DAC

User Guide

Accounts Receivable

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Introduction

After DAC Billing system users post invoices and credit memos, the DAC Accounts Receivable (A/R) system can be used to process the payments and adjustments to customer accounts, print statements, generate late charges, and print a variety of A/R reports.

New DAC users should refer to the DAC Default System Options document for information about the following fields related to the Accounts Receivable system:

- **Retention Days AR Current**, **Retention Days AR History** and **A/R Archive Time** fields of the SYS003 default system option (Data Retention Options).
- **Term Based A/R Aging?** and **Rsn Code For A/R Discount** fields of the SYS005 default system option (Accounting Options).
- **A/R Reason: Finance Chg.**, **A/R Finance Charge %** and **Minimum $ For Late Charge** fields of the SYS006 default system option (General System Options).
- All the fields of the SYS036 default system option (A/R Options).
- **Prompt For Discounts?** and **Rsn Code For Journal Rpt.** fields of the SYS046 default system option (A/R Options #2).

This section of the DAC User Guilde describes how to handle the accounts of individual customers and corporate “chain” accounts. For detailed information about DAC customer records, refer to:

- Working With Terms Definitions of the Customer File Maintenance document for information about designating the payment terms and payment discounts for customers.
- Working With Customers of the Customer File Maintenance document for information about the **BillTo Code**, **Credit Limit**, **Statement Code**, **Late Charge Code**, **Terms Code** and **Mkg. Rep.** fields of DAC customer records.

If the DAC General Ledger system is used, refer to Working With General Ledger Interface of the General Ledger document for information about creating and maintaining the records necessary for transferring to A/R data to the G/L.

The A/R Quick Reference Guide is included in Appendix A below.

Accounts Receivable Batch Entry Recovery

The A/R Batch Entry Recovery program is used to deselect transactions which were selected during a batch session that was interrupted by power failure. For example, if payments are entered and applied but not posted when a power failure occurs, the transactions that they were applied to will remain selected, however, the payments will not be posted.

To activate this recovery procedure, select option 6 from the Accounts Receivable menu. All transactions that have been selected but not posted will be deselected.

Getting Started With Accounts Receivable

Before using the DAC Accounts Receivable system:

- A/R reason codes must be defined.
- A/R batch entry users' option records may be edited.
- A/R messages may be added.

The instructions below include information about using the Invoice Number Search application of the Accounts Receivable system.

Working With Reason Definitions

A/R reason definitions consist of a reason code and description. The codes are used when entering A/R credit and debit adjustments to describe why an adjustment is made. Unlike DAC billing reasons, A/R reasons have no affect on inventory.

Reason codes must be defined specifically for use by DAC if late charges are applied to customer accounts, or if A/R payment discounts are used. Refer to Working With Late Charges and Entering Payment Transactions below for additional information.

If the DAC G/L system is used, it is essential that the Work With G/L Interface application is used to update G/L interface records *every time* A/R reason codes are added or changed. Refer to Working With General Ledger Interface of the General Ledger document for additional information.

The instructions below describe using the Reason Definitions application to designate A/R reasons. As many as 36 reasons can be defined.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/11/06

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages


                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

2. Select option 4 (Reason Definitions) from the Accounts Receivable screen. The Edit Adj./Credit Reason screen appears.

```
DSFXEFR    CHANGE  Creative Data Research                    9/11/06 12:23:53
                          Edit Adj./Credit Reason M
 Adj./Credit Reason Code .

Type options, press Enter.
D=Delete request

?  Adj./Credit  Adj./Credit
   Reason Code  Reason Desc.
   A            ADJUSTMENT
   C            RETURNED CHECK/NSF
   D            DISCOUNT
   F            FINANCE CHGS
   W            WRONG CUST #





F3=Exit   F9=Go to 'Add' mode
```

3. If the Edit Adj./Credit Reason screen appears with a list of previously added A/R reasons, press <F9> (Go to 'Add' mode).

```
DSFXEFR    ADD     Creative Data Research                    9/11/06 12:14:43
                          Edit Adj./Credit Reason M


Type options, press Enter.
D=Delete request

?  Adj./Credit  Adj./Credit
   Reason Code  Reason Desc.









                                                                          +
F3=Exit   F9=Go to 'Change' mode
```

4. Enter a unique reason code for the **Adj./Credit Reason Code** (1,a) field, and a description for the **Adj./Credit Reason Desc.** (25,a) field.

```
DSFXEFR    ADD     Creative Data Research                    9/11/06 12:41:14
                           Edit Adj./Credit Reason M


Type options, press Enter.
D=Delete request

?  Adj./Credit  Adj./Credit
   Reason Code  Reason Desc.
   N            NSF FEE PAYMENT









                                                                          +

F3=Exit   F9=Go to 'Change' mode
```

5. Continue entering reason definitions, and press <Enter> when data entry is complete.

```
DSFXEFR    ADD     Creative Data Research                    9/11/06 12:42:34
                           Edit Adj./Credit Reason M


Type options, press Enter.
D=Delete request

?  Adj./Credit  Adj./Credit
   Reason Code  Reason Desc.
   N            NSF FEE PAYMENT









                                                                          +

F3=Exit   F9=Go to 'Change' mode
                                                        CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm, and press <F3> to exit.

```
 User: JEANNINE                Menu: ARCV1                    Date:  9/11/06

 ===============> A C C O U N T S    R E C E I V A B L E <=================
 ==========================================================================
 !!!!!!!!!              1. A/R Batch Entry
 THE    !!              2. A/R Inquiry/Apply(Corporate)
 DAC    !!              3. A/R Inquiry/Apply(Customer)
 SYSTEM !!              4. Reason Definitions
 !!!!!!!!!              5. Generate Late Charges
                        6. A/R Batch Entry Recovery
                        7. Invoice Number Search
                        8. Edit A/R Entry User Options
                        9. Work with A/R Messages


                        M E N U   C A L L S
 19. Billing System      20. Statements            21. A/R Reports
 22.                     23. Dac Main Menu         90. Sign Off
 ==========================================================================
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Selection or command
===>
```

Working With User Options

A/R user options are primarily used to streamline data entry on the A/R Batch Entry screen illustrated below.

```
GWCFDFR    DISPLAY Creative Data Research                      9/11/06 13:37:28
                                A/R Batch Entry
User: JEANNINE Date:  42806      Batch Amount:                            .00
                                  Batch Count:     1                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

The instructions which follow describe using the Edit A/R Entry User Options application (option 8 of the Accounts Receivable screen) to “lock” the **Corp #** or **Cust #**, **Store#**, **Check No.**, **Rsn** and **Apply?** fields for which data is rarely entered. This reduces keystrokes and data entry errors.

If necessary, <F18> (Options) can be used to “unlock” the fields during the course of working with an A/R batch.

```
User: JEANNINE                Menu: DACCV1                   Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <========================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!                1. File Maintenance Menu
THE     !!               2. Accounts Receivable
DAC     !!               3. Billing System
SYSTEM !!                4. Inventory System
!!!!!!!!!                5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
==========================================================================
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/11/06

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages


                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

2. Select option 8 (Edit A/R Entry User Options) from the Accounts Receivable screen. The Edit User Options - A/R KEY SCREEN screen appears.

```
BSWRE3R    CHANGE  Creative Data Research                    9/11/06 13:58:34
                      Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID:









F3=Exit   F9=Go to 'Add' mode
```

3. Press <F9> (Go to 'Add' mode).

```
BSWRE3R    ADD     Creative Data Research                    9/11/06 15:19:07
                      Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID:









F3=Exit   F9=Go to 'Change' mode
```

4. Enter the username which the user enters to sign on the DAC system for the **User ID** (10,a) field.

```
BSWRE3R    ADD     Creative Data Research                    9/11/06 15:19:07
                      Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID: JEANNINE



F3=Exit   F9=Go to 'Change' mode
```

5. Press <Enter>. The Edit User Options - A/R Page 1 screen appears.

```
BSWRE3R    ADD     Creative Data Research                    9/11/06 15:21:16
                           Edit User Options - A/R Page 1



User ID: JEANNINE

Type changes, press Enter.

Lock Subfile Select?  .     (Y/N)
Lock Transaction Type?      (Y/N)
Lock Corporate Number?      (Y/N)
Lock Customer Number? .     (Y/N)
Lock A/R Check Number?      (Y/N)
Lock Reason Code? . . .     (Y/N)
Allow Cash Apply? . . .     (Y/N)
Lock Store # ?  . . . .     (Y/N)



F3=Exit   F12=Key screen
```

6. Enter *Y* (yes) as necessary for the following fields:
   - Optional: **Lock Corporate Number?** (1,a) - the **Corp #** field should only be locked if the user rarely enters A/R transactions for the corporate number of a "chain" account.
   - Optional: **Lock Customer Number?** (1,a) - the **Cust #** field should only be locked if the user primarly enters A/R transactions for individual customer accounts, and not for the corporate account of a "chain" customer.
   - Optional: **Lock A/R Check Number?** (1,a) - the **Check No.** field should only be locked if the user rarely enters the customers' check numbers when entering payment transactions.
   - Optional: **Lock Reason Code?** (1,a) - the **Rsn** field should only be locked if the user rarely enters credit or debit adjustment transactions.
   - Optional: **Lock Store # ?** (1,a) - the **Store#** field should only be locked if the user rarely uses enters a "chain" customer's store number.

7. Enter *Y* (yes) for the **Lock Transaction Type?** (1,a) field if the user primarily enters payment transactions. This will lock the **Typ** field of the A/R Batch Entry screen with a value of *P* (payment).

8. Enter *N* (no) for the **Allow Cash Apply?** (1,a) field if the user rarely applies

payments or credit adjustments to multiple invoices when entering A/R batch transactions. This will lock the **Apply?** field of the A/R Batch Entry screen.

9. Enter *Y* (yes) for the **Lock Subfile Select?** (1,a) field to prohibit the user from using the *D* (Delete), *2* (Edit), *5* (Apply) and *6* (Edit Discount) options of the A/R Batch Entry screen.

10. Press <Enter> when data entry is complete.

```
BSWRE3R    ADD     Creative Data Research                    9/11/06 16:47:27
                        Edit User Options - A/R Page 1



User ID: JEANNINE

Type changes, press Enter.

Lock Subfile Select?  .      (Y/N)
Lock Transaction Type?    Y (Y/N)
Lock Corporate Number?    Y (Y/N)
Lock Customer Number? .      (Y/N)
Lock A/R Check Number?       (Y/N)
Lock Reason Code? . . .      (Y/N)
Allow Cash Apply? . . .      (Y/N)
Lock Store # ?  . . . .   Y (Y/N)




F3=Exit   F12=Key screen
                                                      CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit User Options - A/R Page 1 screen appears with the *Record added* message.

11. Press <F3> to exit.

Working With A/R Messages

The Work With A/R Messages application (option 9 of the Accounts Receivable screen) can be used to maintain A/R-related information of which users can be reminded.

The instructions below describe adding, acknowledging and deleting a single A/R message, and deleting all acknowledged messages. Refer to Working With A/R Notes for information about maintaining customer-specific and transaction-specific information.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE                Menu: ARCV1                     Date:  9/12/06

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!               1. A/R Batch Entry
THE    !!               2. A/R Inquiry/Apply(Corporate)
DAC    !!               3. A/R Inquiry/Apply(Customer)
SYSTEM !!               4. Reason Definitions
!!!!!!!!!               5. Generate Late Charges
                        6. A/R Batch Entry Recovery
                        7. Invoice Number Search
                        8. Edit A/R Entry User Options
                        9. Work with A/R Messages


                        M E N U   C A L L S
19. Billing System       20. Statements            21. A/R Reports
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

2. Select option 9 (Work With A/R Messages) from the Accounts Receivable screen. The Work With A/R Messages screen appears.

```
CVJRDFR    DISPLAY Creative Data Research                    9/12/06 14:52:39
                          Work with A/R Messages
                                                        *UNACKNOWLEDGED*
Cust#                                            Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow
```

3. To add a message, press <F10> (Add Message). The Edit Message Details screen appears.

```
CVJLE1R    ADD     Creative Data Research                    9/12/06 14:55:30
                            Edit Message Details

Message #     51

Type changes, press Enter.
Message Type  1 General Message
Message Status   In/Out O
Customer  . . .

Notification Date  91206 Entry Date  9/12/06

                        M E S S A G E     T E X T

F3=Exit   F4=Search
```

Enter data for the following fields:

- **Customer** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- **Notification Date** (6,n) - enter a date to designate when all A/R users will begin receiving notification of the unacknowledged message.
- **Message Text** (6,n) - enter the message.

Press <Enter> when data entry is complete.

```
CVJLE1R    ADD     Creative Data Research                    9/12/06 16:51:01
                            Edit Message Details

Message #     57

Type changes, press Enter.
Message Type  1 General Message
Message Status   In/Out O
Customer  . . .   700100 AMERICA'S STORE #102

Notification Date  91206 Entry Date  9/12/06

                        M E S S A G E     T E X T
Stop & Go over credit limit?

F3=Exit   F4=Search
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Work With A/R Messages screen appears.

```
CVJRDFR    DISPLAY Creative Data Research                    9/12/06 16:53:16
                           Work with A/R Messages
                                                         *UNACKNOWLEDGED*
Cust#                                              Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
   1       57        9/12/06   9/12/06
Stop & Go over credit limit?









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.
```

Press <F3> to exit. The Accounts Receivable screen appears.

```
 User: JEANNINE                Menu: ARCV1                    Date:  9/12/06

 ===============> A C C O U N T S    R E C E I V A B L E <=================
 ==========================================================================
 !!!!!!!!!                1. A/R Batch Entry
 THE    !!                2. A/R Inquiry/Apply(Corporate)
 DAC    !!                3. A/R Inquiry/Apply(Customer)
 SYSTEM !!                4. Reason Definitions
 !!!!!!!!!                5. Generate Late Charges
                          6. A/R Batch Entry Recovery
                          7. Invoice Number Search
                          8. Edit A/R Entry User Options
                          9. Work with A/R Messages


                          M E N U   C A L L S
 19. Billing System        20. Statements            21. A/R Reports
 22.                       23. Dac Main Menu         90. Sign Off
 ==========================================================================
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Selection or command
===>
```

The *A/R messages Do you want view them?* message (illustrated below) appears if an unacknowledged message with a date equal to (or earlier than) the current date exists when A/R users select option 3 (A/R Inquiry/Apply-Customer) of the Accounts Receivable screen.

```
00001 A/R messages
Do you want view them?

                Y
```

4. To view A/R messages, press <Enter> when the message above appears, or select option 9 (Work With A/R Messages) from the Accounts Receivable screen. The

Work With A/R Messages screen appears with a list of the unacknowledged messages only as designated by the **UNACKNOWLEDGED** label at the top of the screen (see below).

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06  8:17:52
                            Work with A/R Messages
                                                        *UNACKNOWLEDGED*
Cust#                                            Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
   1       58        9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.
```

To view all messages, press <F7> (All/Unacknowledged Only). The **ALL** label appears at the top of the screen (see below).

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06  8:18:11
                            Work with A/R Messages
                                                       *ALL*
Cust#                                            Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
   1       57 V      9/12/06   9/12/06
Stop & Go over credit limit?


   1       58        9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.
```

Pressing <F7> to toggle between all messages and only unacknowledged messages, can be repeated as necessary.

5. To edit or delete an A/R message, locate the desired message using the **Cust#** or **Notify Date** fields (use <F7> and <Page Down> if necessary), and enter *2* (Edit) in the selection column next to it.

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06  9:46:16
                           Work with A/R Messages
                                                          *ALL*
Cust#                                              Notify Date        Type  1

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
2  1       57 V      9/12/06   9/12/06
Stop & Go over credit limit?


   1       58        9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.
```

Press <Enter>. The Edit Message Details screen appears.

```
CVJLE1R    CHANGE  Creative Data Research                    9/14/06  9:53:22
                            Edit Message Details

Message #     57

Type changes, press Enter.
Message Type  1 General Message
Message Status V In/Out O
Customer  . . .   700100 AMERICA'S STORE #102

Notification Date  91206 Entry Date  9/12/06

                          M E S S A G E      T E X T
Stop & Go over credit limit?









F3=Exit   F4=Search   F11=Delete
```

New values may be entered for the **Customer**, **Notification Date** and **Message Text** fields.

To delele the message, press <F11> (Delete) and <Enter> when prompted to confirm. The Work With A/R Messages screen appears.

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06 10:20:58
                           Work with A/R Messages
                                                          *ALL*
Cust#                                              Notify Date        Type  1

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
   1       58        9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowleged Only F10=Add Message F23=Remove Acknow.
```

6. To acknowledge an A/R message, locate the desired message using the **Cust#** or **Notify Date** fields (use <F7> and <Page Down> if necessary), and enter *A* (Acknowledge) in the selection column next to it.

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06 10:23:32
                           Work with A/R Messages
                                                        *UNACKNOWLEDGED*
Cust#                                            Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
A  1       58        9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Msg F23=Remove Acknow.
```

Press <Enter> and press <F7> to redisplay the Work With A/R Messages screen.

```
CVJRDFR    DISPLAY Creative Data Research                    9/14/06 10:30:52
                           Work with A/R Messages
                                                        *ALL*
Cust#                                            Notify Date        Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#   Sts  Notify On  Entered
   1       58 V      9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.









F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Msg F23=Remove Acknow.
```

7. To delete all acknowledged messages, press and hold <Shift> while pressing <F11> (<F23>=Remove Acknow).

Invoice Inquiry By Number

After invoices and credit memos are posted by Billing system users, the A/R system users can determine the customer, posting date and amount of these transactions when only the invoice number is known.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!!
==========================================================================
!!!!!!!!!              1. File Maintenance Menu
THE    !!              2. Accounts Receivable
DAC    !!              3. Billing System
SYSTEM !!              4. Inventory System
!!!!!!!!!              5. Purchasing System
                       6. Reports Menu
                       7. Truck Scheduling
                       8. Closing Procedures
                       9. Integration
                      10. Other Functions Menu
                      11. Accounts Payable
                      12. General Ledger
                      90. Sign Off
==========================================================================
COPYRIGHT @1992-2012@ Creative Data Research, Inc.

==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE                Menu: ARCV1                     Date: 10/09/07

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!              1. A/R Batch Entry
THE    !!              2. A/R Inquiry/Apply(Corporate)
DAC    !!              3. A/R Inquiry/Apply(Customer)
SYSTEM !!              4. Reason Definitions
!!!!!!!!!              5. Generate Late Charges
                       6. A/R Batch Entry Recovery
                       7. Invoice Number Search
                       8. Edit A/R Entry User Options
                       9. Work with A/R Messages


                       M E N U   C A L L S
19. Billing System      20. Statements            21. A/R Reports
22.                     23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

2. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
BSUKPVR    ENTER   Creative Data Research, Inc.              10/09/07  8:44:59
                         I N V O I C E   S E A R C H


Enter Invoice Number -->           * OR *    Manual Invoice # -->


Corporate Number . . :

Customer Number  . . :

Date Posted  . . . . :

Original Amount  . . :            .00

Remaining Amount . . :            .00



F3=Exit
```

3. Enter data for the following fields, and press <Field Plus>:
   - **Invoice Number** (7,n) - the invoice number automatically generated by the Billing System.
   - **Manual Invoice** (7,n) - the invoice number which can be manually assigned when an order is entered.

```
BSUKPVR    ENTER   Creative Data Research, Inc.              10/09/07 10:42:08
                         I N V O I C E   S E A R C H


Enter Invoice Number --> 0000508   * OR *    Manual Invoice # -->


Corporate Number . . :

Customer Number  . . :

Date Posted  . . . . :

Original Amount  . . :            .00

Remaining Amount . . :            .00



F3=Exit
```

4. Press <Enter>.

```
BSUKPVR    ENTER   Creative Data Research, Inc.              10/09/07 10:42:28
                         I N V O I C E   S E A R C H


Enter Invoice Number -->     508   * OR *    Manual Invoice # -->


Corporate Number . . :   100801  BARON EXPRESS #2 BP

Customer Number  . . :   100801  BARON EXPRESS #2 BP

Date Posted  . . . . :   10/09/07

Original Amount  . . :          67.56

Remaining Amount . . :          67.56

Manual Invoice #:  . :      4552


F3=Exit
```

5. Press <F3> to exit. The Accounts Receivable screen appears.

Working With A/R Batches

The A/R Batch Entry application (option 1 of Accounts Receivable screen) is used to enter and post batches of A/R transactions. The transactions are primarily payments, but can include credit memos, credit and debit adjustments, and invoice transactions.

The A/R Quick Reference Guide is included in Appendix A below.

The instructions below describe creating an A/R batch, entering the following types of transactions to the batch, and posting the batch:

- Payment transactions can be entered and applied to a single invoice or multiple invoices when the batch is posted, or they can be entered and applied to invoice, credit memo and adjustment transactions at a later time.

- Credit adjustment transactions can be entered and applied to a single invoice or multiple invoices when the batch is posted, or they can be entered and applied to invoice, and debit adjustment transactions at a later time.

- Debit adjustment transactions can be entered, but only applied after the batch is posted.

- Invoice and credit memo transactions can be entered, but this is not recommended as a general rule. Unlike the invoice and credit memo transactions that automatically appear in Accounts Receivable after invoice posting by Billing system users is completed, the invoice and credit memo transactions entered by A/R system users have no affect on inventory and sales.

Any combination of A/R transactions can be entered in a single batch for both individual customers and corporate customers.

Creating An A/R Batch

The instructions below describe using the A/R Batch Entry screen to create an A/R batch. An A/R system user can have only one batch created at any given time.

The instructions which follow are based on the most recent version of DAC A/R batch entry processing (PTF 4970 released November, 2005). If necessary, contact CDR support personnel to implement this new version on your DAC system.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE                Menu: ARCV1                     Date:  9/14/06

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!               1. A/R Batch Entry
THE    !!               2. A/R Inquiry/Apply(Corporate)
DAC    !!               3. A/R Inquiry/Apply(Customer)
SYSTEM !!               4. Reason Definitions
!!!!!!!!!               5. Generate Late Charges
                        6. A/R Batch Entry Recovery
                        7. Invoice Number Search
                        8. Edit A/R Entry User Options
                        9. Work with A/R Messages


                        M E N U   C A L L S
19. Billing System       20. Statements            21. A/R Reports
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

2. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR    DISPLAY Creative Data Research                    9/14/06 16:32:26
                              Work With A/R Batches
Batch ID   Date


Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch









F3=Exit   F5=Reload Subfile   F10=Create Batch
```

3. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```
GWCFDFR    DISPLAY Creative Data Research                    9/14/06 16:35:29
                                A/R Batch Entry
User: JEANNINE Date:  91406      Batch Amount:                           .00
                                  Batch Count:                            0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

4. Enter the total amount (or an estimated amount) of payments (cash and checks) and adjustments for the **Batch Amount** (11.2,n) field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

   *Note: If a negative amount is entered, users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.*

   For example, the batch amount total would be 1111.23 if the user was planning to enter 2 payments of 302.81 and 810.00, and a credit adjustment of 1.58.

```
GWCFDFR    DISPLAY Creative Data Research                      9/14/06 17:55:28
                                A/R Batch Entry
User: JEANNINE Date:  91406      Batch Amount:          1100             .00
                                  Batch Count:                            0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An A/R batch cannot be posted until the amount entered for the **Batch Amount** field is correct, but it can be corrected as necessary after all the A/R transactions are entered.

5. Enter the total number (or an estimate) of A/R transactions for the **Batch Count** (5,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research                      9/14/06 17:56:23
                                A/R Batch Entry
User: JEANNINE Date:  91406      Batch Amount:          1100             .00
                                  Batch Count: 00003                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An A/R batch cannot be posted until the amount entered for the **Batch Count** field is correct, but it can be corrected as necessary after all the A/R transactions are entered.

6. If desired, press <F8> (Toggle Date) to change the date of the transactions.

7. Users may continue by entering A/R transactions in the batch, as described below, or press <F3> (Exit) to save the batch before continuing with data entry at another time. The Work With A/R Batches screen appears with the new batch listed with the user's username for **Batch ID**.

```
CVRTDFR    DISPLAY Creative Data Research                            9/14/06 18:00:55
                             Work With A/R Batches
Batch ID   Date


Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

?  Batch ID        Amount   Entries    Date    Locked?
   JEANNINE           .00         0   9/14/06














F3=Exit   F5=Reload Subfile   F10=Create Batch
```

Entering Payment Transactions

The A/R Batch Entry screen can be used to enter payment transactions to be applied to a single invoice automatically when the batch is posted, or “manually” applied at a later time. Refer to the A/R Quick Reference Guide in Appendix A below for information about entering a payment transaction to be applied to multiple invoices when the batch is posted.

Payment transactions can be entered in a single batch for both individual customers and corporate customers. If necessary, a single payment transaction which is entered for a corporate customer can be applied to either the invoices posted for the corporate account or to invoices posted for the individual customers of the corporate account.

If A/R payment discounts are used, a payment discount amount is automatically calculated for applying as a credit adjustment to a payment when the user applies the payment to a qualified invoice. If necessary, the user has the option of applying only a portion (or none) of the calculated discount before posting the batch.

To Apply To An Invoice

Refer to the Appendix A for information about “Entering a payment for a single invoice” when the invoice number is known. The instructions below describe entering a payment transaction ***when the invoice number is unknown***, and must be selected from a list displayed for the customer’s account. In either case, the payments will be automatically applied to the invoice when the A/R batch is posted.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:38:36
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:       1100.00             .00
                                  Batch Count: 00003                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

4. Press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:39:15
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1100.00              .00
                                  Batch Count:     3                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           700100  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:39:15
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1100.00              .00
                                  Batch Count:     3                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           700100  000000         302.81

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Field Plus> to pass the **Invoice** field.

7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

8. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:41:22
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1100.00              .00
                                  Batch Count:     3                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           700100  000000         302.81  0000000  1234

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research                      9/18/06 11:43:13
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                            PYMT
                                                 Amount To Apply       302.81
                                                 Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)       Total Attempted          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0008662       302.81    $       302.81     7/31/06  700100
        I       B 0008661       302.81    $       302.81     7/31/06  700100
        I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
        I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100



F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

The restrictor fields at the top of the Display A/R For Select #2 screen can be used to limit the list of transactions:

- **Typ** (1,a) - enter *I* (Invoice), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type when entering payments.
- **Date** (6,n) - enter a date (such as *81506*), press <Field Plus>, and press <Enter>. The list is redisplayed beginning with the transactions of that date.
- **Inv. #** (8,n) - enter an invoice number, press <Field Plus>, and press <Enter> to display only the desired invoice or credit memo transaction.

10. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the invoice in one of these ways:
    - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
    - Tab to the selection column of the desired invoice in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research                      9/18/06 11:43:13
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                            PYMT
 AMERICA'S STORE #102                            Amount To Apply       302.81
                                                 Total Selected        302.81
Invoice          S (S=Sel,R=Rls,2=Partial)       Total Attempted       816.00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0008662       302.81    $       302.81     7/31/06  700100
        I       B 0008661       302.81    $       302.81     7/31/06  700100
        I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
1 *     I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100



F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

11. If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list.

```
GSLJDFR    DISPLAY Creative Data Research                    9/15/06 16:26:32
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                          PYMT
 AMERICA'S STORE #102                          Amount To Apply       302.81
                                               Total Selected        302.81
Invoice          S (S=Sel,R=Rls,2=Partial)     Total Attempted       816.00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0008662       302.81    $       302.81     7/31/06  700100
        I       B 0008661       302.81    $       302.81     7/31/06  700100
        I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
R *     I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100



F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

Press <Enter> to unselect the invoice before selecting another.

```
GSLJDFR    DISPLAY Creative Data Research                    9/18/06 11:47:06
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                          PYMT
 AMERICA'S STORE #102                          Amount To Apply       302.81
                                               Total Selected        302.81
Invoice          S (S=Sel,R=Rls,2=Partial)     Total Attempted       302.81

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
1 *     I       B 0008662       302.81    $       302.81     7/31/06  700100
        I       B 0008661       302.81    $       302.81     7/31/06  700100
        I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
        I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100



F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

12. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:47:47
                              A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *          1234              1
   AMERICA'S STORE 700100               AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

13. If necessary, the invoice selected can be changed by entering *5* (Apply) in the selection column of the desired payment in the screen's list.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 11:47:47
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
5  P   700100  700100     102       302.81  *          1234              1
   AMERICA'S STORE 700100               AMERICA'S STORE #102 ‡‡‡
```

To Apply To A Discounted Invoice

Users can enter a payment transaction that will be applied to an invoice with a system-calculated discount when the A/R batch is posted. If necessary, the discount amount can be edited. Refer to Appendix B (Applying Manually Calculated Discounts) for information about using only user-calculated discounts.

The instructions below describe entering a payment transaction ***when the invoice number is unknown***. Refer to the Appendix A for information about "Entering a payment for a single invoice" when the invoice number is known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/11/07 15:41:55
                                A/R Batch Entry
User: JEANNINE Date: 101107      Batch Amount:       3400.00              .00
                                  Batch Count: 00001                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

4. Press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/11/07 15:41:55
                                A/R Batch Entry
User: JEANNINE Date: 101107      Batch Amount:       3400.00             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/11/07 15:41:55
                                A/R Batch Entry
User: JEANNINE Date: 101107      Batch Amount:       3400.00             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000           3400

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Field Plus> to pass the **Invoice** field.

7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

8. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/11/07 15:41:55
                                A/R Batch Entry
User: JEANNINE Date: 101107      Batch Amount:       3400.00             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000           3400  0000000  19932

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/11/07 15:56:35
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002                            PYMT
                                                Amount To Apply      3400.00
                                                Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000181      2153.76    $      2153.76     6/01/07  100002
        I       B 0000235       482.40    $       482.40     8/03/07  100002
        I       B 0000246       439.59    $       439.59     8/06/07  100002
        I       B 0000293      3659.59    $      3659.59     8/10/07  100002
        I       B 0000298      3914.75    $      3914.75     8/13/07  100002
        I       B 0000299      3914.75    $      3914.75     8/13/07  100002
        I       B 0000300       979.92    $       979.92     8/17/07  100002
        I       B 0000336       476.24    $       476.24     8/20/07  100002
        I       B 0000347       988.24    $       988.24     8/21/07  100002 +

F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

A dollar sign ($) between the amount columns indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer's terms.

10. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *1* (Select) in the selection column next to it, and press <Enter>. The Prompt For Discount Take screen appears if the invoice qualifies for an A/R discount.

```
BSQ4PVR    ENTER   Creative Data Research, Inc.              10/11/07 16:19:59
                         Prompt For Discount Taken

Corporate Number   100002  DIANNE'S GROCERY
Customer Number    100002  DIANNE'S GROCERY
Transaction Number     601
Discount Earned          70.95
Discount Taken .
Discount % . . :     2.00
Discount Date  :   10/20/07









F3=Exit
```

11. Enter the amount of the discount to be applied for the **Discount Taken** field, press <Field Plus> and press <Enter>.

    Tip: If no discount will be applied, press <Enter> without entering an amount for the **Discount Taken** field.

```
BSQ4PVR    ENTER   Creative Data Research, Inc.           10/11/07 16:41:55
                           Prompt For Discount Taken

Corporate Number   100002  DIANNE'S GROCERY
Customer Number    100002  DIANNE'S GROCERY
Transaction Number     601
Discount Earned           70.95
Discount Taken .          70.95
Discount % . . :     2.00
Discount Date  :   10/20/07









F3=Exit
                                                             CONFIRM: Y (Y/N)
```

12. Press <Enter> to confirm.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.           10/11/07 16:42:53
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   I                        PYMT
 DIANNE'S GROCERY                            Amount To Apply      3400.00
                                             Total Selected       3400.00
Invoice          S (S=Sel,R=Rls,2=Partial)   Total Attempted      3547.67
                                             Difference  :        147.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
       I       B 0000407        36.10    $        86.10     9/18/07  100002
       I       B 0000438      4609.99    $      4609.99     9/21/07  100002
1 *    I       B 0000513      3547.67    $      3547.67    10/10/07  100002







F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/12/07 12:35:52
                                A/R Batch Entry
User: JEANNINE Date: 101207      Batch Amount:      3400.00          3400.00
                                  Batch Count:     1                     1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100002  100002              3400.00  *          19932             2
   DIANNE'S GROCERY                     DIANNE'S GROCERY









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

14. If necessary, a discount amount can be edited by entering *5* (Apply) in the selection column of the desired payment, and pressing <Enter>. The Display A/R For Select #2 screen appears.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/12/07 14:01:24
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002       *                   PYMT
 DIANNE'S GROCERY                                Amount To Apply      3400.00
                                                 Total Selected       3400.00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                 Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000513      3547.67    $      3547.67    10/10/07  100002









F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

Enter *6* (Edit Disc Info) in the selection column of the invoice, and press <Enter> to use the Prompt For Discount Taken screen as described above to edit the discount amount.

Press <F3> (Exit) when the Display A/R For Select #2 screen appears. The A/R Batch Entry screen appears with the payment transaction.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To An Invoice With A Credit Memo

Users can enter a payment transaction that will be applied with one or more credit memos to an invoice when the A/R batch is posted. As described in the following instructions, ***credit memo transactions must be selected before the invoice transaction is selected.***

The instructions below describe entering a payment transaction ***when the invoice number is unknown***. Refer to the Appendix A for information about "Entering a payment for a single invoice" when the invoice number is known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:00:34
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:            45             .00
                                  Batch Count: 00001                     0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

4. Press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:00:34
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:            45             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100900  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:00:34
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:            45             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100900  000000             45

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Field Plus> to pass the **Invoice** field.

7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

8. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:00:34
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:            45             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100900  000000             45  0000000  12344

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:04:55
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900                              PYMT
                                                   Amount To Apply        45.00
                                                   Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)         Total Attempted          .00
                                                   Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        A   A     0000000         5.00              5.00     4/13/07  100900
        I       B 0000134      4646.66           4646.66     4/15/07  100900
        I       B 0000170       597.72            597.72     6/01/07  100900
        I       B 0000183      3368.16           3368.16     6/01/07  100900
        I       B 0000192       930.13            930.13     6/01/07  100900
        I       B 0000212       729.66            729.66     7/31/07  100900
        I       B 0000270      3144.99           3144.99     8/09/07  100900
        I       B 0000316      3368.16           3368.16     8/14/07  100900
        I       B 0000370      3776.58           3776.58     8/30/07  100900 +

F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

10. Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
    - Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
    - Tab to the selection column of the desired credit memo in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:08:28
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900   C                          PYMT
 JR FOOD MART - ABITA                              Amount To Apply        45.00
                                                   Total Selected         61.51CR
Invoice          S (S=Sel,R=Rls,2=Partial)         Total Attempted        61.51CR
                                                   Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     C       B 0000457       61.51CR           61.51CR   9/24/07  100900
        C       B 0000475       37.62CR           37.62CR   9/25/07  100900
        C       B 0000476       36.40CR           36.40CR   9/25/07  100900
        C       B 0000477       36.40CR           36.40CR   9/25/07  100900
        C       B 0000478       37.62CR           37.62CR   9/25/07  100900



F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected credit memo, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, a credit memo can be unselected by entering *R* (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter>.

11. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

12. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the invoice in one of these ways:
    - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
    - Tab to the selection column of the desired invoice in the screen's list, enter *1* (Select), and press <Enter>.

    Refer to the previous secton (To Apply To A Discounted Invoice) for information about using the Prompt For Discount Taken screen that appears if the invoice selected qualifies for an A/R discount.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:10:57
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900                          PYMT
 JR FOOD MART - ABITA                          Amount To Apply        45.00
                                               Total Selected         45.00
Invoice          S (S=Sel,R=Rls,2=Partial)     Total Attempted      4585.15
                                               Difference  :        4540.15

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        A   A     0000000         5.00              5.00     4/13/07  100900
1 *     I       B 0000134      4646.66           4646.66     4/15/07  100900
        I       B 0000170       597.72            597.72     6/01/07  100900
        I       B 0000183      3368.16           3368.16     6/01/07  100900
        I       B 0000192       930.13            930.13     6/01/07  100900
        I       B 0000212       729.66            729.66     7/31/07  100900
        I       B 0000270      3144.99           3144.99     8/09/07  100900
        I       B 0000316      3368.16           3368.16     8/14/07  100900
        I       B 0000370      3776.58           3776.58     8/30/07  100900 +

F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

    An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

    If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:16:55
                              A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:        45.00            45.00
                                  Batch Count:     1                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100900  100900                45.00  *          12344              1
   JR FOOD MART - ABITA                 JR FOOD MART - ABITA









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

    An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

14. If necessary, the invoice selected can be changed by entering *5* (Apply) in the selection column of the desired payment in the screen's list.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:21:33
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:        45.00            45.00
                                  Batch Count:     1                     1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
5  P   100900  100900                45.00  *          12344              1
   JR FOOD MART - ABITA                 JR FOOD MART - ABITA









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

Press <Enter>. The Display A/R For Select #2 screen appears with an asterisk in the S column for the selected invoice.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 13:25:05
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900       *                    PYMT
 JR FOOD MART - ABITA                          Amount To Apply        45.00
                                               Total Selected         45.00
Invoice          S (S=Sel,R=Rls,2=Partial)     Total Attempted          .00
                                               Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000134      4646.66          4646.66     4/15/07  100900
  *     C       B 0000457        61.51CR          61.51CR   9/24/07  100900









F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears next to the **Date** field at the top of the screen to designate that only selected transactions are displayed. When necessary, press <F2> (Show All) to display all the customer's open invoices, and <F1> (Show Selected Only) to display only selected invoices.

As previously described above, *R* (Release) can be used to unselect the invoice or the credit memo before selecting another.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply Partial Payments

Users can designate that different portions of a single payment be applied to one or more invoices when entering a payment transaction in an A/R batch.

The instructions below describe entering a payment transaction ***when the invoice numbers are unknown***. Refer to the Appendix A for information about "Entering a payment for a single invoice" when the invoice numbers are known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/15/07 14:41:13
                                A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:          1260             .00
                                  Batch Count: 00001                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
No data to display.
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

4. Press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/15/07 14:41:13
                                A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:          1700             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100855  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/15/07 14:41:13
                                A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:          1260             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100855  000000           1260

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Field Plus> to pass the **Invoice** field.

7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

8. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/15/07 14:41:13
                                A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:          1260             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100855  000000           1260  0000000  2112

D=Delete   2=Edit   5=Apply   6=Edit Discount


F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/15/07 15:25:26
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100855  100855                            PYMT
                                                Amount To Apply      1260.00
                                                Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000430      1029.47           1381.20     9/18/07  100855
        I       B 0000440      4260.84           4260.84     9/24/07  100855





F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

10. Locate the first desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *2* (Select For Partial) in the selection column next to it, and press <Enter>. The Prompt For Partial Apply screen appears.

```
DSIRPVR    ENTER   Creative Data Research, Inc.              10/15/07 15:35:58
                         Prompt For Partial Apply



 Transaction Type: INVOICE

   Partial      Remaining                Original        Transaction  Invoice
 Apply Amount     Amount                  Amount            Date     Reference
     1029.47       1029.47                 1381.20        9/18/07         430

                                     Cash Discount   Posted?
                                        Taken
                                              .00





F3=Exit
```

11. Enter the amount of the partial payment to be applied for the **Partial Apply Amount** field, press <Field Plus>, and press <Enter>.

```
DSIRPVR    ENTER   Creative Data Research, Inc.             10/15/07 15:42:39
                            Prompt For Partial Apply


 Transaction Type: INVOICE

   Partial      Remaining                 Original        Transaction  Invoice
 Apply Amount     Amount                   Amount            Date     Reference
     1000.00       1029.47                   1381.20       9/18/07         430

                                        Cash Discount   Posted?
                                           Taken
                                                 .00







F3=Exit
                                                                CONFIRM: Y (Y/N)
```

12. Press <Enter> to confirm.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.             10/15/07 15:43:45
                            Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100855  100855                           PYMT
 GAS-N-SHOP #6                                  Amount To Apply      1260.00
                                                Total Selected       1000.00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      1000.00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000430      1029.47           1381.20     9/18/07  100855
        I       B 0000440      4260.84           4260.84     9/24/07  100855










F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. If desired, repeat the previous steps as often as necessary to select additional invoices for partial payment before continuing.

14. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/15/07 15:55:04
                                A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:      1260.00          1260.00
                                  Batch Count:     1                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                     Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100855  100855              1260.00  *          2112              1
   GAS-N-SHOP #6                        GAS-N-SHOP #6









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To The Oldest Invoices

The instructions below describe entering a payment transaction to automatically apply it to the customer's oldest invoices when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 12:57:48
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:          400             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.

4. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

5. Press <Field Plus> to pass the **Invoice** field.

6. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

7. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 13:00:15
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:       400.00              .00
                                  Batch Count:     1                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           700100  000000            400  0000000  12345

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

8. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research                    9/18/06 13:05:14
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                                PYMT
                                                     Amount To Apply       400.00
                                                     Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)           Total Attempted          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0008661       302.81    $       302.81     7/31/06  700100
        I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
        I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100




F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

9. Press <F11> (Apply to Oldes).

```
GSLJDFR    DISPLAY Creative Data Research                    9/18/06 13:07:12
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100                                PYMT
                                                     Amount To Apply       400.00
                                                     Total Selected        400.00
Invoice          S (S=Sel,R=Rls,2=Partial)           Total Attempted       402.81

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0008661       302.81    $       302.81     7/31/06  700100
  *     I       B 0008670       100.00    $       100.00     8/14/06  700100
        I       B 0008672        90.00    $        90.00     8/15/06  700100
        I       B 0008678       816.00    $       816.00     8/15/06  700100
        I       B 0008687        43.45    $        43.45     8/28/06  700100
        I       B 0008688         1.58    $         1.58     8/28/06  700100




F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected invoices, and *I* is highlighted (see above) if an invoice is selected for partial payment.

10. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction. An asterisk following the amount designates that invoices are selected to which the payment will be applied.

```
GWCFDFR    DISPLAY Creative Data Research                      9/18/06 13:15:58
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:       400.00           400.00
                                  Batch Count:     1                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                      Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       400.00  *          12345             2
   AMERICA'S STORE 700100               AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

With Invoice Number Shortcut

Multiple payment transactions can be entered quickly when the customers' payments equal the invoice amounts, and the invoice numbers are known.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 13:23:00
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:          1000             .00
                                  Batch Count: 00010                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Press <Field Plus> four (4) times to pass the **Corp #**, **Cust #**, **Store#** and **Amount** fields.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 14:22:04
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1000.00              .00
                                  Batch Count:    10                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P   000000  000000  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

3. Enter an invoice number for the **Invoice** (7,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research                      9/18/06 14:24:38
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1000.00              .00
                                  Batch Count:    10                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P   000000  000000  000000                 0008661

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

4. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

5. Press <Enter>. The payment transaction appears in the A/R Batch Entry screen with the cursor at the **Invoice** field.

```
GWCFDFR    DISPLAY Creative Data Research                      9/18/06 14:26:12
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1000.00            302.81
                                  Batch Count:    10                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *    8661  3211              1
   AMERICA'S STORE 700100              AMERICA'S STORE #102



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Repeat the steps above to continue entering payments.

```
GWCFDFR    DISPLAY Creative Data Research                      9/18/06 14:27:14
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:      1000.00           1112.81
                                  Batch Count:    10                      2

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700500   25137               810.00  *    7397  6544              2
   AMERICA'S STORES  CORP.             ACE HARDWARE
   P   700100  700100     102       302.81  *    8661  3211              1
   AMERICA'S STORE 700100              AMERICA'S STORE #102



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

7. Press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Manually Apply Payment

The instructions below describe entering a payment transaction to be “manually” applied after the A/R batch is posted. Refer to Working With A/R Transactions for additional information.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06  7:34:57
                                A/R Batch Entry
User: JEANNINE Date:  91506      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *          1233              1
   AMERICA'S STORE 700100               AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06  7:40:46
                                A/R Batch Entry
User: JEANNINE Date:  91506      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           025137

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *          1233              1
   AMERICA'S STORE 700100               AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

4. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06  7:40:46
                                A/R Batch Entry
User: JEANNINE Date:  91506      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           025137                   860

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *          1233              1
   AMERICA'S STORE 700100              AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.

6. If desired, enter the check number of the payment for the **Check No.** (10,a) field.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06  8:10:17
                                A/R Batch Entry
User: JEANNINE Date:  91506      Batch Amount:      1100.00           302.81
                                  Batch Count:     3                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           025137                 860.00           23345

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700100  700100     102       302.81  *          1233              1
   AMERICA'S STORE 700100              AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

7. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06  8:11:10
                                A/R Batch Entry
User: JEANNINE Date:  91506      Batch Amount:      1100.00          1162.81
                                  Batch Count:     3                      2

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   700500   25137               860.00             23345              2
   AMERICA'S STORES  CORP.             ACE HARDWARE
   P   700100  700100     102       302.81  *          1233              1
   AMERICA'S STORE 700100              AMERICA'S STORE #102





F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Entering Credit Adjustment Transactions

The A/R Batch Entry screen can be used to enter credit adjustments to handle, for example, a data entry error. Such transactions will decrease the balance of a customer or corporate account, but remain open until applied to an invoice or debit adjustment.

The instructions below describe using the A/R Batch Entry screen to enter credit adjustment transactions to be applied to a single invoice automatically when the batch is posted, or “manually” applied later (after the batch is posted).

An A/R reason code must be entered when entering a credit adjustment transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

To Apply To An Invoice

The instructions below describe entering a credit adjustment transaction ***when the invoice number is known***.

Refer to the Appendix A for information about “Entering a credit adjustment for multiple invoices” *when the invoice number is unknown*. In either case, the adjustments will be automatically applied to the invoice when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 15:36:55
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:         9.50-             .00
                                  Batch Count:     2                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *A* for the **Typ** (1,a) field.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.

4. Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Minus>.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 15:36:55
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:         9.50-             .00
                                  Batch Count:     2                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A           700100  000000           9.5}

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

*Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.*

5. Enter the invoice number for the **Invoice** (7,n) field, and press <Field Plus>.

6. If desired, enter a reference description for the **Check No.** (10,a) field.

7. Press <Field Plus> to move the cursor to the **Rsn** field.

8. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.

```
GWCFDFR    DISPLAY Creative Data Research                    9/18/06 16:25:35
                                A/R Batch Entry
User: JEANNINE Date:  91806      Batch Amount:         9.50-            5.00-
                                  Batch Count:     2                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   A   700100  700100     102         5.00- *    8670              T      1
   AMERICA'S STORE 700100              AMERICA'S STORE #102









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Press <Enter>. The payment transaction appears in the A/R Batch Entry screen with the cursor at the **Invoice** field.

   Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To A Debit Adjustment

The instructions below describe entering a credit adjustment transaction to be automatically applied to a debit adjustment when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:03:09
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:                          300.00
                                  Batch Count:     2                        1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P                                                                       Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100801  100801               300.00  *          4332               1
   BARON EXPRESS #2 BP                 BARON EXPRESS #2 BP









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *A* for the **Typ** (1,a) field.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:03:09
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:                          300.00
                                  Batch Count:     2                        1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A           100900                                                      Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100801  100801               300.00  *          4332               1
   BARON EXPRESS #2 BP                 BARON EXPRESS #2 BP









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

4. Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Minus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:03:09
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:                        300.00
                                  Batch Count:     2                      1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A           100900                    4N                                Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   P   100801  100801               300.00  *          4332              1
   BARON EXPRESS #2 BP                 BARON EXPRESS #2 BP









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

*Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.*

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.

6. If desired, enter a reference description for the **Check No.** (10,a) field.

7. Press <Field Plus> to move the cursor to the **Rsn** field.

8. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:20:15
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900                            ADJ.
                                                Amount To Apply        45.00
                                                Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000134      4646.66           4646.66     4/15/07  100900
        I       B 0000170       597.72            597.72     6/01/07  100900
        I       B 0000183      3368.16           3368.16     6/01/07  100900
        I       B 0000192       930.13            930.13     6/01/07  100900
        I       B 0000212       729.66            729.66     7/31/07  100900
        I       B 0000270      3144.99           3144.99     8/09/07  100900
        I       B 0000316      3368.16           3368.16     8/14/07  100900
        I       B 0000370      3776.58           3776.58     8/30/07  100900
        I       B 0000427      3776.96           3776.96     9/18/07  100900 +

F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

10. Locate the desired debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *1* (Select) in the selection column next to the adjustment.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:27:52
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900   A                       ADJ.
                                                Amount To Apply        45.00
                                                Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        A   A     0000000         5.00CR           5.00CR  10/10/07  100900
1       A   A     0000000        45.00            45.00    10/10/07  100900




F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

11. Press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:29:22
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100900  100900   A                       ADJ.
 JR FOOD MART - ABITA                           Amount To Apply        45.00
                                                Total Selected         45.00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted        45.00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        A   A     0000000         5.00CR           5.00CR  10/10/07  100900
1 *     A   A     0000000        45.00            45.00    10/10/07  100900




F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected adjustment, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter>.

12. Press <F3> to exit. The A/R Batch Entry screen appears with the credit adjustment transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/10/07 14:32:54
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:                          255.00
                                  Batch Count:     2                        2

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A                                                                      Y

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   A   100900  100900                45.00- *                       A      2
   JR FOOD MART - ABITA                 JR FOOD MART - ABITA
   P   100801  100801               300.00  *          4332               1
   BARON EXPRESS #2 BP                  BARON EXPRESS #2 BP





F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

An asterisk following the credit adjustment amount designates that an adjustment is selected to which the transaction will be automatically applied when the batch is posted.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Entering Debit Adjustment Transactions

The A/R Batch Entry screen can be used to enter debit adjustments to handle, for example, a NSF check charge. Such transactions will increase the balance of a customer or corporate account, but remain open until applied later (after the batch is posted). Refer to Working With A/R Transactions for additional information.

An A/R reason code must be entered when entering a debit adjustment transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07  9:41:41
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                            .00
                                  Batch Count: 00001                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *A* for the **Typ** (1,a) field.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.

4. Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07  9:41:41
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                            .00
                                  Batch Count: 00001                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A           771230                   9.50

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.

6. If desired, enter a reference description for the **Check No.** (10,a) field.

7. Press <Field Plus> to move the cursor to the **Rsn** field.

8. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.

9. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:06:20
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                           9.50
                                  Batch Count:     1                        1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 A

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   A   771230  771230                 9.50                          A      1
   B & D FOOD STORE                     B & D FOOD STORE

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Posting An A/R Batch

The instructions below describe using the A/R Batch Entry screen to post an A/R batch.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/12/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR    DISPLAY CDR Customer Conference                    9/12/13 11:31:51
                              Work With A/R Batches
Batch ID   Date
________   ______

Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

?  Batch ID        Amount   Entries    Date    Locked?
_  JEANNINE      35874.27         4   9/12/13 ‡‡‡
```

```
CVRTDFR    DISPLAY CDR Customer Conference                    9/12/13 11:31:51
                              Work With A/R Batches
Batch ID   Date
________   ______

Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

?  Batch ID        Amount   Entries    Date    Locked?
2  JEANNINE      35874.27         4   9/12/13 ___ ___ ___
```

A/R Pre-Posting Report (Version 1)

```
CDR Customer Conference                  A/R Batch Posting Control          JEANNINE   DSGMPFR     9/12/13 11:43:47 Page     1
                                          (Pre-Posting Report)                   *** Batch Date:  9/12/13 ***

Corporate#/   Invoice  Check              Amount     Customer Number-Name/
 Trans.Type            Number                       Reason Code-Description         Applied To   Inv. #   Date   Applied Amt.   Disc. Taken  Cleared

100802 CRANKY CORNER QUICK STOP            100802 CRANKY CORNER QUICK STOP
 PAYMENT         9423                    15770.80                                                                15770.80
                                                                                  INVOICE         9423  8/28/13     15770.80            .00   YES

265000 BIG JOHN'S QUICK STOP               260501 BIG JOHN'S QUICK STOP #1
 PAYMENT         9449                    10324.90                                                                10324.90
                                                                                  INVOICE         9449  9/02/13     10324.90            .00   YES

380100 MISSISSIPPI STOP N GO               380110 MISS STOP N GO #110
 PAYMENT         9438                     9023.83                                                                 9023.83
                                                                                  INVOICE         9438  8/30/13      9023.83            .00   YES

700180 L & M GROCERY                       700180 L & M GROCERY
 PAYMENT         9475                      754.74                                                                  754.74
                                                                                  INVOICE         9475  9/04/13       754.74            .00   YES

Total Payments . . . . . :       35874.27
Total Debit Adjustments  :            .00
Total Credit Adjustments :            .00
Total Invoices . . . . . :            .00
Total Credit Memos . . . :            .00
Total Discount Taken . . :            .00
** END OF REPORT **
```

A/R Pre-Posting Report (Version 2)

```
CDR Customer Conference                  A/R Posting Report                 JEANNINE   DMGMPFR     9/12/13 11:44:57 Page     1
                                          (Pre-Posting Report)                   *** Batch Date:  9/12/13 ***

Corporate#/   Invoice  Check              Amount     Customer Number-Name/
 Trans.Type            Number                       Reason Code-Description         Applied To   Inv. #   Date   Applied Amt.   Disc. Taken  Cleared

380100 MISSISSIPPI STOP N GO               380110 MISS STOP N GO #110
 PAYMENT         9438                     9023.83                                                                 9023.83
                                                                                  INVOICE         9438  8/30/13      9023.83            .00   YES

100802 CRANKY CORNER QUICK STOP            100802 CRANKY CORNER QUICK STOP
 PAYMENT         9423                    15770.80                                                                15770.80
                                                                                  INVOICE         9423  8/28/13     15770.80            .00   YES

700180 L & M GROCERY                       700180 L & M GROCERY
 PAYMENT         9475                      754.74                                                                  754.74
                                                                                  INVOICE         9475  9/04/13       754.74            .00   YES

265000 BIG JOHN'S QUICK STOP               260501 BIG JOHN'S QUICK STOP #1
 PAYMENT         9449                    10324.90                                                                10324.90
                                                                                  INVOICE         9449  9/02/13     10324.90            .00   YES

Total Payments . . . . . :       35874.27
Total Debit Adjustments  :            .00
Total Credit Adjustments :            .00
Total Invoices . . . . . :            .00
Total Credit Memos . . . :            .00
Total Discount Taken . . :            .00
** END OF REPORT **
```

A/R Batch Posting Control

```
CDR Customer Conference                A/R Batch Posting Control          JEANNINE   DSGMPFR     9/12/13 12:11:24 Page     1

                    Batch #:     680                                            *** Batch Date:  9/12/13 ***

Corporate#/   Invoice  Check              Amount     Customer Number-Name/
 Trans.Type            Number                        Reason Code-Description        Applied To   Inv. #   Date   Applied Amt.   Disc. Taken  Cleared

100802 CRANKY CORNER QUICK STOP            100802 CRANKY CORNER QUICK STOP
 PAYMENT         9423                   15770.80                                                                 15770.80
                                                                                   INVOICE         9423  8/28/13     15770.80            .00   YES

265000 BIG JOHN'S QUICK STOP               260501 BIG JOHN'S QUICK STOP #1
 PAYMENT         9449                   10324.90                                                                 10324.90
                                                                                   INVOICE         9449  9/02/13     10324.90            .00   YES

380100 MISSISSIPPI STOP N GO               380110 MISS STOP N GO #110
 PAYMENT         9438                    9023.83                                                                  9023.83
                                                                                   INVOICE         9438  8/30/13      9023.83            .00   YES

700180 L & M GROCERY                       700180 L & M GROCERY
 PAYMENT         9475                     754.74                                                                   754.74
                                                                                   INVOICE         9475  9/04/13       754.74            .00   YES

Total Payments . . . . . :       35874.27
Total Debit Adjustments  :            .00
Total Credit Adjustments :            .00
Total Invoices . . . . . :            .00
Total Credit Memos . . . :            .00
Total Discount Taken . . :            .00

** END OF REPORT **
```

Entering Credit Memo Transactions

Credit memo transactions should be entered only by new users who are preparing to go live. Unlike credit orders entered and posted by Billing system users, *credit memo transactions entered by A/R system users have no affect on inventory and sales.*

An invoice number must be entered as a reference when entering a credit memo transaction, but the number is not used to automatically apply the credit transaction when the batch is posted. The transaction must be “manually” applied at a later time.

An A/R reason code must be entered when entering a credit memo transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/02/07

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!               1. A/R Batch Entry
THE    !!               2. A/R Inquiry/Apply(Corporate)
DAC    !!               3. A/R Inquiry/Apply(Customer)
SYSTEM !!               4. Reason Definitions
!!!!!!!!!               5. Generate Late Charges
                        6. A/R Batch Entry Recovery
                        7. Invoice Number Search
                        8. Edit A/R Entry User Options
                        9. Work with A/R Messages


                        M E N U   C A L L S
19. Billing System       20. Statements            21. A/R Reports
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:14:43
                            Work With A/R Batches
Batch ID   Date


Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch









F3=Exit   F5=Reload Subfile   F10=Create Batch
```

2. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:15:34
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                            .00
                                  Batch Count:                             0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

3. Enter the amount of the credit for the **Batch Amount** (11.2,n) field, and press <Field Minus>.

   If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total amount of transactions for the **Batch Amount** field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:15:34
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:            3P              .00
                                  Batch Count:                             0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

   Note: Users should ignore the } character, the letter, or the incorrect number which may appear at the far right for the final digit of the ***Batch Amount*** *field. It will be corrected when data entry is complete.*

4. Enter *1* for the **Batch Count** (5,n) field, and press <Field Plus>.

   If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total number of A/R transactions for the **Batch Count** field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:15:34
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:            3P             .00
                                  Batch Count: 00001                     0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the date of the credit for **Date** (6,n) field, and press <Field Plus>. If necessary, press <F8> (Toggle Date) to change the date.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:18:24
                                A/R Batch Entry
User: JEANNINE Date:  92807      Batch Amount:        37.00-             .00
                                  Batch Count:     1                     0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Tab> to move the cursor to the **Typ** field.

7. Enter *C* for the **Typ** (1,a) field.

8. Enter a customer number for the **Cust #** (6,n) field, and press (Field Plus>. If necessary, the **Corp #** (6,n) field can be used, rather than the **Cust #** field, to enter the credit memo transaction for a corporate account.

9. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.

10. Enter the amount of the credit for the **Amount** (11.2,n) field, and press <Field Minus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:18:24
                                A/R Batch Entry
User: JEANNINE Date:  92807      Batch Amount:        37.00-             .00
                                  Batch Count:     1                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 C   000000  100801  000000             3P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

*Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.*

11. Enter the invoice number of the credit memo for the **Invoice** (7,n) field, and press <Field Plus>.

12. Press <Field Plus> or <Tab> to pass the **Check No.** field.

13. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.

14. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:22:09
                                A/R Batch Entry
User: JEANNINE Date:  92807      Batch Amount:        37.00-           37.00-
                                  Batch Count:     1                       1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 C

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   C   100801  100801                37.00-      4550              A      1
   BARON EXPRESS #2 BP                 BARON EXPRESS #2 BP







F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

15. Press <F10> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed. Refer to Posting An A/R Batch for an example of the report.

Entering Invoice Transactions

Invoice transactions should be entered only by new users who are preparing to go live. Unlike invoices created by Billing system users, *invoice transactions entered by A/R system users have no affect on inventory and sales.*

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/02/07

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages


                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:24:37
                            Work With A/R Batches
Batch ID   Date


Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch









F3=Exit   F5=Reload Subfile   F10=Create Batch
```

2. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:25:48
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                            .00
                                  Batch Count:                             0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

3. Enter the amount of the invoice for the **Batch Amount** (11.2,n) field, and press <Field Plus>.

   If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total amount of transactions for the **Batch Amount** field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:25:48
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:       2672.11              .00
                                  Batch Count:                             0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

   Note: Users should ignore the } character, the letter, or the incorrect number which may appear at the far right for the final digit of the ***Batch Amount*** *field. It will be corrected when data entry is complete.*

4. Enter *1* for the **Batch Count** (5,n) field, and press <Field Plus>.

   If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total number of A/R transactions for the **Batch Count** field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:25:48
                                A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:       2672.11             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the date of the invoice for **Date** (6,n) field, and press <Field Plus>. If necessary, press <F8> (Toggle Date) to change the date.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:31:39
                                A/R Batch Entry
User: JEANNINE Date: 100107      Batch Amount:      2672.11               .00
                                  Batch Count:     1                       0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Tab> to move the cursor to the **Typ** field.

7. Enter *I* for the **Typ** (1,a) field.

8. Enter a customer number for the **Cust #** (6,n) field, and press (Field Plus>. If necessary, the **Corp #** (6,n) field can be used, rather than the **Cust #** field, to enter the invoice transaction for a corporate account.

9. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.

10. Enter the amount of the invoice for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:31:39
                                A/R Batch Entry
User: JEANNINE Date: 100107      Batch Amount:      2672.11              .00
                                  Batch Count:     1                     0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 I           100003                2672.11

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

11. Enter the invoice number for the **Invoice** (7,n) field, and press <Field Plus>.

12. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              10/02/07 10:34:37
                                A/R Batch Entry
User: JEANNINE Date: 100107      Batch Amount:      2672.11          2672.11
                                  Batch Count:     1                     1

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 I

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ  Corp #  Cust #   Store       Amount    Invoice  Check No.  Rsn  Line
   I   100003  100003              2672.11        286                     1
   BOB'S SHELL                          BOB'S SHELL

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

13. Press <F10> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed. Refer to Posting An A/R Batch for an example of the report.

Working With A/R Transactions

The A/R Inquiry/Apply (Customer) application (option 3 of Accounts Receivable screen) is used to work with the A/R transactions of customer accounts. Refer to the A/R Quick Reference Guide in Appendix A for information about working with the A/R transactions of corporate accounts.

The instructions below describe how to “manually” apply payments and credit memos to invoices, and make adjustments to open A/R transactions.

First the Display A/R For Apply #2 screen is used to designate the payment, credit adjustment or credit memo transaction to apply.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/11/21 16:24:12
                            Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
320092      320092      _      ______

Name LIL SHORT STOP - OCEAN SPRINGS        Phone Number  601 - 8185100
Last Pay Date 10/11/21                     Last Order Date  9/28/21
Terms Code 010  2% 3 NET 7


A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028576  9/28/21 $      113.36       113.36       113.36   13
_    I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13
_    P   0000000 10/11/21        113.36       113.36     12547.58    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

The restrictor fields at the top of the Display A/R For Apply #2 screen can be used to limit the list of transactions:

- **Tran Typ** (1,a) - enter *P* (Payment), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type.
- **Tran Date** (6,n) - enter a date (such as *101121*), press <Field Plus> and <Enter>. The list is redisplayed beginning with the transactions of that date.

A dollar sign ($) after the date column indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer’s terms.

When necessary, the following function keys can be used:

- <F1> (Only Remaining Amounts) to display only open transactions.
- <F2> (Show All) to display all the customer’s current transactions.
- <F5> (Calc Amount Due) to display the current amount due at the top of the screen.

Next the Display A/R For Select #2 screen is used to select the transactions to which the payment, credit adjustment or credit memo transaction is applied.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/11/21 16:26:57
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
320092  320092   _      ______  ________ PYMT
LIL SHORT STOP - OCEAN SPRINGS                    Amount To Apply       113.36
Terms Code 010  2% 3 NET 7                        Total Selected           .00
                                                  Total Attempted          .00
                                                   Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)       Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028576  9/28/21 $      113.36       113.36       113.36   13
_     I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13





F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

The restrictor fields at the top of the Display A/R For Select #2 screen can be used to limit the list of transactions:

- **Type** (1,a) - enter *I* (Invoice), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type.
- **Date** (6,n) - enter a date (such as *81307*), press <Field Plus>, and press <Enter>. The list is redisplayed beginning with the transactions of that date.
- **Inv. #** (8,n) - enter an invoice number, press <Field Plus>, and press <Enter> to display only the desired invoice or credit memo transaction.

A dollar sign ($) between the amount columns indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer's terms.

When necessary, the following function keys can be used:

- <F1> (Selected) to display only selected transactions.
- <F2> (All) to display all the customer's open invoice, adjustment and credit memo transactions.
- <F8> (Toggle Inv) to toggle between the invoice number generated by DAC and the number manually entered for the **Manual Inv** field when adding a customer's order. Refer to Adding An Order of the Billing document for additional inforamtion.
- <F11> (Apply To Oldest) to apply a payment to the customer's oldest invoices when the A/R batch is posted. Refer to Entering Payment Transactions for additional information.

Applying Payments and Credit Memos

The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to apply open payment transactions to an invoice (or multiple invoices); apply open payment transactions to invoices with a credit memo; and apply a credit memo to an invoice (or multiple invoices).

To Apply A Payment To An Invoice

The instructions below describe how to select a payment, and apply it to a single invoice.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/11/21

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                          10/11/21  14:17:04
                                         Work with Customer A/R

Customer Name                       Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________________ ______ ______  ___    __   _   ______
Customer Number ______   Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y    9/27/21       9,934.17   A
_       B AND D FOOD STORE #230              771000  771230                    10/06/21       3,163.82   A
_       BARON EXPRESS #2 BP                  771000  100801                    10/06/21      15,900.51   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                     9/27/21      33,308.95   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                    10/06/21      20,102.07   A
_       BIG P MINI MART                              320001                    10/01/21      32,369.09   A
_       BOB'S SHELL                          771000  100003                    10/06/21      10,347.16   A
_       CRANKY CORNER QUICK STOP                     100802                    10/06/21      25,587.34   A
_       DANNY & CLYDE'S FOOD #20                     800237                    10/01/21      38,276.45   A
_       DIANNE'S GROCERY                             100002                    10/01/21      38,116.43   A
_       EXPRESS WAY FOOD MART                        100850                    10/06/21       9,988.36   A
_       GAS-N-SHOP #6                                100855                    10/01/21       3,674.80   A
_       JR FOOD MART - ABITA                         100900                    10/06/21      10,192.29   A
_       JR FOOD MART - FOLSOM                        100857                    10/01/21      26,592.21   A
_       KINGS FOREST EXXON                           800333                    10/01/21      25,429.39   A
_       KINGS GROCERY                                320033                    10/06/21      17,592.95   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter *2* (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter *2* in the selection column next to the customer's name.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/11/21  14:17:04
                                          Work with Customer A/R

Customer Name                        Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________________ ______ ______  ___    __    _   ______
Customer Number 320092  Action 2
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y    9/27/21       9,934.17   A
_       B AND D FOOD STORE #230              771000  771230                     10/06/21       3,163.82   A
_       BARON EXPRESS #2 BP                  771000  100801                     10/06/21      15,900.51   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                      9/27/21      33,308.95   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                     10/06/21      20,102.07   A
_       BIG P MINI MART                              320001                     10/01/21      32,369.09   A
_       BOB'S SHELL                          771000  100003                     10/06/21      10,347.16   A
_       CRANKY CORNER QUICK STOP                     100802                     10/06/21      25,587.34   A
_       DANNY & CLYDE'S FOOD #20                     800237                     10/01/21      38,276.45   A
_       DIANNE'S GROCERY                             100002                     10/01/21      38,116.43   A
_       EXPRESS WAY FOOD MART                        100850                     10/06/21       9,988.36   A
_       GAS-N-SHOP #6                                100855                     10/01/21       3,674.80   A
_       JR FOOD MART - ABITA                         100900                     10/06/21      10,192.29   A
_       JR FOOD MART - FOLSOM                        100857                     10/01/21      26,592.21   A
_       KINGS FOREST EXXON                           800333                     10/01/21      25,429.39   A
_       KINGS GROCERY                                320033                     10/06/21      17,592.95   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                          10/11/21 16:24:12
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
320092      320092      _      ______

Name LIL SHORT STOP - OCEAN SPRINGS        Phone Number  601 - 8185100
Last Pay Date 10/11/21                     Last Order Date  9/28/21
Terms Code 010  2% 3 NET 7


A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028576  9/28/21 $      113.36       113.36       113.36   13
_    I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13
_    P   0000000 10/11/21        113.36       113.36     12547.58    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                          10/11/21 16:24:12
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
320092      320092      _      ______

Name LIL SHORT STOP - OCEAN SPRINGS        Phone Number  601 - 8185100
Last Pay Date 10/11/21                     Last Order Date  9/28/21
Terms Code 010  2% 3 NET 7


A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028576  9/28/21 $      113.36       113.36       113.36   13
_    I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13
A    P   0000000 10/11/21        113.36       113.36     12547.58    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

5. Press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/11/21 16:26:57
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
320092  320092   _      ______  ________ PYMT
LIL SHORT STOP - OCEAN SPRINGS                    Amount To Apply       113.36
Terms Code 010  2% 3 NET 7                        Total Selected           .00
                                                  Total Attempted          .00
                                                   Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)      Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028576  9/28/21 $      113.36       113.36       113.36   13
_     I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13





F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. To locate the desired invoice in the screen's list, use the restrictor fields, <Page Down> or <F8> (Toggle Inv) to toggle between the invoice number generated by DAC and the number manually entered with the customer's order. Refer to Adding An Order of the Billing document for additional inforamtion.

7. Select the invoice in one of these ways:
   - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
   - Tab to the selection column of the desired invoice in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/11/21 16:30:57
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
320092  320092   _      ______  ________ PYMT
LIL SHORT STOP - OCEAN SPRINGS                    Amount To Apply       113.36
Terms Code 010  2% 3 NET 7                        Total Selected        113.36
                                                  Total Attempted       113.36
                                                   Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)      Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_  *  I   0028576  9/28/21 $      113.36       113.36       113.36   13
_     I   0028610  9/28/21 $    12547.58     12547.58     12660.94   13




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> ***before*** using <F3> to exit.

8. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

9. Press <F3> to exit. The Work With Customer A/R screen appears.

To Apply A Payment To An Invoice With A Credit Memo

The instructions below describe how to select a payment, and apply it with one or more credit memos to a single invoice. ***Payments must be applied to credit memos before applying them to invoices.***

```
User: JEANNINE                Menu: ARCV1                    Date: 10/21/21

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/21/21  13:57:17
                                          Work with Customer A/R

Customer Name                          Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________ ______ ______  ___    __    _   ______
Customer Number ______   Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                     Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                 500121                Y    9/27/21       9,934.17   A
_       B AND D FOOD STORE #230           771000  771230                    10/06/21       3,163.82   A
_       BARON EXPRESS #2 BP               771000  100801                    10/06/21      15,900.51   A
_       BIG JOHN'S QUICK STOP #1          265000  260501                     9/27/21      33,308.95   A
_       BIG JOHN'S QUICK STOP #2          265000  260502                    10/06/21      20,102.07   A
_       BIG P MINI MART                           320001                    10/01/21      32,369.09   A
_       BOB'S SHELL                       771000  100003                    10/06/21      10,347.16   A
_       CRANKY CORNER QUICK STOP                  100802                    10/06/21      25,587.34   A
_       DANNY & CLYDE'S FOOD #20                  800237                    10/01/21      38,276.45   A
_       DIANNE'S GROCERY                          100002                    10/01/21      38,116.43   A
_       EXPRESS WAY FOOD MART                     100850                    10/06/21       9,988.36   A
_       GAS-N-SHOP #6                             100855                    10/01/21       3,674.80   A
_       JR FOOD MART - ABITA                      100900                    10/06/21      10,192.29   A
_       JR FOOD MART - FOLSOM                     100857                    10/01/21      26,592.21   A
_       KINGS FOREST EXXON                        800333                    10/01/21      25,429.39   A
_       KINGS GROCERY                             320033                    10/06/21      17,592.95   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter *2* (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter *2* in the selection column next to the customer's name.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/21/21  13:57:17
                                          Work with Customer A/R

Customer Name                        Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________________ ______ ______  ___    __    _   ______
Customer Number ______   Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y    9/27/21       9,934.17   A
_       B AND D FOOD STORE #230              771000  771230                    10/06/21       3,163.82   A
_       BARON EXPRESS #2 BP                  771000  100801                    10/06/21      15,900.51   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                     9/27/21      33,308.95   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                    10/06/21      20,102.07   A
_       BIG P MINI MART                              320001                    10/01/21      32,369.09   A
_       BOB'S SHELL                          771000  100003                    10/06/21      10,347.16   A
_       CRANKY CORNER QUICK STOP                     100802                    10/06/21      25,587.34   A
_       DANNY & CLYDE'S FOOD #20                     800237                    10/01/21      38,276.45   A
2       DIANNE'S GROCERY                             100002                    10/01/21      38,116.43   A
_       EXPRESS WAY FOOD MART                        100850                    10/06/21       9,988.36   A
_       GAS-N-SHOP #6                                100855                    10/01/21       3,674.80   A
_       JR FOOD MART - ABITA                         100900                    10/06/21      10,192.29   A
_       JR FOOD MART - FOLSOM                        100857                    10/01/21      26,592.21   A
_       KINGS FOREST EXXON                           800333                    10/01/21      25,429.39   A
_       KINGS GROCERY                                320033                    10/06/21      17,592.95   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                          10/22/21 13:32:24
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002      100002      _      ______

Name DIANNE'S GROCERY                        Phone Number  985 - 8920058
Last Pay Date 10/21/21                       Last Order Date 10/18/21
Terms Code 011  NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028629 10/04/21      19587.56     19587.56     19587.56   18
_    C 1 0028664 10/06/21        177.32-      177.32-    19410.24   16
_    I   0028714 10/18/21      18677.92     18677.92     38088.16    4
_    P   0000000 10/21/21      19410.24     19410.24     18677.92    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                          10/22/21 13:32:24
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002      100002      _      ______

Name DIANNE'S GROCERY                        Phone Number  985 - 8920058
Last Pay Date 10/21/21                       Last Order Date 10/18/21
Terms Code 011  NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028629 10/04/21      19587.56     19587.56     19587.56   18
_    C 1 0028664 10/06/21        177.32-      177.32-    19410.24   16
_    I   0028714 10/18/21      18677.92     18677.92     38088.16    4
A    P   0000000 10/21/21      19410.24     19410.24     18677.92    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

5. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/22/21 13:34:03
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  PYMT
DIANNE'S GROCERY                                  Amount To Apply     19410.24
Terms Code 011  NET 7                             Total Selected           .00
 Stmt Code A1   ACH Monday                        Total Attempted          .00
                                                  Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028629 10/04/21      19587.56     19587.56     19587.56   18
_     C   0028664 10/06/21        177.32-      177.32-    19410.24   16
_     I   0028714 10/18/21      18677.92     18677.92     38088.16    4




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
   - Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
   - Tab to the selection column of the desired credit memo in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/22/21 13:38:05
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  PYMT
DIANNE'S GROCERY                                  Amount To Apply     19410.24
Terms Code 011  NET 7                             Total Selected        177.32-
 Stmt Code A1   ACH Monday                        Total Attempted       177.32-
                                                  Difference  :       19587.56
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028629 10/04/21      19587.56     19587.56     19587.56   18
_  *  C   0028664 10/06/21        177.32-      177.32-    19410.24   16
_     I   0028714 10/18/21      18677.92     18677.92     38088.16    4




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

   An asterisk appears in the S column for the selected credit memo, and the value of *Total Selected* and *Total Attempted* are recalculated.

   If necessary, a credit memo can be unselected by entering *R* (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter> ***before*** using <F3> to exit.

7. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

8. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the it in one of these ways:
   - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
   - Tab to the selection column of the desired invoice in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/22/21 13:44:45
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  PYMT
DIANNE'S GROCERY                                Amount To Apply     19410.24
Terms Code 011  NET 7                           Total Selected      19410.24
 Stmt Code A1   ACH Monday                      Total Attempted     19410.24
                                                Difference  :            .00
Invoice _______ S (S=Sel,R=Rls,2=Partial)      Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_   *  I   0028629 10/04/21      19587.56     19587.56     19587.56   18
_   *  C   0028664 10/06/21        177.32-      177.32-    19410.24   16
_      I   0028714 10/18/21      18677.92     18677.92     38088.16    4




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

   An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

   If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> ***before*** using <F3> to exit.

9. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

10. Press <F3> to exit. The Work With Customer A/R screen appears.

To Apply A Credit Memo To An Invoice

The instructions below describe how to select a credit memo, and apply it to a single invoice.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/22/21

===============> A C C O U N T S    R E C E I V A B L E <=================
=========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                          10/22/21  13:58:14
                                        Work with Customer A/R

Customer Name                       Corp#  Store# Terms Stmnt  Sts  Whse
____________________________________ ______ ______  ___    __    _   ______
Customer Number ______   Action _
?       Customer Name                     Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                 500121                Y   10/20/21       4,909.75   A
_       B AND D FOOD STORE #230           771000  771230                    10/06/21       6,041.24   A
_       BARON EXPRESS #2 BP               771000  100801                    10/06/21      27,062.53   A
_       BIG JOHN'S QUICK STOP #1          265000  260501                    10/14/21      35,827.62   A
_       BIG JOHN'S QUICK STOP #2          265000  260502                    10/20/21      18,950.00   A
_       BIG P MINI MART                           320001                    10/14/21      32,131.22   A
_       BOB'S SHELL                       771000  100003                    10/20/21       4,733.23   A
_       CRANKY CORNER QUICK STOP                  100802                    10/14/21      26,641.32   A
_       DANNY & CLYDE'S FOOD #20                  800237                    10/21/21         132.54   A
_       DIANNE'S GROCERY                          100002                    10/21/21      18,677.92   A
_       EXPRESS WAY FOOD MART                     100850                    10/20/21       6,701.72   A
_       GAS-N-SHOP #6                             100855                    10/14/21       4,200.63   A
_       JR FOOD MART - ABITA                      100900                    10/20/21       9,163.14   A
_       JR FOOD MART - FOLSOM                     100857                    10/14/21      26,837.27   A
_       KINGS FOREST EXXON                        800333                    10/14/21      25,418.87   A
_       KINGS GROCERY                             320033                    10/20/21      15,239.41   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter *2* (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter *2* in the selection column next to the customer's name.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/22/21  13:58:14
                                        Work with Customer A/R

Customer Name                       Corp#  Store# Terms Stmnt  Sts  Whse
____________________________________ ______ ______  ___    __    _   ______
Customer Number ______  Action _
?       Customer Name                       Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                   500121                Y   10/20/21       4,909.75   A
_       B AND D FOOD STORE #230             771000  771230                    10/06/21       6,041.24   A
2       BARON EXPRESS #2 BP                 771000  100801                    10/06/21      27,062.53   A
_       BIG JOHN'S QUICK STOP #1            265000  260501                    10/14/21      35,827.62   A
_       BIG JOHN'S QUICK STOP #2            265000  260502                    10/20/21      18,950.00   A
_       BIG P MINI MART                             320001                    10/14/21      32,131.22   A
_       BOB'S SHELL                         771000  100003                    10/20/21       4,733.23   A
_       CRANKY CORNER QUICK STOP                    100802                    10/14/21      26,641.32   A
_       DANNY & CLYDE'S FOOD #20                    800237                    10/21/21         132.54   A
_       DIANNE'S GROCERY                            100002                    10/21/21      18,677.92   A
_       EXPRESS WAY FOOD MART                       100850                    10/20/21       6,701.72   A
_       GAS-N-SHOP #6                               100855                    10/14/21       4,200.63   A
_       JR FOOD MART - ABITA                        100900                    10/20/21       9,163.14   A
_       JR FOOD MART - FOLSOM                       100857                    10/14/21      26,837.27   A
_       KINGS FOREST EXXON                          800333                    10/14/21      25,418.87   A
_       KINGS GROCERY                               320033                    10/20/21      15,239.41   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                                  10/22/21 14:05:57
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
771000      100801      _      ______

Name BARON EXPRESS #2 BP                    Phone Number  985 - 7271141
Last Pay Date 10/06/21                      Last Order Date 10/14/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028613  9/29/21 $    15900.51     15900.51     15900.51   23
_    C W 0028707 10/13/21         15.60-       15.60-    15884.91    9
_    I   0028699 10/14/21 $    11353.63     11353.63     27238.54    8
_    C G 0028749 10/19/21        176.01-      176.01-    27062.53    3



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Locate the desired credit memo in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                                  10/22/21 14:05:57
                              Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
771000      100801      _      ______

Name BARON EXPRESS #2 BP                    Phone Number  985 - 7271141
Last Pay Date 10/06/21                      Last Order Date 10/14/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028613  9/29/21 $    15900.51     15900.51     15900.51   23
A    C W 0028707 10/13/21         15.60-       15.60-    15884.91    9
_    I   0028699 10/14/21 $    11353.63     11353.63     27238.54    8
_    C G 0028749 10/19/21        176.01-      176.01-    27062.53    3



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

5. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *CR M*, and the credit memo amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/22/21 14:09:43
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
771000  100801   _      ______ ________  CR M
BARON EXPRESS #2 BP                          Amount To Apply        15.60
Terms Code 010  2% 3 NET 7                   Total Selected           .00
 Stmt Code A1   ACH Monday                   Total Attempted          .00
                                             Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:       .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028613  9/29/21 $    15900.51     15900.51     15900.51   23
_     I   0028699 10/14/21 $    11353.63     11353.63     27254.14    8
_     C   0028749 10/19/21        176.01-      176.01-    27078.13    3




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
   - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
   - Tab to the selection column of the desired invoice in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/22/21 14:21:08
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
771000  100801   _      ______  ________  CR M
BARON EXPRESS #2 BP                          Amount To Apply        15.60
Terms Code 010  2% 3 NET 7                   Total Selected         15.60
 Stmt Code A1   ACH Monday                   Total Attempted     15900.51
                                             Difference  :       15884.91-
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:       .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_  *  I   0028613  9/29/21 $    15900.51     15900.51     15900.51   23
_     I   0028699 10/14/21 $    11353.63     11353.63     27254.14    8
_     C   0028749 10/19/21        176.01-      176.01-    27078.13    3




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> ***before*** using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

8. Press <F3> to exit. The Work With Customer A/R screen appears.

Adjusting Payments, Credit Memos and Invoices

The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to adjust payments, credit memos and invoices after the A/R Batch Entry application is used to post the necessary credit and debit adjustment transactions.

To Adjust or Clear A Payment

The instructions below describe how to increase a payment using a credit adjustment, or decrease a payment using a debit adjustment. Either type of adjustment can be used to clear a payment.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/25/21

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                          10/25/21  14:16:01
                                        Work with Customer A/R

Customer Name                       Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________ ______ ______  ___    __    _   ______
Customer Number ______   Action _
?       Customer Name                  Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                              500121              Y   10/20/21       4,909.75   A
_       B AND D FOOD STORE #230        771000  771230                  10/06/21       6,041.24   A
_       BARON EXPRESS #2 BP            771000  100801                  10/22/21      11,177.62   A
_       BIG JOHN'S QUICK STOP #1       265000  260501                  10/26/21      17,718.37   A
_       BIG JOHN'S QUICK STOP #2       265000  260502                  10/20/21      18,950.00   A
_       BIG P MINI MART                        320001                  10/14/21      32,131.22   A
_       BOB'S SHELL                    771000  100003                  10/20/21       9,122.54   A
_       CRANKY CORNER QUICK STOP               100802                  10/14/21      26,641.32   A
_       DANNY & CLYDE'S FOOD #20               800237                  10/21/21         132.54   A
_       DIANNE'S GROCERY                       100002                  10/21/21      18,677.92   A
_       EXPRESS WAY FOOD MART                  100850                  10/20/21       6,701.72   A
_       GAS-N-SHOP #6                          100855                  10/14/21       4,200.63   A
_       JR FOOD MART - ABITA                   100900                  10/20/21       9,163.14   A
_       JR FOOD MART - FOLSOM                  100857                  10/14/21      26,837.27   A
_       KINGS FOREST EXXON                     800333                  10/14/21      25,418.87   A
_       KINGS GROCERY                          320033                  10/20/21      15,239.41   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter *2* (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter *2* in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/26/21  6:02:07
                           Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
265000      260501      _      ______

Name BIG JOHN'S QUICK STOP #1              Phone Number  985 - 7965252
Last Pay Date 10/22/21                     Last Order Date 10/18/21
Terms Code 012  3.75% 7 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028634 10/04/21 $    18109.25     18109.25     18109.25   22
_    I   0028719 10/18/21 $    17718.37     17718.37     35827.62    8
_    P   0000000 10/22/21      18190.25     18190.25     17637.37    0
_    A A 0000000 10/26/21         81.00        81.00     17718.37    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

3. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it. If necessary, use the restrictor fields or <Page Down> to locate the payment.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/26/21  6:02:07
                           Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
265000      260501      _      ______

Name BIG JOHN'S QUICK STOP #1              Phone Number  985 - 7965252
Last Pay Date 10/22/21                     Last Order Date 10/18/21
Terms Code 012  3.75% 7 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028634 10/04/21 $    18109.25     18109.25     18109.25   22
_    I   0028719 10/18/21 $    17718.37     17718.37     35827.62    8
A    P   0000000 10/22/21      18190.25     18190.25     17637.37    0
_    A A 0000000 10/26/21         81.00        81.00     17718.37    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/26/21  6:03:39
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
265000  260501   _     ______ ________  PYMT
BIG JOHN'S QUICK STOP #1                      Amount To Apply     18190.25
Terms Code 012  3.75% 7 NET 7                 Total Selected           .00
 Stmt Code A1   ACH Monday                    Total Attempted          .00
                                              Difference  :            .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)   Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028634 10/04/21 $    18109.25     18109.25     18109.25   21
_     I   0028719 10/18/21 $    17718.37     17718.37     35827.62    7
_     A A 0000000 10/25/21         81.00-       81.00-    35746.62    0



F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

5. Locate the desired credit or debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *1* (Select) in the selection column next to the adjustment.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/26/21  6:03:39
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
265000  260501   _      ______ ________  PYMT
BIG JOHN'S QUICK STOP #1                        Amount To Apply     18190.25
Terms Code 012  3.75% 7 NET 7                   Total Selected           .00
 Stmt Code A1   ACH Monday                      Total Attempted          .00
                                                Difference  :            .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028634 10/04/21 $    18109.25     18109.25     18109.25   21
_     I   0028719 10/18/21 $    17718.37     17718.37     35827.62    7
1     A A 0000000 10/25/21         81.00-       81.00-    35746.62    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/26/21  6:04:35
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
265000  260501   _      ______ ________  PYMT
BIG JOHN'S QUICK STOP #1                        Amount To Apply     18190.25
Terms Code 012  3.75% 7 NET 7                   Total Selected          81.00
 Stmt Code A1   ACH Monday                      Total Attempted         81.00
                                                 Difference  :      18109.25
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028634 10/04/21 $    18109.25     18109.25     18109.25   22
_     I   0028719 10/18/21 $    17718.37     17718.37     35827.62    8
_  *  A A 0000000 10/26/21         81.00        81.00     35908.62    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> ***before*** using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/26/21  6:07:24
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
265000      260501      _      ______

Name BIG JOHN'S QUICK STOP #1              Phone Number  985 - 7965252
Last Pay Date 10/26/21                     Last Order Date 10/18/21
Terms Code 012  3.75% 7 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028634 10/04/21 $    18109.25     18109.25     18109.25   22
_    I   0028719 10/18/21 $    17718.37     17718.37     35827.62    8
_    P   0000000 10/22/21      18190.25     18109.25     17718.37    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

To Adjust or Clear A Credit Memo

The instructions below describe how to increase a credit memo amount using a credit adjustment, or decrease a credit memo amount using a debit adjustment. Either type of adjustment can be used to clear a credit memo transaction.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/26/21

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/27/21  13:04:18
                                         Work with Customer A/R

Customer Name                        Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________ ______ ______  ___    __    _   ______
Customer Number ______   Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y   10/20/21       4,909.75   A
_       B AND D FOOD STORE #230              771000  771230                    10/27/21       2,877.42   A
_       BARON EXPRESS #2 BP                  771000  100801                    10/27/21      15,310.85   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                    10/26/21      17,718.37   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                    10/20/21      18,950.00   A
_       BIG P MINI MART                              320001                    10/27/21      14,919.86   A
_       BOB'S SHELL                          771000  100003                    10/20/21       9,122.54   A
_       CRANKY CORNER QUICK STOP                     100802                    10/27/21      12,491.62   A
_       DANNY & CLYDE'S FOOD #20                     800237                    10/21/21         132.54   A
_       DIANNE'S GROCERY                             100002                    10/21/21      18,677.92   A
_       EXPRESS WAY FOOD MART                        100850                    10/20/21      16,211.65   A
_       GAS-N-SHOP #6                                100855                    10/27/21       1,824.15   A
_       JR FOOD MART - ABITA                         100900                    10/20/21      18,264.27   A
_       JR FOOD MART - FOLSOM                        100857                    10/27/21      12,330.59   A
_       KINGS FOREST EXXON                           800333                    10/14/21      25,418.87   A
_       KINGS GROCERY                                320033                    10/20/21      31,760.98   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter *2* (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter *2* in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/27/21 13:06:25
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100850      100850      _      ______

Name EXPRESS WAY FOOD MART                 Phone Number  985 - 8930099
Last Pay Date 10/20/21                     Last Order Date 10/27/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
_    I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0
_    A A 0000000 10/27/21        168.23       168.23     16379.88    0
_    C 4 0028792 10/28/21        168.23-      168.23-    16211.65    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

3. Locate the desired credit memo in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/27/21 13:06:25
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100850      100850      _      ______

Name EXPRESS WAY FOOD MART                 Phone Number  985 - 8930099
Last Pay Date 10/20/21                     Last Order Date 10/27/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
_    I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0
_    A A 0000000 10/27/21        168.23       168.23     16379.88    0
A    C 4 0028792 10/28/21        168.23-      168.23-    16211.65    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *CR M*, and the credit memo amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/27/21 13:07:16
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100850  100850   _     ______ ________  CR M
EXPRESS WAY FOOD MART                        Amount To Apply       168.23
Terms Code 010  2% 3 NET 7                   Total Selected           .00
 Stmt Code A1   ACH Monday                   Total Attempted          .00
                                              Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)  Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
_     I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0
_     A A 0000000 10/27/21        168.23       168.23     16379.88    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

5. Locate the desired credit or debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *1* (Select) in the selection column next to the adjustment.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/27/21 13:07:16
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100850  100850   _      ______ ________  CR M
EXPRESS WAY FOOD MART                          Amount To Apply       168.23
Terms Code 010  2% 3 NET 7                     Total Selected           .00
 Stmt Code A1   ACH Monday                     Total Attempted          .00
                                                Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
_     I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0
1     A A 0000000 10/27/21        168.23       168.23     16379.88    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/27/21 13:08:45
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100850  100850   _      ______ ________  CR M
EXPRESS WAY FOOD MART                          Amount To Apply       168.23
Terms Code 010  2% 3 NET 7                     Total Selected        168.23
 Stmt Code A1   ACH Monday                     Total Attempted       168.23
                                                Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
      I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
      I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0
   *  A A 0000000 10/27/21        168.23       168.23     16379.88    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> ***before*** using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/27/21 13:10:48
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100850      100850      _      ______

Name EXPRESS WAY FOOD MART                 Phone Number  985 - 8930099
Last Pay Date 10/20/21                     Last Order Date 10/27/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028701 10/14/21 $     6701.72      6701.72      6701.72   13
_    I   0028788 10/27/21 $     9509.93      9509.93     16211.65    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

To Adjust An Invoice

The instructions below describe how to decrease an invoice amount using a credit adjustment.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/27/21

===============> A C C O U N T S    R E C E I V A B L E <=================
=========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/28/21   8:30:35
                                          Work with Customer A/R

Customer Name                       Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________ ______ ______  ___    __    _   ______
Customer Number ______  Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y   10/20/21       9,334.96   A
_       B AND D FOOD STORE #230              771000  771230                    10/27/21       2,877.42   A
_       BARON EXPRESS #2 BP                  771000  100801                    10/27/21      15,310.85   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                    10/26/21      17,718.37   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                    10/20/21      37,508.57   A
_       BIG P MINI MART                              320001                    10/27/21      14,919.86   A
_       BOB'S SHELL                          771000  100003                    10/20/21       9,122.54   A
_       CRANKY CORNER QUICK STOP                     100802                    10/27/21      12,491.62   A
_       DANNY & CLYDE'S FOOD #20                     800237                    10/21/21      18,516.41   A
_       DIANNE'S GROCERY                             100002                    10/21/21      19,001.91   A
_       EXPRESS WAY FOOD MART                        100850                    10/20/21      16,211.65   A
_       GAS-N-SHOP #6                                100855                    10/27/21       1,824.15   A
_       JR FOOD MART - ABITA                         100900                    10/20/21      18,264.27   A
_       JR FOOD MART - FOLSOM                        100857                    10/27/21      12,330.59   A
_       KINGS FOREST EXXON                           800333                    10/14/21      25,418.87   A
_       KINGS GROCERY                                320033                    10/20/21      31,760.98   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter *2* (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter *2* in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  8:33:02
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002      100002      _      ______

Name DIANNE'S GROCERY                      Phone Number  985 - 8920058
Last Pay Date 10/21/21                     Last Order Date 10/18/21
Terms Code 011  NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028714 10/18/21      18677.92     18677.92     18677.92   10
_    A A 0000000 10/28/21        323.99-      323.99-    19001.91    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

3. Locate the desired credit adjustment in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  8:33:02
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002      100002      _      ______

Name DIANNE'S GROCERY                      Phone Number  985 - 8920058
Last Pay Date 10/21/21                     Last Order Date 10/18/21
Terms Code 011  NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028714 10/18/21      18677.92     18677.92     18677.92   10
A    A A 0000000 10/28/21        323.99-      323.99-    19001.91    0




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  8:38:21
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  ADJ.
DIANNE'S GROCERY                                Amount To Apply       323.99
Terms Code 011  NET 7                           Total Selected           .00
 Stmt Code A1   ACH Monday                      Total Attempted          .00
                                                 Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)     Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028714 10/18/21      18677.92     18677.92     18677.92   10




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

5. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *1* (Select) in the selection column next to the invoice.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  8:38:21
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  ADJ.
DIANNE'S GROCERY                                  Amount To Apply       323.99
Terms Code 011  NET 7                             Total Selected           .00
 Stmt Code A1   ACH Monday                        Total Attempted          .00
                                                   Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)      Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
1     I   0028714 10/18/21      18677.92     18677.92     18677.92   10




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  8:39:54
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   _      ______ ________  ADJ.
DIANNE'S GROCERY                                  Amount To Apply       323.99
Terms Code 011  NET 7                             Total Selected        323.99
 Stmt Code A1   ACH Monday                        Total Attempted     18677.92
                                                   Difference  :      18353.93-
Invoice _______  S (S=Sel,R=Rls,2=Partial)      Total Discounts:          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_  *  I   0028714 10/18/21      18677.92     18677.92     18677.92   10




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> ***before*** using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  8:41:31
                         Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002      100002      _      ______

Name DIANNE'S GROCERY                      Phone Number  985 - 8920058
Last Pay Date 10/21/21                     Last Order Date 10/18/21
Terms Code 011  NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028714 10/18/21      18677.92     18353.93     18353.93   10




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

Clearing Adjustment Transactions

The instructions below describe how to clear a credit or debit adjustment after the A/R Batch Entry application is used to post the adjustment needed to offset it.

```
User: JEANNINE                Menu: ARCV1                    Date: 10/28/21

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. Work With ACH Batches
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data
                        11. Display A/R Summary Balances
                         M E N U   C A L L S
 19. Billing System       20. Statements            21. A/R Reports
 22.                      23. Dac Main Menu         90. Sign Off
Selection or command
===>
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```
DISPLAY HWOGDFR    JEANNINE        CDR Customer Conference                                  10/28/21   9:05:12
                                          Work with Customer A/R

Customer Name                        Corp#  Store# Terms Stmnt  Sts  Whse
_____________________________________ ______ ______  ___    __    _   ______
Customer Number _______ Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire(History)  7=Inquire(ARCHIVE)  N=Notes   C=Check Inquiry
?       Customer Name                        Corp #  Cust #  Store#  BT  Note Last Pay    Amount Due   Sts
_       ABC STORE                                    500121                Y   10/20/21       9,334.96   A
_       B AND D FOOD STORE #230              771000  771230                    10/27/21       2,877.42   A
_       BARON EXPRESS #2 BP                  771000  100801                    10/27/21      15,310.85   A
_       BIG JOHN'S QUICK STOP #1             265000  260501                    10/26/21      17,718.37   A
_       BIG JOHN'S QUICK STOP #2             265000  260502                    10/20/21      37,508.57   A
_       BIG P MINI MART                              320001                    10/27/21      14,919.86   A
_       BOB'S SHELL                          771000  100003                    10/20/21       9,122.54   A
_       CRANKY CORNER QUICK STOP                     100802                    10/27/21      12,491.62   A
_       DANNY & CLYDE'S FOOD #20                     800237                    10/21/21      18,516.41   A
_       DIANNE'S GROCERY                             100002                    10/21/21      18,353.93   A
_       EXPRESS WAY FOOD MART                        100850                    10/20/21      16,211.65   A
_       GAS-N-SHOP #6                                100855                    10/27/21       1,824.15   A
_       JR FOOD MART - ABITA                         100900                    10/20/21      18,264.27   A
_       JR FOOD MART - FOLSOM                        100857                    10/27/21      12,330.59   A
_       KINGS FOREST EXXON                           800333                    10/14/21      25,418.87   A
_       KINGS GROCERY                                320033                    10/20/21      31,760.98   A

F2=Display 2nd Line   F3=Exit   F4=Search
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter *2* (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter *2* in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  9:10:40
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
771000      100003      _      ______

Name BOB'S SHELL                            Phone Number  985 - 8715151
Last Pay Date 10/20/21                      Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_    I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3
_    A A 0000000 10/28/21         98.10        98.10      9220.64    0
_    A X 0000000 10/28/21         98.10-       98.10-     9122.54    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

3. Locate the desired credit adjustment in the screen's list, and enter *A* in the selection column next to it.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  9:10:40
                          Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
771000      100003      _      ______

Name BOB'S SHELL                            Phone Number  985 - 8715151
Last Pay Date 10/20/21                      Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_    I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3
_    A A 0000000 10/28/21         98.10        98.10      9220.64    0
A    A X 0000000 10/28/21         98.10-       98.10-     9122.54    0



F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  9:13:04
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
771000  100003   _      ______ ________  ADJ.
BOB'S SHELL                                   Amount To Apply        98.10
Terms Code 010  2% 3 NET 7                    Total Selected           .00
 Stmt Code A1   ACH Monday                    Total Attempted          .00
                                               Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)   Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_     I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3
_     A A 0000000 10/28/21         98.10        98.10      9220.64    0





F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

5. Locate the desired debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *1* (Select) in the selection column next to the adjustment.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  9:13:04
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
771000  100003   _      ______ ________  ADJ.
BOB'S SHELL                                  Amount To Apply        98.10
Terms Code 010  2% 3 NET 7                   Total Selected           .00
 Stmt Code A1   ACH Monday                   Total Attempted          .00
                                              Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)  Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_     I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3
1     A A 0000000 10/28/21         98.10        98.10      9220.64    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
```

6. Press <Enter>.

```
GSLJDFR    DISPLAY CDR Customer Conference                    10/28/21  9:14:50
                         Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
771000  100003   _      ______ ________  ADJ.
BOB'S SHELL                                  Amount To Apply        98.10
Terms Code 010  2% 3 NET 7                   Total Selected         98.10
 Stmt Code A1   ACH Monday                   Total Attempted        98.10
                                              Difference  :           .00
Invoice _______  S (S=Sel,R=Rls,2=Partial)  Total Discounts:         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_     I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_     I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3
_  *  A A 0000000 10/28/21         98.10        98.10      9220.64    0




F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted
```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> ***before*** using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR    DISPLAY CDR Customer Conference                    10/28/21  9:16:05
                         Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
771000      100003      _      ______

Name BOB'S SHELL                          Phone Number  985 - 8715151
Last Pay Date 10/20/21                    Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref   Date        Original    Remaining      Running  Dys
_    I   0028672 10/11/21 $     4733.23      4733.23      4733.23   17
_    I   0028759 10/25/21 $     4389.31      4389.31      9122.54    3




F1=Only Remaining Amounts   F2=Show All   F3=Exit   F5=Calc Amount Due
```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

Working With Late Charges

The Generate Late Charges application generates late charges for customers based on the value of the **Late Days** field of the payment terms record associated with customers through the **Terms Code** field of customer records. To designate which customers late charges are levied against, *Y* for yes is entered for the **Late Charge Code** field of the customer records. Refer to Working With Terms Definitions and Working With Customers of the Customer File Maintenance document for additional information.

The percent used for calculating late charges is designated by the **A/R Finance Charge %** field of the SYS006 default system option. The minimum amount of total late charges due from customers which must be met before late charges are levied is designated by the **Minimum $ For Late Charge** field of the SYS006 default system option. A late charge adjustment transaction is designated by the reason code entered for the **A/R Reason: Finance Chg.** field of the SYS006 default system option. Refer to the DAC Default System Options document for additional information.

Late charges are applied to the unpaid balance of each open invoice which has aged beyond the designated number of late days. Charges are based on the original invoice date and the date that a late charge is generated.

Note: A late charge will be recorded to customer accounts each time the Generate Late Charges application is used for a particular terms code. Refer to Working With Accounts Receivable Reports for an example of the Generated Late Charges report.

```
User: JEANNINE                Menu: ARCV1                    Date:  7/08/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 5 (Generate Late Charges) from the Accounts Receivable screen. The Prompt For Late Charges screen appears.

```
DSSOPVR    ENTER   CDR Customer Conference                    7/08/13 14:22:48
                            Prompt For Late Charges


      Key Or Search For A Terms Code To Generate Late Charges For.
      Leave Terms Code Blank To Generate Late Charges For All Customers
      Who's Late Charge Code Is Set To "Y".


Terms Code   ___
Late Days
F3=Exit   F4=Search   F10=Generate Late Charges
```

2. Enter a terms code for the **Terms Code** field, or press <F4> to select a terms code from the Select Terms Description screen. The number of late days appears for the **Late Days** display field.

3. Press <F10> (Generate Late Charges) to print a report.

Working With Archive A/R Transactions

DAC archives closed A/R transactions to save files based on the value of the **Years To Keep AR History** field of the SYS003 default system option (Data Retention Options). The **Retention Days AR Current** field designates the number of days following the transaction data that closed accounts receivable transactions appear as current transactions. Refer to the DAC Default System Options document for additional information.

The instructions below describe using the Archive Functions applications to:

- Restore archive transactions from save files on the system's disk, and from a tape cartridge.
- Clear previously restored archive transactions.
- Save A/R save files to a tape cartridge.
- Delete A/R save files from the system's disk *after saving them to a tape cartridge* to clear disk space.

Restoring Archive A/R Transactions On The Disk

The instructions which follow describe restoring archive transactions from save files on the user's disk. If disk space is a concern, users should clear previously restored transactions as described below.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=========================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!                1. File Maintenance Menu
THE    !!                2. Accounts Receivable
DAC    !!                3. Billing System
SYSTEM !!                4. Inventory System
!!!!!!!!!                5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                  Date:  5/18/06

====================> O T H E R   O P E R A T I O N S <====================
==========================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. Fast Track Reporting
                        7. Hershey Reporting
                        8. DEA Allocation


                        M E N U   C A L L S
19.                      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off

==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files


                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

3. To locate the save files (objects) containing the desired archive A/R transactions, enter the **WRKOBJ AARC*** AS/400 command.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files


                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off
==========================================================================
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==> wrkobj aarc*
```

Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as *AARC000011* and *AARC000012* illustrated below.

```
                              Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
     AARC000011  *FILE     DACDATA     SAVF        A/R Archive
     AARC000012  *FILE     DACDATA     SAVF        A/R Archive









                                                                        Bottom
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

If necessary, enter *8* (Display description) to display the creation date of the save files, and determine which save file contains the desired A/R transactions.

After locating the desired save files (and making a note of their names), press <F3> to exit. The Archive Menu appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                        21.
22.                       23. Dac Main Menu          90. Sign Off
==========================================================================
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==>
```

4. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.

5. Select option 5 (Restore A/R Archive Save Files) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.

```
BSYUPVR    ENTER   Creative Data Research                    5/18/06 13:47:43
                          Load An A/R Archive Volume


Archive File:              Device Name             Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.









F3=Exit
```

6. Enter the name of the save file containing the desired archive A/R transactions for the **Archive File** (10,a) field, and press <Enter>.

```
BSYUPVR    ENTER   Creative Data Research                    5/18/06 13:50:22
                          Load An A/R Archive Volume


Archive File: AARC000011   Device Name             Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.









F3=Exit
                                                          CONFIRM: Y (Y/N)
```

7. Press <Enter>when prompted to confirm. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                      21.
22.                       23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

After archive A/R transactions are restored, the A/R Archive Inquiry-Corporate and A/R Archive Inquiry-Customer applications (options 6 and 7 of the Archive Menu screen) can be used to display the newly restored archive A/R transactions. If necessary, repeat the steps above to restore another set of archive A/R transactions.

Refer to Saving Archive A/R Transactions To Tape for information about copying the save files of archive A/R transactions to tape cartridges before deleting the transactions from the disk.

Saving A/R Save Files To A Tape

The instructions which follow describe using AS/400 commands to copy save files of archive A/R transactions to a tape cartridge *before* deleting the files from the disk to save disk space.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!                1. File Maintenance Menu
THE    !!                2. Accounts Receivable
DAC    !!                3. Billing System
SYSTEM !!                4. Inventory System
!!!!!!!!!                5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                    Date:  8/10/12

====================> O T H E R   O P E R A T I O N S <===================
==========================================================================
!!!!!!!!!                1. Archive Functions
THE    !!                2. Unitrac (PMSTARS Etc.)
DAC    !!                3. QDN Interface
SYSTEM !!                4. E-Mail
!!!!!!!!!                5. Pre-Booked Order System
                         6. PMCM05 Program
                         7. Hershey Reporting
                         8. DEA Allocation
                         9. PERCS Reporting
                        10. NTS/Victory Reporting
                        11. Red Bull Reporting
                         M E N U   C A L L S
19. Other Operations 2   20. CDS Reporting         21. WAM/InfoMetrics
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
===========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
===========================================================================
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==>
```

3. To identify all the save files containing the archive A/R transactions, enter the **WRKOBJ AARC*** AS/400 command.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
===========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
===========================================================================
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==> wrkobj aarc*
```

Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as *AARC000011* and *AARC000012* illustrated below.

```
                              Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
     AARC000011  *FILE     DACDATA     SAVF        A/R Archive
     AARC000012  *FILE     DACDATA     SAVF        A/R Archive









                                                                        Bottom
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

If necessary, use <Page Down> to identify the names of the first and last A/R save files on the system's disk.

After making a note of the names of the first and last A/R save files listed, press <F3> to exit. The Archive Menu appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files


                         M E N U   C A L L S
19. Other Functions       20.                    21.
22.                       23. Dac Main Menu      90. Sign Off
==========================================================================
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==>
```

4. Enter the **SAVOBJ** AS/400 command, and press <Enter>. The Save Object screen appears.

```
                              Save Object (SAVOBJ)

Type choices, press Enter.

Objects  . . . . . . . . . . .                  Name, generic*, *ALL
               + for more values
Library  . . . . . . . . . . .                  Name, generic*
               + for more values
Device . . . . . . . . . . . .                  Name, *SAVF
               + for more values
Object types . . . . . . . . .   *ALL           *ALL, *ALRTBL, *BNDDIR...
               + for more values




                                                                      Bottom
F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display        F24=More keys
Parameter OBJ required.                                                  +
```

5. Enter data for the following fields, and press <Field Exit> after each entry:
   - **Objects** - enter *AARC**
   - **Library** - enter *DACDATA*
   - **Device** - enter *TC* or the device name of the user's tape drive
   - **Object types** - enter **ALL*

6. Press <F10> (Additional Parameters), enter data for the following fields, and press <Field Exit> after each entry:
   - **Volume identifier** - enter **MOUNTED*
   - **Sequence number** - enter **END*
   - **Label** - enter *ARARCHIVE#######* where ######## designates the digits of the save files previously noted. For example, *ARARCHIVE011-012* could be used to label the data files being saved. Note: All capital letters must be used to enter the data file label.
   - **File expiration date** - enter **PERM*
   - **End of tape option** - enter **REWIND*

```
                              Save Object (SAVOBJ)

Type choices, press Enter.

Objects  . . . . . . . . . . . . > AARC*         Name, generic*, *ALL
               + for more values
Library  . . . . . . . . . . . . > DACDATA       Name, generic*
               + for more values
Device . . . . . . . . . . . . . > TAP01         Name, *SAVF
               + for more values
Object types . . . . . . . . . .   *ALL          *ALL, *ALRTBL, *BNDDIR...
               + for more values
Volume identifier  . . . . . . .   *MOUNTED
               + for more values
Sequence number  . . . . . . . .   *END          1-16777215, *END
Label  . . . . . . . . . . . . .   AAARCHIVE011-012
File expiration date . . . . . .   *PERM         Date, *PERM
End of tape option . . . . . . .   *REWIND       *REWIND, *LEAVE, *UNLOAD
Use optimum block  . . . . . . .   *YES          *YES, *NO
                                                                        More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

7. Press <Enter>.

8. To print a listing of the save files when completed, enter the **DSPTAP** AS/400 command, and press <F4>. The Display Tape screen appears.

```
                              Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . . . . . . . . . .                   Name
Volume identifier  . . . . . . .   *MOUNTED      Character value, *MOUNTED
File label . . . . . . . . . . .   *ALL
Sequence number  . . . . . . . .   1              1-16777215
Data type  . . . . . . . . . . .   *LABELS        *LABELS, *SAVRST
Output . . . . . . . . . . . . .   *              *, *PRINT, *OUTFILE
End of tape option . . . . . . .   *REWIND        *REWIND, *UNLOAD
                                                                        Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
Parameter DEV required.
```

Enter data for the following fields, and press <Field Exit> after each entry:

- **Device** - enter *TC* or the device name of the user's tape drive
- **Volume identifier** - enter **MOUNTED*
- **File label** - enter **ALL*
- **Sequence number** - enter *1*
- **Data type** - enter **LABELS*
- **Output** - enter **PRINT*
- **End of tape option** - enter **REWIND*

```
                              Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . . .   TAP01         Name
Volume identifier  . . . . . . .   *MOUNTED      Character value, *MOUNTED
File label . . . . . . . . . . .   *ALL
Sequence number  . . . . . . . .   1             1-16777215
Data type  . . . . . . . . . . .   *LABELS       *LABELS, *SAVRST
Output . . . . . . . . . . . . .   *             *, *PRINT, *OUTFILE
End of tape option . . . . . . .   *REWIND       *REWIND, *UNLOAD

                                                                      Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
Parameter DEV required.
```

Press <Enter>. Store the printed list with the tape cartridge after verifying that the correct files are saved and before deleting the files from the disk.

9. To delete the A/R save files from the disk after copying them to tape cartridges, enter the **WRKOBJ AARC*** AS/400 command, and press <F4>. The Work With Objects screen appears.

```
                              Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
     AARC000011  *FILE     DACDATA     SAVF        A/R Archive
     AARC000012  *FILE     DACDATA     SAVF        A/R Archive

                                                                      Bottom
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

10. Enter *4* (Delete) in the option column next to the save files to be deleted, and press <Enter> twice.

11. Press <F3> to exit.

Restoring Archive A/R Transactions From A Tape

The instructions which follow describe restoring archive transactions from save files on a tape cartridge. If a printed list of the save files is not available with the tape, refer to Saving A/R Save Files To A Tape above for information about printing a list.

If disk space is a concern, users should clear previously restored transactions as described below.

```
User: JEANNINE                Menu: DACCV1                  Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=========================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==============================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==============================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                  Date:  8/10/12

====================> O T H E R   O P E R A T I O N S <===================
==============================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. PMCM05 Program
                        7. Hershey Reporting
                        8. DEA Allocation
                        9. PERCS Reporting
                       10. NTS/Victory Reporting
                       11. Red Bull Reporting
                        M E N U   C A L L S
19. Other Operations 2   20. CDS Reporting         21. WAM/InfoMetrics
22.                      23. Dac Main Menu         90. Sign Off
==============================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

=======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

3. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.

4. Select option 5 (Restore A/R Archive Save File) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.

```
BSYUPVR    ENTER   Creative Data Research                    5/18/06 16:35:47
                          Load An A/R Archive Volume


Archive File:              Device Name             Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.









F3=Exit
```

5. Enter data for the following fields, and press <Field Exit> after each entry:
   - **Archive File** - enter the name of the save file containing the desired archive A/R transactions.
   - **Device Name** - enter *TC* or the device name of the user's tape drive.
   - **Label** - enter the data file label used for copying the archive A/R transactions to the tape cartridge. Refer to the Data File Label column on the printed listing.

```
BSYUPVR    ENTER   Creative Data Research                    5/18/06 16:35:47
                          Load An A/R Archive Volume


Archive File: AARC000012   Device Name TAP01       Label ARARCHIVE011-012

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.









F3=Exit
```

6. Press <Enter>. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  5/18/06

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files



                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

After archive A/R transactions are restored, the A/R Archive Inquiry-Corporate and A/R Archive Inquiry-Customer applications (options 6 and 7 of the Archive Menu screen) can be used to display the newly restored archive A/R transactions. If necessary, repeat the steps above to restore another set of archive A/R transactions.

Working With Statements

The Statements application is used to print statements by the following criteria:

- Statements By Corporate Number
- Statements By A/R Representative
- Statements By Customer Number
- Statements By Statement Code
- Statements By Salesman
- Statements By Call Route

Statements itemize all transactions posted within the current fiscal period, and list: transaction type, original billing amount, remaining amount and running balance. A Corporate Summary report is also printed when statements are printed by corporate number.

Refer to Printing Aged Trial Balance Reports below for information about designating the age periods on the Aged Trial Balance screen.

Refer to the following sections of the DAC Default System Options document:

- SYS036 A/R Options for information about the **Print Statement Summary**, **Current Text**, **Age Per 1 Txt**, **Age Per 2 Txt**, **Age Per 3 Txt**, **Age Per 4 Txt**, **Amount Due Txt** and other statement-related fields.
- SYS005 Accounting Options for information about the **Term Based A/R Aging?** field.

Refer to the following sections of the Customer File Maintenance document:

- Working With Customer Options for information about the **Print Only Current & Past Due Totals On Statement?** field.
- Working With Terms Definitions for information about the **Age Days** and **Late Days** fields of payment terms records.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/04/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

To print statements, select option 20 (Statements) from the Accounts Receivable screen. The Statements screen appears.

```
User: JEANNINE                Menu: STMTCV1                  Date:  9/04/13

=========================> S T A T E M E N T S <==========================
==========================================================================
!!!!!!!!!                1. Statements By Corporate No.
THE    !!                2. Statements By A/R Rep.
DAC    !!                3. Statements By Customer No.
SYSTEM !!                4. Statements By Code
!!!!!!!!!                5. Statements By Salesman
                         6. Statements By Call Route




                         M E N U   C A L L S
19.                       20. Accounts Receivable   21. Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

Printing Statements By Corporate Number

Statement reports itemize all transactions posted within the current fiscal period. Statements list: transaction type; original billing amount; remaining amount; and running balance.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/12/06

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages


                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 20 (Statements) from the Accounts Receivable screen. The Statements screen appears.

```
User: JEANNINE                Menu: STMTCV1                  Date:  9/12/06

=========================> S T A T E M E N T S <==========================
==========================================================================
!!!!!!!!!                1. Statements By Corporate No.
THE    !!                2. Statements By A/R Rep.
DAC    !!                3. Statements By Customer No.
SYSTEM !!                4. Statements By Code
!!!!!!!!!                5. Statements By Salesman
                         6. Statements By Call Route




                         M E N U   C A L L S
19.                       20. Accounts Receivable   21. Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 1 (Statements By Corporate No.) from the Statements screen. The Statements By Corp # screen appears.

```
BSTBPVR    ENTER   Creative Data Research                    9/08/99 17:16:09
                            Statements By Corp #



    Beginning Corp. No.      0

    Ending Corp. No.


Detailed Statement Or Open Transactions Only("D" Or "O") O
Schedule Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)



F3=Exit   F4=Search   F6=Print
```

3. Input Beginning Corporate and Ending Corporate numbers, or press F4 to search for a record.

4. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

5. Input a “Y” in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

6. Press <F6> (Print). The Statements screen appears.

Corporate Summary

Below is an example of the Corporate Summary which prints with the statements when option 1 (Statements By Corporate No.) is used.

```
                                    *** CORPORATE SUMMARY ***     1          *** CORPORATE SUMMARY ***     1


          5/03/12        900100       800 251-8001                              5/03/12        900100

        USA CONVENIENCE HEADQUARTERS                                     USA CONVENIENCE HEADQUARTERS
        1250 INDUSTRIAL BLVD.                                            1250 INDUSTRIAL BLVD.
        PO 6789                                                          PO 6789
        SUITE 123                                                        SUITE 123
        BATON ROUGE                    LA  70111 - 9999                  BATON ROUGE                      LA
                                                                                    70111 - 9999


Customer Name                        Cust #       Store #          Amount Due

USA CONVENIENCE STORE #300           900300          300            820283.10
USA CONVENIENCE STORE #400           900400          400            328322.08
USA CONVENIENCE STORE #500           900500          500            262010.76
USA CONVENIENCE STORE #600           900600          600            163286.70
CORPORATE TRANSACTIONS --->                                               .00

                                        Corporate Amount Due:     1573902.64          Corp. Due:   1573902.64
```

Corporate Summary (Version 2)

Below is an example of the Corporate Summary which can be printed (without statements) when option 1 (Statements By Corporate No.) is used. Refer to SYS036 (A/R Options) of the System File Maintenance document for information about the **Corporate Statement Ver** field. The Corporate Summary illustrated above also prints with this detailed summary.

```
                                        *** CORPORATE SUMMARY ***     1            *** CORPORATE SUMMARY ***     1


          5/03/12        900100       800 251-8001                                    5/03/12        900100

        USA CONVENIENCE HEADQUARTERS                                          USA CONVENIENCE HEADQUARTERS
        1250 INDUSTRIAL BLVD.                                                 1250 INDUSTRIAL BLVD.
        PO 6789                                                               PO 6789
        SUITE 123                                                             SUITE 123
        BATON ROUGE                     LA  70111 - 9999                      BATON ROUGE                      LA
                                                                                            70111 - 9999


Customer Name                          Cust #       Store            Amount Due    Terms
USA CONVENIENCE STORE #300             900300         300             820283.10     010     2% 3 NET 7
  4/26/12     6024   INVOICE      *    136713.85          136713.85          136713.85        6024    *    136713.85     I
  4/26/12     6040   INVOICE      *    136713.85          136713.85          273427.70        6040    *    136713.85     I
  4/26/12     6048   INVOICE      *    136713.85          136713.85          410141.55        6048    *    136713.85     I
  5/03/12     6075   INVOICE      *    136713.85          136713.85          546855.40        6075    *    136713.85     I
  5/03/12     6091   INVOICE      *    136713.85          136713.85          683569.25        6091    *    136713.85     I
  5/03/12     6099   INVOICE      *    136713.85          136713.85          820283.10        6099    *    136713.85     I
USA CONVENIENCE STORE #400             900400         400             328322.08     010     2% 3 NET 7
  5/01/12     6089   INVOICE      *    109447.36          109447.36          109447.36        6089    *    109447.36     I
  5/01/12     6092   INVOICE      *    109437.36          109437.36          218884.72        6092    *    109437.36     I
  5/01/12     6100   INVOICE      *    109437.36          109437.36          328322.08        6100    *    109437.36     I
USA CONVENIENCE STORE #500             900500         500             262010.76     010     2% 3 NET 7
  4/26/12     6050   INVOICE      *    131005.38          131005.38          131005.38        6050    *    131005.38     I
  5/03/12     6101   INVOICE      *    131005.38          131005.38          262010.76        6101    *    131005.38     I
USA CONVENIENCE STORE #600             900600         600             163286.70     010     2% 3 NET 7
  5/03/12     6102   INVOICE      *    163286.70          163286.70          163286.70        6102    *    163286.70     I
                                             Corporate Amount Due:   1573902.64                Corp. Due:   1573902.64
```

Printing Statements By A/R Representative

1. To print statements for all of an A/R representative's accounts, select option 2 from the A/R Reports menu.

```
BSUEPVR    ENTER   Creative Data Research                    8/28/99 19:54:38
                             Statements By A/R Rep



                        A/R Rep.

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)






F3=Exit   F4=Search   F6=Print
```

2. Input A/R representative number or press F4 to search for a record.

3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Customer Number

1. To print statements for customer accounts, select option 3 from the A/R Reports menu.

```
BST2PVR    ENTER   Creative Data Research                    8/28/99 19:55:44
                         Statements By Customer Number



        Beginning Cust.      0

        Ending Cust.         0


Detailed Statement Or Open Transactions Only("D" Or "O") O
Cust Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)



F3=Exit   F4=Search   F6=Print
```

2. Input Beginning Customer and Ending Customer numbers, or press F4 to search for a record.

3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

4. Input a “Y” in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Statement Code

1. To print statements for customer accounts with the same statement code, select option 4 from the A/R Reports menu.

```
BST5PVR    ENTER   Creative Data Research                    8/28/99 19:56:52
                              Statements By Code




        Statement Code     (Blank = ALL)


Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)









F3=Exit   F6=Print
```

2. Input a statement code.

3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

4. Input a “Y” in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Salesman Number

1. To print statements for salesman's accounts, select option 5 from the A/R Reports menu.

```
BST6PVR    ENTER   Creative Data Research                  8/28/99 19:57:33
                            Statements By Salesman



 Salesman Number         (Blank = ALL)

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)






F3=Exit   F4=Search   F6=Print
```

2. Input a salesman number, or press F4 to search for a record.

3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Call Route

Statements printed by call route can also be restricted to statement code and salesman number.

1. To print statements for salesman call routes (for Statement B only), select option 6 from the A/R Reports menu.

```
BSZFPVR    ENTER   Creative Data Research                    8/28/99 19:58:10
                          Statements By Call Route




 Statement Code            (Blank = All)
 Salesman Number           (Blank = ALL)
 Day Of The Week           (1=Monday Routes, 2=Tuesday Routes, ETC. Blank=ALL)


Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices?  . . . . . . . . . . . . . . . . . . .   N (Y/N)





F3=Exit   F4=Search   F6=Print
```

2. Input a statement code to restrict to a statement code or leave this field blank for all codes.

3. Input a salesman number, or leave this field blank for all salesmen. (Press F4 to search for a record.)

4. Input a number that represents a day of the week (1 = Monday, 2 = Tuesday, 3 = Wednesday, 4 = Thursday, 5 = Friday, 6 = Saturday, 7 = Sunday).

5. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.

6. Input a “Y” in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.

7. Press <F6> (Print). The Statements screen appears.

Statement - Full Page "Formless" Version

Below is an example of the full page statement (without data) printed on 8-1/2" by 11" using the Formless Printing optional DAC module. Contact CDR support personnel for additional information.

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

STATEMENT

Payment Terms	Page

Salesman	Number

Statement Date	Account No.

Date Paid _____ Check No. _____ Amount _____

Date	Invoice No.	Description	Original Amount	Remaining Amount	Balance

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

Payment Terms	Page

Salesman	Number

Statement Date	Account No.

Amount Remitted _____
If paying by invoice - check individual invoice

Invoice No.	Amount Due	X

Balance Due <------>	

Please return this portion with remittance.

Statement - Full Page "Plain Paper" Version

Below is an example of the full page statement printed on 8-1/2" by 11" plain paper.

```
CREATIVE DATA RESEARCH                    |      Payment Terms        Page          Payment Terms        Page
                                          | 2% 3 NET 7                 1      2% 3 NET 7                 1
205 E LOCKWOOD ST                         |      Salesman            Number          Salesman            Number
                                          | JOE BADEAUX                20      JOE BADEAUX                20
COVINGTON                LA 70433 2827    |
( 985 ) 626-8408   ( 985 ) 624-5084       |   Phone: 713 610-7701
_________________________________________|

   Statement Date   Account No.                                        Statement Date   Account No.
       9/04/13        771230                                              9/04/13        771230

     B & D FOOD STORE                                                   B & D FOOD STORE
     PO BOX 1722                                                        PO BOX 1722

     HOUSTON                          TX  77061 -                       HOUSTON                          TX
                                                                                          77061 -
_____________________________________________________________________________________________________________
 Date     Invoice No.  Description   Original Amt.  Remaining Amt.   Balance   Invoice No.   Remaining Amt.
8/19/13      9338      INVOICE          2567.91        2567.91       2567.91      9338          2567.91     I
8/26/13      9409      INVOICE          1521.21        1521.21       4089.12      9409          1521.21     I
9/02/13      9454      INVOICE          1127.01        1127.01       5216.13      9454          1127.01     I

*** Thank you for doing business with us! ***
*** CLOSED MONDAY, MAY 25 ***

 CURRENT OVER 007 DAYS OVER 014 DAYS OVER 021 DAYS OVER 030 DAYS   AMOUNT DUE                    AMOUNT DUE
2648.22        2567.91                                              5216.13                        5216.13
```

Statement - Short Page Version

This is an example of the short page statement printed on an 8-12" by 7" preprinted form.

CDR

CREA TIVE DATA RESEARCH, INC.
1150 LAWA'S LANE
MANDEVILLE, LOUISIANA 70448
(504) 626-8400 (504) 624-5204

STATEMENT

PAYMENT TERMS	PAGE
5 % 7 DAYS - NET 30	1

SALESMAN	NUMBER
SUSAN BLACKWELL	10

STATEMENT DATE	A UNIT N
12/30/94	200231

CDR CONVENIENCE STORE #100
CORNER OF NEW HAMPSHIRE & 5TH

OVINGTON LA 70445 -

DATE PAID _____ CHECK NO. _____ AMOUNT _____

DATE	N	E N	DES R PT N	R G NALAMT	REMA N NGAMT	BALAN E
4/29/94			PAYMENT	1344.36-	1344.36-	1344.36-
9/13/94		3283	INVOICE	786.34	786.34	558.02-
9/13/94		3284	INVOICE	892.17	892.17	334.15
9/13/94		3437	INVOICE	300.28	300.28	634.43

CURRENT	OVER 3 DAYS	OVER 7 DAYS	OVER 15 DATS	OVER 21 DATS	AMOUNT DUE
.00	.00	.00	.00	634.43	634.43

CREA TIVE DATA RESEARCH, INC.
1150 LAWA'S LANE
MANDEVILLE, LOUISIANA 70448
(504) 626-8400 (504) 624-5204

PAYMENT TERMS	PAGE
5 % 7 DAYS - NET 30	1

SALESMAN	NUMBER
SUSAN BLACKWELL	10

STATEMENT DATE	A UNIT N
12/30/94	200231

CDR CONVENIENCE STORE #100
CORNER OF NEW HAMPSHIRE & 5TH

OVINGTON LA 70445 -

AMOUNT REMITTED _____
IF PAYING BY INVOICE - CHECK INDIVIDUAL INVOICE

N	E N	AN UNIT DUE	
		1344.36-	P
	3283	786.34	I
	3284	892.17	I
	3437	300.28	I

BALAN E DUE 634.43

Statement Recap

Creative Data Research Statement Recap KAREN GSHDPFR 1/03/95 11:15:17 Page 1

Salesman _____

Day _____

CREATIVE DATA RESEARCH, INC.
P.O. BOX 1290
1150 LOVER'S LANE
SUITE 100
MANDEVILLE LA 70448 - 3020

Date _____

Cust #	Customer Name	Terms	St. Amt.		Collected	Cash	Checks	
30100	A.J.'S BEACON	WIR	664.01	* $	_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
Salesman 000007		Total Amt. Due $	664.01	Total	_____	_____	_____	_____

Currency $ _____

Coins $ _____

Checks $ _____

Sub-Tot $ _____

Expenses $ _____

Total $ _____

Expenses In Detail

_____

_____

_____

_____

_____

** END OF REPORT **

Working With Accounts Receivable Reports

The A/R Reports application (option 21 of the Accounts Receivable screen) is used to print the following reports:

- Aged Trial Balance
- Account Aging Analysis
- Unapplied Transactions List
- Open Item Report By Salesman
- Payment Journal Report
- Salesman Collection Report
- Daily Payments And Adjustments
- A/R Detail Reports
- Corporate A/R Lists
- Average Days Old Per Customer

Other Accounts Receivable Reports include:

- What Applied To Transaction
- What Transaction Applied To
- Generated Late Charges

Refer to Working With Statements for information about printing:

- Corporate Summary
- Statement Recap

Printing An Aged Trial Balance Report

An Aged Trial Balance report can be printed for all customers, or limited to customers of a designated marketing rep, A/R sales rep or corporate customer. The report displays each open A/R transaction's type and original amount, with invoice numbers, age days, current amounts due, the amounts due over the four aging periods, and the customer's last three payments.

The Aged Trial Balance screen is also used to designate the number of days for calculating the four A/R aging periods (such as 7, 14, 21 and 30 days). The aging periods are used to determine in which aging bucket an invoice amount is included at the time that this report, statements and the Account Aging Analysis report are printed. *After each period's number of days is defined and A/R system operation is underway, these values should only be changed with care, because each value remains in effect until the user changes them again.*

The use of terms-based aging also affects the determination of the aging bucket in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

Refer to Printing ATB Reports With Closing Procedures for information about using the Aged Trial Balance Options (For Closings) screen to automatically print Aged Trial Balance reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/10/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                    Date:  9/10/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!              1. Corporate A/R List(Chains)
THE    !!              2. Corporate A/R List(Individuals)
DAC    !!              3. Aged Trial Balance
SYSTEM !!              4. Account Aging Analysis
!!!!!!!!!              5. Unapplied Transactions List
                       6. Open Item Report By Salesman
                       7. Payment Journal Report
                       8. Salesman Collection Report
                       9. Payments And Adjustments Report
                      10. A/R Detail Report
                      11. Display Adjustments
                       M E N U   C A L L S
19. A/R Reports #2      20.                        21. Reports
22. Accounts Receivable 23. Dac Main Menu          90. Sign Off
==========================================================================
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===>
```

2. Select option 3 (Aged Trial Balance) from the A/R Reports screen. The Aged Trial Balance screen appears.

```
DSHZE1R    CHANGE  CDR Customer Conference                    9/10/13 12:46:25
                              Aged Trial Balance

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days

Include Branch Number   ______

Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms
```

The values appearing on the Aged Trial Balance screen for **Period 1**, **Period 2**, **Period 3** and **Period 4** are used to designate the number of days for calculating the A/R aging periods. The aging periods are used to determine in which aging bucket an invoice amount is included at the time that this report (and statements) are printed. *After each period's number of days is defined and A/R system operation is underway, these values should only be changed with care, because each value remains in effect until the user changes them again.*

3. To restrict the report to the accounts of a specific account sales rep, enter the desired employee code for the **Include Accounts for Marketing Rep** fields. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep Sales** field of customer corporate records.

4. To restrict the report to the accounts of a specific A/R sales rep, enter the desired employee code for the **Include Accounts for A/R Rep** fields. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

5. To restrict the report to the individual customers of a specific corporate account, enter the desired corporate customer's number for the **Include Corporate Numbers** fields. If necessary, press <F4> to select a number from the Select Corporate Master screen.

6. To restrict the report to the customers of a specific warehouse, enter the desired warehouse code for the **Include Branch Number** field. If version 1, 2, 4 or 5 of the report is printed (see **Sort Option** field below), the **Branch Code** field of the customer corporate records are used to restrict the report. If version 3 of the report is printed, the **Branch Code** field of the customer records are used to restrict the report. Refer to the Customer File Maintenance document for information about both **Branch Code** fields.

7. Enter one of the following values for the **Print for Corporate Type** field:
   - *C* - Corporate customer
   - *I* - Individual customer
   - *B* - Both corporate and individual customer.

8. To print a summary version of the report, enter *Y* for the **Print Summary** field.

9. Enter one of the following values for the **Sort Option** field to designate the version of the ATB report to print:
   - *1* - sorts the report by corporate name, then customer number.
   - *2* - sorts the report in order by corporate name, corporate account A/R rep and customer number.
   - *3* - sorts the report by customer marketing rep (salesman), then customer name.
   - *4* - sorts the report in order by customer marketing rep (salesman), corporate name and customer name.
   - *5* - sorts the report in the same order as *4* above, but prints the report in a condensed format..

10. Press <Enter>, and press <N> when prompted to confirm.

```
DSHZE1R    CHANGE  CDR Customer Conference                    9/10/13 12:57:26
                              Aged Trial Balance

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   380100 to 380100 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
         * AND *
Where The Amount Is Over:  . . . .   ___  Days

Include Branch Number   ______

Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms
```

11. If desired, enter *Y* for the **Output Data To File?** field to create a text file of the report's data which appears as the AGETB.TXT document in the CV1COM folder on the distributor's system. As illustrated below, this field only appears when sort option 3 or 5 is selected.

```
DSHZE1R    CHANGE  CDR Customer Conference                    9/10/13 12:58:28
                              Aged Trial Balance

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   380100 to 380100 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days

Include Branch Number   ______

Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
Output Data To File? . . :   _     Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 5  Print Customer Totals? Y
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms
```

12. If desired, enter *N* for the **Print Customer Totals?** field to reduce the length of the ATB report by eliminating the lines with customer totals. As illustrated above, this field only appears when sort option 4 or 5 is selected.

13. Press <F6> (Print>), and press <Enter> when prompted to confirm. The Aged Trial Balance screen remains unchanged.

14. Repeat the steps above to continue printing Aged Trial Balance reports, or press <F3> to exit.

    If the value of any **Period** *field was changed solely for printing this report, printing statements or printing the Account Aging Analysis report, users must enter the original values before exiting. If not, the values of the* **Period 1**, **Period 2**, **Period 3** *and* **Period 4** *fields remain in effect after the user exits.*

Aged Trial Balance

```
CDR Customer Conference                    Aged Trial Balance          JEANNINE   DSH4PFR     9/10/13  9:03:30 Page    1

            A/R Display                 Reason        Transaction  Manual   Original      Age  In      Current          Over          Over          Over          Over
             Tran Type   Date          Description      Reference   Inv. #   Amount       Days  FO       Due             7 Days       14 Days       21 Days       30 Days

      Marketting Reps         to 999999  AR Reps         to 999999  Corporate numbers 380100  to 380100    Type B

         INVOICE      I  9/06/13                         0009493                229.85      3           229.85
     Customer Totals   Number 380100  MISSISSIPPI STOP N GO                                            229.85
     Terms Code 010  2% 3 NET 7                Start Date  1/22/08  Amount Due      229.85   <*****                          Payment History
    Contact                                 Phone #              1235 RIVER RD                   9/09/13        878.00     9/04/13       1331.65     8/27/13       1870.52

         INVOICE      I  8/30/13                         0009438               9023.83      4          9023.83
         INVOICE      I  9/06/13                         0009490               8348.79      3          8348.79
     Customer Totals   Number 380110  MISS STOP N GO #110                                            17372.62
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due    17372.62   <*****                          Payment History
    Contact                                 Phone #     235-9901  PO BOX 779                      9/09/13      10042.50     8/28/13        229.85     8/21/13      11776.70

         INVOICE      I  8/30/13                         0009439               7402.18      4          7402.18
         INVOICE      I  9/06/13                         0009491               5660.50      3          5660.50
     Customer Totals   Number 380120  MISS STOP N GO #120                                            13062.68
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due    13062.68   <*****                          Payment History
    Contact                                 Phone # 606 235-9901  3500 EAST SIDE BLVD                9/03/13        219.85     8/29/13      10884.18     8/20/13      12668.02

         INVOICE      I  9/06/13                         0009492               4140.79      3          4140.79
     Customer Totals   Number 380130  MISS STOP N GO #130                                             4140.79
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due     4140.79   <*****                          Payment History
    Contact                                 Phone # 606 234-5678  2009 FOURTH ST                    9/10/13        229.85     9/05/13       7312.49     8/28/13       8824.83

 Customer Corporate Number  380100  MISSISSIPPI STOP N GO                                            34805.94
  Corporate Amount Due     34805.94                                                Payment History  5/30/13      49528.78     4/17/12      10000.00     2/16/12       6630.87

Final totals               Total A/R Due     34805.94                                          Current Due     34805.94

 ** END OF REPORT **
```

Aged Trial Balance (summary version)

```
CDR Customer Conference                    Aged Trial Balance          JEANNINE   DSH4PFR     9/10/13 10:01:06 Page    1

            A/R Display                 Reason        Transaction  Manual   Original      Age  In      Current          Over          Over          Over          Over
             Tran Type   Date          Description      Reference   Inv. #   Amount       Days  FO       Due             7 Days       14 Days       21 Days       30 Days

      Marketting Reps         to 999999  AR Reps         to 999999  Corporate numbers 380100  to 380100    Type B

     Customer Totals   Number 380100  MISSISSIPPI STOP N GO                                            229.85
     Terms Code 010  2% 3 NET 7                Start Date  1/22/08  Amount Due      229.85   <*****                          Payment History
    Contact                                 Phone #              1235 RIVER RD                   9/09/13        878.00     9/04/13       1331.65     8/27/13       1870.52

     Customer Totals   Number 380110  MISS STOP N GO #110                                            17372.62
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due    17372.62   <*****                          Payment History
    Contact                                 Phone #     235-9901  PO BOX 779                      9/09/13      10042.50     8/28/13        229.85     8/21/13      11776.70

     Customer Totals   Number 380120  MISS STOP N GO #120                                            13062.68
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due    13062.68   <*****                          Payment History
    Contact                                 Phone # 606 235-9901  3500 EAST SIDE BLVD                9/03/13        219.85     8/29/13      10884.18     8/20/13      12668.02

     Customer Totals   Number 380130  MISS STOP N GO #130                                             4140.79
     Terms Code 010  2% 3 NET 7                Start Date  1/02/08  Amount Due     4140.79   <*****                          Payment History
    Contact                                 Phone # 606 234-5678  2009 FOURTH ST                    9/10/13        229.85     9/05/13       7312.49     8/28/13       8824.83

 Customer Corporate Number  380100  MISSISSIPPI STOP N GO                                            34805.94
  Corporate Amount Due     34805.94                                                Payment History  5/30/13      49528.78     4/17/12      10000.00     2/16/12       6630.87

Final totals               Total A/R Due     34805.94                                          Current Due     34805.94

 ** END OF REPORT **
```

Aged Trial Balance For Individuals

```
CDR Customer Conference                Aged Trial Balance for Individuals    JEANNINE   DSILPFR     9/30/13 14:11:51 Page    1

        A/R Display                    Reason           Transaction  Manual    Original     Age  In    Current        Over          Over          Over          Over
         Tran Type   Date            Description         Reference   Inv. #     Amount      Days  FO      Due          7 Days       14 Days       21 Days       30 Days

      Marketing Reps         to 999999  AR Reps         to 999999  Corporate numbers         to 999999    Type I

     INVOICE      I  9/26/13                            0009656                  240.31      4           240.31
 Customer Totals   Number 500121  ABC STORE                                                              240.31
 Terms Code 012                          Start Date 11/23/11  Amount Due       240.31   <*****                          Payment History
Contact                              Phone # 985 626-1010  12321 GREEN STREET                    9/23/13     16996.42    9/23/13     17696.36    9/16/13     16099.53

     INVOICE      I  9/23/13                            0009626                 2568.06      7          2568.06
     INVOICE      I  9/30/13                            0009677                 3512.15      0          3512.15
 Customer Totals   Number 771230  B & D FOOD STORE                                                       6080.21
 Terms Code 010                          Start Date  3/26/07  Amount Due      6080.21   <*****                          Payment History
Contact BILL SMITH                   Phone # 713 610-7701  7721 BELLFORT STREET                   9/30/13      2911.49    9/27/13      3000.00    9/23/13      1127.01

     INVOICE      I  9/25/13                            0009640                17851.59      5         17851.59
 Customer Totals   Number 100801  BARON EXPRESS #2 BP                                                    17851.59
 Terms Code 010                          Start Date  1/31/07  Amount Due     17851.59   <*****                          Payment History
Contact WILL JONES                   Phone # 985 727-1141  2000 FLORIDA ST                        9/26/13       367.65    9/24/13       200.00    9/23/13     18018.18

     INVOICE      I  9/17/13                            0009568                13800.26     13                    13800.26
     INVOICE      I  9/24/13                            0009631                13197.70      6         13197.70
 Customer Totals   Number 320001  BIG P MINI MART                                                        13197.70     13800.26
 Terms Code 010                          Start Date  3/26/07  Amount Due     26997.96   <*****                          Payment History
Contact FRANK DOBBS                  Phone # 601 868-7050  19191 COMMISSION ROAD                 9/30/13     11012.04    9/23/13     11528.12    9/04/13       134.55

     INVOICE      I  9/23/13                            0009616                18369.05      7         18369.05
     INVOICE      I  9/30/13                            0009678                  233.31      0           233.31
 Customer Totals   Number 100003  BOB'S SHELL                                                            18602.36
 Terms Code 010                          Start Date  1/15/07  Amount Due     18602.36   <*****                          Payment History
Contact BOB WILLIAMS                 Phone # 985 871-5151  23601 HWY 190                         9/24/13     19004.37    9/23/13     14700.00    9/16/13        10.29

     INVOICE      I  9/18/13                            0009583                  238.02     12                                4.76
     INVOICE      I  9/25/13                            0009641                16725.09      5         16725.09
 Customer Totals   Number 100802  CRANKY CORNER QUICK STOP                                               16725.09            4.76
 Terms Code 020                          Start Date  1/31/07  Amount Due     16729.85   <*****                          Payment History
Contact JULIA DICKENS                Phone # 985 796-8111  28098 HWY 40                          9/23/13       233.26    9/18/13     18415.12    9/13/13     14525.17

     INVOICE      I  9/19/13                            0009587                17592.21     11                    17592.21
     INVOICE      I  9/26/13                            0009651                16725.09      4         16725.09
 Customer Totals   Number 800237  DANNY & CLYDE'S FOOD STORE #20                                         16725.09     17592.21
 Terms Code 010                          Start Date  1/31/07  Amount Due     34317.30   <*****                          Payment History
Contact                              Phone # 985 636-9090  68083 HWY 59                          9/23/13     15760.00    9/17/13     13027.86    9/09/13     15770.80

     INVOICE      I  9/16/13                            0009543                17260.36     14                    17260.36
     INVOICE      I  9/23/13                            0009615                16364.36      7         16364.36
     CREDIT MEMO  C  9/30/13 Ship Error Return to Inv   0009647        274        39.22CR    0            39.22CR
     INVOICE      I  9/30/13                            0009666                18012.87      0         18012.87
 Customer Totals   Number 100002  DIANNE'S GROCERY                                                       34338.01     17260.36
 Terms Code 020                          Start Date  1/15/07  Amount Due     51598.37   <*****                          Payment History
Contact                              Phone # 985 892-0058  78352 HWY 437                         9/30/13      3971.24    9/23/13     15100.00    9/23/13     10000.00

     INVOICE      I  9/18/13                            0009579                11790.00     12                    11790.00
     INVOICE      I  9/25/13                            0009648                  240.31      5           240.31
 Customer Totals   Number 100850  EXPRESS WAY FOOD MART                                                    240.31     11790.00
 Terms Code 010                          Start Date  1/31/07  Amount Due     12030.31   <*****                          Payment History
Contact                              Phone # 985 893-0099  69340 HWY 59                          9/19/13     12905.29    9/17/13      9256.74    9/06/13     10000.09
```

Aged Trial Balance (Sort 2)

```
CDR Customer Conference                Aged Trial Balance Ver.2M            JEANNINE   DCYZPFR     9/10/13 15:11:58 Page    1

       A/R Display                    Reason         Transaction  Manual   Original      Age  In      Current          Over        Over       Over      Over      Cig.     Running
        Tran Type   Date            Description       Reference   Inv. #    Amount       Days  FO        Due            7 Days     14 Days    21 Days   30 Days   Ctns     Totals

 Marketing Reps         to 999999  AR Reps JP      to JP      Corporate numbers         to 999999    Type B

Sales Rep
   Customer Number 900200  USA CONVENIENCE STORE #200          1501 VETERANS BLVD.            METAIRIE                              Start Date  1/12/07
   Salesman KIM          Contact 1 MIKE JONES                      Phone # 504  833-6089      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/03/13                          0009464                 4869.96      0           4869.96                                                   64       4869.96
    INVOICE      I  9/10/13                          0009517                 3704.84      7           3704.84                                                   52       8574.80
     Customer Totals   900200                            Amount Due      8574.80                          8574.80                                                       116
                      **********      Payment History   ********
       9/04/13        174.91    8/30/13       8086.03     8/23/13       9676.48
      ******************************************************************************************************************************
   Customer Number 900300  USA CONVENIENCE STORE #300          25800 HWY 190                  COVINGTON                             Start Date  1/12/07
   Salesman JP           Contact 1                                 Phone # 985  888-2535      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/05/13                          0009485                  164.91      2            164.91                                                                 164.91
     Customer Totals   900300                            Amount Due       164.91                           164.91
                      **********      Payment History   ********
       9/06/13       4859.96    9/03/13       6341.35     8/26/13       7861.21
      ******************************************************************************************************************************
   Customer Number 900400  USA CONVENIENCE STORE #400          96510 HWY 434                  LACOMBE                               Start Date  1/15/07
   Salesman KIM          Contact 1                                 Phone # 985  882-5125      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/03/13                          0009469                  219.79      0            219.79                                                                 219.79
    INVOICE      I  9/10/13                          0009518                 3346.02      7           3346.02                                                   50       3565.81
     Customer Totals   900400                            Amount Due      3565.81                          3565.81                                                        50
                      **********      Payment History   ********
       9/06/13       9907.58    8/28/13       7113.86     8/23/13       8554.47
      ******************************************************************************************************************************
   Customer Number 900500  USA CONVENIENCE STORE #500          1001 BOSTON STREET             COVINGTON                             Start Date  1/15/07
   Salesman JP           Contact 1                                 Phone # 985  892-0107      Terms Code 010  2% 3 NET 7
    INVOICE      I  8/15/13                          0009318                 6870.82     19                                         6870.82                       95       6870.82
    INVOICE      I  8/22/13                          0009383                 5350.40     12                          5350.40                                      73      12221.22
    INVOICE      I  8/29/13                          0009434                 4226.99      5           4226.99                                                   54      16448.21
    INVOICE      I  9/05/13                          0009482                 3346.02      2           3346.02                                                   50      19794.23
     Customer Totals   900500                            Amount Due     19794.23                          7573.01        5350.40      6870.82                       272
                      **********      Payment History   ********
       8/20/13       8766.07    8/13/13         23.24     8/09/13       3353.37
      ******************************************************************************************************************************
   Customer Number 900600  USA CONVENIENCE STORE #600          901 HWY 1082                   COVINGTON                             Start Date  1/15/07
   Salesman KIM          Contact 1                                 Phone # 985  893-1084      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/05/13                          0009483                  506.54      2            506.54                                                     5        506.54
     Customer Totals   900600                            Amount Due       506.54                           506.54                                                          5
                      **********      Payment History   ********
       9/09/13        622.84    9/04/13       1176.83     8/27/13       1760.19
      ******************************************************************************************************************************
Customer Corporate Number  900100                                                                   20385.07        5350.40      6870.82
 Corporate Amount Due     32606.29                                                   Payment History
Sales Rep.                                     Total A/R Due     32606.29                           20385.07        5350.40      6870.82

Final totals               Total A/R Due     32606.29                                  Current Due     20385.07        5350.40      6870.82
 ** END OF REPORT **
```

Aged Trial Balance (Sort 3)

```
CDR Customer Conference                  Aged Trial Balance Ver.3M            JEANNINE   DCY0PFR     9/30/13 10:59:13 Page    1
             Transaction                 Reason        Transaction Manual   Original      Age  In       Current        Over      Over         Over     Over      Cig.   Running
            Type    Date             Description        Reference  Inv. #    Amount      Days  FO         Due          7 Days   14 Days      21 Days 30 Days    Carton   Totals
Salesman JP      JEANNINE PENDER
Customer Number 900300  USA CONVENIENCE STORE #300          25800 HWY 190                  COVINGTON                        LA     Start Date  1/12/07      Status: A
Salesman JP           Contact 1                                Phone # 985  888-2535      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/19/13                          0009589                 7861.21      4          7861.21                                                          110     7861.21
    INVOICE      I  9/26/13                          0009653                 6341.35      3          6341.35                                                           84    14202.56
    CREDIT MEMO  C  9/26/13 Refused Return to Inv    0009658        275        45.78CR    3            45.78CR                                                          1-   14156.78
Customer Totals   900300                                     Amount Due     14156.78                14156.78                                                          193
                  **********      Payment History   ********                      **Credit Limit**
   9/24/13       4859.96    9/16/13        164.91     9/06/13       4859.96                    0
   ********************************************************************************************************************************************************
Customer Number 900400  USA CONVENIENCE STORE #400          96510 HWY 434                  LACOMBE                          LA     Start Date  1/15/07      Status: A
Salesman JP           Contact 1                                Phone # 985  882-5125      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/24/13                          0009637                 7106.51      1          7106.51                                                           95     7106.51
Customer Totals   900400                                     Amount Due      7106.51                 7106.51                                                           95
                  **********      Payment History   ********                      **Credit Limit**
   9/27/13       8547.12    9/23/13       3346.02     9/17/13        219.79                    0
   ********************************************************************************************************************************************************
Customer Number 900500  USA CONVENIENCE STORE #500          1001 BOSTON STREET             COVINGTON                        LA     Start Date  1/15/07      Status: A
Salesman JP           Contact 1                                Phone # 985  892-0107      Terms Code 010  2% 3 NET 7
    INVOICE      I  8/22/13                          0009383                 5350.40     32                                                                   5350.40   73     5350.40
    INVOICE      I  8/29/13                          0009434                 4226.99     25                                                       4226.99            54     9577.39
    INVOICE      I  9/05/13                          0009482                 3346.02     18                                       3346.02                            50    12923.41
    INVOICE      I  9/12/13                          0009535                  219.79     11                          219.79                                              13143.20
    INVOICE      I  9/19/13                          0009590                 6863.47      4          6863.47                                                           95    20006.67
    INVOICE      I  9/26/13                          0009654                 5342.90      3          5342.90                                                           73    25349.57
Customer Totals   900500                                     Amount Due     25349.57                12206.37       219.79     3346.02        4226.99   5350.40  345
                  **********      Payment History   ********                      **Credit Limit**
   9/25/13       6873.01    9/11/13         70.82     8/20/13       8766.07                    0
   ********************************************************************************************************************************************************
Salesman Number JP     JEANNINE PENDER                   Total A/R Due     46612.86                33469.66       219.79     3346.02        4226.99   5350.40


Salesman 20      JOE BADEAUX
Customer Number 900200  USA CONVENIENCE STORE #200          1501 VETERANS BLVD.            METAIRIE                         LA     Start Date  1/12/07      Status: A
Salesman 20           Contact 1 MIKE JONES                     Phone # 504  833-6089      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/24/13                          0009639                  174.91      1           174.91                                                                  174.91
Customer Totals   900200                                     Amount Due      174.91                  174.91
                  **********      Payment History   ********                      **Credit Limit**
   9/30/13       9676.48    9/17/13       4869.96     9/17/13       3704.84                    0
   ********************************************************************************************************************************************************
Customer Number 900600  USA CONVENIENCE STORE #600          901 HWY 1082                   COVINGTON                        LA     Start Date  1/15/07      Status: A
Salesman 20           Contact 1                                Phone # 985  893-1084      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/26/13                          0009655                 1176.83      3          1176.83                                                           16     1176.83
Customer Totals   900600                                     Amount Due      1176.83                 1176.83                                                           16
                  **********      Payment History   ********                      **Credit Limit**
   9/30/13        219.79    9/23/13        622.84     9/16/13        506.54                    0
   ********************************************************************************************************************************************************
Salesman Number 20     JOE BADEAUX                       Total A/R Due      1351.74                 1351.74
Final totals                                             Total A/R Due     47964.60                34821.40       219.79     3346.02        4226.99   5350.40
 ** END OF REPORT **
```

Aged Trial Balance (Sort 4)

```
CDR Customer Conference                Aged Trial Balance Ver.2M            JEANNINE   DCYZPFR     9/30/13 11:48:59 Page    1
      A/R Display                  Reason         Transaction  Manual   Original      Age  In      Current        Over        Over      Over         Over        Cig.   Running
       Tran Type   Date           Description       Reference   Inv. #    Amount       Days  FO        Due          7 Days     14 Days   21 Days      30 Days     Ctns   Totals
 Marketing Reps          to 999999  AR Reps JP      to JP      Corporate numbers         to 999999    Type B
Sales Rep
  Customer Corporate #: 900100  USA CONVENIENCE HEADQUARTERS
   Customer Number 900200  USA CONVENIENCE STORE #200          1501 VETERANS BLVD.            METAIRIE                                  Start Date  1/12/07
   Salesman 20           Contact 1 MIKE JONES                      Phone # 504  833-6089      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/24/13                          0009639                 174.91      1            174.91                                                                  174.91
     Customer Totals   900200                              Amount Due       174.91                          174.91
                        **********   Payment History   ********
       9/30/13       9676.48    9/17/13       4869.96     9/17/13       3704.84
      ************************************************************************************************************************************************
   Customer Number 900300  USA CONVENIENCE STORE #300          25800 HWY 190                  COVINGTON                                 Start Date  1/12/07
   Salesman JP           Contact 1                                 Phone # 985  888-2535      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/19/13                          0009589                7861.21      4           7861.21                                                     110     7861.21
    INVOICE      I  9/26/13                          0009653                6341.35      3           6341.35                                                      84    14202.56
    CREDIT MEMO  C  9/26/13 Refused Return to Inv     0009658        275       45.78CR    3             45.78CR                                                     1-   14156.78
     Customer Totals   900300                              Amount Due     14156.78                        14156.78                                                        193
                        **********   Payment History   ********
       9/24/13       4859.96    9/16/13        164.91     9/06/13       4859.96
      ************************************************************************************************************************************************
   Customer Number 900400  USA CONVENIENCE STORE #400          96510 HWY 434                  LACOMBE                                   Start Date  1/15/07
   Salesman JP           Contact 1                                 Phone # 985  882-5125      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/24/13                          0009637                7106.51      1           7106.51                                                      95      106.51
     Customer Totals   900400                              Amount Due      7106.51                         7106.51                                                         95
                        **********   Payment History   ********
       9/27/13       8547.12    9/23/13       3346.02     9/17/13        219.79
      ************************************************************************************************************************************************
   Customer Number 900500  USA CONVENIENCE STORE #500          1001 BOSTON STREET             COVINGTON                                 Start Date  1/15/07
   Salesman JP           Contact 1                                 Phone # 985  892-0107      Terms Code 010  2% 3 NET 7
    INVOICE      I  8/22/13                          0009383                5350.40     32                                                                5350.40    73     5350.40
    INVOICE      I  8/29/13                          0009434                4226.99     25                                                   4226.99                     54     9577.39
    INVOICE      I  9/05/13                          0009482                3346.02     18                                        3346.02                                50    12923.41
    INVOICE      I  9/12/13                          0009535                 219.79     11                                 219.79                                               13143.20
    INVOICE      I  9/19/13                          0009590                6863.47      4           6863.47                                                      95    20006.67
    INVOICE      I  9/26/13                          0009654                5342.90      3           5342.90                                                      73    25349.57
     Customer Totals   900500                              Amount Due     25349.57                        12206.37       219.79   3346.02        4226.99   5350.40   345
                        **********   Payment History   ********
       9/25/13       6873.01    9/11/13         70.82     8/20/13       8766.07
      ************************************************************************************************************************************************
   Customer Number 900600  USA CONVENIENCE STORE #600          901 HWY 1082                   COVINGTON                                 Start Date  1/15/07
   Salesman 20           Contact 1                                 Phone # 985  893-1084      Terms Code 010  2% 3 NET 7
    INVOICE      I  9/26/13                          0009655                1176.83      3           1176.83                                                      16     1176.83
     Customer Totals   900600                              Amount Due      1176.83                         1176.83                                                         16
                        **********   Payment History   ********
       9/30/13        219.79    9/23/13        622.84     9/16/13        506.54
      ************************************************************************************************************************************************
  Customer Corporate Number 900100  USA CONVENIENCE HEADQUARTERS                                                34821.40       219.79      3346.02        4226.99   5350.40

  Corporate Amount Due     47964.60                                                  Payment History                   00                     .00                   .00

Sales Rep.                                  Total A/R Due     47964.60                                  34821.40       219.79      3346.02     4226.99     5350.40

Final totals               Total A/R Due     47964.60                                     Current Due     34821.40       219.79      3346.02     4226.99     5350.40
 ** END OF REPORT **
```

Aged Trial Balance (Sort 5)

```
CDR Customer Conference                  Aged Trial Balance                    JEANNINE   HIA4PFR     9/30/13 12:21:21 Page    1
 Cust#  Name                             Type   Date     Check#   Manual#  Original      Remaining    Age    Current     Over        Over        Over        Over        Running
                                                          /Info             Amount        Amount       Days   Due           7 Days      14 Days     21 Days     30 Days     Totals
Marketing Reps          to 999999  AR Reps JP      to JP      Corporate numbers          to 999999    Type B
Sales Rep
 Corp# 900100 USA CONVENIENCE HEADQUARTERS
 900200 USA CONVENIENCE STORE #200          I  9/24/13 0009639                 174.91        174.91     1       174.91                                                                174.91
 900200 ************* TOTAL ***************                                  Amount Due       174.91             174.91
 900300 USA CONVENIENCE STORE #300          I  9/19/13 0009589                7861.21       7861.21     4      7861.21                                                               7861.21
 900300                                     I  9/26/13 0009653                6341.35       6341.35     3      6341.35                                                              14202.56
 900300                                     C  9/26/13 0009658        275       45.78-        45.78-     3        45.78                                                              14156.78
 900300 ************* TOTAL ***************                                  Amount Due     14156.78           14156.78
 900400 USA CONVENIENCE STORE #400          I  9/24/13 0009637                7106.51       7106.51     1      7106.51                                                               7106.51
 900400 ************* TOTAL ***************                                  Amount Due      7106.51            7106.51
 900500 USA CONVENIENCE STORE #500          I  8/22/13 0009383                5350.40       5350.40    32                                                     5350.40               5350.40
 900500                                     I  8/29/13 0009434                4226.99       4226.99    25                                                     4226.99               9577.39
 900500                                     I  9/05/13 0009482                3346.02       3346.02    18                                     3346.02                              12923.41
 900500                                     I  9/12/13 0009535                 219.79        219.79    11                       219.79                                              13143.20
 900500                                     I  9/19/13 0009590                6863.47       6863.47     4      6863.47                                                              20006.67
 900500                                     I  9/26/13 0009654                5342.90       5342.90     3      5342.90                                                              25349.57
 900500 ************* TOTAL ***************                                  Amount Due     25349.57           12206.37    219.79      3346.02     4226.99     5350.40
 900600 USA CONVENIENCE STORE #600          I  9/26/13 0009655                1176.83       1176.83     3      1176.83                                                               1176.83
 900600 ************* TOTAL ***************                                  Amount Due      1176.83            1176.83
 Corp# 900100 USA CONVENIENCE HEADQUARTERS                                 Corp. Amount Due     47964.60           34821.40    219.79      3346.02     4226.99     5350.40
 Payment History
 ***************************************************************************************************************
Sales Rep.                                                                Total A/R Due     47964.60           34821.40    219.79      3346.02     4226.99     5350.40
Final totals                                                              Total A/R Due     47964.60           34821.40    219.79      3346.02     4226.99     5350.40
 ** END OF REPORT **
```

Printing ATB Reports With Closing Procedures

The instructions below describe using the Aged Trial Balance Options (For Closings) screen to automatically print Aged Trial Balance (ATB) reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing. Refer to Printing An Aged Trial Balance Report above for additional information about these reports.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/11/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/11/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 3 (Aged Trial Balance) from the A/R Reports screen. The Aged Trial Balance screen appears.

```
DSHZE1R    CHANGE  CDR Customer Conference                    9/11/13 10:39:39
                              Aged Trial Balance

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days

Include Branch Number   ______

Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms
```

3. Press one of the following:
   - <F8> (EOD Parms) to designate the report options for the ATB report printed during end of day processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOD?** field (see below).
   - <F9> (EOW Parms) to designate the report options for the ATB report printed during end of week processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOW?** field (see below).
   - <F10> (EOP Parms) to designate the report options for the ATB report printed during end of period processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOP?** field (see below).

Below are the three versions of the Aged Trial Balance Options (For Closings) screen:

```
HIJZE1R    CHANGE  CDR Customer Conference                    9/11/13 11:48:42
                  Aged Trial Balance Options(For Closings)

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days
Include Branch Number   ______
Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1

Run At EOD? __________
F3=Exit
```

```
HIJZE1R    CHANGE  CDR Customer Conference                    9/11/13 11:48:42
                   Aged Trial Balance Options(For Closings)

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days
Include Branch Number   ______
Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1

                         Run At EOW? __________
F3=Exit
```

```
HIJZE1R    CHANGE  CDR Customer Conference                    9/11/13 11:48:42
                   Aged Trial Balance Options(For Closings)

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days
Include Branch Number   ______
Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 1

                                              Run At EOP? __________
F3=Exit
```

4. Enter values for the report options as necessary. Refer to Printing An Aged Trial Balance Report above for detailed descriptions of these fields.

5. Enter *Y* (yes) for one the following fields:
   - **Run At EOD?** (1,a) - designates that the ATB report is printed during end of day processing.
   - **Run At EOW?** (1,a) - designates that the ATB report is printed during end of week processing.
   - **Run At EOP?** (1,a) - designates that the ATB report is printed during end of period processing.

6. Press <Enter>, and press <N> when prompted to confirm.

```
HIJZE1R    CHANGE  CDR Customer Conference                    9/11/13 11:48:42
                   Aged Trial Balance Options(For Closings)

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   ______ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:    __999.99  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days
Include Branch Number   ______
Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
                                   Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 2

Run At EOD? *YES______
F3=Exit
```

7. If desired, enter *Y* for the **Output Data To File?** field to create a text file of the report's data which appears as the AGETB.TXT document in the CV1COM folder on the distributor's system. As illustrated below, this field only appears when sort option 3 or 5 is selected.

```
DSHZE1R    CHANGE  CDR Customer Conference                    9/30/13  8:42:54
                             Aged Trial Balance

                      Period 1  Period 2  Period 3  Period 4
                        __7       _14       _21       _30

Include Accounts for Marketing Rep  ______ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep  . .   ______ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . .   380100 to 380100 ( Zero to 999999 for all)

Select Accounts With Amount Over:    ________  Dollars
          * AND *
Where The Amount Is Over:  . . . .   ___  Days

Include Branch Number   ______

Print for Corporate Type .   B     Corporate Name / Customer Number = 1
                                   Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N  . . . .   N     Sales Rep / Customer Name = 3
                                   Salesman,Corporate Name,Customer Name=4
Output Data To File? . . .   N     Salesman,Corp.Name,Cust.Name(Compact)=5
                                   Sort Option 5  Print Customer Totals? Y
Run At EOD? *YES______
```

8. If desired, enter *N* for the **Print Customer Totals?** field to reduce the length of the ATB report by eliminating the lines with customer totals. As illustrated above, this field only appears when sort option 4 or 5 is selected.

9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Aged Trial Balance screen appears.

10. Repeat the steps above to designate the report options for the ATB report printed during other closing procedures, or press <F3> to exit.

Printing An Account Aging Analysis Report

An Account Aging Analysis report can be printed for all customers, or limited to the accounts of a designated salesman or A/R sales rep. The report displays totals for the amount due, current due, past due, and the amounts due for four to six aging periods.

Refer to Printing Aging Analysis Reports With Closing Procedures for information about using the Set Acct. Aging Parms Details screen to automatically print Account Aging Analysis reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/13/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/13/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

```
GSK5PVR    ENTER   CDR Customer Conference                    9/13/13 14:00:13
                       Prompt For Account Aging Analysis


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
         7         14        21        30        ___       ___

      Salesman #: ______     ** OR **    A/R Rep: ______

Select Customers With Amount Over: ________  Dollars
                   * AND *
         Where The Amount Is Over:  .   ___  Days Old

                           Version:  . .   1  (1 = Sort/Total By Salesman)
                                              (2 = Sort/Total By Corporate #)
                                              (3 = Sort By Customer Name)
                 Terms Based Aging?  . .   _
                             JOBQ *JOBD_____


F3=Exit   F6=Print   F8=EOD Parms   F9=EOW Parms   F10=EOP Parms
```

The values of the first four age periods (**Age Period 1 - Age Period 4**) appearing on the Prompt For Account Aging Analysis screen illustrated above are designated by the values of the corresponding fields of the Aged Trial Balance screen. Refer to Printing An Aged Trial Balance (ATB) Report for additional information.

3. If desired, enter values for the **Age Period 5** and **Age Period 6** fields to designate the number of days for calculating one or two additional A/R aging periods to appear on the Account Aging Analysis report.

4. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman #** field. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

5. To restrict the report to the accounts of a specific A/R sales rep, enter the desired employee code for the **A/R Rep** field. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

6. To restrict the report to accounts with a total due above a specific amount, enter the amount for the **Dollars** (7.2,n) field.

7. To restrict the report to accounts with the amount specified above (see **Dollars** above) past due for more than a specific number of days, enter this number for the **Days Old** (3,n) field.

8. Enter one of the following values for the **Version** (1,n) field to designate the version of the aging analysis report to print:
   - *1* - sorts and totals by salesman.
   - *2* - sorts and totals by corporate number.
   - *3* - sorts by customer name.

9. To designate that terms based aging is used to determine in which age period an invoice amount is included at the time the report is printed, enter *Y* for the **Terms Based Aging** (1,a) field.

   If this field is left blank, the use of terms based aging is determined by the value of the **Term Based A/R Aging?** field of the SYS005 default system option (Accounting Options). Refer to the DAC Default Systems Options document for additional information.

10. If necessary, enter another job queue for the **JOBQ** (10,a) field.

11. Press <F6> (Print). The A/R Reports screen appears.

Account Aging Analysis

CDR Customer Conference Account Aging Analysis JEANNINE BSZ9PFR 9/16/13 14:28:50 Page 1

Selection Criteria: 20000.00 Dollars * AND * 0 Days

Customer Name	Cust #	Terms Cd/Dys	Oldest Inv Dys	Ovr Late CR	Ovr Late Chg	Amount Due	Current Due	Past Due	Over 7 Days Over	14 Days Over	21 Days Over	30 Days
									*** A G E D A M O U N T S ***			
Warehouse: 1 MAIN WAREHOUSE												
Salesman: 20 JOE BADEAUX												
BIG P MINI MART	320001	A 010	7	13	Y	Y	22540.16	11012.04	11528.12	11528.12		
DANNY & CLYDE'S FOOD STORE #20	800237	A 010	7	11	Y	Y	28791.01	15763.15	13027.86	13027.86		
DIANNE'S GROCERY	100002	A 020	30	14	Y	Y	29109.08	13971.24	15137.84	15137.84		
EXPRESS WAY FOOD MART	100850	A 010	7	12	Y	Y	22162.03	12905.29	9256.74	9256.74		
JR FOOD MART - FOLSOM	100857	A 010	7	12	Y	Y	28075.82	19272.49	8803.33	8803.33		
PACKS FOOD STORE	770060	A 0	1	14	Y	Y	33936.62	16329.00	17607.62	17607.62		
USA CONVENIENCE STORE #500	900500	A 010	7	32	Y	Y	20016.21	221.98	19794.23	3346.02	4226.99	5350.40	6870.82
Salesman Totals: 20 JOE BADEAUX							184630.93	89475.19	95155.74	78707.53	4226.99	5350.40	6870.82
Warehouse: 1 Totals							184630.93	89475.19	95155.74	78707.53	4226.99	5350.40	6870.82

CDR Customer Conference Account Aging Analysis JEANNINE BSZ9PFR 9/16/13 14:28:50 Page 2

Selection Criteria: 20000.00 Dollars * AND * 0 Days

Customer Name	Cust #	Terms Cd/Dys	Oldest Inv Dys	Ovr Late CR	Ovr Late Chg	Amount Due	Current Due	Past Due	Over 7 Days Over	14 Days Over	21 Days Over	30 Days
									*** A G E D A M O U N T S ***			
*** ALL CORPORATE TRANSACTIONS ***												
Final totals						184630.93	89475.19	95155.74	78707.53	4226.99	5350.40	6870.82

** END OF REPORT **

Account Aging Analysis (Version 2)

```
CDR Customer Conference                  Account Aging Analysis             JEANNINE   GSYDPFR     9/16/13 14:29:05 Page     1

 Selection Criteria:   20000.00   Dollars  * AND *    0 Days

 Customer Name                      Cust #   Terms   Oldest Ovr      Amount       Current          Past                          *** A G E D   A M O U N T S ***
                                             Cd/Dys Inv Dys CR       Due           Due             Due  Over   7 Days Over  14 Days Over  21 Days Over  30 Days

    Corp. # 100002  DIANNE'S GROCERY

 DIANNE'S GROCERY                   100002 A 020  30     14  Y     29109.08      13971.24      15137.84      15137.84
*** Corporate Transactions ***
Totals For: 100002  DIANNE'S GROCERY                               29109.08      13971.24      15137.84      15137.84

    Corp. # 100850  EXPRESS WAY FOOD MART

 EXPRESS WAY FOOD MART              100850 A 010         12  Y     22162.03      12905.29       9256.74       9256.74
*** Corporate Transactions ***
Totals For: 100850  EXPRESS WAY FOOD MART                          22162.03      12905.29       9256.74       9256.74

    Corp. # 100857  JR FOOD MART - FOLSOM

 JR FOOD MART - FOLSOM              100857 A 010         12  Y     28075.82      19272.49       8803.33       8803.33
*** Corporate Transactions ***
Totals For: 100857  JR FOOD MART - FOLSOM                           28075.82      19272.49       8803.33       8803.33

    Corp. # 320001  BIG P MINI MART

 BIG P MINI MART                    320001 A 010         13  Y     22540.16      11012.04      11528.12      11528.12
*** Corporate Transactions ***
Totals For: 320001  BIG P MINI MART                                22540.16      11012.04      11528.12      11528.12

    Corp. # 770060  PACKS FOOD STORE

 PACKS FOOD STORE                   770060 A 0           14  Y     33936.62      16329.00      17607.62      17607.62
*** Corporate Transactions ***
Totals For: 770060  PACKS FOOD STORE                                33936.62      16329.00      17607.62      17607.62

    Corp. # 800237  DANNY & CLYDE'S FOOD STORE #20

 DANNY & CLYDE'S FOOD STORE #20     800237 A 010         11  Y     28791.01      15763.15      13027.86      13027.86
*** Corporate Transactions ***
Totals For: 800237  DANNY & CLYDE'S FOOD STORE #20                  28791.01      15763.15      13027.86      13027.86

    Corp. # 900100  USA CONVENIENCE HEADQUARTERS

 USA CONVENIENCE STORE #500         900500 A 010         32  Y     20016.21        221.98      19794.23       3346.02       4226.99       5350.40       6870.82
*** Corporate Transactions ***

Totals For: 900100  USA CONVENIENCE HEADQUARTERS                    20016.21        221.98      19794.23       3346.02       4226.99       5350.40       6870.82

Final totals                                                       184630.93      89475.19      95155.74      78707.53       4226.99       5350.40       6870.82

** END OF REPORT **
```

Account Aging Analysis #3

CDR Customer Conference Account Aging Analysis #3 JEANNINE GWFPPFR 9/16/13 14:29:13 Page 1

Selection Criteria: 20000.00 Dollars * AND * 0 Days

Customer Name	Cust #	Terms Cd/Dys	Oldest Inv Dys	Ovr CR	Amount Due	Current Due	Past Due	Over	*** A G E D A M O U N T S *** 7 Days Over	14 Days Over	21 Days Over	30 Days
BIG P MINI MART	320001	A 010 7	13	Y	22540.16	11012.04	11528.12		11528.12			
DANNY & CLYDE'S FOOD STORE #20	800237	A 010 7	11	Y	28791.01	15763.15	13027.86		13027.86			
DIANNE'S GROCERY	100002	A 020 30	14	Y	29109.08	13971.24	15137.84		15137.84			
EXPRESS WAY FOOD MART	100850	A 010 7	12	Y	22162.03	12905.29	9256.74		9256.74			
JR FOOD MART - FOLSOM	100857	A 010 7	12	Y	28075.82	19272.49	8803.33		8803.33			
PACKS FOOD STORE	770060	A 0 1	14	Y	33936.62	16329.00	17607.62		17607.62			
USA CONVENIENCE STORE #500	900500	A 010 7	32	Y	20016.21	221.98	19794.23		3346.02	4226.99	5350.40	6870.82
*** ALL CORPORATE TRANSACTIONS ***												
Final totals					184630.93	89475.19	95155.74		78707.53	4226.99	5350.40	6870.82

** END OF REPORT **

Printing AAA Reports With Closing Procedures

The instructions below describe using the Set Acct. Aging Parms Details screen to automatically print Account Aging Analysis (AAA) reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing. Refer to Printing An Account Aging Analysis Report above for additional information about these reports.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/27/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/27/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

```
GSK5PVR    ENTER   CDR Customer Conference                    9/27/13 15:04:46
                       Prompt For Account Aging Analysis


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
         7        14        21        30        _60       _90

      Salesman #: ______     ** OR **    A/R Rep: ______

Select Customers With Amount Over: ________  Dollars
                  * AND *
        Where The Amount Is Over:  .   ___  Days Old

                           Version:  . .   1  (1 = Sort/Total By Salesman)
                                              (2 = Sort/Total By Corporate #)
                                              (3 = Sort By Customer Name)
                Terms Based Aging?  . .   _
                             JOBQ *JOBD_____


F3=Exit   F6=Print   F8=EOD Parms   F9=EOW Parms   F10=EOP Parms
```

3. Press one of the following:
   - <F8> (EOD Parms) to designate the report options for the AAA report printed during end of day processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOD?** field (see below).
   - <F9> (EOW Parms) to designate the report options for the AAA report printed during end of week processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOW?** field (see below).
   - <F10> (EOP Parms) to designate the report options for the AAA report printed during end of period processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOP?** field (see below).

Below are the three versions of the Set Acct. Aging Parms Details screen:

```
HIJ5E1R    CHANGE  CDR Customer Conference                    9/27/13 15:15:44
                         Set Acct. Aging Parms Details


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
        __7       _14       _21       _30       _60       _90

      Salesman #: ______     ** OR **    A/R Rep: ______

Select Customers With Amount Over: ________  Dollars
                  * AND *
        Where The Amount Is Over:  .   ___  Days Old

                           Version:  . .   1  (1 = Sort/Total By Salesman)
                                              (2 = Sort/Total By Corporate #)
                                              (3 = Sort By Customer Name)
                Terms Based Aging?  . .   _

Run At EOD? __________


F3=Exit
```

```
HIJ5E1R    CHANGE  CDR Customer Conference                    9/27/13 15:41:50
                         Set Acct. Aging Parms Details


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
        __7       _14       _21       _30       _60       _90

      Salesman #: ______    ** OR **    A/R Rep: ______

Select Customers With Amount Over: ________  Dollars
                  * AND *
        Where The Amount Is Over:  .   ___  Days Old

                           Version:  . .   1  (1 = Sort/Total By Salesman)
                                              (2 = Sort/Total By Corporate #)
                                              (3 = Sort By Customer Name)
                       Terms Based Aging? _

                        Run At EOW? __________


F3=Exit
```

```
HIJ5E1R    CHANGE  CDR Customer Conference                    9/27/13 15:43:51
                         Set Acct. Aging Parms Details


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
        __7       _14       _21       _30       _60       _90

      Salesman #: ______    ** OR **    A/R Rep: ______

Select Customers With Amount Over: ________  Dollars
                  * AND *
        Where The Amount Is Over:  .   ___  Days Old

                           Version:  . .   1  (1 = Sort/Total By Salesman)
                                              (2 = Sort/Total By Corporate #)
                                              (3 = Sort By Customer Name)
                      Terms Based Aging?

                                                Run At EOP? __________


F3=Exit
```

4. Enter values for the report options as necessary. Refer to Printing An Account Aging Analysis Report above for detailed descriptions of these fields.

5. Enter **YES* for one the following fields:
   - **Run At EOD?** (1,a) - designates that the AAA report is printed during end of day processing.
   - **Run At EOW?** (1,a) - designates that the AAA report is printed during end of week processing.
   - **Run At EOP?** (1,a) - designates that the AAA report is printed during end of period processing.

```
HIJ5E1R    CHANGE  CDR Customer Conference                    9/30/13  8:54:21
                         Set Acct. Aging Parms Details


        Age       Age       Age       Age       Age       Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
        __7       _14       _21       _30       _60       _90

      Salesman #: ______    ** OR **    A/R Rep: ______

Select Customers With Amount Over: __999.99  Dollars
                  * AND *
        Where The Amount Is Over:  .   ___  Days Old

                          Version:  . .   1  (1 = Sort/Total By Salesman)
                                             (2 = Sort/Total By Corporate #)
                                             (3 = Sort By Customer Name)
                Terms Based Aging?  . .   Y

Run At EOD? *YES_____


F3=Exit
```

6. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Prompt For Account Aging Analysis screen appears.

7. Repeat the steps above to designate the report options for the AAA report printed during other closing procedures, or press <F3> to exit.

Printing An Unapplied Transactions List

As illustrated in the sample report following the instructions below, the Unapplied Transactions List displays the details of all the currently unapplied payment, credit adjustment, debit adjustment and credit memo transactions.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

Refer to SYS046 (A/R Options #2) of the DAC Default System Options document for information about using the **Exclude Debit Adj?** field to exclude debit adjustment transactions from this report.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/18/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/18/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 5 (Unapplied Transactions List) from the A/R Reports screen.

Unapplied Transactions List

CDR Customer Conference Unapplied Transactions List JEANNINE GSBMPFR 9/18/13 12:53:45 Page 1

Corp #	Cust #	Customer Name	Original	Remaining	Date	Type	Salesman	S/Route	Terms	Z-Bal
900100		* USA CONVENIENCE HEADQUARTERS	9676.48	9676.48	9/18/13	PAYMENT				
100002	100002	DIANNE'S GROCERY	37.84-	37.84-	9/18/13	ADJUSTMENT	20		020	
100003	100003	BOB'S SHELL	44.10-	44.10-	9/13/13	ADJUSTMENT	KIM		010	
100900	100900	JR FOOD MART - ABITA	77.05	77.05	9/18/13	ADJUSTMENT	20		010	
265000	260501	BIG JOHN'S QUICK STOP #1	5.16-	5.16-	9/13/13	ADJUSTMENT	KIM		012	
265000	260501	BIG JOHN'S QUICK STOP #1	76.82-	76.82-	9/17/13	ADJUSTMENT	KIM		012	
265000	260502	BIG JOHN'S QUICK STOP #2	7002.70	7002.70	9/18/13	PAYMENT	KIM		012	
320001	320001	BIG P MINI MART	343.02-	343.02-	9/06/13	CR MEMO	20		010	
771230	771230	B & D FOOD STORE	1521.21	1521.21	9/18/13	PAYMENT	20		010	
900100	900400	USA CONVENIENCE STORE #400	219.79	219.79	9/17/13	PAYMENT	JP		010	
900100	900500	USA CONVENIENCE STORE #500	94.23	94.23	9/11/13	ADJUSTMENT	JP		010	
900100	900500	USA CONVENIENCE STORE #500	70.82	70.82	9/11/13	PAYMENT	JP		010	
900100	900500	USA CONVENIENCE STORE #500	21.22-	21.22-	9/11/13	ADJUSTMENT	JP		010	

NOTE: "*" Next To Customer Name Indicates That This Transaction Is A Corporate Transaction And Has No Customer Number. The Customer Name Is Actually The Corporate Name.

** END OF REPORT **

Printing An Open Item Report By Salesman

An Open Item Report By Salesman can be printed for all customers, or limited to customers of a designated A/R sales rep and call route. The report displays each open A/R transaction's date and original amount, with invoice numbers, age days, current amounts due, and the amounts due over the four aging periods.

The use of terms-based aging affects the determination of the aging period in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/18/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/18/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 6 (Open Item Report By Salesman) from the A/R Reports screen. The Prompt For Open Item Rpt screen appears.

```
CVNHPVR    ENTER   CDR Customer Conference                    9/18/13 14:38:29
                          Prompt For Open Item Rpt


Enter A Beginning And Ending Salesman...And A Call Route Day.

Beginning Salesman: ______
   Ending Salesman: 999999
    Call Route Day: _     (1=Monday Routes, 2=Tuesday Routes, ETC.  Blank=ALL)









F3=Exit   F4=Search   F6=Print
```

3. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Begining Salesman** and **Ending Salesman** fields. If necessary, press <F4> to select a code from the Select Employee Master screen.

   Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

4. To restrict the report to the customers of a specific call route day, enter *1* through *7* for the **Call Route Day** field to designate the day. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Call Route 1** - **Call Route 7** fields.

5. Press <F6> (Print). The *Open Item Report Has Been Submitted To Batch...* message appears.

6. Repeat the steps above to continue printing reports, or press <F3> to exit.

Open Item Report By Salesman

```
CDR Customer Conference                  Open Item Report By Salesman          JEANNINE   CVNIPFR     9/18/13 12:36:25 Page    1

                Transaction                Reason        Transaction    Original     Age  In        Current           Over           Over           Over     Over     Cig.
                Type    Date             Description       Reference      Amount     Days  FO         Due            7 Days        14 Days        21 Days  30 Days   Carton

 Salesman JP      JEANNINE PENDER

    Customer Number 900300  USA CONVENIENCE STORE #300          25800 HWY 190                  COVINGTON                       LA     Start Date  1/12/07
    Salesman JP           Contact 1                                 Phone # 985  888-2535      Terms Code 010  2% 3 NET 7

          INVOICE      I  9/12/13                            0009532         4859.96                 4859.96                                                                  64

      Customer Totals   900300                             Amount Due      4859.96                 4859.96                                                                  64
                         **********      Payment History   ********                        **Credit Limit**
        9/16/13        164.91    9/06/13       4859.96     9/03/13       6341.35                    0
    ***********************************************************************************************************************************************

    Customer Number 900400  USA CONVENIENCE STORE #400          96510 HWY 434                  LACOMBE                         LA     Start Date  1/15/07
    Salesman JP           Contact 1                                 Phone # 985  882-5125      Terms Code 010  2% 3 NET 7

          INVOICE      I  9/03/13                            0009469          219.79      8                          219.79
          INVOICE      I  9/10/13                            0009518         3346.02      1          3346.02                                                               50
          PAYMENT      P  9/17/13                            52003            219.79CR                 219.79CR
          INVOICE      I  9/17/13                            0009574         8547.12                 8547.12                                                               112

      Customer Totals   900400                             Amount Due     11893.14                11673.35          219.79                                              162
                         **********      Payment History   ********                        **Credit Limit**
        9/17/13        219.79    9/06/13       9907.58     8/28/13       7113.86                    0
    ***********************************************************************************************************************************************

    Customer Number 900500  USA CONVENIENCE STORE #500          1001 BOSTON STREET             COVINGTON                       LA     Start Date  1/15/07
    Salesman JP           Contact 1                                 Phone # 985  892-0107      Terms Code 010  2% 3 NET 7

          INVOICE      I  8/15/13                            0009318         6870.82     27                                                   6870.82                   95
          INVOICE      I  8/22/13                            0009383         5350.40     20                                     5350.40                                 73
          INVOICE      I  8/29/13                            0009434         4226.99     13                          4226.99                                                 54
          INVOICE      I  9/05/13                            0009482         3346.02      6          3346.02                                                               50
          ADJUSTMENT   A  9/11/13 ADJUSTMENT                                   94.23                    94.23
          PAYMENT      P  9/11/13                            12345            70.82CR                  70.82CR
          ADJUSTMENT   A  9/11/13 ADJUSTMENT                                   21.22CR                  21.22CR
          INVOICE      I  9/12/13                            0009535          219.79                   219.79

      Customer Totals   900500                             Amount Due     20016.21                 3568.00         4226.99        5350.40        6870.82                  272
                         **********      Payment History   ********                        **Credit Limit**
        9/11/13         70.82    8/20/13       8766.07     8/13/13         23.24                    0
    ***********************************************************************************************************************************************

Salesman Number JP     JEANNINE PENDER                   Total A/R Due     36769.31                20101.31        4446.78        5350.40        6870.82

*** ALL CORPORATE TRANSACTIONS ***                                         9676.48CR

Final totals                                             Total A/R Due     27092.83                20101.31        4446.78        5350.40        6870.82

 ** END OF REPORT **
```

Printing A Payment Journal Report

The Payment Journal Report displays the details of all the payment transactions posted on the current day.

Refer to SYS046 (A/R Options #2) of the DAC Default System Options document for information about using the **Rsn Code For Journal Rpt** field to include designated debit adjustment transactions in the report.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/23/13

===============> A C C O U N T S    R E C E I V A B L E <==================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/23/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 7 (Payment Journal Report) from the A/R Reports screen.

Payment Journal Report

CDR Customer Conference Payment Journal Report JEANNINE GWH0PFR 9/23/13 10:27:07 Page 1

Cust #	Customer Name	Slsman	Reference	Payment Amount	Disc. Amount	Unapplied Balance	***** Invoice ***** Number	Date	Amount Applied	Balance Due
500121	ABC STORE	40	22341	16996.42	.00	.00	9529	9/12/13	16996.42	.00
500121	ABC STORE	40	22395	17696.36	689.47	.00	9586	9/19/13	18385.83	.00
771230	B & D FOOD STORE	20	20145	1127.01	.00	.00	9454	9/02/13	1127.01	.00
100801	BARON EXPRESS #2 BP	10	299345	18018.18	.00	.00	9577	9/18/13	18018.18	367.65
260501	BIG JOHN'S QUICK STOP #1	KIM	34421	7900.00	.00	.00	9502	9/09/13	7900.00	.00
320001	BIG P MINI MART	20	29932	11528.12	.00	.00	9459	9/03/13	11528.12	.00
100003	BOB'S SHELL	KIM	98823	14700.00	.00	.00	9498	9/09/13	14700.00	.00
100802	CRANKY CORNER QUICK STOP	20	68844	233.26	.00	.00	9583	9/18/13	233.26	4.76
800237	DANNY & CLYDE'S FOOD STORE #20	20	89921	15760.00	.00	.00	9530	9/12/13	15760.00	.00
100002	DIANNE'S GROCERY	20	89934	15100.00	.00	.00	9444	9/02/13	15100.00	.00
100857	JR FOOD MART - FOLSOM	20	3301	19272.49	.00	.00	9524	9/11/13	19272.49	.00
700180	L & M GROCERY	10	7221	2188.78	.00	.00	9526	9/11/13	2188.78	.00
380110	MISS STOP N GO #110	45	50123	229.85	.00	.00	9540	9/13/13	229.85	.00
100004	SNYDER'S STOP & GO	10	2331	8918.57	.00	.00	9499	9/09/13	8918.57	.00
100222	TODD'S COUNTRY CORNER	10	2990	230.60	4.71	.00	9555	9/16/13	235.31	.00
900400	USA CONVENIENCE STORE #400	JP	52101	3346.02	.00	.00	9518	9/10/13	3346.02	.00
900600	USA CONVENIENCE STORE #600	20	8229	622.84	.00	.00	9534	9/12/13	622.84	.00
		*** Totals ***		153868.50	694.18	.00			154562.68	

** END OF REPORT **

Printing A Salesman Collection Report

A Salesman Collection Report can be printed for all customers of a specific call route day, and be limited to customers of a designated A/R sales rep. The report displays each open A/R transaction's date and original amount, with invoice numbers, age days, current amounts due, and the amounts due over the four aging periods.

The use of terms-based aging affects the determination of the aging period in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/23/13

===============> A C C O U N T S    R E C E I V A B L E <==================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/23/13

=======================> A / R   R E P O R T S <=========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 8 (Salesman Collection Report) from the A/R Reports screen. The Salesman Collection Report screen appears.

```
GWI0PVR    ENTER   CDR Customer Conference                    9/23/13 11:49:06
                         Salesman Collection Report


                           Day Of Week   _ (1-7)

                           Salesman ______ (Optional)









F3=Exit   F4=Search   F6=Print
```

3. Enter *1* through *7* for the **Day of Week** field to designate the call route day. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Call Route 1 - Call Route 7** fields.

4. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman** field. If necessary, press <F4> to select a code from the Select Employee Master screen.

   Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

5. Press <F6> (Print). The A/R Reports screen appears.

6. Repeat the steps above to continue printing reports, or press <F3> to exit.

Salesman Collection Report

```
CDR Customer Conference                  Salesman Collection Rpt.          JEANNINE   GWIZPFR     9/23/13 11:23:06 Page     1

 Salesman: 20      JOE BADEAUX                        Call Day Monday
    Date   Typ  Reference     Amount       Posted      Balance   Days
     Current       1 -   7      8 -  14     15 -  21     22 -  30  Over  30 Days  Total Due
 ---------------------------------------------------------------------------------------------

 DIANNE'S GROCERY                      100002
 COVINGTON                        LA  70435      2% 10 NET 30
   9/09/13  I       9497   13971.24         .00    13971.24       0
   9/16/13  I       9543   17260.36         .00    17260.36       0
   9/23/13  P              10000.00-         .00    10000.00-      0
    21231.60          .00          .00          .00          .00                    21231.60
  ---------------------------------------------------------------------------------------------

 TAYLOR'S MINI MART                    770031
 HOUSTON                          TX  77077      2% 3 NET 7
   9/09/13  I       9505    9624.23         .00     9624.23       7
   9/16/13  I       9551   21254.97         .00    21254.97       0
    21254.97      9624.23          .00          .00          .00                    30879.20
  ---------------------------------------------------------------------------------------------

 99 MART PLUS                           99000
 HOUSTON                          TX  77036      2% 3 NET 7
   9/09/13  I       9495   17959.20         .00    17959.20       7
   9/16/13  I       9541   20768.06         .00    20768.06       0
    20768.06     17959.20          .00          .00          .00                    38727.26
  ---------------------------------------------------------------------------------------------

 B & D FOOD STORE                      771230
 HOUSTON                          TX  77061      2% 3 NET 7
   9/09/13  I       9508    3182.03         .00     3182.03       7
   9/16/13  I       9553    2911.49         .00     2911.49       0
   9/23/13  A               182.03-         .00      182.03-      0
     2729.46      3182.03          .00          .00          .00                     5911.49
  ---------------------------------------------------------------------------------------------

 TEXAS TRUCK STOP                      770001
 HOUSTON                          TX  77029      2% 3 NET 7
   9/16/13  I       9549   11820.34         .00    11820.34       0
    11820.34          .00          .00          .00          .00                    11820.34
  ---------------------------------------------------------------------------------------------

** END OF REPORT **
```

Printing A Daily Payments And Adjustments Report

The Daily Payments And Adjustments report displays the details of all the payments and adjustments posted per day for a designated date range, or on a single day.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/19/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/19/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 9 (Payments And Adjustments Report) from the A/R Reports screen. The Payments And Adjustments By Actual Post Date screen appears.

```
GWUVPVR    ENTER   CDR Customer Conference                    9/19/13 13:47:49
                 Payments And Adjustments By Actual Post Date

Type choices, press Enter.


                 Beginning Date ______

                    Ending Date ______









F3=Exit   F6=Print
```

3. Enter a date or range of dates for the **Beginning Date** and **Ending Date** fields (6,n), and press <F6> (Print). The A/R Reports screen appears.

Daily Payments And Adjustments

CDR Customer Conference Daily Payments And Adjustments JEANNINE GWUUPFR 9/19/13 14:10:07 Page 1

Actual Post Date: 9/18/13

Transaction Type: Adjustment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100002	100002	DIANNE'S GROCERY	37.84CR	37.84CR		A ADJUSTMENT	
100900	100900	JR FOOD MART - ABITA	77.05	77.05		A ADJUSTMENT	

Totals For: Adjustment 39.21

Transaction Type: Payment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
900100		CORPORATE TRANSACTION	9676.48	9676.48			
100801	100801	BARON EXPRESS #2 BP	16099.53	.00	3220		
100802	100802	CRANKY CORNER QUICK STOP	18415.12	.00	68822		
265000	260502	BIG JOHN'S QUICK STOP #2	7002.70	7002.70	83320		
771230	771230	B & D FOOD STORE	1521.21	1521.21	20093		

Totals For: Payment 52715.04

Totals For Date: 9/18/13 52754.25

Actual Post Date: 9/19/13

Transaction Type: Adjustment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100001	100001	STOP 'N SHOP	66.84CR	66.84CR		A ADJUSTMENT	
265000	260501	BIG JOHN'S QUICK STOP #1	5.16	5.16		A ADJUSTMENT	
800237	800237	DANNY & CLYDE'S FOOD STORE #20	3.15CR	3.15CR		A ADJUSTMENT	

Totals For: Adjustment 64.83CR

Transaction Type: Payment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100801	100801	BARON EXPRESS #2 BP	40.31	.00	299311		
100850	100850	EXPRESS WAY FOOD MART	12905.29	.00	330449		
100857	100857	JR FOOD MART - FOLSOM	8803.33	.00	3220		
300133	300133	SAIA'S SUPERMARKET	240.31	.00	20039		
320033	320033	KINGS GROCERY	13095.27	.00	23344		
320092	320092	LIL SHORT STOP - OCEAN SPRINGS	229.85	.00	34429		
380100	380110	MISS STOP N GO #110	8348.79	.00	49920		
380100	380130	MISS STOP N GO #130	4140.79	.00	8776		
500101	500101	UNION GROVE GROCERY	8350.45	.00	2503		
770001	770001	TEXAS TRUCK STOP	4691.66	.00	3445		
770060	770060	PACKS FOOD STORE	16329.00	.00	53332		

Totals For: Payment 77175.05

Totals For Date: 9/19/13 77110.22

Final totals 129864.47

** END OF REPORT **

Printing A/R Detail Reports

The A/R Detail report can be printed for one or more customers over a range of dates. As illustrated in the sample reports following the instructions below, the report can also include the details of the adjustments and payments applied to invoice transactions.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/23/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/23/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 10 (A/R Detail Report) from the A/R Reports screen. The A/R Detail Report Selection screen appears.

```
HICLPVR    ENTER   CDR Customer Conference                    9/23/13 13:23:05
                         A/R Detail Report Selection

Type choices, press Enter.

                     From Corp# ______ To Corp# ______

                                   *OR*

                     From Cust# ______ To Cust# ______

                     From Date  ______ To Date  ______

                     Sort By . . .   D (D=Date, Type=T)

              Include History Trans? _ (Y,N,Blank)

                Print Apply Details? _ (Date Sort Only)



F3=Exit  F4=Search   F6=Print
```

3. To restrict the report to the individual customers of a specific corporate account or range of corporate accounts, enter the desired corporate customer numbers for the **From Corp#** and **To Corp#** fields. If necessary, press <F4> to select a number from the Select Corp Type 'C' Only screen.

4. To restrict the report to an individual customer account or range of accounts, enter the desired customer numbers for the **From Cust#** and **To Cust#** fields. If necessary, press <F4> to select a number from the Select Customer Master screen.

5. Enter a date or range of dates for the **From Date** and **To Date** (6,n) fields.

6. Enter one of the following values for the **Sort By** (1,n) field to designate the version of the A/R detail report to print:
   - *D* - sorts the transactions of each account by date.
   - *T* - sorts the transactions of each account by transaction type.

7. To include A/R data “in history,” enter *Y* for the **Include History Trans?** field.

8. To include the details of the adjustments and payments applied to an invoice transaction when the report’s transactions are sorted by date (see **Sort By** field above), enter *Y* for the **Print Apply Details?** field.

9. Press <Enter> when data entry is complete.

10. Press <F6> (Print), and press <Enter> when prompted to confirm. The A/R Reports screen appears.

A/R Detail Report

```
CDR Customer Conference                A/R Detail Report                JEANNINE   HICMPFR     9/26/13 10:18:41 Page     1

Selections: Corp#        -         Cust# 100002 - 100002  From  9/01/13 -  9/25/13  Sort D

Corp#  Cust#  Name                                  Date  Type  Inv. #     Original $     Remaining $   Check #

100002 100002 DIANNE'S GROCERY                     9/02/13 I      9444       15137.84
      ADJUSTMENT  9/18/13      37.84-      37.84
      PAYMENT     9/23/13   15100.00    15100.00          CK# 89934
100002 100002                                      9/03/13 P                   124.49-
100002 100002                                      9/04/13 P                 15513.47-
100002 100002                                      9/09/13 I      9497       13971.24         3971.24
      PAYMENT     9/23/13   10000.00    10000.00          CK# 90233
100002 100002                                      9/16/13 I      9543       17260.36        17260.36
100002 100002                                      9/18/13 A                    37.84-
100002 100002                                      9/23/13 P                 15100.00-                  89934
100002 100002                                      9/23/13 P                 10000.00-                  90233
100002 100002                                      9/23/13 I      9615       16364.36        16364.36

       100002 Cust Totals                                              **     21958.00        37595.96

Final totals                                                        ****     21958.00        37595.96

** END OF REPORT **
```

A/R Detail Report By Type

```
CDR Customer Conference                A/R Detail Report by Type        JEANNINE   HICNPFR     9/26/13 10:33:46 Page     1

Selections: Corp#        -         Cust# 100002 - 100002  From  9/01/13 -  9/25/13  Sort T

Corp#  Cust#  Name                                  Date  Type  Inv. #     Original $     Remaining $   Check #

100002 100002 DIANNE'S GROCERY                     9/18/13 A                    37.84-
100002 100002                                      9/02/13 I      9444       15137.84
100002 100002                                      9/09/13 I      9497       13971.24         3971.24
100002 100002                                      9/16/13 I      9543       17260.36        17260.36
100002 100002                                      9/23/13 I      9615       16364.36        16364.36
100002 100002                                      9/03/13 P                   124.49-
100002 100002                                      9/04/13 P                 15513.47-
100002 100002                                      9/23/13 P                 15100.00-                  89934
100002 100002                                      9/23/13 P                 10000.00-                  90233

       100002 Cust Totals                                              **     21958.00        37595.96

Final totals                                                        ****     21958.00        37595.96

** END OF REPORT **
```

Printing Corporate A/R Lists

As illustrated in the sample reports following the instructions below, the Corporate A/R List (Chain) and Corporate A/R List (Indiv) reports list the total amount due, last pay date, last order date, A/R sales rep and more, but only customers with an amount due are included in these reports.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/18/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/18/13

=======================> A / R   R E P O R T S <=========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. To print the Corporate A/R List report for the customers of a chain account, select option 1 (Corporate A/R List-Chains) from the A/R Reports screen; otherwise, to print the report for all other customers, select option 2 (Corporate A/R List-Individuals).

Corporate A/R List (Chain)

CDR Customer Conference Corporate A/R List(Chain) JEANNINE DSG5PFR 9/18/13 9:51:05 Page 1

Corporate Name	A/R Rep	Area Code	Phone	Last Pay Date	Last Order Date	Amount Due	Corporate Number
BIG JOHN'S QUICK STOP	MARK	985	7965587	9/17/13	9/16/13	42102.70	265000
***** BIG JOHN'S QUICK STOP #1	012	985	7965252	9/12/13	9/16/13	25100.00	260501
***** BIG JOHN'S QUICK STOP #2	012	985	3459876	9/17/13	9/16/13	17002.70	260502
Unapplied Corporate Transactions Total:		.00					
MISSISSIPPI STOP N GO	DAVID	601	5554443	9/16/13	9/13/13	38425.69	380100
***** MISS STOP N GO #110	010	606	2359901	9/12/13	9/13/13	8578.64	380110
***** MISS STOP N GO #120	010	606	2353440	9/16/13	9/13/13	12668.02	380120
***** MISS STOP N GO #130	010	606	2345678	9/10/13	9/13/13	14988.68	380130
***** MISSISSIPPI STOP N GO	010	601	5554443	9/09/13	9/13/13	2190.35	380100
Unapplied Corporate Transactions Total:		.00					
USA CONVENIENCE HEADQUARTERS	JP	800	2518001	9/17/13	9/17/13	47068.63	900100
***** USA CONVENIENCE STORE #200	010	504	8336089	9/17/13	9/17/13	9676.48	900200
***** USA CONVENIENCE STORE #300	010	985	8882535	9/16/13	9/12/13	4859.96	900300
***** USA CONVENIENCE STORE #400	010	985	8825125	9/17/13	9/17/13	11893.14	900400
***** USA CONVENIENCE STORE #500	010	985	8920107	9/11/13	9/12/13	20016.21	900500
***** USA CONVENIENCE STORE #600	010	985	8931084	9/16/13	9/12/13	622.84	900600
Unapplied Corporate Transactions Total:		.00					
Final totals						127597.02	

** END OF REPORT **

Corporate A/R List (Indiv)

CDR Customer Conference Corporate A/R List(Indiv) JEANNINE DSG6PFR 9/18/13 9:51:10 Page 1

Corporate Name	A/R Rep	Area Code	Phone	Last Pay Date	Last Order Date	Amount Due	Corporate Number
ABC STORE	BOB	985	6261010	9/16/13	9/12/13	16996.42	500121
B & D FOOD STORE	JOE	713	6107701	9/18/13	9/16/13	7220.53	771230
BARON EXPRESS #2 BP	BOB	985	7271141	9/18/13	9/11/13	240.31	100801
BIG P MINI MART	TOMMY	601	8687050	9/04/13	9/17/13	36340.42	320001
BOB'S SHELL	EDDIE	985	8715151	9/16/13	9/16/13	33704.37	100003
DANNY & CLYDE'S FOOD STORE #20	BOB	985	6369090	9/17/13	9/12/13	15763.15	800237
DIANNE'S GROCERY	EDDIE	985	8920058	9/04/13	9/16/13	46331.60	100002
EXPRESS WAY FOOD MART	EDDIE	985	8930099	9/17/13	9/11/13	12905.29	100850
GAS-N-SHOP #6	EDDIE	985	8929919	9/17/13	9/17/13	2313.40	100855
JR FOOD MART - ABITA	EDDIE	985	8936160	9/12/13	9/17/13	7794.41	100900
JR FOOD MART - FOLSOM	EDDIE	985	7969673	9/05/13	9/11/13	28075.82	100857
KINGS FOREST EXXON	EDDIE	985	8928740	9/17/13	9/12/13	9033.46	800333
KINGS GROCERY	TOMMY	601	3748843	9/13/13	9/17/13	29964.89	320033
L & M GROCERY	EDDIE	985	7969718	9/12/13	9/11/13	2188.78	700180
LIL SHORT STOP - OCEAN SPRINGS	TOMMY	601	8185199	9/12/13	9/17/13	12066.38	320092
LIL SHORT STOP - VANCLEVE	TOMMY	601	8265074	9/16/13	9/17/13	8199.21	320091
OCEAN SPRINGS QUICK STOP	TOMMY	601	8180706	9/12/13	9/17/13	11979.04	320055
PACKS FOOD STORE	JOE	713	7704501	9/17/13	9/16/13	16571.33	770060
PARK IT MARKET	JOE	713	7705612	9/11/13	9/16/13	24813.79	770005
SAIA'S SUPERMARKET	EDDIE	985	7963345	9/05/13	9/11/13	12112.69	300133
SNYDER'S STOP & GO	BOB	985	6240251	9/10/13	9/16/13	21500.43	100004
STOP 'N SHOP	EDDIE	985	8921258	9/17/13	9/16/13	13966.84	100001
TAYLOR'S MINI MART	JOE	713	7707751	9/13/13	9/16/13	30879.20	770031
TEXAS TRUCK STOP	JOE	713	6787225	9/10/13	9/16/13	16512.00	770001
THREE RIVERS CHEVRON	EDDIE	985	8929363	9/17/13	9/16/13	11252.09	100301
TODD'S COUNTRY CORNER	EDDIE	985	8932424	9/16/13	9/16/13	235.31	100222
UNION GROVE GROCERY	BOB	985	6237297	9/09/13	9/12/13	19212.56	500101
99 MART PLUS	JOE	713	7703600	9/10/13	9/16/13	38727.26	99000
Final totals						486900.98	

** END OF REPORT **

Printing An Average Days Old Per Customer Report

An Average Days Old Per Customer report can be printed for the customers of one or of all the A/R sales reps. As illustrated in the sample report following the instructions below, the report displays the age days of the oldest open invoice of each customer listed.

```
User: JEANNINE                Menu: ARCV1                    Date:  9/27/13

===============> A C C O U N T S    R E C E I V A B L E <=================
==========================================================================
!!!!!!!!!                1. A/R Batch Entry
THE    !!                2. A/R Inquiry/Apply(Corporate)
DAC    !!                3. A/R Inquiry/Apply(Customer)
SYSTEM !!                4. Reason Definitions
!!!!!!!!!                5. Generate Late Charges
                         6. A/R Batch Entry Recovery
                         7. Invoice Number Search
                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                        10. Import Scanned Check Data

                         M E N U   C A L L S
19. Billing System        20. Statements            21. A/R Reports
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE                Menu: ARRCV1                   Date:  9/27/13

=======================> A / R   R E P O R T S <==========================
==========================================================================
!!!!!!!!!                1. Corporate A/R List(Chains)
THE    !!                2. Corporate A/R List(Individuals)
DAC    !!                3. Aged Trial Balance
SYSTEM !!                4. Account Aging Analysis
!!!!!!!!!                5. Unapplied Transactions List
                         6. Open Item Report By Salesman
                         7. Payment Journal Report
                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         M E N U   C A L L S
19. A/R Reports #2        20.                       21. Reports
22. Accounts Receivable   23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 19 (A/R Reports #2) from the A/R Reports screen. The A/R Reports #2 screen appears.

```
User: JEANNINE              Menu: ARR2CV1                  Date:  9/27/13

======================> A / R   R E P O R T S   #2 <======================
==========================================================================
!!!!!!!!!              1. Average Days Old Report
THE    !!
DAC    !!
SYSTEM !!
!!!!!!!!!


                       M E N U   C A L L S
19.                     20.                    21.
22.                     23. Dac Main Menu      90. Sign Off
==========================================================================
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===>
```

3. Select option 1 (Average Days Old Report) from the A/R Reports #2 screen. The Prompt For Average Days Old Report screen appears.

```
HIQCPVR    ENTER   CDR Customer Conference                  9/27/13 12:54:19
                      Prompt For Average Days Old Report


                        Salesman: ______ (Leave Blank For ALL)


F3=Exit   F6=Print
```

4. To limit the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman** field. If necessary, press <F4> to select a code from the Select Employee Master screen.

   Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

5. Press <F6> (Print), and press <Enter> when prompted to confirm. The A/R Reports #2 screen appears.

Average Days Old Per Customer

```
CDR Customer Conference                  Average Days Old Per Customer      JEANNINE   HIQDPFR     9/26/13 11:41:51 Page     1

  Cust #  Customer Name                            Oldest

Salesman: 20      JOE BADEAUX

  771230  B & D FOOD STORE                            17
  320001  BIG P MINI MART                             16
  100802  CRANKY CORNER QUICK STOP                     8
  800237  DANNY & CLYDE'S FOOD STORE #20                7
  100002  DIANNE'S GROCERY                            17
  100850  EXPRESS WAY FOOD MART                        8
  100900  JR FOOD MART - ABITA                         9
  100857  JR FOOD MART - FOLSOM                        8
  380100  MISSISSIPPI STOP N GO                       13
  770060  PACKS FOOD STORE                             3
  300133  SAIA'S SUPERMARKET                           8
  770031  TAYLOR'S MINI MART                          10
  770001  TEXAS TRUCK STOP                            10
  900200  USA CONVENIENCE STORE #200                   9
  900600  USA CONVENIENCE STORE #600                   7
   99000  99 MART PLUS                                17

                                 Average Days Old:     7

** END OF REPORT **
```

What Applied To Transaction Report

```
Creative Data Research                    Print What Applied To Tran            KAREN      DST6PFR    12/02/92 10:07:49 Page     1

 Corporate  Customer      Original       Remaining      Trans   Type
 Number     Number        Amount         Amount         Date

 200229     200231         4057.39             .00    12/02/92   I

Cash Discount        81.15    Taken? Y

    Type  Invoice      Tran        Original       Remaining       Check
          Reference    Date        Amount         Amount          Number

     P               11/03/92       3500.00             .00    800

        Apply Info.: 12/02/92        245.84

     P               11/04/92         50.00             .00

        Apply Info.: 12/02/92         50.00

     P               11/11/92       2000.00             .00    9678

        Apply Info.: 12/02/92       2000.00

     P               11/11/92       2840.00             .00    97679

        Apply Info.: 12/02/92       1680.40

** END OF REPORT **
```

What Transaction Applied To Report

```
Creative Data Research                    Print What Tran Applied To            KAREN      DSUKPFR    12/02/92 10:08:14 Page     1

 Corporate  Customer      Original       Remaining      Trans   Type  Check
 Number     Number        Amount         Amount         Date          Number

 200229     200231         2500.00             .00    11/11/92   P    9867

    Type  Invoice      Tran        Original       Remaining        Cash        Disc.
          Reference    Date        Amount         Amount           Discount    Taken

     I        925    11/10/92       2861.96             .00

        Apply Info.: 11/11/92       2500.00

** END OF REPORT **
```

Generated Late Charges Report

```
Creative Data Research                    Generated Late Charges                KAREN      DSS0PFR    12/02/92 11:36:31 Page     1

     Corp.    Customer Tran   Invoice     Original          A/R Remaining
     Number   Number   Type   Reference   Amount            Amount

     103200   200212    A                        47.00             47.00

   Totals For: 200212  DICK'S DINER                                 47.00

Totals For: 103200  ABSTON C. STORE # 1                             47.00

Final totals                                                        47.00

** END OF REPORT **
```

Appendix A: A/R Quick Reference Guide

DAC Quick Reference
Accounts Receivable

Creating and Posting an A/R Batch

Entering A/R Transactions in an A/R Batch

For individual customers

- Entering a payment for a single invoice
- Entering a credit adjustment for a single invoice
- Entering a debit adjustment
- Entering a payment for multiple invoices
- Entering a credit adjustment for multiple invoices

For corporate customers

- Entering a payment for a single invoice
- Entering a credit adjustment for a single invoice
- Entering a debit adjustment
- Entering a payment for multiple invoices
- Entering a credit adjustment for multiple invoices

Posting an A/R Batch Created by Posting Cash Invoices

Creating and Posting an A/R Batch

1. From the Main Operations Menu, select #2 (Accounts Receivable), and press Enter.

2. Select #1 (A/R Batch Entry), and press Enter.

3. Press F10 (Create Batch).

4. Type the total amount of payments (cash and checks) and adjustments for the Batch Amount field, and press field +.

   For example, for a batch with 4 payments of 102.20 each, 4 credit adjustments of 32.15 each, and 2 debit adjustments of 23.45 each, the Batch Amount is 327.10.

   Note: If the total amount of transactions is a negative amount, press field - after entering the amount for the Batch Amount field. Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Batch Amount field. It will be corrected when data entry is complete.

5. Type the total number of A/R transactions for the Batch Count, and press field +.
   For example, for a batch with 4 payments, 4 credit adjustments and 2 debit adjustments, the Batch Count equals 10.

6. Enter payment and adjustment transactions, as described in the pages that follow.
   Any combination of payments, credit adjustments and debit adjustments can be entered in a single batch for both individual and corporate customers.

7. After entering all the transactions, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts appearing to the right of these fields at the top of the screen.

8. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.

9. Press Enter to confirm. An A/R posting control report will print.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a payment for a single invoice

1. Type P in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
   - Type the customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Type the invoice number in the Invoice column, and press field +.
5. Type the check number of the payment in the Check No column, and press Enter.
6. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
   - Type the customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
   Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice column, and press field +.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
   - Type the reason's code, press field +, and press Enter.
   - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
   - Type the customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice column.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
   - Type the reason's code, press field +, and press Enter.
   - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a payment for multiple invoices

1. Type P in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
   - Type the customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No column.
5. Type the check number of the payment, and tab to the Apply? column.
6. Type Y, and press Enter.
7. After the Display A/R For Select #2 screen appears, select credit memos first (if any), and invoices last in one of these ways:
   - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
   - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
   - Type the customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
   Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No column.
5. Type a reference description (if desired) in the Check No column.
6. If you know the reason's code:
   a) Tab to the Rsn column, and type the code.
   b) Tab to the Apply? column, type Y, and press Enter.
   c) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
      - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
      - Type 1 in the ? column of all the invoices, and press Enter.
   d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
   e) Continue with step 8 below.
7. If you do not know the reason's code:
   a) Tab to the Apply? column, type Y, and press Enter.
   b) Press F4 to search for the reason's code.
   c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
   d) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
      - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
      - Type 1 in the ? column of all the invoices, and press Enter.
   e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a payment for a single invoice

1. Type P in the Typ column.
2. Enter the corporate customer number in one of these ways:
   - Type the corporate customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Type the invoice number in the Invoice column, and press field +.
5. Type the check number of the payment in the Check No column, and press Enter.
6. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ column.
2. Enter the corporate customer number in one of these ways:
   - Type the corporate customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
   Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice column, and press field +.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
   - Type the reason's code, and press Enter.
   - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Type column.
2. Enter the corporate customer number in one of these ways:
   - Type the corporate customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice column.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
   - Type the reason's code, and press Enter.
   - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a payment for multiple invoices

1. Type P in the Typ column.
2. Enter the corporate customer number in one of these ways:
   - Type the corporate customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No column.
5. Type the check number of the payment, and tab to the Apply? column.
6. Type Y, and press Enter.
7. After the Display A/R For Select screen appears, select credit memos first (if any), and invoices last in one of these ways:
   - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
   - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ column.
2. Enter the corporate customer number in one of these ways:
   - Type the corporate customer number, press field +, and tab to the Amount column.
   - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
   Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No column.
5. Type a reference description (if desired) in the Check No column.
6. If you know the reason's code:
   a) Tab to the Rsn column, and type the code.
   b) Tab to the Apply? column, type Y, and press Enter.
   c) After the Display A/R For Select screen appears, select the invoices in one of these ways:
      - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
      - Type 1 in the ? column of all the invoices, and press Enter.
   d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
   e) Continue with step 8 below.
7. If you do not know the reason's code:
   a) Tab to the Apply? column, type Y, and press Enter.
   b) Press F4 to search for the reason's code.
   c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
   d) After the Display A/R For Select screen appears, select the invoices in one of these ways:
      - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
      - Type 1 in the ? column of all the invoices, and press Enter.
   e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Posting an A/R Batch Created by Posting Cash Invoices

1. From the Main Operations Menu, select #2 (Accounts Receivable).

2. Select #1 (A/R Batch Entry), and locate the desired Batch ID equal to the route number.

3. Type 2 in the ? column, and press Enter.

4. Type the total for the Batch Amount field as it appears for the actual amount to the right of it, and press field +.

5. Type the total for the Batch Count field as it appears for the actual amount to the right of it, and press field +.

6. For each transaction of the batch:
   a) Type 2 in the ? column, and press Enter.
   b) Type the check number of the payment in the Check # field, press Enter, and press Enter to confirm.

7. To delete any unwanted transactions existing in the batch, type D in the ? column, and press Enter.

8. When all the changes above are complete, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts as described above.

9. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.

10. Press Enter to confirm. An A/R posting control report will print.

Appendix B: Applying Manually Calculated Discounts

The instructions below should be followed only by DAC users who manually calculate A/R payment discounts for all their customers, and do not use DAC payment terms to calculate the discounts for qualified invoices.

Before following these instructions:

- Verify that *Y* is not entered for the **Prompt For Discounts?** field of the SYS046 default system option (A/R Options #2). *Warning: Do not change the value of this field without first consulting CDR support personnel.*
- Verify that a number of discount days is designated for the payment terms of the customers for whom discounting applies. Refer to Working With Terms Definitions of the Customer File Maintenance document for information about the **Disc Days** field.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              11/01/07 12:40:31
                                A/R Batch Entry
User: JEANNINE Date: 110107      Batch Amount:       6288.05             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P

D=Delete   2=Edit   5=Apply   6=Edit Discount









F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.

2. Enter data for one of the following fields:
   - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
   - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

3. If necessary, enter data for the **Store#** (6,n) field.

4. Press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              11/01/07 12:40:31
                                A/R Batch Entry
User: JEANNINE Date: 110107      Batch Amount:       6288.05             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              11/01/07 12:40:31
                                A/R Batch Entry
User: JEANNINE Date: 110107      Batch Amount:       6288.05             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000        6288.05

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

6. Press <Field Plus> to pass the **Invoice** field.

7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.

8. Press <Field Plus> to pass the **Rsn** field.

```
GWCFDFR    DISPLAY Creative Data Research, Inc.              11/01/07 12:40:31
                                A/R Batch Entry
User: JEANNINE Date: 110107      Batch Amount:       6288.05             .00
                                  Batch Count: 00001                      0

Typ  Corp #  Cust #  Store#         Amount  Invoice  Check No.   Rsn  Apply?
 P           100002  000000        6288.05  0000000  21222

D=Delete   2=Edit   5=Apply   6=Edit Discount



F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 12:46:23
                        Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002                            PYMT
                                                Amount To Apply      6288.05
                                                Total Selected           .00
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted          .00
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000300       979.92            979.92     8/17/07  100002
        I       B 0000336       476.24            476.24     8/20/07  100002
        I       B 0000347       988.24            988.24     8/21/07  100002
        I       B 0000407        36.10             86.10     9/18/07  100002
        I       B 0000438      4609.99           4609.99     9/21/07  100002
        C       B 0000456        61.51CR           61.51CR   9/24/07  100002
        C       B 0000464        30.75CR           30.75CR   9/24/07  100002
        C       B 0000465        61.51CR           61.51CR   9/24/07  100002
        I       B 0000513      3547.67           3547.67    10/10/07  100002 +

F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

10. If desired, users can select credit memo transactions to apply to invoice transactions, but the ***credit memos must be selected before the invoices.***

    Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
    - Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
    - Tab to the selection column of the desired credit memo in the screen's list, enter *1* (Select), and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:06:01
                        Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   C                        PYMT
 DIANNE'S GROCERY                               Amount To Apply      6288.05
                                                Total Selected         61.51CR
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted        61.51CR
                                                Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     C       B 0000456        61.51CR           61.51CR   9/24/07  100002
        C       B 0000464        30.75CR           30.75CR   9/24/07  100002
        C       B 0000465        61.51CR           61.51CR   9/24/07  100002





F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

    If necessary, a credit memo can be unselected by entering *R* (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter>.

11. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:06:47
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   C                       PYMT
 DIANNE'S GROCERY                                Amount To Apply      6288.05
                                                 Total Selected        153.77CR
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted       153.77CR
                                                 Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     C       B 0000456        61.51CR          61.51CR   9/24/07  100002
  *     C       B 0000464        30.75CR          30.75CR   9/24/07  100002
  *     C       B 0000465        61.51CR          61.51CR   9/24/07  100002





F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

Important: Discounts can be applied to one or more invoices, but ***the invoices which will be discounted must be selected before selecting the invoices which will not be discounted.***

12. Locate the invoice to be discounted in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *1* (Select) in the selection column next to it, and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:13:23
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   I                       PYMT
 DIANNE'S GROCERY                                Amount To Apply      6288.05
                                                 Total Selected       4456.22
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      4456.22
                                                 Difference  :            .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000300       979.92           979.92     8/17/07  100002
        I       B 0000336       476.24           476.24     8/20/07  100002
        I       B 0000347       988.24           988.24     8/21/07  100002
        I       B 0000407        36.10            86.10     9/18/07  100002
  *     I       B 0000438      4609.99          4609.99     9/21/07  100002
        I       B 0000513      3547.67          3547.67    10/10/07  100002
        I       B 0000526      3584.74          3584.74    10/22/07  100002
        I       B 0000532      3346.72          3346.72    10/31/07  100002


F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

Enter *6* (Edit Disc Info) in the selection column next to the selected invoice, and press <Enter>. The Prompt For Discount Taken screen appears.

Enter the amount of the discount to be applied for the **Discount Taken** field, press <Field Plus> and press <Enter>.

```
BSQ4PVR    ENTER   Creative Data Research, Inc.          11/01/07 13:16:17
                            Prompt For Discount Taken

Corporate Number   100002  DIANNE'S GROCERY
Customer Number    100002  DIANNE'S GROCERY
Transaction Number     526
Discount Earned            .00
Discount Taken .        698.67
Discount % . . :
Discount Date  :   11/10/07












F3=Exit
                                                          CONFIRM: Y (Y/N)
```

Press <Enter> to confirm.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.          11/01/07 13:17:27
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   I                       PYMT
 DIANNE'S GROCERY                                Amount To Apply      6288.05
                                                 Total Selected       3757.55
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      4456.22
                                                 Difference  :         698.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
        I       B 0000300       979.92            979.92     8/17/07  100002
        I       B 0000336       476.24            476.24     8/20/07  100002
        I       B 0000347       988.24            988.24     8/21/07  100002
        I       B 0000407        36.10             86.10     9/18/07  100002
  *     I       B 0000438      4609.99           4609.99     9/21/07  100002
        I       B 0000513      3547.67           3547.67    10/10/07  100002
        I       B 0000526      3584.74           3584.74    10/22/07  100002
        I       B 0000532      3346.72           3346.72    10/31/07  100002


F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

If a discounted invoice must be unselected due to a data entry error, use *6* (Edit Disc Info) to clear the discount amount before using *R* (Release) to unselect the invoice.

Important: If a discounted invoice must be unselected after the user selects any non-discounted invoices, ***all the non-discounted invoices must be unselected first.***

13. If necessary, repeat the previous step to select additional invoices for discounting before selecting invoices which will not be discounted (as described below).

14. Locate the desired invoice which will not be discounted in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *1* (Select) in the selection column next to it, and press <Enter>.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:20:50
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   I                        PYMT
 DIANNE'S GROCERY                                 Amount To Apply      6288.05
                                                  Total Selected       4737.47
Invoice          S (S=Sel,R=Rls,2=Partial)       Total Attempted      5436.14
                                                  Difference  :         698.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000300       979.92            979.92     8/17/07  100002
        I       B 0000336       476.24            476.24     8/20/07  100002
        I       B 0000347       988.24            988.24     8/21/07  100002
        I       B 0000407        36.10             86.10     9/18/07  100002
  *     I       B 0000438      4609.99           4609.99     9/21/07  100002
        I       B 0000513      3547.67           3547.67    10/10/07  100002
        I       B 0000526      3584.74           3584.74    10/22/07  100002
        I       B 0000532      3346.72           3346.72    10/31/07  100002


F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

Repeat this step as often as necessary to select additional invoices which will not be discounted.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:21:45
                           Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002   I                        PYMT
 DIANNE'S GROCERY                                 Amount To Apply      6288.05
                                                  Total Selected       6238.05
Invoice          S (S=Sel,R=Rls,2=Partial)       Total Attempted      6936.72
                                                  Difference  :         698.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000300       979.92            979.92     8/17/07  100002
  *     I       B 0000336       476.24            476.24     8/20/07  100002
  *     I       B 0000347       988.24            988.24     8/21/07  100002
  *     I       B 0000407        36.10             86.10     9/18/07  100002
  *     I       B 0000438      4609.99           4609.99     9/21/07  100002
        I       B 0000513      3547.67           3547.67    10/10/07  100002
        I       B 0000526      3584.74           3584.74    10/22/07  100002
        I       B 0000532      3346.72           3346.72    10/31/07  100002


F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

Important: If a discounted invoice must be unselected after the user selects any non-discounted invoices, ***all the non-discounted invoices must be unselected first.***

Tip: Press <F1> (Show Selected Only) to display only selected transactions.

```
GSLJDFR    DISPLAY Creative Data Research, Inc.              11/01/07 13:25:52
                          Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
100002  100002       *                    PYMT
                                                Amount To Apply      6288.05
                                                Total Selected       6238.05
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      6936.72
                                                Difference  :         698.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.     Original Amt.    Date    Cust #
  *     I       B 0000300       979.92    $       979.92     8/17/07  100002
  *     I       B 0000336       476.24    $       476.24     8/20/07  100002
  *     I       B 0000347       988.24    $       988.24     8/21/07  100002
  *     I       B 0000407        36.10    $        86.10     9/18/07  100002
  *     I       B 0000438      4609.99    $      4609.99     9/21/07  100002
  *     C       B 0000456        61.51CR          61.51CR   9/24/07  100002
  *     C       B 0000464        30.75CR          30.75CR   9/24/07  100002
  *     C       B 0000465        61.51CR          61.51CR   9/24/07  100002


F1=Show Selected Only   F2=Show All   F3=Exit   F4=Prompt   F11=Apply to Oldes
```

15. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

    Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.