paper to create your invoice from scratch.

Top Margin

		1	2	3	4	5	6	7	8	9	0
	1										
Left	2										

Margin	3				A			
	4							

The location of the letter A is at row 3, column 4

Line or row

Line or row refers to the cells arranged horizontally in a table.

Column

Column refers to the cells arranged vertically in a table.

Location

Location refers to the row *and* column of the printed information on the page.

Format design kit

Format design kit refers to the appendix Invoice Format Design Kit, which provides the step-by-step procedure to set up a new invoice format.

Basic Invoice Format

The invoice format consists of three areas:

1	Header
2	Line item 1 Line item 2 Line item 3 etc. Payment 1 Payment 2 etc.
3	Totals

Header

The Header area is the first part of the invoice and includes information pertaining to the overall invoice: i.e., customer's name and address, invoice date, invoice number, your company's name and address, etc.

Line item and Payment

The Line item area is the middle part of the invoice and includes information on all the line items (goods and services) you are billing the customer for: descriptions, quantities, prices, etc. It can also include notes giving additional information about the goods and services.

The line item area also shares the payments if you are using multi-payment/credit card processing. You may assign payment fields to the invoice format. They print are AFTER the last line, service item

or note. If there is more than one payment, then the print one after another. In order to print payment information you must be licensed for multi-payment credit card processing. See the PBS Multi-payment/Credit Card Setup appendix for more information.

Totals

The Totals area is the last part of the invoice and includes the total amount of the invoice, over-all discounts, taxes, miscellaneous charges, etc.

Note	Each of the available fields can be printed in as many as four different locations subject the following overall limits for the different invoice areas.

Maximum Number of Locations

In the *header* area, the maximum number of locations in which you can print fields or text is 100 (including the copies of any of the available header fields printed in up to 4 different locations).

In the *line item* area, the maximum number of locations in which you can print fields or text is 80.

In the *totals* area, the maximum number is 80.

Creating an Invoice

The A/R module comes with a number of predefined invoice formats. If one of these is close to the one you want, just make a copy of it and then make changes to the copy. Refer to the Invoice Format Design Kit appendix for guides to modifying invoice formats and for designing invoice formats from scratch.

Passport recommends that you first become familiar with printing invoices in the predefined formats furnished with this module before designing your own.

The remaining parts of this chapter describe the A/R functions you run in accordance with the checklists in the *Invoice Format Design Kit* appendix.

If you are ready to add a format now, refer to the appropriate checklist in the *Invoice Format Design Kit* appendix. The checklist will refer you to the parts of this chapter you need to perform the steps for adding formats.

PRINTING A LOCATION GRID

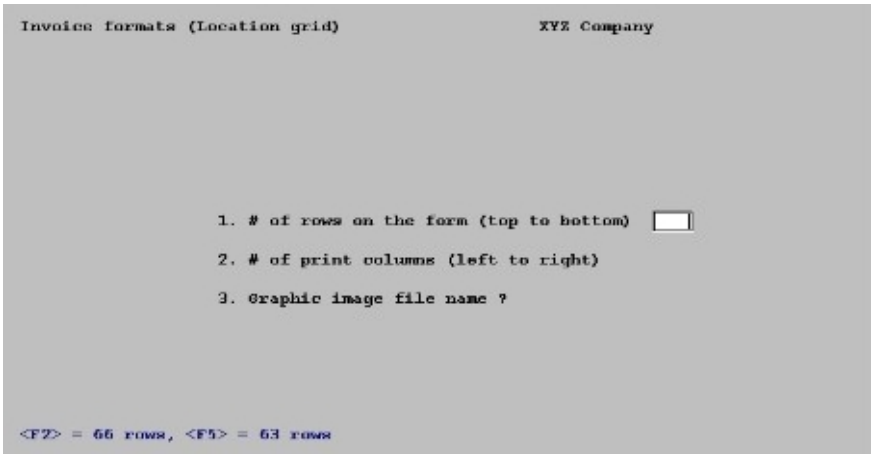
The field location grid is a tool you can use to plan your invoice form when you are using a *preprinted* invoice form or graphic image file. Print this grid on your invoice form, to see the exact rows and columns of every piece of invoice information on the pre-printed form or file. You will then be able to specify the exact row and column for each piece of information when you create your invoice format.

This grid may also be useful to plan the layout of forms that you design, so you can avoid overlapping fields, a confusing layout, and when using Windows printer or a PDF printer and when merging with a graphical form file.

Select

Location grid from the *Invoice formats* menu.

The following screen appears:



Enter the information as follows:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid.

The number you enter corresponds to the number of rows on your invoice form.

<F2>	For 66 rows (8¾ X11 paper with no allowance for top or bottom margins)
<F5>	For 63 rows (this is the maximum recommended amount if you are using Windows printer.)

Note	Most laser printers are unable to print on the first 1/6th inch at the top of a page and on the last 1/6th inch at the bottom of a page. Because of this physical limitation, the first row of a location grid will not be printed on a laser printer. The last row will not be printed when it falls within the last 1/6th of an inch of the page. For example, if you enter 66 for # of rows on the form and print on letter size (8 1/2 X 11) paper, row 1 and row 66 will not print. When selecting Windows printer, the print limitations is determined by the printer driver. These limitations can differ per version of the driver.

2. # of print columns (left to right)

Format	99
Example	Press <F2>

Enter the number of columns to appear across the page on the grid.

Options

The maximum number of columns you can specify is 132.

<F2>	For 80 columns (8¾ X11 paper with º inch allowance for left and right margins)

Format	99
Example	Press <F2>

3. Graphic image file name ?

Enter the name of the file that will merge with the invoice data. This JPEG or Bitmap file must be present in the top-level PBS directory - *IMAGES*.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

You may use the option:

<F2>	To not use a graphical image file and print on letterhead

The file must be present in the *IMAGES* directory and must be spelled exactly as the file name with the proper extension included. If running in Linux or UNIX Thin client, the file name must be entered with the same (UPPER or lower) case and do NOT use a period as part of the file name.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter IV65F1.JPG

If you want a graphical image file to print on the page, then you must select Windows printer or a *Company information* PDF printer when you print the grid. In regards to *Company information* printers, only PDF printers will merge the image file with the data.

When using Windows printer merging with a graphical image is only available when running on Windows or Thin client. Merging with a graphical image when using a *Company information* PDF printer will work on all operating systems that PBS supports.

Field number to change ?

Make any needed changes, then press <Enter>. The following message is displayed:

> Make sure your form is now in the printer, and that the printer will begin printing at the first print position of the very first line of the form.
>
> Type "DONE" when ready.

The printer should always be ready to print in location 1,1 (that is, row 1, column 1).

Type DONE and the location grid will print. A sample location grid appears at the end of this chapter.

After the grid is printed, you are asked whether you want to print it again. If you answer Y, the grid is printed a second time. If you answer N, the following message is displayed:

> If you have pre-printed forms mounted on the printer, replace these now with regular paper.
>
> Type “DONE" when ready.

Type DONE and press <Enter>.

PRINTING A LAYOUT WORKSHEET

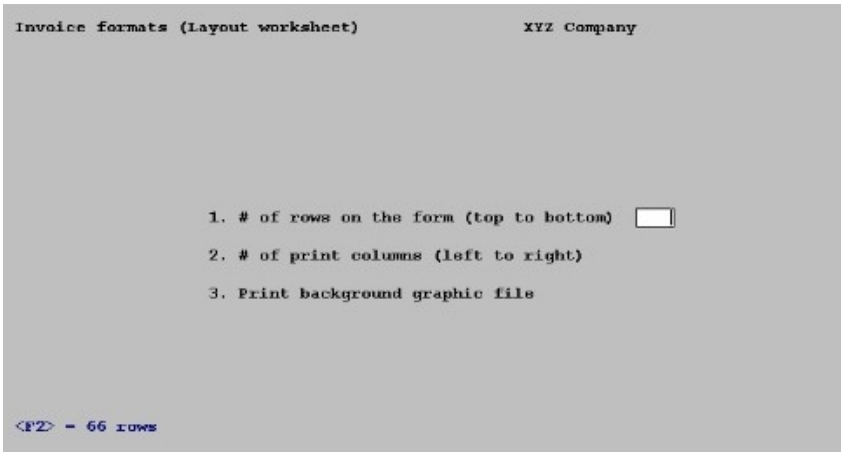
The layout worksheet is a tool to help you lay out your invoice on *blank* paper, continuous-form company letterhead or when using Windows printer and merging with a form file. Whereas the location grid has rows and columns of *numbers*, the layout worksheet has rows of *dotted lines* on which you can fill in invoice information in the way you want it printed.

You can also print the layout worksheet on a preprinted form if you wish.

Select

Layout worksheet from the *Invoice formats* menu.

The following screen appears:



Enter the information as follows:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear in the worksheet.

Options

The number you enter corresponds to the number of rows on your invoice form. If you are using Windows printer, you may have to enter 63, 62 or even less. It depends on what is allowed by your printer model.

<F2>	For 66 rows (8 X 11 paper with no allowance for top or bottom margins)

Note	There are certain limitations to printers. When printing using a Company information laser printer, it is unable to print on the first 1/6th inch at the top of a page and on the last 1/6th inch at the bottom of a page. Because of this physical limitation, the first row of a location worksheet will not be printed on a laser printer. The last row will not be printed when it falls within the last 1/6th of an inch of the page. For example, if you enter 66 for # of rows on the form and print on letter-size 8¾ X11 paper, row 1 and row 66 will not print. When printing using Windows printer, the limitation may be different per printer model based on margins defined in the printer driver. Generally you have less printable area using Windows printer than when using a printer defined in Company information and your format design should reflect this. For example, a Company information printer setup may allow 66 lines but a Windows printer may only allow 62 lines. Refer to your printers documentation to determine available printable area on the page.

Format	99
Example	Press <F2>

2. # of print columns (left to right)

Enter the number of columns to appear across the page on the worksheet.

Options

The maximum number of columns you can specify is 132. For Windows printer you may have to enter a number less that 80.

<F2>	For 80 columns (8¾ X11 paper with º inch allowance for left and right margins)

Format	99
Example	Press <F2>

3. Graphic image file name ?

This field is only available in Windows and Thin client.

Enter the name of the file that will merge with the invoice worksheet. This JPEG or Bitmap file must be present in the top-level PBS directory - *Images*.

You may use the option:

<F2>	To not use a graphical image file and print on letterhead or plain paper without an image file

The file name must be spelled exactly as the file name with the proper extension included.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter IV65F1.JPG

If you want a graphical image file to print on the page, then you must select Windows printer when you print the worksheet. The printers defined in company information will not merge the image file with the data.

Merging with a graphical image is only available when using Windows or Thin client.

Field number to change ?

Make any needed changes, then press <Enter>. The following message is displayed:

> If you wish to print the worksheet on a pre-printed form, mount your form on the printer now.
>
> Type DONE when ready

The printer should always be ready to print in location 1,1 (row 1, column 1).

Type DONE and the worksheet will print. A sample layout worksheet appears at the end of this chapter.

After the layout worksheet has printed, you are asked whether you want to print it again. If you answer Y, another worksheet will be printed. If you answer N, the following message is displayed:

> If you have pre-printed forms mounted on the printer, replace these now with regular paper.
>
> Type “DONE” when ready.

Type DONE and press <Enter>.

Entering Invoice Formats

Select

General appearance from the *Invoice formats* menu.

A screen appears for you to either assign a number and description to a new invoice format you want to add or to retrieve an existing format. Enter the following information:

```
Invoice formats (General appearance)              XYZ Company



                  * 1. Format #
                    2. Description



<F1> = next format, <SF1> = previous format
```

1. Format

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

2. Description

Enter a description of the format. This field is required.

Format	25 characters
Example	Type Example format

Field number to change ?

Options

Make any needed changes or press <Enter> to continue.

The checklists in the Invoice Format Design Kit describe the exact steps to add a new format or modify an existing format. Briefly, the sequence from this point on is:

- Use *General appearance* to specify the general, over-all appearance of the format: how long, how wide, specifying an image file, etc.
- Use *Header area* to select which fields or texts to print in the header area of the invoice, where they should print and how they should look. Then use *Line item area* and *Totals area* similarly.
- Use *Verify* to check the format for errors. Make any necessary corrections.
- Use the *Sample invoice* to confirm that the form is what you want.

General Appearance

Select

General appearance from the *Invoice format* menu.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

The following screen displays for General Appearance:

```
Invoice formats (General appearance)              XYZ Company

                Format number: 11  Invoice format


                1. # of rows on the form (top to bottom)     3
                2. # of print columns (left to right)

                3. Print header data on first page only ?

                4. First row # for line item printing
                5. Last row # for line item printing
                6. Maximum # of rows per line item
                7. Skip a row between line items ?
                8. Split line items between pages ?

                9. First row # for totals section
               10. Order of printing of line items
               11. Use pre-printed forms ?
                   Print using graphic image?    File name:
<F2> = 66 rows
```

Enter the information as follows:

1. # of rows on the form (top to bottom)

Enter the number of rows on the invoice form or use the option:

<F2>	For 66 rows (six rows per inch on standard 8/11 inch paper)

Note	If you wish to use a form with more than 66 rows on a laser printer, you must use Company information to set up an Other laser printer with the proper job control codes. To print on legal size paper, you must use the appropriate job control codes to set the text length to 84 rows. For an explanation of the hexadecimal codes used for job control, refer to the Special Forms and Laser Printers section of the *Company information* chapter in the *PBS Administration* documentation.

Format	99
Example	Press <F2>

2. # of print columns (left to right)

Options

Enter the number of columns on the invoice form (up to 132) or use the option:

<F2>	For 80 columns (ten characters per inch on standard 8 X 11 inch paper)

Format	999, not to exceed 132
Example	Press <F2>

3. Print header data on first page only ?

Answer Y to print the header information, such as customer and customer ship-to addresses, on only the first page of the invoice. Answer N to print it at the top of every page of the invoice.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter>

4. First row # for line item printing

Enter the row number on which you want the first line item to start printing (from 3 to [maximum rows on form minus 4]). As an illustration, if you had specified in Field #1 above that the number of rows on the form was 66, you could enter a number from 3 to 62 (66 minus 4).

Be sure to leave room for the header area, and also for any blank rows to separate the header area from the line items.

Format	99
Example	Type 28

5. Last row # for line item printing

Enter the row number of the last row in the line item area. Line item information will never print after this row number. This number must be larger than the row on which you want the first line item to start printing (entered in 4 above), but smaller than the maximum rows on the form minus 3. Continuing the illustration above, if you entered 28 for the first row number for line item printing, you could enter a number from 4 to 63 (66 minus 3).

Be sure to leave room for the totals area, and also for any blank rows to separate the totals area from the line items.

Format	99
Example	Type 56

6. Maximum # of rows per line item

Enter the maximum number of rows to print per line item, from 1 to 12. This number cannot be larger than the difference between the numbers entered in Fields #4 and 5 above, plus 1.

For instance, if you were designing a very short form and had specified above that the first row for line item printing is 9 and the last row is 15, the rows per line item could not be larger than 7 (15 - 9 + 1).

Note	The A/R module allows you to have "services" line items and "notes" line items, each with up to 10 lines of description. Specify enough rows to print the longest note or description of services you want to show on the invoice. This is the *maximum* number of rows per line item. If a line item consists of less than this, only the lesser number of rows will be printed

Format	99
Example	Type 5

7. Skip a row between line items ?

If the number of rows per line item is 1, either answer Y to skip a row between line items (double-space them) or N to print them single-spaced.

Format	One letter, either Y or N
Example	Type N

8. Split line items between pages ?

If the number of rows per line item is 2 or more, answer Y to allow line items to be split between pages. Or answer N to keep all information for one line item on the same page.

If the number of rows per line item is 1, (Not applicable) displays.

Format	One letter, either Y or N
Example	Type N

Note	If you select N to split line items between pages, the number of unused lines at the bottom of every lines section is equal to the number entered in field 6 *Maximum # of rows per line item*. If that number is 3 or more you may get better results by allowing to split items between pages.

9. First row # for totals section

Options

Enter the row number of the first row of the totals section, or use the option:

<F2>	To leave two blank rows after the *last* line of the *last* line item printed and then immediately start printing the totals

These are called *floating* totals, since the totals area floats two rows below the last line of the last line item instead of being printed at a fixed row number on the form.

Format	99
Example	Press <F2>

10. Order of printing of line items

Enter **S** to print the line items in sequence number order, or type **L** to print them in order by line type (goods, services, and notes).

Format	One letter, either S or L. The default is S.
Example	Press <Enter>

11. Use pre-printed forms ?

If this invoice format is to be used with preprinted forms, answer Y; otherwise, answer N. If you answer Y, you will be prompted to mount preprinted forms on the printer during the *Print invoices* selection.

Format	One letter, either Y or N
Example	Type N

Print using graphic image ?

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, then you will be prompted to enter the name of the file.

If you are using a graphical image file, then you must select Windows printer or a -PDF- *Company information* printer when you print invoices.

File name:

You must make an entry in this field if you select Y to *Print using graphic image ?*.

Enter the name of the file that will merge with the invoice data. This JPEG or Bitmap file must be present in the top-level PBS directory - *IMAGES*.

The file must be present in the *IMAGES* directory and must be spelled exactly as the file name with the proper extension.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter INV651.JPG

If you are using a graphical image form file, then you must select Windows printer or a PDF printer when you print invoices. Other than a PDF printer, the printers defined in company information will not merge the image file with the data.

Field number to change ?

Make any desired changes. If you change Field #4 or 5, you will automatically go to Fields #6, 7, and 8 for you to either confirm or change your entries. The entry for Field #9 must also be confirmed unless Floating totals was selected.

Press <Enter> to continue.

If you are printing line items in sequence number order (as indicated by Field #10), your entries for *General appearance* are complete.

If you are printing line items in order by line type, the following screen appears:

```
Invoice formats (General appearance)              XYZ Company
                 Format number: 11  dsafr


                12. First type of line item to print
                13. Second type of line item to print
                14. Print line type sub-totals ?
                15. Description of goods sub-total
                16. Description of services sub-totals


G = Goods   S = Services   N = Notes
```

Enter the information as follows:

12. First type of line item to print

Select the type of line item you want to print first on the invoice: **G** (Goods), **S** (Services), or **N** (Notes).

Format	One letter from the list above
Example	(This screen does not appear in this example because you chose to print invoices by sequence number)

13. Second type of line item to print

Select the type of line item you want to print next on the invoice (either of the two remaining line types above). Whatever line type is left over automatically becomes the third type of line item to print.

Format	One letter from the list above
Example	(Does not appear in this example)

14. Print line type sub-totals ?

Each line item has a line item net amount which is the amount you are billing the customer for that line item. Answer Y to print a sub-total of the net amounts for all Goods after the Goods line items and for all Services after the Services line items.

Format	One letter, either Y or N
Example	(Does not appear in this example)

15. Description of goods sub-totals

If you answered N in the 14. Print line type sub-totals ? field, this field displays as (Not applicable) and may not be entered.

Options

Otherwise, enter the description that you want to print on the same row as the Goods Subtotal Amount. You may use the option:

<F1>	For Goods

Format	12 characters
Example	(Does not appear in this example)

16. Description of services sub-totals

If you answered N in Field #14, this field displays as (Not applicable) and may not be entered.

Options

Otherwise, enter the description that you want to print on the same row as the Services Subtotal Amount. You may use the option:

<F1>	For Services

Format	12 characters
Example	(Does not appear in this example)

Field number to change ?

Make any desired changes, then press <Enter> to complete entry of *General appearance* parameters for this invoice format.

Header Area

When entering a new invoice format, *General appearance* must be entered before this selection may be entered.

Here you choose the header fields you want to print on your invoices and/or specify text you want printed in the header area. Field contents are printed, not their titles. For example, selecting the field Customer number containing AB1079 means that AB1079 is printed, not Customer number. To print field names (captions), specify them as text to be printed.

If you want to print a title on the invoice, you must specify a text to print. This is explained in detail below.

Select

Header area from the *Invoice formats*.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

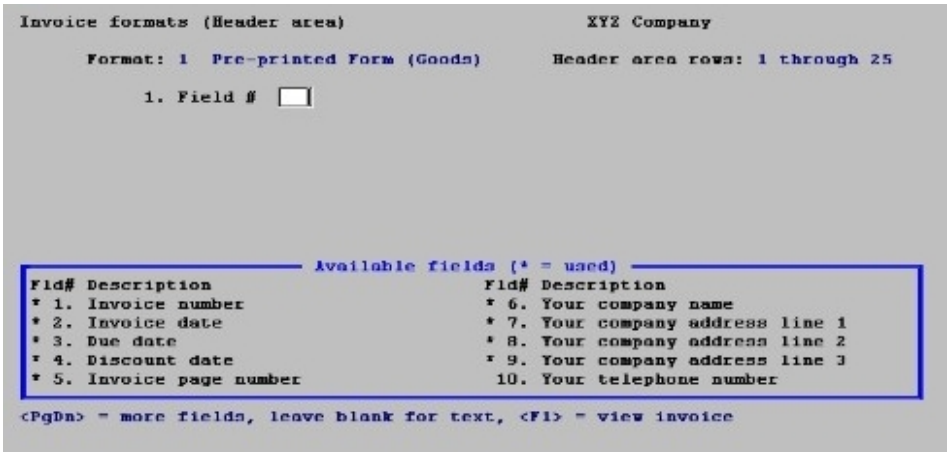
Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

A list appears showing the first 10 fields available to you for printing in the header area of the invoice. If you have previously selected any of these fields to print, an asterisk will appear next to the field number



You can press <F1> to see a diagram of the invoice you are adding or editing. This diagram will display all the fields and text you have selected to appear on the invoice in its proper format position.

Use the PgDn and PgUp keys to scroll through the fields that are available for inclusion in the invoice header area.

Use the <F2> key to shift the format to the left and to the right.

Which particular Invoice Fields are available to you is determined by decisions made in the *Control information* selection of A/R (and sometimes that of other modules); also in the System Manager *Company information* selection. For example, if your company does not use cost centers or ship-vias, those fields do not appear.

Designing with Long Name and Address Fields

Normally the number of print columns, as set in General Appearance, is set to 80 columns. A bill-to address field and a ship-to address field are normally on the same row. The combination of a bill-to address field and ship-to address field on the same line can be as many as 120 columns. The combination of the city, state and zip code can be even more.

You are not required to use the full length of each name and address field. Your actual entered data my be far less. If you keep each name and address field to 30 columns or less the font will print normal (larger font). Assigning any name and address field with 30 columns or more and the data is 30 columns or more causes the program to print the entire bill-to and ship-to address in compressed format (smaller font). The fields on rows above and below the address will print in normal font.

Also you do not have to design your format with all the available address fields. For example, if you do not use bill-to/ship-to address lines 3, address line 4, county or country do not assign them to the format.

When using the length that can be as much as 120 columns. If you want to print the longer bill-to and ship-to name and address fields you must increase that number of columns up to 132. When using up to 132 columns you may overlap bill-to and ship-to address fields in the design. When this is done the view option will show fields with questions marks to indicate the overlap. This is okay in this case. It may look similar to this:

```
01
02
03
04
05                                                    09/30/99    99999999999
06
07
08
09
10
11
12
13 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????XXXXXXXXXXXXXXXXXXXXXXXXXXXX
14 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????????????????XXXXXXXXXXXXXXXXX
15 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????????????????XXXXXXXXXXXXXXXXX
16 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????????????????XXXXXXXXXXXXXXXXX
17 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????????????????XXXXXXXXXXXXXXXXX
18 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX?????????????????????XXXXXXXXXXXXXXXXX
19
20 999999  09/30/99 XXXXXXXXXXX  XXX XXXXXXXXXXXXXXXX????????X????XXXXXXXXXXX
   12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678
                1         2         3         4         5         6         7
   <↑>/<↓>,<PgUp>/<PgDn>,<F1> = srvcs,<F2> = shift,<Esc>
```

Invoice fields may be selected and placed on the format in any order.

1. Field

Options

Enter the number of the invoice field to be placed on the invoice format. You may select an invoice field even though it has already been selected (that is, the same field may appear in more than one

place on the invoice). You may also use one of the options:

<PgUp> <PgDn>	To move the display up or down one page. You cannot move up if you are already on the first page, nor down if on the last one.
<F1>	To view a schematic picture of the invoice, showing all fields defined thus far.

Format	99 The number entered must be one of those currently showing on the display. You may also leave this field blank to enter text.
Example	Type 1 to select Invoice number.

The following screen appears:

```
Invoice formats (Header area)                    XYZ Company

      Format: 11  dsafr                     Header area rows: 1 through 27

           1. Field #  1                      Maximum: 999999

           2. Row
           3. Column
           4. Number of integers
           5. Print lead zeros ?

Enter row # from 1 through 27
```

The fields that appear after row and column depend on what kind of information is in the field. There are three different kinds of information:

- Alphanumeric (letters, digits, and special symbols)
- Date
- Numeric (digits, decimal point, minus sign, commas, and parentheses)

Numeric Fields

Invoice number is a numeric field and the screen will appear as shown above.

The choices for a numeric field depend on the characteristics of that particular field. For instance, its maximum length, whether negative numbers are allowed, does it have any decimal places, etc.

The Invoice number field cannot be negative. It cannot contain commas or decimal places, so the screen appears as above. An example of a numeric field that *can* be negative, and *can* have decimal places and commas, is shown in an example in the *Line item area* section later in this chapter.

For the Invoice number field, enter the information as follows:

2. Row

Specify in which row to print this field.

Format	99
Example	Type 6

3. Column

Specify the starting column in which to print this field.

Format	999
Example	Type 61

4. Number of integers

Enter the number of digits you want printed to the *left* of the decimal point up to the maximum shown. (In this example, the invoice does not have decimal places, so all digits are considered to be to the left of the decimal point.)

Format	99 The maximum available for this field displays as the default.
Example	Press <Enter> for the maximum of 6

5. Print lead zeros ?

Answer Y to print leading zeroes, or N to suppress leading zeroes. For instance, if the invoice number is 236 and the number of integers is 6, then if you answer Y, the invoice number will print as 000236. If you answer N, it will print as 236.

Format	One letter, either Y or N
Example	Type Y

Field number to change ?

Options

Make any desired changes, or use the option:

<F1>	To view a schematic picture of the invoice

When you press <Enter>, the screen clears for you to enter another field number to select.

Modifying Fields

This section describes how to make changes to a field you have already specified. You can change the location, delete the entry altogether, or print the field at additional locations in the header area.

When positioned to enter another field or when first displaying an existing format, enter the field number. If the field has already been selected for use on this format, a "Field usage" window appears, showing the row[s] and column[s] where it is currently specified to print.

1. Field

Format	99
Example	Type 1 to reselect the Invoice Number field

The screen now looks like this:

```
Invoice formats (Header area)                    XYZ Company

     Format: 11  dsafr                     Header area rows: 1 through 27

          1. Field #  1                      Maximum: 999999

          2. Row
          3. Column
          4. Number of integers
          5. Print lead zeros ?

                          Field usage
                Field: Invoice number                    (numeric)
                       1. Row: 6              Column:   61
                       2. Row:                Column:
                       3. Row:                Column:
                       4. Row:                Column:

Enter row # from 1 through 27
```

Notice the appearance of the Field usage box, which indicates the places where this field is already used (up to four, and in this case one).

2. Row
3. Column

Enter the same row and column as before:

Format	99 for row 999 for column
Example	Type 6 for row Type 61 for column

Field number to change ?

Options

Since this is an existing location on the invoice format, Screen Fields #4 and 5 display automatically and the cursor is positioned here. Your options now are:

<F1>	To view a schematic picture of the invoice
<F3>	To delete this field from this location of the invoice (without affecting any other location where it may occur)

Changing a Field Without Changing Its Location

If you want to change how a field appears (length, etc.) in a location you have already specified, select the field number as above.

Enter the row and column of the location you want to change. Make any desired changes.

Changing the Location of a Field

If you want to change where a field prints without otherwise changing its appearance, select the field number as above. Enter the row and column of the location you want to change. Make any changes to its row and/or location from *Field number to change ?*. When no more changes are required, press <Enter>.

Deleting a Field

If you want to delete a field in a location you have already specified, select the field number as above. Enter the row and column of the location you want to delete. When prompted, press <F3> to delete the field from this location.

If you specified earlier that this field is to be printed in more than one location, the field will be deleted from the current location selected, by not from the other locations.

Printing a Field in More than One Location

You can print any field in up to four different locations in the header area.

Enter the new location (row and column), then specify how to print in the field in the new location.

Date Fields

Date fields are specified as follows:

1. Field #

Format	99
Example	Type 2 to select Invoice date

The screen displays as follows:

```
Invoice formats (Header area)                    XYZ Company

     Format: 11  dsafr                     Header area rows: 1 through 27

          1. Field #  1                      Maximum: 999999

          2. Row
          3. Column
          4. Number of integers
          5. Print lead zeros ?

                          Field usage
               Field: Invoice number                    (numeric)
                     1. Row: 6              Column:  61
                     2. Row:                Column:
                     3. Row:                Column:
                     4. Row:                Column:

Enter row # from 1 through 27
```

2. Row and
3. Column

Enter the row and column in the same way as for a numeric field.

Format	99 for row 999 for column
Example	Type 6 for row Type 51 for column

4. Date format to use

Enter one of these choices for how the date is to appear:

1	=	MM/DD/YY
2	=	MM/DD
3	=	DD-MMM-YY
4	=	DD-MMM
5	=	Month Fully Spelled

When you make the choice, the Will look like field on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the invoice.

Format	One number from the list above
Example	Type 1

Field number to change ?

Press <Enter> to terminate the date example.

Alphanumeric Fields

All alphanumeric fields allow the same set of choices, as shown below. The maximum size of the field depends on the particular field you have chosen. You specified the maximum sizes of some fields in *Control information*; the maximum sizes of other fields are preset by the software.

1. Field

Format	99
Example	Press <PgDn> for the second page of the available field number display. Type 17 to select Customer name as the next invoice field to be added to the format.

The following screen appears:

```
Invoice formats (Header area)                    XYZ Company

     Format: 11  dsafr                     Header area rows: 1 through 27

          1. Field #  17

          2. Row
          3. Column
          4. Length to print
             (maximum = 25)
          5. Justify

Enter row # from 1 through 27
```

2. Row
3. Column

Enter the row and column in the same way as for a numeric field.

Format	99 for row 999 for column
Example	Type 15 for row Type 8 for column

4. Length to print (maximum = *nn*)

Enter the number of characters you want to print in this field.

The maximum number shown is the size of that field as it is stored in the software, but because of the way you have defined the format the entire length may not be available to you. You may need to experiment a bit with the layout if your previous choices impose limits which you do not want.

Format	99 The maximum for this invoice field displays as the default.
Example	Press <Enter> for 25

5. Justify

Justify means to adjust the spacing of characters within the space allowed.

Enter one of the following options:

L	To left justify
R	To right justify
N	No justification. Information prints exactly as entered.

For instance, you might have already centered your company's name and address when you entered them in the *Company information* function. To print them this way, type N.

Format	One letter from the list above. The default is L.
Example	Press <Enter>

Field number to change ?

Press <F1> to view the invoice.

Inserting Text in the Header Area

You would usually print text next to fields containing information. In particular, if you do not have a preprinted invoice form but print invoices on blank paper, you would specify text (captions) to print alongside or above the actual invoice information.

1. Field #

Format	99
Example	Press <Enter>. The word Text will display.

2. Row
3. Column

Enter the row and column where you want this text to begin.

Format	99 for row 999 for column
Example	Type 4 for row Type 51 for column

4. Text

Enter the exact text you want to appear in that row and column. A ruler beneath the field to be entered lets you see exactly in which column each character is entered:

```
Invoice formats (Header area)                    XYZ Company

     Format: 11  dsafr                     Header area rows: 1 through 27

          1. Field #  Text

          2. Row          4
          3. Column       51
          4. Text
                          1234567890123456789012345678 9
                                     6         7
          5. Suppress ?
```

Text length is restricted to forty characters (or less if the right border of the invoice is encountered, as it is in this example). To print longer texts, enter each group of forty characters as a separate text.

Format	40 characters
Example	Type Invoice

5. Suppress ?

Answer Y if you want the text to be suppressed (not to print) when some field (to be specified next) is zero or blank. For instance, if you are interfaced to J/C you might not want the caption Job: to print when the job number field is blank (that is, when the invoice is not for a job).

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Field

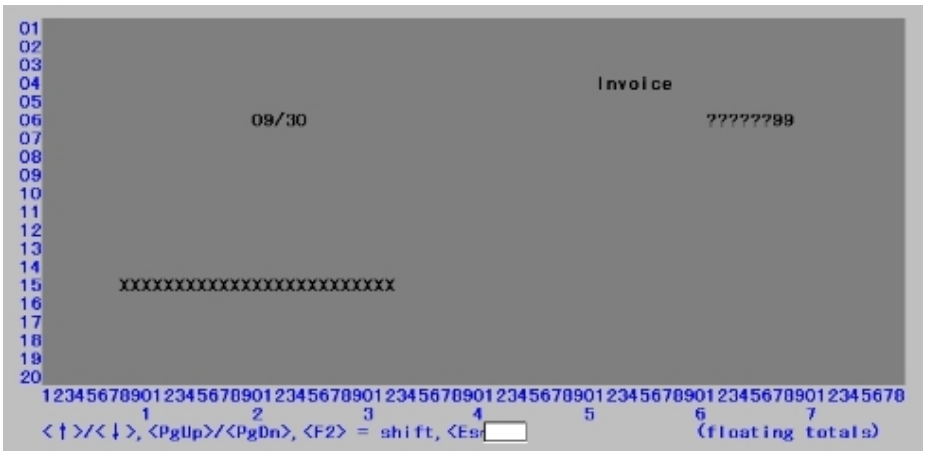
If you answered Y to Screen Field #5, the available header fields display. Enter the number of the field which, when it contains zero or blank, will cause the text not to print.

If this field is not already selected to print on the invoice, you get a warning message, but your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the invoice.

Viewing the Format

Whenever you are at field 1 of the header field selection screen, or are at "Field number to change ?" on a text screen, you can press <F1> to see what the invoice looks like.

The following screen appears:



X's will appear to represent the alphanumeric fields that you have selected for the invoice, and will occupy the length and locations you have selected. **9**'s will appear for your numeric fields. **?**'s will appear where any of the fields overlap, in which case you need to change the position of a field.

If yours is a color monitor, each portion of the invoice (header, line items, or totals) will be a different color.

Options

To view a different part of your invoice, enter the number of the last line you want to view. You may also use one of the following options:

<Up> <Down>	To scroll the invoice up and down by one row at a time.
<PgUp> <PgDn>	To shift your view of the invoice up and down a screen at a time.
<F1>	To toggle between displaying service-only fields and goods-only fields. This option appears only if at least one such field has been selected.
<F2>	To toggle between viewing the leftmost 78 characters or the rightmost 78 characters of the invoice.
<Esc>	To leave this screen and return to the format header screen.

Format	99
Example	Press <Esc> to return to *Field number to change ?*. Press <Enter> to return to Screen Field #1.

Options

Make any needed changes. Your options are:

<F1>	To view a schematic picture of the invoice
<F3>	(For an existing text only) To delete this text

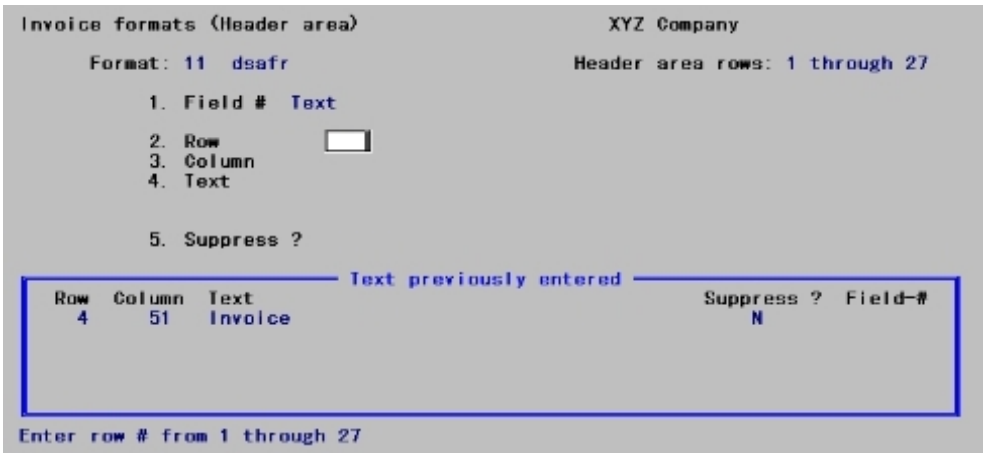
If you press <F1> you will observe that unlike data entry (which displays as **X**'s or **9**'s), *text* entry appears exactly as entered.

Changing or Deleting Text

Changing or deleting text is similar to modifying fields.

To delete a text, or change the location or wording of a text you have entered, get to the text screen by pressing <Enter> at the "Field #" field.

A window will display the *Row*, *Column* and *Text* of texts that have already been entered.:



Texts are shown in the order in which they were entered. Five texts are visible at a time; if the format contains more than this, you can page through them:

<PgUp> <PgDn>	To view the previous or next page of texts

To delete a text, enter its row and column number and press <F3> when prompted to do so.

To change the wording of the text, enter its row and column number, select field 4 and enter new wording. You can also change the "Suppress ?" information by selecting field 5 and entering a new answer or new field number.

To change the *row* or *column* in which the text starts, select the text by its current row and column numbers, then change those from *Field number to change ?*.

When through specifying header fields and text to print, press <Esc> at Field #1.

Line Item and Payments Area

When entering a new invoice format, *General appearance* must be entered before this selection may be entered.

Add, change, and delete line item area fields and texts is handled in much the same way as header area fields and texts, except for minor differences

- Row refers to a relative row, not the absolute row. That is, line item row 2 means the second row within each line item, not the second row on the invoice form.
- The fields available in the body of the invoice are different from those in the header.
- Where Job Cost is interfaced but Inventory Control is not, the following fields appear:

Job number	Sub-job number
Job description	Sub-job description

- Where I/C is interfaced but J/C is not, the following field appears:

Item pricing unit

- Where both I/C and J/C are interfaced, the following fields appear:

Job number	Job Cost category number
Job description	Category description
Sub-job number	Item pricing unit
Sub-job description	

- If *Control information* specifies no line item discounts, the fields which mention discounts do not appear, and Extended price appears instead.
- Extended prices (with or without discount) are based on the quantity shipped.
- Back order fields are only available when back ordering is allows in I/C. A/R invoices do not provide for back order control, but these same forms can be used to print an invoice from history which may have used back order control when posted from O/E.

Select

Line item area from the *Invoice formats* menu.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

The following screen displays for line item area:

```
Invoice formats (Line item area)                    XYZ Company
                                              Line item area rows: 28 through 57
      Format: 11   dsafr                          (5  rows per line item)

           1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Line number                            6. Contract number
  2. Line type                              7. Service number
  3. Item number                            8. Service/Note description line 1
  4. Item description line 1                9. Service/Note description line 2
  5. Item description line 2               10. Service/Note description line 3

<PgDn> = more fields, leave blank for text, <F1> = view invoice
```

Inserting Text in the Line Item Area

Entering text is the same as for headers, except for the Type field.

1. Field #

Options

Enter the number of an invoice field from the display shown, leave this field blank to enter text, or use one of the options:

<PgUp> <PgDn>	To move the display up or down one page.
<F1>	To view a schematic picture of the invoice.

Format	99
Example	Press <Enter>. The word *Text* will display.

The text screen appears as:

```
Invoice formats (Line item area)                    XYZ Company
                                                 Line item area rows: 28 through 57
      Format: 11  dsafr                              (5  rows per line item)

           1. Field #  Text

           2. Row
           3. Column
           4. Type
           5. Text


           6. Suppress ?



Enter row # from 1 through 5
```

2. Row
3. Column

Enter the row and column where you want the text to begin.

Options

If you have left Field #1 blank and if there are texts already on file for the line-item area, a window will display showing the existing texts. At each screen field from #2 through #5, you may use one of the options:

<PgUp> <PgDn>	To view the previous or next page of texts

Format	99 for row 999 for column
Example	Type 1 for row Type 1 for column

4. Type

Enter **S** if this text is to appear only for services line items, **G** if it is to appear only for goods line items, or **B** if it is to appear for both types.

There is no separate Type for Note line items. It is not possible to print text on a note.

Format	One letter from the list above. There is no default.
Example	Type B

5. Text

Enter the exact text which you want to appear for the type of line item specified above.

Format	40 characters
Example	Type Shipped per your instructions

6. Suppress ?

Answer Y if you want the text to be suppressed (not to print) when some field (to be specified next) is zero or blank. Answer N if you want the text to always print.

Format	One letter, either Y or N. the default is N.
Example	Press <Enter>

Field #

If you answered Y to Screen Field #6, the available line item fields display. Enter the number of the field which, when it contains zero or blank, will cause the text not to print.

Field number to change ?

Options

Make any needed changes. Your options are:

<F1>	To view a schematic picture of the invoice
<F3>	(For an existing text only) To delete this text

Press <Enter> to complete this entry. The cursor moves to Screen Field #1.

Numeric Fields

The following example shows characteristics of numeric fields in addition to those shown by the example in the Header area.

Not all the screen fields described in this example appear for all invoice fields. It is explained in each case when a screen field is optional. The screen fields are always numbered sequentially from one. Depending on which invoice field you select, you may see a screen field numbered differently from that shown here.

Enter the information as follows:

1. Field #

Options

Enter the number of an invoice field from the display shown, leave this field blank to enter text, or use one of the options:

<PgUp> <PgDn>	To move the display up or down one page.
<F1>	To view a schematic picture of the invoice.

Format	99
Example	Press <PgDn>. Invoice field #19 will appear in the display. Type 19 This will select the Item or service quantity invoice field.

The screen now appears as:

```
Invoice formats (Line item area)                    XYZ Company
                                              Line item area rows: 28 through 57
      Format: 11  dsafr                           (5  rows per line item)

           1. Field #  19                         Maximum: 99,999,999.99999
                                                           (can be neg)
           2. Row
           3. Column
           4. Number of integers
           5. Use commas ?
           6. Decimals
           7. Show negative with

           8. Print when zero ?

Enter row # from 1 through 5
```

2. Row
3. Column

Enter the row and column where you want this numeric field to begin.

Format	99 for row 999 for column
Example	Type 2 for row Type 2 for column

4. Number of integers

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown.

Format	(As displayed for the selected field)
Example	Press <Enter> for the maximum of 8

5. Use commas ?

Answer Y to separate digits into groups of three by commas. This option is available only where appropriate (it would not be available for an invoice field such as the line number, which never gets large enough to require commas).

Format	One letter, either Y or N
Example	Type Y

5. Print lead zeros ?

Answer N to suppress leading zeros. This options is available only where appropriate. When printing line numbers, for example, this lets you choose between numbering the twelfth line as **12** or **012**.

Format	One letter, either Y or N
Example	(Does not occur in this example)

6. Decimals

Enter the number of decimal places you want to print, up to the maximum shown. If the number has no decimals places, this choice does not appear.

Format	(As displayed for the selected field)
Example	Press <Enter> for the maximum of 5

7. Show negative with

Enter **M** to show negative numbers with a minus sign, or **P** to show them in parentheses.

For numeric fields which do not allow negative values, this selection either does not display, or displays N/A and does not allow you to make an entry.

- If you select **M**, then enter **L** to have the minus sign on the left or **R** to have it on the right.
- If you select **P**, then enter **F** to display the parentheses in fixed positions, or **N** to display the parentheses next to the number. For example, if the number were negative 35, typing **F** would result in “(35)"; typing **N** would result in “(35)”.

Format	One letter at each field
Example	Type M, then L

8. Print when zero ?

Answer Y to print a zero when the number is zero, or answer N to leave the field blank when the number is zero.

This screen field only appears for appropriate invoice fields (amounts or quantities).

Format	One letter, either Y or N
Example	Type Y

Field number to change ?

An example appears to the right to show what your number will look like when printed. A negative number example is also shown if negative numbers are allowed.

Make any needed changes. Your options are:

<F1>	To view a schematic picture of the invoice
<F3>	(For an existing text only) To delete this text

Press <Enter> to complete this entry. The cursor moves to Screen Field #1.

Alphanumeric Fields

Alphanumeric fields are entered in line items the same way as they are in the header and total area. Be aware that *each line* of an item description, a service description, or a note is a separate field and must be formatted individually.

Suppose for instance that you wanted to save space by printing nine lines of a Note line-item on three lines of the invoice. You have a space on the form sixty characters wide to hold this information.

- You would have to define three entries on the format for Service / Note description line #1 through #3 (Invoice Fields #8 through 10). These would occupy three adjacent 20-character fields on Row #1 of the line-item area.
- You would do likewise for the remaining lines in Row #2 and Row #3.
- You would specify in *General appearance* that the *Maximum # of rows per line item* was at least 3. This does not mean that *every* line item would occupy three lines, since trailing blank rows of a line item are not printed.
- You would specify in *Control information* that the Service text length was 20. This will prevent an operator from inadvertently entering a line that would be truncated upon printing.
- There is no way to limit the number of lines entered on an invoice, so if an operator inadvertently entered the tenth line of a Note line item (which is the maximum allowed), that line would not be printed on the invoice.

Payment Fields

Payment fields will only print if you are using Multi-payment/credit card processing per A/R *Control information*. See the PBS Multi-payment/Credit Card Setup appendix.

Payment field rows must be entered below the line fields. Never put a payment field and a line item field on the same row. The first payment row must be larger number that the last line item row.

If you need three lines for printing the item and service information, one line in between the line items and payments and two lines for printing payments, then in the *General appearance* set the *Maximum # of rows per line item* to 6. The first row for the payment field, in this case, is five.

The payments float on the page depending on the number rows used for the last item line.

The payment fields start at 54 and go to 60 as seen in the field list below:

```
                    Available fields (* = used)
Fld# Description                          Fld# Description
 51. Warranty days 1                      *56. Payment amount tendered
 52. Warranty date 2                      *57. Payment check/Crd Card #
 53. Warranty days 2                      *58. Payment authorization code
*54. Payment code                          59. Payment crd card exp date
*55. Payment type description              60. Payment date
```

Totals Area

When entering a new invoice format, *General appearance* must be entered before this selection may be entered.

Adding, changing, or deleting totals area fields and texts is handled in much the same way as for the header area and the line-item area.

Variations in the available invoice fields include:

- Where invoice discounts are not used, Invoice discount percent and Invoice discount amount do not appear, and Line item total less discount displays as Line item total.
- Where *Control information* does *not* specify that cash is asked for with the invoice, Cash with invoice, Check #, Bank route number and Total invoice amt minus cash do not appear.

Select

Totals area from the *Invoice formats* menu.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

The following screen displays for the Totals area:

```
Invoice formats (Totals area)                    XYZ Company

     Format: 11  dsafr                     Totals area rows: Floating totals

          1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Sub-total goods line items             6. Invoice discount amount
  2. Sub-total services line items          7. Line item total less discount
  3. Total all line items                   8. Sales tax
  4. Number of line items                   9. Total invoice amount
  5. Invoice discount percent              10. Bank route number

Enter fld #, <PgDn> = more fields, leave blank for text, <F1> = view invoice
```

Printing with Floating Totals Selected

If you selected floating totals (in *General appearance*), enter a *relative* row number. For example, type **1** for the first row of the total area.

Otherwise, enter an *absolute* row number, counting from the top of the page.

Printing Floating Totals with a Laser Printer

When printing an invoice that uses "floating totals", the location of the multi-part label does not float. If you put the Laser multi-part label field at row 10 of the floating totals area, the label will print on the 10th row after the format's Last row # for line item printing. On the last page of the invoice, this means that the multi-part label will *not* print on row 10 of the totals area, but on the 10th row after the format's Last row # for line item printing. For example, in *General appearance*, if you enter 55 for last row # for item printing and you put the Laser multi-part label field at row 10 of the floating totals area, the label will print on row 65 of each page (55 + 10 = 65).

When printing an invoice, it is possible that a totals field may overlap the fixed location of the Laser multi-part label field. To avoid this, put the Laser multi-part label field on or near the last row of the floating totals area and locate it so that it does not print in the same columns as any other totals area fields. It is also possible to position the Laser multi-part label field so that its printed location (calculated as described above) falls beyond the number of rows on the form. To avoid this, make sure that the row # of the Laser multi-part label field plus the last row # for item printing does not exceed the number of rows on the form.

So that this invoice will print invoice totals and can be verified, enter the data on the following screen:

```
Invoice formats (Totals area)                    XYZ Company

     Format: 11  dsafr                      Totals area rows: Floating totals

          1. Field #  3                       Maximum: 999,999,999,999.99
                                                       (can be neg)
          2. Row                  5
          3. Column               10
          4. Number of integers   9           ------ You have specified ------
          5. Use commas ?         Y          Positive: 999,999,999.99
          6. Decimals             2          Negative: -999,999,999.99
          7. Show negative with   Minus sign
             on left or right ?   Left
          8. Print when zero ?    Y

<F1> = view invoice
Field number to change ?
```

VERIFYING THE FORMAT

Invoice formats, indeed all A/R formats, must be *verified* before they can be used. This process diagnoses any errors which could not be detected when the format was entered. You can verify a format as soon as you have entered its *General appearance*.

Once an invoice has been verified it becomes available for use indefinitely, but as soon as you change it you have to verify it again. If you anticipate having to make extended changes to an invoice it is a good idea to copy it first under some other name, so that you can continue to use the old version while developing the new one.

There is no special screen for this selection; the program immediately begins checking the invoice format for errors.

At the end of the verification, an error report is printed. Some messages on the report are warnings and are identified by *WARNING ONLY * and some are identified as errors.

- You can either correct warnings or leave them as they are.
- Errors, however, must be corrected before you can verify and use the format.

Select

Verify from *Invoice formats* menu.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

View a Verify Report example in the Sample Reports appendix.

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 11

Unless you have directed the error report to the screen, the following screen displays as the format is verified.:

```
Invoice formats (Verify)                          XYZ Company


                    Format: 3  Open form (Services)

                                                 Errors   Warnings
              Verifying HEADER fields ........      0          2
              Verifying LINE ITEM fields .....      0          3
              Verifying TOTAL fields .........      0          3


Invoice format verified - <Esc> = continue
```

PRINTING A SAMPLE INVOICE

This selection lets you print a sample invoice after you have verified it. The invoice you enter here must have been verified before you will be allowed to print this sample. If the invoice has not been verified, an informational message will be displayed and you will not be allowed to proceed.

Select

Sample Invoice from the *Invoice formats* menu.

An entry screen will be displayed prompting you for the invoice format number that you want to work with.

Options

Enter a format number, or use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Format	99
Example	Type 10

If you are answered Y to *Use pre-printed forms ?* in *General appearance*, a screen appears telling you to mount invoice forms on the printer. Mount these forms on the printer, then type **DONE**.

You may select a Company information printer or Windows printer. The following includes a description of each.

Company Information Laser Printer or PDF Printer

If you are printing the sample invoice on a laser printer, you will be asked to enter Up/down adjustment and Left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. After entering new values or accepting the values shown, the sample invoice is printed.

When using a -PDF- printer, as setup in *Company information*, the invoice is saved to a PDF file and displayed on screen in Adobe™ Reader™ or Adobe Acrobat™. Within the application you have other options with the invoice such as email, print and so on. The sample or alignment file is named ARI_ALIGNMENT_999999.PDF. Default configurations are provided for PDF files. See the *PBS Administration* documentation for information on the PDF configuration options and the setup of a *Company information* PDF printer.

You may view and email statements that have been generated to PDF files at *Email/view printed PDFs* under the CTL menu selection of *PDF form file processing*.

Windows Printer

If you selected Windows printer, the alignment starts for the upper left corner of the page. However, you should enter an amount greater than the default margin that displays at the bottom of the screen.

Note	Use the up/down and left/right adjustments for laser alignment to position the sample invoice information so that it exactly aligns with the pre-printed form. Pre- printed forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your invoice information can be positioned correctly on the invoice form. (The early models of Hewlett-Packard laser printers, such as the LaserJet+ and more recent 'Windows only' printers do not support this adjustment feature. These printers do not respond to certain codes provided by PBS for making alignment adjustments.)

Press <F1> at any time to stop printing.

After one sample invoice prints, you are asked whether or not you want to print another sample invoice.

Print sample invoice again ?

Answer Y to print the sample invoice again or N to exit this function.

If you select Y you will be positioned to print another invoice form.

If you select N and you are using pre-printed forms, you will be prompted to replace these forms with plain paper. Type **DONE** to the question *Please mount regular paper on printer*.

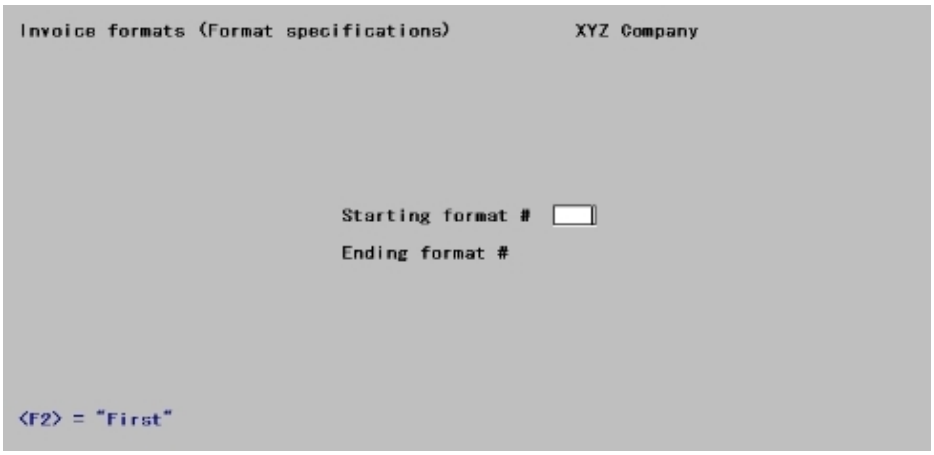
PRINTING FORMAT SPECIFICATIONS

Use this option to print a full list of the exact specifications that define one or more invoice formats. This is different from a sample invoice-a sample invoice shows what the invoice will look like. The format specifications show the location and other properties of all fields entered.

Select

Format specifications from the *Invoice formats* menu.

The following screen appears:



Enter the information as follows:

Starting format #
Ending format #

Enter the range of the formats you want to print. You may use the option:

<F2>	For the First starting format or Last ending format

Format	99 at each field
Example	Press <F2> at each field

Any change ?

Answer Y to re-enter this screen, or N to print the Format Specifications.

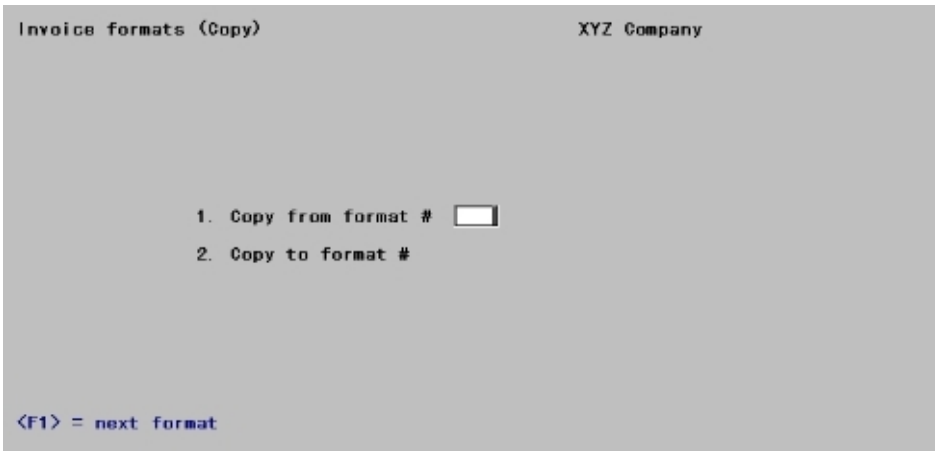
COPYING INVOICE FORMATS

If you have already created an invoice format which you want to keep, and you are going to add another similar format, use this option to copy the existing format. Then make changes to the copy.

Select

Copy from *Invoice formats* menu.

The following screen appears:



Enter the information as follows:

1. Copy from format #

Options

Enter the number of the format you want to copy from. This must be an existing format, but need not have been verified. Copied formats have the same verification status as the formats they were copied from. You may use the options:

<F1>	For the next format on file
<SF1>	For the previous format

Upon entry or selection of a valid format, its name and verification status are displayed.

Format	99
Example	Type 11

2. Copy to format #

Enter the number you wish to assign to the new format. This may not be an existing format.

Format	99
Example	Type 99

3. Description

Enter a description for the new format.

Format	25 characters
Example	Type Copy of format 11

Field number to change ?

Make any needed changes, then press <Enter>. There will be a period of processing as the format is copied. You will be notified when this has completed; press <Esc> to return to the menu.

Note	PBS Multi-Company Note: If you use the Passport Business Solutions multi-company feature, you can copy the file containing invoice formats from one company to another using the operating system facilities for copying files. Invoice formats are stored in the IVCFMT00 where "00" is the Company ID. For example, if you have invoice formats for company 00, they reside in the file IVCFMT00.DAT and IVCFMT00.vix. Copy these files to the appropriate folder (directory) replacing "00" within the filename with a new Company ID. Then use the Invoice formats function from within the new company to modify or delete any of the invoice formats for the new company.

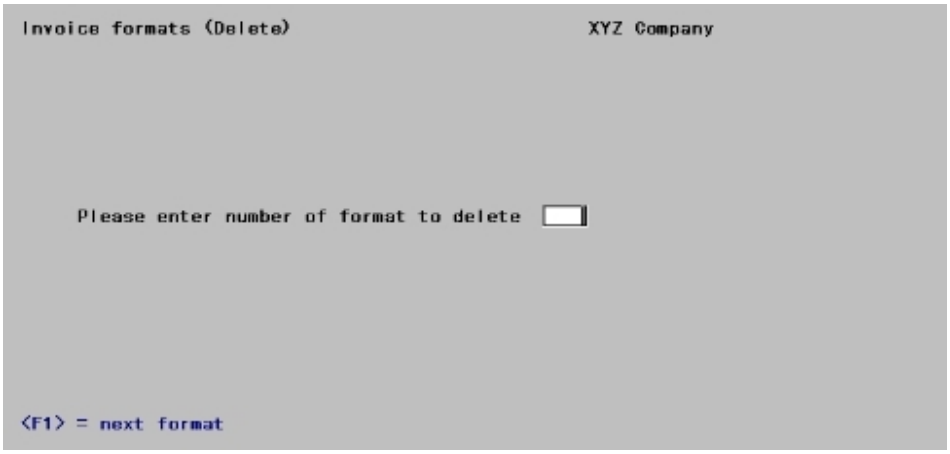
DELETING INVOICE FORMATS

Use this option to delete invoice formats which you no longer want.

Select

Delete from the *Invoice formats* menu.

The following screen appears:



Enter the information as follows:

Please enter number of format to delete

Options

Enter the number of the format you want to delete. This must be an existing format, but need not have been verified. You may use the options:

<F1>	For the next format on file
<SF1>	For the previous format

Upon entry or selection of a valid format, its name and verification status are displayed.

Format	99
Example	Type 11

Any change ?

Answer Y to re-enter this screen, or N to delete the format.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

There will be a period of processing as the format is deleted. You will be notified when this has completed; press <Esc> to return to this screen for the next format to be deleted.

Statement Formats

This chapter contains the following topics:

Introduction to Statement Formats .....
Creating Your Own Statement .....
Selecting Statement Formats .....
Printing a Location Grid .....
Printing a Layout Worksheet .....
General Appearance .....
Header Area, First Page .....
Copy First Page Header Area .....
Header Area, Additional Pages .....
Footer Area, First Page .....
Copy First Page Footer Area .....
Footer Area, Additional Pages .....
Verifying the Format .....
Printing a Sample Statement .....
Printing Format Specifications .....
Copying Statement Formats .....
Deleting Statement Formats .....

INTRODUCTION TO STATEMENT FORMATS

The *Statement formats* selection enables you to design your own statements for printing on plain paper, on your company letterhead or combined with an image file. You can specify which information will show in the statement's header and footer areas, and how the open item information is to print on the statement.

During printing a graphical image file is overlayed on the invoice data and can only be used when printing to Windows printer and a *Company information* PDF printer. Merging with a graphical image cannot be done using a Company information laser or dot matrix printer.

The process of creating statement formats parallels that for creating A/R invoice formats described in detail in the Invoice Formats chapter. Because statement components are different from invoice components, the selections are different; but the technique for defining data fields and text fields is the same in both cases. See the Introduction to Invoice Formats.

The fields available for printing on a statement are described in detail in the Statement Format Design Kit chapter.

A statement format is sometimes referred to as a *layout*. It is also sometimes called a *specification*.

Designing a Format with Long Name and Address Fields

Normally the number of print columns, as set in General Appearance, is set to 80 columns. A customer's address can have up to 50 columns for the name, 60 for each address line and even more for the combination of the city, state and zip code.

You are not required to use the full length of each name and address field. Your actual entered data my be far less. If you keep each name and address field to 30 columns or less the font will print normal (larger font). Assigning any name and address field with 30 columns or more causes the program to print the entire customer address in compressed format (smaller font). It will also print any field on the same row as any customer address line in compressed font as well. However any field on a row before or after the name and address fields will print in normal font.

Also you do not have to design your format with all the available address fields. For example, if you do not use customer address lines 3, address line 4, county or country do not assign them to the format.

Definitions

Field Location Grid

The *field location grid* is a set of vertical and horizontal lines of numbers which you can print on your company letterhead or graphic image file to aid in positioning information so that it fits correctly between the margins, header, and footer of the letterhead.

Statement Layout Worksheet

The *statement layout worksheet* is a set of numbered vertical and horizontal lines which you can print on a blank sheet of paper if you want to create your statement on plain paper.

Line or Row

Line or row refers to the cells arranged horizontally in a table.

Column

Column refers to the cells arranged vertically in a table.

Location

Location refers to the row *and* column of the printed information on the page.

Format design kit

Format design kit refers to the Statement Format Design Kit appendix, which provides the step-by-step procedure to set up a new statement format.

Basic Statement Format

The statement format consists of four areas:

Header

The header area is the first part of the statement and includes information pertaining to the overall statement: i.e., customer's name and address, statement date, your company's name and address, etc. You can specify which fields are to print and where they are to appear. You can define a specific format for the first page of a statement and another header format for subsequent pages.

Body

The body area is the middle part of the statement. In this area are printed:

- One entry for each of a customer's open items.
- Following this, there is an entry for the finance charges if any.
- Following this, there is an entry for the statement total.

The body of the statement is defined in the statement General Appearance selection. You do not select fields to print for open items listed on the statement as you do for invoices. Instead, you choose between different line formats to print for each open item.

Closing area

Optional closing information prints after the statement totals. You can specify which fields are to print and where they are to appear. The closing area is used to print statement aging information, dunning notices and statement comments.

Footer area

The footer area is the bottom part of the statement and usually includes the page number. Other optional fields include company information, customer information and the statement date. You have full control over which fields appear in this area. You can define a specific format for the first page of a statement and another footer format for subsequent pages.

CREATING YOUR OWN STATEMENT

The following will give you an overview of the steps involved in creating a statement. Each of these steps will be explained in detail in the following sections of this chapter.

First, if your statement will be printed on preprinted company letterhead, use the *Location grid* function to print a grid on top of that letterhead. This will allow you to see where the preprinted information is located on the letterhead.

If the statement will be printed on plain paper, use the *Layout worksheet* function to print a layout worksheet on plain paper. Then sketch the layout of your statement on the worksheet.

If the statement data is merged with a graphical image file take one of the existing formats and try the merge by running *Sample statement*.

Now that you have an idea of what your statement will look like, define all the fields and text you wish to appear in each area of the statement. This process, involves a different menu selection for each area.

After you have completely defined your statement format and you are satisfied with the layout, use *Verify* to check the format for errors. If any problems are indicated in the *Verify* report, use the appropriate *Enter* function to correct them.

Lastly, use the *Format specifications* function to print a list of your statement specifications which can be filed for later reference.

When creating another statement similar to an existing one, use the *Copy* function to copy the existing one to the new statement format. Then use the functions described above to tailor the new format, rather than having to create it from scratch. If desired, delete the old format using the *Delete* function.

Menu Selections

The following selections are available from the Accounts Receivable *Statement formats* menu.

General appearance

Use *General appearance* to define:

- The over-all appearance of the format: how long, how wide, etc.
- The format of the body of the report; that is, the open items.

Header area, first page

Use *Header area, first page* to select which fields or texts to print in the header area of the first page of the statement, where they should print, and how they should look.

- If the header area for additional pages is similar to that of the first page, use *Copy first page header area* to copy it to the additional pages.

- Then use *Header area, additional pages* to fine-tune the header area of additional statement pages.

Copy first page header area

Use *Copy first page header* area to copy your first page header information to additional page header information. Then use *Header area, additional pages* to fine tune the header information you want to appear on additional statement pages. This header information defined in *Header information, additional pages* prints on all statement pages except the first page.

Header area, additional pages

Use this selection to enter statement header format for statement pages printed after the first page. Or use this selection to fine tune header information that was copied using *Copy first page header area*.

Closing area

Use *Closing area* to select which fields or texts to print in the closing area of the statement.

Footer area, first page

Use *Footer area, first page* lay out the footer area of the first page of the statement.

- If the footer area for additional pages is similar to that of the first page, use *Copy first page footer area* to copy the first page format.
- Then use *Footer area, additional pages* to lay out the footer area of statement pages.

Copy first page footer area

Use *Copy first page footer* area to copy your first page footer information to additional page footer information. Then use *Footer area, additional pages* to fine tune the footer information you want to appear on additional statement pages. This footer information defined in *Footer information, additional pages* prints on all statement pages except the first page.

Footer area, additional pages

Use this selection to enter statement footer format for statement pages printed after the first page. Or use this selection to fine tune footer information that was copied using *Copy first page footer area*.

Verify

Use *Verify* to check the format for errors. If any problems are indicated in the Verify report, use the appropriate Enter function to correct them.

Sample Statement

Use *Sample statements* to confirm that the format is what you desire. If you are using preprinted letterhead for the statement, the sample will show you how your fields fit on the letterhead so that you can make any adjustments needed.

Copy

Use this selection to copy one statement format to another. This is useful for creating new statement formats based on an existing statement format.

Delete

Use this selection to delete statement formats.

Location grid

Use this selection to print a Location grid. This function is useful for creating formats to print on existing pre-printed forms or letterhead or for a merge print with a graphic image file.

Layout worksheet

Use this selection to print a Layout worksheet. This function is useful for creating formats that will printed on plain paper.

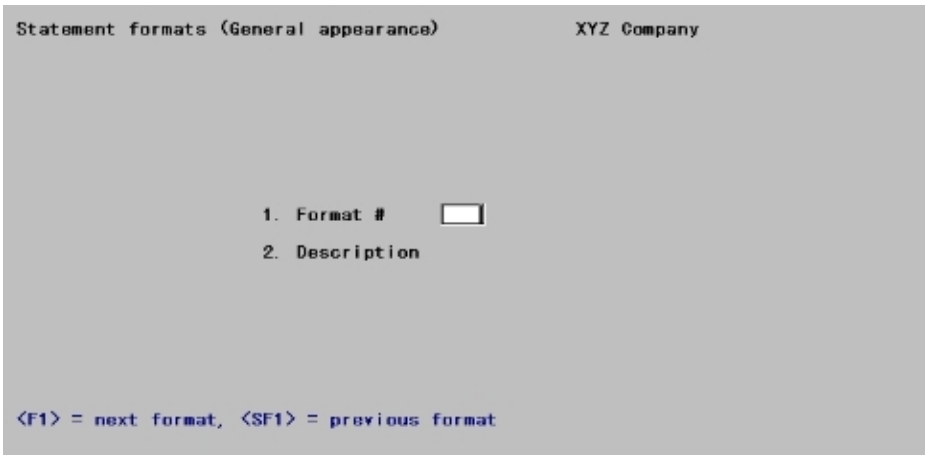
Format specifications

Use Format specification to print your statement format specifications. All defined fields and area specifications are printed for the range of statement formats requested.

SELECTING STATEMENT FORMATS

Selecting a statement format is done whenever you want to work with a particular aspect of a statement or when using *Statement format*.

The following screen or a screen similar to this appears after choosing a desired selection for most of the items on the *Statement formats* menu.



1. Format

Options

Enter a statement format number, or use one of the options:

<F1>	For the next statement format on file
<SF1>	For the previous statement format

Format	99
Example	Type 2

2. Description

Enter a description of the format. This field is required.

Format	25 characters
Example	Type Stmt with closing area

Field number to change ?

Options

Make any needed changes. For an existing entry you may use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Press <Enter> to continue.

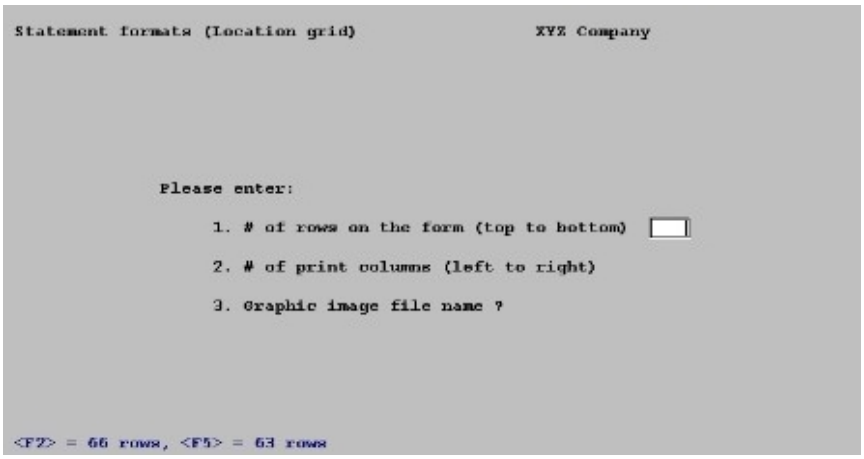
PRINTING A LOCATION GRID

The field location grid can help you to layout your statement when you are using a preprinted letterhead form or when you are merging the data with a graphic image file that represents the form. Print the grid on top of your form to see the exact rows and columns of every piece of letterhead information.

Use the Statement Format Design Kit for help in laying out fields on the location grid. All the fields available for printing are listed, along with the definition, length and appearance for each.

Select

Location grid from the Statement formats menu.



Enter the information as follows:

1.# of rows on the form (top to bottom)

Enter the number of rows on the worksheet, measuring from one perforation to the next.

Options

You may use the option:

<F2>	For 66 rows (six rows per inch on standard 8 1/2 X 11 inch paper)
<F5>	For 63 rows (this is the maximum allowable if you are merging with a graphical image file.)

The number you enter should correspond to the number of rows on your letterhead or in your graphical form file.

Format	99
Example	Press <F2>

2.# of print columns (left to right)

Enter the number of columns on the worksheet.

Options

You may use the option:

<F2>	For 80 columns (ten characters per inch on standard 8 1/2 X 11 inch paper)

Format	999, not to exceed 132
Example	Press <F2>

3. Graphic image file name ?

Enter the name of the graphical image file that will merge with the statement data. This JPEG or Bitmap file must be present in the top-level PBS directory folder called *IMAGES*.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

You may use the option:

<F2>	To not use a form image file and print on letterhead or a form designed for plain paper

The name entered here must be spelled exactly as the file name with the proper extension included. If running in Linux or UNIX Thin client, the file name must be entered with the same (UPPER or lower) case and do NOT use a period as part of the file name.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter ST65F1.JPG

If you are using a graphical image form file, then you must select Windows printer when you print the grid. The printers defined in company information will not merge the image form file with the data.

Field number to change ?

Make any needed changes, then press <Enter>.

Printer selection

If more than one printer is defined for this company, the printer selection window appears. Select the desired printer.

Printer control code

Enter a printer control code. Enter a valid statement printer control code. If no control is entered, the system will default to standard continuous forms.

Options

You may also use one of the options:

<F1>	15 characters
<SF1>	For the previous station

Up entry or selection of a valid control code, its description and type display.

Format	15 characters
Example	Press <Enter>

Which bin to use

If you enter a printer control code that specifies more than one paper bin, you are asked which bin to use for the sample statement Enter **1** for the first page bin or **2** for the second page bin.

Format	One digit, either 1 or 2
Example	(Does not occur in this example)

Any change ?

Answer **Y** to make changes or **N** to accept the current entries.

After you have completed your printer selection, you will be prompted to mount company letterhead on your printer if you would like to print the location grid on company letterhead.

Letterhead

The following screen appears:

```
Statement formats (Location grid)                XYZ Company

        If you wish to print the grid on your company letterhead,
      make sure your letterhead is now in the printer, and that the
         printer will begin printing at the first print position
                of the very first line of the letterhead.

                    Type "DONE" when ready [      ]
```

The printer should always be ready to print in location 1, 1 (that is, row 1, column 1). Type DONE when ready and the grid will print.

After the grid is printed, you are asked whether you want to print it again:

```
Statement formats (Location grid)                XYZ Company

                Print field location grid again ? [N]
```

If you answer **Y**, another grid prints; if **N**, the following screen appears:

```
Statement formats (Location grid)                XYZ Company

          If you have mounted letterhead on the printer,
                replace it now with regular paper.

                    Type "DONE" when ready [      ]
```

After replacing stock paper in the printer, type **DONE** to return to the main menu.

PRINTING A LAYOUT WORKSHEET

The layout worksheet can help you lay out your statement on blank paper. The layout worksheet has rows of dotted lines on which you can specify how you want statement information to print on blank paper.

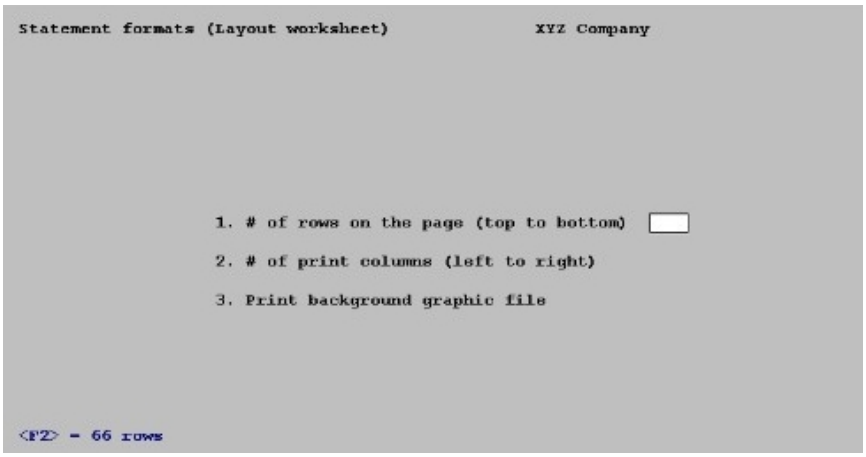
Use the Statement Format Design Kit, in appendix B, for assistance in laying out fields on the worksheet. All the fields available for printing are listed, with the definition, length and appearance of each.

You can also print the layout worksheet on your company letterhead if you prefer it over the location grid. If you have a form image file you must use a designed format with an image file to test the printing or PDF generation.

Select

Layout worksheet from the *Statement formats* menu.

The following screen appears:



Enter the information as follows:

1. # of rows on the page (top to bottom)

Options

Enter the number of rows on the worksheet, measuring from one perforation to the next. You may use the option:

<F2>	For 66 rows (six rows per inch on standard 8 1/2 X 11 inch paper)

The number you enter should correspond to the number of rows on your letterhead or form file. The printable area using Windows printer may be less than when using a Company information printer. It

may be 63, 62 or even fewer lines. Refer to your printer manual for information on the printable area on the page.

Format	99
Example	Press <F2>

2. # of print columns (left to right)

Options

Enter the number of columns on the worksheet The default is 80, but when using Windows printer you may have to enter a number less than that. You may use the option:

<F2>	For 80 columns (ten characters per inch on standard 8 1/2 X 11 inch paper)

Format	999, not to exceed 132
Example	Press <F2>

3. Graphic image file name ?

Enter the name of the form file that will merge with the statement layout worksheet. This JPEG or Bitmap file must be present in the top-level PBS directory - *images*.

You may use the option:

<F2>	To not use a form image file and print on letterhead or a format designed for plain paper

The form file must be spelled exactly as the file name with the proper extension included.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter ST65F1.JPG

If you are using a graphical image form file, then you must select Windows printer when you print the layout worksheet. The printers defined in company information will not merge the image form file with the data.

Field number to change ?

Make any needed changes, then press <Enter>.

Printer selection

If more than one printer is defined for this company, the printer selection window appears. Select the desired printer.

On some systems you can select Windows printer.

Printer control code

Enter a valid statement printer control code. If no control is entered, the system will default to standard continuous forms.

Options

You may also use one of the options:

<F1>	15 characters
<SF1>	For the previous station

Up entry or selection of a valid control code, its description and type display.

Format	15 characters
Example	Press <Enter>

Which bin to use

If you enter a printer control code that specifies more than one paper bin, you are asked which bin to use for the sample statement Enter **1** for the first page bin or **2** for the second page bin.

Format	One digit, either 1 or 2
Example	(Does not occur in this example)

Any change ?

Answer **Y** to make changes or **N** to accept the current entries.

After you have completed your printer selection, you will be prompted to mount company letterhead on your printer if you would like to print the layout worksheet on company letterhead.

Letterhead

The following screen appears:

```
Statement formats (Layout worksheet)              XYZ Company

        If you wish to print the worksheet on your company letterhead,
                mount the letterhead on the printer now.

                    Type "DONE" when ready
```

The printer should always be ready to print in location 1, 1 (that is, row 1, column 1). Type DONE when ready and the worksheet will print.

After the worksheet is printed, you are asked whether you want to print it again.

If you answer **Y**, another worksheet is printed.

If you answer **N**, the following screen appears:

```
Statement formats (Layout worksheet)              XYZ Company

            If you have mounted letterhead on the printer,
                replace it now with regular paper.

                    Type "DONE" when ready
```

After replacing stock paper in the printer, type **DONE** to return to the main menu.

GENERAL APPEARANCE

Once you know how you want your statement to look, the first step you will take towards defining this look will be to enter parameters for the general appearance of the statement.

Select

General appearance from the *Statement formats* menu.

After entering a new or selecting an existing statement format, the following screen displays for *General Appearance*:

```
Statement formats (General appearance)            XYZ Company
                  Format number: 1  Statement Format 1

                   1. # of rows on the page (top to bottom)
                   2. # of print columns (left to right)
                   3. Open item format ?
                      Print using graphic image?    File name:
                   4. Starting column for open items
                   5. Skip a row between open items ?
                   6. Start or end open items with a line
                      What kind of line ?
                   7. # of rows in closing area
                   8. Min # open items to print on last page

                  ---------------- First page -----------------
                   9. First row # for open item printing
                  10. Last row # for open item printing

                  ------------- Additional pages --------------
                  11. First row # for open item printing
                  12. Last row # for open item printing
<F2> - 66 rows, <F5> - 63 graphic image maximum
```

Enter the information as follows:

1. # of rows on the page (top to bottom)

Options

Enter the number of rows on the statement form, measuring from one perforation to the next. You may use the option:

<F2>	For 66 rows (six rows per inch on standard 8/11 inch paper)

Note	If you wish to use a form with more than 66 rows on a laser printer, you must use Company information to set up an Other laser printer with the proper job control codes. To print on legal size paper, you must use the appropriate job control codes to set the text length to 84 rows. For an explanation of the codes used for job control, refer to the Special Forms and Laser Printers section of the *Company information* chapter in the *PBS Administration* documentation. With Windows printer the maximum number of rows is usually less than 66. If you are using an 8 1/2 by 11 page size, then start with a row count of 60. If 60 rows is fine, then try increasing the number to 61, 62 or more.

Format	99
Example	Press <F2>

2. # of print columns (left to right)

Options

Enter the number of columns on the statement form. You may use the option:

<F2>	For 80 columns (ten characters per inch on standard 8/11 inch paper)

Format	999, not to exceed 132
Example	Press <F2>

3. Open item format ?

Choose the format you want for open items.

B	Brief format Charges and credits to the customer are shown in the same column. The open items print within 60 columns.
F	Full format There is one column for charges and another for credits. The open items print within 78 columns, except when you choose (in Statements) to print only the statement balances, only 60 columns are used.
1	V6 format 1 Includes a remittance tear-off.
2	V6 format 2 Does not include a remittance tear-off.

Formats **B** and **F** are primarily intended for printing on stock paper or on forms you have designed yourself. Formats **1** and **2** are primarily intended for use with pre-printed forms.

The body of the statement, unlike the header and footer, does not let you position fields individually. For this reason there are no menu selections for the open item area. Instead, you control the appearance of the open items by your entries in Fields #3 through 12 of this screen, and by the Open Item Options screen.

Format	One character from the list above
Example	Type B

Print using graphic image ?

Answer **Y** to use a form image form file to merge with the data or **N** to print without an image file.

Format	One letter, either Y or N
Example	Type Y

If you answer Y, then you will be prompted to enter the name of the form file.

File name:

Enter the name of the file that will merge with the statement data. This JPEG or Bitmap file must be present in the top-level PBS directory - *IMAGES*.

The file must be present in the *IMAGES* directory and must be spelled exactly as the file name with the proper extension included.

Format	12 characters with the extension must be either .jpg or .bmp.
Example	Enter ST65F1.JPG

If you are using a graphical image form file you must select Windows printer or a *Company information* PDF printer when you print statements. No other *Company information* printers will merge the image form file with the data.

Merging data with an image file when using Windows printer is only available when running PBS on a Windows or Thin client system.

There are statement image examples of ST6F1.JPG, ST6F2.JPG and ST6F2ARC.jpg in the IMAGES folder. You may modify one of those formats for your company (recommended). You may also design your own image. Use one the existing images as a curdling for designing your own. Notice that the images are designed to be close to the edges of the page. That is because the PBS merging program condenses the image to fit the printable area on the printer. You may also refer to the PBS Administration documentation chapter called *More on PBS Printing* for more information on image design.

4. Starting column for open items

This field displays as (Not applicable) if you have entered **1** or **2** in Field #3.

Options

Otherwise, enter the column number on which you want the open items to start printing; or use the option:

<F2>	To center the open items on the page

Format	99
Example	Press <F2>

5. Skip a row between open items ?

Answer **Y** to skip a row between open items (double-space them) or **N** to print them single-spaced.

Format	One letter, either Y or N
Example	Type N

6. Start or end open items with a line

Specify whether to start or end, or both start and end, open items with a line to separate the open item area from the header and footer areas. Enter either:

1	Start only
2	End only
3	Both start and end
<Enter>	No lines

If you specify to print a line at the start of the open items, a line will print on the first row number for open item printing. If you specify to print a line at the end of the open items, a line will print on the last row number for open item printing. This applies to the first page and additional pages.

Format	One number from the list above
Example	Type 3

What kind of line ?

This field appears only if you have entered a value from **1** to **3** in the preceding field. If so, specify which kind of line to use:

1	Dashed line
2	Double-dashed line
3	Solid line
4	Double-solid line

Your printer must support the IBM extended character set to properly print the solid line or the double solid line.

Format	One number from the list above
Example	Type 1

7. # of rows in closing area

Enter the number of rows that you want in the statement closing area which prints just after the open item total. The default is <Enter> for no closing area.

Format	99
Example	Type 5

8. Min # open items to print on last page

Enter the minimum number of open items that you want to print on the last page of the statement.

Format	9
Example	Type 1

When the statement requires additional pages to print, there will be at least one, two or three open item lines forced to the last page, along with the statement total. This prevents the statement total from being orphaned on the last page of the statement.

9. First row # for open item printing (First page)

Enter the first row number on which open items will be printed on the first page.

Be sure to leave room for the header area, and for any blank rows to separate the header area from the open items.

Format	99
Example	Type 16

10. Last row # for open item printing (First page)

Enter the last row number on which open items will be printed on the first page.

Format	99
Example	Type 59

Be sure to leave room for the footer area including any blank rows needed to separate the footer area from the open items.

Use *Header area, additional pages* to lay out the header area of additional statement pages. If you want to use the same format as for the first page header area, use *Copy first page header area* to copy the first page format.

11. First row # for open item printing (additional pages)

Enter the first row number on which open items will be printed *on additional statement pages* (the second and subsequent pages of the statement).

Be sure to leave room for the header area and for any blank rows to separate the header area from the open items.

Format	99
Example	Type 8

12. Last row # for open item printing (additional pages)

Enter the last row number on which open items will be printed *on additional statement pages*.

Be sure to leave room for the footer area and for any blank rows to separate the footer area from the open items.

Format	99
Example	Type 59

Field number to change ?

Make any desired changes or press <Enter> to return to the *Statement formats* menu.

HEADER AREA, FIRST PAGE

Here you choose which information (fields) you want to print in the header area of your statement's first page. You can also enter text to print in the header area of the statement.

When you select a field to print, you are not selecting the *title* of the field to print, only the actual *information* to print. For example, if the field is customer name and the information in the field is XYZ Company, you are selecting to print XYZ Company, not the customer name title. If you want to print a title on the statement, you must specify a piece of text to print.

Select

Header area, first page from the *Statement formats* menu.

After selecting an existing statement format, the following screen displays for *Header area, first page*:

```
Statement formats (Header area, first page)        XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 15

           1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
* 1. Statement date                         6. Customer city
  2. Customer number                        7. Customer state
* 3. Customer name                          8. Customer zip code
* 4. Customer address line 1                9. Customer country
  5. Customer address line 2               *10. Customer city, state zip-code

Enter fld #, <PgDn> for more fields, Blank = text, <F1> = view statement
```

At the bottom of this screen, a list appears showing the first ten fields available to you for printing in the header area of your statement. If you have previously selected any of these fields, an asterisk appears next to the field number.

No attempt is made in this chapter to illustrate all invoice fields that can occur; they are listed in the Statement Format Design Kit appendix.

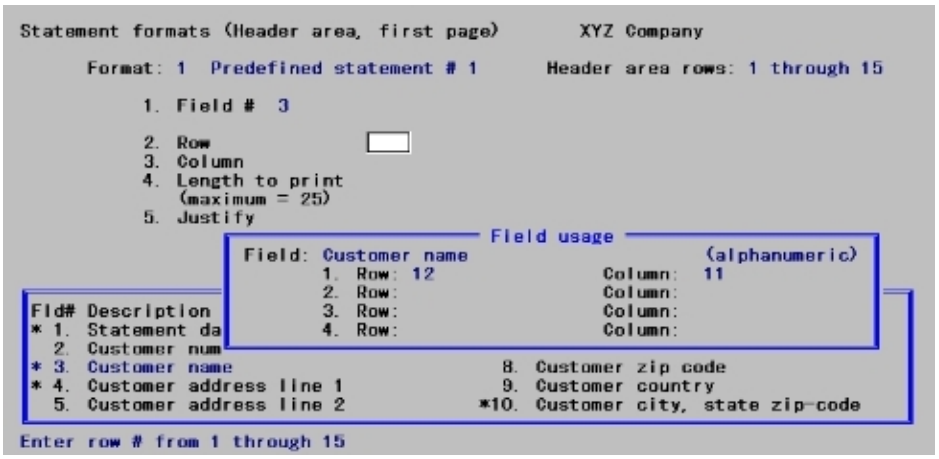
1. Field

Options

Enter the number of the field that you want to select for the statement, or use one of the options:

<PgUp> <PgDn>	To move the display up or down one page. You cannot move up if you are already on the first page, nor down if on the last one.
<F1>	To view a schematic picture of the statement, showing all fields defined thus far.
Format	99 The number entered must be one of those currently showing on the display. You may also leave this field blank to enter text
Example	Type 3 to select customer name

The following screen appears:



This screen allows you to specify where to print the selected field (customer name) and how you want it to look when it is printed.

The appearance of this screen below Row and Column depends on what type of field you have selected. A field can be one of three types:

Alphanumeric fields

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Date fields

Date fields only contain dates.

Numeric fields

Numeric fields contain only digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Alphanumeric fields

Because the example, customer name, is an alphanumeric field, instructions for this field type are given first.

All alphanumeric fields allow the same set of choices, as shown in the screen above. The maximum size of the field can vary. Enter the information for an alphanumeric field as follows:

2. Row

Specify in which row to print this field.

Format	99
Example	Type 12

3. Column

Specify the starting column in which to print this field.

Format	999
Example	Type 11

4. Length to print (maximum =)

Enter the number of characters you want to print in this field, up to the maximum number shown. The maximum number shown is the size of the field as it is stored in the software, but because of the size specifications you entered at the *General appearance* selection, the full size of the field may not be available to you. You can choose to print all or part of the information in this field.

Format	99
Example	Press <Enter>

5. Justify

Justify means to adjust characters within a specified space.

Characters are left justified when they are aligned with the left-hand margin of the point area. This paragraph is left justified. Left justify is the default.

Characters are right justified when they are aligned with the right-hand margin of the print area. This paragraph is right justified.

Options

Enter one of the following options:

L	To left justify
R	To right justify
N	To print information exactly as entered

Format	One letter from the list above
Example	Press <Enter>

```
Statement formats (Header area, first page)        XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 15

           1. Field #  3

           2. Row                12
           3. Column             11
           4. Length to print    25
              (maximum = 25)
           5. Justify            Left


                          Available fields (* = used)
Fld# Description                          Fld# Description
* 1. Statement date                         6. Customer city
  2. Customer number                        7. Customer state
* 3. Customer name                          8. Customer zip code
* 4. Customer address line 1                9. Customer country
  5. Customer address line 2               *10. Customer city, state zip-code
Field number to change ?        <F1> = view statement, <F3> = delete
```

Press <Enter> to return to Field #1, ready to select another field.

1. Field #
2. Row
3. Column

Format	(as described previously)
Example	Select *Statement date* by entering 1 Enter 6 for row Enter 55 for column

4. Date format to use

Date fields

Five pre-defined date formats are available for you to choose from.

Enter one of these choices for how the date is to be printed:

1	MM/DD/YY
2	MM/DD
3	DD-MMM-YY
4	DD-MMM
5	Month Fully Spelled

When you make the choice, the right side of the screen will display how the date will look when printed on your statement. The length of the field displays so you will know how much room this field will occupy on the label.

Example	Type 5

The following screen appears:

```
Statement formats (Header area, first page)        XYZ Company

      Format: 1  Predefined statement # 1       Header area rows: 1 through 15

           1. Field #  1                  Sample date:     September 30, 1999
                                          Will look like:  September 30, 1999
           2. Row                  6      Length:          18
           3. Column              55
           4. Date format to use   5


                          Available fields (* = used)
Fld# Description                        Fld# Description
* 1.  Statement date                      6.  Customer city
  2.  Customer number                     7.  Customer state
* 3.  Customer name                       8.  Customer zip code
* 4.  Customer address line 1             9.  Customer country
  5.  Customer address line 2            *10.  Customer city, state zip-code
Field number to change ?          <F1> = view statement
```

Viewing the Statement

While entering the statement specifications, you can press <F1> to view a picture of the statement. This will give you an idea of the appearance of your statement.

Example	Press <F1> to view the statement. The following screen appears:

```
01
02
03
04
05
06                                                  Se???????e???O??????99
07
08                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
09                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
10                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
11                                                        XXXXXXXXXXXX
12          XXXXXXXXXXXXXXXXXXXXXXXXX
13          XXXXXXXXXXXXXXXXXXXXXXXXX
14          XXXXXXXXXXXXXXXX, XX XXXXXXXXXX
15
16          ------------------------------------------------------------
17          Z9/99/99   XXXXXXXXXXXXXXXX   99999999    Z,ZZZ,ZZZ,ZZZ.99CR
18          Z9/99/99   Discount allowed               Z,ZZZ,ZZZ,ZZZ.99CR
19
20          Finance charges year-to-date: ZZ,ZZZ.99-
  12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789
            1         2         3         4         5         6         7
  Use ↑↓, <PgUp>/<PgDn>, <F2>=shift, <F5>=additional pgs, <F7>=open item opt
```

The width of the statement will be what you entered previously for # of print columns in *General appearance*. The number of lines will be what you entered for # rows on the form.

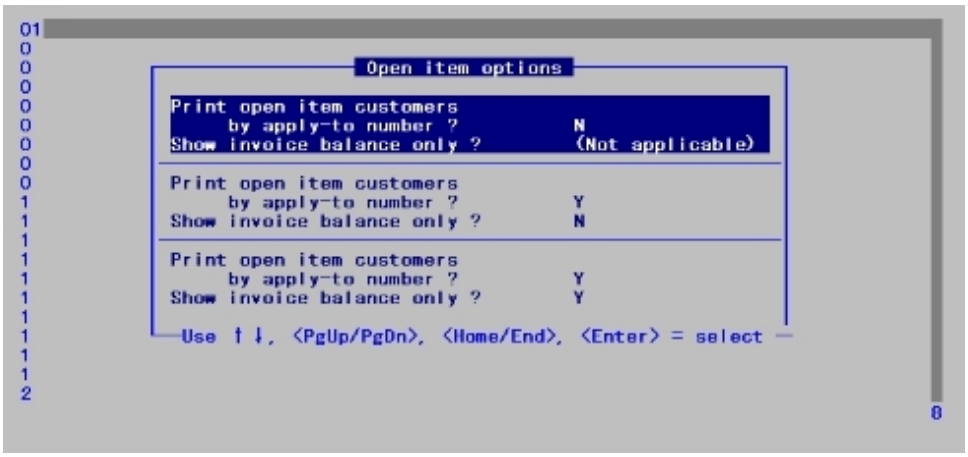
X's will appear to represent the alphanumeric fields that you have selected for the statement, and will occupy the length and locations you have selected. **9**'s will appear for your numeric fields. Dates will be represented differently, depending on the format you have chosen for the date. **?**'s will appear where any of the fields overlap, in which case you need to change the position of a field.

If you want to view a different part of your statement, enter the number of the last line you want to display or select one of the following options:

<Up>, <Down>	To scroll your statement up and down by one row at a time.
<PgUp>, <PgDn>	To shift your view of the statement up and down by a screen full at a time.
<F2>	To toggle between viewing the leftmost 78 characters of the form or the rightmost 78. This option is only available if the statement is at least 78 characters in width.
<F5>	To toggle between viewing the first page of the statement and the subsequent pages. This makes a difference in the header and footer areas.
<F7>	To select open item options (described below)
<Esc>	To leave this view statement screen and return to the layout screen.

Open Item Options

If you press <F7> while viewing the statement layout, the following screen appears:



How your open items will appear on the statement depends partly on your entries in *General appearance*. It also depends upon decisions that you make when you print your statements using the *Statements* function; specifically on your responses to these two questions.

Print open item customers by *apply-to number ?*

Show invoice balances only ?

Options

Depending on your answers to these two questions, asked when you actually print your statements, the format of the open item information printed on your statements will vary for open item customers. This screen allows you to preview the format of your open items dependent on your answers to these questions. Select the option you will use when you actually print your statements to display the format of the open items as they will print. Three options are available. Your options are:

- Do not print by apply-to number (or Balance forward customer)
- Print by apply-to number and show invoice detail (For Open item customers)
- Print by apply-to number but show only invoice balance (For Open item customers)

<Up> <Down> <PgUp> <PgDn> <Home> <End>	To select one of the three combinations possible. The selected combination is highlighted. Initially, the first combination is the default.
<Enter>	To accept the current (highlighted) combination
<Esc>	To leave this screen and return to the view statement screen

Format	(Only option key input is accepted)
Example	Press <Enter> to accept the default. Press <Esc> to return to the view statement screen Press <Enter> again to return to the layout screen.

Modifying Fields

Sometimes you will need to change the appearance or print location of a field that you have already selected to appear on your statement. This section will tell you how to change a field's appearance, change its location, delete it, or print it in additional locations on the statement.

1. Field #

Select the field that you want to modify by entering its number.

Example	Type 1

The following screen appears:

```
Statement formats (Header area, first page)        XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 15

           1. Field #  1                  Sample date:    September 30, 1999
                                          Will look like:
           2. Row                         Length:
           3. Column
           4. Date format to use

                                  Field usage
                   Field: Statement date                    (date)
                          1. Row: 6                Column:  53
                          2. Row:                  Column:
                          3. Row:                  Column:
                          4. Row:                  Column:
Fld# Description
* 1. Statement da
  2. Customer num
* 3. Customer name                          8. Customer zip code
* 4. Customer address line 1                9. Customer country
  5. Customer address line 2               *10. Customer city, state zip-code

Enter row # from 1 through 15
```

The field usage window shows how many times that you have used this particular field in your statement and where you have used it. You can use each field up to four times. In this example, Statement date has only been used one time, in row 6, column 55.

Select which *usage* of the field you wish to modify by entering its row in Row, then its column number in Column.

2. Row
3. Column

Format	(as described previously)
Example	Enter 6 for row Enter 55 for column

Field number to change ?

You can change any of the information about this field. Note that if you change the row and column you are moving the field to a different location, not creating a duplicate at another location. If you *want* a duplicate at another location, enter it as a separate entry.

Options

You may also use one of the options:

<F1>	To display the statement layout.
<F3>	To delete this use of the field. (no other uses are affected)

Example	Enter 3 at *Field number to change ?* Enter 53 at the column field so that the Statement date field will now print in column 53 of the statement Press <Enter> at *Field number to change ?*

Printing a field in more than one location

You can print any field in up to four different locations in the header area.

Example	Enter 3 at *Field number to change ?* again

The following screen displays:

```
Statement formats (Header area, first page)        XYZ Company

      Format: 1  Predefined statement # 1       Header area rows: 1 through 15

           1. Field #  1                  Sample date:     September 30, 1999
                                          Will look like:  September 30, 1999
           2. Row                  6      Length:          18
           3. Column
           4. Date format to use   5

                                   Field usage
                      Field: Statement date                    (date)
                             1. Row: 6                Column:  53
                             2. Row:                  Column:
                             3. Row:                  Column:
                             4. Row:                  Column:
Fld# Description
* 1. Statement da
  2. Customer num
* 3. Customer name                          8. Customer zip code
* 4. Customer address line 1                9. Customer country
  5. Customer address line 2               *10. Customer city, state zip-code

Enter column # from 1 through 80
```

The field usage window displays the row and column for any existing usages of this field. At this point, you can enter the row and column of an existing usage to modify it, or enter the row and column of a new usage. When you print your statement, this field will print in all of the locations that you have specified.

Example	Press <Esc> to exit without entering another usage for customer name.

COPY FIRST PAGE HEADER AREA

This function is optional, but useful when the second and subsequent pages of a statement will have a header area identical or similar to that of the first page. Instead of re-typing the duplicate material, use this function to copy it. Then change only what you have to.

Select

Copy first page header area from the *Statement format* menu.

If you have already defined your header area for additional statement pages and you run this selection, the following warning will be displayed.

> Warning: The additional page header area has already been defined. If you continue, it will be completely replaced with the format of your first page header area.

Are you sure you want to do this ?

Type **Y** to replace the current additional pages header format with the current first page header format.

Type **N** to abort the copy procedure.

HEADER AREA, ADDITIONAL PAGES

Adding, changing, or deleting header area fields and texts is much the same for the header area of the second and subsequent pages as it is for that of the first page. The selection of available fields is somewhat different. Refer to the Statement Format Design Kit for an explanation of each field appearing in the window.

Select

Header area, additional pages from the *Statement format* menu.

After a statement format is selected, the following screen displays for *Header area, additional pages*:

```
Statement formats (Header area, additional pages) XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 7

           1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Statement date                         6. Customer city
  2. Customer number                        7. Customer state
  3. Customer name                          8. Customer zip code
  4. Customer address line 1                9. Customer country
  5. Customer address line 2               10. Customer city, state zip-code

Enter fld #, PgDn for more fields, leave blank for text, <F1> to see statement
```

1. Field

Select the field that you want to modify by entering its number.

Example	Scroll the list until Page number appears and select it by entering 21.

The following screen appears:

```
Statement formats (Header area, additional pages) XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 7

           1. Field #  21                        Maximum: 99

           2. Row
           3. Column
           4. Number of integers
           5. Print lead zeros ?

                                   Field usage
                      Field: Page number                    (numeric)
                             1. Row: 5              Column:  69
                             2. Row:                Column:
Fld# Description             3. Row:                Column:
*21. Page number             4. Row:                Column:
 22. Terms descri
 23. Customer tax exempt number
 24. Client's billing method
 25. Tax payer ID number

Enter row # from 1 through 7
```

Numeric fields

If you select a numeric field that lacks decimals and can not be negative, such as Page number, the screen has the above appearance.

The choices for a numeric field depend on the characteristics of that particular field such as its maximum length, whether it can be negative or contain decimals, etc.

Additional examples showing other characteristics of negative fields are shown later in the chapter.

2. Row
3. Column

Format	(as described previously)
Example	Enter 5 for row Enter 69 for column

4. Number of integers

Enter the number of integers you want to print in this field or press <Enter>, the default, for the maximum size available.

Example	Press <Enter> to accept the default of 2

5. Print lead zeros ?

Answer **Y** to print leading zeros when they occur in this number or **N** to not print leading zeros. For example, with leading zeros page number 4 prints as 04 and without leading zeros prints as 4.

Example	Type N

The following screen displays:

```
Statement formats (Header area, additional pages) XYZ Company

      Format: 1  Predefined statement # 1      Header area rows: 1 through 7

           1. Field #  21                          Maximum: 99

           2. Row                  5
           3. Column               69
           4. Number of integers   2
           5. Print lead zeros ?   N

                          Available fields (* = used)
Fld# Description                          Fld# Description
*21. Page number                           26. Last invoice date
 22. Terms description                     27. Today's date
 23. Customer tax exempt number
 24. Client's billing method
 25. Tax payer ID number

Field number to change ?                 <F1> = view statement, <F3> = delete
```

Field number to change ?

Example	Press <Enter> to complete this screen and return to Field #1

Inserting text on the statement

You can enter text and position it where you want it to print on each statement. The text can be phrases, words, dashed lines, symbols, etc.

The following explains how to define textual information to print on your statement.

1. Field

Example	Press <Enter> to allow text entry

Text appears in this field, to indicate that you are working with text rather than fields.

2. Row
3. Column

Format	(as described previously)
Example	Type 5 for row. Type 60 for column.

4. Text

A ruler appears, with each character position numbered to correspond to the column on the statement where that text will appear. The ruler is 50 characters long (less if the right boundary of the statement is reached).

In the example above, the ruler starts at column 60 as specified, and extends for 20 columns to column 79.

Enter the exact text you want to appear in that location.

Example	Type Page

5. Suppress ?

Answer **Y** if you want to suppress (not print) the text (from *4. Text*) when some field (to be specified next) is zero or blank. Press <Enter> for the default which is always print the text.

Example	Press <Enter> for default of N.

Field

If you answered **Y** to *Suppress ?*, the available item fields will display. Enter the number of the field which, when it is zero or blank, will cause the text not to print. It does not have to be a field you have selected for printing on the statement.

Field number to change ?

Example	Press <Enter> to complete this screen and return to Field #1

Changing or deleting text

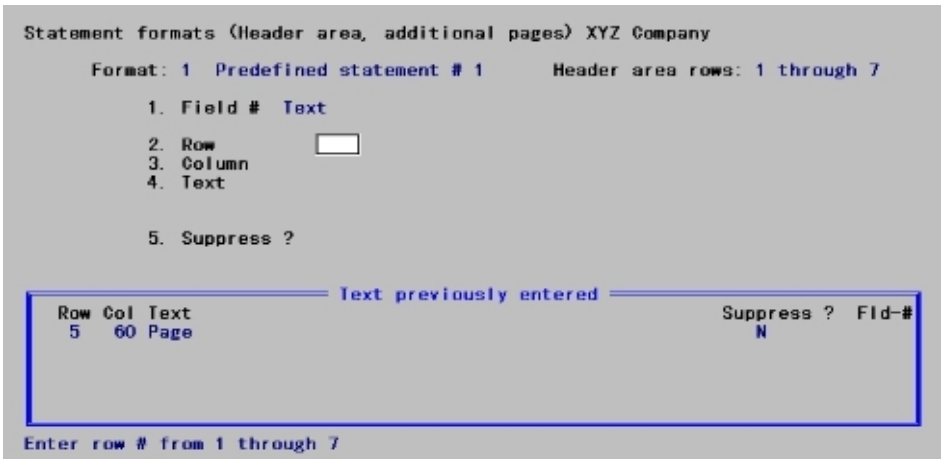
Next, you will learn how to delete text and change its location or content.

1. Field

To delete text, or to change the location or wording of text you have entered, first get to the text screen.

Example	Press <Enter> to allow text entry

A screen similar to the following appears:



A window shows information on the texts already entered.

To delete a piece of text, enter its row and column number, then press <F3> when prompted to do so.

To change the *wording* of the text, enter its row and column number, select Field #4, and enter the new wording. You can also change the *Suppress ?* information by selecting Field #5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select field 2 or 3 and enter the new row or column number.

Press <Esc>, <Enter>, <Esc> to return to the menu.

Closing Area

The Closing area is not a separate area of the statement (like the header, body, and footer). It is part of the body area. When present, it appears after the statement total. Hence it has no fixed position on the statement.

If you have specified no closing area in *General appearance*, this selection is not applicable.

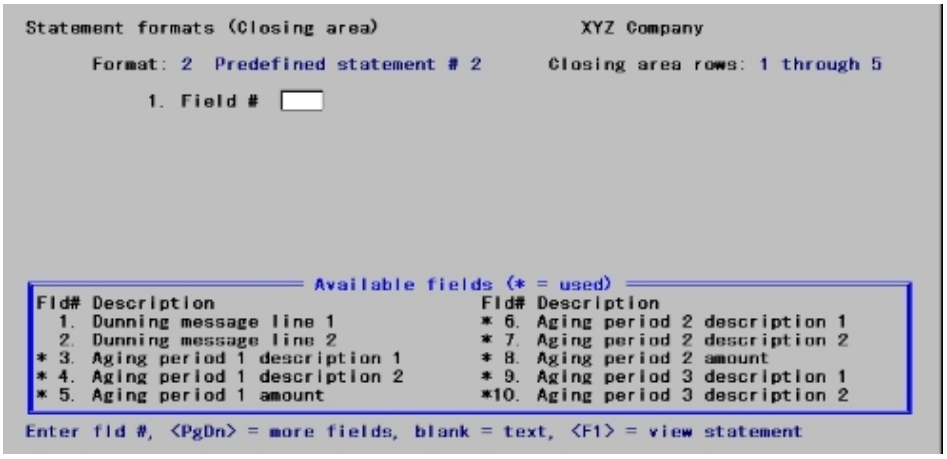
The closing area is usually used to print an aging summary, statement comments, and/or dunning messages.

Adding, changing, or deleting closing area fields and text is handled in the same way as for the header area, except that row mean *relative* row not absolute row. That is, row 2 means the second row in the closing area, not the second row on the page.

Select

Closing area from the *Statement formats* menu.

After selecting a statement format, the following screen displays for *Closing area*:



Use the <PgUp> and <PgDn> keys to scroll through the list of available fields. See the Statement Format Design Kit for an explanation of each field appearing in the window.

Numeric fields

This example will show numeric field characteristics not previously illustrated.

1. Field

Example	Type 5 to select the Aging period 1 amount field.

The following screen appears:

```
Statement formats (Closing area)                    XYZ Company

      Format: 2  Predefined statement # 2      Closing area rows: 1 through 5

           1. Field #  5                         Maximum: 999,999,999,999.99
                                                          (can be neg)
           2. Row
           3. Column
           4. Number of integers
           5. Use commas ?
           6. Decimals
           7. Show
                                   Field usage
           8. Prin   Field: Aging period 1 amount              (numeric)
                           1. Row: 4                 Column:  12
                           2. Row:                   Column:
                           3. Row:                   Column:
                           4. Row:                   Column:
Fld# Description
  1. Dunning mess
  2. Dunning mess
* 3. Aging period 1 description 1        * 8. Aging period 2 amount
* 4. Aging period 1 description 2        * 9. Aging period 3 description 1
* 5. Aging period 1 amount               *10. Aging period 3 description 2

Enter row # from 1 through 5
```

Enter the information as follows:

2. Row
3. Column

Format	(as described previously)
Example	Type 4 for row Type 12 for column

4. Number of integers

Enter the number of digits to the *left* of the decimal you want to print in this field, up to the maximum shown. The default value shown is the maximum allowed for this field.

Format	(As displayed for the selected field)
Example	Press <Ctrl-X> to clear the field, then type 8

5. Use commas ?

Answer **Y** to use commas or **N** to not use commas.

Example	Type Y

If commas are not appropriate to this field, this option is not available.

6. Decimals

Enter the number of decimal places you want to print, up to the maximum shown. The default value shown is the maximum allowed for this field.

Format	(As specified in the selected field)
Example	Press <Enter> for the maximum of 2.

If the number has no decimal places, this choice does not appear.

7. Show negative with

Choose between a minus sign, parentheses, or the literal <CR> as the format for showing a negative value.

Enter **M** to specify a minus sign. Also specify either **R** to place the sign to the right of the number or **L** to place it to the left.

Enter **P** to specify parentheses. Also specify either **F** to display the parentheses in a fixed position which can accommodate the maximum size the number can be, or **N** to allow them to float to leave just the space needed. For example, to show a balance of minus 35 dollars where the number could have up to six digits, typing **F** would display as (35.00) whereas typing **N** would display as (35.00).

Enter **C** to display CR to the right of the number. Using the previous example, specifying C would display the value as 35.00CR.

Format	One or two fields, each of one letter, as described above
Example	Type M, then type R

If a number does not allow negative values, this field is not available.

8. Print when zero ?

Answer **Y** to print a zero when the number is zero, or answer **N** to leave the field blank when the number is zero.

Example	Type Y

When you finish entering Field #8, an example appears to the right to show what your number will look like when printed. A negative number example is also shown if negative numbers are allowed.

Field number to change ?

The screen now appears as:

```
Statement formats (Closing area)                    XYZ Company

      Format: 2  Predefined statement # 2      Closing area rows: 1 through 5

           1. Field #  5                         Maximum: 999,999,999,999.99
                                                          (can be neg)
           2. Row                  4
           3. Column               12
           4. Number of integers   8
           5. Use commas ?         Y                 --- You have specified ---
           6. Decimals             2                 Positive: 99,999,999.99
           7. Show negative with   Minus sign        Negative: 99,999,999.99-
              on left or right ?   Right
           8. Print when zero ?    Y
                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Dunning message line 1                * 6. Aging period 2 description 1
  2. Dunning message line 2                * 7. Aging period 2 description 2
* 3. Aging period 1 description 1          * 8. Aging period 2 amount
* 4. Aging period 1 description 2          * 9. Aging period 3 description 1
* 5. Aging period 1 amount                 *10. Aging period 3 description 2

Field number to change ?                <F1> = view statement, <F3> = delete
```

Example	Press <Enter> to complete this screen Press <Esc> at Field #1 to return to the menu.

FOOTER AREA, FIRST PAGE

Fields and text in the footer are maintained exactly as they are in the header, except that the fields available are not all the same.

Select

Footer area, first page from the *Statement format* menu.

After a statement format is entered, the following screen displays for *Footer area, first page*:

```
Statement formats (Footer area, first page)        XYZ Company

      Format: 2  Predefined statement # 2      Footer area rows: 60 through 66

           1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Statement date                         6. Customer city
  2. Customer number                        7. Customer state
  3. Customer name                          8. Customer zip code
  4. Customer address line 1                9. Customer country
  5. Customer address line 2               10. Customer city, state zip-code

Enter fld #, <PgDn> = more fields, blank = text, <F1> = view statement
```

Refer to the Statement Format Design Kit for an explanation of each field appearing in the window.

COPY FIRST PAGE FOOTER AREA

This function is optional, but useful when the second and subsequent pages of a statement have a footer area identical (or at least similar) to that of the first page. Instead of re-typing the duplicate material, use this function to copy it. Then change only what you have to.

Select

Copy first page footer area from the *Statements format* menu.

If you have already defined your footer area for additional statement pages and you run this selection, the following warning will be displayed.

> Warning: The additional page footer area has already been defined. If you continue, it will be completely replaced with the format of your first page footer area.

Are you sure you want to do this ?

Type **Y** to replace the current additional pages footer format with the current first page footer format.

Type **N** to abort the copy procedure.

FOOTER AREA, ADDITIONAL PAGES

Adding, changing, or deleting footer area fields and texts for additional pages is handled in exactly the same way as footer area fields and texts for the first page.

Select

Footer area, additional pages from the *Statement formats* menu.

After a statement format is selected, the following screen displays for *Footer area, additional pages*:

```
Statement formats (Footer area, additional pages) XYZ Company

      Format: 2  Predefined statement # 2      Footer area rows: 60 through 66

           1. Field #

                          Available fields (* = used)
Fld# Description                          Fld# Description
  1. Statement date                         6. Customer city
  2. Customer number                        7. Customer state
  3. Customer name                          8. Customer zip code
  4. Customer address line 1                9. Customer country
  5. Customer address line 2               10. Customer city, state zip-code

Enter fld #, PgDn for more fields, leave blank for text, <F1> to see statement
```

Refer to the Statement Format Design Kit appendix for an explanation of each of these fields.

VERIFYING THE FORMAT

This selection should be run after all the preceding selections in this chapter have been entered. It detects errors, inconsistencies, and omissions in the format specifications, and prints a report exposing them.

Until a format has been verified, it cannot be used for printing statements.

If a verified format is changed (by any of the selections described above), it has to be verified again before it can be used. If you anticipate making significant changes to a format, you should back up the original version first.

Select

Verify from the *Statement formats* menu.

The printer selection menu appears. Select a printer for the report, print it to disk or display it on your screen. There will be a period of processing as the format is validated and the report printed.

See a Verify Statement Format report example in the *Sample Reports* appendix.

Unless you elect to display this report on your screen the following report summary will be displayed.:

```
Statement formats (Verify)                          XYZ Company


                    Format: 2  Predefined statement # 2
                                                     Errors   Warnings
        Verifying HEADER FIRST PAGE fields .........     0          0
        Verifying HEADER ADDITIONAL PAGES fields ...     0          0
        Verifying CLOSING fields ....................    0          4
        Verifying FOOTER FIRST PAGE fields .........     0          0
        Verifying FOOTER ADDITIONAL PAGES fields ...     0          0


Statement format verified - <Esc> = continue
```

At the end of the verification, the *Verify* statement format report is printed that documents the results of the verification process. Exceptions reported are categorized as "Errors" or "Warnings."

"Errors" in the layout will prevent the format from being verified. They must be corrected before the format can be used to print statements.

"Warnings" do not prevent the format from being verified and can be addressed at your discretion.

PRINTING A SAMPLE STATEMENT

A statement format must be verified before it can be used to print a sample statement.

Select

Sample statement from the *Statement formats* menu.

Printer selection

If more than one printer is defined for this company, the printer selection window appears. Select the desired printer.

Sample Statement and Alignment

If you are printing the sample statement on a laser printer, you will be asked to enter up/down adjustment and left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. After entering new values or accepting the values shown, the sample statement is printed.

Windows Printer

If you selected Windows printer, the alignment starts for the upper left corner of the page. However, you should enter an amount greater than the default margin that displays at the bottom of the screen.

Note	Use the up/down and left/right adjustments for laser alignment to position the sample statement information so that it exactly aligns with the pre-printed form. Pre-printed forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your statement information can be positioned correctly on the statement form. (The early models of Hewlett-Packard laser printers, such as the LaserJet+ and more recent 'Windows only' printers do not support this adjustment feature. These printers do not respond to certain codes provided by PBS for making alignment adjustments.)

Company information -PDF- Printer

When using a -PDF- printer, as set up in *Company information*, the statement is saved to PDF file and displayed on screen in Adobe Reader or Adobe Acrobat. Within the application you have other options with the statement such as email, print and so on. The sample or alignment file is named xx_ARS_ALIGNMENT_999999.PDF and is located in the PDFFIL\ALIGNMENTS directory. The xx indicates the company number.

You may view and email statements that have been generated to PDF files at *Email/view printed PDFs* under the CTL menu selection of *PDF form file processing*.

See the *PBS Administration* documentation for information on the PDF configuration options and the setup of a *Company information* PDF printer.

Statement Printer Control station

A screen similar to the following displays:

```
Statement formats (Sample statement)              XYZ Company


                Printer: 3  Check printer    -Q \\PSIW2K\Ne


                Printer control code [                ]



<F1>=next prtr ctl, <SF1>=previous prtr ctl, blank=no prtr ctl
```

You are not required to use a printer control code. To bypass this function select the <Enter> key.

The appearance of a statement may vary depending upon the printer control station selected.

Printer

This field displays the printer you will be using to print this sample statement.

Printer control code

Enter a printer control code. Enter a valid statement printer control code. If no control is entered, the system will default to standard continuous forms.

Options

You may also use one of the options:

<F1>	15 characters
<SF1>	For the previous station
blank	For no printer control station

Up entry or selection of a valid control code, its description and type display.

Format	15 characters
Example	Press <Enter>

Which bin to use

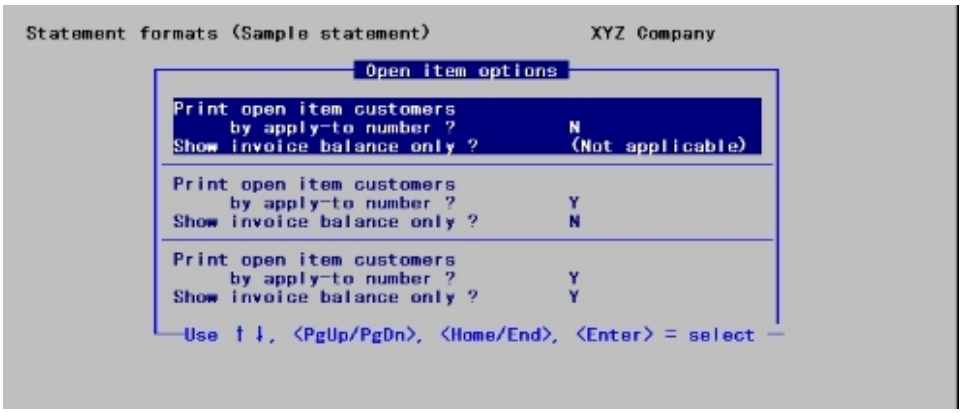
If you enter a printer control code that specifies more than one paper bin, you are asked which bin to use for the sample statement Enter **1** for the first page bin or **2** for the second page bin.

Format	One digit, either 1 or 2
Example	(Does not occur in this example)

Any change ?

Answer **Y** to make changes or **N** to accept the current entries.

The following screen appears:



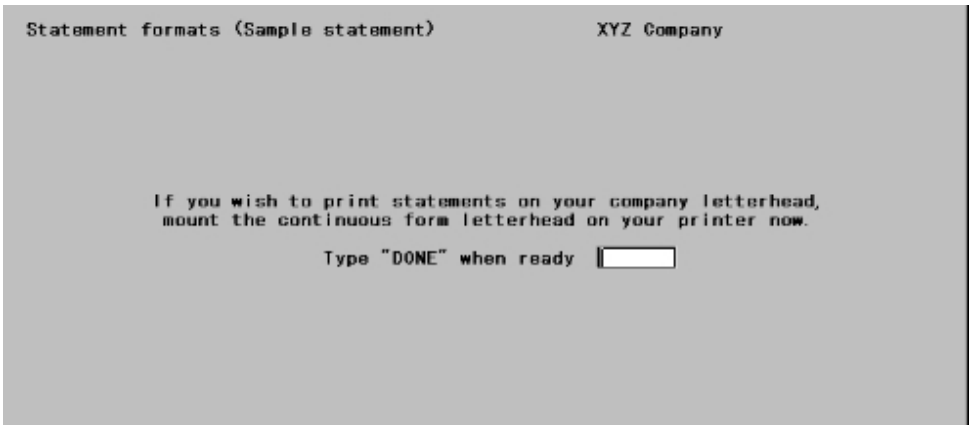
Select the Open item option you would like to use when printing statements. Three options are available.

- You may elect not to print by apply-to number for open item customers. This is a balance forward option.
- You may print by apply-to number for open item customers and omit the invoice balance.
- You may print by apply-to number for open item customers and print an invoice balance.

After you select the open item option, you will be prompted to mount company letterhead on your printer if you would like to print the sample statement on company letterhead.

Letterhead

The following screen appears:



Type **DONE** when you are ready to proceed.

A sample will print for the first page, for one additional page, and for an envelope (if specified). After the first sample prints, you can print another or press <Esc> to exit.

You will be prompted to replace your company letterhead with plain paper if you had mounted letterhead to print the sample statement.

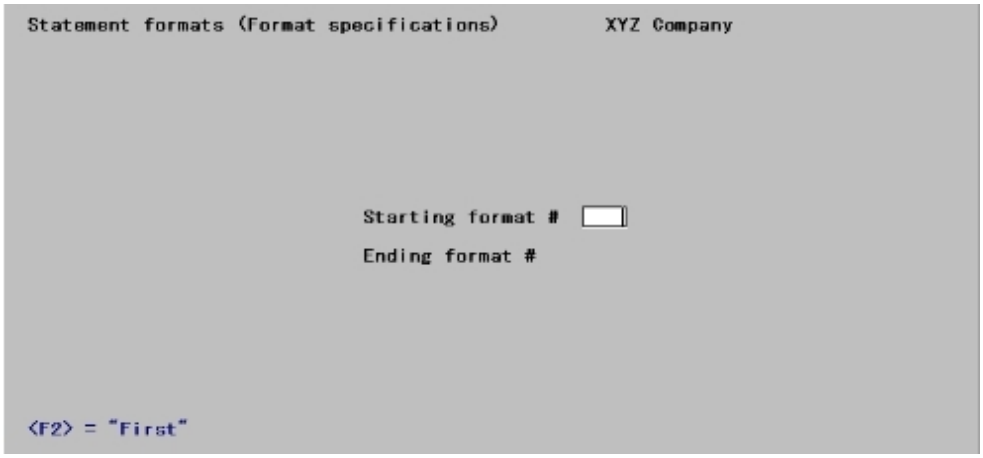
Type DONE and press <Enter> when you are ready to proceed.

PRINTING FORMAT SPECIFICATIONS

Use *Format specifications* to print a full list of the exact specifications that define one or more statement formats. The format specifications show all the location and other properties of all fields in the layout.

A sample Statement Format Specification is in the *Sample Reports* appendix.

The following screen displays for *Format specifications*:



Enter the following information:

1. Starting format #
2. Ending format #

Options

Enter the range of the formats you want to print, or use the option:

<F2>	For the *First* starting format number on file, or *Last* ending format number

Format	99
Example	Press <F2> at both fields

Field number to change ?

Make any needed changes, then press <Enter>.

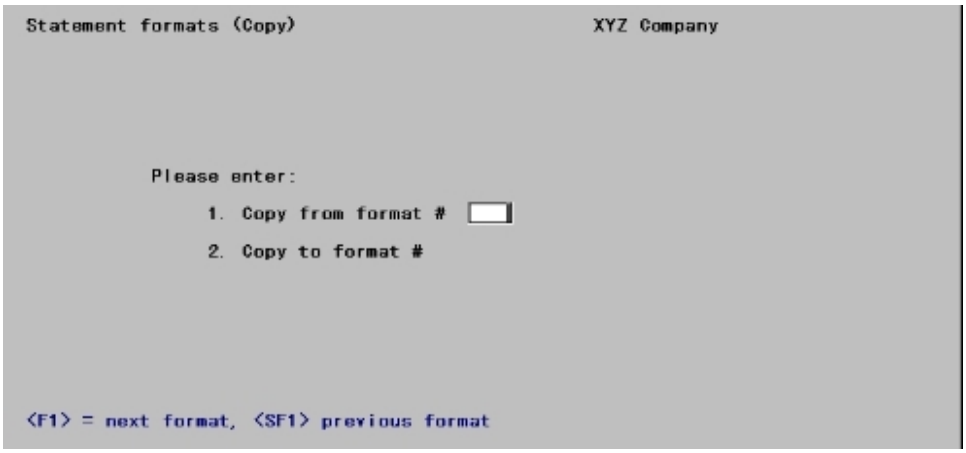
COPYING STATEMENT FORMATS

This selection allows you to use an existing format as a model for creating a new one. You can also use this to back up a format before making significant changes to it (since changed formats are unusable until they have been validated and all errors removed).

Select

Copy from the *Statement formats* menu.

The following screen appears:



Enter the following information:

1. Copy from format #

Enter the number of the format you want to copy from.

Options

You may also use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

Options

Statement formats can be copied whether or not they have been verified. The verification status of the copied format will be the same as that of the source.

Format	99
Example	Press <F1>

2. Copy to format

Enter the number you wish to assign to the new format. This cannot be the same as the number of an existing format.

Format	99
Example	Type 99

Description

Enter a description for this new format.

Format	25 characters
Example	Type Copy of format 2

Field number to change ?

Make any needed changes, then press <Enter>. There will be a period of processing as the format is copied. No report is produced.

When the format has been copied, press <Esc> to return to the menu.

DELETING STATEMENT FORMATS

Use this function to delete statement formats which you no longer want to retain.

Select

Delete from the *Statement formats* menu.

The following screen appears:

```
Statement formats (Delete)                    XYZ Company



     Please enter number of format to delete  [   ]



<F1> = next format, <SF1> previous format
```

Enter the following information:

Please enter the number of the format to delete

Enter the number of the statement format to be deleted. This must already be on file (but need not be verified).

Options

You may use one of the options:

<F1>	For the next format on file
<SF1>	For the previous format on file

OK to delete this format ?

Format	One letter, either Y or N. The default is N.
Example	Type 99

Answer **N** to enter a different format or exit this function.

Type **Y** to delete the format.

Press <Esc> to the main menu.

Printer Control Stations

This chapter contains the following topics:

Introduction to Printer Control Stations .....
Entering Invoice Stations .....
Invoicing Stations List .....
Entering Statement Stations .....
Entering Statement Stations-Paper Control .....
Entering Statement Stations-Envelope Information .....
Statement Stations List .....

INTRODUCTION TO PRINTER CONTROL STATIONS

The printer control station functions in A/R are related to invoice and statement printing.

Both invoices and statements are forms for which the user may define multiple formats. Both forms may be printed by different operators at different printers at the same time. Each form has certain other information which will vary from operator to operator as the form is being processed.

Invoice Printer Control

When processing invoices, different operators may be issuing invoices in different number series (they may be invoicing from separate locations or for different divisions). A/R has an *Immediate invoicing* function which many businesses can use for point-of-sale purposes at a customer counter. The printer control station functions allow several stations to share a common printer and issue one sequence of invoice numbers.

Statement Printer Control

When printing statements, there are several options for paper handling which the printer control station functions allow you to control.

ENTERING INVOICE STATIONS

Accounts Receivable provides for a point-of-sale mode of invoicing. In this mode, you can choose to print invoices immediately after you enter them, so that your customer has a paper invoice at the time of sale.

In order to use A/R in point-of-sale mode, you must check the box or enter Y to Print immediately in *Control information*. If you have not done so, *this section does not apply*.

Use this selection to define the invoice stations which will be used to print invoices immediately for customers. In a single-user system, you would have one such invoice station. In a multi-user system, you might have several invoice stations. Using this selection, you may define a station code for each station, the next invoice number to be used for that station, the printer to be used for that station (as set up in *Company information*) and the invoice format to be used when printing invoices from that station. When you run the *Invoices* selection, you will be asked to identify your invoice station by its station code, so that A/R will know which printer, invoice format, and invoicing sequence to use when you print invoices immediately.

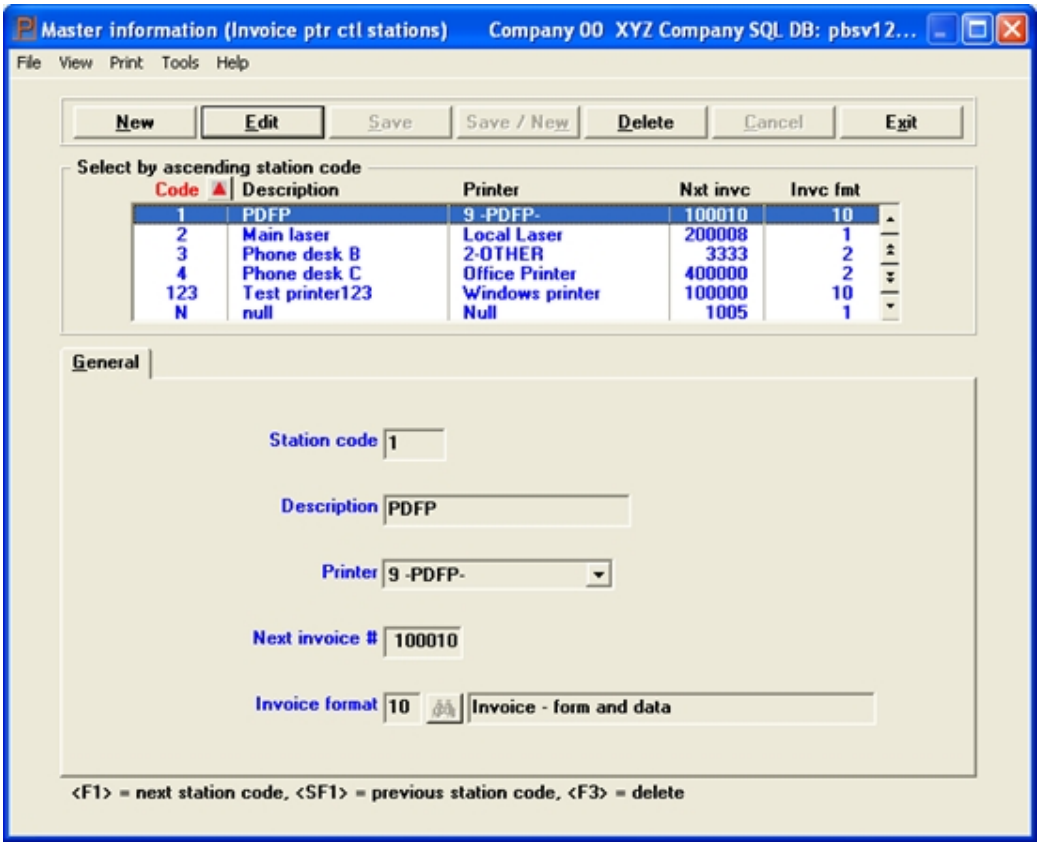
Note	In a multi-user system, two users can enter the same station code when running Invoices. However, only one user will be able to print invoices at a time if the station code is shared on an assigned basis. This practice is allowed in A/R, but not recommended.

Select

Invoice ptr ctl stations from the A/R *Master information* menu.

The following screen appears:

Graphical Mode



Invoice Printer Control Stations List Box

The list box displays up to 6 control stations at a time. You may sort the stations by code number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the View options.

To locate a station, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Control stations that display in the list box are available for changes or deletion. The fields for the selected account display in the lower part of the screen.

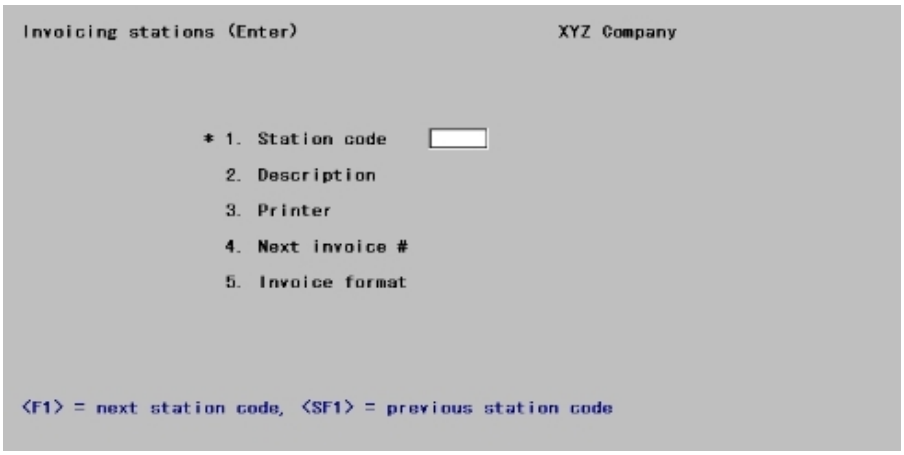
When a control station is found, you may select the <Enter> key or Edit button to start editing.

Invoice Printer Control Stations Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new control station
Edit	Alt+e	For editing an existing control station
Save	Alt+s	For saving a new control station or for saving the changes to an existing control station
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a control station. You may also use the <F3> key.
Cancel	Alt+c	To cancel adding or editing a control station. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Character Mode



From this screen you can work with both new and existing invoice stations. If information has already been entered for the station code you specify, the associated invoice station information will appear and be available for changes or deletion.

Enter the following information:

Station code

Options

Enter the code of a new or existing invoice station, or use one of the options:

<F1>	For the next invoice station entry
<SF1>	For the previous entry

Format	3 characters
Example	Type 1

Description

Enter the description for this invoice station.

Format	15 characters
Example	Type Retail desk

Printer

Options

Enter the printer which is to be used when printing invoices for this invoice station. This must already have been defined in *Company information.* You may also use the option:

<F1>	For the next printer defined in *Company information*
<SF1>	For the previous printer
<F5>	to assign "Window printer" When printing with Windows printer, you will have to select a printer from a drop down menu. The printers that are available are based on the printer drivers that are installed on your workstation. This option should only be used with Windows or Thin client.

If you enter a printer that creates a PDF file, then the invoice will be written to a file in the PDFFIL\ARINVOICES directory. A PDF file can be opened with Adobe® Acrobat® and Acrobat® Reader.

Format	15 characters. Lower-case is allowed, but the first character, if lower-case, is converted to upper-case to match the printer names in *Company information*
Example	Type PRINTER 1 (This is the only printer set up when the Passport Business Solutions is installed. Substitute your own printer name as required.)

Next invoice

The number entered here is the number that will be assigned to the next A/R invoice *printed* using this invoice station. Each time an invoice is printed using this invoice station, this number is incriminated by 1 automatically.

Format	9999999
Example	Type 100000

If multiple invoice stations are set up, then the next invoice number for each station should be set up so that no overlap of invoice numbers will occur. For example, if four stations are set up, the starting invoice numbers could be: 1000000, 2000000, 3000000, 4000000

Additionally, the numbers entered here should not overlap with the Next invoice # of *Control information*. This is used by the *Print invoices* selection for printing batches of invoices.

Invoice format

Options

Enter the invoice format to use when printing invoices from this invoice station. The format number entered here must have already been defined using *Invoice formats*. You may also use one of the options:

<F1>	For the next invoice format on file
<SF1>	For the previous invoice format

Format	999
Example	Type 11

If you select windows printer in field 3, the form you select can not print more than 63 rows.

Field number to change ?

Options

Make any needed changes, then press <Enter>. For an existing entry, you may also use one of the options:

<F1>	For the next entry on file
<SF1>	For the previous entry
<F3>	To delete this entry

INVOICING STATIONS LIST

If you have unchecked the box (answered N) to Print immediately in *Control information, this section does not apply*.

This selection prints a list of the invoice stations defined in the previous section.

A sample Invoice Stations List is in the *Sample Reports* appendix.

Select

Invoice ptr ctl stations from the *Reports, general* menu.

No parameter selection screen appears as all invoice stations are printed unconditionally.

ENTERING STATEMENT STATIONS

The *Statements* selection can utilize advanced features of your printer, either dot matrix or laser. It can also print envelopes, either separately or together with a statement. Whether you can do this or not depends upon the printing equipment you have available.

If you have a dot matrix printer, envelopes can either be printed as continuous forms (the envelopes are attached to a carrier page), or they can be fed directly into the print path from a paper bin if your printer has this capability.

For laser printers, envelopes may also be printed by feeding the envelopes directly into the print path from a special envelope bin or by manually feeding the envelopes.

The basic control codes for your particular printer have been specified in the System Manager (Ctl on the menu) *Company information* selection. Additional control codes are needed to take advantage of advanced capabilities for your statements. The *Printer control stations* selection allows you to define these codes. You must have a laser printer that is PCL 4, 5 or *6 Standard* compliant. Windows-only printers do not support PCL.

In this section you will see "Format" as usual for each field, but you will not see "Example." The information to be entered is so specific to your particular hardware that it is not feasible to provide examples.

Select

Statement ptr ctl stations from the *Master information* menu.

The following screen appears:

```
Statement stations (enter)                          XYZ Company

* 1. Printer #      [ ] Name:                   Device:
* 2. Control code

  3. Description

  4. Form type

  5. Envelopes ?

                    Print job control
  6. Reset start
  7. Feeder on
  8. Letter mode
  9. Draft mode
 10. Feeder off
 11. Reset end

<F1>=Nxt print cntrl, <SF1>=Prev print cntrl, <F2>=Nxt printer, <SF2>=Prev printer
```

A common name used for a single print run is *job*. This screen lets you enter *job* control codes, which relate to the print job as a whole (as opposed to *page* control codes, which will be entered on the next screen). The job control codes are entered directly into Fields #6 through 11 of this screen.

Enter the following information:

1. Printer

In *Company information*, you can specify up to fourteen printers.

Options

Enter the printer number for which you will be specifying additional control codes, or use one of the options below.

<F1>	For the next statement station on file
<SF1>	For the previous statement station
<F2>	For the next printer
<SF2>	For the previous printer

You can not use Windows printer for statement printer control.

After a printer number has been entered, the name you entered for it and its device name are displayed.

Format	99

2. Control code

There may be more than one station for the same printer, so a control code is needed to identify each one. Any arbitrary value may be used. Each station's control code must be unique for that printer, but the same control code may be used for different printers.

Options

Enter the number of a new or existing statement station for the printer selected in Field #1. If this is an existing entry, you may use one of the options:

<F1>	For the next entry for this printer
<SF1>	For the previous entry for this printer

Format	15 characters

Copy From Another Control Code ?

This field appears only for when entering a new statement station. It allows you to copy from one of this printer's existing stations (which you can then modify if required).

Format	One letter, either Y or N

If you answer N, the cursor moves to Field #3.

Options

If you answer Y, enter the control codes you wish to copy. This must already be on file for this printer. You may use one of the options:

<F1>	For the next entry for this printer
<SF1>	For the previous entry for this printer

Format	15 characters

Upon entry or selection of a valid statement station, it will be copied to this statement station and the cursor will be positioned at *Field number to change ?* so you can modify the new entry if desired.

3. Description

Enter a description for this statement station. This field is required.

Format	30 characters

4. Form type

Enter the form type for this set of printer control codes, either **C** for continuous forms or **S** for cut sheets.

Format	One letter, either C or S

Unprintable Lines Top Bottom

This field appears only if you entered **S** for the preceding.

When printing on cut sheets, there is usually an area at the top and bottom of each page where nothing can be printed. Enter the number of such lines.

Format	9 For the top of the form 9 For the bottom of the form

5. Envelopes ?

Answer Y if you will be using this set of printer control codes for printing envelopes with your statements. Later, you will be asked to specify the size of the envelope and where on the envelope the address and return address are to be printed.

Answer N if you will never be using this set of codes for addressing envelopes.

Format	One letter, either Y or N. The default is Y.

6. Reset start
7. Feeder on

8. Letter mode
9. Draft mode
10. Feeder off
11. Reset end

Enter the hexadecimal codes for each of these functions, or leave the field blank if this feature does not apply to your printer. For the actual values to enter, refer to your printer manual.

Options

For Field #11, you may use the option:

<F2>	For the same code for Reset end as for Field #6, Reset start

Each field is described below:

6. Reset start

This is the reset code sent at the beginning of a print job. It is the first code sent to the printer. It can be used to set the configuration of the printer for the form to be printed.

We recommend that you reset your printer to the most common configuration you use, both before and after a print job.

The reason for this is that you will then have a known starting point upon which to base the rest of the codes you enter in this selection.

Also, when the print job is finished, the printer will be in a known configuration ready for use by other selections in A/R or other programs.

7. Feeder on (Turn off continuous forms)

This code is sent to the printer, after code 6, for the purpose of turning on the sheet feeder. It would be used for line or dot matrix printers which allow programs to switch automatically between continuous forms and cut sheets (held in paper bins).

8. Letter mode

This code is included for dot matrix printers. It allows the printer to be put into letter quality mode at the beginning of the print job. This code is sent to the printer after code 7.

9. Draft mode

This code is included for dot matrix printers. It allows the printer to be put into draft mode at the end of the print job. This code would be sent as the first code after the print job has been completed.

10. Feeder off (Turn on continuous form)

This code is sent to the printer after code 9, for the purpose of turning off the sheet feeder. It would be used for line or dot matrix printers which allow programs to switch automatically between cut sheets (held in paper bins) and continuous forms.

11. Reset end

This is the reset code sent at the end of a print job. It is the last code sent to the printer after code 10. It can be used to set the printer into the most common configuration you use after the print job is complete.

Format	Up to thirty two-character hexadecimal codes in each field, with each code in the range 00 through FF.

Field number to change ?

Options

Make any needed changes. For an existing entry, you may also use one of the options:

<F1>	For the next entry on file
<SF1>	For the previous entry
<F3>	To delete this entry

Press <Enter> to continue. For continuous-form printing without envelopes, this terminates the entry.

If you are using cut sheet paper and/or printing envelopes, you will be required to enter additional information about your paper and envelope sources and your page and envelope orientation.

ENTERING STATEMENT STATIONS-PAPER CONTROL

Special control codes are applicable when a printer can select different sources for the paper being fed into the print path.

The following screen appears:

```
Statement stations (enter)                          XYZ Company
                                                          Form type: Cut sheets

                 Paper source selection
 12. 1st page bin
     Orientation

 13. 2nd page bin
     Orientation

 14. Envelope bin
     Orientation

                     Page control
 15. Portrait
 16. Landscape
 17. Get page
 18. Eject page

Enter the hexadecimal value for using paper from the first bin
```

Enter the following information:

12. 1st page bin
13. 2nd page bin
14. Envelope bin

These fields control paper source selection. Enter the hexadecimal codes for each of these functions, or leave the field blank if this feature does not apply to your printer or you have chosen not to use it. For the actual values to enter, refer to your printer manual.

The *Statement formats* selection allows you to define a different format for the first page of a statement than for the subsequent pages, so you can use a different form (or plain stock paper) for the second and subsequent pages of the statement than you do for the cover page.

Each field is described below:

12. 1st page bin

This code is used to select the bin for printing the cover page of statements. This code is sent at the beginning of the first page of each statement.

13. 2nd page bin

This code is used to select the bin for printing the second and subsequent pages of statements. It is sent at the beginning of the second page for each statement that has more than one page.

14. Envelope bin

This code is used to select the bin for printing the envelopes for statements. This code is sent before an envelope is printed.

If you are not printing envelopes (that is, if you entered N at Field #5 of the first screen), Field #14 displays as Not applicable and may not be entered.

Format	Up to thirty two-character hexadecimal codes in each field, with each code in the range 00 through FF.

Orientation

For each paper source selected, specify the orientation desired. If you have left the paper source blank, the orientation displays as None selected and may not be entered.

Otherwise, enter **P** for portrait or **L** for landscape. This page is printed in portrait mode.

What you are specifying here is not a printer code; that will be entered later in Fields #15 and 16.

You may leave this field blank if your printer does not support this feature.

Format	One character, either P or L or blank

15. Portrait
16. Landscape
17. Get page
18. Eject page

These are the fields for page control. Enter the hexadecimal codes for each of these functions, or leave the field blank if this feature does not apply to your printer or you have chosen not to use it. For the actual values to enter, refer to your printer manual.

Although any of these fields may be left blank, you should not omit the portrait code if you have specified portrait orientation for any of the three paper sources in Fields #12 through 14, nor the landscape code if you have specified landscape orientation for any source.

Each field is described below:

15. Portrait

This code allows page orientation to be set to portrait. This code is sent to the printer when the paper source specifies portrait orientation.

16. Landscape

This code allows page orientation to be set to landscape. This code is sent to the printer when the paper source specifies landscape orientation.

17. Get page

This code allows a page to be loaded into the print path from the selected paper source.

18. Eject page

This code allows the currently loaded page to be ejected.

Format	Up to thirty two-character hexadecimal codes in each field, with each code in the range 00 through FF.

Field number to change ?

Make any changes or press <Enter> to continue.

If you are not using envelopes, this terminates the entry.

If you are going to be printing envelopes, you will be required to enter additional information to control how information is printed on the envelopes.

ENTERING STATEMENT STATIONS-ENVELOPE INFORMATION

This screen lets you specify how envelopes are to be handled, and appears only if you entered **Y** at Field #5 of the first screen.

The following screen appears:

```
Statement stations (enter)                          XYZ Company
                                                          Form type: Cut sheets

                Envelope information

           19. # envelope rows
           20. # envelope columns

           21. Address row
           22. Address column

           23. Return address row
           24. Return address column

           25. Return address line 1
           26. Return address line 2
           27. Return address line 3
           28. Return address line 4


Minimum number of rows = 23
```

If you are using envelopes with continuous forms, the field numbers will be different than are shown above. In this case, this screen's fields would be numbered as shown in parentheses below.

19. (or 12) # envelope rows
20. (or 13) # envelope columns

These fields define the size of the envelope.

Height is measured in print lines. A/R normally prints six lines per inch.

Width is measured in print columns. A/R normally prints ten columns per inch.

Both measurements include any lines at the top and bottom which are unprintable for your printer. For cut sheets, the size of this unprintable area has already been specified on the first screen.

Format	99 for rows. The minimum is five. 999 for columns. The minimum is thirty; the maximum is 132.

21. (or 14) Address row
22. (or 15) Address column

Enter the location of the address block on the envelope, defined by the row and column of its upper left corner. This must be located within the *printable* area of the envelope, and must be high enough and far enough to the left to accommodate four lines and thirty columns.

If only one row or one column is possible for the size defined in Field #19 and 20, that row or column displays automatically.

Format	99 for the row 999 for the column

23. (or 16) Return address row
24. (or 17) Return address column

If you wish to print a return address, enter the row and column of the upper left corner. This point must be located within the printable area of the envelope, and must be high enough and far enough to the left to accommodate four lines and thirty columns.

If only one row or one column is possible for the size defined in Field #19 and 20, that row or column displays automatically.

If your return address is pre-printed on the envelope, leave Field #21 blank. Fields #22 through 28 will display as Not applicable, and the cursor will be positioned at *Field number to change ?*.

The return address block should not overlap the address block; the program checks for this, but not until *Field number to change ?*.

Format	99 for the row 999 for the column

25. (or 18) Return address line 1
28. (or 20) Return address line 4

If you have entered a return address row and column in Field #23 and 24, enter the text of the return address to be printed on the envelopes. Any line may be left blank.

Options

At Field #18, you may also use the option:

<F2>	For the corporate name and address from *Control information*

Format	30 characters at each field

Field number to change ?

Make any needed changes, then press <Enter>.

The program checks that the return address (if any) does not overlap the address. If so, you are notified of the fact. You cannot leave this screen until you alter the location of one address or the other so as to eliminate the overlap (unless you choose to cancel the entire entry).

Test Envelope Printing Now ?

To skip the envelope printing test, answer N.

To test the envelope format, answer Y. You are asked to mount an envelope in the printer and type **DONE**.

Print Test Envelope ?

Confirm your intention by typing Y. As soon as the envelope prints the question is repeated, and the cycle continues until you answer N. Once you do so, you are asked to mount regular paper and type **DONE**. This returns you to the first screen for processing another statement printer station entry.

STATEMENT STATIONS LIST

This selection prints a list of the statement stations defined in the previous section.

Select

Statement ptr ctl stations from the *Reports, general* menu.

No parameter selection screen appears as all statement stations are printed unconditionally.

Load A/R Open Items

This chapter contains the following topics:

Introduction to Load A/R Open Items .....
Entering Open Items .....
Printing a List of Open Items .....

INTRODUCTION TO LOAD A/R OPEN ITEMS

You use the *Load A/R open items* selection to transfer outstanding accounts receivable items from your former A/R program or manual system directly into A/R Open Items. No other A/R data is affected by this selection.

This selection is not under batch control and does not require posting.

Note	Following the setup of PBS A/R under normal usage you should not use this selection. It is recommended that you only allow a PBS administrative user to access this function as a user can add, change or remove open items. Erroneous change could greatly affect your business in a negative way.

Converting to PBS Accounts Receivable

Once all outstanding items have been entered and you have converted over to the PBS Accounts Receivable module, you no longer need *Load A/R open items (Enter)*. Current accounts receivable activity is entered through *Invoices*, *Cash receipts* and *Miscellaneous charges*. Invoices, credit memos and payments may also be entered and posted to open items from Order Entry, Point of Sale and Customer Orders.

Editing Existing Open Items

Use this selection with caution when editing existing open items. There is no edit list, posting report or audit trail. It is recommended that you do not make changes to open items using *Load A/R open items* unless absolutely necessary. It is also recommended that you only provide access to this menu selection for PBS administrative users.

Note	You may use this selection to view and modify the Terms, Due date, Amount-1, Amount-2, P.O.#, and Reference for most existing open items. For invoice type open items you may also modify the Sales rep and Commission fields if sales reps and commissions are used. However, it is highly recommended that you do not change the *Customer number*, *Document number*, *Amount-1* and *Amount-2* fields. Changing an amount will not be reflected in distributions. If you need to reverse or adjust an amount, enter the appropriate credit memo, debit memo, negative cash receipt or whatever applies to the situation. Also, for changing the apply-to number or due date, we recommend that you use the functions in *Open items (Change apply-to number or due date)*.

Before you begin you may want to print a list of your A/R open items using *Reports, general (Open items)* as the report lists open items created by *all* A/R functions, not just by *Load A/R open items (Enter)*. When you are finished loading open items, run the report again to compare the differences. You may also want to run the aging report before and after.

Changing Over to the PBS Accounts Receivable

Follow these steps to change over from your former system to the PBS Accounts Receivable module:

- Determine the cut-off date to be used. The cut-off date is the latest date for items that you will enter (load) here. For example, if you choose a cut-off date of 3/31, you will enter open items dated 3/31 and earlier.
- Enter these items into the A/R Open Item file through *Load A/R open items (Enter)*.

  For open item customers, enter the items separately for proper aging and discounts. If you don't want the A/R module to do aging or calculation of discounts, you may enter only the customer balances as of the cut-off date.
- Run *Set customer account balances*, as described in the Set Customer Account Balances chapter. This is the only time that you will ever use this selection, unless you are restoring your Customers following loss of the original data.
- The changeover is complete. Enter all open items *after* the cut-off date as new transactions, using *A/R Invoices, Miscellaneous charges, O/E Orders, P/S Transactions* or *C/O orders*.

Entering Open Items

Select

Load A/R open items from the *Utility* menu.

The following graphical screen appears:

Load A/R Open Items List Box

The list box displays up to 6 existing open items at a time. You may sort the open items by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the *View* options from the menu.

To locate an open item, start typing a customer number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an invoice. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Open items that display in the list box are available for changes or deletion. The fields for the selected open item display in the lower part of the screen.

When an open item is found, you may select the <Enter> key or Edit button to start editing.

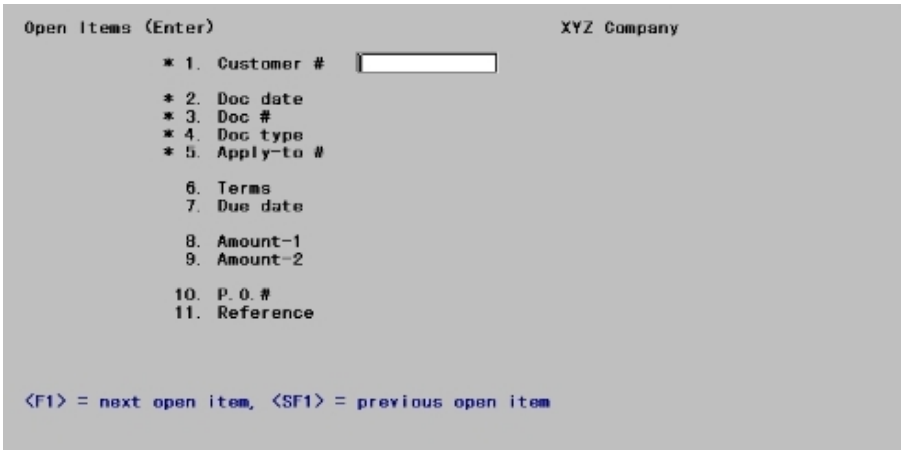
There is a binoculars button on the list box Customer # column. Click on this button to display a list of customers where you may find a customer. On the customer lookup there is a button called *Customers*. If you have access to the *Customers* menu selection, you may click on this button. After you click on this button you a screen displays where you may add, change, delete or view customers.

Load A/R Open Item Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new open item
Edit	Alt+e	For editing an existing open item
Save	Alt+s	For saving the addition of the open item or for saving the changes to an existing open item
Save/New	Alt+w	This is a combination of the Save and New buttons. The customer number, document date, document number, type, terms and due date are retained from a previous entry.
Delete	Alt+d	To delete an open item
Cancel	Alt+c	To cancel adding or editing an open item. Your entries will not be saved
Exit	Alt+x	To exit the load A/R open item window

Character Mode



From this screen you can work with both new and existing open items.

Enter the following information:

Customer number

Enter the customer number for the open item. You may use this option:

Lookup button or <F8>	To access a list of customers from which you may select one. Using graphical mode you may also click on the Customers button to add a new customer

Running in character mode, for an existing entry, you may also use one of these options:

<F1>	For the next open item entry on file
<SF1>	For the previous entry
<F8>	Select the <F8> key to display the customer lookup. Using graphical you may also click on the binoculars. On the customer lookup there is a button called *Customers*. If you have access to the *Customers* menu selection, you may click on this button. After you click on this button you a screen displays where you may add, change, delete or view customers.

Format	12 characters. The default is the customer number of the previous entry in this session, if there was one; if not, there is no default.
Example	Type 200

Document date

Enter the document date of the open item.

Format	MMDDYY. The first time you reach this field, the default is the current date. Thereafter, the default is the previously-entered document date.
Example	Type 30319

Document number

Enter the document number of the A/R open item. You may leave this field blank, in which case a cash payment is assumed. Cash displays in this field, Payment displays in the next, and the cursor moves to the *Apply-to number* field.

Format	8 characters, in the format defined as the Default doc # format in *Control information*. If a valid format is entered the numeric portion of the document number is incremented automatically with each entry.
Example	Type 3002

Document type

If your entry for the previous field was blank for Cash, this field is automatically set to Payment.

Otherwise, enter the document type for this open item:

Character mode	Graphical mode
B	Balance forward
F	Finance charge
C	Credit memo
P	Payment
D	Debit memo
R	Returned check
I	Invoice
N	Prepaid payment
L	Layaway *

Format	One letter from the list above. The default is Invoice.
Example	Press <Enter>

* For a new entry, a Layaway type payment must originate from Point of Sale as it must be assigned to a specific invoice in Point of Sale. It could exist in Point of Sale but has not yet been posted. Using end of day Post first. Unless the Layaway payment exists in Point of Sale do not enter a Layaway type here.

Apply-to number

Enter the number of the document to which this document applies. Any entry is accepted, and no test is made that this is a valid invoice.

Open Item Customers

For an invoice, debit memo, balance forward document, or finance charge, the Document number field is automatically repeated here and the cursor skips this field In the case of a debit memo, it is not always true that the two are the same; so you may have to change the apply-to number..

For a credit memo, payment, or returned check, an apply-to number may be entered. The field may also be left blank, in which case the word * Open * displays to indicate this is an open credit on account (not applied to a specific invoice).

Balance Forward Customers

The apply-to number is only meaningful for open-item customers, but nevertheless appears on balance-forward customers for all document types except payments (for which this field is always blank). For other document types, the document number (Field #3. Doc #) is automatically repeated here and the cursor skips this field.

Format	8 characters
Example	(Displays automatically in this example because this is an invoice)

New and Existing Entries

If an open item exists for the values entered in first five fields, its values will display in the remaining fields. Using character mode the cursor will move to *Field number to change ?*. No two entries can have the same values for these five fields.

If no open item already exists for these values, this is assumed to be a new entry and the cursor moves to the next field to continue data entry.

Terms

For a credit memo, payment, finance charge, or balance forward document, this field is skipped.

For a debit memo, this field is automatically set to the customer's usual terms and may not be changed.

For an invoice, any valid terms code may be specified:

- When editing an existing open item the cursor is positioned in the field as usual.
- When entering a new open item data entry is in two steps. First choose one of the options:

<F2>	To default to the customer's usual terms code from *Customers*. The cursor then moves to the Due date field1.
<Enter>	Character mode feature only: To override the customer's terms code. The cursor moves back to the Terms field to require data entry.

Options

<F1> and <SF1> are not available, but <F8> may be used to view all valid terms codes.

Format	3 characters
Example	Press <F2>

Due date

Enter the date when the invoice, debit memo, or finance charge is due to be paid, or when the payment or returned check was supposed to have been paid. A valid date must be entered or defaulted for all document types.

Format	MMDDYY. For an invoice the default is the due date computed from the terms code in the *Terms* field. For a finance charge, there is no default. For all other document types, the default is the document date from the *Doc date* field.
Example	Press <Enter>. Since this customer's payments are due in 25 days, a date of 03/28/19 is displayed.

Amount - 1 *and* Amount - 2

Enter these two amounts, which have the following meanings for different document types:

Document type	Amount - 1	Amount - 2
Invoice Credit memo Debit memo	Discountable amount	Non-discountable amount
Balance forward	Full amount	N/A (forced to zero)
Payment	Cash receipt amount	Discount + Allowance
Finance charge	Finance charge amount	N/A (forced to zero)

Format	999,999,999,999.99- at each field. *A minus sign is not required* for credit memos and payments. The software will deduct the amounts of these document types from a customer's balance.
Example	Type 715.45 for the discountable amount Type 69.42 for the amount not subject to discount.

Total

The total of Amount - 1 and Amount - 2 displays automatically upon entry of both.

P.O.

Enter the customer's purchase order number. This field is optional.

Format	30 characters
Example	Press <Enter>

Reference

Enter comments appropriate to the A/R open item. This field is optional.

Format	50 characters
Example	Type Regular purchase

Sales rep

If you specified in *Control information* that you do not employ sales representatives, or that you do not pay them by commissions, this field and the next do not appear on the screen at all. Such is also the case if you base commissions on sales rather than on payments.

Otherwise:

- If this document is a payment, a returned check, or a finance charge, this field displays as Not applicable and may not be entered.
- If this document is an invoice, a debit / credit memo, or a balance forward, enter the code of the sales representative entitled to receive the commission.

  When entering an existing item, the cursor is positioned in the field as usual.

Options

When entering a new item, data entry is in two steps. First choose one of the options:

<F2>	For the customer's usual sales rep from *Customers*. The cursor then moves to the *Commission* field.
<Enter>	Character mode only: To override the customer's sales rep. The cursor moves back to the *Commission* field to allow data entry.

Using character mode, <F1> and <SF1> are not available to select a sales rep. <F8> may be used to view all valid sales representatives and select one.

Format	3 characters
Example	(This field does not appear in this example)

Commission

This field appear on the screen, and can be entered, whenever the Sales rep field can be entered.

Enter the amount of the commission which will become due to the sales rep when this open item is fully paid (as discussed in the chapter titled Fully Paid Open Items). No default value is calculated and your entry is not checked against the Amount 1 and Amount fields.

Format	99,999,999.99-
Example	(This field does not appear in this example)

Graphical Mode

Select the Save button to save your changes. Also see the Load A/R Open Item Buttons for the other options.

Character Mode

Field number to change ?

Make any needed changes, then press <Enter> to process another entry. For an existing entry, you may also use one of the options:

<F1>	For the next open item entry
<SF1>	For the previous entry
<F3>	To delete this entry

Changing Open Items

Changing open items can result in missing or incorrect customer billing data. Please be sure you are absolutely certain that the changes you are going to make are completely relevant and correct.

Changes to Customer number through Apply-to # (fields 1 through 5) are allowed with the following exceptions:

- Even for new entries, any attempted change which would result in a duplicate entry is rejected.
- Changes to the Document type field (field 4) are not allowed if commissions are used and if the doc number is *Open *.
- Changes to the Apply-to # field (field 5) are not allowed if it is a balance forward customer.
- A Layaway type payment must originate from Point of Sale as it must be assigned to a specific invoice in Point of Sale. It could exist in Point of Sale but has not yet been posted using end of day so Post first. Unless the Layaway payment exists and is attached to a Point of Sale invoice , do not change any type a Layaway type here.

Printing a List of Open Items

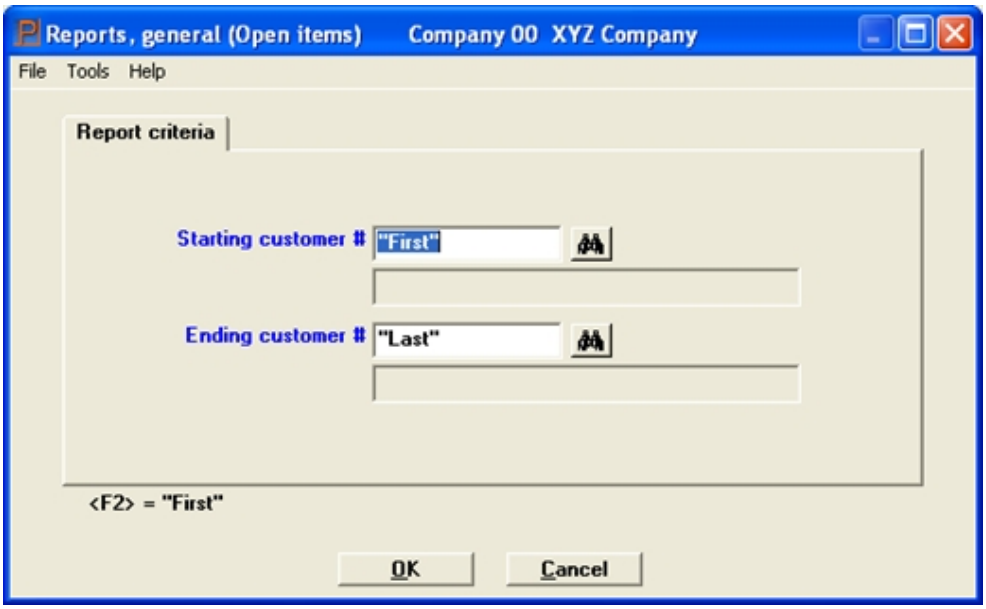
This report lists all A/R open items currently on file, not merely those entered by *Load A/R open items (Enter)*.

Select

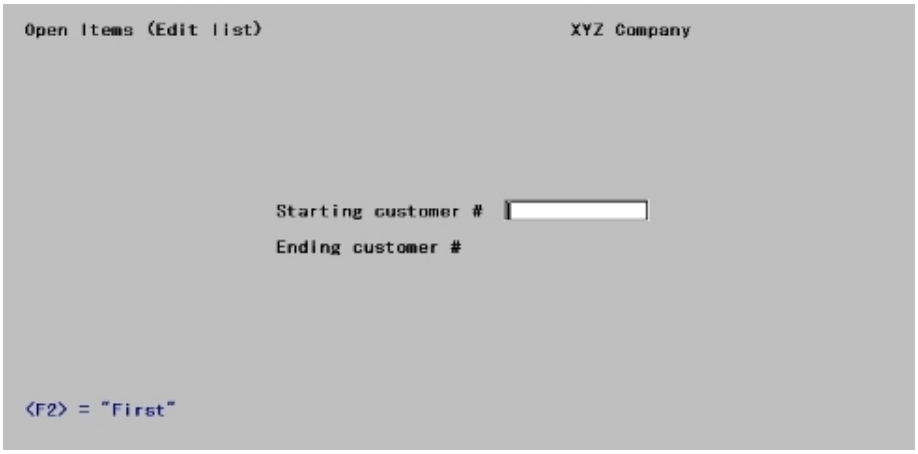
Open items from the *Reports, general* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting customer # and Ending customer

Specify the range of customer numbers to appear on the report. You may also use the option:

<F2>	For the First starting customer or Last ending customer

Options

You may use the option:

Format	12 characters
Example	Press <F2> at each field

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Character Mode

Any Change ?

Respond Y to re-enter the screen, or N to print the A/R Open Item File Edit List.

Set Customer Account Balances

This chapter contains the following topic:

Introduction to Set Customer Account Balances .....

Introduction to Set Customer Account Balances

Set customer account balances totals all the open items for each customer in A/R Open Items and sets the account balance and unposted balance fields in Customers accordingly. Customers with no open items have these fields set to zero.

Open items include invoices, credit memos, debit memos, payments, finance charges, and balance forward amounts.

This selection *is normally used only once* right after you have loaded your A/R Open Items when you are first getting started (as described in the Load A/R Open Items chapter). You can also run it at any other time to set the balance fields to the correct amount, if you think they are incorrect.

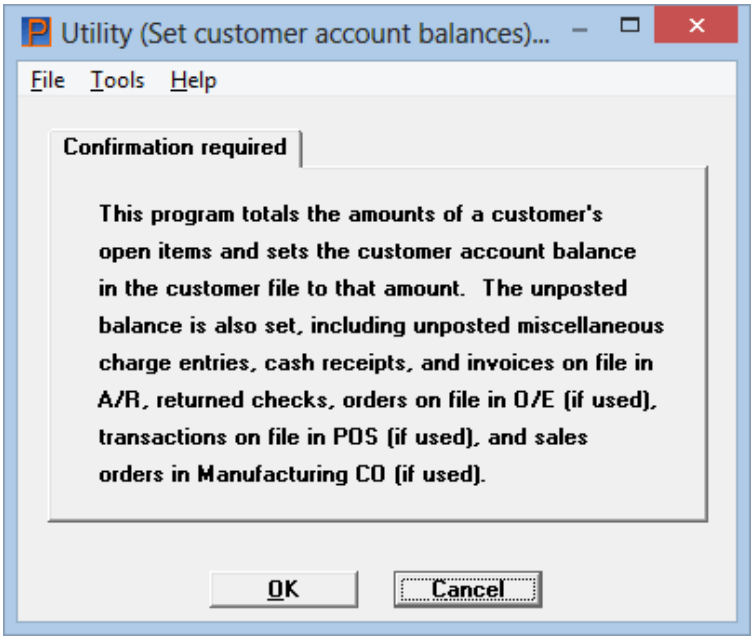
Set customer account balances also sets the unposted balance for each customer. It does so by adding together all unposted entries in the *Invoices*, *Miscellaneous charges*, *Cash receipts*, *Returned checks*, and *Finance charges* selections. If the PBS **Order Entry**, **Point of Sale** or **Customer Orders** are interfaced, unposted *Orders* and *Transactions* are included as well.

Select

Set customer account balances from the *Utility* menu.

The following screen appears:

Graphical Mode



Read the screen display carefully before making your choice to be sure you understand what changes will occur in your customer records if you choose to set the balances.

OK or Cancel

Select OK to set the account balances. Select Cancel to return to the menu without setting account balances.

Some processing will occur while the account balances are being set. The more records in the files/tables, the longer this will take.

Once processing is complete, select <OK> to return to the menu.

Character Mode

```
Set customer account balances                    XYZ Company


             This program totals the amounts of a customer's
             open items and sets the customer account balance
             in the customer file to that amount.  The unposted
             balance is also set, including unposted miscellaneous
             charge entries, cash receipts, and invoices on file in
             A/R, returned checks, orders on file in O/E (if used),
             transactions on file in POS (if used), and sales
             orders in Manufacturing CO (if used).

Are you sure you want to do this ?
```

Read the screen display carefully before making your choice to be sure you understand what changes will occur in your customer records if you choose to set the balances.

Are you sure you want to do this ?

Format	One letter, either Y or N
Example	Type Y

Answer Y to set the account balances, or N to exit from the screen without setting account balances.

Some processing will occur while the account balances are being set. The more records in the files/tables, the longer this will take. This report cannot be canceled as it must complete the updating of customers.

Once processing is complete, select <Esc> to return to the menu.

Returned Checks

This chapter contains the following topics:

Introduction to Returned Checks .....
Entering Returned Checks .....
Edit List of Returned Checks .....
Posting Returned Checks .....

INTRODUCTION TO RETURNED CHECKS

Use the *Returned checks* selection to process checks entered into A/R (either as prepaid invoices or orders, or as cash receipts), and subsequently returned by the bank for insufficient funds.

You will notice that the screens for entering returned checks are very similar to those for entering cash receipts, described in the preceding chapter. Like the original check, the returned check must first be entered, then posted.

Returned checks may be under batch control, and this will require screens not discussed in this chapter. Refer to the *Using Batch Controls* chapter of the *System* user documentation for details.

You may use this selection even if you have chosen (in *Control information*) not to keep history, or even if the history for a particular check has already been purged. However, you will in that case be required to re-enter information about the original check the amount and date of the check, and the accounts to which it was distributed.

Returned checks are often referred to as insufficient funds, since this is the most typical reason for returning a check. This explains the abbreviation **NSF** which you may encounter in various screen messages and field names.

What Entering a Returned Check Does

- Reverses accounting entries.
- Updates the customer's balance.
- Appears on statements (if you use statements).
- Updates the customer's Date of last returned check field.
- Is carried forward to the Check Reconciliation application Check Book (CKBOOK), if interfaced to C/R. Depending on the settings in the C/R *Control information*, returned checks are either:

  1. Pulled into Check Reconciliation when the C/R *Transfer Checks/Deposits* is run or

  2. Pushed into C/R automatically when return checks are posted. When the auto-transfer is being used the Returned Checks Journal will print the following:

  ```
  *** Transferred to Check Reconciliation on posting ***
  ```

  In either case, the bank charges, if entered, are also transferred.
- Lets you keep track of the bank's charges to you and of your charges to the customer.

What Entering a Returned Check Does Not Do

- Does not automatically create a debit memo, invoice, or dunning letter for the customer.
- Does not put the customer on credit hold. You may do this in *Customers*.
- Does not prevent shipment of any unposted invoice for the customer.

- Does not affect any recurring bill for the customer.

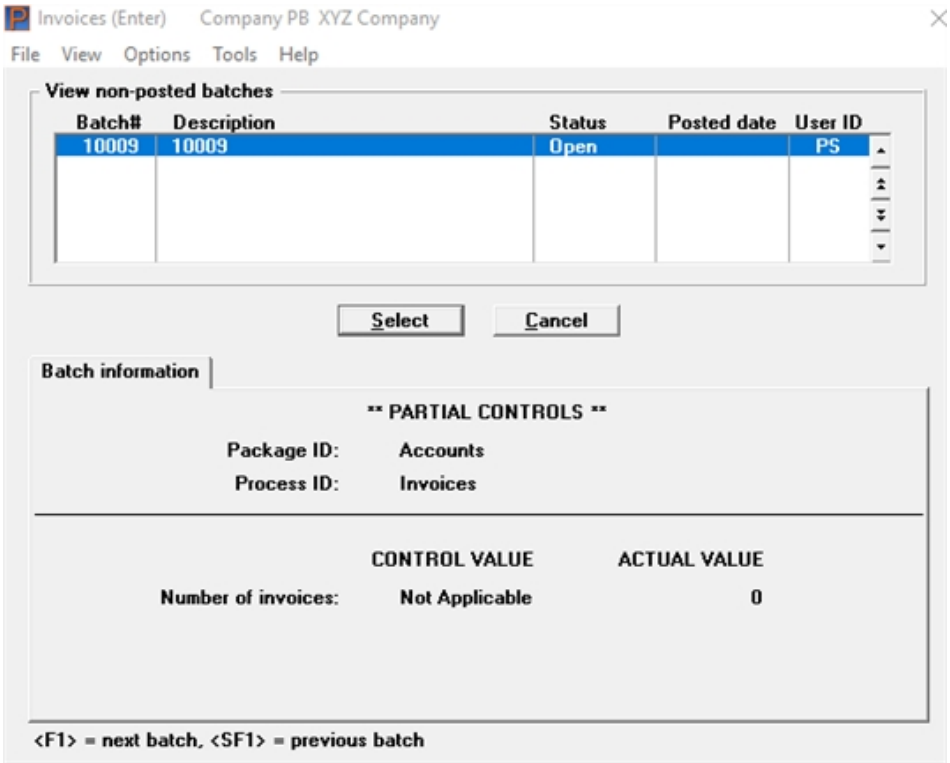
Restrictions

- If you are interfaced to General Ledger and / or to Job Cost, and purge their respective distributions *after* the return check information has been entered but *before* it has been posted, a system out-of-balance condition could occur.
- Return checks will not post if, in A/R *Control Information*, Summary post distributions is checked (set to Y).
- Returned checks cannot reverse A/R checks whose records have been purged using *Purge History*.
- Distributions should not be purged until you have allowed sufficient time for to ensure the check is not returned.
- There is one restriction which, although it applies to many other selections, does not apply to this one: you can enter a returned check even if doing so puts the customer over his credit limit.
- If a prepayment has been applied to an invoice in A/R or an order or invoice in O/E, it will NOT allow the entry or posting of a returned prepaid check until you delete the entry or entries from the existing invoice or order. This will remove the entries from the Prepayment file / table and then you may enter and post the Returned prepayment check.
- When posting a returned check that was originally a prepayment an N prepayment type is created in Open items that reverses the original N prepayment type. When open item purging of prepayments is run, it deletes both the original and reversing entry.
- After a returned check was deposited and the check was returned, now the customer says it would clear the second time, however it does not clear. You must enter a second return for the same check. The second time the return payment must have a date greater than that of the Returned check.

Batch Controls

Returned checks may be under batch control. Batches provide a way to group charges. For example they can be grouped by user. by month, or any way you choose. The entry, edit list printing and posting are all controlled by the same batches. There is an option to control the total value and number of returned checks entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

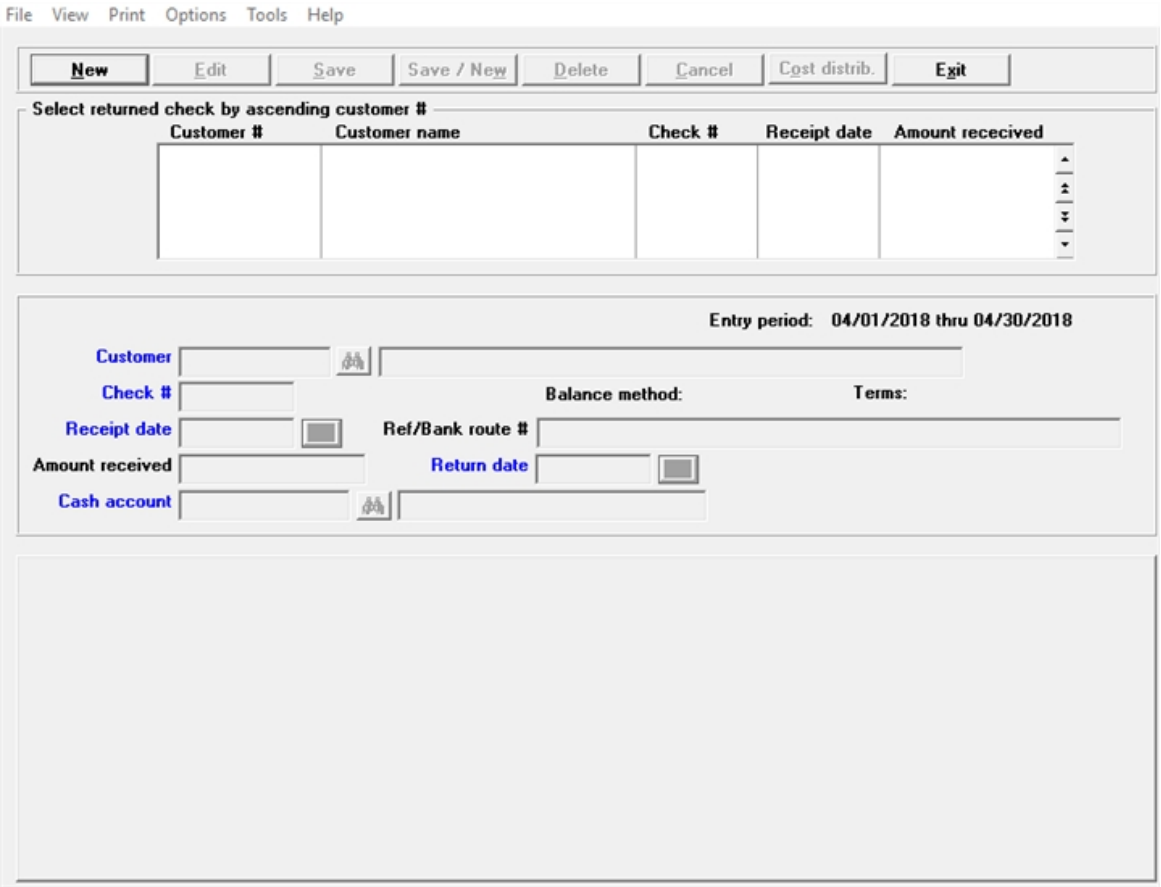
Select

Enter from the *Returned checks* menu.

ENTERING RETURNED CHECKS

The following screen appears:

Graphical Mode



Returned Checks List Box

The list box displays up to 6 return checks at a time. You may sort the return checks by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the View options.

To locate a return check, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Return checks that display in the list box are available for changes or deletion. The fields for the selected return check display in the lower part of the screen.

When a return check is found, you may select the <Enter> key or Edit button to start editing.

Returned Checks Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a return check
Edit	Alt+e	For editing an return check
Save	Alt+s	For saving a return check or for saving the changes to an return check
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a return check.
Cancel	Alt+c	To cancel adding or editing a return check. Your entry will not be saved and the record will revert back to its previous state
Exit	Alt+x	To exit the window and return to the menu

Menu Selections

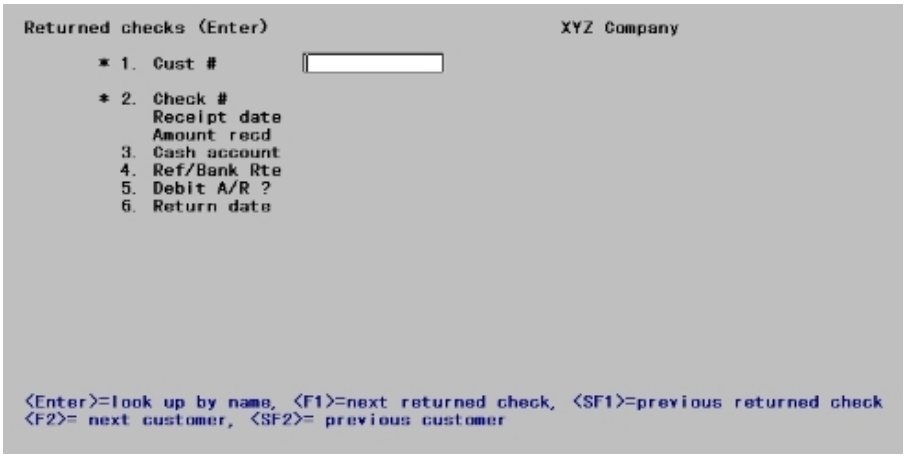
There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* and *Options* menu selections have unique selections for this screen.

Print allows you to print and edit list. See Edit List of Returned Checks

Options has selections for View batch information (if batches are used), Post (see Posting Returned Checks) and several A/R and O/E view screens.

For general users, the menu selections can and may be restricted based on the assigned menu.

Character Mode



From this screen you can work with both new and existing returned checks.

If you are using date controls, the date range (from *Control information*) displays in the upper right. The return date is controlled by this function.

Enter the following information:

Customer

This is the number of the customer who originally issued the check. Enter the customer number, or use one of the following options:

<F1>	For the next returned check
<SF1>	For the previous returned check
<F2>	For the next customer, in customer number sequence
<SF2>	For the previous customer

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

Format	12 characters. You may leave this field blank to select a customer by his name rather than his number.
Example	Type 600

Selection By Name

Options

If you have left the customer number blank, the cursor will move to the name field to permit selection by customer name. Remember that lower-case letters are significant. Enter the customer name, or the leading characters of the name; or use one of the following options:

<F2>	For the next customer in customer name sequence
<SF2>	For the previous customer

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

Format	25 characters. You may leave this field blank to return to selecting a customer by his number.
Example	(Does not occur in this example because you have already selected the customer by number.)

Upon selection of a valid customer (by either method), his name appears next to the customer number, and his balance type and terms also display.

If you have selected an existing entry by use of the <F2> or <SF2> option key, the remaining fields for this entry appear on the screen and the cursor is positioned at *Field number to change ?*.

Check

Options

Enter the check number, or use one of the options:

<F1>	For the next returned check for this customer
<SF1>	For the previous returned check

Format	8 characters
Example	Type 5566

Using character mode there are three cases are possible at this point:

- If you have selected an existing entry by use of the <F1> or <SF1> option key, or if the check number you have entered corresponds to an existing entry in this selection, then the remaining fields for this entry appear on the screen and the cursor is positioned at *Field number to change ?*.
- If the check number you have entered in field 2 corresponds to a check previously entered for this customer using the *Cash receipts* selection, and if the history for this check has not already been purged (by the *Purge history* selection), the information for this check displays in Fields 3, 4 and 5, and the cursor is positioned at Field #6 to allow your entry.
- Otherwise, the program assumes that this check has previously been entered into A/R and has since been purged. You are asked, *Did the original check credit A/R ?*.

  If you answer Y, you are informed Payment records not on file; cannot process.

  If you answer N:

  The cursor moves through the remainder of Field #2 and through Fields #3, #4, #5 and #6 to allow your data entry in those fields. Field #5, Debit A/R, is automatically set to N and may not be changed.

  Following the entry of field 6 the cursor is positioned to allow data entry in Fields #7 through #12.

Receipt date

This is the date on which the original check was received.

Data entry in this field, either in add mode or in change mode, is allowed only for a non-A/R returned check whose history has been purged.

Format	MMDDYY
Example	Not applicable in this example.

Amount received

This is the amount of the check as originally entered.

Data entry in this field, either in add mode or in change mode, is allowed only for a non-A/R returned check whose history has been purged.

Format	999,999,999,999.99- (If not interfaced to J/C) 999,999,999.99- (If interfaced to J/C)
Example	Not applicable in this example.

Return date

This is the date on which the check was returned.

Data entry in this field, either in add mode or in change mode, is allowed only for a non-A/R returned check whose history has been purged.

Format	MMDDYY
Example	Not applicable in this example.

Cash account

This is the cash account used when the check was entered.

Data entry in this field, either in add mode or in change mode, is allowed only for a non-A/R returned check whose history has been purged. In that case, enter a valid cash account (one that already exists in the *Cash accounts* selection of the System Manager module - Ctl on the menu), or use one of the options:

<F1>	For the next cash account. If you have only one cash account the <F1> and <SF1> options do not appear.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format as defined in *Company information*
Example	Not applicable in this example.

Ref/Bank route

This is the bank route number or reference as originally entered.

Data entry in this field, either in add mode or in change mode, is allowed only for a non-A/R returned check whose history has been purged.

Format	25 characters
Example	Not applicable in this example.

Debit A/R

If this is a non-A/R returned check whose history has been purged, this field is set to **N** and may not be changed.

Answer Y if the cash received was to be applied to the customer's account to pay off open receivables already on account.

Answer N if the cash received was non-A/R cash and was posted to other General Ledger accounts that you entered.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: One character, either Y or N. The default is Y.
Example	Type Y

Return date

This is the date that will post for the return transaction and will also be the date for the distributions.

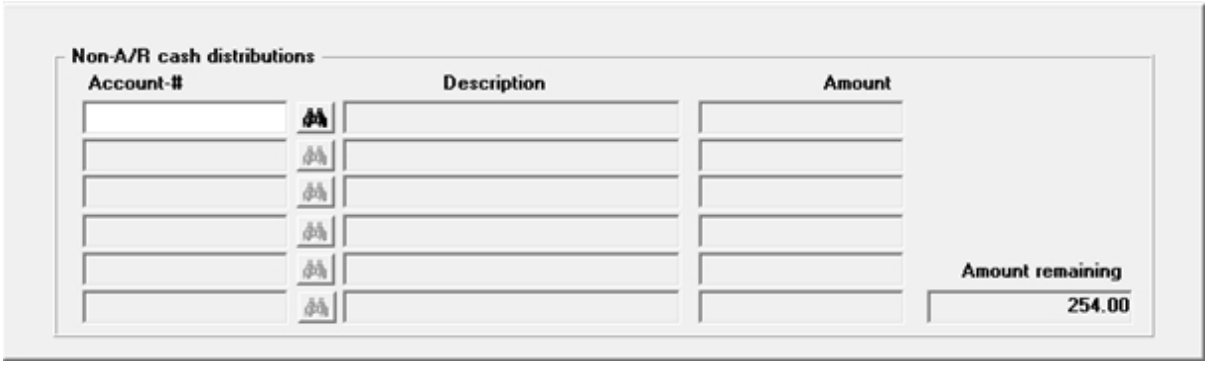
Format	MMDDYY
Example	050619

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read about Date control in the *Control information* chapter.

Non-A/R Cash Distributions

To allow re-entry of the account numbers and amounts to which the original check was distributed, the lower half of the screen appears as follows:

Graphical Mode



Character Mode

```
                    *** Non-A/R cash distribution ***

          Acct-#     Description                                Amount
     6.
     7.
     8.
     9.
     10.
     11.
```

Note	Fields #6 through #11 appear only if you answered N to Field #5, Debit A/R ?, and the General ledger distributions for this check have been purged. If not, the cursor is positioned at *Field number to change ?*

These fields constitute a table, allowing you to distribute the returned check to as many as six accounts.

All six row are entered identically; each column is described separately below.

- *When in add mode*: to terminate processing after entering fewer than six accounts, press <Esc> with the cursor in the leftmost column. You will only be allowed to do this if the entire amount of the check has been distributed.
- *When in change mode*: you will not be able to exit *Field number to change ?* until the entire amount of the check has been distributed.

In both add mode and change mode, the amount remaining to be distributed displays on the screen.

Account

Enter the account number to which some or all of this cash is to be distributed. This must already have been defined in the *Valid G/L accounts* selection. The amount description will display upon entry of a valid account number.

Format	Your standard account number format as defined in *Company information*
Example	Enter account 4040-000 in three segments.

Amount

Enter the amount to distribute to the account, or use the option:

<F2>	To distribute the entire amount remaining to this account and to proceed to *Field number to change ?*

Format	9,999,999,999.99-
Example	Press <F2>

Select the Save button or Alt+s to save your entry. For other options see the Returned Checks Buttons.

Character Mode

Field number to change ?

Options

Make any needed changes. If this is an existing entry, you may also use the option:.

<F3>	To delete this returned check entry

Example	Press <Enter>

Entering Charges

This section allows you to enter the amount charged to you by the bank for processing this returned check, as well as the amount you intend to charge the customer.

If you are entering a new returned check (whether or not its history has been purged), this information is required.

If you a processing an existing entry, this feature is optional and you are asked, *Do you want to change NSF charge information ?*. Answer Y to proceed with data entry as described below, or N to terminate this entry.

Bank Charge

Enter the amount the bank charged you for the returned check.

Format	9,999,999,999.99-
Example	Type 50.00

Expense account

If the bank charge is zero, this field displays as (Not applicable) and may not be changed.

Enter the expense account to which the Bank Charge should be distributed.

Format	Your standard account number format as defined in *Company information*. There is no default.
Example	Enter account 7100-000

Customer charge

Enter the amount you will charge the customer for the returned check. An entry, other than zero, in this field will create a transaction in *Miscellaneous charges* when the returned check is posted which can be posted from there. Once *Miscellaneous charges* are posted the customer charge will print on your statements.

If you prefer, you may separately invoice the customer for these charges. If you do this, then you can ignore this field.

Format	9,999,999,999.99-
Example	Type 75.00

Revenue account

If the customer charge is zero, this field may not be changed.

Enter the revenue account the Customer Charge should be distributed to. This must be an account previously defined in *Valid G/L accounts*.

Format	Your standard account number format as defined in *Company information*. The default is the Miscellaneous charge account defined in A/R *Control information*.
Example	Enter account 4040-000

Save, Cancel Or Exit

Select the Save button or alt+s to save the entry, Cancel or alt+c to cancel the entry or Exit (alt+x) to exit the window with or without saving.

Character Mode

Any Change ?

Answer Y to re-enter the Bank Charge window, or N to terminate this entry and proceed to a different returned check.

EDIT LIST OF RETURNED CHECKS

A sample Returned Checks Edit List is in the *Sample Reports* appendix.

Select

Edit list from the *Returned checks* menu.

The Returned Checks Edit List will be printed. No selection screen appears as all returned checks are printed unconditionally.

POSTING RETURNED CHECKS

Once you have examined the Returned Checks Edit List and verified that all returned checks are correct, you can post them to create a permanent record. Once posted, entries may no longer be accessed by the *Enter* selection, nor printed by the *Edit list* selection.

In a multi-user environment, unless you use Batch Controls you cannot post while another user is entering returned checks. Conversely, once posting has begun no user can enter returned checks until posting is complete.

Upon posting, any customer charges become *unposted* entries in the *Miscellaneous charges* selection. If batch controls are in use, the number of the returned check batch is assigned automatically to the miscellaneous charge batch.

An example of the Returned Checks Journal can be seen in the *Sample Reports* appendix.

Select

Post from the *Returned checks* menu.

No selection screen appears as all returned checks are posted unconditionally. The Returned Checks Journal prints. No sample of this register is shown; save for the title, the format is identical to that of the edit list.

Example	Post the returned checks you entered in the Enter section.

Posting to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to automatically post to the C/R Check Book (CKBOOK). If you are automatically posting to Check Reconciliation, a Checkbook Transfer Register is generated when posting a Returned check. The Payable Register will print

*** Check transferred to Check Reconciliation ***

If you are not setup to automatically post, then you must run the *Transfer checks\deposits* function on the C/R menu to pull the data into Check Reconciliation.

Cash Receipts

This chapter contains the following topics:

Introduction to Cash Receipts .....
Entering Cash Receipts .....
Entering Multi Payment Receipts .....
Edit List of Receipts .....
Posting Receipts .....
Cash Application Worksheet .....

INTRODUCTION TO CASH RECEIPTS

Cash receipts lets you enter into the system the payments you receive from your customers. Cash receipts are first entered and then posted. In between the two, you can print an edit list of cash receipts to verify that your entries are correct before you commit to posting them.

You can also print a worksheet noting how cash received is to be applied; that is, which open items are to be paid.

Returned checks should *not* be entered as negative receipts; these are handled by a separate selection as discussed in the Returned Checks chapter.

Entry for *Cash receipts* and *Multi-payment receipts* are similar but with some differences. These differences include:

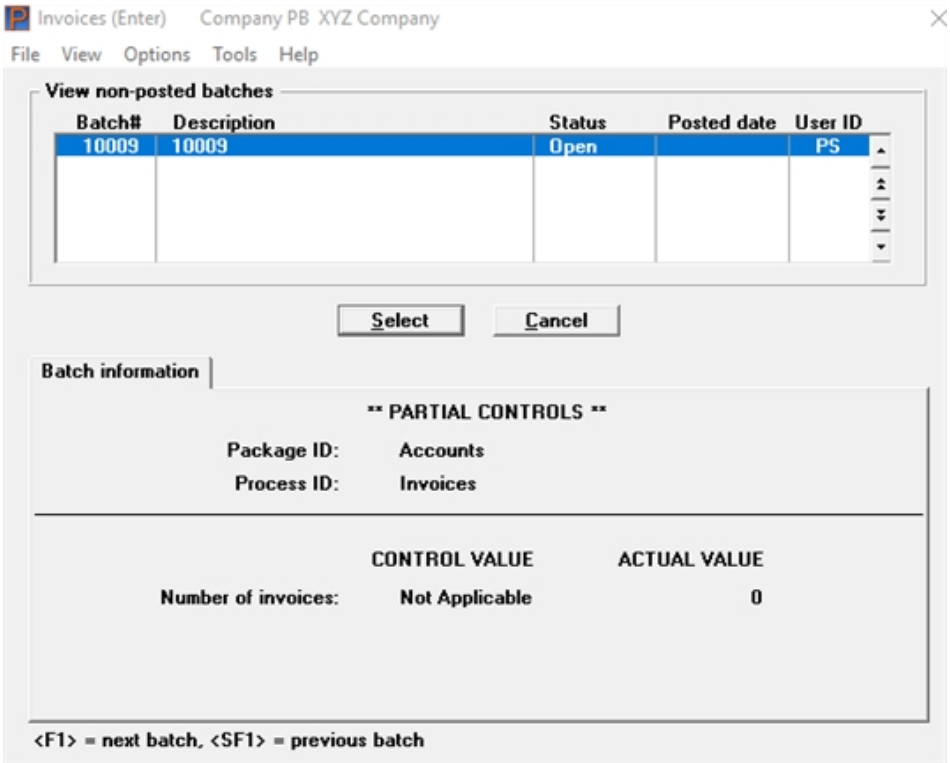
- Cash receipts allows entry of cash or a check where multi-payment receipts allows entry of credit cards, cash or check. Each payment type can be assigned to a different cash account.
- Cash receipts allows entry to Open on account where PBS Multi-payment receipts does not. You may still apply and open using Cash receipts.
- Single payment cash receipt payment information is entered on the first tab, where Multi-payment receipts information is entered in a payments window. If processing with a credit card, another window displays where the credit card information is entered.
- With PBS Multi-payment receipts processing you may enter payment types of cash, check and credit card. When using credit card authorization you will use the credit card processor of PI Plus merchant software or XCharge software. See the PBS Multi-payment/Credit Card Setup appendix for using the merchant software integration.
- With cash receipts you enter the payment amount on the first screen. With PBS Multi-payment / credit card processing you determine the payment amount by the invoices that are applied as paid.
- Multi-payment receipts only functions in graphical mode, where Cash receipts allows entry in both character and graphical modes.

See PBS Multi-payment/Credit Card Setup for the configuration steps.

Batch Controls

Cash receipts may be under batch control. Batches provide a way to group receipts. For example they can be grouped by user. by month, or any way you choose. The entry, edit list printing and posting are all controlled by the same batches. There is an option to control the total value and number of cash receipts entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

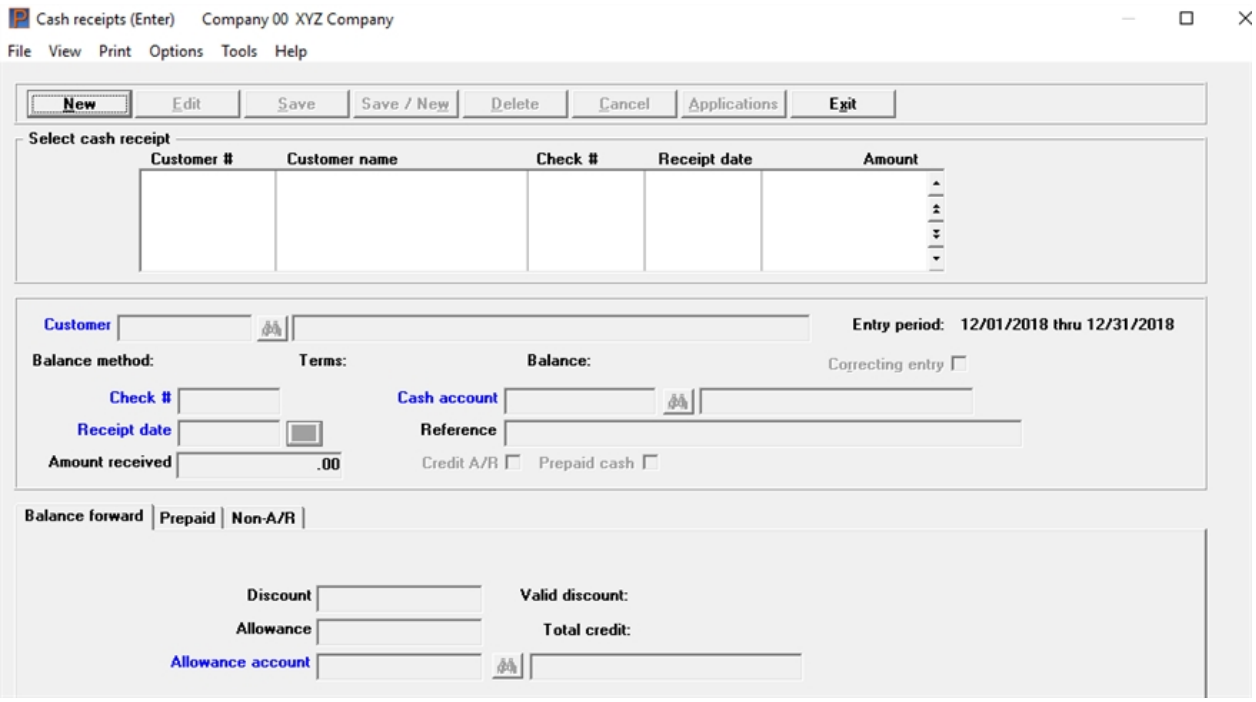
ENTERING CASH RECEIPTS

Select

Enter from the *Cash receipts* menu.

Graphical Mode

The following screen appears:



From this screen you can work with both new and existing cash receipts.

Cash Receipts List Box

Up to 6 existing cash receipts display in the list box. You may sort the cash receipts by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

To locate a cash receipt, start typing the customer number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Cash receipts that display in the list box are available for changes or deletion. The fields for the selected cash receipt display in the lower part of the screen.

When a cash receipt is found, you may select the <Enter> key or Edit button to start editing.

Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new cash receipt.
Edit	Alt+e	For editing an existing cash receipt.
Save	Alt+s	For saving the addition of the new cash receipt or for saving the changes to an existing cash receipt.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a cash receipt.
Cancel	Alt+c	To cancel adding or editing a cash receipt. Your entries will not be saved.
Applications	Alt+a	To enter edit or delete invoices for an existing cash receipt. Read more about this in the A/R Cash-Balance Forward Customer section.
Exit	Alt+x	To exit the cash receipt window.

Menu Selections

For general users, the menu selections can and may be restricted by the assigned menu. Also, if Order Entry is not licensed or not installed then the Order Entry menu selections will not be available for any user.

From the *Print* menu you may select Edit list. See Edit List of Receipts for more information.

From the *Options* menu you may *View batch information* if batches are being used in A/R and *Post* cash receipts if you have permission to post. See Posting Receipts for more information.

Other *Options* menu selections include:

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Customers open items	View Customer Open Items
View accounts receivable	Invoices	View Invoices
View accounts receivable	Invoice history	Viewing Invoice History
View accounts receivable	Customer history by date	View Customer History by Date
View accounts receivable	Customer history by doc #	View Customer History by Document Number

Options main menu selection	Sub menu selection	Documentation
View order entry	Orders	See O/E user documentation
View order entry	Full order inquiry	See O/E user documentation
View order entry	Orders for an item	See O/E user documentation
View order entry	Invoice history by customer	See O/E user documentation
View order entry	Invoice history by invoice	See O/E user documentation
View order entry	Invoice history by item	See O/E user documentation

Character Mode

The following screen appears:

```
Cash receipts (Enter)                          XYZ Company
                                   Entry period: 04/01/2007 thru 04/30/2007
      * 1. Cust #

      * 2. Check #
        3. Receipt date
        4. Amount recd
        5. Cash account
        6. Bank route #
        7. Credit A/R ?
           Prepaid cash?

<F1> = next cash receipt, <SF1> = previous cash receipt, <F2> = next customer
<SF2> = previous customer, Blank = look up by name
```

From this screen you can work with both new and existing cash receipts.

If you are using date controls, the date range (from *Control information*) displays in the upper right. The receipt date is controlled by this function.

Enter the following information:

Customer

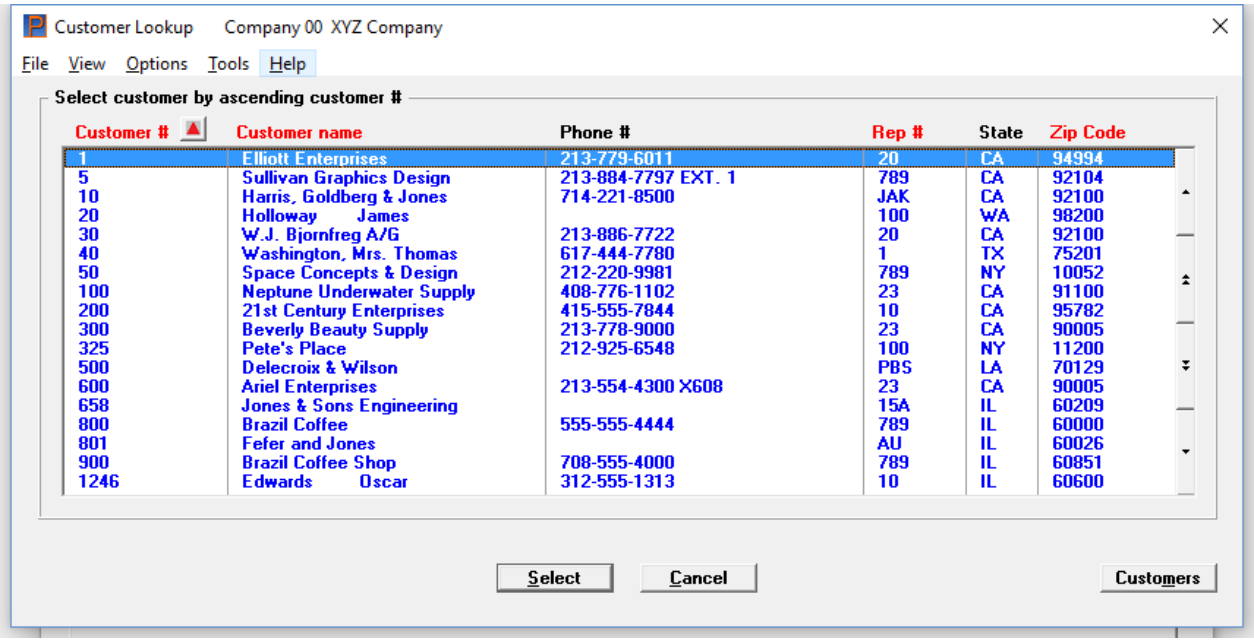
Options

This is the number of the customer making the payment Enter a valid customer, or use one of the following options:

<F1>	For the next cash receipt entry on file - character mode only
<SF1>	For the previous cash receipt entry - character mode only
<F2>	For the next customer in customer number sequence
<SF2>	For the previous customer
Blank	To look up the customer by name rather than by number

Customer Lookup

The lookup has several options. These options are available as buttons. Some of them are available from the lookup Options menu. Here is an example of the lookup:



Customer #	Customer name	Phone #	Rep #	State	Zip Code
1	Elliott Enterprises	213-779-6011	20	CA	94994
5	Sullivan Graphics Design	213-884-7797 EXT. 1	789	CA	92104
10	Harris, Goldberg & Jones	714-221-8500	JAK	CA	92100
20	Holloway James		100	WA	98200
30	W.J. Bjornfreg A/G	213-886-7722	20	CA	92100
40	Washington, Mrs. Thomas	617-444-7780	1	TX	75201
50	Space Concepts & Design	212-220-9981	789	NY	10052
100	Neptune Underwater Supply	408-776-1102	23	CA	91100
200	21st Century Enterprises	415-555-7844	10	CA	95782
300	Beverly Beauty Supply	213-778-9000	23	CA	90005
325	Pete's Place	212-925-6548	100	NY	11200
500	Delecroix & Wilson		PBS	LA	70129
600	Ariel Enterprises	213-554-4300 X608	23	CA	90005
658	Jones & Sons Engineering		15A	IL	60209
800	Brazil Coffee	555-555-4444	789	IL	60000
801	Fefer and Jones		AU	IL	60026
900	Brazil Coffee Shop	708-555-4000	789	IL	60851
1246	Edwards Oscar	312-555-1313	10	IL	60600

The lookup options include:

Select

This returns the customer to the customer number (and name) field.

Cancel

This puts the focus back to the screen without returning an customer number.

Customers

This button allows you to go to the *Customers (Enter)* where you may view, edit, add or delete customers. If the button is grayed out you do not have permission to access *Customers (Enter)*.

Miscellaneous Customers

Cash receipts from miscellaneous customers are allowed (these customers have numbers beginning with an asterisk and have been described in the Miscellaneous customers section of the *Customers* chapter). However, you cannot reach such a customer by the option keys; you must enter the number of a valid miscellaneous customer directly into the customer number field. The cursor then moves to the name field (since both the name and the number of miscellaneous customers must be entered whenever they are referenced).

Format	12 characters
Example	Type 200

Selection by name

Options

If you have left the customer number blank, the cursor will move to the name field to permit selection by customer name. Remember that lower-case letters are significant. Enter the customer name, or the leading characters of the name; or use one of the following options:

<F2>	For the next customer on file, in customer name sequence
<SF2>	For the previous customer
Blank	To revert to selecting the customer by his number

Format	50 characters
Example	(Does not occur in this example because you have already selected the customer by number.)

Upon selection of a valid customer (by either method), his name appears next to the customer number, and his balance type and terms also display.

Check

Options

Enter the check number, or use one of the options:

<F1>	For the next cash receipt entry on file for this customer
<SF1>	For the previous entry
<F2>	For the check number previously present in this field. This option is only available when changing a new entry from *Field number to change ?*

If you leave this field blank, payment is assumed to be in cash, so Cash displays in this field.

Format	8 characters
Example	Type 348

Receipt date

This is the date on which the payment was received. It will be used for G/L distributions.

Format	MMDDYY The default is the same date entered on the previous receipt (except for the first cash receipt of the session, when the default is the system date)
Example	Type 31219

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read about Date Control in the *Control information* chapter.

Amount received

The check or cash can be applied to multiple open items for an open item customer.

Enter the amount of the check or cash received.

Format	999,999,999,999.99- However, if you are interfaced to Job Cost the largest amount that can be distributed to any one cost item is 999,999,999.99-
Example	Type 1500

Cash account

Options

Enter the cash account number, which must be a valid entry in the *Cash accounts* selection of the System Manager (Ctl) module. You may use one of the options:

<F1>	For the next cash account on file
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

If only one cash account is defined, the <F1> and <SF1> options do not appear.

Format	Your standard account number format as defined in *Company information*
Example	Press <F2>

Bank route # *or* Reference

If you have entered no check number in the check number field, this field displays as Reference and you may enter any reference note that you want to add. The reference will be printed on A/R

statements if you selected Format 2 statements in *Control information*.

Options

Otherwise, enter the bank route number or use the option:

<F2>	Customer name

In all cases the field is optional.

Format	50 characters
Example	Type 125-6992

Credit A/R

Leave this field checked if the cash received is to be applied to the customer's account to pay off open receivables already on account.

Uncheck the field if the cash received is non-A/R cash and is to be posted to other General Ledger accounts (which you will be asked to enter) or if it is a prepayment.

A cash sale may not be applied to accounts receivable. Instead, it would be non-A/R cash and go directly to the appropriate revenue account.

The option to enter prepayments depends on the Prepaid cash setting in the A/R *Control information Process prepaid cash* field.

Format	Check box, checked is yes and unchecked is no. The default is checked.
Example	Leave it checked

Prepaid cash

A prepaid cash receipt may be entered here and applied later to A/R invoices, O/E orders, O/E select for billing orders and O/E invoices. This field can only be entered if you selected to Process prepaid cash in A/R *Control information*.

If you left the Credit A/R field checked, then this field is skipped and is automatically left unchecked.

Note	In order to use this feature in Order Entry (O/E) you must use the appropriate O/E *Control information* field *Post cash receipts for* setting. Two of the options allow prepaids to be assigned to orders / invoices.

Check this box (yes) if the cash received is to be applied as a prepaid cash amount. There is a default liability account as defined in A/R *Control information* which all prepaid cash deposits will be applied.

Leave this box unchecked (no) if the cash received is non-A/R cash and is to be posted to General Ledger accounts of your choosing. See Non-A/R Cash (Open Item or Balance Forward) for more information.

You may *not* apply a prepaid cash receipt to a balance forward customer.

Format	Graphical: Check box, checked is yes and unchecked is no. Character: Y or N
Example	Not enterable because the entry from the previous will not allow it.

Once you have selected Y to apply the payment as prepaid cash, then the prepaid cash account and amount displays on the screen. The following question also displays:

Are you sure you want to apply this cash as prepaid?

Select Yes to apply the cash as prepaid or select No to return to the Credit A/R field.

Format	Yes/No window

This type of cash receipt produces a non-A/R prepaid cash transaction (N type) in open items. For a description of all the possible open items types, see the View Customer Open Items section of the *View* chapter.

Options

Make any needed changes, or use one of the options:

<F3>	To delete this cash receipt entry (only available when changing an existing cash receipt)
<F5>	To identify this as a correcting entry. Pressing <F5> again turns off the correcting entry status. This feature is only present if you are interfaced to the Passport Business Solutions General Ledger and have specified it in G/L *Control information*.

When you are in *add* mode and press <Enter> with this field blank, three different things may happen depending upon the answer to the Credit A/R field and upon the balance type of the customer:

Non - A/R Cash	A/R cash	
	Open item	**Balance Forward**
Go to: Non-A/R Cash (Open Item or Balance Forward)	Go to: A/R Cash-Open Item Customer	Go to: A/R Cash-Balance Forward Customer

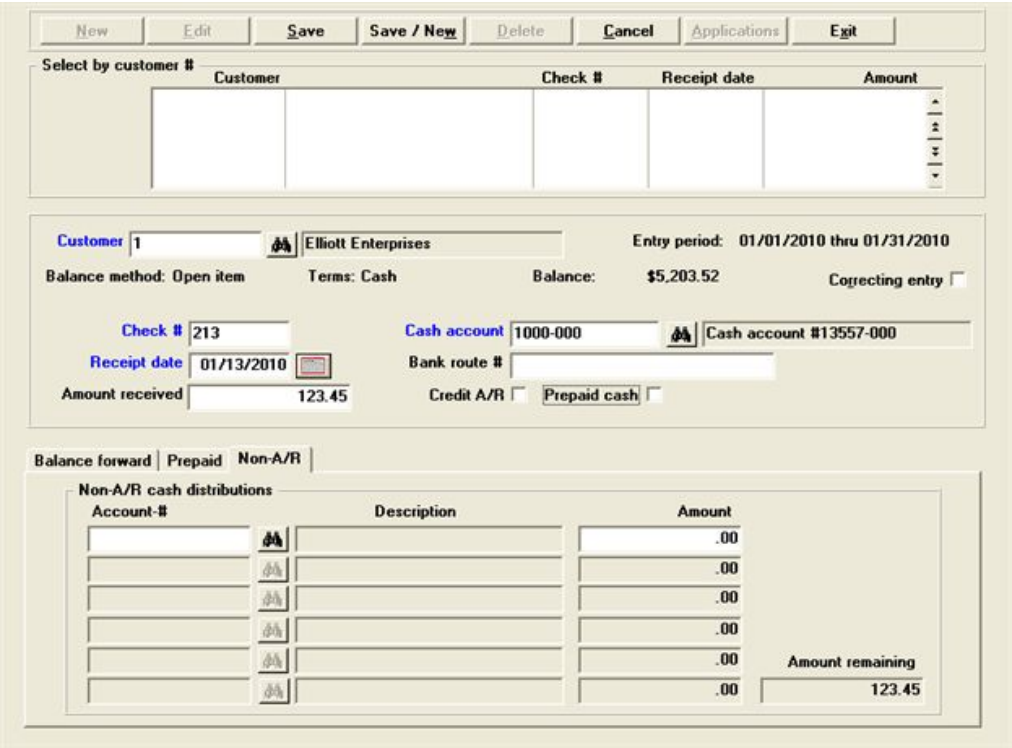
Non-A/R Cash (Open Item or Balance Forward)

There are two possible types of application of Non-A/R cash. One is a prepayment which was explained earlier in the document.

The second type does not create an entry in open items. It is explained here.

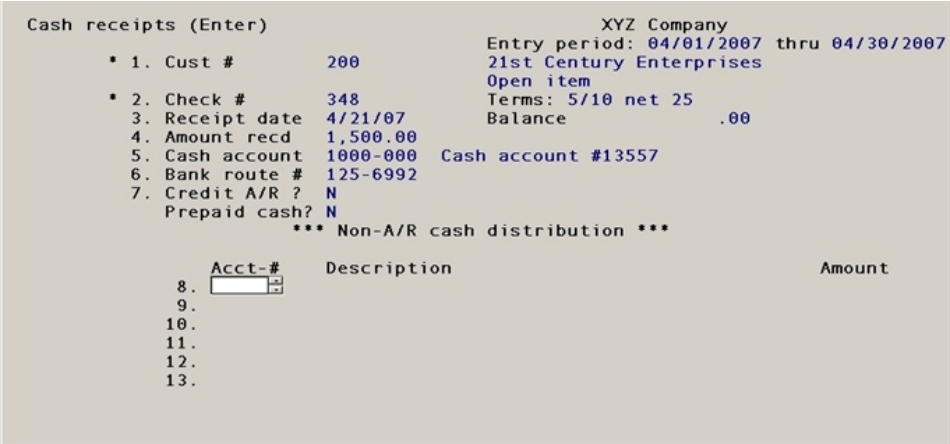
Graphical Mode

The screen appears as follows:



Character Mode

The screen appears as follows:



Non-A/R cash distribution

These fields constitute a table, allowing you to distribute the check to as many as six accounts.

All six rows are entered identically; each column is described separately below.

- When in add mode: to terminate processing after entering fewer than six accounts, press <Esc> with the cursor in the leftmost column. You will only be allowed to do this if the entire amount of the check has been distributed.
- When in change mode: you will not be able to save the entry until the entire amount of the check has been distributed.

In both add mode and change mode, the amount remaining to be distributed displays on the screen.

Account-#

Enter the account number to which this amount is to be distributed.

Format	Your standard account number format, as defined in *Company information*. There is no default.
Example	Enter account 4040-000

Amount

Options

Enter the amount to distribute to the account, or use the option:

<F2>	To distribute the entire amount remaining to this account

Format	999,999,999,999.99-
Example	Press <F2> to distribute the entire amount to this account.

Make any needed changes. If this is an existing entry, you may correct any fields except Customer and Check #. If this is a new entry, you may only correct the distribution fields (you have already had an opportunity to correct fields above the tab.

Options

You may also use the option:

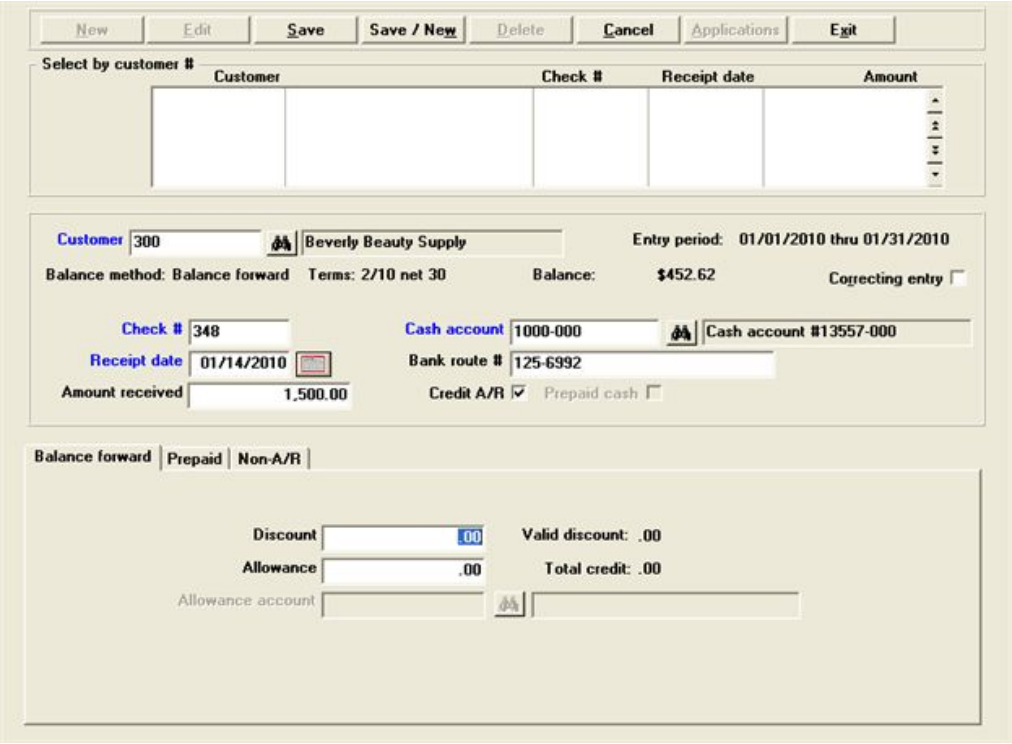
<F5>	For a correcting entry (if specified in G/L)

Upon pressing <Enter> with this field blank and with no amount remaining to distribute, the screen clears to allow entry of another cash receipt.

A/R Cash-Balance Forward Customer

Graphical Screen

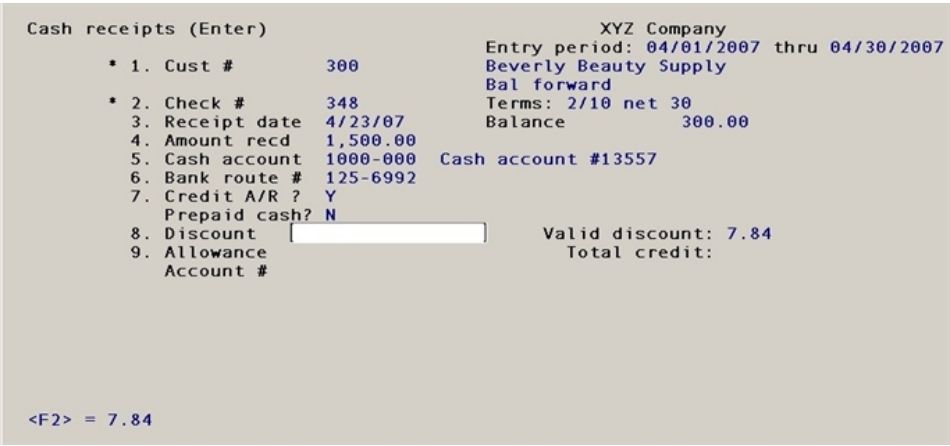
Enter a balance forward customer (#300) by filling in the first seven fields as shown on this screen:



The remaining fields are on the Balance forward tab.

Character Screen

Having entered one cash receipt for non-A/R cash, enter a second one for a balance forward customer (# 300) by filling in Fields #1 through #7 as shown on the following screen:



Enter the following information:

Discount

Enter the discount amount.

Since this is a balance forward customer, the discount taken is not broken down by invoice, but entered as one discount figure for the entire cash receipt.

The customer may be entitled to a discount for timely payment according to the terms of the invoice. Any such discount is calculated and displayed as Valid discount. You may however enter any other figure. This discount is in addition to any discount which may have applied to the invoice as a whole, or to any of its line items, at the time of billing.

Options

Enter the discount amount (*not* percent), if any; or use the option:

<F2>	For the valid discount displayed. This option only appears if such a discount is present.

Format	999,999,999,999.99-
Example	Press <Enter>

After this field is entered, the Total credit is displayed.

Allowance

An allowance is a price reduction given to a customer. For example, minor damage to a product could be compensated by an allowance.

Format	999,999,999,999.99-
Example	Type 250

If you are interfaced to J/C and you enter an amount greater than 999,999,999.99, you will be warned that the allowance distributed to any one cost item is restricted to that amount

Upon entry of an allowance, the Total credit displayed is updated; this is the sum of the check amount, the discount, and the allowance.

Allowance account

If the allowance amount is zero, this field may not be entered.

Options

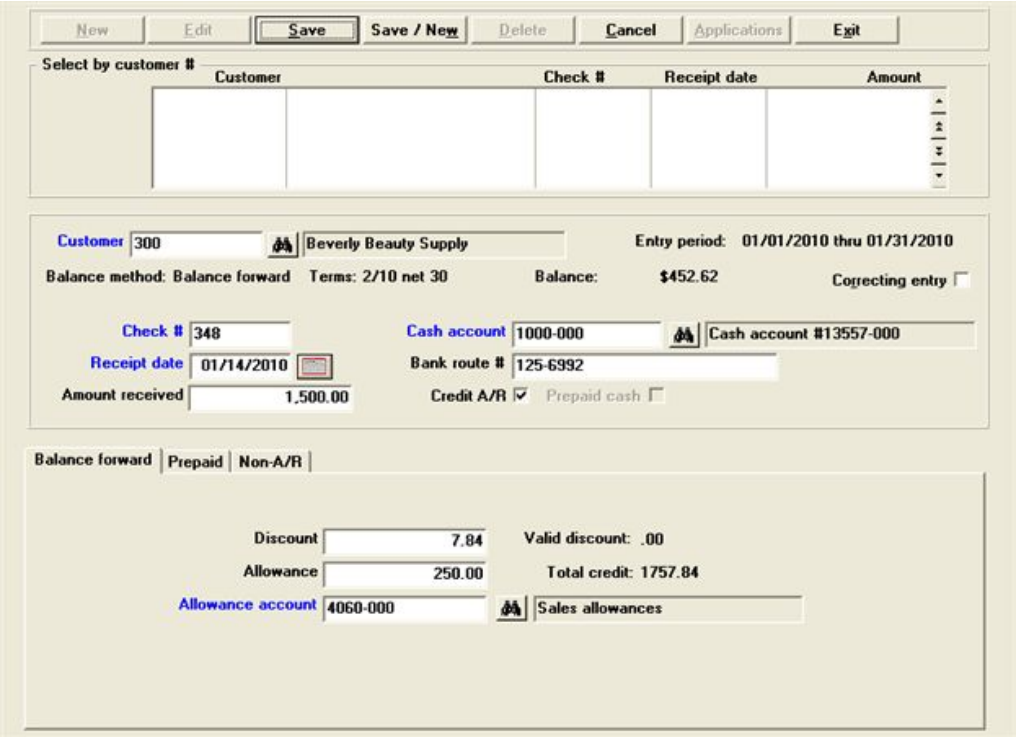
Otherwise, enter the account number to which the allowance is to be posted, or use the option:

<F2>	For the default allowance account from *Control information*

Format	Your standard account number format, as defined in *Company information.*
Example	Enter account 4060-000

Graphical Mode

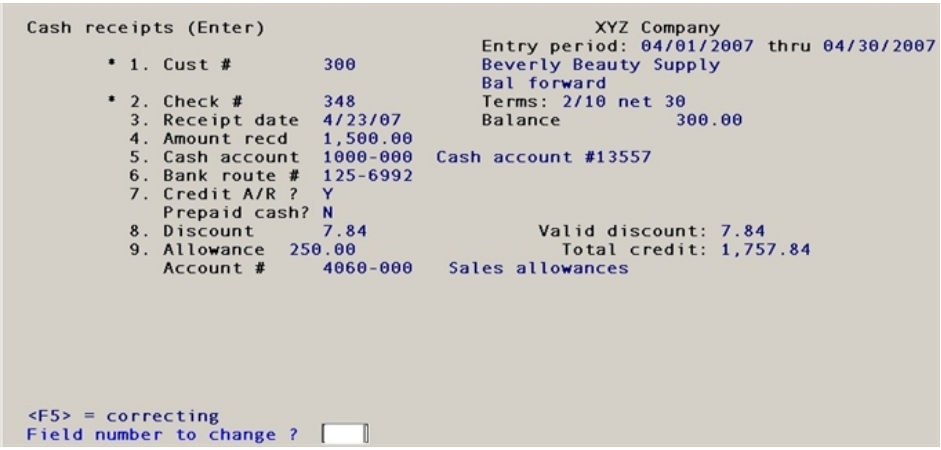
The screen now appears as follows:



Make any needed changes. Only fields on the Balance forward tab may be changed, for both new or existing entries.

Character Mode

The screen now appears as follows:



Options

You may make changes to fields 3 through 9. You may also use one of the options:

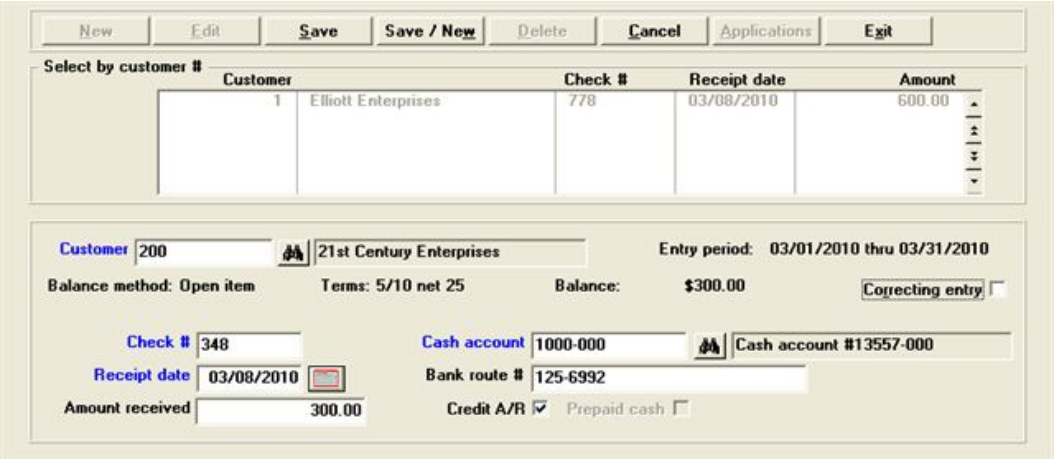
<F3>	To delete this entry (if this is an existing entry)
<F5>	For a correcting entry (if specified in G/L)

Upon pressing <Enter> with this field blank, continue processing.

A/R Cash-Open Item Customer

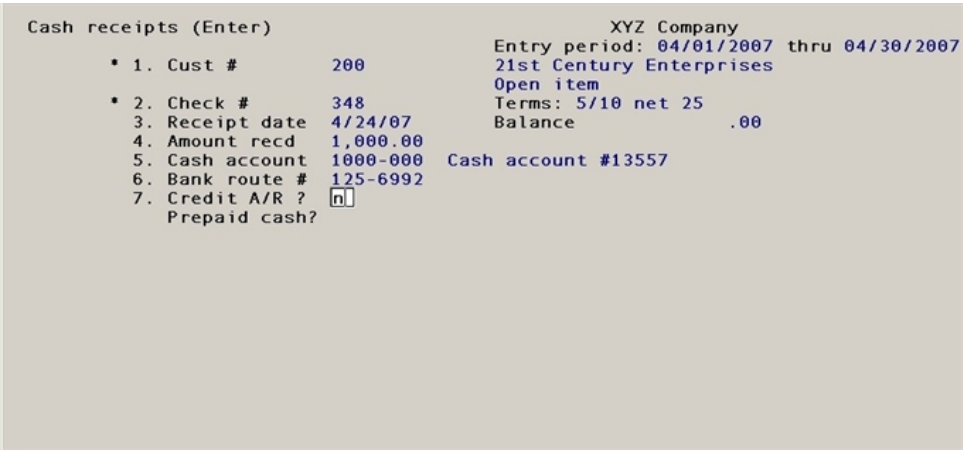
Having entered one cash receipt for non-A/R cash and another for a balance forward customer, enter a third receipt for an open item customer (# 200) by filling in the fields as shown on the following screen:

Graphical Mode



Select the Save button and the "Do you want to automatically apply this payment?" window displays.

Character Mode



If you select a Yes response to Credit A/R, you are asked: *Do you want to automatically apply this payment?*:

- Answer No in order to apply the payment manually. Cash receipts are not automatically applied to jobs, so if you are using the Passport Business Solutions Job Cost module and you want to apply this payment to jobs, you should answer No.
- Answer Yes to apply the payment automatically.

Format	Yes/No Question window
Example	Answer No

Automatic application

If you chose above to apply this check automatically, as many open items as possible are automatically paid off, taking all valid discounts fully and assuming no allowances. The open items are paid in order by their *apply-to number*.

If the check amount (plus discounts) is not enough to pay all open items, a partial payment will be made against the final open item to be processed.

If there is an amount left over after all open items for the customer have been paid, this amount will be applied as an open credit. Once the automatic application of cash is complete, the *Cash receipts* screen is again displayed.

Manual application

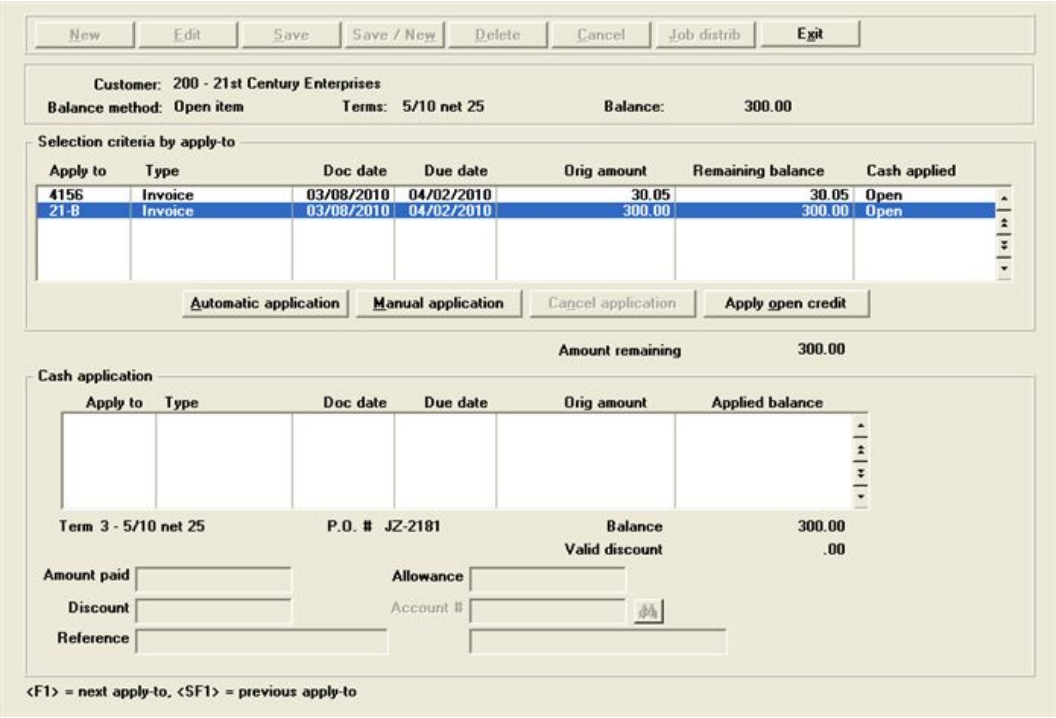
If you choose not to apply this check automatically, you must apply it manually.

For manual application using graphical mode see Graphical Mode Cash Application.

For manual application using character mode see Character Mode Cash Application

Graphical Mode Cash Application

After selecting the save button the Cash applications screen display enabling you to apply the cash receipt amount to selected open items.



List Boxes

Up to 6 existing open invoices display in the upper list box. You may sort the open invoices by apply-to number in ascending or descending order. Click the arrow to the right of the column name to change the sort or use the View menu options. Only Red fields may be sorted.

To locate a open invoice, you may start typing the apply-to number. Use may also use the up/down arrows, Page up, Page down, Home and End keys to locate the open invoices.

The lower list box can display up to 6 applied invoices. You may sort the applied invoices by apply-to number in ascending or descending order.

Automatic application

You may select the Automatic application button to apply the selected invoice automatically. The amount remaining field will decrease by the amount of the transaction that you are applying.

Manual application

You may select the Manual application button to apply a partial amount to the selected invoice. When you select Manual application, then the cursor moves to the Amount paid field.

Apply open credit

You may also select the Apply open credit button and the amount will post to the open items as Open credit on account.

Amount paid

Enter the amount to be paid on the open item, or use the following option:

<F2>	To calculate the amount automatically, taking any valid discount for this item but not entering any allowance. If the amount is insufficient to pay the item in full, it is paid in part. A partially-paid item is not discounted.

Format	999,999,999,999.99-
Example	Press <Enter>

Discount

If you pressed <F2> in the previous field, the discount is applied automatically and the cursor does not move to this field. Otherwise, enter the discount to take on the open item.

Format	999,999,999,999.99-
Example	Not applicable in this example.

Reference

You may enter a reference for this cash application. This reference will appear on the customer's statement if you are using Format 2 statements.

Format	50 characters
Example	Press <Enter> to leave the reference blank.

Allowance

If you pressed <F2> in the Amount paid field, a zero allowance is assumed and the cursor does not move to this field. Otherwise, enter the allowance as described.

Format	999,999,999,999.99-
Example	Not applicable in this example.

Account

If you entered an allowance amount, then you must enter the account for the allowance.

Format	Your standard account number format, as defined in *Company information*. There is no default.
Example	Not applicable in this example.

Cancel application

You may cancel any application that has been applied. As soon as the application is canceled, then the Amount remaining field will increase by the amount that was canceled.

Exit

Select the exit button to when finished applying the cash receipt. If the amount remaining is not zero, then the message "An amount remains to distribute - do you want to delete the entire entry ?". If you select yes, then the cash receipt is deleted. If you select No, then you can return to the screen to complete the cash applications.

Amount Remaining

When the amount remaining is zero, you may exit the screen. If you are interfaced with Job Cost, then the question "Distribute to jobs ? displays. Select Yes to distribute to a job or No to complete the application.

Character Mode Cash Application

```
Cash receipts (Enter)                          XYZ Company
                                     Entry period: 04/01/2007 thru 04/30/2007
      * 1. Cust #        200         21st Century Enterprises
                                     Open item
      * 2. Check #       348         Terms: 5/10 net 25
        3. Receipt date  4/24/07     Balance              .00
        4. Amount recd   1,000.00
        5. Cash account  1000-000  Cash account #13557
        6. Bank route #  125-6992
        7. Credit A/R ?  n
           Prepaid cash?
```

If you enter Y response to Credit A/R, you are asked: *Do you wish to automatically apply this payment ?*.

- Enter N in order to apply the payment manually. Cash receipts are not automatically applied to jobs, so if you are using the PBS Job Cost module and you want to apply this payment to jobs, you should answer No.
- Enter Y to apply the payment automatically.

There are two application methods:

- Single entry application. This method allows you to view one invoice at a time as you apply them to the cash receipt. This is the default method. Use this method if you need to change the discount, allowance, allowance account number or enter a reference. You must use this method if you are interfaced to Job Cost and you want to apply invoices to jobs. For applying invoices to jobs see Applying the Payment to Jobs.
- Multi-line application. This allow you to view multiple lines of invoices as you apply them to the cash receipt. To switch to the multi-line entry select the <F3> key. You cannot change the discount, allowance, account number or enter a reference using this method. See Multi-line Application.

Single Entry Application

The bottom half of the screen is displayed to enable you to apply the cash receipt amount to selected open items. The screen also shows the Amount remaining (the remaining, unapplied, portion of the cash receipt).

The following screen appears:

```
Cash receipts (Enter)                                XYZ Company
                                          Entry period: 09/01/2014 thru 09/30/2014
       * 1. Cust #          300           Beverly Beauty Supply
                                          Open item
       * 2. Check #         425           Terms: 2/10 net 30
         3. Receipt date    10/06/14      Balance            57.25
         4. Amount recd     57.25
         5. Cash account    1000-000  Cash account #13557-000
         6. Cust name       Beverly Beauty Supply
         7. Credit A/R ?    Y             Amount remaining:  57.25

  Apply-to  Type  Doc date  Due date             Orig amt              Balance

                                                Valid discount:
            Terms:
         8. Amt paid
         9. Discount
        10. Allowance
            Account #
        11. Reference
<F1> = next non-zero document, <SF1> = previous non-zero document
<F2>/<SF2>=next/prev apply-to already keyed, <F3> = switch to multi-line
```

As the same check can apply to more than one document, Fields #8 through #11 may be entered repetitively, once for each document that the check applies to. The Amount remaining is displayed continuously.

Enter the following information:

Apply-to

this field is only available in character mode. Using graphical mode enter the apply to number in the list box.

Enter the number of the document (typically an invoice) to which payment is to be applied (in whole or in part). The document must have already been posted and must be present in A/R Open Items. The displayed balance reflects any posted or unposted payments made on this item. You may also use the following options:

<F1>	For the next open item with a non-zero balance for this customer, in order by apply-to number. You may then enter the amount you want to pay, or press <Esc> to not pay this item.
<SF1>	For the previous open item
<F2>	For the next cash applications for the this receipt. Use this to retrace your steps after using <SF2>.
<SF2>	For the previously entered cash applications for this receipt. This lets you return to applications already entered and correct them from *Field number to change ?*.
<F3>	To switch to multi-line entry
Blank	To apply the remaining amount as an open credit. Open credit on account is then displayed. You can apply this open credit at a later time; refer to the Applying Open Credit section.
<Esc>	To terminate distributing the cash receipt, and continue processing. This option is only available if the amount remaining to distribute is zero, unless you wish to cancel the entire entry.

Format	8 characters
Example	Type 106

8. Amt paid

Enter the amount to be paid on the open item, or use the following option:

<F2>	To calculate the amount automatically, taking any valid discount for this item but not entering any allowance. If the amount is insufficient to pay the item in full, it is paid in part. A partially-paid item is not discounted.

Format	999,999,999,999.99-
Example	Press <Enter>

9. Discount

If you pressed <F2> in the previous field, the discount is applied automatically and the cursor does not move to this field. Otherwise, enter the discount to take on the open item.

Format	999,999,999,999.99-
Example	Not applicable in this example.

10. Allowance

If you pressed <F2> in the Amount paid field, a zero allowance is assumed and the cursor does not move to this field. Otherwise, enter the allowance as described.

Format	999,999,999,999.99-
Example	Not applicable in this example.

Account

If you entered an allowance amount, then you must enter the account for the allowance.

Format	Your standard account number format, as defined in *Company information*. There is no default.
Example	Not applicable in this example.

11. Reference

You may enter a reference for this cash application. This reference will appear on the customer's statement if you are using Format 2 statements.

Format	50 characters
Example	Press <Enter> to leave the reference blank.

The character screen should now appear as follows:

```
Cash receipts (Enter)                                XYZ Company
                                          Entry period: 09/01/2014 thru 09/30/2014
      * 1. Cust #        300              Beverly Beauty Supply
                                          Open item
      * 2. Check #       4567             Terms: 2/10 net 30
        3. Receipt date  9/30/14          Balance            57.25
        4. Amount recd   57.25
        5. Cash account  1000-000  Cash account #13557-000
        6. Cust name     Beverly Beauty Supply
        7. Credit A/R ?  Y                Amount remaining:  .00

  Apply-to  Type  Doc date  Due date            Orig amt              Balance

  500016    INVC  09/26/14  10/26/14            57.25                  0.00
                                            Valid discount             1.00
            Terms: 1   2/10 net 30
        8. Amt paid    57.25
        9. Discount    .00
       10. Allowance   .00
           Account #
       11. Reference

Field number to change ?
```

Make any needed changes, then press <Enter> to continue.

Multi-line Application

After selecting <F3> the multi-line entry screen displays:

```
Cash receipts (Enter)                                XYZ Company
                                          Entry period: 09/01/2014 thru 09/30/2014
      * 1. Cust #        300              Beverly Beauty Supply

   Apply-to  Type  Doc date  Due date            Balance        Amt Pd this Ck
 1 500016    INVC  09/26/14  10/26/14              57.25
 2 500090    INVC  10/06/14  11/05/14             116.78
No more open items for this customer

<F1>=Forward   <F3>=Switch to single-line method    Amt remain: 174.03
Line number(s) ?
```

Use this entry screen to apply one or multiple invoices to your payment. You cannot change the discount, allowance, allowance account or reference on this screen. You may use this screen if you are interfaced to Job Cost, however you cannot apply invoices to jobs using this screen.

You may view up to 15 invoices for the selected customer. If there are more than 15 invoices for this customer, select the <F1> key to view the others. Selecting the <F1> key from a second set of invoices will cycle back to the first set.

The first column, on the left, contains a line number for each invoice. Use the line numbers for applying invoices to the payment.

Line number (s)

Enter a line number or a range of line numbers to apply to the cash receipt. Use a dash between each number.

In the example above, a range of 1-2 was entered. Both the first and second line are applied automatically. After applying these invoices the screen is like this:

```
Cash receipts (Enter)                                XYZ Company
                                          Entry period: 09/01/2014 thru 09/30/2014
      * 1. Cust #        300              Beverly Beauty Supply

   Apply-to  Type  Doc date  Due date            Balance        Amt Pd this Ck
 1 500016    INVC  09/26/14  10/26/14               .00               56.25
 2 500090    INVC  10/06/14  11/05/14               .00              114.74
No more open items for this customer

<F1>=Forward   <F3>=Switch to single-line method    Amt remain: 2.04
Line number(s) ?
```

The *Balance* column now has zero amounts and the *Amt Pd this ck* column has changed from blank to the applied amount.

If there is no amount remaining to apply, select the Enter key to save the application.

Notice that in the example above there is an amount remaining of 2.04 and there are no more invoices. When there is an amount remaining, after selecting the Enter key, this field displays:

Apply balance as open credit ?

Select Y to apply as open credit to N to not.

When you select Y the program switches the screen back to single line entry where you can apply the balance as an *open credit on account*. Selecting N keeps you on the multi-line entry screen where you can apply the amount remaining to other invoices, if they exist.

Accessible Fields through New and Existing Entries

New entries

You may only change the Amount paid through the Reference fields (you have already had an opportunity to correct the Receipt date through Bank route # after entering Credit A/R and Prepaid cash if being used).

When you press <Enter> you are returned to the Apply-to to enter another distribution:

- You may enter as many distributions as required, in any order.
- To delete a distribution after having entered it, set its amount to zero.
- You may continue entering distributions after the amount remaining to distribute is zero or negative.
- Terminate entering distributions by pressing <Esc> from the Apply-to field. You can only do this when the amount remaining to distribute is zero (unless you wish to cancel the entire entry).

Existing entries

Only the first seven fields display initially. You may change any field except Customer, Check #, Credit A/R and Prepaid cash (if being used).

After making all changes and pressing <Enter>, you are asked, *Any change to application of cash ?*. If you answer Y, the remainder of the screen displays. This also happens unconditionally if you changed the Amount recd field. You can then change, add, or delete distributions in the same way as you do for a new entry. The distributions appear in the same order in which they were entered, except that open credit on account, if present, is always the first distribution. If interfaced to J/C, each application of cash may in turn have been distributed to one or more jobs, and these also can be added, changed, or deleted.

Press <Enter> from a blank *Field number to change ?*. The cursor will move to the Apply-to field. You can then apply the remainder of a check to another open item.

- If you are using the Passport Business Solutions Job Cost module, we will consider that one example is enough and will apply the remainder of the check to a job instead. Press <Enter> with the Apply-to field blank, then press <Esc>. You will be asked *Distribute to jobs ?*. Answer Y.

- If you are not using the Passport Business Solutions Job Cost module, press <Enter> with the Apply-to field blank, then apply the remaining $124.65 as follows:

Press <Esc> to exit from this cash application.

Practice

For further practice, and to provide test data for examples in a subsequent selection (*Change apply-to number or due date*), enter another cash receipt as follows:

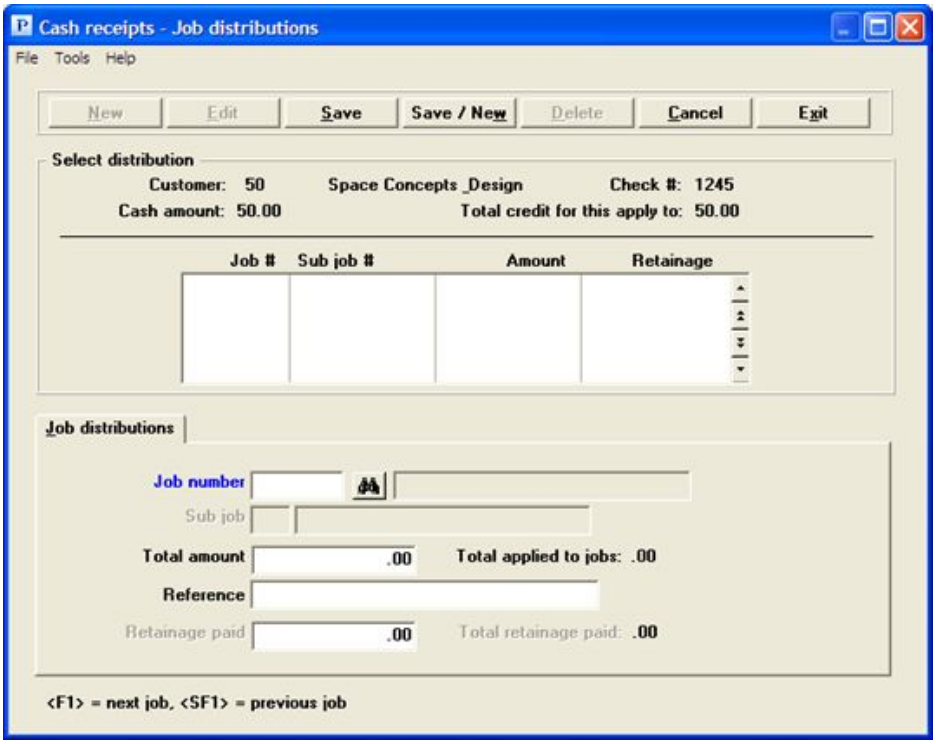
Field	Contents
Customer	100
Check #	201
Receipt date	03/10/97
Amount received	140.00
Cash account	1000-000
Reference/ Bank route #	125-6992
Credit A/R	Yes
Button row	Save
Do you wish to automatically apply this payment ?	Select No
Apply-to window	Select the Open credit button to apply the $140.00 as an open credit on account.
Save	Select the Save button to save the record

Applying the Payment to Jobs

Note	If you are *not* using Job Cost, skip to the Applying _ Open _ Credit section.

Graphical Mode

After entering each cash application *except* open credit on account, you may select the *Job distrib* button to display the Job Distributions window. When you do the following window displays:



At the Job number field enter a job.

Character Mode

If you do not have to apply the invoices to a job you may switch to the multi-line application screen by selecting <F3> from Field number to change. If you so see Multi-line Application.

After entering each cash application *except* open credit on account, you are asked either *Distribute to jobs ?* (for a new application) or *Add or change job distributions ?* (for an existing application).

Answer N if no part of this cash application is to be applied as payment to any job.

Answer Y if all or part of this application is payment for one or more jobs (or sub-jobs).

The amount applied to any job or sub-job may be more or less than the payable amount expected by Job Cost.

The total amount applied to all jobs may be less than, but cannot be more than, the amount of this cash application.

If you answer Y, the following screen appears. This screen appears automatically if this is an existing application and you have changed Field #8, 9, or 10.

```
Cash receipts (Enter)                                XYZ Company

      * 1. Cust #        200          21st Century Enterprises
                                      Open item
      * 2. Check #       348          Terms: 5/10 net 25
        3. Receipt date  3/12/99
        4. Amount recd   1,000.00
        5. Cash account  1000-000  Cash account #13557
        6. Bank route #  125-6992
        7. Credit A/R ?  Y            Amount remaining:  950.00

  Apply-to  Type  Doc date  Due date            Orig amt              Balance

  6         INVC  03/12/99  04/06/99            1,000.00               950.00
                                          Valid discount:               50.00
                          Total credit for this apply-to:               50.00
 12. Job #          [       ]
 13. Sub-Job
 14. Total amount                      Total applied to jobs: .00
 15. Reference

<F1> = next job, <SF1> = previous job
```

Fields #12 through 16 are entered repetitively until this application has been distributed to all desired jobs.

Enter the following information:

Job number

The job you wish to apply this payment to must be on file and its status must be either active or closed. Enter the number of the job, or use one of the options:

<F1>	For the next active or closed job on file in Job Cost (if this is a new cash application) For the next job distribution on file for this cash application (if this is an existing cash application)
<SF1>	For the previous job (if this is a new application) For the previous job distribution (if this is an existing application)
<Esc>	To terminate entering job distributions for this cash application

Format	7 characters
Example	(Does not appear in this example because you are not interfaced to J/C.)

Sub job

If the job does not have sub-jobs, or it has sub-jobs but does not allow billings for sub-jobs, this field is grayed-out and the cursor does not move to it.

Otherwise, enter the sub-job number that the payment is being applied to. The sub-job must be on file for the job.

Format	999
Example	(Does not appear in this example because you are not interfaced to J/C.)

Total amount

Enter the total amount being applied to this job, or use the option:

<F2>	For the credit amount remaining for this cash application

Format	999,999,999.99-
Example	(Does not appear in this example because you are not interfaced to J/C.)

Reference

Enter a reference for this payment for the job. This field is optional

Format	25 characters
Example	(Does not appear in this example because you are not interfaced to J/C.)

Retainage paid

This field can only be entered if you answered Y to *Use retainage receivable ?* in J/C *Control information.* This feature applies primarily to the construction industry.

Enter the amount of retainage being paid with this payment. It cannot exceed the total amount entered in the Total amount field.

Format	999,999,999.99-
Example	(Does not appear in this example because you are not interfaced to J/C.)

Make any needed changes.

Select the Save button to save the record or Save/New to save the record and begin entering a new one. When selecting to start a new record the cursor moves back to the Job number field.

If you select the Edit button you may only edit the Total amount, Reference and Retainage paid fields (Retainage may not be available on your system).

Applying Open Credit

Open Credit (sometimes called *unapplied cash*) is cash previously received and entered in the *Enter* selection, but not applied to any open item — either because the customer overpaid, or because you have not yet worked out which item it should apply to.

The Cash Application Worksheet is often useful in solving knotty cash application problems.

There are two ways to apply an open credit:

- Bring up the open credit using the *Change apply-to number or due date* selection, and change its apply-to number to the number of the open item you want to pay. This method (which incidentally lets you apply open credit to only one open item) is not discussed further here. See the Change Apply-to Number or Due Date chapter.
- The second method makes use of this *Cash receipts* selection, and lets you apply open credit to many open items. This method takes advantage of the fact that an open credit entry is an existing entry of the *Cash receipts* selection, just like any other cash receipt, and merely has to be identified in order to be changed.

To identify the credit, supply the following information on the *Enter* screen:

FIELD		CONTENTS
Character field number	Field name	
1.	Customer	Customer's number
2.	Check #	Original check number (blank if currency)
3.	Receipt date	Original receipt date
4.	Amount received	0 (the amount is not part of the identification; this field will display the correct amount received as soon as the entry is identified.)
5.	Cash account	Cash account used originally for open credit
6.	Bank route # (or Reference)	Any value is accepted as this field does not form part of the identification key.
7.	Credit A/R	Checked

From this point it differs depending on if Graphical mode or Character Mode.

Graphical Mode

Click the *Apply open credit* button (or select Alt+o) and do the following:

- Enter the negative amount that you want to use for open credit.
- Select the *Save* button (or type Alt+s).
- Highlight the open item you want to apply it to.
- Select either the *Automatic application* (Alt+a) or *Manual application* (Alt+m) payment button.
- Enter the positive amount of the open credit that you want to apply.
- Select the *Save* button (or type Alt+s).

Character Mode

Then press <Enter> in the Apply-to number field. Open credit on account will display. Enter the amount of open credit you wish to apply as the Amt paid. Enter this as a negative amount. This

amount will be deducted from existing open credit, thus making it available for application to open items. The Amount remaining shown on the screen will now be equal to the amount of open credit that can be applied.

Enter zero for the discount amount and allowance amount. An entry for the Reference is optional. Press <Enter> at *Field number to change ?* and you will be returned to the Apply-to number field.

You may apply the open credit amount to the desired open items just as if you had entered the amount of open credit as a new cash receipt.

G/L distributions will be created when the transaction is posted. However, there is no change to the customer's A/R account or the cash account as a result of the above.

If you print the Distribution to G/L Report, you will observe that the negative entry resulted in a credit to the cash account and a debit to the A/R account. Entry of the applications of the open credits results in a debit to the cash account and a credit to the A/R account.

There is no net change to the G/L accounts because these amounts are equal, If, however, you view the open items for the customer, you will observe that the open credit has been reduced by the amount applied to specific open items.

If you have received a payment from a customer and wish to apply this payment *along with* open credit, enter the cash receipt as you would normally, but prior to applying the amount of the cash receipt. Press <Enter> for the Apply-to number, and enter a negative amount, as described above, for the amount of open credit to be applied. Then apply both the cash receipt amount and the open credit amount to the open items desired.

Note	If you like you may use the pre-paid cash feature. This allows you to enter pre-paid cash. Later you may apply this cash to an invoice in A/R or order/invoice in O/E as they are being entered. This would eliminate the step of applying the cash later. See the Process_prepaid_cash field in the *Control information* chapter.

Entering Multi Payment Receipts

You must have a PBS License (RW.LIC) file that includes the credit card software subscription in order to use the PBS Multi-payment/credit card features. See the PBS Multi-payment/Credit Card Setup appendix for set up instructions.

The cash receipts multi-payment feature allows you to apply one or more payments to multiple invoices. Multiple payment types of cash, check, and credit card(s) are supported. Each payment code can be assigned to a different cash account.

Multi-payment receipts is only available in graphical mode.

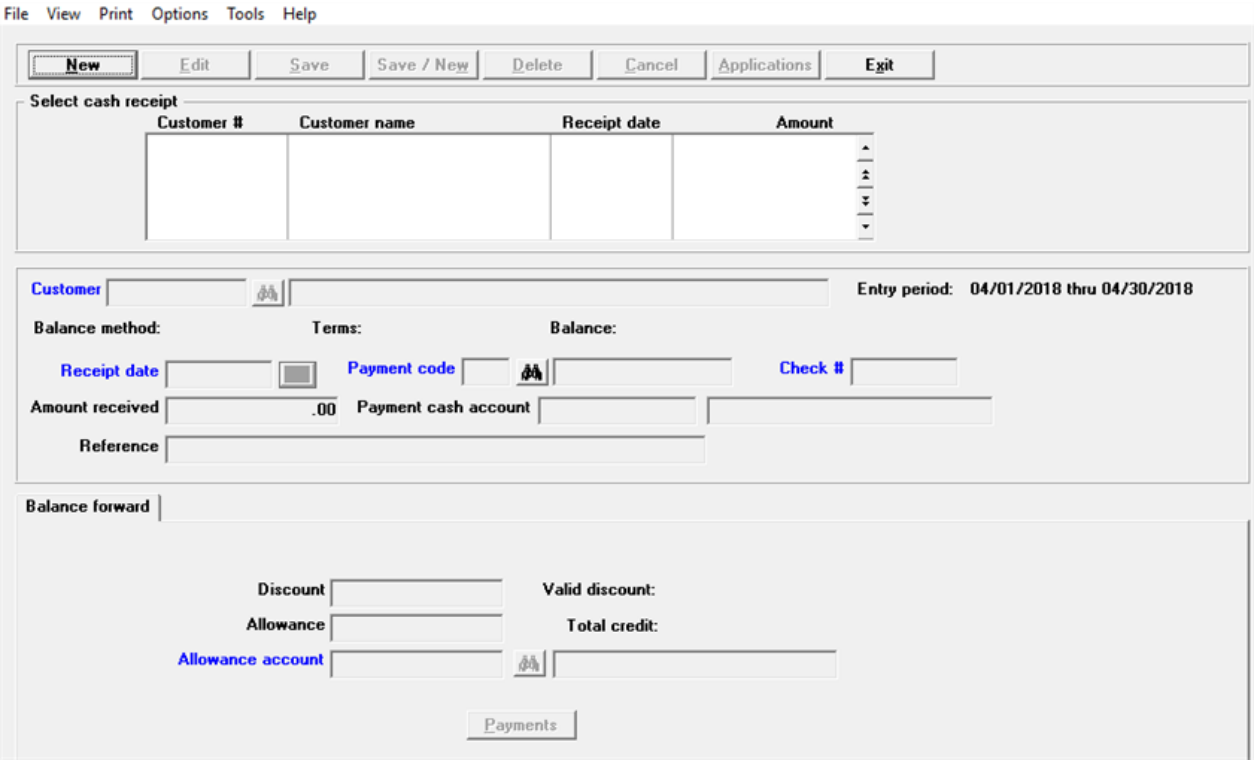
It allows the entry of multiple payment types for each application. Here is an example of how this is useful:

- A customer has sent you a check, but it is short on fully paying the invoice(s). You may call the customer and ask for a credit card to handle the remainder of the payment. Both of these payments can be applied to one set of open invoices. Each payment used for a transaction posts to open items as a separate P type (payment).

Select

Multi payment receipts from the *Cash receipts* menu.

The following graphical mode screen appears:



From this screen you can work with both new and existing multi payment receipts.

Multi-Payment Receipts List Box

Up to 6 existing cash receipts display in the list box. You may sort the cash receipts by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

To locate a cash receipt, start typing the customer number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Cash receipts that display in the list box are available for changes or deletion. The fields for the selected cash receipt display in the lower part of the screen.

When a cash receipt is found, you may select the <Enter> key or Edit button to start editing.

Multi-payment Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new payment
Edit	Alt+e	For editing an existing payment
Save	Alt+s	For saving the addition of the new payment or for saving the changes to an existing payment
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a payment
Cancel	Alt+c	To cancel adding or editing a payment. Your entries will not be saved
Applications	Alt+a	To enter edit or delete invoices for an existing payment
Exit	Alt+x	To exit the payment window

Menu Selections

For general users, the menu selections can and may be restricted by the assigned menu. Also, if Order Entry is not licensed or not installed then the Order Entry menu selections will not be available for any user.

From the *Print* menu you may select Edit list. See Edit List of Receipts for more information.

From the *Options* menu you may *View batch information* if batches are being used in A/R and *Post* cash receipts if you have permission to post. See Posting Receipts for more information.

Other *Options* menu selections include:

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Customers open items	View Customer Open Items
View accounts receivable	Invoices	View Invoices
View accounts receivable	Invoice history	Viewing Invoice History
View accounts receivable	Customer history by date	View Customer History by Date
View accounts receivable	Customer history by doc #	View Customer History by Document Number
View order entry	Orders	See O/E user documentation
View order entry	Full order inquiry	See O/E user documentation
View order entry	Orders for an item	See O/E user documentation
View order entry	Invoice history by customer	See O/E user documentation
View order entry	Invoice history by invoice	See O/E user documentation
View order entry	Invoice history by item	See O/E user documentation

Character Mode

There is no character mode version of this screen.

From this screen you can work with both new and existing multi payment receipts.

If you are using date controls, the date range (from *Control information*) displays in the upper right. The receipt date is controlled by this function.

Enter the following information:

Customer

Options

This is the number of the customer making the payment Enter a valid customer, or use one of the following options:

<F1>	For the next cash receipt entry on file - character mode only
<SF1>	For the previous cash receipt entry - character mode only
<F2>	For the next customer in customer number sequence
<SF2>	For the previous customer
Blank	To look up the customer by name rather than by number

Miscellaneous Customers

Cash receipts from miscellaneous customers are allowed (these customers have numbers beginning with an asterisk and have been described in the Miscellaneous customers section of the *Customers* chapter). However, you cannot reach such a customer by the option keys; you must enter the number of a valid miscellaneous customer directly into the customer number field. The cursor then moves to the name field (since both the name and the number of miscellaneous customers must be entered whenever they are referenced).

Format	12 characters
Example	Type 200

Selection by name

Options

If you have left the customer number blank, the cursor will move to the name field to permit selection by customer name. Remember that lower-case letters are significant. Enter the customer name, or the leading characters of the name; or use one of the following options:

<F2>	For the next customer on file, in customer name sequence
<SF2>	For the previous customer
Blank	To revert to selecting the customer by his number

Format	50 characters
Example	(Does not occur in this example because you have already selected the customer by number.)

Upon selection of a valid customer (by either method), his name appears next to the customer number, and his balance type and terms also display.

Receipt date

This is the date on which the payment was received. It will be used for G/L distributions.

Format	MMDDYY The default is the same date entered on the previous receipt (except for the first cash receipt of the session, when the default is the system date)
Example	Type 31219

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read about Date Control in the *Control information* chapter.

Payment code

Enter the payment code for this receipt.

The choices are determined by what you entered in payment codes found under the CTL menu selection. For entering these codes see the *Payment Codes* chapter in the System user documentation .

Usually the choices include at least one cash type, one check type and one credit card type. You may have multiple cash and check pay code types each with different cash accounts.

Last 4 CC # *or* Check

This field can only be entered if the payment code is a credit card or check type. If the it is a credit card type the field displays as *Last 4 CC #*. If it is a check type it displays as *Check #*.

For a check type enter the check number.

For a credit card type enter the last four digits of the credit card number. If the matching number exists in the token file the program will find it. A token provides a way of accessing credit card information that is not on your computer system, but is at a remote PI Plus (Payment Innovators) server or XCharge server. The PI Plus or XCharge software is required. See the PBS Multi-payment/Credit Card Setup appendix for the setup and use of the credit card software integration.

Amount received

This field cannot be entered. It is automatically filled in after you enter the payments in the multi-payment window.

Cash account

Options

Enter the cash account number, which must be a valid entry in the *Cash accounts* selection of the System Manager (CTL) module. You may use one of the options:

<F1>	For the next cash account on file
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

If only one cash account is defined, the <F1> and <SF1> options do not appear.

Format	Your standard account number format as defined in *Company information*
Example	Press <F2>

Bank route # *or* Reference

If you have entered no check number in the Check number field, this field displays as Reference and you may enter any reference note that you want to add. The reference will be printed on A/R statements if you selected Format 2 statements in *Control information*.

Options

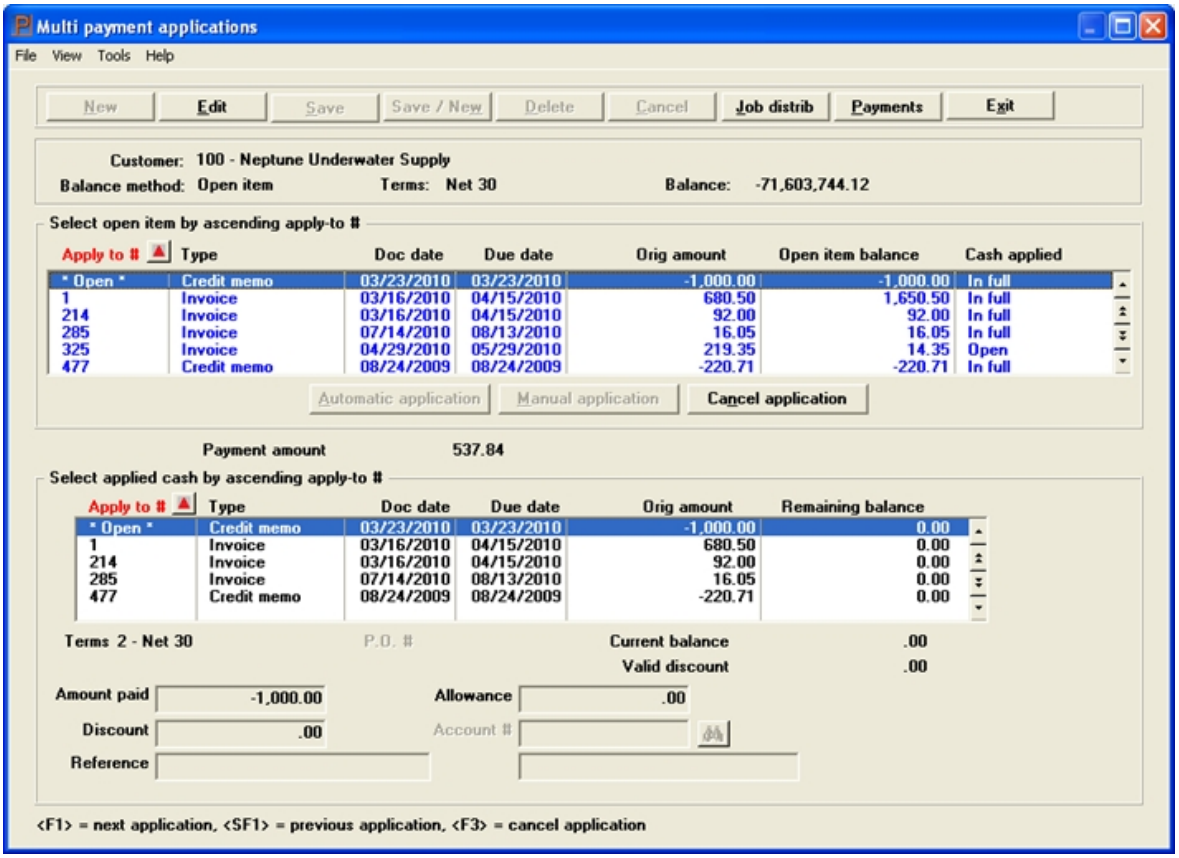
Otherwise, enter the bank route number or use the option:

<F2>	Customer name

In all cases the field is optional.

Format	50 characters
Example	Type 125-6992

Payment Application



Payment Application List Boxes

Up to 6 existing open invoices display in the upper list box. You may sort the open invoices by apply-to number in ascending or descending order. Click the arrow to the right of the column name to change the sort or use the View menu options. Only Red fields may be sorted.

To locate a open invoice, you may start typing the apply-to number. Use may also use the up/down arrows, Page up, Page down, Home and End keys to locate the open invoices.

The lower list box can display up to 6 applied invoices. You may sort the applied invoices by apply-to number in ascending or descending order

Automatic application

You may select the Automatic application button to apply the selected invoice automatically. The amount remaining field will decrease by the amount of the transaction that you are applying.

Manual application

You may select the Manual application button to apply a partial amount to the selected invoice. When you select Manual application, then the cursor moves to the Amount paid field.

Cancel application

You may cancel any application that has been applied. As soon as the application is canceled, then the Amount remaining field will increase by the amount that was canceled.

Payments

Select the Payments button when you are finished applying invoices. See Payments.

Credit Card Type Payment

Payment amount

This displays the total of the open item invoices that have been applied for the payment. The total amount you apply may be any amount.

Amount paid

Enter the amount to be paid on the open item, or use the following option:

<F2>	To calculate the amount automatically, taking any valid discount for this item but not entering any allowance. If the amount is insufficient to pay the item in full, it is paid in part. A partially-paid item is not discounted.

Format	999,999,999,999.99-
Example	Press <Enter>

Discount

If you pressed <F2> in the previous field, the discount is applied automatically and the focus does not move to this field. Otherwise, enter the discount to take on the open item.

Format	999,999,999,999.99-
Example	Not applicable in this example.

Reference

You may enter a reference for this cash application. This reference will appear on the customer's statement if you are using Format 2 statements.

Format	25 characters
Example	Press <Enter> to leave the reference blank.

Allowance

If you pressed <F2> in the Amount paid field, a zero allowance is assumed and the cursor does not move to this field. Otherwise, enter the allowance as described.

Format	999,999,999,999.99-
Example	Not applicable in this example.

Account

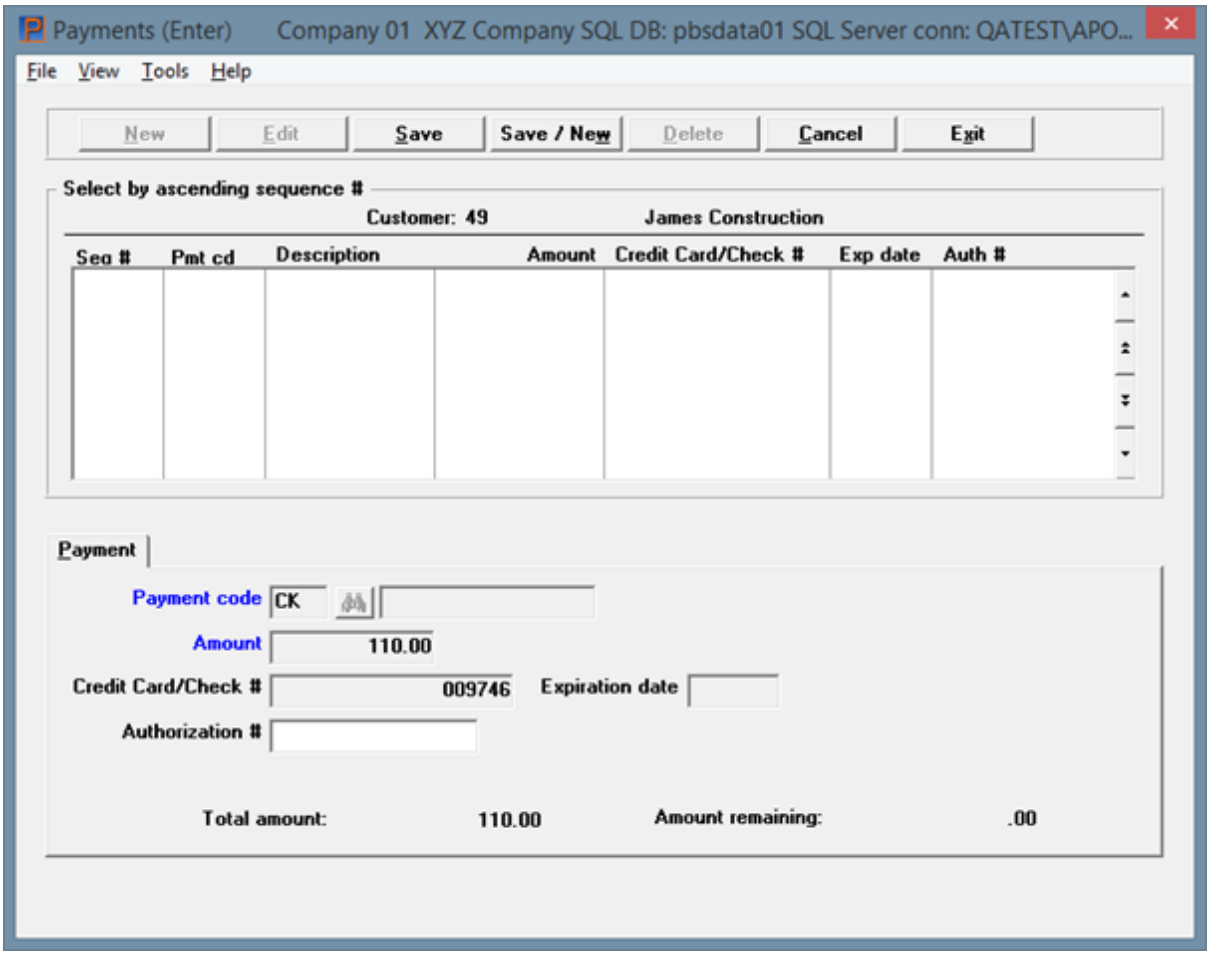
If you entered an allowance amount, then you must enter the account for the allowance.

Format	Your standard account number format, as defined in *Company information*. There is no default.
Example	Not applicable in this example.

Payments

The functions payments differ if the pay type is a credit card vs. a check, cash or on account.

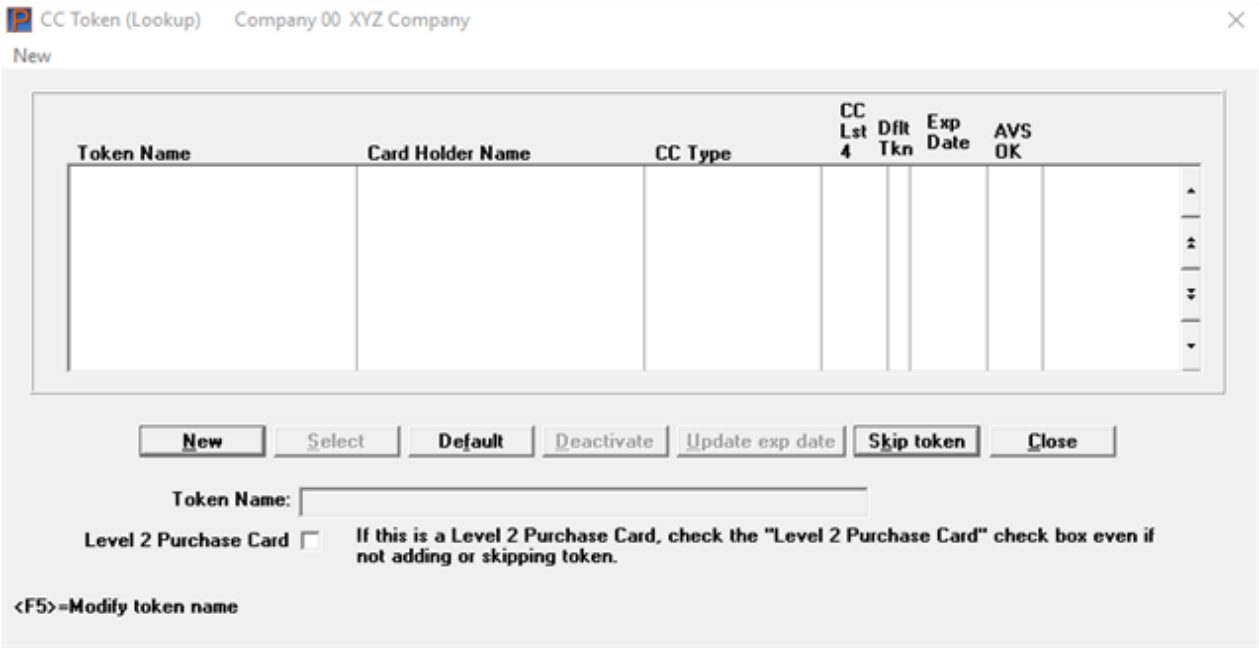
If it is a credit card, check or cash type, after selecting the Payments button a screen like the following displays:



Automated credit card payments is dependent on a setup. If not set see the PBS Multi-payment/Credit Card Setup. Credit card payments can occur in two ways:

- Entering a new credit card and expiration for a one time use. If you are not using a token, see Credit Card Processing with No Token.
- Using a credit card token. A token is card on file that is used for the existing payment and future payments.

When it is a credit card type payment, the token screen displays. When there is no existing token the screen looks similar to this:



Use this screen for entering a new credit card token, and if available, for selecting an existing token.

New

Select this button or hit Alt+n to display the token entry window where you enter the information for a new credit card. See the Credit Card Token Entry Window.

Select

If there is an existing token use the Select button is available. If it is the correct credit card click on it to pay the cash receipt. After clicking on the Select button communication with the PI Plus or XCharge server occurs. A message displays indicating *Calling X-Charge, please wait*. This may take a few seconds. When finished the credit card payment has been applied to the selected invoices.

Default

Sets the currently selected token as the default. When entering a payment for the customer's O/E order, you will be prompted to make the payment with the default token.

Deactivate

If the card is no longer being used for purchases, select this button.

Update exp date

If the expiration date requires updating, select this button.

Skip token

If the credit card information does not have to be stored as a token for later use, select this button. For the process of skipping a token see Credit Card Processing with No Token.

Level 2 Purchase Card

When a credit card transaction takes place, along with the usual credit card information, the invoice P.O. number, destination zip code, and tax amount are also transmitted.

This field is not saved. Every time an eligible Level 2 Purchase is made with a card, this field must be checked manually.

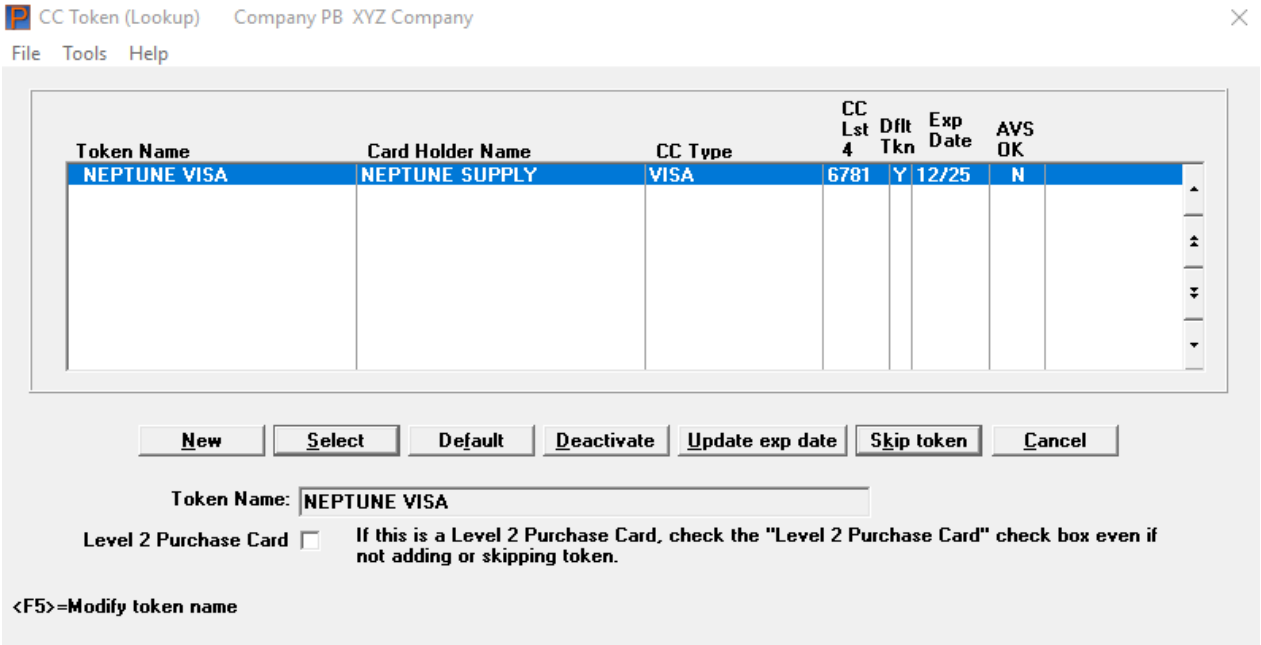
Along with additional security, interchange fees are usually lower with a corporate card. For more information, see Level 2 Credit Cards Supported in the *Multi-payment/Credit Card Setup* appendix.

Cancel

To return to the payment window and enter a different payment type.

Using an Existing Token

If there is an existing token it will look like this:

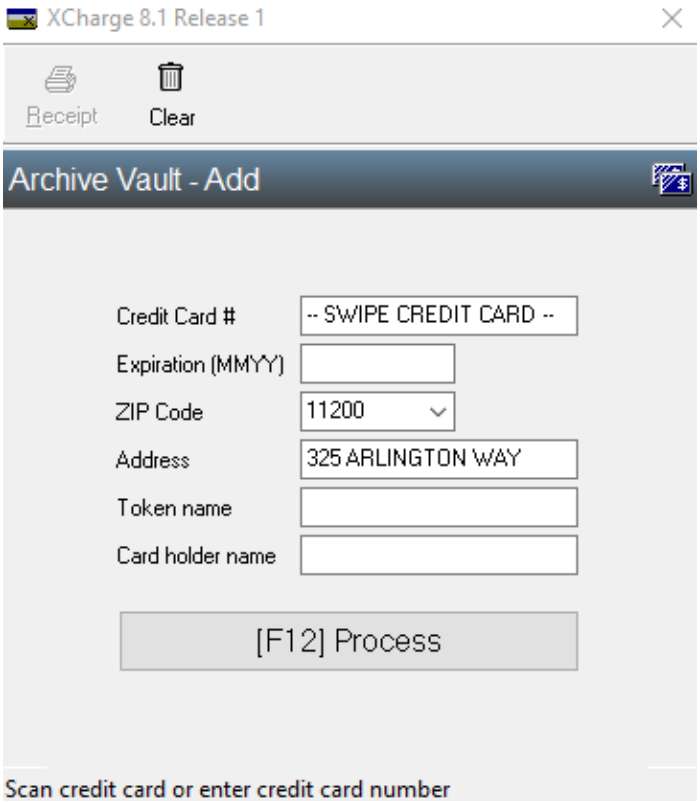


Click on the Select button to use the token for payment. You are returned to the payment window where you enter the payment amount. The payment is processed and an approved message displays. The payments window displays with the payment. Exist the window if the cash receipt is fully paid.

New Credit Card Token Entry

If there is no existing token for the customer and you select the New button you will be immediately prompted to enter a new token.

When entering a new token the following screen displays:



Fill in all the fields.

Enter the credit card number as it appears on the card.

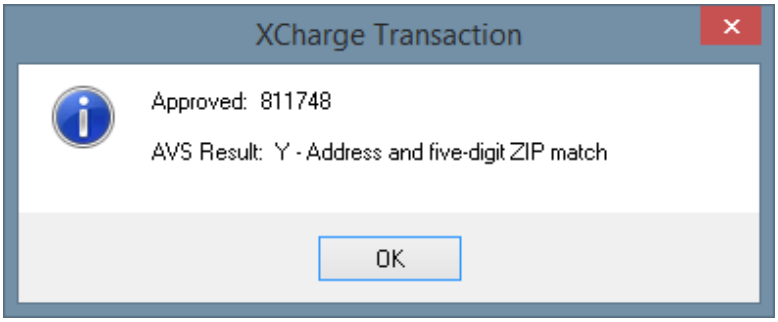
You must enter the zip code. The address field is automatically filled in from the customer's address 1 field. You may change it.

The Token name can be the company name, company number or any way to identify the token the next time it is being used. For security reasons it is recommended that you do NOT enter the credit card number and expiration date as part of the Token name.

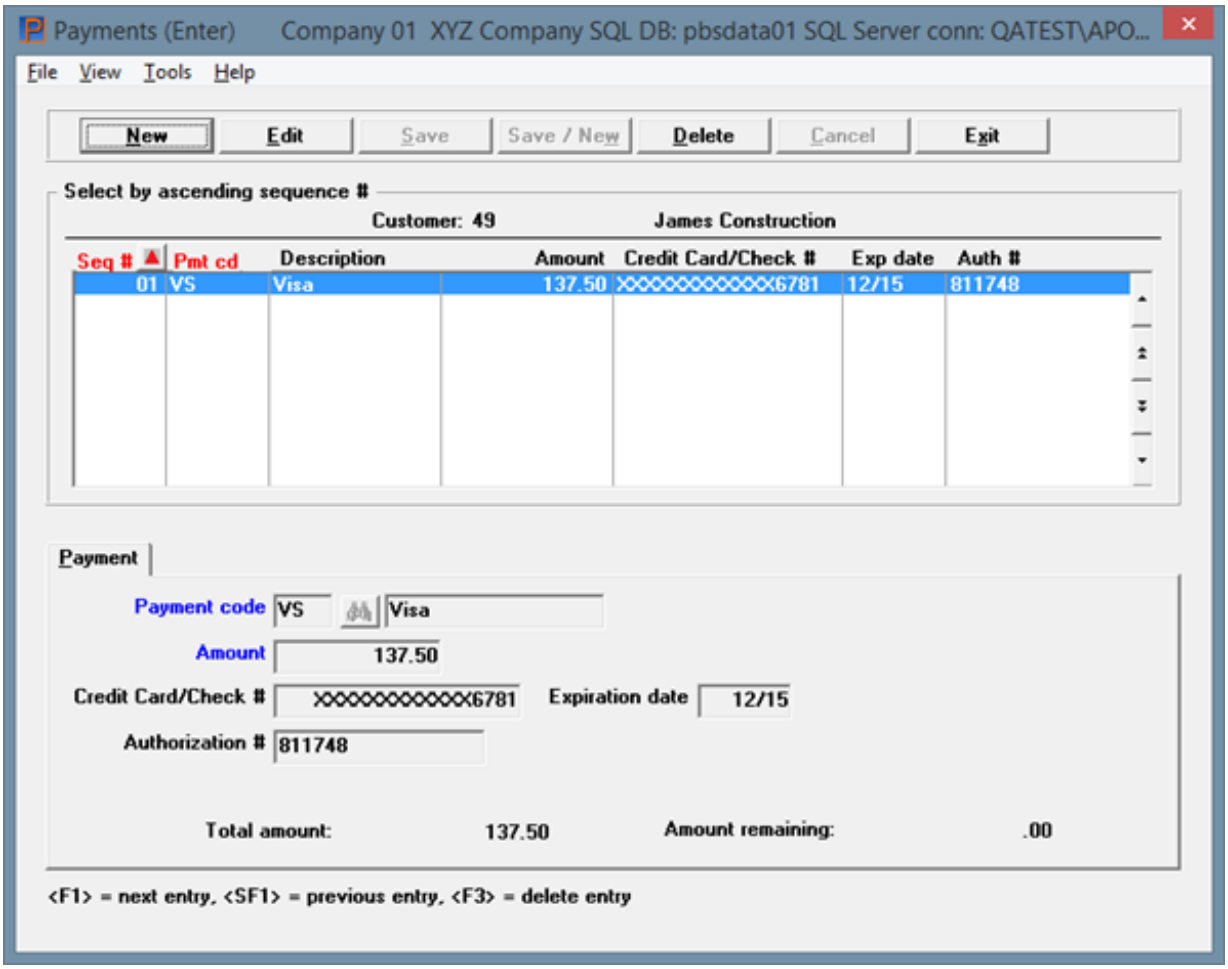
The card holder name is the name as printed on the card.

After selecting the (F12) Process button the following screen displays:

If the card is approved the following screen displays:



At this point the token is stored in PBS. The data matching the token is stored at the PI Plus or XCharge server. The following screen displays:

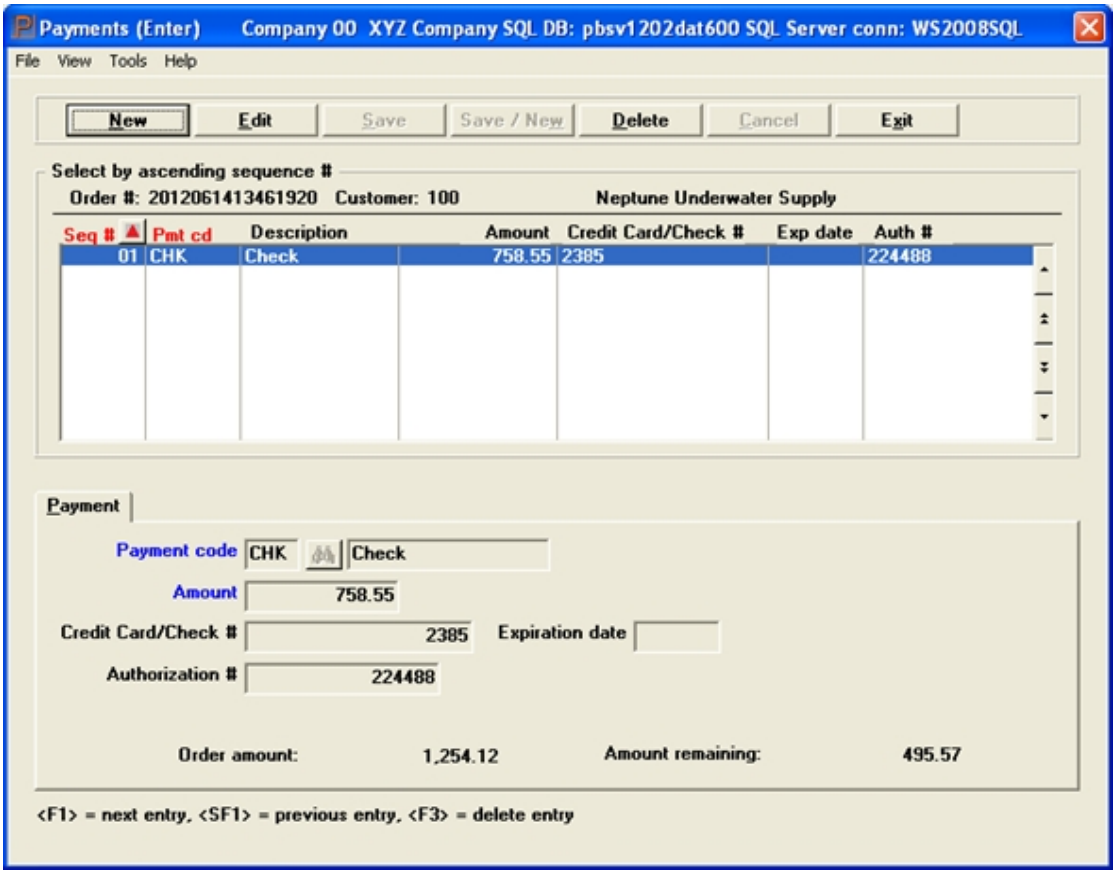


Exit

Select the exit button to when finished applying the cash receipt. If the amount remaining is not zero, then the message "An amount remains to distribute - do you want to delete the entire entry ?". If you select yes, then the cash receipt is deleted. If you select No, then you can return to the screen to complete the cash applications.

Amount Remaining

When the amount remaining is zero, you may exit the screen. If you are interfaced with Job Cost, then the question "Distribute to jobs ? displays. Select Yes to distribute to a job or No to complete the application.



There are two display-only fields.

Payment code

This is the payment code that was entered on the first screen.

Amount

This is the total amount of the open item invoices that have been applied.

Credit Card/Check

If you are paying by credit card, the credit card payment window opens. When finished with the credit card processing this field is automatically entered.

If paying a check type, then this is the same number entered from the first screen.

Expiration date

If you are paying by credit card, the credit card payment window opens. When finished with the credit card processing this field is automatically entered.

Authorization

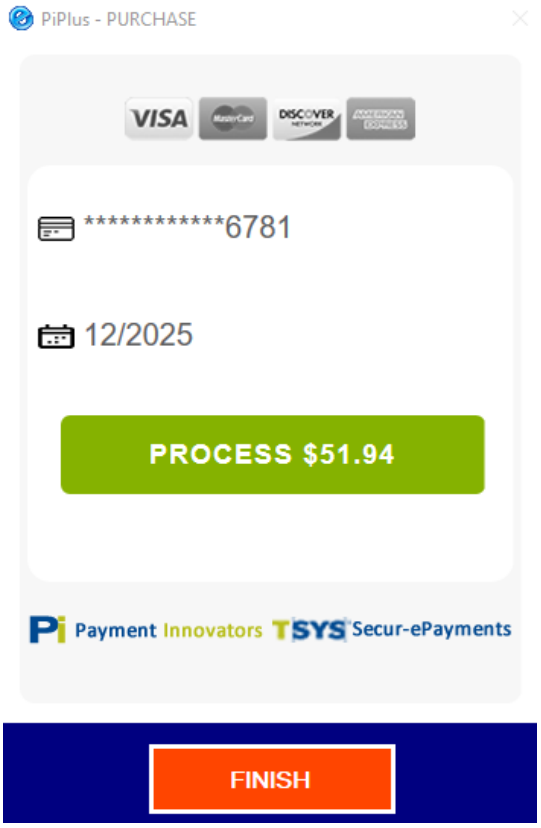
This field can only be entered if you are paying by check.

If you are paying by credit card the credit card payment window opens. When finished with the credit card processing this field is automatically entered.

After you have finished entering the payments select the exit button.

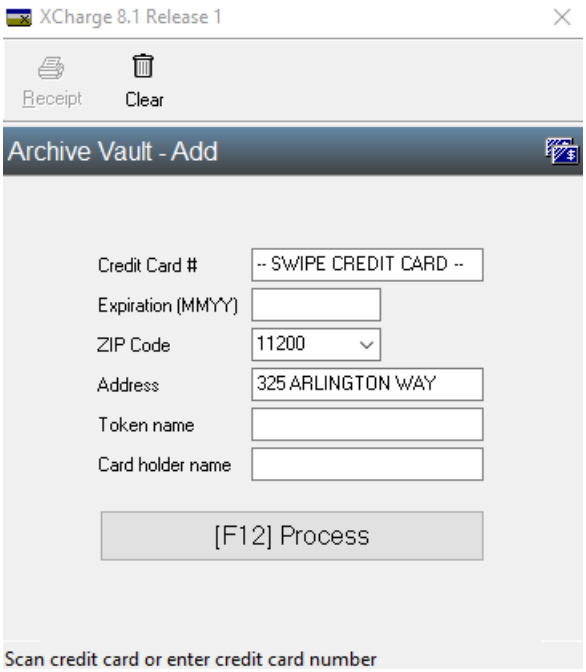
Credit Card Processing with No Token

This is an example of the PI Plus credit card payment window. After swiping the card number or entering it manually the PI Plus screen looks like this:



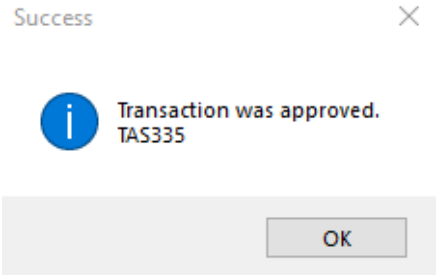
Scan the card or enter the card number and expiration.

This is the XCharge window:



The following instructions are for PI Plus. The XCharge instructions are similar.

After selecting Process an *Approved* message displays. Click on Finish and a message like this displays:.



Click OK and you are returned back to the multi-payment window for reviewing the payment. If you are finished you may exit the screen. If the cash receipt is not fully paid you may enter another payment method.

Also, at this point you may remove the payment by selecting the Delete key. PI Plus will automatically run to remove the payment. You must enter some other payment method or cancel the cash receipt.

EDIT LIST OF RECEIPTS

This selection lets you examine your cash receipts before posting them (to obtain a list of cash receipts after they have been posted, use the Cash History Report).

See a sample Cash Receipts Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Cash receipts* menu.

The Cash Receipts Edit List will be printed. No selection screen appears as all entries are printed unconditionally. You may be asked to select a printer or to adjust alignment; refer to the *Starting PBS, Menus and Printing* chapter of the *System User* documentation.

Posting Receipts

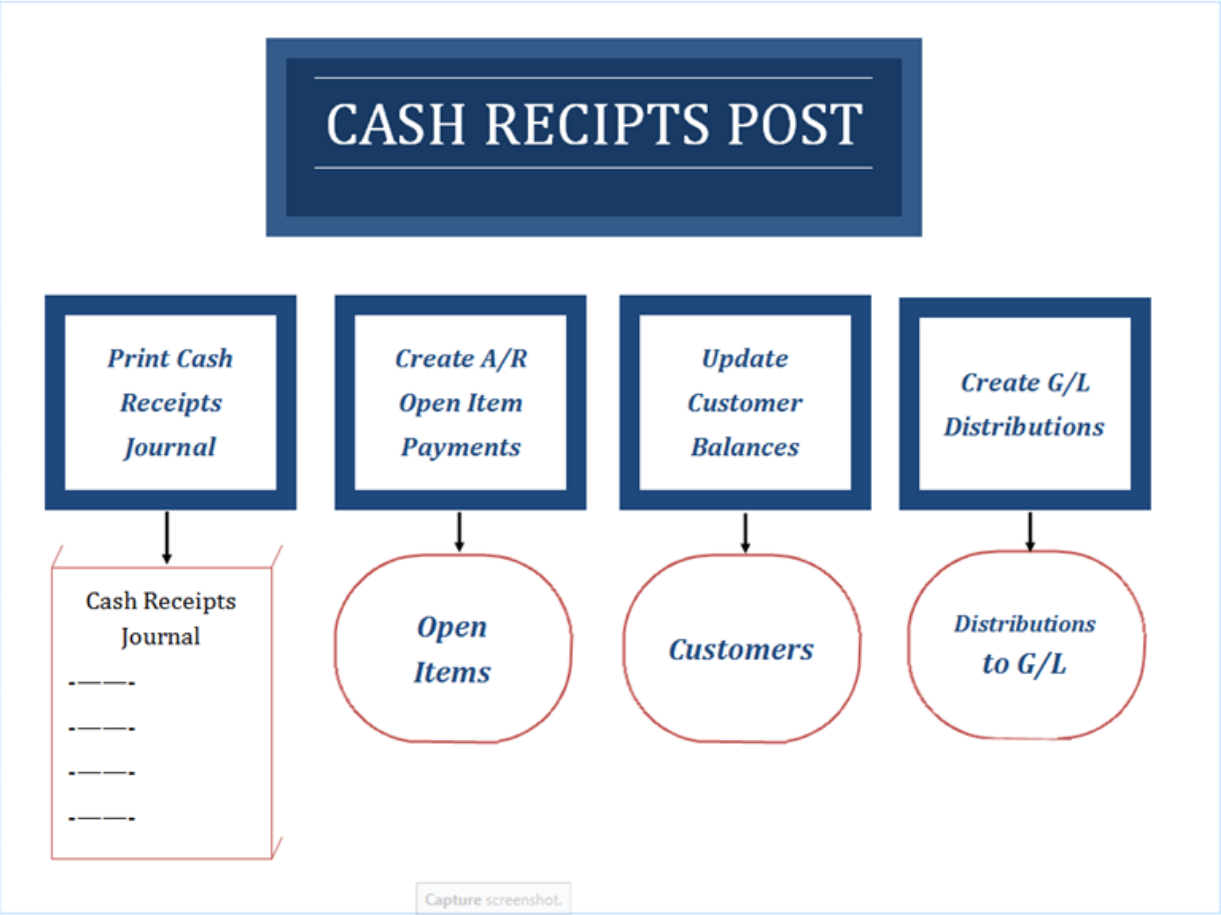
Once you have examined the Cash Receipts Edit List and verified that all cash receipts are correct, you can post them to the A/R master files / tables. Until they are posted, the cash receipts can be changed at will; once posted they become a permanent record.

Select

Post from the *Cash receipts* menu or from the graphical mode screen select *Post* from the *Options* menu.

The Cash Receipts Journal prints. You may be asked to select a printer or to adjust alignment; refer to the *Starting PBS, Menus and Printing* chapter of the *System User* documentation. Except for the title, the Journal is identical to the Edit List appearing at the end of this chapter.

Once the journal is printed, the cash receipts are posted to A/R Open Items, the customers and distributions are updated as illustrated here:



If you are in a multi-user environment and do not use batch controls, other users cannot enter cash receipts while you are posting, nor can two users post cash receipts simultaneously.

See a sample Cash Receipts Journal in the *Sample Reports* appendix.

Example	Post the cash receipts from examples entered earlier in this chapter.

Posting to jobs (Job Cost interfaced)

If you are also using the Passport Business Solutions Job Cost, and you have applied any payments to jobs, these will also be posted to the jobs by the *Post* selection.

The accounts receivable account will be credited by the full amount paid on jobs, even if there is some retainage being paid.

The retainage receivable account should already have been credited in the *Miscellaneous charges* selection. For an explanation of how to credit the retainage receivable account, refer to the important note in the Posting Job Distributions section at the end of the *Miscellaneous Charges* chapter.

CASH APPLICATION WORKSHEET

This selection helps you to apply cash by providing a worksheet of the outstanding items for the customers you are currently interested in.

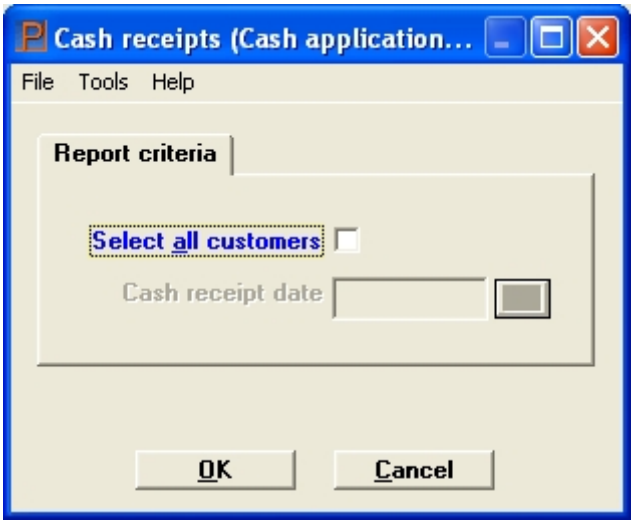
The cash application worksheet is printed with the open invoices grouped by customer.

Select

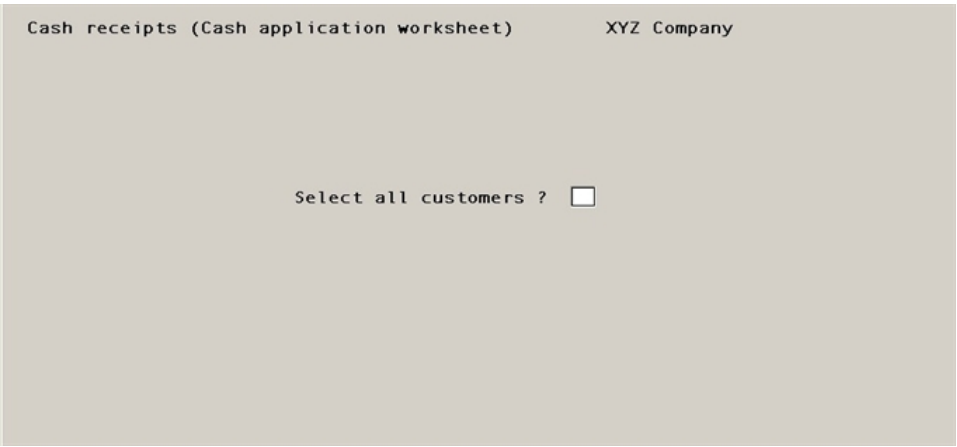
Cash application worksheet from the *Cash receipts* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter information as follows:

Select all customers

If you answer Y, worksheets will be printed for all customers from whom you received a payment by a specified date (to be entered in the next field).

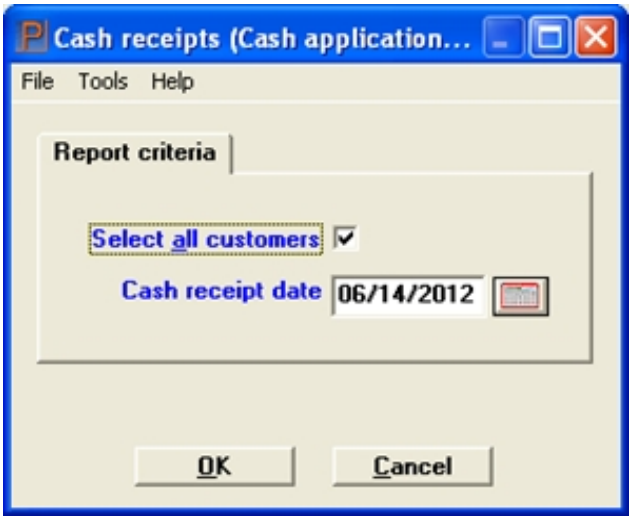
If you answer N, you can then select individual customers (and dates) to be included on the worksheet.

Format	One letter, either Y or N. There is no default.
Example	Type N

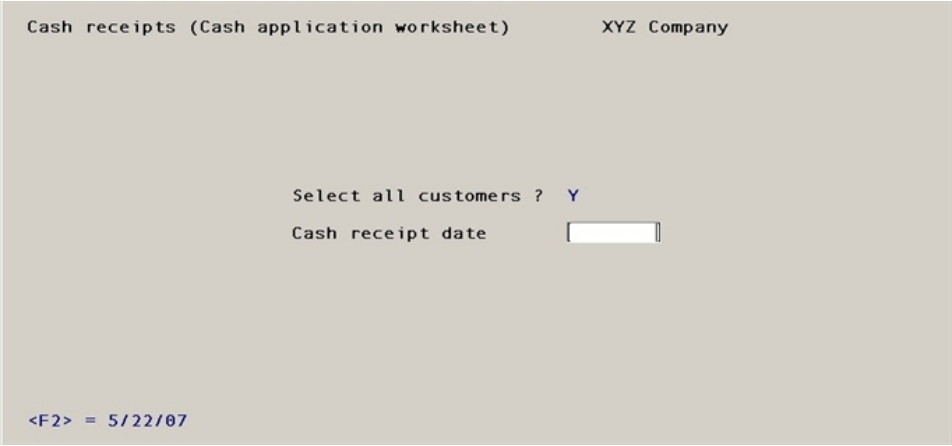
Cash Application Worksheet: All Customers

If you answered Y, the following screen appears:

Graphical Mode



Character Mode



Enter information as follows:

Cash receipt date

Options

Enter the payment receipt date for which you want information, or use the option:

<F2>	For the system date

Format	MMDDYY
Example	(This field does not appear in this example because not all customers were selected.)

OK or Cancel

Any change ?

Answer **Y** to re-enter the screen, or **N** to print the Cash Application Worksheet.

Cash Application Worksheet: Selected Customers

This lets you print a worksheet for a single customer or for selected customers. You may enter this screen repeatedly to select multiple customers the worksheet will not print until you indicate you have finished selecting customers. The dates may be different for each customer.

Customers can be entered in any order, but the report will be printed in customer sequence anyway. A single *entry* consists of both a *customer* and a *date*; there is a limit of fifty entries for any one worksheet.

A customer may be unselected if you decide you do not need a worksheet for him after all.

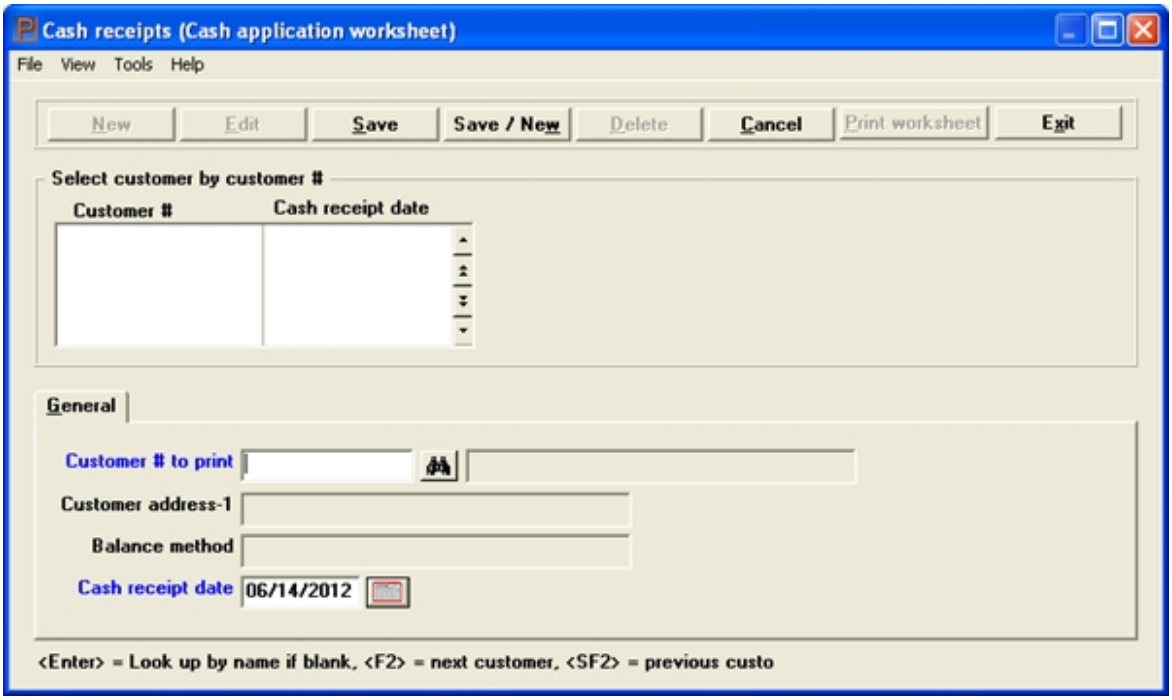
Once you begin selecting customers, you must continue doing so until you either print the worksheet or abandon the attempt. That is, you cannot select a few customers, exit this selection to do something else, then come back later expecting to find those customers still selected.

Once a worksheet has printed, all customers are automatically unselected.

If you are in a multi-user environment, multiple users can be using this selection at the same time. Each operator's list of selected customers is specific to that operator.

The following screen appears:

Graphical Mode



Customers List Box

Up to 6 existing customers display in the list box. You may sort the cash receipts by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

To locate a cash receipt, start typing the customer number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Customers that display in the list box are available for changes or deletion. The fields for the selected customer display in the lower part of the screen.

When a customer is found, you may select the <Enter> key or Edit button to start editing.

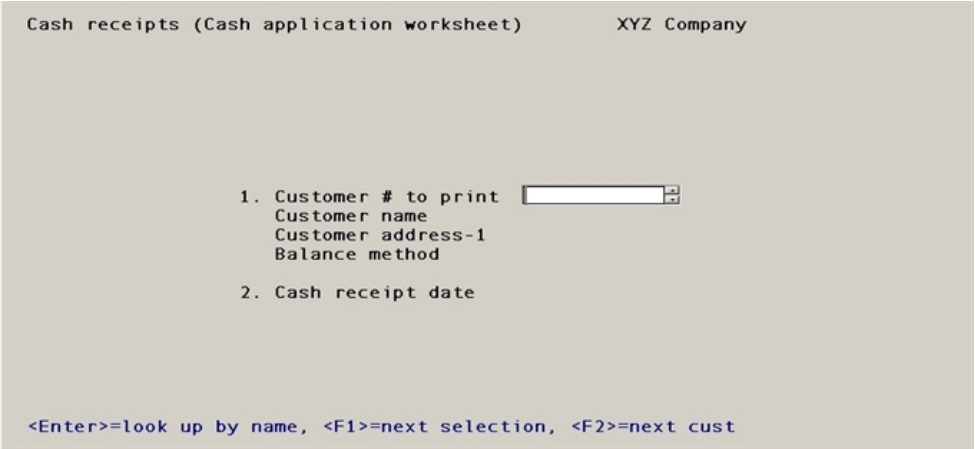
Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new customer
Edit	Alt+e	For editing an existing customer

Button	Keyboard	Description
Save	Alt+s	For saving the addition of the new customer or for saving the changes to an existing customer
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a customer
Cancel	Alt+c	To cancel adding or editing a customer. Your entries will not be saved
Print Worksheet	Alt+p	To print a worksheet of listing open items for each selected customer up to this cut-off date.
Exit	Alt+x	To exit the cash receipt window

Character Mode



Enter the following information:

Customer # to print

Enter the customer for whom to print a worksheet, leave the field blank to look up a customer by name, or use one of the options:

<F1>	For the next selected customer
<SF1>	For the previous selection
<F2>	For the next customer on file, whether selected or not
<SF2>	For the previous customer on file
<Esc>	To stop selecting customers. If no customers are selected at this point, you are returned to the previous screen; otherwise you can either print the worksheet or unselect all customers selected so far.

Although the worksheet is primarily used for open-item customers, a balance-forward customer may be entered.

Format	12 characters
Example	Type 200

Customer name
Customer address-1
Balance method

These fields are informational only and display automatically upon selection of a customer. You may not enter anything in them, except that the name field is used when selecting a customer by name as described above.

Cash receipt date

This is the date that payment was received from this customer. A worksheet will be printed listing open items for each selected customer, up to this cut-off date.

Enter the date, or use the option:

<F2>	For the system date

Format	MMDDYY
Example	Type 31219

Field number to change ?

Make any needed changes to this entry. For an existing selection, you may also use one of the options:

<F1>	For the next entry among those you have already entered
<SF1>	For the previous entry among those you have already entered
<F3>	To delete this entry (*i.e.*, to unselect this customer)

OK to proceed with selected customers ?

You are asked this question upon pressing <Esc> from Field #1. Answer Y to print the worksheets, or N to reconsider.

Delete all selections and begin again ?

You are asked this question if you answered N to the preceding. If you answer Y the program forgets all your previous entries and returns you to Field #1; if you answer N your entries are retained and you are returned to Field #1 to enter more.

Invoices

This chapter contains the following topics:

Introduction to Invoices .....
Entering Invoices .....
Listing Invoices .....
Invoice Print .....
Posting Invoices .....
Reprinting Invoices .....

INTRODUCTION TO INVOICES

The *Invoices* selection lets you enter, list, print, and post invoices and credit memos.

The normal sequence is to enter an invoice, print it, and then post it.

- You may not post an invoice until it has been printed.
- You may print an invoice more than once before posting it.
- Until an invoice has been posted, you may change or delete it as required even if it has been printed. Use this option with caution as you would not want to send the incorrect invoice to the customer.

An alternate approach is to print the invoice as you enter it. This feature, adapted to point-of-sale transactions, is called *immediate printing*. The feature is optional; to use it, you must have authorized it beforehand in *Control information*, and you must have dedicated an invoicing station to this operator at the start of this invoicing session. Immediate invoices, like regular invoices, must be posted after they have been printed. See the Print immediately field in *Control information*.

An edit list of invoices entered but not yet posted may be printed at any time, whether or not the invoices have been printed. Edit lists are optional, and are not a prerequisite for either printing or posting.

You may also use *Invoices (Reprint)* to reprint an invoice that has already been posted, provided that you have chosen to keep invoice history and that the invoice has not been purged.

Invoices can be configured to interface to Inventory Control. It *cannot* be configured to interface to Inventory Management.

Invoices and Miscellaneous Charges

The *Invoices* selection produces physical documents (invoices and credit memos) to be delivered to your customer, either separately or packed with the merchandise. Of course, it also handles the accounting transactions, checks the customer's credit (if desired), maintains the inventory (if interfaced to I/C), and does numerous other things. Printed invoices are posted to A/R open items and A/R invoice history.

If your business does not require such documents (for instance, if your customers are all walk-ins), you are not required to produce them. The *Miscellaneous charges* selection lets you enter an invoice *without* printing a physical document; it does not however break out individual line items, nor does it interface to I/C. See the Miscellaneous Charges chapter. Miscellaneous charges entries are posted to A/R open items only, but they do not post to A/R invoice history.

You do not have to choose one method or the other exclusively but can use both as appropriate.

Invoices and Statements

Statements are physical documents sent to a customer at regular intervals, summarizing his account balance and listing his invoices, payments, and other transactions. You can produce both invoices and statements, or use either without the other. You may print statements with invoices as well.

Credit Checking

Credit checking is done as invoices are entered, provided that you have checked the box to the Do credit checking field in *Control information*. The customer's account balance (including pending unposted transactions) is compared to his credit limit as each line item is entered.

As soon as the credit limit is reached, you are so notified and given the choice of canceling the invoice, canceling this line item only (if that is what you are currently entering), or continuing anyway. If you choose the latter, credit checking is suspended for the remainder of the invoice.

Credit checking does not occur on credit memos, only on invoices.

The credit hold feature is separate from the credit *limit* feature. If a customer is on credit hold you cannot enter an invoice for him at all. See the Credit hold field in Customers.

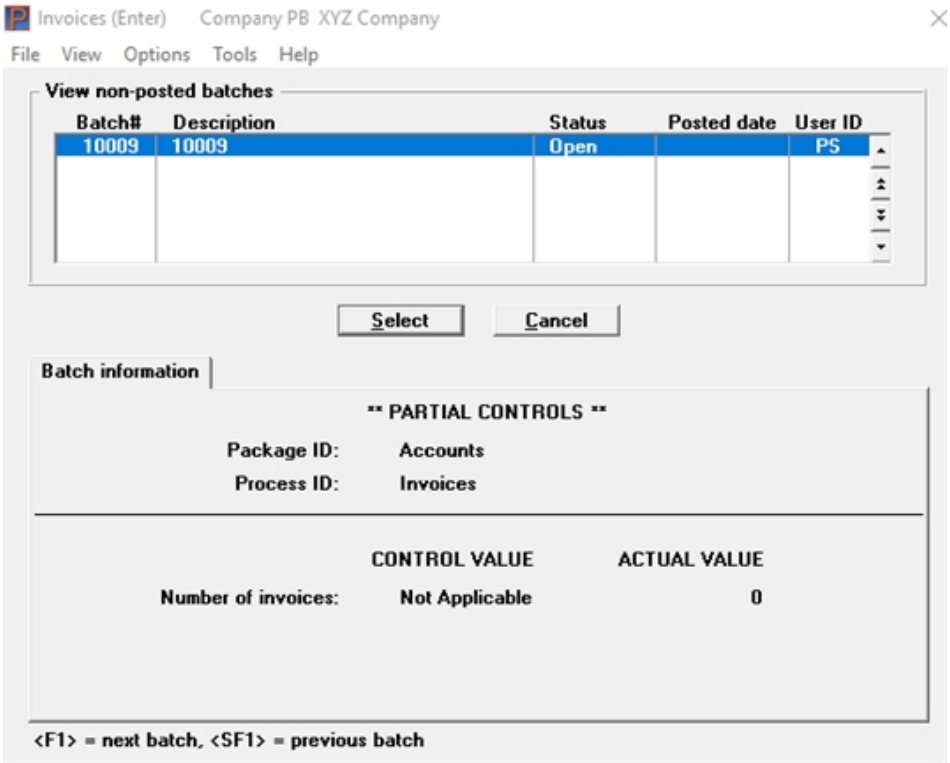
Cash-and-carry Customers

For cash transactions to one-time customer, you may want to define a generic customer number. This allows all cash transactions to be saved in the Invoice History file. You could use a miscellaneous customer number (such as CASH) for this purpose, but this would still require you to enter a name and address for each invoice. Reserving a regular customer number (such as CASH) avoids this problem. As an alternative, the Point of Sale module is designed to handle cash and carry customers.

Batch Controls

Invoices may be under batch control, which involves screens not discussed in this chapter. Batches provide a way to group invoices. For example they can be grouped by user. by month, by recurring bill groups or any way you choose. The invoices entry, edit list, invoice printing and posting are all controlled by batches. There is an option to control the total value and number of invoices entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

Invoices and Order Entry

If you are interfaced to the PBS Order Entry module, be aware that each module handles its own invoices. This selection does not give you access to O/E invoices. However, if you keep invoice history the same file is used to accumulate history from both modules.

Invoices and Job Cost

Billings for a job (or sub-job) are transferred directly to the Job Cost module and need not be re-entered in that module.

The *cost* of each line item associated with a job is transferred to the corresponding cost item of that job *indirectly*, through the Inventory Control module. If you are not interfaced to I/C, such costs must be entered separately in J/C. This also means that the cost of Service line items is not transferred to J/C (since services do not form part of your inventory).

ENTERING INVOICES

A single invoice involves data entry on three different screens: a Header Screen for the invoice as a whole, a Line Item Screen for each item, and a Totals Screen for totals, sales tax, commissions, various charges and discounts.

Each will be described in turn, but first we must discuss a screen that appears only at the beginning of the session and is not repeated for each invoice.

Select

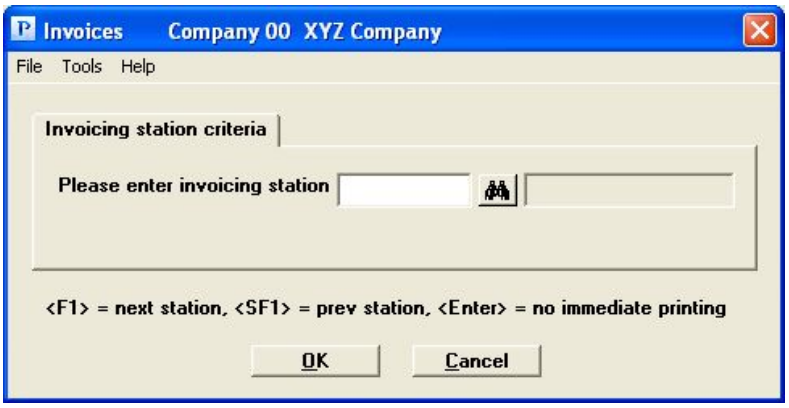
Enter from the *Invoices* menu.

Immediate Invoicing

This is the *immediate invoicing* screen, and it only appears if you have selected the check box (yes) to Print immediately in *Control information*. If not, skip to the next Header Screen section.

Graphical Mode

The following screen appears:



Character Mode

The following screen appears:

```
Invoices (Enter)                                XYZ Company

                Please enter invoicing station

<F1> = next station, <SF1> = prev station, <Enter> = no immediate printing
```

Enter the following information:

Please enter invoicing station

Options

Enter the code of a valid invoice printer control station, or use one of the options:

<F1>	For the next invoice printer control station code on file
<SF1>	For the previous station
Blank	To disable immediate printing for the remainder of this invoicing session

Selecting a station does not imply that every invoice in this session will be an immediate invoice, it merely permits you to print any invoice immediately. It is recommended (but not required) that only one operator at a time be assigned to any invoice station.

Format	3 characters
Example	Type 1

If you select an invoicing station that has a printer designated to print PDF documents (a -PDF-printer), then a PDF file will be created for the invoice and will display on screen. The PDF file will be generated and may be available to email to the customer. See the PDF Invoices section later in this chapter. See a definition of PDF.

OK or Cancel buttons

Select Cancel to go back to the menu or OK to begin entering invoices.

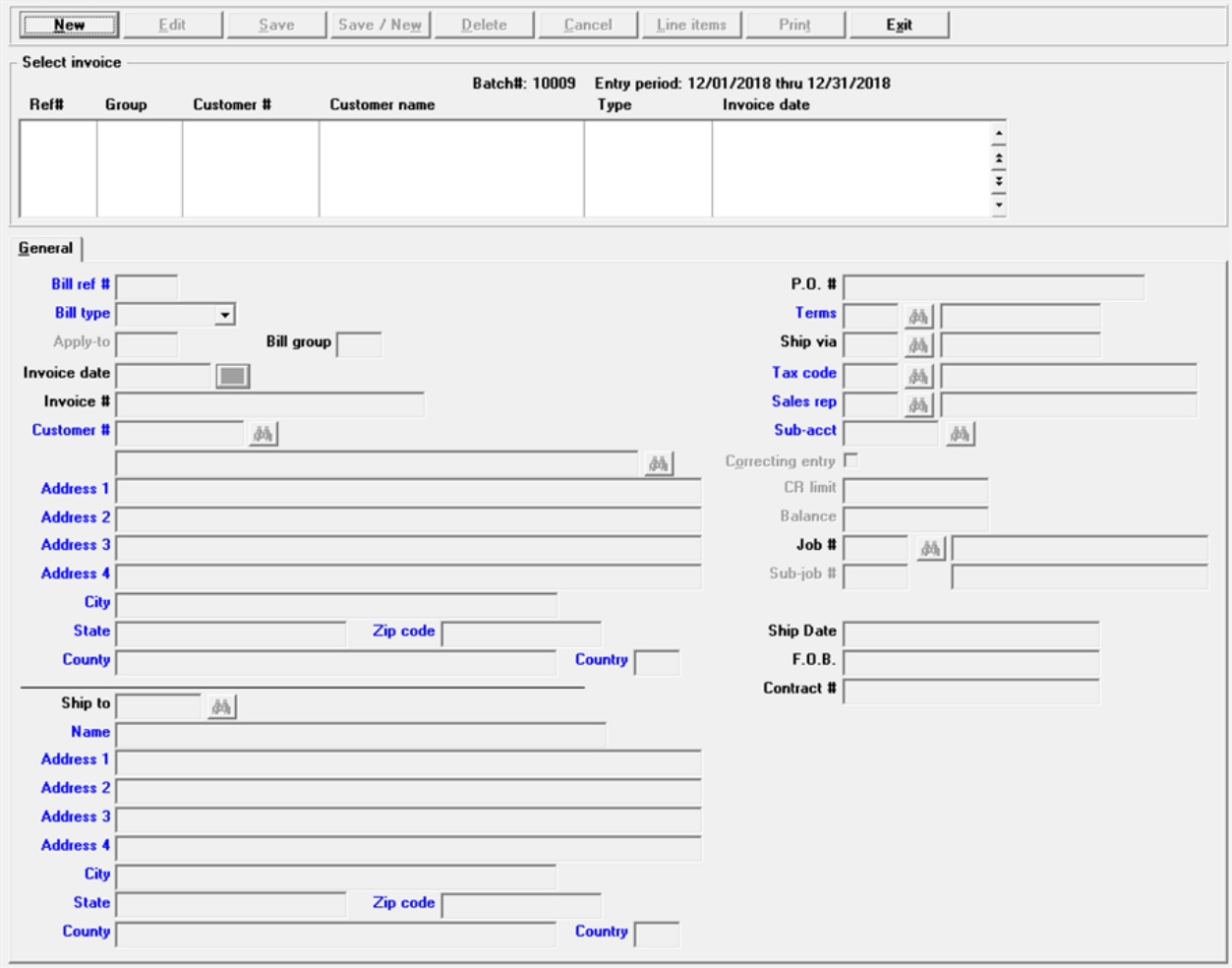
Header Screen

From this screen you can work with both new and existing invoice entries (sometimes called *bills*). Since an actual invoice number is not assigned until the invoice is printed, bills are temporarily assigned a *bill reference number*. Upon entry or selection of an existing bill reference number, that

bill will appear and be available for changes or deletion. Upon entry or automatic assignment of a new bill reference number, you can enter complete information for a new invoice.

Graphical Mode

The header screen is the first screen of each invoice:



From this screen you can work with both new and existing invoices.

Invoices List Box

The list box displays up to 6 existing invoices, and credit memos, at a time. You may sort the invoices by bill reference number, group, customer number and customer name in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an invoice, start typing a bill reference number or a number or name that matches the selected sort order. You may also use the up / down arrows, Page up, Page down, Home and End keys to locate an invoice. The <F1> and <SF1> keys function the same as the up / down arrow keys.

Invoices that display in the list box are available for changes or deletion. The fields for the selected invoice display in the lower part of the screen.

When an invoice is found, you may select the <Enter> key or Edit button to start editing.

Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new invoice header.
Edit	Alt+e	For editing an existing invoice header.
Save	Alt+s	For saving the addition of the new invoice header or for saving the changes to an existing invoice header.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete an invoice. You may also select the <F3> key to delete an invoice. If you are using multi-payment/credit card processing you must delete the payments before removing the invoice. See PBS Multi-payment Processing.
Cancel	Alt+c	To cancel adding or editing an invoice. Your entries will not be saved.
Line items	Alt+l	To access a window of the existing line items, for the selected invoice, to enter, edit or delete them.
Print	Alt+t	When you are set up for immediate printing per A/R *Control information* and you selected an immediate printer, this button is available to print or reprint an existing invoice immediately. See Immediate Printing.
Exit	Alt+x	To exit the invoice header window.

Menu Selections

For general users, the options menu selections may be restricted by the assigned user menu. The *Options* menu selections include:

Menu selection	Link to documentation
View invoices	View Invoices
Purge customer history	Viewing Invoice History

Menu selection	Link to documentation
View customers open items	View Customer Open Items
View recurring bills	View Recurring Bills
View customer history by date	View Customer History by Date
View customer history by doc #	View Customer History by Document Number
Invoice notes <F6>	Using Invoice Notes

For general users, the print menu selections can be restricted based on the assigned menu. Under the print menu selections you may access the following:

Menu selection	Link to documentation
Edit list	Listing Invoices
Invoices	Invoice Print
Reprint	Reprinting Invoices

The header screen has one General tab.

Character Mode

There are two screens for entering header information. This is the first header screen:

```
Invoices (Enter)                                    XYZ Company
                                        Entry period: 12/01/2018 thru 12/31/2018
* 1. Bill ref #          * 2. type          3. group       4. Inv date
* 5. Customer #
  6. Name
  7. Address 1
  8. Address 2
  9. Address 3
 10. Address 4
 11. City
 12. State                                 13. Zip Code
 14. County                                                    15. Country
 16. Ship to
 17. Name
 18. Address 1
 19. Address 2
 20. Address 3
 21. Address 4
 22. City
 23. State                                 24. Zip Code
 25. County                                                    26. Country
<F1> = next invoice, <SF1> = previous invoice, <F2> = next bill ref #
```

If you are using date controls, the date range (from Control information) will display in the upper right. This date range applies to the invoice date field.

This is the second header screen:

```
Invoices (Enter)                                    XYZ Company
                                        Entry period: 12/01/2018 thru 12/31/2018
 1. P.O. #
 2. Terms
 3. Ship via
 4. Tax code
 5. Sales rep
 6. Sub-acct


 7. Job #

 8. Sub-job #

 9. Ship Date
10. F.O.B.
11. Contract #
```

Enter the following information:

Bill ref

Options

Enter a reference number for this invoice.

In character mode only, you may use one of these options:

<F1>	For the next existing invoice entry on file
<SF1>	For the previous entry
<F2>	To enter a new invoice and assign it the next available reference number

If this is an existing entry and the invoice has already been printed, * Already printed * appears on the screen.

Format	6 characters
Example	Press <F2>

Bill type

Enter what type of bill this is: Invoice or Credit memo.

Format	Drop down list, either Invoice or Credit memo. The default for the first entry of a session is Invoice; thereafter each entry's default is whatever the previous entry was.
Example	Press <Enter>

Apply-to

This field may only be entered for credit memos. If this is a credit for a specific invoice, enter the number of that invoice. This field is optional. If you leave it blank, Open displays. If you enter an

invoice number, it is not checked against invoice history.

If using PBS Multi-payment/credit card processing, you must enter an apply-to number. You cannot apply a credit memo to open. You may read more about PBS Multi-payment/credit card processing and the configuration in the PBS Multi-payment/Credit Card Setup appendix in the A/R User documentation.

Format	999999
Example	This field does not appear for an invoice.

Bill group

Bill groups are an optional way of classifying invoices. When you come to print the invoices, you can select invoices by their group code.

If you are using batch controls, the bill group is automatically set to the number of the current batch and cannot be changed.

Options

Otherwise, enter any desired code, or leave the field blank if you do not use this feature. If you selected a station for immediate invoicing and you are not using batch control, you may also use the option in character mode:

<F2>	To use the station code for this invoicing station as the bill group

Using graphical mode and when using an invoicing station this field defaults to the invoicing station code.

Format	3 characters
Example	Press <Enter> to skip this field.

Invoice date

Options

Enter the date to assign to this invoice, or use one of the options:

<F1>	For the same date as the previous invoice or credit memo entered; or, in the case of the first entry of the session, for the system date.
<F2>	To postpone assigning a date until the invoice is printed.

Leaving the date blank is the same as pressing <F2>.

Whether the date is entered now or automically assigned during invoice printing, it is used for General Ledger distributions.

Format	MMDDYY
Example	Type 30519

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read about Date Control in the *Control information* chapter.

Customer #

Options

Enter the number of the customer for this invoice, or use one of the options:

<F1>	For the next customer on file
<SF1>	For the previous customer
<F2>	For the same customer as the invoice or credit memo previously entered (unless this is the first entry of the session)
<F8>	To access the customer lookup for selecting a customer. You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.
Blank	To look up the customer by name

Format	12 characters
Example	Type AJI (a customer number which is not used yet, since we are going to enter a new customer).

Selection By Name

Options

If you have left the customer number blank, the cursor will move to the name field to permit selection by customer name.

Enter the customer name, or the leading characters of the name; or use one of the options:

<F1>	For the next customer on file, in customer name sequence
<SF1>	For the previous customer
Blank	To revert to selecting the customer by his number

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

Format	50 characters
Example	(Does not occur in this example because you have already selected the customer by number.)

Miscellaneous Customer

Existing miscellaneous customers may be entered, or selected with the option keys. These customers have numbers beginning with an asterisk (*) and have been described in the Miscellaneous customers section of the *Customers* chapter.

By definition a miscellaneous customer number represents a category of customers and not an individual customer, so you can enter a different name and address each time that number is used.

Miscellaneous Customer Name

Options

Enter the name of this customer. This may be left blank. You may also use the option:

<F2>	To toggle between entering a personal name or a corporate name. Initially this is set to corporate name.

Format	50 characters
Example	(Does not appear in this example)

Entering a Person's Name

If you have pressed <F2> at the preceding field when entering a miscellaneous customer, the Name field splits into two subfields allowing entry of a personal name and a surname.

First

Options

Enter the individual's first name (and middle initial if you wish); or use the following option:

<F2>	To revert to entering a corporate name

Format	20 characters
Example	(Does not occur in this example because you have entered a corporate name)

Last

Enter the customer's surname.

Format	30 characters
Example	(Does not occur in this example)

Miscellaneous Customer Address

Each line is optional and may be left blank.

Format	50 characters for the name
	60 characters for address line 1, address line 2, address line 3 and address line 4
	45 for city, 23 for state and 15 for zip code
	45 for county and 3 characters for country
Example	(Does not appear in this example)

As soon as a customer is identified (other than a miscellaneous customer or a customer added on-the-fly), the customer credit is checked.

Adding a Customer On-The-Fly

There are two methods of adding a new customer from the Invoices (Enter) header screen:

1. Via the customer lookup.

   When you access the Customers lookup via <F8> and if you have access to the *Customers* menu selection you may select the *Customers* button to add a new customer:

   With this button you have access to all the fields which is an advantage over adding a customer on-the-fly when typing in the name and address fields on the invoices header screen. For more information about the lookup functions see Customer Lookup.

2. Typing it in on the invoices (Enter) header screen.

   If you do not have access to the *Customers* menu selection you must use the add-customer-on-the-fly process to add your customer. After typing a new customer and you finish with the last field the following question displays:

This customer is not on file — would you like to add it ?

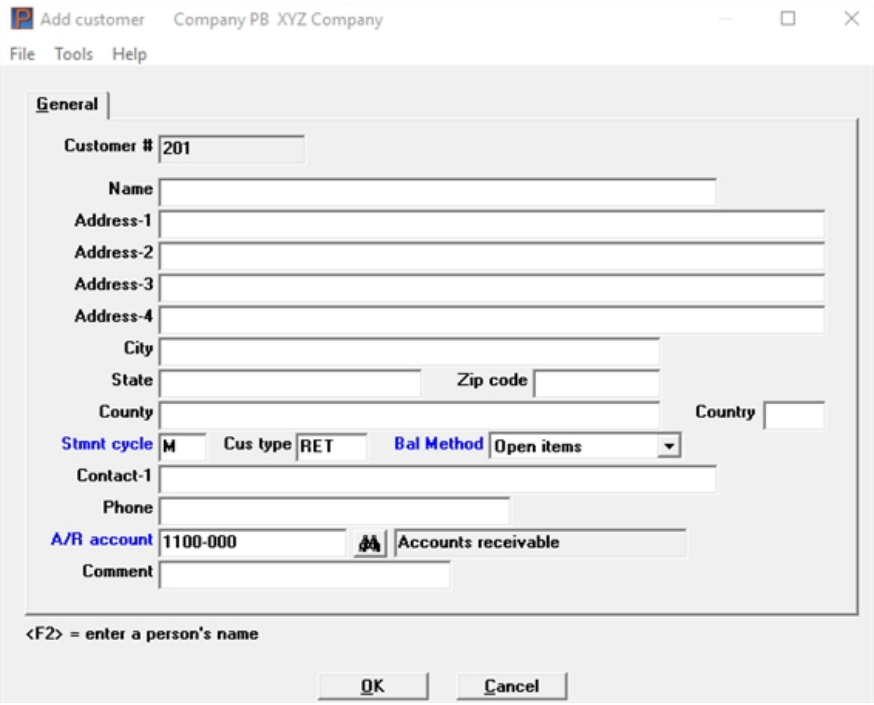
This question appears when you enter a customer number (regular or miscellaneous) that is not already on file. Select No to correct an erroneous entry, or Yes to add the new customer on-the-fly.

Format	Yes/No button window
Example	Select Yes

Note	If the customer is already on file, proceed to the Ship to field.

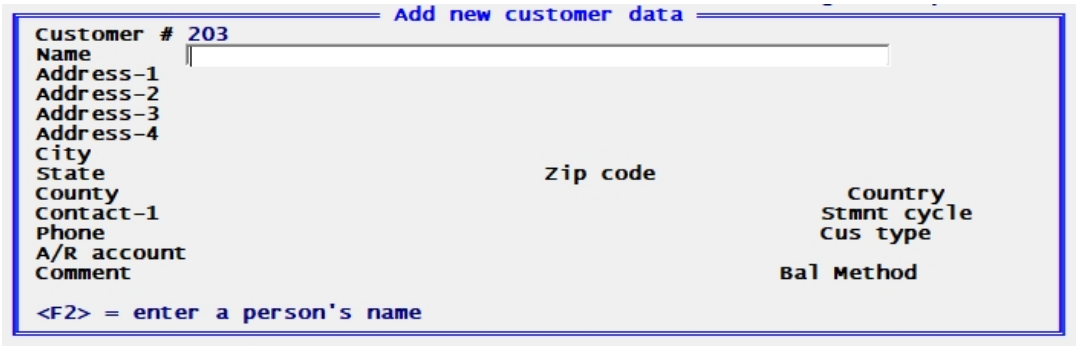
Graphical Mode

The following window appears:



Character Mode

The following window appears on the screen:



From this screen you can work with new entries only. The effect is as though you had gone into the *Customers (Enter)* selection and entered a new customer there. This is the case even though your password may not authorize you to use that selection.

Be aware that not every field on the *Customers* screen appears on this screen:

- The other fields will be supplied automatically from your entries in the remainder of this invoice. These include: terms code, ship-via code, tax code, sales representative, and cost center.

- The credit limit is automatically set to zero, but this invoice does not set off the credit limit check. The next invoice for this customer will.
- Entering a contact name and phone number will create a new contact record for the new customer. The full name entered will get written to the contact last name field.

If necessary, you can use *Customers (Enter)* to change this new customer after adding him here.

Enter the following information:

Name

Enter the customer's name. Name is optional, but omitting customer names is not recommended. You may use the <F2> option to enter a personal name as opposed to a corporate name, as described above for miscellaneous customers.

Format	50 characters
Example	Type AJI, Inc.

Address 1, Address 2, Address 3 *and* Address 4

Enter up to four lines of customer address. All address fields are optional.

Format	60 characters at each field
Example	Type 15 West Eire Ave. Type Suite 101

City. State, Zip code *and* County

Enter the remainder of the customer address.

Format	45 characters for city 23 characters for state 15 characters for zip 50 county
Example	Type Chicago Type IL Type 60600 Press <Enter> for county

Country

Enter a country code for the customer.

Format	3 characters
Example	Press <Enter>

Stmnt Cycle

Enter the statement cycle code which specifies how often statements are to be printed for this customer, such as **W** (weekly), **M** (monthly), or **Q** (quarterly). This field is required.

Format	One character. The default is whatever has been defined in the Customer on the fly defaults box of *Control information.*
Example	Press <Enter>

Cus type

If you plan to use the PBS Sales Analysis (S/A) module, entering a customer type will enable you to evaluate sales information for different customer types, to determine their relative profitability. If you do not intend to use S/A, you might still want to categorize customers by type for your own information. Some price codes in the PBS Inventory Control module can use customer type as a basis for assigning prices.

Enter a customer type. This field is optional.

Format	5 characters. The default is whatever has been defined in the Customer on the fly defaults box of *Control information.*
Example	Press <Enter>

Bal method

Enter the code for the method used in handling this customer's account, either Open item or Balance forward.

For open-item customers, all payments received must be applied to a specific receivable. For balance-forward customers, payments are applied to the oldest unpaid receivables.

One-time customers should be assigned a balance method of Open item so that specific items can be selected for payment.

Format	One letter. The default is whatever has been defined in the Customer on the fly defaults box of *Control information*
Example	Press <Enter>

Contact 1

Enter the name of the person to contact at the customer's location. This name will be written as the customer's contact 1 record.

Contact name cannot be printed on invoices or quotations for a miscellaneous customer.

Format	25 characters
Example	Type T.A. Wagner

Phone

Enter the phone number of the contact entered above. The number entered here will be written to the customer's contact record 1 as the Office phone 1.

Format	25 characters
Example	Type 123-456-7890

A/R account

Options

Enter the number of the A/R account to which documents for this customer are to be posted. This must be a valid entry in *A/R Accounts*. You may use one of the options:

<F1>	For the next A/R account on file. This option and the next are not available if only one A/R account is on file.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*

Format	Your standard account number format, as defined in CTL *Company information*
Example	Press <F2>

Comment

Enter any comment pertaining to this customer. This field is optional.

Format	25 characters
Example	Type Franchise retailer

OK or Cancel buttons

Select Cancel to return to the invoice entry window without saving the information about the customer, or OK to accept this new customer and to proceed to the next field on the main screen. Note that customers added on-the-fly are not actually added to *Customers* until you complete this invoice; if you cancel the invoice the new customer is also canceled.

Ship to

Options

Enter the code for the ship-to address at which services are performed or to which goods are delivered. This must already be on file in *Ship-to addresses* for this customer. You may use one of the options:

Blank	To make the ship-to address the same as the customer's billing address
<F1>	For the next ship-to address on file for this customer
<SF1>	For the previous ship-to address on file for this customer
<F2>	To enter a new ship-to address

Format	8 characters. There is no default.
Example	Press <Enter>

Entering a Ship-to Location Address

There are two methods of entering a ship-to address:

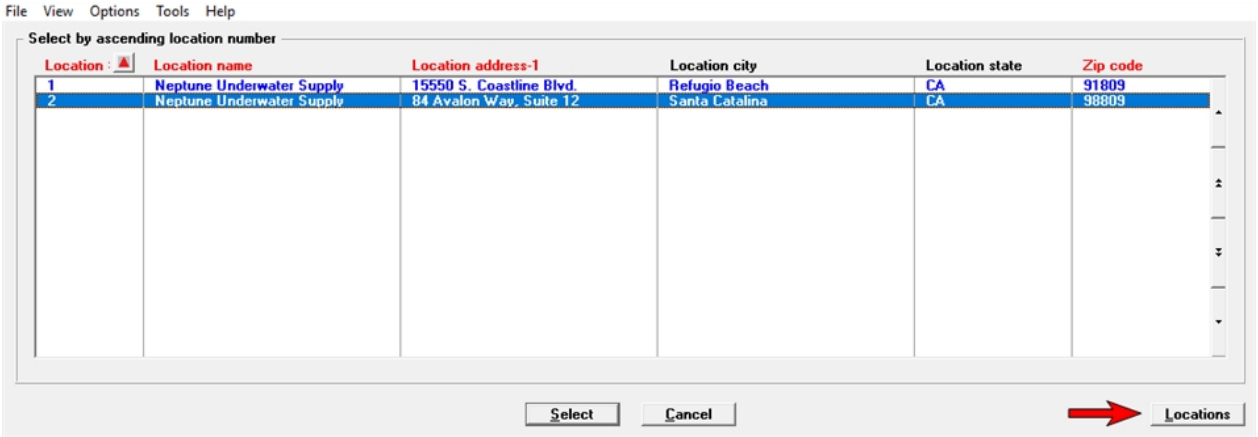
- Via the ship-to locations lookup.

  Select the lookup from the ship-to field and click on the Locations button.
- On -the-fly.

  Hitting <F2> from the Ship to field and enter the ship-to on the invoices screen. See Ship to Name and Address. Use this method for a temporary ship-to that is not saved for future use.

Ship-to Location Name and Address Editing

Enter <F8> or select the binoculars next to the Ship to field. This displays the ship-to locations lookup. On the lookup there is the location button as shown here:



To access the ship-to address locations functions you may either click on the button or enter <alt+L>. From that screen you may either add, edit, delete or view ship-to addresses. See the Entering Ship-to Addresses chapter. If you do not have access to the A/R *Master information > Ship-to addresses*, C/O *Ship-to addresses* and P/S *Master information > Ship-to addresses* menu selections this button is grayed out and inaccessible. If either C/O or P/S is not installed then you do not have access to their menus.

On the ship-to address locations screen you may enter an alphabetical Location number. The <F2> option, as seen below assigns a numeric number only.

Ship to Name and Address

If you have pressed <F2>, enter an address for this invoice. All fields are optional.

Format	50 characters for the name 60 characters for address line 1 60 characters for address line 2 60 characters for address line 3 60 characters for address line 4 45 characters for city 23 characters for state 15 characters for zip code 45 characters for county 3 characters for country
Example	(Does not appear in this example)

Do you want to save this ship-to?

If you have pressed <F2>, this question appears unless you have left the ship-to address blank or this is a customer added on-the-fly.

If you select Yes, the address just entered will be added to Ship-to Address Locations. The next available ship-to number for this customer will be assigned automatically and will appear on the screen.

If you select no, this new ship-to address will be only for this one invoice and will not be saved.

P.O.

Enter the customer purchase order number if any. This field is optional.

Format	30 characters
Example	Press <Enter>

Terms

The terms code is required and must be already be present in the *Terms codes* selection. See the Terms chapter.

For a balance forward customer, the customer's usual terms code displays and cannot be changed.

Options

For an existing non-miscellaneous open-item customer, enter a terms code or use the option:

<F2>	For the customer's usual terms code

Options

For a miscellaneous customer or a customer added on-the-fly, enter a terms code or use one of the options:

<F1>	For the next terms code on file
<SF1>	For the previous terms code

Format	3 characters. There is no default.
Example	Press <F1>, then press <Enter>

Ship via

This field appears only if the Use ship-vias field in *Control information* is checked.

The ship-via code identifies what carrier you will use to ship the goods. This field is optional and may be left blank, but if entered it must be a valid entry in *Ship-via codes*.

Options

For an existing non-miscellaneous customer, enter a ship-via code or use the option:

<F2>	For the customer's usual ship-via code. If none has been specified in Customers, this option is not available.

Options

For a miscellaneous customer or a customer added on-the-fly, enter a ship-via code or use one of the options:

<F1>	For the next ship-via code on file
<SF1>	For the previous ship-via code

Format	3 characters
Example	Press <F2>, then press <Enter>

Tax code

This field is required and must be an existing entry in *Tax codes*. See the Tax Codes chapter. Enter a tax code, or use one of the options:

Options

For an existing non-miscellaneous customer, enter a tax code or use the option:

<F2>	For the default tax code: If the ship-to address is the same as the bill-to address, the customer's tax code is the default. If this is being shipped to an existing ship-to address, that address's tax code is the default. If the ship-to address is neither the bill-to address nor any existing ship-to address, the customer's tax code is the default.

Options

For a miscellaneous customer or a customer added on-the-fly, enter a tax code or use one of the options:

<F1>	For the next tax code on file
<SF1>	For the previous tax code

Format	3 characters
Example	Press <F2>, then press <Enter>

Sales rep

This field appears only if the A/R *Control information* Use sales reps field specifies that sales representatives are used. If so, the field is required and must be a valid entry from the *Sales reps* selection. See the Sales Reps chapter.

Options

For an existing non-miscellaneous customer, enter a sales representative code or use the option:

<F2>	For this customer's default sales representative. If the ship-to address is the same as the bill-to address, the customer's sales rep is the default. If this is being shipped to an existing ship-to address, that address's sales rep is the default.

Options

For a miscellaneous customer or a customer added on-the-fly, enter a sales representative code or use one of the options:

<F1>	For the next sales representative on file
<SF1>	For the previous sales representative

Format	3 characters
Example	Press <F2>, then press <Enter>

Cost ctr (or Sub-acct)

Cost ctr appears only if *Control information* specifies that multiple cost centers are used. If so a cost center is required and each segment of it must be on file in the *Cost centers* selection of the System application - CTL on the menu. Note that zero or blank may be a valid entry if so defined in *Cost centers*. If cost centers are not used, but sub-accounts are used, sub-acct displays.

Options

Enter the cost center or sub-accts to which this invoice is assigned, or use the option:

<F2>	For the default cost center or sub-account from *Control information* or the default cost center from Customers (depending on what your answer has been to the question Assign cost ctrs (or sub-accts) by in *Control information*)

Format	Your standard cost center or sub-account format, as defined in *Company information*
Example	Press <F2>

Correcting entry

If this is a new entry and you are interfaced to G/L and you have answered Y to the question *Allow correcting transactions ?* in G/L *Control information,* you may select the <Space bar> to check this box to make it a correcting entry. Otherwise, leave it unchecked.

Format	Check box, checked is yes and unchecked is no
Example	Leave it unchecked

Job

If Job Cost is not interfaced, this field cannot be entered.

If this is a miscellaneous customer or a balance-forward customer, this field may not be entered. Only open-item customers can be billed for jobs (since the payment when received must be applied to that job).

If billing for a job, enter the job number of an active or closed job already on file in the Job Cost module. This may not be a job in the Inactive Files.

If this invoice is not for a job, leave this field blank.

Options

You may use the one of the options:

<F1>	For the next job on file in the Job Cost module
<SF1>	For the previous job
<F2>	To indicate the invoice is for multiple jobs (you will be asked for a job number for each line item, and you will not be able to enter Standard Bill line items)

You may bill a customer for a job even though that job is a for a different customer than this invoice.

Format	7 characters. There is no default.
Example	Press <Enter>

Sub-job #

If Job Cost is not interfaced, this field cannot be entered.

If you have entered a job number in the previous field, *and* that job is broken down into sub-jobs, *and* those sub-jobs are billed separately, enter the number of the sub-job you are billing.

Options

You may use one of the options:

<F1>	For this job's next sub-job
<SF1>	For this job's previous sub-job

Format	3 characters. There is no default.
Example	(In this example the cursor does not move to this field)

The next screen is the Line Item Screen.

1st user-defined field
2nd user-defined field
3rd user-defined field

These fields appear only if it is defined in A/R *Control information*. If present, the caption that displays, and the number of characters expected, is whatever you have defined in the A/R Optional fields section of *Control information*.

Note that the user-defined fields are alphanumeric, not date or numeric fields. Whatever you enter will appear exactly that way on the invoice.

Enter the information appropriate to the field.

Format	Number of characters specified in *Control information*
Example	Type 3/15/05 as the Ship date. Type New York as the F.O.B. Type 675580 as the Contract #

This completes the first screen. Make any needed changes. Note that you cannot change the bill reference number or customer number fields, even for a new entry.

Options

If this is an existing entry, you may use one of the options:

<F1>	For the next existing invoice entry on file.
<SF1>	For the previous entry
<F3>	To delete this entry

Correcting Entries for Character Mode

Options

If this is a new entry and you are interfaced to G/L and you have answered Y to the question *Allow correcting transactions ?* in G/L *Control information,* you may use the option:

<F5>	To toggle between making this a correcting entry and not doing so. Correcting entries are identified as such in the upper right of the screen. The default is that credit memos are correcting entries and invoices are not.

What happens when you press <Enter> depends on whether this is an existing entry or a new entry:

- For a new invoice, the line-item screen appears automatically
- For an existing invoice:

  If you have changed the tax code, the existing line-item screens appear in succession so you can correct the taxability of each one.

  If you have not done so, you are asked, *Do you wish to change the line items ?*.

  Answer N to terminate processing this invoice and proceed to another entry.

  Answer Y to view the line items or the totals screen.

Line Item Screen

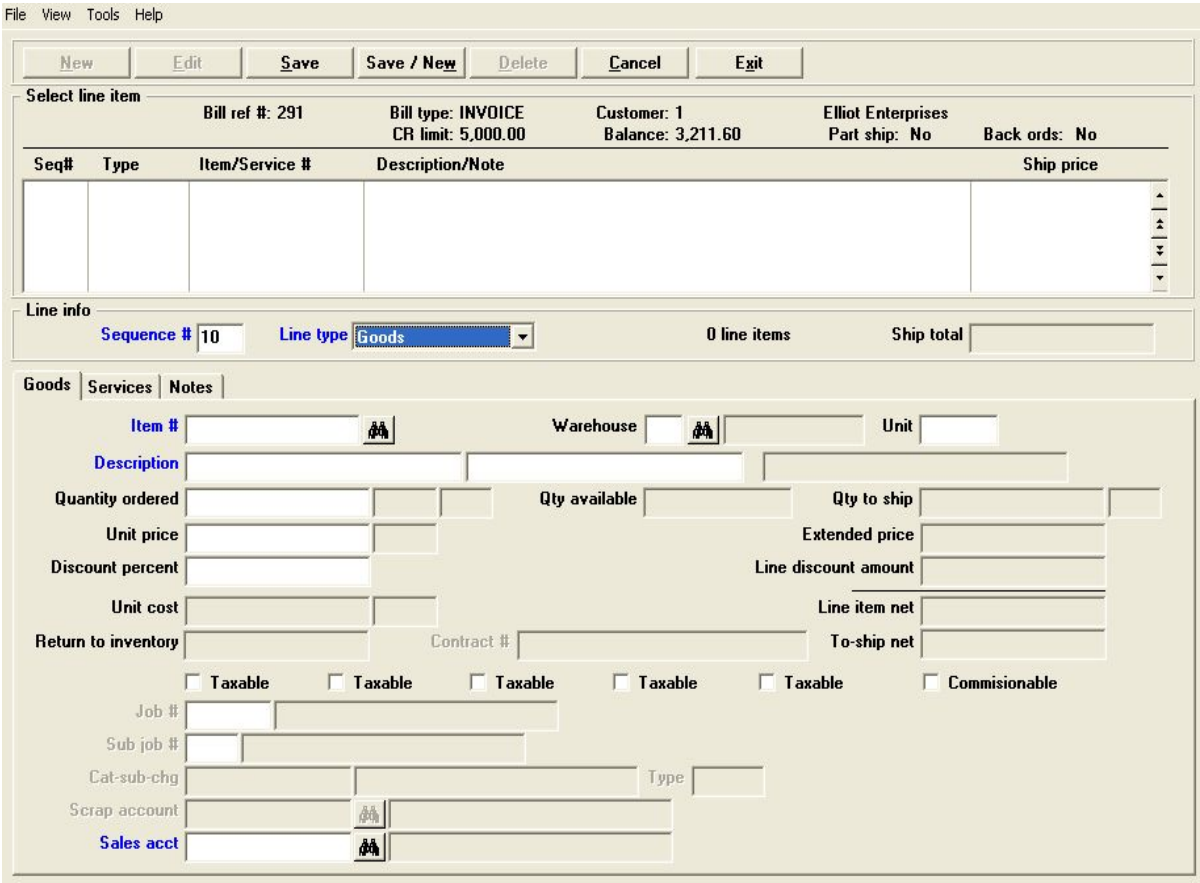
Each line item of the invoice is entered on a separate screen.

- An invoice may have up to 9,999 line items. Typically it has at least one, but it may have none at all (for instance, to correct an erroneous freight charge on a previous invoice).
- The term *line item* should not be taken literally to mean a single line on the invoice as printed; depending on your invoice design, teach line item may occupy several lines.
- To terminate processing line items and proceed to the totals screen, in character mode press <Esc> from the Sequence # field of any line-item screen and in graphical mode select the *Exit* button or select alt+x.

- Some of the fields illustrated for Goods and Services line items may not be accessible on your screen, depending on your choices in *Control information* and *Company information*. When this happens in character mode the remaining fields on the screen are renumbered. In graphical mode the fields that are inaccessible display, but cannot be entered.

Graphical Mode

The following screen appears:



From this screen you can work with both new and existing invoice lines.

List Box

Up to 6 existing invoice lines display in the list box. You may sort the lines by sequence number or type both in ascending or descending order. Click the arrow to the right of the column name to change the sort or use the View menu options. Only Red fields may be sorted.

To locate a line, start typing the sequence number or type depending on which column is selected.

You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a line. When adding a line or scanning through the invoice lines, the corresponding tab will display based on the Line type.

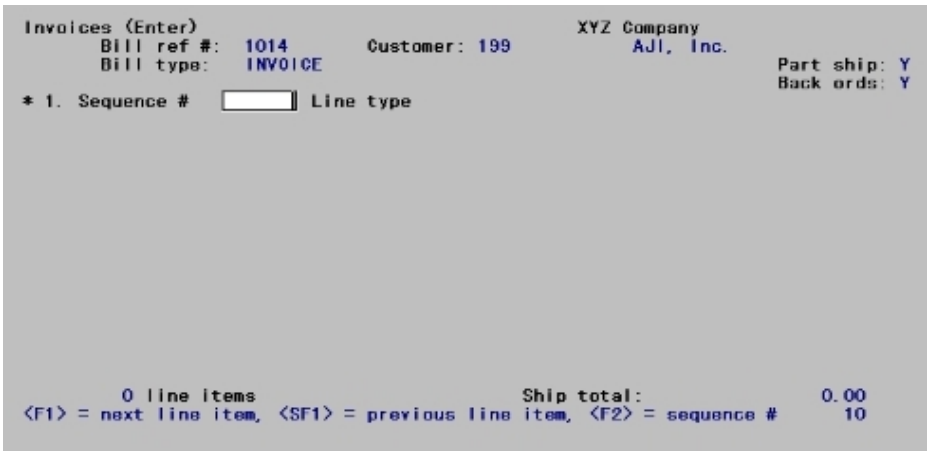
Buttons

You have the following button and keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	For entering a new invoice line.
Edit	Alt+e	For editing an existing invoice line.
Save	Alt+s	For saving the addition of the new invoice line or for saving the changes to an existing invoice line.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete an invoice line. You may also select the <F3> key to delete a line item.
Cancel	Alt+c	To cancel adding or editing an invoice line. Your entries will not be saved.
Exit	Alt+x	To exit the invoice line window. The totals tab will display next.

Character Mode

The following screen appears:



From this screen you can work with both new and existing line items.

Enter the information as follows:

Sequence

Line items within an invoice are in sequence by an arbitrary number, which by default is assigned in increments of ten. This lets you insert new lines between existing lines. For example, to insert a line

item between #10 and #20, give it any sequence number from 11 to 19 (preferably 15, to allow room for still later insertions on either side).

If you change the first line number to 1, then by default that invoice will increment with single digits. For example, you enter the first line as 1, then second new line will be 2. If you want to increment by 1 for another invoice, then you will have to change the sequence number from 10 to 1.

When going back to edit an existing order, if the first line sequence number is 1, then the sequence # for lines added will be incremented by 1. Note that if a user adds a line to an invoice with no line sequence 1, and changes the default sequence# to 1, then next time the user edits this invoice, as long as line sequence # 1 is present, new lines will be offered a sequence # incremented by 1. Reversely, if the first line sequence# is 10, the next time the user edits this invoice, new lines will be offered a sequence # incremented by 10. In any case the user can manually change the sequence # when adding a line.

Options

Enter a sequence number, or use one of the options:

<F1>	For the next existing line item, if any
<SF1>	For the previous existing line item
<F2>	For a new line item, to be added at the end of the invoice and to be given a sequence number ending in zero

Normal practice when entering a new invoice is to use <F2> for each line item.

If you select an existing line item (either by direct entry of a sequence number or by using the option keys), that item is displayed in the appropriate format.

Format	9999
Example	Press <F2> to assign sequence number 10.

Line Type

Enter the type of line item:

Goods	Goods are merchandise such as parts, books, appliances, etc. Entering this line item when interfaced to the PBS Inventory Control module is considerably different than when not, so each case is discussed separately. See either Goods Line Items (With I/C) or Goods Line Items (Without I/C)
Services	Services are usually billed by unit of time. See Services Line Items
Notes	Notes are a comment that prints at this point on the invoice. See Notes Line Items
Standard Bill	A Standard bill is a predefined group of line items that you can paste into the invoice. See Standard Bill Line Items

There is no separate line type for jobs. If you are interfaced to the PBS Job Cost module and are billing for a job, you can use either a Goods line or a Services line.

After you enter a line that is a service or an item, the next new line defaults to the same line type you just entered.

As soon as you enter a line type the remainder of the screen fills out in the format appropriate for that line item. Each will be discussed in a separate section, beginning with Goods.

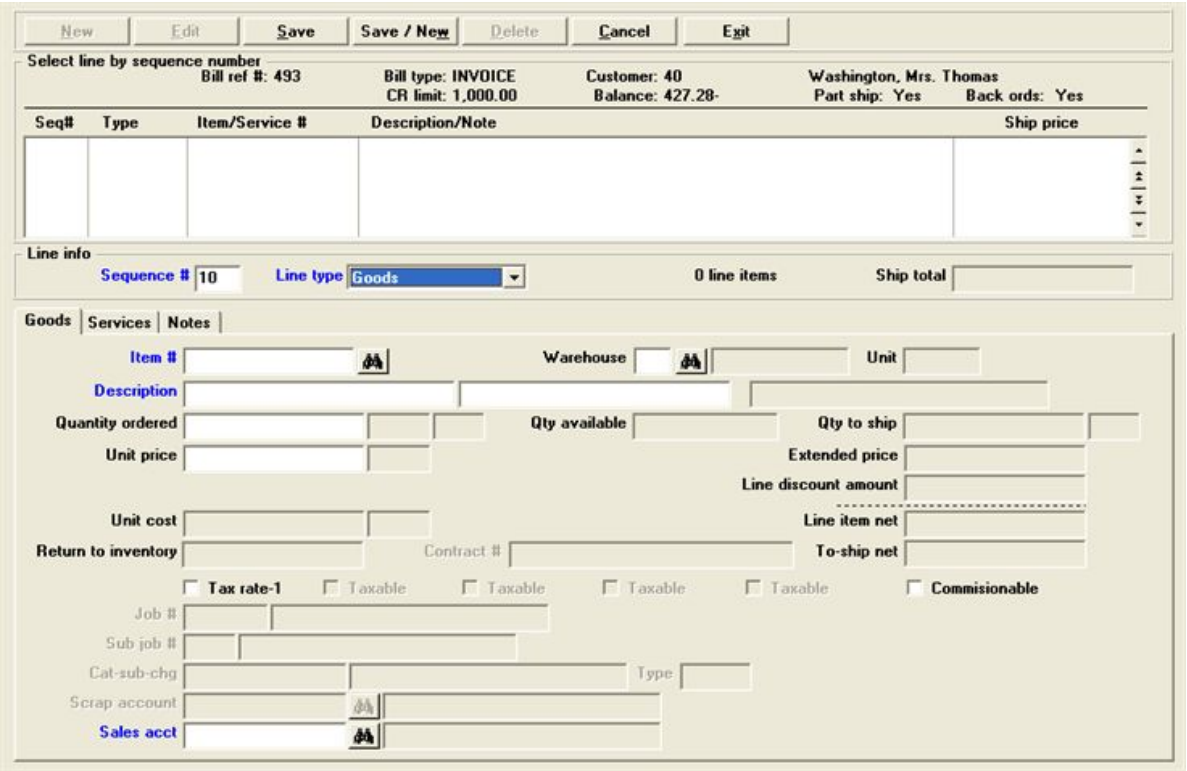
Format	Drop down list.
Example	Select Goods

Goods Line Items (With I/C)

If you are not interfaced to the PBS Inventory Control module, do not use this section.

Graphical Mode

When the line entry screen displays, the sequence number is filled in and the Line type defaults to Goods.



Character Mode

After pressing <F2> for the Sequence # and typing **G** for the Line type, the screen appears thus: Enter the following information:

```
Invoices (Enter)                                    XYZ Company
      Bill ref #:  1015        Customer: 199              Adl, Inc.
      Bill type:   INVOICE                                          Part ship: Y
                                                                    Back ords: Y
* 1. Sequence #   10       Line type  Goods
* 2. Item #       [                ]

  3. Description
  4. Qty ordered                                  Qty avail:
                                                  Qty to ship:
  5. Unit price
  6. Discount %
  7. Unit cost
  8. Rtrn to inv
  9. Taxable ?              Cmmisnbl ?    Extended price:
 10. Job #                                Line disc amt:
 11. Sub-job #                                            ------------------
 12. Cat-sub-cng                          Line item net:
                                          To-ship net:
 13. Sales acct
        0 line items                         Ship total:                .00
<F1> = next item, <SF1> = previous item, <F7> = look up by description
```

Item

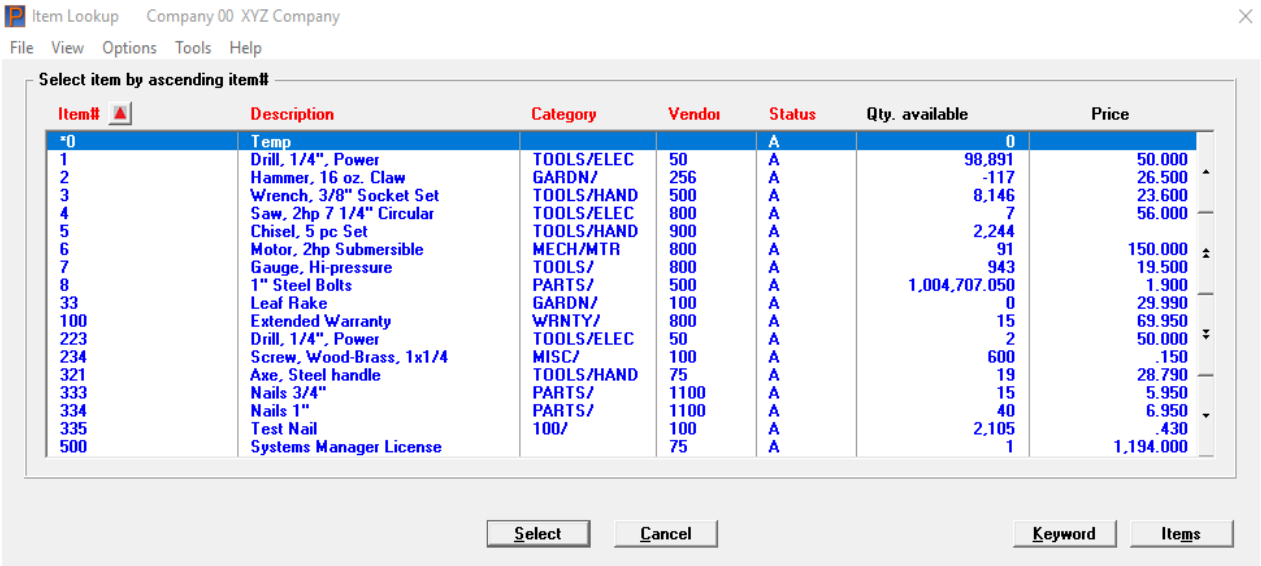
Options

Enter the inventory item number. This item (even a miscellaneous item) must be on file in I/C *Items*. However, it must not be a serialized or lot item; these can only be sold through O/E. You may use one of the options:

<F1>	For the next item on file, in item number sequence
<SF1>	For the previous item
<F7>	To look up the item by description

Item Lookup

You may find the item via the item lookup by selecting either the <F8> key or clicking on the binoculars. The lookup has options for selecting, viewing, modifying, adding and deleting items. These options are accessible via buttons. Some of the functions are also available from the Options menu. Here is an example of the lookup:



Item#	Description	Category	Vendor	Status	Qty. available	Price
*0	Temp			A	0	
1	Drill, 1/4", Power	TOOLS/ELEC	50	A	98,891	50.000
2	Hammer, 16 oz. Claw	GARDN/	256	A	-117	26.500
3	Wrench, 3/8" Socket Set	TOOLS/HAND	500	A	8,146	23.600
4	Saw, 2hp 7 1/4" Circular	TOOLS/ELEC	800	A	7	56.000
5	Chisel, 5 pc Set	TOOLS/HAND	900	A	2,244	
6	Motor, 2hp Submersible	MECH/MTR	800	A	91	150.000
7	Gauge, Hi-pressure	TOOLS/	800	A	943	19.500
8	1" Steel Bolts	PARTS/	500	A	1,004,707.050	1.900
33	Leaf Rake	GARDN/	100	A	0	29.990
100	Extended Warranty	WRNTY/	800	A	15	69.950
223	Drill, 1/4", Power	TOOLS/ELEC	50	A	2	50.000
234	Screw, Wood-Brass, 1x1/4	MISC/	100	A	600	.150
321	Axe, Steel handle	TOOLS/HAND	75	A	19	28.790
333	Nails 3/4"	PARTS/	1100	A	15	5.950
334	Nails 1"	PARTS/	1100	A	40	6.950
335	Test Nail	100/	100	A	2,105	.430
500	Systems Manager License		75	A	1	1,194.000

The lookup options include:

Select

This returns the item to the item number field.

Cancel

This puts the focus back to the screen without returning an item number.

Keyword

This displays a windows that allows you to do a keyword search. For more information on the use and set up of keywords, see the *Item searched by* section in I/C *Control Information* documentation.

Items

This button allows you to go to the *Items (Enter)* where you may view, edit, add or delete items. If the button is grayed out you do not have permission to access *Items (Enter)*.

Item Lookup By Description

Options

If you pressed <F7>, the cursor moves to the Description field. Enter the item's description (or any portion of it beginning with the first letter). Your options are:

<F1>	For the next item on file, in item name sequence
<SF1>	For the previous item
<Enter>	To return to lookup by number

Only the first line of the description is used for lookup, but the full description and item number display when an item is selected by either name or number.

Miscellaneous Item

An item number that starts with an asterisk (*) signifies a miscellaneous item. A miscellaneous item is one for which no quantities are tracked, and whose description and price are not considered permanent.

Miscellaneous items allow you to set up catch-all inventory items to represent a variety of different items for which you do not wish to create separate item records. For example, a miscellaneous item could be used to track such things as service charges.

Miscellaneous items are non-inventory items and cannot be processed through the Inventory selection. When entering a miscellaneous item in these modules, you can enter its description and price. Quantities on hand are not monitored by the system for miscellaneous items.

You may wish to create miscellaneous item records in Items for broad categories of items that have the same taxable status, sales account, etc., as well as miscellaneous items to be used in kit definitions to represent overhead costs.

Warehouse

If I/C does not use multi-warehousing, skip this section. Otherwise:

- If A/R *Control information* specifies that multiple warehouses are not used, you cannot enter a warehouse because the default warehouse is assumed. If the item is not stocked there you are warned of the fact but allowed to continue (you will be able to select an alternate when you come to the Quantity ordered field).
- If A/R *Control information* specifies that multiple warehouses are used, enter the warehouse you wish to ship from. The warehouse must have been defined in I/C *Warehouses* (blank for Central is a valid entry), and the item must be stocked at that warehouse.

Options

You may use the option:

<F2>	For the default warehouse from Control information

Format	Two characters.
Example	Press <F2>

Unit

This field is skipped except for miscellaneous items.

The unit or conversion factor, in effect when an invoice is entered, remains on that invoice, even if you subsequently change it using I/C *Items*.

Options

Enter the unit or measurement, or use the option:

<F2>	For EACH

Format	4 characters
Example	(Does not occur in this example)

Description

For an item that is already on file and not a miscellaneous item, the description displays automatically. You can change this or press <Enter> twice to accept it as is.

If you are entering a miscellaneous item, enter the description of the item.

Format	2 fields of 25 characters each
Example	Press <Enter> twice

Qty ordered

Enter the quantity ordered. If you leave this field blank, a quantity of **1** is assumed.

For an invoice (but not a credit memo), you can specify a negative quantity. This indicates returned goods, and requires you to specify, in a later field of this screen, how much has been scrapped and how much returned to inventory. The value of the quantity scrapped is assigned to the default scrap account specified in *Control information*. See the Inventory scrap acct field.

The quantity available at the current warehouse is displayed on the screen for your reference when entering the quantity ordered.

Options

You have several options:

<F1>	To toggle between flagging this as a drop shipment or not. A drop shipment is delivered to the customer directly by your vendor and thus never forms part of your inventory.
<F2>	To view alternate items.
<F5>	To obtain more information about this item at this warehouse. This option is not available for miscellaneous items.
<SF5>	To see what other warehouses stock this item. This option is only available if multiple warehouses have been specified in *Control information*.
<F7>	If you are interfaced with I/C and the item has one or two alternate units of measure, change to the alternate prompted at the bottom of the screen.

Format	99,999,999.99999-
Example	Type 5

Full Quantity Not Available

This message appears if the quantity ordered is not available at this warehouse. Use the <Space bar> to select one of the following radio buttons:

Radio Choices	Description
Ship in stock	Ship the quantity available only. The Qty ordered field will change accordingly. No back-ordering will occur.
Cancel	Cancel the entire line item and clear the screen for entry of another line item.
Alternate item	To view alternate items.
Override	Ship the full quantity anyway (in anticipation of a receiving)

OK or Cancel

Select OK to accept your choice or Cancel to go back to the quantity field.

Alternate Items

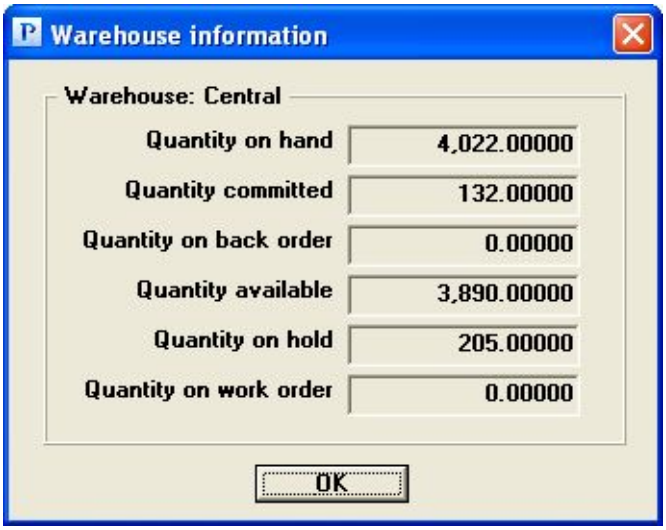
Pressing <F2> from the Qty ordered field displays an alternate item screen. All alternates for this item stocked at this warehouse are shown. Select any listed item and then click on the Select button. This will replace your original entry in the Item number field. Press <Esc> or click on the Cancel button to return to the screen without changing the item.

Warehouse information

Pressing <F5> from the Qty ordered field displays a window.

Graphical

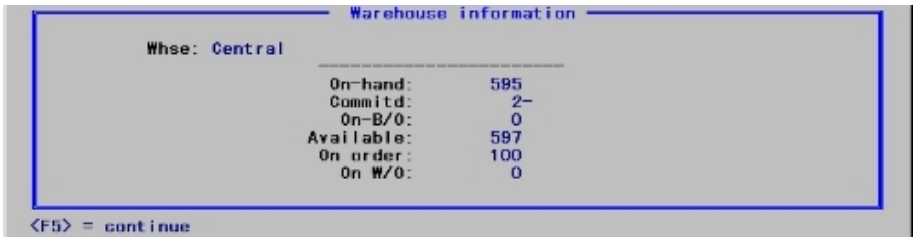
A window like the following displays:



Click on the OK button or select <Enter> to return to the quantity field.

Character

The following window displays:

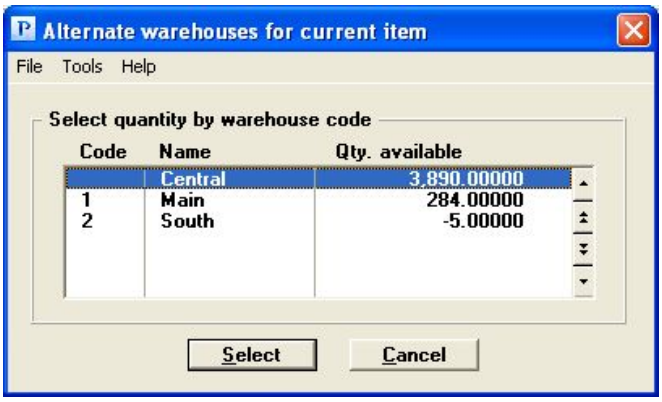


This shows the quantities of this item available at this warehouse. Press <F5> to return to the screen.

Alternate Warehouses

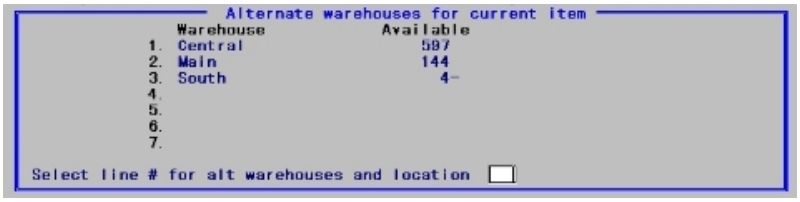
Pressing <SF5> from the Qty ordered field displays the window.

Graphical mode



All warehouses where this item is currently stocked are shown. Use your mouse or keyboard to select the warehouse. Click on the Select button to use the warehouse or click on Cancel to return to the quantity field.

Character mode



All warehouses where this item is currently stocked are shown. Select any listed warehouse by entering its line number. This will replace your original entry in the Warehouse field. Press <Esc> to return to the screen without changing warehouses.

You may alternate <F5>and <SF5> to discover alternate items at different warehouses.

Unit price

Enter the unit price. The quantity is automatically multiplied by this price and the extended price appears.

You may enter a price of zero, but will be required to confirm that you really wish to do this.

Options

Enter the unit price, or use the option:

<F2>	For the default price

In the absence of sales or contract pricing, the default price is the regular price. This is the price calculated from the item's price code, if it has one. If it does not, the item's Price-1 becomes the default. If pricing by warehouse is in effect, the default price is that applying at the selected warehouse.

Sales or contract pricing (or both) may apply for this item, customer, warehouse, and date. If so, the default is the lowest of the regular, sales or contract price. However, the contract price overrides the sales price if so specified in the I/C *Contract prices* entry.

Format	999,999,999,999.99999
Example	Press <F2>

Discount % or Discountable

If the fields in the Discounts calculated on section from *Control information* specifies that you do not use discounts, this field is skipped. Otherwise:

- If you use line item discounts, this field appears as Discount %. Enter the discount percent for this line item only.

Format	999.99999
Example	Press <Enter>

- If you do not use line item discounts but do use an overall invoice discount, this field appears as *Discountable*. Check the box if the line item is discountable; it will be included in the total entitled to the overall invoice discount.

Format	Check box, checked is yes and unchecked is no. There is no default.
Example	(Does not occur in this example)

- If you use both types of discount, you enter the line item discount percentage, not the discountability. All line items are considered discountable for the overall invoice discount.

Customer Credit Check

As soon as the discounted amount of the line item is known, the customer credit is checked.

Replacement cost or
Average cost
Standard cost

Normally, you do not enter the unit cost field. An approximate value for the unit cost is displayed automatically, under a name which depends on the I/C inventory valuation method:

Valuation method	Displays as
LIFO	Replacement cost
FIFO	Average cost
Average cost	Average cost
Standard cost	Standard cost

This approximation is replaced by a calculated cost when the invoice is posted. For standard costing, the actual cost used is the standard cost.

The following cases are exceptions and require you to enter the cost directly. No other source is available and the information is needed to keep the cost of sales accurate and to pay commissions based on margin.

- Miscellaneous items
- Negative line items on an invoice
- All line items on a credit memo

- Drop ship items

Options

In these cases, enter the unit cost or use the option:

<F2>	For the unit cost from Items. This option is not available for miscellaneous items.

Format	99,999,999.99999

When selling goods and services the costs and profit margin are not printed on the sales journal. It is not transferred to A/R Miscellaneous charges and it is not included as cost of sales on the sales journal.

Return to inventory

This field is used only for returned merchandise that is, if this is a credit memo or an invoice line item with a negative quantity. Otherwise, Not applicable appears.

Enter the quantity of the items credited which are to be returned to inventory. The rest is considered scrapped.

The quantity cannot be larger than the quantity ordered in Field #4 above. For example, if the quantity ordered is -5, the quantity returned to inventory must be positive and not larger than 5.

Format	99,999,999.99999

Taxable

If the tax code in the header screen has zeros for all tax percents, this field displays as Not applicable and may not be entered.

Otherwise, the cursor does not move to this field but a default value appears. The format of this varies depending on your answer to Taxable by tax rate in *Control information*:

- If you left it unchecked, a single check box flag controls whether or not this line item is subject to all the tax rates in this invoice's tax code.
- If you checked the box, there are one to five flags separated by slashes — one for each of the tax rates in that tax code.

  Each flag is either checked or unchecked, corresponding to the taxability code on file for this inventory item in I/C *Items*. Even miscellaneous items have default taxability codes.

  Using character mode, if you checked the *Taxable by tax rate* field, a window appears and the cursor moves in succession through each tax rate in this tax code. Press Y or N to change, or <Enter> to ratify, each existing default. When all have been entered, answer Y at *Any change ?* to re-enter the information, or N to return to the main screen.

Whether or not you can change this default depends upon your answer to the question Taxable by line item in *Control information*:

- If you left the *Taxable by line item* field unchecked, you may not change this field. The overall tax for the invoice may still be changed from the totals screen once you get to it.

  With the *Taxable by tax rate* field unchecked, specify whether or not the item is taxable in I/C *Items*.
- If you checked the *Taxable by line item* field, you may change the taxability. Using character mode you can only change it from *Field number to change ?*.

Format	Check box, checked is yes and unchecked is no
Example	(Appears automatically)

Commissionable

This field is skipped if the Use commissions field from *Control information* specifies that you do not use commissions.

Otherwise, the cursor does not move to this field but a default value appears.

- If a commission code has been defined for this item in I/C *Items*, the default is Y and the commission for this line item is calculated from that commission code.
- Otherwise the default is N and no commission is calculated.

You may change the default from *Field number to change ?*.

If you change N to Y, the commission calculated for this line item is based upon the commission percentage and method specified for either this customer or this sales representative (whichever has been specified in *Control information*).

Format	Check box, checked is yes and unchecked is no
Example	(Appears automatically in this example)

Job

If you are not interfaced to the PBS Job Cost module, this field does not appear on the screen.

If the header screen indicates that this invoice is not for a job at all, this field is skipped and N/A displays automatically.

If the header screen indicates that this invoice is for a single job, the job number entered on the header screen displays here and this field is skipped.

Options

If the header screen indicates that this invoice is for multiple jobs, enter the job number for this line item. This must be an active or closed job. You may also use one of the options:

<F1>	For the next job on file
<SF1>	For the previous job
Blank	If this line item is not for a job

Format	7 characters
Example	[This field cannot be entered, since J/C is not interfaced.]

Job & Sub-job Descriptions

During entry of this field and the next two, a box displays the names of the job, sub-job, and cost item.

Sub job

If this invoice or this line item of the invoice is not for a job, or is for a single job which either does not have sub-jobs or does not bill for them, this field is skipped and N/A displays automatically.

If this invoice is for a single job which uses and bills for sub-jobs, the sub-job number you entered on the header screen displays automatically.

If this invoice is for multiple jobs and this line item is for a job which uses sub-jobs and which bills for them, a sub-job number must be entered.

Options

Enter the sub-job number for this line item, or use one of the option

<F1>	For the next sub-job of this job
<SF1>	For the previous sub-job

Format	999
Example	[This field cannot be entered, since J/C is not interfaced.]

Cat-sub-chg *or* Cat-sub

This field is the *cost item*, and displays on the screen only if you are using both J/C and I/C. If you have specified (in J/C *Control information*) that you do not use change orders, the field appears as Cat-sub instead of Cat-sub-chg.

Enter the cost item of the job to which you want the cost of this inventory item to go. When this invoice is posted, the inventory cost for this line item will automatically be transferred to I/C. When I/C *Inventory* is posted the cost will then be transferred to J/C.

If this line item or this invoice is not for a job, this field will be skipped and N/A will appear instead.

You may leave this field blank to postpone transferring the cost. If you are interfaced to the PBS Accounts Payable module, you can transfer the cost to the job when you pay for the item in A/P *Payables*.

If this is a drop shipment or a miscellaneous item, this field is also skipped (because the item is not in I/C at all), and the cost can only be transferred in A/P.

Options

Enter a cost item, or use one of the following options:

<F1>	For the next cost item for this job

Format	Three segments, as follows: 999999 Cost category number 999 Sub-job number. If there is none, this displays as zero. If there is a sub-job number in the preceding field, that number appears here automatically and cannot be changed. 999 Change order number. If you do not use change orders, this segment does not appear.

Scrap account

This field appears on the screen only if quantity returned to inventory is present and is less than the quantity credited. This can happen on any line of a credit memo, but on an invoice it happens only when the Qty ordered field is negative.

Options

Enter the account number to which the value of the scrapped goods is to be assigned, or use the option:

<F2>	For the default scrap account from *Control information*

Format	Your standard account number format, as defined in *Company information*
Example	(Does not occur in this example)

Sales acct
Credit acct

This field appears on the screen only if *Control information* specifies that sales are distributed manually. If not, the sale amount is automatically distributed to the default.

If present, this field appears as sales account if this is an invoice, or as credit account if this is a credit memo.

Returned merchandise should be credited to the same account it was originally sold from, whether on an invoice or a credit memo.

On initial entry the cursor does not move to this field and the default displays automatically. You may still change the account from *Field number to change ?*. You *must* change the account if the default is not a valid entry in *Valid G/L accounts*.

What constitutes the default depends on your answer to the question *Multiple cost centers ?* in *Control information* and on whether or not this line item is for a job. There are three cases:

- **You are not using multiple cost centers and this line item is not for a job.**The default is the sales account specified for this inventory item within I/C *Items*. Only the main account (and sub-account, if defined) are entered; the default cost center from *Control information* is automatically prefixed.

Options

You may use one of the options:

<F1>	For the next sales account from *Control information*
<SF1>	For the previous sales account

These options are not available if no sales accounts are defined in *Control information.*

- **You are using multiple cost centers and this line item is not for a job.**The default is the sales account for this item *Items,* prefixed by the cost center from either the invoice header or the item (depending on your answer to Assign cost ctrs (or sub-accts) by in *Control information).*

Options

You may use the option:

<F2>	For the default account

- **This line item is for a job.** The default is this job's billing account from J/C *Job descriptions (Jobs)*.

Options

You may use the option:

<F2>	For the default account

Format	Either full account number format or main/sub format, as described above.
Example	(Does not occur in this example)

Options

Change any field as desired, then press <Enter> to process another line item. For an existing line item, you may also use one of the options:

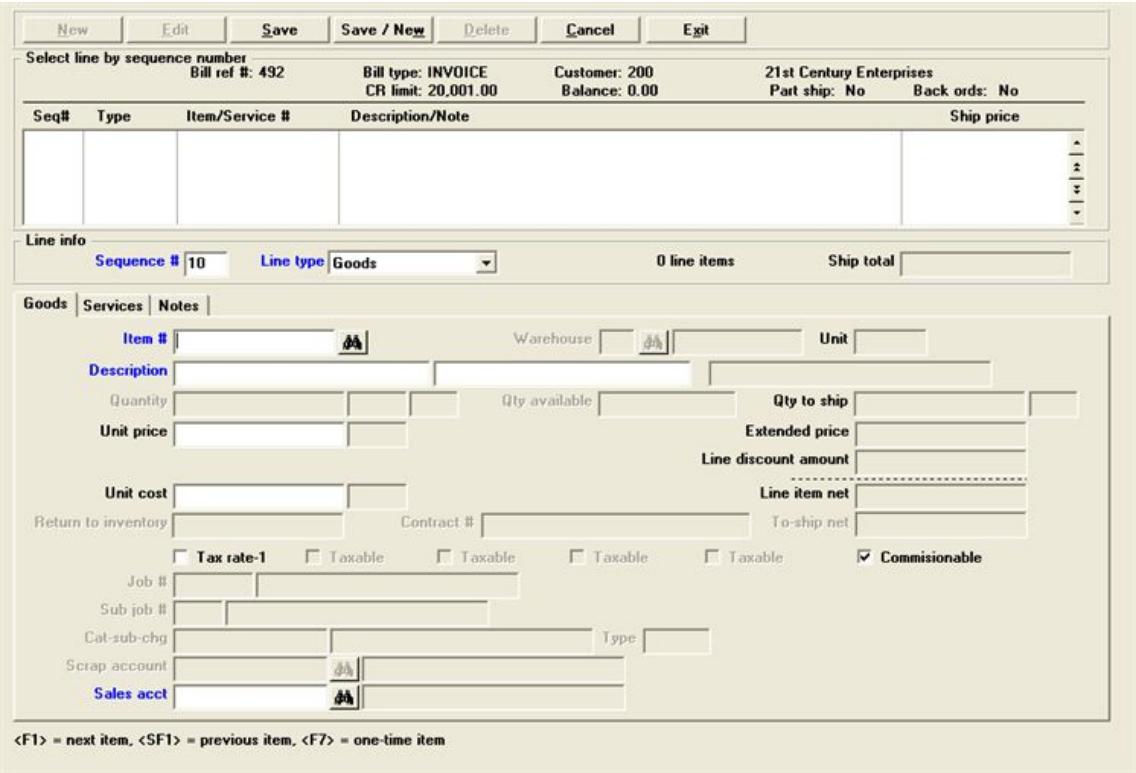
<F3>	To delete this line item
<F5>	To obtain more information about this item at this warehouse. This option is not available for miscellaneous items.
<SF5>	To show the job description (if this line item is for a job). Press <SF5> again to close the window.

Goods Line Items (Without I/C)

If you are interfaced to the PBS Inventory Control module, do not use this section.

Graphical Mode

The sequence number fills in automatically. The default is Goods for the Line type.



Character Mode

After pressing <F2>for the Sequence # and typing **G** for the Line type, the screen appears thus:

```
Invoices (Enter)                                    XYZ Company
      Bill ref #:  1016        Customer: 199             AJI, Inc.
      Bill type:   INVOICE

* 1. Sequence #   10       Line type  Goods
* 2. Item #

  3. Description
  4. Quantity

  5. Unit price                                  Ext prc:
  6. Discount %                              Ln disc amt:
  7. Unit cost                                                  --------------------
  8. Commisnbl ?                             Ln item net:
  9. Job #
 10. Sub-job #

 11. Sales acct

        0 line items                      Invoice total:                0.00
<F1> = next item, <SF1> = previous item, <F7> = one-time item
```

Enter the following information:

Item #

Options

Enter the item number as entered in *Goods and services*, or use one of the options:

<F1>	For the next goods entry in the Goods/Services selection
<SF1>	For the previous entry
<F7>	For a one-time item

A one-time item has a blank item number and is identified only by its description. It is used only on this invoice and is not added to *Goods and services*.

You can enter a service or good item number that is not already in *Goods and services*, in which case you are so informed and asked whether you want to enter it anyway.

- If this is merely a keying error, select No to re-enter the item number.
- Select Yes to use this item number anyway. You are asked whether it should be added to *Goods and services*. This gives you a chance to enter new services or goods items as you go. When you enter the fields, Item / Service number, Description 1, Description 2, Unit, Price and Cost; these entries are also written to the like fields in *Goods and services*.

  Select No to use the item on this invoice only.

  Select Yes to add the item to *Goods and services*. This has the same effect as using the *Goods and services (Enter)* selection.

Format	15 characters
Example	Type 2

Description

For an item already in *Goods and services* the description displays automatically. You can change this or press <Tab> in graphical or the <Enter> key in character, twice, to accept it as is.

If you are entering a new item, enter the description of the item.

Format	2 fields of 25 characters each
Example	Press <Enter> twice

Quantity

Enter the quantity ordered. If you leave this field blank, a quantity of **1** is assumed.

Negative Quantity

- This is used to specify returned goods on an invoice.
- For a credit memo, always enter a positive number as a credit for a particular item. (A negative number is not allowed.)

Format	99,999,999.99999-
Example	Type 5

Unit price

Enter the unit price. The quantity is automatically multiplied by this price and the extended price appears.

You may enter a price of zero, but will be required to confirm that you really wish to do this.

Options

You may use the option:

<F2>	For the item's price from the Goods/Services file, if there is one.

Format	9,999,999,999.99999
Example	Press <F2>

Discount %
Discntbl

This field, is entered identically whether interfaced to I/C or not.

Customer Credit Check

As soon as the discounted amount of the line item is known, the customer credit is checked.

Unit cost

Options

Enter the unit cost or use the option:

<F2>	For the unit cost from Goods and services

Although not seen by the customer, the unit cost is important because it is used to calculate the profit margin on this line item. This is required if you pay commissions based on margin. It is also transferred into the A/R Miscellaneous Charges file and is included in the cost of the sale on the Sales Journal.

Format	999,999,999.99999
Example	Press <F2>

Taxable

If you unchecked (no) to Taxable by line item in *Control information*, this field cannot be entered.

If the tax code in the header screen has zeros for all tax percents, this field displays as Not applicable and may not be entered.

Otherwise, the format of this varies depending on your answer to Taxable by tax rate in *Control information*:

- If you unchecked this field (no), a single check box controls whether or not this line item is subject to all the tax rates in this invoice's tax code. Specify whether or not the item is taxable:

Format	Check box , checked is yes and unchecked is no
Example	(Appears automatically)

- If you checked the box, there are one to five flags separated by slashes — one for each of the tax rates in that tax code. A window appears as shown.

  The cursor moves in succession through each tax rate in this tax code. Specify for each tax rate whether or not this item is taxable under that rate.

Format	Check box, checked is yes and unchecked is no
Example	(Appears automatically)

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, accept the default of checked if a sales representative is entitled to a commission on this sale, or uncheck it if not.

Format	Check box, checked is yes and unchecked is no. The default is checked.
Example	Select <Enter> to accept the default

Job #
Sub job #

These fields may only be entered if interfaced to J/C and if <F2> was selected for the Job # header field to indicate multiple jobs. These fields are entered identically whether or not I/C is interfaced. See the I/C interfaced Job #, Sub job # and Cat-sub-chg or Cat-sub fields descriptions.

Sales acct
Credit acct

This field appears on the screen only if *Control information* specifies that sales are distributed manually. If not, the sale amount is automatically distributed to the default account.

If present, this field appears as sales account if this is an invoice, or as credit account if this is a credit memo.

Returned merchandise should be credited to the same account it was originally sold from, whether on an invoice or a credit memo.

What constitutes the default depends on your answer to the question *Multiple cost centers ?* in *Control information* and on whether or not this line item is for a job. There are three cases:

- **You are not using multiple cost centers and this line item is not for a job.** The first sales account from *Control information* is displayed. The cursor does not move to this field on initial entry, but you can change the account from *Field number to change ?*. The default cost center from *Control information* does not display, but when prefixed to the main and sub-account on display the result must be a valid G/L account number.

Options

You may use one of the options:

<F1>	For the next sales account from *Control information*
<SF1>	For the previous sales account

These options are not available if no sales accounts are defined in *Control information.*

- **You are using multiple cost centers and this line item is not for a job.**The cursor moves to this field on initial entry. No default displays. You must enter all segments of the account number, including the cost center if any, and this must constitute a valid G/L account.

Options

You may use one of the options:

<F1>	For the next sales account from *Control information*, prefixed by the cost center from the invoice header
<SF1>	For the previous sales account

These options are not available if no sales accounts are defined in *Control information.*

- **This line item is for a job.** The default is this job's billing account from J/C *Job descriptions (Jobs)*. This contains all segments of the account number; the header cost center and the default cost center from *Control information* are not used. The cursor does not move to this field on initial entry. The default is selected automatically, but you can change it from *Field number to change ?*.

Options

You may use the option:

<F2>	For the job's default billing account

Format	Either full account number format or main/sub format, as described above.
Example	(Does not occur in this example)

Options

Change any field as desired, then press <Enter> to process another line item. For an existing line item, you may also use the option

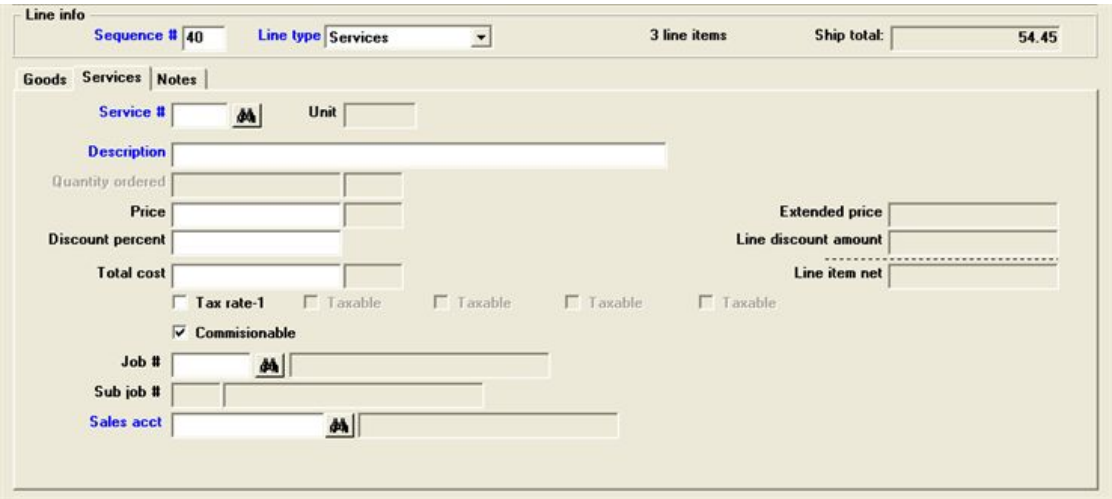
<F3>	To delete this line item

Services Line Items

Graphical Mode

The sequence number fills in automatically. To go to the sequence number field and change it manually you may select the <Shift+Tab> keys or click on the field with your mouse.

After selecting Services in the Line type field, the Services tab displays and looks appears similar to this:



Character Mode

After pressing <F2> for the Sequence # and typing S for the Line type, the screen appears thus:

```
Invoices (Enter)                                    XYZ Company
       Bill ref #:  1016        Customer: 199            AJI, Inc.
       Bill type:   INVOICE

* 1. Sequence #    20      Line type  Services
* 2. Services #    [     ]Unit
  3. Description
  4. Quantity
  5. Unit price                                  Ext prc:
  6. Discount %                             Ln disc amt:   ____________________
  7. Unit cost
                                            Ln item net:
  8. Commisnbl ?

 10. Job #
 11. Sub-job #

 12. Sales acct


        1 line items                     Invoice total:              17.75
<F1> = next service, <SF1> = previous service, <F7> = one-time service
```

Enter the following information:

Service

Options

Enter the service number or use one of the options:

<F1>	For the next service in *Goods and services*
<SF1>	For the previous service
<F7>	For a one-time service (one that is not in *Goods and services*)

A one-time service has a blank service number and is identified only by its description. It is used only on this invoice and is not added to *Goods and services*.

You can enter a service number that is not already in *Goods and services*, in which case you are so informed and asked whether you want to enter it anyway.

- If this is merely a keying error, select No to re-enter the service number.
- Select Yes to use this service number anyway. You are asked whether it should be added to *Goods and Services*. This gives you a chance to enter new services as you go.

  Select No to use the service on this invoice only.

  Select Yes to add the service to *Goods and services*. This has the same effect as entering it using the *Goods and services (Enter)* selection.

Format	999
Example	Press <F1>

Unit

If this service is in the file, the unit will be displayed automatically and cannot be changed.

There are two types of services:

3. has a unit of measure which allows a quantity can be entered
4. has a flat rate which means it does not have a unit of measure and a quantity cannot be entered

Options

If this service is not in the file, enter the unit for this service, or use the option:

<F2>	For HOUR

This field cannot be entered for a service which either is not charged separately or is charged at a flat rate. When this is the case the field is grayed out in graphical mode and displays as None in character mode.

Format	4 characters
Example	(The unit displays automatically in this example.)

Description

If this service is on file, its description displays automatically. You can change this or press <Enter> to accept it as is.

If the service is not on file, enter the description of the service.

Format	The service text length specified in *Control information*
Example	Press <Enter>

Using graphical mode a field displays where you may enter up to 10 lines of description. If more than 1 line of description has been entered the word *(more)* displays. When the word is **black** this indicates that more than 1 line of description has been entered and you may click on *(more)* to view additional lines of description, even when you are not in edit mode. When the word is **grayed out** this means there is only 1 line of description for the service.

In character mode, the following message displays:

Do you wish to enter any additional description ?

Answer Y to enter up to nine additional lines of description.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

If you had answered Y, a window would have opened to allow the additional description. This description is not added to the file but appears on this document only. If there is more information than can be viewed on the first description line, then the word (more) displays to the right of the description line.

Options

If you have fewer than nine lines, use the option:

<F2>	To terminate the description. Press this at the next line after the one you want to save.

The window closes as soon as the additional description is entered, and only the first line remains visible.

Format	Up to nine lines, each of the service text length specified in *Control information*
Example	(Does not occur in this example)

Quantity

If there is no unit for this service, this field cannot be entered.

Otherwise, enter the number of units. If you leave this field blank, a quantity of **1** is assumed.

For an invoice (but not a credit memo), you may enter a negative quantity. This means you are giving a credit for this line item.

Format	99,999,999.99999
Example	Type 5

Unit price
Price

If there is a unit for this service, enter the price per unit. If there is no unit, enter the total price of the service.

Options

If the service is on file, you may use the option:

<F2>	For the price on file for this service in the Goods and Services selection

If this is a unit price, the quantity is automatically multiplied by this price and the extended price displays.

If this is a total price, the price as entered is rounded to the nearest penny for computing the extension.

Format	9,999,999,999.99999
Example	Press <F2>

Discount %
Discountable

This field is the same for services as for goods.

Customer Credit Check

As soon as the discounted amount of the line item is known, the customer credit is checked.

Unit cost
Total cost

Options

Enter the cost per unit for this service, if a unit has been specified; otherwise the total cost. You may use the option:

<F2>	For the cost on file in *Goods and services*

Although not seen by the customer, the unit cost is important because it is used to calculate the profit margin on this line item. This is required if you pay commissions based on margin. During invoice posting it is also passed through A/R Miscellaneous Charges and is included in the cost of the sale on the Sales Journal.

Format	999,999,999.99999
	999,999,999.99 (For total cost)
Example	Press <F2>

Taxable

Taxability for services is entered in the same way as for goods.

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, check this box (yes) if a sales representative is entitled to commission on this line item, or leave it unchecked if not.

Format	Check box. Checked is yes and unchecked is no. The default is no
Example	Select the <Enter> key for the default

Job
Sub-job

Job and sub-job numbers are entered the same way for services as they are for goods. See the item Job # and Sub job # fields.

Sales acct *and*

Credit acct

This field appears on the screen only if *Control information* specifies that sales are distributed. If not, the sale amount is automatically distributed to the default account.

Enter the sales account to which the revenue from this service is to be distributed.

If This Service Is Not For a Job

One of the default sales account (main and sub-account only) from *Control information* is combined with the cost center or sub account from the invoice header.

Options

You may use the option:

<F1>	For the next sales account specified in *Control information*
<SF1>	For the previous sales account

These options are not available if no default sales accounts are defined in *Control information.*

If This Service Is For a Job

The billing account for the job is used. As this includes any cost center or sub account, the cost center or sub account from the invoice header is not used.

Format	Your standard account number format, as defined in *Company information*
Example	Press <F1>

Options

Change any field as desired, then press <Enter> to process another line item. For an existing line item, you may also use the option:

<F3>	To delete this line item

Notes Line Items

Graphical Mode

After selecting a Line type of Notes, the following tab displays:

Description

Enter whatever notes or comments you want to appear on the invoice at this point. You can press <Enter> at the beginning of any line to leave a blank line. You may copy and paste information to and from this field.

Format	10 lines with word wrap, each up to the maximum service text length specified in the Service text length field in *Control information*. A maximum length of 50 is displayed above. When less than fifty the field becomes narrower.
Example	Type Please contact our sales office if have any questions.

Character Mode

After pressing <F2> for the Sequence # and typing N for the Line type, the screen appears thus:

```
Invoices (Enter)                                    XYZ Company
      Bill ref #:  1016        Customer: 199              Adl, Inc.
      Bill type:   INVOICE

* 1. Sequence #   20       Line type  Notes

  2. Description [                                                  ]


        1 line items                    Invoice total:              17.75
```

Enter the following information:

Description

Enter whatever notes or comments you want to appear on the invoice at this point. You can press <Enter> at the beginning of any line to leave a blank line. To exit from entering the note, press <F2>.

Format	10 lines, each up to the maximum service text length specified in *Control information*
Example	Type Please contact our sales office if have any questions.

Options

Change any field as desired, then press <Enter> to process another line item. For an existing line item, you may also use the option:

<F3>	To delete this line item

Note	When printing invoices with Notes line items, be sure to use an invoice format that allows Notes. Refer to the Invoice Formats chapter.

Standard Bill Line Items

Standard bills may consist of many lines. See the Standard Bills chapter. When transferred to an invoice, these are renumbered in increments of ten.

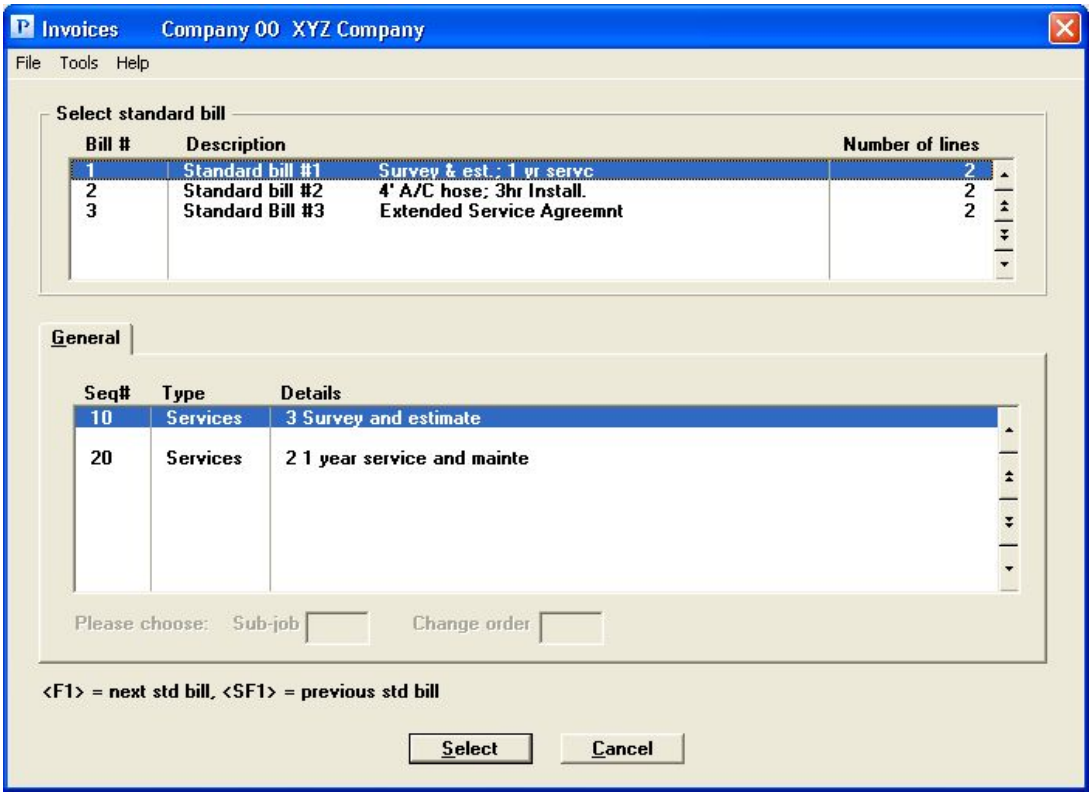
To avoid conflict with the sequence numbers of existing line items, a standard bill may only be added to the end of an invoice. You will only be able to enter a Standard bill Line Type (**B** type in character mode) if the Sequence # is exactly 10 higher than the number of the last existing line item.

Once transferred, a standard bill is not required to remain at the end. You can continue adding more line items (including more standard bills).

After being transferred, a standard bill is no longer treated as a unit. You can change or delete individual line items after their transfer.

Graphical Mode

After selecting a Standard bill Line type, the following screen displays:



The two list boxes consist of the header on top and the lines on the bottom. Up to six standard bills will display in the header list box. To locate other standard bills you have the following options:

Down arrow or <F1>	For the next standard bill on file
Up arrow or <SF1>	For the previous standard bill
Page Down	For the next group of six standard bills
Page Up	For the previous group of six standard bills
End	For the last standard bill
Home	For the first standard bill

Select/Cancel

Once you have found the standard bill to insert into the invoice, highlight the line and click the Select button. If you do not want to insert a standard bills, click on the cancel button.

Please Choose: Sub-job

This field appears only if this invoice is for a job and the job uses but does not bill for sub-jobs.

Enter a sub-job number to be used in assigning a cost item to each Goods line item in the standard bill that contains a category number.

Format	999
Example	(Does not occur in this example)

Please Choose: Change Order

This field appears only if this invoice is for a job, and that job has one or more change orders.

Enter a change order number to be used in assigning a cost item to each Goods line item in the standard bill that contains a category number.

Format	999
Example	(Does not occur in this example)

Transferring The Standard Bill

There will be a period of processing as the selected bill is transferred.

If there is insufficient quantity on hand for a Goods item at the warehouse specified in the standard bill, the quantity used will either be the quantity in stock or the full quantity entered, whichever has been specified in the standard bill. No attempt is made to automatically find alternate items or warehouses. You may do this manually after the transfer is complete.

Options

You are informed when the standard bill has been transferred. At this point, your options are:

<F1>	For the first of the line items which have just been copied. This lets you review the standard bill and make changes as needed.
<F2>	For a new line item, to be added at the end of the line items which have just been copied

Customer Credit Check

A customer credit check is performed.

Account Numbers and Cost Item Numbers

Each Goods or Services line item of a standard bill, when transferred to an invoice or credit memo, requires an account number.

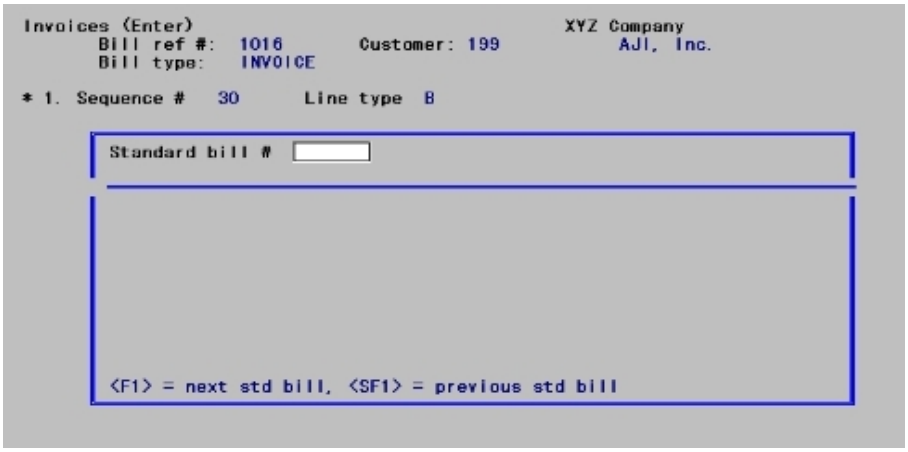
When I/C and J/C are interfaced, Goods line items which contain a category number also require a cost item number.

These are assigned automatically, based on the defaults for this invoice.

This process can create nonexistent account numbers or cost item numbers. Any such errors can be fixed manually after the transfer. The invoice can be posted even if these are not fixed, but the resulting G/L and J/C transactions will have to be fixed before they can be posted within those modules.

Character Mode

After pressing <F2> for the Sequence # and typing **B** for the Line type, the screen appears thus:



Enter the following information:

Standard Bill

Options

Enter the number of the standard bill that you want to paste into this invoice. This must already have been defined in the *Standard bills* selection. You may also use one of the options:

<F1>	For the next standard bill on file
<SF1>	For the previous standard bill on file

Format	6 characters
Example	Press <F1>

Right Standard Bill ?

If you entered a number, the standard bill on file with that number will be displayed, along with a count of the number of line items in this bill.

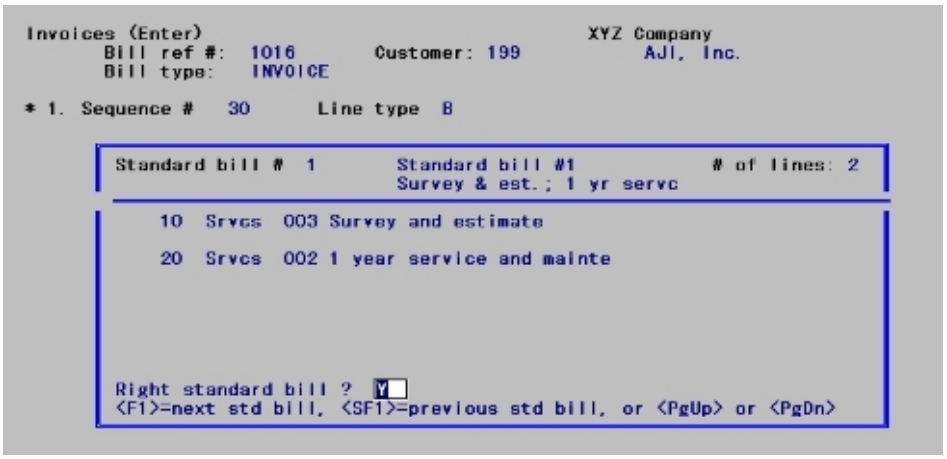
Options

Answer Y to select this bill or N to enter a different one, or use one of the options:

<F1>	For the next standard bill on file
<SF1>	For the previous standard bill
<F2>	To examine this standard bill in detail before selecting it

Format	One letter, either Y or N. There is no default.
Example	Press <F2>

The following screen appears:



This displays all the line items in the standard bill, three at a time.

Enter the following information:

Right Standard Bill ?

Options

Answer Y to select this bill or N to enter a different one, or use one of the options:

<F1>	For the next standard bill on file
<SF1>	For the previous standard bill
<PgDn>	To view the next three line items
<PgUp>	To view the preceding three line items

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter>

Use This Standard Bill ?

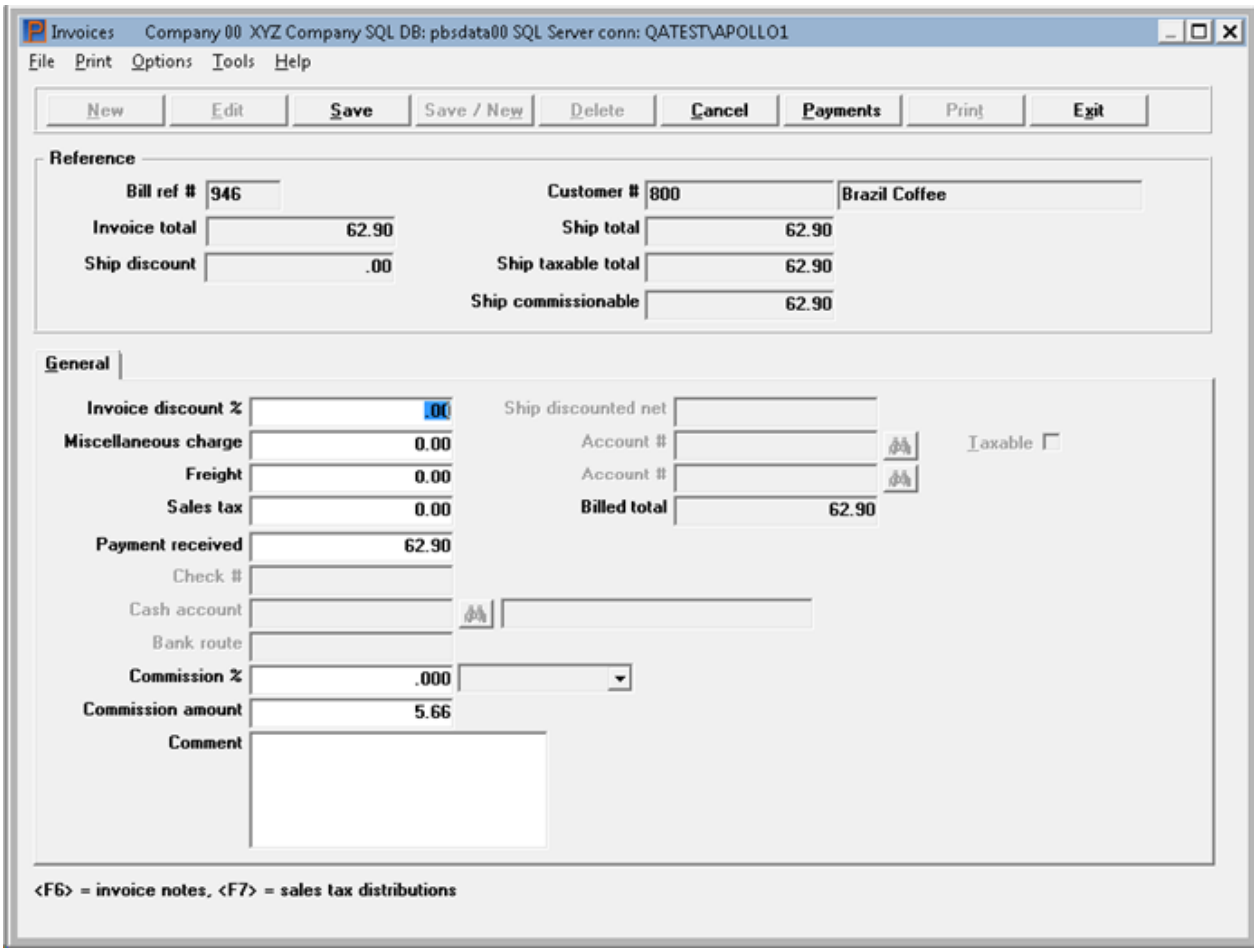
Answer N to select a different standard bill, or Y to select this one.

Format	One letter, either Y or N. There is no default.
Example	Type Y

Totals Screen

The following screen displays upon selecting the Exit button from the line-item screen.

Graphical Mode



Totals Buttons

These buttons are similar to the buttons on the first screen. Here is specific information on a few buttons:

Print

If you are using immediate printing and you selected an invoice printer workstation, this button is available to print the invoice. Otherwise this button is grayed out. See Immediate Printing.

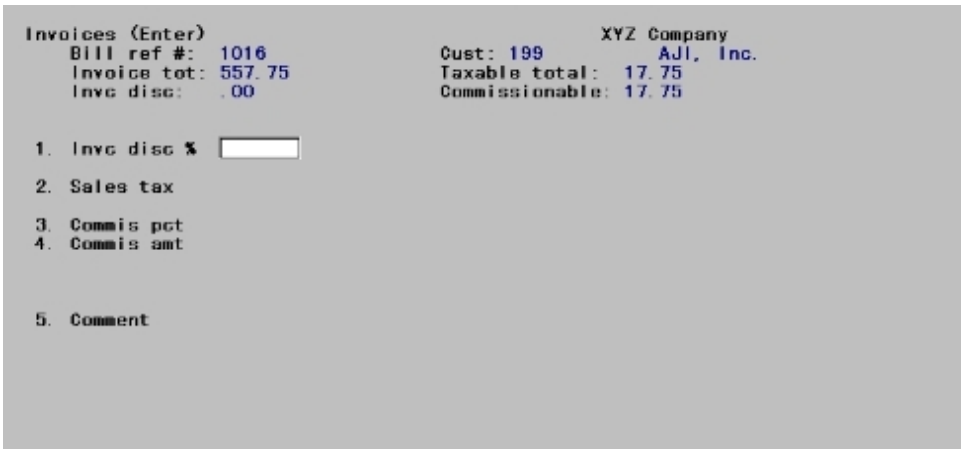
Payments

When using PBS Multi-payment/credit card processing, the Payment button opens the payment window. When not using PBS Multi-payment processing this button is grayed out.

For more information on using multi-payments see the PBS Multi-payment/Credit Card Setup appendix and the PBS Multi-payment Processing section in this chapter.

Character Mode

After pressing <Esc> from Field #1 on the line-item screen a screen like the following will display:



Heading Fields

The screen heading displays relevant totals that you cannot change directly:

Ship total is the total dollar amount of all line items, less line item discounts (if any).

Ship discount displays only if *Control information* specifies that you use overall invoice discounts. After you enter the *Invoice discount %* field the total dollar amount of the discount will display.

Ship taxable total field shows the sum of the line items which were specified as taxable. After you enter a discount % in the first field, the taxable total will be reduced by the amount of the discount.

Ship commissionable field displays only if *Control information* specifies that commissions are used. It is the total dollar amount that is subject to a commission.

Many of the field shown are optional. Depending on your choices in *Control information* and elsewhere, they may not appear on your screen, or may appear with a different number. All these will be identified as they occur.

Enter the information as follows:

Invoice discount %

This field cannot be entered if *Control information* specifies that you do not use overall invoice discounts.

Options

Otherwise, enter the invoice discount percent or use the option:

<F2>	For the customer's default. This option is available only if there is a non-zero value for this in Customers.

Upon entry, the discount amount is calculated and displayed at the top of the screen, as is the discounted net amount (invoice total less discount.

The invoice discount percent is not applied to the miscellaneous or freight charge, nor to the sales tax regardless of what you may have answered to the Discounts calculated on *Miscellaneous charges*, *Freight* and *Sales tax* check boxes in *Control information*. Those questions relate to any customer discount which the customer may be entitled to upon payment, provided that he pays on time.

Format	99.999
Example	Type 5

Miscellaneous charges

This field does not appear on the screen if the Use misc charges check box from *Control information* specifies that you do not use miscellaneous charges.

Otherwise, enter any miscellaneous charges for this invoice.

If this is a credit memo and miscellaneous charges are being credited, do not enter a minus sign. Enter the miscellaneous charges as a positive amount.

Format	99,999,999.99-
Example	Type 20

Account

Options

If miscellaneous charges have been entered and you checked the Distribute miscellaneous charges box in *Control information*, enter the account number or use the option:

<F2>	For the miscellaneous charges account from *Control information*

Taxable

If the miscellaneous charges are taxable, check the box; if they are not, uncheck it.

You cannot specify the taxability of individual tax rates separately, as you can for line items. If the miscellaneous charge is taxable under one tax rate of this tax code, but not under another, you will have to adjust the total sales tax. If this is a problem, consider entering the miscellaneous charge as a separate line item instead of putting it in the totals screen.

Format	Check box, checked is yes and unchecked is no. The default is whatever your response has been to the question Sales tax calculated on *Miscellaneous changes* in *Control information.*
Example	Check box

Freight

This field is skipped if the Use freight charges field from *Control information* specifies that you do not use freight charges.

Enter the amount of any freight charges. On credit memos, enter freight charges without any minus sign.

Format	9,999,999.99-
Example	Type 60

Account

Options

If there are freight charges and you have checked the box Distribute freight from *Control information*, enter the account number or use the option:

<F2>	For the default freight account from *Control information*

You are not asked whether freight charges are taxable. They are either taxed or not, depending upon your response to the Sales tax calculated on Freight field in *Control information*. You may also consider entering the freight charge as a separate line item instead of putting it in the totals screen.

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Sales tax

The sales tax, if any, may be calculated by applying the sales tax percent of applicable tax rates to the *Taxable total* displayed at the top of the screen.

Sales tax may also be calculated by invoice line unit price or extended price. Calculating the sales tax by line is determined by the setup of *Tax codes*. For an example of this type of taxation see the Sample Tax Calculations section from the *Tax Codes* chapter.

Miscellaneous charges and freight are added to the taxable total if specified to be taxable in *Control information*. The sales tax percent comes from the tax code that was entered on the header screen for this invoice.

After entry of the sales tax, the following amounts are added:

- Invoice total (or Discounted net, if an invoice discount is used)
- Miscellaneous charges (if used)
- Freight (if used)
- Sales tax (if any)

The total is displayed as Billed total.

Options

Enter a sales tax, or use the option:

<F2>	For the calculated amount

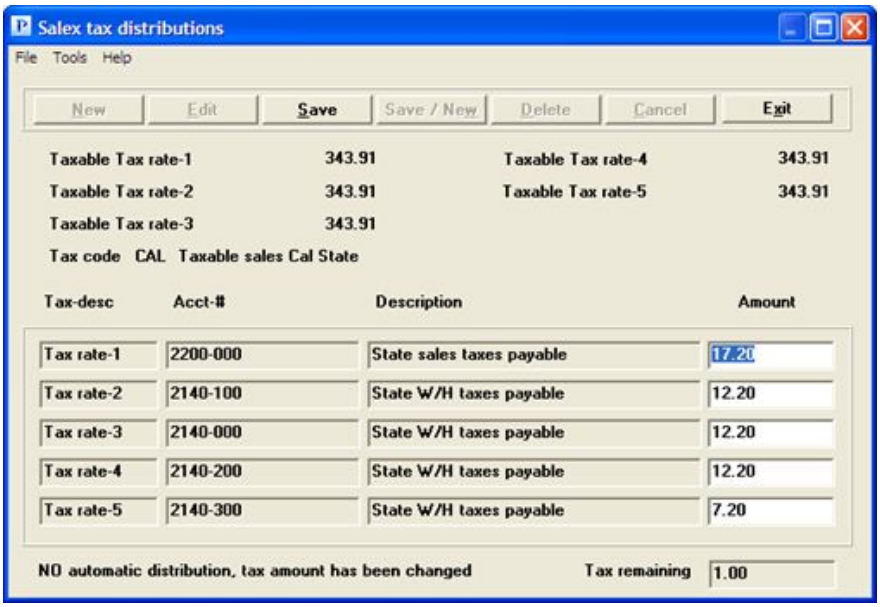
If you enter a non-zero sales tax when the tax code specified for this invoice has a zero tax rate, you will be warned but the entry will be accepted.

Format	99,999,999.99- The default is the calculated amount.
Example	Press <F2>

Sales Tax Screen

If the sales tax entered is different from the calculated amount, and the applicable tax code distributes the tax to more than one account, the following screen displays:

Graphical Mode



Read below about the tax Amount field.

Character Mode

```
Invoices (Enter)                                    XYZ Company
    Bill ref #:  1027              Cust: 10            Harris, Goldberg & Jones
    Invoice tot: .00               Taxable total:  .00
    Invc disc:   .00               Commissionable: .00

 1. Invc disc %  5.00              Discounted net: .00
                                   Sales tax
 Tax code  CTY Taxable sales L.A. City

Tax-desc - Acct-# ----------- Description ------------------- Amount ---------
Tax rate-1 2200-000           State sales taxes payable
           2210-000           County sales taxes payable


                                          Tax remaining:    10.00
 NO automatic distribution, tax amount has been changed
<F2> = sales tax of $.00
Entering a non-default amount will trigger a sales tax distribution verificatio
```

Any time you use this window, you will create an entry on the *Sales Tax Exception Report*. See the Sales Tax Exception Report section of the *Sales Tax Reports* chapter. Also see a sample Sales Tax Exception Report in the *Sample Reports* appendix.

This screen identifies the tax code and shows a separate line for each tax rate within it (up to five of them), with the description, account number, and taxable amount for each tax rate. You cannot change the tax code from this screen; if this becomes necessary, complete the invoice then change the tax code on its header screen.

The amount you have entered for the sales tax must be completely distributed among the tax rates shown. The cursor moves in succession through the amount fields of each tax rate. The tax remaining to distribute displays continuously.

Enter the following information:

Amount

Enter the amount of the tax to be distributed to each tax rate.

Options

You may use the option:

<F2>	To pro-rate the sales tax entered in the same proportion as the original calculation for this invoice. The cursor will move to *Any change ?*.

If all the tax rates have the same tax brackets, then at the first tax rate you may use the option:

Options

At the last tax rate you may use the option:

<F2>	To apply to this tax rate the entire amount remaining to distribute.

Format	99,999,999.99-
Example	(Does not occur in this example)

Save and Exit

When completed with the tax entry select the Save button to save the changes or Select the Exit button to discard the changes.

Payment received

Using Multi-Payments

If you are using PBS Multi-payment, as determine by the A/R *Control information* field Invoice pmt type, the Multi-payments window opens. Go to the PBS Multi-payment Processing section below.

Not using Multi-Payments

This field cannot be entered for credit memos, and for invoices. It can be entered only if you have set the Invoice pmt type in A/R *Control information* to Cash only.

Your answer to Use cash as memo only in *Control information* determines whether an amount entered here automatically generates an open item payment when posting the invoice, or whether the entered payment is treated as informational only.

If *Use cash as menu only* is not checked, the payment amount entered here is posted to A/R open items as a P payment type. If informational you must enter a payment using *Cash receipts (Enter)* and apply the payment to the posted invoice. You may also apply a payment to an invoice when the cash receipt is entered and posted before the invoice is posted.

Enter the amount of any payment already received for this invoice. This may be more or less than the amount billed.

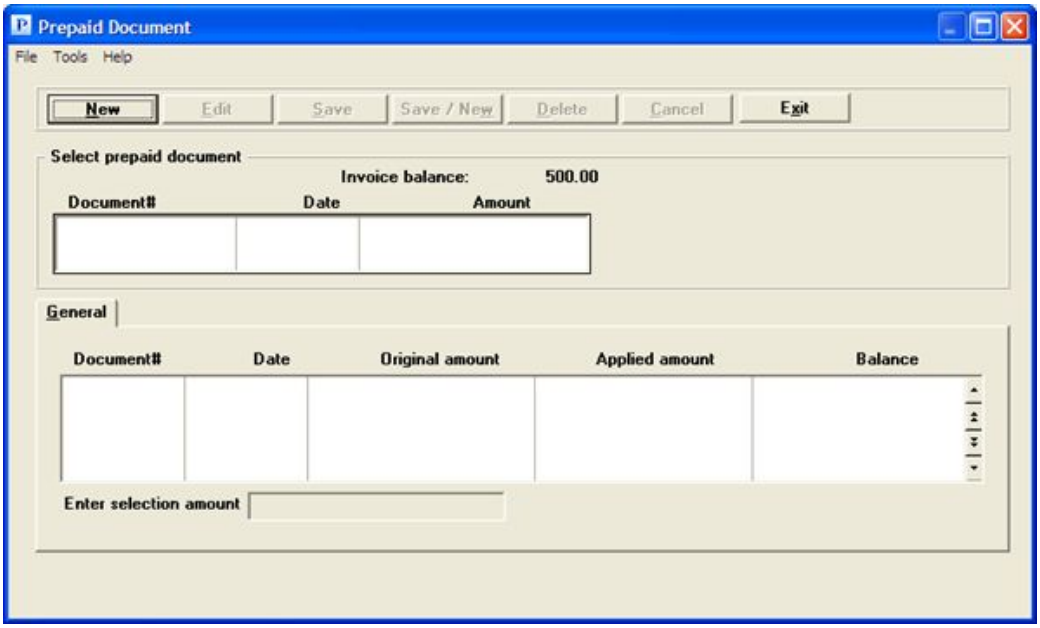
Format	999,999,999,999.99 (If not for a job) 999,999,999.99 (If for a job)
Example	Type 250

Apply prepaid cash?

If you checked the *Control information* field Process prepaid cash field, and you have entered and posted at least one prepaid cash (N type) amount to open items for the customer this question displays.

If you select No the cursor goes back to the Payment received field. If you select Yes the *Prepaid Document* window displays which is similar to the following:

Graphical Mode



Select the New button to enter a prepayment. Prepayment amounts display in the lower list box. Use the arrow keys, Page Up, Page Down, Home and End keys to find the prepayment you want to apply to the invoice.

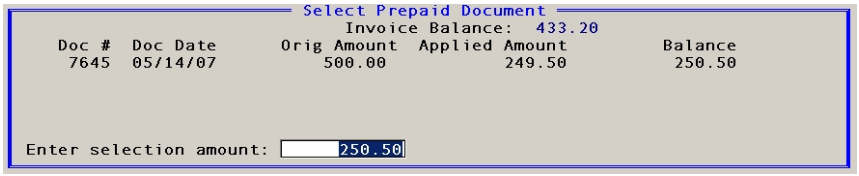
You may apply up to three prepaid cash amounts to the invoice.

Enter selection amount

Once you find the prepayment, select the Save button to use the full prepayment amount or you may enter an amount less than the prepayment. You may also select the Save/New button to apply another prepayment.

When finished select the Exit button.

Character Mode



Enter an amount or accept the default amount. The default is the prepaid cash amount remaining for the first prepaid amount on file.

You may apply up to three prepaid cash amounts per invoice.

Check

This field cannot be entered for credit memos, and for invoices it can only be entered if you have the Invoice pmt type field in *Control information* set to Cash only.

If the payment received is zero, this field is skipped and is left blank.

Otherwise, enter the check number of the payment received. If currency was received, leave this field blank; this will display as CASH.

Format	999999
Example	Type 99100

This field is skipped for entry if you entered a prepaid cash amount for field 5.

Cash account

This field cannot be entered for credit memos, and for invoices it can only be entered if you have the Invoice pmt type field in *Control information* set to Cash only.

If the payment received is zero, this field is skipped and is left blank.

Options

Otherwise, enter the cash account to which this payment is to be deposited. This must be an existing entry in the *Cash accounts* selection of the System Manager (CTL) module. You may use one of the options:

<F1>	For the next entry in Cash accounts. If there is only one entry on file, the <F1> and <SF1> options are not available.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Bank route

This field cannot be entered for credit memos, and for invoices it can only be entered if you have the Invoice pmt type field in *Control information* set to Cash only.

If the payment received is zero, or if you received payment in cash, this field is skipped and is left blank.

Otherwise, enter the routing number that is on the check. This is usually in the upper right-hand portion of the check and looks something like 99-999/999. This field is informational only and may be left blank.

Format	15 characters
Example	Press <Enter> to leave this blank.

Commission %

This field cannot be entered if, in A/R *Control information*, that you have not checked the Use sales reps field or have not checked the Use commissions field.

Otherwise, three cases are possible:

- If none of the line items in the invoice have been flagged as commissionable, this field is omitted (you can still enter a flat commission amount in the next field).
- If I/C is interfaced and the accumulated commission of all line items is non-zero, the percent field displays as zero and the accumulated commission displays in the commission amount field. The cursor does not pause at either the commission percent or the amount, but either can be changed from *Field number to change ?*. If you change the commission percent field:

  Enter a non-zero percent to calculate commission without regard to commission code.

  Change the percent back to zero to restore the accumulated commission amount of the line items.
- If I/C is not interfaced and at least one Goods or Services item is commissionable, the cursor stops at this field.

  Press <Enter> to enter the commission as a flat amount. The percent field will display as zero and the cursor will move to the commission amount field.

  Enter a non-zero percent to calculate the commission from the percentage.

Options

If you have entered a non-zero percent (whether or not I/C is interfaced), you may use the option:

<F2>	For the default commission percent and method (on price or on margin) for this customer or for this sales representative (whichever method has been specified in *Control information*)

Format	99.999
Example	Press <F2>

(On)

If you enter a nonzero commission percent, and if you have specified in *Control information* that commissions may be paid on margin, you are asked whether this commission is on price or margin. Select **on Price** for price or **on Margin** for margin.

Format	Drop down list, either on Price or on Margin. The default is whatever commission method is on file for this customer or this sales representative (whichever source has been specified in *Control information*)
Example	(Does not occur in this example)

Commission amount

(The explanation with the Commission % field explains when this field can be entered.)

Whenever the commission is entered as a flat amount, the commission percent is set to zero.

When entering a credit memo and you are removing the previously calculated commission from the sales rep, the commission should be a positive number.

If you are interfaced to the PBS I/C and the commission is on margin, the exact amount cannot be calculated until the invoice is posted (because the cost is only known approximately, as described for the Cost field). This field therefore displays as Calculated at posting and cannot be changed.

Format	99,999,999.99-
Example	(Displays automatically in this example)

Comment

Comments are optional. Unlike Notes line-items, which they otherwise resemble, comments print in the totals area of your invoice instead of the body of the invoice.

Options

Enter any desired text. At any line except the last, you may use the option:

<F2>	To terminate the comment. Every line entered, up to but not including the current one, is included in the comment; and the cursor moves at once to the Save button.

If you have defined a comments field on your invoice format, when you print invoices you can specify a generic comment to print on all invoices of that run that do not have an individual comment. In the example below, Thank you for your order will print on this invoice even though you may specify Happy New Year as the default for the entire print run.

Format	5 lines, each up to the number of characters specified in Comment text length in *Control information*
Example	Type Thank you for your order Press <Enter> Press <F2>

Options

Make any needed changes, then press <Enter> to complete the invoice. You may also use the options:

<F6>	Invoice notes. See Using Invoice Notes
<F7>	To view or change the sales tax distribution. See Sales Tax Screen

Customer Credit Check

Miscellaneous charges, freight, or sales tax may tip the customer over his credit limit, so a credit check is performed at this point just as it is for a line item. The only difference is that canceling this line is not an option.

PBS Multi-payment Processing

In order to use the PBS Multi-payment features, you must have an RW.LIC PBS license file that includes the credit card software subscription. See the PBS Multi-payment/Credit Card Setup appendix for a full description of the features and configuration instructions.

PBS Multi-payment allows you to setup and select multiple payment types of cash, check and credit card(s) per each invoice. Also, all or some of the invoice amount may be applied to the customer's A/R terms. Examples:

- Part of an invoice may be paid via check and the remainder can by applied to A/R terms.
- You may split the payment of an invoice between two different credit cards.

PBS Multi-payment/credit card processing is usable for both paying invoices and returning money on credit memos.

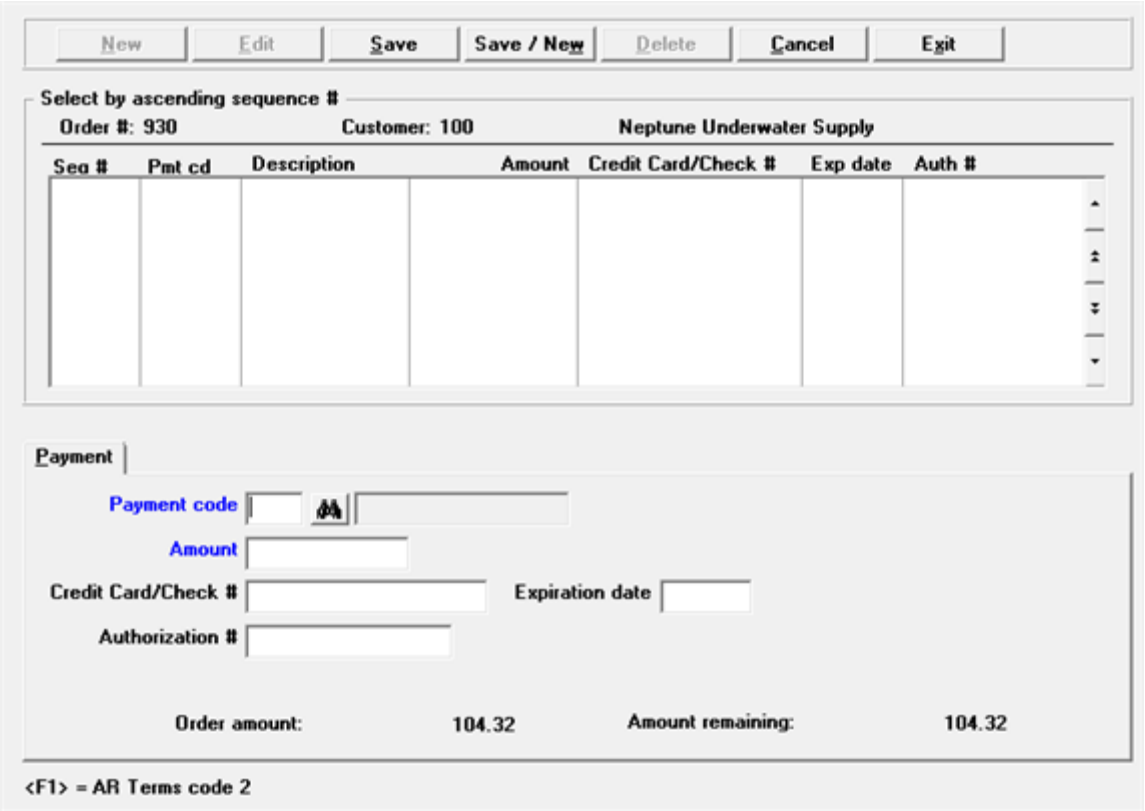
Payment types for invoices and credit memos are moved to open items when the transaction is posted. The amount associated with the G/L cash account is written to A/R distributions.

A credit card may be entered to pay an invoice. In this case the credit card information is not retained for future use. A credit card token is a link to credit card information stored securely on file on the processors system. It may be used for future payments in PBS. For credit card token information, see Credit Card Token Convenience and Security.

For processing A/R deposits, the invoice with a cash, check or credit card payment must first be printed and posted.

Note	In order to finish the entry of an invoice, you must enter at least one payment type or select the customer's terms. If you are not finished with entering the invoice, you may edit it later and add, delete or change any terms, cash or check payment.

Once you get to the *Payments received* field or click on the Payments button, the following window displays:



There are two display-only fields:

Amount:

This is the amount that must be fully paid.

Amount remaining:

This is the amount that has not been paid. This number will reduce when payments are entered. It must be zero before you exist the screen.

When the screen first displays on a new entry, the focus goes immediately to the Payment code field. If you are reviewing previous payments, then the focus goes to the list box.

Enter these fields:

Payment code

Enter the payment code. The choices are determined by what has been entered in *Payment codes* found under the CTL *Setup* menu. For entering or changing payment codes see the *Payment Codes* chapter in the System user documentation.

Payment codes usually include a credit card type, check type and cash type. After entering a credit card type payment code the token lookup displays, See Credit Card Token Processing.

You may also use the option:

<F1>	To apply the whole or remaining amount to the customer's A/R terms

Amount

Enter the amount or use the <Enter> key for the remaining balance.

After entering the amount, what happens next depends on the payment type used:

- If you selected A/R terms or entered a cash code then you are finished and you may save the entry.
- If the payment code is a check type, then you must enter the check number.
- If the payment code is a credit card type, the Approval window displays and PI Plus or XCharge is called to process a credit card payment. At this point you are done with the credit card payment. If there is an error with the credit card an error message will display indicating the problem.

If there is an amount remaining you must enter another pay code for the remainder.

Credit Card/Check

This field can only be entered if you are paying by check.

If you are paying by credit card, the credit card token entry / selection window opens first. After you enter or select a credit card token and the payment is processed this field is filled in automatically.

Expiration date

When paying by credit card, the credit card token entry / selection window opens first. After you enter or select a credit card token and the payment is processed this field is filled in automatically.

Authorization

This field can only be entered if you are paying by check and you are required to enter an authorization number based on the payment code setup.

If paying by credit card, the credit card token entry / selection window opens first. After a credit card token is selected and the payment is processed this field is filled in automatically.

Exiting and Deleting Invoices

After you have finished entering the payments you may save the invoice or credit memo. When you exit the payments window, the Payment received field becomes a total of the cash, check and credit card payments made.

If the payment amounts do not match the total invoice amount a message indicates that "Balance amount remains - cannot exit!". You must enter another payment or put the remaining amount to terms. You must reselect the payment window for these options.

To delete an invoice, first remove the payments entered. Following the exit of the payments window, you will be asked if you want to cancel the invoice.

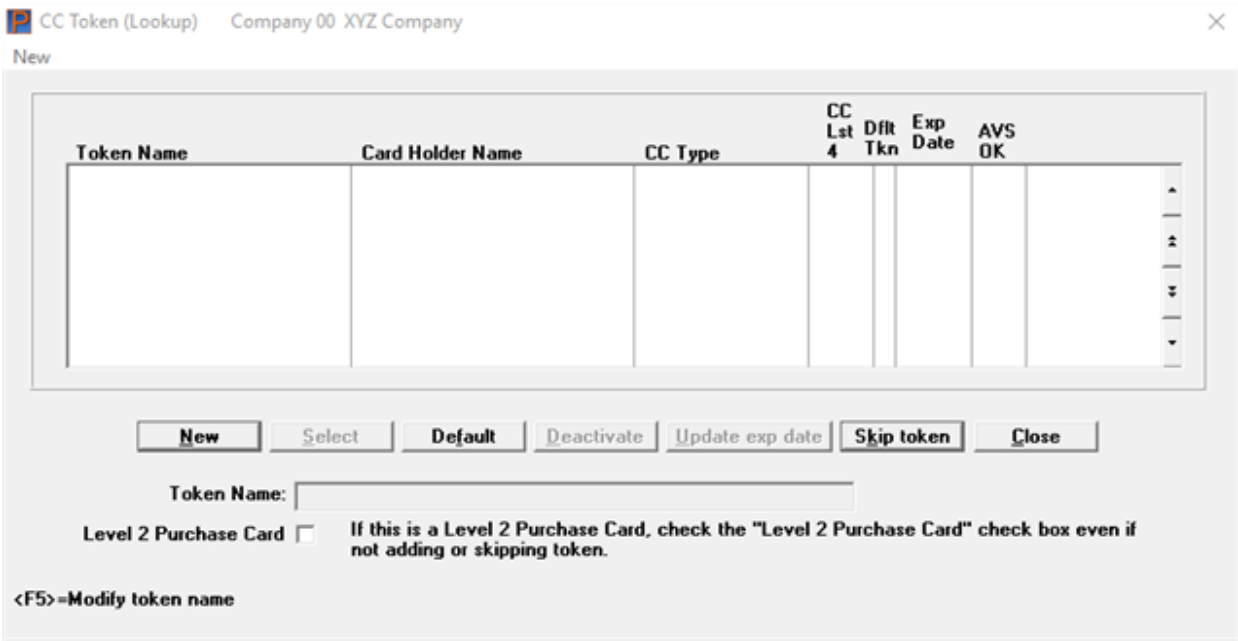
Credit Card Token Processing

A token is a credit card on file that may be used for future payments. The customer's credit card data is not stored on the local server with the PBS data; where the transaction takes place. The token is a link to the credit card processor secure server where the sensitive credit card number, expiration date and other data is located. This credit card data may be utilized to pay an invoice now and to pay future invoices, eliminating the need to re-enter the credit card information each time. This saves you time.

You may skip entering a token. This is suitable for a *one time* use of the customer's credit card information to pay an invoice. Check with the customer before you save a token. The customer may prefer not to have their data stored anywhere, so you must enter their credit card data every time a sale is made.

Entering a Credit Card Token

The process of entering a new credit card token, selecting an existing credit card token, deactivating an existing token or just entering the credit card without a token is initiated on this screen:



You have the following option and buttons:

<F5>	To modify the token name

Select

If a token exists and it is the one you want to use, click on the Select button or Alt+s.

New

Select this button or hit Alt+n to display the token entry window where you enter the information for a new credit card. See the Credit Card Token Entry Window.

Deactivate

If the card is no longer being used for purchases, select this button.

Update exp date

If the expiration date requires updating, select this button.

Skip token

If the credit card information does not have to be stored as a token for later use, select this button.

Level 2 Purchase Card

When a credit card transaction takes place, along with the usual credit card information, the invoice P.O. number, destination zip code, and tax amount are also transmitted.

This field is not saved. Every time an eligible Level 2 Purchase is made with a card, this field must be checked manually.

Along with additional security, interchange fees are usually lower with a corporate card. For more information, see Level 2 Credit Cards Supported in the *Multi-payment /Credit Card Setup* appendix.

Cancel

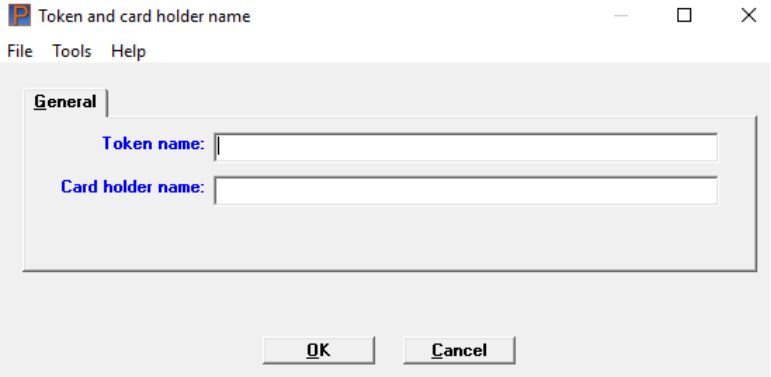
To return to the payment window and enter a different payment type.

Credit Card Token Entry Window

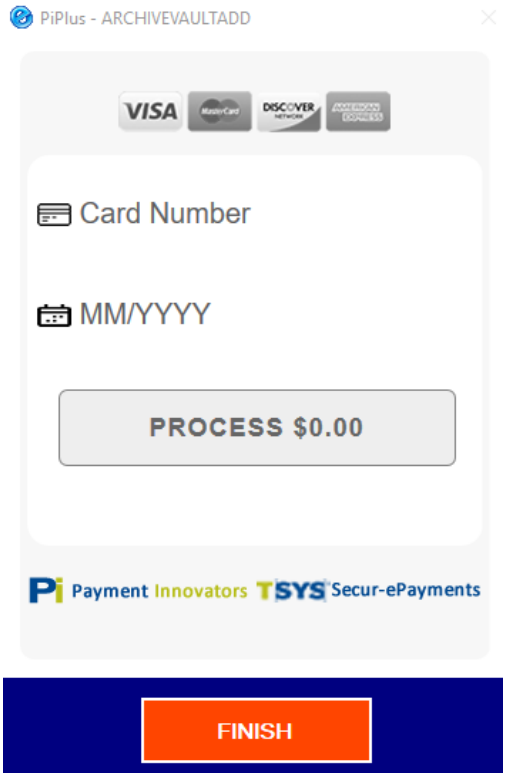
Enter the credit card information for future use.

After you select the New button the following screen displays:

PI Plus software

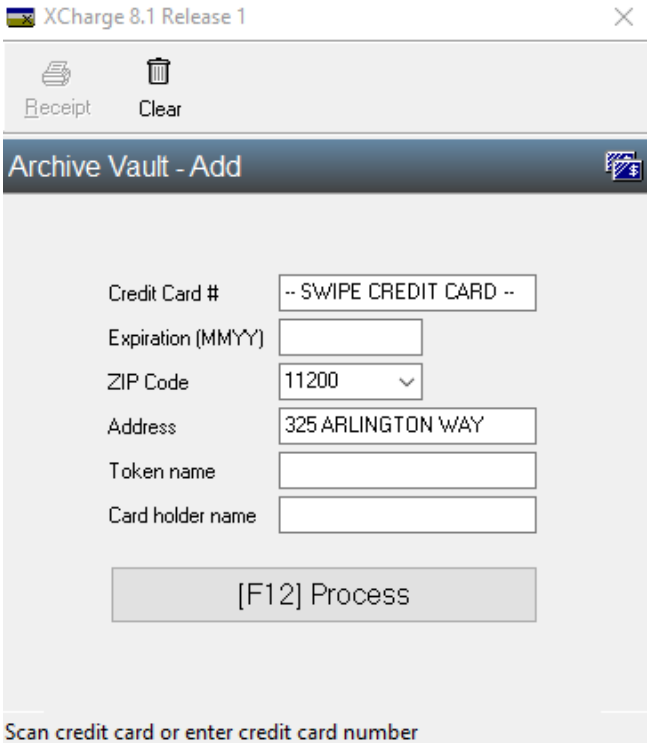


Enter the token name and card holder name. Select OK and this window displays:



Enter the credit card number, expiration date and click on the Process button. An approved message displays. The credit card information displays in the payments window. Select the Exit button to return the invoice miscellaneous screen. Select the Save button to finish the invoice.

XCharge software



After entering the credit card information and selecting *(F12) Process*, the verification screen displays. Select Yes if the credit card information is okay and an approval window. After selecting OK on the approval window you are returned to the multi-payments window.

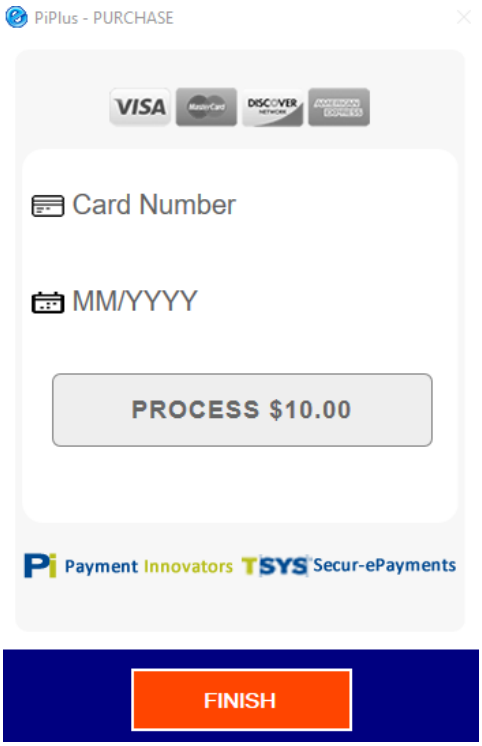
Enter another payment if needed. Otherwise, select Exit to go to the Amount field on the invoices miscellaneous charges window.

Credit Card Entry without Saving a Token

On the CC Token lookup select the *Skip token* button.

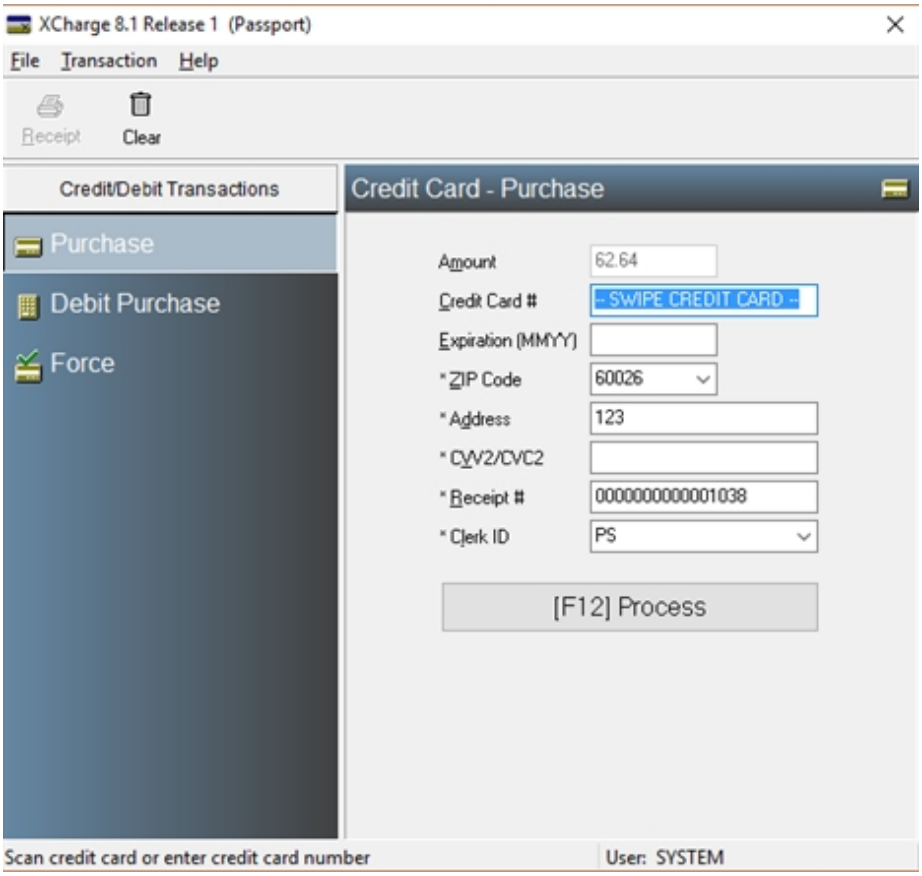
The focus goes to the Amount field on the Payments window.

On the Amount field, enter the amount to be paid or select the Enter key to pay the full invoice amount.



Enter the credit card number, expiration date and click on the Process button. If the credit card is accepted, an approved message displays. Click on the Finish button. You are returned to the payments window with the credit card record saved. If done with the payments, exit to the Miscellaneous screen and save the transaction.

XCharge



After entering the credit card information and selecting *(F12) Process*, the verification screen displays. Select Yes if the credit card information is okay. You are returned to the multi-payments window. Enter another payment if needed.

Select exit to go to the Amount field on the invoices miscellaneous charges window.

Credit Card Payments and an Invoice Total Change

If you have a credit card payment, you have these choices for handling a payment if there is a change in the invoice total:

- If the amount remaining is a positive number, enter a new payment type. It can be cash, check or credit card. The remaining amount can also be put on account.
- The amount remaining can be a negative or positive number. It can become negative if you change the invoice by entering an item with a negative quantity. This usually reduces the amount owed. It can become negative if you reduce the quantity being purchased. Miscellaneous charges and freight amounts can also be lowered.

  If the amount remaining is a negative or positive number, you may delete the original credit card payment. Deleting a credit card payment either voids or refunds the payment with PI Plus or XCharge. Then you may enter a new credit card payment, use any of the other payment options or put the remainder on A/R terms.

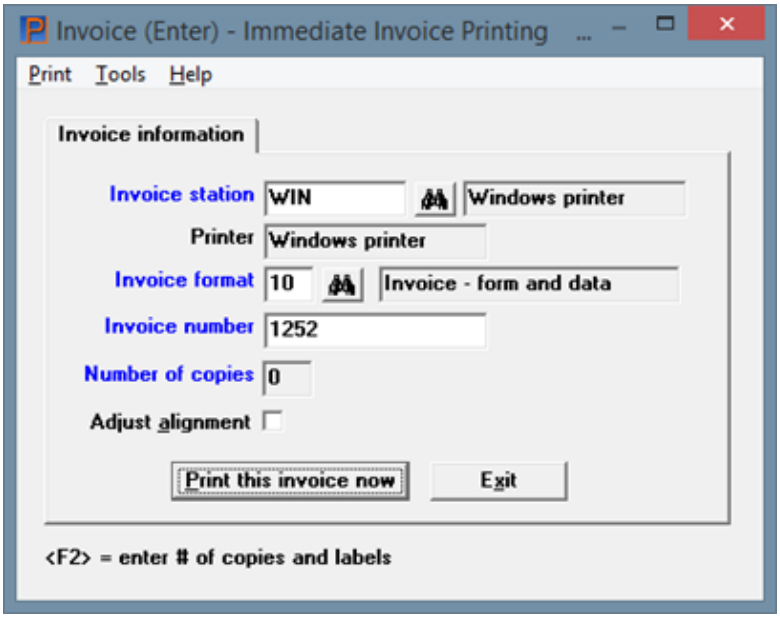
Immediate Printing

If you specified in *Control information* that an immediate invoice is allowed and you have specified an invoicing station at the beginning of this session, see Please enter invoicing station, you will be presented with several options, depending on the Invoice printer control station setup.

If the printer control station has been assigned *Windows printer* the Windows Print selector will display first. In the Print selector you select a printer or use the default printer. Next the "Immediate invoicing printing" window displays (see screen below).

If a *Company information* printer, Windows printer or PDF printer has been assigned in the printer control station the "Immediate invoice printing" window displays:

Graphical



Character

This is the third screen with the "Immediate invoice printing" window:

On this window you may change the invoice station, invoice format enter a different invoice number. You may also select to print an alignment.

Print This Invoice Now

Options

Select one of the following options. You can continue entering any of these options until either Yes or No is entered.

No	Answer N if you do not want to print this invoice now. You will eventually have to print the invoice (using Invoices (Print)) before you can post it. The invoice header screen reappears for you to begin entering the next invoice.
Yes	Enter Y to print this invoice now, using whatever options are in effect for invoice format, invoice number, and invoicing station.

Is The Invoice Just Printed Ok ?

Select Yes if the invoice is correct. The invoice header screen reappears for you to begin entering the next invoice. Select No to allow entering further options in this window.

Character	Graphical	Description
F	Invoice format	To change the invoice format. Enter a valid invoice format number, or use the standard <F1>, <SF1>, and <F8> options for next, previous, and look-up.
I	Invoice number	To change the number assigned to this invoice. Be cautious about entering an invoice number. You do not want to enter an invoice number that has already been used.
S	Invoice station	To change to a different invoicing station. Enter a valid invoice station code, or use the standard <F1>, <SF1> and <F8> options for next, previous, and look-up.
A	Adjust alignment	To print a test alignment form filled out with lines of X's and 9's. If you are using an invoicing station set up to use a PDF printer, the alignment data displays in an Adobe application.
C	Number of copies	See Enter number of copies to print

In addition, for laser printers and Windows printers only, this option lets you adjust the alignment. A window appears for the purpose.

Enter the following information.

Up/Down Adjustment

Enter a vertical adjustment in inches. For a Company information laser printer you may enter positive or negative numbers. If this is an adjustment for Windows printer only enter a positive number.

Format	.99-

Left/Right Adjustment

Enter a horizontal adjustment in inches. For a Company information laser printer you may enter positive or negative numbers. If this is an adjustment for Windows printer only enter a positive number.

Format	.99-

Any Change ?

In this window, unlike most, the cursor is initially located in this field.

Answer Y to re-enter the window.

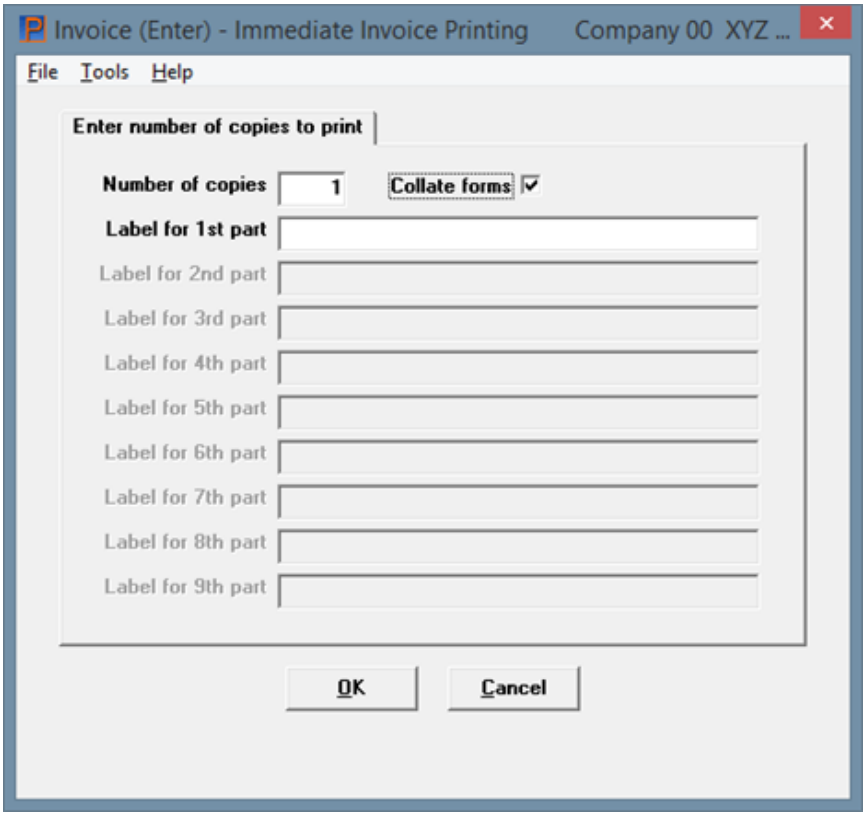
Answer N to accept the alignments as shown, to print a test alignment form, and to close the window.

Note	When using a laser printer, you can save pre-printed invoice forms by printing the alignment on plain paper. Then place the printed alignment form on top of one of the pre-printed invoice forms and hold them up to a bright light to verify the alignment.

Enter number of copies to print

<F1> or C	To enter the number of invoice copies and the labels for each copy. This option only appears if your invoicing station is using a *Company information* laser or Windows printer.

After selecting <F2> the *Enter number of copies to print* tab displays, which looks like this:



Enter the following fields:

Number of copies

Enter the number of copies. You may enter one through nine copies.

Collate forms

Check this box if you want to collate invoices with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When you do not check this field the program does not collate; it prints all the page one copies first, then it prints all page twos and so on.

Label For <nth> Part

Enter an identifying label to print for each copy.

Format	25 characters

PDF Invoices

Select a -PDF- or -PDFP- printer to generate PDF (Acrobat type) invoices files.

If you are using a -PDF- printer, as set up in *Company information*, the invoice will be saved as a PDF file. Your Adobe™ Reader™ or Adobe Acrobat™ program displays the invoice as long as one of these applications are installed on your system.

Default configuration settings are provided for PDF files. See the *PBS Administration* documentation for information on the PDF configuration options and the setup of a *Company information* PDF printer.

In Windows and Thin client you can view and email these documents under the CTL menu selection *Email/view printed PDF's* found under *PDF form file processing*. The overview of configuration for emailing PDF files in PBS is found in the *Email Configuration* Appendix from the *PBS Administration* documentation.

PDF files are saved on the system in the PDFFIL\ARINVOICES directory. An example of the PDF invoice file name is xx_ARI_1_001100.PDF. The xx is the company number. The ARI indicates it is an Accounts Receivable Invoice. The "1" is the customer number and the 001100 is the invoice number.

You may also print the invoice alignment as a PDF. The alignment file is named xx_ARI_ALIGNMENT_ 999999.PDF and is located in the PDFFIL\ALIGNMENTS directory.

Any Change ?

Answer Y to re-enter the window, or N to accept it.

Using Invoice Notes

You can enter an unlimited number of notes about this invoice by pressing <F6> or selecting *Invoice notes* from the *Options* menu. A windows similar to this displays:

The date, time and first line for existing notes display in the list box at the top of the window.

Select Alt+n or click on the New button to enter a note. Each note may have up to 10 lines. When finished entering a note, select Alt+s or the Save button to save it.

Each note is date/time stamped so that you can browse through the notes in time sequence. These notes are never printed on invoices, so they are not seen by the customer.

Format	10 lines of 77 characters each
Example	(Not used in this example)

In character mode a special text editing function is used. This is described in the Using Notes section of the *Use of Function Keys, Toolbar and Windows* chapter in the *System User* documentation.

LISTING INVOICES

This selection provides you with a list of invoices which have been entered but not yet posted. The invoices may or may not have been printed.

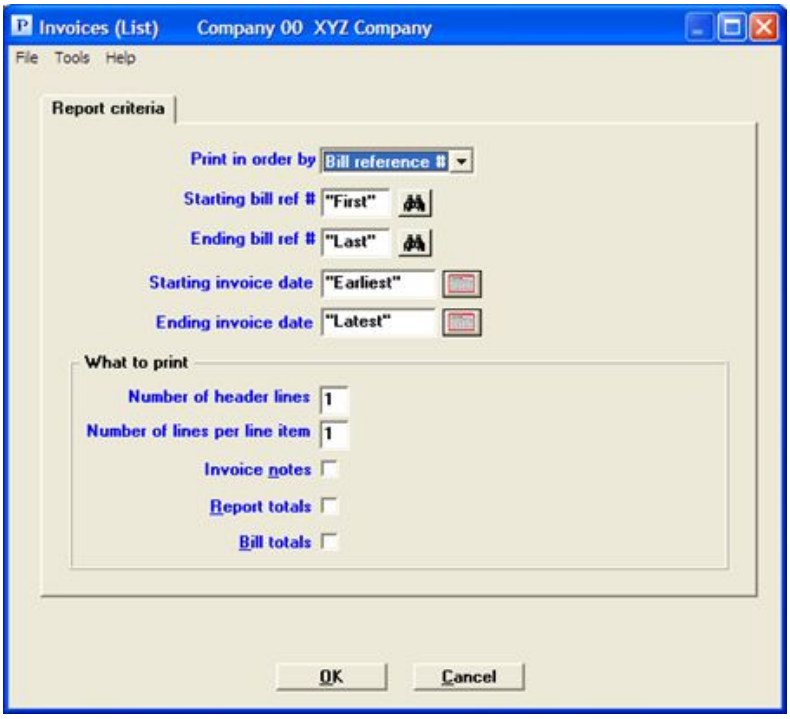
View a sample Invoice List the *Sample Reports* appendix.

Select

Edit list from the *Invoices* menu.

The following screen appears:

Graphical Mode



Character Mode

```
Invoices (List)                                    XYZ Company


                1. Print in order by        B
                2.
                3.

                4. Starting invoice date
                5. Ending invoice date

                6. What to print:
                   # of header lines
                   # lines per line item
                   Bill totals ?
                   Invoice notes ?
                   Report totals ?


B = Bill reference #,   C = Customer number,   N = Customer name,   G = Bill group
```

Enter the following information:

Print in order by

Select to print by Bill reference #, Customer number, Customer name, or by Bill group.

Format	Drop down list. The default is Bill reference #.
Example	Press <Enter> for bill reference number.

What you enter in the next two fields depends on the choice of order in which they are shown on the list.

Starting
Ending

Options

Enter the range of numbers or names to list, where choice represents whatever you entered in the Print in order by field. At each field you may use one of the options:

<F1>	(customer name only) To toggle between entering a company's name and a person's name.
<F2>	For the "First" starting choice or "Last" ending choice

Format	6 characters for bill reference number 12 characters for customer number 25 characters for company name 14 characters for person's surname 10 characters for person's personal name 3 characters for group code
Example	Press <F2> at each field.

Starting invoice date
Ending invoice date

Options

Enter the range of invoice dates to include, or use the option:

<F2>	For the Earliest starting date or Latest ending date

Format	MMDDYY for each field
Example	Press <F2> in each field

What to print

Select how much information to show for each invoice:

Number of header lines

Options

Enter the number of lines to print for the header of each invoice, or use the option:

<F5>	For "All" header lines

Format	One digit, either 1, 2, or 3. The default is 1.
Example	Press <F5>

Number of lines per line item

Options

Enter the number of lines to print for each line item of each invoice, or use the option:

<F5>	For "All" information

Format	One digit, either 0, 1, 2, or 3. The default is 1.
Example	Press <F5>

Invoice notes

Check this box to print invoice notes printed for each invoice, or leave it unchecked to not do so. This refers to notes entered via <F6>, not to line items notes (which are printed as per your answer to # lines per line item).

Format	Check box, checked is yes and unchecked is no. The default is unchecked
Example	Press <Enter> for the default of unchecked

Report totals

Leave the box checked to show the grand total information at the end of the report, or leave it unchecked to omit this.

Format	Check box, checked is yes and unchecked is no. The default is checked
Example	Press <Enter> for the default of checked

Bill totals

Leave the box checked to print totals information for each invoice, or uncheck it to not do so.

Format	Check box, checked is yes and unchecked is no. The default is checked
Example	Press <Enter> for the default of checked

Make any needed changes.

OK or Cancel

Select <Enter> or the OK button to print the Invoice List. Select <Esc> or the Cancel button to return to the menu.

Even if you specified (in *Control information)* that you normally print invoices immediately after entering them, you may still print them using this selection.

Invoice numbers are assigned only when an invoice is printed. This feature allows you to use preprinted invoice numbers on your forms.

INVOICE PRINT

You can use this selection to print an invoice.

You can also use this selection to reprint an invoice that has been printed but not posted. If the invoice has been posted, in order to reprint it, use the menu selection *Reprint*. See the Reprinting Invoices section below.

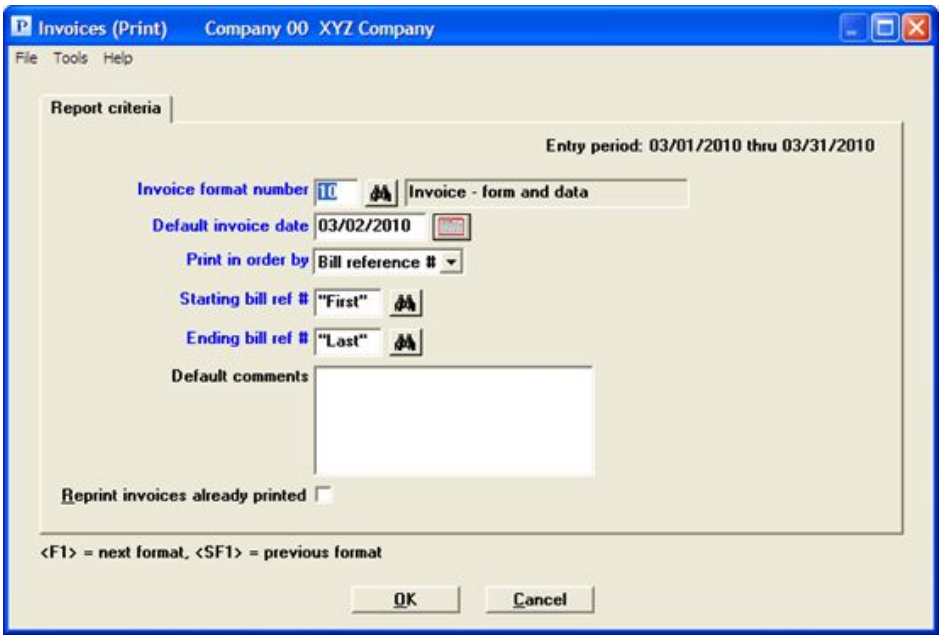
Unless you use batch controls, only one user at a time can print invoices. This prevents duplicate invoice numbers from being assigned. If Invoices currently being printed try again later appears, another user is already printing invoices.

Select

Print invoices from the *Invoices* menu.

Graphical Mode

The following screen appears:



Character Mode

The following screen appears:

```
Invoices (Print)                                XYZ Company

    1. Invoice format number [1]

    2. Print in order by
    3. Default invoice date

<F1> = next format, <SF1> = previous format
```

If you are using date controls, the date range (from Control information) will display in the upper right. This date range applies to the Default invoice date field.

Enter the information as follows:

Invoice format number

Options

Enter the number of the invoice format to use for these invoices. This must be a valid entry in *Invoice formats* and must have been verified. You may use one of the options:

<F1>	For the next invoice format
<SF1>	For the previous invoice format

Format	99. The default is whatever has been specified in *Control Information*
Example	Type 2

Default invoice date

Enter a date to be assigned as the invoice date to all invoices that do not already have an invoice date.

Format	MMDDYY The default is the system date.
Example	Press <Enter>

You may be warned or stopped against entering a date that is outside the allowed date range. Read about Date Control in the *Control information* chapter.

Print in order by

Select to print invoices in order by Bill reference #, Customer number, Customer name or Bill group.

Format	Drop down list. The default is Bill reference #
Example	Press <Enter> for Bill reference number

As soon as a valid sequence is chosen, the bottom half of the screen displays.

Starting

Ending

Options

Enter the range of numbers or names to print, where choice represents whatever you entered in the Print in order by field. At each field you may use one of the options:

<F1>	(customer name only) To toggle between entering a personal name and a corporate name.
<F2>	For the First starting choice or Last ending choice

Format	6 characters for bill reference number 12 characters for customer number 25 characters for company name 14 characters for person's surname 10 characters for person's personal name 3 characters for group code
Example	Press <F2> at each field.

Default comments

Comments already entered on specific invoices will be printed as is.

You can enter default comments which will be printed on any invoice that does not have its own individual comments. Press <F2> to end the comment.

Format	5 lines, each up to the maximum Comment text length specified in A/R *Control Information*
Example	Press <F2> to leave comment field blank

Reprint invoices already printed

Check this box to reprint invoices already printed, or leave it unchecked to skip any invoices within the selected range which have already been printed. A reprinted invoice will not necessarily be assigned the same invoice number as the original; when the invoice is posted, only the most recent invoice number will be retained on file.

Format	Check box, checked is yes and unchecked is no. The default is unchecked
Example	Press <Enter> for the default of unchecked

Make any changes.

OK or Cancel

Select Ok to print the invoices or select Cancel to return to the menu.

If you answered Y to *Use pre-printed forms ?* in *Invoice formats* General appearance, see Invoice Formats), the following message is displayed:

Please mount invoice forms on printer and check this box when ready

If you answered N to *Use pre-printed forms ?*, you are not asked to mount forms.

Laser Printing

If you are using laser printer forms, load the forms in the printer's paper tray according to the instructions in your printer's user documentation or help.

Dot Matrix Printing

Mount the preprinted invoice forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the invoice forms. When you have finished mounting the forms, type DONE.

PDF Forms and Graphical Image Forms

Portable Document Format (PDF) is a file format used to represent documents in a manner independent of application software, hardware, and operating system. Passport has adopted the PDF file type for printing forms such as A/R invoices.

The process in PBS merges an image file of the invoice form with the invoice data you entered so that each invoice produces one PDF file. Loading pre-printed paper forms is not required for PDF printing. For more information on merging a graphical invoice image with the data, see the 3. Graphic image file name ? field in the *Invoice Formats* chapter.

PDF Invoice Generation

Select a -PDF- or -PDFP- printer, from *Company information*, to generate PDF (Acrobat type) invoice files. They will both create PDF files, however the -PDFP- printer will also print the invoices.

When using a -PDF- or -PDFP- printer, as setup in *Company information*, the invoices are saved to PDF files. For information on the setup of a *Company information* PDF printer see the *Company information* chapter in the *PBS Administration* documentation.

An invoice can be sent to your customer by manually attaching the file to an email. In UNIX or Linux this is your only option. The PDF invoice files are written in the PDFFIL\ARINVOICES folder. To help identify the file you are looking for, you need to know the makeup of the file name. An example of an

invoice file name is xx_ARI_1_001101.PDF. The xx is the company number. The ARI indicates it is an Accounts Receivable Invoice. The '1' is the customer number and the 001101 is the invoice number.

Invoice PDF Viewing and Emailing

See the *Email configuration* appendix from the *PBS Administration* documentation for the steps needed to set up this feature.

Once invoice PDFs have been generated, you may view and email them from PBS. Select *Email/view printed PDFs* from the *PDF form file processing* selection under CTL. Under that selection A/R invoices displays as an ARInv type. See the *PDF Form File Processing* chapter in *PBS System* documentation for details on the process of displaying and emailing PDF files from PBS.

Invoice Alignment and Adjustment

You are asked: *Print alignment ?*. Select Yes to print a test alignment form filled out with lines of X's and 9's.

If printing on a laser printer, you are first asked to enter the Up/down adjustment and Left/right adjustment amounts. The values last entered for these amounts are shown. After entering new values or accepting the values shown, you are asked if you want to print an alignment form.

If printing on a laser printer, you will be given the chance to adjust the alignment before printing another alignment form.

Continue to print alignment forms and make necessary adjustments until the invoice forms are properly aligned.

When the alignment is correct, select No to *Print alignment ?*. You are asked for the starting invoice number.

If you are using a laser printer, before you are asked for the starting invoice number, you will be asked to enter the number of invoice copies and the labels for each copy.

You may also print an invoice alignment as a PDF. The alignment file is named xx_ARI_ALIGNMENT_ 999999.PDF and is located in PDFFIL\ALIGNMENTS directory.

When printing invoices with a laser printer, use the up/down and left/right alignment to position the printed invoice information to align with your pre-printed form. The pre-printed invoice forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model and between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your invoice information can be positioned correctly on the invoice form. (The very early models of Hewlett-Packard laser printers, such as the LaserJet+ and more recent Windows-only printers do not support this adjustment feature.)

When using a laser printer, you can save invoice forms by printing the alignment on plain paper. After printing the alignment on plain paper, place the plain paper on top of one of your pre-printed invoice forms. Hold them up to a bright light to verify the alignment. Make any adjustments necessary and

continue printing alignments on plain paper until you have the correct alignment. Load your preprinted invoice forms in the paper tray before selecting no to *Print alignment ?*.

Loading forms is not required for PDF printing and format types that merge with a graphical image.

Enter number of copies to print

A screen displays that asks for the number of copies and a label for each copy. A label is not required for any of the copies. Make changes as needed. The program will recall the last settings for copies and labels.

Collate forms

Check this box if you want to collate invoices with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When you do not check this field the program does not collate; it prints all the page one copies first, then it prints all page twos and so on.

Starting invoice

Enter the starting invoice number for the first invoice to print. An invoice is assigned an invoice number when it is printed. Until that time, it is identified only by the bill reference number.

This field cannot be defaulted using MySet.

If you enter a number lower than the next available number in *Control information*, you will receive a warning message.

Format	999999 The default is the next available number in *Control information.*
Example	Press <Enter>

The invoices are then printed.

If there are no invoices in the range selected, then a "No invoices to print" message displays. Select OK to return to the main screen.

Are invoices just printed ok?

Select No if they are not.

If you select Yes, the invoices are marked as OK to post, and the screen to enter the print range reappears.

When through printing invoices, press <Esc>. If you answered Y to 11. Use pre-printed forms ? in *Invoice formats*, you are instructed:

Please mount regular paper on printer and check this box when ready

Change the paper, check the box when done.

If you answered N to *Use pre-printed forms ?*, the above message does not appear.

POSTING INVOICES

This selection posts invoices.

If you are using the PBS I/C, inventory is also fully updated.

If you are also using the PBS Job Cost module, the billing information is posted to the Job Cost module.

You must have already printed an invoice, and have answered Y to the question *Invoices printed okay ?*, before you can post it. A register of posted invoices is printed at the time the invoice is posted.

Credit Memos with IC FIFO or LIFO

When I/C and A/R are interfaced and you are using FIFO or LIFO as their cost valuation method, the following Inventory changes will happen when a credit memo is entered in A/R->Invoices.

Item Not Returned to Inventory

When the credit memo is for an item that is not returned to inventory, but scrapped:

- A credit memo type Inventory Transaction History record will be generated storing the quantity credited and the cost entered.
- A G/L distribution is generated to credit the I/C default credit memo account using the cost entered multiplied by the quantity credited.
- An Adjustment type Inventory Transaction History record will be generated to account for the change to the Layer file. Since at the time the credit memo is posted, the layer record that contains the true cost of the item at the time it left inventory may no longer exist, the program use the cost of the first layer record it finds.
- The quantity of the layer record used in the previous step is adjusted. If the quantity returned is greater than available on that layer, other layer records will be adjusted.
- A G/L distribution is generated to debit the A/R inventory scrap account using the cost of that layer entered multiplied by the quantity credited.
- A new layer record is generated for the quantity credited at the cost entered.
- A G/L distribution is generated to debit the proper Inventory account (e.g., Merchandise) to account for the difference in cost entered multiplied by the quantity credited.

Item Returned to Inventory

When the credit memo is for an item that is returned to inventory:

- A credit memo type inventory transaction history record will be generated storing the quantity credited and the cost entered.
- A G/L distribution is generated to credit the I/C default credit memo account using the cost entered multiplied by the quantity credited.

- A new layer record is generated for the quantity credited at the cost entered.
- A G/L distribution is generated to debit the proper inventory account (e.g., Merchandise) to account for the cost entered multiplied by the quantity credited.

Incomplete Posting

The posting of invoices involves up to three different parts. Each of these parts is actually a separate posting in itself:

- There is always the posting of A/R *Miscellaneous charges* transactions.
- If you selected Cash only to the Invoice pmt type field in *Control information* the handling of cash entered on invoices depends upon the setting of the field Use cash as memo only which is also in *Control information*.

  If you assigned prepaid amounts to an invoice offsetting prepaid amounts and payment types are posted to open items. If batch controls are in effect, a separate batch is created for these transactions, and a batch number is assigned automatically.

  If you selected None the cash entered on invoices is treated as memo information and no automatic transactions are created.
- If you are using the PBS Inventory Control module, there is the posting of *Inventory* entries in I/C.

For each of these three parts of the posting, a different register or journal is produced: the Sales Journal for Miscellaneous Charges transactions, the Cash Receipts Journal for cash receipts transactions, and the Inventory Transaction Register for inventory transactions.

You might also have a fourth register the Miscellaneous and Drop-Ship Item Register if you are using the PBS I/C and you have miscellaneous or drop-ship items on one or more invoices.

Never interrupt posting while the processing and register printing is occurring. If this occurs, you must immediately complete the interrupted posting before doing anything else with the A/R module.

To complete the posting, select the appropriate posting functions (*Cash receipts*, *Miscellaneous charges*, *Inventory*) and allow each to run to completion, then let the posting run until the end. It does not matter whether you select any additional invoices to post at this time.

Posting and Distributions

Posting of Services

The G/L postings for Services are as follows:

DR	Customer's A/R account
CR	G/L Account in line item

For credit memos, debits and credits are reversed in the above.

Posting of Goods and Items

The G/L postings for Goods are as follows:

DR	Customer's A/R account
CR	G/L Account in line item

The above postings occur whether or not A/R is interfaced to I/C. For credit memos, debits and credits are reversed in the above.

In addition, if A/R is interfaced to I/C, inventory postings occur as described below.

If A/R is not interfaced to I/C, costs and profit margin are not printed on the sales journal. It is not posted through AR Misc charges and it is not included as cost of sales on the sales journal.

Posting Of Inventory Items

When A/R is interfaced to I/C, G/L postings for inventory items (with respect to I/C) are as follows:

Sales:

DR	Item's expense account
CR	Item's inventory account

Credit memos:

DR	Item's inventory account
DR	scrap account (if applicable)
CR	Item's credit memo account

If the company is using cost centers, the cost center for the expense and credit memo accounts is assigned as specified in *Control information*. (The cost center can be taken either from the invoice header or from the inventory item itself.)

Posting Miscellaneous Inventory Items

G/L postings for miscellaneous items (with respect to I/C) are as follows:

Sales:

DR	Item's expense account
CR	Item's inventory account

Credit memos:

DR	Item's inventory account
CR	Item's credit memo account

If the company is using cost centers, the cost center for the expense and credit memo accounts is assigned as specified in *Control information*. (The cost center can be taken from either the invoice header or the inventory item itself.)

As shown above, the item's inventory account (as specified in the Item file in Inventory Control) is used for posting of both sales and credit memos.

When a miscellaneous item is entered using *Items* in Inventory Control, the inventory account entered for the item in I/C should be of type misc costs applied in the Inventory Accounts file in I/C. By choosing the correct misc costs applied account for each miscellaneous item, you can avoid having to make after-the-fact journal adjustments for miscellaneous item sales and credit memos posted from A/R.

If the miscellaneous item sold is not merchandise (e.g. labor charges, service charges, etc.), the misc costs applied account would usually be a contra-expense account. The exact account to use would depend upon your particular business situation, based upon the advice of your accountant.

If the miscellaneous item sold is merchandise, the set-up of the misc costs applied account would depend upon how these items are being handled with respect to General Ledger. For example, if the purchase of the miscellaneous merchandise is entered through the PBS Accounts Payable, then the misc costs applied account should be the account used in Accounts Payable as the expense distribution for the purchase. Again, the exact account to use would depend upon your particular business situation, based upon the advice of your accountant.

Posting Drop Shipments

For drop-shipped miscellaneous or regular items, the G/L postings are as follows:

Sales:

CR	Drop-ship clearing acct in the A/R Control information
DR	Item's expense account

Credit memos:

DR	(Not applicable — line items for credit memos may not be drop-shipped.)
CR	(Not applicable)

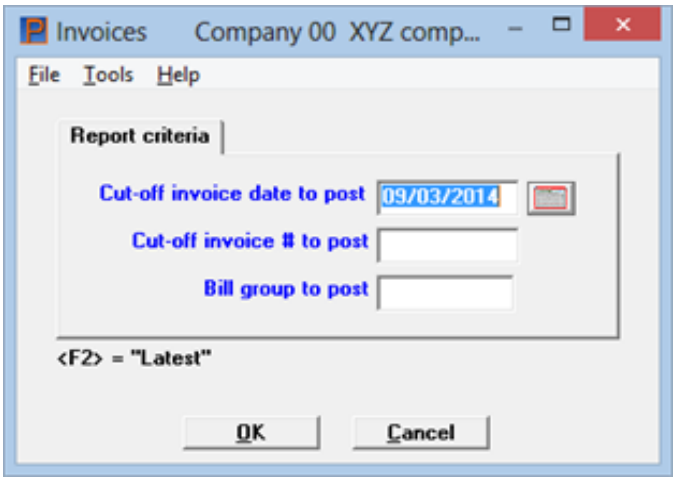
Posting Screen

Select

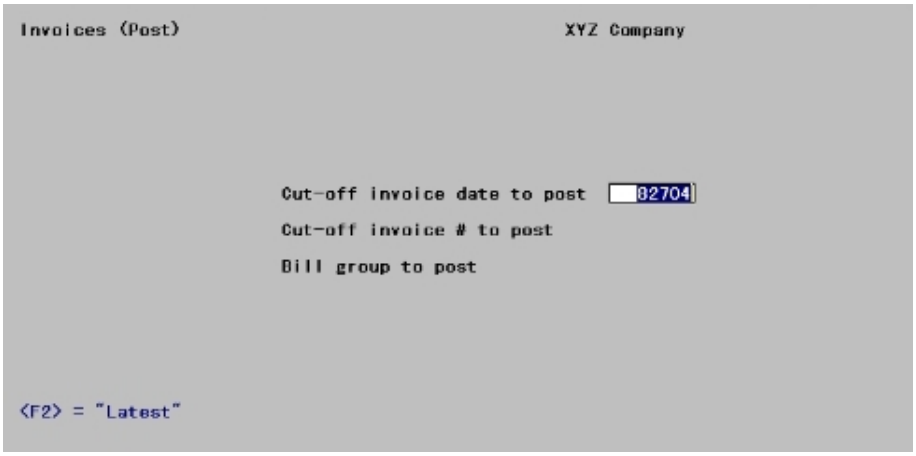
Post from the *Invoices* menu.

See a sample Sales Journal in the *Sample Reports* appendix.

The following screen appears:



Character Mode



Enter the information as follows:

Cut-off invoice date To post

Options

Enter the invoice date through which you want to post invoices, or use one of the options:

<F2>	For Latest (post all printed invoices)
Enter	To use the system date

Format	MMDDYY
Example	Press <F2>

Cut-off invoice # to post

Options

Enter the invoice number through which you want to post, or use the option:

<F2>	For "Last" (post all printed invoices)

Format	999999
Example	Press <F2>

Bill group to post

Options

Enter the bill group code of the group of invoices you want to post, or use the option:

<F5>	For invoices in "All" bill groups

Format	3 characters
Example	Press <F5>

You are asked *Any change ?*.

Answer Y and make changes, or answer N to proceed.

Example	Type N

OK or Cancel

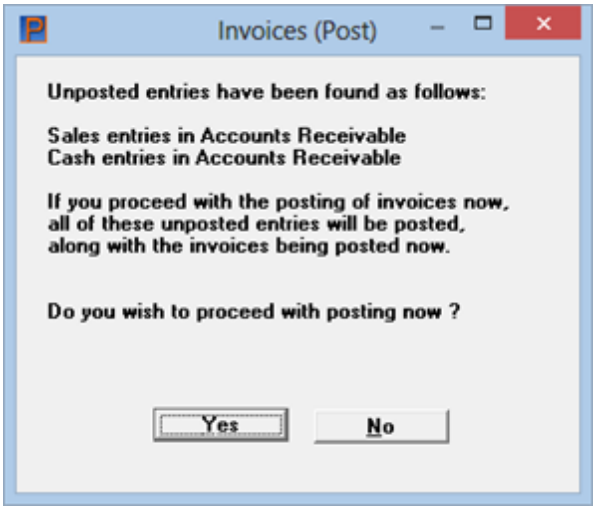
Select OK to post the invoices and Cancel to not post the invoices and return to the menu.

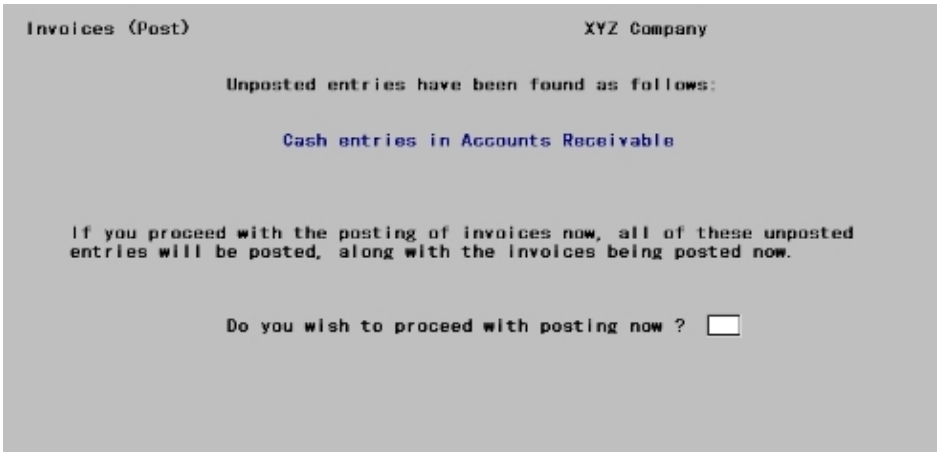
Unposted Entries

If there are any Miscellaneous Charges entries (transactions) or inventory entries in I/C, if it is interfaced to be posted, you see a reminder that they will be posted, as well as the invoices you have selected.

If you have allowed cash to be entered with the invoice and have answered the control file to not maintain this as a memo item, cash receipts will also be checked for unposted entries (transactions). If any are found you will also be reminded on the screen displayed.

This review for unposted entries is not performed if you are using batch controls. This is because only those transactions specific to the batch being posted will be processed through *Miscellaneous Charges*, *Cash Receipts*, and I/C *Inventory*.





Select Yes or enter Y to proceed with posting; otherwise, select No or enter N.

If you selected Yes, a menu appears for you to select how to print a register of posted invoices and a register of miscellaneous and drop ship goods items. Follow the screen instructions.

All invoices including those created from recurring bills which have been printed and meet the three posting criteria above (Cut-off invoice date, Cut-off invoice #, and Bill group) are posted. If you are using the PBS Inventory Control, they are also posted to I/C.

Refer to the Miscellaneous Charges and Cash Receipts chapters, as well as the Inventory Control applications for examples of registers mentioned here.

REPRINTING INVOICES

Use this selection to reprint an invoice that has already been posted, provided that you have chosen to keep invoice history and that the invoice has not been purged. (Reprinting an invoice that has not already been posted can be done using the *Invoices (Print)* selection).

If you are interfaced to O/E, be aware that O/E invoices as well as A/R invoices are saved in A/R invoice history. You can use this selection to reprint invoices from either module (provided that you have chosen in that module to keep invoice history).

Only one invoice at a time can be printed. Invoices must be reprinted using invoice printer control stations. If you want to print or view multiple invoices from history by sending them a report or view screen see the Invoice History chapter.

The invoice number of the reprinted invoice is the same as the original. This may be a consideration if you use pre-numbered forms.

Reprint Invoices to PDF

Select a -PDF- or -PDFP- printer to generate a PDF (Acrobat type) invoice file.

Reprinting an invoice to a PDF (Acrobat™ type) file may not be necessary, unless the original invoice PDF file was deleted or was originally not generated as a PDF file. If you do reprint the invoice as PDF while the original is there, the original PDF file will be overwritten. However it should be like the original as long as you select the same invoice format.

You may view and email A/R invoices from PBS. Select *Email/view printed PDFs* from the *PDF form file processing* selection under CTL. See the *Email configuration* Appendix from the *PBS Administration* documentation for the steps to set up emailing in PBS.

When you generate an A/R invoice as a PDF file, it is stored in the PDFFIL\ARINVOICES folder. You may also locate it there, manually attach the PDF invoice to a new email and email it to the customer.

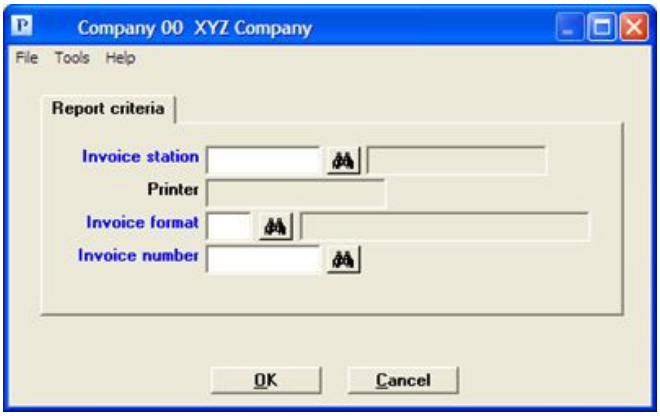
Do not reprint invoices that originated in O/E using this program. Use the reprint feature in O/E for that.

Select

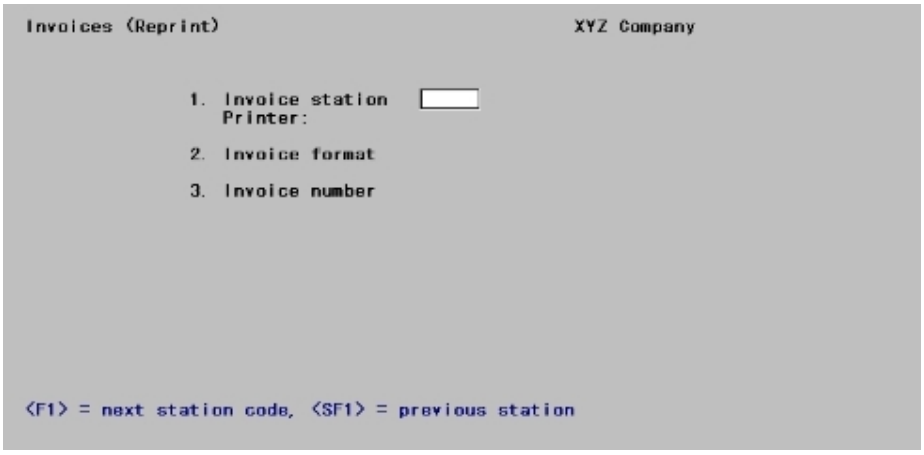
Reprint from the *Invoices* menu.

The following screen appears:

Graphical Mode



Character Mode



From this screen you can work with existing entries only.

Enter the information as follows:

Invoice station

Options

Enter the number of the invoice station to use for this invoice. This must be a valid entry in *Printer control stations (Invoices)*. For information on setting up a station, see the Printer Control Stations chapter. You may use one of the options:

<F1>	For the next invoice station
<SF1>	For the previous invoice format

Upon entry or selection of a valid invoice station, the name of the associated printer displays.

Format	3 characters. There is no default.
Example	Type 1

If you are merging the data with a graphical image file, then Windows printer must be set up in the invoice station. The printers defined in company information will not merge the image file with the invoice data.

Invoice format

Options

Enter the number of the invoice format to use for this invoice. This must be a valid entry in *Invoice formats* and must have been verified. You may use one of the options:

<F1>	For the next invoice format
<SF1>	For the previous invoice format

Format	99 There is no default.
Example	Type 1

Invoice number

Enter the number of the invoice to be reprinted. You may use the lookup to locate the invoice.

Format	9999999
Example	Type 100

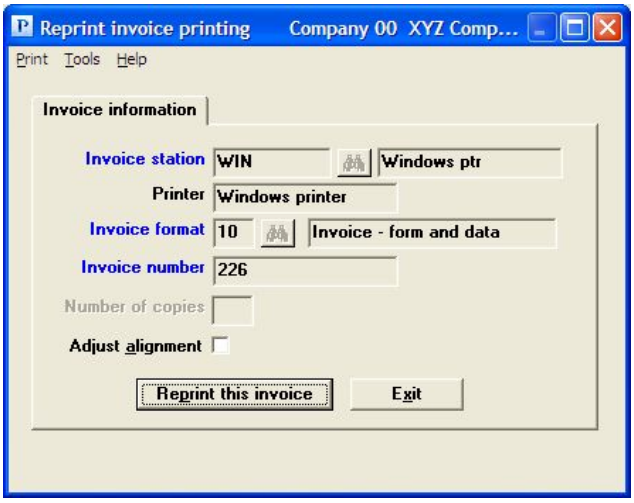
OK or Cancel

Select OK to display the printer screen or select Cancel to return to the menu without printing an invoice.

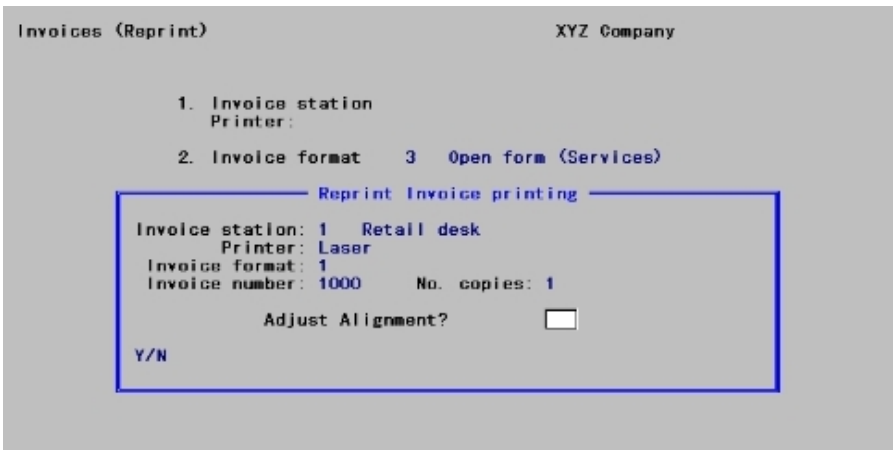
Using character mode make any changes, then press <Enter>.

Select a printer, and a window opens as follows:

Graphical Mode



Character Mode



Adjust alignment

For laser printers, answer Y to adjust the alignment.

For non-laser printers, you will be asked whether you want to print an alignment. Answer Y to do so, or N to print the invoice.

The invoice will be printed at the selected station and the window will clear to allow reprinting another invoice.

Reprint this invoice

Select this button to reprint the invoice.

Exit

Select this button to cancel the invoice reprint.

Recurring Bills

This chapter contains the following topics:

Introduction to Recurring Bills .....
Entering Recurring Bills .....
Printing a Recurring Bills Edit List .....
Selecting Recurring Bills for Use .....
Using Selected Recurring Bills .....

INTRODUCTION TO RECURRING BILLS

A recurring bill is an invoice which is billed periodically for a sale made at regular intervals to the same customer. For example, if a pest control service sprayed a building every month, an invoice for the service would be printed each month.

The *Recurring Bills* selection lets you enter recurring bills and select the bills that you want to use as invoices during each billing cycle. The recurring bills remain for use in later billing cycles.

Recurring bills are very similar to *Invoices*, so much so that this chapter will sometimes describe only the differences between them in order to avoid much repetition. *Recurring bills* is different than *Recurring sales*. For example, recurring sales does not allow the entry of line items. To read about the other differences see the Recurring Sales chapter.

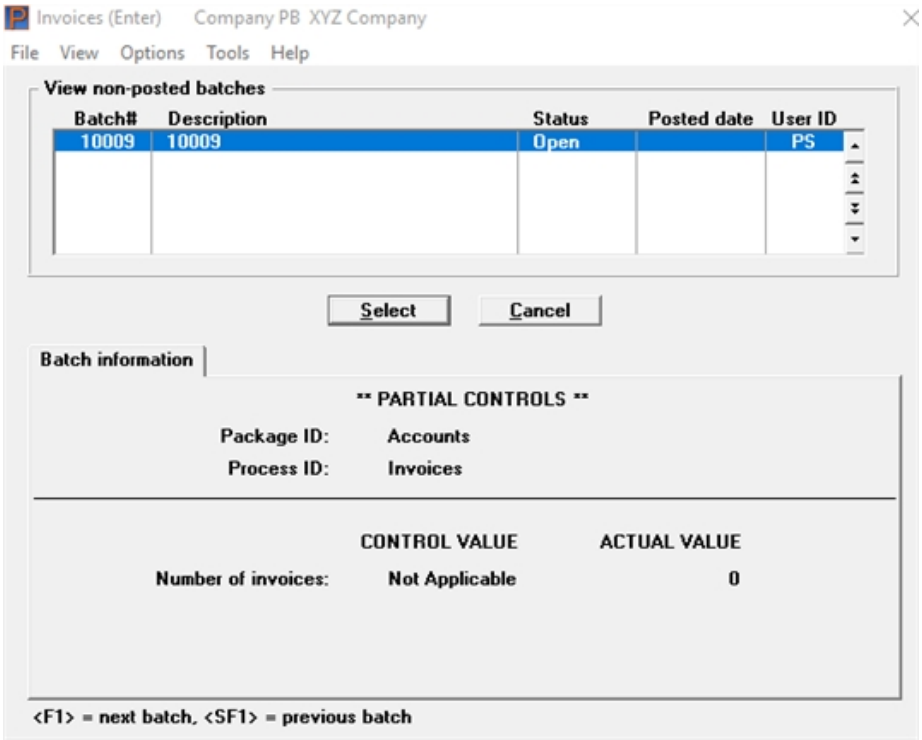
If you want to only view the entered recurring bills, see the View Recurring Bills section the of the *View* chapter.

Here are some of the features of *Recurring bills*:

- Recurring bills need no posting. No accounting transactions are created when a recurring bill is entered, only after it is turned into an invoice. From the *Invoices* menu selections it is printed and posted.
- Credit checking happens each time a recurring bill is selected for use as an invoice, but not when it is initially entered.
- The Bill type of all recurring bills is Invoice. There is no such thing as a recurring credit memo.
- Recurring bills allow the entry of recurrence information in addition to entering the header, line-item, and totals, each on a separate screen.
- If you have permission to the Customers menu selection, recurring bills does allow on-the-fly entry of customers accessed through the lookup. However a user may enter ship-to addresses on-the-fly regardless of menu permission.
- Recurring bills can be assigned to jobs, but unlike invoices the same bill cannot be split among multiple jobs.
- If you are interfaced to Inventory Control, you may enter items from I/C on the lines. See Inventory Control. Recurring bills *cannot* interface to *Inventory Management* items.
- You may also enter notes and services on the lines.
- If you are using Goods from *Goods and services*, you may enter goods on-the-fly.

Batch Controls

Recurring bills may be under batch control, which involves screens not fully discussed in this chapter. Here is an example of the graphical batch screen:



From the Options menu you may enter a new batch.

Refer to the *Using Batch Controls* chapter of the *System User* documentation. Only the *Select for use* and *Use selected* options use batch controls (*Enter* and *Edit list* do not).

Select

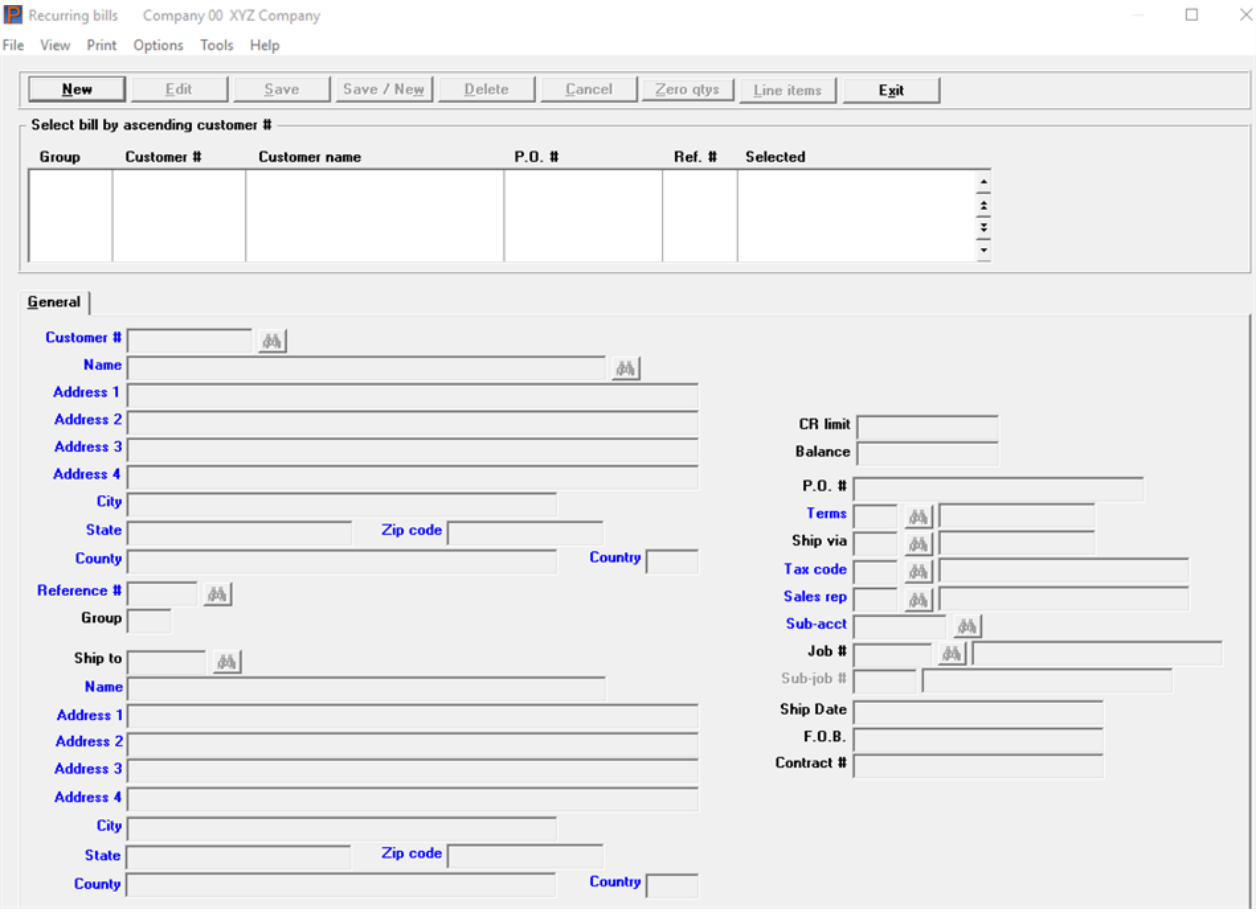
Enter from the *Recurring bills* menu.

Entering Recurring Bills

This is the header screen:

Graphical Mode

The header screen has one General tab.



Recurring Bills List Box

The list box displays up to 6 existing recurring bills at a time. You may sort the recurring bills by group, customer number and customer name in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a recurring bill, start typing a group number, or a customer number or name that matches the selected sort order. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a recurring bill. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Recurring bills that display in the list box are available for changes or deletion. The header fields for the selected recurring bill display in the lower part of the screen. The lines are accessed via the Line items button.

When a recurring bill is found, you may select the <Enter> key or Edit button to start editing.

Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new recurring bill header.
Edit	Alt+e	For editing an existing recurring bill header.
Save	Alt+s	For saving the addition of the new recurring bill header or for saving the changes to an existing recurring bill header.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a recurring bill.
Cancel	Alt+c	To cancel adding or editing a recurring bill. Your entries will not be saved.
Zero qtys	Alt+z	To zero the quantities for all line items and most services for the selected recurring bill. This will not affect flat rate services with no unit of measure. Except for non unit of measure items, when zeroing line quantities the total qty and Invoice (total) fields on the Line item screen are also set to zero. Also, if Selected the status is changed to Not selected.
Line items	Alt+l	To access the line items of an existing recurring bill for entering, editing or deleting them.
Exit	Alt+x	To exit the recurring bill header window.

Menu Selections

For general users, the options menu selections can and may be restricted by an assigned menu. The *Options* menu selections include:

Menu selection	Link to documentation
View invoices	View Invoices
View invoice history	Viewing Invoice History
View customers open items	View Customer Open Items

Menu selection	Link to documentation
View recurring bills	View Recurring Bills
View customer history by date	View Customer History by Date
View customer history by doc #	View Customer History by Document Number

For general users, the print menu selections can be restricted based on an assigned menu. Under the print menu selections you may access the following:

Menu selection	Link to documentation
Edit list	Printing a Recurring Bills Edit List

Character Mode

There are two screens for entering header information. This is the first screen:

```
Recurring bills (Enter)                                XYZ Company

* 1. Customer #
     Name
     Address 1
     Address 2
     Address 3
     Address 4
     City
     State                                     Zip Code
     County                                                        Country
* 2. Ref #                    3. Group
  4. Ship to
     Name
     Address 1
     Address 2
     Address 3
     Address 4
     City
     State                                     Zip Code
     County                                                        Country
<F1>= nxt recurring bill <SF1>= prev recurring bill <F2>= nxt customer number
<SF2>= previous customer number <Enter> = look up by name
```

This is the second header screen:

```
                                                       XYZ Company

  5. P.O. #
  6. Terms
  7. Ship via
  8. Tax code
  9. Sales rep
 10. Sub acct



 11. Job #

 12. Sub-job #

 13. Ship Date
 14. F.O.B.
 15. Contract #
```

From these screens you can work with both new and existing recurring bills. If a recurring bill has already been entered for the customer number and reference number you specify, it will appear and be available for changes or deletion.

These screens closely resemble the corresponding screens in *Invoices*. See the Invoices chapter.

Enter the following information:

Customer #

Options

Enter the customer number for the recurring bill, or use one of the options:

<F1>	For the next recurring bill.
<SF1>	For the previous recurring bill.
<F2>	For the next customer in customer number sequence.
<SF2>	For the previous customer.
Blank	To look up the customer by name.

You may also locate, edit or add a customer via the customer lookup. The lookup is accessed via the <F8> key. For more information about the lookup functions see Customer Lookup.

Miscellaneous customers may not have recurring bills.

Format	12 characters
Example	Type 100

[Selection By Name]

Options

If you have left the customer number blank, the cursor will move to the name field to permit selection by customer name. Remember that lower-case letters are significant. Enter the customer name, or the leading characters of the name; or use one of the options:

<F2>	For the next customer on file, in customer name sequence.
<SF2>	For the previous customer.
Blank	To revert to selecting the customer by his number.

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

Format	50 characters
Example	(Does not occur in this example because you have already selected the customer by number.)

Reference

Enter a reference number to identify this recurring bill (an actual invoice number will not be assigned until the bill is selected and printed). Each of a customer's recurring bills must have a different number, but the same number can be used for another customer.

Format	6 characters. Lower-case is allowed but is converted to upper-case.
Example	Type 3371

Group

Enter a code to assign this recurring bill to a group of bills. This field is optional.

Groups are also used for automatic selection of recurring bills, in which all recurring bills in a group (or range of groups) are selected for use. When a recurring bill is used as an invoice, its Group becomes the invoice's Bill group.

Format	3 characters. Lower-case is allowed but is converted to upper-case.
Example	Type AAA

Ship to

Enter the code for the ship-address at which services are performed or to which goods are delivered. This field is not required; if you leave it blank, the ship-to address is assumed to be the same as the bill-to address.

Options

You may use one of the options:

<F1>	For the next ship-to address on file for this customer.
<SF1>	For the previous ship-to address on file for this customer.
<F2>	To enter a new ship-to address.

Format	8 characters
Example	Press <Enter>

Entering a Ship-to Location Address

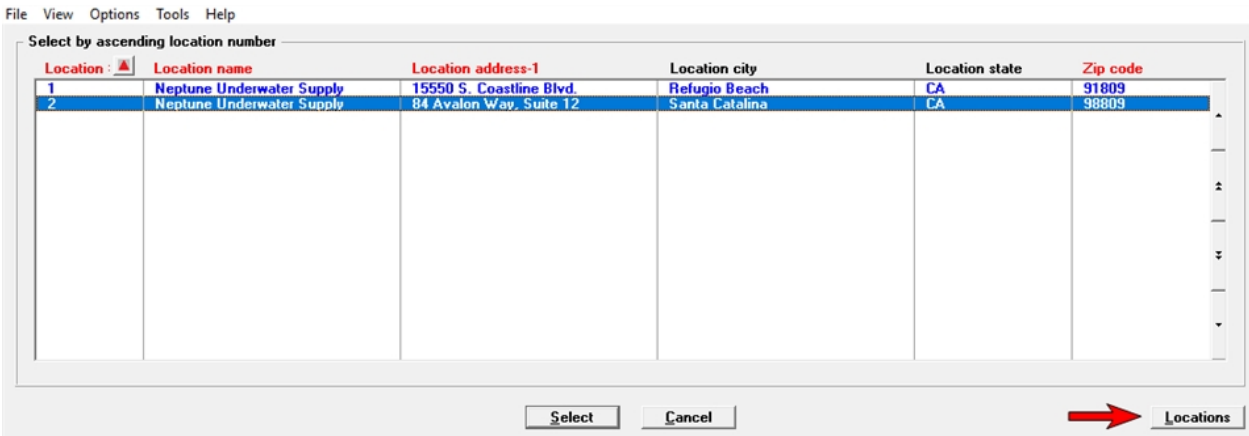
There are two methods of entering a ship-to address:

- Via the ship-to locations lookup.

  Select the lookup from the ship-to field and click on the Locations button.
- On -the-fly. Hitting <F2> from the Ship to field and enter the ship-to on the recurring bills screen. Use this method for a temporary ship-to that is not saved for future use. See [Ship-to Name and Address].

Ship-to Location Name and Address Editing

Enter <F8> or select the binoculars next to the Ship to field. This dis[plays the ship-to locations lookup. On the lookup there is the location button as shown here:



To access the ship-to address locations functions you may either click on the button or enter <alt+L>. From that screen you may either add, edit, delete or view ship-to addresses. See the Entering Ship-to Addresses chapter. If you do not have access to the A/R *Master information > Ship-to addresses*, C/O *Ship-to addresses* and P/S *Master information > Ship-to addresses* menu selections this button is grayed out and inaccessible.

On the ship-to address locations screen you may enter an alphabetical Location number. The <F2> option, as seen below assigns a numeric number only.

[Ship-to Name and Address]

These fields are accessible when you press <F2> on the Ship-to field. You may enter the ship-to name and address. All lines of the address are optional.

Format	1 name field of 50 characters 4 address lines of 60 characters each 1 city field of 45 characters 1 state field of 23 characters 1 zip field of 15 characters 1 county field of 34 characters 1 field of 3 characters for the country code
Example	(displays automatically in this example)

Do you want to save this ship-to ?

This question appears only if you pressed <F2> at Ship to field and entered a non-blank address.

Answer Yes to save this address, just as though it had been entered in the *Ship-to addresses (Enter)* selection. The next available numeric ship-to number for this customer is assigned automatically.

Answer No to use this address for this recurring bill only.

Format	One letter, either Y or N
Example	(does not occur in this example)

P.O.

Enter the customer purchase order number. This field is optional.

Format	30 characters
Example	Type 55815

Terms

For a balance forward customer, the customer's default terms code displays and cannot be changed.

Options

For an open item customer, enter a terms code or use the option:

<F2>	For the customer's default terms code.

Format	3 characters
Example	Press <F2>

Note	The following fields are optional and depend on choices made in *Control information*. Using character mode, when a field is omitted the remaining fields are renumbered. For this reason your screen may not look the same as the one illustrated.

- Ship via
- Sales rep
- Cost ctr
- Job #
- Sub-job #
- 1st user-defined field. User defined fields are set up in the A/R Optional fields in *Control information*

- 2nd user-defined field
- 3rd user-defined field

Ship via

This field can be entered only if *Control information* specifies that ship-vias are used.

Options

This field is optional, but if entered it must be a valid entry in *Ship-via codes*. Enter a ship-via code or use the option:

<F2>	For the customer's default ship-via code (if present)

Format	3 characters
Example	Press <F2>

Tax code

The tax code entered for this recurring bill must exist in A/R Codes. Enter a tax code, or use the option:

<F2>	For the default tax code from *Customers* or, if applicable, from *Ship-to addresses*.

Format	3 characters
Example	Press <F2>

Sales rep

This field appears only if *Control information* specifies that sales representatives are used.

Options

Enter a sales representative code or use the option:

<F2>	For the customer's default sales representative.

Format	3 characters
Example	Press <F2>

Cost ctr (or sub-acct)

This field appears if *Control information* specifies that multiple cost centers are used, or if cost centers are not used, but sub-accts are used.

Options

Enter the cost center or sub-acct to which this recurring bill is assigned, or use the option:

<F2>	For the default cost center or sub-acct from *Control information* or the default cost center or sub-acct from *Customers* (depending on what your answer has been to the question Assign cost ctrs (or sub-accts) by in *Control information*).

Format	Your standard format for cost centers or sub-accounts as defined in *Company information*.
Example	Press <F2>

Next Date

For an existing entry [only], this field displays the next date that this recurring bill is due. This is informational only and may only be changed from the Recurrence Information Screen.

Selected

For an existing entry [only], this field displays if this entry is currently selected. *Select for use* is described later in this chapter.

Job

This field appears only if you are interfaced to the PBS Job Cost module.

Job number is optional; leave it blank if this recurring bill is not for a job.

A recurring bill can be entered only for a single job, not for multiple jobs.

Enter the number of the job for this recurring bill. The job must be an active or closed job already on file in the active files of the Job Cost module. You may use one of the options:

Options

<F1>	For the next job on file in the Job Cost module.
<SF1>	For the previous job.

Format	7 characters, or blank if this bill is not for a job.
Example	(This field does not appear since J/C is not interfaced.)

Sub-job

This field appears only if you are interfaced to the PBS Job Cost module.

If this bill is not for a job, or if that job does not have sub-jobs, or if it has sub-jobs but does not bill for them, this field displays as Not applicable and may not be entered.

Options

Otherwise, enter the number of the sub-job, or use one of the options:

<F1>	For the next sub-job for this job.
<SF1>	For the previous sub-job.

Format	999
Example	(This field does not appear since J/C is not interfaced.)

Optional Fields

These user-defined optional fields appear only if defined in the A/R Optional fields from *Control information*. The particular captions shown are those you entered in the example in that chapter.

Enter the information appropriate to each field.

Format	(Number of characters as specified in *Control information*)
Example	Press <Enter> at each field.

Graphical Mode

Make any changes. When finished select the *Save* button or Alt+s. You may also select the *Line items* button or Alt + l to save the new entry and starting entering the lines.

Zero qtys

When this button is selected all quantities for the lines are changed to zero. It does not affect flat rate service lines with no unit of measure. Following this you must edit the lines and enter specific quantities.

Character Mode

Field Number To Change ?

Make any needed changes. For an existing entry:

You may not change the job or sub-job number.

Options

You may use the options:

<F1>	For the next entry on file
<SF1>	For the previous entry
<F3>	To delete this entry

When you press <Enter>:

- If this is a new entry, the line-item screen appears automatically.
- If this is an existing entry, you are asked:

Do you wish to change line items ?

Options

Answer Y if you wish to change or view either the line items or the totals screen. Answer N to terminate this transaction and process another recurring bill. You may use the option:

<F2>	To view recurrence information

Format	One letter, either Y or N
Example	(Does not occur in this example because this is a new entry.)

Do you wish to zero line qtys ?

When changing lines is chosen, you are asked if you want to zero all quantities for the recurring bill. If you answer Y, the quantities for the item and service lines are zeroed. Selecting Y does not affect flat rate services that do not have a unit of measure. Except for non unit of measure items, when zeroing line quantities the Qty: and Invoice total: fields on the Line item screen are also zeroed. Also, if the recurring bill is Selected the status is changed to Not selected.

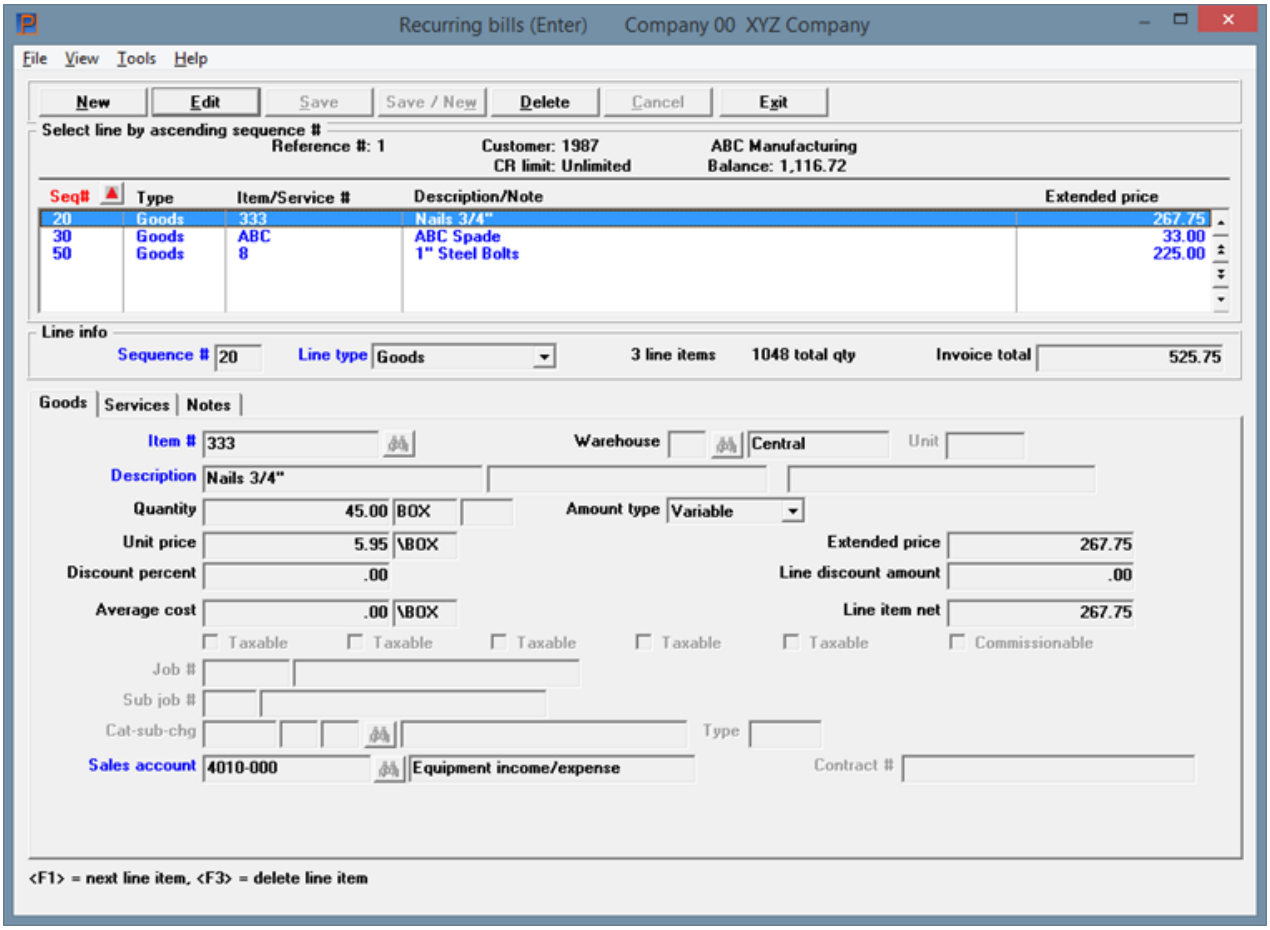
If you use the default of N, the line quantities, total quantity, invoice total and selected status is not affected.

Line Item Screen

A screen appears to enter the first line item on this recurring bill:

Graphical Mode

Here is an example with some goods entered:



List Box

Up to 6 existing recurring bill lines display in the list box. You may sort the lines by sequence number in ascending or descending order. Click the arrow to the right of the column name to change the sort or use the View menu options. Only fields with red column labels may be sorted.

To locate a line, start typing the sequence number or type depending on which column is selected.

You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a line. When adding a line or scanning through the recurring bill lines, the corresponding tab will display based on the Line type.

Buttons

You have the following options with the buttons:

Button	Keyboard	Description
New	alt+n	For entering a new recurring bill line.

Button	Keyboard	Description
Edit	alt+e	For editing an existing recurring bill line.
Save	alt+s	For saving the addition of the new recurring bill line or for saving the changes to an existing recurring bill line.
Save/New	alt+w	This is a combination of the Save and New buttons.
Delete	alt+d	To delete an recurring bill line.
Cancel	alt+c	To cancel adding or editing an recurring bill line. Your entries will not be saved.
Exit	alt+x	To exit the recurring bill line window. The totals screen will display next.

Character Mode

```
Recurring bills (Enter)                                XYZ Company
       Ref #:        1          Customer: 1987          ABC Manufacturing
                                CR limit: Unlimited
                                Balance:  1,116.72
* 1. Sequence #                Line type

  3 line items   Qty:              1,048   Invoice total:              525.75
<F1> = next line item, <SF1> = prev line item, <F2> = Sequence #         60
```

As you enter the lines the number of line items and total quantity are updated on the screen.

Enter the information as follows:

Sequence

This field is skipped when entering in graphical mode. However you may edit it by clicking on the field or use <Shift+Tab> to move access it from the Line type field.

This field can only be entered or changed when adding a new line. Enter a sequence number, or in character mode use one of the options:

<F1>	For the next existing line item.
<SF1>	For the previous line item.
<F2>	For the next available sequence number.
<Esc>	To proceed to the totals screen.

Format	9999
Example	Press <F2>

Line Type

This field can only be entered or changed when adding a new line. The different line items differ so much in appearance that each is described in a separate section. Enter a line type from among:

Character	Graphical	Description
G	Goods	There are two sources for goods: –When interfaced to Inventory Control items, read about entering these here: Goods Line Items (with I/C) –When interfaced to goods from *Goods and services* read about it here: Goods Line Items (without I/C)
S	Services	Read about it here: Services Line Items
N	Notes	Read about it here: Notes Line Items
B	Standard bill	Read about it here:Standard Bill Line Items

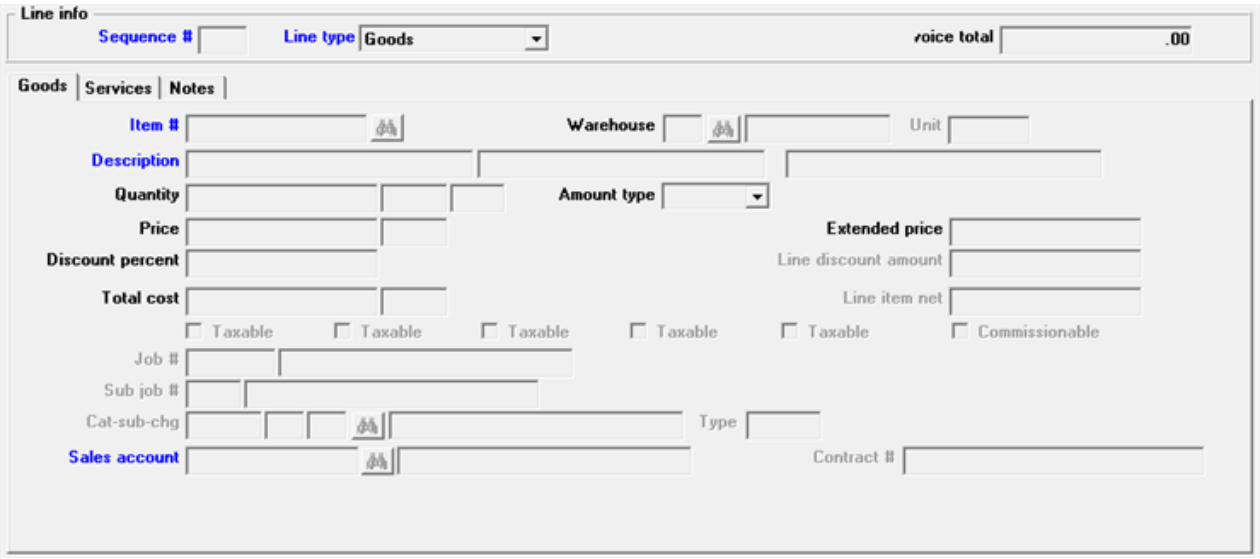
Format	Graphical: Drop down list. Character: One letter from the list above.
Example	Type G

Goods Line Items (with I/C)

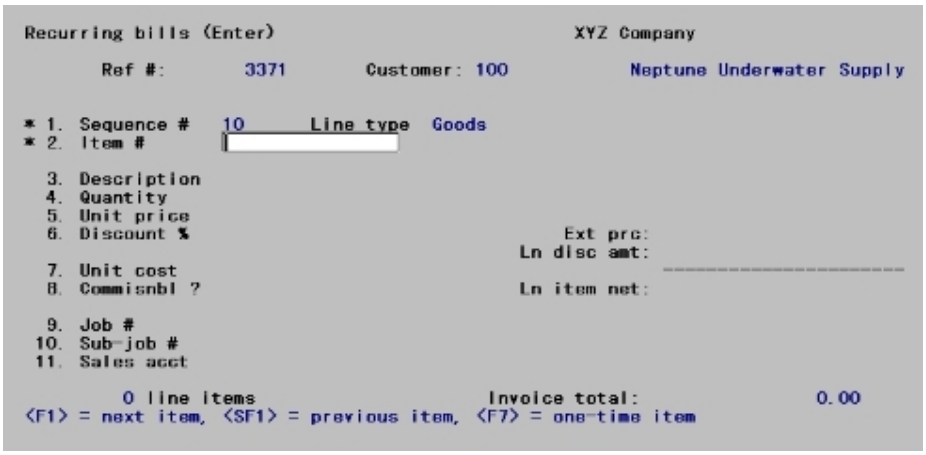
When interfaced with items from Inventory Control the following screen appears:

Graphical Mode

This is the Goods tab for entering I/C items:



Character Mode



This screen closely resembles the corresponding screen in *Invoices*. Only the differences will be noted here.

Item

Select the desired item from the look-up box with its corresponding item number.

You may use the lookup to view, select, add, modify or delete an item. For an explantion of the lookup functions see Item Lookup.

Warehouse

Select the desired warehouse from the look-up window.

Description

If this service is on file, its description displays automatically. You can change this or press <Enter> to accept it as is.

If the service is not on file, enter the description of the service.

Format	The service text length specified in *Control information*.
Example	Press <Enter>

In graphical mode a window displays where you may enter up to 10 lines of description. If more than 1 line of description has been entered, then the word (more) displays. If the word is black, you may click on it to view more lines of description, even when you are not in edit mode. When the word is grayed out then there is only 1 line of description for the service line.

In character mode, the following message displays:

Do you wish to enter any additional description ?

Answer Y to enter up to nine additional lines of description.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

If you had answered Y, a window would have opened to allow the additional description. This description is not added to the file but appears on this document only. If there is more information than can be viewed on the first description line, then the word (more) displays to the right of the description line.

Options

If you have fewer than nine lines, use the option:

<F2>	To terminate the description. Press this at the next line after the one you want to save.

The window closes as soon as the additional description is entered, and only the first line remains visible.

Format	Up to nine lines, each of the service text length specified in *Control information*.
Example	(Does not occur in this example.)

Quantity

This field appears as **Quantity**. In *Invoices* it appears as **Quantity ordered** or **Qty ordered**.

The quantity entered is the quantity to be invoiced each time the recurring bill is selected for use (not the total quantity for the expected life of the recurring bill).

You may not view alternate items (<F2>) or alternate warehouses (<F5>), nor may you view quantities (<F3>) for this item.

No check is made at this time that the quantity ordered is in stock.

A negative quantity may be entered.

Amount type

Specify whether the quantity is usually the same for this recurring bill (a fixed quantity), or whether it varies each time the bill is selected to be used as an invoice (a variable quantity). For instance, rent is usually fixed but the phone bill is different each month.

Predefining this makes the subsequent selection process easier since it lets you search for only the line items that have to be changed.

Enter **F** in character or select *Fixed* in graphical. Enter **V** or *Variable*.

If the quantity entered is zero, this field is automatically set to **V** or Variable.

Format	Graphical: Drop down list, either Fixed or Variable Character: One letter, either F or V
Example	Type V

Unit Price

Sale and/or contract price, if applicable at the time of entry, is available via the option keys. The expiration date of the recurring bill is not checked against that of the sale or of the contract.

Changes to the price and cost in *Items* are not automatically reflected in the outstanding recurring bills, so you should review your recurring bills when you make price changes or upon the expiration of a sale or of a contract.

Discount Percent

Tax rate-1 and Tax rate-2

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, check this box (yes) if a sales representative is entitled to commission on this line item, or leave it unchecked if not.

Format	Check box. Checked is yes and unchecked is no. The default is no
Example	Select the <Enter> key for the default

Sales account

Default selection will appear. If change needed, select from the lookup box.

Contract #

This field displays the number of the contract, if the item is set up in I/C as a contract price, for this customer.

Replacement cost
Average cost
Standard cost

Each time the recurring bill is used, the cost used is the current cost, not the cost at the time the recurring bill was originally entered.

Rtrn to inv

This field does not appear. Returned goods on a recurring bill do not happen.

Job #
Sub-job #

These fields are informational only. Recurring bills cannot be split across jobs.

Scrap acct
Credit acct

These fields do not appear. Returned goods do not occur on a recurring bill.

Field number to change ?

<F5> (show warehouse information) is not available.

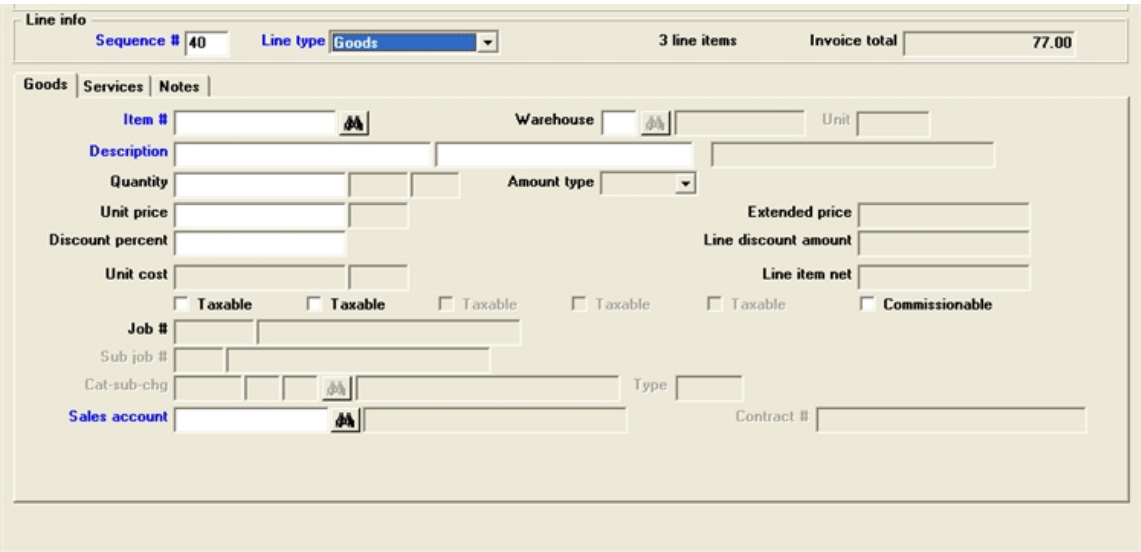
<SF5> (show job description) is not needed because job description displays without it.

Goods Line Items (without I/C)

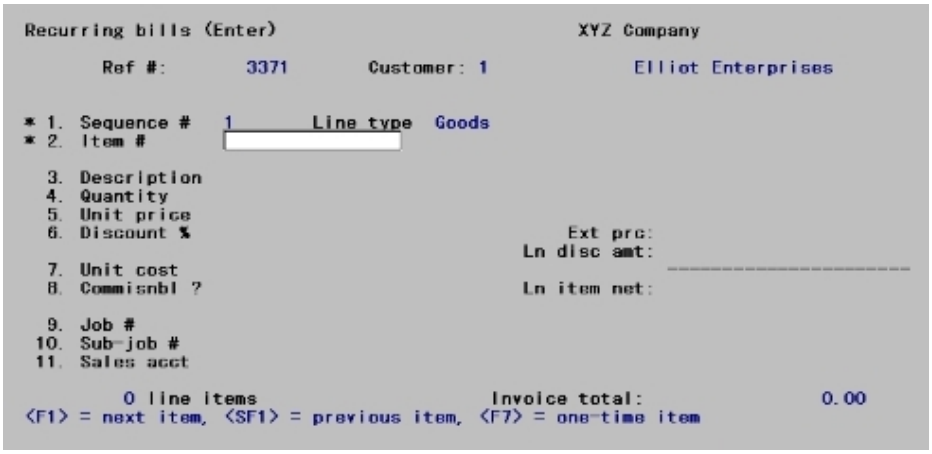
When interfaced to goods from *Goods and services* the following screen appears:

Graphical Mode

This is the goods tab for entering a good from A/R *Goods and services*:



Character Mode



This screen closely resembles the corresponding screen in *Invoice*. Only the differences will be noted here.

Quantity

Enter the quantity to be invoiced each time the recurring bill is selected for use (not the total quantity for the expected life of the recurring bill.

Amount type

Specify whether the quantity is usually the same for this recurring bill (a fixed quantity), or whether it varies each time the bill is selected to be used as an invoice (a variable quantity). For instance, rent is usually fixed but the phone bill is different each month.

Predefining this makes the subsequent selection process easier since it lets you search for only the line items that have to be changed.

Select *Fixed* (enter F) or select *Variable* (enter V).

If the quantity entered is zero, this field is automatically set to Variable.

Format	One letter, either F or V
Example	Type V

Unit price and Unit cost

Changes to the price and cost in Goods and Services are not automatically reflected in the outstanding recurring bills, so you should review your recurring bills when you make changes.

Job # *and* Sub-job

These fields are informational only. Recurring bills cannot be split across jobs.

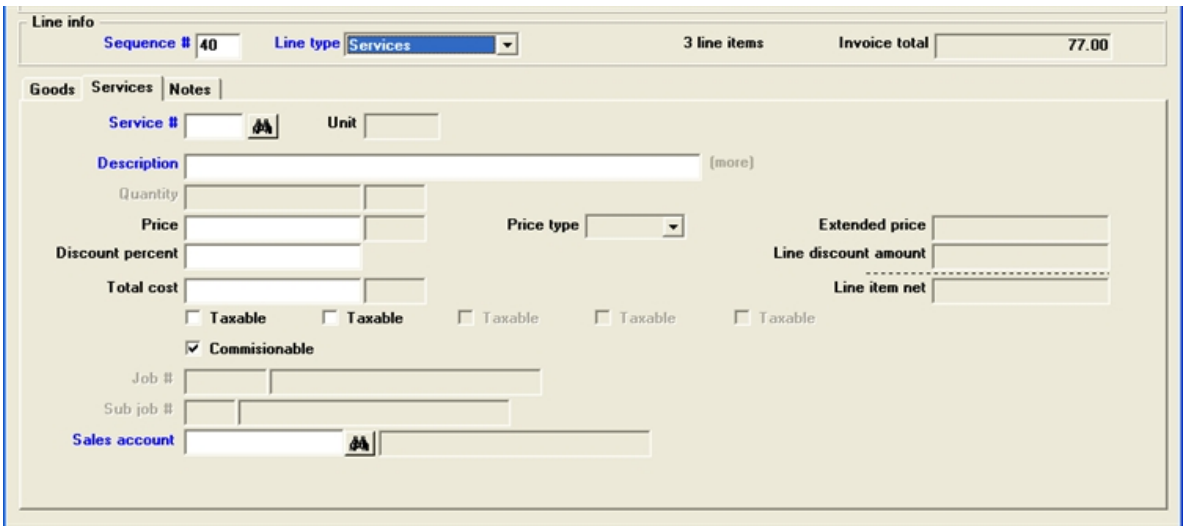
Field number to change ?

<SF5> (show job description) is not needed because job description displays without it.

Services Line Items

The following screen appears:

Graphical Mode



Character Mode

```
Recurring bills (Enter)                          XYZ Company

      Ref #:       3371       Customer: 1              Elliot Enterprises

* 1. Sequence #   10      Line type  Services
* 2. Service #
     Unit
  3. Description
  4. Quantity
  5. Unit price
  6. Discount %                                   Ext prc:
                                               Ln disc amt:
  7. Unit cost                                                 ----------------------
  8. Commisnbl ?                               Ln item net:

  9. Job #
 10. Sub-job #
 11. Sales acct

        1 line items                       Invoice total:              750.00
<F1> = next service #, <SF1> = previous service #, <F7> one-time service
```

This screen closely resembles the corresponding screen in *Invoice*. Only the differences will be noted here.

Quantity

The quantity entered is the quantity to be invoiced each time the recurring bill is selected for use (not the total quantity for the expected life of the recurring bill).

Quantity is not accessible for a service with no unit of measure. It is assumed to be a quantity of one.

Amount type

This field is accessible after entering the *Quantity* if a unit has been specified, but if no unit applies the same question is asked after entering the *Price*.

Specify whether the extended price of the line item is fixed, or whether it varies each time the bill is selected for use.

Select *Fixed* (enter F) or select *Variable* (enter V).

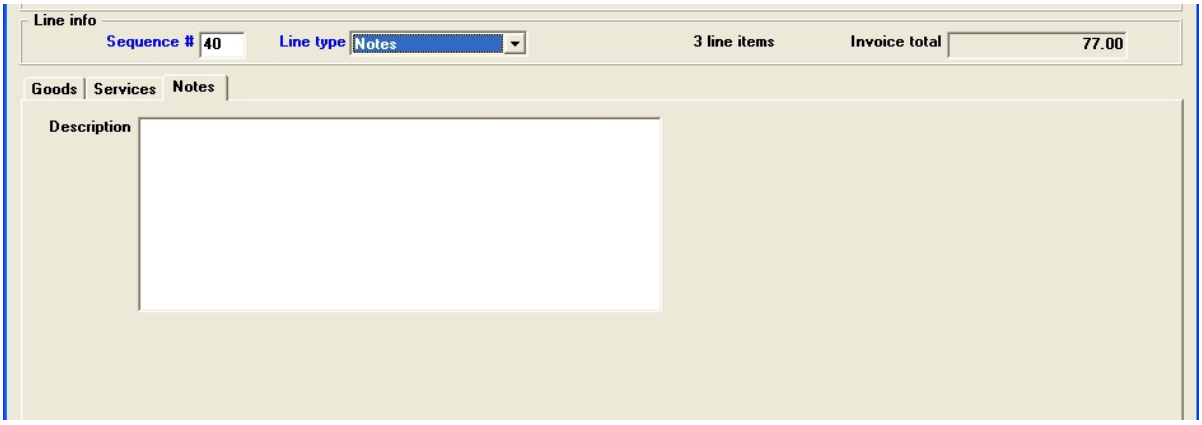
If a unit has been specified but the quantity entered for that unit is zero, this field is automatically set to variable.

Format	One letter, either F or V
Example	Type V

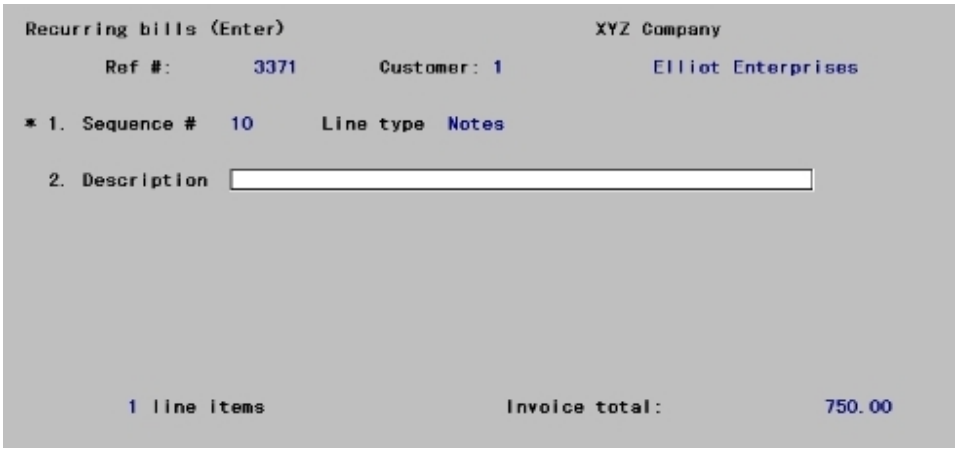
Notes Line Items

The following screen appears:

Graphical Mode



Character Mode



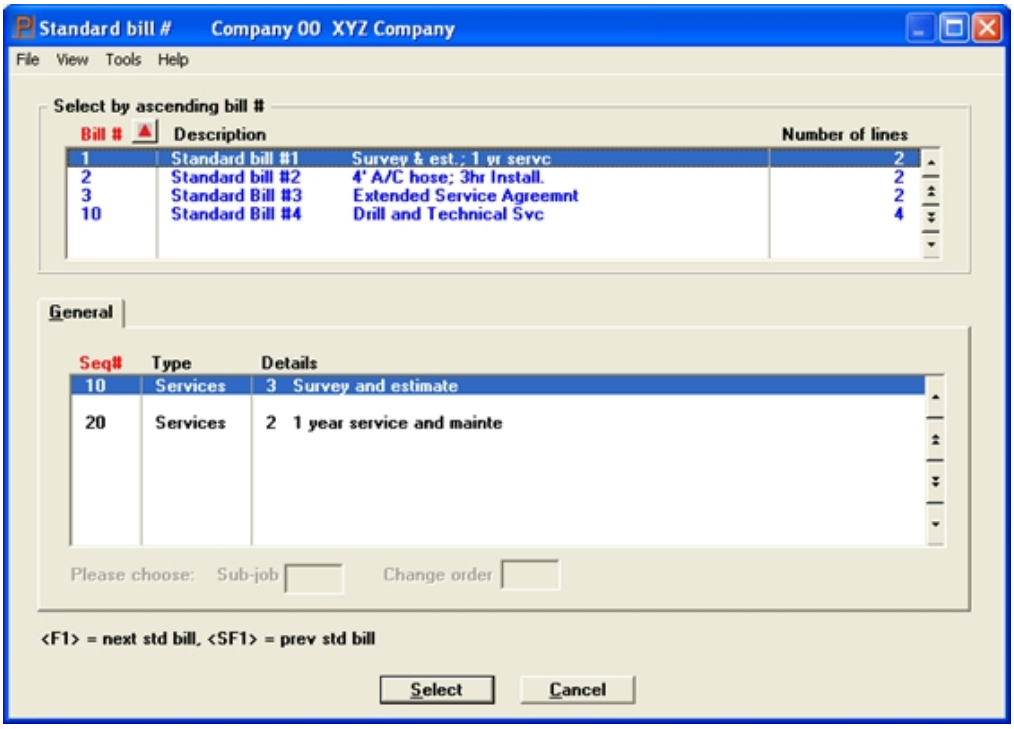
9

This screen is entered identically to the corresponding screen in *Invoices*. See the Notes Line Items section in the Invoices chapter.

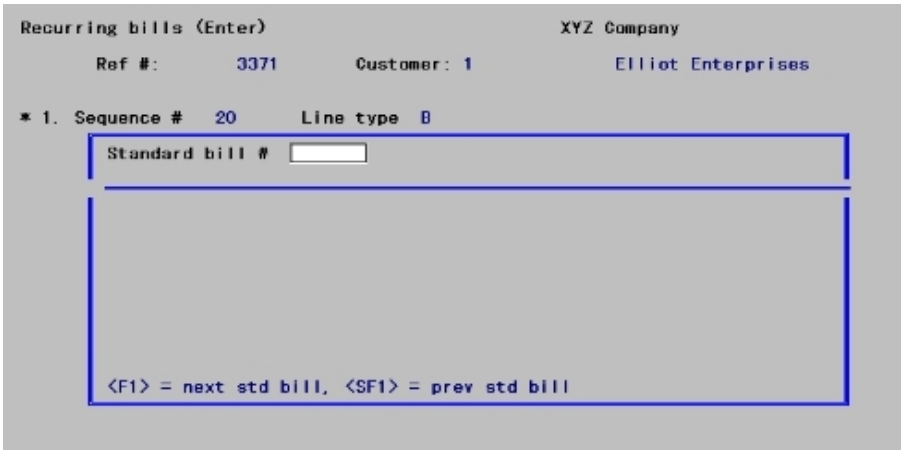
Standard Bill Line Items

The following screen appears:

Graphical Mode



Character Mode



This screen closely resembles the corresponding screen in *Invoices*. see the Standard Bill Line Items section in the Invoices chapter. Only the differences will be noted here.

Fixed and Variable Items

Each Services line item from the standard bill is copied as a variable line item if either its quantity or its price is zero. Otherwise it is copied as a fixed line item.

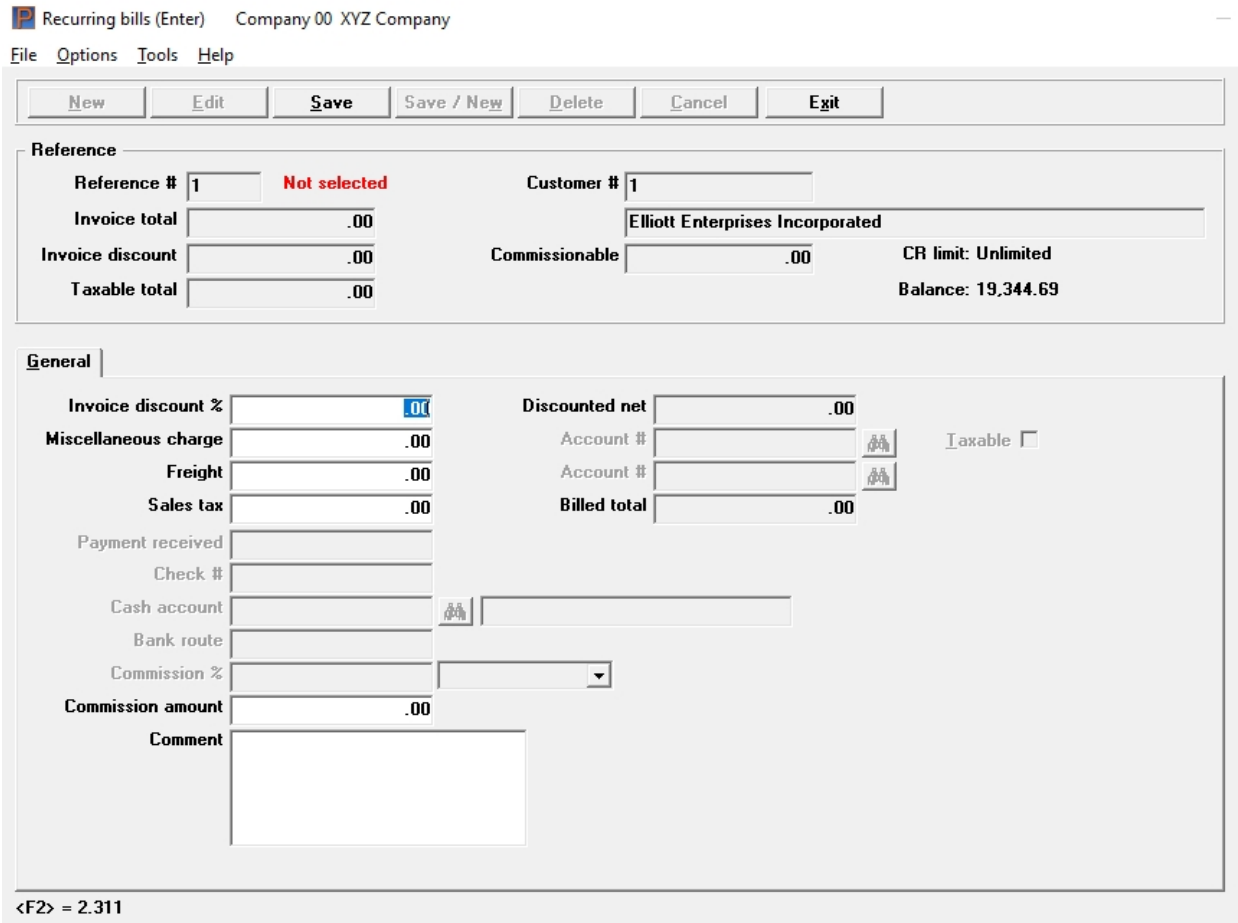
Each Goods line item is copied as a variable line item if its price is zero (their quantity is always non-zero). Otherwise it is copied as a fixed line item.

If desired you can change these from *Field number to change ?* after the standard bill has been copied.

Recurring Bills Totals Screen

The totals screen appears.

Graphical Mode



Character Mode

```
Recurring bills (Enter)                          XYZ Company
    Ref #:        RTL                  Cust: 1            Elliot Enterprises
    Invoice tot: 17.75                 Taxable total:  17.75
    Invc disc:    .00                  Commissionable: 17.75

 1. Invc disc %

 2. Sales tax

 3. Commis pct
 4. Commis amt

 5. Comment
```

This screen closely resembles the corresponding screen in *Invoices*.

Invoice discount %

Invoice discount %

This field cannot be entered if *Control information* specifies that you do not use overall invoice discounts.

Options

Otherwise, enter the invoice discount percent or use the option:

<F2>	For the customer's default. This option is available only if there is a non-zero value for this in Customers.

Upon entry, the discount amount is calculated and displayed at the top of the screen, as is the discounted net amount (invoice total less discount.

The invoice discount percent is not applied to the miscellaneous or freight charge, nor to the sales tax regardless of what you may have answered to the Discounts calculated on *Miscellaneous charges*, *Freight* and *Sales tax* check boxes in *Control information*. Those questions relate to any customer discount which the customer may be entitled to upon payment, provided that he pays on time.

Format	99.999
Example	Type 5

Miscellaneous charge

This field does cannot be entered if the Use misc charges check box from *Control information* specifies that you do not use miscellaneous charges.

Otherwise, enter any miscellaneous charges for this invoice.

If this is a credit memo and miscellaneous charges are being credited, do not enter a minus sign. Enter the miscellaneous charges as a positive amount.

Format	99,999,999.99-
Example	Type 20

Freight

This field is skipped if the Use freight charges field from *Control information* specifies that you do not use freight charges.

Enter the amount of any freight charges. On credit memos, enter freight charges without any minus sign.

Format	9,999,999.99-
Example	Type 60

Sales tax

The sales tax, if any, may be calculated by applying the sales tax percent of applicable tax rates to the *Taxable total* displayed at the top of the screen.

Sales tax may also be calculated by invoice line unit price or extended price. Calculating the sales tax by line is determined by the setup of *Tax codes*. For an example of this type of taxation see the Sample Tax Calculations section from the *Tax Codes* chapter.

Miscellaneous charges and freight are added to the taxable total if specified to be taxable in *Control information*. The sales tax percent comes from the tax code that was entered on the header screen for this invoice.

After entry of the sales tax, the following amounts are added:

- Invoice total (or Discounted net, if an invoice discount is used)
- Miscellaneous charges (if used)
- Freight (if used)
- Sales tax (if any)

The total is displayed as *Billed total*.

Options

Enter a sales tax, or use the option:

<F2>	For the calculated amount

If you enter a non-zero sales tax when the tax code specified for this invoice has a zero tax rate, you will be warned but the entry will be accepted.

Format	99,999,999.99- The default is the calculated amount.
Example	Press <F2>

Some differences will be noted here:

Misc charges *and*
Freight *and*
Sales tax

Negative entries are not allowed (because quantity may not be negative).

Payment recd
Check #
Cash account *and*
Bank Route

These fields may not be edited. They can be edited each time the bill is selected for use.

Commission percentage

Commission amount

Comment

Field number to change ?

The <F6> option for notes is not available. Recurring bills do not have notes. Notes can be added as desired each time the bill is selected for use.

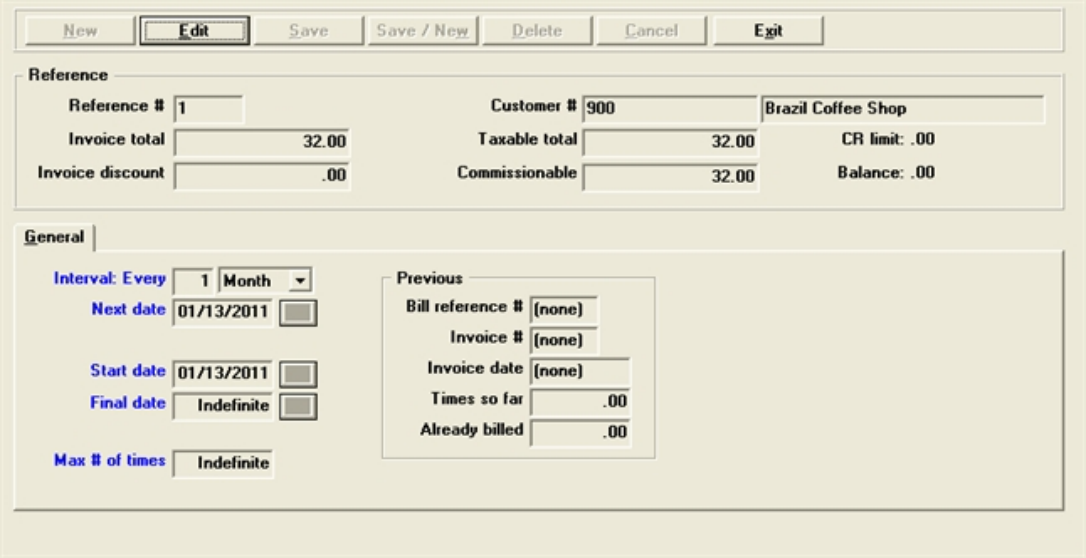
Pressing <Enter> does not terminate the entry but brings up the recurrence information screen.

Recurrence Information Screen

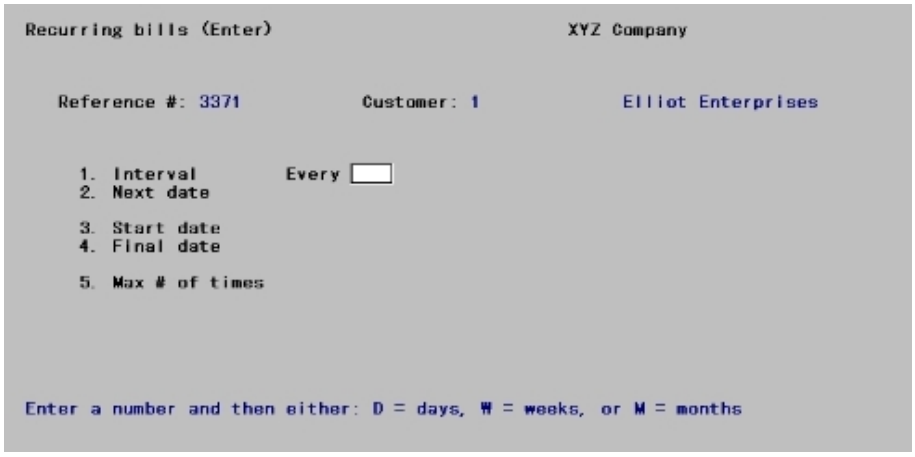
This screen lets you define how often you want the recurring bill to be used as an invoice. You can also limit the life cycle of the recurring bill; either by the number of times it is used or by starting and final dates (or by both methods). It also displays previous usage information.

The following screen appears:

Graphical Mode



Character Mode



Enter the information as follows:

Interval: Every

Specify how frequently the recurring bill is charged to the customer. Enter a number, then enter the one of the following time period codes:

Character	Graphical
D	Day
W	Week
M	Month

The first number specifies the quantity of that time period. For instance, 3 Week is billed every 3 weeks.

You may not leave this field blank, but this does not mean that you cannot use recurring bills for services or goods invoiced at irregular intervals (*e.g.*, snowplowing, repairs). Simply specify an interval long enough that the bill will never be selected by date, and a group code distinctive enough that you can select only your irregular bills when you want to.

Format	99 for the first subfield one letter for the second subfield
Example	Type 1, then Type M, to specify that the bill occurs every one month

Next date

Enter the next date the recurring bill is due.

Provided that other selection criteria (such as group code) are met, automatic selection will select this entry whenever the specified next date falls due — unless that is earlier than the specified start date or later than the specified final date. It will also calculate a new next date to be ready for the next cycle.

The next date is automatically advanced by the time interval specified each time an invoice is created from this recurring bill (by running *Use selected*). Thus if your billing cycle is a few days late or early, this does not upset the schedule for the next cycle.

When calculating the next date by day or by week, the interval specified is projected forwards without regard to day of month. When calculating the next date by month, this month's calendar date is projected forwards into the next month, except for necessary adjustments due to variations in the length of months.

If you are billing on schedule, the calculated next date will normally be a future date. However, if you skip a billing cycle the system may calculate a next date which is actually in the past. It does not add the interval twice so as to force the next date into the future. This means that if you skip one cycle and compensate by billing double on the next, the recurring bill will be out of sync by one cycle until you adjust it manually.

Format	MMDDYY The default is the date of the last recurring bill entered this session, if any; otherwise it is the system date.
Example	Type 041519

Start date

Options

Enter the date on which you want to start charging this bill to the customer, or use the option:

<F2>	For the system date

Format	MMDDYY
Example	Type 31519

Final date

Enter the date after which you want to stop charging this bill to the customer, or use the option:

<F2>	For Indefinite

After this date, this entry will not automatically be selected for use when you select by date; however, it still remains on file until you explicitly delete it.

Format	MMDDYY
Example	Press <F2>

Max # of times

Options

Enter the number of times you want to charge this bill to the customer, or use the option:

<F2>	For Indefinite

Format	999
Example	Press <F2>

Previous Usage Fields

These are display-only fields which provide previous usage information for this recurring bill. They include:

Bill reference

This is the bill reference number for the last time this bill was selected and used.

Invoice

This is the invoice number for the last time this bill was selected and used.

Invoice date

This is the invoice date for the last time this bill was selected and used.

Times so far

This is the total number of times used so far for this recurring bill. It is an accumulated amount of all the times it was selected and used.

Already billed

This is the total amount billed so far for this recurring bill. It is an accumulated dollar amount of the previous times it was selected and used.

Make any needed changes, select Save to then press <Enter>. This completes the entry of the recurring bill.

Printing a Recurring Bills Edit List

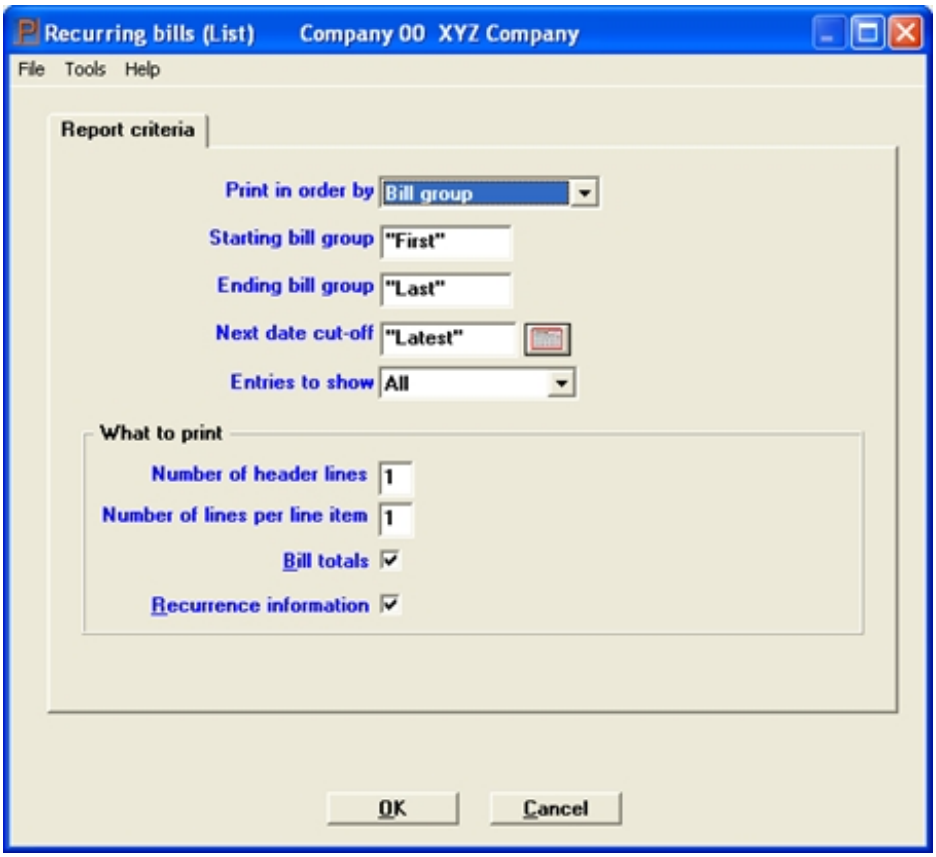
Select

Edit List from the *Recurring bills* menu.

See a sample Recurring Bills List in the *Sample Reports* appendix.

The following screen appears:

Graphical Mode



Character Mode

```
Recurring bills (List)                          XYZ Company


                1. Print in order by          C

                2.
                3.

                4. "Next date" cut-off

                5. Show which entries

                6. What to print:

                   # of header lines
                   # lines per line item
                   Bill totals ?
                   Recurrence information ?


C = Customer number, N = customer Name, B = Bill group
```

Enter the information as follows:

Print in order by

Options

Enter the order in which you want the recurring bills shown. This order can be listed by customer number order, customer name order or Bill group order.

Character	Graphical
B	Bill group
C	Customer number
N	Customer Name

Format	Graphical: Drop down list. See list above Character: One letter
Example	Type C

The next two fields depend on the choice of printing order.

Starting
Ending

Options

Enter the range of numbers or names to list, where choice represents whatever you entered Field #1. At each field you may use one of the options:

<F1>	(customer name only) To toggle between entering a personal name and a company name.
<F2>	For the First starting choice or Last ending choice

Format	12 characters for customer number 25 characters for company name 14 characters for personal name (surname) 10 characters for personal name (1st name) 3 characters for group code
Example	Press <F2> at each field.

Next date cut-off

Options

Enter the date up to which you want to show recurring bills. Recurring bills whose next date field is later than this will not be shown. You may use the option:

<F2>	For the Latest date (show recurring bills regardless of when they are next due)

Format	MMDDYY The default is the current date.
Example	Press <F2>

Entries to show

Options

You have three choices for this field, as follows:

Character	Graphical	Explanation
A	All	All recurring bills for the range and cut-off date above are shown on the list.
E	Expired only	Expired entries are those which have already been selected more than the maximum number of times or have a next date later than the final date. Running this report occasionally lets you identify entries that ought to be deleted.
S	Selected only	Only selected entries are shown. Selection is explained in the next section. Running this report after *Select for use* lets you review your manual selections.

Format	Graphical: Drop down list, select from above Character: One letter from the list above
Example	Press <Enter>

What to print

Select the amount of information to show for each recurring bill.

Number of header lines

Options

Enter the number of header lines to show for each recurring bill, or use the option:

<F5>	For *All* information for the header

Format	One digit, either 1 or 2. The default is 1.
Example	Press <F5>

Number of lines per line item

Options

Enter the number of header lines to show for each line item, or use the option:

<F5>	For *All* information

Enter **0** to not print any line items.

Format	One digit, either 0, 1, 2, or 3. The default is 1.
Example	Press <F5>

Bill totals

Check the box or enter Y to show the totals information for each recurring bill, or uncheck it or enter N to not do so.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y.
Example	Press <Enter>

Recurrence information

Check the box or enter Y to show recurrence information for each bill, or unchecked it or enter N to omit it.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y
Example	Press <Enter>

OK or Cancel

Click on OK to print or Cancel to not print.

In character mode, from *Field number to change ?* make any needed changes, then press <Enter> to print the report.

SELECTING RECURRING BILLS FOR USE

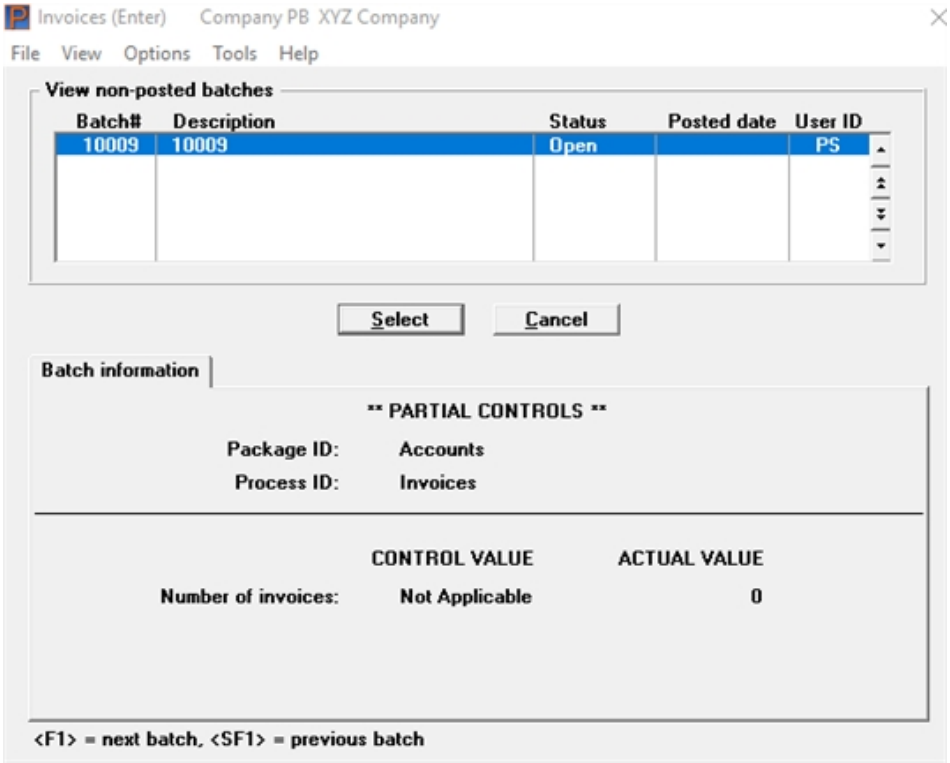
This selection enables you to select which recurring bills are to be used as invoices in the current billing cycle.

In order to use a recurring bill as an invoice, first select the bill for use. Then run *Use selected* to actually use the selected bill as an invoice.

Batch Control

Select for use recurring bills may be under batch control. Batches provide a way to group selected bills. For example they can be grouped by user. by month, or any way you choose. Both Use selected and Select for use are all controlled by the same batches. There is an option to control the total value and number of recurring bils entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

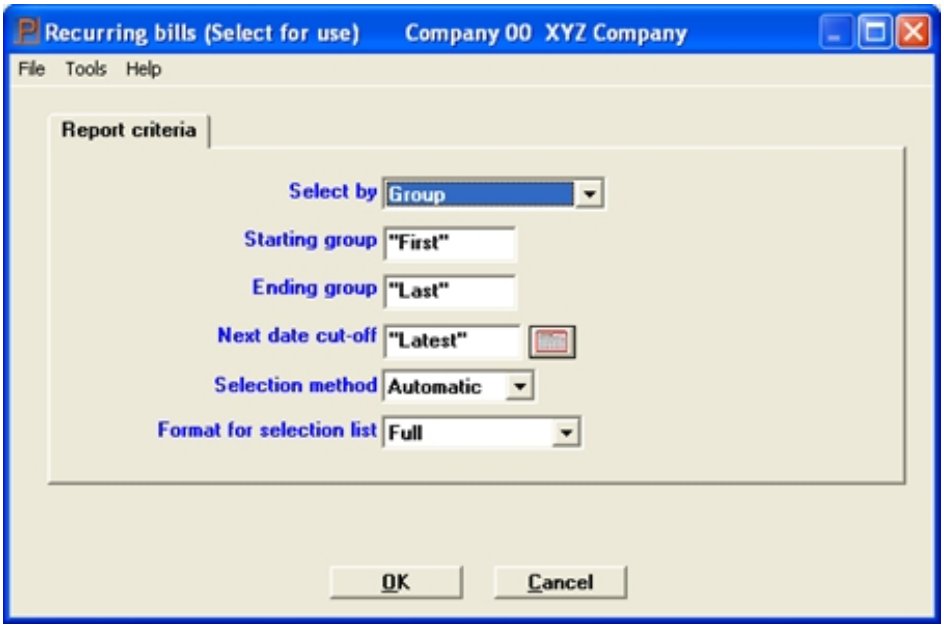
For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

Select

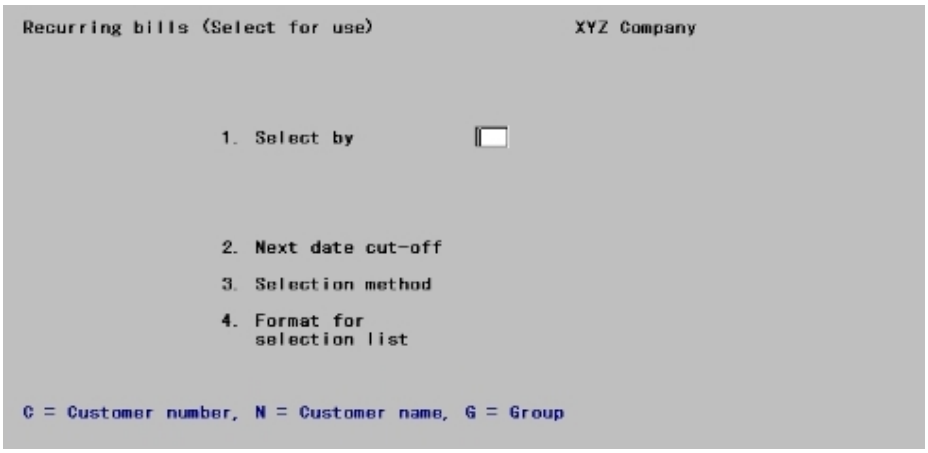
Select for use from the *Recurring bills* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information.

Select by

Options

Specify what field you wish to control the selection process. This defines what range will be used for selection. For manual selection (described later), it also determines the order in which the recurring

bills will be presented to you. For automatic selection, it determines the order in which the report will be printed.

Character	Graphical
B	Bill group
C	Customer number
N	Customer Name

Format	Graphical: Drop down list. See list above Character: One letter
Example	Type C

Starting *(range)* and Ending *(range)*

Options

Enter the range of numbers or names to list, where choice represents whatever you entered Field #1. At each field you may use one of the options:

<F1>	(customer name only) To toggle between entering a personal name and a company name.
<F2>	For the First starting choice or Last ending choice.

Format	12 characters for customer number 25 characters for company name 14 characters for personal name (surname) 10 characters for personal name (1st name) 3 characters for group code
Example	Press <F2> at each field.

Next date cut-off

Options

Enter the date up to which you want to select recurring bills. Recurring bills whose next date field is later than this will not be selected. You may use the option:

<F2>	For the Latest date (select recurring bills regardless of when they are next due).

Format	MMDDYY The default is the current date.
Example	Press <F2>

Selection method

Select the **A** (Automatic) or **M** (Manual) method of selecting recurring bills.

- Automatic selection is faster and produces a report for your review. It selects all recurring bills that meet the range you have defined.

  No distinction is drawn between fixed and variable line items.

  Automatically selecting one range of recurring bills does not unselect any bills that may have been selected already. Bills selected either manually or automatically remain selected until used, unless individually unselected.

- Manual selection displays to you the recurring bills in the range selected, one by one.

  You can select (and unselect) them individually.

  You can change any field in the header, line items, or totals screens of any bill. Such changes apply not only to the invoice which will be created from this recurring bill, but to the recurring bill entry itself. They remain on file for the next time the recurring bill is used.

  You can specify the payment received if applicable. This applies only to the invoice which will be created from this recurring bill, not to the recurring bill entry itself. No cash receipt will post; this is for reference only.

  You can take advantage of the fixed/variable distinction to examine only the variable line items.

  You can select recurring bills outside the range selected, provided you know the customer and bill number.

- You can run automatic selection first to select the bulk of the bills, then examine the resulting report, and finally handle any exceptions via manual selection.

Format	Graphical: Drop down list, either Automatic or Manual. The default is Automatic Character: One letter, either A or M. There is no default.
Example	Type A

Format for selection list

If you have chosen manual selection, this field displays as Not applicable and may not be entered.

Otherwise, this field controls the format of the Recurring Bills Automatic Selection Edit List. Enter **B** for brief format or **F** for full format.

Format	Graphical: Drop down list, either Full or Brief. The default is Full Character: One letter, either B or F. There is no default.
Example	Type F

OK or Cancel

Click on OK to proceed or Cancel to not make any selections. In character, make any needed changes from *Field number to change ?*, then press <Enter> to continue.

- If you chose automatic selection, there will be a period of processing as the Recurring Bills Automatic Selection Edit List is printed. Once the report is printed this terminates the selection; no further screens appear.
- If you chose manual selection, the header screen appears automatically and you can examine the recurring bills individually. All the screens described in the *Enter* section of this chapter are available, except the recurrence information screen. Those descriptions will not be repeated here, except to point out the differences.

Header screen

Options

The options available from the Customer field are:

<F1>	For the next recurring bill within the range of customers, groups, and/or dates specified on the first screen.
<SF1>	For the previous recurring bill.

You can also select bills by entering an explicit customer number and bill number, whether or not the bill is within the range specified on the first screen.

Once a bill has been specified (by either method):

- If the bill has not already been selected, you are asked *Select this bill ?*.

  If you answer N the bill remains unselected and the screen clears for selection of another bill.

  If you answer Y the bill is selected and you are positioned at *Field number to change ?*.
- If the bill is already selected, you are told This recurring bill has already been selected and asked *Do you want to unselect it ?*.

  If you answer Y the bill is unselected and the screen clears for selection of another bill.

  If you answer N the bill remains selected and you are positioned at *Field number to change ?*.
- If you select a bill that has already expired or has been used more than its maximum number of times, you are so informed. You must confirm that you really wish to do this before continuing.
- If the customer is already over his credit limit, a message appears informing you of this and you are asked whether you want to continue selecting this bill. Answer N to exit from selecting this bill or Y to continue. Note that a bill big enough to tip the customer over his credit limit does not trigger a warning if he is not over the limit already.

Press <Enter> to bring up the line-item screen.

Line-item screen

Options

Your options here are:

<F1>	For the next existing line item.
<SF1>	For the previous line item.
<F2>	For the next existing variable line item.

You can add a new line item by entering a sequence number for it; however you are not prompted for the next available sequence number.

From *Field number to change ?* you can delete the line item with <F3>, or change any field.

For variable line items, you should enter the quantity and price.

If you make a change to the quantity or total price, you must re-enter the Fixed or variable field. This will become the default for future uses of this recurring bill.

When no more changes to line items are desired, press <Esc> at the Sequence # field. The totals screen appears.

Totals screen

Make any changes to the totals. Note that the Payment recd field and its associated fields have appeared. These may be entered in the same way as in *Invoices (Enter)* if payment has been received for this use of the recurring bill.

A sample Recurring Bills Automatic Selection List is in the *Sample Reports* appendix.

USING SELECTED RECURRING BILLS

Before you use this option, you should always print a list showing only the recurring bills that have been selected. Use *List* and choose only selected bills.

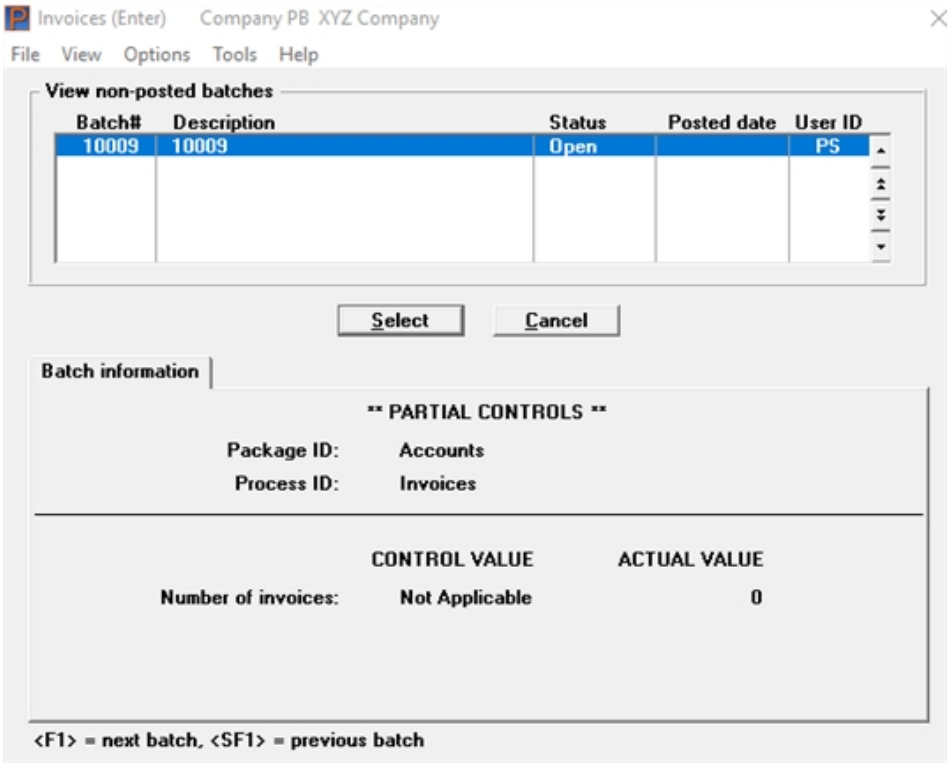
When you have verified that your selection of recurring bills is correct and complete, you are ready to use them as invoices. The recurring bills still remain on file. The new invoices are unposted and must be printed and posted in the same manner as any other invoices. If you are using multi-payment/credit card processing, the program auto-assigns the customers terms. If you want to use some other payment method you must edit the payment after the invoice is selected.

Use selected operates upon all selected recurring bills. Once they have been used, they are no longer selected and are available to be selected again for the next cycle.

Batch Control

Use selected recurring bills may be under batch control. Batches provide a way to group selected bills. For example they can be grouped by user. by month, or any way you choose. Use selected and Select for use are all controlled by the same batches. There is an option to control the total value and number of recurring bills entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

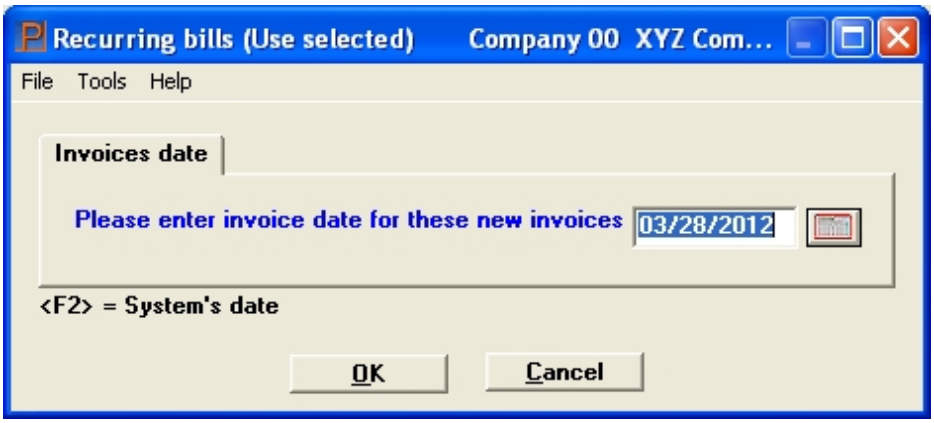
For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

Select

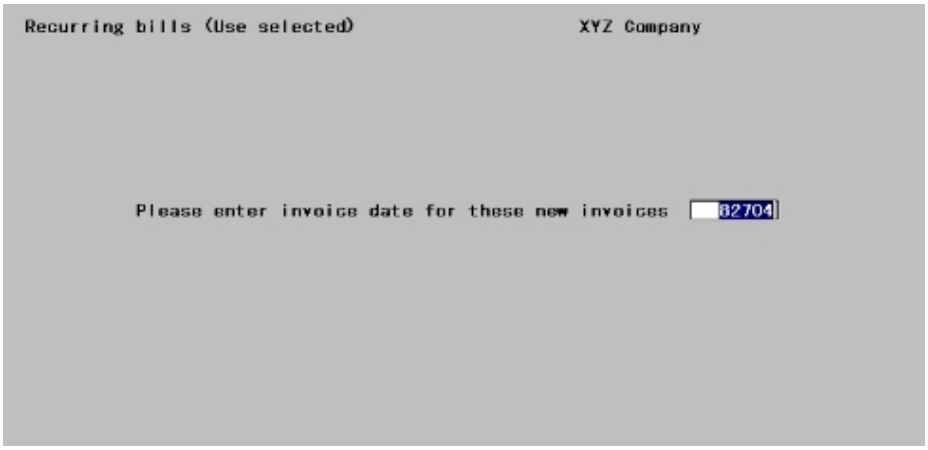
Use selected from the *Recurring bills* menu.

The following screen appears.

Graphical Mode



Character Mode



Enter the following information:

Please enter invoice date for these new invoices

Enter a date to be used as the invoice date. You do not have the option of postponing assignment of an invoice date until the invoice is printed (as you do with regular invoices).

Press <Esc> if you decide not to proceed with using recurring bills as invoices.

Format	MMDDYY The default is the system date.
Example	Type 031519

In graphical mode select:

Ok or Cancel

Click on OK to continue to select the bills or Cancel to not do any selecting.

Using character mode the question "Any change ?" displays. Enter Y to re-enter the screen, or N to proceed.

For both modes there will be a period of processing as an invoice is created from each selected recurring bill.

The newly-created invoice entries are assigned the next available bill reference numbers, and their Group number becomes the Bill group number.

If errors are detected, a Recurring Bills Exception Report is printed. The only error that is likely to occur is an insufficient quantity available to fill the full amount of the order. This can only happen if you are interfaced to the Inventory Control module. When this occurs, the quantity to ship field is set equal to the quantity ordered; but this may prevent the invoice from posting. If you wish to ship only the quantity in stock, or to cancel that line item, use *Invoices (Enter)* for the purpose before you print or post the invoices.

You can also use *Invoices (Enter)* if you wish to make further corrections or to add notes.

Standard Bills

This chapter contains the following topics:

Introduction to Standard Bills .....
Standard Bills and Jobs .....
Entering Standard Bills .....
Entering Line Items .....
Printing a List of Standard Bills .....

INTRODUCTION TO STANDARD BILLS

A standard bill is a packaged set of Services, Goods, and/or Notes line items which your company uses frequently. You can paste standard bills into any invoice or recurring bill. The purpose of packaging predefined line items as standard bills is simply to reduce data entry and ensure consistency.

You can benefit from standard bills even though you may not know in advance the exact quantity or nature of each detail item. Line items introduced into an invoice as standard bills are treated no differently from line items entered manually. They may be changed or deleted at will. Thus a standard bill can serve as a useful template even though you may have to tweak it each time you use it.

Standard bills are optional; if you do not use them *this chapter does not apply*.

Standard bills are very much like *Invoices* without the header and totals screens. In some cases this chapter will describe only the differences between the two, avoiding much repetition.

Standard bills may not be nested within other standard bills, but more than one standard bill may be pasted into the same invoice.

Standard bills are not specific to a customer but may be used for any invoice. Consequently, no credit checking occurs upon entry (but credit is checked each time a standard bill is copied into an invoice).

The *Standard bills* selection is not under batch control, does not generate accounting transactions, and does not require posting.

STANDARD BILLS AND JOBS

If you are not interfaced to the PBS Job Cost (J/C) module, this section *does not apply*.

Standard bills may be copied into invoices for jobs, provided that the invoice is not for multiple jobs. When this happens, each Services line item and each Goods line item is assumed to be for that job.

If a category number is present on a Goods line item, a cost item number is created for the line item by joining the category number from the standard bill to the sub-job and change order numbers:

- If the job has sub-jobs but does not bill for them, prior to transferring the standard bill the operator is asked to specify what sub-job to use in building the cost item number. Note that if the job does bill for its sub-jobs, the invoice already knows what the sub-job number is because that is required for billing purposes.
- If the job has change orders, prior to transferring the standard bill the operator is asked to specify what change order number to use in building the cost item number.

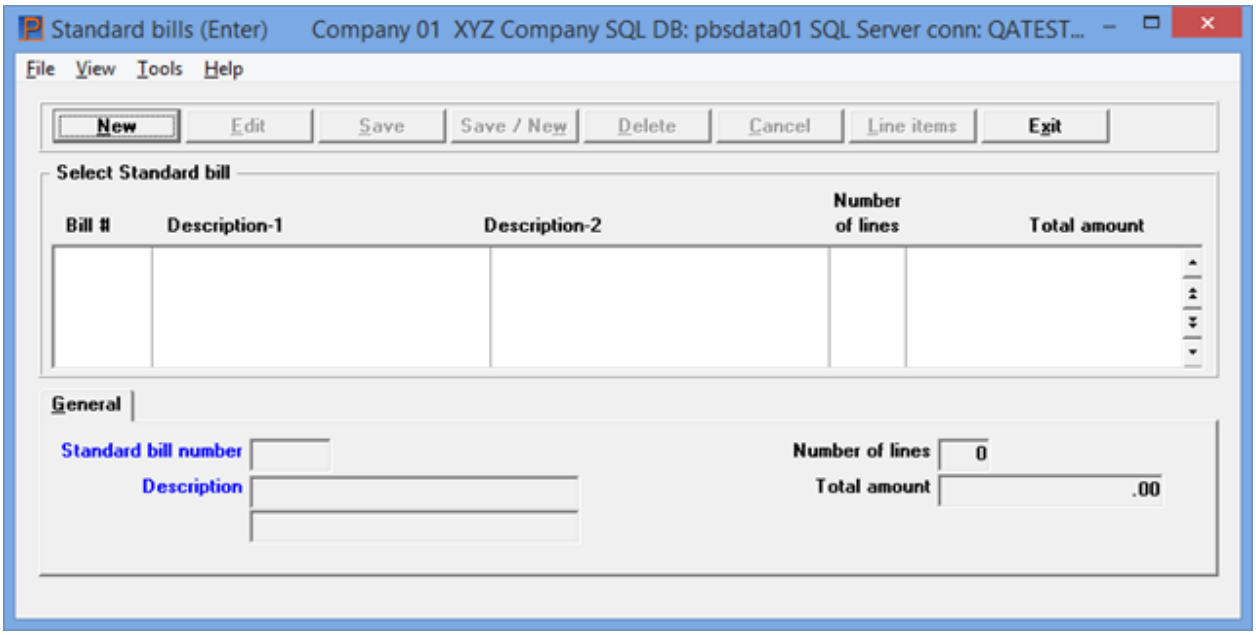
The results can be corrected after the transfer by changing the transferred line items individually.

Select

Standard bills from the A/R menu.

ENTERING STANDARD BILLS

The following screen displays in graphical mode:



Standard Bill List Box

The list box displays up to 6 existing standard bills at a time. You may sort the standard bills by standard bill number in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a standard bill, start typing a standard bill number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a standard bill. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Standard bills that display in the list box are available for changes or deletion. The fields for the selected standard bill display in the lower part of the screen. Also the total number of lines and total amount display.

When a standard bill is found, you may select the <Enter> key or Edit button to start editing.

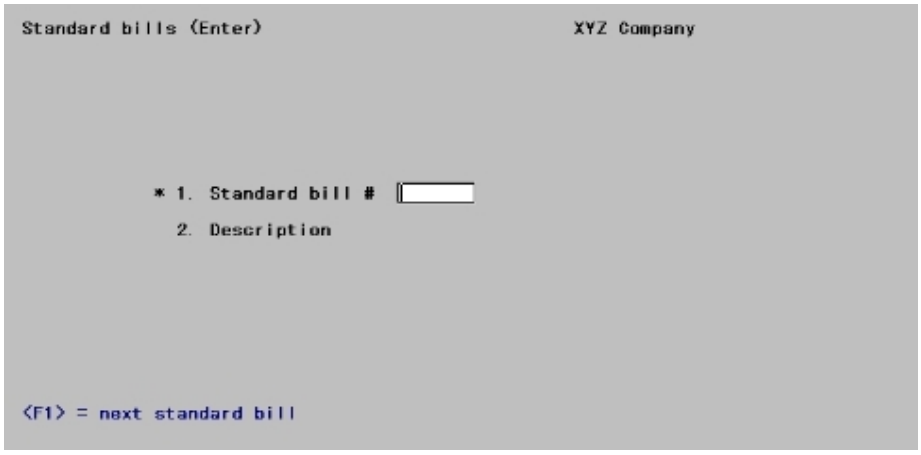
Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new standard bill

Button	Keyboard	Description
Edit	Alt+e	For editing an existing standard bill
Save	Alt+s	For saving the addition of a new standard bill or for saving the changes to a standard bill. When it is a new standard bill selecting Save takes you to the line items screen
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a standard bill
Cancel	Alt+c	To cancel adding or editing a standard bill. Your entries will not be saved
Line items	Alt+l	To access the line items of an existing standard bill for entering, editing or deleting them
Exit	Alt+x	To exit the standard bill window

Character mode



From this screen you can work with both new and existing standard bills. If a standard bill has already been entered for the standard bill number you specify, it will appear and be available for changes or deletion.

Standard bill number

Enter a number for this standard bill, or use one of the options:

Options

You may use the option:

<F1>	For the next existing standard bill
<SF1>	For the previous standard bill

If an existing standard bill is entered or selected, its description displays; also a count of its line items.

Format	6 characters
Example	Type 4

Description

Enter a description for this standard bill. This field is required.

Format	2 lines of 25 characters each
Example	Type Standard bill #4 for the first line Press <Enter> for the second line

Graphical Mode

Select the button that is appropriate. When it is a new standard bill selecting the Save (Atl+s) button takes you to the line items screen. See Buttons.

Character Mode

Field Number To Change ?

Make any needed changes. For an existing entry you may use one of the options:

Options

You may use the option:

<F1>	For the next existing standard bill
<SF1>	For the previous standard bill
<F3>	To delete this entry

Press <Enter> when done making changes. If this is a new entry, the line-item screen (described below) will appear automatically.

Do You Wish To Change The Line Items ?

This question is asked only if this is an existing entry and in character mode. Answer N to terminate this transaction and proceed to the next standard bill. Answer Y to continue to the line-item screen.

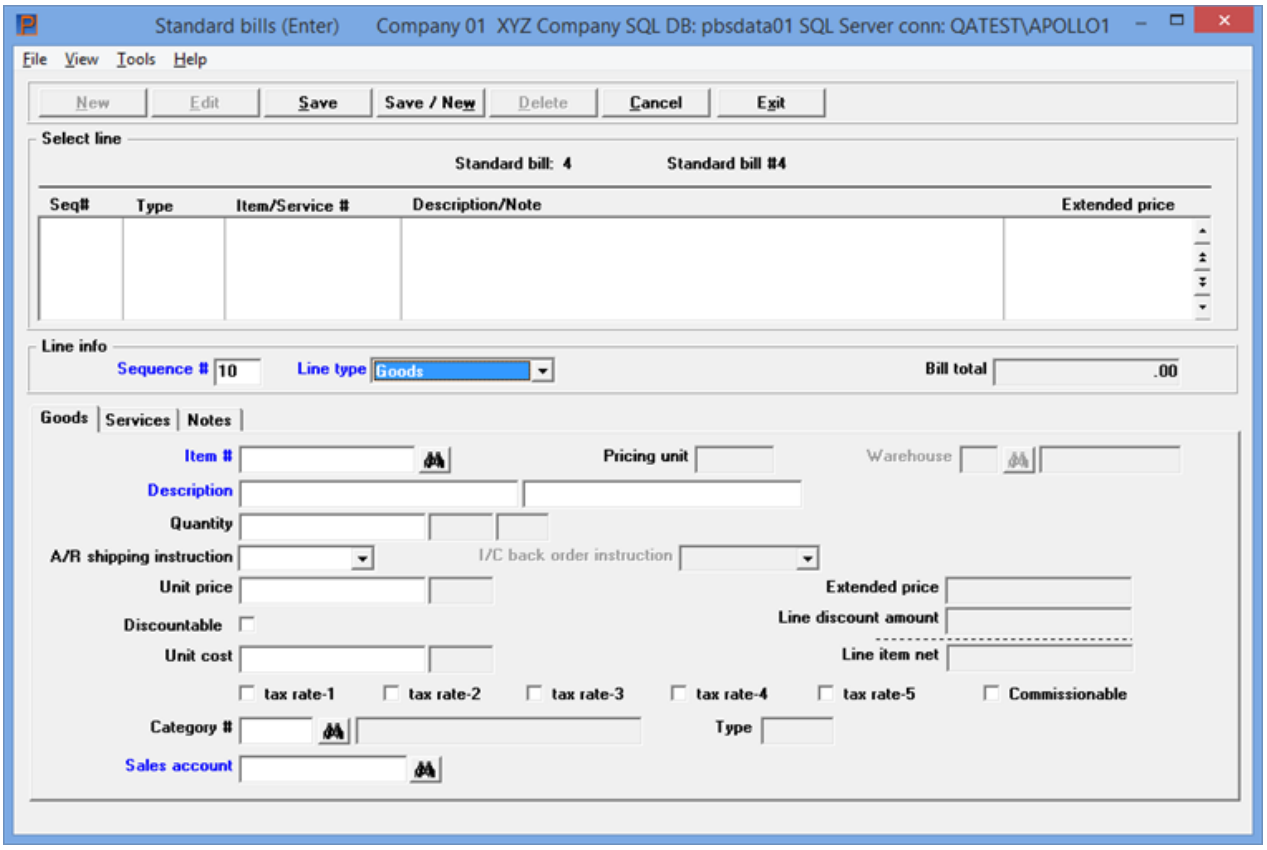
Format	One letter, either Y or N. The default is N.
Example	(Does not occur in this example)

Entering Line Items

Each line item of the bill is entered on either the Goods, Services or Notes tabs.

A standard bill may have up to 9,999 line items. Typically it has at least one. A standard bill with no line items at all is legitimate, but not useful.

The following line entry screen appears:



Standard Bill Items List Box

The list box displays up to 6 existing standard bill lines at a time. You may sort the standard bill lines by sequence number in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a standard bill line , start typing the sequence number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a standard bill. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Standard bill lines that display in the list box are available for changes or deletion. There are three tabs: Goods, Services and Notes. The fields for the selected standard bill line type display in the lower part of the screen. Also the total number of lines and bill total amount display.

When a standard bill line is found, you may select the <Enter> key or Edit button to start editing.

Line Buttons

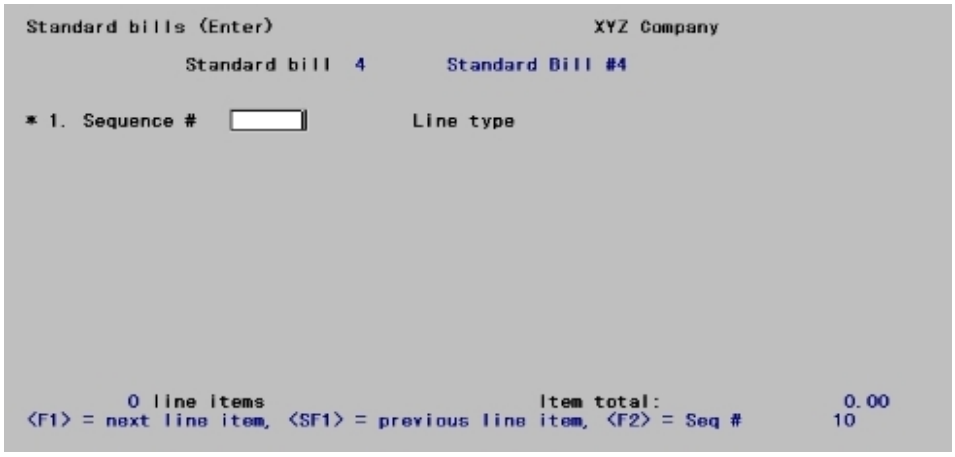
You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new standard bill line
Edit	Alt+e	For editing an existing standard bill line
Save	Alt+s	For saving the addition of a new standard bill line or for saving the changes to a standard bill line
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a standard bill line
Cancel	Alt+c	To cancel adding or editing a standard bill line. Your entries will not be saved
Exit	Alt+x	To exit the standard bill line window

Character mode

Each line item of the bill is entered on a separate screen.

To terminate processing this standard bill, press <Esc> from Field #1 of any line-item screen.



From this screen you can work with both new and existing line items. The layout of the screen depends upon the type of line item; initially only Field #1 appears.

Enter the information as follows:

Sequence

In graphical mode, this field is filled in automatically and skipped. To go to the sequence number field and change it manually you may select the <Shift+Tab> keys or click on the field with your mouse.

Line items are in sequence by an arbitrary number, which by default is assigned in increments of ten. Enter a sequence number, or use one of the options:

Character Mode

Options

You may use the option:

<F1>	For the next existing line item, if any
<SF1>	For the previous existing line item
<F2>	For a new line item, to be added at the end of the standard bill and to be given a sequence number ending in zero

Normal practice when entering a new standard bill is to use <F2> for each line item.

If you select an existing line item (either by direct entry of a sequence number or by using the option keys), that item is displayed in the appropriate format and the cursor is positioned at *Field number to change ?*.

Format	9999
Example	Press <F2> to assign sequence number 10.

Line Type

Enter a line type from among:

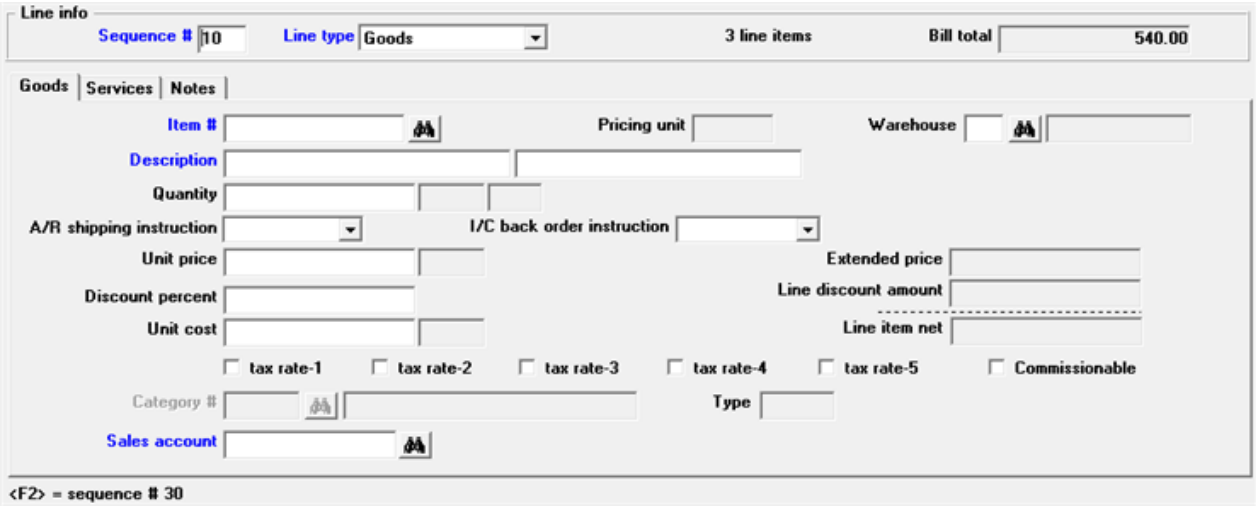
Character	**Graphical**
G	Goods
S	Services
N	Notes

The tabs of the line item types differ so much in appearance that each is described in a separate section.

Format	Graphical: Drop down list of Goods, Services and Notes Character: One letter from the list above
Example	Type G

Goods Line Items (with I/C)

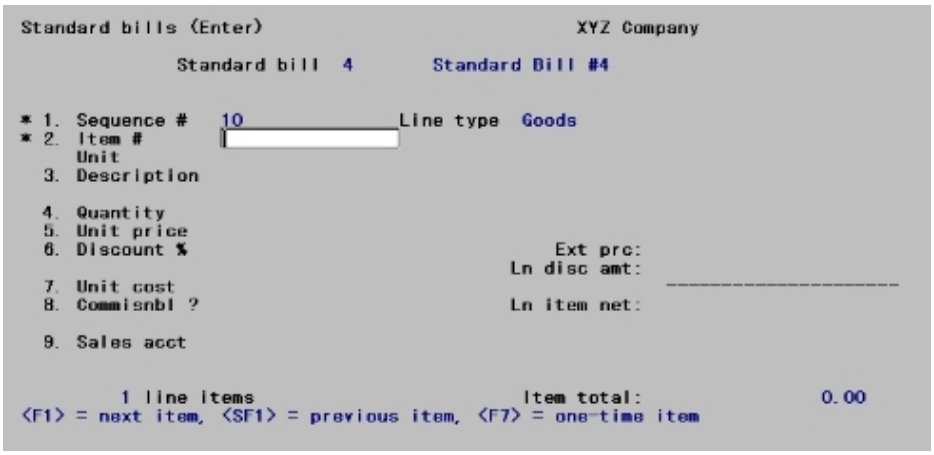
Upon typing G for Line type, the following screen appears:



This tab closely resembles the invoices tab.

Character Mode

After pressing <F2> for Sequence # and typing G for Line type, the following screen appears:



This screen closely resembles the corresponding screen in *Invoices*.

Item

Enter the inventory item number. This item (even a miscellaneous item) must be in I/C *Items*. However, it must not be a serialized or lot item; these can only be sold through O/E. You may use one of the options:

<F1>	For the next item on file, in item number sequence
<SF1>	For the previous item
<F7>	To look up the item by description

Description

If you pressed <F7>, the cursor moves to the Description field. Enter the item's description (or any portion of it beginning with the first letter). Your options are:

<F1>	For the next item on file, in item description sequence
<SF1>	For the previous item
<Enter>	To return to lookup by number

Pricing unit

This field is skipped except for miscellaneous items.

The unit or conversion factor, in effect when an invoice is entered, remains on that invoice, even if you subsequently change it using I/C *Items*.

Options

Enter the unit of measurement or use the option:

<F2>	For EACH

Warehouse

If I/C does not use multi-warehousing, skip this section. Otherwise:

- If A/R *Control information* specifies that multiple warehouses are not used, you cannot enter a warehouse because the default warehouse is assumed. If the item is not stocked at that warehouse you are warned of the fact but allowed to continue (you will be able to select an alternate when you come to the Quantity ordered field).
- If A/R *Control information* specifies that multiple warehouses are used, enter the warehouse you wish to ship from. The warehouse must have been defined in I/C *Warehouses* (blank for Central is a valid entry), and the item must be stocked at that warehouse.

Options

You may use the option:

<F2>	For the default warehouse from A/R *Control information*

Quantity

This field appears as *Quantity* instead of *Qty ordered* in *Invoices*. You cannot enter a negative quantity as returned goods do not happen on standard bills.

You may not view alternate items (<F2>) or alternate warehouses (<F5>), nor may you view quantities (<F3>) for this item.

No check is made at this time that the quantity ordered is in stock.

A/R shipping instruction

This defines what happens if the quantify available at the warehouse specified is insufficient. Enter one of the following options:

Options

Character	Graphical	Description
S	Ship in stock	Ship whatever is in stock
O	Override	Ship the entire quantity (anticipating a receiving)

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type S

I/C back order instruction

This field defines Inventory back order instructions. Enter one of the following:

Character	**Graphical**
S	Ship in Stock
O	Override
A	Back order all
B	Back order balance

Format	Graphical: Drop down list Character: One letter
Example	Type S

Unit price

The default price does not take into account any customer-specific sale or contract pricing.

Changes to the price and cost in Items are not automatically applied to standard bills. Also, when a sale expires, any standard bills that use those prices continue to do so. Be on guard against inadvertently using obsolete prices when you copy standard bills.

Discount percent

Depending on the Discount type setting in Control information this field may or may not be available.

Enter a discount percent.

Discountable

Depending on the Discount type setting in Control information, this field may or may not be available.

Check to box to determine that this line can be discounted.

Unit cost

Each time the standard bill is copied into an invoice, the cost used is the current cost, not that in effect at the time the standard bill was originally entered.

Job # *and* Sub-job

These fields do not occur. See the discussion in the Standard Bills and Jobs section of this chapter.

Scrap acct *and* Credit acct

These fields do not appear. Returned goods do not occur on a standard bill.

tax rate

The format of this varies depending on your answer to Taxable by tax rate in *Control information*:

- If you left it unchecked, a single check box flag controls whether or not this line item is subject to all the tax rates in this invoice's tax code.
- If you checked the box, there are one to five flags separated by slashes — one for each of the tax rates in that tax code.

Each flag is either checked or unchecked (Y or N), corresponding to the taxability code on file for this inventory item in I/C *Items*. Even miscellaneous items have default taxability codes.

Whether or not you can change this default depends upon your answer to the question Taxable by line item in *Control information*:

- If you left the *Taxable by line item* field unchecked, you may not change this field. The overall tax for the invoice may still be changed from the totals screen once you get to it.
- If you checked that field, you may change the taxability but only from *Field number to change ?*.

  If you left the *Taxable by tax rate* field unchecked, specify whether or not the item is taxable.

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, accept the default of checked if a sales representative will be entitled to a commission on this sale, or uncheck it if not.

Category

This field replaces the Cat-sub-cng field of *Invoices*. Category is one of the three segments of a cost item, and the only one that is entered in standard bills. For an explanation of where the other two segments come from, refer to the Standard Bills and Jobs section of this chapter.

If you do not enter a category the field description displays as (Item cost does not go into jobs).

If you want the cost of this line-item transferred to Job Cost when the invoice is posted through I/C, enter a category number. If J/C *Control information* specifies that *Categories* must be used, your entry must be a valid category, and you may use the options:

Options

You may use the option:

<F1>	For the next cost category from J/C *Categories*
<SF1>	For the previous cost category

If a category number is present when a standard bill is inserted into an invoice that is not for a job, it is ignored.

Format	999999
Example	[This field does not appear, since J/C is not interfaced.]

Sales account

If you do not distribute sales per A/R *Control information* the Sales account cannot be changed and also:

- Using graphical mode the field displays but cannot be changed.
- Using character mode this field does not display.

When you are distributing sales using graphical mode enter the sales account or use the default. Using character mode the cursor does not move to this field on initial entry, but it ca n be changed from *Field number to change ?*.

Sales account is entered as a main account only or when using cost centers as a main and sub account. It does not have to be one of the sales accounts defined in *Control information*. It defaults to the item sales account.

If you are interfaced with Job cost and you specified a Category #, you may select <F2> to assign the Billing account from Job Cost *Control information*.

You may use the option:

Options

The following option may be used:

<F2>	For the previous contents of this field

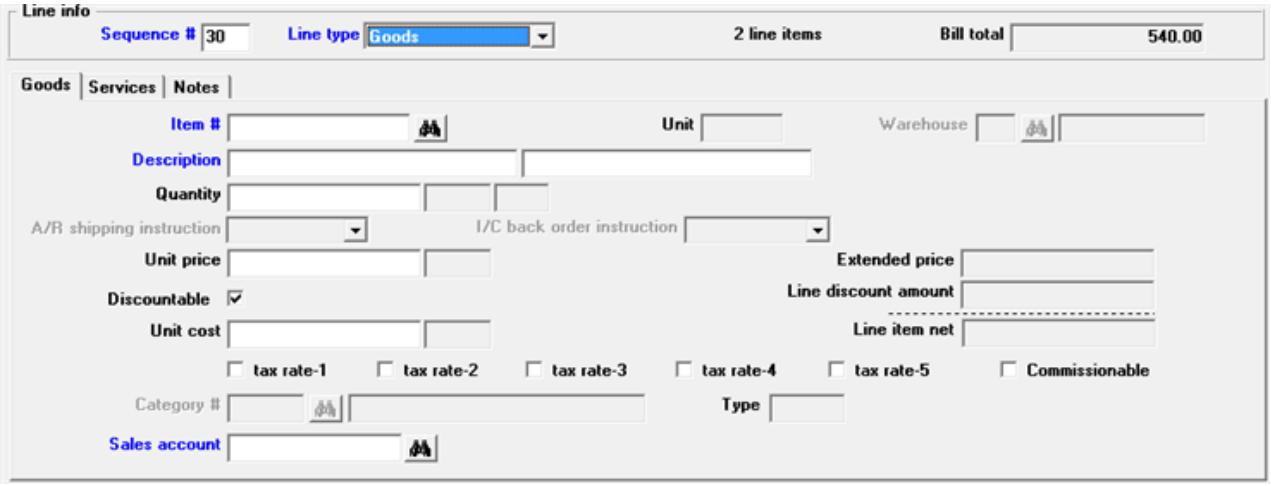
Selected into an Invoice

If you use cost centers, when the standard bill is selected into an invoice a cost center is prefixed to the account number — either the cost center from the invoice header or the one from the I/C item, whichever source has been specified in *Control information.*

Note that this happens even if the invoice is for a job and a category code has been specified for this line item. If you wish to use the job's billing account instead, use the <F2> default after the standard bill has been transferred.

Goods Line Items (without I/C)

Upon selecting the New button the following screen displays:



Character mode

Upon pressing <F2> for Sequence # and typing G for Line type, the following screen appears:

```
Standard bills (Enter)                                XYZ Company

              Standard bill  4        Standard Bill #4

* 1. Sequence #    20              Line type  Goods
* 2. Item #
     Unit
  3. Description

  4. Quantity
  5. Unit price
  6. Discount %                                   Ext prc:
                                               Ln disc amt:
  7. Unit cost                                                  ---------------------
  8. Commisnbl ?                               Ln item net:

  9. Sales acct

         2 line items                           Item total:          70,200.00
<F1> = next item, <SF1> = previous item, <F7> = one-time item
```

This screen closely resembles the corresponding screen in *Invoices*. Only the differences will be noted here.

Item

Enter the good from *Goods and services* or use one of the options:

<F1>	For the next goods entry in the *Goods and services* selection
<SF1>	For the previous entry

Description

For an item already in *Goods and services* the description displays automatically. You can change this or press <Tab> in graphical or the <Enter> key in character, twice, to accept it as is.

If you are entering a new item, enter the description of the item.

Quantity

You cannot enter a negative quantity.

Unit price *and* Unit cost

Discountable

Changes to the price and cost in Goods and Services are not automatically reflected in the outstanding standard bills. Be on guard against inadvertently using obsolete prices when you copy standard bills.

Tax rates

If you unchecked (no) to Taxable by line item in *Control information*, this field can be entered but only for the first rate.

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, accept the default of checked if a sales representative is entitled to a commission on this sale, or uncheck it if not.

Job # *and*
Sub-job #

These fields do not occur. See the discussion in the Standard Bills and Jobs section of this chapter.

Category #

This field cannot be entered for a good from *Goods and services*.

Type

This field cannot be entered for a good from *Goods and services*.

Sales account

If you do not distribute sales, per A/R Control information, the Sales account cannot be changed.

The Sales account from the Good is used if the *Control information Default sales account to Goods / Services account* is checked. Otherwise it defaults to one of the Sales accounts from *Control information*.

It does not have to be one of the sales accounts defined in *Control information.*

Options

You may however use one of the options:

<F1>	For the next sales account in *Control information*
<SF1>	For the previous sales account

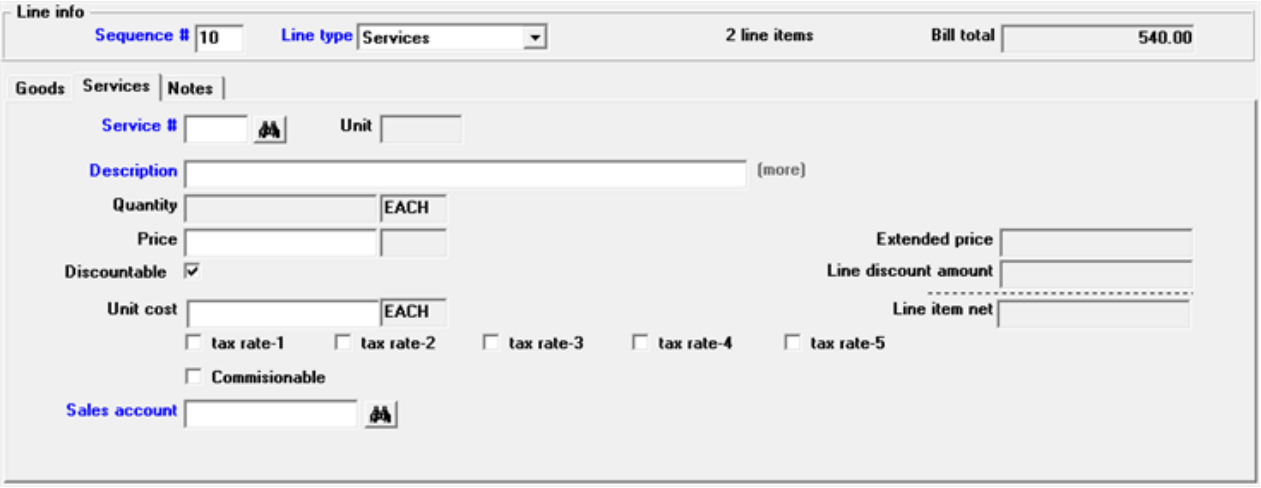
If you use cost centers, when the standard bill is selected into an invoice a cost center is prefixed to the account number either the cost center from the invoice header or the one from the I/C item, whichever source has been specified in *Control information.*

Note that this happens even if the invoice is for a job and a category code has been specified for this line item. If you wish to use the job's billing account instead, use the <F2> option after the standard bill has been transferred.

Services Line Items

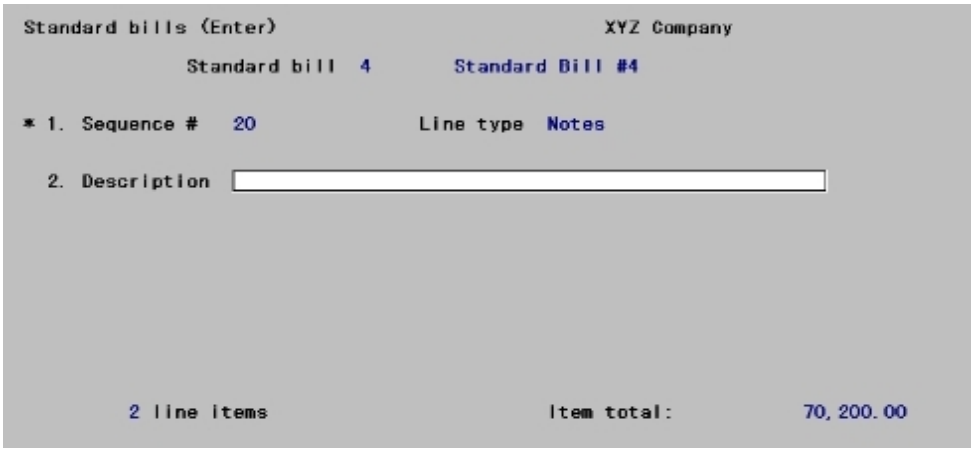
The sequence number fills in automatically. To go to the sequence number field and change it manually you may select the <Shift+Tab> keys or click on the field with your mouse.

After entering the line type as Services the tab looks like this:



Character Mode

The following screen appears:



This screen closely resembles the corresponding screen in *Invoices*.

Services

Enter the service number or use one of the options:

<F1>	For the next service in *Goods and services*
<SF1>	For the previous service
<F7>	For a one-time service (one that is not in *Goods and services*) *

* A one-time service has a blank service number and is identified only by its description. It is used only on this standard bill and is not added to *Goods and services*.

You can enter a service number that is not already in *Goods and services*, in which case you are so informed and asked whether you want to enter it anyway.

- If this is merely a keying error, select No to re-enter the service number.
- Select Yes to use this service number anyway. You are asked whether it should be added to *Goods and services*. This gives you a chance to enter new services as you go.

  Answer N to use the service on this standard bill only.

  Answer Y to add it to *Goods and services*. This has the same effect as entering it using the *Goods and services (Enter)* selection.

Unit

If this service is in *Goods and services* the unit displays automatically and cannot be changed.

There are two types of services:

1. has a unit of measure which allows a quantity can be entered
2. has a flat rate which means it does not have a unit of measure and a quantity cannot be entered

Options

If this service is not in *Goods and services* enter the unit for this service, or use the option:

<F2>	For HOUR

This field cannot be entered for a service which either is not charged separately or is charged at a flat rate. When this is the case the field displays as None.

Description

If this service is in *Goods and services* its description displays automatically. You can change this or press <Tab> to accept it as is. Use the <Enter> key in character mode to accept it.

If the service is not on file, enter the description of the service.

Using graphical mode a field displays where you may enter up to 10 lines of description. If more than 1 line of description has been entered the word *(more)* displays. When the word is **black** this indicates that more than 1 line of description has been entered and you may click on *(more)* to view additional lines of description, even when you are not in edit mode. When the word is **grayed out** this means there is only 1 line of description for the service.

Quantity

Negative quantity is not allowed.

Unit price

If there is a unit for this service, enter the price per unit. If there is no unit, enter the total price of the service.

Options

If the service is on file, you may use the option:

<F2>	For the price on file for this service in the Goods and Services selection

If this is a unit price, the quantity is automatically multiplied by this price and the extended price displays.

Discount percent

This field is the same for services as for goods.

Unit cost

Enter the cost per unit for this service, if a unit has been specified; otherwise the total cost. You may use the option:

<F2>	For the cost on file in *Goods and services*

Although not seen by the customer, the unit cost is important because it is used to calculate the profit margin on this line item. This is required if you pay commissions based on margin. When posting an invoice it is also passed through A/R Miscellaneous Charges and is included in the cost of the sale on the Sales Journal.

Tax rates

Taxability for services is entered in the same way as for goods.

Commissionable

This field is skipped if *Control information* specifies that you do not use commissions.

Otherwise, check this box (yes) if a sales representative is entitled to commission on this line item, or leave it unchecked if not.

Sales account

Sales account is entered as a main/sub account (no cost center). It does not have to be one of the sales accounts defined in *Control information*.

If the *Default sales account to Goods / Services account* in A/R *Control information* is checked a sales account was entered in Goods and services it becomes the default account.

Options

You may however use one of the options:

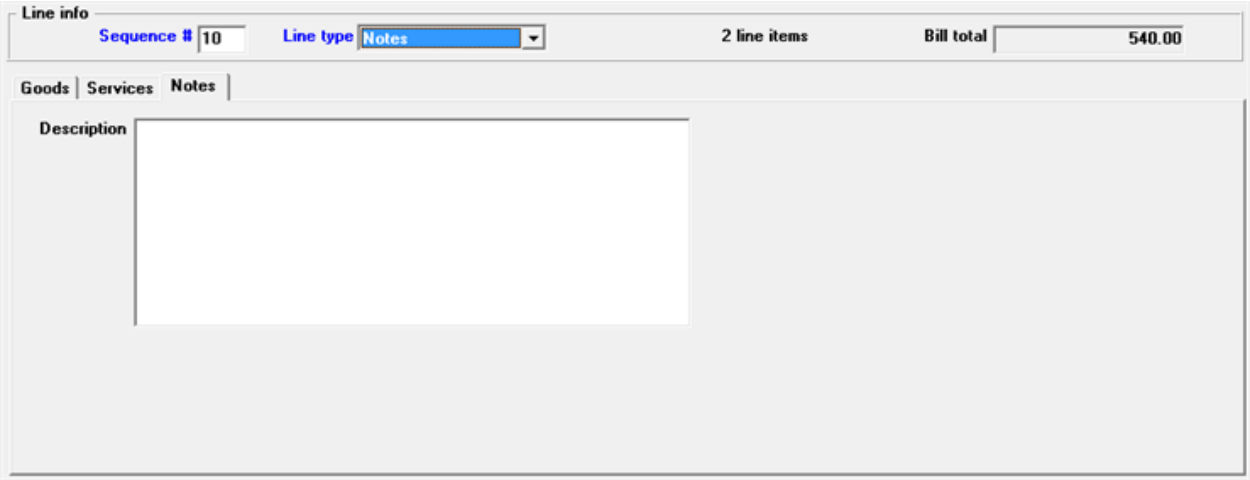
<F1>	For the next sales account in *Control information*
<SF1>	For the previous sales account

If you use cost centers, when the standard bill is selected into an invoice a cost center is prefixed to the account number either the cost center from the invoice header or the one from the I/C item, whichever source has been specified in *Control information*.

Note that this happens even if the invoice is for a job. If you wish to use the job's billing account instead, use the <F2> option after the standard bill has been transferred.

Notes Line Items

After selecting the New button and selecting a line type of Notes the notes tab displays:

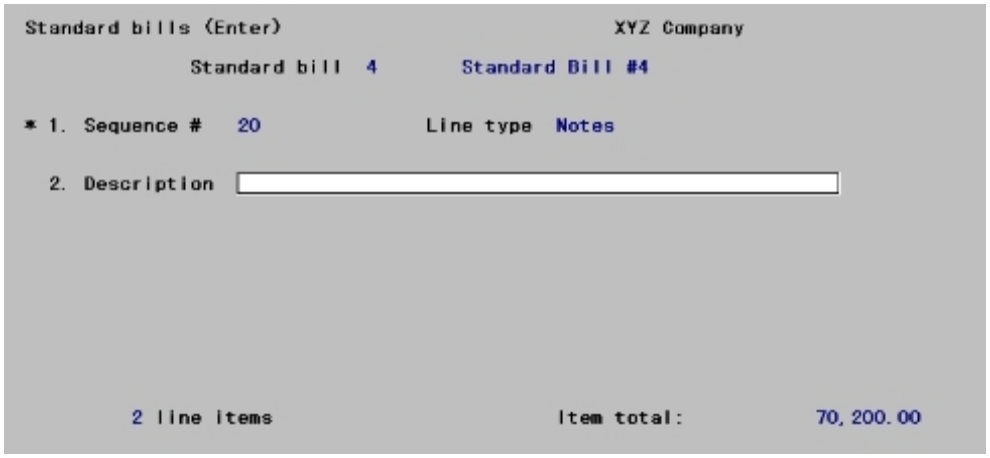


Description

You may enter up to 10 lines of 50 character each line.

Character Mode

Upon pressing <F2> for Sequence # and typing N for Line type, the following screen appears:



This screen is entered identically to the corresponding screen in *Invoices*.

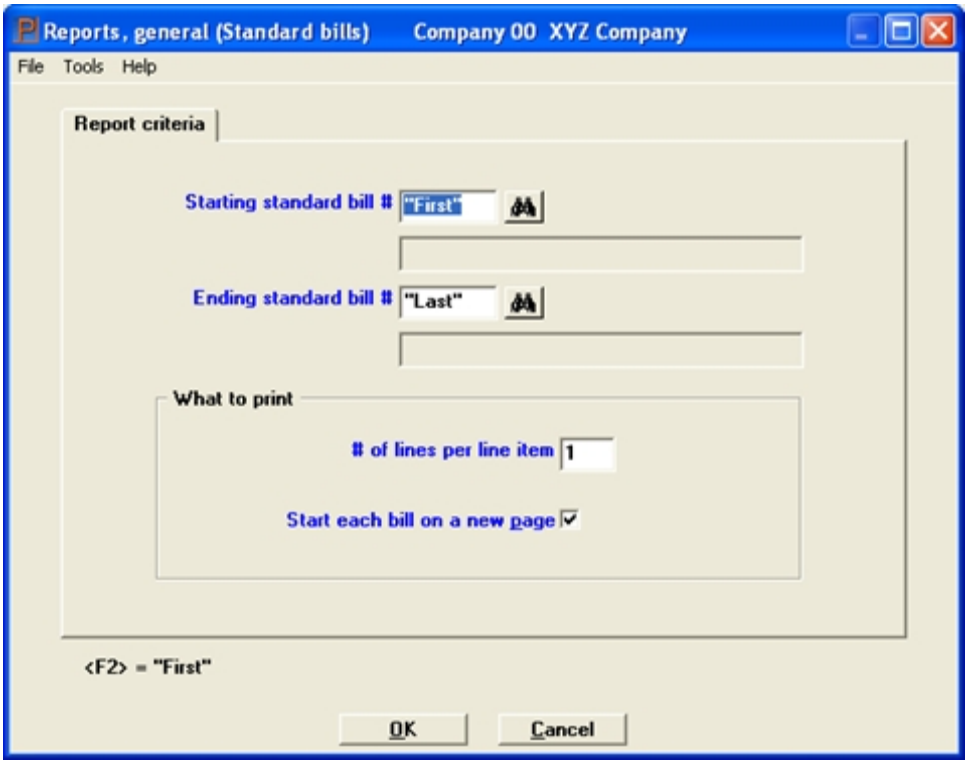
Printing a List of Standard Bills

Select

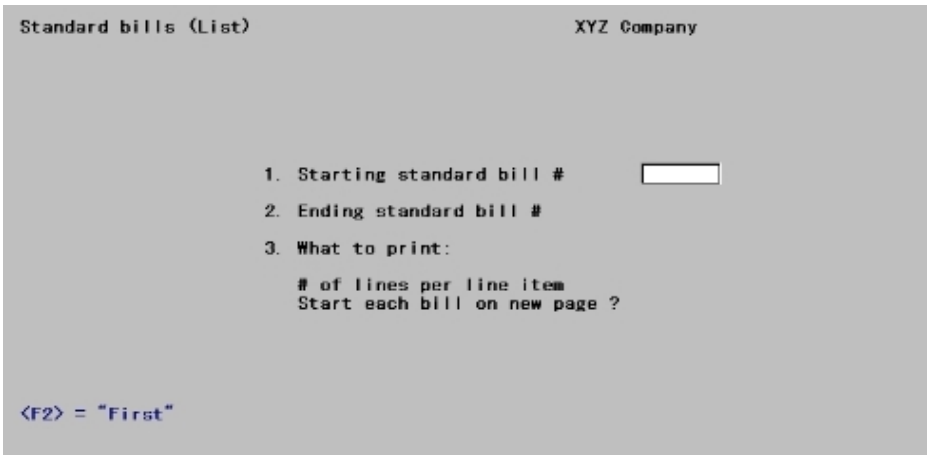
Standard bills list from the *Reports, general* menu.

A Standard Bills List example is in the *Sample Reports* appendix.

The following screen appears:



Character Mode



Enter information as follows:

Starting standard bill # *and*
Ending standard bill #

Options

Enter the range of standard bills to include. You may use the option:

<F2>	For the *First* starting standard bill or *Last* ending standard bill

Format	6 characters
Example	Press <F2> at both fields

What to print

Select what information to include for each standard bill on the list.

# of lines Per line item

Options

Enter the number of lines you want to display for each line item. If you enter **0**, no line items will show and the list will have only the standard bill numbers and titles. You may use the option:

<F5>	For *All* lines

Start each bill on a new page

Checking this box or enter Y to print each bill on a separate page.

Format	Graphical: Check box where checked is yes and unchecked is no Character: Y or N
Example	Press <F2> at both fields

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Miscellaneous Charges

This chapter contains the following topics:

Introduction to Miscellaneous Charges .....
Entering Miscellaneous Charges .....
Manual Distribution (Without Job Cost) .....
Manual Distribution (With Job Cost) .....
Printing an Edit List of Miscellaneous Charges .....
Posting Miscellaneous Charges Entries .....
Data Import .....

INTRODUCTION TO MISCELLANEOUS CHARGES

The *Miscellaneous charges* selection enables you to enter miscellaneous charges, credit/debit memos, and sales invoices separately from the invoice process.

This use of the term *miscellaneous charge* must be distinguished from the field of the same name which occurs in the totals area of invoices and other documents. The latter is a catch-all mechanism to account for charges not related to any individual line item (handling charge, gift-wrap fee, etc).

It is easier to record sales and other transactions using *Miscellaneous charges* than *Invoices*. You can use either method or both as applicable to your business. It is important to understand the differences between the two:

- *Miscellaneous charges* produces no printed document that you can send to the customer. The invoices you enter in this selection exist only within the system.
- There are no line items in *Miscellaneous charges* entries, and no way (other than by the Reference field) to identify what is being sold or returned. Even if you are interfaced to the PBS Inventory Control module, your inventory is not updated by these transactions.
- Invoices or returns entered in *Miscellaneous charges* are not included in any invoice history reports or *View* inquiries.
- Both *Miscellaneous charges* and *Invoices* generate accounting transactions to the General Ledger, but each is reported from a different journal source.
- The *Cash receipts* selection is used to apply cash to open items derived from either *Miscellaneous charges* or *Invoices*
- Both miscellaneous charges and invoices are included as line items on statements (if you choose to use statements).
- *Miscellaneous charges*, unlike *Invoices*, does not allow on-the-fly entry of customers.
- *Miscellaneous charges* requires that you assign a document number to each entry (unlike *Invoices*, which does not assign one until the document is printed). You can choose to accept the next available document number automatically assigned by the system.
- *Miscellaneous charges* honors a miscellaneous customer's values for terms code, sales representative, and tax code, offering them as the default at each field. (*Invoices* ignores these values for miscellaneous customers).

For open item customers, credit and debit memos include an apply-to field in which you enter the document number of the invoice to which they apply. This ties them to that invoice.

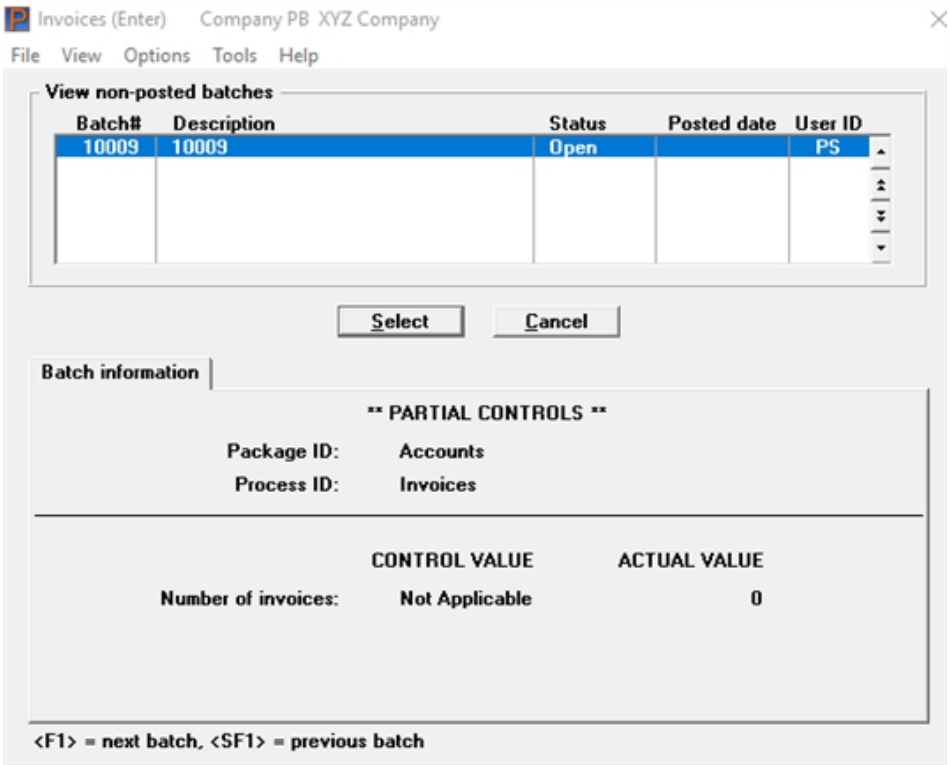
Like invoices, miscellaneous charges are processed in two stages: They must be entered, then posted. In between, you can print an edit list of unposted miscellaneous charges.

If you have sales type miscellaneous charges that recur periodically, you may wan to enter them in *Recurring sales*. See the Recurring Sales chapter.

Batch Controls

Miscellaneous charges transactions may be under batch control. Batches provide a way to group charges. For example they can be grouped by user. by month, or any way you choose. The entry, edit list printing and posting are all controlled by the same batches. There is an option to control the total value and number of charges entered for a batch.

When batches are used a screen like the following displays:



On the graphical mode screen you may enter a new batch by selecting Options > Batch totals (Enter).

For the set up of batches see the Batch controls level field in A/R *Control information*. For other batch functions and features refer to the *Using Batch Controls* chapter of the *System User* documentation. Using graphical mode on the above screen select Ctrl+F1 and the program will open that chapter.

Select

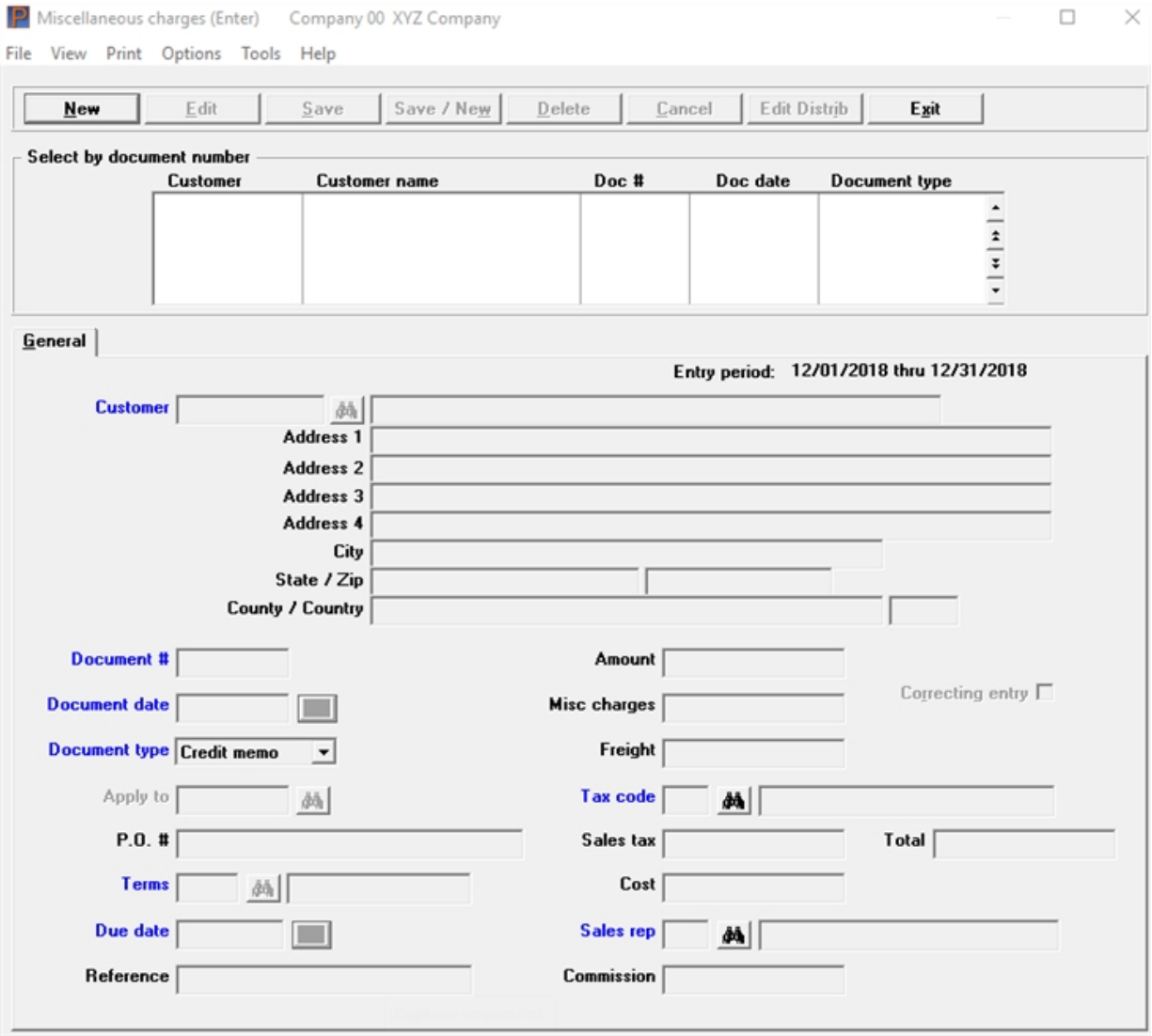
Enter from the *Miscellaneous Charges* menu.

Entering Miscellaneous Charges

Miscellaneous charge entries may be created automatically as well as entered manually. For example, if you charge customers for returned checks, then every time you run *Returned checks (Post)* you create entries in *Miscellaneous charges (Enter)*.

Graphical Mode

When selected The following screen displays:



There is one general tab. A distributions window and Sales tax window may also display during entry.

From this screen you can work with both new and existing miscellaneous charge entries.

Miscellaneous Charges List Box

The list box displays up to 6 existing documents at a time. You may sort the documents by document number in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted.

To locate an document, start typing the document number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an document. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Documents that display in the list box are available for changes or deletion. The fields for the selected document display in the lower part of the screen.

When an document is found, you may select the <Enter> key or Edit button to start editing.

Miscellaneous Charges Buttons

You have the following options with the buttons:

Button	Keyboard	Description
New	Alt+n	For entering a new miscellaneous charge.
Edit	Alt+e	For editing an existing miscellaneous charge.
Save	Alt+s	For saving the addition of the new miscellaneous charge or for saving the changes to an existing miscellaneous charge.
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a miscellaneous charge.
Cancel	Alt+c	To cancel adding or editing a miscellaneous charge. Your entry will not be saved.
Edit. Distrib	Alt+i	To access the distributions of an existing miscellaneous charge for entering, editing or deleting them. Whether you are interfaced to Job cost or not, go to either Manual Distribution (Without Job Cost) or Manual Distribution (With Job Cost) for more information.
Exit	Alt+x	To exit the miscellaneous charges window.

Date Control

If you are using date controls, the allowable date entry range will display in the upper right corner. Date control applies to the Doc date field on this screen. See Date Control in the *Control information* chapter.

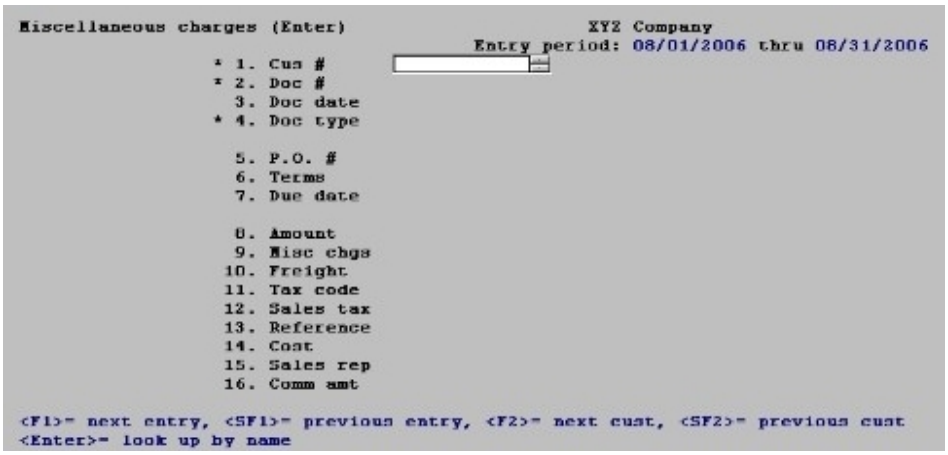
Menu

From this screen you select one of following functions from the menu:

Menu selection	Sub selection	Documentation link
Print	Edit list	Printing an Edit List of Miscellaneous Charges
Options	Post	Posting Miscellaneous Charges Entries
Options	Sales taxes	Overriding the Calculated Tax
Options	View customers open items	View Customer Open Items
Options	View invoices	View Invoices
Options	View invoice history	View - Graphical Mode
Options	View customer history by date	View Customer History by Date
Options	View customer history by doc #	View Customer History by Document Number

Character Mode

Two screens may be needed for a *Miscellaneous charges* entry. The first screen appears as follows:



Graphical Mode

Enter the following information:

Customer

This is the number of the customer for this entry. This must be an existing customer. It may be a miscellaneous customer (one beginning with an asterisk. See Miscellaneous customers as described in the *Customers* chapter.)

Options

Enter the customer number, or use one of these options:

<F2>	For the next customer in customer number order
<SF2>	For the previous customer, in customer number order
<F6>	For the same customer as the previous entry (this option is not available on the first entry of a session)
blank	To look up by customer name

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

The <F2> and <SF2> options skip past miscellaneous customers. These must be entered explicitly, or via the look-up.

Upon entry or selection of a valid customer number, the customer name and address displays (unless this is a miscellaneous customer), and the cursor moves to Customer name field.

Format	12 characters
Example	Type 200

[Customer name]

Options

If you left the customer number blank, enter the name (or just the leading characters of the name) for this entry. You may use one of the options:

<F2>	For the next customer, in customer name order
<SF2>	For the previous customer, in customer name order
blank	To return to selection by customer number

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

If you entered a miscellaneous customer number, you must also enter the customer's name. The name may not be left blank, and no options are available.

Format	50 characters
Example	(displays automatically because you entered a customer number)

Document #

This document number is used as part of the unique identification for each invoice, charge, or credit/debit memo.

The entry of a document number is free form. A prompt suggests the format you should use. A default document number format is specified in Control Information in the *Default document # format* field.

If you defined numeric characters for the entire field or only the right side of the default document number format, the next document number will display in sequence following the entry of the second or more documents in a session.

Note	Numeric document numbers (e.g., 898980) will appear before alphanumeric document numbers (e.g., I-8080) on reports which are sorted by document number.

Format	8 characters
Example	Type C-003002

Document date

Enter the document date. The date entered is used as the aging date on the Aging Report and Collections Report when you age these reports by invoice date. It is also used for the distribution date.

Format	MMDDYY. The default is the date of the last document entered this session, except that for the first entry of a session the default is the current (system) date.
Example	Type 30119

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read about Date Control in the *Control information* chapter.

Document type

There are four valid document types and how they are normally used:

Document type	Character	Description
Invoice	I	For billing customers.
Debit Memo	D	For debiting against a payment.
Credit Memo	C	For crediting an invoice.
Finance Charge	F	For charging a late payment fee to customers. Finance charges can be automatically generated. See the Finance Charges chapter.

The first four fields, Customer, Document #, Document date and Document type fully identify an entry, so if there is already an entry with those values, the information for that entry displays and the other fields fill-in automatically.

There is no separate document type for writing off bad debts. You can use a credit memo for the purpose (otherwise the items remain open forever and can never be purged). Consult with your accountant about the proper account distribution.

Format	Graphical: Select one type from the drop down list. Character: One letter either I, D, C or F . The default is the same as the last document entered this session, except that for the first entry of a session the default is the Credit memo.
Example	Press <Enter>

Note	If you want to cancel a previously posted finance charge, you must enter a new finance charge with a negative amount, so that all files/tables will be correctly updated.

Apply to

This field appears on the screen only if this is a debit or credit memo for an open-item customer.

Enter the apply-to number. This is usually the invoice number to which the credit or debit memo is to be applied.

If you enter a document number which does not exist, you are so warned but you can override the warning.

For credit memos, you may leave this field blank; Open will display to indicate that this is an open credit on account (not applied to a specific invoice).

For debit memos, the apply-to number cannot be zero. If you press <Enter> without entering a specific number, the apply-to number automatically becomes the same as the debit memo's document number.

You do not enter an apply-to number for an invoice or finance charge, since it is the same as the document number. It may be changed later through *Change apply-to number or due date*. See the Change Apply-to Number or Due Date chapter.

Format	8 characters. There is no default.
Example	Press <Enter> for Open

P.O.

Enter the customer's purchase order number. This field is optional.

Format	30 characters
Example	Type 146

Terms

For balance forward customers, the customer's terms code is displayed automatically and cannot be changed.

Options

The default terms fills in automatically. If you changed the terms from the default to something else and you want to use the default instead, use the option:

<F2>	For the customer's default terms code from *Customers*

Format	3 characters
Example	Press <F2>

Due date

Enter the due date.

Format	MMDDYY For an invoice, the default is the date calculated from the terms code entered in the previous field; for all other types of document, the default is the system date.
Example	Press <Enter>

Reference

This field is optional.

The reference can be printed on the customer's statement if referenced in the statement format and if the customer is either balance forward, or statements are not being printed by apply-to number.

Format	25 characters
Example	Type Special order

Amount

Enter the amount of the invoice, credit/debit memo, or finance charge. Do not enter a minus sign for credit memos.

Format	9,999,999,999.99- or 999,999,999.99 if interfaced to J/C
Example	Type 300

Misc charges

For a finance charge, this field is automatically set to zero and may not be changed.

Otherwise, enter any miscellaneous charge that applies to this document. Do not enter a minus sign for credit memos.

Format	99,999,999.99-
Example	Type 25

Freight

For a finance charge, this field is automatically set to zero and may not be changed.

Otherwise, enter any freight charge which applies to this document. A minus sign is not required for credit memos.

Format	9,999,999.99-
Example	Press <Enter>

Tax code

For a finance charge, this field is automatically left blank and may not be entered.

Options

You may use the option:

<F2>	For the customer's default tax code

Otherwise, enter a valid tax code, or use the option:

Format	3 characters
Example	Press <F2>

If the tax code is changed for a transaction entered previously, you must re-enter the sales tax amount as described next.

Sales tax

For a finance charge, this field is automatically set to zero and may not be changed.

Otherwise, the taxable amount is calculated and displayed, based on the tax code entered in the Tax code field.

Options

You may use the option:

<F2>	For the sales tax calculated from the tax code entered and from the amount (including miscellaneous and freight charges if so specified in *Control information*)

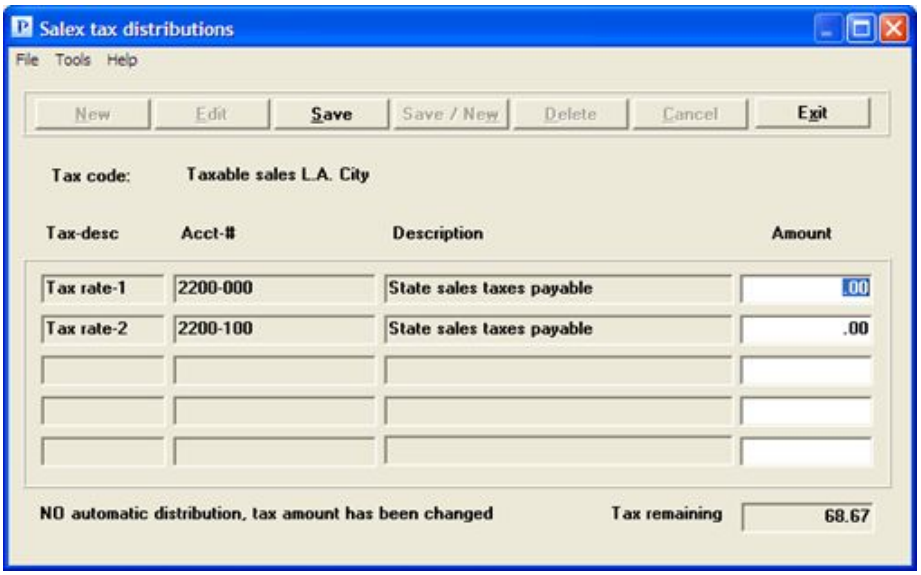
Enter the amount of the sales tax or use the option:

Format	99,999,999.99-
Example	Press <F2>

Overriding the Calculated Tax

If you enter a non-zero amount different from the calculated sales tax, and the tax code that applies to this sale specifies distribution to two or more accounts, the following screen appears:

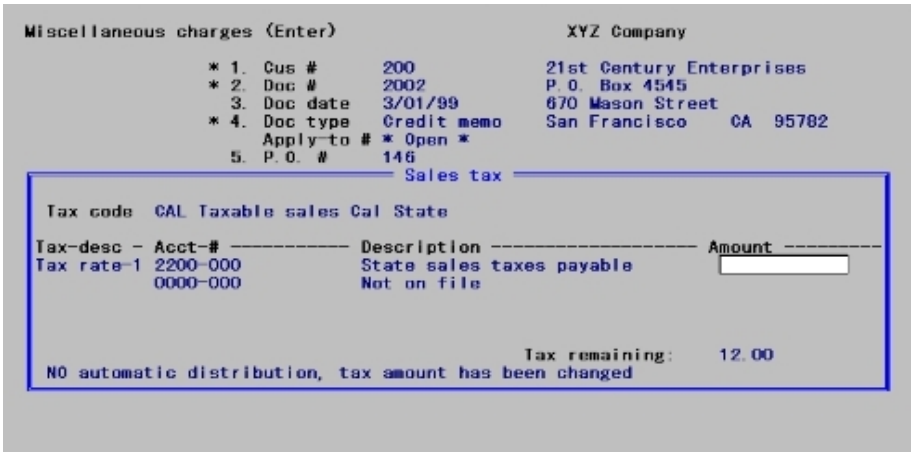
Graphical Mode



Enter the sales tax Amount field.

Character Mode

The following screen appears:



Any time you use this window, you will create an entry on the Sales Tax Exception Report.

This screen identifies the tax code and shows a separate line for each tax rate within it (up to five of them), with the description, account number, and taxable amount for each tax rate. You cannot change the tax code from this screen; if the tax code is wrong, <Esc> from this screen and back up to the tax code field to enter a different code.

The amount you have entered for the sales tax must be completely distributed among the tax rates shown. The cursor moves in succession through the amount fields of each tax rate. The tax remaining to distribute displays continuously.

Enter the following information:

Amount

Enter the amount of the tax to be distributed to each tax rate.

Options

If each tax rate in the tax code has the same tax brackets, at the first tax rate you may use the option:

<F2>	To pro-rate the sales tax entered in the same proportion as the original calculation for this miscellaneous charge. The cursor will move to *Any change ?*.

Options

At the last tax rate you may use the option:

<F2>	To apply the entire amount remaining to distribute to this tax rate. The cursor will move to *Any change ?*.

Format	99,999,999.99-
Example	(Does not occur in this example.)

Cost

If you answered N to *Is cost-of-sales used ?* in *Control information*, this field cannot be entered.

For a finance charge, this field is left blank and may not be entered.

Otherwise, enter the cost associated with the entry. A minus sign is not required for credit memos.

Format	999,999,999.99-
Example	Type 172.50

Sales rep

If you answered **N** to *Are sales reps used ?* in *Control information*, this field cannot be entered.

For a finance charge, this field is left blank and may not be entered.

Options

Otherwise, this field is required. Enter the sales representative, or use the option:

<F2>	For the customer's default sales representative

Format	3 characters
Example	Press <F2>

Commission

If you unchecked the Use commissions field in *Control information*, this field cannot be entered.

For a finance charge, this field is left blank and may not be entered.

Otherwise, this is the commission payable to the sales rep. A minus sign is not required for credit memos.

Options

Enter the commission amount, or use the option:

<F2>	For the commission amount calculated from the default commission percentage and method for this customer or this sales representative (whichever source is specified in *Control information*)

Format	99,999,999.99-
Example	Press <F2>

Options

Make any needed changes, then press <Enter>. You may use one of the options:

<F5>	To toggle between flagging this as a correcting entry and not doing so. In Graphical Mode you may also select the *Correcting entry* check box field. This option is only available if interfaced to the PBS General Ledger and if specified in G/L *Control information.*
<F7>	To view or change the sales tax distribution.

Options

For an existing entry you may also use:

<F1>	For the next entry
<SF1>	For the previous entry
<F3>	To delete this entry

When you press <Enter>:

- If the document is a finance charge, this terminates the transaction. The screen clears for another miscellaneous charge entry.
- If the document is an invoice or a debit memo, and you have checked (yes) the Do credit checking field in *Control information*, the customer's credit is checked at this point. The total charges (sales + freight + miscellaneous + tax) are added to the existing unpaid balance. If the result would exceed the customer's credit limit, you are informed of that credit limit and unpaid balance, and of the amount and date of the customer's last payment. You are then asked, *Override customer credit limit ?*. The default is No. Answer No to cancel this entry, or Yes to continue.
- If you do not manually distribute the various sales amounts, this completes the transaction. This would be the case if you have unselected (no) in *Control information* to all three of the fields, Distribute sales, Distribute miscellaneous charges and Distribute freight. Amounts are distributed automatically to the default accounts in *Control information.*

  Otherwise:

  If this is a new entry, a new distributions screen appears as described in the next section.
- If this is an existing entry, the distribution screen appears automatically if you have changed any of the following: the amount, freight charge, miscellaneous charge, tax code, or tax amount.
- If this is an existing entry and you have not changed any fields subject to distribution, you are asked, *Any change to optional distributions?*. Answer No to complete this transaction, or Yes to proceed to the next screen.

Manual Distribution (Without Job Cost)

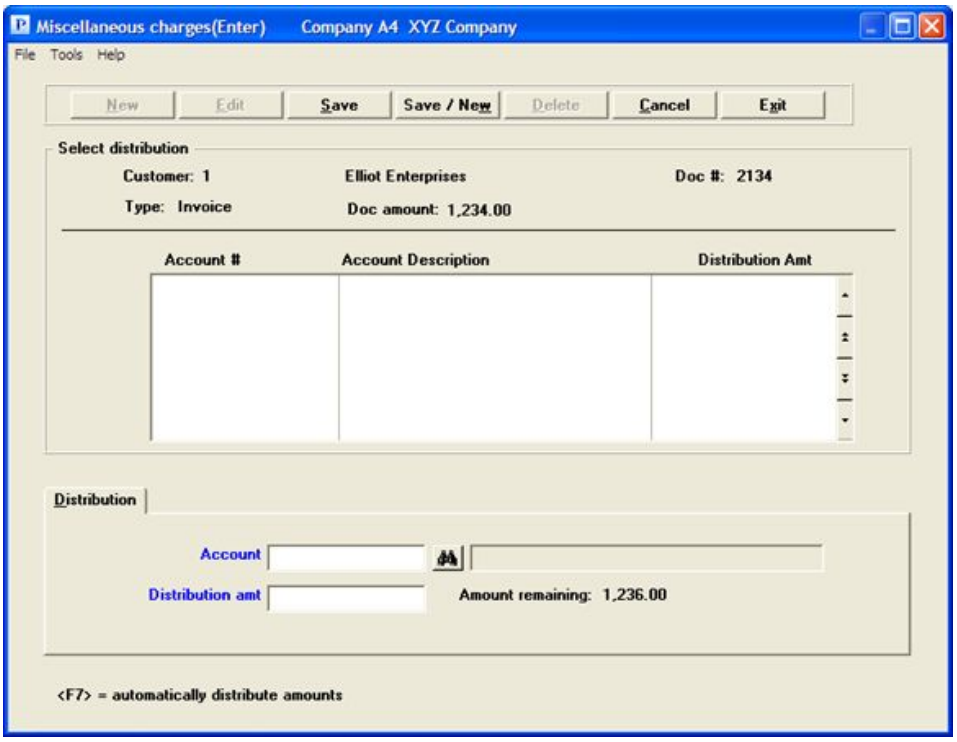
There are two formats for the distribution screen, one allowing distributions to jobs and one not. They vary considerably, so each is described separately.

If you are not interfaced to the PBS Job Cost, this section describes the only screen you will need.

If you are using Job Cost, you will need both screens. Balance-forward customers use the screen described here (because their *Miscellaneous charges* entries may not be distributed to jobs).

The following screen appears:

Graphical Mode



You may enter unlimited distributions for each entry. These appear in the list box at the top of the screen. Up to 6 distributions will display. You may use the arrow keys, Page Up, Page Down, Home and End keys to locate an existing distribution.

For a new miscellaneous charge the cursor is positioned on the Account field for starting entry of the first distribution. For any addition distribution entries, select the New button to enter the distribution.

Character Mode

```
Miscellaneous charges (Enter)                          XYZ Company

                 * 1. Cus #       200              21st Century Enterprises
                 * 2. Doc #       2002             P.O. Box 4545
                   3. Doc date    3/01/99          670 Mason Street
                 * 4. Doc type    Credit memo      San Francisco     CA  95782
                      Apply-to #  * Open *
                   5. P.O. #      146
                   6. Terms       3    5/10 net 25
                   7. Due date    8/27/04

                                 Distributions
          Acct-#    Description                              Distrib-amt
          [      ]
                                 Amount remaining:                   .00
          Use ↑↓, <PgUp>/<PgDn>, <Home>, <End>, <F2>=insert, <F3>=delet
<F1>=next acct, <SF1>=prev acct, <F7> = automatically distribute amounts
```

The distribution screen consists of an unlimited number of rows, divided into columns identifying how much of the amount to be distributed goes to each account.

- If this is a new entry, the cursor is initially positioned at the first row. As you enter each new line, the cursor proceeds to the next. When you reach the bottom of the window, you remain there rows previously entered scroll upwards and out of sight (but are not lost).
- If this is an existing entry, the row you are currently on is highlighted.
- You can select the row you want using <Up>, <Down>, <PgUp>, <PgDn>, <Home>, and <End>.
- You can add a new row at the existing location by pressing <F2>. The remaining rows scroll down by one line to make room for the insertion. If you change your mind press <Esc> to cancel the insertion and close up the gap.
- You can delete the existing row with <F3>. The remaining rows scroll up by one line.

Both Character and Graphical Modes

Entries are not required to be in any particular sequence, but you may not specify more than one entry for the same account.

A running total shows the amount remaining to distribute. Data entry does not terminate automatically when this amount reaches zero (it can in fact go negative). The amount to be distributed includes miscellaneous and/or freight charges only if so specified in *Control information* (otherwise those charges are automatically distributed to their respective default accounts).

Enter the distribution information as follows:

Account

Options

Enter the account number of this distribution. This must be a valid entry in the System Manager (Ctl) *Valid G/L accounts* selection. You may use one of the options:

F1>	For the next valid G/L account
<SF1>	For the previous G/L account
<F7>	(Available only for the first distribution of a new entry) To distribute the entire amount to the default sales account (and cost center, if applicable) defined in *Control information*.
<Esc>	To exit from the distribution process. You can do this from the first column of any row, but (unless you wish to cancel the entire entry) you can only do so when no amount remains to be distributed.

Format	Your standard account number format, as defined in *Company information*.
Example	Press <F7>, then press <Esc>

Description

The description of this account displays automatically and is not entered.

Amount

Options

Enter the amount to be distributed to this account, or use the option:

<F2>	For the entire amount remaining to distribute

Format	999,999,999,999.99-
Example	(Skipped in this example because you pressed <F7> in the first column.)

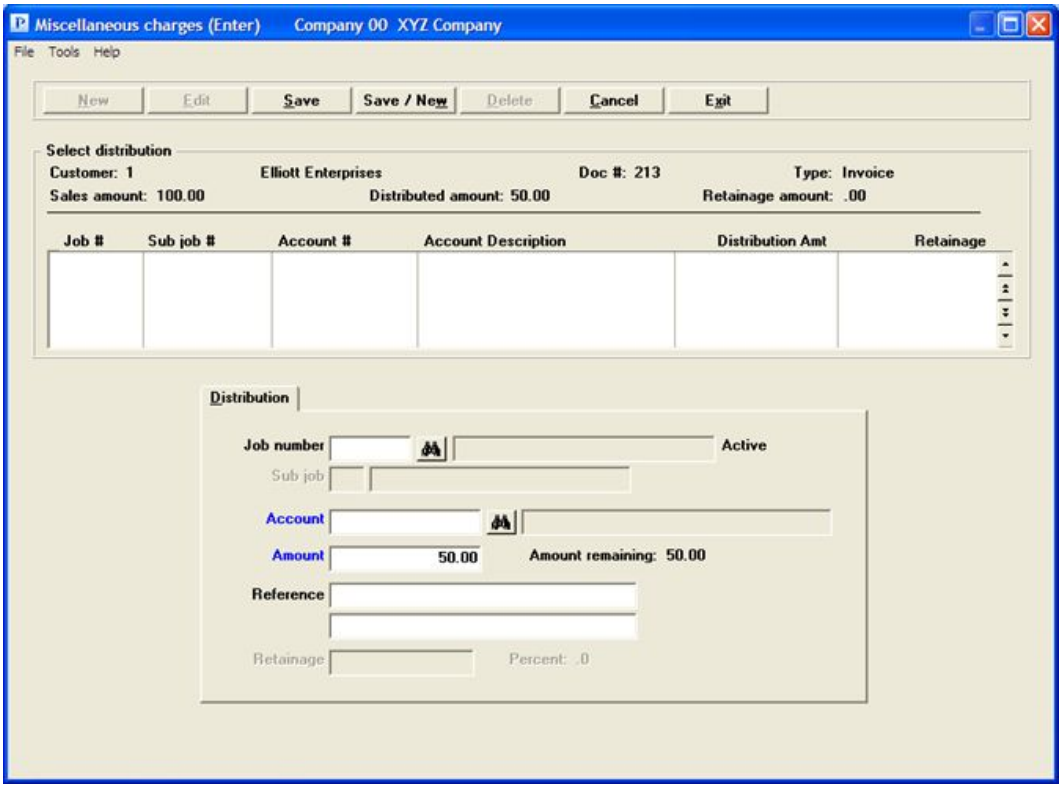
Manual Distribution (With Job Cost)

There are two formats for the distribution screen, one allowing distributions to jobs and one not. This section describes the one for jobs. Note that this screen allows distributions to jobs but does not require it. You can still distribute an entry wholly or partly to accounts unrelated to a job.

If you are not using Job Cost, or this is a balance-forward customer, *this section does not apply*. Refer to the Manual Distribution (Without Job Cost) section.

The amount to be distributed does not include miscellaneous charges or freight charges. When J/C is interfaced, these are automatically distributed to their respective default accounts.

Graphical Mode



You may enter unlimited distributions for each entry. These appear in the list box at the top of the screen. Up to 6 distributions will display. You may use the arrow keys, Page Up, Page Down, Home and End keys to locate an existing distribution.

For a new miscellaneous charge the cursor is positioned on the Job number field for starting entry of the first distribution. For any addition distribution entries, select the New button to enter a distribution.

Character Mode

```
Miscellaneous charges(Enter)                          XYZ Company

Customer: 200          21st Century Enterprises  Doc: 2002     Type: Credit memo

Sale amt: 300.00

        Distributed: .00

    1. Job #
    2. Sub job #
    3. G/L acct #
    4. Amount
                    Amt remaining to distribute: 300.00
    5. Reference


  Job-#    Sub   Account-#                        Amount


Amounts not fully distributed - Do you wish to abort entire entry ?  N
```

There can be an unlimited number of distributions for each entry. These appear as a table occupying the bottom portion of the screen. Each row represents one distribution. The columns identify what account or job you are distributing it to, and how much has been distributed to each.

- The table contains only the three most recent entries. The others are still exist, they are just not visible.
- You do not enter information directly into this table. Instead, your entries in the Fields #1 through 5 are displayed in the table as they are entered.
- The table is initially empty and fills from the top as you make new entries.
- If this is a new entry, each new distribution is entered by filling in Fields #1 through 5 and ratifying the result at *Field number to change ?*. This adds one new row to the table.
- If this is an existing entry, you can either add new rows as above, or you can press <F1> to view the next existing distribution. Once you have done this you can change or delete this existing distribution, or simply confirm that it is correct by pressing <Enter> at *Field number to change ?*. It is important to realize that if you do not press <F1> for any existing distribution, that distribution is still there and continues to contribute to the total even though the system has not shown it to you. Therefore, when changing existing distributions you should press <F1> until no more existing distributions remain to be processed.

Both Character and Graphical Modes

You can have more than one entry for the same job and sub-job provided the accounts are different, and vice versa. Also, some distributions can be to jobs and some not. However you cannot have two different entries for the same job, sub-job, and account number.

Entries are not required to be in any particular sequence.

A running total shows the amount remaining to be distributed.

Enter the distribution information as follows:

Job number

For an open item customer, if this distribution is not to a job, leave this field blank. The cursor will skip to the Account field.

Miscellaneous charge entries for miscellaneous customers can be distributed to jobs provided that the miscellaneous customer is an open-item one.

Options

If this distribution is to a job, enter the job number or use one of the options:

Down arrow or <F1>	For the next distribution on file for this entry
Up arrow or <SF1>	For the previous distribution on file
<F2>	For the next job on file. The job must be in Job Masters and its status must be active or closed. Only active and closed jobs are shown. The description and status of the job display automatically.
<SF2>	For the previous job
<Esc> or Exit button	To exit from distributions. You cannot do this if any amount remains to distribute, unless you wish to cancel the entire entry.

The description of the then displays.

Format	7 characters
Example	(Does not occur in this example because not using Job Cost)

Sub job

This field may not be entered if:

- You select the Job from the Job lookup in Graphical mode because the sub-job is auto entered, or
- You did not enter a job number, or
- You entered a job number, but this job does not have sub-jobs, or
- The job has sub-jobs, but does not permit billing for the sub-jobs.

Otherwise, enter the sub-job number for this transaction. The sub-job must already exist for the job. The description of the sub-job then displays.

Format	999
Example	(Does not occur in this example because not using Job Cost.)

Account

Options

Enter the number of the G/L account for this distribution. This must be a valid entry in the System Manager (CTL) module's *Valid G/L accounts* selection. You may use the option:

<F2>	For the job's default billing account (if the distribution is for a job) For the default sales account (and cost center, if applicable) defined in *Control information* (if the distribution is not for a job)

Format	Your standard account number format, as defined in *Company information*
Example	(Does not occur in this example because not interfaced to J/C.)

Amount

Options

Enter the amount of this distribution, or use the option:

<F2>	For the entire amount remaining to distribute

Format	999,999,999,999.99-

Reference

This field is blank and may not be entered if this distribution is not for a job.

If this is a distribution for a job, enter any reference or comment. This field is optional.

Format	Two lines of 25 characters each
Example	(Does not occur in this example because not interfaced to J/C.)

Retainage

This field can only be entered if you answered **Y** to *Use retainage receivable ?* in J/C *Control information.* This feature applies primarily to the construction industry.

Enter the amount of retainage being paid with this payment. It cannot exceed the total amount entered in the Amount field.

Format	999,999,999.99-
Example	(Does not appear in this example because you are not interfaced to J/C.)

Make any needed changes. You cannot change the job number, sub-job number, or G/L account number. If you wish to do this, you must delete then re-enter the distribution.

Press <Esc> to cancel this distribution (it will not be added to the table displayed). Press <Enter> to accept the distribution, add it to the table displayed, and allow entry of a new distribution.

Options

You may also use either of the following options; if you do, the current entry is accepted and added to the table before the next / previous distribution is displayed.

<F1>	For the next distribution on file for this entry
<SF1>	For the previous distribution on file

Note the absence of <F3> for deletions. Delete individual distributions by changing their amount to zero.

PRINTING AN EDIT LIST OF MISCELLANEOUS CHARGES

This selection is optional. It lets you print a list of unposted entries in *Miscellaneous charges*.

Select

Edit list from the *Miscellaneous charges* menu.

No selection menu appears because all entries are printed unconditionally. You will be asked to select a printer. The report may be printed to disk or displayed on the screen.

POSTING MISCELLANEOUS CHARGES ENTRIES

When you have verified that the miscellaneous charge entries are correct and complete, as shown on the Miscellaneous charges Edit List, you are ready to post them to the permanent A/R files/tables.

A sample Miscellaneous Charges Journal is in the *Sample Reports* appendix.

Select

Post from the *Miscellaneous charges* menu.

No selection menu appears because all entries are posted unconditionally. You will be asked to select a printer. The report may be printed to disk but not displayed on the screen.

In a multi-user environment not using batch controls, you will not be allowed to post while any other another user is accessing certain A/R files/tables. Once you begin posting, other users will not be able to enter other transactions until posting is complete.

Note	If you are also using the PBS Job Cost module, skip to the Posting Job Distributions section below.

The transactions are posted and the Miscellaneous Charges Journal is printed. Except for the title, this is identical to the Edit List which appears at the end of this chapter. The full amount of each transaction is posted to A/R Distributions as a net change to accounts receivable.

The various amounts that were automatically and/or manually distributed to accounts are posted to A/R Distributions to G/L. The commission due amounts are posted if commissions are paid upon receipt, and fields in Customers are updated, along with the customer's account (Open Items). If the document date is in the next period, the amounts are stored internally in Customers until *Close a period* is run.

Posting Job Distributions

If you are not using the PBS Job Cost module, you are through with Miscellaneous charges.

Follow the screen instructions. The Miscellaneous Charges Journal is printed, then transactions are posted.

- If there is no retainage for a transaction, the full amount of each transaction is posted to A/R Distributions to G/L as a net change to accounts receivable, using the accounts receivable account number specified in A/R *Control information*.
- If a transaction has retainage, the net change to accounts receivable will be equal to the total amount, less the retainage. The retainage will be posted to the retainage receivable account specified in Job Cost *Control information*.

Note	If there was any retainage on the transaction, this retainage is not included in the A/R open amount due when the transaction for a job is posted to A/R Open Items.

The amounts that were automatically and/or manually distributed to various accounts are posted to update A/R Distribution to G/L at this time. The commissions due amounts are also posted, and Customers is updated along with A/R Open Items.

When the job is complete and the full retainage is then due, you should issue a separate invoice for the total retainage due. At the time you do this, you must enter one distribution for it in exactly this way:

- Job # must be blank.
- G/L acct # is your retainage receivable account number.
- Amount is the full amount of the retainage now due.
- Reference is skipped.
- Retainage is skipped.

All other files/tables in the Job Cost module were already properly updated with the retainage amount. It is only A/R Open Items that is handled in this special way.

This separate entry to handle the retainage credits the retainage receivable account and debits the accounts receivable account, thereby turning the retainage receivable into a regular accounts receivable.

When posting is complete, Posting complete - press <Esc> to exit is displayed. Pressing <Esc> returns you to the A/R menu.

Posting To Jobs

When transactions are posted to the A/R files/tables, any transactions for jobs are also posted at the same time to these jobs. They are shown the next time you run the *Profitability* report in Job Cost.

Because of this, you should not post billings for jobs in the next period until after you have run the Profitability report for the current period.

DATA IMPORT

Data Import Manager provides a means of importing data into a PBS transaction or master file from a text file produced in an third party application.

In this case, data is imported into Miscellaneous charges.

Select

Data import from the *Miscellaneous charges* menu.

Data Import Manager is licensed separately and may not be available on your system. For information on using data import see the *Data Import Manager* documentation or contact your PBS provider.

Calculate Past-due Amounts

This chapter contains the following topic:

Introduction to Past-due Amounts .....

INTRODUCTION TO PAST-DUE AMOUNTS

The *Customer* selection contains a field not only for the customer's total balance due, but for his past-due balance as well. The former amount is maintained automatically, as invoices and receipts are posted; but the latter can be maintained at will. You can reset this amount directly, in Customers (provided you are authorized to make a protected change), but the normal method of doing so is to run this selection. *Calculate past-due amounts* recalculates the past-due balance on all customers.

This is computed simply by totaling the unpaid balance of all invoices not paid as of the due dates indicated by the terms code of those invoices. No grace period is allowed.

It is also possible to recalculate the past-due amount on an individual customer only, using the *View (Customer open items)* selection.

The past-due amount field appears on various reports, but is informational only. If you are not concerned to maintain this field, *this chapter does not apply*. In particular, this selection has no connection to:

- The aging periods used for various reports such as the Collections Report or Aging Report.
- The finance charge calculation.

Whichever way the past-due amount has been calculated, the date as well as the amount of the calculation is stored in the customer record.

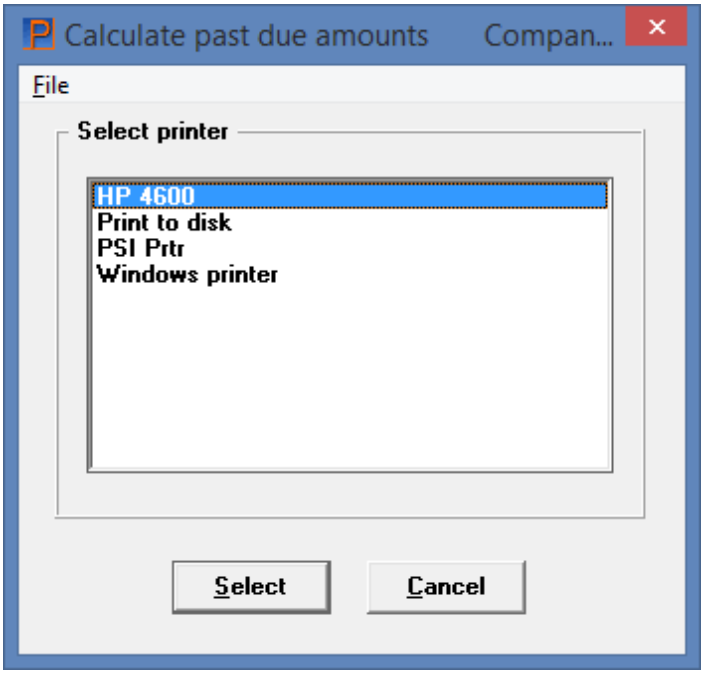
As a rule of thumb, the system assumes that past-due amounts are current if they have been calculated today, but are not current otherwise. Neither of these assumptions is necessarily true of course, but they serve as a basis for issuing warnings:

- If you run *Calculate past-due amount* a second time on the same day, you are informed of that fact.
- If you print a report that displays past-due amounts (such as the Collections Report), and *Calculate past-due amount* has not been run that same day, you are informed of the last date that *Calculate past-due amount* was run and asked whether you wish to continue.

Select

Calculate past due amount from the *Open items* menu.

All customers are processed unconditionally. You will be asked to select a printer similar to this screen:



A -PDF- and -PDFP- printer is not allowed because this is considered an audit trail report.

The Past Due Customer Update List is considered a register and can not be displayed on the screen. View a Past Due Customer Update List example in the *Sample Reports* appendix.

The Past Due Customer Update List shows all customers with past-due amounts. New past-due customers have an asterisk to the left of their name.

Data Discrepancy Between Customer Balance and Open Items

After selecting a printer, if you see this message displays:

```
For Customer 9999999999,
Discrepancy between customer balance and open item file
```

then under the report Customer Name field it will print

```
Discrepancy with OI file.
```

This means that there is a difference between the past due amount total as calculated from Open items and the customer balance field in the customer record. This message will display for each customer where there is a difference.

You may correct the data by printing the aging report for the customer with a discrepancy and then update the Account balance amount on the customer record. You must allow protected changes to access this field. Do this for each customer with a discrepancy.

Note	In a case like this, when the data between two files/tables become out-of-sync there may be a specific cause that needs to be addressed. Otherwise the problem could recur. Please contact your PBS provider for suggestions.

View

This chapter contains the following topics:

Introduction to View .....
View Customer Open Items .....
View Invoices .....
View Recurring Bills .....
View Standard Bills .....

INTRODUCTION TO VIEW

The *View* selection enables you to display your customers, invoices, recurring bills, and standard bills.

You can locate the information you want quickly, however, you cannot make changes to the information in this selection (except for notes). To make changes, use the *Enter* function within *Invoices*, *Cash Receipts,* or other transaction selections.

Different selections are used to view an invoice at different stages in its life cycle. Use *View (Invoices)* to see the invoice before it has been posted, but *Invoice history (View)* afterward.

- Viewing invoice history is documented in the Invoice History chapter section called Viewing Invoice History.
- Once the invoice has been fully paid and purged from open items, you can no longer view it using *View (Customers)*. Instead, view it via *Customer history (View customer history by doc #)*. This is documented in the Customer History chapter section called View Customer History by Document Number.

Select

View from the *A/R* menu.

There are several sub menu selections that include Customers, Invoices, Invoice history, Recurring bills and Standard bills. There is a section for each of these in this chapter.

VIEW CUSTOMER OPEN ITEMS

Use this selection for a quick review of a customer's account. All items for a customer are displayed from a starting date.

For each open item, the display includes the document number, type of document, document date, apply-to number, amount-1, amount-2, and total amount of the document.

Open Item Document Types

The document types include:

I	Invoice
C	Credit memo
P	Payment
D	Debit memo
F	Finance charge
N	Prepayment
L	Layaway
B	Balance forward

- For document types **I**, **C** and **D**, amount-1 is the portion of document total that is subject to discount and amount-2 is the amount not subject to discount.
- For document type **F**, amount-1 is the finance charge and amount-2 is not used.
- For document type **P**, amount-1 is the cash receipt amount and amount-2 is the total of the discount and the allowance.
- For document type **N**, amount-1 is the non-A/R prepaid cash receipt amount. The amount-2 will always have an amount of zero. Prepaid cash may be applied to A/R invoices, O/E orders, O/E select for billing orders and O/E invoices during the entry of these transactions. Using Prepaid cash is an option provided per the Process prepaid cash setting in A/R *Control information*.
- For document type **L**, amount-1 is the *Point of Sale* layaway cash receipt payment. The amount-2 will always have an amount of zero. Layaway payments are always assigned to an layaway transaction in Point of Sale. Each layaway partially pays and a P/S layaway transaction.
- For document type **B**, balance forward, amount-1 is the full amount. A type B only exists when the customer has a balance forward *balance method*. See Balance method.

Commissions

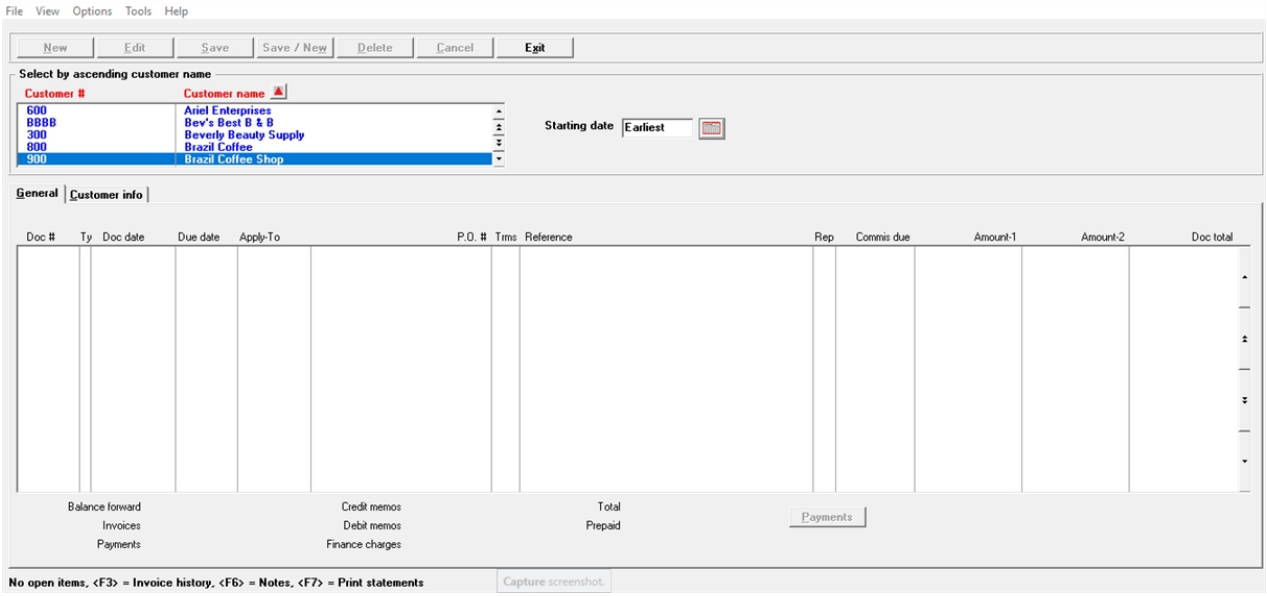
If commissions are paid on fully paid invoices, then the sales rep and commission amount display (if applicable per A/R Control information). The commission amounts shown are for documents which have not yet been logged as fully paid using *Fully paid open items*. Refer to the Fully Paid Open Items chapter.

Select

Customer open items from the *View* menu.

Graphical Mode

The following screen will display:



The Tab key moves the focus around the screen.

View Customer Open Items Upper List Box

The upper list box displays up to 6 customers at a time. You may sort the customers by customer number, and customer name both in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a customer, start typing a customer name or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Lower List Box View Open Items Options

Once a customer is located, you have the additional following sort options for the open items in the lower list box:

<F2>	To show all documents with the “Earliest” document at the top of the list. This is the default selection. The lower list box can also be sorted in descending date order
<SF2>	Show net unpaid documents only. The lower list box can be sorted in ascending or descending order by apply-to number.
<F3>	To enter the number and select a specific invoice. Use this to access the invoice history view functions. Once the list of invoices from history displays, the invoice at the top of the list (1) should match the number you entered. If the number you entered is not in history, it will locate the closest greater number and display that. If the number entered is a larger number than any invoice in history, it will display the message *No invoices in selected range*. See the Invoice History chapter for more information on the view invoice history features. If you are interfaced with Point of Sale, then a window displays to allow you to select either A/R invoice history or POS invoice history. In graphical mode, view POS invoice history is not available.
<F5>	Provide a summary of invoices. The lower list box can be sorted in ascending or descending order by apply-to number.
<F6>	To view and edit notes for the selected customer.
<SF6>	Show details sorted by apply-to number. The lower list box can be sorted in ascending or descending order.
<F7>	To print a statement for the selected customer. See the Statements chapter.
<SF7>	To recalculate the past due amount for the selected customer. If you get a message *A problem has caused past due amounts to not be recalculated*, it means that there is nothing to recalculate for the selected customer. Refer to the Calculate Past-due Amounts chapter for recalculating past due amounts for all customers.

For a description of the types (Ty column) see the Open Item Document Types section.

Menu Selections

For general users, the menu selections can and may be restricted by the assigned menu. Also, if Order Entry is not licensed or not installed then the Order Entry menu selections will not be available for any user. The *Options* menu selections include:

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Invoices	View Invoices
View accounts receivable	Invoice history	Viewing Invoice History
View accounts receivable	Customer history by date	View Customer History by Date
View accounts receivable	Customer history by doc #	View Customer History by Document Number
View order entry	Orders	See O/E user documentation
View order entry	Full order inquiry	See O/E user documentation
View order entry	Orders for an item	See O/E user documentation
View order entry	Invoice history by customer	See O/E user documentation
View order entry	Invoice history by invoice	See O/E user documentation
View order entry	Invoice history by item	See O/E user documentation
Change apply-to # or due date		Change Apply-to Number or Due Date

Starting date

When scrolling through customers, the General tab displays open items. The default display is "Earliest" as describes in the options below.

Enter the date of the earliest document to display. When you enter a date it will display the documents in document date order.

Format	MMDDYY
Example	Press <F2>

Character Mode Options

In character mode you may use the following options:

<F2>	To start with “Earliest” document sorted by document date. This is the default selection.
<F1>	Show net unpaid documents sorted by apply-to number.
<F3>	To enter the number and select a specific invoice. Use this to access the invoice history view functions. Once the list of invoices from history displays, the invoice at the top of the list (1) should match the number you entered. If the number you entered is not in history, it will locate the closest greater number and display that. If the number entered is a larger number than any invoice in history, it will display the message *No invoices in selected range*. See the Viewing Invoice History section from the *Invoice History* chapter for more information on the view invoice history features. If you are interfaced with Point of Sale, then a window displays to allow you to select either A/R invoice history or POS invoice history. In graphical mode, view POS invoice history may not yet be available.
<F5>	Provide a summary sorted by apply-to number.
<F6>	Show details sorted by apply-to number.

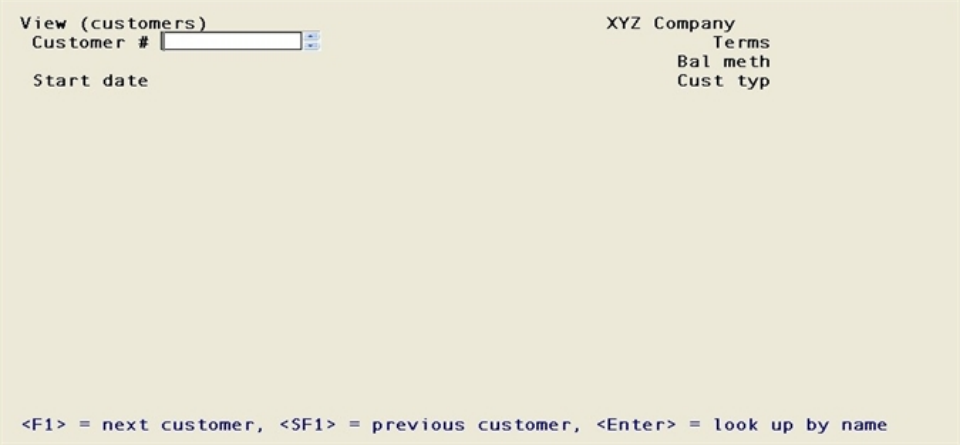
Up to 20 items can display at a time.

Exit

Select the Exit button to return to the menu.

Character Mode

The following screen will display:



Enter the Customer # and Start date.

Customer

Enter the customer number or use one of the options:

<F1>	For the next customer in customer number order
<SF1>	For the previous customer
blank	To look up a customer by name

Options

You may use the option:

Format	12 characters
Example	Type 1

Upon selection of a customer, that customer's name, address, customer type, terms, and balance method display. An ampersand (&) next to the customer number indicates that one or more notes exist for the customer.

Customer Name

If you left the customer number blank, enter the name (or just the leading characters of the name) of the customer you want to view. Upper / lower case is significant. You may use one of the options:

<F1>	For the next customer, in customer name sequence
<SF1>	For the previous customer
blank	To return to looking up the customer by number

Options

You may use the option:

Format	25 characters
Example	(displays automatically in this example)

Start date

See instructions for Starting date.

When you select <F2> for "Earliest, the a screen like the following appears:

```
View (customers)                                    XYZ Company
&Customer # 1            Elliot Enterprises                Terms Cash
                         123 Broadway                   Bal meth Open item
 Start date "Earliest"   Suite 500                      Cust typ WSL
                         Glendale, CA 94994
Doc-#   Typ Doc-dte Apply-to              Amount-1                Doc-Total
A 000362 L  5/01/08 A 000362                 34.10                    34.10
A 000362 L  5/02/08 A 000362                 34.10-                   34.10-
1        I  5/06/08 1                        23.00                    27.76
* Cash * P  5/07/08 243                     717.00-                  717.00-
243      I  5/07/08 243                     650.00                   717.00
244      I  5/07/08 244                     325.00                   359.50
1144     I  5/07/08 1144                     49.00                    54.88
4256     N  5/08/08 4256                    450.00                   450.00



Bfwd:               0.00    CR-M:               0.00  Total:             442.14
Invc:           1,159.14    DR-M:               0.00  Prepd:             450.00
Pmnt:             717.00-   Fchg:               0.00
<F3>=Invc,<F5>=cust data,<F6>=notes,<F7>=print,<Enter>=more info
```

Up to fourteen documents display at one time.

Options

Select from these options:

<F1>	To view the next screen (if there are more than fourteen items for this customer)
<F2>	To view the previous screen (if there are more than fourteen items for this customer)
<F3>	To enter a specific invoice number and drill down to the invoice history details. Once the list of invoices from history displays, the invoice at the top of the list (1) should match the number you entered. If the number you entered is not in history, it will locate the closest greater number and display that. If the number entered is a larger number than any invoice in history, it will display the message *No invoices in selected range*. Refer to the View Invoices section in this chapter. If you are using Point of Sale, refer to the *View invoice history* chapter in the Point of Sale user documentation.
<F5>	To view information about the customer (rather than the items for that customer). See section on next page for details.
<F6>	To view or enter notes for this customer. Refer to the *Using Notes* section of the *Use of Function Keys, Toolbar and Windows* chapter in the *System User* documentation.
<F7>	To print an immediate statement for the customer that is selected. See the Statements chapter.
<Enter>	To view additional information about the items displayed on the screen. You can cycle through five different screens showing: Amount-1 Amount-2 Due date, purchase order number and terms Reference, sales rep and commission due Customer period totals Press <Enter> one more time to return to the original screen.

If commissions are paid on fully paid invoices, then the sales rep and commission amount are also shown (if applicable). The commission amounts shown are for documents which have not yet been logged as fully paid using *Fully paid open items*. Refer to the Fully Paid Open Items chapter.

Customer Data

When you select <F5> from the screen above, you may access customer data:

```
View (customers)                                        XYZ Company
&Customer # 1              Elliot Enterprises                 Terms Cash
                           123 Broadway                   Bal meth Open item
 Start date "Earliest"     Suite 500                      Cust typ WSL
                           Glendale, CA 94994
                                      Customer data
   Contact-1: Paul Elliot                          Phone: 213-779-6010
   Contact-2:                                      Phone:
   Sales rep: 20   Jonathan Harris

   Ship zone:                                 Stmt cycle: W
  Terms code: B   Cash                           Comment: Regular wholesale terms
  Credit-rat: A                                 Acct bal:              373.30
    Ship via: T   Truck                     Unposted bal:               23.88-
    Tax code: CTY Taxable sales L.A. City     Cr-lim:                    0
  First sale date: 3/31/98                      Cr Hold:
   Last sale date: 5/07/08               Last Invoice #: 244
Past due calc dat: None                   Past due amt:            1,457.94
        Stmt date: 2/18/08                    Stmt amt:              104.00
    Last pmt date: 5/07/08                Last pmt amt:              717.00

<Esc> = return to view screen, <F7> = recalc past due amt
```

Customer data includes contact information, tax code information, first and last sales dates, date the past due was calculated, statement date, last payment date, account balance information and more.

Options

Your options at this point are:

<Esc>	To return to the previous screen
<F7>	To recalculate the past due amount for the selected customer. Refer to the Calculate Past-due Amounts chapter for recalculating past due amounts for all customers.

VIEW INVOICES

This selection lets you view unposted invoices, whether or not they have been printed.

To view an invoice after it has been posted, use the *View invoice history* selection. See the Viewing Invoice History section of the *Invoice History* chapter.

Select

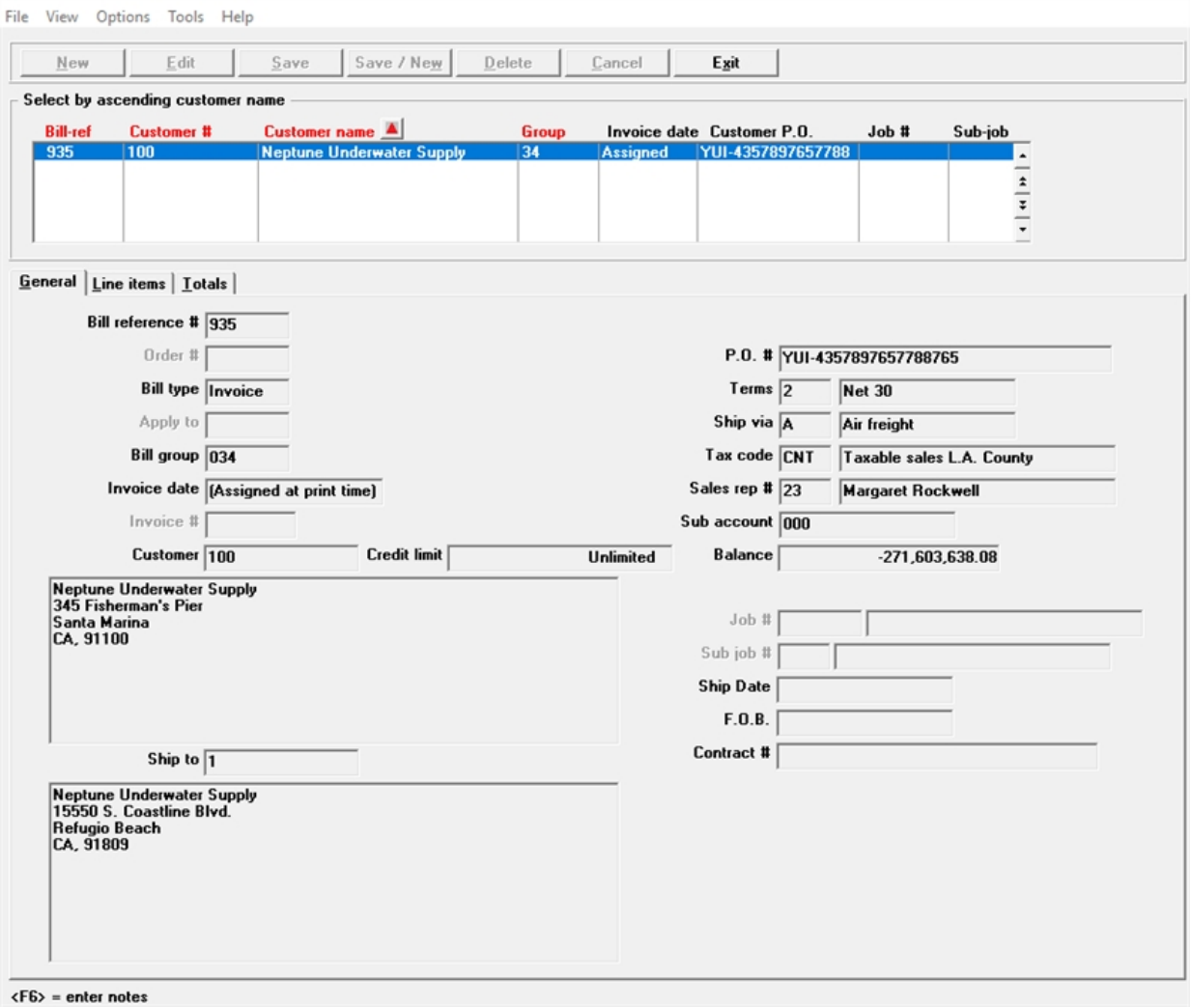
Invoices from the *View* menu.

Graphical Mode

There are three tabs in graphical mode: General, Line items and Totals.

General Tab

A screen like the following displays:



View Invoices List Box

The list box displays up to 6 existing invoices, and credit memos, at a time. You may sort the invoices by bill reference number, group, customer number and customer name in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate an invoice, start typing a bill reference number or a number or name that matches the selected sort order. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an invoice. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Invoices that display in the list box are available for viewing only. The fields for the selected invoice display in the lower part of the screen.

Options Menu

From the *Options* menu selection you may select to view any of the following:

Sub menu selection	Documentation
View invoice history	Viewing Invoice History
View customer open items	View Customer Open Items
View customer history by date	View Customer History by Date
View customer history by doc #	View Customer History by Document Number
View recurring bills	View Recurring Bills

Options

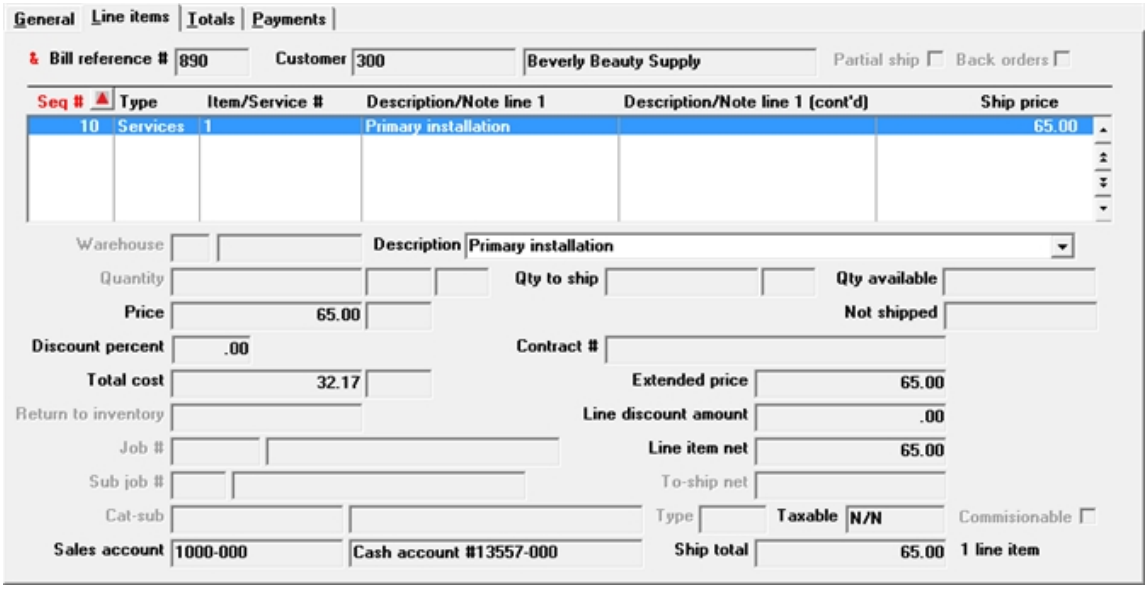
You have the option to select Invoice notes. You may enter, edit or delete existing notes.

You may also select it with this function key:

<F6>	To display or enter notes about this customer. In character mode, refer to the *Using Notes* section of the Use of *Functions keys, Toolbar and Menus* chapter of the *System User* documentation.

Line items tab

When the Line items tab is selected, a tab like the following displays:



Line List Box

You may sort the lines by sequence number in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

Type in the line sequence number to locate the line. You may also use the up/down arrow keys, page up, page down, home and end keys to find the line. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Invoice lines that display in the list box are available for viewing only.

Description

If there is more than one line of description you may select this drop down list to view the other description lines.

Totals Tab

The invoice totals, freight, miscellaneous charges, payment details, sales tax, commission, overall discount and comment display on this tab.

Payment Tab

If you are using PBS Multi-payment/credit card processing, per A/R *Control information*, the payments tab displays. For more information, see the PBS Multi-payment/Credit Card Setup appendix. Payments can only be seen in graphical mode.

It shows the payments made for the invoice. The payment code, payment description, payment amount, check number, last 4 digits of the credit card number, credit card expiration date and authorization code display.

The payment amount and original payment amount will always be the same for A/R invoices.

Exit

Select the Exit button when finished.

Character Mode

The following screen displays:

```
View (Invoices)                                    XYZ Company
                Starting bill-ref-#
                Starting cust-#

   Bill-ref  Cust-#       Name                       Grp   Date   Customer P.O.



Enter bill ref #, <F2> = "First", Blank = select customer
```

From this screen you can view up to sixteen invoices at a time. Invoices are displayed in sequence by bill reference number within customer number. Multiple customers will display on the screen if space allows.

Starting bill-ref-#

Enter the starting bill reference number. The screen will fill with invoices.

Options

You may also use the option:

<F2>	For the unposted invoice with the lowest bill reference number

You may leave this field blank to look up by customer number.

Format	999999
Example	Press <Enter>

Starting cust-#

If you have left the starting bill reference number blank, the cursor moves to this field. Enter the number of the first customer whose invoices you want to view, or use one of the options:

Options

You may use the option:

<F2>	For the First customer, in customer number sequence
blank	To look up customer by name

Format	12 characters
Example	Press <F2>

(Customer name)

If you left the customer number blank, enter the name (or just the leading characters of the name) of the customer you want to view. Upper / lower case is significant.

Options

You may use one of the options:

<F2>	For the First customer, in customer name sequence
blank	To return to the Bill-ref-# field

Format	25 characters
Example	(displays automatically in this example)

For a more detailed inquiry into any particular invoice, select its screen line number (in the leftmost column), or use one of the options.

Options

You may use the option:

<F1>	(If more invoices exit) To view additional invoices
<F2>	(If interfaced to J/C) To toggle between viewing the purchase order numbers and the job / sub-job numbers

Format	99
Example	Type 1 to select an invoice

View Invoices- Header Information

In character mode the header information for that invoice displays:

```
View (Invoices)                                    XYZ Company

     Bill ref #     3                  P.O. #
                                       Terms        B     Cash
     Bill type      Invoice
                                       Tax code     CTY   Taxable sales L.A. City
     Bill group                        Sales rep    23    Margaret Rockwell
     Invoice date
     (Assigned at print time)
     Customer #     1
     Elliot Enterprises
     123 Broadway
     Suite 500
     Glendale, CA 94994

     Ship to
     (Same as above)

<F1>= view line items, <F2>= view totals, <F6>= view notes
```

If this invoice has already been printed, the Invoice # also appears beneath Invoice date. (The invoice number is assigned at the time the invoice is printed.)

An ampersand (&) appears to the left of the Bill ref # when there is an existing note[s] for this invoice.

When you are finished viewing this screen, use one of the options.

Options

You may use the option:

<Esc>	To select another invoice
<F1>	To view line items for this invoice
<F2>	To view totals
<F6>	To view or change notes for this invoice. Refer to the Using Notes section of the *Use of Function Keys, Toolbar and Menus* chapter in the *System User* documentation.

Format	(Only option key input is accepted)
Example	Press <F1> to view line items.

View Invoices- Line-item Information

Press <F1> from the header screen or the totals screen to view line items. Each line item has a screen line number immediately to the left of the sequence number.

```
View (Invoices)                                    XYZ Company

     Bill-ref-#:  3          Customer: 1            Elliot Enterprises
     Bill type:   INVOICE

   Seq# Type  Item/Service/Note                                  Tot-price
 1)   10 Goods 1                                                  49.00
            Drill, 1/4" Power Hand
 2)   20 Svcs  1                                                  50.00
            Primary installation

<F2> = view totals, Select line # for detailed inquiry
```

Select the screen line number for detailed inquiry into a line item, or use one of the options.

Options

You may use the option:

<F2>	To view totals
<F1>	To display the rest of the items (if there are more than can be displayed on one screen)
<Esc>	To select another invoice

Format	99
Example	Type 1

A screen similar to the line item screen in *Invoices* appears. The screen's appearance depends on the type of line item. A goods line item is shown below:

```
View (Invoices)                                    XYZ Company
      Bill ref #:  3          Customer: 1            Elliot Enterprises
      Bill type:   INVOICE

   Sequence #   10        Line type  Goods
   Item #       1

   Description  Drill, 1/4" Power Hand
   Quantity              1.00       EACH

   Unit price           49.00       EACH
                                          Ext prc:              49.00
   Discount %            0.00        Ln disc amt:                0.00
                                     ---------------------------------
                                          Ln item net:          49.00
   Taxable ?    Y        Commisnbl ?  N

   Sales acct   4010-000  Equipment income/expense

        2 line items                 Invoice total:             99.00
<Esc> = reselect line, <F2> = totals
```

Press <Esc> to select another line item to view, or use the option.

Options

You may use the option:

<F2>	To view totals

View Invoices-totals Information

You can view totals information by pressing <F2> from either the header screen or the line item screen.

The following screen appears:

```
View (Invoices)                                    XYZ Company
    Bill ref #:  3                  Cust: 1            Elliot Enterprises
    Invoice tot: 99.00              Taxable total:  99.00
    Invc disc:   .00                Commissionable: .00


    Invc disc %  .00

    Sales tax    11.00              Billed total:   110.00

    Commis amt   .00

    Comment



<F1> = view line items, <F5> = sales tax amounts, <Esc> = reselect invoice
```

Press <Esc> to select another invoice to view, or use one of the options.

Options

You may use the option:

<F1>	To view line items for this invoice
<F5>	To view sales tax

If you press <F5>, the following screen appears:

```
View (Invoices)                                        XYZ Company
    Bill ref #:  3                  Cust: 1                Elliot Enterprises
    Invoice tot: 99.00              Taxable total:  99.00
    Invc disc:   .00                Commissionable: .00


    Invc disc %  .00

    Sales tax        ┌──── Sales tax amounts ────┐al:   110.00

    Commis amt       │ Tax rate-1  6.93          │
                     │ Tax rate-2  4.95          │
    Comment          │                           │
                     │ <Esc> = continue          │
                     └───────────────────────────┘


<F1> = view line items, <F5> = sales tax amounts, <Esc> = reselect invoice
```

When through viewing sales tax information, press <Esc>.

View Recurring Bills

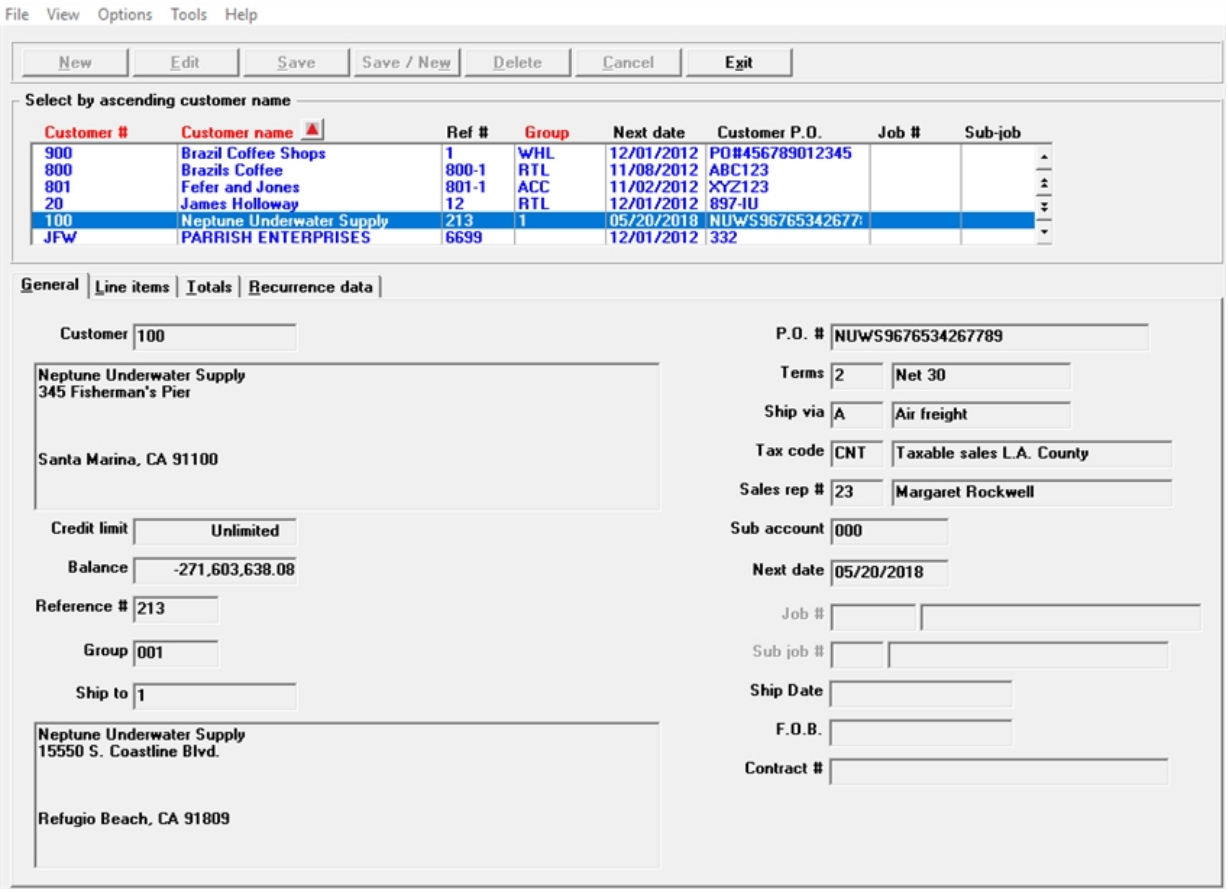
This selection lets you view what recurring bills are ready for invoicing.

Select

Recurring bills from the *View* menu.

View in Graphical Mode

The following screen appears:



View Recurring Bills List Box

The list box displays up to 6 existing recurring bills at a time. You may sort the recurring bills by group, customer number and customer name in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

Depending on the sort field selected, type the group number, customer number and customer name to locate the recurring bill or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find it. The <F1> and <SF1> keys function the same as the up/down arrow keys.

You also have the following options to locate a recurring bill:

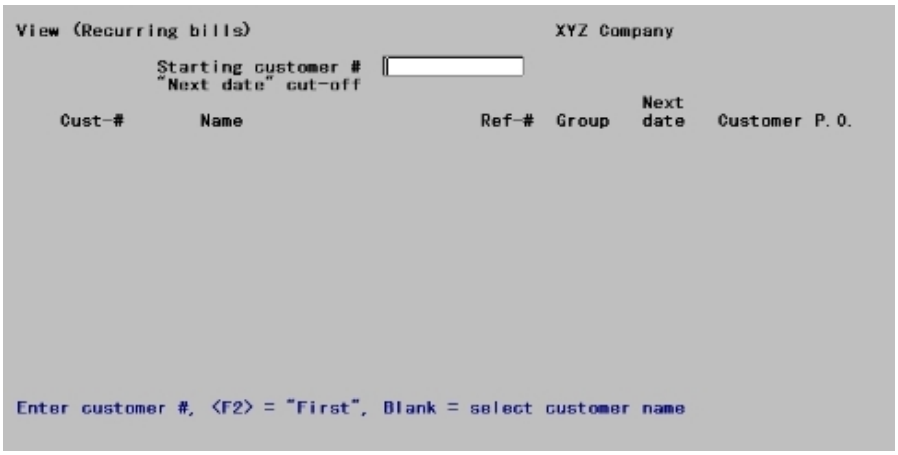
Options

Down arrow or <F1>	For the next recurring bill
Up arrow or <SF1>	For the previous recurring bill
Page Down	For the next group of five recurring bills
Page Up	For the previous group of five recurring bills
End	For the last recurring bill
Home	For the first recurring bill

There are four tabs which include General (header), Line items, Totals and Recurrence data.

View in Character Mode

The following screen appears:



Starting customer

Enter the number of the customer you want to start looking from, or use one of the options.

Options

You may use the option:

<F2>	To start from the First customer
<Enter>	To select by customer name.

Format	12 characters
Example	Press <F2>

Customer Name

If you left the customer number blank, enter the name (or just the leading characters of the name) of the customer you want to view. Upper / lower case is significant. You may use one of the options:

Options

You may use one of the options:

<F2>	For the First customer, in customer name sequence
blank	To return to the customer number field

Format	25 characters
Example	(displays automatically in this example)

"Next Date" Cut-off

Recurring bills due to be invoiced on or before this date will appear on the screen. Enter a date, or use the option.

Options

You may use the option:

<F2>	For the Earliest date

Format	MMDDYY The default is the system (current) date
Example	Press <F2>

The following screen appears:

```
View (Recurring bills)                                XYZ Company

              Starting customer #  "First"
              "Next date" cut-off  8/30/04
                                                          Next
    Cust-#        Name                        Ref-#  Group  date    Customer P.O.
 1) 1             Elliot Enterprises          54            8/18/04
 2) 1             Elliot Enterprises          3371    AAA   4/15/99 55891
 3) 100           Neptune Underwater Supply   3371    AAA   8/27/04 55815

Select line # for detailed inquiry [ ]
```

The recurring bills are listed, one line per bill, up to fifteen on each screen.

Enter the line number (from the first column) of the recurring bill you wish to view, or use one of the options.

Options

You may use the option:

<Esc>	To start a new selection of recurring bills
<F1>	(If more recurring bills exist) To view additional recurring bills
<F2>	(If interfaced to J/C) To toggle between viewing the purchase order numbers and the job / sub-job numbers

Format	99
Example	Type 2 to select a bill

View Recurring Bills- Header Information

The following screen appears:

```
View (Recurring bills)                                XYZ Company

     Customer #  1                    P.O. #       55091
     Elliot Enterprises               Terms        2     Net 30
     123 Broadway
     Suite 500                        Tax code     CTY   Taxable sales L.A. City
     Glendale, CA 94994               Sales rep    23    Margaret Rockwell

                                      Next date:   4/15/99

     Ref #        3371

     Group        AAA

     Ship to
     (Same as above)

<F1> = view line items, <F2> = view totals
```

When you are finished viewing this screen, use one of the options.

Options

You may use the option:

<Esc>	To select another recurring bill
<F1>	To view line items for this recurring bill
<F2>	To view totals

Example	Press <F1> to display line-item information

View Recurring Bills- Line-item Information

Press <F1> from the header screen or the totals screen to view line items. Each line item has a screen line number immediately to the left of the sequence number.

The following screen appears:

```
View (Recurring bills)                                XYZ Company

       Ref #:  3371            Customer: 1            Elliot Enterprises

    Seq# Type  Item/Service/Note                                  Tot-price
 1)    1 Goods 3                                                *VARIABLE*
              Support bracketing
 2)   10 Notes

 3)   20 Svcs  3                                                   140.00
              Survey and estimate
 4)   30 Svcs  2                                                   400.00
              1 year service and maintenance

<F2> = view totals, Select line # for detailed inquiry
```

Up to seven lines appear on one screen. Select the screen line number for detailed inquiry into a line item, or use one of the options.

Options

You may use the option:

<F2>	To view totals
<F1>	To display the rest of the items (if there are more than can be displayed on one screen)
<Esc>	To select another invoice

Format	99
Example	Type 1

A screen similar to the line-item screen in *Invoices* appears. The screen's appearance depends on the type of line item. A services line item is shown below.

The following screen appears:

```
View (Recurring bills)                          XYZ Company

      Ref #:       3371       Customer: 1             Elliot Enterprises

   Sequence #   1         Line type  Goods
   Item #       3

   Description  Support bracketing         custom metal framing

   Quantity                100.00       EACH       Fixed or var ?  Variable
   Unit price                7.50       EACH
  Discount %                 0.00                Ext prc:                750.00
                                        Ln disc amt:                    0.00
   Unit cost                 2.50       EACH                 ---------------------
   Commisnbl ?  N                          Ln item net:                750.00

   Sales acct   2700-000  Billings on jobs


         4 line items                     Invoice total:            1,290.00

<Esc> = reselect line, <F2> = totals
```

Press <Esc> to select another line item to view, or use the option.

Options

You may use the option:

<F2>	To view totals

View Recurring Bills- Totals Information

You can view totals information by pressing <F2> from either the header screen or the line-item screen.

The following screen appears:

```
View (Recurring bills)                                  XYZ Company
    Ref #:        3371                  Cust: 1              Elliot Enterprises
    Invoice tot: 1,290.00               Taxable total:   750.00
    Invc disc:    .00                   Commissionable:  .00


    Invc disc %   .00

    Sales tax     77.00                 Billed total:    1,367.00

    Commis amt    .00

    Comment



<F1>= line items, <F2>= recurrence data, <F5>= tax amounts, <Esc> = reselect
```

Press <Esc> to select another invoice to view, or use one of the options.

Options

You may use the option:

<F1>	To view line items for this recurring bill
<F2>	To view recurrence data
<F5>	To view sales tax

If you press <F5>, the following screen appears:

```
View (Recurring bills)                                  XYZ Company
    Ref #:        3371                  Cust: 1              Elliot Enterprises
    Invoice tot: 1,290.00               Taxable total:   750.00
    Invc disc:    .00                   Commissionable:  .00


    Invc disc %   .00

    Sales tax          Sales tax amounts      al:    1,367.00

    Commis amt         Tax rate-1   52.50
                       Tax rate-2   24.50
    Comment            <Esc> = continue



<F1>= line items, <F2>= recurrence data, <F5>= tax amounts, <Esc> = reselect
```

The example above is for a tax code containing only one tax rate; had there been more, each rate would appear separately.

When through viewing sales tax information, press <Esc>.

View Recurring Bills- Recurrence Information

From the totals screen, press <F2> to view recurrence information.

The following screen appears:

```
View (Recurring bills)                          XYZ Company

   Reference #: 3371          Customer: 1            Elliot Enterprises

        Interval        Every 1  month
        Next date       4/15/99            ------- Previous -------
                                           Bill-ref #:       (none)
        Start date      8/27/04            Invoice #:        (none)
        Final date      Indefinite         Invoice date:     (none)

        Max # of times  Indefinite         Times so far:     0

                                           Already billed:   .00

<Esc> = reselect bill
```

When through viewing recurrence information for this bill, press <Esc> to reselect another recurring bill to view.

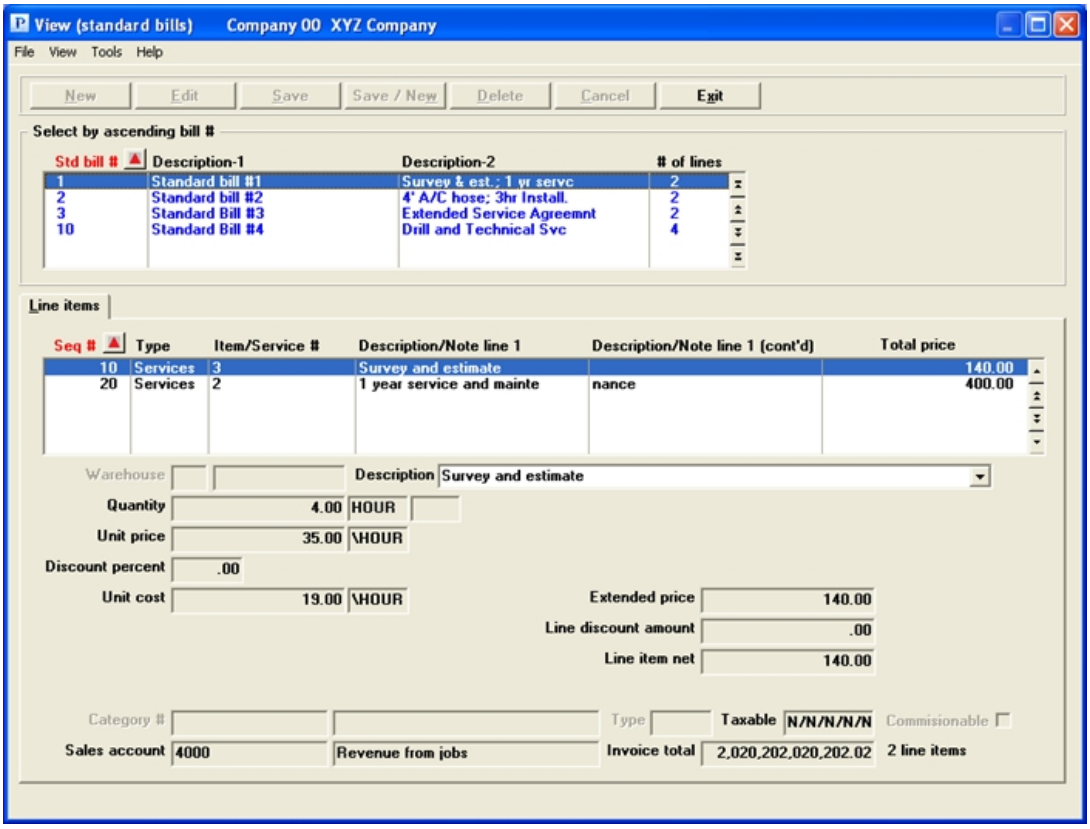
VIEW STANDARD BILLS

Select

Standard bills from the *View* menu.

A screen similar to the following appears:

Graphical Mode



View Standard Bills List Box

The list box displays up to 6 standard bills at a time. You may sort the standard bills by standard bill number in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

Type the standard bill number to locate the standard bill or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find it. The <F1> and <SF1> keys function the same as the up/down arrow keys.

You also have the following options to locate a standard bill.

Lines List box

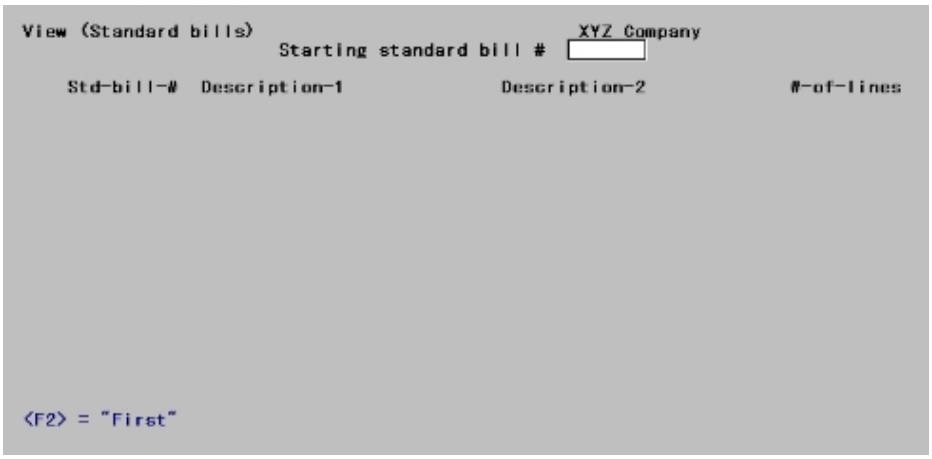
The lines for selected standard bill display in lower list box. You may sort the standard bill lines by sequence number in ascending or descending order.

Place the focus in the lower list box and enter the sequence number to find the line or use the same function keys as listed for the upper list box to locate the line.

If there is more than one line of description, to view the other description lines select the drop down list.

Character Mode

The following screen appears:



Starting standard bill

Enter the number of the first standard bill you want to list, or use the option.

Options

You may use the option:

<F2>	To start from the First standard bill

Format	6 characters
Example	Press <F2>

The following screen appears:

```
View (Standard bills)                                XYZ Company
                        Starting standard bill #  "First"

    Std-bill-#  Description-1                Description-2              #-of-lines
 1)    1        Standard bill #1             Survey & est.; 1 yr servc        2
 2)    2        Standard bill #2             4' A/C hose; 3hr Install.        2
 3)    3        Standard Bill #3             Extended Service Agreemnt        2
 4)    4        Standard Bill #4                                              2

Select screen line # for detailed inquiry
```

The standard bills are listed, one line per bill. Up to seventeen bills fill one screen.

Enter the line number (from the first column) of the standard bill you wish to view, or use one of the options.

Options

You may use an option:

<Esc>	To start a new selection of standard bills
<F1>	(If more standard bills exist) To view additional standard bills

Format	99
Example	Type 2 to select a bill

Character View standard bills line-items

Each line item has a screen line number immediately to the left of the sequence number.

The following screen appears:

```
View (Standard bills)                                XYZ Company

                 Standard bill  2        Standard bill #2
                                         4' A/C hose; 3hr Install.

    Seq# Type  Item/Service/Note                                    Tot-price

 1)   10 Goods 2                                                     14.20
              Air conditioning hose
 2)   20 Svcs  1                                                    150.00
              Primary installation
 3)   30 Notes Please note the shipping/service date on t

Select screen line # for detailed inquiry
```

Up to seven lines appear on one screen. Select the screen line number for detailed inquiry into a line item, or use one of the options.

Options

You may use the option:

<F1>	To display the rest of the items (if there are more than can be displayed on one screen)
<Esc>	To select another standard bill

Format	99
Example	Type 2

A screen similar to the line-item screen in *Invoices* appears. The screen's appearance depends on the type of line item. A services line item is shown below.

The following screen appears:

```
View (Standard bills)                                XYZ Company

                 Standard bill  2        Standard bill #2
                                         4' A/C hose; 3hr Install.

  Sequence #    20                Line type  Services
  Service #     1
  Unit  HOUR
  Description   Primary installation
  Quantity                  3.00       HOUR

  Unit price               50.00      \HOUR
  Discount %                0.00                Ext prc:              150.00
                                          Ln disc amt:                0.00
  Unit cost                25.00      \HOUR                 ---------------------
                                          Ln item net:              150.00
  Commisnbl ?   Y

  Sales acct    4000

        2 line items                    Invoice total:              164.20
<Esc> = reselect line
```

Press <Esc> to select another line item to view.

Change Apply-to Number *or* Due Date

This chapter contains the following topics:

Introduction to Change Apply-to Number or Due Date .....
Changing Customer Balance Methods .....
Purging Open Items For Open-item Customers .....
Printing Open Items .....

Introduction to Change Apply-to Number or Due Date

The *Change apply-to number or due date* selection lets you change an A/R open item directly, without going through any posting process.

This is only done on an exception basis; normally an open item is paid when cash receipts are applied to it, and eventually purged. The two changes possible are to the due date and to the apply-to number.

Due Date

Reasons for changing the due date are varied. This might be required if the due date was entered incorrectly or if there was a change in customer terms for an open item.

Apply-to Number

The usual reason for changing an apply-to number is to apply an open credit to a specific invoice. This situation can occur when a payment (e.g. a deposit) is received from an open item customer prior to the time at which the invoice is entered into A/R. The deposit would be entered as an Open credit using Cash Receipts at the time it is received. Later, when the invoice is entered and posted using *Invoices*, you would then use *Change apply-to number or due date* to change the apply-to number of the payment to be the same as the document number of the invoice. In this way, the payment is *applied* to the invoice.

The *Change apply-to number or due date* procedure should only be used if the payment is equal to or less than the balance due on the invoice. If the open credit is greater than the balance due on the invoice, you will need to follow the second method shown in the Applying Open Credit section of the *Cash Receipts* chapter.

Note	You may prefer to use the pre-paid cash feature. This allows you to enter pre-paid cash, which you later apply to an invoice in A/R or an order/invoice in O/E as they are being entered. This would eliminate the step of applying the cash later and modifying the apply-to number. See the Process prepaid cash field in the *Control information* chapter.

Changing Customer Balance Methods

When entering sales, balance forward customers have zero assigned automatically to the apply-to number of every document.

If you change a customer's balance method from balance forward to open item, you must change the apply-to number of every existing document for that customer, so payments can be properly applied to invoices.

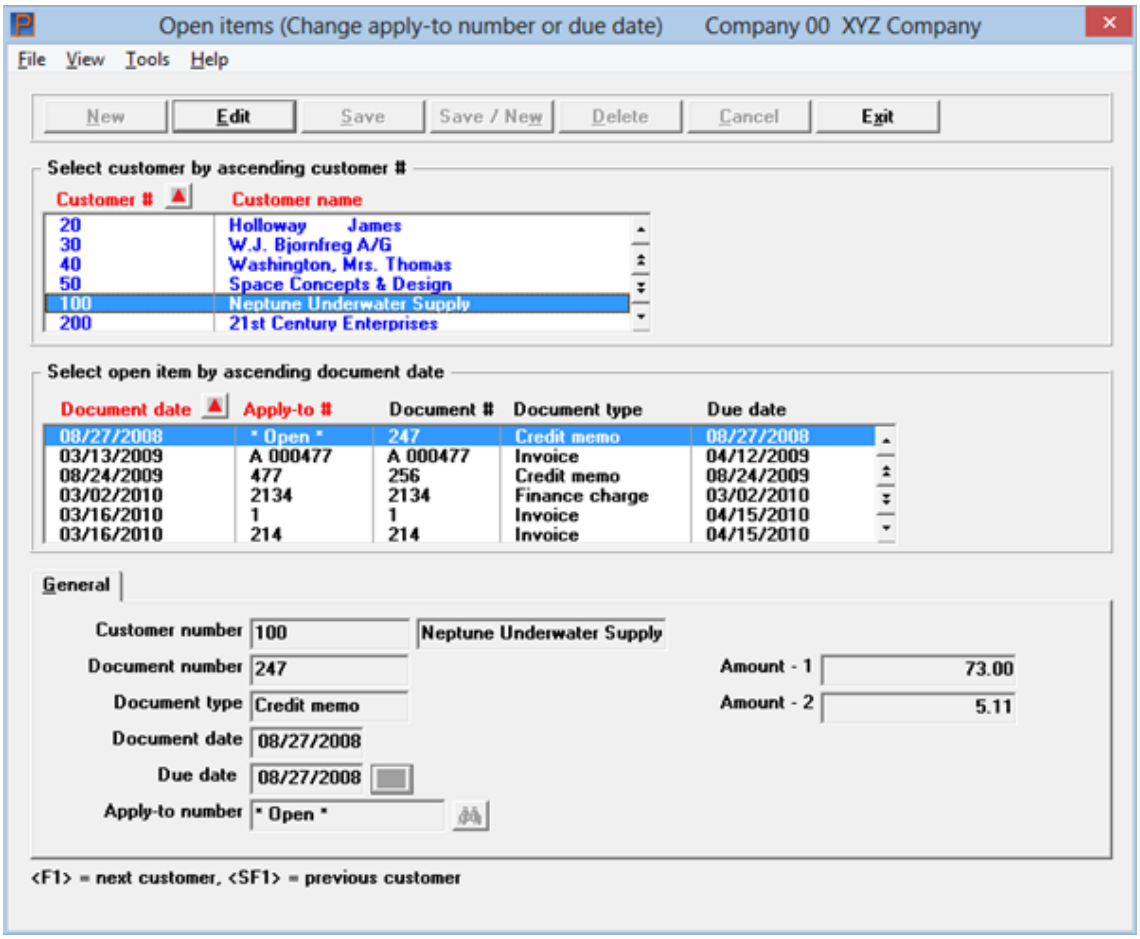
Changing Apply-to Numbers and Due Dates

Select

Change apply-to # or due date from the *Open items* menu.

Graphical Mode

The following screen appears:



This selection is also available from the Options menu after selecting *Customers* under A/R *View*.

The Tab key moves the focus around the screen.

Change Apply-to Number or Due Date Upper List Box

The upper list box displays up to 6 customers at a time. You may sort the customers by customer number or customer name, both in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options from the menu above.

To locate a customer, start typing a customer number, or name if that column is selection, or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Lower List Box Change Apply-to Number or Due Date Options

Once a customer is located, you may tab to the lower list box to locate the open item transaction. You may sort the open items by *Customer date* and *Apply-to #*.

To locate an open item, start typing a document date or apply-to #. You may also use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the open item transaction. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Edit

Once you have found the correct document, to change it select the Edit button or <Alt+e>. The Due date and Apply-to number fields are now editable.

Due date

You do not have to change the *Due date* if you are changing a customer from Balance forward to Open item.

However, if you need to change the Due date for some other reason, as explained in Due Date, modify the date in this field.

Enter a new date or click on the date lookup to locate a date and return it to the field. You may also access the date lookup with the <F4> key.

Format	MMDDYY
Example	Type 40119 to specify the new due date as 4/01/19.

Apply-to

The old Apply-to # displays. Enter the number of the document to which you want to apply this open item. You may also click on the lookup and return the document number from the lookup. Select <F8> or click on the lookup button also accesses the lookup.

Format	8 characters
Example	Type 2002

Save

Select the Save button or <Alt+s> to save your changes.

Cancel

If you do not want to save your changes, select Cancel or <Alt+c> to retain the original record.

Exit

One you are finished editing or viewing open items, select the Exit button or <Alt+x> to close the window.

Character Mode

```
Open items (Change apply-to number or due date)   XYZ Company

                    * Customer #
                    * Document #
                      Document type
                      Document date
                      Due date
                      Amount - 1
                      Amount - 2
                      Apply-to #
```

Enter the following information:

Customer

Enter the customer number of the document to be changed.

Format	12 characters
Example	Type 100

Document

Enter the document number of the document to change. Leave this blank for a cash entry.

Format	8 characters
Example	Type 201

Right Open Item ?

The information for that open item displays.

Answer N for the next A/R open item with the same customer number and document number.

Answer Y to change this open item.

Format	One letter, either Y or N. The default is Y.
Example	Answer Y to indicate this is the right open item.

Change Apply-to # or Due Date ?

Format	One character, either A or D
Example	Type A

Apply-to

If you entered A, the cursor will be positioned here. The old Apply-to # will be cleared, allowing you to enter the number of the document to which you want to apply this open item.

Format	8 characters
Example	Type 2002

Is Change Ok ?

Answer Y or N as appropriate. If you answer N, the open item is restored to its original form.

Format	One letter, either Y or N. The default is Y.
Example	Answer Y

Note	When the Aging Report, Collections Report, or Cash Projection Report is printed, the changed document may now show up in a different aging period since the document it now applies to may be in a different period.

Due Date

If you entered D the cursor will be positioned here. Changes to the due date are made in the same way.

Format	MMDDYY
Example	Type 200 for the customer number, then type 3002 for the document number. Answer Y when you asked if this is the right A/R open item. To change the due date, type D, then type 40119 to specify the new due date as 4/01/19.

PURGING OPEN ITEMS FOR OPEN-ITEM CUSTOMERS

It is possible that a number of invoices were intended to be paid off by one payment, but they will not purge when the *Purge open items* function is run because the apply-to numbers do not match.

This function enables you to change the apply-to number of one document to match the apply-to or document number of another document. The next time you purge A/R Open Items both documents will be removed if their amounts add up to zero.

For example, to match up the following invoices to one payment, it is necessary to change all the apply-to numbers to match.

Doc No	Type	Apply-to	Amount
2002	I	2002	25.00
2003	I	2003	25.00
2004	I	2004	50.00
5000	P	2002	100.00

Change all apply-to numbers to 7777:

Doc No	Type	Apply-to	Amount
2002	I	7777	25.00
2003	I	7777	25.00
2004	I	7777	50.00
5000	P	7777	100.00

As a result, all of these documents will be purged the next time open items are purged. For purging instructions, see the Fully Paid Open Items chapter.

Printing Open Items

Use this report to print open items.

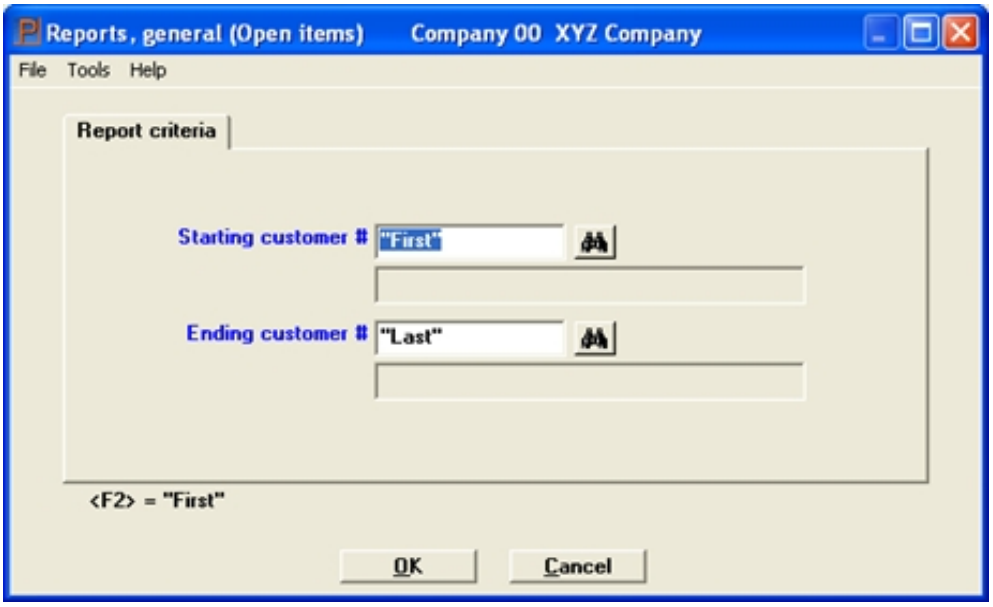
It may be run at any time. However the report is useful as a edit list before and after either changing due dates or apply to numbers or purging open items.

Select

Open items from the *Reports, general* menu.

The following screen appears:

Graphical Mode



Enter the following information:

Starting customer #
Ending customer #

Options

Enter the range of customers to have open items be included on the report, or use the option:

<F2>	For the "First" starting customer number or "Last" customer number

Format	12 characters
Example	Press <F2> at each field.

OK or Cancel

In graphical mode select OK to print the report or Cancel to return to the menu without printing.

Any change ?

In character mode answer Y to re-enter the screen, or N to print the report.

Finance Charges

This chapter contains the following topics:

Introduction to Finance Charges .....
Calculating Finance Charges .....
Modifying Finance Charges .....
Printing an Edit List of Finance Charges .....
Posting Finance Charges .....

INTRODUCTION TO FINANCE CHARGES

The *Finance charges* selection enables you to calculate and post finance charges on overdue open items.

Finance charges will be calculated on overdue items for every customer for whom you have answered **Y** to the question *Fin chg ?* in *Customers*.

Calculation of Finance Charges

Finance charges for balance forward customers are calculated differently from open item customers.

Balance-forward Customers

Finance charges are calculated by considering every existing document for the customer.

In *Control information* you specified whether the aging date for each document is the document date or the due date.

Each debit document is aged in comparison to the cut-off date you will enter below. If the age of the debit is greater than the number of days past-due allowed, this debit is added to the total on which finance charges will be assessed.

Payments and credits are subtracted from this total if their aging date is on or before the entered cut-off date.

In addition, payments after the cut-off date will be deducted from the total if you specify below to include payments after the cut-off date.

Open-item Customers

The procedure is the same except that documents are considered as grouped by apply-to number (i.e., all documents with the same apply-to number are one *apply-to group*.

If the total debit for an apply-to group is greater than its credit, the net debit amount is added to the debit total for the customer.

If the total debit for an apply-to group is less than its credit (for example, the customer has overpaid an invoice), the net credit amount is subtracted from the debit total for the customer.

Open item customers can have payments that have not been applied. These open credit items are accumulated up to the cut-off date, then the total is subtracted from the total debit for the customer. If you specify below to include payments after the cut-off date, all open credit items for that customer are applied to the total debit before the finance charge is calculated.

This method segregates payments into their apply-to groups, instead of being generally applied to all debits for the customer.

Finance Charge Levels

In *Control information* you may have specified one or two percentages for finance charge. If you specified two, the overdue amount is considered to be divided into two *levels*. The first percent is applied to the portion of the overdue amount that is not greater than the Level-1 cut-off amt. The second percent is applied to any amount over the cut-off. The two results are then added.

If the result is less than your specified Minimum finance charge, it is replaced by the minimum charge.

Compounding Finance Charges

Finance charges are compounded (computed on previous A/R finance charges) only if you have check the box for the field Finance charge on finance charges in *Control information*.

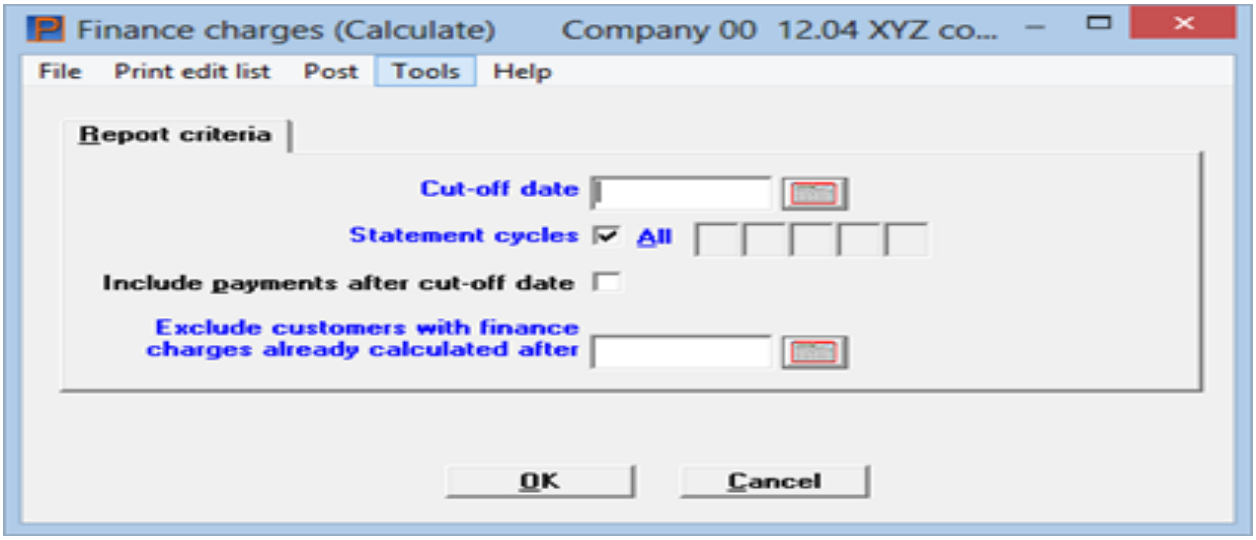
Calculating Finance Charges

Select

Calculate from the *Finance charges* menu.

Graphical Mode

The following screen displays:



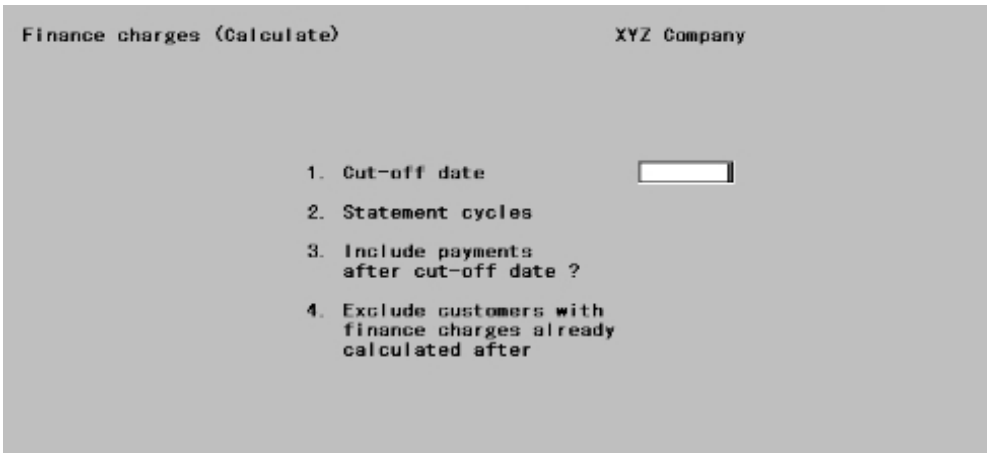
Menu

Many of the menu selections are common to all programs. From this screen you also select one of following functions:

Selection	Documentation link
Print edit list	Printing an Edit List of Finance Charges
Post	Posting Finance Charges

Character Mode

The following screen displays:



Enter the following information:

Cut-off date

Enter the cut-off date. Finance charges will be applied to items which are due on or before this date.

You may also assign a date using the date lookup. Click on the date lookup button or select the <F4> key.

Format	MMDDYY
Example	Type 33119

Statement cycles

All

Check the box to use "All" the customer statement cycles.

You may uncheck the All box and enter the statement cycle codes for the statement periods you are calculating finance charges for.

Statement cycle codes, defined in the Statement cycle field from *Customers*, specify how often statements are printed.

You can enter multiple codes in up to five subfields, with the first blank terminating the entry. On the first subfield you may use the option.

Options

You may use this option in character mode:

<F5>	For All statement cycles

Format	One letter in each of five subfields
Example	Press <F5>

Include payments after cut-off date

Answer Y to include payments recorded after the cut-off date. This will reprieve customers who were overdue as of the cut-off date, but who have since paid up. (Charges and credit memos after the cut-off date are always automatically excluded.)

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Exclude customers with finance charges already calculated after

If you want to exclude customers who have already had finance charges assessed against them after a particular date, supply a date here.

This prevents double assessment of finance charges during the designated period.

Enter a date here, or use the option. You may also assign a date using the date lookup. Click on the date lookup button or select the <F4> key.

Options

You may use the option:

<F2>	To include all customers, whether or not finance charges have been calculated for them

Format	MMDDYY The default is a date calculated as being one month earlier than the cut-off date.
Example	Press <F2>

OK or Cancel

Select OK to calculate finance charges. There will be a period of processing as finance charges are calculated.

Select Cancel to not calculate and return to the menu.

Character Mode

Field Number To Change ?

Make any desired changes, then press <Enter>. There will be a period of processing as finance charges are calculated.

Modifying Finance Charges

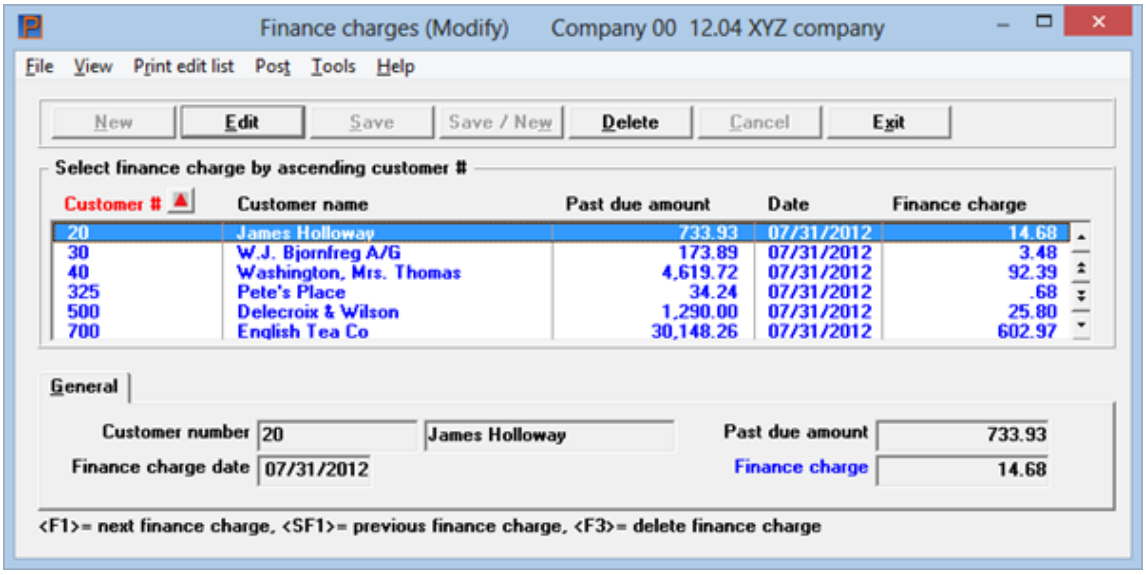
Once you have reviewed the Finance Charges Edit List, you may want to modify the charges for one or more customers. Finance charges can be modified up until the time they are posted.

Select

Modify from the *Finance charges* menu.

The following screen appears:

Graphical Mode



From this screen you can work with existing finance charges, but you cannot create new ones.

Modify Finance Charges List Box

The list box displays up to 6 existing finance charges at a time. You may sort the finance charges by customer number in ascending or descending order. Only column names in red may be sorted. To select or change the sort order, click on the column name or the arrow to the right of the column name or use the *View* options from the menu.

To locate a finance charge, start typing a customer number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an invoice. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Finance charges that display in the list box are available for changes or deletion. The fields for the selected finance charge display in the lower part of the screen.

When a finance charge is found, you may select either the <Enter> key or Edit button to start editing.

Modify Finance Charges Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	This button is disabled
Edit	Alt+e	For editing a finance charge
Save	Alt+s	For saving changes to a finance charge
Save/New	Alt+w	This button is disabled
Delete	Alt+d	To delete a finance charge
Cancel	Alt+c	To cancel editing a finance charge. Your changes will not be saved
Exit	Alt+x	To exit the modify finance charges window

Menu

Many of the menu selections are common to all programs. From this screen you also select one of following functions:

Selection	Documentation link
Print edit list	Printing an Edit List of Finance Charges
Post	Posting Finance Charges

Upon selecting a customer using the list box, the finance charge date, past-due amount and finance charge display in the fields below. After selecting edit this field is available for editing:

Finance charge

Enter the finance charge. You may not enter a zero amount, but you may enter an amount less than the Minimum finance charge in *Control information*. Select Save <Alt+s> to retain your change or select Cancel to keep the current finance charge amount.

Format	999,999,999,999.99
Example	Select Cancel to keep the current finance charge amount

Character Mode

```
Finance charges (Modify)                          XYZ Company



                 *  Customer #
                    Past due amount
                    Finance charge



<F1> = next entry, <SF1> = previous entry
```

Enter the following information:

Customer

Enter the number of the customer whose finance charges you wish to modify, or use one of the options.

Options

You may use the option:

<F1>	For the next customer for whom a finance charge has been calculated.
<SF1>	For the previous customer

Upon entering or selecting a customer, his past-due amount and finance charge display.

Format	12 characters
Example	Type 200

Any Change ?

Answer Y to modify this charge, or N to not do so.

Options

You may use one of the options:

<F1>	For the next customer for whom a finance charge has been calculated.
<SF1>	For the previous customer
<F3>	To delete the finance charge

Format	One letter, either Y or N
Example	Answer N

If you answer Y, the cursor moves to allow entry of a different finance charge:

Finance Charge

Enter the finance charge. You may not enter a zero amount, but you may enter an amount less than the Minimum finance charge in *Control information*. After you enter a valid amount, the cursor returns to *Any change ?*.

Format	999,999,999,999.99
Example	(Does not occur in this example as you answered N to the preceding)

PRINTING AN EDIT LIST OF FINANCE CHARGES

A Finance Charges Edit list example is in the *Sample Reports* appendix.

Select

Edit list from the *Finance charges* menu.

Only a printer selection screen appears as all finance charges are printed unconditionally. There will be a period of processing while the Finance Charges Edit List prints.

POSTING FINANCE CHARGES

Select

Post from the *Finance charges* menu.

Only a printer selection screen appears as all finance charges are posted unconditionally. There will be a period of processing while the finance charges are posted to A/R Open Items and to A/R Distributions, and the customer's balance is updated in *Customers*.

Deposit Slips

This chapter contains the following topics:

Introduction to Deposit Slips .....
Preparing Deposits .....
Printing Deposit Slips .....
Printing Deposit Summary .....

INTRODUCTION TO DEPOSIT SLIPS

The *Prepare deposits* selection enables you to identify which cash receipts are in each deposit and which cash account received each deposit. Tying this information together is an important part of maintaining the balance of each bank account, verifying the accuracy of the bank statements, and controlling the flow of cash in your business.

The *Deposit summary* selection prints a report of these deposits.

The *Print deposits* selection enables you to print a deposit slip that can be used to verify entries and actually accompany your deposit. (You will still need your MICA encoded deposit slip as a summary document for bank processing.)

Before using these functions, you must have entered the basic set-up information for your bank account (refer to Bank Accounts chapter) and have entered *and posted* your cash receipts for individual customers. See the Cash Receipts chapter.

Check Reconciliation Interface

If you are using Check Reconciliation and you want to interface to it you must have it setup and ready to receive data. There is a procedure you may follow to have it set up properly. See the *Starting up a checkbook chapter* in the C/R user documentation for more information.

If you are setup for using PBS Check Reconciliation and you are in Regular mode, the entry and posting of cash receipts and printing of deposit slips must be completed in order to transfer your deposit information.

Depending on how the Check Reconciliation *Control information* is set up, transfers to C/R may be done one of two ways:

1. You may use the *Transfer checks/deposits* function to pull your deposits into Check Reconciliation following the printing of the deposit slip.
2. You may transfer the deposits automatically into C/R when the deposit slip is printed.

Preparing Deposits

To prepare a deposit slip, select the cash account, enter the deposit slip number and date, and then select the date range of cash receipts to include on the deposit slip.

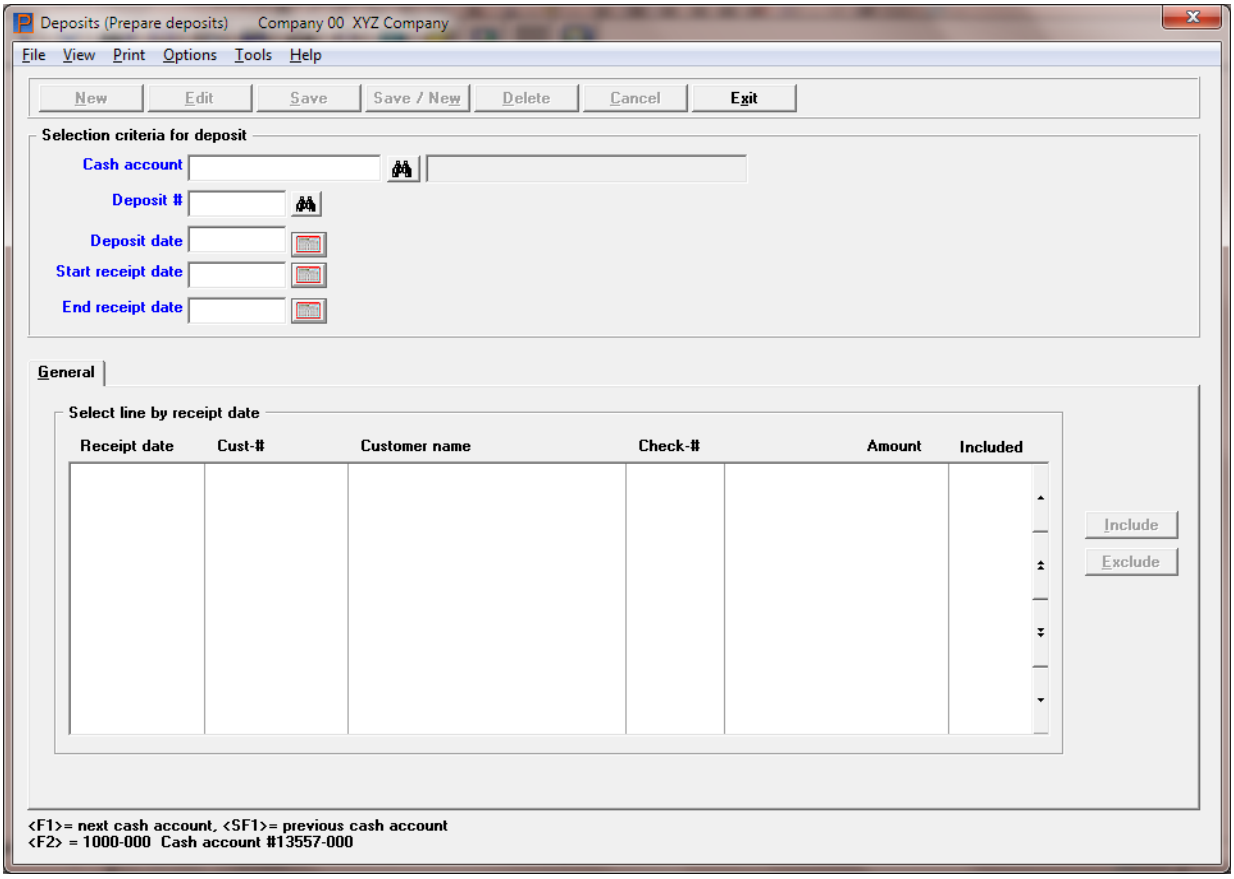
To prevent entry of a date in the wrong year or wrong period, the deposit date is date controlled.

Select

Prepare deposits from the *Deposits* menu.

The following screen appears:

Graphical Mode



Character Mode

```
Deposits (Prepare deposits)                          XYZ Company


                 * 1.  Cash account #        [      ]

                 * 2.  Deposit #

                   3.  Deposit date
                   4.  Start receipt date
                   5.  End receipt date

<F1>= next cash account, <SF1>= previous cash account
<F2>= 1000-000  Cash account #13557
```

From this screen, you can work with new or existing deposit slips.

If you are using date controls, the date range (from *Control information*) displays in the upper right. The Deposit date is controlled by this function.

Enter the information as follows:

Cash account

Enter the cash account number for this deposit. Any valid cash account previously defined in the System Manager (CTL) *Cash accounts* selection is accepted. Usually the account will also be defined in A/R *Bank accounts* selection, but this is not a requirement. For instance, you might want a deposit slip when you transfer payments received in currency to the petty cash fund.

Options

You may use one of the options:

<F1>	For the next valid cash account. The <F1> and <SF1> entries are not available if only one cash account has been defined.
<SF1>	For the previous cash account.
<F2>	For the default cash account from *Control information*.
<F8>	Select a cash account from the lookup.

Note the absence of a delete button. Deposit slips remain, even after the deposit slip has been printed and the deposits have been transferred to the C/R module (if used). They can only be purged by running the Cash History report, as described in the Cash History chapter.

Format	Your standard account number format, as defined in CTL *Company information*
Example	Press <F2>

Deposit

Each deposit within a cash account must be identified by a unique number. Any number can be used; they are not issued in sequence. The same deposit number can be used for different accounts; for instance, you could use the six-digit date as the deposit number for each of your bank accounts.

Enter the number of the deposit being prepared, or use the option.

Options

You may use the option:

<F2>	For the current deposit number for this cash account.

If this is not a new deposit, the current total of cash receipts already included in the deposit appears. If the deposit slip has already been printed, *Already printed* displays.

You can change a deposit even after the deposit slip has been printed, unless you are using PBS Check Reconciliation and the deposit has already been transferred to C/R.

If you change a deposit that has been printed, you must print it again before you can transfer it to the C/R module. There are automatic and manual transfer methods which you may read about in the Check Reconciliation Interface section.

Format	999999
Example	Press <F2>

Starting new deposit. Is this Ok ?

This message appears only if this is a new deposit. Select No to correct a keying error, or Yes if you really intend to start a new deposit. Building two different deposits to the same bank account at the same time would be unusual but is not prohibited.

Format	Graphical mode: Yes/No window Character mode: One letter, either Y or N
Example	Select Yes

Deposit date

Enter the date of the deposit. If this is not a new deposit, the date already entered automatically displays and the cursor moves to the next field.

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, see Date Control in the *Control information* chapter.

Format	MMDDYY There is no default. The date may be past, present, or future.
Example	Type 41219

Start receipt date *and*
End receipt date

Specify the date range for the cash receipts you want evaluate for inclusion on this deposit slip. The latest value possible for the end receipt date is the deposit date.

Options

You may use the option:

<F2>	For the Earliest starting date or Latest ending date.

Format	MMDDYY at each field. Neither date may be later than the deposit date in the Deposit date field. There is no default for the starting date; the default for the ending date is the deposit date.
Example	Press <F2> at each field

If you are using Character mode go to Select Deposits in Character Mode.

Select Deposits in Graphical Mode

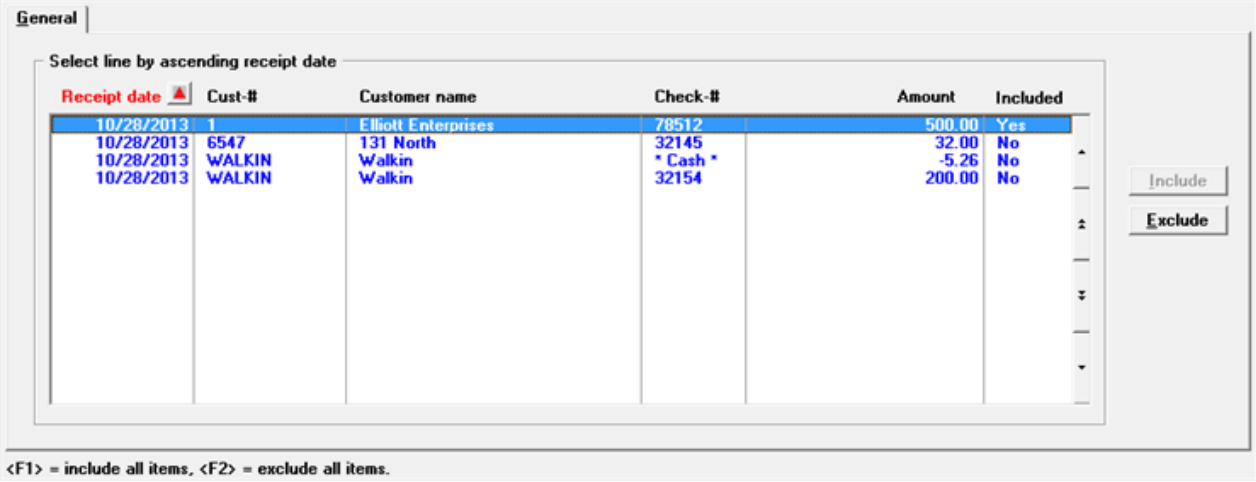
The list box displays the cash receipts that fall within the range entered above.

List Box

Up to 12 cash receipts display in the list box. You may sort the cash receipts by receipt date in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

Based on the range entered in the Starting and Ending receipt date, cash receipts display in the list box and are available to include in the deposit.

When entering a new deposit the list box looks something like this:



With the focus on the list box the first line is highlighted. Use the up and down arrow keys or your mouse to highlight any other line.

Buttons

With the line highlighted, when you want to include a cash receipt select the *Include* button or type <Alt+I>. If you wish to exclude a cash receipt select the *Exclude* button or type <Alt+E>.

To include all items select <F1>. To exclude all items select <F2>.

As you include or exclude Cash receipts in the deposit the *Current total* amount, to the right of the Deposit #, changes to reflect what was selected.

Exit

When finished select the Exit button to return to the menu.

Select Deposits in Character Mode

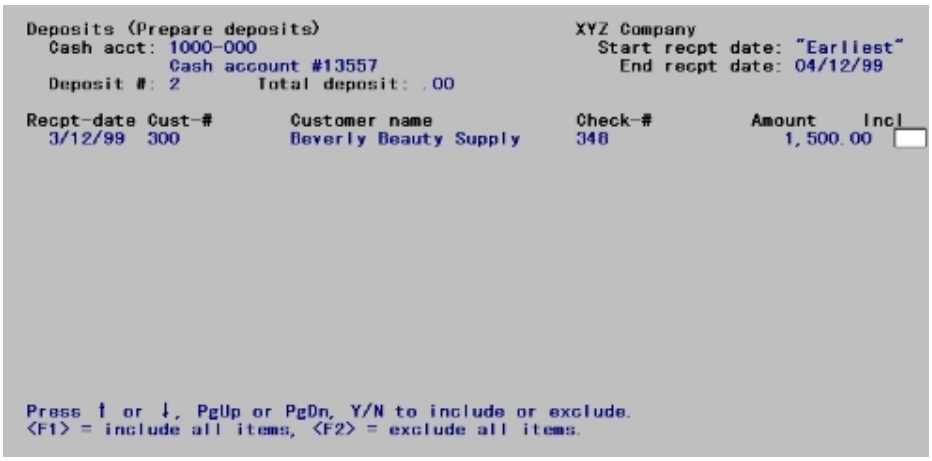
When finished with the first screen you are at *Field number to change ?*.

Field Number To Change ?

Make any needed changes.

Note the absence of an <F3> option. Deposit slips remain, even after the deposit slip has been printed and the deposits have been transferred to the C/R module (if used). They can only be purged by running the Cash History report, as described in the Cash History chapter.

Press <Enter>. The following screen appears:



All cash receipts display which:

- Are for this cash account,
- Were received within the selected date range, and
- Have not already been included in another deposit.

If this is an existing deposit, cash receipts which have already been selected are identified by Y in the rightmost column.

The cursor is initially positioned in the rightmost column of the first row, and moves down one row with each entry. It stops when the last cash receipt is reached (there is no *Field number to change ?*).

Incl

Answer Y to select this cash receipt for inclusion in this deposit slip. Answer N to unselect a cash receipt that is already selected. Press <Enter> to move to the next row leaving the selection status of this row unchanged.

Options

You may use the options:

<F1>	Graphical mode: To include all items in date range. Character mode: To include all items on the screen.
<F2>	Graphical mode: To exclude all items in date range. Character mode: To exclude all items on the screen.
<Down>	Move to next item.
<Up>	Move to prior item.
<PgDn>	Move forward to the next screen of receipts.
<PgUp>	Move backward to the prior screen of receipts.

As items are being included or excluded, the total amount of the deposit is adjusted and appears at the top of the screen.

<F1> or <F2> work only on the items currently displayed. If there is more than one screen, use <PgDn> and <PgUp> to process each screen.

Format	One character, either Y or N
Example	Press <F1> to include all items.

Press <Esc> to return to the menu when you are finished making selections.

Printing Deposit Slips

This selection prints a form of the cash receipt amounts selected in *Prepare deposits* that are to be deposited in your bank account.

You may print only one deposit slip for one account at a time.

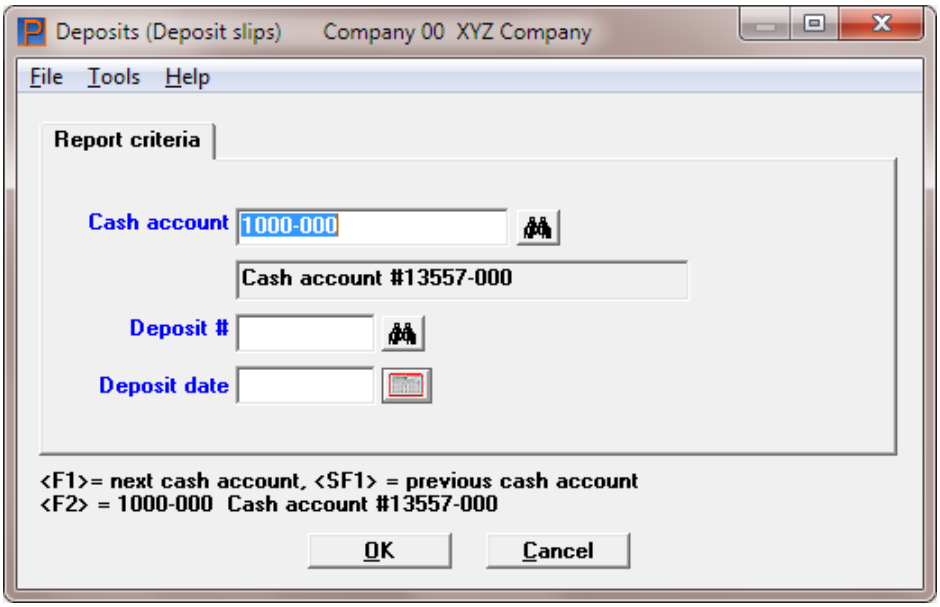
When you are interfacing to PBS Check Reconciliation (C/R), depending on the C/R *Control information* setup, the deposit amount may either transfer to C/R automatically or be transferred to C/R using *Transfer checks/deposits*. For additional information see Check Reconciliation Interface.

Select

Deposit slips from the *Deposits* menu.

The following screen displays:

Graphical Mode



Character Mode

```
Deposits (Print)                                XYZ Company



                1. Cash account #

                2. Deposit #
                3. Deposit date



<F1>= next cash account, <SF1> = previous cash account
<F2>= 1000-000  Cash account #13557
```

Enter the information as follows:

Cash account

Enter the cash account number for this deposit. Any valid cash account previously defined in the System Manager (CTL) *Cash accounts* selection is accepted.

Options

You may use the option:

<F1>	For the next valid cash account. The <F1> and <SF1> entries are not available if only one cash account has been defined.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format, as defined in CTL *Company information*
Example	Press <F2>

Deposit

This is the number of the deposit for which you want to print a deposit slip. Enter the number or use the option.

Options

You may use the option:

<F1>	For the next deposit for this account.
<SF1>	For the previous deposit

You will be informed if:

- The deposit slip has already been printed, or
- The deposit has already been transferred to the Check Reconciliation module (if used).

Format	999999
Example	Type 1

Deposit date

This is the date you expect to make this deposit. The cursor does not move to this field on initial entry of the screen, but you can change it from *Field number to change ?*.

Format	MMDDYY The default is the deposit date entered in *Prepare deposits.*
Example	Press <Enter>

OK or Cancel

Select OK to print the deposit slip or Cancel to return to the menu without printing.

Character Mode

From *Field number to change ?*, make any needed changes, then press <Enter> to print the deposit. You may be asked to select a printer for the deposit slip, but you cannot display it on the screen or print it to disk.

Check Reconciliation Interface

If Check Reconciliation is in Start-up mode, see the Start-up Mode note below.

If you have the C/R module but you are not interfaced to Check Reconciliation, you may also enter cash receipts manually using the *Checkbook entries* function in C/R or *Load checkbook* if you do not want them to affect the C/R Distributions to General Ledger.

You can print a deposit slip for any deposit you have not yet transferred. Even if a deposit slip has already been printed, it can still be reprinted at any time.

Note	Returned checks and returned check bank charges are also transferred to Check Reconciliation, but you do not have to print a deposit slip in order to transfer these type of transactions to C/R.

Per the Check Reconciliation *Control information* settings you may be setup to transfer a deposit into the C/R Check Book (CKBOOK) one of two ways:

1. Posting automatically when a deposit slip is printed or
2. Running the C/R Transfer checks/deposits function in C/R to pull the deposit information into the Check book

In either case you must have the Checking account entered in C/R to match the A/R Bank account you are using for the deposit.

Posting to Check Reconciliation Automatically

When you are automatically posting to Check Reconciliation, a Checkbook Transfer Register is generated after a Deposit slip is printed. The Register will indicate:

```
Transferred from Accounts Receivable
```

A Checkbook Transfer Register example can be seen in the *Sample Reports* appendix.

If you are setup for automatic transfer and you print a deposit slip, but the Checking account has not been entered in C/R, you may elect the manually transfer the deposit after you enter the Checking account in C/R.

Manually Transferring Checks\Deposits

To manually transfer you must run the *Transfer checks\deposits* function on the C/R menu to pull the data into Check Reconciliation.

After the deposit slip prints, and if it has not already been transferred to the Check Reconciliation module, you are asked whether the deposit slip which was just printed is OK. If it is, answer Y. You can now transfer the deposit to the C/R module.

Start-up Mode

Normally you have to print a deposit slip before a deposit amount can be transferred to Check Reconciliation (C/R). If the C/R module is presently in start-up mode (refer to the *Control Information* and *Starting up a Checkbook* chapters in the C/R User documentation), you do not have to print a deposit slip in order to transfer the deposit.

PRINTING DEPOSIT SUMMARY

Using *Deposit summary* is optional.

The *Deposit summary* selection enables you to obtain a report showing total transactions on an individual deposit slip or a sequence of deposit slips. This is different than the *Print deposit slips* function which prints pseudo-forms for individual deposits.

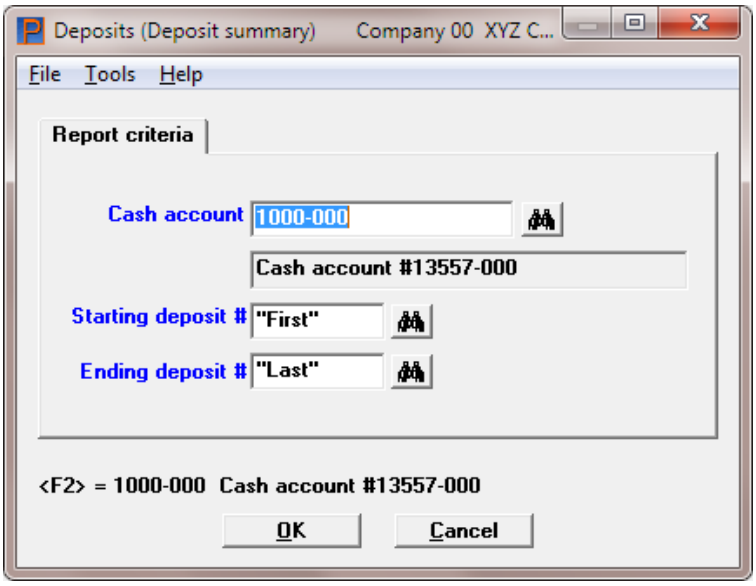
A Deposit Summary example can be seen in the *Sample Reports* appendix.

Select

Deposit summary from the *Deposits* menu.

The following screen appears:

Graphical Mode



Character Mode

```
Deposits (Summary)                                XYZ Company



                    1. Cash account

                    2. Starting deposit #
                    3. Ending deposit #



<F1>= next cash account, <SF1>= previous cash account
<F2>= 1000-000  Cash account #13557
```

Enter the following information:

Cash account

Enter the cash account you want to show on the report. This must be a valid entry in the *Cash accounts* selection of the System Manager (CTL) module.

Options

You may use one of the options:

<F1>	For the next entry in *Cash accounts*. If only one entry exists, neither <F1> nor <SF1> is available.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Starting deposit # *and* Ending deposit

Enter the range of deposit numbers to include on the summary.

Options

You may use the option:

<F2>	For the First starting deposit number or Last ending deposit number

Format	999999
Example	Press <F2> at both fields

OK or Cancel

Make any needed changes, then press <Enter> to print the Deposit Summary.

Aging Report

This chapter contains the following topics:

Introduction to the Aging Report .....
Open-item Customers .....
Aging Report Entry .....

INTRODUCTION TO THE AGING REPORT

The *Aging* selection is a report showing each customer's account balance in each of four aging periods which you choose.

The report may be printed on a printer and output as a comma delimited file (CSV) for viewing in a spreadsheet program like Excel. See Comma-delimited.

The Aging report is useful in two ways:

- It shows, as of a particular date, that the total of customer accounts equals the total recorded in the applicable accounts receivable account.
- It may be used as an aid in preparing financial statements, since the balance sheet must show the true value of receivables not including credit balance customers. Customers with a credit balance can be shown separately, since these are actually liabilities and need to be shown as such on the balance sheet.

You can define aging periods either by days (0-30 days, 31-60 days, etc.) or by specific dates (e.g., 3/16/19 to 4/15/19, 2/1/19 to 2/28/19, etc.).

Four aging periods, or buckets, are set up according to an aging date you specify:

bucket 4	bucket 3	bucket 2	bucket 1	aging date
oldest period	next oldest period	next oldest period	newest period	now

You can use the default aging periods you entered in *Control information* or enter period definitions for this report only.

You can specify whether you want the Aging report to show detail of the overdue items, to show summary information only or to show a one-line condensed form of the data.

With PBS SQL you have the flexibility of sending the report data to SQL Server Reporting Services (SSRS). With this option you view the report data in your web browser with an appearance that is much more modern and flexible. For Aging, there is an option of a Standard SQL report and a Columnar SQL report. The Columnar report has the added benefit of allowing you to send aging data to Microsoft Excel for data manipulation, editing and sorting. The Aging SQL report also has a document map that helps you find data quickly.

Aging Methods

Different aging methods are used for balance forward and open item customers. Each is described below.

Balance Forward Customers

Each invoice, debit memo, and finance charge dated on or before the aging date is put into a bucket according to either its document date or due date.

The sum total of payments and credit memos is obtained and applied to the items in the buckets, starting with the earliest bucket, until the credit is used up.

The customer's balance in each bucket is obtained and shown on the Aging Report.

For example, suppose total debits in bucket 4 were $1,000, in bucket 3 were $800, in bucket 2 were $2,000, and in bucket 1 were $1,000. Suppose the sum total of payments and credit memos was $2,400.

	Sum total payments and credit memos applied to items in buckets, starting with the earliest bucket.				Totals
Debits	-$1,000	-$800	-$2,000	-$1,000	$4,800
Credits	$1,000	$800	$1,600	$0	$3,400
Balance Due	$0	$0	$1,400	$1,000	$1,400
Buckets	Bucket 4	Bucket 3	Bucket 2	Bucket 1	
Periods	Oldest Period	Next oldest period	Next oldest period	Newest Period	

$1,000 of the credit would be applied to bucket 4, leaving a balance due of $0. $800 of the credit would be applied to bucket 3, leaving a balance due of $0. The remaining $600 of credit would be applied to bucket 2, leaving a balance due of $1,400.

The Aging Report would show a balance due of $0 in periods 3 and 4, $1,400 in period 2, and $1,000 in period 1.

Open-item Customers

For open item customers, documents are grouped by apply-to number and one aging date is chosen for the entire group of documents.

A group of documents with the same apply-to number will be referred to in this section as an apply-to group in order to more easily explain how the aging date is determined.

The date chosen for an apply-to group is the date of a specific document within the apply-to group. This document is called the base document for the apply-to group, i.e., the document upon which the aging of the apply-to group is based.

Normally the base document would be an invoice, and other documents with the same apply-to number are payments or credit memos which have been applied to that invoice. However, the base document could also be a debit memo, finance charge, balance forward document, credit memo, or payment. For example, an open credit on account which has not yet been applied to any invoice would be a base document for an apply-to group consisting of just the open credit.

Because of the flexibility of the Passport Business Solutions A/R, there are many cases that can arise in terms of the combination of documents that can be grouped together in an apply-to group.

The following description shows how the base document for an apply-to group is determined for all possible cases.

The Base Document is determined as follows:

- **Step 1.** Determine if there is a document whose document number is the same as the apply-to number.

  For this step, each document type is checked separately to determine if there is a document whose number is the same as the apply-to number.

  The document types are checked in the following sequence until a base document is found:

  A. Balance forward

  B. Invoice

  C. Debit memo

  D. Finance charge

  E. Credit memo

  F. Payment

  In checking document types A through F, if a document is found whose document number is the same as the apply-to number that document is the base document for the entire apply-to group.

  If no base document is found in this step, then step 2 is used to determine the base document.

Note	It is unlikely that a single document type would have more than one document whose document number is the same as the apply-to number. However, if this occurs, then it is the oldest document of that type which is taken as the base document.

- **Step 2.** Determine if there is a debit document in the apply-to group.

  If a debit document is found, then it is the base document. If there is more than one debit document, then the oldest debit document is the base document.

If no base document is found in this step, then the apply-to group consists of all credit documents, and step 3 is used to determine the base document.

- **Step 3.** The oldest credit document is used as the base document.

Aging By Invoice Date

Documents in the apply-to group whose document dates are earlier than the earliest aging period are not considered in order to determine the base document. Documents whose document dates are after the aging date are not considered in order to determine the base document.

The document date of the base document is used to place the entire group into the correct aging bucket. The entire group consists of all documents, with the same apply-to number, whose document dates are dated on or before the aging date and which fall within the four aging buckets.

The diagram on the next page illustrates aging for open item customers.

Aging By Due Date

All documents with the same apply-to number are considered in order to determine the base document.

The due date of the base document is used to place the entire group into the correct aging bucket.

If the due date of the base document is out of range (i.e., earlier than the earliest aging period or later than the aging date) then the entire apply-to group is considered to be out of range and is not included on the aging report.

Due Dates for Payment

When payments are entered using *Cash receipts*, no due date is entered for the check or cash. This is because the concept of due date does not really apply to a cash receipt. When aging by due date, however, payments must be considered to have due dates in order to be properly aged. Thus, when aging by due date, the due date for a payment is assumed to be the same as the document date (i.e., the receipt date of the payment).

An open credit on account would thus appear in the bucket corresponding to its receipt date (which is the same as its due date).

Aging Open Item Customers as Balance Forward Customers

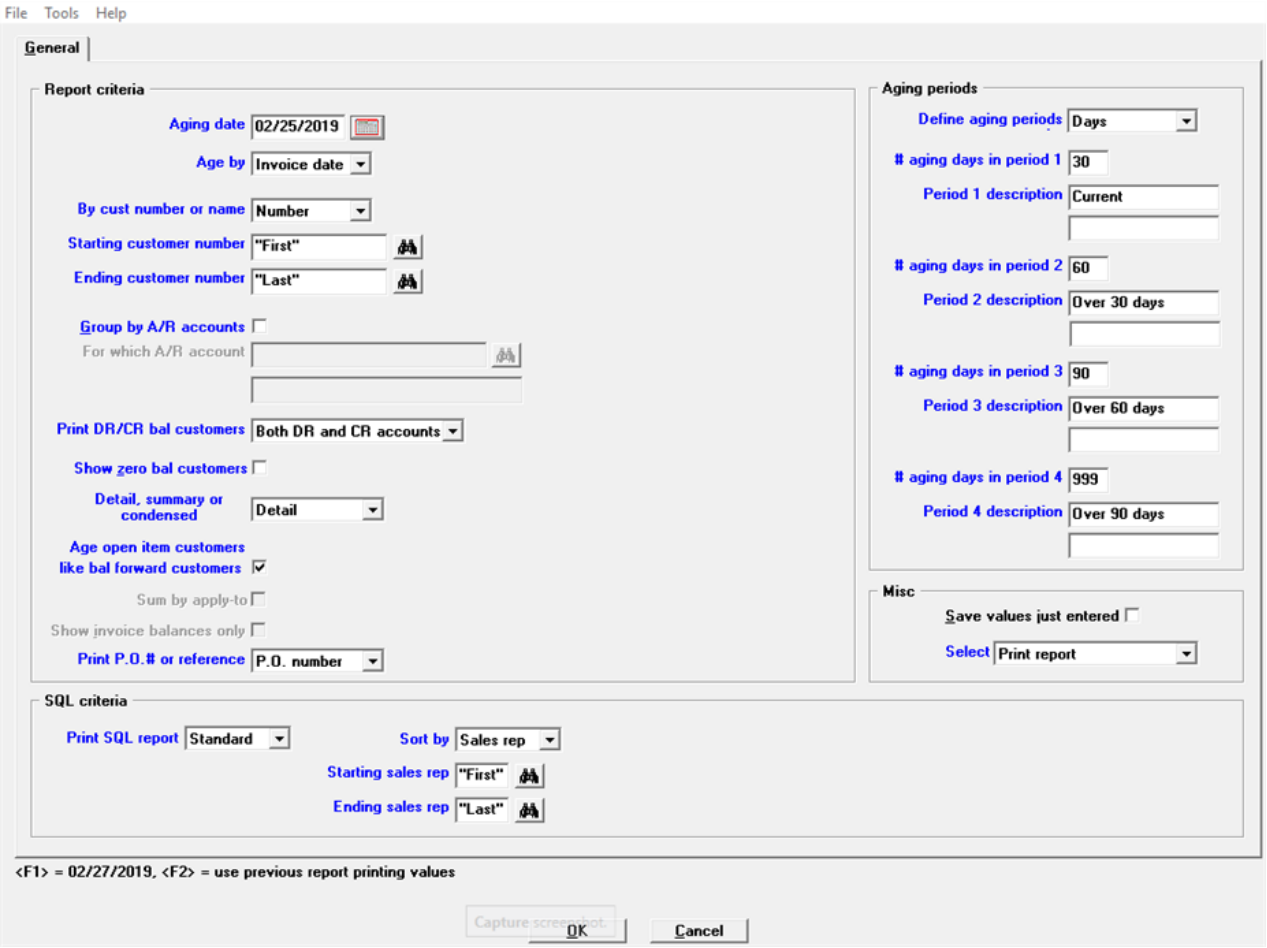
If you wish, you may choose to age open item customers in the same fashion that balance forward customers are aged, as described above under Balance Forward Customers, by selecting Age open item customers like balance forward customers on the report parameter screen.

Aging Report Entry

Select

Aging from the *Reports, general* menu in A/R.

The following screen appears:



The left side of the screen has the report criteria while the right side has the aging periods.

Character Mode

```
Reports, general (Aging)                                XYZ Company

 1. Aging date                          [        ]    Age by
 2. By cust number or name ?
 3. Starting customer
 4. Ending customer
 5. Group by A/R account ?
 6. For which A/R account ?

 7. Print DR/CR bal customers ?
 8. Show zero bal customers ?
 9. Report type
10. Age open item customers
    like bal forward customers ?
11. Sum by apply-to ?
12. Show invoice balances only ?
13. Print P.O.# or reference ?
14. Print SQL Report
15. Sort by
16. Starting sales rep
17. Ending sales rep
<F1> = 2/27/19, <F2> = use previous report printing values
```

If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

Options

You may use the option:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*

Report criteria

Otherwise, enter the following information:

Aging date

This is the date which is used to calculate the age of items. Items later than this date will not be considered in calculating customer balances.

Enter the date or use one of the options:

Options

You may use the option:

<F1>	For today's date.

Format	MMDDYY
Example	Type 33119

Age by

You may assign items to aging periods by the due date or invoice date.

The Aging report is usually run with an aging date that is the end of an accounting period, with the documents aged by invoice date. When the report is run in this fashion, the Aging report serves as a cross-check against your General Ledger, since it will show outstanding receivables as of the aging date.

If you run the Aging report by due date, the aging date would usually be set to the current date. Run in this fashion, the Aging Report may be used to determine what receivables are overdue, and thus is actually being used as a collections report. Alternatively, you may use the Collections Report (refer to the Collections Report chapter) to obtain similar results.

Select *Invoice date* or type I to age open items by invoice date or select *Due date* or type D to age by due date.

Format	Graphical: Drop down list, either *Invoice date* or *Due date* Character: One letter, either I or D. The default is I.
Example	Type I

By cust number or name

Select *Number* or type 1 to print the open items in order by customer number, or select *Name* or type 2 to print the open items in order by customer name.

Format	Graphical: Drop-down list to select either Number or Name. The default is Number Character: One digit, either 1 or 2. There is no default.
Example	Type 1

Starting customer number *or* name *and* Ending customer number *or* name

Enter the range of numbers or names (whichever you have specified in *By cust number or name*) for which you want to print the report.

Options

At each field you may use one of the options:

<F1>	To toggle between entering a personal name and a corporate name (if selecting customers by name)
<F2>	For the "First" starting customer number or name, or the "Last" ending customer number or name.
<F8>	For accessing a lookup to select a customer by number or corporate name. The lookup is not available when selecting by personal name

Format	12 characters (if entering customer number) 50 characters (if entering corporate name) Two subfields: (if entering a person's name) 40 characters for surname 20 characters for personal name
Example	Type 200 for starting customer Type 300 for ending customer

Group by A/R accounts

This field is grayed-out in Graphical mode or displays as Not applicable in Character mode if you selected to print by customer name.

Otherwise, check the box or answer Y to group the open items in order by A/R account number.

If you group the aging by A/R accounts, then you do NOT have the option to export to a spreadsheet CSV file. If you do not group by account you will have that option.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is Y.
Example	Answer Y

For which A/R account

This field cannot be entered if you selected to print by customer name, or if you responded N to *Group by A/R accounts*.

Otherwise, enter the A/R account number of the customers you want included on the report. This must be a valid entry in *A/R accounts*. To enter an account, see A/R Accounts.

Options

You may use one of the options:

<F1>	For the next A/R account. If only one A/R account exists, the <F1> and <SF1> options do not appear.
<SF1>	For the previous A/R account.
<F2>	For the default A/R account from *Control information*.
<F5>	For All customers regardless of their A/R account.

Format	Click on Lookup Box to select an account Your standard account number format, as defined in CTL *Company information*
Example	Press <F5>

Print DR/CR bal customers

Choose among:

Character	Graphical	Description
D	DR accounts only	to print only customers with a debit balance as of the Aging date field.
C	CR accounts only	to print only those with a credit balance.
B	Both DR and CR accounts	to print both. This is the default.

Format	Graphical: Drop-down list Character: One letter from the list above
Example	Type B

Show zero bal customers

If you entered either DR accounts only (D) or CR accounts only (C) in the Print DR/CR bal customers field, this field may not be entered.

Otherwise, check the box or answer Y to include customers with zero balances as of the aging date along with those with debit and credit balances.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is Y.
Example	Answer Y

Detail, summary or condensed

Select Detail or type D to print a detailed report, select Summary or type S, for a summary report or select Condensed, type C for a condensed report.

The condensed report shows one line per customer which includes the customer number, name and shows the total account balance for each aging period.

The summary report includes everything from the condensed report and also shows the sales rep, credit limit, terms, last payment date and contact information.

The detailed report shows all the same data as the summary report, but also lists the open items for each customer.

Format	Graphical: Drop-down list, either Detail, Summary or Condensed Character: One letter, either D, S or C. The default is D.
Example	Type D

Age open item customers like bal forward customers

Check the box or answer Y to age open item customers like balance forward customers; that is, without reference to apply-to numbers.

With this field checked and the customer balance is less than zero negative balances display in the current bracket. When the amounts for the oldest period is negative, it is added to the previous period. If the previous period is also negative, it is added to the next previous period and so forth.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is Y.
Example	Answer N

Sum by apply-to

This field is only available for entry if you are printing a detailed report per the Detail, summary or condensed field. Also, if you checked the box or answered Y toAge open item customers like bal forward customers, this field cannot be entered.

When this field is checked a total displays below each apply-to group if there is more than one detail line with the same apply-to number. Here is an example of an apply-to group as printed on the aging report:

Doc-#	Doc-date	Typ	Apply-to	Due-date	P.O.-#	Amount-1	Amount-2	Doc-total	Age
222	6/30/16	D	222	8/31/16	1314	100.00	0.00	100.00	62
228	7/15/16	I	222	7/30/16	567	50.00	0.00	50.00	47
2245	7/31/16	C	222	8/31/16		50.00-	0.00	50.00-	31
								100.00	***

In this example there are three lines that have an apply-to number of 222. Notice that the Doc-total has an amount of 100.00 on the fourth line. To the right of that are three asterisks that indicate this is a apply-to group total.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is N.
Example	Answer Y

Show invoice balances only

If you are printing a Summary or Condensed report this field cannot be entered. If you checked the box (answered Y using character) to Age open item customers like bal forward customers, this field may not be entered. Also, if you checked the box (answered Y using character) to Sum by apply-to, this field may not be entered.

Otherwise, uncheck the box or enter N if you want to view all documents relating to an invoice, or check the box or enter Y to show invoice balances only.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is N.
Example	Answer N

Print P.O.# or reference

This field is only available if you are printing a detail report.

If so, select P.O. # or type P to print the purchase order number for each overdue item, or select Reference or type R to print the reference.

Format	Graphical: Drop-down list, select either P.O.# or Reference Character: Select letter, either P or R
Example	Type R

SQL criteria

Print SQL report

This field will only produce a report when using PBS SQL.

You may only produce a SQL report if you are on a PBS SQL system. For more information, see SQL Reports in the *Understanding Accounts Payable* chapter. You have three options:

Character	Graphical	Description
N	No	Print the classic report.
Y	Standard	Print the standard SQL report.
C	Columnar	Print a columnar version of the SQL report. With this version there are no totals. You may send the data to Microsoft Excel where you can edit and resort the data and create your own totals.

Format	Select one from the list above. The field default for PBS SQL is Standard. The default in PBS Vision is No.
Example	Select No if a vision system or Standard if a PBS SQL system.

Sort by

Select *Sales rep* or type S to sort in order by sales rep number, or select *Customer* or type c2 to sort in order by customer number.

This SQL report has a document map that helps you find data quickly. The map dsiplays as either by sales rep or customer. Your entry in this field determines which mapping is used. The report sorts customers by either number or name, depending on how you entered the By cust number or name field.

When mapping by sales rep there is a sub sort by customer. Here is an example of sales rep 1, with customer numbers listed for sales rep 1:

```
⊟ 001
      00/AB/12
      000000000040
      000000000700
      000000006547
      0079Y
      00ABC
      123456789012
      ABA
```

You may click on the customer number to display that data.

Format	Graphical: Drop-down list to select either Number or Name. The default is Sales rep Character: One digit, either C or S. There is no default.
Example	Type C

Starting sales rep
Ending sales rep

Options

Enter the range of sales representative numbers to be included on the report, or use the option:

<F2>	For the "First" starting sales representative or "Last" ending sales representative

Format	3 characters
Example	Press <F2> at each field.

Aging Periods

Aging periods continue on the right side of the screen. Using character mode a second screen appears for you to define aging periods.

If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

Options

Use the following option:

<F2>	To restore the previous screen entries. They all display. Using character you may change individual entries from *Field number to change ?*

If you have not saved the screen entries, you may use the option:

<F2>	For the aging periods from *Control information*.

Character and Graphical Mode

Otherwise, enter the following information:

Define aging periods

Select Days or type D to define aging periods by days. Select Specific dates or type S to define them by specific dates.

Format	Graphical: Drop down list, either Days or Specific dates Character: One letter, either D or S. There is no default.
Example	Type D or select Days

The remainder of the screen varies considerably depending on your response to the Define aging periods field. Each case is considered separately.

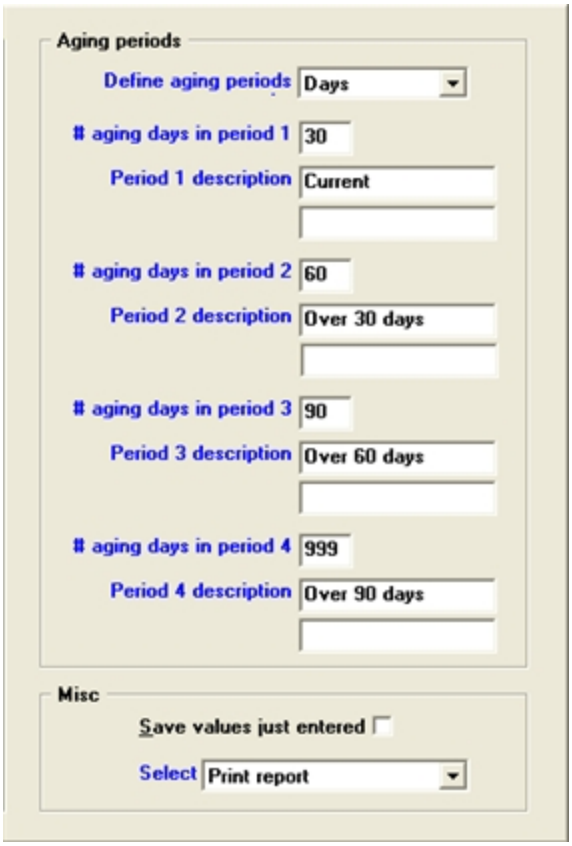
Regardless of which method you choose, it is possible to define your oldest aging period in such a way that some open items on the report will be even older than the oldest period. *Such line items will* not *be included in any aging period of the report.*

Similarly, if you are aging by due date instead of invoice date, it is possible for the due date of some open items to be still in the future, and so those items will fall off the aging totals on the other end.

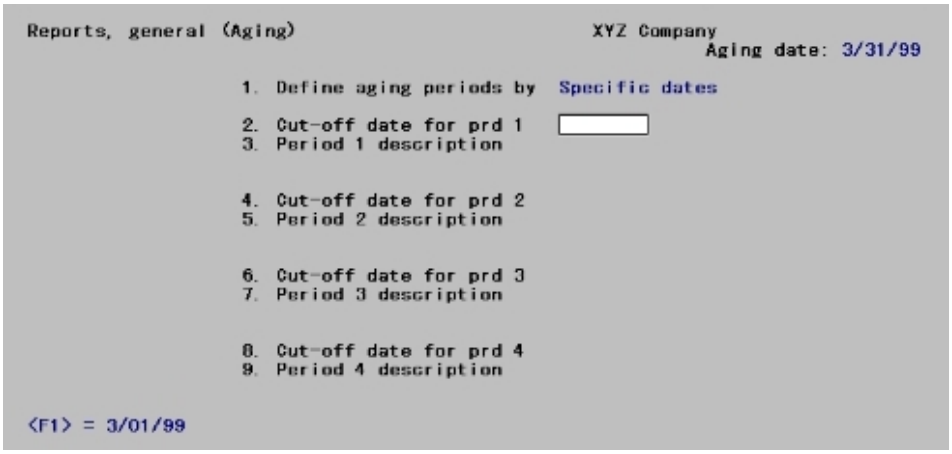
Aging Periods By Days

If you requested aging periods by days in the Define aging periods field, the screen now appears as follows (if you selected Specific dates for the *Define aging periods* field, skip ahead to the Aging Periods By Specific Dates section).

Graphical Mode



Character Mode



Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

Enter the following information:

 # aging days in period 1
 # aging days in period 2

 # aging days in period 3 *and*
 # aging days in period 4

Period 1 is the most recent. Days must be in ascending order.

Despite the caption, what you enter here is *not* the number of days in each period. Instead, enter how many days it has been since the period ended, measuring backwards from the aging date entered on the first screen and displayed in the heading of this screen.

By convention, 999 represents all dates 999 or more days ago. This is usually entered in Field #8.

- If you want fewer than four aging periods, enter 999 for Period 3 or 2 in addition to Period 4.
- If the highest number entered is less than 999, transactions older than that number of days will not be included in the report at all.

Format	999 at each field. The default is the number of days for this period in *Control information*
Example	Press <Enter> at each field

Period 1 description
Period 2 description
Period 3 description *and*
Period 4 description

Enter a brief description of each aging period to print on the report.

Options

At each field, you may use the option:

<F1>	For the default description for this period in *Control information*.

Format	At each field, two lines of thirteen characters each
Example	Press <F1>

Graphical Mode

If you have character mode, skip to the Character Mode section.

Save values just entered

This field is only available in graphical mode.

Check this box to save the values you just entered for this screen.

Format	Graphical: Check box where checked is yes and unchecked is no Character: See below
Example	Leave the box unchecked

Select

This field is only available in graphical mode. It defaults to Print report and cannot be changed if you checked the Group by A/R accounts field.

Select either Print report or Spread sheet and report.

After selecting Spread sheet and report, a dialog box displays prompting for a name and location of the CSV file. Accept the default location indicated at the top of the dialog box or select a new location. Enter a name for the file and press <Enter> or click the *Save* check box to save the report criteria. Then you are asked to select a printer.

See CSV Output

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Character Mode

Make any needed changes, then press <Enter>.

Options

You may select one of the options.

1	Review the values, or parameters, you have entered for this report.
2	Print this report
3	Output report to CSV file and print report.

If the values you have entered for the report have changed since the last time you ran the report, you will be given the option of saving your entries to use the next time you run the report.

CSV Output

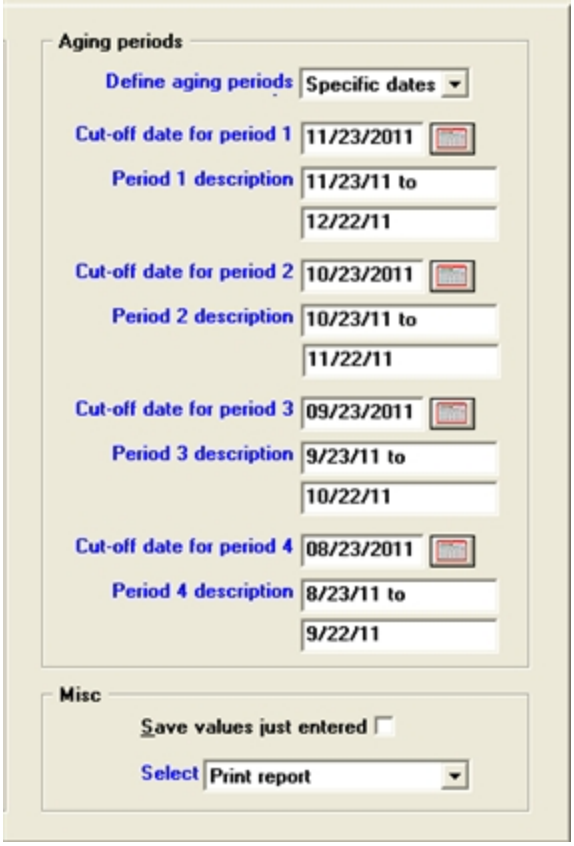
When electing to print the report and output the report to a CSV file, a dialog box displays prompting you for a name for a name and a location for saving the CSV file. For more information on CSV, see Comma-delimited.

Accept the default location indicated at the top of the dialog box or select a new location. Enter a name for the file and press <Enter> or click the “Save” button to save the file.

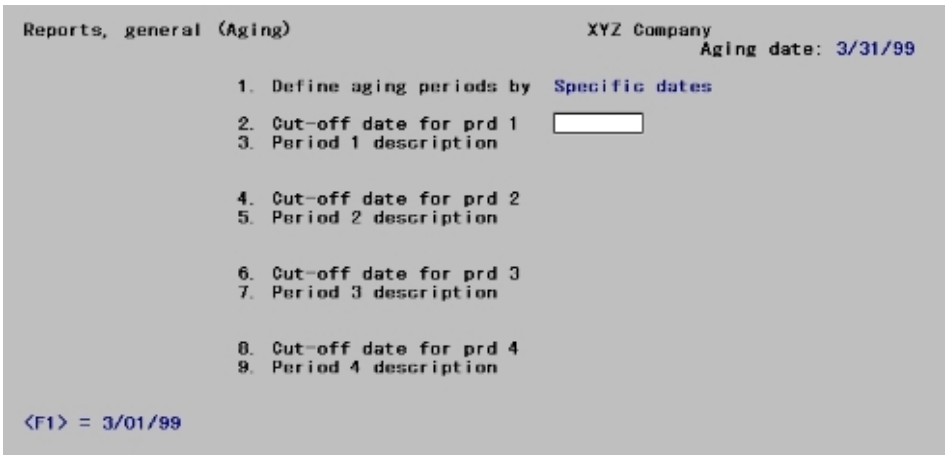
Aging Periods By Specific Dates

If you requested aging periods by specific dates in the Define aging periods field, the screen now appears as follows (if you select Days or entered D for the Define aging periods field, refer to the Aging Periods By Days preceding section).

Graphical Mode:



Character Mode:



Enter the following information. Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

Cut-off date for period 1
Cut-off date for period 2

Cut-off date for period 3 *and*
Cut-off date for period 4

These are the starting dates of each period. Period 1 is the most recent.

The ending dates are automatic and are not entered. Period 1 ends on the aging date entered on the first screen and displayed on the heading of this screen. Periods 2, 3, and 4 each end one day before the next period starts.

Enter the cut-off (starting) date for each period.

Options

For Period 1 you may use the option:

<F1>	For a date thirty calendar days (not one calendar month) earlier than the aging date entered on the first screen and displayed in the heading of this screen.

For Periods 2 and 3 you may use the option:

Options

For Period 4 you may use one of the options:

<F1>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date. Dates at the end of a month are adjusted as necessary to allow for varying lengths of months.

Options

You may use the option:

<F1>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date.
<F2>	For Unlimited (meaning an infinitely remote date).

Format	MMDDYY
Example	(These fields cannot be entered in this example because you selected Days for Define aging periods field)

Period 1 description
Period 2 description
Period 3 description *and*
Period 4 description

Enter a description of each period.

Options

At each field you may use the option:

<F1>	For <*mm/dd/yy* to *mmddyy*>, where *mm/dd/yy* represents a date and the two dates are the starting and ending dates of the period as described above. If <F2> was chosen in *Cut-off date for prd 4* field, pressing <F1> here results in *Older than mm/dd/yy*>.

Format	At each field, two lines of thirteen characters each
Example	Press <F2>

Graphical Mode

If you are using character, then skip to the Character Mode section.

Save values just entered

Check this box to save the values you just entered for this screen.

Format	Graphical: Check box where checked is yes and unchecked is no Character: See below
Example	Leave the box unchecked

Select

Select Print report or Spread sheet and report.

After selecting Spread sheet and report the data is printed and output is sent to a CSV file, a dialog box will be displayed prompting you for a name for a name and a location for the CSV file.

Accept the default location indicated at the top of the dialog box or select a new location. Enter a name for the file and press <Enter> or click the “Save” button to save the file.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Character Mode

Make any needed changes, then press <Enter>.

Options

You may select one of the options:

1	Review the values, or parameters, you have entered for this report.
2	Print this report
3	Output report to CSV file and print report.

If the values you have entered for the report have changed since the last time you ran the report, you will be given the option of saving your entries to use the next time you run the report.

When electing to print the report and output the report to a CSV file, a dialog box will be displayed prompting you for a name for a name and a location for the CSV file.

Accept the default location indicated at the top of the dialog box or select a new location. Enter a name for the file and press <Enter> or click the “Save” button to save the file.

Including Items Past Aging Date

When aging by due date, it is sometimes useful to include items which are past the aging date.

In order to include items past the aging date, you would move the aging date forward in time to the last date on which a receivable can be expected to be due, and then use the second parameter screen to control the aging periods appropriately. For example, if the aging date is July 31, 2016, and you know that there are no receivables posted which are due (based on the normal terms given by the company) after Sept 30, 2016, you would set the aging date as Sept 30, 2016. Then, using the second parameter screen, you could set your period cut-offs as follows:

Period 1 cut-off:	July 1, 2016
Period 2 cut-off:	June 1, 2016
Period 3 cut-off:	May 1, 2016
Period 4 cut-off:	(Unlimited)

With this setup, all receivables due from July 1st through Sept 30th will appear together in the first bucket, all receivables due from June 1st through June 30th will appear in the second bucket, all receivables due from May 1st through May 31st will appear in the third bucket, and all receivables due on or before April 30th will appear in the fourth bucket.

Collections Report

This chapter contains the following topics:

Introduction to the Collections Report .....
Aging Periods .....

INTRODUCTION TO THE COLLECTIONS REPORT

The *Collections report* selection enables you to provide a report showing your customer's account balances by aging period.

The aging method used here is identical to the Aging Report. (Refer to the Aging Report chapter, regarding aging methods for balance forward and open item customers.)

Collections Report differs from the Aging Report in that invoice balances include all documents received up to the date the report is printed.

The report is useful in several ways:

- It may be used as an aid to the Collections Department in following up on customers with past-due payments.
- It may be used to identify customers on credit hold.
- It may be used as a sales tool to show which customers have credit balances, so that sales representatives could contact these customers for sales leads.

You can either define aging periods by days (0-30 days, 31-60 days, etc.) or by specific dates (3/15/90 to 4/10/90, 2/28/90 to 3/15/90, etc.).

Use the default aging periods entered in *Control information* or enter period definition for this report only.

The Collections Report shows the amount each customer owes in each of these aging periods.

Specify whether you want the Collections Report to show item detail (in two possible formats) or to show summary information only. The report title will print as either the Collections Detail Report or Collections Summary Report, depending your selection for the Detail or summary field. A sample Collections Detail Report is in the *Sample Reports* appendix.

You may want to run Calculate past due amount before you run the report. See Calculate Past Due Amount.

Select

Collections from the *Reports*, *general* menu.

The following screen appears:

File Tools Help

General

Report criteria

Cut-off date 10/03/2018

Age by Invoice date

By cust number or name Number

Starting customer number "First"

Ending customer number "Last"

Last payment cut-off date

Group by sales rep

For which sales rep

Cut-off balance due "All"

Cut-off aging period "All"

Print DR/CR bal customers Both DR and CR accounts

Show customers No zero balance only

Detail or summary Detail

Age open item customers like bal forward customers ☑

Show invoice balances only

Print P.O.# or reference Reference

Aging periods

Define aging periods Days

aging days in period 1 30

Period 1 description Current

aging days in period 2 60

Period 2 description Over 30 days

aging days in period 3 90

Period 3 description Over 60 days

aging days in period 4 999

Period 4 description Over 90 days

Misc

Save values just entered

OK Cancel

Graphical Mode

There is an option of <F2> to use previous report printing values. However if you have saved the field entries in a previous run, when this screen is accessed the program immediately uses the previous values. Therefore selecting <F2> is not necessary. If no previous values are available, you must enter them.

Character Mode

```
Reports, general (Collections)                    XYZ Company

 1. Cut-off date                    [        ]    Age by
 2. By cust number or name ?
 3. Starting customer
 4. Ending customer
 5. Last payment cut-off date ?
 6. Group by sales rep ?
 7. For which sales rep ?

 8. Cut-off balance due
 9. Cut-off aging period
10. Print DR/CR bal customers ?
11. Show customers

12. Detail or summary ?
13. Age open item customers
    like bal forward customers ?
14. Show invoice balances only ?

<F1> = 10/03/18
```

If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

Options

Use the following option:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*.

Otherwise, enter the following information:

Cut-off date

Enter the date to use for calculating the age of items for collections purposes, or use the option.

Options

Use the following option:

<F1>	For today's date

Format	MMDDYY
Example	Type 43019

Age by

The Collections Report is usually run using the current date as the cut-off date, with the documents aged by due date. When the report is run in this fashion, the Collections Report may be used to determine what receivables are overdue. To determine what receivables are coming due in the future, use the Cash Projection Report (refer to the Cash Projection Report chapter).

If you run the Collections Report by invoice date, then the cut-off date would usually be set to be the end of an accounting period. Run in this fashion, the Collections Report is actually being used as an Aging Report and will show outstanding receivables as of the cut-off date. Alternatively, you may use the Aging Report (refer to the Aging Report chapter) to obtain similar results.

Select *Invoice date* (or type **I**) to age open items by invoice date or *Due date* (type **D**) by due date. When aging by Due date read Including Items Past Cut Off Date for more information.

Format	Graphical: Drop-down list. Invoice date or Due date. Character: One letter, either I or D. The default is I.
Example	Select Due date or type D

By cust number or name

Select Number (or type 1) to print the open items in order by customer number, or select Name (or type 2) by customer name. If you select customer name order, you can print customers in order by sales representative.

Format	Graphical: Drop-down list. Either Number or Name. Character: 9
Example	Select Number or type 1

Starting customer number *and*
Ending customer number *or*

Starting customer name *and*

Ending customer name

Enter the range of numbers or names (whichever you have specified) for which you want to print the report. At each field you may use one of the options.

Options

You may use the following option:

<F1>	To toggle between entering a personal name and a corporate name (if selecting customers by name).
<F2>	For the "First" starting customer number or name, or the "Last" ending customer number or name.
<F8>	For accessing a lookup to select a customer by number or corporate name. The lookup is not available when selecting by personal name

Format	12 characters (if entering customer number) 50 characters (if entering corporate name) Two subfields: (if entering a person's name) 40 characters for surname 20 characters for personal name
Example	Type 200 for starting customer Type 300 for ending customer

Last payment cut-off date

If you want to exclude customers who have paid since the cut-off date, entered in the Cut-off date field, enter a last payment cut-off date here. Only payments received on or before this date will count in determining overdue items.

Options

You may use the option:

<F2>	For no cut-off date

Format	MMDDYY
Example	Press <F2>

Group by sales rep

If you selected to print in customer number order, or if you chose in *Control information* not to use sales representatives, this field may not be entered.

Otherwise, check the box (answer Y) to print the open items in order by customer name within sales representative, or leave it unchecked (enter N) to print in straight customer name sequence.

Format	Graphical: Check box where checked is Yes and unchecked is No. Character: One letter, either Y or N
Example	(Does not occur in this example)

For which sales rep

If *Group by sales rep*is not checked (or N) or cannot be entered, this field also cannot be entered.

Otherwise, enter the code of the sales representative whose customers you want to appear on the report, or use the option.

Options

You may use the option:

<F5>	For All sales representatives

You may enter a sales representative even though that code is not on file in Sales reps. Customers are selected for inclusion on the basis of the current sales representative on file for them in Customers, but sales made to those customers within the specified time frame are included on the report even if made by a different sales representative.

Format	3 characters
Example	(Does not occur in this example)

Cut-off balance due *and* Cut-off aging period

These fields let you print the report for only those customers whose balance due is older and greater than some threshold.

The customer will be printed if the total balance due in the cut-off period, plus all higher-numbered periods, is at least as much as the cut-off amount. (The periods referred to have not been entered yet but will be entered on the next screen).

For instance, if you entered 1000 as the cut-off balance due, and next entered 2 as the cut-off aging period, only those customers would be included in the report who owe a total of $1,000 or more in aging periods 2, 3, and 4.

Options

For the Cut-off balance due you may use the option:

<F5>	For "All" customers regardless of balance due. Then the Cut-off aging period cannot be entered.

Options

For the Cut-off aging period you may use the option:

<F5>	For "All" periods

Format	999,999,999,999 for cut-off amount. Zero is not a valid entry. A digit from 1 to 4 for cut-off period
Example	Press <F5> for All

Print DR/CR bal customers

If you entered a cut-off balance due in *Cut-off aging period*, this field defaults to DR accounts only and may not be entered. Otherwise, choose among the options:

Options

Character	Graphical	Description
D	DR accounts only	to print only customers with a debit balance as of the cut-off date on the first screen
C	CR accounts only	to print only those with a credit balance
B	Both DR and CR accounts	to print both debit and credit balances

Format	Graphical: Drop-down list Character: One letter from the above list. There is no default.
Example	Type B

Show customers

If you entered a cut-off balance due in *Cut-off balance due*, or if you entered either *DR accounts only* or *CR accounts only* in *Print DR/CR bal customers*, this field cannot be entered.

Otherwise, select *All including zero balance*, *Credit hold only*, or *No zero balance only* customers to print on the report.

A credit hold customer has the Credit hold field checked in the customer record.

A no zero balance only customer means that the customer must have a balance other than zero. Customers with a positive balance and customers with a negative balance will print.

Format	Graphical: Drop down list Character: One letter, either A, C or N. There is no default.
Example	Answer N

Detail or summary

Select Detail or type D to print a detailed report. This shows all items for each customer, as well as the aging balances.

Select Summary or type S for a summary report. This shows the total account balance for each aging period, but not the detail.

The report title will print as either the Collections Detail Report or Collections Summary Report, depending your selection for this field.

Format	Graphical: Drop-down selections of Detail or Summary. The default is Detail. Character: One letter, either D or S. The default is D.
Example	Press <Enter>

Age open item customers like bal forward customers

Answer Y to age open item customers the same as balance forward customers. In this case, the documents for open item customers are aged individually. Answer N to treat all documents for the same apply-to number as a unit.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. There is no default.
Example	Answer N

Show invoice balances only

If you entered a check mark (answered Y) to the previous question this field may not be changed.

Otherwise, leave it unchecked (answer N) if you want to view all documents relating to an invoice, or Y to show invoice balances only.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. There is no default.
Example	Answer N

Print P.O.# or reference

This field appears only if you are printing a detail report.

If so, in graphical mode select either P.O. number or Reference. In character mode type P to print the purchase order number for each overdue item, or R to print the reference.

Format	Graphical: Drop-down selections of P.O. number or Reference. Character: One letter, either P or R
Example	Type R

OK or Cancel

Make any needed changes, then press <Enter>.

AGING PERIODS

Next you define the aging periods.

Character Mode

If you have saved the field values in a previous run (not necessarily in this session), you may use the option.

Options

You may use the option:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*.

Graphical Mode

The aging periods occur on the same screen as the report criteria. If you selected <F2> to use previous report printing values, from the Cut-off date field, the aging values will have already displayed.

Otherwise, enter the following information:

Define aging periods

Select *Days* or type D to define aging periods by days. Select *Specific dates* or type S to define them by specific dates.

Format	Graphical: Drop-down box. Days or Specific dates Character: One letter, either D or S. There is no default.
Example	Type D

The remainder of the screen varies considerably depending on your response to *Define aging periods*. Each case is considered separately.

Regardless of which method you choose, it is possible to define your oldest aging period in such a way that some open items on the report will be even older than the oldest period. *Such line items will not be included in any aging period of the summary.*

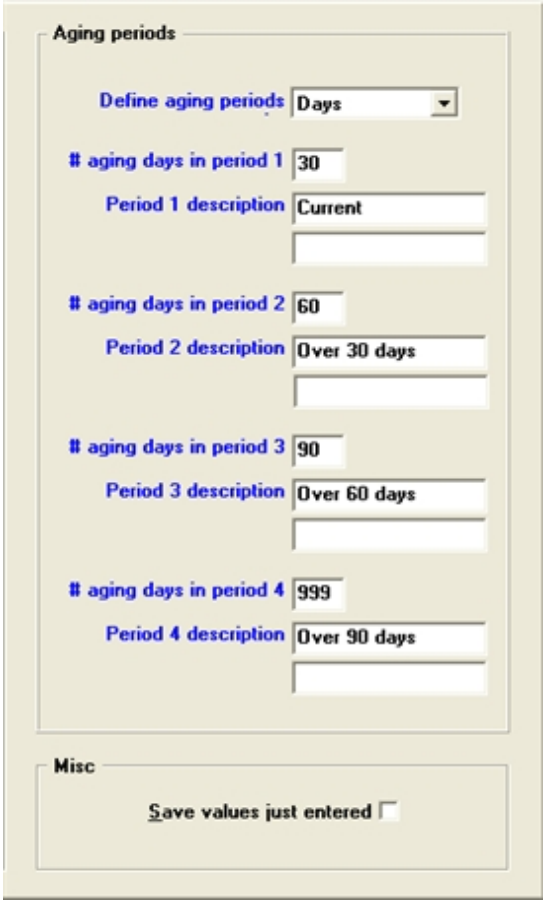
Similarly, if you are aging by due date instead of invoice date, it is possible for the due date of some open items to be still in the future, and so those items will fall off the aging totals on the other end.

Depending on which you choose, see either Aging Periods By Days or Aging Periods By Specific Dates.

Aging Periods By Days

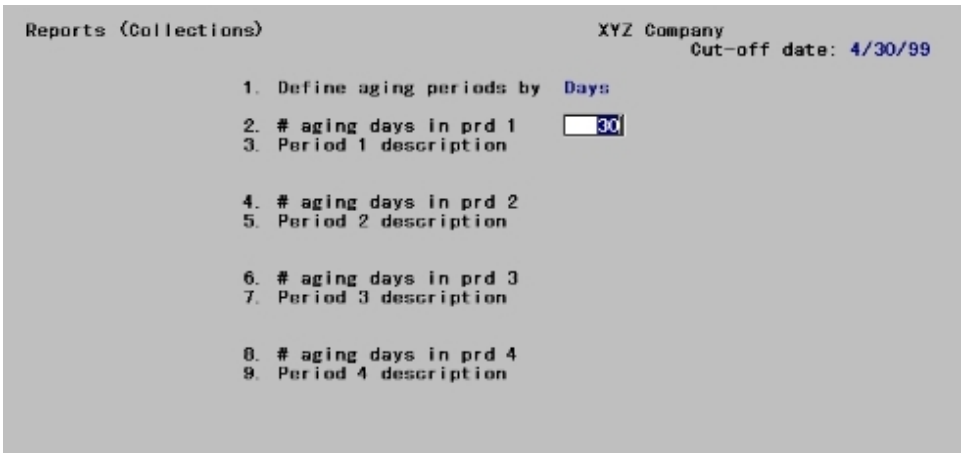
If you requested *Aging periods by days*, the screen now appears as follows (If you entered *Specific dates* for the *Define aging periods* field, skip ahead to the Aging Periods By Specific Dates section).

Graphical Mode



To avoid much repetition similar fields are described together.

Character Mode



Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

Enter the following information.

 # aging days in prd 1
 # aging days in prd 2
 # aging days in prd 3 ***and***
 # aging days in prd 4

Period 1 is the most recent. Days must be in ascending order.

Despite the caption, what you enter here is not the number of days in each period. Instead, enter how many days it has been since the period ended, measuring backwards from the cut-off date entered on the first screen and displayed in the heading of this screen.

By convention, 999 represents all dates 999 or more days ago. This is usually entered in Field #8.

- If you want fewer than four aging periods, enter 999 for Period 3 or 2 in addition to Period 4.
- If the highest number entered is less than 999, transactions older than that number of days will not be included in the report at all.

Format	999 at each field. The default is the number of days for this period in *Control information*
Example	Press <F2>

Period 1 description
Period 2 description
Period 3 description ***and***
Period 4 description

Enter a brief description of each aging period to print on the report.

Options

At each field you may use the option:

<F2>	For the default description for this period in *Control information*

Format	At each field, two lines of thirteen characters each
Example	Press <F2>

OK or Cancel

Make any needed changes, then select the OK button to print the report or Cancel to return to the menu without printing.

Field Number To Change ?

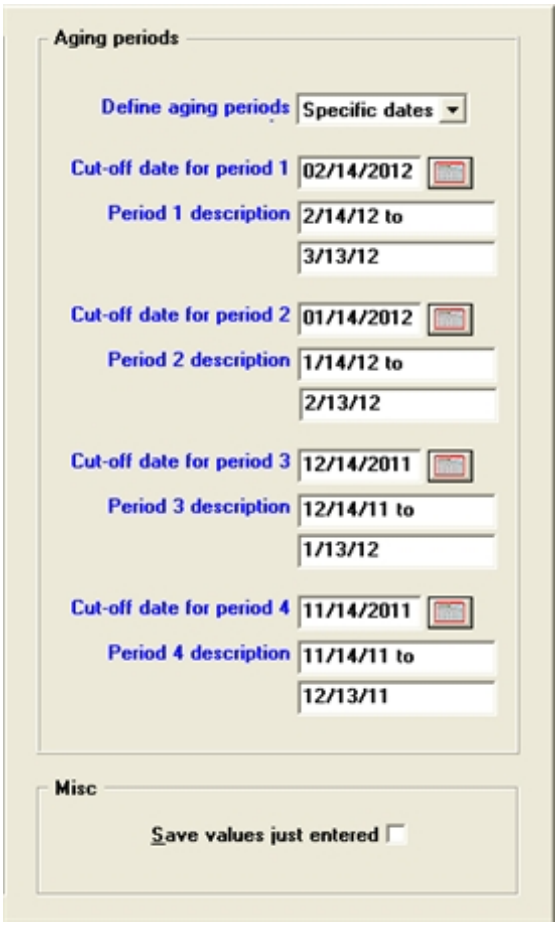
Make any needed changes, then press <Enter>.

You may select **1** to review your entries (both on the previous screen and on this one), or select **2** to print the Collections Report. If you select to print, you then have the option of saving your entries to use the next time you print the report.

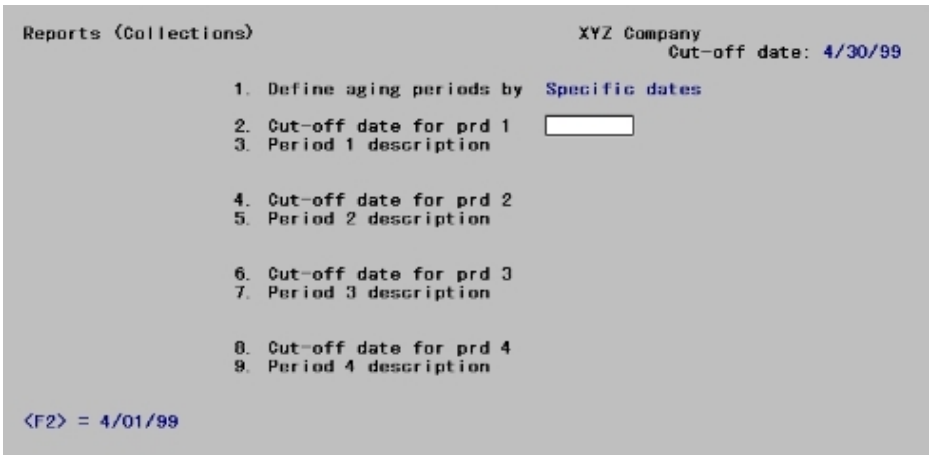
Aging Periods By Specific Dates

If you requested aging periods by specific dates in *Define aging periods* field, the section of the screen now appears as follows (if you entered *Dates* for *Define aging periods* field, refer to the Aging Periods By Days section).

Graphical Mode:



Character Mode:



Enter the following information. Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

Cut-off date for prd 1
Cut-off date for prd 2
Cut-off date for prd 3 *and*
Cut-off date for prd 4

These are the starting dates of each period. Period 1 is the most recent.

The ending dates are automatic and are not entered. Period 1 ends on the cut-off date entered on the first screen and displayed on the heading of this screen. Periods 2, 3, and 4 each end one day before the next period starts.

Enter the cut-off (starting) date for each period.

Options

For Period 1 you may use the option:

<F2>	For a date thirty calendar days (not one calendar month) earlier than the cut-off date entered on the first screen and displayed in the heading of this screen.

Options

For Periods 2 and 3 you may use the option:

<F2>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date. Dates at the end of a month are adjusted as necessary to allow for varying lengths of months.

Options

For Period 4 you may use one of the options:

<F2>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date.
<F5>	For Unlimited (meaning an infinitely remote date)

Format	MMDDYY
Example	(This screen does not occur in this example because you entered D for Field #1)

Period 1 description
Period 2 description
Period 3 description *and*
Period 4 description

Enter a description of each period. At each field you may use the option.

Options

You may use the option:

<F2>	For <*mm/dd/yy* to *mmddyy*>, where *mm/dd/yy* represents a date and the two dates are the starting and ending dates of the period as described above. If <F5> was chosen in Field #8, pressing <F2> here results in <Older than *mm/dd/yy*>.
Format	At each field, two lines of thirteen characters each
Example	Press <F2>

OK or Cancel

Make any needed changes, then select the OK button to print the report or Cancel to return to the menu without printing.

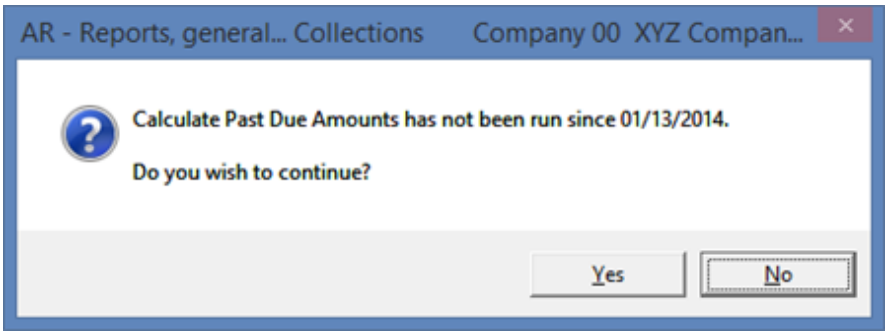
Field number to change?

Make any needed changes, then press <Enter>.

You may select **1** to review your entries (both on the previous screen and on this one), or select **2** to print the Collections Report. If you select to print, you then have the option of saving your entries to use the next time you print the report.

Calculate Past Due Amount

You may see a message similar to the following:



Calculate Past Due Amounts has not been run since 99/99/9999

Do you wish to continue?

This message appears, with a date substituted for the 99/99/9999, if the past-due calculation has not been run today, indicating that the Past-due amt shown in the report will not be current (the aged amounts by period will still be correct). Answer Yes to continue or No to cancel and print the report anyway. For more information see the Calculate Past-due Amounts chapter.

Including Items Past Cut Off Date

When aging by due date, it is sometime useful to include items which are past the cut-off date.

In order to include items past the cut-off date, you would move the cut-off date forward in time to the last date on which a receivable can be expected to be due, and then use the second parameter screen to control the cut-off periods appropriately. For example, if the cut-off date is July 31, 2026,

and you know that there are no receivables posted which are due (based on the normal terms given by the company) after Sept 30, 2026, you would set the cut-off date as Sept 30, 2026. Then, using the second parameter screen, you could set your period cut-offs as follows:

Period 1 cut-off:	July 1, 2026
Period 2 cut-off:	June 1, 2026
Period 3 cut-off:	May 1, 2026
Period 4 cut-off:	(Unlimited)

With this setup, all receivable due from July 1st through Sept. 30th will appear together in the first bucket, all receivables due from June 1st through June 30th will appear in the second bucket, all receivables due from May 1st through May 31st will appear in the third bucket, and all receivables due on or before April 30th will appear in the fourth bucket.

Cash Projection Report

This chapter contains the following topic:

Introduction to the Cash Projection Report .....
Cash Projection Report .....

INTRODUCTION TO THE CASH PROJECTION REPORT

The *Cash projection report* selection enables you to project cash flow by showing receivables that are coming due over a given period.

Each customer's account is aged by due date for this report, using the aging method (balance forward or open item) entered for each customer in *Customers*. Refer to the *Aging Report* chapter, for a full discussion of aging by due date for balance forward and open item customers.

CASH PROJECTION REPORT

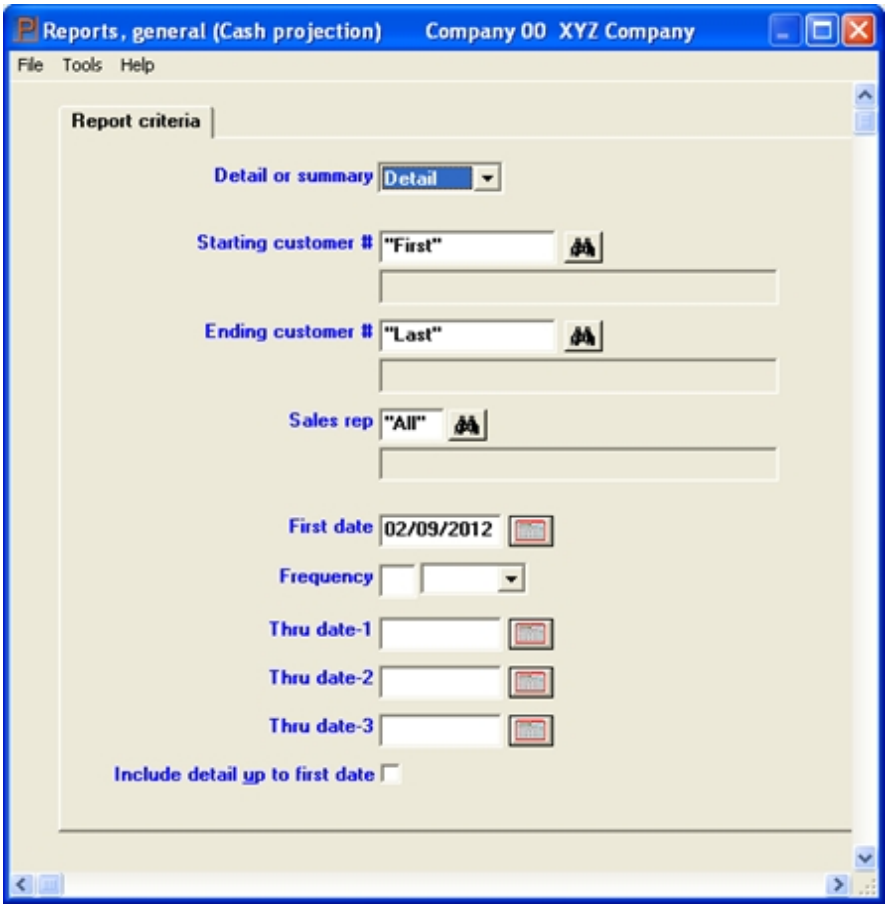
Select

Cash projection from the *Reports, general* menu.

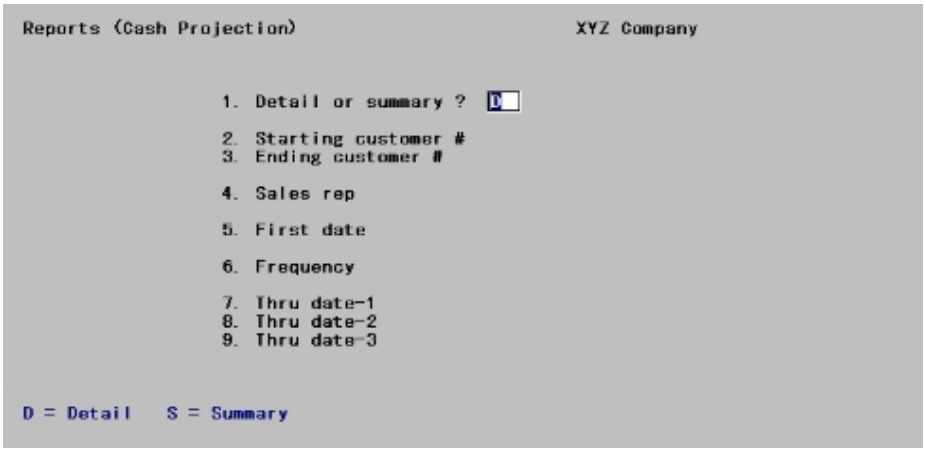
A sample Cash Projection Detail Report is in the *Sample Reports* appendix.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Detail or summary

Select Detail or D to print a detailed or Summary or S to print a summary report.

The summary report shows the total account balance for each aging period, while the detailed report shows all items for each customer in addition to the aging balances.

Format	Graphical: Drop-down list, either Detail or Summary. The default is Detail. Character: One letter, either D or S. The default is D.
Example	Press <Enter>

Starting customer # *and* Ending customer

Specify the range of customer numbers to include.

Options

You may use the option:

<F2>	For the First starting customer number or Last ending customer number

Format	12 characters
Example	Press <F2> at each field

Sales rep

If you specified in *Control information* that you do not use sales representatives, this field is skipped.

Otherwise, enter the code of the sales representative whose customers you wish included on the report. This must be a valid entry in *Sales reps*. Customers are selected for inclusion on the basis of the current sales representative entered for them in *Customers*, but sales made to those customers are included on the projection even if made by a different sales representative.

Options

You may use one of the options:

<F1>	For the next sales representative
<SF1>	For the previous sales representative
<F5>	To include customers for All sales representatives

Format	3 characters
Example	Type 10

First date

You specify the cash projection time periods by entering a beginning date and the size of the periods (days, weeks, or months).

Enter the beginning date for which you want to view projected cash. This can be either past or future, but is normally on or near the current date.

Options

You may use the option:

<F2>	For the current date

All receivables which are due on or before this date will be shown in the first column on the report. These receivables are thus the receivables which are overdue or should be received by the current date.

Format	MMDDYY
Example	Type 33119

Frequency

This is the size of the period for each projection. It is entered in two subfields:

- A number to specify how many time periods elapse between cash projections.
- A code for the time period. The choices are:

Options

You may use these options:

D Days

W Weeks

M Months

The frequency is not actually used in calculating the report; it is merely a convenient means of generating the *Thru date-1 to 3* fields automatically. The *Frequency* field is required, even though you can override it when you enter the *Thru date-1 to 3* fields.

Format	99 for the number of time periods Graphical: Drop down selection for time periods: Days, Weeks or Months Character: One letter from the list above for the time period
Example	Type 1 Type M

Thru date-1
Thru date-2 *and*
Thru date-3

The report shows projected cash in four time periods. Fields #7 through 9 define the boundaries between those periods. The dates must be in ascending time sequence, and all three must be later than the First date in Field #5.

The first period runs from the first date through date-1, the second period from the day after that through date-2, and so on. The fourth period starts on the day after date-3 and runs into the indefinite future.

Format	MMDDYY The default is the date previously entered, plus the specified frequency. Frequencies expressed in days or weeks are calculated to the exact day. Frequencies expressed in months are calculated as the same calendar day of a different month, except where adjustments are required because of different month lengths.
Example	Press <Enter> at each field

Include detail up to first date

This field only appears if you are printing a detail report.

If so, check the box or answer Y if you want detail preceding the first period to be included. Uncheck the box or answer N if you do not.

Format	Graphical: Check box where checked is Yes and unchecked is No Character: One letter, either Y or N
Example	Answer Y

OK or Cancel

Click on OK to print the report.

In character mode, make any needed changes, then from *Field number to change ?* press <Enter>.

There will be a period of processing as printing occurs.

Statements

This chapter contains the following topic:

Introduction to Statements .....
Entering Statements .....
Statements - The Report Questions Tab .....
Statements - The Aging Periods Tab .....

INTRODUCTION TO STATEMENTS

The *Statements* selection enables you to print the customized customer statements that you designed with the *Statement formats* functions. See the Statement Formats chapter.

Statements are an optional feature of A/R. In most businesses it is usual to provide the customer with a statement of account at regular intervals, summarizing transactions since the last statement in addition to an invoice for each sale. Depending on how you have set up your statement formats, and what criteria you use to print them, you may think of statements as dunning letters.

Statements, unlike invoices, do not create accounting transactions. Statements therefore do not need to be posted and are never under batch control.

Before using this selection, you must set up at least one statement format, using *Statement formats*.

Using this selection, you can print custom statements for one or more customers. When printing statements, you are given the opportunity to mount letterhead stationery or special forms as needed.

You can use this selection to print envelopes for one or more customers. When printing statements, you are given the option to print envelopes only. This is useful if your printer does not switch automatically between envelopes and letterhead for each statement printed.

As many as three hundred line items may appear on any one statement.

Your schedule for running *Fully paid open items* should be coordinated with *Statements*. Although open items can be purged as soon as they are paid, users generally prefer to leave open items on file long enough to show as paid on one statement (but no more).

If Time and Billing is installed on your system, the customer/client must also be entered in T/B *Clients* or the customer/client will not print on the statement. The statement format entered in clients is used for printing the statement.

When selecting to print the statement for one specific customer you have the option of writing the statement in HTML format. An HTML formatted file can be attached to an email and sent directly to your customer via email.

You may generate, view and email PDF files. See the Generate, View and Email PDF Statement Files section for more information.

A graphical image file that contains your letter head and other designs can be used to merge with the statement data when *Windows printer* or a *Company information* -PDF- or -PDFP- (Acrobat™ file type) printer is selected to print statements.

You can also print an immediate statement from *View > Customers* for the selected customer. See the View Customer Open Items section of the *View* chapter

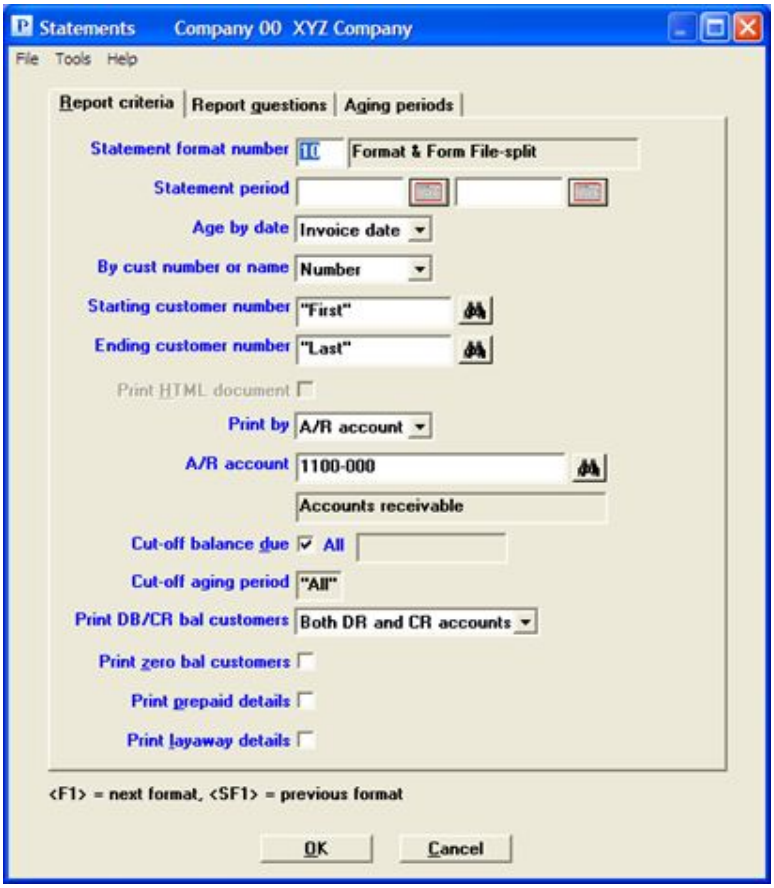
ENTERING STATEMENTS

Select

Statements from *Reports, customer* menu.

Graphical Mode

The following screen appears:



If you are accessing Statements for the first time, many of the fields are defaulted with entries from the program and from A/R Control information. You must fill in some of the fields. After the last field you will have the option to save your settings which become the defaults next time.

If you have saved the screen entries in a previous run (not necessarily in this session), then all the fields fill in with these entries.

Character Mode

Three screens are required to define statements. The following appears first:

```
Statements (Enter)                                XYZ Company


         1. Statement format number          10
         2. Statement period
         3. Age by invoice/due date

         4. By customer number or name ?
         5. Starting customer
         6. Ending customer

         7. Print by
         8.

         9. Cut-off balance due
        10. Cut-off aging period
        11. Print DR/CR bal customers ?
        12. Print zero bal customers ?
        13. Print prepaid details ?
        14. Print layaway details ?
<F1>= next format, <SF1>= previous format, <F2>= previous statement print values
```

If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

You can also print a statement for a specific customer by selecting *View* and then *Customers* from the menu. Select a customer and open item data. Then select <F7> to print a statement. Refer to the View Customer Open Items section of the *View* chapter for more information.

Options

Use the following options:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*.

The Report Criteria Tab Fields

Otherwise, enter the following information:

Statement format number

Enter the number of the statement format to use for these statements. This must be a valid entry in *Statement formats* and must have been verified. See the Statement Formats chapter for information on designing your own statement format. You may use one of the options:

Options

Use the following option:

<F1>	For the next verified statement format on file
<SF1>	For the previous statement format

Format	99 The default is the default format from *Control information*
Example	Type 2

Statement period

Enter the starting and ending date for the period to be reported on the statements. Both dates can be either past or future. There can be gaps or overlaps between this period and the corresponding period of your last statement run.

For a balance forward customer, the balance is calculated up to the starting date of the period and is printed on the first line of the statement. Then all the detail lines (open items) are printed up to the ending date of the statement period.

For an open item customer, all open items are printed up to the ending date of the period.

Format	Two fields, each MMDDYY
Example	Type 030119 for the starting date Type 033119 for the ending date

Age by date

This entry controls how open items are aged for the purpose of printing aged totals in the closing area of the statement.

Regardless of what you enter here, the aged totals will only include those documents that appear in the statement. Each such document will be assigned to one or another aging period, depending upon its due date or its document invoice date. In either case, documents which appear on the statement but do not fall into any of the four aging periods will not be included in the aged totals at all.

Enter either Invoice date or Due date.

Format	Drop down list
Example	Select Invoice date

By cust number or name

You can select customers either by their numbers or their names. This also controls whether statements are printed in sequence by customer number or name within each major grouping (sales representative, account number, or zip code).

Enter either Number or Name.

Format	Drop down list
Example	Select Number

Starting customer number *or* name
Ending customer number *or* name

Enter the range of numbers or names (whichever you have specified in the By cust number or name field) for which you want to print statements. At each field you may use one of the options.

If you select the same customer for starting and ending customer, then the *Print HTML document* field may be entered.

Options

Use the following option:

<F1>	To toggle between entering a personal name and a corporate name (if selecting customers by name)
<F2>	For the "First" starting customer or the "Last" ending customer

Format	12 characters (if entering customer number) 50 characters (if entering corporate customer name) Two subfields: 14 characters for surname, and 10 characters for personal name (if entering a person's name)
Example	Type 200 for starting customer Type 300 for ending customer

Print HTML document

If the starting and ending customer is the same, then this field will display in Windows and Thin client.

Check this box to print the customer statement to HTML, or leave it unchecked to print to a printer.

Format	Check box, checked is yes and unchecked is no
Example	This field may not be entered due to starting and ending customer selection

Print by

The choices in this field depends on the selection you made for the By cust number or name field. If you selected to print by customer name, then *Sales rep* or *None* will be the choices. If you selected to print by customer number, then *A/R account*, *Zip code* or *Neither* will be your choices.

If you choose to print by account number or sales representative, you can select either a single account or representative, or you can select all of them. If you print by zip code, you can select any range of zip codes. In all these cases, the statements will be sequenced by customer number or name (whichever you have chosen) within the major grouping you have selected.

Format	Drop down list
Example	Select A/R account

A/R account

This field only appears if you selected A/R account in the Print by field.

If only one A/R account exists that account will display automatically and the cursor will not move to this field. Otherwise, enter the A/R account number of the customers you want to print statements for. This must be a valid entry in the *A/R accounts* selection. You may use one of the options.

Options

Use the following options:

<F1>	For the next entry in *A/R accounts*
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*
<F5>	For All customers regardless of A/R account

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Starting zip code *and* Ending zip code

This field only appears if you selected Zip code in the Print by field.

Enter the range of zip codes for which you want statements printed. Customers are selected for inclusion on the basis of the zip code currently in Customers. All invoices for a selected customer within the specified time frame are included on the statement, regardless of what address they may have been shipped to or billed to. You may use the option.

Options

Use the following option:

<F2>	For the "First" starting zip code or "Last" ending zip code

Format	10 characters at each field
Example	(Does not occur in this example)

Sales rep

This field only appears if you selected Sales rep in the Print by field.

Enter the code of the sales representative whose customers you wish to print statements for. This need not be a valid entry in *Sales reps*. Customers are selected for inclusion on the basis of the

current sales representative on file for them in *Customers,* but sales made to those customers within the specified time frame are included on the statement even if made by a different sales representative. You may use the option.

Options

Use the following option:

<F5>	For All sales representatives

Format	3 characters
Example	(Does not occur in this example)

Cut-off balance due

Cut-off aging period

These fields let you print statements for only those customers whose balance due is older and greater than some threshold. This lets you define statement formats for statements which, in effect, are dunning letters.

A statement will be printed for the customer if the total balance due in the cut-off period, plus all higher-numbered periods, is at least as much as the cut-off amount. (The periods referred to have not been entered yet but will be defined on a subsequent screen).

For instance, if you entered 1000 as the cut-off balance due, and next entered 2 as the cut-off aging period, statements would be printed for only those customers who owe a total of $1,000 or more in aging periods 2, 3, and 4.

In the Cut-off balance due field, you may use the option.

Options

Use the following option:

<F5>	For All customers regardless of balance due. The Cut-off aging period field then displays as "All" and cannot be entered.

In the Cut-off aging period field you may use the option:

Options

Use the following option:

<F5>	For All periods

Format	999,999,999,999 for cut-off amount. Zero is not a valid entry. A digit from 1 to 4 for cut-off period
Example	Press <F5> for All

Print DR/CR bal customers

If you entered a cut-off balance due amount in Cut-off balance due field, this field defaults to DR accounts only and may not be entered.

Otherwise, choose among:

Options

You may use the following option:

DR accounts only	To print only customers with a debit balance as of the statement-ending date
CR accounts only	To print only those with a credit balance
Both DR and CR accounts	To print both

Format	One letter from the above list
Example	Select Both DR and CR accounts

Print zero bal customers

If you entered a cut-off balance due in the Cut-off balance due field, or if you entered either DR accounts only or CR accounts only in the Print DR/CR bal customers field, this field defaults to checked and may not be entered.

Otherwise, check the box to print statements for customers having a zero account balance, or uncheck it to omit such customers.

Format	Check box. Checked is yes and unchecked is no
Example	Uncheck the box

Print prepaid details

If you have entered and posted a prepaid cash type in cash receipts, then this field determines if they will print on the statement.

Check the box to print prepaid details or uncheck it to omit them on the statement.

An N (prepaid cash) type from open items is not added into the customer total on the statement. If you only have prepaid amounts in Open Items, then nothing will print for the customer if you select not to Print zero bal customers.

Format	Check box, checked is yes and unchecked is no. There is no default.
Example	Uncheck the box

Print layaway details

This questions will only display if you are licensed for and are using PBS Point of Sale for the selected company.

If you entered a layaway payment type in Point of Sale then this field provides an option to print them on the statement.

Check the box to print layaway payments or uncheck it to omit them on the statement.

An L (Layaway payment) from open items type is not added into the customer total on the statement.

If you only have prepaid amounts in Open Items nothing will print for the customer if you unchecked the Print zero bal customers field.

Format	Check box, checked is yes and unchecked is no. There is no default.
Example	Uncheck the box

Make any needed changes. Select OK to print the report. Select Cancel to return to the menu.

Statements - The Report Questions Tab

Graphical Mode

The second screen appears as follows:

The defaults are automatically selected.

Character Mode

This screen displays:

```
Statements (Enter)                                XYZ Company
                                     Statement period: 1/01/07 to 12/31/07


          1. Print open item customers
             by apply-to number ?          Y

          2. Show invoice balances only ?

          3. Show fully paid items for
             open item customers ?

          4. Show payment detail for
             open item customers ?

          5. Statement comments

          6. Use dunning messages ?
          7. Finance charges to print
          8. Stmnt cycles to print
          9. Print aged totals ?
<F2> = use previous statement printing values
```

The statement period selected in the first screen displays in the heading of this screen.

If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

Options

Use the following option:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*.

Report Questions Tab Fields

Print open item customers by apply-to number

Check the box to have items for open item customers appear on the statement in order by apply-to number.

Uncheck the box to not do so. This may result in printing only partial detail for any one apply-to.

Format	Check box. Checked is yes and unchecked is no. The default is checked.
Example	Press <Enter>

Bring balance forward for open-item customers

This field may only be entered if you unchecked the Print open item customers by apply-to number field.

If so, check this box to generate a balance-forward entry on the statement for any activity in the customer's account prior to the beginning of the statement period. This entry will be dated the first day of the statement period. Uncheck this box to not show a balance forward.

Format	Check box. Checked is yes and unchecked is no. There is no default.
Example	(Does not occur in this example)

Show invoice balances only

If you unchecked the Print open item customers by apply-to number field, this field cannot be entered.

Otherwise, check the box to show only invoice balances, rather than detail.

Format	Check box. Checked is yes and unchecked is no. There is no default.
Example	Unchecked

Show fully-paid items for open item customers

If you unchecked the Print open item customers by apply-to number field, this field cannot be entered.

This field enables you to omit printing fully-paid open items which have not yet been purged from A/R Open Items and for which all activity is prior to the statement period.

If you uncheck this box, such fully-paid open items will not appear on the statement. If you check this box, then all fully-paid open items will appear on the statement, even if all activity is prior to the statement period.

Format	Check box. Checked is yes and unchecked is no. The default is unchecked.
Example	Press <Enter>

Show payment detail for open item customers

If you checked the box for the Show invoice balances only field, this field cannot be entered. You have already chosen not to show detail transactions.

If you checked the box for the Print open item customers by apply-to number field, and unchecked the Show invoice balances only field, this field is automatically set to checked.

Otherwise, check this box to show every application of a payment to open items.

Format	Check box. Checked is yes and unchecked is no. There is no default.
Example	(Does not occur in this example)

Statement comments

This optional comment will print in the closing area of the statement, provided the statement format references them.

Format	Up to two lines of up to thirty characters each
Example	Press <Enter> twice

Use dunning messages

Check this box to use the dunning messages defined in *Control information*. Refer to the *Control information* chapter. If the aged total for periods 2, 3, or 4 (as described below) is greater than zero, then the dunning message for the oldest non-zero aged total is printed (provided the statement format has defined this field).

Format	Check box. Checked is yes and unchecked is no. The default is checked.
Example	Uncheck the box for no

Finance charges to print

Enter what finance charges to print. Finance charges must have been defined in the statement format to be included in the statement, regardless of what you enter here.

Options

You may use one of the following options:

Not printed	To not print finance charges
This year's	To print this year's YTD finance charges
Last year's	To print last year's finance charges

Format	Drop down list
Example	Select This year's

Statement cycles to print

Enter the statement cycle codes for which you want to print statements. Statements will be printed for only those customers who have a statement period matching one of the codes that you enter.

You may enter one to five statement cycles; if you have fewer than five, enter a blank after the last cycle entered. In the first subfield you may use the option.

Options

You may use the following option:

<F5>	To print statements for All statement cycles

Format	Up to five codes of one character each
Example	Press <F5>

Print aged totals

Check the box if you want the aged totals printed at the bottom of the statement. Aging is done according to invoice date or due date as specified in the Age by date field of the first tab.

The aging total fields must have been defined in your statement format in order for them to appear on the statement, regardless of what you enter here.

The aging periods will be defined on the third screen, even if you uncheck this box (no).

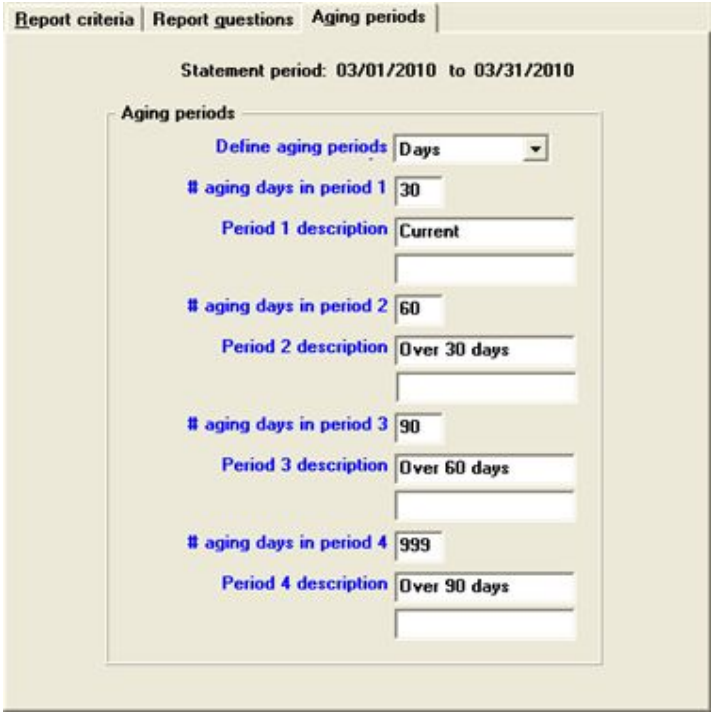
Format	Check box. Checked is yes and unchecked is no. The default is unchecked.
Example	Check the box for yes

Make any needed changes. Select OK to print the report. Select Cancel to return to the menu.

Statements - The Aging Periods Tab

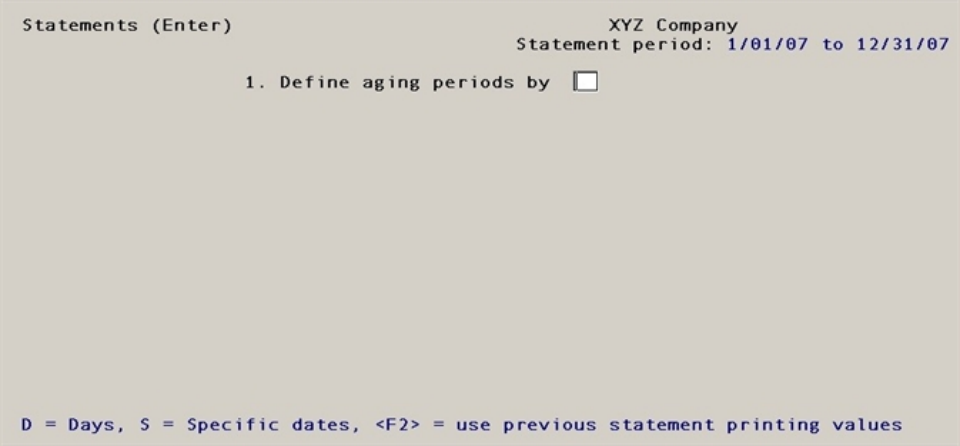
Graphical Mode

The third tab now displays:



Character Mode

A screen now appears for you to define aging periods for printing statements:



If you have saved the screen entries in a previous run (not necessarily in this session), you may use the option.

Options

Use the following option:

<F2>	To restore the previous screen entries. They all display and you may change individual entries from *Field number to change ?*.

If you have not saved the screen entries, you may use the option.

Options

Use the following option:

<F2>	For the aging periods from *Control information*

Aging Periods Tab Fields

Otherwise, enter the following information:

Define aging periods

Type one of the following or use the option.

Options

Use the following option:

Days	To define aging periods by days
Specific dates	To define them by specific dates

Format	Drop down list. There is no default.
Example	Select Days

The remainder of the screen varies considerably depending on your response to Field #1. Each case is considered separately.

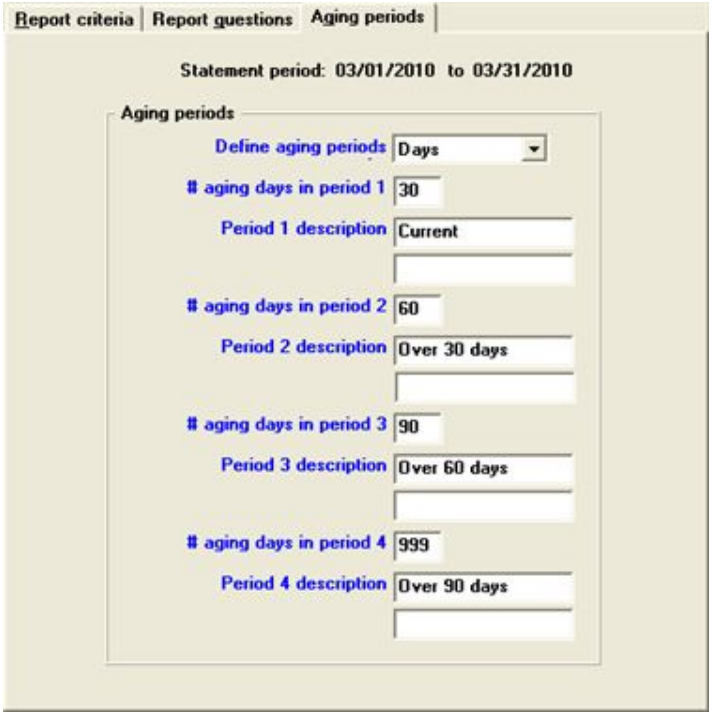
Regardless of which method you choose, it is possible to define your oldest aging period in such a way that some line items on the statement will be even older than the oldest period. *Such line items will not be included in any aging period of the summary.*

Similarly, if you are aging by due date instead of invoice date, it is possible for the due date of some line items to be still in the future; and so those items will fall off the aging totals on the other end.

Aging Periods By Days

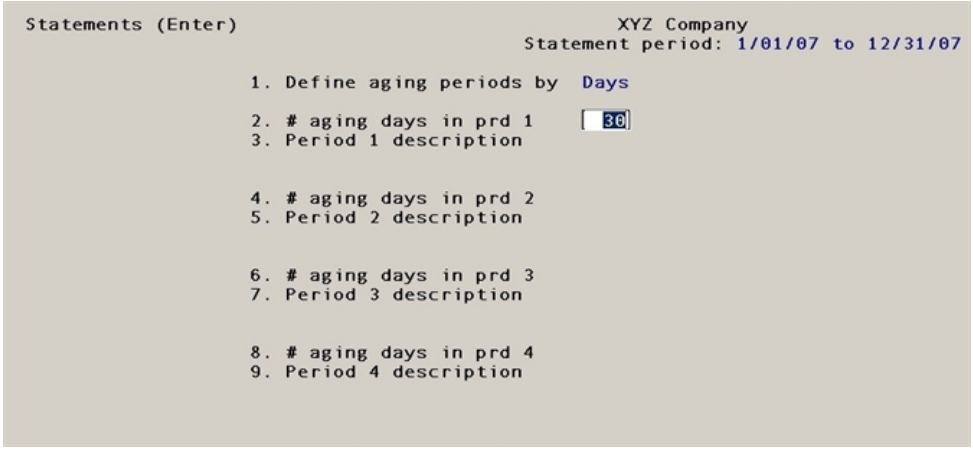
If you requested aging periods by days in the Define aging periods field, the screen now appears as follows:

Graphical Mode



The defaults are automatically entered from A/R *Control information*.

Character Mode



Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

If you have not defined dunning messages on your statement format, or if you have unchecked the box for Print aged totals on the second tab, the quickest way to bypass this screen is to enter **999** in the odd-numbered fields and leave the even-numbered ones blank.

Enter the following information:

 # aging days in prd 1
 # aging days in prd 2
 # aging days in prd 3 *and*
 # aging days in prd 4

Period 1 is the most recent. Days must be in ascending order.

Despite the caption, what you enter here is not the number of days in each period. Instead, enter how many days it has been since the period ended, measuring backwards from the ending date of the statement period (as shown in the heading of this screen).

By convention, 999 represents all dates 999 or more days ago.

- If you want fewer than four aging periods, enter 999 for Period 3 or 2 in addition to Period 4.
- If the highest number entered is less than 999, transactions older than that number of days will not be included in the aging totals at all.

Format	999 at each field. The default is the number of days for this period in *Control information*
Example	Press <Enter> at each field

Period 1 description
Period 2 description
Period 3 description *and*
Period 4 description

Enter a brief description of each aging period to print on the statement.

Options

Use the following option:

<F2>	For the default description for this period in *Control information*

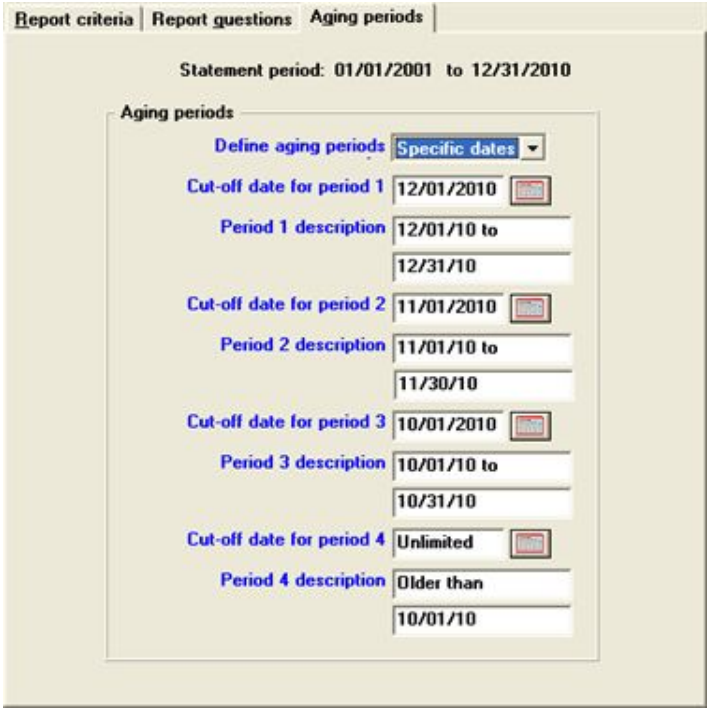
The aging period description fields must be defined on the statement format in order for them to print, regardless of what you may enter here.

Format	At each field, two lines of thirteen characters each
Example	Press <F2>

Make any needed changes. Select OK to print the report. Select Cancel to return to the menu.

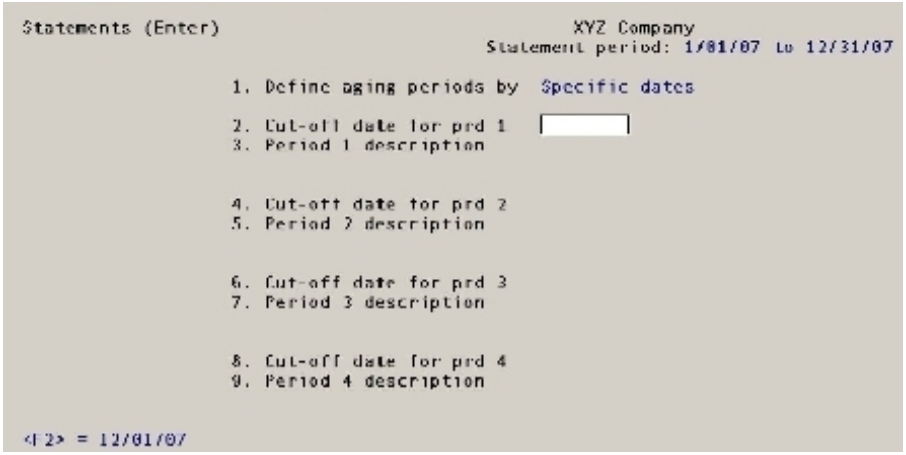
Aging Periods By Specific Dates

Graphical Mode



Character Mode

If you requested aging periods by specific dates in Field #1, the screen now appears as follows:



Enter the following information. Fields are entered in numeric sequence, but to avoid much repetition similar fields are described together.

Cut-off date for prd 1
Cut-off date for prd 2
Cut-off date for prd 3 *and*
Cut-off date for prd 4

These are the starting dates of each period. Period 1 is the most recent.

The ending dates are automatic and are not entered. Period 1 ends on the statement-ending date (as entered in Statement period field of the first tab, and as shown in the heading of this screen). Periods 2, 3, and 4 each end one day before the next period starts.

Enter the cut-off (starting) date for each period.

Options

Use the following option:

<F2>	For a date thirty calendar days (not one calendar month) earlier than the statement-ending date.

For periods 2 and 3 you may use the following option:

<F2>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date. Dates at the end of a month are adjusted as necessary to allow for varying lengths of months.

Options

For period 4 you may use the following option:

<F1>	For a date one calendar month (not thirty days) earlier than the next period's cut-off date.
<F2>	For Unlimited (meaning an infinitely remote date)

Format	MMDDYY
Example	(This screen does not occur in this example because you entered Days for the Define aging periods field)

Period 1 description
Period 2 description
Period 3 description *and*
Period 4 description

Enter a description of each period. At each field you may use the option.

Options

Use the following option:

<F2>	For *mm/dd/yy* to *mmddyy*, where *mm/dd/yy* represents a date and the two dates are the starting and ending dates of the period as described above. If <F2> was chosen in Field #8, pressing <F2> here results in Older than *mm/dd/yy*.

The aging period description fields must be defined on the statement format in order for them to print, regardless of what you may enter here.

Format	At each field, two lines of thirteen characters each
Example	Press <F2>

OK and Cancel

Select OK to print the report. Select Cancel to return to the menu.

Printer Selection

After pressing <Enter> on Field number to change, enter the following information:

Please select: 1 = Review values just entered, 2 = Print statements

That question only happens in Character Mode.

Select one of the following:

1	To return to *Field number to change ?* of the first screen. You can then review or change any setting of any screen.
2	To print the statements.

If you select **2**, you have the option of saving your entries for use the next time you print statements:

Save Values Just Entered ?

Select the Yes button to save these three screens as defaults. The next time that you (or another operator in this company) chooses the *Statements* selection, these defaults can be chosen by pressing <F2> as the first action on each screen.

Select the No button to preserve the existing defaults.

Select Printer

If you are using multiple printers, select the printer to be used from the printer menu which now appears. Statements may not be directed to disk nor displayed on the screen, but must be sent to an actual printer.

HTML Statements

If you elected to print to HTML on the Print HTML document field, then you will be asked for a location to save the file and a name for the file. The file will be saved and the PBS Web report browser

will display the statement. In the case of HTML printing, the Printer Control Station selection screen will not display.

Generate, View and Email PDF Statement Files

If you are using a -PDF- printer as set up in *Company information*, then the statements will be saved to PDF files.

See the *PBS Administration* documentation for information on a PDF printer configuration and the setup of a *Company information* PDF printer.

In Windows and Thin client, once the statements have been printed you may view and email these documents under the CTL menu selection *Email/view printed PDF's* found under *PDF form file processing*. The overview and configuration for emailing PDF files from PBS is found in the *PBS Administration* documentation *Email Configuration* appendix.

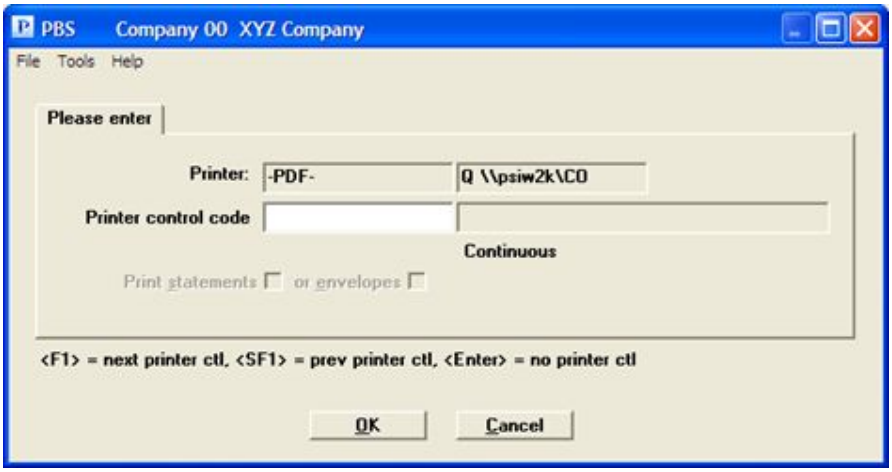
The statements are saved in the PDFFIL\STATEMENTS directory. Each statement is a separate PDF file. An example of the file name is xx_ARS_ATL100_20101107.PDF. The xx is the company number. ARS indicates it is an Accounts Receivable statement. ATL100 is the customer number and 20101107 is the print date. Once the files are written you may view the statement in Adobe Reader or Adobe Acrobat. If neither application is installed, the program will still create the files. In addition to viewing the statement you have other options such as email, print and so on.

You may also print a statement alignment as a PDF file. The alignment file is named xxARS_ALIGNMENT_999999.PDF and is located in PDFFIL\ALIGNMENTS directory. The xx is the company number.

Printer Control Station

The following screen appears:

Graphical Mode



Character Mode

```
Statements (printer control)                    XYZ Company


                Printer: 1  Laser           -Q \\PSIW2K\Ne

            Please enter:
                Printer control code


<F1> = next printer ctl, <SF1> = prev printer ctl, <Enter> = no printer ctl
```

This screen displays the printer information associated with the printer chosen from the printer selection menu, and allows you to take advantage of advanced printer features.

Enter the following information:

Printer control code

Enter one of the control codes associated with this printer in *Printer control stations (Statements)* found under *Master information*. See the Entering Statement Stations section of the *Printer Control Stations* chapter.

You may leave this field blank if your printer does not support advanced features.

You may also use one of the options.

Options

Use the following option:

<F1>	For the next printer control code for this printer
<SF1>	For the previous printer control code

Format	15 characters
Example	Leave the field blank by selecting the <Enter> key

Print envelopes

This question can only be answered only if your printer control code describes your printer as capable of printing either or both envelopes and statements in the same print run. If so, check the box to print envelopes this run, or leave it unchecked not to do so. If you left it unchecked, statements will be printed but envelopes will not.

Format	Check box. Checked is yes and unchecked is no. The default is unchecked.
Example	(No example is given as this depends on what printer you have)

Print statements

This question can only be answered if your printer control code describes your printer as capable of printing either or both envelopes and statements in the same print run, and you have answered Y to Print envelopes ?. If so, answer Y to print statements in this run, or N to not print statements and only print envelopes.

Format	Check box. Checked is yes and unchecked is no. The default is unchecked.
Example	(No example is given as this depends on what printer you have)

Print statements or print envelopes

This option is only available if your printer control code describes your printer as capable of printing either envelopes or statements, but not both, in the same print run. If so, check the statements box for statements or envelopes box for envelopes.

Format	Check box. Checked is yes and unchecked is no. The default is unchecked.
Example	(No example is given as this depends on what printer you have)

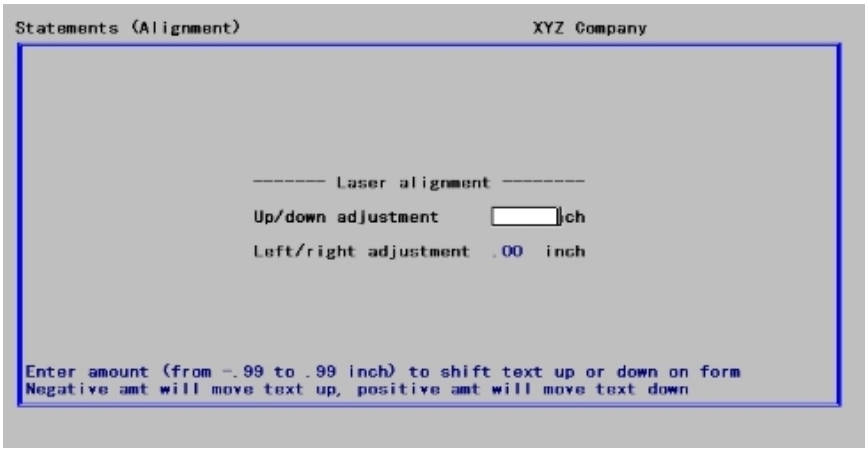
Print Alignment ?

If you want a sample statement with Xs and 9s printed so you can check the alignment on the printer, select yes. A sample form will be printed. This cycle repeats until such time as you select no to the *Print alignment ?* question.

Alignment Screen

If this is a laser printer or Windows printer, after each alignment form is printed a screen will appear so you can adjust the alignment (on non-laser printers, adjustments are accomplished with mechanical controls).

This is the character mode Laser Alignment Screen:



Enter the following information:

Up/down Adjustment

Enter a vertical adjustment in inches.

Format	.99- The default is zero. For a Laser printer you may enter a negative or positive number, but for Windows printer only 00 or a positive number will have any effect.
Example	Press <Enter>

Left/Right Adjustment

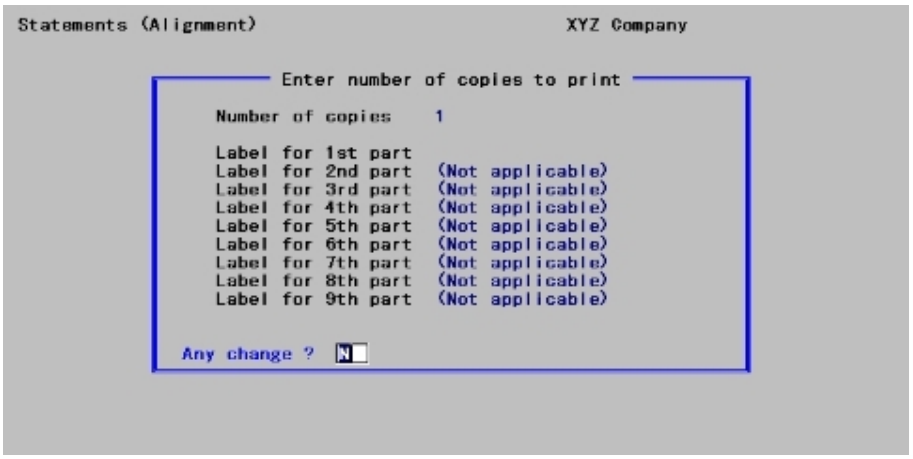
Enter a horizontal adjustment in inches.

Format	.99- The default is zero. For a Laser printer you may enter a negative or positive number, but for Windows printer only 00 or a positive number will have an effect.
Example	Press <Enter>

Any Change ?

Answer Y to re-enter the window, or N to accept the alignments as shown.

If you enter N, the following screen appears:



This lets you enter the number of statement copies and the labels for each copy. This screen only appears for laser printers (non-laser printers handle multiple copies by using carbon paper).

Enter the following information:

Number of Copies

Enter the number of copies to print.

Format	9
Example	Enter 1

Collate forms

Check this box if you want to collate statements with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When you do not check this field the program does not collate; it prints all the page one copies first, then it prints all page twos and so on.

Label for <nth> Part

For each copy you have specified in the previous field, enter an identifying label to print for that copy.

Format	25 characters. The default is blank.
Example	Press <Enter>

Any Change ?

Answer Y to re-enter the window, or N to accept it.

Printing the Statements

After printing, you are returned to the first screen for another print run. If you do not wish to continue printing statements, press <Esc>.

Type “Done” When Ready

Once you have pressed <Esc> (as opposed to continuing to print statements), you are instructed to de-mount your statement forms and mount stock paper on your printer. When you have done so, type DONE. This step is omitted if your statement format indicates that you print on plain paper.

Commissions Due Report

This chapter contains the following topics:

Introduction to the Commissions Due Report .....

INTRODUCTION TO THE COMMISSIONS DUE REPORT

You use the Commissions due report selection to print a report showing the commissions due to each of your sales representatives.

If your business does not use sales representatives, or if you employ them but do not pay them on commission, ***this chapter does not apply***.

Depending on your entry in *Control information*, commissions may be based either on sales or on payments.

- If based on sales, commissions will appear on this report as soon as the sale is posted.
- If based on payments, commissions due will not be included on this report until open items are either purged or logged as fully paid. The date you enter in the *Open Items* > *Purge* Thru what date field becomes the payment date on this report.

If you are interfaced to the PBS Payroll module, be aware that commissions calculated here are not automatically entered into the payroll.

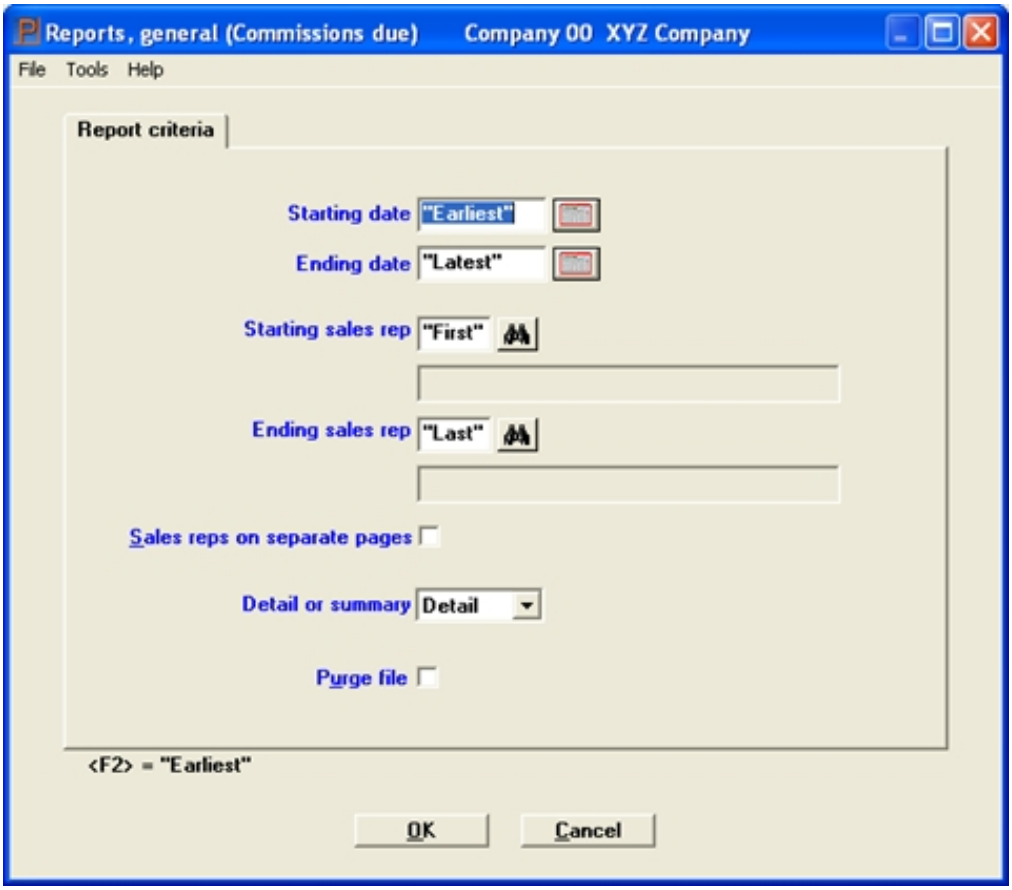
Two examples of the Commissions Due Report are in the *Sample Reports* appendix. One is for commissions paid on sales and the other is for commissions paid on fully paid open items.

Select

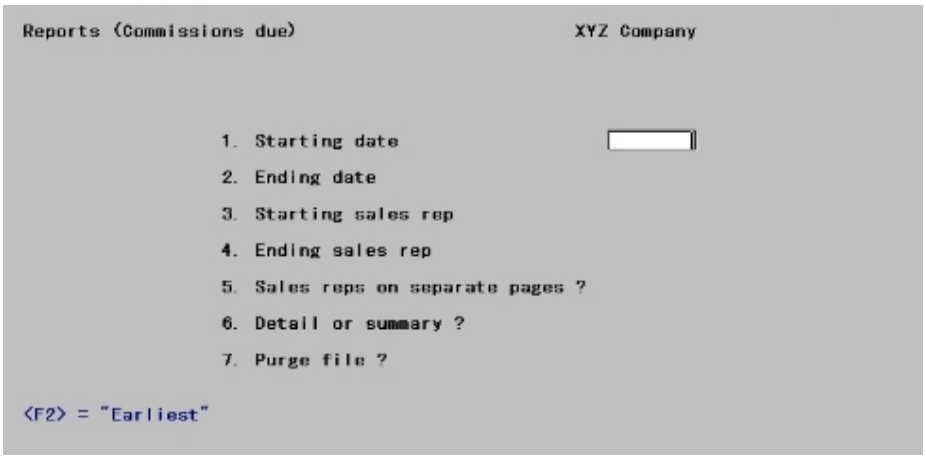
Commissions due from the *Reports, general* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting date *and* Ending date

Specify the range of dates for which commissions due are to be included on the report.

- In the case of commissions based on sales, this range is compared to the invoice date. The report will print the invoice date.
- In the case of commissions based on payments, this range is compared to the Thru what date field entered when either purging open items or logging commissions. In this case the report prints the purge date.

You may also use the option:

<F2>	For "Earliest" starting date or "Latest" ending date

Format	MMDDYY
Example	Type 30119 for the starting date Press <F2> for the ending date

Starting sales rep *and* Ending sales rep

Specify the range of sales rep numbers to include, or use the option:

Options

<F2>	For "First" starting sales representative or "Last" ending sales representative

Format	3 characters
Example	Press <F2> at each field

Sales reps on separate pages

Check the box or enter Y if you want to print the information for each sales representative on a new page.

Format	Graphical: Check box, where checked is Yes and unchecked is No. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

Detail or summary

You can show individual invoice detail for every item with a commission, or you can show a summary report for each sales rep. Enter **D** or select *Detail* for the detailed report or **S** or select *Summary* for

the summary report.

Format	Graphical: Drop-down box, either Detail or Summary. The default is Detail Character: One letter, either D or S. There is no default.
Example	Type D

Purge file

If you check the box or enter Y, all the commissions due information printed on the report will be purged after printing is complete; otherwise, it will be retained.

Format	Graphical: Check box, where checked is Yes and unchecked is No. The default is unchecked Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

OK or Cancel

Select OK to print or Cancel to return to the menu without printing.

If you select OK, there will be a period of processing as printing, and optionally purging, occurs.

Character Mode

Make any needed changes. Press <Enter> from *Field number to change ?* and select a printer. After selecting the printer there will be a period of processing as printing, and optionally purging, occurs.

Sales Tax Reporting

This chapter contains the following topic:

Introduction to Sales Tax Reporting .....
Running Sales Tax Reports .....

INTRODUCTION TO SALES TAX REPORTING

Three reports are available from the *Sales tax reports* menu selection. They include *Sales tax due*, *Sales tax report* and *Sales tax exception report*. They are all covered in this chapter.

Some companies, with minimal sales tax reporting requirements (because subject to only one sales tax, or to none), use the Tax Code List, for all their sales tax needs. If you fall into this category, ***skip this chapter***.

The *Sales tax due* and *Sales tax exception report* are driven by the account numbers entered in *tax codes*. Refer to the Tax Codes chapter. For these reports to be used effectively, ensure that:

- The same G/L account number is assigned to each jurisdiction in whichever tax code it appears.
- No two jurisdictions are assigned the same account number.

  Jurisdiction is used to indicate any state, county, city, or other municipal authority that levies sales taxes.

The *Sales tax report* is driven by the tax code. The account numbers are not so important with this version of the report.

Before discussing the reports in detail, a summary will be helpful.

Sales tax due edit list *and* Sales tax due register

These reports show sales tax information grouped by tax code within General Ledger account. They serve as a basis for paying your sales taxes and document the amount due. They differ from the Tax Code List in the fact that tax codes are *consolidated*. Grouping sales tax information by General Ledger account breaks out the tax information by jurisdictions to which sales tax must be reported. This minimizes the amount of manual calculations needed to prepare legally-mandated sales reports.

The total tax is obtained by adding together the taxes actually billed for each transaction. This means that the following cases are accurately reflected in the totals:

- Two-tiered tax structures.
- Changes in the tax percentage occurring during the course of a period.
- Override tax amount entered by the operator.
- Correct totals for taxes due upon payment rather than upon sale. This requires being set by *Collection date* in the tax code.
- Correct handling of returned checks.

Detail information is maintained in a separate *Sales Tax Open* file/table. When you print the report for the purpose of paying the taxes (as opposed to merely monitoring your tax situation), the transactions printed are also removed from the data source and the resulting report is a register rather than an edit list.

You can produce the report for any individual tax code or for all tax codes. In either case, the date is summarized by account number rather than tax code; and in either case some of the information printed will likely be meaningful to you and some not:

- If you print all tax codes, you will really only be interested in those taxes which fall due as of the date requested.
- If you print one tax code consisting of a state tax and a city tax, only the city tax is meaningful since the state tax totals represent only that portion of the state tax which happens to have been collected within that city.

If two or more taxes within the same tax code have *different* reporting periods, or if one is due upon sale and the other upon payment, manual reconciliation is required.

The data for the Sales tax due edit list may be exported to a csv file type. This file type can be viewed in a spreadsheet program like Microsoft Excel and can help for any manual reconciliation.

Sales Tax Report

The tax information for this report is grouped by tax code. This is useful when you pay tax to different states. However, it does not differentiate the jurisdictions by G/L account within a tax code.

This report offers the option of a date range. Because of this, A/R allows you to retain your tax information for as long as you want. However, if you prefer to purge any or all of your past tax data use the *Sales tax due edit list*.

You may also sort and sum the data by state code. If you have multiple tax codes per state this will help provide your tax liability for your state per the date range.

Optionally you may print each tax code on a different page. You may use this as a written record for helping make the payment to the jurisdiction.

The data for the Sales tax report may be exported to a csv file type. This file type can be viewed in a spreadsheet program like Microsoft Excel and can help in reconciling your tax liabilities.

Sales Tax Exception Report

This report lists every occasion on which you charged a sales tax *different* from the calculated amount; for instance, if you issued a credit memo to a customer for a *negative* sales tax upon being informed that the customer was tax-exempt. This allows you to justify apparent discrepancies if challenged by the taxing jurisdiction.

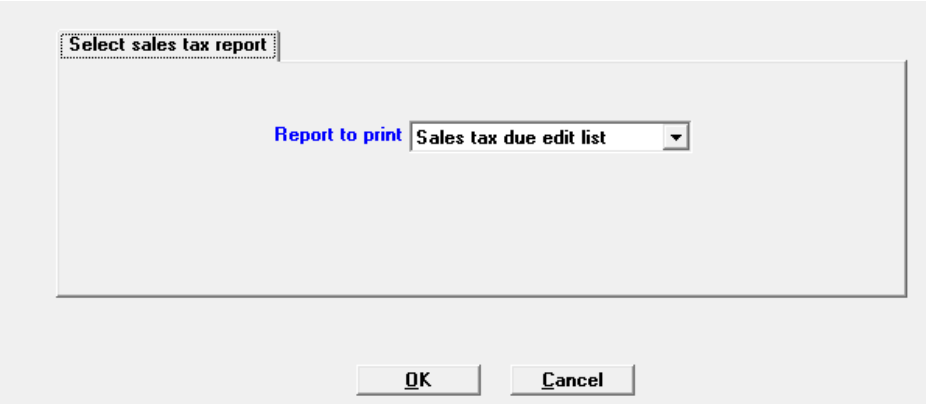
The Exception Report is driven by the same information that produces the Sales Tax Due Edit List. It merely lists those detail records which are identified as exceptions. Therefore, once a detail record has been purged via the *Sales tax due edit list* selection it will also disappear from the Exception Report. Therefore this report is usually run monthly before the Sales Tax Due Register.

Running Sales Tax Reports

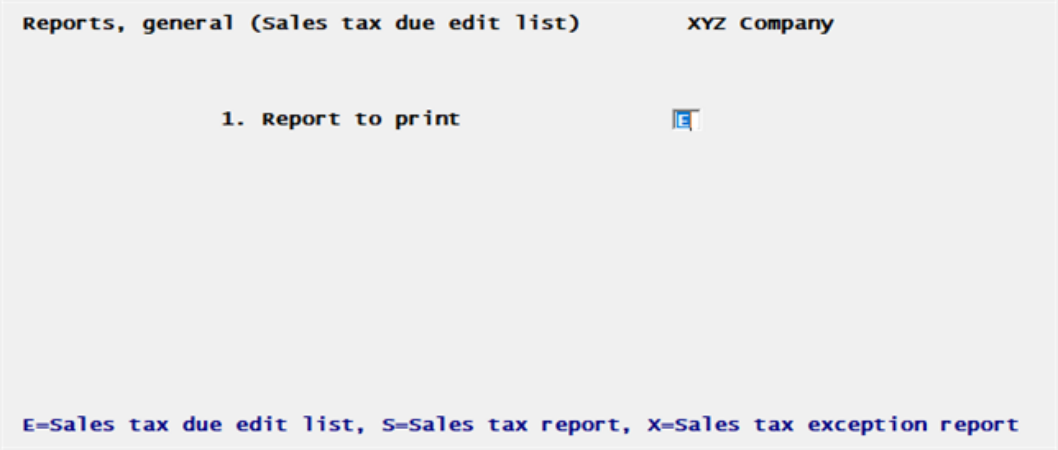
Select

Sales tax reports from the *Reports, general* menu.

Graphical Mode



Character mode



Report to print

From this field you have the following report choices:

Character	Graphical	Link to chapter section
E	Sales tax due edit list	Sales Tax Due Edit List and Sales Tax Due Register
S	Sales tax report	Sales Tax Report
X	Sales tax exception report	Sales Tax Exception Report

The default is the *Sales tax due edit list*. If you choose one of the other reports, after you hit the <Enter> or <Tab key, the screen will change to provide fields specific to that report.

In graphical mode, if you want to default to *Sales tax report* or *Sales tax exception report* use MySet and select F11 to default this field to that report. In character mode use BreakOut.

Format	Graphical: Drop down list Character: One letter, either E, S or X
Example	Select Enter for the default of E (Sales tax due edit list)

OK or Cancel

Select OK to access a report or Cancel to go back to the menu.

Sales Tax Due Edit List *and* Sales Tax Due Register

For an explanation of this report and register see Sales tax due edit list and Sales tax due register.

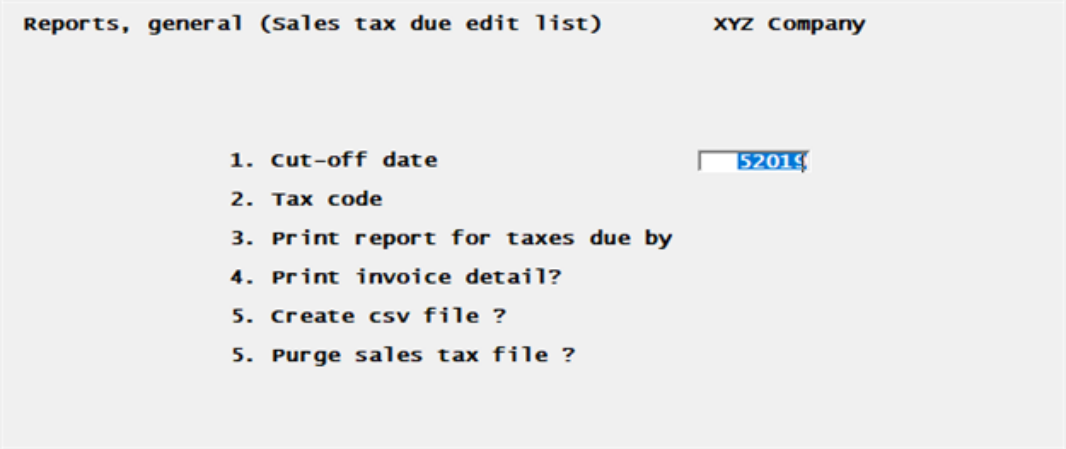
A sample Sales Tax Due Edit List is in the *Sample Reports* appendix.

Note	This report no longer prints report column totals for *Total amt* and *Taxable amt*. This is because the amounts were duplicated when more than one G/L account had been assigned to a tax code. The *Sales tax report* will provide an accurate sale amount and taxable amount.

Starting with the *Report to print* field, after selecting the default of *Sales tax due edit list* by hitting <Enter>, the other fields on this screen are available:

Graphical Mode

Character Mode



Enter the following information:

Cut-off date

Transactions later than this date will not be included in the report. If you are paying your tax from this report, this date should match the cut-off date set by the taxing jurisdiction.

No starting date is entered because the report includes everything since the last time the file/table was purged. Purging is described in the *Purge sales tax file* field.

Format	MMDDYY The default is the system date; future dates are not permitted.
Example	Press <Enter>

Tax code

Enter the tax code to be included. This must be a valid entry in *Tax codes*. You may use the option:

Options

<F5>	For "All" tax codes

Format	3 characters. There is no default for character. The default for graphaical is "All".
Example	Type CAL

Print report for taxes due by

If you have chosen a specific tax code in the previous field, this field may not be changed. Otherwise, enter one of the options.

Each tax code must have the *Due to state based on* field entered with either *Invoice date* or *Collection date*. This field allows you to select either "All", Invoice date or Collection date.

Options

Character	Graphical	Description
I	Invoice date	For taxes that become due when the invoice is posted. These have the field *Due to state based on* in *Tax codes* set to *Invoice date* (I).
C	Collection date	For taxes that only become due when the customer's cash receipt is collected and posted. The tax code is set to Collection date.
<F5>	"All"	For taxes based on both invoice date and collection date..

Format	Graphical: Drop down list. The default is "All". Character: Either I, C or <F5>. There is no default.
Example	(Does not appear in this example because you selected a specific tax code in the *Tax code* field.)

Note	Regardless of your entry in the *Tax code* and *Print report for taxes due by* fields, the date you have entered in the *Cut-off date* field is compared to either the invoice date or the collection date of each invoice, as determined by the tax code for that invoice.

Print invoice detail

If you check this box (answer Y for yes), each invoice will be listed individually.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked. Character: One letter, either Y or N. The default is Y.
Example	Type Y

Create csv file

This option allow you to export the data to a csv file format. The data has the same columns and headings as the Sales tax due list when printed. The program will ask where you want to save the csv file.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is not checked. Character: One letter, either Y or N. The default is N.
Example	Type Y

Purge sales tax file

Unless you have pressed <F5> to both the *Tax code* and *Print report for taxes due by* fields, this field may not be entered.

If you *have* pressed <F5> to both fields (for All tax codes and reporting methods), you must enter this field in character mode. In graphical mode the default is unchecked and you will have to check the box to purge.

When you check this box (or enter Y) what occurs depends on the tax code setup of *Due to state based on* field. If set to Invoice date the transactions are all printed and purged up to the *Cut-off date*. If set to Collection date what happens depends on how much if any of the invoice is paid and the *Cut-off date*. If set as Collection date the program:

- Prints and deletes the transaction when fully paid.
- Retains the transaction if not paid or partially paid.
- The program will delete only fully paid sales tax records.

Transactions included in this report will be removed from the file or table and will not appear in future reports. The resulting report is a *register* rather than an edit list, and must be printed to paper or disk (rather than displayed on the screen).

If you leave this box unchecked, transactions printed remain on file. Do this only if you are using the report to monitor your tax situation, not to use the amount to pay the tax due (otherwise you may pay the tax twice the next time you run the report).

Format	Graphical: Check box where checked is yes and unchecked is no Character: One character, either Y or N
Example	Type N

OK or Cancel

Select OK to print or Cancel to return to the menu without printing.

When purging data it is recommended that you print the Tax Due Register to disk to retain a record of the data.

If you selected to create a csv file, a *Report file save as* window displays, allowing you to save the report. You may change the location and name of the report.

Character Mode

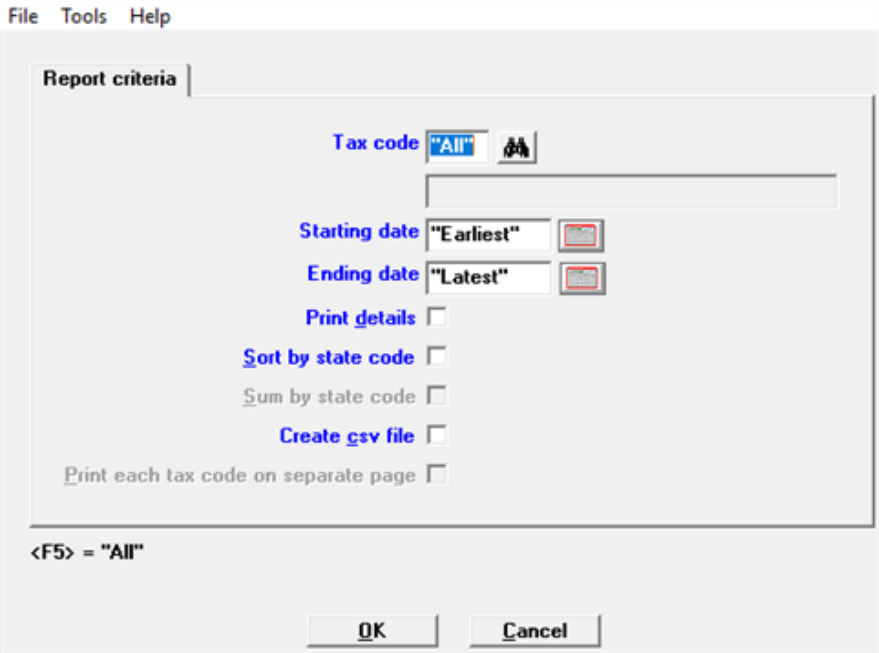
Make any needed changes. Press <Enter> when this field is blank to print the Sales Tax Due Edit List (or register, depending on your response to the *Purge sales tax file* field).

If you selected to create a csv file, a *Report file save as* window displays, allowing you to save the report. You may change the location and name of the report. In Linux the csv file is saved to the top-level PBS folder.

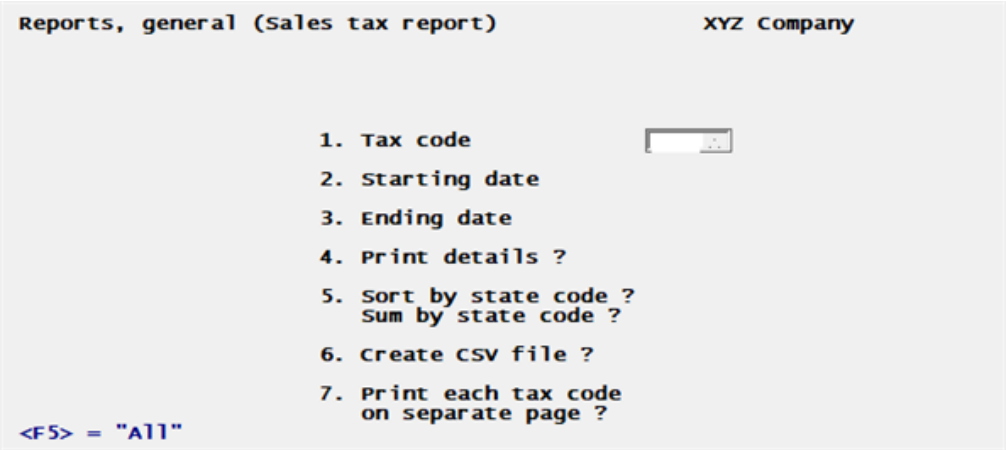
Sales Tax Report

Starting with the *Report to print* field, after selecting *OK* the following screen appears:

Graphical Mode



Character Mode



Tax code

Enter the tax code to be included. This must be a valid entry in *Tax codes*. You may use the option:

Options

<F5>	For "All" tax codes

Format	3 characters. There is no default
Example	Type CAL

Starting date *and* Ending date

Enter the date range for the tax information you want to include on the report.

You may use the option:

Options

<F2>	For the "Earliest" and "Latest" dates

Format	MMDDYY for both fields
Example	Select <F2> for both fields

Print details

Check this box and each invoice number will be listed individually along with the invoice date, customer number, sale amount, taxable amount, non-taxable amount, sales tax and comment.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. There is no default
Example	Type Y or check the box.

Sort by state code

Based on the State code field in the tax code, the report can print the data in state order. Check the box to print in state code order. Leave it unchecked to print in tax code order.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type Y or check the box.

Sum by state code

This field is only available for entry if you checked the *Sort by state code* field.

Checking this box provides totals for each state code. Leave it unchecked for no totals.

Totals are included for sale amount, taxable amount, non-taxable amount and sales tax.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type Y or check the box.

Create csv file

This option allow you to export the data to a csv file format. The data has the same columns and headings as the Sales tax report when printed. A csv file format can be opened in Microsoft Excel or any comparable spreadsheet program.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type Y or check the box.

Print each tax code on a separate page

This field is not available if you selected only one tax code in the *Tax code* field and it is also not available unless you selected no to *Print details* a the previous field.

Check this box to print the details for each tax code on a separate page. Leave it unchecked to continue the printing immediately after the previous tax code.

This option has no affect when generating a csv file.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. There is no default
Example	Type Y or check the box.

OK or Cancel

Select OK to print or Cancel to return to the previous screen.

If you selected to create a csv file, a *Report file save as* window displays, allowing you to save the report. You may change the location and name of the report.

In character mode Linux the csv file is saved to the top-level PBS folder.

Character Mode

Make any needed changes. Press <Enter> when this field is blank to print the Sales Tax Report.

If you selected to create a csv file, a *Report file save as* window displays, allowing you to save the report. You may change the location and name of the report.

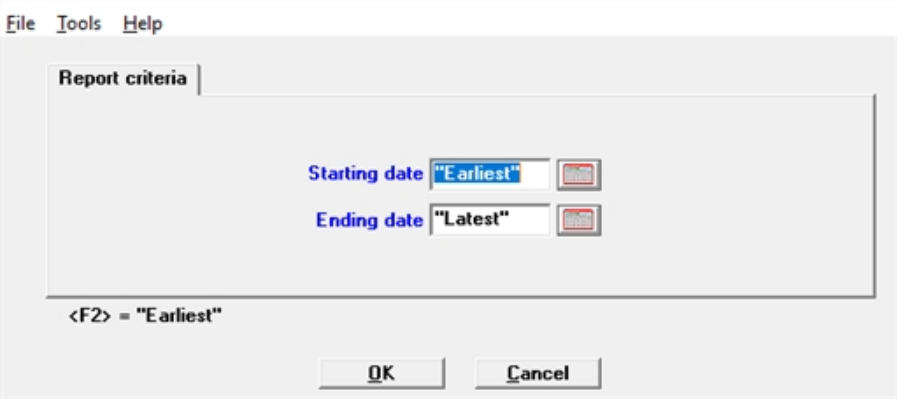
If Linux the report gets created in the top-level PBS.

Sales Tax Exception Report

A sample Sales Tax Exception Report is in the *Sample Reports* appendix.

Starting with the *Report to print* field, after selecting *Sales tax exception report* and hitting <Enter> the following screen appears:

Graphical Mode



Character Mode

Enter the following information:

Starting date *and* Ending date

Enter the range of dates for which you want to see the sales tax exceptions. Neither date may be in the future. You may use the option:

<F2>	For the Earliest starting date or Latest ending date

Format	MMDDYY at each field. There is no default.
Example	Type 030119 for the starting date Type 043019 for the ending date.

OK or Cancel

Answer Y to re-enter corrected information, or N to print the report. You will be asked to select a printer; refer to the *Starting PBS, Menus and Printing* chapter of the *System User* documentation.

Distributions to G/L

This chapter contains the following topic:

Introduction to Distributions to G/L .....

INTRODUCTION TO DISTRIBUTIONS TO G/L

This selection enables you to print a report of distributions to General Ledger.

- If you use a manual General Ledger system, you can enter the distributions into it using this report.
- If you use a computerized General Ledger (either Passport's or another vendor's), you can interface the distributions directly, since they are written to a file or table in addition to being printed. The *Get distributions* selection in G/L receives them into the G/L module.

If desired, *Distributions to G/L* also purges the distributions. However, do not purge the distributions until the data has been pulled into General Ledger.

Distributions

Posting transactions (entries) in *Invoices, Miscellaneous charges, Cash receipts*, and *Finance charges* results in distributions to the various accounts in your general ledger. This selection lets you print out these distributions at intervals (normally corresponding to your accounting periods).

If you checked the box or entered Y to Summary post distributions (in *Control information*), you will not be able to show detail.

Report Organization

The report is in three sections: Income, Cash Receipts, and Net Change to Accounts Receivable:

- **Income section**. This shows transactions entered for particular G/L accounts through *Invoices* and *Miscellaneous charges*.
- **Cash Receipts section**. This shows transactions entered for particular G/L accounts through *Cash receipts*. This includes distributions for cash, discounts, allowances, and credits to non-A/R accounts.
- **Net Change section**. This is a summary of the first two sections by account number, and shows all debits and credits to each accounts receivable account. These can be shown in detail, or summarized by day.

The dates used are the dates of the sales or cash receipts transactions, not the dates on which the transactions were posted.

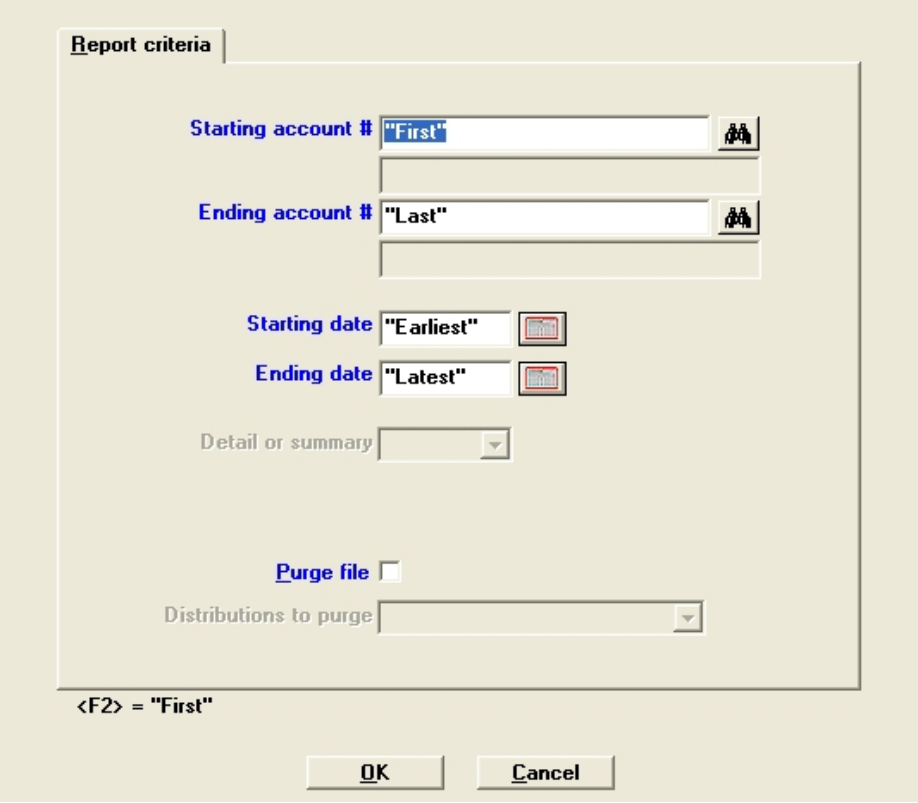
A sample Accounts Receivable Distributions To General Ledger Report is in the *Sample Reports* appendix.

Select

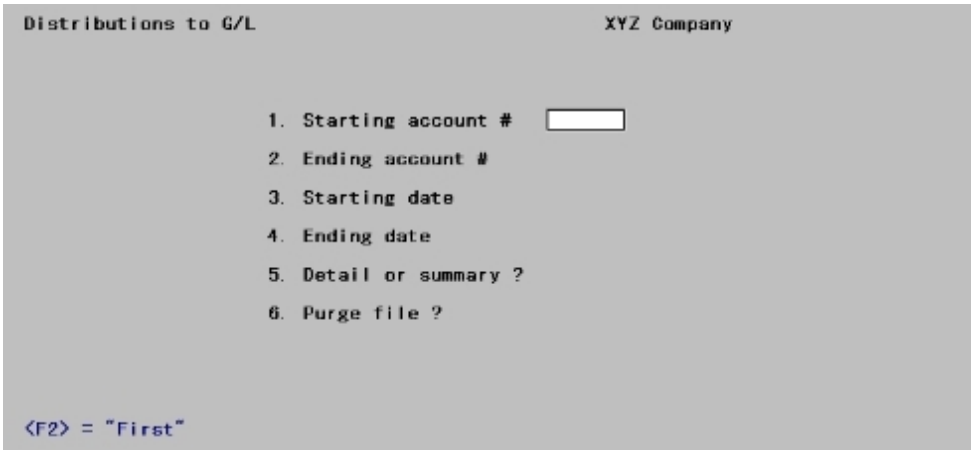
Distributions to G/L from the *Reports, general* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting account # *and*
Ending account #

Specify the range of account numbers to include. You may use the option:

Options

<F2>	For the First starting account number or Last ending account number

If you intend to purge (Field #6 below), you must specify First through Last here. Purging only some accounts would put the distributions out of balance whether or not the Passport Business Solutions G/L is interfaced.

Format	Your standard account number format, as specified in *Company information*.
Example	Press <F2> at each field.

Starting date *and* Ending date

Specify the range of dates for distributions to G/L. Transactions are selected for inclusion on the basis of their *entry* date, not their *posting* date. You may use the option:

<F2>	For the Earliest starting date or Latest ending date

Format	MMDDYY
Example	Type <F2> for a starting date of earliest, then type 043019

Detail or summary

If you have answered Y to Summary post distributions (in *Control information*), this field displays as (Not applicable).

Otherwise, you can print the report in full detail, showing every distribution made for every transaction posted; or print it in summary.

Enter **D** to print the detailed report or **S** to print the summary report.

Format	Graphical: Drop-down box, either Detail or Summary Character: One letter, either D or S
Example	Type D

Purge file

If any account number range other than First through Last has been specified (in Fields #1 and #2 above), this field displays as (Not applicable) and may not be changed.

Otherwise, answer Y if you wish the data to be purged after it is printed, or N if you do not. The report is printed in either case.

In a multi-user environment, you should not purge distributions while another user is posting either invoices, miscellaneous charges, or cash receipts.

Format	Graphical: Check Box, where checked is Yes and unchecked is No Character: One letter, either Y or N
Example	Type N

Distributions to purge

This field appears only if the Passport Business Solutions G/L is interfaced and you have answered **Y** to the preceding.

Type **1** or **2** to select which distributions to purge:

If you type **1**, all distributions within the date range entered above will be purged, regardless of whether they have already been transferred to G/L (by means of the G/L *Get distributions* selection).

If you type **2**, only those distributions will be purged which are within the date range and which have already been transferred to General Ledger.

Format	Graphical: Drop-down box. Either *all dists in range*or *only interfaced dists in range* Character: One digit, either 1 or 2
Example	(This field does not occur in this example because you responded N to the preceding field.)

OK or Cancel

Make any needed changes, then press <Enter>. The Distributions to G/L Report will be printed and (if you so specified) the transactions will be purged. There will be a period of processing while this occurs.

If the Passport Business Solutions G/L is not used

The A/R Distributions to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all A/R transactions have been entered and posted for the period.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

If the Passport Business Solutions G/L is used

The A/R Distributions to G/L contains debits and credits (created by A/R transactions) that must be transferred to the Passport Business Solutions General Ledger.

This is done from the G/L *Get distributions* selection. Specify that you want to get distributions from the A/R module. Refer to the *Distributions* chapter in the G/L User documentation.

Prior to running *Get distributions*, Passport recommends that you first print the A/R Distributions to G/L Report.

- All accounts should be printed. The date range should include the entries you will be transferring to the G/L.
- Do not specify that the data is to be purged! If you purge distributions here in A/R before transferring them to the G/L module, you would have to enter these distributions again manually in the G/L module, using *General journal*. This would defeat the purpose of the *Get distributions* selection.
- The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.
- You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, back up your data and run G/L *Get distributions*. When running this selection, specify that the distributions are to be purged as they are copied to the General Journal Transactions. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, print an Distributions Edit List and compare this report with the A/R Distributions to G/L Report to verify that all debits and credits have been transferred.

An alternative procedure is as follows:

1. Back up your data.
2. Run *Get distributions*, specifying that distributions are not to be purged.
3. Run *Distributions to G/L*, specifying that the data is to be purged and only interfaced distributions are to be purged.
4. Print the Distributions Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the A/R Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the A/R Distributions to G/L in a previous period the reports may not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*
, and you run *Get distributions* again, you will still never transfer the same distribution from A/R to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional A/R transactions for the accounting period which have not yet been entered into the PBS A/R, simply enter and post these transactions in A/R, and repeat the alternate procedure starting with step (1).

Cash History

This chapter contains the following topic:

Introduction to Cash History .....

INTRODUCTION TO CASH HISTORY

The *Cash history* selection enables you to print a Cash History Report. This lists, and optionally purges, posted cash receipts.

Select Cash History Report to view an example in the *Sample Reports* appendix.

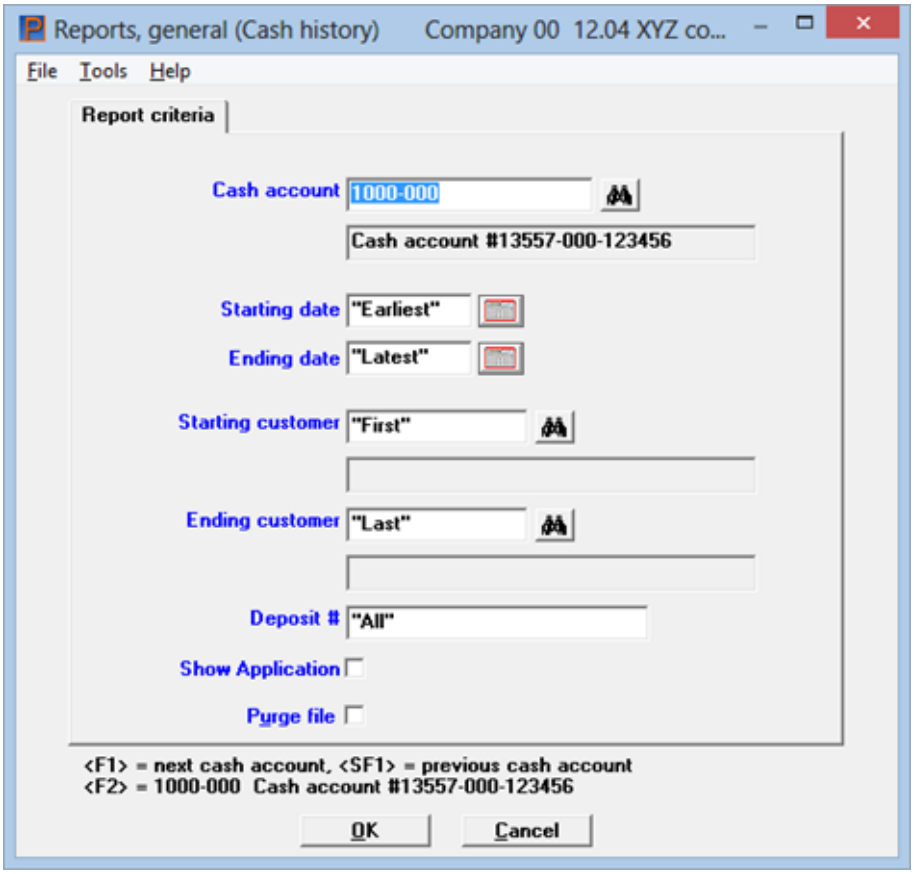
Select

Cash history from the *Reports, general* menu.

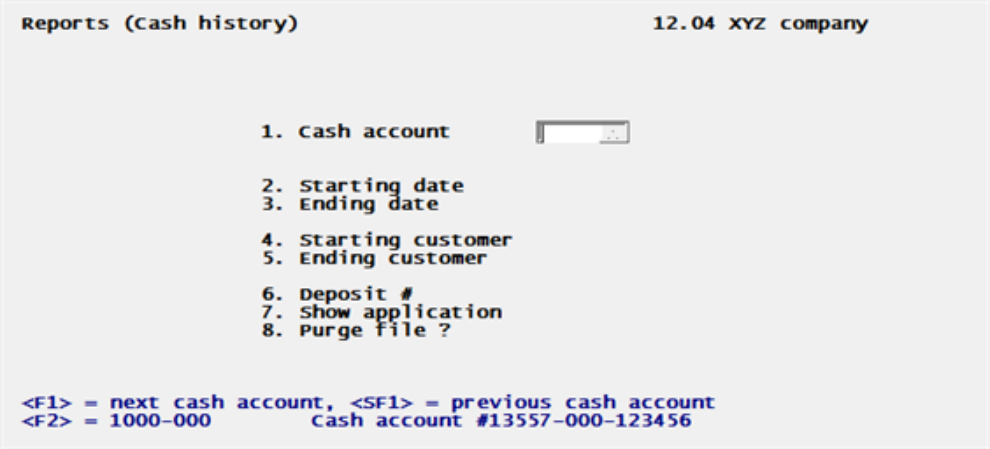
Printing The Cash History Report

The following screen appears:

Graphical Mode



Character Mode



Cash account

Enter the cash account you want to show on the report. This must be a valid entry in the *Cash accounts* selection of the System Manager (CTL) menu. You may use one of the options:

Options

<F1>	For the next entry in *Cash accounts*. If only one entry is on file, neither <F1> nor <SF1> is available.
<SF1>	For the previous cash account
<F2>	For the default cash account from *Control information*

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

Starting date *and* Ending date

Enter the range of dates to include in the report. You may use the option:

<F2>	For the Earliest starting date or Latest ending date

Format	MMDDYY
Example	Press <F2> at each field for earliest through latest

Starting customer *and* Ending customer

Specify the range of customer numbers to include. You may use the option:

<F2>	For the First starting customer number or Last ending customer number

Format	12 characters
Example	Press <F2> at each field for first through last.

Deposit

Enter the number of the deposit for which to show cash receipts, or use one of the options:

Options

Character	Graphical	Description
<F5>	<F5>	For All deposits
blank	<F2>	For only those cash receipts that are not yet assigned to a deposit slip

In graphical mode the selected option displays to the right of the field. That is intentional.

Format	999999
Example	Press <F5>

Show application

Check this box or answer Y, to show invoice numbers and matching amounts applied to the cash receipts for open item customers. Matching invoices are not available for balance forward customers.

If you leave the field unchecked or answer N, applications will not print.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Press <Enter>

Purge file

If you check the box or answer Y, all cash receipts shown on the report will be purged from the file or table.

Exception: If you are interfaced to Check Reconciliation, deposits with corresponding cash receipts not yet transferred to Check Reconciliation will not be purged.

If you leave the field unchecked or answer N, no purging occurs.

In either event, a Cash History Report will be printed.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Press <Enter>

OK or Cancel

Make any changes and click on OK to continue. If you selected to purge the data, you are asked whether you are sure you wish to purge. If you click on Yes, the data is purged.

Character Mode

Make any needed changes from *Field number to change ?*, then press <Enter> to continue. If you selected to purge data, you are asked whether you are sure you wish to purge. If you answer Y, the data is purged.

Fully Paid Open Items

This chapter contains the following topic:

Introduction to Fully Paid Open Items .....

Introduction to Fully Paid Open Items

The *Fully paid open items* selection is how you indicate to the system that you consider certain open items to be fully paid. Future activity for these transactions is not expected. If any occurs (for instance, when a customer unexpectedly pays a debt you had written off), it is considered a new transaction.

Running this selection:

- Purges fully paid documents from A/R Open Items. A report of the purged documents is printed.
- Prints the report only, without any purge. This is sometimes a useful preliminary to a purge; it allows you to gauge the effect of any particular cutoff date (or other criterion), with no risk of losing information if you turn out to have misjudged the date.
- Calculates commissions for sales representatives, if commissions are used and are based on payments rather than on sales.
- Optionally transfers purged items to customer history for archival storage. Based on you setting for the field Keep customer history in A/R Control information, history can be saved.

You should always print customer statements before you run this selection. Otherwise, the statements may not show all the transactions that occurred since the last statement was printed.

What happens to purged entries ?

If you chose in *Control information* not to keep customer history, purged documents are deleted from the system altogether.

If you *did* choose to keep customer history, documents purged from Open Items are transferred to *Customer History*. There they may be viewed or printed, as described in the Customer History chapter, until that data in its turn is purged.

Balance Forward Customers

Balance forward and open item customers are purged differently.

For a balance forward customer with a debit balance as of the cut-off date (the usual case):

- All credits through the cut-off date are purged.
- Debits are purged only up to the point where the value of the debits purged is equal to or greater than the value of the credits purged.
- A new balance forward record is then created in an amount equal to the sum of the credits and debits that were purged. Any other debits not paid off by credits remain.

For example, suppose you have the following documents on file for a balance forward customer:

Doc #	Doc Date	Amount

111	2/01/14	100.00
201	2/25/14	200.00
225	3/10/14	75.00
316	3/15/14	225.00CR
375	4/10/14	150.00CR

You decide to purge data through 3/31/14. This customer has a debit balance as of this date of $150.00.

These actions occur:

- The software deletes document #111 and document #201.
- After the deletion of #201, the value of the documents deleted will exceed the value of credits on or before 3/31/14, so a balance forward record with an amount of $75.00 will be created. $75.00 is the difference between the debits ($300.00) and the credits ($225.00) dated on or before 3/31/14.
- After creating this balance forward record, the software will continue purging credits within the cut-off date, so document #316 will be purged.

Notice that document #225 will remain just as it is. Once the purge is complete, the following documents will be on file:

Doc #	Doc Date	Amount
Created by software 2/25/16		75.00 (software created balance forward)
225	3/10/16	75.00
375	4/10/16	150.00CR

For balance forward customers with a credit balance (payments and credits exceed charges) a similar process occurs, except that all debits are purged and credits are purged only until the amount of the credits purged is equal to or greater than the amount of the debits purged.

This method of purging balance forward customers allows the detail of long outstanding charges for inactive customers to remain, thereby making collections easier.

If commissions are being paid on payments (as specified in the Commissions paid on field from A/R *Control information*
), then commissions due to sales reps are calculated for the open items that are purged. Since commissions are only paid on fully paid open items, when the balance forward document is created, any commission that was associated with the document that was partially paid (Document #201 in the example above) will be carried forward to the balance forward document. This commission will be paid when the balance forward document is purged on a subsequent run of *Fully paid open items*.

Open Item Customers

For an open item customer, the software purges fully paid documents as follows:

- All the documents with the same apply-to number, whose document date is on or before the cut-off date, are considered. If the net sum of these documents is zero, then all of the documents for that apply-to number are purged.
- Payments dated after the cut-off date are not considered during the purge, so that an invoice dated prior to the cut-off date will be purged only if the payment that applies to it is also within the date range.
- Also, if the credits that apply to an invoice are greater than the invoice debit amount, the invoice will not be purged.

In other words, unless the credits applied to an invoice equal the total of an invoice exactly, neither will be purged.

Commissions On Payment - Purge Open Items

If you do not employ sales representatives, or if you do not pay them on commission, ***this section does not apply to you***.

If your commissions become payable when goods are *sold* (rather than when they are *paid for)*, you should likewise ***skip this section***.

All three of these points are determined by your entries in A/R *Control information*. See the Use commissions field and the commissions related fields following that one.

Open items are considered to be fully paid at the time they are purged. Therefore, it is normally at this point that commissions are calculated.

For each purged open item with a commission amount:

- The sales rep's period-to-date and year-to-date commission amounts are updated.
- The commission amounts in the customer's period-to-date and year-to-date fields are updated.
- Commission due information is stored for the document. This information will appear on the *Commissions Due* report.

If you do not usually purge invoices until some time after they are paid, you may not want your sales representatives to wait for the purge before they can get their commission. To pay commissions in advance of the purge, see the discussion on field Log commission due for open item customer. As the field name implies, this can only be done for open item customers.

The payment date for the commission is whatever date you enter in the **Thru what date** field.

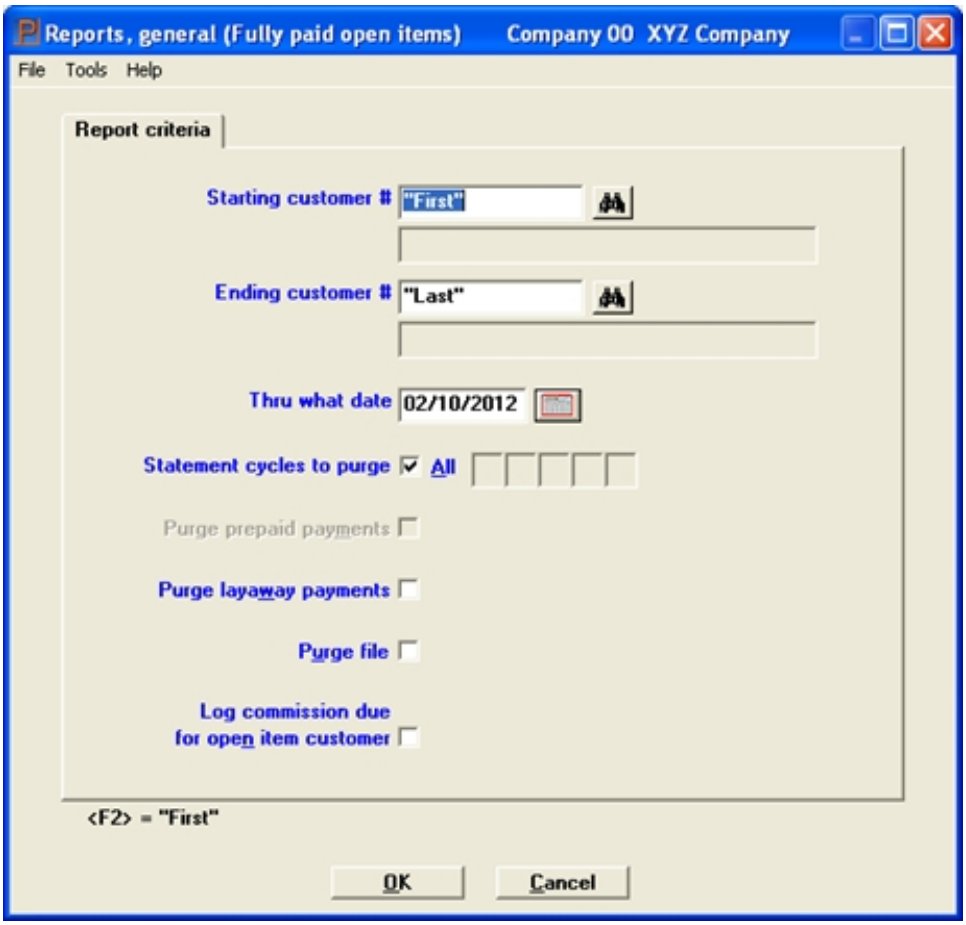
Select

Fully paid open items from the *Reports, general* menu.

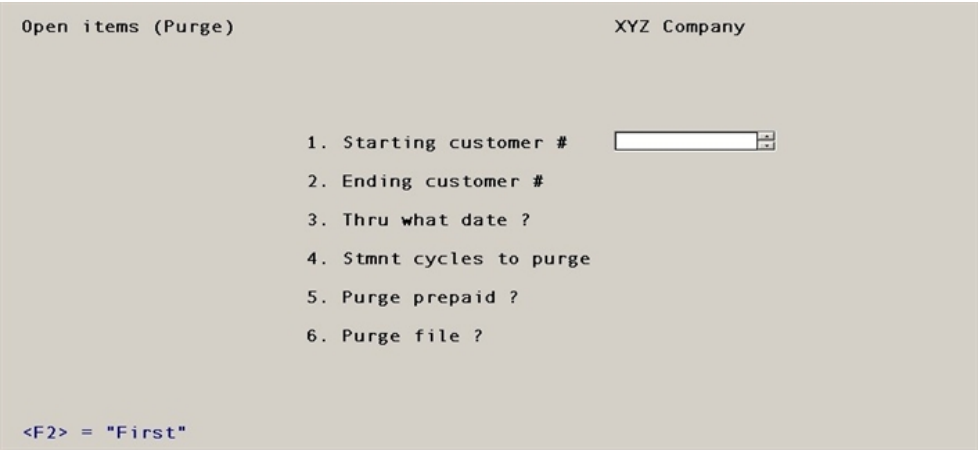
You may also access this via *Purge* from the *Open items* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting customer # *and* Ending customer

Enter the range of customer numbers for which fully paid documents are to be included in the purge, or use the option:

Options

<F2>	For the First starting customer number or Last ending customer number

Format	12 characters
Example	Type 50 in the starting field and 300 in the ending field.

Thru what date

This is the last date for which paid open items will be considered for purging. All open items dated after the entered date will remain, whether or not they are fully paid. When paying commissions on payments, the commission amounts are posted to Commissions Due with this date.

Enter a date. The default is the current system date.

Format	MMDDYY
Example	Press <Enter>

Statement cycles to purge

Enter up to five statement cycle codes. Only those customers having codes matching these will have their paid A/R open items purged.

<F5>	For All statement cycle codes

In the first subfield, you may use the option:

Format	One letter in each of five subfields. If you have fewer than five, enter a blank in the next subfield.
Example	Press <F5>

Purge prepaid payments

This field will display as (Not applicable) if the A/R Control information *Process prepaid cash* field is unchecked (entered as N).

A fully applied prepaid items means it has a matching positive and negative amount in Open Items.

If you are checking the box or entering Y on the Purge file field you may check this box to have fully applied prepaid deposit amounts removed from A/R Open Items. Leave it unchecked if you want to retain the fully applied prepaid deposit amounts in Open Items.

If you are leaving it unchecked or entering N on the **Purge file** field you may check this box to have the fully applied prepaid deposit amounts printed on the purge report. Leave it unchecked if you do not want to print the prepaid deposit amounts on the report.

Prepaid deposits are converted to a payment type when applied to and posted with an invoice. They are not retained historically following a purge.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is N.
Example	Answer Y

If you need to purge a prepayment that has not been applied to an invoice, enter a matching prepayment amount to the same customer with the same check number and date as the original prepayment, but with a negative amount. If the original prepayment amount was $400, then enter the prepayment as -$400. The both the positive and negative prepayment will purge.

Purge layaway payments

This field cannot be entered if Point of Sale is not installed on your system.

Layaway payments will only purge if there is a matching positive and negative layaway amounts in Open Items.

If you are entering Y on the Purge file field you may select Y to have layaway payment amounts removed from A/R Open Items. Answer N if you want to retain the layaway payment amounts in Open Items.

If you are entering N on the **Purge file** field you may select Y to have layaway payment amounts printed on the purge report. Answer N if you do not want to print the layaway payment amounts on the report.

Layaway payments are converted to a payment type in Open Items when applied to and posted with an invoice from Point of Sale. They are not retained historically following a purge. However layaway payments are retained with Point of Sale invoice history.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is N.
Example	Answer Y

Purge file

Check the box or enter Y if you want to have the fully paid items removed from A/R Open Items and to print the Purge Report. Leave the box unchecked or enter N if you want the report only, without

purging the data.

Purged open items are transferred to Customer History (provided *Keep customer history* has been checked in *Control information*), and is then available for reviewing or reporting through *Customer history*.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is N.
Example	Answer Y

Log commission due for open item customer

This may only be entered if:

- Commissions are paid upon payment (per A/R *Control information)*, and
- You unchecked the box (answered No) to the Purge file question above.

Check the box (answer Yes) if you wish commissions due to sales reps based on fully paid invoices (for open item customers) to be logged prior to purging Open Items. This allows you to pay your sales representatives their commissions and still leave the invoices on file.

For open item customers, you may no longer change the apply-to number for the open item once you do this. This is because by paying the commission you are saying that the invoice is fully paid. Thus, the apply-to numbers cannot be changed because the invoice would then not really be fully paid.

If the customer later wants a credit for returned goods related to an invoice for which you have logged the commission in this fashion, then you have to issue a credit memo (which will result in a negative commission amount to reduce the sales rep's commission).

You are informed that only open item customers will be processed, and that commissions due to sales reps for fully paid open items will be logged and that the open items will not be purged. Answer Y if you are sure you want to do this.

Commissions due upon payment for *balance-forward* customers can only be logged when Open Items are purged.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N. The default is N.
Example	(This field does not appear in this example, as commissions are paid on sales)

OK or Cancel

Make any needed changes, then press <Enter> to process the file.

If you checked the box for the Purge file field, you are asked if you are sure you wish to purge. Answer Yes or No as appropriate.

An A/R Open Item Purge Report is printed. If you chose to purge, this report may not be displayed and it may not be printed to PDF. Purging makes it an audit trail report and audit trail reports have this restriction.

A sample A/R Open Item File Purge Report is in the *Sample Reports* appendix.

Customer History

This chapter contains the following topics:

Introduction to Customer History .....
Printing a Customer History Report .....
View Customer History by Date .....
View Customer History by Document Number .....
Purging Customer History .....

INTRODUCTION TO CUSTOMER HISTORY

The *Customer history* selection enables you to obtain information about an invoice after it has been fully paid and purged. This selection helps you to answer customer queries about accounts. You may *view* customer history (by date or by document number), or you may *print* it. This selection also lets you *purge* customer history.

Customer history is a historical record of open items which have been fully paid and purged from A/R Open Items. If you have chosen (in *Control information*) not to keep customer history, *this chapter does not apply*. If you do keep history, customer history is created automatically when you purge open items in *Fully paid open items*.

If you retain customer history, you will be using additional hard disk space. The Customer History can be purged periodically, so you may keep only as much history as is needed to answer routine customer queries.

You may choose to view the history of individual invoices, or to print a report showing a range of invoices.

PRINTING A CUSTOMER HISTORY REPORT

This selection enables you to print a report showing documents which have been purged from Open Items. A total for each customer and a summary total for all the documents and customers selected is printed

You may select a range of customers and a range of dates. You may further limit the report to documents associated with one A/R account.

See a sample Customer History report in the *Sample Reports* appendix.

Balance-forward customers

For balance forward customers, the report also shows the amount which was retained as a balance forward document in Open Items when the document was purged. In this case, the document total shown on the report is the amount purged, and does not include the amount retained in Open Items.

For instance, for an invoice for $200, with $75 being retained as a balance forward document in Open Items, the amount purged and shown in the invoice total would be $125. The $75 retained in Open Items would be shown immediately below the line for the invoice.

Open-item customers

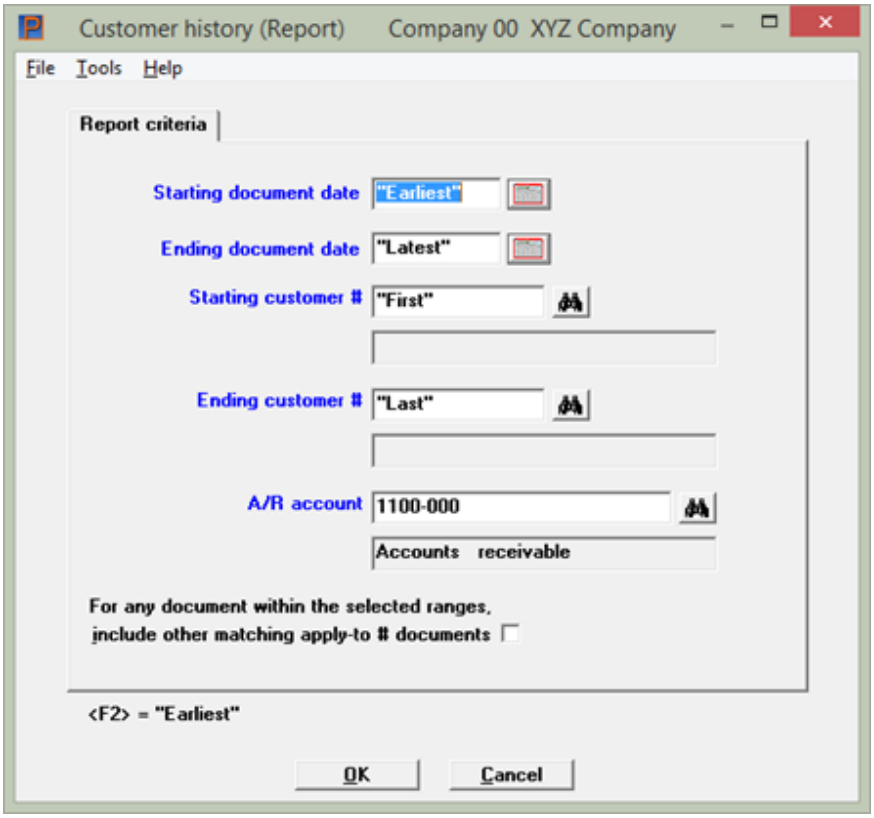
Documents are printed in apply-to number sequence for open item customers.

Select

Customer History from the *Reports, customer* menu.

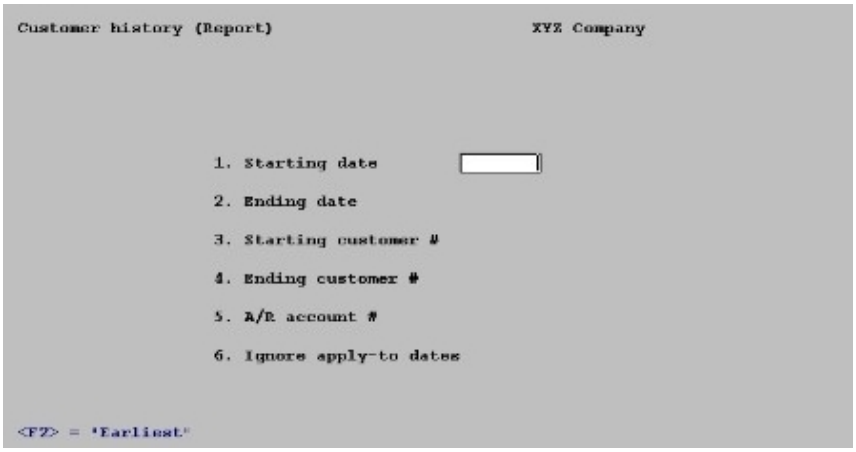
Graphical Mode

The following screen appears:



Character Mode

The following screen appears:



Enter the following information:

Starting date *and*
Ending date

Enter the range of dates to be included in the report, or use the option:

Options

<F2>	From the "Earliest" starting date or "Latest" ending date

Format	MMDDYY
Example	Press <F2> at both fields

Starting customer # *and* Ending customer #

Enter the range of customer numbers to be included in the report, or use the option:

Options

<F2>	For the "First" starting customer or "Last" ending customer

Format	12 characters
Example	Press <F2> at both fields

A/R account

Enter the number of the A/R account for which documents are to be included, or use one of the options:

Options

<F1>	For next entry in *A/R accounts*
<SF1>	For the previous A/R account
<F2>	For the default A/R account from A/R *Control Information*
<F5>	To include documents for "All" A/R accounts

Format	Your standard account number format, as defined in *Company information*
Example	Press <F5>

For any document within the selected ranges, include other matching apply-to # documents

Check the box to ignore the apply-to dates and leave it unchecked print invoices if any apply-to documents fall in the date range.

With the box unchecked, if one or more of the documents with that apply-to number has a document date which is within the date range specified the invoice will print on the report.

If you checked the box, then only invoices that fall within the document date range will print on the report.

Format	Check box, checked is yes and unchecked is no. The default is unchecked.
Example	Press <Enter> to use the default.

OK or Cancel

Make any changes as needed, or press <Enter> or click on the OK button to print the Customer history report.

View Customer History by Date

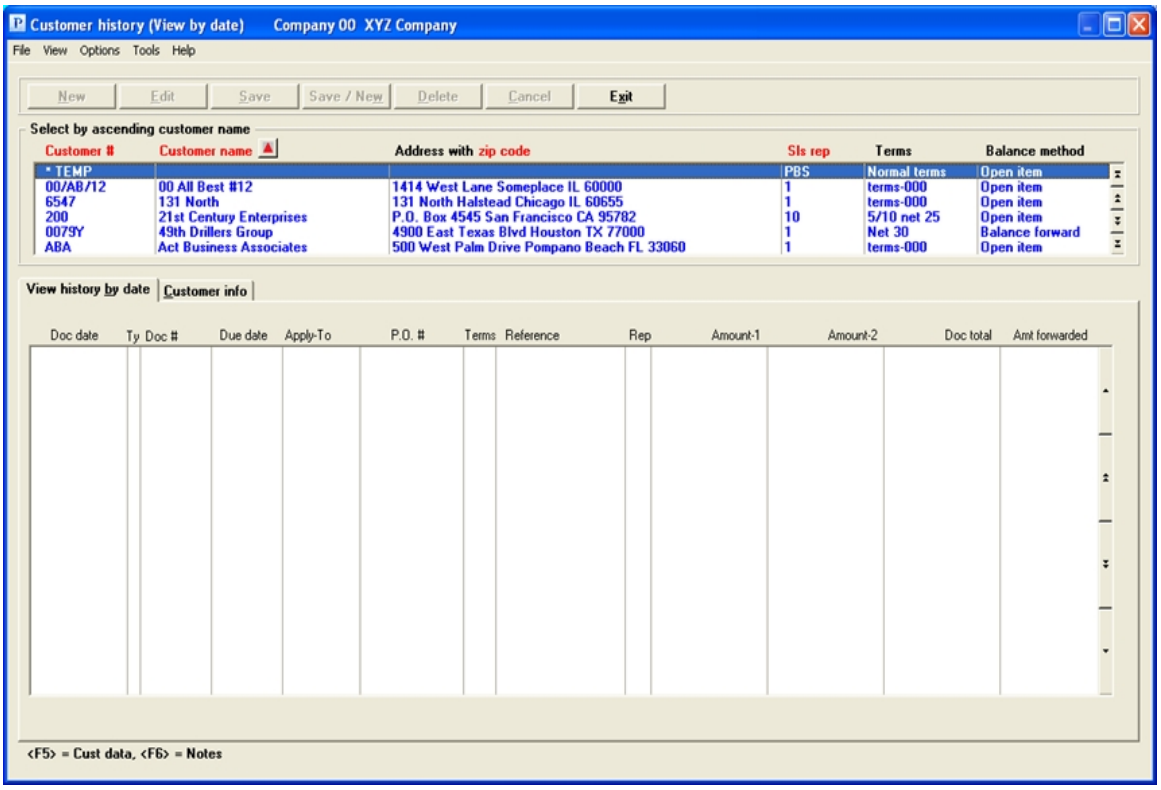
This selection lets you view customer history by its date.

Select

Customer history by date from the *View customer history* menu.

Graphical Mode

A screen like the following displays:



View Customer History by Date List box

The upper list box displays up to 6 customers at a time. You may sort the customers by customer number, customer name, zip code or sales rep all in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a customer, start typing number or name depending on which sort field is selected.

Options

In the customer list box you also have these other search options:

Down arrow or <F1>	For the next customer
Up arrow or <SF1>	For the previous customer
Page Down	For the next group of customers
Page Up	For the previous group of customers
End	For the last customer
Home	For the first customer

The customer information that displays is available for viewing only.

General Tab List Box

Once you have found the correct customer, search for a starting document date by doing the following:

Using the mouse, click anywhere in the lower list box or use the <Tab> key to highlight the first record in the lower list box.

Then type the starting date. The search format is MM/DD/YYYY. You will need to type the full 4-digit year. The search box looks something like this:

As soon as you type in the last number for the year, the program starts the search and locates the exact date or the closest date forward if there is no history document with the exact date.

Options

When searching for a history item you have the same type of search options as with the customer list box.

From this screen you may also do the following:

Options > View customers open items	To view open items for the customer selected.
Options > View invoice history	To view the invoice or credit memo in A/R invoice history. It will locate the exact or closest invoice that matches the *Apply-to* number on the highlighted line
Options > View invoices	To view an open invoice or credit memo for the customer selected.
<F5>	For more information about the customer on the Customer info tab
<F6>	To display and enter notes about this customer. For character mode refer to the *Using Notes* section of the Use of *Functions keys, Toolbar and Menus* chapter of the *System User* documentation.

Exit

Select the Exit button when finished.

Character Mode

Enter the following information:

Customer

Enter the customer number, or use one of the options:

Options

<F1>	For the next customer, in customer number sequence
<SF1>	For the previous customer
blank	To look up a customer by name

Format	12 characters
Example	Type 300

Upon selection of a customer, that customer's name, address, terms, and balance method display.

Starting customer name

If you left the customer number blank, enter the name (or just the leading characters of the name) of the customer you want to view. Upper / lower case is significant. You may use one of the options:

Options

<F1>	For the next customer, in customer name sequence
<SF1>	For the previous customer
blank	To return to looking up the customer by number

Format	25 characters
Example	(displays automatically because you pressed <F2> for customer number)

Start date

Enter the date of the oldest purged items to view, or use the option:

Options

<F2>	For the Earliest item

Format	MMDDYY
Example	Press <F2>

The following screen appears:

```
Customer history (View by date)                    XYZ Company
Customer # 300          Beverly Beauty Supply              Terms 2/10 net 30
                        750 N. Beverely Blvd.            Bal meth Balance forward
Start date "Earliest"
                        Los Angeles, CA 90005
Doc-#    Typ Doc-dte Apply-to              Amount-1                Doc-total
111       I  4/30/99                       2,139.25                 2,139.25
77990     P  4/30/99                       2,000.00-                2,040.00-

End of cust hist, <F5>=cust data, <F6>=notes, <Enter>=more info
```

Up to fourteen documents display at one time. Select from these options:

Options

<Enter>	For more information about the items on the screen
<F5>	For more information about the customer
<F6>	To display or enter notes about this customer. Refer to the Using Notes section in the *Use of Function Keys, Tool Bar and Windows* chapter of the *System User* documentation.

Either open item or balance forward documents are displayed, depending on the currently-assigned customer balance method. If documents of the opposite balance method exist within the range selected (because you have changed a customer's balance method), a warning message appears on the screen. You can obtain information on these documents by using the Customer History Report.

The screens for open item and balance-forward customers are similar except that Amt-forwarded appears only for balance-forward customers. This displays the amount for that customer which was forwarded as a balance forward entry. Refer to the Printing a Customer History Report section as to how this is computed.

To exit, press <Esc>.

View Customer History by Document Number

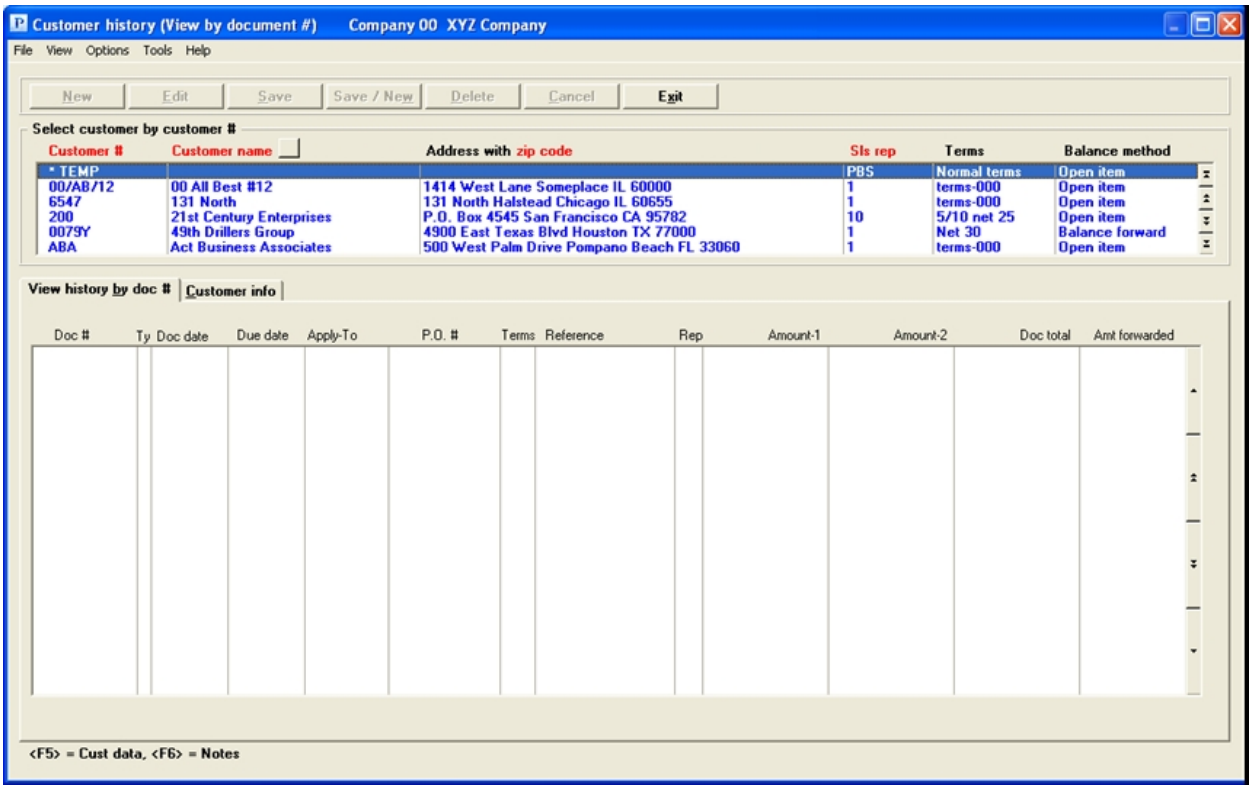
This selection lets you view customer history by its document number.

Select

Customer history by doc # from the *View customer history* menu.

Graphical Mode

A screen similar to the following will appear:



View Customer History by Document Number List box

The upper list box displays up to 6 customers at a time. You may sort the customers by customer number, customer name, zip code or sales rep all in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a customer, start typing number or name depending on which sort field is selected.

Options

In the customer list box you also have these other search options:

Down arrow or <F1>	For the next customer
Up arrow or <SF1>	For the previous customer
Page Down	For the next group of customers
Page Up	For the previous group of customers
End	For the last customer
Home	For the first customer

Once you have found the customer, then you may locate the document. The default search is by document number.

View history by doc # tab

By default the screen is sorted in document number order. If necessary select <F2> for the document number sort.

Using the mouse, click on the lower list box or use the <Tab> key to move the focus to the lower list box.

Type the document number. Starting with the first number entered and the search box will display. The program will immediately begin filtering for the document closest to the number entered. As you type in more characters it will get closer until the document is found. Select the <Esc> key to exit the search window.

To search for a different document number for the same customer, type in the new number.

View history by apply-to # tab

Select the <F3> key for the apply-to sorting.

Using the mouse, click on the lower list box or use the <Tab> key to move the focus to the lower list box.

Type the apply-to number. Type the first number entered and the search box will display. The program will immediately begin filtering for the document closest to the number entered. As you type in more characters it will get closer until the record with that apply-to is found. Select the <Esc> key to exit the search window.

To search for a different apply-to number for the same customer, type in the new number.

Options

When searching for a history item you have the same type of search options as with the customer list box.

From this screen you may also do the following:

Options > View customers open items	To view open items for the customer selected.
Options > View invoice history	To view the invoice or credit memo in A/R invoice history. It will locate the exact or closest invoice that matches the *Apply-to* number on the highlighted line
Options > View invoices	To view an open invoice or credit memo for the customer selected.
<F5>	For more information about the customer on the Customer info tab
<F6>	To display and enter notes about this customer. For character mode refer to the *Using Notes* section of the Use of *Functions keys, Toolbar and Menus* chapter of the *System User* documentation.

Exit

Select the Exit button to return to the menu.

Character Mode

If viewing by document number, a screen appears for you to enter the customer number, document number, and document type (invoice, CR memo, DR memo, finance charge, or payment).

Enter the following information:

Customer

Enter the customer number or use the options:

Options

<F1>	For the next customer
<SF1>	For the previous customer
blank	To look up a customer by name

Format	12 characters

When you select a customer number, the terms and the balance method fields automatically show what was set up in Customers.

Document

Enter the number of the document you want to view. You may leave this blank to view Cash items. (The Doc type field is automatically set to Payment.)

Format	8 characters

Doc type

Enter the type of document you want to view:

B	For Balance forward
C	For Credit memo
D	For Debit memo
F	For Finance charge
I	For Invoice
P	For Payment
R	For Returned check

Format	One letter from the list above
Example	Type I

Balance-forward customers

Choose one of these options:

Options

<F1>	To reselect a customer
<F5>	To display more information on this customer
<F6>	To display or enter notes on this customer. Refer to the *Using Notes* section of the *Use of Function Keys, Toolbar and Windows* chapter of the *System User documentation*.

If open item documents exist for this customer, you are advised of this.

Open-item customers

Choose one of these options:

Options

<F1>	To reselect a customer
<F2>	To display documents with the same apply-to number as the document selected

If balance forward documents are also exist for this customer, you are advised of this.

If you press <F2> to display all documents with the same apply-to number, up to fourteen documents display at one time and the following options are available to you:

Options

<Enter>	For more information about these documents
<F5>	For more information about the customer
<F6>	To display or enter notes about this customer. Refer to the *Using Notes* section of the Use of *Functions keys, Toolbar and Menus* chapter of the *System User* documentation.

PURGING CUSTOMER HISTORY

This selection enables you to purge documents by date, customer and/or account number. A report of the documents purged prints automatically.

Before you can delete a customer you must purge the history for that customer.

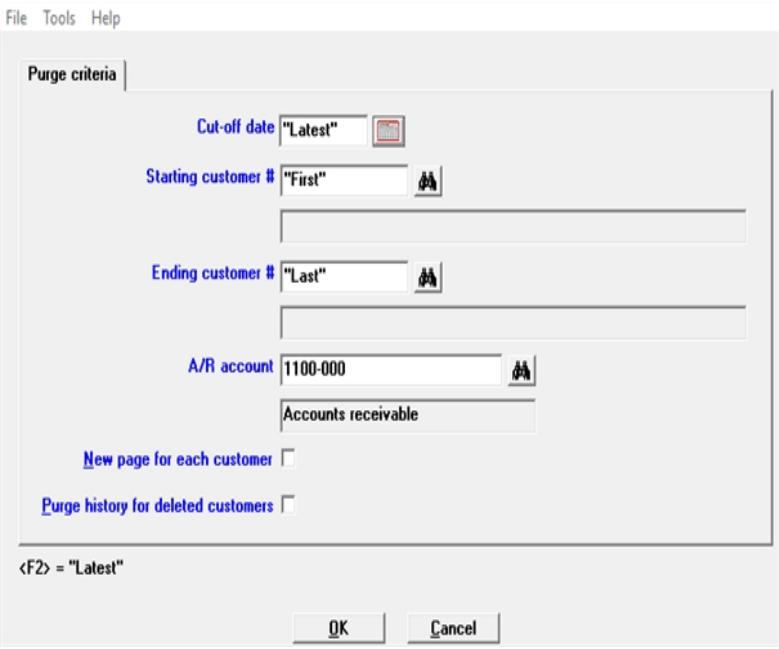
See a sample Purge Customer History report in the *Sample Reports* appendix.

Select

Purge customer history from the *Utility* menu.

Graphical Mode

The following screen appears:



Character Mode

The following screen appears:

```
Utility (Purge customer history)                    XYZ Company



                    1. Cut-off date
                    2. Starting customer #
                    3. Ending customer #
                    4. A/R account #

                    5. New page for
                       each customer ?
                    6. Purge history for
                       deleted customers ?

<F2> = "Latest"
```

Enter the following information to determine the range of documents to be purged from Customer History:

Cut-off date

This controls the purge by date. Documents dated on or before this date will be purged:

- For balance forward customers, only the document's own date is considered.
- For open item customers, all the invoices paid by a single document must be older than the cut-off date in order for any of them to be purged.

Enter the cut-off date, or use the option:

Options

<F2>	For Latest (purges documents without regard to date)

Format	MMDDYY
Example	Type 31419

Starting customer # *and* Ending customer

Enter the range of customers whose documents are to be purged. The ending customer number must be greater number than the starting customer number.

You may also use the option:

Options

<F2>	For the "First" starting customer number or "Last" ending customer number

Format	12 characters
Example	Press <F2> at both fields to purge all customer history

A/R account

If there is only one account in A/R accounts this field is defaulted to that account and this field may not be changed.

Enter the A/R account number associated with the documents to be purged. This must be a valid entry in *A/R accounts*. You may use one of the options:

Options

<F1>	For the next entry in *A/R accounts*. If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous A/R account
<F2>	For the default A/R account from *Control information*
<F5>	For All A/R accounts (purges documents regardless of account number)

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>

New page for each customer

Check this box for a page break between customers.

Format	Check box, checked is yes and unchecked is no. The default is unchecked.
Example	Leave it unchecked

Purge history for deleted customers

Customer history records can become orphaned. Check this box to purge history for customers that were removed from A/R.

Format	Check box, checked is yes and unchecked is no. The default is unchecked.
Example	Leave it unchecked

OK or Cancel

Make any needed changes, then select OK to purge or Cancel to return to the menu.

Are you sure ?

If you answer Yes to this, documents in the ranges are purged of all data; the data will no longer be available. Answer No to return to the Cut-off date field. The default is No.

You must select a printer. Use the keyboard or mouse to select a printer. Once you have selected a printer, then use the Select button to print and purge or Cancel to return to the Cut-off date field.

Purge Customer History report listing the purged data is printed when you select a printer. This report is an audit trail and may not be directed to the screen.

If there is no history within the selected parameters, then the message "No customer history records in range selected" will display.

Close a Period

This chapter contains the following topic:

Introduction to Close a Period .....

INTRODUCTION TO CLOSE A PERIOD

The *Close a period* selection enables you to clear the period-to-date fields in Customers, Sales Reps and Tax Codes. If this is the last period of the year, it also resets the year-to-date fields.

Prior to running this selection you should ensure that you have posted all sales transactions, cash receipt transactions, and finance charge transactions for the current period. Then, you should print out a customer list, tax code list, and sales rep list, in order to obtain a permanent record of the final period-to-date figures (and corresponding year-to-date figures).

If you are running Sales Analysis, and are using the customer comparative feature within that module, you will not be allowed to perform the period-close until you have successfully transferred the current period sales and cost data. Once you have performed this transfer then you will be allowed to perform the period-close.

The term period as used here may either be your accounting period or it may be a longer or shorter period of time, as you choose. For example, you could follow the procedure above and close A/R each week. In this case the period-to-date figures on the reports listed above would be weekly figures. Alternatively, you could close A/R once a quarter, in which case the period-to-date figures would be quarterly figures. If you are using S/A comparatives, then you must use the last day of the month as your closing date as S/A can only pull in data for one month at a time.

The reason that your A/R period need not correspond to your *accounting period* is that closing a period in A/R has no effect on the PBS General Ledger. The interface between A/R and G/L is through the selection *Get distributions* described in the G/L User documentation. Refer also to the *Distributions to G/L* chapter in this G/L User documentation.

The current period in A/R is determined by the Current period end date in *Control information*. If you post transactions which are dated after this date, they will not appear in the period-to-date totals. Instead, they are added to a **next period** holding field which are only accessible to you directly in graphical mode.

When this selection is run, the following happens:

- The amounts stored in the **next period** fields are transferred into the period-to-date fields and added to the year-to-date fields, so that the period-to-date fields are now accurate for the new period.
- The current period end date in A/R *Control information* is set to the ending date of the new period.
- If this is not the end of the year, the amounts in the holding fields are added to the year-to-date amounts.
- If this is the end of the year, the last-year amounts are set equal to the year-to-date amounts and the year-to-date amounts are set equal to the amounts in the holding fields.
- The holding fields are all set to zero.

Note	Your period-to-date and year-to-date figures will be accurate as long as your invoice and miscellaneous charges transactions and cash receipts never span more than two periods; the current period and the next.

If you delay running this *Close a period* selection until you have transactions dated in the period after the next period, you should not process these transactions. Do not process them until after you have run this selection.

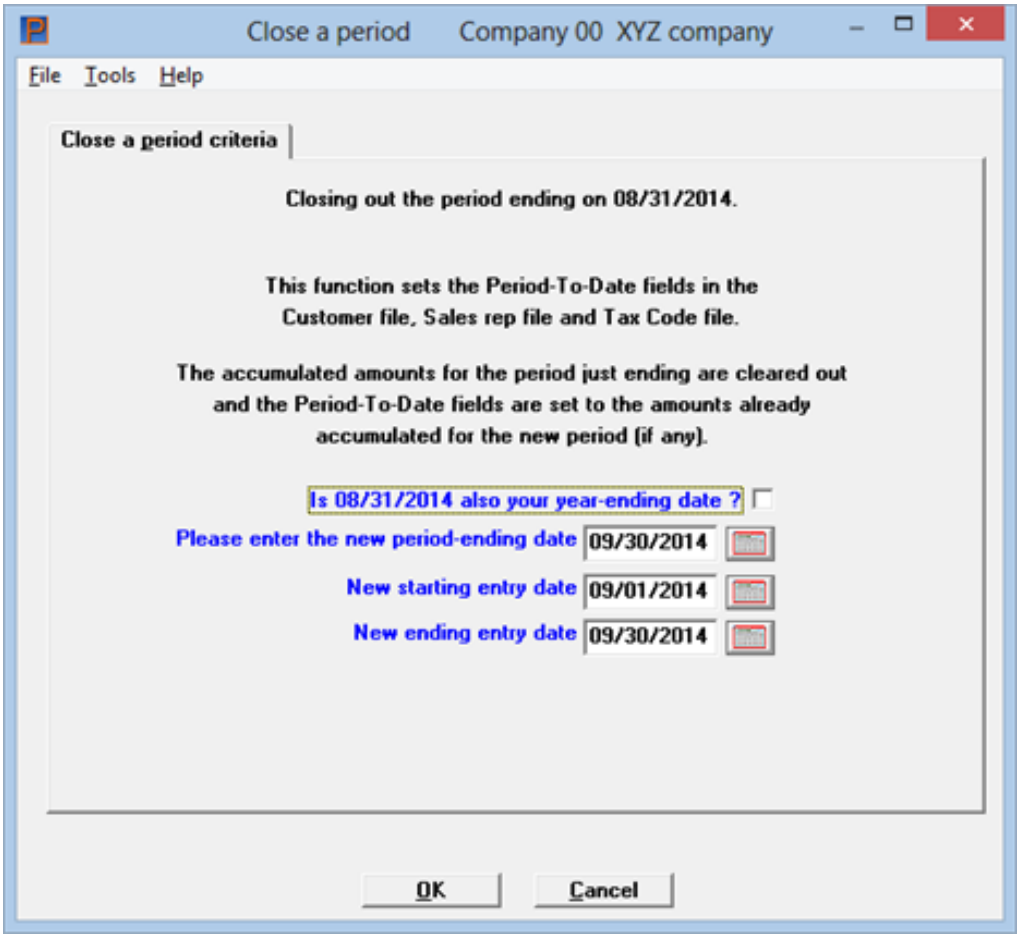
You may also use the close to modify the date entry periods, if you are using this feature as defined in *Control information*. The entry of key date fields for Miscellaneous charges, AR invoice date, Cash receipts, O/E Invoice print, POS invoice print and Returned checks are prone to misinterpretation and inaccuracy. This feature provides a mechanism to restrict users to entering dates, which ultimately result in G/L transactions, to a specified a date range. The use of this feature would substantially increase the security against accidental incorrect entry of dates. See Date Control in the *Control Information* chapter.

Select

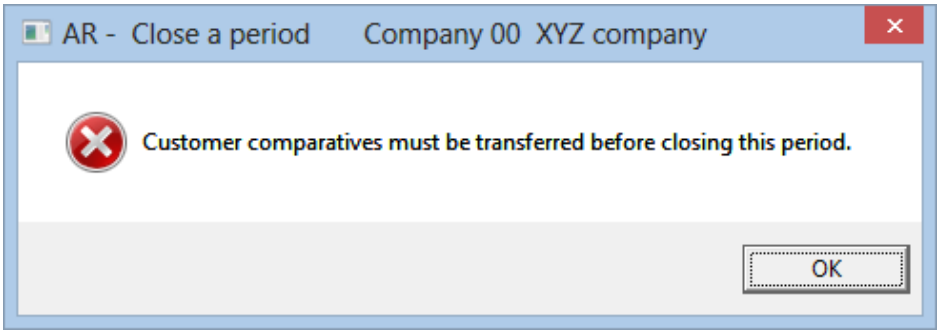
Close a period from the A/R menu.

The following screen appears:

Graphical Mode



If you are using Sales Analysis with customer comparatives and you have not transferred the current period sales and cost data, this message displays:



Character Mode

```
Close a period                                        XYZ company

                  Closing out the period ending on 8/31/14

            This function sets the Period-To-Date fields in the
               Customer file, Sales rep file and Tax Code file.

      The accumulated amounts for the period just ending are cleared out
        and the Period-To-Date fields are set to the amounts already
                 accumulated for the new period (if any).

                 Is 8/31/14  also your year-ending date ?
                 Please enter the new period-ending date
                               the new starting entry date
                                          ending entry date
```

Is [date] also your year-ending date ?

[date] represents the current period-end date.

If the period you are about to close is the last period in your accounting year, check this box (answer Y); otherwise, leave it unchecked (answer N).

Format	Graphical: Check box where checked is yes or unchecked is no. The default is unchecked Character: One letter, either Y or N

Please enter the new period-ending date

Graphical mode defaults to the last day of the next fiscal month.

You may also enter the new period ending date, or use the option:

Options

<F2>	For the same calendar date in the month following the current period ending date. The last day of the month remains the last day, even when the months have different lengths.

Format	MMDDYY

New starting entry date

This field will not display if you are not using the date entry controls. See the Control Information chapter for more information.

Graphical mode defaults to the first day of the next fiscal month.

You may also enter the new starting entry date, or use the option:

Options

<F2>	For the first day of the month following the month of current period ending date.
Format	MMDDYY

New ending entry date

This field will not display if you are not using the date entry controls.

Graphical mode defaults to the last day of the next fiscal month.

You may also enter the new ending entry date, or use the option:

Options

<F2>	For the same calendar date in the month following the current period ending date. The last day of the month remains the last day, even when the months have different lengths.
Format	MMDDYY

If you entered a starting and ending *entry* date range that is not correct or if you want to change the range mid-period, you can manually change these dates at any time in A/R *Control information*. Do not close the period again to change the date range, unless it is the right time to do so.

Graphical Mode

OK or Cancel

Make sure that all necessary accounting operations, including the printing of all reports, have been carried out before you proceed.

No report is produced by this selection.

If you are running the Passport Business Solutions Sales Analysis module, and are using the customer comparative feature within that module, some of the sales analysis reports should be run before running *Close a period*. This is because some of the information needed for these reports will be cleared by this process.

Select OK to close the period or Cancel to return to the menu without closing the period.

Character Mode

Any change ?

Answer Y to re-enter the screen, or N to reset the period-to-date fields, and if applicable the year-to-date fields, in Customers, Sales Reps, and Tax Codes.

Invoice History

This chapter contains the following topics:

Introduction to Invoice History .....
Viewing Invoice History .....
Printing the Invoice History Report .....

INTRODUCTION TO INVOICE HISTORY

The *Invoice History* selection enables you to print or view invoices in Invoice History.

To print individual invoices from Invoice History, use the *Invoices (Reprint)* selection. See Reprinting Invoices from the *Invoices* chapter.

If you are interfaced to the PBS Order Entry, be aware that Invoice History may contain invoices from both modules, depending on your responses to the question *Keep invoice history* in each module's *Control information*. Either module's *View* and *Reports* selections allow you to access invoices from both modules.

VIEWING INVOICE HISTORY

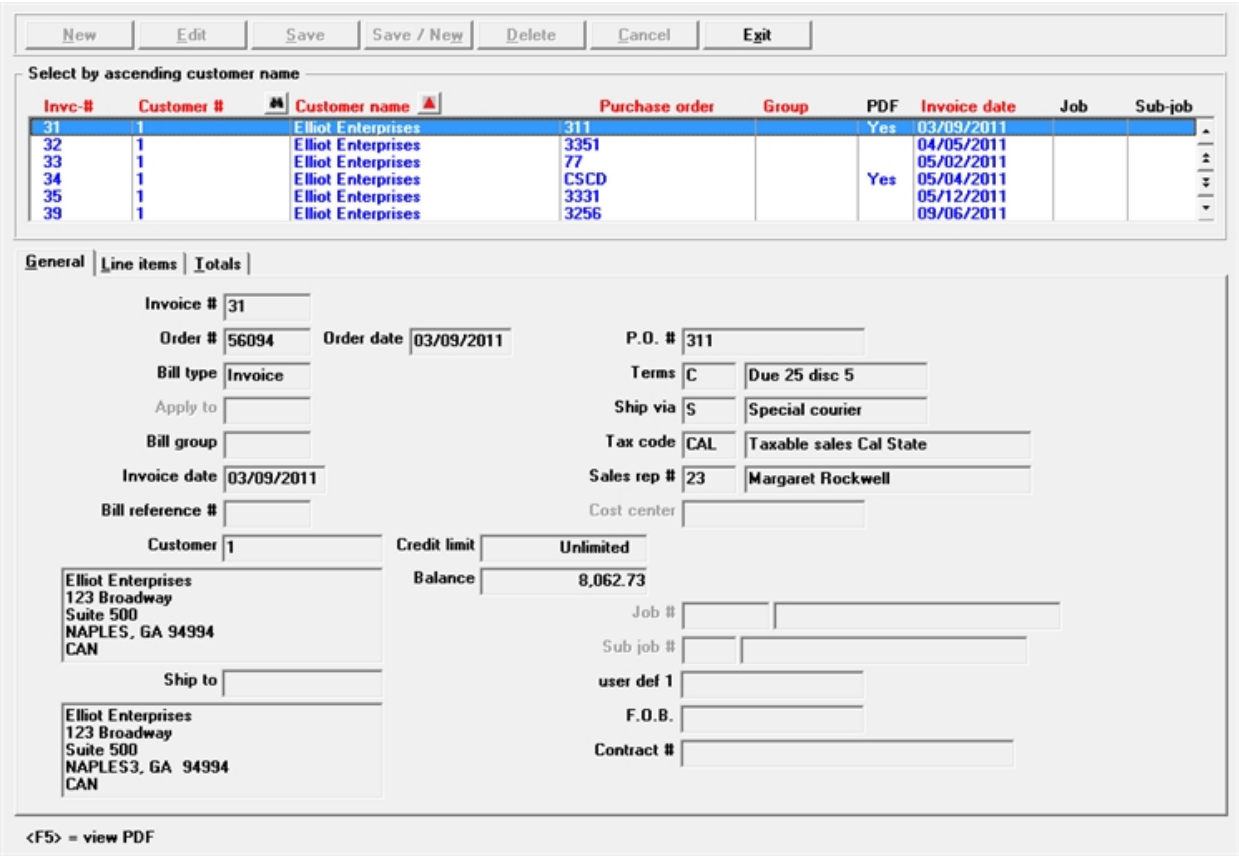
This selection lets you view invoices in *Invoice History*. Other view selections are available and are documented in the View chapter.

Select

Invoice history from the *View* menu.

View - Graphical Mode

The following screen displays:



View Invoice History List Box

The list box displays up to 6 existing historical invoices and credit memos at a time. The default view allows you to sort the invoices by invoice number, customer number, customer name, group and invoice date all in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted. The default sort is by customer name.

You may also select a customer using the customer lookup, just to the right of the Customer number column header. Within the lookup you also have the option of selecting a customer by Sales rep or Zip code.

Depending on the sort field selected, type the number or name to locate the invoice.

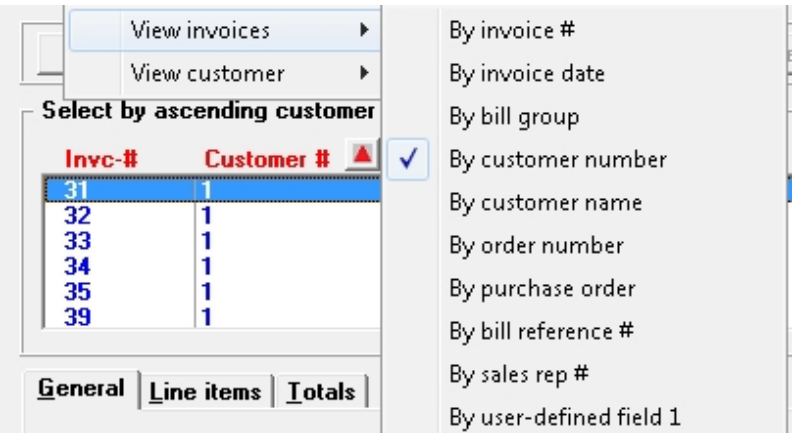
You may also use one of these options to locate an invoice by customer name:

Down arrow or <F1>	For the next invoice, in customer name sequence
Up arrow or <SF1>	For the previous invoice
Page Down	For the next group of six invoices
Page Up	For the previous group of six invoices
End	For the last invoice
Home	For the first invoice

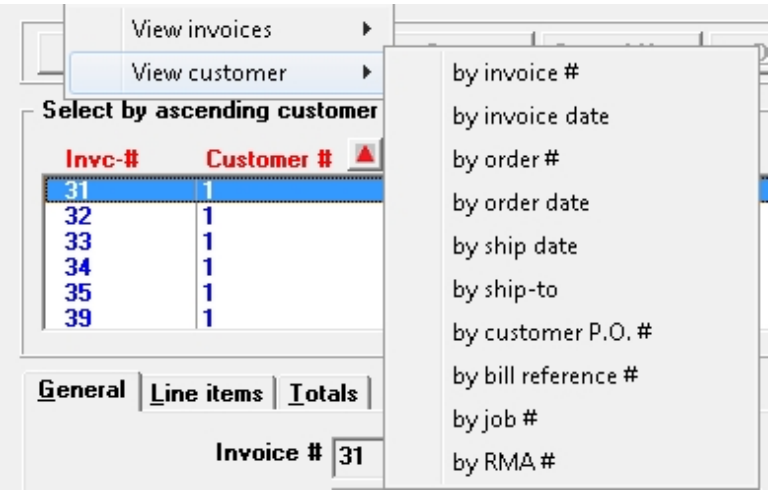
View Menu Selections

When you first access this screen, the default view option is to sort by customer number.

From the *View* menu there are two main selections with several invoice history sort options for each. These are the *View invoices* options:



These are the *View customer* options:



Each *View customer* option provides different sets of displayed fields and sort fields in the list box. After selecting a View customer option, it sorts and searches on the data for that customer only.

You may go beyond the customer's data by using the mouse or the keyboard options listed above.

You may revert back to the *View invoices* options to see all invoices.

Options Menu Selections

For general users, the menu selections can and may be restricted by the assigned menu. Also, if Order Entry is not licensed or not installed then the Order Entry menu selections will not be available for any user. The *Options* menu selections include:

Options main menu selection	Sub menu selection	Documentation
View accounts receivable	Customers open items	View Customer Open Items
View accounts receivable	Invoices	View Invoices
View accounts receivable	Customer history by date	View Customer History by Date
View accounts receivable	Customer history by doc #	View Customer History by Document Number
View order entry	Orders	See O/E user documentation
View order entry	Full order inquiry	See O/E user documentation
View order entry	Orders for an item	See O/E user documentation
View order entry	Invoice history by	See O/E user documentation

Options main menu selection	Sub menu selection customer	Documentation
View order entry	Invoice history by invoice	See O/E user documentation
View order entry	Invoice history by item	See O/E user documentation
View PDF		See the next paragraph

In order to view a PDF invoice, it must have been generated as a PDF during the printing of invoices. A Yes in the **PDF** column indicates the invoice has been generated as a PDF file. If you select an invoice that has been generated as PDF file, you will have an option to select <F5> to display the PDF file or access it from the Options menu *View PDF*.

The invoice history view consists of 3 or 4 tabs: General, Line items and Totals. The Payments tab displays only if using per A/R *Control information*.

General Tab

The default tab is General which displays the invoices number, customer address, ship-to address, purchase order number and other header fields.

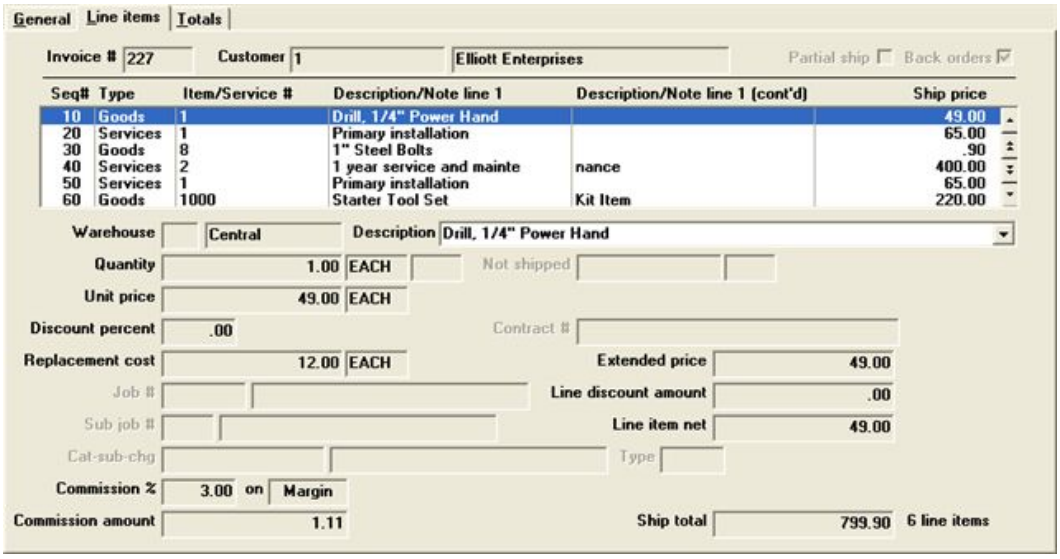
Line Item Tab

The list box on the line items tab displays up to 6 goods, services and notes lines at a time.

You may sort the lines by sequence number in ascending or descending order. Only Red fields may be sorted. Click the arrow to the right of the column name to change the sort or use the View options.

To find a lines you may type the sequence number or you may use the up/down arrows, Page Up, Page Down, Home and End keys to select any good, service or note.

The details for the selected good, service or note display in the fields below the list box.



Totals Tab

The totals tab includes fields for miscellaneous charges, discounts, taxes, freight, and payment information.

The discounted total only displays an amount if there is an invoice discount.

If you entered payment information on the order or invoice the data only displays when the payments were posted to open items. Otherwise, when the payment information is a comment and not posted no payment information displays here. If you are using Multi-payments the payments displays on the Payments Tab.

The comments display for both posted O/E orders and A/R invoces. There are differences in how the data is stored and this results in a difference in how the data is displayed here. If you are entering an order in O/E and you select the enter key between each comment, after posting comment lines 1 and 2 display on the same line and comment lines 3 and 4 display on the same line. Comment line 5 displays by itself. If you keep typing without using the enter key the comments display in a group of five lines.

General | Line items | Totals

Invoice # 271 Cust 200 21st Century Enterprises

Invoice total 56.95

Invoice discount

Invoice discount % 5.00

Discounted net 56.95

Misc charges 3.00

Freight 10.00

Sales tax

Billed total 69.95

Tax rate-1

Payment recd 100.00

Check # 8945

Bank route #

Cash account 1000-000

Comment

Cash account #13557-000

Payments Tab

If you are using multi-payment/credit card processing, per A/R *Control information*, the payments tab displays. Multi-payments is licensed separately. For more information on configuring and using this feature, see the PBS Multi-payment/Credit Card Setup appendix.

The tab shows the payments made for the invoice that originated from either an A/R invoice or O/E order. The payment code, payment description, payment amount, original payment amount, check number, last 4 digits of the credit card number, credit card expiration date and authorization code display.

If you are using O/E and you have entered an order (O type transaction only), there can be a difference between the original credit card payment amount on the order and the final payment amount charged to the credit card when selecting the order for billing. It all other situations the payment amount and original payment amount will be the same.

Here is an example of the tab:

General | Line items | Totals | Payments

Invoice # 1416 Customer 1 Elliott Enterprises

Pmt Code	Pmt Desc	Pmt Amount	Orig Pmt Amt	Check/Cr Card #	Exp Date	Authorization Code
CHK	Check	10.00	10.00	000555		3222
CSH	Cash	10.00	10.00			
MC	Mastercard	15.79	15.79	XXXXXXXXXXXX6781	12\15	053178

View - Character Mode

The following screen displays:

```
View (Invoice History)                          XYZ Company
Starting Invoice #          Starting cust #
    Invc-#  Cust-#       Name                     PDF?   Date   Customer P.O.



Enter invoice #, <F2> = "First", Blank = select customer
```

You can view invoices by invoice number, by customer number, or by customer name.

Starting invoice

Enter invoice number want to view, or use one of the options:

Options

<F2>	To start from the First invoice
blank	To view invoices by customer

Format	9999999
Example	Press <F2>

Starting customer

If you left the invoice number blank, enter the starting customer number for the invoices you want to view, or use one of the options:

Options

<F2>	For the First customer number with invoices
blank	To select customer by name

Customer name

Format	12 characters
Example	Press <F2>

If you left the customer number blank, enter the name (or just the leading characters of the name) of the first customer you want to view, in customer name sequence. Upper / lower case is significant. You may use one of the options:

Options

<F2>	For the First customer name with invoices
blank	To return to selection by invoice number

Format	25 characters
Example	(displays automatically because you pressed <F2> for customer number)

The screen now appears as:

```
View (Invoice History)                                XYZ Company

Starting Invoice #            Starting cust #  1

    Invc-#  Cust-#       Name                      PDF?    Date   Customer P.O.
 1)    213  1           Elliot Enterprises               1/07/08
 2)    214  1           Elliot Enterprises               1/11/08
 3)    215  1           Elliot Enterprises               2/19/08
 4)    221  1           Elliot Enterprises               8/01/07
 5)    222  1           Elliot Enterprises               8/01/07
 6)    226  1           Elliot Enterprises               8/01/07
 7)    227  1           Elliot Enterprises               8/01/07
 8)    230  1           Elliot Enterprises               9/10/07
 9)    235  1           Elliot Enterprises              10/03/07
10)    243  1           Elliot Enterprises        Yes    5/07/08
11)    244  1           Elliot Enterprises        Yes    5/07/08
12)   1082  1           Elliot Enterprises               7/05/07
13)   1084  1           Elliot Enterprises               7/20/07
14)   1086  1           Elliot Enterprises               7/23/07
15)   1087  1           Elliot Enterprises               7/23/07
16)   1097  1           Elliot Enterprises              10/03/07
<F1> = more invoices, line # for detailed inquiry [   ]
```

The invoices are listed on the screen.

The **PDF?** column indicates if the invoice has been generated as a PDF file. If you select the PDF generated invoice, you will have the option of displaying the PDF file.

To display more detail of an invoice, enter the screen line number (the number to the left of the invoice number). You may also use one of the options:

Options

<Esc>	To start a new selection of invoices
<F1>	To view additional invoices
<SF1>	To view previous invoices (This is only available after you select <F1> additional invoices)
<F2>	(only if interfaced to Job Cost) To toggle between viewing job numbers or purchase order numbers

Format	99
Example	Type 1

Header Information

The full header information for the selected invoice displays:

```
View (Invoice History)                                XYZ Company
                        Invoice #       243
                        Invoice date    5/07/08
                        Bill ref #      177          Bill group P2
                        Ship via        Truck
                        Bill type       Invoice

Customer  1                                Ship to
          Elliot Enterprises                        (Same as customer)
          123 Broadway
          Suite 500
          Glendale, CA 94994


                        P.O. #
                        Sales rep       20   Jonathan Harris
                        Sub account     000
                        Ship date
                        F.O.B.
                        Contract #

<F1> = line items, <F2> = totals, <F5> = View PDF
```

When you are finished viewing this screen, use one of the options:

Options

<Esc>	To select another invoice
<F1>	To view line items for this invoice
<F2>	To view totals
<F5>	To view the PDF in the PBS browser. This option is only available if a PDF record exists in the PDF master file. A PDF file may only be viewed in Windows and Thin client.

Format	(Only option key input is accepted)
Example	Press <F1> to view line items.

Line Item Information

If you press <F1>, the following screen appears:

```
View (Invoice History)                          XYZ Company

  Invc-#  Cust-#       Name                      Group   Date     Customer-P.O.
     213  1            Elliot Enterprises               1/07/08

    Seq# Type  Item/Service/Note                                     Tot-price
 1)   10 Goods MOWER1000                                             350.00
               Lawn Mower Z1000

<F2> = view totals, <F5> = view PDF, select line # for detailed inquiry
```

Select the screen line number (to the left of the line number) for detailed inquiry into one of the line items shown.

Options

You may use one of the options:

<Esc>	To return to the previous screen
<F2>	To view totals
<F5>	To view the PDF in the PBS browser. This option is only available if a PDF record exists in the PDF master file. A PDF file may only be viewed in Windows or Thin client on a UNIX/Linux system.

Format	99
Example	Type 1 to select screen line number 1.

The screen below is for a goods line item.

```
View (Invoice History)                          XYZ Company

      Invoice #      213
      Bill ref #     168                Cust #  1
      Bill type      Invoice          Cust name  Elliot Enterprises

      Line #         10      Line type  Goods
      Item #         MOWER1000
      Description    Lawn Mower Z1000           Extra special cutting


      Quantity                  1.00      EA
      Unit price              350.00      per EA
      Rplc cost               297.68      per EA
      Discount %                0.00      Extended price:              350.00
                                          Line disc amt:                 0.00
                                                              ---------------------
                                          Line item net:               350.00
      Job #          (Not applicable)

<Esc> = reselect line, <F2> = totals, <F5> = view PDF
```

Options

Use one of the options:

<Esc>	To select another line
<F2>	To view totals
<F5>	To view the PDF in the PBS browser. This option is only available if a PDF record exists in the PDF master file. A PDF file can only be viewed in Windows and Thin client on a UNIX/Linux system.

Format	(Only option key input is accepted)
Example	Press <F2>

Totals Information

After selecting <F2> the following screen appears:

```
View (Invoice History)                          XYZ Company


    Invoice        213
                                                Cust #   1
    Bill ref #     168                       Cust name  Elliot Enterprises
    Invc total     350.00

    Invc disc %    .00

    Misc charges   .00
    Freight        .00
    Sales tax      37.00                Billed total   387.00

    Payment recd   .00




<F1> = view line items, <F2> = sales tax amounts, <Esc> = reselect invoice
<F5> = view PDF
```

To end viewing this invoice, press <Esc>.

Options

On the totals screen you can use one of the following options:

<Esc>	To select another invoice
<F1>	To return to viewing line numbers for this invoice
<F2>	To view sales tax for this invoice, showing each tax rate of the applicable tax code
<F5>	To view the PDF in the PBS browser. This option is only available if a PDF record exists in the PDF master file. You may only view a PDF file in Windows and Thin client.
<F6>	To view payment information when using Multi-payments. For more information on configuring this feature, see the PBS Multi-payment/Credit Card Setup appendix.

Format	(Only option key input is accepted)
Example	Press <Esc>

PRINTING THE INVOICE HISTORY REPORT

Use this selection to print a report of invoices by customer, invoice number, bill group, item number and sales rep ranges.

Invoices that do not have any lines will not print on the report.

You have the option of purging invoices. When you select to purge data you cannot cancel the program.

Select

Invoice history from the *Reports, general* menu.

The following screen appears:

Graphical Mode

Reports, general (Invoice history) Company 00 XYZ Company

File Tools Help

Report criteria

Print in order by Customer #

Purge this history

Purge orphan secondary records

Starting customer # "First"

Ending customer # "Last"

Starting sales rep "First"

Ending sales rep "Last"

Starting invoice # "First"

Ending invoice # "Last"

Starting job

Ending job

Starting invoice date "Earliest"

Ending invoice date "Latest"

Recurrence ref # "All"

# of header lines 1

# of line item lines "All"

Starting bill group "First"

Ending bill group "Last"

Invoice totals

Each customer on a new page

Starting item # "First"

Ending item # "Last"

OK Cancel

Character Mode

```
Reports, general (Invoice history)                XYZ Company

     1. Print in order by

     2. Starting customer #
     3. Ending customer #
                                          14. Recurrence ref #
     4. Starting invoice #
     5. Ending invoice #                  15. # of header lines
                                          16. # of line item lines
     6. Starting invoice date             17. Invoice totals ?
     7. Ending invoice date
                                          18. Purge this history ?
     8. Starting bill group
     9. Ending bill group

    10. Starting item #
    11. Ending item #

    12. Starting sales rep
    13. Ending sales rep
C = Cust #, I = Inv #, B = Bill grp, S = Sales rep
```

Enter the following information:

Print in order by

Enter the order in which to show the invoices:

Character	Graphical	Character	Graphical
C	Customer #	S	Sales rep (if sales reps are used)
I	Invoice #	T	Item #
B	Bill group	J	Job # (if you use Job Cost)

Note	If you select to print in order by invoice number, grand totals will not appear on the report.

Format	Graphical: Drop-down list Character: One letter from the list above
Example	Type C or select Customer #

Purge this history

Check this box or type Y to purge the selected invoices from the Invoice History, or press <Enter> to leave them.

This selection purges the invoice history header and associated lines, auxiliary and serial numbers data.

If you select *all* existing invoices for purging, the data is cleared and the file/table size is reduced to zero. Selecting to purge only some of the invoices does not reduce the size of the file/table; the invoices selected only become inaccessible.

If you want to purge some invoices to recover disk space from data files, after you purge here use *Export a file* and *Restore from an export file* on the invoice history header, lines, auxiliary and serial numbers to regain the disk space. Refer to the *Data Recovery Utilities* appendix in the *PBS Administration* documentation. Note that this will not be effective for reducing an SQL table size.

The purge function runs fastest when a specific invoice # range is entered. An item # range is not applicable during purge. This insures that all line items for each invoice # are purged.

In Character mode you have the option to enter B for purging both history and orphan records. See the next field or an explanation of orphan records.

When you select to purge invoice data you will not be able to cancel the program.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y, N or B
Example	Press <Enter> for No

Purge orphan secondary records

This field is available in Graphical mode only and cannot be entered unless the Purge this historyfield is checked.

The primary record is the invoice history header. Secondary records are the invoice history lines, auxiliary and serial numbers. Secondary records cannot be printed with this report when the primary header record is missing.

Check this field if you suspect that you have orphan secondary records. Under normal operation this will not happen. After you upgrade from an older version, or if you have had to recover invoice history data it would be a good time to select this option.

Secondary records print on the report when they are purged.

Orphaned records will not purge unless there are other invoices with headers that are in the range selected.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N
Example	This option is not available because you selected No in the previous field

Starting customer # *and* Ending customer

Enter the range of customers for whom to show invoices.

Options

You may also use the option:

<F2>	For First starting customer number or Last ending customer number

Format	12 characters for each field
Example	Type 99 at both fields.

Starting invoice # *and* Ending invoice

Enter the range of invoice numbers for which to show invoices. You may also use the option:

<F2>	For First starting invoice number or Last ending invoice number

Format	999999 for each field
Example	Press <F2> at both fields.

Starting invoice date *and* Ending invoice date

Enter the range of invoice dates for which to show invoices. You may also use the option:

<F2>	For Earliest starting date or Latest ending date

Format	MMDDYY for each field
Example	Press <F2> at both fields

Starting bill group *and* Ending bill group

Enter the range of bill groups for which to show invoices. You may also use the option:

<F2>	For "First" starting bill group or "Last" ending bill group

Format	3 characters for each field
Example	Press <F2> at both fields.

Starting item # *and* Ending item

If you are printing in invoice order (in Print in order by field), these fields cannot be entered.

The entire invoice will be printed if any goods line item of the invoice matches this range. The invoice will only be printed once, even if more than one line item of the invoice lies within the range.

Enter the range of item numbers for which to show invoices. You may also use the option:

<F2>	For First starting item or Last ending item

Format	15 characters at each field
Example	Press <F2> at both fields.

Starting sales rep *and* Ending sales rep

These display only if you use sales reps in your business, as specified in A/R *Control information*.

Enter the range of sales rep for which to show invoices. You may also use the option:

<F2>	For First starting sales rep or Last ending sales rep

Format	3 characters for each field
Example	Press <F2> at both fields.

Recurrence ref

Enter the recurrence reference number (if any) of the invoices you want to show, or use one of the options:

Options

<F5>	To show invoices for All recurrence reference numbers
blank	For None

Selecting a recurrence reference number here allows you to show all invoices that were the result of a specific recurring bill.

Format	6 characters
Example	Press <F5>

of header lines

Enter the number of header lines to show for each invoice: 1 or 2.

Format	9
Example	Type 2

of line item lines

Type 2 to show 2 line per line item, 3 for 3 lines, or 0 for no line item information.

Options

You may also use the option:

<F5>	For All information for each line item

Format	One digit, either 2, 3, or 0
Example	Type 2

Invoice totals

If you are printing in customer number or item number order (in Print in order by field), or if you have entered 0 for # of line item lines, this field cannot be entered.

Otherwise, check this box or type Y to show the dollar total information for each invoice and for all invoices selected; otherwise, leave it unchecked (type N). If you have an invoice with no line items, totals for that invoice will not be shown.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N
Example	Check the box or type Y

Note	The remaining fields on the screen appear only in the circumstances explained in each case.

Each (__) on a new page

	{customer}	
	{invoice}	
Each	{bill group}	on a new page?
	{item}	
	{sales rep}	
	{job}	

The text within the braces corresponds to whatever you entered for the Print in order by field. Furthermore, there are two cases in which this field cannot be entered:

- You selected a range in which the starting entry is the same as the ending one.
- You chose in # of line item lines field not to print detail line items.

Otherwise, do you want a page break at each break in the sequence of customers, jobs, etc. Check the box or enter Y to begin each such entry on a new page, or leave it unchecked, enter N, if you do not want the page breaks to reflect these breaks.

Invoices that have no line items will not be forced to a new page regardless of what is entered here.

Format	Graphical: Check box, where checked is Yes and unchecked is No Character: One letter, either Y or N
Example	Leave it unchecked or type N

Starting job *and* Ending job

These fields appear only if you are interfaced to Job Control and have chosen to print in job sequence. Even then, they may be renumbered if some of the intervening fields have been skipped.

Enter the range of jobs to show. Follow the screen instructions.

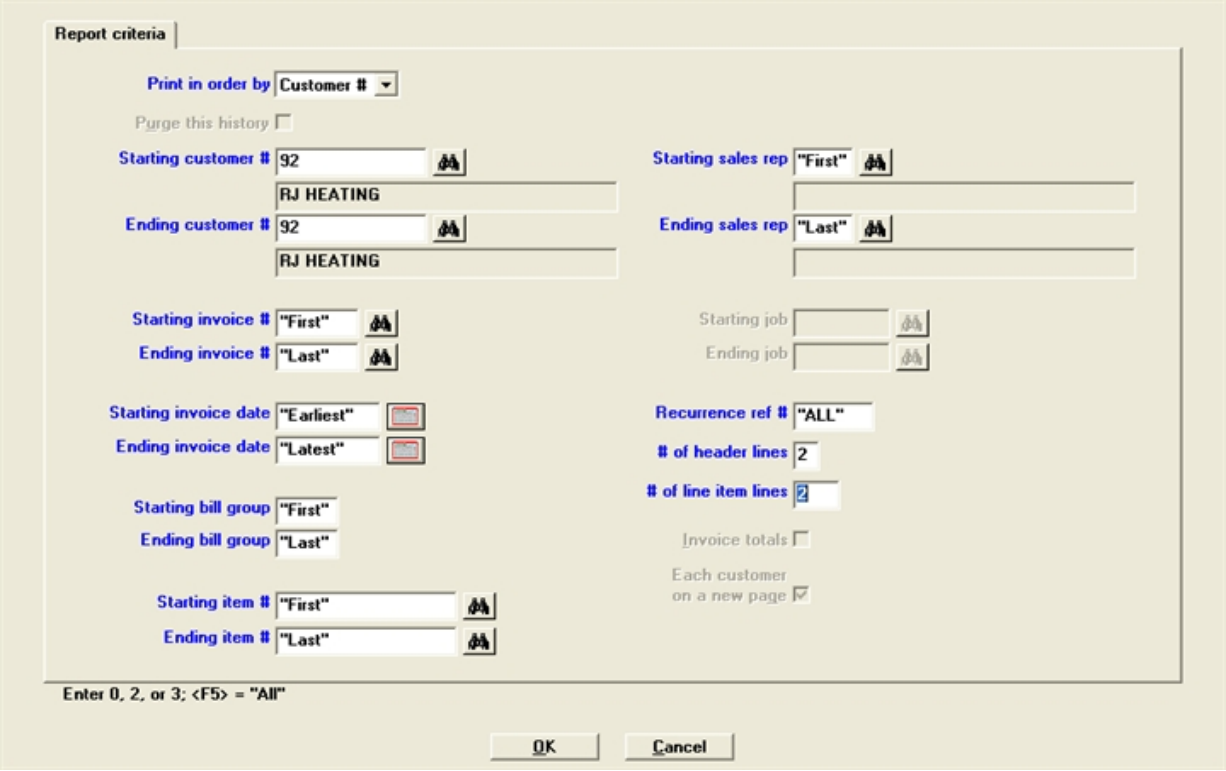
<F2>	For First starting job or Last ending job

Format	7 characters for each field
Example	(These two fields do not display since Job Cost is not interfaced.)

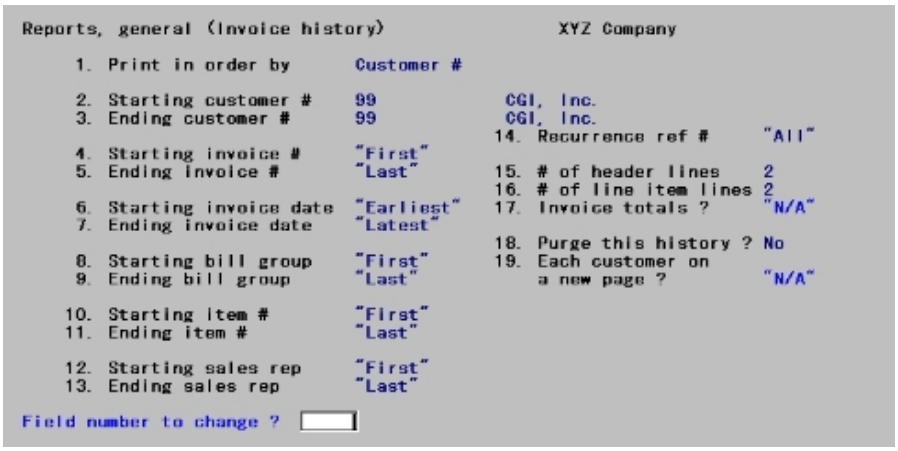
OK or Cancel

The completed screen follows:

Graphical Mode:



Character Mode:



Make any needed changes, or press <Enter> to print the report.

UPS Address Export

This chapter contains the following topic:

Introduction to UPS Address Export .....

INTRODUCTION TO UPS ADDRESS EXPORT

The UPS Address Export utility will export either A/R Customer, O/E Order header, A/R Ship-to or A/R Invoice Auxiliary data to a CSV text file format (Comma Separated Values) that is compatible with the UPS Shipping software address import. This utility will save time on data entry in the UPS shipping software.

A CSV (Comma Separate Value) file format also gives you the ability to open the exported file in spreadsheet type applications like MS Excel

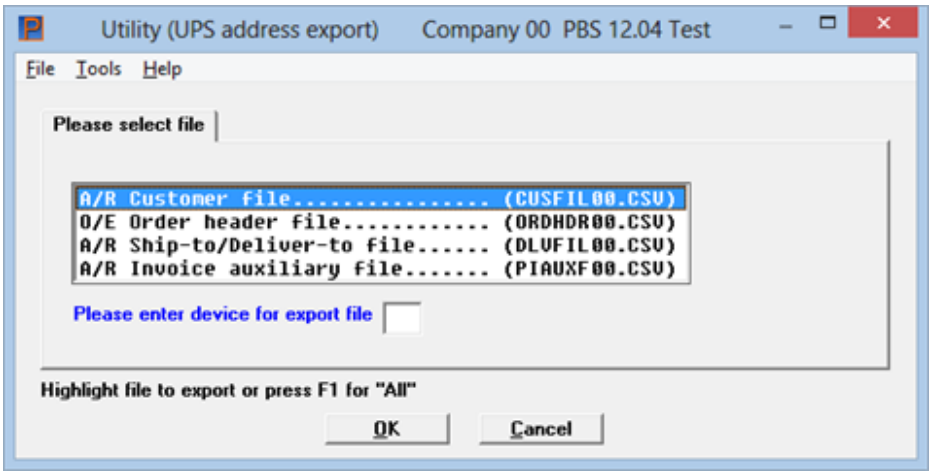
The file is exported and saved to the top-level PBS directory. Note the name of the file when you select it.

Select

UPS address export from the *Utility* menu.

The following screen appears:

Graphical Mode



Please select file

Use the arrow keys to select one of the following options:

A/R Customers

O/E Order headers

A/R Ship-to/Deliver-tos

A/R Invoice auxiliary file

Please enter device for export file

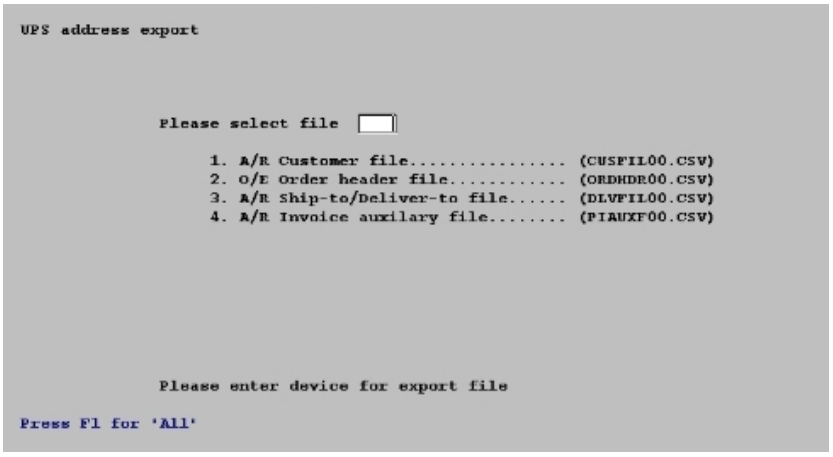
Enter the drive letter of the device where you want to export the file. If you want the file exported to the top-level PBS folder, enter that drive letter.

OK or Cancel

Select OK to export the selected file or Cancel to return to the menu without exporting a file.

For the next steps see Exported File.

Character Mode



Select the appropriate files to export.

Please select file

Enter the number of the file/table or use the option.

Options

<F1>	To select the export of all the files

Format	One number, either 1, 2, 3 or 4.
Example	Type 1

Please enter device for export file

This message will not display if you are using the Thin client, UNIX or Linux versions of PBS.

Enter the drive letter of where your PBS is installed.

Any change ?

Use the default of N if their are not changes or select Y to select a different CSV output.

Format	One letter, either Y or N with N defaulted
Example	Type Enter

Exported File

Some processing will occur while the export file(s) is being created.

Once export processing is complete, press <Esc> to return to the menu. Then navigate to the top-level PBS directory and select the file.

The file name will contain the company number as the two characters before the extension. In this case the file extension is always *.CSV*. The following list contains the name and description for each file with the 'xx' indicating the company number

CUSFILxx.CSV	Contains the customer information of company name, contacts 1/2, address 1/2, city, state zip code, phone 1/2, fax 1/2 and customer number.
ORDHDRxx.CSV	Contains the Order header information of company name, address 1/2, city, state zip code, order number, deliver-to number and terms code.
DLVFILxx.CSV	Contains the ship-to information of company name, contacts 1/2, address 1/2, city, state zip code, phone 1/2, fax 1/2, ship-to number and customer number.
PIAUXFxx.CSV	Contains the auxiliary file/table information of company name, address 1/2, city, state zip code, and bill reference number.

Note	After opening a CSV file from the top-level PBS directory with a spreadsheet application, if you are going to enter more data for exporting, close the spreadsheet application first before doing the next export.

Ship-to Data Entry

You can enter ship-to information in the O/E order header, A/R Ship-to/Deliver-to and A/R Invoice Auxiliary files/tables. The three ship-to address fields for each of these files/tables are free form text of 30 characters each. So in order for the data to export to the correct city, state and zip fields, you must enter ship-to information in a specific format.

When you enter a ship-to address, you have up to three lines of address information. The last line, whether it be the Ship-to addr-1, Ship-to addr-2 or Ship-to addr-3 must have the city, state and zip on the same line. There must be a comma following the city. The state can only be 2 characters and zip code must follow the state. Here are two examples of the proper format.

```
Glenview, IL 60026
Rapid City, SD 57701
```

Recurring Sales

This chapter contains the following topics:

Introduction to Recurring Sales .....
Entering Recurring Sales .....
Distributions .....
Printing an Edit List of Recurring Sales .....
Selecting Recurring Sales for Use .....
Using Selected Recurring Sales .....

INTRODUCTION TO RECURRING SALES

The *Recurring Sales* selection enables you to enter miscellaneous charges separately from the miscellaneous charges process and they can be generated on a recurring basis without having to re-enter.

There are distinct differences between *Recurring sales* and *Recurring bills*. See the Recurring Bills chapter. You can use either method or both as applicable to your business. It is important to understand the differences between the two:

- *Recurring sales* produces no printed document that you can send to the customer. The invoices you enter in this selection exist only within the system and are posted to open items through miscellaneous charges.
- There are no line items in *Recurring sales* entries, and no way (other than by the Reference field) to identify what is being sold or returned. Even if you are interfaced to the Inventory Control or the Inventory Management modules, your inventory is not updated by these transactions.
- Invoices or returns entered in *Recurring sales* are not included in any invoice history reports or *View* inquiries.
- Both *Recurring sales* and *Recurring bills* generate accounting transactions to the General Ledger, but each is reported from a different journal source.
- The *Cash receipts* selection is used to apply cash to open items derived from either *Recurring sales* or *Invoices* that result from *Recurring bills.*
- Both *Recurring sales* and *Invoices* that results from *Recurring bills* are included as line items on statements when used.
- For *Recurring sales* the document number is not auto-generated. You enter the starting document number during the *Use selected* process.

Recurring sales are processed in several stages: They must be entered, Selected for use, Use selected and then posted to *Miscellaneous charges*. In between, you can print an edit list of un-selected recurring sales. Once in *Miscellaneous charges*, you can edit, delete or run Miscellaneous charges edit list. You must again post the transactions in order for them to become open items. See the Miscellaneous Charges chapter.

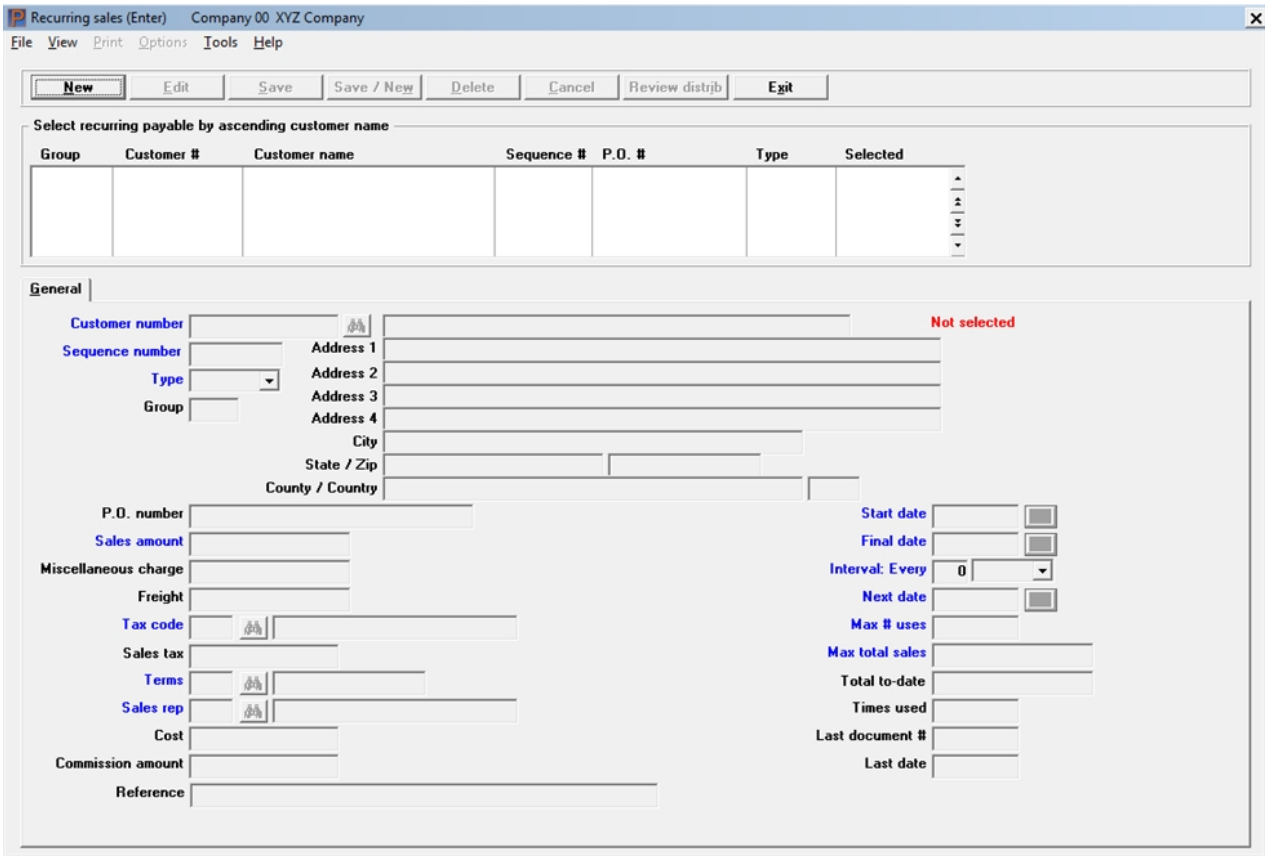
Select

Enter from the *Recurring sales* menu.

ENTERING RECURRING SALES

Two screens may be needed for a *Recurring sales* entry. The first screen appears as follows:

Graphical Mode



Recurring Sales List Box

The list box displays up to 6 customers at a time. You may sort the customers by customer group, customer number, or customer name, all in ascending or descending order. Only column names in red may be sorted. To select or change the sort field, click on the column name or the arrow to the right of the column name or use the View options.

To locate a customer, start typing the number or name depending on which sort field is selected or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the customer. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Customers that display in the list box are available for changes or deletion. The fields for the selected customer display in the lower part of the screen.

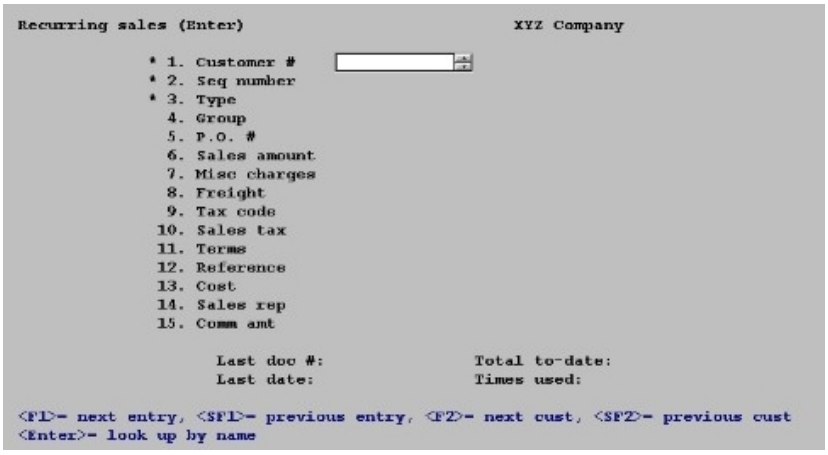
When a customer is found, you may select the <Enter> key or Edit button to start editing.

Recurring Sales Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new customer
Edit	Alt+e	For editing an existing customer
Save	Alt+s	For saving a new customer or for saving the changes to an existing customer
Save/New	Alt+w	This is a combination of the Save and New buttons
Delete	Alt+d	To delete a customer. Certain conditions must be met before a customer can be deleted. See Deleting Customers
Cancel	Alt+c	To cancel adding or editing a customer. Your entry will not be saved and the record will revert back to its previous state
Edit Distrib	Alt+i	To access the distribution accounts data of an existing recurring sale for editing or deletion
Exit	Alt+x	To exit the window and return to the menu

Character Mode



From this screen you can work with both new and existing recurring sale entries. If an entry has already been made for the customer number, document number and document type you specify, it will appear and be available for changes or deletion.

Enter the following information:

Customer number

This is the number of the customer for this entry. This must be an existing customer.

Options

Enter the customer number, or use one of these options:

<F1>	For the next entry.
<SF1>	For the previous entry.
<F2>	For the next customer, in customer number order.
<SF2>	For the previous customer, in customer number order.
<F6>	Use previous customer. This option is only available if you have entered a previous recurring sale, and you have not exited the recurring sales screen (and returned) and you are about to enter another recurring sale.
blank	To look up by customer name.

You may also locate, edit or add a customer via the customer lookup. For more information about the lookup functions see Customer Lookup.

Using character mode if you select an existing recurring sale, then you will be asked:

Right entry ?

Options

Enter one of these options:

Y	To select this entry and the cursor moves to *Field number to change ?*
N	To not select this entry and the cursor moves to the *Customer number* field.

Upon entry or selection of a valid customer number, the customer name and address displays and the cursor moves to Field #2.

Format	12 characters
Example	Type 200

[Customer name]

Options

If you left the customer number blank, enter the name (or just the leading characters of the name) for this entry. Upper / lower case is significant. You may use one of the options:

<F2>	For the next customer, in customer name order
<SF2>	For the previous customer, in customer name order
blank	To return to selection by customer number

The entry of a miscellaneous customer is not allowed with recurring sales.

Sequence number

Enter the sequence number which identifies this recurring sale for this customer or use the option:

<F1>	Next entry for this customer
<SF1>	Previous entry for this customer

Format	6 characters.
Example	Type 1

Note	If you change the information on an existing recurring sale, see the section on distributions later in this chapter.

Type

This is the type of recurring sale, F for Fixed or V for Variable.

A fixed recurring sale has the same amount each period. A typical example is an installment loan repayment.

A variable recurring sale has an amount that varies from period to period. An example is a service customer whose usage varies from month to month.

For either type, you can still change the sales amount and associated fields (miscellaneous charges, freight, sales tax, commission amount, etc.) when you select the recurring sale for use, if you choose manual selection later in Select for use. (See the section titled *Selecting Recurring Sales for Use*.)

For the variable type, a varying sales amount and associated fields are easier to enter, since the cursor is automatically positioned for entry at each, in turn, later in *Select for use*.

For the fixed type, the cursor is positioned at Field number to change ? in Select for use, and you can change the sales amount and associated fields from there.

If the amount usually varies from period to period, choose *variable* for ease of use later. If it is always or almost always the same, choose *fixed*.

Format	One letter, either F or V.
Example	Type F

Note	When you select recurring sales for use, you will be able to choose between automatic and manual selection. In manual selection, you may enter changes to the sales amount and associated fields, as above. This is most suitable for variable recurring sales, since you would usually want to make such entries. In automatic selection, the recurring sale (fixed or variable) is automatically selected without any further entries. This is most suitable for fixed recurring sales, which usually require no changes.

Group

You may set up groups of any kind here, so that you may later select a group of recurring sales from which to create invoices.

Enter the group to which this recurring sale is to be assigned or use the option:

Options

Otherwise, enter a terms code or use the option:

Enter	To not assign this recurring sale to any group.

Note	For the Group field, you could set up separate groups for fixed and variable recurring sales. Then you could choose the "fixed recurring sales" group in *Select for use* and use automatic selection for them. Similarly, you could choose the "variable recurring sales" group and use manual selection for them so that you could enter the varying information.

Format	3 characters
Example	Type FIX

P.O. number

Enter the customer's purchase order number. This field is optional.

Format	30 characters
Example	Type 146

Sales amount

Enter the amount of the recurring sale.

This amount may be zero for a variable sale, but a fixed sale must have a non-zero amount.

Format	999,999,999,999.99-
Example	Type 100

Miscellaneous charge

Enter any miscellaneous charge that applies to this recurring sale. This amount may be zero.

Format	99,999,999.99-
Example	Type 2

Freight

Enter any freight charge that applies to this recurring sale. This amount may be zero.

Format	9,999,999.99-
Example	Type 18

Tax code

Enter the tax code for this recurring sale.

Options

You may use the option:

<F2>	For the customer's default tax code

Otherwise, enter a valid tax code, or use the option:

Format	3 characters
Example	Press <F2>

If the tax code is changed for a transaction entered previously, you must re-enter the sales tax amount as described in the User documentation.

Sales tax

The taxable amount is calculated and displayed, based on the tax code entered in Field #11 above.

Options

You may use the option:

<F2>	For the sales tax calculated from the tax code entered and from the amount (including miscellaneous and freight charges if so specified in *Control information*)

Enter the amount of the sales tax or use the option:

Format	99,999,999.99-
Example	Press <F2>

Overriding the Calculated Tax

If you enter a non-zero amount different from the calculated sales tax, and the tax code that applies to this sale specifies distribution to two or more accounts, the following screen appears:

```
Recurring sales (Enter)                          XYZ Company

            * 1. Customer #    200            21st Century Enterprises
            * 2. Seq number    45464          P.O. Box 4545
            * 3. Type          Fixed          670 Mason Street
              4. Group         TY             San Francisco    CA  95782
              5. P.O. #        3634
              6. Sales amount  100.00
                                 Sales tax
 Tax code  CAL Taxable sales Cal State

Tax-desc - Acct-# ----------- Description ------------------- Amount ---------
Tax rate-1 2200-000           State sales taxes payable
Tax rate-2 2200-100           State sales taxes payable
Tax rate-3 2200-200           State sales taxes payable
Tax rate-4 2220-300           City sales taxes payable
Tax rate-5 2210-000           County sales taxes payable
                                          Tax remaining:     4.25
 NO automatic distribution, tax amount has been changed
```

Any time you use this window, you will create an entry on the Sales Tax Exception Report.

This screen identifies the tax code and shows a separate line for each tax rate within it (up to five of them), with the description, account number, and taxable amount for each tax rate. You cannot change the tax code from this screen; if the tax code is wrong, <Esc> from this screen and back up to the tax code field to enter a different code.

The amount you have entered for the sales tax must be completely distributed among the tax rates shown. The cursor moves in succession through the amount fields of each tax rate. The tax remaining to distribute displays continuously.

Enter the following information:

Amount

Enter the amount of the tax to be distributed to each tax rate.

Options

If each tax rate in the tax code has the same tax brackets, at the first tax rate you may use the option:

<F2>	To pro-rate the sales tax entered in the same proportion as the original calculation for this miscellaneous charge. The cursor will move to *Any change ?*.

Options

At the last tax rate you may use the option:

<F2>	To apply the entire amount remaining to distribute to this tax rate. The cursor will move to *Any change ?*.

Format	99,999,999.99-
Example	(Does not occur in this example)

Any Change ?

Answer Y to re-enter the distributions, or N to accept the distributions as shown and return to the main screen. An N answer will only be accepted if the tax remaining to distribute is zero.

Terms

For balance forward customers, the customer's terms code is displayed automatically and cannot be changed.

Options

Otherwise, enter a terms code or use the option:

<F2>	For the customer's default terms code from *Customers*

Format	3 characters
Example	Press <F2>

Reference

This is any reference note you want to add.

The reference can be printed on the customer's statement if referenced in the statement format and if the customer is either balance forward, or statements are not being printed by apply-to number.

Format	25 characters
Example	Type Copier machine rental

Cost

If you checked the box to Use cost of sales in *Control information*, this field cannot be entered.

Otherwise, enter the cost associated with the entry.

Format	999,999,999.99-
Example	Type 42.39

Sales rep

If you answered No to *Are sales reps used* in *Control information*, this field cannot be entered.

Options

Otherwise, this field is required. Enter the sales representative, or use the option:

<F2>	For the customer's default sales representative

Format	3 characters
Example	Press <F2>

Commission amount

If you left Use commissions unselected (No) in A/R *Control information*, this field cannot be entered.

This is the commission payable to the sales rep.

Options

Enter the commission amount, or use the option:

<F2>	For the commission amount calculated from the default commission percentage and method for this customer or this sales representative (whichever source is specified in *Control information*)

If the A/R *Control information* indicates that commissions are calculated by customer, the information from the customer's record is used. If the A/R *Control information* says that commissions are calculated by sales rep, the information from the sales rep's record is used.

Format	99,999,999.99-
Example	Press <F2>

Field Number To Change ?

Make any needed changes, then press <Enter>.

Options

For an existing entry you may also use:

<F3>	To delete this entry
<F7>	To view or change the sales tax distributions.

When you press <Enter> you will be at the second screen.

DISTRIBUTIONS

You can enter up to 10 distributions per each recurring sale.

When you select Enter from field number to change the following screen appears:

```
Recurring sales (Enter)                                XYZ Company
                                Sales amount: 450.00
      Acct-#     Description                                Amount
  16.
  17.
  18.
  19.
  20.
  21.
  22.
  23.
  24.
  25.
                            Amount remaining:                 450.00

  26. Start date                          29. Next date
  27. Final date                          30. Max # uses
  28. Interval     Every                  31. Max tot sls

                   Last doc #:            32. Total to-date
                   Last date:             33. Times used
<F1>-next acct, <SF1>-prev acct, <F2> - 4000-100  Sales - misc. items
```

The first 10 fields of this screen are divided into columns identifying how much is to be distributed to each account.

- If this is a new entry, the cursor is initially positioned at the first row. As you enter each new line, the cursor proceeds to the next.
- For a fixed recurring sale you must enter an amount for each distribution line. For a variable sale you must enter a percentage.
- You can select a previous field with the Up Arrow key.
- You can finish the entry of distributions with <F7>. However, if you are entering percentages the amount must add up to 100%. If it is a fixed sale there must not be an amount remaining.
- You can select <F2> to distribute the remaining amount for the selected account.
- If you do not manually distribute the various sales amounts, these fields will display as (Not applicable) and the cursor will be on field 26. This would be the case if you have answered N in *Control information* to the questions, *Distribute sales ?*. Amounts are distributed automatically to the default accounts in *Control information.*

Entries are not required to be in any particular sequence, but you may not specify more than one entry for the same account.

A running total at the bottom of the distribution fields shows the percentage or amount remaining to distribute. Data entry does not terminate automatically when this amount reaches zero (it can in fact go negative). However, the amount remaining must be zero or you will get the message "Amount remaining to distribute for this entry" and you will not be able to exit this screen.

The amount to be distributed includes miscellaneous and/or freight charges only if so specified in *Control information* (otherwise those charges are automatically distributed to their respective default accounts).

Enter the distribution information as follows:

Acct-#

Options

Enter the account number of this distribution. This must be a valid entry in the System Manager (Ctl) *Valid G/L accounts* selection. You may use one of the options:

<F1>	For the next valid G/L account
<SF1>	For the previous G/L account
<F2>	To distribute to the default sales account (and cost center, if applicable) defined in *Control information*.
<Esc>	To exit from the distribution process. You can do this from the first column of any row, but (unless you wish to cancel the entire entry) you can only do so when no amount remains to be distributed.

Format	Your standard account number format, as defined in *Company information*
Example	Press <F2>, then press <Enter>

Description

The description of this account displays automatically and is not entered.

Percent

This field will only display if you are entering a variable recurring sale.

Because you can enter a negative percentage for one account, you can enter more than 100 percent for another account to make up the difference.

Options

Enter the percentage to be distributed to this account, or use the option:

<F2>	For the entire amount remaining to distribute

Format	999.999-
Example	Press <F2>

Amount

You can only enter an amount if this is a fixed recurring sale. If this is a variable recurring sale, then the amount will display only.

Options

Enter the amount to be distributed to this account, or use the option:

<F2>	For the entire amount remaining to distribute

Format	999,999,999,999.99-
Example	(Skipped in this example because you pressed <F7> in the first column)

Start date

Options

Enter the date on which to start using this recurring sale, or use the option:

<F2>	For None (no starting date)

Format	MMDDYY
Example	Press <F2>

Final date

Options

Enter the final date on which this recurring sale is to be used, or use the option:

<F2>	For Indefinite (no final date)

Format	MMDDYY
Example	Press <F2>

After this date, this entry will not automatically be selected for use when you select by date; however, it still remains until you explicitly delete it.

Interval: Every

This specifies the time interval between uses of this recurring sale. Enter a number and then a time period.

You must specify an interval even if you intend to use this recurring sale at unpredictable intervals. In this case you may wish to give this entry a group code of its own even if your automatic selection is normally done by date.

Otherwise you must un-select this entry manually when it is *not* wanted (if you have chosen a short interval), or select it manually when it *is* wanted (if you have chosen a long interval).

Format	(for the interval) 99 (for the time period) A single letter, either D for Days, W for Weeks, or M for Months
Example	Type 1, press <Enter>, type M, press <Enter> again. This means that the sale recurs once each month.

Next Date

Enter the next date the recurring sale should be activated.

This date is used as a default when you later run *Select for use* in Field #4 (distribution date) and Field #6 (the invoice date).

The next date is automatically advanced by the time interval entered in field #27 each time a voucher is created from this recurring sale (by running *Use selected*). Paying one cycle a few days late or early does not upset the schedule for the next cycle.

When calculating the next date by *day* or by *week,* the interval specified is projected forwards without regard to day of month. When calculating the next date by *month*, this month's calendar date is projected forwards into the next month, except that the last day of the month remains the last day even when the next month is longer or shorter than this month.

If you are paying on schedule, the calculated next date will normally be a future date. However, the system will accept this date even if it is not (that is, it will not add the interval twice so as to force the next date into the future). This means that if you skip one payment and compensate by paying double on the next, the recurring sale will be out of sync by one cycle until you adjust it manually.

Format	MMDDYY The default is the start date, if one was entered; otherwise the current system date. You cannot enter a date earlier than the Start date (Field #26) if one is present, or earlier than the Final date (Field #27) if one is present.
Example	Press <Enter> for the default.

Note	Fields #30 through 31 can be used to restrict the number of times this recurring sale is used or the amount paid on this recurring sale. This feature can be used independently of the date restrictions described above, and works for both manual and automatic selection. This is useful if you do your automatic selection exclusively by group code (instead of by date). The entry remains once the limit has been reached. You are not prevented from selecting for use a recurring sale which has reached its limit, but you are warned each time you attempt to do so.

Max # uses

Options

Enter the maximum number of times this recurring sale can occur, or use the option:

<F2>	For Indefinite (no limit)

Format	99,999
Example	Press <F2>

Max total sales

The maximum total amount is the maximum amount to be invoiced over the entire life of the sale. For example, a recurring sale used for repayment of a loan would have a maximum amount.

This field is compared to the totals of all vouchers generated to date from this recurring sale to see if the maximum amount specified here has been reached yet. It issues a warning if the invoice currently being generated will exceed the maximum amount.

Options

Enter the amount, or use the option:

<F2>	For indefinite (no maximum total amount)

Format	99,999,999,999.99-
Example	Press <F2>

Note	Fields #32 and 33 contain historical information which is automatically maintained by the system. You can enter these fields when creating a new recurring sale, but even in this case you would normally do so only when initially setting up the Accounts Receivable module. For existing entries, these fields are protected against change. Refer to the *System User Manual* for an explanation of how authorized users can override change protection.

Total to-date

When first setting up a recurring sale, enter the total already paid to-date.

Format	99,999,999,999.99
Example	Press <Enter>

Times used

When first setting up a recurring sale, enter the number of times this sale has been used. If you were making payments before you began using A/R, enter the number of prior sales. In this case, you would set the maximum number of uses above to include these sales.

This field is automatically updated each time you create a miscellaneous charge from this recurring sale.

Format	99999
Example	Press <Enter>

Note The following fields are informational and cannot be changed.

Last document

This is the document number the last time you used this recurring sale.

This field will be blank if you have never used this recurring sale.

Last date

This is the date the last time you used this recurring sale.

This field will be blank if you have never used this recurring sale.

Field Number To Change

Make changes as needed or select <Enter> to complete the entry.

Printing an Edit List of Recurring Sales

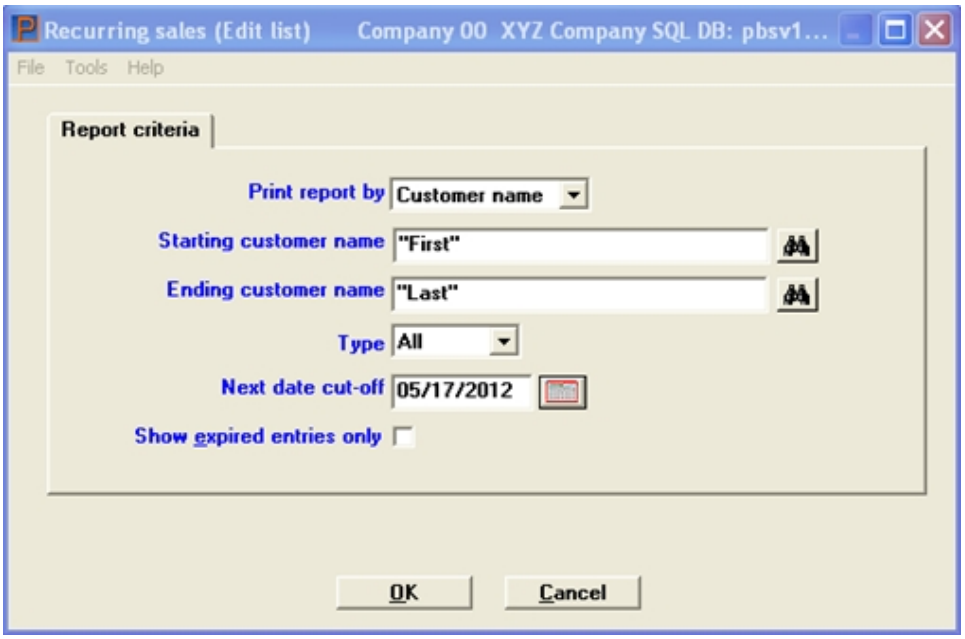
The Recurring Sales Edit List shows all existing recurring sales.

Select

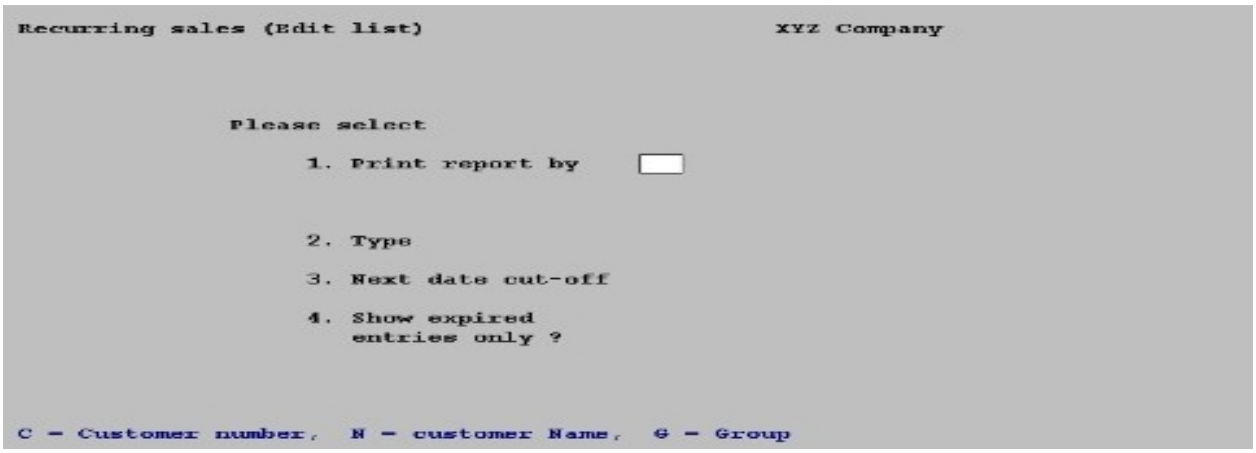
Edit list from the *Recurring sales* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Print report by

Select whether to print the report in order by C (customer number), N (customer name), or G (recurring sale group).

Format	One letter, either C, N, or G
Example	Type C

Starting customer
Ending customer

These fields appear only if you entered C at Field #1.

Options

Enter the range of customer numbers to be included in the report. At each field you may use the option:

<F2>	For the "First" starting customer number or "Last" ending customer

Format	12 characters
Example	Press <F2> at each field.

Starting customer name
Ending customer name

These fields appear only if you entered N at Field #1.

Options

Enter the range of customer names to be included in the report. At each field you may use one of the options:

<F2>	For the First starting customer name or Last ending customer
<F3>	To toggle between entering a personal name and a corporate name. The initial assumption is a corporate name.

Format	For a corporate name: 25 characters For the name of an individual: 14 characters (surname) 10 characters (personal name)
Example	(Does not occur in this example because you chose C at Field #1)

If you enter the name of an individual for one field you must do so for the other.

Starting group
Ending group

These fields appear only if you entered G at Field #1.

Options

Enter the range of group codes to be included in the report. At each field you may use the option:

<F2>	For the First starting group or Last ending group

Format	3 characters
Example	(Does not occur in this example because you chose C at Field #1)

Blank is a valid entry, and selects only those recurring sales which do *not* have a group code.

Type

Options

Type F to print fixed recurring payables only, V for variable recurring payables only, or use the option:

<F5>	For All recurring sales

Format	One letter, either F or V
Example	Press <F5>

Next date cut-off

This selection allows you to show only those recurring sales from which a sale is to be produced by a certain date. Only recurring sales with a next date on or before the date entered are included.

Options

You may enter a date or use the option:

<F2>	For the Latest date. This means that entries will be printed regardless of what their next date is.

Format	MMDDYY The default is the system date.
Example	Press <F2>

Show expired entries only

Answer <Y> to show only recurring sales which have expired and have not yet been deleted from Recurring Sales. In this case, you will have a list of candidates for deletion or changes.

"Expired" entries are those recurring sales which either:

1. (1) Have been selected more than the maximum number of times
2. (2) Have exceeded the maximum total sales amount
3. (3) Have a "final date" before the current date

Select which entries are to appear on the edit list:

Y	Only expired entries
N	To show active entries

Format	One letter, either Y or N
Example	Type N

OK or Cancel

Make any needed changes, then press <Enter> or click on the OK button to print the Recurring Sales Edit List report. Press <Esc> or select Cancel to return to the menu.

Character Mode

Field number to change?

If any changes are needed to the screen just entered, type the number of the field you wish to change. The cursor will jump to the field and await entry of the new information.

In Windows, you can also click on the field you want to change.

If there are no changes, press <Enter> to continue.

SELECTING RECURRING SALES FOR USE

This selection enables you to select which recurring sales are to be used as invoices in the current sales cycle.

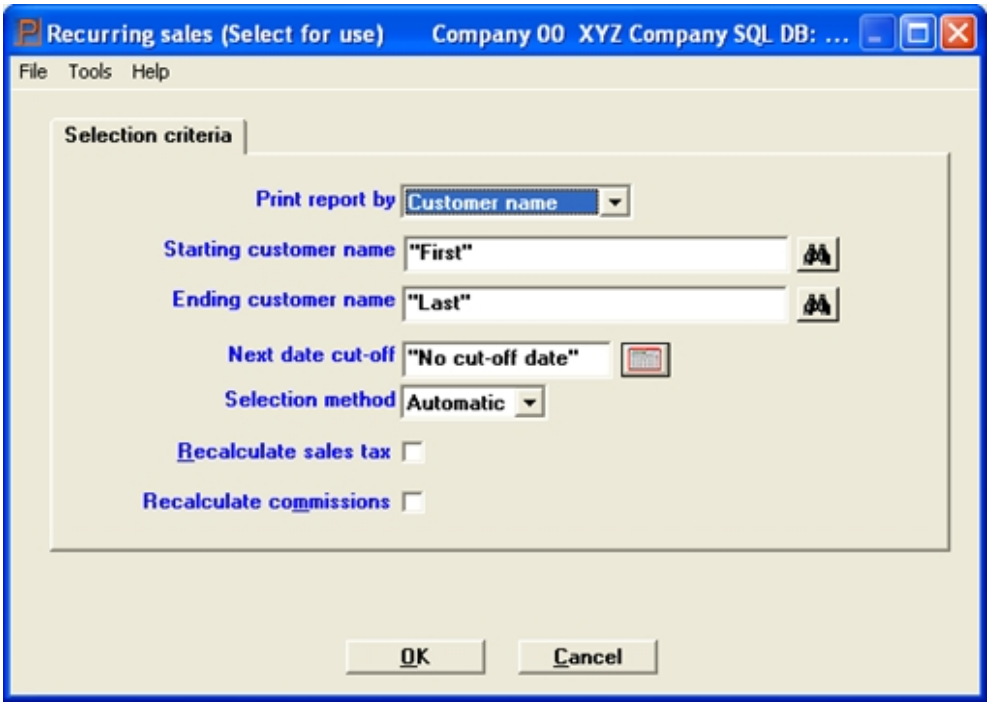
In order to use a recurring sale as an invoice, first select the sale for use. Then run *Use selected* to actually use the selected sale as an invoice.

Select

Select for use from the *Recurring sales* menu.

The following screen appears:

Graphical Mode



Character Mode

Enter the following information:

Print report by

Options

Specify what field you wish to control the selection process. This defines what range will be used for selection. For manual selection (described later), it also determines the order in which the recurring sales will be presented to you. For automatic selection, it determines the order in which the report will be printed.

G	For sale group
C	For customer number
N	For customer name

Format	One letter
Example	Type C

Starting *(range)* and Ending *(range)*

Options

Enter the range of numbers or names to the list, where choice represents whatever you entered in Field #1. At each field you may use one of the options:

<F1>	(customer name only) To toggle between entering a personal name and a company name.
<F2>	For the First starting choice or Last ending choice

Format	12 characters for customer number 25 characters for company name 14 characters for personal name (surname) 10 characters for personal name (1st name) 3 characters for group code
Example	Press <F2> at each field.

Next date cut-off

If you want to select only recurring sales with a "next due date" on or before a specific date, enter that date here.

Options

You may use the option:

<F5>	For no cutoff date

Format	MMDDYY The default is the current date.
Example	Press <F5>

Selection method

Choose the **A** (Automatic) or **M** (Manual) method of selecting recurring sales.

A	Automatic selection If you choose automatic selection, recurring sales will be selected based on the criteria entered above.
M	Manual selection If you choose manual selection, the recurring sales meeting the criteria above, will be displayed, one by one, allowing you to manually select which ones to turn into invoices. Some of the fields will be available for updating. The remaining fields on the screen are skipped for manual selection mode.

Format	One letter, either A or M. There is no default.
Example	Type A

Recalculate sales tax

(For automatic selection only) Answer <Y> to have the sales tax recalculated when each selected recurring sale is turned into an invoice. Otherwise, the sales tax in effect when the recurring sale was first entered will be used. Answering <Y> here insures that any changes in sales tax calculation are taken into account.

Format	One letter, either Y or N.
Example	Y

Recalculate commissions

(For automatic selection only) Answer <Y> to have the sales commission recalculated when each selected recurring sale is turned into an invoice. Otherwise, the commission calculation in effect when the recurring sale was first entered will be used. Answering <Y> here insures that any changes in commission calculation are taken into account.

Automatic selection

The recurring sales selected above will be turned into invoices when you run *Use selected*.

Manual selection

A screen then appears for you to select manually which recurring sales will be turned into invoices when you run Use selected.

Format	One letter, either Y or N.
Example	Y

OK or Cancel

Make any needed changes, then press <Enter> or click on the OK button to make the selection of which recurring sale to use as an invoice. Press <Esc> or select Cancel to return to the menu.

Character Mode

Field number to change ?

If any changes are needed to the screen just entered, type the number of the field you wish to change. The cursor will jump to the field and await entry of the new information.

Right entry ?

Select Y for edit the entry or N to select another.

Options

The options available from the Customer field are:

<F1>	For the next recurring sale within the range of customers, groups, and/or dates specified on the first screen.
<SF1>	For the previous recurring sale

You can also select sales by entering an explicit customer number and sale number, whether or not the sale is within the range specified on the first screen.

Once a sale has been specified (by either method):

- If the sale has not already been selected, you are asked *Select this entry ?*.

  If you answer N the sale remains un-selected and the screen clears for selection of another sale.

  If this is a variable sale and if you answer Y the sale is selected and you will be allowed to re-enter some of the fields.

  You are first positioned at the ***Doc date*** field. After finishing with the date then you can make changes as needed to the ***Sales amt***, ***Misc chgs***, ***Freight***, ***Sales tax***, ***Cost*** and ***Comm amt*** fields. For a description of these fields, read the *Entering Recurring Sales* section of this chapter. You can also make changes to the distributions.

  If this is a fixed sale the sale is selected and you can make changes to the distributions as needed.
- If the sale is already selected, the message *This entry has already been selected. Do you want to unselect it ?* will display.

  If you answer Y the sale is un-selected and the screen clears for selection of another sale.

  If you answer N the sale remains selected and you are positioned at *Field number to change ?*.
- If you select a sale that has already expired or has been used more than its maximum number of times, you are so informed. You must confirm that you really wish to do this before continuing.
- If the customer is already over his credit limit, a message appears informing you of this and you are asked whether you want to continue selecting this sale. Answer N to exit from selecting this sale or Y to continue. Note that a sale big enough to tip the customer over his credit limit does not trigger a warning if he is not over the limit already.

Using Selected Recurring Sales

When you have verified that your selection of recurring sales is correct and complete, you are ready to use them to create invoices from the selected recurring sales.

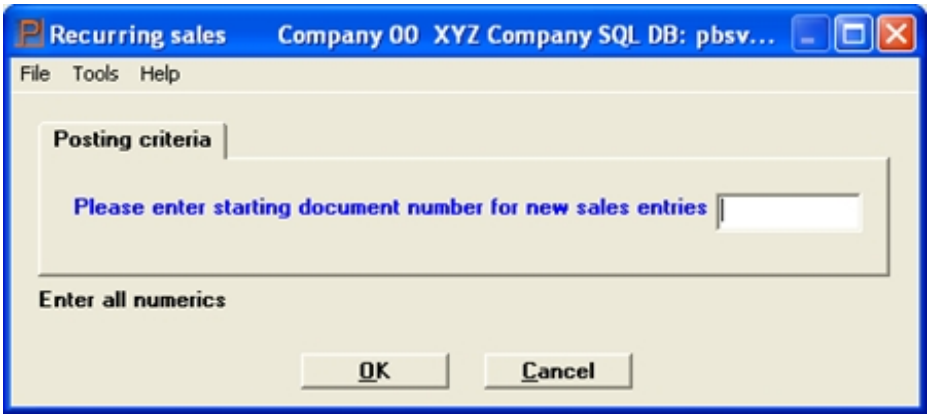
The recurring sales remain in Recurring Sales Transactions to be used again.

Select

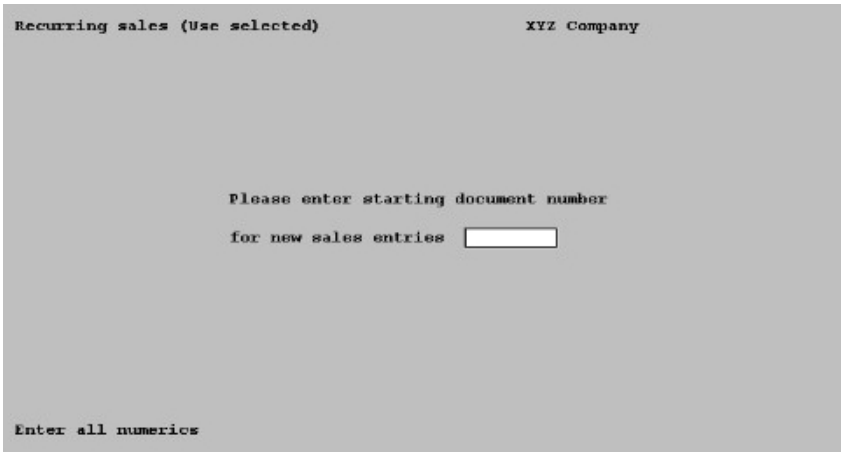
Use selected from the *Recurring sales* menu.

The following screen appears.

Graphical Mode



Character Mode



Enter the following information:

Please enter starting document number for new sales entries

Enter the starting document number for the new sales entries. The new invoices are assigned document numbers beginning with this number.

One *Miscellaneous charges* invoice is created for each selected recurring sale. You may then modify, print an edit list of or post these invoices.

Press <Esc> if you decide not to proceed with using recurring sales to create invoices.

Format	MMDDYY The default is the system date.
Example	Type 031519

OK or Cancel

Make any needed changes, then press <Enter> or click on the OK button to use the selected recurring sale as an invoice. Press <Esc> or select Cancel to return to the menu.

Character Mode

Any change ?

Answer Y to re-enter the screen, or N to proceed. There will be a period of processing as an invoice is created from each selected recurring sale.

Recurring Sales Exception Report

If an invoice causes any customer to reach or exceed his credit limit, the *Recurring Sales Exception Report* prints automatically. This report lists the pertinent transaction and account balance information.

Invoice Format Design Kit

This appendix contains the following topics:

Introduction to Invoice Format Design Kit
Checklist # 1
Data field worksheet
Header Fields
Line Item and Payment Fields
Totals Fields
Sample Filled-in Data Field Worksheet
Checklist # 2

INTRODUCTION TO INVOICE FORMAT DESIGN KIT

The purpose of this appendix is to describe all of the fields available to you for printing on the invoices that you design using the Invoice formats selection. You need to be familiar with the Invoice formats functions before using this appendix.

Most computer products which print special forms print them in one or more predefined formats. This means, of course, that you must adjust your business needs to the format or formats given you.

Passport takes care to provide predefined formats to fit the needs of most businesses. When these formats prove to be insufficient for a specific business, Passport partners are available to assist you and to make whatever customized modifications you need to match the software to your business needs.

But now you have increased freedom in printing invoices freedom to choose among any of the following options:

- You can use one of Passport's predefined invoice formats.
- You can shop among various forms vendors to find a pre-printed form which more exactly fits your needs. Then, using this Format Design Kit, you can tailor an invoice format to print invoices on your selected form.
- If you are using Windows or Thin client, you can design a graphical image file in a JPEG or Bitmap file at. This includes the logo, lines, column headers and any other relevant form form graphics. This image file is combined with the data when printing an invoice.
- Using this Format Design Kit, you can design an invoice to be printed on plain paper, your own company letterhead or to merge with a graphical image file or your own design.

If one of the predefined invoice formats supplied with A/R is sufficient for your needs, you need not go any further with this Format Design Kit. All of the work involved with designing the invoice format has already been done for you, and you are all set to use A/R.

If you have selected some other pre-printed form, designing an invoice format is a matter of selecting the appropriate fields to print, specifying which rows and columns they should be printed in, and how they should look (such as how long they should be).

If you are about to design your own custom invoice from the ground up, you have a bit more work to do. For example, you will need to determine the physical length of the invoice (should it be 30 rows long ? some other length ?). You will need to decide on the physical width of the invoice (80 columns wide ? 120 columns ? some other width?). Then there is the matter of determining what information you want to appear on your invoice; in what order the information should be printed; the location and size of the information; what column headings or other accompanying text there should be; etc.

One way to reduce the amount of work you will have to do in this case is to use an already existing invoice format and modify it to become another format. You can do this if one of the predefined formats is already close to what you want.

The flexibility of the Passport Business Solutions A/R allows you to choose any of these options or any combination of them. You can store up to 99 different invoice formats and can select to use any one of them at the time you print invoices.

What this kit contains:

1.	Checklist #1, "Designing a New Format from the Ground Up" (page C-3) this gives all the steps needed to fully design a new invoice format.		
2.	Data Field Worksheet (page C-6) this lists all the fields available to you for invoice printing, and helps you select the size of each field you want to print. It also includes definitions of all the fields available to you for printing what they are, where they come from, what they look like.		
3.	A field location grid on a pre-printed form and an invoice layout worksheet on plain paper.		
4.	Samples included are actual samples from the format design process which resulted in one of the predefined invoice formats (#2) supplied with this module.		These include:
		a.	A filled-in Data Field Worksheet (page C-21)
		b.	A filled-in Invoice Layout Worksheet
		c.	A sample invoice, printed with 9's and X's to show where the actual data would print
		d.	An actual invoice printed on plain paper
		e.	A list of specifications for the predefined invoice format.
5.	Sample invoices and actual invoices for the other two predefined formats (#1 and #3).		
6.	Checklist #2, "Using a Preexisting Format as the Basis for Designing a New Format" (page C-26) this gives you the steps needed to design a new invoice format, starting from an existing format that is already close to what you want.		

How to use this kit

To illustrate the process of designing an invoice tailored to your needs, samples of each step have been provided. A good way to use these samples is to look at the final product of the design process, and then look at samples of earlier and earlier design steps to see how the final product was arrived at. And that is what we will do.

The samples included are steps in the design of predefined format #2, a format to be printed on plain paper. (Predefined format #1 is for use with a pre-printed invoice form. Predefined format #3 is for a company which offers only services [rather than services and goods], to be printed on company letterhead paper.

First, a look at the final product a printed invoice. Turn to the invoice (predefined format #2) at the end of this appendix. This printed invoice is the goal of the design process.

Going earlier, look at the sample invoice just ahead of it. The sample invoice is the result of the earlier design steps and shows the format of the actual invoice. For each field on the sample, instead of actual data, 9's are shown for numbers and X's are shown for alphanumeric characters. The actual characters appear in each text field. With this sample invoice, you can see the full length of each field.

Next, look at the filled in Layout Worksheet just ahead of the sample invoice. Information collected at earlier design steps was used to fill in this Worksheet. Notice that it looks very similar to the sample invoice. The Layout Worksheet was used to enter information into the computer about the format of the invoice. The result of entering this information is the sample invoice. This Worksheet shows how the information is intended to appear.

Next, look at the filled in Data Field Worksheet just ahead of the Layout Worksheet. Using the Data Field Worksheet, fields were selected for printing on the invoice, and information about the size of each field was gathered. Note that not all field sizes are filled in only those fields chosen to print on the invoice. Information on each available field, shown on the Data Field Worksheet, was used to help fill in the Layout Worksheet.

Finally, look at Checklist #1. A copy of that checklist was used as a guide in putting together the samples you have just looked at. Completing all steps on this checklist resulted in the predefined Passport format for printing an invoice on plain paper.

When you are designing an invoice format, proceed in the following order: list what fields you want to print on your invoice; fill in a Data Field Worksheet; lay out the fields and text on a Layout Worksheet; print a sample invoice; then print real invoices to your customers.

The Location Grid, which can also be printed from this module, is a tool you can use to easily determine rows and columns on a pre-printed invoice. Follow the same checklist steps as for an invoice printed on plain paper. You can also print the Layout Worksheet on your pre-printed form.

When designing invoices, you will find that you will be using all of the tools mentioned:

- Checklist
- Data Field Worksheet
- Layout Worksheet and Location Grid

- Sample Invoice

Getting started

Checklist #1 gives detailed, step-by-step instructions for you to produce an invoice format from the ground up. Checklist #2 (Checklist # 2) gives instructions on how to use a preexisting invoice format as the basis for designing a new invoice format.

So to design a new invoice from the ground up, turn to Checklist #1.

Or to use a preexisting invoice format as the basis for a new one, turn to Checklist #2

CHECKLIST # 1

This checklist gives the exact steps to use in designing a new format.

If you already have a format close to what you want the new one to look like, use Checklist #2 instead of this checklist.

For your first new format, you might choose to copy one of the predefined formats furnished with this module, then modify the copy, even though the copy is not close to what you want. This will give you some experience in using the tools in the Format Design Kit.

	Checklist #1	✓
Step 1		
	Make a copy of this blank Checklist #1, so you can check off the steps as you complete them and keep the original unmarked checklist. (This checklist is eight pages long.)	___
Step 2		
	Make a blank Data Field Worksheet. This can be done with a spreadsheet program like Excel. Your worksheet should not be more than 8.5 wide by 11 inches long.	___
Step 3		
	The Data Field Worksheet lists all the information available to be printed on your invoice. Read the first three pages of this worksheet, which give instructions on how to use it. Then starting from the fourth page, decide which information you want to print on your invoice and check off these fields on the Data Field Worksheet. Do this for all three sections of the worksheet: Headers Fields, Line Item Fields and Totals Fields.	___
Step 4		
	For each field you checked off in step 3, determine the longest size the field can be and how you want numbers and dates to appear. Use the directions on the data field worksheet. Write the sizes in the My Field Size column.	___
Step 5		
	NOTE: Whenever you are asked to run a computer selection, that selection is shown in italics. The instructions for each of these selections are found in theInvoice Formats chapter. Print a Layout Worksheet, using the *Layout Worksheet* selection, page. If you have a printed invoice form, print the *Location grid* page, on it, as well as the *Layout Worksheet*.	___

	Checklist #1	✓
Step 6		
	Using the information you entered on the Data Field Worksheet, draw on the Layout Worksheet the selected data fields and any text (invoice titles) you want to print. Refer to the sample filled-in Layout Worksheet for an example of how this can be done using X's and 9's.	___
	If you are using a pre-printed invoice form, your job here is to locate your selected data fields within the proper columns on your invoice, using the Location Grid or the Layout Worksheet. Because you must work within the limitations of your pre-printed form, this step of the design process is simpler than if you are using blank paper.	___
	If you are not using a pre-printed invoice form, you will find that, in addition to drawing in your selected data fields, you must decide where these fields should be drawn in, along with what text (if any) should accompany them. You will probably find yourself juggling fields around on a trial-and-error basis. This is to be expected.	___
	One way to simplify this step, if you are not using a pre-printed form, is to use a word-processor. Using a word processor, enter fields and text into a document file and move them around as needed until you are satisfied with the appearance of your invoice. When done, draw in these fields on your Layout Worksheet. If you DO use a word processor in this step, remember to stay within the overall size of your invoice as represented by your Layout Worksheet.	___
Step 7		
	Using the *Enter invoice formats*, assign a format number and description to your format to identify it. For instance, Format # 5, First New Invoice Format.	___
Step 8		
	Using your Layout Worksheet and the *General appearance* selection (page), enter the data about the general, overall appearance of the format: how many rows are on the form, how many columns, the first row for printing line items, etc. To determine the number of required columns see Designing with Long Name and Address Fields in the Invoice Formats chapter.	___
Step 9		
	Using the *Header area* selection, page, the Data Field Worksheet, and the filled in Layout Worksheet, select each header field and text you want to print, where to print in, and how it should look.	___
	Also use this selection to specify pieces of text that you want to print in the header area.	___

	Checklist #1	✓
	When you select a field, you are not selecting the title of the field to print, only the actual data that will print in the field. For example, if the field is named Customer Number, and the data in the field is a customer code, your are selecting to print that code not the Customer number title. The title to print on the invoice is a text which you can specify by leaving the field number blank and the typing in exactly how you want the text to look on the invoice.	___
	In selecting where to print a field or text, you are selecting the starting location for that field or text: –In selecting how the field should look, you are choosing, for example, the way you want a date printed, or whether to print leading zeros in front of a number, etc. –Specify what text you want printed in the header section of the invoice, as illustrated below. For example, if you select the data field Invoice date, you might want to print the title (text) Date in front of the field. –If you are using pre-printed forms, you probably will not need to enter any text, since the titles are already on the form.	___
Step 10		
	Repeat step 9 for the line item fields and text, using the Line item area selection.	___
Step 11		
	Repeat step 9 for the total fields and text, using the *Totals area* selection.	___
Step 12		
	Using the *Verify* selection, have the software check the format you have designed for errors such as fields overlapping.	___
	You will get a printout of errors and warnings, if any are found. You must correct any errors; you may correct the warnings if you want to.	___
Step 13		
	Correct your format, using all the selections mentioned in the previous steps. Then run the *Verify* selection again. Repeat steps 12 and 13 until there are no more errors.	___
Step 14		
	Using the *Sample invoice* selection, print a sample invoice to see it the format you have designed matches what you had in mind when you laid out your invoice on the Layout Worksheet.	___
Step 15		

	Checklist #1	✓
	Change any parts of the invoice design, using the selections mentioned above, to correct or improve the format. Then check the format again and print a sample invoice again. Repeat this until you are satisfied with the result.	___
	NOTE: To help in making corrections and improvements, you can print all the specifications for this format, using the *Format Specifications* selection on the Invoice Formats menu.	___

DATA FIELD WORKSHEET

Use this worksheet to help lay out your invoice format. Using this worksheet, you can determine how many columns to allow on your invoice for each field you will be printing.

This form has three sections: Header fields, Line Item fields, and Totals fields. Each section uses the following headings:

Field name	Longest field size	Longest form	My Longest Form	My Field Size

Field name

Field name means the name of the field in this module. For example, Item/Service quantity. (This is the quantity of the item or service you are billing for.)

Longest field size

Longest field size means the absolute longest that this field could possibly be, as printed on your form. This size is completely determined by the A/R module. You have no control over this.

Your field sizes may be smaller, but cannot be larger. The example number shown above would require 16 columns if your quantity ever got that big and you chose to print the comma, 3 decimal places, and parentheses to indicate a negative number. To confirm this, add up the 9's, commas, decimal point, and parentheses.

Longest form

Longest form means how the largest allowable piece of information would look if you chose the form to print it in which took the most space. For example, the longest number that is allowed by the A/R module for Item/Service quantity is 99999999.999. The longest form of this number is when it is negative and parentheses are used to indicate it is negative, and commas are used. This form is (99,999,999.999).

For fields which are not numbers, the longest form is not shown on this worksheet. For example, User telephone number is an alphanumeric field and, at its maximum size, would appear as XXXXXXXXXXXX 12 X's, each X representing a character.

For date fields, you can choose from 5 forms. The size of each form of date field is fixed and is shown.

Field name	Longest field size	Longest form	My Longest Form	My Field Size
Item/Service quantity	18	(99,999,999.99999)	____	____

My longest form

In My Longest Form, write your longest number as you want it to appear on the invoice. You can then get your field size (the number of columns needed on your invoice) by counting the characters

you have written. For example, if you are sure that Item/Service quantity will never exceed 9,999, and your quantities do not have decimals but could be negative, and you want to show negatives with parentheses, then your longest number would be (9,999).

As an example, the maximum size allowable for Item/Service quantity is 18 characters when it is written in its longest form, (99,999,999.99999): eight digits to the left of the decimal and five to the right; one decimal point; two commas; and left and right parentheses to indicate a negative number.

Suppose however that:

- You never sell more than 9999 of anything.
- You merchandise is sold by count rather than by measure, so you never sell a fractional quantity.
- You want a comma.
- You want to use parentheses to show negative numbers.

You would fill in My Longest Form as (9,999), which requires only 7 columns.

My field size

In *My Field Size*, write the number of columns needed. You can calculate this in two ways:

1.	Use My longest Form. In the example, (9,999) will require 7 columns. As another example, if you know your invoice numbers will never exceed 9999 and you do not use a comma in the invoice number, then enter 4 for field size. (Since Invoice Number is never negative, you would not include parentheses or a minus sign.)
2.	By counting characters from the alphanumeric fields you are already using. For example, if your company name was *The XYZ Company*, you would count the characters (including spaces) and enter 15.

For a date, write the date format you have selected from those shown in Longest Form.

Continuing the example, the filled-in entry on the Data Field Worksheet looks like:

Field Name	Longest field size	Longest form	My Longest Form	My Field Size
Item/Service quantity	18	(99,999,999.99999)	(9,999)	7

The definition of each available field is shown after each entry on the worksheet.

Fields are explained in detail at the point in the user documentation where you enter information for that field.

In this Kit, a brief description of the field is given.

The selection in which the field is entered is also shown for your reference. If a selection is from another module, that module name is shown (for example, J/C).

Fields which have no reference are either calculated from other fields or assigned automatically by the software.

HEADER FIELDS

These are the fields available to you to print in the header area of your invoice.

Note	The first three fields print on the second and subsequent pages of invoices, in exactly the same row and column as you specify here. Also, if there is more than one page, Continued prints at the bottom of the page, and the Totals information prints on the last page.

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
Invoice number	6	999999	_____	_____
This is the number used to identify the invoice. It is assigned to the invoice at the time the invoice is printed. (Print invoices, Invoice # screen).				
Invoice date	8	MM/DD/YY	_____	_____
	5	MM/DD	_____	_____
	9	DD-MMM-YY	_____	_____
	6	DD-MMM	_____	_____
	18	September 30, 2005	_____	_____
This is the date of the invoice. Circle the format above you want to use. You assign the date either at the time you enter the invoice or at the time you print the invoice. (Enter invoices or Print invoices)				
Due date	8	MM/DD/YY	____	____
	5	MM/DD	____	____
	9	DD-MMM-YY	____	____
	6	DD-MMM	____	____
	18	September 30, 2005	____	____

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
This is the date on which payment is due for the invoice. Circle the format above you want to use. For terms by days, the date is calculated from the date of the invoice and the due days entered in Terms. For terms by day of the following month (proximo), the date is obtained from the day of the month entered in Terms and the current month plus 1.				
Discount date	8	MM/DD/YY	____	____
	5	MM/DD	____	____
	9	DD-MMM-YY	____	____
	6	DD-MMM	____	____
	18	September 30, 2005	____	____
This is the date on or before which a discount will be given for early payment. Circle the format above you want to use. For terms by days, the date is calculated from the date of the invoice and the due days entered in Terms. For terms by day of the following month (proximo), the date is obtained from the day of the month entered in Terms and the current month.				
Invoice page number	2	99	____	____
Your company name	30		____	____
This is your company's name, exactly it is entered in the Company display name field in *Company information*.				
Your company address 1 Your company address 2 Your company address 3	30		____ ____ ____	____ ____ ____
This is your company's address, as it is entered in Address line 1, Line 2, and Line 3 in *Company information.*				
Your telephone number	12		____	____
This is your telephone number, as it is entered in Phone number in *Company information.*				
** Credit memo **	17	(fixed)		17

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
You can include the words **Credit memo** when printing a credit memo, to emphasize the fact that it is a credit memo, not an invoice. If you select to print this on your invoice, you cannot also select the next field, Document type.				
Document type (spelled out)	17	(fixed)		17
If you want the words Invoice or Credit Memo to print, select this field. In this case, you cannot also select the previous field, **Credit Memo**. (Enter invoices). This field also allows for "Order" or "RMA" if the format is used with O/E.				
Apply to number (for credit memos)	6	999999	____	____
This is the number of the invoice to which a credit memo applies. If you select it, it will print only for credit memos. (Enter invoices)				
Bill reference number	6	999999	____	____
This is the internal reference number by which you identify invoices and credit memos. It is not the invoice number. (Enter invoices)				
Bill group code	3		____	____
This is a 3 character code which you can use to group your invoices into categories. For example, a physician's office might establish categories such as CRE (Medicare), INS (Private Insurance), or CMP (Worker's Comp), etc. (Enter invoices)				
Customer number	12		____	____
This is the unique number or code that identifies a customer. It is often referred to as the customer's account number. (Customers, enter invoices, new customer window)				
Customer name	50		____	____
This is the customer's name. If you entered it as last name, comma, first name, it will automatically be rearranged and printed with the first name first. (A/R Customers) (Enter invoices, new customer window). The combination of a bill-to address field and a ship-to address field on the same line can be more than 80 columns. To determine the number of required columns see Designing with Long Name and Address Fields in the Invoice Formats chapter.				
Customer bill address			____	____
line 1	60		____	____
line 2	60		____	____
line 3	60		____	____
line 4	60		____	____
			____	____

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
city, st. zip	90			
city	45		____	____
state	23		____	____
zip code	15		____	____
county	45			
This is the customer's billing address to which the invoice will be sent (Customers, enter invoices, new customer window). There are up to four available lines for the address. City, state, and zip can be on a combined field or can be entered separately. The county is available for printing if needed. The Contact field does not print on the invoice. You can print your customer contact person, if you want, by using a User defined field (see below).				
Customer bill country	3		____	____
This is the customer's country code, if applicable (Customers, Enter invoices, new customer window)				
Customer contact full name	54		____	____
This is the name of your contact 1 assigned to this customer. The contact name cannot be printed for a one time customer.				
Ship-to			____	____
line 1	60		____	____
line 2	60		____	____
line 3	60		____	____
line 4	60		____	____
city state zip grp	90		____	____
city	45		____	____
state	23		____	____
zip code	15		____	____
county	45		____	____
Ship-to country	3			
This is the location to which goods are to be shipped or at which services are to be performed, specified when the invoice is entered. (Enter invoices) The city, state and zip code can be entered on one line as a group or as separate fields.				
Customer P.O. number	30		____	____
This is the number of the customer's purchase order, if any. (Enter invoices)				

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
Cost center	17*		____	____
This is the cost center to which this invoice is assigned. You may print it for your reference. It is usually of no interest to the customer. (Enter invoices). * 17 is the maximum possible size; your size may be shorter, or cost centers may not be present, depending on the format you have chosen in Company information				
Terms code	3		____	____
This is the code (up to 3 characters) for the payment terms for this invoice; for example, N30 for Net 30 days. You can print it for your reference. To print the description of the terms, select the next field. (Enter invoices) (A/R or Terms)				
Terms description	15		____	____
This is the description of the payment terms for this invoice; for example, Net 30 days. This comes from the terms codes entered in the A/R module. (A/R or Terms)				
Tax code	3		____	____
This is the code (up to 3 characters) for the sales tax which applies to this invoice: for example, LAC for Taxable sales L. A. City. You can print it for your reference. If you want to print a description of the tax, then select the next field. (Enter invoices, Tax codes)				
Tax description	25		____	____
This is the description of the tax which applies; for example, Taxable sales L.A. City. This comes from the tax codes entered (Tax codes)				
Ship-via code	3		____	____
This is the code (up to 3 characters) for the method by which the goods on this invoice are to be shipped; for example, AF for Air Freight. You can print it for your reference. This field is available to you only if ship-via's are used per Control information. If you want to print the description of the ship-via method, select the next field. (Enter invoices, Ship-via)				
Ship-via description	15		____	____
This is the description of the ship-via method for the invoice; for example, Air freight. This comes from the ship-via codes entered. This field is available to you only if ship-via's are used per *Control information*. (Ship-via)				
Sales rep code	3		____	____
This is the code (up to 3 characters) for the sales representative responsible for this invoice. This is available to you only if *Control information* specifies that sales representatives are used. For instance,				

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
01 for sales rep D. W. Langford. If you want to print the sales representative's name, then select the next field. (Enter invoices, Sales reps)				
Sales rep name	25		____	____
This is the name of the sales representative for this invoice. It is available to you only if *Control information* specifies that sales reps are used. This comes from the sales representative codes entered. (Sales reps)				
Job number	7		____	____
This is the job number that this entire invoice is for. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost module, per *Control information*. If you want to print the description of the job, select the next field. (Enter invoices, J/C Job descriptions)				
Job description	25		____	____
This is the description of the job for this entire invoice. This comes from the job header information entered in J/C. This field is available to you only if you are interfacing to the PBS Job Cost, per *Control information*. (J/C Job descriptions)				
Order number	6		____	____
Only needed when re-printing invoices that originated in Order Entry				
Sub-job number	3		____	____
This is the number of the sub-job for this invoice, if any. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost, per *Control information*. If you want to print the sub-job description, select the next field. (Enter invoices) (J/C Job descriptions)				
Sub-job description	25		____	____
This is the description of the sub-job for this invoice, if any. This comes from the sub-job header information entered in J/C. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost, per Control information. (J/C Job descriptions) (Enter invoices)				
NOTE: For the three user defined fields below, write in the name you assigned in *Control information* to any of these fields that you use. For each of the three, a shorter maximum length may be specified in *Control information*.				
User defined field 1 Name: _____	15		____	____

Header Fields				
Field Name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
This is the 1st optional field that was specified in *Control information*. The exact name of this field comes from *Control information*. (Enter invoices, 1st User-defined field)				
User defined field 2 Name: _____	15		____	____
This is the 2nd optional field. It is handled the same way as User Field 1 above. (Enter invoices)				
User defined field 3 Name: _____	30		____	____
This is the 3rd optional field. It is handled in exactly the same way as User Field 1 above. (Enter invoices)				

Line Item and Payment Fields

These are the fields available to you to print in the Line Item area of your invoice or quotation.

Line Item Fields				
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Line number	3	999	____	____
This is the number automatically assigned to this line item at the time the invoice is printed. It is not the sequence number. Numbers are assigned in order: 1, 2, 3, 4, etc. You can print this as a reference point to use in discussing the invoice with the customer. It is derived from the sequence number that you entered for the line item. (Enter invoices [Sequence #])				
Line type	8		____	____
This is the type of this line item. It can have only 3 types: Goods, Services, or Note. (Enter invoices)				
Item number	15		____	____
For a Goods line item, this is your item number; for example, HD20RC. Nothing is printed for Services or Note type line items. (Enter invoices, Goods)				
Item description line 1 Item description line 2 Item description line 3 Item description line 4	25 25 25 25		____ ____ ____ ____	____ ____ ____ ____
For a Goods line item, this is the description (Enter invoices, Goods). If you use I/C inventory item numbers, there may be up to four lines of description; if you use A/R goods numbers, there may be no more than two.				
Service number	3		____	____
For a Services line item, this is the service number. Nothing is printed for Goods or Note line items (Enter invoices, Services).				
Service/Note description line 1 line 2 line 3	50*		____ ____ ____ ____	____ ____ ____ ____

		Line Item Fields		
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
line 4 line 5 line 6 line 7 line 8 line 9 line 10			____ ____ ____ ____ ____ ____	____ ____ ____ ____ ____ ____
* This field size may be shorter. Its maximum length is specified in Control information.				
For a Services line item, this is the description (up to 10 lines) of the service provided; for example, line 1: Security service for Warehouses A and B line 2: officer with guard dog.				
For a Notes line item, this is the text of the note (up to 10 lines); for instance, line 1: Beginning on June 1, a 30 MB line 2: disk will be available for those line 3: users who wish to upgrade. It line 4: will be completely compatible line 5: with your current 20 MB disk.				
For instance, if your longest service description or note is 5 lines, select lines 1 through 5 to print. (Enter invoices, Services, Notes)				
Item/Service unit	4		____	____
For a Goods line item, this is the unit in which you stock the item: Each, Box, Gal, etc. For a Services line item, this is the unit in which the service is delivered (if any); for instance, Hour. (Enter invoices, Goods, Services)				
Qty ordered	18	(99,999,999.99999)	____	____
This field applies to Goods line items. This is the quantity ordered of the inventory item. (Enter invoices, Goods)				
Qty shipped	18	(99,999,999.99999)	____	____
This field applies to Services line items. This is the quantity shipped of the service. (Enter invoices, Services, field Qty to ship)				
Expanded qty o/s or drop shipped	18	(99,999,999.99999)	____	____
This field applies to Goods line items. It is the text "Drop shipped" if the quantity ordered is being drop				

Line Item Fields				
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
shipped. (Enter invoices, Goods, field Qty to ship) NOTE: Partial shipments are not allowed for drop shipped items. Thus, this field can be used instead of Qty shipped to show either the quantity shipped (for non-drop shipped items) or that the full quantity ordered is being drop shipped.				
Expanded qty o/s or (O/S)	18	(99,999,999.99999)	____	____
This field applies to Goods line items. If the line item is fully shipped (quantity shipped is the same as quantity ordered), then this field is zero. If the item has been shipped in stock, then this field prints as O/S.				
This field is used to show either: The literal "O/S" if the item is not fully shipped, or Nothing at all if the full quantity is shipped.				
For example, if you set up your invoice format to show the following: Expanded qty o/s (short) then the following would be printed: 1. If the full quantity was shipped: Either 0.00 or blank, depending on whether you answered Y or N to *Print when zero ?* in the invoice format. 2. If the item was shipped in stock: O/S This is useful if you are only shipping a partial amount.				
Expanded qty o/s (long) or (Out of Stock)	18	(99,999,999.99999)	____	____
This field applies to Goods line items. If the line item is fully shipped (quantity shipped is the same as quantity ordered), then this field is zero. If the item has not been fully shipped, then this field prints as "Out of stock". For example, suppose you set up your invoice format to show the following: Expanded qty o/s (long) In this case, the following would be printed: 1. If the full quantity was shipped: Either 0.00 or blank, depending on whether you answered Y or N to *Print when zero ?* in the invoice format. 2. If the item was shipped in stock: Out of stock				
Not fully shipped o/s (short)	3	(fixed)		3
This field applies to Goods line items. If the line item is fully shipped (quantity shipped is the same as quantity ordered), then this field is blank. If the item has been shipped in stock, then this field prints O/S.				

Line Item Fields				
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Not fully shipped o/s (long)	12	(fixed)		12
This field applies to Goods line items. If the line item is fully shipped (quantity shipped is the same as quantity ordered), then this field is blank. If the item has been shipped in stock, then this field prints Out of stock.				
Item/Service unit price	19	9,999,999,999.99999	____	____
This is the price you charge per unit (if you charge by the unit); for example, 40.00 (per gallon) for an item; 150.00 (per hour) for a service. (Enter invoices, Goods, Services [Unit price]) For those services for which you charge a flat amount (not by the unit), this is the total price for the service; for example, 500.00. (Enter invoices, Services [Price].				
Item pricing unit	4		____	____
For a Goods line item, this is the unit in which you price the item. This field is available to you only if you are interfacing to the Passport Business Solutions I/C module, per *Control information*. It is not used for Services and Note type line items. (I/C Enter items)				
Line discount percent	7	999.999	____	____
This is the discount given on the line item (if you offer discounts on individual line items). If you do not use line item discounts, per Control information, this field is not available to you. (Enter invoices, Goods, Services)				
Line discount amount	20	(999,999,999,999.99)	____	____
This is the amount of the discount given on the line item, calculated from the quantity and unit price of the line item and the discount percent (if any). For example, if the line item is 8 gallons at 50.00 per gallon, and the discount is 3%, the line discount amount would be 12.00. (For a service with no unit, the discount percent is applied to the total price of the service.) If line item discounts are not used per Control information, this field is not available to you.				
Extended price without discount	23	(999,999,999,999.99999)	____	____
This is the quantity of the line item, times its unit price. For a service with no unit, this is the total price. If line discounts are not used, this field appears as Extended price.				
Extended price with discount	23	(999,999,999,999.99999)	____	____
Taxable flag	1		____	____

		Line Item Fields		
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
This flag (Y or N) indicates whether this particular line item is taxable. This is available to you only if your goods or services are taxable by line item, as specified in Control information. (Enter invoices, Goods, Services)				
Job number	7		____	____
This is the job number that this line item is for. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost module, per Control information. If you want to print the description of the job, select the next field. (Enter invoices, Goods, Services) (J/C Job descriptions)				
Job description	25		____	____
This is the description of the job for this line item. This comes from the job header information entered in J/C. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost per Control information. (J/C Job descriptions)				
Sub-job number	3	999	____	____
This is the number of the sub-job for this line item, if any. This field is available to you only if you are interfacing to the Passport Business Solutions Job Cost, per Control information. If you want to print the sub-job description, select the next field. (Enter invoices, Goods, Services) (J/C Job descriptions)				
Sub-job description	25		____	____
This is the description of the sub-job for this line item, if any and comes from the sub-job header information entered in J/C. This field is available only if you are interfacing to the PBS Job Cost per Control information. (J/C Job descriptions) (Enter invoices)				
Job cost category number	7	9999999	____	____
This is the category number to which the cost of the line item goes if the line item is for a job. This field is available to you only if you are interfacing to both the Passport Business Solutions Job Cost and Inventory Control modules. Nothing is printed for a Services or Note type line item. If you want to print the description of the category, select the next field. (Enter invoices, Goods, Services) (J/C Cost items for jobs)				
Job cost category description	25		____	____

		Line Item Fields		
Field Name	**Longest field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
This is the description of the cost category to which the cost of the line item goes if the line item is for a job. This field is available to you only if you are interfacing to both the Passport Business Solutions Job Cost and Inventory Control modules. Nothing is printed for a Services or Note type line item. (J/C Cost items for jobs)				

TOTALS FIELDS

These are the fields available to you to print in the Totals section of your invoice or quotation.

		Totals Fields		
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Sub-total goods line items	20	(999,999,999,999.99999)	____	____
This is the total amount you are billing for all Goods line items on the invoice. Any Goods line item discounts you give have already been subtracted out.				
Sub-total services line items	20	(999,999,999,999.99999)	____	____
This is the total amount you are billing for all Services line items on the invoice. Any Services line item discounts you give have already been subtracted out.				
Total all line items	20	(999,999,999,999.99999)	____	____
This is the total amount you are billing for all the line items on the invoice. Line item discounts you give have already been subtracted out.				
Number of line items	3	999	____	____
This is the total number of line items on this invoice.				
Invoice discount percent	6	99.999	____	____
This is the overall discount percent (if any) on the entire amount of the invoice. It does not include any discounts given on line items. This field is available to you only if Control information specifies that invoice discounts are used. (Enter invoices, Totals)				
Invoice discount amount	20	(999,999,999,999.99)	____	____
This is the amount of the overall discount (if any), calculated from the entire amount of the invoice [total all line items] and the invoice discount percent. This field is available to you only if Control information specifies that invoice discounts are used.				
Line item total less discount	20	(999,999,999,999.99)	____	____
This is calculated from the Total all line items (above) minus the Invoice discount amount (above). You can still print this amount, even if you do not show Total all line items and Invoice discount amount on the invoice. If Control information specifies that invoice discounts are not used, this appears as Line item total.				

		Totals Fields		
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Miscellaneous charges	15	(99,999,999.99)	____	____
This is the amount of any miscellaneous charges specified for the invoice. This is available to you only if the Control File specifies that miscellaneous charges are used. (Control information) (Enter invoices, Totals)				
Freight charges	14	(9,999,999.99)	____	____
This is the amount of any freight charge for this invoice. This is available to you only if Control information specifies that freight charge is used. (Control information) (Enter invoices, Totals)				
Sales tax	15	(99,999,999.99)	____	____
This is the amount of sales tax, calculated from either the Line item total less discount (if all line items are taxable), or from the total of the individual Line item price with discounts for each line item specified as taxable. (This is the amount which displays as the Taxable total (with this bill) on the Totals screen during selections such as Invoices. The percent used to calculate the sales tax is obtained from the tax code which applies to the invoice. (Enter invoices, Totals) If you use miscellaneous charges, and you specified that miscellaneous charges were taxable (Enter invoices, Totals), the amount of the miscellaneous charges is also used in calculating the sales tax.				
Total invoice amount	20	(999,999,999,999.99)	____	____
This is the total amount the customer is to pay. It is the sum of: • Line item total less discount • Miscellaneous charges • Freight • Sales tax				
Cash with invoice	18	(999,999,999,999.99)	____	____
This is the total amount of cash (currency or check) received from the customer by the time the invoice was entered. This field is available to you only if Control information specifies to ask if any cash is received with invoices. (Control information) (Enter invoices, Totals) This field does not print on credit memos.				
Total invoice amt minus cash	18	(999,999,999,999.99)	____	____
This is the amount of the balance due on the invoice Total invoice amount minus Cash with invoice. If Control information specifies that Cash with invoice is not asked, this field is not available to you. This field does not print on credit memos.				

		Totals Fields		
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Check number	7	999,999	____	____
This is the number of the customer's check received by the time the invoice was prepared. If Control information specifies that Cash with invoice is not asked, this field is not available to you. (Enter invoices, Totals)				
Bank route number	15		____	____
This is the bank routing number that is on the check that was received as payment on the invoice. If Control information specifies that Cash with invoice is not asked, this field is not available to you. (Enter invoices, Totals)				
NOTE: The next two fields apply only to invoices created from recurring bills. They will not print for any invoice that was not created from a recurring bill.				
Invoice comment line 1 Invoice comment line 2 Invoice comment line 3 Invoice comment line 4 Invoice comment line 5	50 50 50 50 50			____ ____ ____ ____ ____
This is any message (up to 5 lines) which was entered for comments for the invoice; for example, Line 1: We appreciate your business. Line 2: Please think of us when it is Line 3: time to reorder. If the longest message you want to appear here is 3 lines, select lines 1 through 3 to print. (Enter invoices, Totals)				
NOTE: The fields below are the same fields as described and used in the Header fields section above. They are also available with the Total fields to either print in the Totals section or to enable you to print shipping labels with your invoices if you so desire (some invoice forms have tear-off shipping labels at the bottom of each invoice).				
Customer name	50		____	____
This is the customer's name. If you entered it as last name, comma, first name, it will automatically be rearranged and printed with the first name first. (A/R Customers) (Enter invoices, new customer window)				

		Totals Fields		
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Customer bill address			____	____
line 1	60		____	____
line 2	60		____	____
line 3	60		____	____
line 4	60		____	____
city, st. zip	90		____	____
city	45		____	____
state	23		____	____
zip code	15		____	____
county	45			
This is the customer's billing address to which the invoice will be sent (Customers, enter invoices, new customer window). There are up to four available lines for the address. City, state, and zip can be on a combined field or can be entered separately. The county is available for printing if needed. The Contact field does not print on the invoice. You can print your customer contact person, if you want, by using a User defined field (see below).				
Customer bill country	3		____	____
This is the customer's country code, if applicable (Customers, Enter invoices, new customer window)				
Customer contact full name	56		____	____
This is the name of your contact 1 assigned to this customer. The contact name is from the contacts (CONTAC) data. The contact name cannot be printed for a one-time customer.				
Ship-to				
line 1	60		____	____
line 2	60		____	____
line 3	60		____	____
line 4	60		____	____
city state zip grp	90		____	____
city	45		____	____
state	23		____	____
zip code	15		____	____
county	45		____	____
Ship-to country	3		____	____
This is the location to which goods are to be shipped or at which services are to be performed, specified when the invoice is entered. (Enter invoices) The city, state and zip code can be entered on one line as a group or as separate fields.				

		Totals Fields		
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Line item total gross amount	20	(999,999,999,999.99)	____	____
This is the total amount you are billing for all the line items on the invoice, but without any line item discounts and without the invoice discount amount. NOTE: Field for Laser Printing.				
Laser multi-part label	25			____
This is the multi-part label that prints on each copy of an invoice when printing on a laser printer. When printing invoices on a laser printer, you can choose to print from 1 to 9 copies of each invoice to produce multi-part forms. You are also asked to enter a different label for each copy of the invoice, such as Customer copy on the first copy, Store copy on the second copy and so on. This field determines where these labels print.				

Sample Filled-in Data Field Worksheet

This section shows the same worksheet as the previous section, as it might appear when filled so as to create predefined format #2. The fields themselves are shown, but the descriptions are not repeated.

Sizes of fields appearing on the invoice are in italics.

Fields which you do not wish to show on your invoice appear as blank ("____").

We have deliberately chosen the illustration to match a format already in existence, so that you can easily compare the one to the other. If you actually intend to use predefined format #2, you do not have to fill out this worksheet beforehand as the format is already in place.

Header Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Invoice number	6	999999	999999	6
Invoice date	8	MM/DD/YY	_____	_____
	5	MM/DD	_____	_____
	9	DD-MMM-YY	_____	_____
	6	DD-MMM	_____	_____
	18	September 30, 2005	_____	_____
Due date	8	MM/DD/YY	_____	_____
	5	MM/DD	_____	_____
	9	DD-MMM-YY	_____	_____
	6	DD-MMM	_____	_____
	18	September 30, 2005	_____	_____
Discount date	8	MM/DD/YY	_____	_____
	5	MM/DD	_____	_____
	9	DD-MMM-YY	_____	_____

Header Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
	6	DD-MMM	_____	____
	18	September 30, 2005	_____	____
Invoice page number	2	99	99	2
Your company name	30		_____	____
Your company address 1 address 2 address 2	30		_____	____
Your telephone number	12		_____	____
** Credit memo **	17	(fixed)	_____	____
Document type (spelled out)	17	(fixed)	_____	____
Apply-to number (for credit memos)	6	999999	_____	____
Bill reference number	6	999999	999999	6
Bill group code	3			
Customer number	12			6
Customer name	50			40
Customer bill address line 1 line 2 line 3 line 4	 60 60 60 60			 45 45 45 0
City, st. zip (City, State and zip combined)	90		_____	____

Header Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Customer bill				
City	45			35
State	23			2
Zip	15			12
County	45			0
Customer country code	3		_____	____
Customer contact	50		_____	____
Ship-to address				
line 1	60			45
line 2	60			45
line 3	60			45
line 4	60			0
Ship-to				
city	45			30
state	23			2
zip code	15			10
country code	3			0
county	45			0
Ship-to city state zip grp	90		_____	____
Customer P.O. number	30			20
Cost center	12		_____	____
Terms code	3			3
Terms description	15		_____	____
Tax code	3		_____	____
Tax description	25		_____	____
Ship-via code	3			3
Ship-via description	15		_____	____

Header Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Sales rep code	3		_____	____
Sales rep name	25		_____	____
Ship date	6		_____	____
Job number	7		_____	____
Job description	25		_____	____
Sub-job number	3		_____	____
Sub-job description	25		_____	____
User defined field 1 Name:_____	15			10
User defined field 2 Name:_____	15		_____	____
User defined field 3 Name:_____	30		_____	____

Line Item Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Line number	3	999		
Line type	8			
Item number	39			15
Item description				
line 1	25			20
line 2	25			20
line 3	25			____
line 4	25			____

Line Item Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
Service number	3			
Service/Note description line 1 line 2 line 3 line 4 line 5 line 6 line 7 line 8 line 9 line 10	50		 ____ ____ ____ ____ ____	 40 40 40 40 40 ____ ____ ____ ____ ____
Item/Service unit	4			4
Item/Service quantity	18	(99,999,999.99999)	-999,999.99	11
Qty ordered	18	(99,999,999.99999)	____	____
Expanded qty_ shipped or drop shipped	18	(99,999,999.99999)	____	____
Expanded qty o/s (short) or (O/S)	18	(99,999,999.99999)	____	____
Expanded qty o/s (long) or (Out of Stock)	18	(99,999,999.99999)	____	____
Not fully shipped o/s code (short)	3	(fixed)		
Not fully shipped o/s code (long)	12	(fixed)		
Item/Service	19	9,999,999,999.99999	99,999.99	9

Line Item Fields				
Field Name	**Longest Field Size**	**Longest Form**	**My Longest Form**	**My Field Size**
unit price				
Item pricing unit	4		____	____
Line discount percent	7	999.999	____	____
Line discount amount	15	(99,999,999.99)	____	____
Extended price without discount	16	(999,999,999.99)	-999,999.99	11
Extended price with discount	16	(999,999,999.99)	____	____
Taxable flag	1			____
Job number	7		____	____
Job description	25		____	____
Sub-job number	3	999	____	____
Sub-job description	25		____	____
Job cost category number	7	9999999	____	____
Job cost category description	25		____	____

Totals Fields				
Field name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
Sub-total goods line items	16	(999,999,999.99)	____	____
Sub-total services line items	16	(999,999,999.99)	____	____
Total all line items	16	(999,999,999.99)	-999,999.99	9
Number of line items	3	999	____	____
Invoice discount percent	6	99.999	____	____
Invoice discount amount	16	(999,999,999.99)	____	____
Line item total less discount	16	(999,999,999.99)	____	____
Miscellaneous charges	15	(99,999,999.99)	-9,999.99	9
Freight charges	14	(9,999,999.99)	-9,999.99	9
Sales tax	15	(99,999,999.99)	-99,999.99	10
Total invoice amount	16	(999,999,999.99)	-9,999,999.99	13
Cash with invoice	14	999,999,999.99	999,999.99	10
Total invoice amt minus cash	16	(999,999,999.99)	-9,999,999.99	13
Check number	7	999,999	____	____
Bank route number	15		____	____
Invoice comment				
line 1	50			____
line 2	50			____
line 3	50			____
line 4	50			____
line 5	50			____
Customer name	25		____	____

Totals Fields				
Field name	**Longest field size**	**Longest form**	**My Longest Form**	**My Field Size**
Customer bill address, line 1	25		____	____
Customer bill address, line 2	30		____	____
Customer bill address, line 3	30		____	____
Customer country code	3		____	____
Customer contact	15		____	____
Ship-to line 1	25		____	____
Ship-to line 2	25		____	____
Ship-to line 3	30		____	____
Ship-to line 4	30		____	____
Line item total gross amount	16	(999,999,999.99)	____	____
Laser multi-part label	25			____

CHECKLIST # 2

This checklist gives the exact steps to use in designing a new format, starting from an already existing format.

For your first new format, you may choose to copy one of the predefined formats furnished with the A/R module, then modify the copy as you wish, even if the predefined format is not close to the one you want. This will give you some experience in using the tools provided with the Format Design Kit.

Note	Whenever you are asked to run a computer selection in the steps below, that selection is shown in italics. The instructions for each of these selections are found in the Invoice Formats chapter.

	Checklist #2	✓
Step 1		
	Print a copy of this blank Checklist #2, so you can check off the steps as you complete them, while still keeping the original unmarked checklist.	___
Step 2		
	Start with a layout of the existing format from which you want to create the new format in one of the following ways: a. Make a copy of an actual invoice in the existing format, using a photocopier; or b. Print a sample invoice in the existing format, using the Sample invoices selection; or c. Print a Layout Worksheet, using the Layout worksheet selection. Mark up this layout to show the changes you want to make to create the new format.	___ ___ ___
Step 3		
	To help in making changes, print the specifications for the existing format, using the *Format Specifications* selection.	___
Step 4		
	If you want to change how some of the fields appear on the invoice, or their lengths, make a copy of either a blank Data Field Worksheet or the Data Field Worksheet that was used to produce the existing format.	___
Step 5		

	Checklist #2	✓
	For each field whose appearance or length you want to change, mark the new appearance or length on the Data Field Worksheet. Write the fields' sizes of in the *My Field Size* column.	___
Step 6		
	On the layout you made in Step 2, roughly draw in the fields and text (titles) you want to appear on the new invoice. Use the new field sizes written on the Data Field Worksheet to make sure that fields that are next to each other do not overlap.	___
Step 7		
	Using the Copy selection, copy the existing format and assign a new format number and description to the new format. For instance, format #6, Modified format #1.	___
Step 8		
	If you are changing any of the values (shown on the screen below) which determine the format's general, overall appearance, make these changes now, using your format specification print-out from step 3 and the General appearance selection as shown below.	___
	If you are not changing any of these values, skip this step.	
Step 9		
	If you are adding or deleting fields or texts from the format or changing where they are to print, or are changing what they are to look like, use the Header area, Line item area, and Totals area, referring to your format specification print-out from step 3. If you are not adding or deleting fields or texts, skip this step.	___
	NOTE: The Data Field Worksheet provided with the Format Design Kit lists all of the possible fields, arranged in the order they would typically appear on an invoice. This is also the order in which they appear on the order in which they are shown on the three screens.	
	When you select a field, you are not selecting the title of the field to print, only the actual data that will print in the field.	
	For example, if the field is named Customer number and the data in the field is a customer code, you are selecting to print that code, not the Customer number title.	
	The title to print on the invoice is a text which you specify by leaving the field number blank, then typing in exactly how you want the text to look on the invoice.	
	If you are using preprinted forms, you probably will not need to enter any text, since the titles are already preprinted on the form.	

	Checklist #2	✓
	To help in adding/deleting/changing, press <F1> to display a picture of the invoice on your screen when you are in the field selection screen in the Header area, Line item area, or Totals area selections.	
Step 10		
	Using the Verify selection, check your new format for problems such as fields overlapping. You will get a printout of errors and warnings, if any are found. You must correct any errors; you may correct the warnings if you want to.	___
Step 11		
	Correct your format, using all the selections mentioned in the previous steps. Then run the Verify selection again. Repeat steps 10 and 11 until there are no more errors.	___
Step 12		
	Using the Sample invoice selection, print a sample invoice to see if the format you have designed matches what you had in mind when you laid out your invoice on the Layout Worksheet.	___
Step 13		
	Change any parts of the invoice design, using the selections mentioned above, to correct or improve the format. Then check the format again and print a sample invoice again. Repeat this until you are satisfied with the result. NOTE: To help in making corrections and improvements, you can print all the specifications for this format, using the Format specifications selection	

Statement Format Design Kit

This appendix contains the following topics:

Introduction to Statement Format Design Kit
Statement Closing Fields
Footer Fields

Introduction to Statement Format Design Kit

The purpose of this appendix is to describe all of the fields available to you for printing on the statements that you design using the Statement formats selection. You need to be familiar with the Statement formats functions before using this appendix.

The following pages list all of the fields available for printing on your custom statements. The list includes the size and format of all available fields, as well as their definitions what they are, where they come from, and what they look like.

This list of fields is useful when you are laying out your statement format. Use it when you are designing your statement (on a location grid or a layout worksheet) to determine the length and appearance of fields that you will select to print.

Available fields list

This list has three sections: Header Fields, Statement Closing Fields, and Footer Fields. Each section uses the following headings:

Field name	Longest field size	Longest form
Aging period 1 amount	18	(999,999,999,999.99)

Field name

Field name means the name of the field as shown in the Available fields window in the header area, statement closing area, and footer area functions. Aging period 1 amount (from Statement closing area) is shown above as an example of a field name.

Longest field size

Longest field size means the maximum number of columns that this field can occupy when printed on your statement. Use this fact to determine whether or not you will need to specify a shorter printed length for a field in order to fit it on your statement.

For instance, the Customer name field has a maximum length of 25 characters. It will never occupy more than 25 characters when printed. When you select the Customer name field to print (using the Header area, first page function), you can specify a length of less than 25 characters, but never more.

The longest field size for a numeric field, such as Aging period 1 amount, is determined by several factors: the maximum size of the number; the use of commas in the number; and how to show a negative value for the number. The maximum size of Aging period 1 amount is 999999999999.99. Using commas, it becomes 999,999,999,999.99, and using parentheses to show a negative value, it becomes (999,999,999,999.99). A count of all the digits, commas, and parentheses reveals that the longest field size possible for Aging period 1 amount is 20.

Longest form

Longest form means the longest possible form that a numeric field can take when printed. It shows the appearance of the field when printed at its longest field size.

Longest form is not listed for alphanumeric fields because their printed form does not vary: Their content is always printed as is. But the printed form of numeric and date fields will vary according to your specifications.

When you select a numeric field to print, you have control over the use of commas, the number of digits printed to the left of the decimal (integers), the number of digits printed to the right of the decimal (decimals), and how to print a negative value for the field. The longest form for any numeric field will be printed when you choose:

a.	The maximum # of integers for the field.
b.	The maximum # of decimals (if it has decimals).
c.	To use commas.
d.	To print a negative value using parentheses or a trailing CR (if the number can contain a negative value).

For the example above, Aging period 1 amount, the longest form is depicted as (999,999,999,999.99).

If the longest form shown for a number lacks the parentheses, that indicates that the number cannot ever be negative. For instance, the longest form for Page number is depicted as 99, as it cannot be negative.

You can choose to print a date field in any one of five different forms. The longest form of a date field will be printed when you choose to have the month fully spelled out, depicted as September 30, 2005 (September has the longest name of all the months). This will not be shown in the list since it is always the same.

Header fields

These are the fields available to you for printing in the header area of your statement. These fields are available in Header area, first page and Header area, additional pages.

Field name	Longest field size	Longest form
Statement date	18	September 30, 2005
This is the value that you enter as the ending date for the Statement period in Statements.		
Customer number	12	
This is the value that you entered for the Customer # field in Customers.		
Customer name	50	

Field name	Longest field size	Longest form
This is the customer's name, as entered for the Name field in Customers. If you entered it as a person's name, it will be printed with the first name first.		
Customer address line 1 Customer address line 2 address line 3 address line 4	60 60 60 60	
This is the customer's address, as entered in Address-1 and Address-2 in Customers.		
Customer city	45	
This prints the customer's city, as entered in the City field in Customers.		
Customer state	23	
This prints the customer's state, as entered in the State field in Customers.		
Customer zip code	15	
This prints the customer's zip code, as entered in the Zip code field in Customers.		
Customer country	3	
This prints the customer's country, as entered in the Country field in Customers.		
Customer county	45	
This prints the customer's county, as entered in the County field in Customers.		
Customer city, state, zip code	90	
This prints the customer's city, state, and zip code together on one line, as shown in this example: Pittsburgh, PA 12345-6789. Only use as many characters as you think you will need.		
Customer contact 1	50	
This is the value that you entered in the Contact number 1 (CONTAC) First name and Last name fields associated with the Customer.		
Customer telephone 1	25	
This is the value that you entered in the Contact number 1 (CONTAC) Office phone 1 field associated with the Customer.		
Customer contact 2	50	
This is the value that you entered in the Contact number 2 (CONTAC) First name and Last name fields associated with the Customer.		
Customer telephone 2	25	

Field name	Longest field size	Longest form
This is the value that you entered in the Contact number 2 (CONTAC) Office phone 1 field associated with the Customer.		
Your company name	30	
This is your company's name, exactly as entered in the Company display name field in Company information.		
Your company address line 1 Your company address line 2 Your company address line 3	30	
This is your company's address, as it is entered in Address line 1, Address line 2, and Address line 3 in *Company information*.		
Your telephone number	12	
This is your telephone number, as it is entered in Phone number in *Company information*.		
Sales rep name	25	
This is the sales rep name.		
Page number	2	
This prints the current page number for each statement page.		
Customer terms description	15	
This is the description of the payment terms (for example, Net 30 days) for this customer, according to the code entered in the Terms code field. This comes from the terms code entered in Terms.		
Customer tax exempt number	20	
This is the value that you entered for the Tax exempt # field in Customers.		
Customer billing method	24	
Tax payer ID number	11	
Last invoice date	18	
These fields are "Not available.		
Today's date	18	
This date is obtained from your computer system at the time that the statement is printed.		

STATEMENT CLOSING FIELDS

These are the fields available to you for printing in the statement closing area of your statement.

Field name	Longest field size	Longest form
Dunning message line 1 Dunning message line 2	25	
These fields print the dunning message that you entered for the dunning notice fields in *Control information*: In *Control information*, there are three dunning notice fields: Over 30 days dunning notice, Over 60 days dunning notice, and Over 90 days dunning notice. When you print the statement, the customer's account is aged and the appropriate dunning notice will be printed (if the Dunning message line 1 and Dunning message line 2 fields are included in the statement format).		
Aging period 1 description 1 Aging period 1 description 2	13	
These are the first and second lines of description that you enter for the Period 1 description field in Statements when you print statements.		
Aging period 1 amount	20	(999,999,999,999.99)
This is the part of the customer's account balance that falls within the first aging period that you specify in Statements.		
Aging period 2 description 1 Aging period 2 description 2	13	
These are the first and second lines of description that you enter for the Period 2 description field in Statements when you print statements.		
Aging period 2 amount	20	(999,999,999,999.99)
This is the part of the customer's account balance that falls within the second aging period that you specify in Statements.		
Aging period 3 description 1 Aging period 3 description 2	13	
These are the first and second lines of description that you enter for the Period 3 description field in Statements when you print statements.		
Aging period 3 amount	20	(999,999,999,999.99)
This is the part of the customer's account balance that falls within the third aging period that you specify in Statements.		
Aging period 4 description 1 Aging period 4	13	

Field name	Longest field size	Longest form
description 2		
These are the first and second lines of description that you enter for the Period 4 description field in Statements when you print statements.		
Aging period 4 amount	20	(999,999,999,999.99)
This is the part of the customer's account balance that falls within the fourth aging period that you specify in Statements.		
Statement comment 1 Statement comment 2	30	
These fields represent line 1 and line 2 of the Statement comments field that you enter in Statements when you print statements.		

Footer Fields

These are the fields available to you for printing in the footer area of your statement. These fields are available in Footer area, first page and Footer area, additional pages.

Field name	Longest field size	Longest form
Statement date	18	September 30, 2005
This is the value that you entered as the ending date for the Statement period in Statements.		
Customer number	12	
This is the value that you entered for the Customer # field in Customers.		
Customer name	50	
This is the customer's name, as entered for the Name field in Customers. If you entered it as a person's name, it will be printed with the first name first.		
Customer address line 1 Customer address line 2 Customer address line 3 Customer address line 4	60 60 60 60	
This is the customer's address, as entered in Address 1, Address 2, Address 3 and Address 4 in Customers.		
Customer city	45	
This prints the customer's city, as entered in the City field in Customers.		
Customer state	23	
This prints the customer's state, as entered in the State field in Customers.		
Customer zip code	15	
This prints the customer's zip code, as entered in the Zip code field in Customers.		
Customer country	3	
This prints the customer's country, as entered in the Country field in Customers.		
Customer county	45	
Prints the customer county.		

Field name	Longest field size	Longest form		
Customer city, state, zipcode	90			
This prints the customer's city, state, and zip code together on one line, as shown in this example: Pittsburgh, PA 12345-6789.				
Customer contact 1	50			
This is the value that you entered from the Contact 1 (CONTAC) associated with the Customer contact.				
Customer telephone 1	25			
This is the value that you entered for Contact 1 (CONTAC) Office telephone 1 associated with the Customer contact.				
Customer contact 2	50			
This is the value that you entered from the Contact 2 (CONTAC) record associated with the Customer.				
Customer telephone 2	25			
This is the value that you entered for Contact 2 (CONTAC) Office telephone 1 associated with the Customer contact.				
Your company name	30			
This is your company's name, exactly as entered in the Company display name field in Company information.				
Your company address line	30			
This is your company's address, as it is entered in Address line 1, Address line 2, and Address line 3 in Company information.				
Your telephone number	12			
This is your telephone number, as it is entered in Phone number in Company information.				
Sales rep name	25			
This is the Sale rep # entered in Customers.				
Page number	2			
This prints the current page number for each statement page.				

Sample Reports

This appendix contains sample Accounts Receivable reports

A/R Accounts List

Date 03/30/2019 Time 13:20:19 XYZ Company Report #0070 Page 0001

A / R A C C O U N T S L I S T

Starting account #: “First” Ending account #: “Last”

Acct-#	Description Comments
1100-000	Accounts receivable Primary account for sales.
1110-000	Employee loans receivable Trade receivables account - long term customers only.

2 A/R accounts on file

-- End of report --

Ship-To Addresses

Date 03/30/2019 Time 15:34:00 XYZ Company Report #0071 Page 0001

S H I P - T O A D D R E S S E S

Cust #	Bill-to name Bill-to address	Ship-to #	Ship-to name Ship-to address	Tax-code	Description Description Tax exempt #
100	Neptune Underwater Supply 345 Fisherman's Pier Santa Marina, CA 91100	1	Neptune Underwater Supply 1550 S. Coastline Blvd. Refugio Beach, CA 91809 437-555-1246	CNT	Taxable Sales L.A. County
Contact: Audrey Smith Oliver Sutton	Phone: 437-555-1246 437-555-1248		Fax:		Email:
		2	Neptune Underwater Supply 84 Avalon Way, Suite 12 Santa Catalina, CA 98809	CNT	Taxable Sales L.A. County
200	21st Century Enterprises P.O. Box 4545 670 Mason Street San Francisco, CA 95782	1	21st Century Enterprises P.O. Box 4545 670 Mason Street San Francisco, CA 95782	CAL	Taxable Sales Cal State
		2	21st Century Enterprises 127 Third St. Palo Alto, CA 97622	CAL	Taxable Sales Cal State

4 ship-to addresses on file

-- End of report --

Ship Via Code List

Date 03/30/2019 Time 15:42:59 XYZ Company Report #0072 Page 0001

S H I P V I A C O D E L I S T

Ship-via code	Description
A	Air Freight
P	Parcel Post
R	Red Line Expres
S	Special Courier
T	Truck
U	UPS
W	Will Call

7 codes on file

-- End of report --

Terms Code List

Date 03/30/2019 Time 16:10:51 XYZ Company Report #0073 Page 0001

T E R M S C O D E L I S T

EOM = end of current month

Terms code	Description	Due-days	Disc-days	Disc-pct
Type: Days				
1	2/10 Net 30	30	10	2.00
2	Net 30	30	0	.00
3	5/10 net 25	25	10	5.00
A	Normal Terms	30	10	15.00
B	Cash	0	0	.00
C	Due 25 disc 5	25	5	2.00

		Due-day	Disc-day	Disc-pct	Cut-off-day
Type: Day of next month					
P	Due on the 14th	14th	10th	2.00	EOM

7 terms on file

-- End of report --

TAX CODE LIST

Date 03/30/2019 Time 16:55:42 XYZ Company Report #0075 Page 0001

T A X C O D E L I S T

Current period end date: 03/31/19 (PTD totals do not include amounts after this date)

Tax cod	Description / Tax due by	Total-sales-PTD / Total-sales-YTD	Misc-charges-PTD / Misc-charges-YTD	Freight-PTD / Freight-YTD	Taxable-amount-PTD / Taxable-amount-YTD	Sales-tax-PTD / Sales-tax-YTD
CAL	Taxable Sales Cal State	1,408.10	.00	.00	1,408.10	70.41
	Invoice date	1,408.10	.00	.00	1,408.10	70.41

	Desc.	Acct-#	Tx-%	On-amt-over	T.O.T
1.	Tax rate-1	2200-000	5.00	.00	

CNT	Taxable Sales L.A. County	560.25	.00	.00	560.25	28.01
	Invoice date	560.25	.00	.00	560.25	28.01

	Desc.	Acct-#	Tx-%	On-amt-over	T.O.T
1.	Tax rate-1	2210-000	5.00	.00	

CTX	County X	.00	.00	.00	.00	.00
	Invoice date	.00	.00	.00	.00	.00

	Desc.	Acct-#	Tx-%	On-amt-over	T.O.T
1.	Tax rate-1	2210-000	7.00	.00	

OST	Out of State Sales Tax	1,190.00	.00	.00	1,190.00	.00
	Invoice date	1,190.00	.00	.00	1,190.00	.00

	Desc.	Acct-#	Tx-%	On-amt-over	T.O.T
1.	Tax rate-1	2200-000	.00	.00	

Date 03/30/2019 Time 16:55:42 XYZ Company Report #0075 Page 0002

T A X C O D E L I S T

Tax cod	Description / Tax due by	Total-sales-PTD / Total-sales-YTD	Misc-charges-PTD / Misc-charges-YTD	Freight-PTD / Freight-YTD	Taxable-amount-PTD / Taxable-amount-YTD	Sales-tax-PTD / Sales-tax-YTD

6 codes on file

-- End of report --

Customers By Customer Number

```
Date 03/31/2019  Time 11:17:02                          XYZ Company                                  Report #0076   Page 0001

                                  C U S T O M E R S   B Y   C U S T O M E R   N U M B E R

Customer # range: "First"      to "Last"
For A/R account#: "All"
Balance methods: B = balance forward   O = open item

-------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-------------------------------------------------------------------------------------------------------------------------------

*401         Miscellaneous customer        Scott Fisher             555-777-9100             U         Unlimited           RET
   O                                                                                         OST              0.00  0.000    N
   M                                                                                         B                0.00   Y
   Y                                            1st-sale: NONE       1100-000                15A         0.000       Y
                                             Need A/C to dry out store
Lst-Invc-#:           SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                       Period-to-date         Year-to-date            Last-year                                          Date
       Sales:                    0.00                 0.00                 0.00   Last sale amt:                 0.00      NONE
       Costs:                    0.00                 0.00                 0.00   Last stmt amt:                 0.00      NONE
       Commissions:              0.00                 0.00                 0.00   Past due amt:                  0.00      NONE
       Payments:                 0.00                 0.00                 0.00   Last pmt amt:                  0.00      NONE
       Fin charges:              0.00                 0.00                 0.00   Last fin chg amt:              0.00      NONE

                              Avg-days                                                  Total-payments
                    Period     to-pay       Highest-Bal          Total-charges            received
                    ------    --------  -------------------   -------------------   -------------------
                      YTD       0.000                0.00                  0.00                  0.00
                     QTR1       0.000                0.00                  0.00                  0.00

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


1            Elliot Enterprises            Paul Elliot              213-779-6010             T         Unlimited     A      WSL
   O         123 Broadway                                                                      CTY            312.44  0.000    N
   W         Suite 500                                                                         B              135.00-  Y
   Y         Glendale        CA 94994           1st-sale:  1/25/19   1100-000                1            0.000       Y
    Country: USA                             Regular wholesale terms
Lst-Invc-#: 1018      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                       Period-to-date         Year-to-date            Last-year                                          Date
       Sales:                  292.00               292.00                 0.00   Last sale amt:               292.00     1/25/19
       Costs:                   77.00                77.00                 0.00   Last stmt amt:                 0.00      NONE
       Commissions:              6.70                 6.70                 0.00   Past due amt:                  0.00      NONE
       Payments:                 0.00                 0.00                 0.00   Last pmt amt:                  0.00      NONE
       Fin charges:              0.00                 0.00                 0.00   Last fin chg amt:              0.00      NONE

                              Avg-days                                                  Total-payments
                    Period     to-pay       Highest-Bal          Total-charges            received
                    ------    --------  -------------------   -------------------   -------------------
                      YTD       0.000               312.44                312.44                  0.00
                     QTR1       0.000               312.44                312.44                  0.00


Date 03/31/2019  Time 11:17:02                          XYZ Company                                  Report #0076   Page 0002

                                  C U S T O M E R S   B Y   C U S T O M E R   N U M B E R

-------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
```

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---------------------------------------------------------------------------------------------------------------------------------

10          Harris, Goldberg & Jones       Michael Jones            714-221-8500             P         Unlimited           RET
   O        456 W. 7th Street                                                                CAL             290.22  0.000    N
   W        Suite 100                                                                        A                 0.00   Y
   Y        San Diego       CA 92100           1st-sale:  1/25/19   1100-000                 1            0.000       Y
    Country: USA
Lst-Invc-#: 1019      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                      Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  276.40               276.40                0.00   Last sale amt:                276.40     1/25/19
       Costs:                   77.36                77.36                0.00   Last stmt amt:                  0.00      NONE
       Commissions:             19.90                19.90                0.00   Past due amt:                   0.00      NONE
       Payments:                 0.00                 0.00                0.00   Last pmt amt:                 300.00      NONE
       Fin charges:              0.00                 0.00                0.00   Last fin chg amt:               0.00      NONE

                              Avg-days                                                  Total-payments
                    Period     to-pay       Highest-Bal          Total-charges            received
                    ------    --------  -------------------   -------------------   -------------------
                      YTD       0.000               290.22                290.22                  0.00
                     QTR1       0.000               290.22                290.22                  0.00

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


30          W.J. Bjornfreg A/G             Mary Kneip               213-886-7722             T         Unlimited     B      WSL
   O        1 Wilshire Blvd.                                                                 CTY           4,825.59- 0.000    N
   W        Suite 460                                                                        1                 0.00   Y
   Y        Los Angeles     CA 92100           1st-sale:  1/25/19   1100-000                 20           0.000       Y
Lst-Invc-#: 1020      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                      Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  163.00               163.00                0.00   Last sale amt:                163.00     1/25/19
       Costs:                   52.50                52.50                0.00   Last stmt amt:                  0.00      NONE
       Commissions:              9.78                 9.78                0.00   Past due amt:                   0.00      NONE
       Payments:             5,000.00             5,000.00                0.00   Last pmt amt:             5,000.00     1/30/19
       Fin charges:              0.00                 0.00                0.00   Last fin chg amt:               0.00      NONE

                              Avg-days                                                  Total-payments
                    Period     to-pay       Highest-Bal          Total-charges            received
                    ------    --------  -------------------   -------------------   -------------------
                      YTD       0.000               174.41                174.41              5,000.00
                     QTR1       0.000               174.41                174.41              5,000.00

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


Date 03/31/2019  Time 11:17:02                          XYZ Company                                   Report #0076   Page 0003

                                        C U S T O M E R S   B Y   C U S T O M E R   N U M B E R

---------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
---------------------------------------------------------------------------------------------------------------------------------

40          Washington, Mrs. Thomas        Ann Washington           617-444-7780             P         Unlimited     A      RET
   B        350 Hillcrest Circle                                                             OST             955.00  0.000    N
   W                                                                                         2                 0.00   Y
   Y        Dallas          TX 75201           1st-sale:  1/25/19   1100-000                 1            0.000       Y
    Country: USA
Lst-Invc-#: 1021      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                      Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  955.00               955.00                0.00   Last sale amt:                955.00     1/25/19
       Costs:                  365.00               365.00                0.00   Last stmt amt:                  0.00      NONE
       Commissions:             59.00                59.00                0.00   Past due amt:                   0.00      NONE
       Payments:                 0.00                 0.00                0.00   Last pmt amt:                   0.00      NONE
       Fin charges:              0.00                 0.00                0.00   Last fin chg amt:               0.00      NONE
```

Period	Avg-days to-pay	Highest-Bal	Total-charges	Total-payments received
YTD	0.000	955.00	955.00	0.00
QTR1	0.000	955.00	955.00	0.00

****
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```
50          Space Concepts & Design       Mike Mallin              212-220-9981             P            20,000     AA     RET
  O         3901 Ave. of the Americas                                                       OST             235.00  0.000    N
  W         Suite 360                                                                       3                 0.00   Y
  Y         New York        NY 10052           1st-sale:  1/25/19   1100-000                789          0.000       Y
   Country: USA
Lst-Invc-#: 1022      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:
```

	Period-to-date	Year-to-date	Last-year			Date
Sales:	235.00	235.00	0.00	Last sale amt:	235.00	1/25/19
Costs:	85.00	85.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	14.10	14.10	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

Period	Avg-days to-pay	Highest-Bal	Total-charges	Total-payments received
YTD	0.000	235.00	235.00	0.00
QTR1	0.000	235.00	235.00	0.00

****

C U S T O M E R S B Y C U S T O M E R N U M B E R

```
-----------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-----------------------------------------------------------------------------------------------------------------------------

99          Anthony Jones, Inc.           T.A. Wagner              123-456-7890             A         Unlimited            RET
  O         15 Winnington Pl.                                                               CAL             583.80  0.000    N
  M                                                                                         1                 0.00   Y
  Y         Alberta         CA 12345           1st-sale:  1/25/19   1100-000                1            0.000       Y
   Country: USA                           Franchise retailer
Lst-Invc-#: 1023      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:
```

	Period-to-date	Year-to-date	Last-year			Date
Sales:	556.00	556.00	0.00	Last sale amt:	556.00	1/25/19
Costs:	156.00	156.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	31.40	31.40	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

Period	Avg-days to-pay	Highest-Bal	Total-charges	Total-payments received
YTD	0.000	583.80	583.80	0.00
QTR1	0.000	583.80	583.80	0.00

```
 100          Neptune Underwater Supply      Sam Johnson              408-776-1102             A            25,000     A      WSL
  O         345 Fisherman's Pier                                                            CNT              88.26  0.000    N
  W                                                                                         2                 0.00   Y
  Y         Santa Marina    CA 91100           1st-sale:  1/25/19   1100-000                23           0.000       Y
   Country: USA
Lst-Invc-#: 1024      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:
```

```
                    Period-to-date        Year-to-date          Last-year                                          Date
      Sales:                560.25              560.25               0.00   Last sale amt:              560.25     1/25/19
      Costs:                220.90              220.90               0.00   Last stmt amt:                0.00      NONE
      Commissions:           16.81               16.81               0.00   Past due amt:                 0.00      NONE
      Payments:             500.00              500.00               0.00   Last pmt amt:               500.00     1/29/19
      Fin charges:            0.00                0.00               0.00   Last fin chg amt:             0.00      NONE

                            Avg-days                                            Total-payments
                Period      to-pay       Highest-Bal          Total-charges          received
                ------     --------  -------------------   -------------------   -------------------
                  YTD       4.000              588.26               588.26               500.00
                 QTR1       4.000              588.26               588.26               500.00

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

Date 03/31/2019  Time 11:17:02                          XYZ Company                                  Report #0076   Page 0005

                                    C U S T O M E R S   B Y   C U S T O M E R   N U M B E R

-----------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-----------------------------------------------------------------------------------------------------------------------------

200          21st Century Enterprises      Lou Mandel               415-555-7844             P            20,000     AA     RET
   O         P.O. Box 4545                 Danny Smith              415-555-7845             CAL             604.49  5.000    N
   W         670 Mason Street                                                                3               0.00   Y
   Y         San Francisco   CA 95782          1st-sale:  1/25/19   1100-000                 10     2.500 on Price    Y
    Country: USA                           Closed vacation Aug 8-20.
Lst-Invc-#: 1025      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                    Period-to-date        Year-to-date          Last-year                                          Date
      Sales:                575.70              575.70               0.00   Last sale amt:              575.70     1/25/19
      Costs:                138.00              138.00               0.00   Last stmt amt:                0.00      NONE
      Commissions:           22.93               22.93               0.00   Past due amt:                 0.00      NONE
      Payments:               0.00                0.00               0.00   Last pmt amt:                 0.00      NONE
      Fin charges:            0.00                0.00               0.00   Last fin chg amt:             0.00      NONE

                            Avg-days                                            Total-payments
                Period      to-pay       Highest-Bal          Total-charges          received
                ------     --------  -------------------   -------------------   -------------------
                  YTD       0.000              604.49               604.49                 0.00
                 QTR1       0.000              604.49               604.49                 0.00

    ***********************************************************************************************************************
300          Beverly Beauty Supply         Angie Peters             213-778-9000             T            50,000     AAA    RET
   B         750 N. Beverely Blvd.                                                           CTY             110.40- 0.000    N
   2                                                                                         1               135.00   Y
   Y         Los Angeles     CA 90005          1st-sale:  1/25/19   1100-000                 23           0.000       Y
    Country: USA
Lst-Invc-#: 1026      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                    Period-to-date        Year-to-date          Last-year                                          Date
      Sales:                132.95              132.95               0.00   Last sale amt:              132.95     1/25/19
      Costs:                 27.00               27.00               0.00   Last stmt amt:                0.00      NONE
      Commissions:            3.99                3.99               0.00   Past due amt:                 0.00      NONE
      Payments:             250.00              250.00               0.00   Last pmt amt:               250.00     1/29/19
      Fin charges:            0.00                0.00               0.00   Last fin chg amt:             0.00      NONE

                            Avg-days                                            Total-payments
                Period      to-pay       Highest-Bal          Total-charges          received
                ------     --------  -------------------   -------------------   -------------------
                  YTD       0.000              142.26               142.26               250.00
                 QTR1       0.000              142.26               142.26               250.00

    ***********************************************************************************************************************
```

C U S T O M E R S B Y C U S T O M E R N U M B E R

```
-----------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                        Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                   Contact-2                Phone-2                Tax-cod  Account-balance Disc-%  POReq
Stm-cyc1     Address-2                   Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord?
Fin-chg?     City, St, Zip                                        A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-----------------------------------------------------------------------------------------------------------------------------

600          Ariel Enterprises           M.J. Thorpe              213-554-4300           U         Unlimited            RET
   B         555 N. Grand Blvd.                                                          CTY             561.75  0.000    N
   W                                                                                     A                 0.00   Y
   Y         Los Angeles     CA 90005          1st-sale:  1/25/19  1100-000            23           0.000       Y
    Country: USA
Lst-Invc-#: 1027      SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                      Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                525.00               525.00                0.00   Last sale amt:                525.00     1/25/19
       Costs:                147.50               147.50                0.00   Last stmt amt:                  0.00      NONE
       Commissions:           18.26                18.26                0.00   Past due amt:                   0.00      NONE
       Payments:               0.00                 0.00                0.00   Last pmt amt:                   0.00      NONE
       Fin charges:            0.00                 0.00                0.00   Last fin chg amt:               0.00      NONE

                             Avg-days                                                Total-payments
                   Period     to-pay       Highest-Bal          Total-charges           received
                   ------    --------  -------------------   -------------------   -------------------
                     YTD       0.000               561.75               561.75                 0.00
                    QTR1       0.000               561.75               561.75                 0.00


C123         Peter Cash                  Peter Cash               123-456-7890           W         Unlimited            CASH
   O         4114 LaSalle                                                                CTY               0.00  0.000    N
   M                                                                                     B                 0.00   Y
   N         Portland        OR 98765-4321     1st-sale: NONE      1100-000            1      5.000 on Price    Y
    Country: USA
Lst-Invc-#:          SIC-code:         Sales-Terr:       Ship-zone:      Credit-hold:

                      Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  0.00                 0.00                0.00   Last sale amt:                  0.00      NONE
       Costs:                  0.00                 0.00                0.00   Last stmt amt:                  0.00      NONE
       Commissions:            0.00                 0.00                0.00   Past due amt:                   0.00      NONE
       Payments:               0.00                 0.00                0.00   Last pmt amt:                   0.00      NONE
       Fin charges:            0.00                 0.00                0.00   Last fin chg amt:               0.00      NONE

                             Avg-days                                                Total-payments
                   Period     to-pay       Highest-Bal          Total-charges           received
                   ------    --------  -------------------   -------------------   -------------------
                     YTD       0.000                 0.00                 0.00                 0.00
                    QTR1       0.000                 0.00                 0.00                 0.00

             Notes:  Date  5/04/97 Time 10:38

                     Pick up only, no shipping.


     12 customers on file         3 balance forward         9 open item
```

-- End of report --

Customer By Customer Name

Date 03/31/2019 Time 11:18:27 XYZ Company Report #0077 Page 0001

C U S T O M E R S B Y C U S T O M E R N A M E

Customer name range: "First" to "Last"
For A/R account#: "All"
Balance methods: B = balance forward O = open item

Customer-#	Name	Contact-1	Phone-1	Shp-via	Credit-limit	Crd-rte	Type
200	21st Century Enterprises	Lou Mandel	415-555-7844	P	20,000	AA	RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	575.70	575.70	0.00	Last sale amt:	575.70	1/25/19
Costs:	138.00	138.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	22.93	22.93	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

99	Anthony Jones, Inc.	T.A. Wagner	123-456-7890	A	Unlimited		RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	556.00	556.00	0.00	Last sale amt:	556.00	1/25/19
Costs:	156.00	156.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	31.40	31.40	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

600	Ariel Enterprises	M.J. Thorpe	213-554-4300	U	Unlimited		RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	525.00	525.00	0.00	Last sale amt:	525.00	1/25/19
Costs:	147.50	147.50	0.00	Last stmt amt:	0.00	NONE
Commissions:	18.26	18.26	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

300	Beverly Beauty Supply	Angie Peters	213-778-9000	T	50,000	AAA	RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	132.95	132.95	0.00	Last sale amt:	132.95	1/25/19
Costs:	27.00	27.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	3.99	3.99	0.00	Past due amt:	0.00	NONE
Payments:	250.00	250.00	0.00	Last pmt amt:	250.00	1/29/19
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

Date 03/31/2019 Time 11:18:27 XYZ Company Report #0077 Page 0002

C U S T O M E R S B Y C U S T O M E R N A M E

Customer-#	Name	Contact-1	Phone-1	Shp-via	Credit-limit	Crd-rte	Type

C123 Peter Cash Peter Cash 123-456-7890 W Unlimited CASH

	Period-to-date	Year-to-date	Last-year			Date
Sales:	0.00	0.00	0.00	Last sale amt:	0.00	NONE
Costs:	0.00	0.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	0.00	0.00	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

Notes: Date 5/04/97 Time 10:38

Pick up only, no shipping.

****

1 Elliot Enterprises Paul Elliot 213-779-6010 T Unlimited A WSL

	Period-to-date	Year-to-date	Last-year			Date
Sales:	292.00	292.00	0.00	Last sale amt:	292.00	1/25/19
Costs:	77.00	77.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	6.70	6.70	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****
****

10 Harris, Goldberg & Jones Michael Jones 714-221-8500 P Unlimited RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	276.40	276.40	0.00	Last sale amt:	276.40	1/25/19
Costs:	77.36	77.36	0.00	Last stmt amt:	0.00	NONE
Commissions:	19.90	19.90	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	300.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

*401 Miscellaneous customer Scott Fisher 555-777-9100 U Unlimited RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	0.00	0.00	0.00	Last sale amt:	0.00	NONE
Costs:	0.00	0.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	0.00	0.00	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

C U S T O M E R S B Y C U S T O M E R N A M E

Customer-#	Name	Contact-1	Phone-1	Shp-via	Credit-limit	Crd-rte	Type
100	Neptune Underwater Supply	Sam Johnson	408-776-1102	A	25,000	A	WSL

	Period-to-date	Year-to-date	Last-year			Date
Sales:	560.25	560.25	0.00	Last sale amt:	560.25	1/25/19
Costs:	220.90	220.90	0.00	Last stmt amt:	0.00	NONE
Commissions:	16.81	16.81	0.00	Past due amt:	0.00	NONE

Payments:	500.00	500.00	0.00	Last pmt amt:	500.00	1/29/19
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

50 Space Concepts & Design Mike Mallin 212-220-9981 P 20,000 AA RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	235.00	235.00	0.00	Last sale amt:	235.00	1/25/19
Costs:	85.00	85.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	14.10	14.10	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

30 W.J. Bjornfreg A/G Mary Kneip 213-886-7722 T Unlimited B WSL

	Period-to-date	Year-to-date	Last-year			Date
Sales:	163.00	163.00	0.00	Last sale amt:	163.00	1/25/19
Costs:	52.50	52.50	0.00	Last stmt amt:	0.00	NONE
Commissions:	9.78	9.78	0.00	Past due amt:	0.00	NONE
Payments:	5,000.00	5,000.00	0.00	Last pmt amt:	5,000.00	1/30/19
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

****

40 Washington, Mrs. Thomas Ann Washington 617-444-7780 P Unlimited A RET

	Period-to-date	Year-to-date	Last-year			Date
Sales:	955.00	955.00	0.00	Last sale amt:	955.00	1/25/19
Costs:	365.00	365.00	0.00	Last stmt amt:	0.00	NONE
Commissions:	59.00	59.00	0.00	Past due amt:	0.00	NONE
Payments:	0.00	0.00	0.00	Last pmt amt:	0.00	NONE
Fin charges:	0.00	0.00	0.00	Last fin chg amt:	0.00	NONE

12 customers on file 3 balance forward 9 open item

-- End of report --

Customer Change Log

```
Date 03/31/2019  Time 11:36:35                          XYZ Company                                  Report #0079   Page 0001

                                              C U S T O M E R   C H A N G E   L O G

Balance methods: B = balance forward   O = open item
Information underlined with "*" has changed

-------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-% Cr Hld
Stm-cycl     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord? POReq
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-------------------------------------------------------------------------------------------------------------------------------

10           Harris, Goldberg & Jones      Michael Jones            714-221-8500             P   Unlimited                  RET
   O         456 W. 7th Street                                                                CAL             290.22  0.000
   W         Suite 100                                                                        A                0.00   Y       N
   Y         San Diego       CA 92100             1st-sale:  1/25/19 1100-000                 1      0.000 on Price    Y
    Country: USA
SIC-code:         Sls-Terr:      Ship-Zone:     Lst-Invc-#: 1019       Pst-Due-Amt:               0.00   Pst-Due-Calc-Dat: NONE

                       Period-to-date         Year-to-date            Last-year                                          Date
       Sales:                  276.40               276.40                 0.00   Last sale amt:                276.40     1/25/19
       Costs:                   77.36                77.36                 0.00   Last stmt amt:                  0.00      NONE
       Commissions:             19.90                19.90                 0.00
       Payments:                 0.00                 0.00                 0.00   Last pmt amt:                 300.00      NONE
       Fin charges:              0.00                 0.00                 0.00   Last fin chg amt:               0.00      NONE

                             Avg-days                                                   Total-payments
                   Period     to-pay       Highest-Bal          Total-charges            received
                 ----------  --------  -------------------  -------------------  -------------------
                   Curr Prd    0.000               290.22               290.22                 0.00


changed by: RWA on 03/31/19 to become
10           Harris, Goldberg & Jones      Michael Jones            714-221-8500             P   Unlimited                  RET
   O         456 W. 7th Street                                                                CAL             290.22  0.000
   W         Suite 100                                                                        A                0.00   Y       N
   Y         San Diego       CA 92100             1st-sale:  1/25/19 1100-000                 10     0.000 on Price    Y
                                                                                              ***
    Country: USA
SIC-code:         Sls-Terr:      Ship-Zone:     Lst-Invc-#: 1019       Pst-Due-Amt:               0.00   Pst-Due-Calc-Dat: NONE

                       Period-to-date         Year-to-date            Last-year                                          Date
       Sales:                  276.40               276.40                 0.00   Last sale amt:                276.40     1/25/19
       Costs:                   77.36                77.36                 0.00   Last stmt amt:                  0.00      NONE
       Commissions:             19.90                19.90                 0.00
       Payments:                 0.00                 0.00                 0.00   Last pmt amt:                 300.00      NONE
       Fin charges:              0.00                 0.00                 0.00   Last fin chg amt:               0.00      NONE

                             Avg-days                                                   Total-payments
                   Period     to-pay       Highest-Bal          Total-charges            received
                 ----------  --------  -------------------  -------------------  -------------------
                   Curr Prd    0.000               290.22               290.22                 0.00

-------------------------------------------------------------------------------------------------------------------------------

Date 03/31/2019  Time 11:36:35                          XYZ Company                                  Report #0079   Page 0002

                                              C U S T O M E R   C H A N G E   L O G

-------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                          Contact-1                Phone-1                Shp-via   Credit-limit   Crd-rte Type
Bal-mth      Address-1                     Contact-2                Phone-2                Tax-cod  Account-balance Disc-% Cr Hld
Stm-cycl     Address-2                     Comment                  Tax-exempt-#           Terms    Unpostd-balance Bk-ord? POReq
Fin-chg?     City, St, Zip                                          A/R-account-#          Sls-rep   Commission-pct Pt-shp?
-------------------------------------------------------------------------------------------------------------------------------
```

```
30          W.J. Bjornfreg A/G            Mary Kneip              213-886-7722            T   Unlimited          B      WSL
   O        1 Wilshire Blvd.                                                              CTY          4,825.59- 0.000
   W        Suite 460                                                                     1                0.00   Y       N
   Y        Los Angeles     CA 92100            1st-sale:  1/25/19 1100-000               20     0.000 on Price    Y
    Country:
SIC-code:        Sls-Terr:      Ship-Zone:     Lst-Invc-#: 1020       Pst-Due-Amt:              0.00   Pst-Due-Calc-Dat: NONE

                       Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  163.00               163.00                0.00   Last sale amt:               163.00     1/25/19
       Costs:                   52.50                52.50                0.00   Last stmt amt:                 0.00      NONE
       Commissions:              9.78                 9.78                0.00
       Payments:             5,000.00             5,000.00                0.00   Last pmt amt:              5,000.00     1/30/19
       Fin charges:              0.00                 0.00                0.00   Last fin chg amt:              0.00      NONE

                            Avg-days                                                  Total-payments
                   Period     to-pay       Highest-Bal          Total-charges           received
                 ----------  --------  -------------------   -------------------   -------------------
                   Curr Prd    0.000               174.41                174.41             5,000.00


changed by: RWA on 03/31/19 to become
30          W.J. Bjornfreg A/G            MaryAnne Knopf          213-886-7722            T   Unlimited          B      WSL
                                          *************************
   O        1 Wilshire Blvd.                                                              CTY          4,825.59- 0.000
   W        Suite 460                                                                     1                0.00   Y       N
   Y        Los Angeles     CA 92100            1st-sale:  1/25/19 1100-000               20     0.000 on Price    Y
    Country:
SIC-code:        Sls-Terr:      Ship-Zone:     Lst-Invc-#: 1020       Pst-Due-Amt:              0.00   Pst-Due-Calc-Dat: NONE

                       Period-to-date         Year-to-date           Last-year                                          Date
       Sales:                  163.00               163.00                0.00   Last sale amt:               163.00     1/25/19
       Costs:                   52.50                52.50                0.00   Last stmt amt:                 0.00      NONE
       Commissions:              9.78                 9.78                0.00
       Payments:             5,000.00             5,000.00                0.00   Last pmt amt:              5,000.00     1/30/19
       Fin charges:              0.00                 0.00                0.00   Last fin chg amt:              0.00      NONE

                            Avg-days                                                  Total-payments
                   Period     to-pay       Highest-Bal          Total-charges           received
                 ----------  --------  -------------------   -------------------   -------------------
                   Curr Prd    0.000               174.41                174.41             5,000.00

-----------------------------------------------------------------------------------------------------------------------------------


      2 Changes on file

                                                    -- End of report --
```

Goods List

Date 03/31/2019 Time 12:01:20 XYZ Company Report #0080 Page 0001

G O O D S L I S T

Starting item number: "First"
Ending item number: "Last"

Item-#	Unit	Price	Cost	Description	
1	EACH	0.00000	0.00000	Miscellaneous sales	
2	FT.	3.55000	1.75000	Air conditioning hose	
3	EACH	65.00000	45.00000	Support bracketing	custom metal framing
15MW	LNFT	0.08500	0.02500	15 mil insulated wire	(red insulation)

4 Items on file

-- End of report --

Services List

Date 03/31/2019 Time 12:05:41 XYZ Company Report #0081 Page 0001

S E R V I C E S L I S T

Starting service number: "First"
Ending service number: "Last"

Service-#	Unit	Price	Cost	Description
1	HOUR	50.00000	25.00000	Primary installation
2	(None)	400.00000	150.00000	1 year service and maintenance
3	HOUR	35.00000	19.00000	Survey and estimate
4	HOUR	10.00000	6.50000	Monthly check & services
5	HOUR	16.00000	9.00000	Clean, lubricate, change filters & belts

5 Services on file

-- End of report --

VERIFY REPORT

```
Date 03/31/2019  Time 15:45:59                          XYZ Company                                  Report #0082   Page 0001

                                                  V E R I F Y   R E P O R T

Format: 11  Example format

   Number of rows:    66       Line items start at row: 28     Max # of rows per line item:  5
   Number of columns: 80       Line items end at row:   57     Starting row of total area:  Just after items

** HEADER FIELDS **

     No HEADER field errors

** LINE ITEM FIELDS **

     No LINE ITEM field errors

** TOTAL FIELDS **

     No TOTAL field errors



***  Invoice format verified  ***

                                                     -- End of report --
```

VERIFY STATEMENT FORMAT

```
Date 04/02/2019  Time 11:53:08                          XYZ Company                                  Report #0083   Page 0001

                                        V E R I F Y   S T A T E M E N T   F O R M A T

Format: 2  Stmt with closing area

   Number of rows:    66    First page open items start at row: 16   Open items for additional pages start at row:  8
   Number of columns: 80    First page open items end at row:   59   Open items for additional pages end at row:   59
                            First page footer starts at row:    60   Footer for additional pages start at row:     60

** HEADER FIRST PAGE FIELDS **

     No HEADER FIRST PAGE field errors

** HEADER ADDITIONAL PAGES FIELDS **

     No HEADER ADDITIONAL PAGES field errors

** CLOSING FIELDS **

Field: Aging period 1 amount                            - Number of integers specified less than maximum allowed    (Warning only)

     Less than 4 aging period amounts found  -  (Warning only)


     No CLOSING field errors

** FOOTER FIRST PAGE FIELDS **

     No FOOTER FIRST PAGE FIELDS found  -  (Warning only)

     No FOOTER FIRST PAGE field errors

** FOOTER ADDITIONAL PAGES FIELDS **

     No FOOTER ADDITIONAL PAGES FIELDS found  -  (Warning only)

     No FOOTER ADDITIONAL PAGES field errors


***  Statement format verified  ***

                                                        -- End of report --
```

STATEMENT FORMAT SPECIFICATION

```
Date 04/02/2019  Time 14:48:34                          XYZ Company                                  Report #0084   Page 0001

                                 S T A T E M E N T   F O R M A T   S P E C I F I C A T I O N S

-------------------------------------------------------------------------------------------------------------------------------
Format: 1  v6.X Format 1              (verified)
-------------------------------------------------------------------------------------------------------------------------------

** GENERAL APPEARANCE **

    Number of rows:    51
    Number of columns: 80

    Open item format ?                    v6 A/R format 1       --------- First page ----------
    Starting column for open items:       3                     First row of open item area: 17
    Skip a row between open items ?       N                     Last row of open item area:  40
    Start or end open items with a line:  None
    Kind of line:                         N/A                   ------ Additional pages -------
    # of rows in stmnt closing area:      6                     First row of open item area: 17
    Min # open items to print on last pg: 1                     Last row of open item area:  40

-------------------------------------------------------------------------------------------------------------------------------

** HEADER FIELDS, FIRST PAGE **

-------Field description--------    Row    Col   Type    Length   Format

Your company name                      1      8   Alpha      30    Justify left

Your company address line 1            2      8   Alpha      30    Justify left

Your company address line 2            3      8   Alpha      30    Justify left

Statement date                         3     44   Date        8    09/30/19

Your company address line 3            4      8   Alpha      30    Justify left

** TEXT **                             5      8   Text        9    Telephone

Your telephone number                  5     18   Alpha      12    Justify left

Customer number                        7     41   Alpha      12    Justify left

Customer name                          7     56   Alpha      25    Justify left

Customer name                          8      8   Alpha      25    Justify left

Customer address line 1                9      8   Alpha      25    Justify left

Customer address line 2               10      8   Alpha      25    Justify left

Customer city, state zip-code         11      8   Alpha      30    Justify left

Statement date                        11     57   Date        8    09/30/19

Customer number                       11     68   Alpha      12    Justify left

Customer country                      12      8   Alpha      25    Justify left


Date 04/02/2019  Time 14:48:34                          XYZ Company                                  Report #0084   Page 0002

                                 S T A T E M E N T   F O R M A T   S P E C I F I C A T I O N S

-------------------------------------------------------------------------------------------------------Format: 1  v6.X Format 1
(verified)
-------------------------------------------------------------------------------------------------
```

** HEADER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format
Your company name	1	8	Alpha	30	Justify left
Your company address line 1	2	8	Alpha	30	Justify left
Your company address line 2	3	8	Alpha	30	Justify left
Statement date	3	42	Date	8	09/30/19
Your company address line 3	4	8	Alpha	30	Justify left
** TEXT **	5	8	Text	9	Telephone
Your telephone number	5	18	Alpha	12	Justify left
Customer number	7	39	Alpha	12	Justify left
Customer name	7	54	Alpha	25	Justify left
Customer name	8	8	Alpha	25	Justify left
Customer address line 1	9	8	Alpha	25	Justify left
Customer address line 2	10	8	Alpha	25	Justify left
Customer city, state zip-code	11	8	Alpha	30	Justify left
Statement date	11	55	Date	8	09/30/19
Customer number	11	66	Alpha	12	Justify left
Customer country	12	8	Alpha	25	Justify left

S T A T E M E N T F O R M A T S P E C I F I C A T I O N S

----------Format: 2 Stmt with closing area (verified)

** GENERAL APPEARANCE **

Number of rows: 66
Number of columns: 80

Open item format ?	Brief	--------- First page ----------
Starting column for open items:	Centered	First row of open item area: 16
Skip a row between open items ?	N	Last row of open item area: 59
Start or end open items with a line:	Both start and end	
Kind of line:	Dashed line	------ Additional pages -------
# of rows in stmnt closing area:	5	First row of open item area: 8
Min # open items to print on last pg:	1	Last row of open item area: 59

** HEADER FIELDS, FIRST PAGE **

-------Field description--------	Row	Col	Type	Length	Format
Statement date	6	53	Date	18	September 30, 1999
Customer name	12	11	Alpha	25	Justify left

** HEADER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format

** TEXT **	5	60	Text	4	Page
Page number	5	69	Num	2	99

** STATEMENT CLOSING FIELDS **

-------Field description--------	Row	Col	Type	Length	Format
Aging period 1 amount	4	12	Num	14	99,999,999.99-

Date 04/02/2019 Time 14:48:34 XYZ Company Report #0084 Page 0004

S T A T E M E N T F O R M A T S P E C I F I C A T I O N S

---Format: 3 Predefined statement # 1 (verified)

Number of rows: 59
Number of columns: 80

Open item format ?	Brief	--------- First page ----------
Starting column for open items:	Centered	First row of open item area: 16
Skip a row between open items ?	N	Last row of open item area: 56
Start or end open items with a line:	Both start and end	
Kind of line:	Dashed line	------ Additional pages -------
# of rows in stmnt closing area:	5	First row of open item area: 8
Min # open items to print on last pg:	1	Last row of open item area: 56

** HEADER FIELDS, FIRST PAGE **

-------Field description--------	Row	Col	Type	Length	Format
Statement date	6	53	Date	18	September 30, 1999
Your company name	8	41	Alpha	30	Justify left
Your company address line 1	9	41	Alpha	30	Justify left
Your company address line 2	10	41	Alpha	30	Justify left
Your company address line 3	11	41	Alpha	30	Justify left
Customer name	12	11	Alpha	25	Justify left
Customer address line 1	13	11	Alpha	25	Justify left
Customer address line 2	14	11	Alpha	25	Justify left
Customer city, state zip-code	15	11	Alpha	30	Justify left

** HEADER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format
Statement date	6	53	Date	18	September 30, 1999

S T A T E M E N T F O R M A T S P E C I F I C A T I O N S

----------Format: 3 Predefined statement # 1
(verified)

** FOOTER FIELDS, FIRST PAGE **

-------Field description--------	Row	Col	Type	Length	Format
** TEXT **	58	35	Text	4	Page
Page number	58	40	Num	2	99

** FOOTER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format
Your company name	58	10	Alpha	30	Justify left
Your company address line 1	58	41	Alpha	30	Justify left

S T A T E M E N T F O R M A T S P E C I F I C A T I O N S

----------Format: 4 Predefined statement # 2
(verified)

** GENERAL APPEARANCE **

Number of rows: 59
Number of columns: 80

Open item format ?	Brief	--------- First page ----------
Starting column for open items:	Centered	First row of open item area: 16
Skip a row between open items ?	N	Last row of open item area: 56
Start or end open items with a line:	Both start and end	
Kind of line:	Dashed line	------ Additional pages -------
# of rows in stmnt closing area:	5	First row of open item area: 8
Min # open items to print on last pg:	1	Last row of open item area: 56

** HEADER FIELDS, FIRST PAGE **

-------Field description--------	Row	Col	Type	Length	Format
Statement date	6	53	Date	18	September 30, 1999
Your company name	8	41	Alpha	30	Justify left
Your company address line 1	9	41	Alpha	30	Justify left
Your company address line 2	10	41	Alpha	30	Justify left
Your company address line 3	11	41	Alpha	30	Justify left
Customer name	12	11	Alpha	25	Justify left
Customer address line 1	13	11	Alpha	25	Justify left
Customer address line 2	14	11	Alpha	25	Justify left
Customer city, state zip-code	15	11	Alpha	30	Justify left

** HEADER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format
Statement date	6	53	Date	18	September 30, 1999

Date 04/02/2019 Time 14:48:34 XYZ Company Report #0084 Page 0007

S T A T E M E N T F O R M A T S P E C I F I C A T I O N S

---Format: 4 Predefined statement # 2

(verified)

** STATEMENT CLOSING FIELDS **

-------Field description--------	Row	Col	Type	Length	Format
Aging period 1 description 1	2	12	Alpha	13	Justify left
Aging period 2 description 1	2	27	Alpha	13	Justify left
Aging period 3 description 1	2	42	Alpha	13	Justify left
Aging period 4 description 1	2	57	Alpha	13	Justify left
Aging period 1 description 2	3	12	Alpha	13	Justify left
Aging period 2 description 2	3	27	Alpha	13	Justify left
Aging period 3 description 2	3	42	Alpha	13	Justify left
Aging period 4 description 2	3	57	Alpha	13	Justify left
Aging period 1 amount	4	12	Num	14	99,999,999.99-
Aging period 2 amount	4	27	Num	14	99,999,999.99-
Aging period 3 amount	4	42	Num	14	99,999,999.99-
Aging period 4 amount	4	57	Num	14	99,999,999.99-

** FOOTER FIELDS, FIRST PAGE **

-------Field description--------	Row	Col	Type	Length	Format
** TEXT **	58	35	Text	4	Page
Page number	58	40	Num	2	99

** FOOTER FIELDS, ADDITIONAL PAGES **

-------Field description--------	Row	Col	Type	Length	Format
Your company name	58	10	Alpha	30	Justify left
Your company address line 1	58	41	Alpha	30	Justify left

-- End of report --

INVOICE STATIONS LIST

Date 04/02/2019 Time 15:04:44 XYZ Company Report #0085 Page 0001

I N V O I C I N G S T A T I O N S L I S T

Station code	Description	Printer	Next Invc-#	Invc Fmt	Description
1	Retail desk	PRINTER 1	100003	1	Pre-printed Form (Goods)
2	Phone desk A	Office Printer	200002	1	Pre-printed Form (Goods)
3	Phone desk B	PRINTER 1	300002	2	Open form (Goods & Serv)
4	Phone desk C	Office Printer	400000	2	Open form (Goods & Serv)

4 stations on file

-- End of report --

PRINTER CONTROL LIST

```
Date 04/02/2019  Time 15:21:10                          XYZ Company                                  Report #0086   Page 0001

                                          P R I N T E R   C O N T R O L   L I S T

-------------------------------------------------------------------------------------------------------------------------------
Prtr-#  Name            Device           Description                    Form type
        Control-code
-------------------------------------------------------------------------------------------------------------------------------

   1     PRINTER 1                       HP Laserjet, manual envelope   Cut sheets    # envelope rows:    24   Address row:  11
        HP1             Envelopes?  Yes  Unprintable-lines      Top:  3  Bottom:  3    # envelope cols:    95   Address col:  35
        ---------------- Control codes ---------------------------------------------    Return address row:   2
                                                                                        Return address col:   2
                        Print job control
        Reset start:    1B451B266C336532613664304C                                      Return address:
        Feeder on:                                                                      RETURN ADDRESS LINE 1--------!
        Letter mode:                                                                    RETURN ADDRESS LINE 2--------!
        Draft mode:                                                                     RETURN ADDRESS LINE 3--------!
        Feeder off:                                                                     RETURN ADDRESS LINE 4--------!
        Reset end:      1B45

                        Paper source selection
        1st page bin:   1B266C31683055                                                  Orientation: Portrait
        2nd page bin:                                                                   Orientation: None specified
        Envelope bin:                                                                   Orientation: Landscape

        Portrait:       1B266C304F
        Landscape:      1B266C314F
        Get page:
        Eject page:     0C
        ==============================================================================================================

   1     PRINTER 1                       Laserjet D, envelope feeder    Cut sheets    # envelope rows:    24   Address row:  11
        HP2             Envelopes?  Yes  Unprintable-lines      Top:  3  Bottom:  3    # envelope cols:    95   Address col:  35
        ---------------- Control codes ---------------------------------------------    Return address row:   2
                                                                                        Return address col:   2
                        Print job control
        Reset start:    1B451B266C336532613664304C                                      Return address:
        Feeder on:                                                                      RETURN ADDRESS LINE 1--------!
        Letter mode:                                                                    RETURN ADDRESS LINE 2--------!
        Draft mode:                                                                     RETURN ADDRESS LINE 3--------!
        Feeder off:                                                                     RETURN ADDRESS LINE 4--------!
        Reset end:      1B45

                        Paper source selection
        1st page bin:   1B266C31683055                                                  Orientation: Portrait
        2nd page bin:   1B266C34683055                                                  Orientation: Portrait
        Envelope bin:   1B266C34683055                                                  Orientation: Landscape

        Portrait:       1B266C304F
        Landscape:      1B266C314F
        Get page:
        Eject page:     0C


Date 04/02/2019  Time 15:21:10                          XYZ Company                                  Report #0086   Page 0002

                                          P R I N T E R   C O N T R O L   L I S T

-------------------------------------------------------------------------------------------------------------------------------
Prtr-#  Name            Device           Description                    Form type
        Control-code
-------------------------------------------------------------------------------------------------------------------------------

   1     PRINTER 1                       IBM Proprinter                 Continuous
        IBM1            Envelopes?  No
        ---------------- Control codes ---------------------------------------------
```

```
                        Print job control
        Reset start:
        Feeder on:
        Letter mode:    1B47
        Draft mode:     1B48
        Feeder off:
        Reset end:
        ==================================================================================================================

   1     PRINTER 1                        Tandy LP950, single bin         Cut sheets
        LP950           Envelopes?  No    Unprintable-lines      Top:  3  Bottom:  3
        ---------------- Control codes ----------------------------------------------

                        Print job control
        Reset start:    1B451B266C33451B266C3636501B26
        Feeder on:
        Letter mode:
        Draft mode:
        Feeder off:
        Reset end:      1B45

                        Paper source selection
        1st page bin:   1B266C3148                                                  Orientation: Portrait
        2nd page bin:                                                               Orientation: None specified
        Envelope bin:   Envelopes are not printed

        Portrait:       1B266C304F
        Landscape:      1B266C314F
        Get page:
        Eject page:     0C

  ==================================================================================================================

   1     PRINTER 1                        Epson LQ, continuous forms      Continuous    # envelope rows:    24   Address row:  12
        LQ1             Envelopes?  Yes                                               # envelope cols:    95   Address col:  35
        ---------------- Control codes ----------------------------------------------  Return address row:   0

                        Print job control
        Reset start:    1B40
        Feeder on:
        Letter mode:    1B7801
        Draft mode:     1B7800
        Feeder off:
        Reset end:      1B40


Date 04/02/2019  Time 15:21:11                          XYZ Company                                  Report #0086   Page 0003

                                          P R I N T E R   C O N T R O L   L I S T

-------------------------------------------------------------------------------------------------Prtr-#  Name             Device
 Description                    Form type
        Control-code
-------------------------------------------------------------------------------------------------
   1     PRINTER 1                        Epson LQ, dual cut sheet bins   Cut sheets
        LQ2             Envelopes?  No    Unprintable-lines      Top:  2  Bottom:  3
        ---------------- Control codes ----------------------------------------------

                        Print job control
        Reset start:    1B40
        Feeder on:
        Letter mode:    1B7801
        Draft mode:     1B7800
        Feeder off:
        Reset end:      1B40

                        Paper source selection
        1st page bin:   1B1931                                                      Orientation: None specified
        2nd page bin:   1B1932                                                      Orientation: None specified
        Envelope bin:   Envelopes are not printed
```

```
Portrait:
Landscape:
Get page:        0C
Eject page:      0C
```

-- End of report --

A/R Open Item File Edit List

```
Date 04/02/2019  Time 15:44:31                          XYZ Company                                  Report #0087   Page 0001

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

Document types: I = invoice P = payment C = credit memo D = debit memo F = finance charge B = balance forward R = returned check

Note: Amount-1 is the amount subject to discount, on doc types I, C, D, B & R; cash receipt amt on type P; fin charge on type F.
      Amount-2 is the non-discountable amt on doc types I,C,D & R; discount allowed on doc type P; and not used for doc types B & F.

-------------------------------------------------------------------------------------------------------------------------------------
------Document------ Apply    Trm   Due              Amount-1      Amount-2      Document   P.O.-#          Reference
   #       date  typ to-#     cod   date                                           total
-------------------------------------------------------------------------------------------------------------------------------------

Customer: 1             Elliot Enterprises
-----------------------------------------

1018     01/25/19 I  1018     B   01/25/19          292.00         20.44           312.44                  From O/E order: 000032

         Customer 1            totals:              292.00         20.44           312.44

Customer: 10            Harris, Goldberg & Jones
-----------------------------------------------

1019     01/25/19 I  1019     A   02/24/19          276.40         13.82           290.22                  From O/E order: 000033

         Customer 10           totals:              276.40         13.82           290.22

Customer: 30            W.J. Bjornfreg A/G
-----------------------------------------

1020     01/25/19 I  1020     1   02/24/19          163.00         11.41           174.41                  From O/E order: 000034
1359     01/30/19 P  Open     1   01/30/19        5,000.00-         0.00         5,000.00-                 Pre-Payment for Future

         Customer 30           totals:            4,837.00-        11.41         4,825.59-

Customer: 40            Washington, Mrs. Thomas
-----------------------------------------------

1021     01/25/19 I  1021     2   02/24/19          955.00          0.00           955.00                  From O/E order: 000035

         Customer 40           totals:              955.00          0.00           955.00

Customer: 50            Space Concepts & Design
-----------------------------------------------

1022     01/25/19 I  1022     3   02/19/19          235.00          0.00           235.00                  From O/E order: 000036

         Customer 50           totals:              235.00          0.00           235.00

Customer: 99            Anthony Jones, Inc.
-------------------------------------------

1023     01/25/19 I  1023     1   02/24/19          556.00         27.80           583.80                  From O/E order: 000037

         Customer 99           totals:              556.00         27.80           583.80

Customer: 100           Neptune Underwater Supply
-------------------------------------------------


Date 04/02/2019  Time 15:44:31                          XYZ Company                                  Report #0087   Page 0002

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

-------------------------------------------------------------------------------------------------------------------------Document------ Apply    Trm   Due
           Amount-1      Amount-2      Document   P.O.-#          Reference
   #       date  typ to-#     cod   date                                           total
```

```
-----------------------------------------------------------------------------------------------
Customer: 100           Neptune Underwater Supply
1024     01/25/19 I  1024     2   02/24/19          560.25         28.01           588.26                  From O/E order: 000038
1001     01/29/19 P  1024     3   01/29/19          500.00-         0.00           500.00-

         Customer 100          totals:               60.25         28.01            88.26

Customer: 200           21st Century Enterprises
-----------------------------------------------

1025     01/25/19 I  1025     3   02/19/19          575.70         28.79           604.49                  From O/E order: 000039
3002     03/03/19 I  3002     3   03/28/19          715.45         69.42           784.87                  Regular purchase

         Customer 200          totals:            1,291.15         98.21         1,389.36

Customer: 300           Beverly Beauty Supply
--------------------------------------------

1026     01/25/19 I  1026     1   02/24/19          132.95          9.31           142.26                  From O/E order: 000040
*Cash*   01/29/19 P           A   01/29/19          250.00-         2.66-          252.66-

         Customer 300          totals:             117.05-         6.65           110.40-

Customer: 600           Ariel Enterprises
----------------------------------------

1027     01/25/19 I  1027     A   02/24/19          525.00         36.75           561.75                  From O/E order: 000041

         Customer 600          totals:             525.00         36.75           561.75


                                                   -- End of report --
```

Cash Receipts Edit List

Date 04/05/2019 Time 12:49:28 XYZ Company Report #0088 Page 0001

C A S H R E C E I P T S E D I T L I S T

Cust-#	Name	Bal-meth	Rect-dat	Check-#	Amount-recd	Cash-account
100	Neptune Underwater Supply	OPEN-ITEM	03/10/19	201	140.00	1000-000
			Bank route #:	125-6992		Cash account #13557

Apply-to	Amt-paid	Discount	Allowance	Total-applied	All-acct Reference
Open	140.00	0.00	0.00	140.00	

200	21st Century Enterprises	OPEN-ITEM	03/12/19	348	1,500.00	1000-000
			Bank route #:	125-6992		Cash account #13557

Amt-credited	Credited-to	
1,500.00	4040-000	Misc. charges on sales

200	21st Century Enterprises	OPEN-ITEM	03/12/19	349	500.00	1000-000
			Bank route #:	125-6992		Cash account #13557

Apply-to	Amt-paid	Discount	Allowance	Total-applied	All-acct Reference
1025	500.00	0.00	0.00	500.00	

300	Beverly Beauty Supply	BAL-FORWD	03/12/19	349	1,500.00	1000-000
			Bank route #:	125-6992		Cash account #13557

Discount	Allowance	Total-credited	Allowance-account	
0.00	250.00	1,750.00	4060-000	Sales allowances

C A S H R E C E I P T S E D I T L I S T

Cust-#	Name	Bal-meth	Rect-dat	Check-#	Amount-recd	Cash-account

4 Entries

Grand totals:

Amount received:	3,640.00
Discounts allowed:	0.00
Allowances:	250.00
Total credited:	3,890.00
Total credited to A/R:	2,390.00
Total other credited:	1,500.00

		Debits	Credits	Checks	Cash
Cash accounts:					
1000-000	Cash account #13557	3,640.00	0.00	3,640.00	0.00
	Totals for cash accounts:	3,640.00	0.00	3,640.00	0.00
A/R accounts:					
1100-000	Accounts receivable	0.00	2,390.00		
	Totals for A/R accounts:	0.00	2,390.00		
All other accounts:					
4040-000	Misc. charges on sales	0.00	1,500.00		
4060-000	Sales allowances	250.00	0.00		
	Totals for all other accounts:	250.00	1,500.00		
	Totals for all accounts:	3,890.00	3,890.00		

-- End of report --

Cash Receipts Journal

```
Date 04/05/2019  Time 12:52:30                          XYZ Company                                  Report #0091   Page 0001

                                          C A S H   R E C E I P T S   J O U R N A L

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

100           Neptune Underwater Supply  OPEN-ITEM  03/10/19  201                  140.00   1000-000
                                                   Bank route #: 125-6992                   Cash account #13557

Apply-to           Amt-paid            Discount           Allowance       Total-applied  All-acct Reference
Open                 140.00                0.00                0.00             140.00


200           21st Century Enterprises   OPEN-ITEM  03/12/19  348                1,500.00   1000-000
                                                   Bank route #: 125-6992                   Cash account #13557

                                                  Amt-credited   Credited-to
                                                      1,500.00   4040-000  Misc. charges on sales

200           21st Century Enterprises   OPEN-ITEM  03/12/19  349                  500.00   1000-000
                                                   Bank route #: 125-6992                   Cash account #13557

Apply-to           Amt-paid            Discount           Allowance       Total-applied  All-acct Reference
1025                 500.00                0.00                0.00             500.00


300           Beverly Beauty Supply      BAL-FORWD  03/12/19  349                1,500.00   1000-000
                                                   Bank route #: 125-6992                   Cash account #13557

                                     Discount       Allowance     Total-credited   Allowance-account
                                         0.00          250.00          1,750.00   4060-000  Sales allowances
```

```
Date 04/05/2019  Time 12:52:30                          XYZ Company                                  Report #0091   Page 0002

                                          C A S H   R E C E I P T S   J O U R N A L

-----------------------------------------------------------------------------------------------------Cust-#        Name
Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-----------------------------------------------------------------------------------------------
      4 Entries                                          Grand totals:
                                                         -------------

                                                   Amount received:              3,640.00
                                                 Discounts allowed:                  0.00
                                                        Allowances:                250.00
                                                     Total credited:              3,890.00

                                              Total credited to A/R:              2,390.00
                                               Total other credited:              1,500.00

         Cash accounts:                                     Debits             Credits              Checks                 Cash
         1000-000  Cash account #13557                      3,640.00                0.00              3,640.00                 0.00
                                                   ------------------ ------------------    ------------------ ------------------
                        Totals for cash accounts:          3,640.00                0.00              3,640.00                 0.00

         A/R accounts:
         1100-000  Accounts receivable                          0.00               2,390.00
                                                 ---------------------  ---------------------
                         Totals for A/R accounts:              0.00               2,390.00

         All other accounts:
         4040-000  Misc. charges on sales                       0.00               1,500.00
         4060-000  Sales allowances                           250.00                   0.00
```

Totals for all other accounts:	250.00	1,500.00
Totals for all accounts:	3,890.00	3,890.00

-- End of report --

CASH APPLICATION WORKSHEET

```
Date 04/05/2019  Time 13:36:50                          XYZ Company                                  Report #0092   Page 0001

                                    C A S H   A P P L I C A T I O N   W O R K S H E E T

For all customers
Cash receipt date:  3/30/19
"*" next to discount means the terms for this open item are not the standard terms

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                       Balance    Terms            Receipt
              Address-1                  Method                       Date
-------------------------------------------------------------------------------------------------------------------------------

1             Elliot Enterprises         OPEN-ITEM  Cash             3/30/19  Check #: _________    Ref: ___________________________
              123 Broadway

              Apply-to  Doc-date  Due-date            Balance             Valid-disc              Cash-due
              1018       1/25/19   1/25/19             312.44                  0.00                 312.44

                        Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ________________

                                                      Balance             Valid-disc              Cash-due
                           Customer totals:            312.44                  0.00                 312.44

                   Total: Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________

===============================================================================================================================

10            Harris, Goldberg & Jones   OPEN-ITEM  Normal Terms     3/30/19  Check #: _________    Ref: ___________________________
              456 W. 7th Street

              Apply-to  Doc-date  Due-date            Balance             Valid-disc              Cash-due
              1019       1/25/19   2/24/19             290.22                  0.00                 290.22

                        Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ________________

                                                      Balance             Valid-disc              Cash-due
                           Customer totals:            290.22                  0.00                 290.22

                   Total: Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________

===============================================================================================================================

30            W.J. Bjornfreg A/G         OPEN-ITEM  2/10 Net 30      3/30/19  Check #: _________    Ref: ___________________________
              1 Wilshire Blvd.

              Apply-to  Doc-date  Due-date            Balance             Valid-disc              Cash-due
              **OPEN**   1/30/19   1/30/19           5,000.00-                0.00                   0.00

                        Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ________________

              Apply-to  Doc-date  Due-date            Balance             Valid-disc              Cash-due
              1020       1/25/19   2/24/19             174.41                  0.00                 174.41

                        Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ________________

                                                      Balance             Valid-disc              Cash-due
                           Customer totals:          4,825.59-                0.00                 174.41

                   Total: Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________


Date 04/05/2019  Time 13:36:50                          XYZ Company                                  Report #0092   Page 0002

                                    C A S H   A P P L I C A T I O N   W O R K S H E E T

-------------------------------------------------------------------------------------------------------------------------------
```

```
Cust-#        Name                      Balance    Terms             Receipt
              Address-1                 Method                        Date
-----------------------------------------------------------------------------------------------------------------------------

40            Washington, Mrs. Thomas   BAL-FORWD  Net 30            3/30/19  Check #: _________    Ref: ___________________________
              350 Hillcrest Circle

                                                     Balance              Valid-disc               Cash-due
                          Customer totals:            955.00                 0.00                   955.00

                       Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ___________________

=============================================================================================================================

50            Space Concepts & Design   OPEN-ITEM  5/10 net 25       3/30/19  Check #: _________    Ref: ___________________________
              3901 Ave. of the Americas

              Apply-to  Doc-date  Due-date           Balance              Valid-disc               Cash-due
              1022       1/25/19   2/19/19            235.00                 0.00                   235.00

                       Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ___________________

                                                     Balance              Valid-disc               Cash-due
                          Customer totals:            235.00                 0.00                   235.00

                  Total: Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________

=============================================================================================================================

99            Anthony Jones, Inc.       OPEN-ITEM  2/10 Net 30       3/30/19  Check #: _________    Ref: ___________________________
              15 Winnington Pl.

              Apply-to  Doc-date  Due-date           Balance              Valid-disc               Cash-due
              1023       1/25/19   2/24/19            583.80                 0.00                   583.80

                       Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ___________________

                                                     Balance              Valid-disc               Cash-due
                          Customer totals:            583.80                 0.00                   583.80

                  Total: Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________

=============================================================================================================================

100           Neptune Underwater Supply OPEN-ITEM  Net 30           3/30/19  Check #: _________    Ref: ___________________________
              345 Fisherman's Pier

              Apply-to  Doc-date  Due-date           Balance              Valid-disc               Cash-due
              **OPEN**   3/10/19   3/10/19            140.00-                0.00                     0.00

                       Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ___________________
```



```
-----------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Balance    Terms             Receipt
              Address-1                 Method                        Date
-----------------------------------------------------------------------------------------------------------------------------

100           (Continued)

              Apply-to  Doc-date  Due-date           Balance              Valid-disc               Cash-due
              1024       1/25/19   2/24/19             88.26                 0.00                    88.26

                       Amt-to-pay _________________  Disc-to-take _______________ Allowance _______________ Allow-acct ___________________

                                                     Balance              Valid-disc               Cash-due
                          Customer totals:             51.74-                0.00                    88.26
```

```
                Total: Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________

==========================================================================================================

200          21st Century Enterprises   OPEN-ITEM  5/10 net 25       3/30/19  Check #: _________    Ref: __________________________
             P.O. Box 4545

             Apply-to  Doc-date  Due-date            Balance              Valid-disc               Cash-due
             1025       1/25/19   2/19/19             104.49                    0.00                 104.49

                       Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________ Allow-acct _______________

             Apply-to  Doc-date  Due-date            Balance              Valid-disc               Cash-due
             3002       3/03/19   3/28/19             784.87                    0.00                 784.87

                       Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________ Allow-acct _______________

                                                   Balance              Valid-disc               Cash-due
                          Customer totals:          889.36                    0.00                 889.36

                Total: Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________

==========================================================================================================

300          Beverly Beauty Supply      BAL-FORWD  2/10 Net 30       3/30/19  Check #: _________    Ref: __________________________
             750 N. Beverely Blvd.

                                                   Balance              Valid-disc               Cash-due
                          Customer totals:        1,860.40-                   0.00

                       Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________ Allow-acct _______________

==========================================================================================================

600          Ariel Enterprises          BAL-FORWD  Normal Terms      3/30/19  Check #: _________    Ref: __________________________
             555 N. Grand Blvd.

                                                   Balance              Valid-disc               Cash-due
                          Customer totals:          561.75                    0.00                 561.75

                       Amt-to-pay _______________  Disc-to-take _____________ Allowance _____________ Allow-acct _______________

                                                   -- End of report --
```

MISCELLANEOUS CHARGES JOURNAL

```
Date 04/05/2019  Time 15:11:52                          XYZ Company                                  Report #0093   Page 0001

                                  M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Sales entries are printed in document number order
Current period end date:  3/31/19
Document types: CR = credit memo, DR = debit memo, FIN = finance charge, INVC = invoice

-----------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Doc-#   Tx-Cd Apply-to          Sale-amt        Freight          Total-amt   P.O.-#
Doc-type     Reference                 Doc-date Terms Due-date        Misc-chgs      Sales-Tax               Cost Sls-rep Commission
-----------------------------------------------------------------------------------------------------------------------------

600          Ariel Enterprises         477      CTY                     864.34          47.00             971.84
INVC                                   02/05/19 A   03/07/19              0.00          60.50             452.19  23          0.00

       Automatic distributions: 2210-000  County sales taxes payable                  60.50

        Optional distributions: 4000-100  Sales - misc. items                        864.34
                                4030-000  Freight - shipping                           47.00


600          Ariel Enterprises         478      CTY                     348.88           0.00             377.30
INVC                                   02/05/19 A   03/07/19              4.00          24.42             137.30  23          0.00

       Automatic distributions: 2210-000  County sales taxes payable                  24.42

        Optional distributions: 4000-100  Sales - misc. items                        348.88
                                4040-000  Misc. charges on sales                        4.00


600          Ariel Enterprises         479      CTY                     300.00           0.00             300.00
INVC                                   03/25/19 A   04/24/19              0.00           0.00               0.00  23          0.00

        Optional distributions: 4000-100  Sales - misc. items                        300.00


Date 04/05/2019  Time 15:11:52                          XYZ Company                                  Report #0093   Page 0002

                                  M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Grand totals

-----------------------------------------------------------------------------------------------------------------------------
                                                          Sale-amt             Freight             Total-amt
                                                         Misc-chgs           Sales-Tax                  Cost        Commission
-----------------------------------------------------------------------------------------------------------------------------

      3 entries                  Grand totals:             1,513.22               47.00             1,649.14
                                                               4.00               84.92               589.49              0.00

                      Acct-#           Description                                  Debits              Credits
 Distribution summary: 1100-000        Accounts receivable                        1,649.14                  .00
                       2210-000        County sales taxes payable                      .00               84.92
                       4000-100        Sales - misc. items                             .00            1,513.22
                       4030-000        Freight - shipping                              .00               47.00
                       4040-000        Misc. charges on sales                          .00                4.00
                                                                           ----------------------------------------
                                                                  Totals:            1,649.14            1,649.14


                                                        -- End of report --
```

MISCELLANEOUS CASH CHARGES JOURNAL

```
Date 04/05/2019  Time 15:54:13                          XYZ Company                                  Report #0097   Page 0001

                                M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Sales entries are printed in document number order
Current period end date:  3/31/19
Document types: CR = credit memo, DR = debit memo, FIN = finance charge, INVC = invoice

-------------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Doc-#   Tx-Cd Apply-to          Sale-amt        Freight          Total-amt   P.O.-#
Doc-type     Reference                 Doc-date Terms Due-date        Misc-chgs      Sales-Tax               Cost Sls-rep Commission
-------------------------------------------------------------------------------------------------------------------------------

200          21st Century Enterprises  599      CAL                     800.00           0.00             840.00
INVC                                   02/05/19 3   03/02/19              0.00          40.00             488.00  10         20.00

       Automatic distributions: 2200-000  State sales taxes payable                   40.00

 Job-#    Sub   Acct-#           Amount     Reference-1                    Reference-2
 99           2700-000            800.00


Date 04/05/2019  Time 15:54:13                          XYZ Company                                  Report #0097   Page 0002

                                M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Grand totals

-------------------------------------------------------------------------------------------------------------------------------
                                                          Sale-amt             Freight             Total-amt
                                                         Misc-chgs           Sales-Tax                  Cost        Commission
-------------------------------------------------------------------------------------------------------------------------------

      1 entries                  Grand totals:               800.00                0.00                840.00
                                                               0.00               40.00                488.00             20.00

                                                                       Total retainage:                   .00
                                                                       Total CR to jobs:               800.00
                                                                       Total DR to jobs:                  .00

                      Acct-#           Description                                  Debits               Credits
 Distribution summary: 1100-000         Accounts receivable                          840.00                   .00
                       2200-000         State sales taxes payable                       .00                 40.00
                       2700-000         Billings on jobs                                .00                800.00
                                                                       ------------------------------------------
                                                             Totals:                840.00                840.00


                                                        -- End of report --
```

RETURNED CHECKS EDIT LIST

```
Date 04/06/2019  Time 10:47:12                          XYZ Company                                  Report #0102   Page 0001

                                      R E T U R N E D   C H E C K S   E D I T   L I S T

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

600           Ariel Enterprises         BAL-FORWD  03/26/19  5566                  150.00   1000-000
                                                  Ref/Bank Rte: 125-6992                   Cash account #13557

                                      Discount          Allowance       Total-debited  Allowance-account
                                          0.00               0.00             150.00

  Bank charge:      25.00    Exp account:  7100-000
                                           Bank charges

  Cust charge:      30.00    Rev account:  4040-000
                                           Misc. charges on sales


Date 04/06/2019  Time 10:47:12                          XYZ Company                                  Report #0102   Page 0002

                                      R E T U R N E D   C H E C K S   E D I T   L I S T

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

                                                        Returned Check
      1 Entries                                          Grand totals:
                                                        --------------

                                                  Amount received:                150.00
                                                Discounts allowed:                  0.00
                                                       Allowances:                  0.00
                                                     Total debited:                150.00

                                             Total debited to A/R:                150.00
                                              Total other debited:                  0.00

Cash accounts:                                                          Debits                Credits                 Checks
1000-000          Cash account #13557                                     0.00                 150.00                 150.00
                                                        ---------------------  ---------------------  ---------------------
                       Totals for cash accounts:                          0.00                 150.00                 150.00

A/R accounts:
1100-000          Accounts receivable                                   150.00                   0.00
                                                        ---------------------  ---------------------
                        Totals for A/R accounts:                        150.00                   0.00

All other accounts:
                                                        ---------------------  ---------------------
                  Totals for all other accounts:                          0.00                   0.00

                        Totals for all accounts:                        150.00                 150.00

Date 04/06/2019  Time 10:47:12                          XYZ Company                                  Report #0102   Page 0003


                                      R E T U R N E D   C H E C K S   E D I T   L I S T

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

                                                          Charges
                                                         Grand totals:
```

Bank charges: 25.00

Cash accounts:		Debits	Credits	Checks
1000-000	Cash account #13557		25.00	
	Totals for cash accounts:	0.00	25.00	
Exp accounts:				
7100-000	Bank charges	25.00		
	Totals for Exp accounts:	25.00	0.00	

Customer charges: 30.00

Unposted Rev accounts:				
4040-000	Misc. charges on sales		30.00	
	Totals for Rev accounts:	0.00	30.00	
Unposted debit memos:				
	Totals for debit memos:	30.00	0.00	

Customer charge debit memos will transfer to Miscellaneous Charges.

-- End of report --

Returned Checks Journal

```
Date 04/06/2019  Time 10:47:44                          XYZ Company                                  Report #0103   Page 0001

                                        R E T U R N E D   C H E C K S   J O U R N A L

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

600           Ariel Enterprises         BAL-FORWD  03/26/19  5566                  150.00   1000-000
                                                  Ref/Bank Rte: 125-6992                   Cash account #13557

                                      Discount          Allowance       Total-debited  Allowance-account
                                          0.00               0.00             150.00

  Bank charge:      25.00    Exp account:  7100-000
                                           Bank charges

  Cust charge:      30.00    Rev account:  4040-000
                                           Misc. charges on sales


Date 04/06/2019  Time 10:47:44                          XYZ Company                                  Report #0103   Page 0002

                                        R E T U R N E D   C H E C K S   J O U R N A L

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

                                                        Returned Check
      1 Entries                                          Grand totals:
                                                        --------------

                                                 Amount received:                150.00
                                               Discounts allowed:                  0.00
                                                      Allowances:                  0.00
                                                    Total debited:                150.00

                                            Total debited to A/R:                 150.00
                                             Total other debited:                   0.00

Cash accounts:                                                          Debits                Credits                 Checks
1000-000           Cash account #13557                                    0.00                 150.00                 150.00
                                                          ---------------------  ---------------------  ---------------------
                        Totals for cash accounts:                         0.00                 150.00                 150.00

A/R accounts:
1100-000           Accounts receivable                                  150.00                   0.00
                                                          ---------------------  ---------------------
                         Totals for A/R accounts:                       150.00                   0.00

All other accounts:
                                                          ---------------------  ---------------------
                   Totals for all other accounts:                         0.00                   0.00

                         Totals for all accounts:                       150.00                 150.00
```

R E T U R N E D C H E C K S J O U R N A L

Cust-#	Name	Bal-meth	Rect-dat	Check-#	Amount-recd	Cash-account

Charges
Grand totals:

Bank charges: 25.00

Cash accounts:		Debits	Credits	Checks
1000-000	Cash account #13557		25.00	
	Totals for cash accounts:	0.00	25.00	
Exp accounts:				
7100-000	Bank charges	25.00		
	Totals for Exp accounts:	25.00	0.00	

Customer charges: 30.00

Unposted Rev accounts:				
4040-000	Misc. charges on sales		30.00	
	Totals for Rev accounts:	0.00	30.00	
Unposted debit memos:				
	Totals for debit memos:	30.00	0.00	

Customer charge debit memos will transfer to Miscellaneous Charges.
Please post Miscellaneous Charges to complete this process.

-- End of report --

RECURRING BILLS LIST

```
Date 04/06/2019  Time 12:56:42                          XYZ Company                                  Report #0104   Page 0001

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

Starting cust #: "First"
  Ending cust #: "Last"

"Next date" cut-off: "Latest"
"*" after quantity indicates item is drop shipped.

Reference-#: 9874      Group:      AAA   Cust-#: 10          Harris, Goldberg & Jones       Ship-to: * SAME AS BILL ADDRESS *
                       Sub acct:   100                       456 W. 7th Street
                                                             Suite 100
                                                             San Diego, CA 92100
                                                   Country:  USA

Cust-PO-#:                            Invc-disc-%:  0.000                          Ship date:
Terms:     Normal Terms               Tax code:    Taxable Sales Cal State         F.O.B.:
Ship-via:  Parcel Post                Sales rep:   William B. Wilkenson            Contract #:

-------------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note-----------------  G/L account                              Commisnbl?
                   Unit                          Description-1                                   Price/unit          Line-item-net
                                                 Description-2                   Lin-disc-%       Unit-cost                  Txbl?
-------------------------------------------------------------------------------------------------------------------------------

  10 Goods         50        15MW                                                4000-100                                      Y
                   LNFT                          15 mil insulated wire                        0.08500/LNFT                  4.14
                                                 (red insulation)                2.500%          0.02500                     Y


  1 line item

 Invoice total:               4.14
 Invoice disc:                0.00
 Misc charges:                0.00
 Freight:                     0.00
 Sales tax:                   0.21    Taxable:                 4.14
 Total bill:                  4.35    Commisnbl:               4.14          Commis amt:          0.00

 Tax rate-1         0.21


Recurrence information:  Interval:   every  1 week          Already billed:               0.00    Previous bill-ref#: NONE YET
                         Next date:   4/06/19               Max # of times: INDEFINITE            Previous invoice #: NONE YET
                         Start date:  4/06/19               Times so far:     0                   Previous invc date: NONE YET
                         Final date: INDEFINITE


Date 04/06/2019  Time 12:56:42                          XYZ Company                                  Report #0104   Page 0002

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

Reference-#: 3371      Group:      AAA   Cust-#: 100         Neptune Underwater Supply      Ship-to: * SAME AS BILL ADDRESS *
                       Sub acct:   100                       345 Fisherman's Pier
                                                             Santa Marina, CA 91100
                                                   Country:  USA

Cust-PO-#: 55815                      Invc-disc-%:  0.000                          Ship date:
Terms:     Net 30                     Tax code:    Taxable Sales L.A. County       F.O.B.:
Ship-via:  Air Freight                Sales rep:   Margaret Rockwell               Contract #:

-------------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note-----------------  G/L account                              Commisnbl?
                   Unit                          Description-1                                   Price/unit          Line-item-net
                                                 Description-2                   Lin-disc-%       Unit-cost                  Txbl?
-------------------------------------------------------------------------------------------------------------------------------
```

```
  10 Svcs          1        Primary installation                              4000-100
Svc#: 1           HOUR                                                                          50.00/HOUR                  50.00
                                                                                                     25.00


  1 line item

 Invoice total:              50.00
 Invoice disc:                0.00
 Misc charges:                0.00
 Freight:                     0.00
 Sales tax:                   0.00    Taxable:                0.00
 Total bill:                 50.00    Commisnbl:              0.00          Commis amt:          0.00



Recurrence information:  Interval:   every  1 month         Already billed:               0.00    Previous bill-ref#: NONE YET
                         Next date:   4/15/19               Max # of times: INDEFINITE            Previous invoice #: NONE YET
                         Start date:  3/15/19               Times so far:     0                   Previous invc date: NONE YET
                         Final date: INDEFINITE


                                                   -- End of report --
```

```
Date 04/05/2019  Time 16:09:02                            XYZ Company                                   Report #0100   Page 0002

                                          C A S H   R E C E I P T S   J O U R N A L

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-meth   Rect-dat  Check-#          Amount-recd   Cash-account
-------------------------------------------------------------------------------------------------------------------------------

      1 Entries                                          Grand totals:
                                                         -------------

                                                  Amount received:                250.00
                                                Discounts allowed:                  0.00
                                                       Allowances:                  0.00
                                                   Total credited:                250.00

                                             Total credited to A/R:                250.00
                                              Total other credited:                  0.00

         Cash accounts:                                     Debits             Credits              Checks                 Cash
         1000-000  Cash account #13557                      250.00                0.00              250.00                  0.00
                                                  ------------------ ------------------    ------------------ ------------------
                        Totals for cash accounts:           250.00                0.00              250.00                  0.00

         A/R accounts:
         1100-000  Accounts receivable                         0.00              250.00
                                                 ---------------------  ---------------------
                        Totals for A/R accounts:              0.00              250.00

         All other accounts:
                                                 ---------------------  ---------------------
                   Totals for all other accounts:             0.00                0.00

                        Totals for all accounts:            250.00              250.00


                                                   -- End of report --
```

RECURRING BILLS AUTOMATIC SELECTION LIST

```
Date 04/06/2019  Time 13:03:52                          XYZ Company                                  Report #0105   Page 0001

                      R E C U R R I N G   B I L L S   A U T O M A T I C   S E L E C T I O N   L I S T

Starting cust #: "First"
  Ending cust #: "Last"

"Next date" cut-off: "Latest"
"*" after quantity indicates item is drop shipped.

Reference-#: 9874      Group:      AAA   Cust-#: 10          Harris, Goldberg & Jones       Ship-to: * SAME AS BILL ADDRESS *
                       Sub acct:   100                       456 W. 7th Street
                                                             Suite 100
                                                             San Diego, CA 92100
                                                   Country:  USA

Cust-PO-#:                            Invc-disc-%:  0.000                          Ship date:
Terms:     Normal Terms               Tax code:    Taxable Sales Cal State         F.O.B.:
Ship-via:  Parcel Post                Sales rep:   William B. Wilkenson            Contract #:

-----------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note-----------------  G/L account        Contract #            Commisnbl?
                   Unit                          Description-1                                     Price/unit           Line-item-net
                                                 Description-2                   Lin-disc-%       Unit-cost                  Txbl?
-----------------------------------------------------------------------------------------------------------------------------

  10 Goods         50        15MW                                                 4000-100                                      Y
                   LNFT                          15 mil insulated wire                        0.08500/LNFT                   4.14
                                                 (red insulation)                 2.500%          0.02500                      Y


  1 line item

 Invoice total:               4.14
 Invoice disc:                0.00
 Misc charges:                0.00
 Freight:                     0.00
 Sales tax:                   0.21    Taxable:                 4.14
 Total bill:                  4.35    Commisnbl:               4.14          Commis amt:          0.00

 Tax rate-1         0.21


Recurrence information:  Interval:   every  1 week          Already billed:               0.00    Previous bill-ref#: NONE YET
                         Next date:   4/06/19               Max # of times: INDEFINITE            Previous invoice #: NONE YET
                         Start date:  4/06/19               Times so far:     0                   Previous invc date:
                         Final date: INDEFINITE


Date 04/06/2019  Time 13:03:52                          XYZ Company                                  Report #0105   Page 0002

                      R E C U R R I N G   B I L L S   A U T O M A T I C   S E L E C T I O N   L I S T

Reference-#: 3371      Group:      AAA   Cust-#: 100         Neptune Underwater Supply      Ship-to: * SAME AS BILL ADDRESS *
                       Sub acct:   100                       345 Fisherman's Pier
                                                             Santa Marina, CA 91100
                                                   Country:  USA

Cust-PO-#: 55815                      Invc-disc-%:  0.000                          Ship date:
Terms:     Net 30                     Tax code:    Taxable Sales L.A. County       F.O.B.:
Ship-via:  Air Freight                Sales rep:   Margaret Rockwell               Contract #:

-----------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note-----------------  G/L account        Contract #            Commisnbl?
                   Unit                          Description-1                                     Price/unit           Line-item-net
                                                 Description-2                   Lin-disc-%       Unit-cost                  Txbl?
-----------------------------------------------------------------------------------------------------------------------------
```

```
  10 Svcs          1        Primary installation                              4000-100
Svc#: 1            HOUR                                                                          50.00/HOUR                    50.00
                                                                                                      25.00


  1 line item

 Invoice total:              50.00
 Invoice disc:                0.00
 Misc charges:                0.00
 Freight:                     0.00
 Sales tax:                   0.00    Taxable:                0.00
 Total bill:                 50.00    Commisnbl:              0.00           Commis amt:          0.00



Recurrence information:  Interval:   every  1 month         Already billed:               0.00    Previous bill-ref#: NONE YET
                         Next date:   4/15/19               Max # of times: INDEFINITE            Previous invoice #: NONE YET
                         Start date:  3/15/19               Times so far:     0                   Previous invc date:
                         Final date: INDEFINITE


                                                   -- End of report --
```

STANDARD BILLS LIST

```
Date 04/06/2019  Time 14:51:53                          XYZ Company                                  Report #0107   Page 0001

                                          S T A N D A R D   B I L L S   L I S T

"*" after quantity indicates item is drop shipped.

Standard bill: 1       Standard bill #1           (contains  2 line items)
                       Survey & est.; 1 yr servc

-----------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note----------------- Sls-account       A/R-ship-instr              Commis
                   Unit      Description-1                                                        Price/unit            Line-item-net
                             Description-2                                       Ln-disc-%        Unit-cost                   Txbl?
-----------------------------------------------------------------------------------------------------------------------------

  10 Svcs           4        Survey and estimate                                 4000-000                                        No
Svc#: 3            HOUR                                                                          35.00/HOUR                  140.00
                                                                                   0.000              19.00                 N/N/N/N/N

  20 Svcs           1        1 year service and maintenance                      4000-000                                        No
Svc#: 2                                                                                                                       400.00
                                                                                   0.000          150.00000                 N/N/N/N/N
      Line item total:               540.00

Date 04/06/2019  Time 14:51:53                          XYZ Company                                  Report #0107   Page 0002

                                          S T A N D A R D   B I L L S   L I S T

Standard bill: 2       Standard bill #2           (contains  2 line items)
                       4' A/C hose; 3hr Install.

-----------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note----------------- Sls-account       A/R-ship-instr              Commis
                   Unit      Description-1                                                        Price/unit            Line-item-net
                             Description-2                                       Ln-disc-%        Unit-cost                   Txbl?
-----------------------------------------------------------------------------------------------------------------------------

  10 Goods          4        2                                                   4000-000          Ship in stock                  No
                   FT.                       Air conditioning hose                              3.55/FT.                     14.20
                                                                                   0.000              1.75                 Y/Y/Y/Y/Y

  20 Svcs           3        Primary installation                                4000-000                                        Yes
Svc#: 1            HOUR                                                                          50.00/HOUR                  150.00
                                                                                   0.000              25.00                 Y/Y/Y/Y/Y

  30 Notes                   Please note the shipping/service date on the
                             invoice.  Charges will be accepted by us up to
                             24 hours prior to shipping.
      Line item total:               164.20
Date 04/06/2019  Time 14:51:53                          XYZ Company                                  Report #0107   Page 0003

                                          S T A N D A R D   B I L L S   L I S T

Standard bill: 3       Standard Bill #3           (contains  2 line items)
                       Extended Service Agreemnt

-----------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note----------------- Sls-account       A/R-ship-instr              Commis
                   Unit      Description-1                                                        Price/unit            Line-item-net
                             Description-2                                       Ln-disc-%        Unit-cost                   Txbl?
-----------------------------------------------------------------------------------------------------------------------------

  10 Svcs           1        1 year service and maintenance                      4000-000                                        Yes
Svc#: 2                                                                                                                       340.00
                                                                                  15.000%         150.00000                 N/N/N/N/N

  20 Svcs          12        Monthly check & services                            4000-000                                        Yes
Svc#: 4            HOUR                                                                          10.00/HOUR                  102.00
```

```
                                                                                  15.000%             6.50                Y/Y/Y/Y/Y

      Line item total:              442.00


Date 04/06/2019  Time 14:51:53                              XYZ Company                                   Report #0107   Page 0004

                                              S T A N D A R D   B I L L S   L I S T

Standard bill: 4       Standard bill #4           (contains  2 line items)

-------------------------------------------------------------------------------------------------------------------------------------
Seq# Type          Quantity  ----------------Item/Service/Note----------------- Sls-account       A/R-ship-instr              Commis
                   Unit      Description-1                                                        Price/unit            Line-item-net
                             Description-2                                       Ln-disc-%        Unit-cost                   Txbl?
-------------------------------------------------------------------------------------------------------------------------------------

  10 Svcs           1        Primary installation                                4000-                                          Yes
Svc#: 1            HOUR                                                                         50.00/HOUR                    50.00
                                                                                   0.000             25.00                 Y/Y/Y/Y/Y

  20 Notes                   Standard maintenance checks
                             per checklist


      Line item total:               50.00

                                                          -- End of report --
```

MISCELLANEOUS CHARGES LIST

```
Date 04/06/2019  Time 15:23:32                          XYZ Company                                  Report #0108   Page 0001

                              M I S C E L L A N E O U S   C H A R G E S   E D I T   L I S T

Sales entries are printed in document number order
Current period end date:  3/31/19
Document types: CR = credit memo, DR = debit memo, FIN = finance charge, INVC = invoice

-----------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Doc-#   Tx-Cd Apply-to          Sale-amt        Freight          Total-amt   P.O.-#
Doc-type     Reference                 Doc-date Terms Due-date        Misc-chgs      Sales-Tax               Cost Sls-rep Commission
-----------------------------------------------------------------------------------------------------------------------------

200          21st Century Enterprises  2002     CAL                     300.00           0.00             340.00  146
INVC         Special Order             03/01/19 3   03/26/19            25.00          15.00             172.50  10          7.50

       Automatic distributions: 4040-000  Misc. charges on sales                      25.00
                                2200-000  State sales taxes payable                   15.00

        Optional distributions: 4000-100  Sales - misc. items                        300.00


600          Ariel Enterprises         5566     CTY 5566                 30.00           0.00              30.00
DR           Returned check            03/26/19 A   03/26/19             0.00           0.00               0.00  23          0.00

        Optional distributions: 4040-000  Misc. charges on sales                      30.00

Date 04/06/2019  Time 15:23:32                          XYZ Company                                  Report #0108   Page 0002

                              M I S C E L L A N E O U S   C H A R G E S   E D I T   L I S T

Grand totals

-----------------------------------------------------------------------------------------------------------------------------
                                                                 Sale-amt             Freight             Total-amt
                                                                Misc-chgs           Sales-Tax                Cost        Commission
-----------------------------------------------------------------------------------------------------------------------------

      2 entries                  Grand totals:                  330.00                0.00                370.00
                                                                 25.00               15.00                172.50             7.50

                       Acct-#            Description                                  Debits              Credits
 Distribution summary: 1100-000          Accounts receivable                         370.00                  .00
                       2200-000          State sales taxes payable                      .00                15.00
                       4000-100          Sales - misc. items                            .00               300.00
                       4040-000          Misc. charges on sales                         .00                55.00
                                                                          ----------------------------------------
                                                                   Totals:           370.00               370.00
                                                             -- End of report --
```

PAST DUE CUSTOMER UPDATE LIST

Date 04/06/2019 Time 15:33:48 XYZ Company Report #0110 Page 0001

P A S T D U E C U S T O M E R U P D A T E L I S T

"*" next to customer name means a new past due customer

Customer #	Customer Name	Contact Name	Telephone #	Balance
1	*Elliot Enterprises	Paul Elliot	213-779-6010	312.44
10	*Harris, Goldberg & Jones	Michael Jones	714-221-8500	290.22
40	*Washington, Mrs. Thomas	Ann Washington	617-444-7780	955.00
50	*Space Concepts & Design	Mike Mallin	212-220-9981	235.00
99	*Anthony Jones, Inc.	T.A. Wagner	123-456-7890	583.80
200	*21st Century Enterprises	Lou Mandel	415-555-7844	1,229.36
600	*Ariel Enterprises	M.J. Thorpe	213-554-4300	1,940.89

-- End of report --

FINANCE CHARGES EDIT LIST

Date 04/06/2019 Time 16:40:02 XYZ Company Report #0111 Page 0001

F I N A N C E C H A R G E S E D I T L I S T

For open items thru 03/31/19

Customer #	Customer Name	Past due amount	Finance charge
1	Elliot Enterprises	312.44	4.69
10	Harris, Goldberg & Jones	290.22	4.35
40	Washington, Mrs. Thomas	955.00	14.33
50	Space Concepts & Design	235.00	3.53
99	Anthony Jones, Inc.	583.80	8.76
200	21st Century Enterprises	104.49	1.57
600	Ariel Enterprises	411.75	6.18
	Totals:	2,892.70	43.41

-- End of report --

CHECKBOOK TRANSFER REGISTER

```
---------------------------------------------------------------------------------------------------------------------------
Date 06/21/2013  Time 14:39:35                          XYZ Company                                  Report #0000024   Page 0001

                                    C H E C K B O O K   T R A N S F E R   R E G I S T E R

Transferred from Accounts Receivable
Depos-#   Depos-date             Amount
---------------------------------------------------------------------------------------------------------------------------

      Checking account: 1001-000  Cash account

     207     6/22/13              120.00

               Date    Check-#             Amount  Customer-#    Name                       Reference
              6/21/13   *CASH*              20.00  300           Beverly Beauty Supply      Beverly Beauty Supply
              6/21/13  00008746           100.00  300           Beverly Beauty Supply      Beverly Beauty Supply


      Account total:             120.00

---------------------------------------------------------------------------------------------------------------------------



Date 06/21/2013  Time 14:39:35                          XYZ Company                                  Report #0000024   Page 0002

                                    C H E C K B O O K   T R A N S F E R   R E G I S T E R

Depos-#   Depos-date             Amount
---------------------------------------------------------------------------------------------------------------------------

   Total transferred:             120.00

                                                        -- End of report --
```

Deposit Summary

Date 04/06/2019 Time 16:58:55 XYZ Company Report #0112 Page 0001

D E P O S I T S U M M A R Y

Cash account: 1000-000 Cash account #13557
For deposit numbers: "First" thru "Last"

Deposit-#	Date	Amount	Status
1	4/12/19	9,390.00	Transferred to checkbook
199903	3/26/19	150.00-	Printed
199903	3/26/19	25.00-	Not yet printed

-- End of report --

Accounts Receivable Detail Aging Report

Date 04/06/2019 Time 17:09:13 XYZ Company Report #0113 Page 0001

A C C O U N T S R E C E I V A B L E D E T A I L A G I N G R E P O R T

Selections for this report:

1. Aging date	3/31/19	Age by invoice date
2. By cust number or name ?	Number	
3. Starting customer	200	
4. Ending customer	300	
5. Group by A/R account ?	Y	
6. For which A/R account ?	"All"	
7. Print DR/CR bal customers ?	Both	
8. Show zero bal customers ?	Y	
9. Detail or summary ?	Detail	
10. Age open item customers like bal forward customers ?	N	
11. Show invoice balances only ?	N	
12. Print P.O.# or reference ?	Reference	

Aging periods:

1. Define aging periods by	Days
2. # aging days in prd 1	30
3. Period 1 description	Current
4. # aging days in prd 2	60
5. Period 2 description	Over 30 days
6. # aging days in prd 3	90
7. Period 3 description	Over 60 days
8. # aging days in prd 4	999
9. Period 4 description	Over 90 days

Date 04/06/2019 Time 17:09:13 XYZ Company Report #0113 Page 0002

A C C O U N T S R E C E I V A B L E D E T A I L A G I N G R E P O R T

Aging date: 3/31/19
Document types: I = Invoice P = Payment C = Cr memo D = Dr memo B = Balance forward F = Finance charge R = Returned check
Notes: On types I, B, C, D and R, Amount-1 is the amount subject to discount. On type P Amount-1 is cash receipt amt.
On type F Amount-1 is fin charge amt. On types I, C, D and R, Amount-2 is the amount not subject to discount.
On type P Amount-2 is discount plus allowance. (No Amount-2 for types F & B).

Cust-# / Contact-1 / Phone-#-1 / Phone-#-2		Name / Address-1 / Address-2 / City/State/Zip	Balance / Credit-limit / Terms / Last-pmt-dat	Aged customer balances: Current	Over 30 days	Over 60 days	Over 90 days
A/R account: 1100-000 Accounts receivable							
200	OPN-ITM	21st Century Enterprises	1,229.36	1,124.87	0.00	104.49	0.00
Lou Mandel		P.O. Box 4545	20,000.00				
415-555-7844		670 Mason Street	5/10 net 25	92%	0%	8%	0%
415-555-7845		San Francisco, CA 95782	3/12/19				
	Country: USA						

Doc-#	Doc-date	Typ	Apply-to	Due-date	Reference	Amount-1	Amount-2	Doc-total	Age
1025	1/25/19	I	1025	2/19/19	From O/E order: 000039	575.70	28.79	604.49	65
349	3/12/19	P	1025	3/12/19		500.00-	0.00	500.00-	19
2002	3/01/19	I	2002	3/26/19	Special Order	300.00	40.00	340.00	30
3002	3/03/19	I	3002	3/28/19	Regular purchase	715.45	69.42	784.87	28

300	BAL-FWD	Beverly Beauty Supply	1,860.40-	1,860.40-	0.00	0.00	0.00
Angie Peters		750 N. Beverely Blvd.	50,000.00				
213-778-9000			2/10 Net 30	0%	0%	0%	0%
		Los Angeles, CA 90005	3/12/19				
	Country: USA						

Doc-#	Doc-date	Typ	Apply-to	Due-date	Reference	Amount-1	Amount-2	Doc-total	Age
1026	1/25/19	I		2/24/19	From O/E order: 000040	132.95	9.31	142.26	65
	1/29/19	P		1/29/19		250.00-	2.66-	252.66-	61

```
  349       3/12/19  P            3/12/19 125-6992                          1,500.00-            250.00-          1,750.00-  19

==================================================================================================================================
Date 04/06/2019  Time 17:09:13                              XYZ Company                                    Report #0113   Page 0003

                        A C C O U N T S   R E C E I V A B L E   D E T A I L   A G I N G   R E P O R T

Aging date:  3/31/19
Document types: I = Invoice   P = Payment   C = Cr memo   D = Dr memo   B = Balance forward   F = Finance charge  R = Returned check

----------------------------------------------------------------------------------------------------------------------------------
Cust-#                    Name                              Balance   ---------------------Aged customer balances-----------------
Contact-1                 Address-1                    Credit-limit           Current  Over 30 days  Over 60 days  Over 90 days
Phone-#-1                 Address-2                           Terms
Phone-#-2                 City/State/Zip               Last-pmt-dat
----------------------------------------------------------------------------------------------------------------------------------

          Totals for: 1100-000 Accounts receivable

  DR lines show totals for customers with debit balances as of the aging date
  CR lines show totals for customers with credit balances as of the aging date

                                Total          Current          Over 30 days          Over 60 days          Over 90 days
                      ---------------------------------------------------------------------------------------------------------
  DR bal cust totals:         1,229.36         1,124.87  92%             0.00   0%           104.49   8%             0.00   0%
  CR bal cust totals:         1,860.40-        1,860.40-100%             0.00   0%             0.00   0%             0.00   0%
                      ---------------------------------------------------------------------------------------------------------
          Net totals:           631.04-          735.53-  0%             0.00   0%           104.49 100%             0.00   0%
                      =========================================================================================================

                                                    -- End of report --
```

COLLECTIONS DETAIL REPORT

Date 04/07/2019 Time 11:00:16 XYZ Company Report #0114 Page 0001

C O L L E C T I O N S D E T A I L R E P O R T

Selections for this report:

1. Cut-off date	4/30/19 Age by due date	
2. By cust number or name ?	Number	
3. Starting customer	200	
4. Ending customer	300	
5. Last payment cut-off date ?	No cut-off	
6. Group by sales rep ?	Not applicable	
7. For which sales rep ?	Not applicable	
8. Cut-off balance due	"All"	
9. Cut-off aging period	"All"	
10. Print DR/CR bal customers ?	Both	
11. Show zero bal customers ?	N	
12. Detail or summary ?	Detail	
13. Age open item customers like bal forward customers ?	N	
14. Show invoice balances only ?	N	
15. Print P.O.# or reference ?	Reference	

Aging periods:

1. Define aging periods by	Days
2. # aging days in prd 1	30
3. Period 1 description	Current
4. # aging days in prd 2	60
5. Period 2 description	Over 30 days
6. # aging days in prd 3	90
7. Period 3 description	Over 60 days
8. # aging days in prd 4	999
9. Period 4 description	Over 90 days

Date 04/07/2019 Time 11:00:16 XYZ Company Report #0114 Page 0002

C O L L E C T I O N S D E T A I L R E P O R T

Cut-off date: 4/30/19
Document types: I = Invoice P = Payment C = Cr memo D = Dr memo B = Balance forward F = Finance charge R = Returned check
Notes: On types I, B, C, D and R, Amount-1 is the amount subject to discount. On type P Amount-1 is cash receipt amt.
On type F Amount-1 is fin charge amt. On types I, C, D and R, Amount-2 is the amount not subject to discount.
On type P Amount-2 is discount plus allowance. (No Amount-2 for types F & B).

Cust-# / Contact-1 / Phone-#-1 / Phone-#-2		Name / Sales-rep / A/R-account-#	Balance / Credit-limit / Terms	Aged customer balances: Current	Over 30 days	Over 60 days	Over 90 days
200	OPN-ITM	21st Century Enterprises	1,229.36	0.00	1,124.87	104.49	0.00
Lou Mandel		William B. Wilkenson	20,000.00		92%	8%	
415-555-7844		1100-000	5/10 net 25				
415-555-7845		Accounts receivable	1st-sls-dat 1/25/19	Last-sls-dat 3/01/19	Last-pmt-dat 3/12/19	Last-pmt-amt 500.00	

Period	Avg-days to-pay	Highest-Bal	Total-charges	Total-payments received
YTD	46.00	604.49	944.49	500.00
QTR1	46.00	604.49	944.49	500.00

Last sale amt: 300.00
Past due amt: 1,229.36
Past due calc dat 04/06/19
Credit Hold:

Doc-#	Doc-date	Typ	Apply-to	Due-date	Reference	Amount-1	Amount-2	Doc-total	Age
1025	1/25/19	I	1025	2/19/19	From O/E order: 000039	575.70	28.79	604.49	70
349	3/12/19	P	1025	3/12/19		500.00-	0.00	500.00-	49
2002	3/01/19	I	2002	3/26/19	Special Order	300.00	40.00	340.00	35
3002	3/03/19	I	3002	3/28/19	Regular purchase	715.45	69.42	784.87	33

300	BAL-FWD	Beverly Beauty Supply	1,860.40-	1,860.40-	0.00	0.00	0.00
Angie Peters		Margaret Rockwell	50,000.00				

213-778-9000 1100-000 2/10 Net 30
Accounts receivable 1/25/19 1/25/19 3/12/19 1,500.00

Period	Avg-days to-pay	Highest-Bal	Total-charges	Total-payments received
YTD	0.00	142.26	142.26	1,750.00
QTR1	0.00	142.26	142.26	1,750.00

Last sale amt: 132.95
Past due amt: 0.00
Past due calc dat None
Credit Hold:

Doc-#	Doc-date	Typ	Apply-to	Due-date	Reference	Amount-1	Amount-2	Doc-total	Age
1026	1/25/19	I		2/24/19	From O/E order: 000040	132.95	9.31	142.26	65
	1/29/19	P		1/29/19		250.00-	2.66-	252.66-	91
349	3/12/19	P		3/12/19	125-6992	1,500.00-	250.00-	1,750.00-	49

C O L L E C T I O N S D E T A I L R E P O R T

Cut-off date: 4/30/19
Document types: I = Invoice P = Payment C = Cr memo D = Dr memo B = Balance forward F = Finance charge R = Returned check

Cust-#	Name	Balance	Aged customer balances			
Contact-1	Sales-rep	Credit-limit	Current	Over 30 days	Over 60 days	Over 90 days
Phone-#-1	A/R-account-#	Terms				
Phone-#-2		1st-sls-dat	Last-sls-dat	Last-pmt-dat	Last-pmt-amt	

Grand totals for 2 customers printed
DR lines show totals for customers with debit balances as of the cut-off date
CR lines show totals for customers with credit balances as of the cut-off date

	Total	Current	Over 30 days	Over 60 days	Over 90 days
DR bal cust totals:	1,229.36	0.00	1,124.87 92%	104.49 8%	0.00
CR bal cust totals:	1,860.40-	1,860.40-100%	0.00	0.00	0.00
Net totals:	631.04-	1,860.40-	1,124.87 92%	104.49 8%	0.00

-- End of report --

Cash Projection Detail Report

Date 04/07/2019 Time 11:09:06 XYZ Company Report #0115 Page 0001

C A S H P R O J E C T I O N D E T A I L R E P O R T

Customer # range: "First" Thru "Last"
Sales rep: 010 William B. Wilkenson

Document types: I = Invoice, P = Payment, C = Cr memo, D = Dr memo, B = Balance forward, F = Finance charge

Cust-#	Name	Bal-method	Contact-1	Phone-1	Cred-rte	Cred-limit
10	Harris, Goldberg & Jones	Open item	Michael Jones	714-221-8500		*Unltd cr*

Doc-#	Doc-date	Typ	Apply-to	Due-date	Up-to- 3/31/19	Thru- 4/30/19	Thru- 5/31/19	Thru- 6/30/19	After- 6/30/19
1019	1/25/19	I	1019	2/24/19	290.22	0.00	0.00	0.00	0.00
	Customer 10			totals	290.22	0.00	0.00	0.00	0.00

Cust-#	Name	Bal-method	Contact-1	Phone-1	Cred-rte	Cred-limit
200	21st Century Enterprises	Open item	Lou Mandel	415-555-7844	AA	20,000

Doc-#	Doc-date	Typ	Apply-to	Due-date	Up-to- 3/31/19	Thru- 4/30/19	Thru- 5/31/19	Thru- 6/30/19	After- 6/30/19
1025	1/25/19	I	1025	2/19/19	604.49	0.00	0.00	0.00	0.00
349	3/12/19	P	1025	3/12/19	500.00-	0.00	0.00	0.00	0.00
2002	3/01/19	I	2002	3/26/19	340.00	0.00	0.00	0.00	0.00
3002	3/03/19	I	3002	3/28/19	784.87	0.00	0.00	0.00	0.00
	Customer 200			totals	1,229.36	0.00	0.00	0.00	0.00
				Grand totals	1,519.58	0.00	0.00	0.00	0.00

-- End of report --

Commissions Due Report

This example of the report is for commissions paid on sales.

```
Date 04/07/2013  Time 11:40:47                          XYZ Company                                  Report #0119   Page 0001

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

For documents dated from:    3/01/13 thru "Latest"
For sales reps: "First" thru "Last"
Document types: I = invoice   B = bal fwd   C = cr memo   D = dr memo
Commission on receivables

-------------------------------------------------------------------------------------------------------------------------------
----------Sales rep-----------  ---------------Customer---------------  ------Document-------        Comm-amt                Sale
#    Name                       #            Name                       #        Type  Date             due                  amount
-------------------------------------------------------------------------------------------------------------------------------

10   William B. Wilkenson       200          21st Century Enterprises   2002      I   3/01/13           7.50                300.00

                                                                  Customer 200          totals:          7.50                300.00


                                                                          Sales rep 10  totals:          7.50                300.00


                                                                                Grand totals:          7.50                300.00


                                                                  -- End of report --
```

This example is of the report is for commissions paid on fully paid open items.

```
Date 03/07/2013  Time 13:14:35                          XYZ Company                                  Report-#0120   Page 0001

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

For documents fully paid from:    3/01/13 thru "Latest"
For sales reps: "First" thru "Last"
Document types: I = invoice   B = bal fwd   C = cr memo   D = dr memo
Commissions based on fully paid open items - Total amount includes sale amount, freight, miscellaneous charges, and sales tax

-------------------------------------------------------------------------------------------------------------------------------
#    Sales-rep
-------------------------------------------------------------------------------------------------------------------------------

789  Avram Goldberger

       Cust-#       Customer-name              Pmt-date  Doc-#    Type  Date    Apply-to    Comm-amt-due         Total-amount
       800          Brazil Coffee               3/07/13  1422      I   9/27/12  1422               1.25                 25.00
                                                3/07/13  1435      I  11/02/12  1435              16.00                160.00

                                                         Customer 800          totals:            17.25                185.00


                                                                 Sales rep 789 totals:            17.25                185.00


                                                                       Grand totals:              17.25                185.00


                                                         -- End of report --
```

Sales Tax Due Edit List

Date 04/07/2019 Time 11:46:29 XYZ Company Report #0120 Page 0001

S A L E S T A X D U E E D I T L I S T

Cut-off date: 04/07/19 Tax code: CTY Taxable Sales L.A. City Format: Detail

Acct # / Doc-no	Cust-no	Description / Doc-dat	Tx-cd	Ovrd	Doc-typ	Total amt	Taxable amt	Tax amt	Uncol Tax amt
2210-000		County sales taxes payable							
477	600	2/05/19	CTY	No	INVOICE	971.84	864.34	60.50	0.00
478	600	2/05/19	CTY	No	INVOICE	377.30	348.88	24.42	0.00
1018	1	1/25/19	CTY	No	INVOICE	312.44	292.00	20.44	0.00
1020	30	1/25/19	CTY	No	INVOICE	174.41	163.00	11.41	0.00
1026	300	1/25/19	CTY	No	INVOICE	142.26	132.95	139.58	0.00
1027	600	1/25/19	CTY	No	INVOICE	561.75	525.00	36.75	0.00
Acct-Totals						2,540.00	2,326.17	293.10	0.00
Tax Totals								293.10	0.00

-- End of report --

Sales Tax Exception Report

Date 04/07/2019 Time 11:49:15 XYZ Company Report #0121 Page 0001

S A L E S T A X E X C E P T I O N R E P O R T

Starting date: 03/01/19 Ending date: 04/30/19

Tax code	Description Doc no	Cust-no	Doc-typ	Doc date	Total sales amount	Total taxable amount	Total Sales tax
CAL	Taxable Sales Cal State						
	2002	200	INVOICE	3/01/19	340.00	300.00	15.00
Tax code total					340.00	300.00	15.00
CTY	Taxable Sales L.A. City						
	479	600	INVOICE	3/25/19	300.00	300.00	0.00
Tax code total					300.00	300.00	.00
Grand Total					640.00	600.00	15.00

-- End of report --

Accounts Receivable Distributions To General Ledger Report

```
Date 04/07/2019  Time 11:53:33                          XYZ Company                                  Report #0122   Page 0001

        A C C O U N T S   R E C E I V A B L E   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

Starting account #: "First"               Ending account #: "Last"
Starting date:      "Earliest"            Ending date:      04/30/19

Journal codes: AR = Sales journal CJ = Cash journal & returned checks journal FJ = Finance charge journal MC = Misc. charges journal

-------------------------------------------------------------------------------------------------------------------------------
Acct-#    Description
                  Date      Jrnl-#              Amount    Cust-#        Name                        Doc-#
-------------------------------------------------------------------------------------------------------------------------------

Income section

2200-000  State sales taxes payable

                  01/25/19  AR0025               13.82CR  10            Harris, Goldberg & Jones   1019
                            AR0025               27.80CR  99            Anthony Jones, Inc.        1023
                            AR0025               28.79CR  200           21st Century Enterprises   1025

                     Date total:                 70.41CR

                  03/01/19  MC0109               15.00CR  200           21st Century Enterprises   2002

                     Date total:                 15.00CR


                  Account total:                 85.41CR


2210-000  County sales taxes payable

                  01/25/19  AR0025               20.44CR  1             Elliot Enterprises         1018
                            AR0025               11.41CR  30            W.J. Bjornfreg A/G         1020
                            AR0025               28.01CR  100           Neptune Underwater Supply  1024
                            AR0025                9.31CR  300           Beverly Beauty Supply      1026
                            AR0025               36.75CR  600           Ariel Enterprises          1027

                     Date total:                105.92CR

                  02/05/19  MC0093               60.50CR  600           Ariel Enterprises          477
                            MC0093               24.42CR  600           Ariel Enterprises          478

                     Date total:                 84.92CR


                  Account total:                190.84CR


4000-100  Sales - misc. items

                  02/05/19  MC0093              864.34CR  600           Ariel Enterprises          477
                            MC0093              348.88CR  600           Ariel Enterprises          478

                     Date total:              1,213.22CR


Date 04/07/2019  Time 11:53:33                          XYZ Company                                  Report #0122   Page 0002

        A C C O U N T S   R E C E I V A B L E   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

Starting account #: "First"               Ending account #: "Last"
Starting date:      "Earliest"            Ending date:      04/30/19

Journal codes: AR = Sales journal CJ = Cash journal & returned checks journal FJ = Finance charge journal MC = Misc. charges journal
```

Acct-#	Description	Date	Jrnl-#	Amount	Cust-#	Name	Doc-#
4000-100	Sales - misc. items (Continued)						
		03/01/19	MC0109	300.00CR	200	21st Century Enterprises	2002
		Date total:		300.00CR			
		03/25/19	MC0093	300.00CR	600	Ariel Enterprises	479
		Date total:		300.00CR			
		Account total:		1,813.22CR			
4010-000	Equipment income/expense						
		01/25/19	AR0025	22.50CR	10	Harris, Goldberg & Jones	1019
			AR0025	110.00CR	30	W.J. Bjornfreg A/G	1020
			AR0025	675.00CR	40	Washington, Mrs. Thomas	1021
			AR0025	560.25CR	100	Neptune Underwater Supply	1024
			AR0025	45.00CR	300	Beverly Beauty Supply	1026
		Date total:		1,412.75CR			
		Account total:		1,412.75CR			
4010-100	Sales - tools						
		01/25/19	AR0025	292.00CR	1	Elliot Enterprises	1018
			AR0025	253.90CR	10	Harris, Goldberg & Jones	1019
			AR0025	53.00CR	30	W.J. Bjornfreg A/G	1020
			AR0025	280.00CR	40	Washington, Mrs. Thomas	1021
			AR0025	235.00CR	50	Space Concepts & Design	1022
			AR0025	556.00CR	99	Anthony Jones, Inc.	1023
			AR0025	575.70CR	200	21st Century Enterprises	1025
			AR0025	87.95CR	300	Beverly Beauty Supply	1026
			AR0025	525.00CR	600	Ariel Enterprises	1027
		Date total:		2,858.55CR			
		Account total:		2,858.55CR			

A C C O U N T S R E C E I V A B L E D I S T R I B U T I O N S T O G E N E R A L L E D G E R R E P O R T

Starting account #: "First" Ending account #: "Last"
Starting date: "Earliest" Ending date: 04/30/19

Journal codes: AR = Sales journal CJ = Cash journal & returned checks journal FJ = Finance charge journal MC = Misc. charges journal

Acct-#	Description	Date	Jrnl-#	Amount	Cust-#	Name	Doc-#
4030-000	Freight - shipping						
		02/05/19	MC0093	47.00CR	600	Ariel Enterprises	477

	Date total:	47.00CR			
	Account total:	47.00CR			

4040-000 Misc. charges on sales

02/05/19	MC0093	4.00CR	600	Ariel Enterprises	478
	Date total:	4.00CR			
03/01/19	MC0109	25.00CR			
	Date total:	25.00CR			
03/26/19	MC0109	30.00CR	600	Ariel Enterprises	5566
	Date total:	30.00CR			
	Account total:	59.00CR			

7100-000 Bank charges

03/26/19	CJ0103	25.00	600	Ariel Enterprises	5566
	Date total:	25.00			
	Account total:	25.00			
	Section total:	6,441.77CR			

A C C O U N T S R E C E I V A B L E D I S T R I B U T I O N S T O G E N E R A L L E D G E R R E P O R T

Starting account #: "First" Ending account #: "Last"
Starting date: "Earliest" Ending date: 04/30/19

Journal codes: AR = Sales journal CJ = Cash journal & returned checks journal FJ = Finance charge journal MC = Misc. charges journal

Acct-#	Description	Date	Jrnl-#	Amount	Cust-#	Name	Doc-#
Cash receipts section							
1000-000	Cash account #13557						
		01/29/19	CJ0034	500.00	100	Neptune Underwater Supply	1001
			CJ0034	250.00	300	Beverly Beauty Supply	
		Date total:		750.00			
		01/30/19	CJ0034	5,000.00	30	W.J. Bjornfreg A/G	1359
		Date total:		5,000.00			
		03/10/19	CJ0091	140.00	100	Neptune Underwater Supply	201
		Date total:		140.00			
		03/12/19	CJ0091	1,500.00	200	21st Century Enterprises	348
			CJ0091	500.00	200	21st Century Enterprises	349
			CJ0091	1,500.00	300	Beverly Beauty Supply	349

```
                   Date total:             3,500.00

                03/26/19  CJ0094             150.00    600          Ariel Enterprises          5566
                          CJ0103             150.00CR  600          Ariel Enterprises          5566
                          CJ0103              25.00CR  600          Ariel Enterprises          5566

                   Date total:                25.00CR


                Account total:             9,365.00


4040-000  Misc. charges on sales

                03/12/19  CJ0091           1,500.00CR  200          21st Century Enterprises   348

                   Date total:             1,500.00CR


                Account total:             1,500.00CR


4050-300  Discounts allowed
```



```
---------------------------------------------------------------------------------------------------------------
Acct-#    Description
                  Date      Jrnl-#             Amount    Cust-#        Name                       Doc-#
---------------------------------------------------------------------------------------------------------------

4050-300  Discounts allowed              (Continued)

                01/29/19  CJ0034               2.66    300          Beverly Beauty Supply

                   Date total:                 2.66


                Account total:                 2.66


4060-000  Sales allowances

                03/12/19  CJ0091             250.00    300          Beverly Beauty Supply      349

                   Date total:               250.00

                Account total:               250.00
                Section total:             8,117.66
```



```
---------------------------------------------------------------------------------------------------------------
Acct-#    Description
```

Date	Jrnl-#	Amount	Cust-#	Name	Doc-#

Net change to accounts receivable

1100-000 Accounts receivable

Date	Jrnl-#	Amount	Cust-#	Name	Doc-#
01/25/19	AR0025	312.44	1	Elliot Enterprises	1018
	AR0025	290.22	10	Harris, Goldberg & Jones	1019
	AR0025	174.41	30	W.J. Bjornfreg A/G	1020
	AR0025	955.00	40	Washington, Mrs. Thomas	1021
	AR0025	235.00	50	Space Concepts & Design	1022
	AR0025	583.80	99	Anthony Jones, Inc.	1023
	AR0025	588.26	100	Neptune Underwater Supply	1024
	AR0025	604.49	200	21st Century Enterprises	1025
	AR0025	142.26	300	Beverly Beauty Supply	1026
	AR0025	561.75	600	Ariel Enterprises	1027
Date total:		4,447.63			
01/29/19	CJ0034	500.00CR	100	Neptune Underwater Supply	1024
	CJ0034	252.66CR	300	Beverly Beauty Supply	
Date total:		752.66CR			
01/30/19	CJ0034	5,000.00CR	30	W.J. Bjornfreg A/G	
Date total:		5,000.00CR			
02/05/19	MC0093	971.84	600	Ariel Enterprises	477
	MC0093	377.30	600	Ariel Enterprises	478
Date total:		1,349.14			
03/01/19	MC0109	340.00	200	21st Century Enterprises	2002
Date total:		340.00			
03/10/19	CJ0091	140.00CR	100	Neptune Underwater Supply	
Date total:		140.00CR			
03/12/19	CJ0091	500.00CR	200	21st Century Enterprises	1025
	CJ0091	1,750.00CR	300	Beverly Beauty Supply	
Date total:		2,250.00CR			

A C C O U N T S R E C E I V A B L E D I S T R I B U T I O N S T O G E N E R A L L E D G E R R E P O R T

Starting account #: "First" Ending account #: "Last"
Starting date: "Earliest" Ending date: 04/30/19

Journal codes: AR = Sales journal CJ = Cash journal & returned checks journal FJ = Finance charge journal MC = Misc. charges journal

Acct-#	Description	Date	Jrnl-#	Amount	Cust-#	Name	Doc-#

1100-000 Accounts receivable (Continued)

Date	Jrnl-#	Amount	Cust-#	Name	Doc-#
03/25/19	MC0093	300.00	600	Ariel Enterprises	479
Date total:		300.00			
03/26/19	CJ0094	150.00CR	600	Ariel Enterprises	
	CJ0103	150.00	600	Ariel Enterprises	
	MC0109	30.00	600	Ariel Enterprises	5566

Date total:	30.00
Account total:	1,675.89CR
Section total:	1,675.89CR
Report total:	.00

-- End of report --

Cash History Report

Date 04/07/2019 Time 11:57:27 XYZ Company Report #0123 Page 0001

C A S H H I S T O R Y R E P O R T

Cash account: 1000-000 Cash account #13557
For receipts dated from: "Earliest" thru "Latest"
For customers: "First" thru "Last"
For deposit number: "All"

Receipt date	Customer number	Customer name	Check number	Amount received	Credit A/R?	Reference/Bank route #	Journal number	Deposit number
01/29/19	100	Neptune Underwater Supply	1001	500.00	Y		CJ0034	1
01/29/19	300	Beverly Beauty Supply	*Cash*	250.00	Y		CJ0034	1
			Date total:	750.00				
01/30/19	30	W.J. Bjornfreg A/G	1359	5,000.00	Y		CJ0034	1
03/10/19	100	Neptune Underwater Supply	201	140.00	Y	125-6992	CJ0091	1
03/12/19	200	21st Century Enterprises	348	1,500.00	N	125-6992	CJ0091	1
03/12/19	200	21st Century Enterprises	349	500.00	Y	125-6992	CJ0091	1
03/12/19	300	Beverly Beauty Supply	349	1,500.00	Y	125-6992	CJ0091	1
			Date total:	3,500.00				
03/26/19	600	Ariel Enterprises	5566	150.00	Y	125-6992	CJ0094	1
03/26/19	600	Ariel Enterprises	5566	150.00-	Y	125-6992	CJ0103	1
			Date total:	.00				
			Grand total:	9,390.00				

-- End of report --

A/R Open Item File Purge Report

```
Date 04/07/2019  Time 12:02:33                          XYZ Company                                  Report #0124   Page 0001

                                A / R   O P E N   I T E M   F I L E   P U R G E   R E P O R T

Customer # range: 50 to 300
Purge cut-off date: 04/07/19

Document types: I = invoice P = payment C = credit memo D = debit memo F = finance charge B = balance forward R = returned check

Note: Amount-1 is the amount subject to discount, on doc types I, C, D, B & R; cash receipt amt on type P; fin charge on type F.
      Amount-2 is the non-discountable amt on doc types I, C & D; discount allowed on doc type P; and not used for doc types B & F.

-------------------------------------------------------------------------------------------------------------------------------
Customer-#    Customer-name
-------------------------------------------------------------------------------------------------------------------------------

300           Beverly Beauty Supply

          Doc-#    Doc-date Typ Apply-to Due-date          Amount-1            Amount-2            Doc-total
          1026      1/25/19  I           2/24/19            132.95                9.31               142.26
          *CASH*    1/29/19  P           1/29/19            250.00-               2.66-              252.66-

                       Balance carried forward:            117.05-               6.65               110.40-

Date 04/07/2019  Time 12:02:33                          XYZ Company                                  Report #0124   Page 0002

                                A / R   O P E N   I T E M   F I L E   P U R G E   R E P O R T

-------------------------------------------------------------------------------------------------------------------------------
Customer-#    Customer-name
-------------------------------------------------------------------------------------------------------------------------------

                                                          Amount-1            Amount-2            Doc-tot
     1 Customers printed         Grand totals:              117.05-                                110.40-
                                                                                   6.65


                                                     -- End of report --
```

CUSTOMER HISTORY

```
Date 04/07/2019  Time 12:06:21                          XYZ Company                                  Report #0125   Page 0001

                                                  C U S T O M E R   H I S T O R Y

Starting date: "Earliest"  Starting customer #: "First"
  Ending date: "Latest"      Ending customer #: "Last"

For A/R account: "All"

Document types: I = invoice   P = payment   C = credit memo   D = debit memo   F = finance charge   B = balance forward

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                       Bal-method  Sls rep  Contact-1                  Phone-1
-------------------------------------------------------------------------------------------------------------------------------

300           Beverly Beauty Supply      Bal fwd       23     Angie Peters               213-778-9000

Doc-#    Doc-date Typ Due-date          Amount-1           Amount-2 P.O.-#                   Doc-total Terms Reference
          1/29/19  P  1/29/19             250.00-              2.66-                            252.66-A
           ***           110.40- from the document above was retained as a bal fwd document in the open item file ***
1026      1/25/19  I  2/24/19             132.95               9.31                             142.26 1   From O/E order: 000040

     1 Customers printed


                                                  -- End of report --
```

PURGE CUSTOMER HISTORY

```
Date 04/07/2019  Time 12:16:10                          XYZ Company                                  Report #0126   Page 0001

                                          P U R G E   C U S T O M E R   H I S T O R Y

Cut-off date:  3/14/19  Starting customer #: "First"
                         Ending customer #: "Last"

For A/R account: 1100-000  Accounts receivable

Document types: I = invoice   P = payment   C = credit memo   D = debit memo   F = finance charge   B = balance forward

-------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                      Bal-method  Sls rep  Contact-1                  Phone-1
-------------------------------------------------------------------------------------------------------------------------------

300           Beverly Beauty Supply      Bal fwd       23     Angie Peters               213-778-9000

Doc-#    Doc-date Typ Due-date          Amount-1           Amount-2 P.O.-#                   Doc-total Terms Reference
          1/29/19  P  1/29/19             250.00-              2.66-                            252.66-A
           ***           110.40- from the document above was retained as a bal fwd document in the open item file ***
1026      1/25/19  I  2/24/19             132.95               9.31                             142.26 1   From O/E order: 000040

     1 Customers printed
```

-- End of report --

INVOICE HISTORY BY CUSTOMER

```
Date 04/07/2019  Time 12:35:01                          XYZ Company                                  Report #0127   Page 0001

                              I N V O I C E   H I S T O R Y   B Y   C U S T O M E R

Types are: INV = Invoice, CRM = Credit memo
"*" after quantity indicates item was drop shipped.

-------------------------------------------------------------------------------------------------------------------------------
Invc-#  Invc-date  Typ  Cust-#       Customer name            Group Slmn  Recur-#  Customer P.O.#  Sub acct          Job-#  Sub-job
Ord/RMA-# Ord-dat Disc-% Ship date        F.O.B.           Contract #                   Bill-ref-# Deliver-to        Apply-to

Lin#                Quantity  ---------Item/Service/Note------------------------
                                                                                                      Price/unit         Line-item-net
-------------------------------------------------------------------------------------------------------------------------------

**************************************************
Customer: 99            Anthony Jones, Inc.      *
**************************************************

  1023  01/25/19   INV  99           Anthony Jones, Inc.            1                                 000
    37  01/25/19    .000                                                                            0      0
===============================================================================================================================

 10   Goods           6        4
                                                                                                     56.00/EACH                336.00

 20   Goods           4        1
                                                                                                     55.00/EACH                220.00


                     Invoice  1023                                     Total shipped           10                           556.00

                    Customer  99                                       Total shipped           10                           556.00


                                                        -- End of report --
```

INVOICE LIST

Date 05/06/2019 Time 09:45:58 XYZ Company Report #0191 Page 0001

I N V O I C E L I S T

"*" after quantity indicates item is drop shipped.

Bill-ref-#: 4 Cust-#: 10 Harris, Goldberg & Jones Ship to: * SAME AS BILL ADDRESS *
Bill-group: RWA Invc-date: NONE YET 456 W. 7th Street
Bill-type: INVOICE Suite 100
San Diego, CA 92100
Country: USA

Cust-PO-#: Invc-disc-%: 0.000 Ship Date:
Terms: Normal Terms Tax code: metropolitan F.O.B.:
Ship-via: Parcel Post Sales rep: Thomas J. Finch Contract #:

Seq#	Type	Qty-ordered	Unit	Item/Service/Note	Description-1 / Description-2	Sales acct / Lin-disc-%	Price/unit / Unit-cost	Commisnbl? / Lin-item-net / Txbl?
10	Svcs	5		Primary installation		4000-200		
Svc#: 1		Unit: HOUR					50.00/HOUR	250.00
						0.000%	25.00	Yes
20	Notes			Please contact our sales office if you have any questions.				
30	Svcs	4		Survey and estimate		4000-200		
Svc#: 3		Unit: HOUR					35.00/HOUR	140.00
						0.000%	19.00	
40	Svcs	1		1 year service and maintenance		4000-200		
Svc#: 2		Unit:					/	400.00
						0.000%	150.00	

4 line items

Invoice total: 790.00
Invoice disc: 0.00
Misc charges: 0.00
Freight: 0.00
Sales tax: 20.00 Taxable: 250.00
Total billed: 810.00 Commisnbl: 0.00 Commis amt: 0.00

Tax rate-1 15.00 Tax rate-2 5.00

Date 05/06/2019 Time 09:45:58 XYZ Company Report #0191 Page 0002

I N V O I C E L I S T

1 Invoice with 4 line items Total amount of Invoices: 790.00
Sales tax: 20.00 Taxable: 250.00

Total amount Billed: 810.00 Commisnbl: 0.00

-- End of report --

Sales Journal

```
Date 05/06/2019  Time 10:15:19                          XYZ Company                                  Report #0192   Page 0001

                                                   S A L E S   J O U R N A L

Sales entries are printed in document number order
Current period end date:  1/31/19
Document types: CR = credit memo, DR = debit memo, FIN = finance charge, INVC = invoice

-------------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Doc-#   Tx-Cd Apply-to          Sale-amt        Freight          Total-amt   P.O.-#
Doc-type     Reference                 Doc-date Terms Due-date        Misc-chgs      Sales-Tax               Cost Sls-rep Commission
-------------------------------------------------------------------------------------------------------------------------------

10           Harris, Goldberg & Jones  100      MCT                     790.00           0.00             810.00
INVC         Ref #: 000004             05/06/19 A   06/05/19               0.00          20.00             351.00  1           0.00

       Automatic distributions: 2220-000  City sales taxes payable                    15.00
                                2230-000  Out of state misc. sales                     5.00

        Optional distributions: 4000-200  Sales - misc. items                        790.00


Date 05/06/2019  Time 10:15:19                          XYZ Company                                  Report #0192   Page 0002

                                                   S A L E S   J O U R N A L

Grand totals

-------------------------------------------------------------------------------------------------------------------------------
                                                          Sale-amt             Freight             Total-amt
                                                         Misc-chgs            Sales-Tax                  Cost        Commission
-------------------------------------------------------------------------------------------------------------------------------

      1 entries                   Grand totals:               790.00                0.00                810.00
                                                                0.00               20.00                351.00             0.00

                       Acct-#            Description                                  Debits              Credits
 Distribution summary: 1100-000          Accounts receivable                          810.00                  .00
                       2220-000          City sales taxes payable                        .00                15.00
                       2230-000          Out of state misc. sales                        .00                 5.00
                       4000-200          Sales - misc. items                             .00                790.00
                                                                          ----------------------------------------
                                                                   Totals:               810.00               810.00

                       **** One or more entries are dated beyond the current period ending date ****

                       **** Please be sure to run Period/Year End Closing at your earliest opportunity ****

                                                       -- End of report --
```

PBS Multi-payment/Credit Card Setup

This appendix contains the following topics:

Introduction to Multi-payment/Credit Card Processing

Multi-payment/Credit Card Configuration

Introduction to Multi-payment/Credit Card Processing

In order to use multi-payment/credit card processing, you will need a PBS RW.LIC license file which includes the credit card software subscription. Contact your PBS provider to acquire multi-payment processing.

To utilize multi-payment/credit card processing with credit cards, you must have a merchant account with a merchant services provider. The merchant services providers include:

- Payment Integrators. For using PI Plus software, see http://pipayapp.com/partners/pass-port/. Contact Payment Integrators for the account setup, PI Plus software and credentials.
- PBS interfaces with *OpenEdge*® XCharge software. To utilize credit card processing, see http://www.openedgepayments.com/passport/. Contact OpenEdge for XCharge installation and configuration help.

You may call the phone number on the page to acquire the software, for software installation instructions and support.

Note	The Payment Innovators current version of PI Plus , as on March, 2019 is *03-28-19*. For OpenEdge, *XCharge 8.1 Release 1 SP4* version functions correctly with Passport.

The features in multi-payment/credit card processing allow you to select one or more payment types of cash, check, and / or credit card(s). You may also assign all or part of the invoice total amount to the customer's A/R terms. You may enter one or more payment types per transaction in Order Entry and A/R invoices. For example, part of an order may be paid via credit card and the remainder can be applied to A/R terms.

Note	You may type credit cards manually without a card reader. However, if you need a card reader you must use openedge supported card reader equipment.

In O/E, PBS Multi-payment/credit card processing may be used with orders, invoices and credit memos. In A/R invoices, it may be used with invoices and credit memos.

Note	PBS Point of Sale has a separate multi-payment setup. The multi-payment/credit card features are included in the PBS Point of Sale module. You can enter multiple payments in Point of Sale without the credit card subscription (PBS license change). For configuration instructions, see the *Credit Card Configuration* appendix in the Point of Sale user documentation.

Cash Receipts and Multi-payments/Credit Cards

Payments to invoices in open items may be applied under both Cash receipts (Enter) and Cash receipts (Multi-payment receipts):

- Cash receipts (Enter) has the same functions as previous versions. It allows you to pay open invoices by one check or one cash amount.
- With *Multi-payment receipts*, you may apply multiple payment types of check, cash or credit cards.

For example, a customer wants to pay with two credit cards the customer gives you the first credit card number which can partially pay an invoice(s). The second credit card number is applied for the remainder owed.

The *Multi-payment receipts* menu selection works well for credit card payments. The menu selection *Cash receipts (Enter)* works well for applying a check or specific cash amount to invoices. However, you may apply checks and cash via Multi-payment receipts as well. This works best if the customer is there, in front of you, ready to write you a check as the payment amount is determined by the invoices being selected for payment. This is the opposite of Cash receipts (Enter) where you enter the check amount on the first screen and the applications cannot exceed this amount.

Operating System Environments

Credit card processing utilizes a GUI (graphical) gateway program which requires a Microsoft windows environment. Therefore, in a UNIX or Linux server environment, Thin client is required. Windows, UNIX and Linux will all function using Thin client, but it is not required when using a Windows network server environment.

PBS Multi-payment A/R cash receipts functions only when using graphical mode.

A/R invoices, O/E orders and O/E Select for billing have the option of using both graphical and character modes. However, the credit card payment window is always in graphical mode.

Multi-payment Data Storage

Credit Card Numbers are never stored on your PBS system. See *Credit Card Token Convenience and Security* below.

Payment types are entered and stored in PBS Multi-payment codes. Each payment type can be set up to be posted to different cash accounts.

Each payment used for a transaction posts to open items as a separate P type (payment). They become separate entries in cash history and therefore become separate lines if using Deposits.

During entry, payments are written to PBS Multi-payments. During posting, the payments are moved to the PBS Multi-payment history.

Credit Card Token Convenience and Security

During entry of an order, invoice or cash receipt, a window displays for entering each payment type.

Credit card information can be entered for any payment. Optionally, in order to provide greater security and performance, the entry of credit card information can be stored in a virtual vault on the service providers server for reuse. This is linked to PBS with a token that is stored in PBS. Later, when entering a new cash receipt, invoice or order with a credit card payment for the same customer, you select the token record which links to the processor server and the payment is made. As the credit card information is stored remotely and accessed when you select the token the payment is made without entering any credit card information. The data is securely kept on the remote server and the process is faster because you do not have to re-enter the credit card information for new orders.

The credit card token entry window is a PCI conduit gateway program that securely handles sensitive credit card data. In this window you may enter the credit card number, expiration date, token name, zip code, address and

card holder name. Data to create the token link is obtained from a magnetic stripe , a chip on the card or you may also manually enter the card number, expiration date and other required information. The encrypted credit card information is passed to the credit card processor where the data is securely stored.

After entering the information for a credit card token, the customer's credit card token number is written and stored in a PBS file. However, the actual credit card number and other sensitive information is stored securely on the credit card provider's remote system. Using this method, credit card numbers are NEV ER stored in a PBS file or table.

After a credit card token is entered it may be used to pay the customer’s next order, invoice or cash receipt. This conveniently eliminates the need to re-enter the same credit card information again. You may simply select the credit card ending in 9999. Multiple tokens can be store for each customer.

During credit card payment processing PBS links to the merchant's acquiring bank.

If needed, you may also skip entering a token. This is suitable for a *one time* use of the customer's credit card information to pay an invoice or cash receipt. Also, some customers may prefer that you do not store their credit card information anywhere.

The expiration date for a token can be updated when appropriate. Of course if a different card number is used, an additional token may be generated.

Tokens and Customer Entry

In addition to tokens entered when processing a transaction, a token can be entered and updated on the *Customers* screen by selecting <SF5> for token entry and access.

Level 2 Credit Cards Supported

Level 2, also referred to as *Level II, Card Data* is additional information that can be attached to a credit card transaction string to provide more information for business, commercial, corporate, purchasing and government cardholders. Both Visa and MasterCard maintain Level 2 Card Data Interchange Rates that are applied to transactions that are submitted with Level 2 Data.

Commercial, Corporate, Business, Purchasing, and Government credit card transactions submitted with Level II Card Data can obtain lower Interchange Rates, and thus provide the merchant with a lower processing cost, than the exact same transactions submitted without the additional Level 2 Card Data. Therefore, it is always in the merchant's best interest to submit Level II Card Data with their Commercial, Corporate, Business, Purchasing, and Government credit card sales whenever possible.

Credit Card Authorization and Rules

For an O/E order type transaction, a credit card payment is pre-authorized. It is not captured until the payment is selected for billing. O/E invoice and credit memo types are fully authorized and captured during payment entry. Entries in A/R cash receipts and invoices / credit memos are all fully authorized.

Due to credit card processing rules, the following applies in both A/R and O/E when using PBS Multi-payment:

- You may not enter a credit memo to *Open*. You must enter an invoice number to credit against.

- Entering negative quantities on transaction lines can result in a negative transaction total. With PBS Multi-payment/credit card processing, a negative invoice or order total is not allowed. You can still enter negative quantities on lines as long as you enter positive quantity lines, miscellaneous charges or freight amounts which result in a positive transaction total amount.

Restrictions Due to PBS Multi-payment

When using PBS Multi-payment, O/E quotes cannot be converted to invoices. They can be converted to orders.

Multi-payment processing may NOT be used with prepayments. You may have existing pre-payments on file. If you do you can switch back and forth from PBS Multi-payment to using prepayments by changing the appropriate A/R Control information and O/E Control information fields, however, DO NOT print and post a multi-payment invoice and an invoice with assigned prepayments at the same time. This is your only option if you have un-assigned prepayment transactions in A/R open items. Once all the prepayments from open items have been applied to invoices and posted, we recommend that you no longer use the prepayment feature.

When entering a credit memo in A/R invoices or O/E orders, you MUST enter an apply-to number. You cannot apply a credit memo to OPEN.

A/R Recurring Bills and O/E Recurring Orders

When converting recurring bills to invoices, the customers terms code is assigned. Once the recurring bill becomes an invoice you may change the payment as needed.

O/E recurring orders has 2 transactions types - invoice and order. Invoice type transactions are converted with customer terms applied. Depending on the setting for the A/R *Control information* field Allow cash/check on orders, order type transactions can have payment types applied. The payment is in suspense until the order is selected for billing.

MULTI-PAYMENT/CREDIT CARD CONFIGURATION

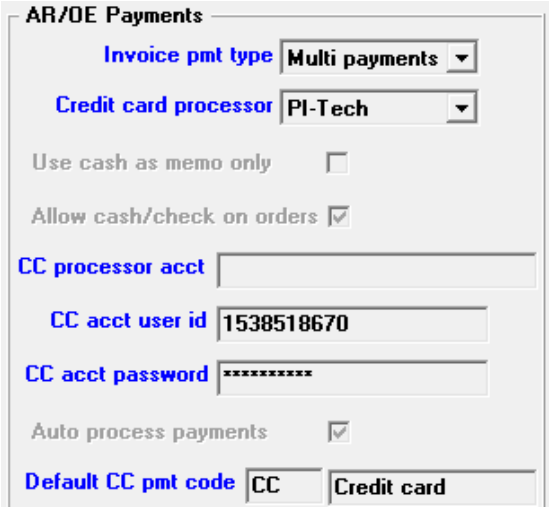
Please read all the steps before you start. Also, read the What to do with Pre-existing A/R and O/E Transactions section. The steps for configuring PBS Multi-payment/credit card processing include:

- Get a PBS RW.LIC license file that provides the credit card software subscription. See your PBS provider to obtain a subscription.

  Once you have the new downloaded license file, save a copy of the current RW.LIC file. Copy the new RW.LIC to the top-level PBS directory, overwriting the previous one. Log into PBS to verify that you can still use each active module. If not, put the old RW.LIC back and contact your PBS provider for instructions.
- Once the new RW.LIC is installed and verified as okay, go to the AR/OE Payments section of A/R *Control information*. Select *Multi payments* for the Invoice pmt type field. Following that, enter the Credit card processor field, the CC processor acct field (entry not required for PI Plus), the CC acct user id field and the CC acct password field. If you are using O/E and you want to allow payments on orders, check the box Allow cash/check on orders field. If you have Order Entry and you want to auto process payments check the Auto process payments field and enter a Default CC payment code.
- Settings for PI Plus or Xcharge

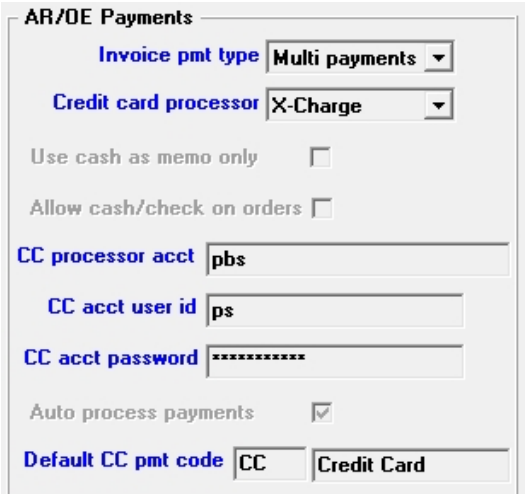
  Payment Innovators - PI Plus

  Here is the section of A/R Control information screen that shows the AR/OE Payments with PI Plus. Notice that there is no entry in CC processor acct field.

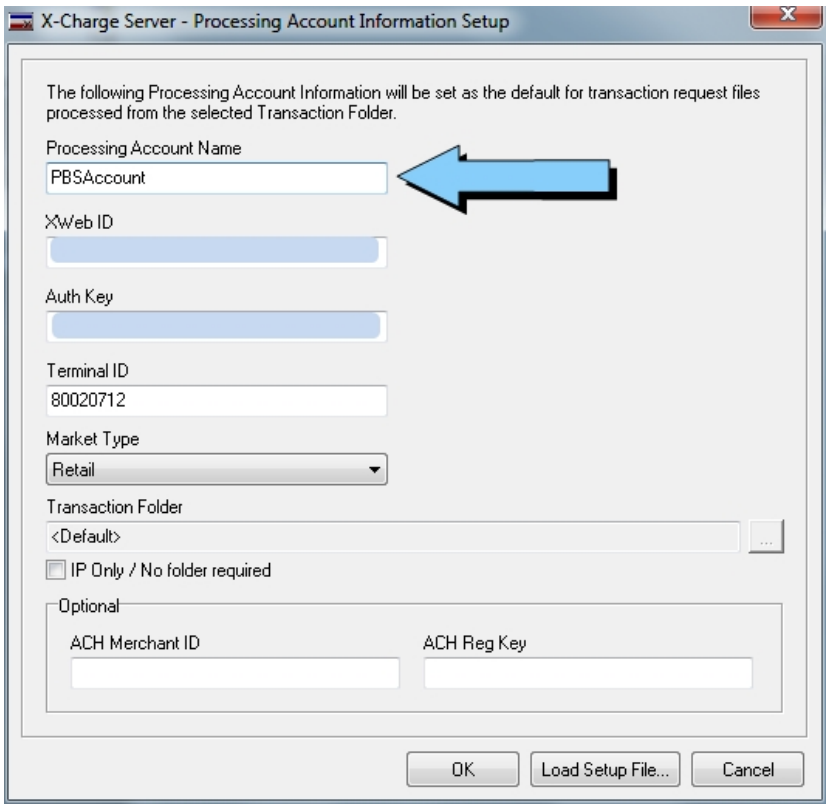


  XCharge

  Here is the section of A/R Control information screen that shows the AR/OE Payments with XCharge:



The *CC processor acct* field must match the *Processing account name* field found on the *X-charge server - Processing Account Information Setup* screen which looks something like this:

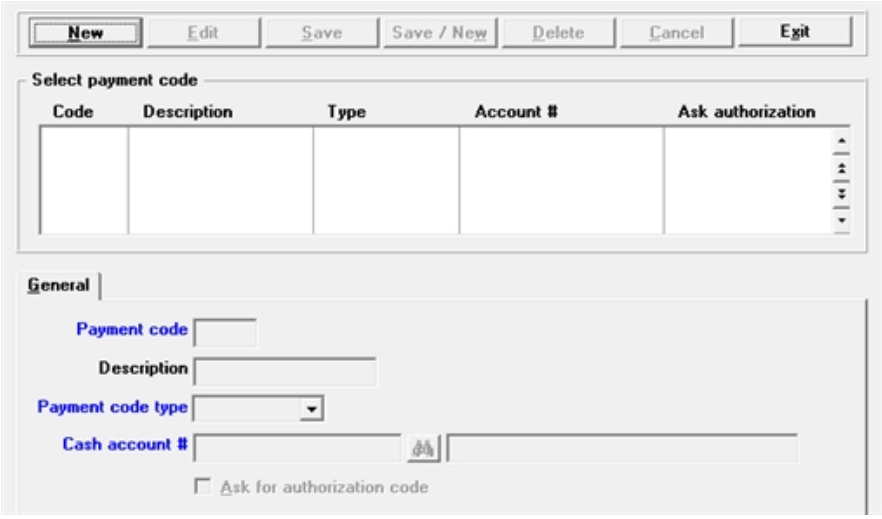


In order to access the above screen, you must log into the openedge (Xcharge) client. From there log into Xcharge Server.

When you need to access openedge (Xcharge) server and someone recently was using Xcharge, you may have Xcharge started as a service. When this occurs you will not be able to log in. You must stop the Xcharge server service before you can enter the User name and password in order to access Xcharge server.

In character mode, the A/R/OE Payments fields are on the last *Control information* screen.

- You may do this step before you get the RW.LIC. Enter Payment codes using the System CTL menu selection of *Payment codes* found under *Setup*. The screen looks something like this:

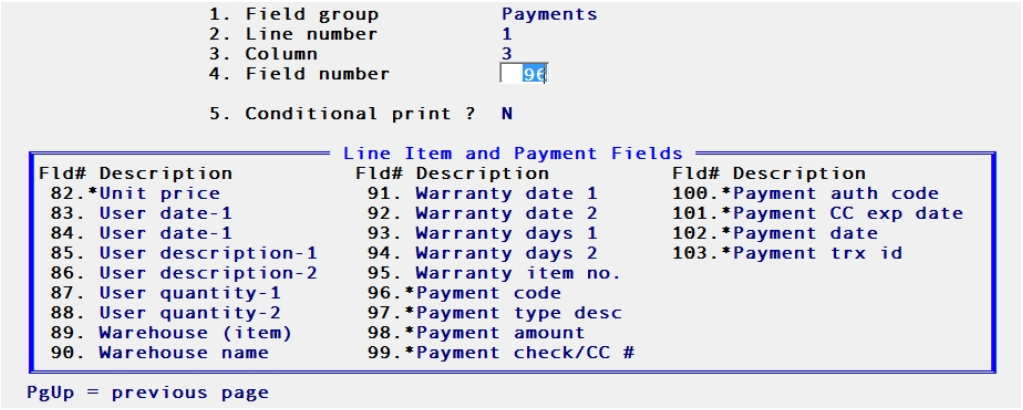


All your payment codes can use the same Cash account. However, each payment code can be assigned to a different Cash account. For example, cash and checks could be one account and the credit cards can have a separate account. Or you may want to have cash, check and credit cards use the same main account, but each payment code uses a different sub account.

If you interface with Check Reconciliation and you want to reconcile your credit card statement, you may want to keep credit card payments separate from cash and checks. This can be done by selecting specific cash accounts for cash and checks vs. credit cards. The main accounts can match - only the sub accounts (or profit centers) would be different. The same applies when using profit centers.

- On the Customers screen select the <SF5> to enter a customers token. Use this feature as a convenience when you have the customer's credit card information.
- This step is optional. If you want detailed payment information to print on your invoices and other forms, you must modify your formats to include the payment fields. If using A/R invoices, see the A/R Invoice Formats chapter. If using Order Entry, see the *Forms* chapter in the O/E user documentation.

  Payment fields print after the line items in the body of the form. Therefore they should be on rows after the line information. Below is a screen example where you select the payment fields in O/E forms. Notice that the payment fields start with *Payment code* and go to *Payment trx id*.



- This step may be done at any earlier time, but must be completed at this point. Contact the credit card merchant service provider for your account setup instructions and software download. PBS supports XCharge software. See http://www.pass-port.com/ccprocessing
- Install, configure and test the XCharge software. See the XCharge Installation section for some tips.
- Following a successful test you will need to review and train your users on the new features. Use of PBS Multi-payment/credit card processing is documented in the A/R chapters of Cash Receipts and Invoices. Use of PBS Multi-payment is also documented in the Order Entry chapters of *Orders* and *Billing and Invoicing*.
- When accessing the A/R View > Invoices and View > Invoice history menu selections in graphical mode, there is a tab for Payments. The same applies to View > Orders in O/E.

What to do with Pre-existing A/R and O/E Transactions

If you are adding multi-payment/credit card processing and you have pre-existing transactions, there are several things you can do depending on how you are currently using the system. You first have to determine if you are applying payments to transactions and posting these payments:

- In O/E, whether or not you can post payments is determined by the *Post cash receipts for* field in O/E Control information. Review the setting and documentation for this field. After PBS Multi-payment is set up, this field no longer effects the system and can no longer be entered.
- In A/R, the field that determines posting payments is the *Invoice pmt type* field in A/R *Control information*.

  Also, look at the *Use cash as memo only* field. If this is checked you are NOT posting payments.
- Determine if you are applying pre-payments. This is done by reviewing the *Process prepaid cash* field in A/R *Control information*. Turn pre-payments off.

Print and Post Transactions Before you Set up PBS Multi-payment

The steps are to print and post all the existing transactions for A/R invoices and O/E orders. Post all open cash receipts. Then set up PBS Multi-payment/credit card processing.

If you cannot do the printing and posting of all transactions prior to the PBS Multi-payment setup, either of the two following situations exist. Follow the appropriate steps for your situation:

1. If you are Currently *are not* Posting Payments in A/R Invoices and O/E Orders

After you set up PBS Multi-payment, go into each transaction and enter appropriate payments or apply the total to the customer's A/R terms using Multi-payments.

2. If you *are* currently Posting Payments in A/R and O/E

There are two possible scenarios.

If using payments and NOT pre-payments:

- Print and post any orders or invoices with payments that you can.
- Print an edit list for the remaining open orders to determine which have applied payments.
- Remove those payments.

- Set up PBS Multi-payment processing and enter payments for each order or invoice as needed. Do NOT run credit card processing for any pre-existing order if you previously charged that card. If it is a credit card payment and you have not run the card through previously, you may run it now. The same applies to check or cash payments.

If you ARE using both pre-payments and payments:

- Before you set up PBS Multi-payment, print and post any orders or invoices with payments and pre-payments that you can.
- Print an edit list for the remaining open orders to determine which have applied payments and pre-payments. Save the edit list in print to disk or to paper.
- If you have applied payments or pre-payments do the following:

  Applied Payments: Remove payments from existing orders and invoices. Set up PBS Multi-payment processing. Based on the O/E edit list, enter payments for each order or invoice as needed. Do NOT run credit card processing for any pre-existing transaction if you previously charged that card. If it is a credit card payment and you have not run the card through previously, you may run it now. You may also enter check or cash payments. Apply the customers terms to those transactions that do not have an assigned payment per the edit list.

  Applied Pre-payments: See the paragraph about prepayments in the Restrictions Due to PBS Multi-payment section above.

Orders or Invoices with Negative Invoice Totals

Delete any A/R invoices and O/E orders with negative invoice or order totals, due to negative quantities on lines or other reasons, using the information in your printed edit list. Re-enter them as credit memos after you have setup multi-payment/credit card processing. You may use multi-payments to apply against the customer's credit memo.

Switching from XCharge to PI Plus or Vice Versa

If you switch processors from XCharge to PI Plus, or switch from PI Plus to XCharge, you must remove the tokens before switching. A token for XCharge will not work with PI Plus and vice versa.

You can do this in Customers. Select the customer, enter Sht+F5. Select the token and click on the Deactivate button.

XCharge Installation

XCharge will provide the instructions for installing and configuring their product. However, here are some information and tips that may apply to your installation.

Windows Server using RDP

XCharge must be installed on the C drive of the server and multi users can use the same install if they are connecting via RDP or Terminal Services. If the Windows Server and Terminal Server are two different physical servers, XCharge will install on the Windows server the Terminal Server is connecting to. Install it as an administrator (domain administrator if using a domain) and install it for all users.

Mapped Server/Peer to Peer/Thin client

The server install of XCharge will not run from a mapped drive. XCharge will have to be installed on the clients that require credit card processing. The same applies when running PBS via Thin client.

XCharge on a Windows 2012 Server

You are not required to install Xcharge on the server. Actually, installing it on each local workstation is the best solution. However, if you find a need to install it on the server, here are the steps that should get XCharge installed and working on a Windows 2012 server:

Uninstall any previous installs of XCharge, if they exist, and remove any remaining XCharge folders.

If you are installing XCharge via an RDP session, change the Administrator login from Execute Mode to Install Mode. Here is a website that explains the different modes, http://technet.microsoft.com/en-us/magazine/ff432698.aspx. Follow these steps:

a. Open a command prompt.

b. Type “change user /query”, without quotes and press enter. This will tell you the mode you are in. It should come back as Execute Mode.

c. Type “change user /install”, without quotes and press enter. This will change the user to Install Mode.

d. Type “change user /query”, without quotes and press enter. This will tell you the mode you are in. It should come back as Install Mode.

e. Install XCharge as per the instructions.

f. After the install is complete and before you run it, change the mode from Install to Execute Mode. Type “change user /execute”, without quotes and press enter.

g. Type “change user /query”, without quotes and press enter. This will tell you the mode you are in. It should come back as Execute Mode. That completes the mode changes.

XCharge Errors. Could not bind socket. Address and port are already in use

After installing XCharge on a server, you may get the following error; “Could not bind socket. Address and port are already in use.” Please note this will only have to change if running XCharge on the server. The following is how this is resolved:

a. Open Task Manager and stop all “XChrgSrv” processes. There are several running and this is what causes the error message.

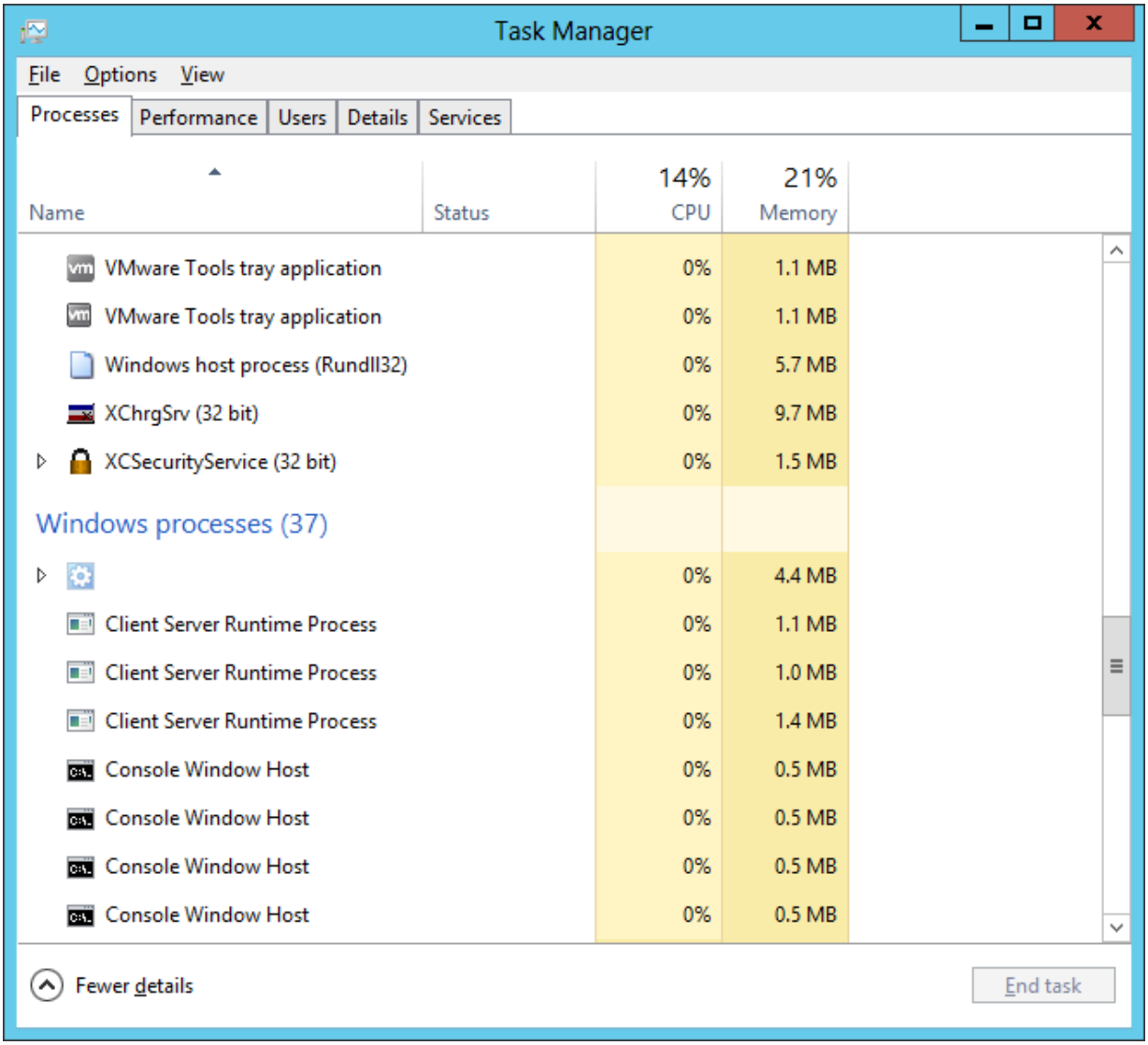
b. Start XCharge, click File, XCharge Server. The user is “system” and password is what you assigned. The password default is also "system" if it was never changed.

c. Once XCharge Server is running, click the Setup Icon, login again with the same user and password.

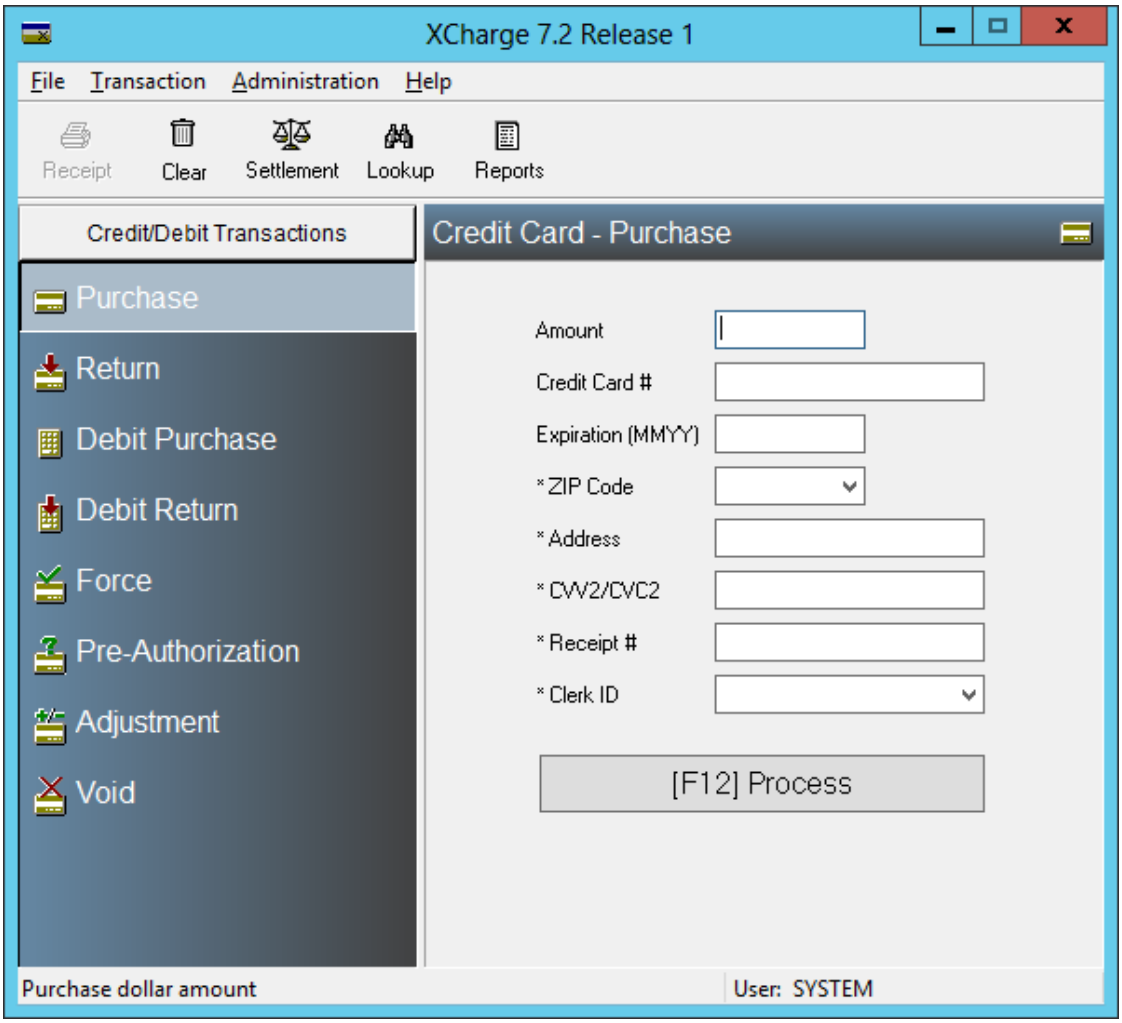
d. On the *General Options* tab click the *Startup Options* button and select the third option, Auto-Start when Windows starts before a user logs in [Advanced]. After you click the Startup Options button, you may get a User Account Control warning; just click Yes to continue.

e. Click OK, and close out of all the XCharge windows. This will require the server to be rebooted.

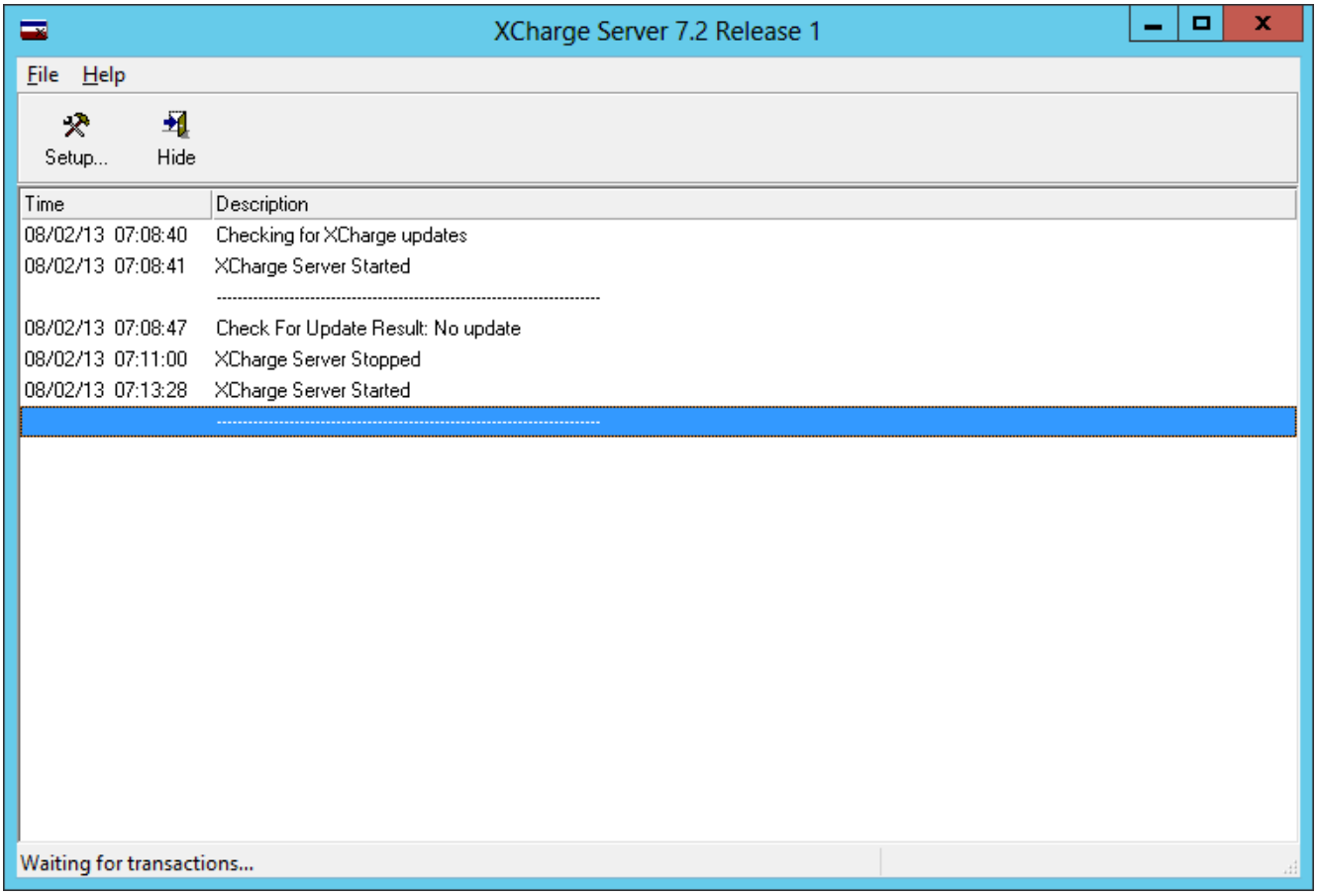
Below are screen shots that match the above instructions. This is the Task Manager window that shows XChrgSrv running:



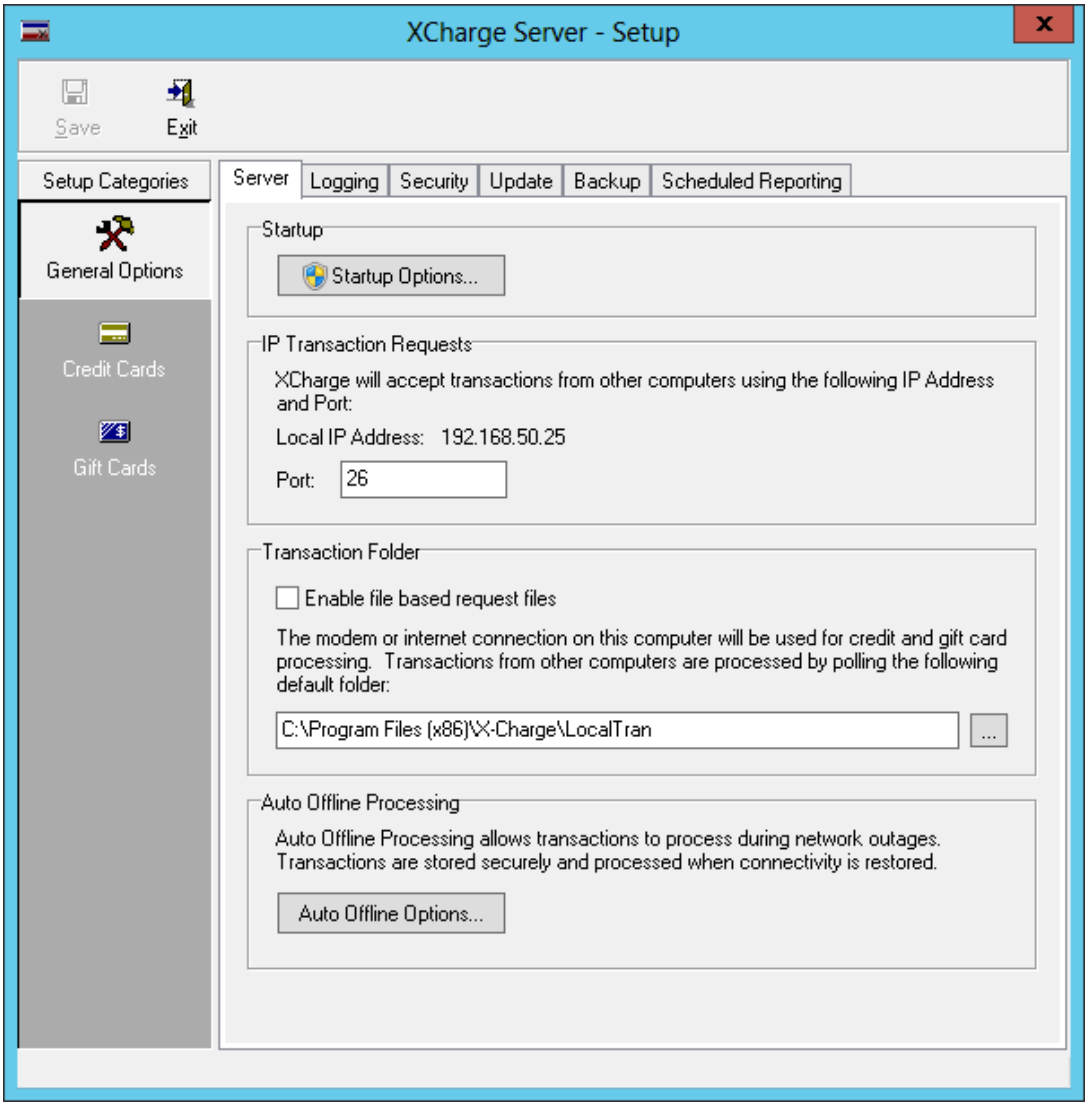
This is the first XCharge window where you can access XCharge Server:



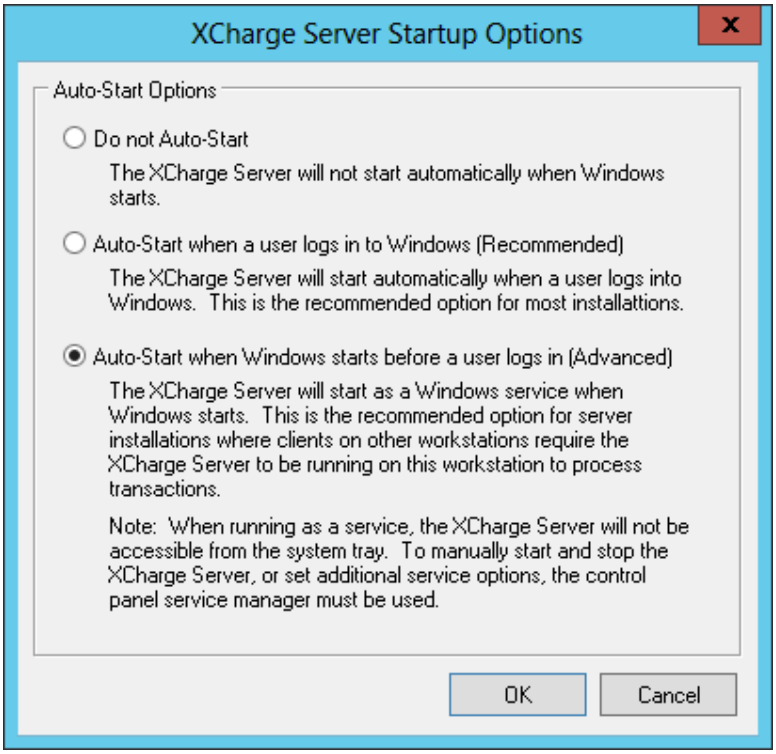
Select File > XCharge Server. You must re-enter the name and password. This is the XCharge Server window:



Select the *Setup* button. This is the *XCharge Server - Setup* window:



Select the *Startup Options* button. This is the *XCharge Server Startup Options* window:



Close XCharge.

Reviewing the XCharge Log File

A log file is created for every XCharge transaction; successful or not. If a transaction fails you may review the log file for that transaction. It is located here:

C:\ProgramData\CAM Commerce Solutions\X-Charge\XCClient

It may provide a clue as to what happened so you can determine a solution. Also, when contacting XCharge support they may request it.

EMV Readers

You are not required to use an EMV reader to pay an invoice, order or cash receipt. You may type the credit card number, expiration and other data as needed.

Passport does not provide or support hardware for reading credit cards or any other function. You must contact the service provider, either Payment Integrators or OpenEdge, for their hardware recommendations.

If you already have an EMV reader, do not assume that it will work for this purpose. We highly recommend that you verify that the product is valid with the service provider before you put the system into full implementation.

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