# **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.

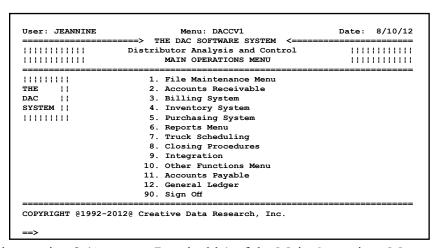
#### **Working With Reason Definitions**

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.



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

```
User: JEANNINE
                                                            Date: 9/11/06
                              Menu: ARCV1
            ===> A C C O U N T S
                                    RECEIVABLE <===
111111111
                        1. A/R Batch Entry
                        2. A/R Inquiry/Apply(Corporate)
DAC ||
SYSTEM ||
                        3. A/R Inquiry/Apply(Customer)
                        4. Reason Definitions
                        5. Generate Late Charges
111111111
                        6. A/R Batch Entry Recovery
                        7. Invoice Number Search
                        8. Edit A/R Entry User Options
                        9. Work with A/R Messages
                        MENU CALLS
                                                   21. A/R Reports
19. Billing System
                         20. Statements
22.
                         23. Dac Main Menu
                                                   90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
===>
```

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

```
DSFXEFR CHANGE Creative Data Research
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 #
```

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
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.

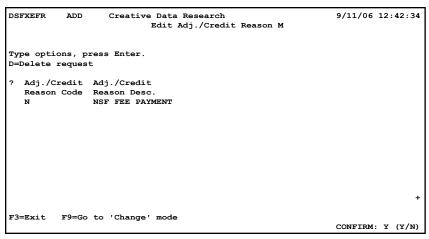
```
DSFXEFR ADD Creative Data Research 9/11/06 12:41:14
Edit Adj./Credit Reason M

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.

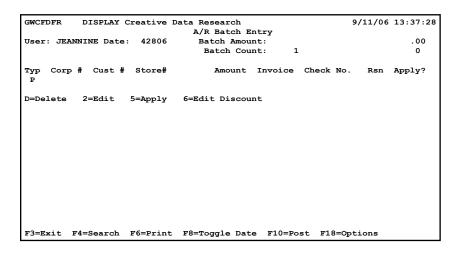


6. Press <Enter> when prompted to confirm, and press <F3> to exit.

```
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 <========
111111111
                        1. A/R Batch Entry
                         2. A/R Inquiry/Apply(Corporate)
DAC
                        A/R Inquiry/Apply(Customer)
SYSTEM | |
                        4. Reason Definitions
111111111
                        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
                        MENU CALLS
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
```

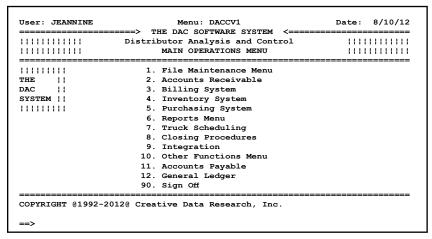
#### **Working With User Options**

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



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.



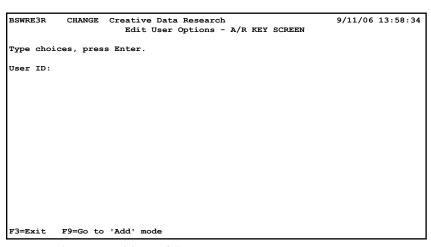
1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE
                                                               Date: 9/11/06
                                      RECEIVABLE <==
              ==> A C C O U N T S
                         1. A/R Batch Entry
THE
                         2. A/R Inquiry/Apply(Corporate)
                         A/R Inquiry/Apply(Customer)
SYSTEM ||
                         4. Reason Definitions
5. Generate Late Charges

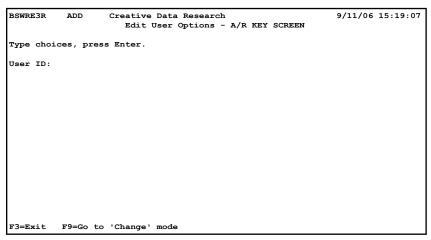
    A/R Batch Entry Recovery
    Invoice Number Search

                         8. Edit A/R Entry User Options
                         9. Work with A/R Messages
                         MENU CALLS
                          20. Statements
23. Dac Main Menu
19. Billing System
                                                     21. A/R Reports
22.
                                                     90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
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.



3. Press <F9> (Go to 'Add' 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?
Lock Corporate Number?
Lock Customer Number? .
                             (Y/N)
Lock A/R Check Number?
                             (Y/N)
                             (Y/N)
Allow Cash Apply? .
Lock Store # ?
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)
                          Y (Y/N)
Y (Y/N)
Lock Transaction Type?
Lock Corporate Number?
Lock Customer Number? .
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.

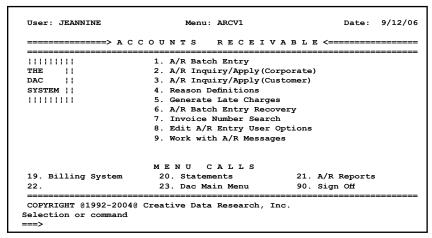
#### Working With A/R Messages

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 <====
                                                            1111111111111
||||||| Distributor Analysis and Control
                         MAIN OPERATIONS MENU
111111111
                       1. File Maintenance Menu
                       2. Accounts Receivable
                       3. Billing System
SYSTEM !!
                       4. Inventory System
                       5. Purchasing System
111111111
                       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.
```

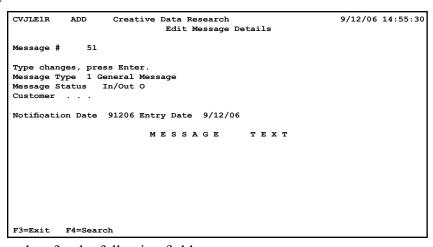
1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.



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		Research with A		ssages			9/12/06	14:52:39
						Juges		*UNA	CKNOWLEDG	ED*
Cust#						Not:	ify D	ate	Ту	pe
	cions, pres A=Acknowle									
F3=Exit	F4=Search	F7=ALL/Un	ackno	wledged	Only	F10=Add	Mess	age	F23=Remov	e Acknow

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



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
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

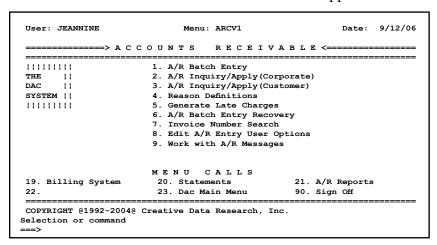
CONFIRM: Y (Y/N)
```

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

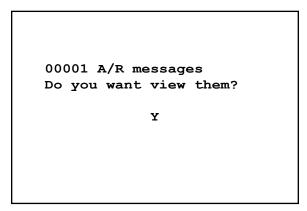
```
CVJRDFR DISPLAY Creative Data Research 9/12/06 16:53:16
Work with A/R Messages *UNACKNOWLEDGED*
Cust# Notify Date Type
Type options, press Enter.
2=Edit A=Acknowledged
? Type Msg# Sts Notify On Entered
1 57 9/12/06 9/12/06
Stop & Go over credit limit?

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

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

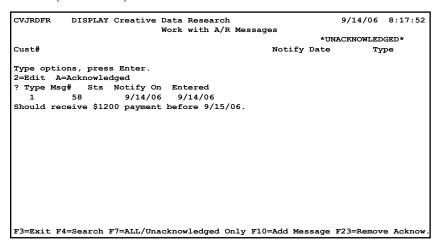


The A/R messages Do you want view them? message (illustrated below) appears if an unacknowledged message with a date equal to (or earlier than) the current date exists when A/R users select option 3 (A/R Inquiry/Apply-Customer) of the Accounts Receivable screen.

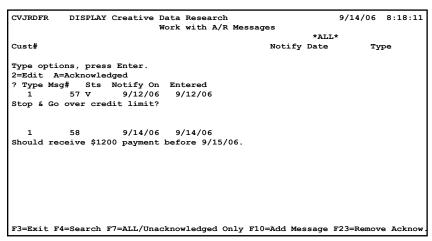


4. To view A/R messages, press <Enter> when the message above appears, or select option 9 (Work With A/R Messages) from the Accounts Receivable screen. The

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).



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



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
                                  9/12/06
Stop & Go over credit limit?
           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
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

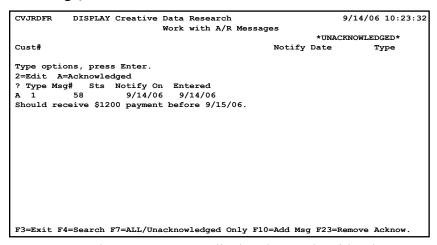
Work with A/R Messages

*ALL*

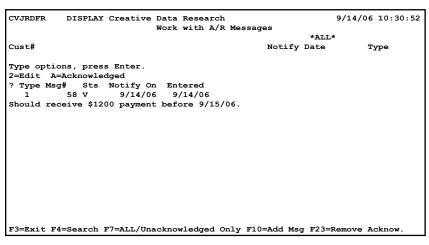
Cust# Notify Date Type 1

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.
```

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.



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



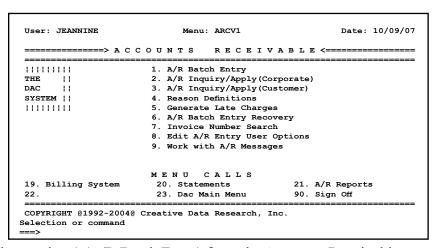
7. To delete all acknowledged messages, press and hold <Shift> while pressing <F11> (<F23>=Remove Acknow).

#### **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
                                                                    8/10/12
                     ==> THE DAC SOFTWARE SYSTEM <==
111111111111
                    Distributor Analysis and Control
                                                               1111111111111
                           MAIN OPERATIONS MENU
1111111111111
                                                               1111111111111
111111111
                        1. File Maintenance Menu
THE
       11
                        2. Accounts Receivable
                       3. Billing System
                        4. Inventory System
SYSTEM | |
111111111
                        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.



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
```

- 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
```

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:

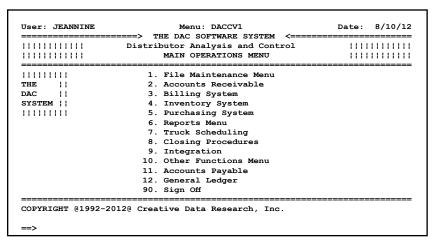
- Payment transactions can be entered and applied to a single invoice or multiple invoices when the batch is posted, or they can be entered and applied to invoice, credit memo and adjustment transactions at a later time.
- Credit adjustment transactions can be entered and applied to a single invoice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

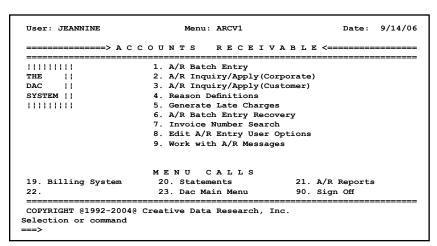
#### Creating An A/R Batch

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.



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



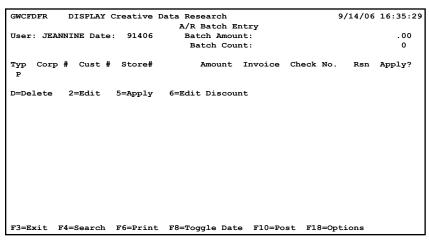
2. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR DISPLAY Creative Data Research
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.



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.

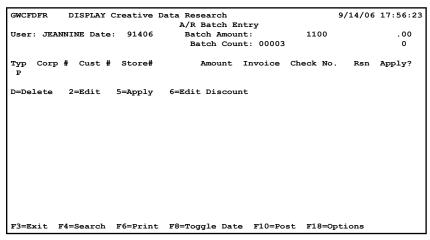
```
GWCFDFR DISPLAY Creative Data Research 9/14/06 17:55:28
A/R Batch Entry
User: JEANNINE Date: 91406 Batch Amount: 1100 .00
Batch Count: 0

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>.



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
Work With A/R Batches

Batch ID Date

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

Patch 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.

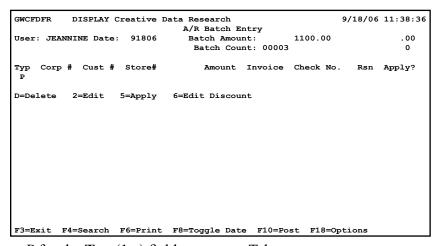
Payment transactions can be entered in a single batch for both individual customers and corporate customers. If necessary, a single payment transaction which is entered for a corporate customer can be applied to either the invoices posted for the corporate account or to invoices posted for the individual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



- 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

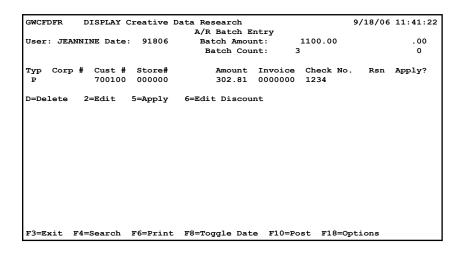
D=Delete 2=Edit 5=Apply 6=Edit Discount

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

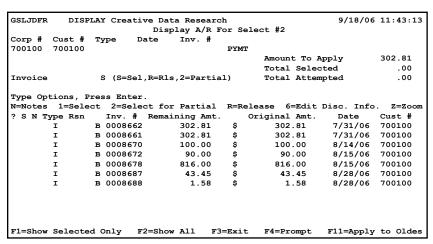
5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```
9/18/06 11:39:15
GWCFDFR
          DISPLAY Creative Data Research
                               A/R Batch Entry
User: JEANNINE Date: 91806
                                Batch Amount:
                                                   1100.00
                                                                        . 00
                                 Batch Count:
                                                                        0
    Corp #
            Cust #
                                   Amount Invoice Check No.
                                                               Rsn Apply?
Тур
            700100 000000
                                   302.81
         2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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.



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*.



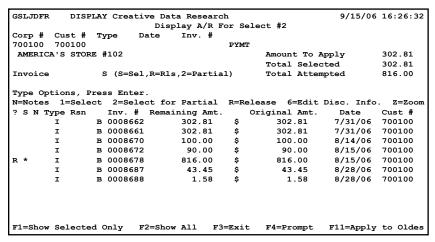
The restrictor fields at the top of the Display A/R For Select #2 screen can be used to limit the list of transactions:

- **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 *I* (Select), and press <Enter>.

GSLJD	FR	D	ISPL	AY Cre	ative	Data	a Re	sear	ch			9/1	8/06	11:	43:13
						Displ	lay i	A/R	For Se	lect #	2				
Corp	# (	Cust	: #	Type	Dat	te	Inv	. #							
70010	0	7001	.00						PYMT						
AMER	ICA	's s	TORE	#102						Amo	unt To	Apply		302	.81
										Tot	al Sel	ected		302	. 81
Invoi	ce			s (s=	Sel.	R=Rls	.2=P	arti	al)	Tot	al Att	empted		816	.00
				•	,	- '	•		•			•			
Type	Opt	ions	. Pr	ess Er	ter.										
	-		,			for	Par	tial	R=Re	lease	6=Edi	t Disc.	Info	. z:	=Zoom
? S N						Remair				Origin				Cus	t. #
		I .		B 0008			_	.81	\$	_	02.81			700	
		Ī		B 0008	661		302		\$	3	02.81			700	100
		Ī		B 0008	670		100				00.00			700	
		Ī		B 0008	672			.00	\$ \$		90.00			700	100
1 *		I		в 0008	678		816		\$	8	16.00			700	100
-		ī		B 0008				. 45	\$	-	43.45			700	
		ī		B 0008				.58	Ś		1.58	8/28		700	
		_					_	0	•			0,20	,		
F1=Sh	OW :	Sele	cted	Only	F2:	-Show	A11	<b>म</b>	3=Exit	F4=	Prompt	F11=A	nnlv	to (	01des
				austec					AIC				PP-Y	-	
<u></u>	- 1111		, _AII		•										

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

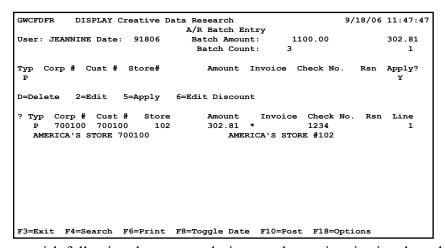
11. If necessary, an invoice can be unselected by entering R (Release) in the selection column of the desired invoice in the screen's list.



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

GSLJDFR	DISPI	.A	Creati	ve Data	a Res	sear	ch			9/1	18/06	11:47:06			
				Disp	lay i	A/R	For Se	elect #2							
Corp #	Cust #	T	pe D	ate	Inv	. #									
700100															
AMERICA'S STORE #102 Amount To Apply															
								Tota	l Sele	cted		302.81			
Invoice		5	S (S=Sel	,R=Rls	,2=Pa	arti	al)	Tota	l Atte	mpted		302.81			
Type Op	tions, Pr	ces	ss Enter												
N=Notes	1=Selec	ct	2=Sele	ct for	Par	tial	R=Re	elease	6=Edit	Disc.	Info	. Z=Zoom			
? S N T	ype Rsn		Inv. #	Remai	ning	Amt		Origina	l Amt.	Dat	:e	Cust #			
1 *	I	в	0008662		302	.81	•	30	2.81	7/3	L/06	700100			
	I	в	0008661		302	.81	\$	30	2.81	7/3:	L/06	700100			
	I	в	0008670		100	.00	\$	10	0.00	8/14	1/06	700100			
	I	в	0008672		90	.00	\$	9	0.00	8/1	5/06	700100			
	I	в	0008678		816	.00	\$	81	6.00	8/1	5/06	700100			
	I	в	0008687		43	. 45	\$	4	3.45	8/28	3/06	700100			
	I	в	0008688		1	.58	\$		1.58	8/28	3/06	700100			
l															
F1=Show	Selected	d (	Only F	2=Show	All	F	3=Exi	t F4=P	rompt	F11=2	Apply	to Oldes			

12. 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 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.

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

GSLJDFR DISPL	AY Creative Data	Pesearch	9/18/06	12:24:06
GSHODEK DISEM		ay A/R For Sele		12.24.00
Corp # Cust # !	-	-	CC #Z	
_				
700100 700100		PYMT		
AMERICA'S STORE	700100		Amount To Apply	302.81
İ			Total Selected	302.81
Invoice	S (S=Sel,R=Rls,	2=Partial)	Total Attempted	.00
i				
Type Options, Pro	ess Enter.			
N=Notes 1=Selec	t 2=Select for	Partial R=Rele	ase 6=Edit Disc. Info.	z=zoom
? S N Type Rsn	Inv. # Remain	ing Amt. Or	riginal Amt. Date	Cust #
	в 0008662			700100
i			.,,	
i				
İ				
İ				
i				
i				
i				
ĺ				
ĺ				
ĺ				
ĺ				
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 before selecting another.

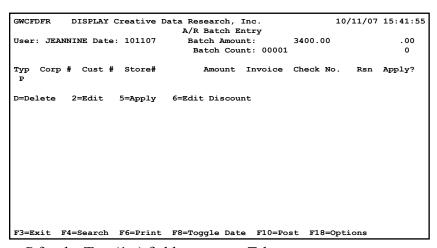
Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

#### To Apply 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.



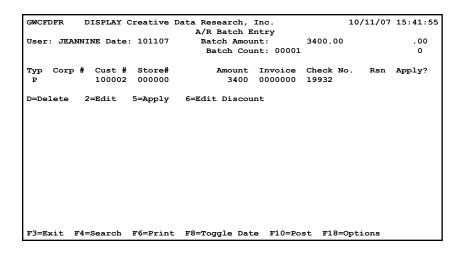
- 1. Enter *P* for the **Typ** (1,a) field, or press < Tab>.
- 2. Enter data for one of the following fields:
  - **Corp** # (6,n) enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
  - Cust # (6,n) enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- 3. If necessary, enter data for the **Store**# (6,n) field.
- 4. Press <Field Plus>.

```
10/11/07 15:41:55
          DISPLAY Creative Data Research, Inc.
                               A/R Batch Entry
User: JEANNINE Date: 101107
                                Batch Amount:
                                                   3400.00
                                                                       .00
                                Batch Count: 00001
Тур
    Corp #
            Cust #
                   Store#
                                  Amount Invoice Check No.
                                                              Rsn Apply?
            100002 000000
         2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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>.

```
10/11/07 15:41:55
GWCFDFR
          DISPLAY Creative Data Research, Inc.
                               A/R Batch Entry
User: JEANNINE Date: 101107
                                Batch Amount:
                                                                        .00
                                 Batch Count: 00001
                                                                        0
    Corp #
            Cust #
                                   Amount Invoice Check No.
Тур
                                                               Rsn Apply?
            100002 000000
                                     3400
         2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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.



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	DICD	TAV Cm		Data Res		h Tn			10/11/07	15.56.	<u> </u>
GSLUDER	DISP	LAI CI		Data Res					10/11/07	15.56.	33
~ "	~ . "	_				or se.	Lect #2				
Corp #	Cust #	Type	Date	Inv	. #						
100002	100002					PYMT					
							Amoun			3400.00	
							Total	Sele	cted	.00	
Invoice		S (S:	=Sel,R=	Rls,2=Pa	artia	1)	Total	Atte	mpted	.00	
							Differe	ence	:	.00	
Type Opt	tions, P	ress E	nter.								
N=Notes	1=Sele	ct 2=	Select	for Part	tial	R=Re	Lease 6=	=Edit	Disc. Info	. z=zo	om
? S N T	pe Rsn	Inv	. # Re	maining	Amt.	(	Original	Amt.	Date	Cust #	
	I	B 000	0181	2153	.76	\$	2153	.76	6/01/07	100002	
	I	B 000	0235	482	. 40	\$	482	40	8/03/07	100002	
	I	в 000	0246	439	. 59	\$	439	.59	8/06/07	100002	
	I	в 000	0293	3659	. 59	\$ \$	3659	.59	8/10/07	100002	
	I	в 000	0298	3914	. 75	\$	3914	.75	8/13/07	100002	
	I	в 000	0299	3914	. 75	\$	3914	.75	8/13/07	100002	
	Ī	в 000	0300	979	92	\$		92	8/17/07	100002	
	- T	B 000		476		\$		24	8/20/07	100002	
	Ť	B 000		988	. – -	Ś	988	. – -	8/21/07	100002	
	-	2 000	0347	900		¥	900		5,21,07	100002	•
F1=Show	Selected	d Only	F2=5	Show All	F3	=Exit	F4=Pro	ompt	F11=Apply	to Old	es

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 *l* (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.
Prompt For Discount Taken

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

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.

```
10/11/07 16:41:55
BSQ4PVR
                    Creative Data Research, Inc.
                            Prompt For Discount Taken
Corporate Number
                    100002 DIANNE'S GROCERY
Customer Number
                    100002 DIANNE'S GROCERY
Transaction Number
                        601
                           70.95
Discount Earned
                     70.95
70.95
2.00
Discount Taken .
Discount % . . :
Discount Date :
                   10/20/07
F3=Exit
                                                                  CONFIRM: Y (Y/N)
```

12. Press <Enter> to confirm.

GSLJDFR	DISPL	AY Creat	ive Dat			inc. Select #2		10/11/07	7 16:42:53				
Corp #	Cust #	Type	_	Inv.		.01000 #1							
	100002				PYN	TT.							
DIANNE'S GROCERY Amount To Apply 3400.00													
									3400.00				
Invoice		S (S=Se	el,R=Rls	.2=Par	tial)	Tota	l Atte	mpted	3547.67				
		- (	,	,	,		rence	-	147.67				
						21110		•	21/10/				
Type On	tions, Pr	ess Ente	r										
				Parti	al R=F	elease	6=Edit	Disc. Info	. Z=Zoom				
	ype Rsn							Date					
		в 000040		-		-		9/18/07					
	_	B 000043		4609.9				9/21/07					
1 *		B 000051		3547.6			7.67						
-	-			5517.5	•	55.		20, 20, 0.	100002				
F1-Show	Selected	Only	F2=Show	Δ11	F3=Fvi	+ F4=5	romnt	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  $\langle Enter \rangle$ .

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

```
DISPLAY Creative Data Research, Inc.
                                                              10/12/07 12:35:52
                                A/R Batch Entry
                                                    3400.00 3400.00
1 1
User: JEANNINE Date: 101207
                                 Batch Amount:
                                 Batch Count:
                                    Amount Invoice Check No. Rsn Apply?
Тур
    Corp # Cust # Store#
          2=Edit 5=Apply 6=Edit Discount
D=Delete
 Typ Corp # Cust # Store
P 100002 100002
DIANNE'S GROCERY
                                   Amount Invoice Check No. Rsn Line 3400.00 * 19932 2
                                        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
Corp # Cust # Type Date Inv. #
100002 100002 *
                       Display A/R For Select #2
                                   PYMT
DIANNE'S GROCERY
                                         Amount To Apply
                                         Total Selected
              S (S=Sel,R=Rls,2=Partial)
                                         Total Attempted
                                                               . 00
                                                              .00
                                         Difference
Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
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.

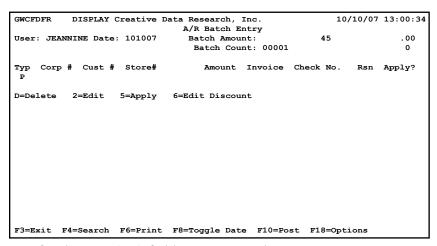
Press <F3> (Exit) when the Display A/R For Select #2 screen appears. The A/R Batch Entry screen appears with the payment transaction.

### 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.



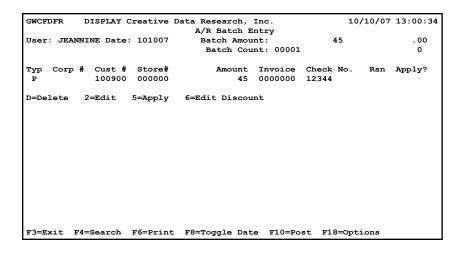
- 1. Enter P for the **Typ** (1,a) field, or press < Tab>.
- 2. Enter data for one of the following fields:
  - Corp # (6,n) enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
  - Cust # (6,n) enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- 3. If necessary, enter data for the **Store**# (6,n) field.
- 4. Press <Field Plus>.

```
DISPLAY Creative Data Research, Inc.
                                                           10/10/07 13:00:34
                               A/R Batch Entry
User: JEANNINE Date: 101007
                               Batch Amount:
                                                                       .00
                                Batch Count: 00001
Тур
    Corp #
           Cust # Store#
                                  Amount Invoice Check No.
                                                              Rsn Apply?
            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>.

```
10/10/07 13:00:34
GWCFDFR
          DISPLAY Creative Data Research, Inc.
                               A/R Batch Entry
User: JEANNINE Date: 101007
                                Batch Amount:
                                                                        .00
                                 Batch Count: 00001
                                                                        0
    Corp #
            Cust #
                                   Amount Invoice Check No.
Тур
                                                               Rsn Apply?
            100900 000000
         2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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.



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		DISPI	ΑY	Crea	tive	Dat	a Re	sear	ch,	Inc.			10/	10/07	13:0	04:5	5
						Disp	lay i	A/R	For :	Selec	et #2		-	•			-
Corp #	Cus	t#	ту	pe	Dat	:e -	Inv	. #									- 1
100900	100	900							PY	MT							- 1
											Amoun	t To	Apply		45	.00	- 1
											Total	Sele	cted			.00	- 1
Invoice			S	(S=S	el,E	R=Rls	,2=P	arti	al)		Total	Atte	mpted			.00	- 1
											Differ	ence	:		. (	00	- 1
																	- 1
Type Opt	tion	s, Pr	es	s Ent	er.												- 1
N=Notes	1=	Selec	ŧ٤										Disc.	Info	. Z=	=Zoo	m
? S N T	ype	Rsn		Inv.	# F	Remai	ning	Amt		Ori	lginal	Amt.	Da	te	Cust	t #	- 1
	A	A		00000	00		5	.00			5	.00	4/1	3/07	1009	900	- 1
	I		в	00001	34		4646	. 66			4646	.66	4/1	5/07	1009	900	- 1
	I		в	00001	70		597	. 72			597	.72	6/0	1/07	1009	900	- 1
	I		в	00001	83		3368	.16			3368	.16	6/0	1/07	1009	900	- 1
	I		в	00001	92		930	.13			930	.13	6/0	1/07	1009	900	- 1
	I		в	00002	12		729	. 66			729	.66	7/3	1/07	1009	900	- 1
	I		в	00002	70		3144	. 99			3144	.99	8/0	9/07	1009	900	
	I		в	00003	16		3368	.16			3368	.16	8/1	4/07	1009	900	- 1
	I		в	00003	70		3776	. 58			3776	.58	8/3	0/07	1009	900	+
I																	- !
F1=Show	Sel	ected	ı	nly	F2=	Show	All	F	3=Ex	it	F4=Pr	ompt	F11=	Apply	to (	Olde	s

- 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	DISPI	AY	Crea	ativ	re Data			ch, I		L #0		10/	10/07	13:	08:28
Comm #	Cust #	m		ъ.	ote ite	Inv		FOL 5	етес	L #2					
100900	100900	TA	pe	De	ice	IIIV.	. #	РУМ	m						
	D MART -	_						PIM	_		+ ma	Apply		45	.00
JR FOO	D MARI -	АБ	IIA									appiy cted			.51CR
Invoice		_		1	D-D1-	2-5-		- 7 \	-						
Invoice		5	(5=3	ser,	R=Rls	, Z=Pa	artı	aı)				mpted			
I									I	Oiffer	ence	:			00
	tions, Pr														
	1=Selec														=Zoom
? S N T	ype Rsn		Inv.	#	Remai	ning	Amt		Orig	ginal	Amt.	Da	te	Cus	t#
*	С	в	00004	157		61	. 510	R		61	51CR	9/2	4/07	100	900
	С	в	00004	175		37.	620	R		37	.62CR	9/2	5/07	100	900
	С	в	00004	176		36	400	R		36	.40CR	9/2	5/07	100	900
	С	в	00004	177		36	400	R		36	.40CR	9/2	5/07	100	900
	С	в	00004	178		37	620	R		37	.62CR	9/2	5/07	100	900
I															
I															
I															
I															
F1=Show	Selected	1 O	nly	F2	2=Show	All	F	3=Exi	t I	F4=Pı	compt	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  $\langle Enter \rangle$ .

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 *I* (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 DISPL	AY Creative Da	ata Research, Ir	nc. 1	0/10/07 13:10:57
	Dis	splay A/R For Se	elect #2	
Corp # Cust # !	Type Date	Inv. #		
100900 100900		PYMT	?	
JR FOOD MART - 2	ABITA		Amount To Appl	y 45.00
			Total Selected	45.00
Invoice	S (S=Sel,R=R)	ls,2=Partial)	Total Attempte	d 4585.15
	,	.,	Difference :	4540.15
				== 10.10
Type Options, Pro	ess Enter			
'		or Dartial D-De	elease 6=Edit Dis	c. Info. Z=Zoom
? S N Type Rsn				Date Cust #
A A	0000000	5.00	-	/13/07 100900
1	B 0000134	4646.66		/15/07 100900
1 =	B 0000134	597.72		/01/07 100900
I = -				
	в 0000183	3368.16		/01/07 100900
	в 0000192	930.13		/01/07 100900
	в 0000212	729.66		/31/07 100900
	в 0000270	3144.99		/09/07 100900
I I	в 0000316	3368.16	3368.16 8	/14/07 100900
I 1	в 0000370	3776.58	3776.58 8	/30/07 100900 +
F1=Show Selected	Only F2=Sho	ow All F3=Exit	F4=Prompt F1	1=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  $\langle Enter \rangle$ .

13. 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 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.

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 Display A/R For Select #2	13:25:05
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
Dinerence :	.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 #
	100900
, , , , , , , , , , , , , , , , , , , ,	100900
- C B 0000437 61.31CR 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.

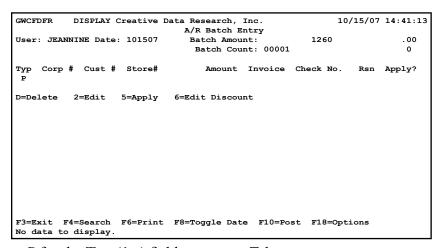
As previously described above, R (Release) can be used to unselect the invoice or the credit memo before selecting another.

### **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.



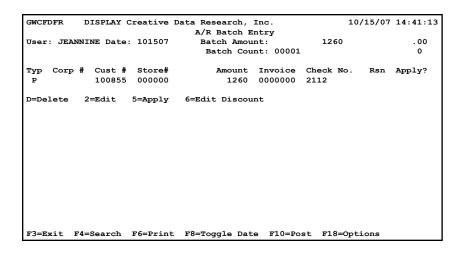
- 1. Enter *P* for the **Typ** (1,a) field, or press < Tab>.
- 2. Enter data for one of the following fields:
  - **Corp** # (6,n) enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
  - Cust # (6,n) enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- 3. If necessary, enter data for the **Store**# (6,n) field.
- 4. Press <Field Plus>.

```
DISPLAY Creative Data Research, Inc.
                                                           10/15/07 14:41:13
                               A/R Batch Entry
User: JEANNINE Date: 101507
                                Batch Amount:
                                                                       .00
                                 Batch Count: 00001
Typ
P
    Corp #
           Cust # Store#
                                   Amount Invoice Check No.
                                                               Rsn Apply?
            100855 000000
          2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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>.

```
DISPLAY Creative Data Research, Inc.
                                                           10/15/07 14:41:13
GWCFDFR
                               A/R Batch Entry
User: JEANNINE Date: 101507
                               Batch Amount:
                                Batch Count: 00001
                                                                        0
    Corp #
            Cust #
                                   Amount Invoice Check No.
                                                              Rsn Apply?
Тур
            100855 000000
                                    1260
          2=Edit 5=Apply
                             6=Edit Discount
D=Delete
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

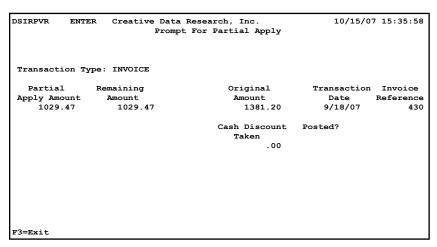
- 6. Press <Field Plus> to pass the **Invoice** field.
- 7. If desired, enter the check number of the payment for the Check No. (10,a) field, and press <Field Plus>.
- 8. Press <Field Plus> to pass the **Rsn** field.



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*.

```
10/15/07 15:25:26
GSLJDFR
         DISPLAY Creative Data Research, Inc.
                       Display A/R For Select #2
Corp # Cust # Type
                    Date Inv. #
100855 100855
                                   PYMT
                                         Amount To Apply
                                                           1260.00
                                                             .00
                                         Total Selected
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
Date Cust # 9/18/07 100855
                                       1381.20
                        1029.47
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.



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

```
Creative Data Research, Inc.
Prompt For Partial Apply
                                                                    10/15/07 15:42:39
DSIRPVR
            ENTER
Transaction Type: INVOICE
                                             Original
                                                                Transaction Invoice
Apply Amount
1000.00
                                                                            Reference
                   Amount
                                              Amount
                                                                  Date
                                                1381.20
                                                                  9/18/07
                     1029.47
                                                                                   430
                                           Cash Discount
                                                             Posted?
                                              Taken
F3=Exit
                                                                     CONFIRM: Y (Y/N)
```

12. Press <Enter> to confirm.

GSLJDFR DISP		a Research, Inc.		7 15:43:45
	_	_	CC #Z	
_	Type Date			
100855 100855		PYMT		
GAS-N-SHOP #6			Amount To Apply	
			Total Selected	1000.00
Invoice	S (S=Sel,R=Rls	,2=Partial)	Total Attempted	1000.00
			Difference :	.00
Type Options, P:	ress Enter.			
		Partial P=Pele	ase 6=Edit Disc. Inf	fo. Z=Zoom
			iginal Amt. Date	
		-	-	
1 -		1029.47	1381.20 9/18/07	
I	B 0000440	4260.84	4260.84 9/24/07	7 100855
1				
1				
1				
1				
F1=Show Selected	d Only F2=Show	All F3=Exit	F4=Prompt F11=App	ly 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  $\langle Enter \rangle$ .

- 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.

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

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

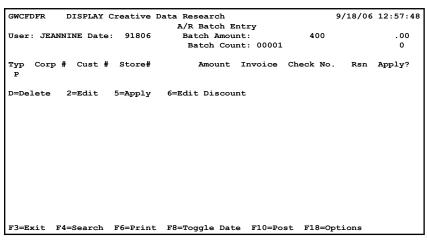
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

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

### 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.



- 1. Enter P for the **Typ** (1,a) field, or press  $\leq$ Tab $\geq$ .
- 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.

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	DISPI	AY	Creat	tive Da				_		9/1	L8/06	13:05:14
							For Se	elect #2				
Corp #	Cust #	Туј	pe	Date	Inv	. #						
700100	700100						PYM'	r				
								Amou	nt To	Apply		400.00
								Tota	1 Sele	cted		.00
Invoice		s	(S=Se	el,R=Rl	s,2=P	arti	al)	Tota	l Atte	mpted		.00
				. ,	-,		•					
Type Opt	tions, Pr	ces	s Ente	er.								
	1=Selec				r Par	tial	R=Re	elease	6=Edit	Disc.	Info	Z=Zoom
	pe Rsn			Rema				Origina			te	Cust #
· · · · · ·	I KSII		000866		_	. 81		-	2.81		L/06	700100
	ī	_	00086						0.00	-		700100
	_	_				.00				-	1/06	
	I	_	00086	-		.00			0.00	-	5/06	700100
	I	в (	00086	78	816	.00	\$	81	6.00	8/15	5/06	700100
	I	в	000868	37	43	.45	\$	4	3.45	8/28	3/06	700100
	I	в	000868	38	1	.58	\$		1.58	8/28	3/06	700100
							•					
I												
I												
l												
F1=Show	Selected	i Oı	nly	F2=Sho	w All	F	3=Exi	t F4=P	rompt	F11=7	Apply	to Oldes

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

GSLJDFF	DIS	PLAY	Creat	ive	Data	Res	sear	ch				9	/18/0	6 1	3:07:1	2
				D	ispl	ay A	A/R	For S	elect	#2						- 1
Corp #	Cust #	Ту	pe	Date		Inv	. #									- 1
700100	700100							PYM	T							- 1
									Am	oun	t To	Apply	,	4	00.00	
									To	tal	Sele	cted		4	00.00	- 1
Invoice		s	(S=Se	1,R=	Rls,	2=Pa	arti	al)	To	tal	Atte	mpted	ı	4	02.81	
												_				
Type Op	tions,	Pres	s Ente	r.												- 1
N=Notes	1=Sele	ect	2=Se1	ect	for	Part	tial	R=R	elease	6	=Edit	Disc	. Inf	٥.	Z=Zoo	m
? S N T	ype Rsn		Inv. #	Re	main	ing	Amt		Origi	nal	Amt.	I	ate	C	ust #	- 1
*	ī	В	000866	1		302	. 81	\$	-	302	.81	7/	31/06	7	00100	- 1
*	I	В	000867	0		100	.00	\$		100	.00	8,	14/06	7	00100	- 1
	I	В	000867	2		90	.00	\$		90	.00	8,	15/06	7	00100	- 1
	I	в	000867	8		816	.00	\$		816	.00		15/06		00100	- 1
	I	в	000868	7		43	. 45	;		43	.45		28/06		00100	- 1
	I	в	000868	8		1.	. 58	\$		1	.58		28/06		00100	- 1
								•				-,	,			
I																
I																
																. !
F1=Show	Selecte	ed O	nly	F2=S	how	All	F	3=Ехі	t F4	=Pr	ompt	F11	=Appl	y t	o Olde	s

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.

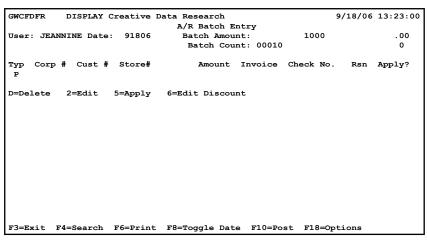
10. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction. An asterisk following the amount designates that invoices are selected to which the payment will be applied.

```
DISPLAY Creative Data Research
                                                              9/18/06 13:15:58
                              A/R Batch Entry
User: JEANNINE Date: 91806
                                                     400.00
                                                                       400.00
                                Batch Amount:
                                 Batch Count:
    Corp # Cust # Store#
                                    Amount Invoice Check No.
          2=Edit 5=Apply 6=Edit Discount
                                   Amount Invoice Check No. Rsn Line 400.00 * 12345 2
? Typ Corp # Cust # Store
P 700100 700100 102
                        102
  AMERICA'S STORE 700100
                                       AMERICA'S STORE #102
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

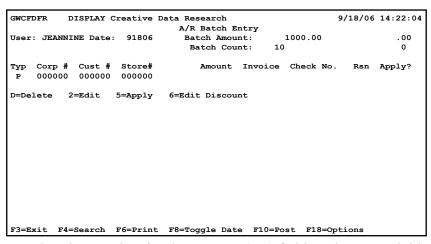
### With Invoice Number Shortcut

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.



- 1. Enter P for the **Typ** (1,a) field, or press  $\leq$ Tab $\geq$ .
- 2. Press <Field Plus> four (4) times to pass the Corp #, Cust #, Store# and Amount fields.



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
                                 Amount Invoice Check No. Rsn Apply?
    Corp # Cust # Store#
    000000 000000 000000
                                         0008661
         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 D	ata Research		9/1	8/06 14:26:12
			A/R Batch E	ntry		
User: J	EANNINE Date	: 91806	Batch Amou	nt: 10	00.00	302.81
			Batch Cou	nt: 10		1
Typ Co	rp # Cust #	Store#	Amount	Invoice C	heck No.	Rsn Apply?
D=Delet	e 2=Edit	5=Apply	6=Edit Discou	nt		
? Typ	Corp # Cust	# Store	Amount	Invoice	Check No.	Rsn Line
P	700100 7001	00 102	302.81	* 8661	3211	1
AMER	ICA'S STORE	700100	AME	RICA'S STOR	E #102	
F3=Exit	F4=Search	F6=Print	F8=Toggle Dat	e F10=Post	F18=Optic	ns

6. Repeat the steps above to continue entering payments.

```
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
       Corp # Cust # Store#
                                                            Amount Invoice Check No.
                 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
    102
    302.81 * 8661
    3211
    1

    AMERICA'S STORE
    700100
    AMERICA'S STORE
    #102

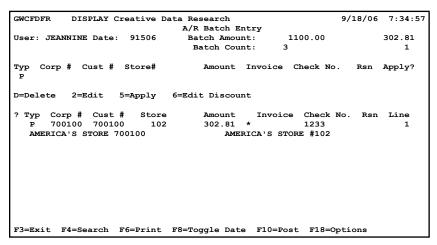
? Typ Corp # Cust # Store
P 700500 25137
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

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.

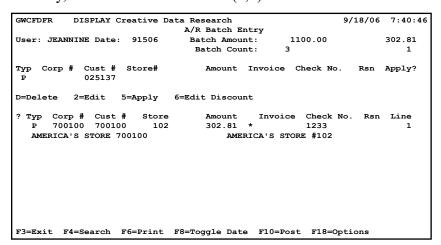
### To Manually Apply Payment

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.



- 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.



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

```
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:
    Corp # Cust # Store#
                                     Amount Invoice Check No.
                                                                   Rsn Apply?
             025137
          2=Edit 5=Apply 6=Edit Discount
D=Delete
 Typ Corp # Cust # Store
P 700100 700100 102
                                     Amount Invoice Check No. Rsn Line 302.81 * 1233 1
  700100 700100 102
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 I	OISPLAY Creative			9/18/06 8:10:17
		A/R Batch En	try	
User: JEANNI	NE Date: 91506	Batch Amoun	t: 1100.00	302.81
		Batch Coun	t: 3	1
Typ Corp #	Cust # Store# 025137	Amount : 860.00	Invoice Check No. 23345	Rsn Apply?
D=Delete 2	e=Edit 5=Apply	6=Edit Discoun	t	
		re Amount	Invoice Check No	o. Rsn Line 1
AMERICA'S	S STORE 700100	AMER	ICA'S STORE #102	
F3=Exit F4=	Search F6=Prin	t F8=Toggle Date	F10=Post F18=Opt	tions

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

GWCFDFR DISPLAY	Creative Dat	a Research		9/18/06	8:11:10
		A/R Batch Er	ntry		
User: JEANNINE Dat	91506	Batch Amou	-	00 00	1162.81
OSEI. ODMINING Dat	e. J1500			0.00	
		Batch Cour	nt: 3		2
Typ Corp # Cust	# Store#	Amount	Invoice Ch	neck No. Rsn	Apply?
D=Delete 2=Edit	5=Apply 6	=Edit Discour	nt		
? Typ Corp # Cus	t # Store	Amount	Invoice	Check No. Rsr	Line
P 700500 25		860.00		23345	2
AMERICA'S STORE	:			25515	_
					_
P 700100 700	100 102	302.81	*	1233	1
AMERICA'S STORE	700100	AMEI	RICA'S STORE	E #102	
F3=Exit F4=Search	F6=Print F	8=Toggle Date	F10=Post	F18=Options	

### **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).

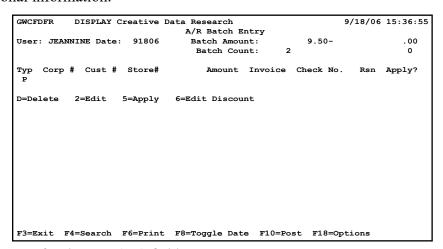
An A/R reason code must be entered when entering a credit adjustment transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

### To Apply To An Invoice

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

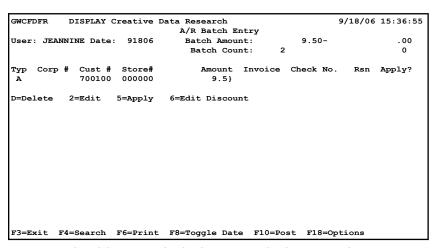
Refer to the Appendix A for information about "Entering a credit adjustment for multiple invoices" when the invoice number is unknown. In either case, the adjustments will be automatically applied to the invoice when the A/R batch is posted.

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.



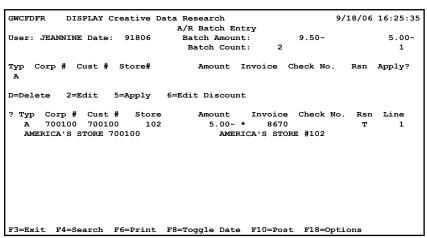
- 1. Enter A for the **Typ** (1,a) field.
- 2. Enter data for one of the following fields:
  - Corp # (6,n) enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
  - **Cust** # (6,n) enter a customer number, or press <F4> to select a number from 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>.



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.

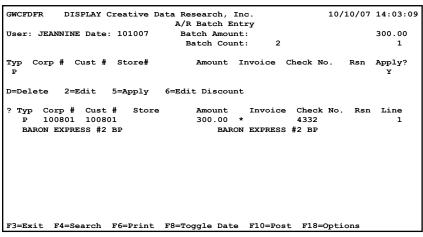


9. Press <Enter>. The payment transaction appears in the A/R Batch Entry screen with the cursor at the **Invoice** field.

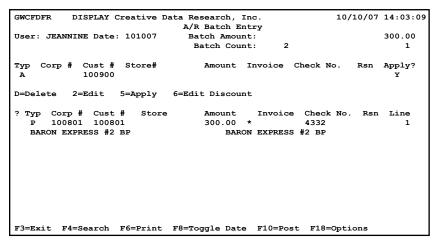
### To Apply To A Debit Adjustment

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.



- 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.



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

```
10/10/07 14:03:09
GWCFDFR
           DISPLAY Creative Data Research, Inc.
                                 A/R Batch Entry
User: JEANNINE Date: 101007
                                 Batch Amount:
                                                                       300.00
                                  Batch Count:
                                     Amount Invoice Check No.
     Corp #
                                                                       Apply?
Тур
             100900
          2=Edit 5=Apply
                               6=Edit Discount
       Corp # Cust # 100801
                                     Amount.
                                                        Check No.
                                     300.00
                                                        4332
                                         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	DISP	LAY	Creat		ata Res					10/	10/07	14:20:	15
					splay F		or Se.	Lect #2	2				
Corp #	Cust #	T	ype	Date	Inv.	. #							
100900	100900						ADJ.						
								Amou	int To	Apply		45.00	
								Tota	al Sele	cted		.00	
Invoice		5	S (S=Se	el,R=R	ls,2=Pa	artia:	L)	Tota	al Atte	mpted		.00	
								Diffe	erence	:		.00	
Type Opt	tions, P	res	ss Ente	er.									
N=Notes	1=Sele	ct	2=Se]	lect f	or Part	ial	R=Re	Lease	6=Edit	Disc.	Info	. z=zo	om
? S N T	ype Rsn		Inv.	Ren	aining	Amt.	(	Origina	al Amt.	Dat	te	Cust #	.
	I	в	000013	34	4646.	. 66		464	16.66	4/1	5/07	100900	
	I	в	000017	70	597.	.72		59	7.72	6/0:	1/07	100900	
	I	в	000018	33	3368.	.16		336	8.16	6/0:	1/07	100900	
	I	в	000019	92	930.	.13		93	30.13	6/0:	1/07	100900	
	I	в	000021	L2	729.	. 66		72	29.66	7/3:	1/07	100900	
	I	в	000027	70	3144.	. 99		314	4.99	8/09	9/07	100900	
	I	в	000031	L6	3368.	.16		336	8.16	8/14	4/07	100900	
	I	в	000037	70	3776.	. 58		377	76.58	8/3	0/07	100900	
	I	в	000042	27	3776.	. 96		377	76.96	9/18	B/07	100900	+
F1=Show	Selecte	d (	Only	F2=Sh	ow All	F3=	Exit	F4=1	Prompt	F11=2	Apply	to Old	es

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 *l* (Select) in the selection column next to the adjustment.

GSLJDFR	DISP	AY Crea	tive Dat					_	10/10/0	7 14:27:	52
			-	-		or Se	lect #	2			
Corp #	Cust #	Type	Date	Inv.	#						
100900	100900	A				ADJ.					
							Amo	unt To A	Apply	45.00	
							Tot	al Sele	cted	.00	
Invoice		S (S=Se	el,R=Rls	,2=Pa	rtia:	L)	Tot	al Atter	npted	.00	
							Diff	erence	:	.00	
Type Opt	tions, P	ress Ente	er.								
				Part	ial	R=Re	lease	6=Edit	Disc. Inf	o. z=zo	om
? S N T	ype Rsn	Inv.	Remai	ning.	Amt.		Origin	al Amt.	Date	Cust #	
-	A A	000000	00	5.	00CR		-	5.00CR	10/10/07	100900	
1	A A	000000	00	45.	00			45.00	10/10/07	100900	
F1=Show	Selected	d Only	F2=Show	All	F3=	=Exit	F4=	Prompt	F11=Appl	y to Olde	es

11. Press <Enter>.

GSLJDFR DISPL		a Research, Inc.	·	0/07 14:29:22
	-	lay A/R For Sele	ect #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
			ZIMOTOMOC .	
Type Options, Pr			c = 1:. =:	
			ease 6=Edit Disc. I	
? S N Type Rsn		-	riginal Amt. Date	
A A	0000000	5.00CR	5.00CR 10/10,	/07 100900
1 * A A	000000	45.00	45.00 10/10/	/07 100900
ĺ				
1				
1				
F1=Show Selected	Only F2=Show	All F3=Exit	F4=Prompt F11=Ap	pply 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  $\leq$ Enter>.

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

```
10/10/07 14:32:54
           DISPLAY Creative Data Research, Inc.
                                  A/R Batch Entry
User: JEANNINE Date: 101007
                                   Batch Amount:
                                                                           255.00
                                   Batch Count:
                                      Amount Invoice Check No. Rsn Apply?
    Corp # Cust # Store#
D=Delete 2=Edit 5=Apply 6=Edit Discount
                                      Amount Invoice Check No. Rsn Line 45.00- *
? Typ Corp # Cust # Store
A 100900 100900
   A 100900 100900
JR FOOD MART - ABITA
P 100801 100801
BARON EXPRESS #2 BP
                                          JR FOOD MART - ABITA
                                      300.00 *
                                         BARON EXPRESS #2 BP
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

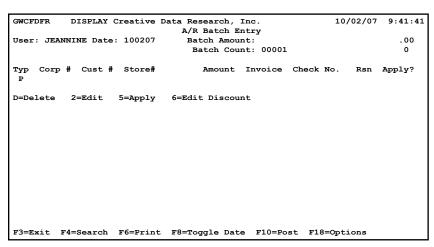
An asterisk following the credit adjustment amount designates that an adjustment is selected to which the transaction will be automatically applied when the batch is posted.

### **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.

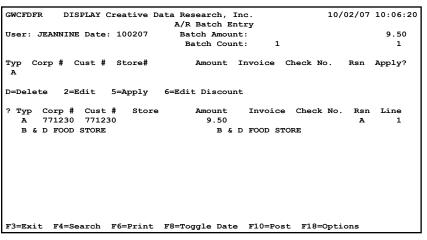
The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.



- 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>.

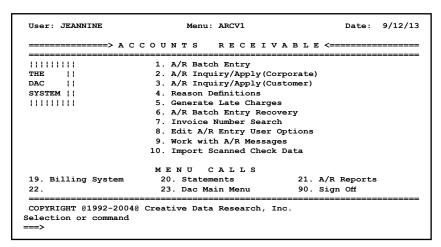
```
DISPLAY Creative Data Research, Inc.
                                                           10/02/07 9:41:41
                              A/R Batch Entry
User: JEANNINE Date: 100207
                               Batch Amount:
                                                                       .00
                                Batch Count: 00001
Тур
    Corp #
           Cust # Store#
                                  Amount Invoice Check No.
                                                              Rsn Apply?
         2=Edit 5=Apply
                            6=Edit Discount
D=Delete
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.

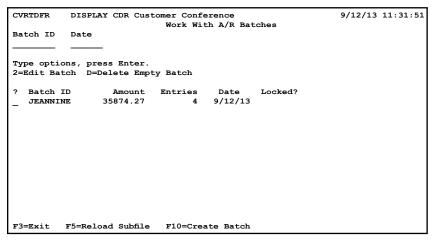


### Posting An A/R Batch

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



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



2. Locate the desired batch (use <Page Down> if necessary), and enter 2 (Edit) in the selection column next to its batch ID.

```
CVRTDFR
          DISPLAY CDR Customer Conference
                                                             9/12/13 11:31:51
                            Work With A/R Batches
Batch ID
Type options, press Enter.
2=Edit Batch D=Delete Empty Batch
  Batch ID
                  Amount Entries
                                      Date
                                             Locked?
  JEANNINE
                                     9/12/13
                35874.27
F3=Exit
         F5=Reload Subfile
                            F10=Create Batch
```

3. Press <Enter>. The A/R Batch Entry screen appears with the actual batch amount and batch count totals displayed to the right of the user-entered values.

GWCFDFR DISPLAY CDR Custome	er Conference	9/	12/13 11:33:37
	A/R Batch Entry		
User: JEANNINE Date: 91213	Batch Amount:	35874.27	35874.27
	Batch Count:	4	4
Typ Corp # Cust # Store#	Amount Invoice	Check No.	Rsn Apply?
<u> </u>			
D=Delete 2=Edit 5=Apply	6=Edit Discount		
? Typ Corp # Cust # Store	Amount Invoic	e Check No.	Rsn Line
_ P 265000 260501	10324.90 * 944	9	4
BIG JOHN'S QUICK STOP	BIG JOHN'S Q	UICK STOP #1	
_ P 700180 700180	754.74 * 947	5	3
L & M GROCERY	L & M GROCER		
_ P 100802 100802	15770.80 * 942	3	2
CRANKY CORNER QUICK STOP	CRANKY CORNE	R QUICK STOP	
_ P 380100 380110	9023.83 * 943	8	1
MISSISSIPPI STOP N GO	MISS STOP N	GO #110	
F3=Exit F4=Search F6=Print	F8=Toggle Date F10=Po	st F18=Opti	ons

4. If necessary, correct the value appearing for the **Batch Amount** (11.2,n) field by entering the total amount of payments and adjustments, and pressing <Field Plus> (or press <Field Minus> if the total is a negative amount). Refer to Creating An A/R Batch for additional information about the **Batch Amount** field.

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.

- 5. If necessary, correct the value appearing for the **Batch Count** (5,n) field by entering the total number of A/R transactions, and pressing <Field Plus>. Refer to Creating An A/R Batch for additional information about the **Batch Count** field.
- 6. If desired, press <F6> (Print) to print the Pre-Posting Report (see below).
- 7. Press <F1> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed (see below).

# A/R Pre-Posting Report (Version 1)

CDR Customer Conference	A/R Batch Posting Control (Pre-Posting Report)	JEANNINE DSGMPFR *** Batch Date:		9/12/13 11:43:47 Page 9/12/13 ***	17 Page 1		
Corporate#/ Invoice Check Trans.Type Number	Amount Customer Number-Name/ Reason Code-Description	Applied To	Inv. #	Date Ap	Applied Amt.	Disc. Taken	Cleared
100802 CRANKY CORNER QUICK STOP PAYMENT 9423	100802 CRANKY CORNER QUICK STOP 15770.80	INVOICE	9423	8/28/13	15770.80 15770.80	00.	YES
265000 BIG JOHN'S QUICK STOP PAYMENT 9449	260501 BIG JOHN'S QUICK STOP #1 10324.90	INVOICE	9449	9/02/13	10324.90 10324.90	00.	YES
380100 MISSISSIPPI STOP N GO PAYMENT 9438	380110 MISS STOP N GO #110 9023.83	INVOICE	9438	8/30/13	9023.83 9023.83	00.	YES
700180 L & M GROCERY PAYMENT 9475	700180 L & M GROCERY 754.74	INVOICE	9475	9/04/13	754.74 754.74	00.	YES
Total Payments	35874.27 .00 .00 .00 .00						

## A/R Pre-Posting Report (Version 2)

CDR Customer Conference	A/R Posting Report (Pre-Posting Report)	JEANNINE DMGMPFR *** Batch Date:		9/12/13 11:44:57 Page 9/12/13 ***	7 Page 1		
Corporate#/ Invoice Check Trans.Type Number	Amount Customer Number-Name/ Reason Code-Description	Applied To	Inv. # I	Date Ap	Applied Amt.	Disc. Taken	Cleared
380100 MISSISSIPPI STOP N GO PAYMENT 9438	380110 MISS STOP N GO #110 9023.83	INVOICE	9438 8/30/13	/30/13	9023.83 9023.83	00.	YES
100802 CRANKY CORNER QUICK STOP PAYMENT 9423	100802 CRANKY CORNER QUICK STOP 15770.80	INVOICE	9423 8/28/13	/28/13	15770.80 15770.80	00.	YES
700180 L & M GROCERY PAYMENT 9475	700180 L & M GROCERY 754.74	INVOICE	9475 9/04/13	/04/13	754.74 754.74	00.	YES
265000 BIG JOHN'S QUICK STOP PAYMENT 9449	260501 BIG JOHN'S QUICK STOP #1 10324.90	INVOICE	9449 9/02/13	/02/13	10324.90 10324.90	00.	YES
Total Payments	35874.27 .00 .00 .00 .00						

### A/R Batch Posting Control

### Batch #: 680  *** Batch Date: 9/12/13 ***  ### Batch Date: 9/12/13 ***		
Number   Amount   Customer Number-Name/   Applied To   Inv. #	* * *	
100802 CRANKY CORNER QUICK STOP 15770.80  260501 BIG JOHN'S QUICK STOP #1 10324.90  380110 MISS STOP N GO #110 9023.83  1NVOICE 9449 700180 L & M GROCERY 754.74  INVOICE 9438 754.74  INVOICE 9475	ate Applied Amt. Disc. Taken	aken Cleared
STOP 260501 BIG JOHN'S QUICK STOP #1  10324.90  N GO 380110 MISS STOP N GO #110  9449  INVOICE 9449  700180 L & M GROCERY 754.74  INVOICE 9438  1000	15770.80 15770.80	.00 YES
N GO 380110 MISS STOP N GO #110 9023.83  700180 L & M GROCERY 754.74  INVOICE 9438  .: 35874.27  .: 35874.27  .: 0.00 .: 0.00	10324.90 10324.90	.00 YES
700180 I. & M GROCERY 754.74 INVOICE 9475 : .00 s: .00	9023.83 9023.83	.00 YES
35874 	754.74 754.74	.00 YES
Total Credit Memos :		

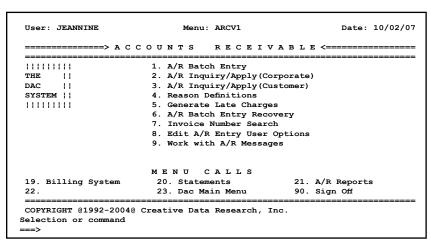
### **Entering Credit Memo Transactions**

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.



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.
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

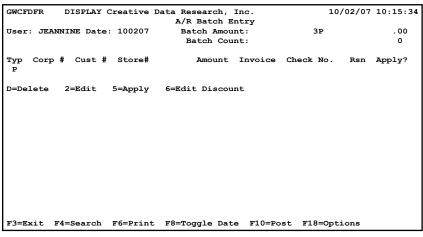
Typ Corp # Cust # Store# Amount Invoice Check No. Rsn Apply?
P

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).



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 *I* 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

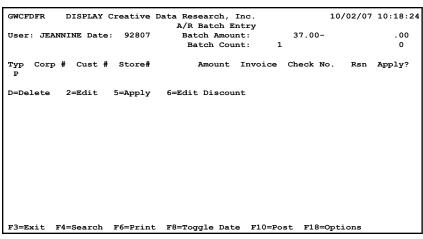
A/R Batch Entry
User: JEANNINE Date: 100207 Batch Amount: 3P .00
Batch Count: 00001 0

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
```

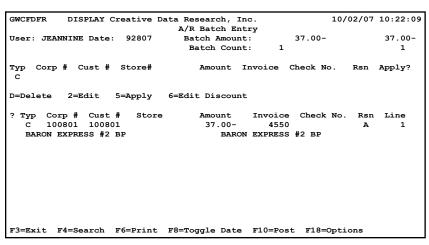
5. Enter the date of the credit for **Date** (6,n) field, and press <Field Plus>. If necessary, press <F8> (Toggle Date) to change the date.



- 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>.

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.

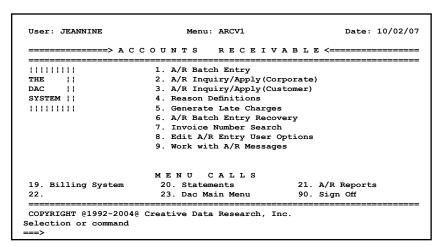


15. Press <F10> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed. Refer to Posting An A/R Batch for an example of the report.

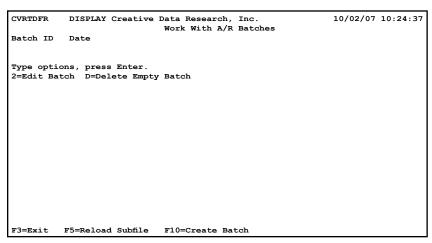
### **Entering Invoice Transactions**

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.



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



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

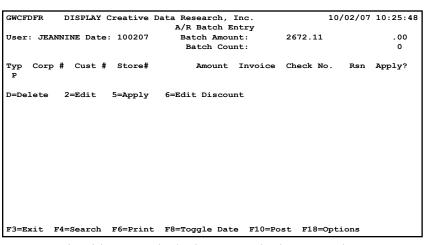
```
GWCFDFR DISPLAY Creative Data Research, Inc. 10/02/07 10:25:48
A/R Batch Entry
User: JEANNINE Date: 100207 Batch Amount: .00
Batch Count: .0

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).



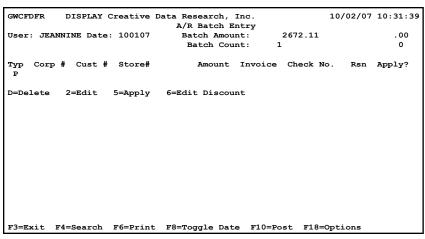
Note: Users should ignore the } character, the letter, or the incorrect number which may appear at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.

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>.

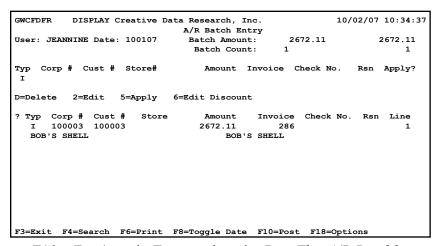
```
10/02/07 10:25:48
          DISPLAY Creative Data Research, Inc.
                               A/R Batch Entry
User: JEANNINE Date: 100207
                                Batch Amount:
                                                    2672.11
                                 Batch Count: 00001
Тур
    Corp #
           Cust # Store#
                                   Amount Invoice Check No.
                                                               Rsn Apply?
                             6=Edit Discount
D=Delete
          2=Edit
                   5=Apply
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.



- 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>.

- 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.



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 CDF			ce or Apply #2	1	0/11/21	16:24:12
Corporate	Customer	Tran.	Tran.				
Number	Number	Type	Date				
320092	320092	_					
Name LIL S	HORT STOP -	OCEAN SI	PRINGS	Phone Nu	mber 601 -	8185100	)
Last Pay Da	ate 10/11/21	L		Last Ord	er Date 9/	28/21	
Terms Code	010 2% 3 N	ET 7					
	=Show Paid E Excluded Con	-					s Z=Zoom
? SN T R I	nv Ref Dat	:e	Original	Remainin	r Runn	ing Dys	5
I 0	028576 9/28	3/21 \$	-		•	.36 13	
_	028610 9/28				12660	.94 13	3
_	000000 10/11					.58 (	
F1=Only Re	maining Amou	ınts F2	2=Show All	F3=Exit	F5=Calc Am	ount 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 Co	onference	•	10/11/2	1 16:26:57
Display	y A/R For	Select #2		
Corp # Cust # Type Date In	nv. #			
320092 320092	P	PYMT		
LIL SHORT STOP - OCEAN SPRINGS		Amount	t To Apply	113.36
Terms Code 010 2% 3 NET 7		Total	Selected	.00
		Total	Attempted	.00
		Diffe	rence :	.00
Invoice S (S=Sel,R=Rls,2=	=Partial)	Total I	Discounts:	.00
Type Options, Press Enter.				
N=Notes 1=Select 2=Select for Pa	artial R	R=Release 6=1	Edit Disc. Info	o. Z=Zoom
? SN T R Inv Ref Date On	riginal	Remaining	Running 1	Dys
I 0028576 9/28/21 \$	113.36	113.36	113.36	13
	2547.58	12547.58	12660.94	13
=				
F1=Selected F2=All F3=Exit F4=F	Prompt F	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 inforantion.
- <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**

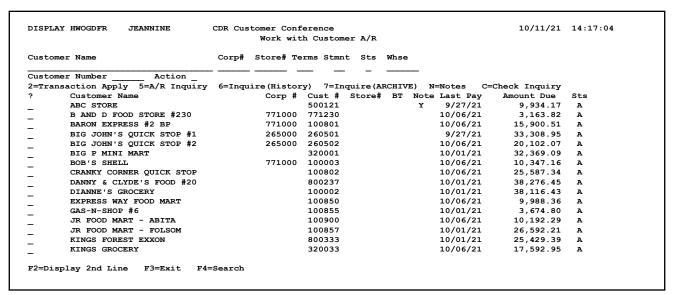
The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to apply open payment transactions to an invoice (or multiple invoices); apply open payment transactions to invoices with a credit memo; and apply a credit memo to an invoice (or multiple invoices).

### 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
 ========> A C C O U N T S
                                    R E C E I V A B L E <==========
                        1. A/R Batch Entry
 THE
                         A/R Inquiry/Apply(Corporate)
DAC
                        3. A/R Inquiry/Apply(Customer)
        11
 SYSTEM ||
                         4. Reason Definitions
 111111111
                         5. Generate Late Charge:
                         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
                                  CALLS
                        MENU
                         20. Statements
23. Dac Main Menu
19. Billing System
                                                    21. A/R Reports
22.
                                                    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.



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.

ustom	er Name	Corp# Store# Te	erms Stmnt Sts	Whse		
ustom	er Number 320092 Action 2			<del></del>		
=Tran	saction Apply 5=A/R Inquiry	6=Inquire(Histor	y) 7=Inquire(AR	CHIVE) 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

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
             Customer Tran. Tran.
Corporate
              Number
Number
                           Type
320092
              320092
Name LIL SHORT STOP - OCEAN SPRINGS
                                                   Phone Number 601 - 8185100
Last Pay Date 10/11/21
Terms Code 010 2% 3 NET 7
                                                   Last Order Date 9/28/21
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)
7. SNT R Inv Ref Date Original Remaining Running Dys

1 0028576 9/28/21 $ 113.36 113.36 113.36 13

1 0028610 9/28/21 $ 12547.58 12547.58 12660.94 13

P 0000000 10/11/21 113.36 113.36 12547.58 0
          0000000 10/11/21
                                      113.36
                                                      113.36
                                                                    12547.58
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
            Customer Tran. Tran.
Corporate
             Number
Number
                                 Date
                        Type
320092
             320092
                                               Phone Number 601 - 8185100
Name LIL SHORT STOP - OCEAN SPRINGS
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
        0000000 10/11/21
                                 113.36
                                                 113.36
                                                              12547.58
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	ce	10/11/	21 16:26:57
	Displ	ay A/R Fo	or Select #2		
Corp # Cust # Type	e Date	Inv. #			
320092 320092 _			PYMT		
LIL SHORT STOP - OC	EAN SPRINGS		Amour	nt To Apply	113.36
Terms Code 010 2%	3 NET 7		Total	Selected	.00
			Total	Attempted	.00
			Diffe	erence :	.00
Invoice S	(S=Sel,R=Rls,	2=Partial	L) Total	Discounts:	.00
Type Options, Press N=Notes 1=Select 2 ? SN T R Inv Ref	2=Select for Date 9/28/21 \$	Original 113.36	Remaining 113.36	Running	Dys 13
F1=Selected F2=All					

- 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 inforantion.
- 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 *l* (Select), and press <Enter>.

GSLJDFR DISPLAY CDR Cu	stomer Conferen		10/11/2	1 16:30:57
GOLODIN DISTLANCED CON CO	Display A/R F		10/11/2	1 10.30.37
Corp # Cust # Type D				
320092 320092		PYMT		
LIL SHORT STOP - OCEAN SP	RINGS	Amour	t To Apply	113.36
Terms Code 010 2% 3 NET	7	Total	Selected	113.36
		Total	. Attempted	113.36
		Diffe	rence :	.00
Invoice S (S=Sel	,R=Rls,2=Partia	l) Total	Discounts:	.00
Type Options, Press Enter N=Notes 1=Select 2=Sele		R=Release 6=	Edit Disc. Inf	o. Z=Zoom
? SN T R Inv Ref Date	Original	Remaining	Running	Dys
_ * I 0028576 9/28/2	1 \$ 113.36	113.36	113.36	13
_ I 0028610 9/28/2	1 \$ 12547.58	12547.58	12660.94	13
F1=Selected F2=All F3=E Apply Amount Exhausted	kit F4=Prompt	F8=Toggle Inv	F11=Apply To	Oldest

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  $\langle Enter \rangle$  *before* using  $\langle F3 \rangle$  to exit.

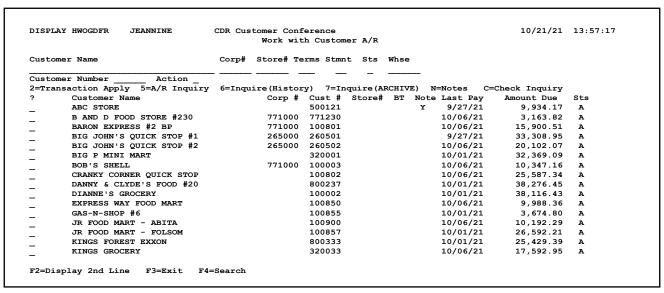
- 8. Press <F3> to exit. The Display A/R For Apply #2 screen appears.
- 9. Press <F3> to exit. The Work With Customer A/R screen appears.

### 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
                                                             Date: 10/21/21
              ==> A C C O U N T S
                                    RECEIVABLE <==
                         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
 111111111
                         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
19. Billing System
                         20. Statements
                                                    21. A/R Reports
                         23. Dac Main Menu
22.
                                                    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.



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.

	AY HWOGDFR JEANNINE	CDR Customer Conf Work wit	th Customer A/R		10/21/21	13.37.17
Custom	ner Name	Corp# Store# Te	erms Stmnt Sts Whs	e		
Custom	mer Number Action	· ——— -				
2=Tran	nsaction Apply 5=A/R Inquiry	6=Inquire(Histor	ry) 7=Inquire(ARCHI	VE) 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		10/06/21	•	A
_	CRANKY CORNER QUICK STOP		100802	10/06/21	25,587.34	A
_	DANNY & CLYDE'S FOOD #20		800237	10/01/21	,	A
2	DIANNE'S GROCERY		100002	10/01/21	,	A
_	EXPRESS WAY FOOD MART		100850	10/06/21	•	A
_	GAS-N-SHOP #6		100855	10/01/21	•	A
_	JR FOOD MART - ABITA		100900	10/06/21	.,	A
_	JR FOOD MART - FOLSOM		100857	10/01/21	.,	A
_	KINGS FOREST EXXON		800333	10/01/21	•	A
_	KINGS GROCERY		320033	10/06/21	17,592.95	A

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR
                                                                 10/22/21 13:32:24
           DISPLAY CDR Customer Conference
            Customer Tran. Tran.
Tvpe Date
                            Display A/R For Apply #2
Corporate
                                Tran.
Number
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
        0028629 10/04/21
                                19587.56
                                              19587.56
                                                             19587.56
     C 1 0028664 10/06/21
                                  177.32-
                                                177.32-
                                                             19410.24
                                                                         16
         0028714 10/18/21
                                18677.92
                                               18677.92
                                                             38088.16
         0000000 10/21/21
                                 19410.24
                                                             18677.92
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
                       Tran.
Corporate
            Customer
                               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)
                                         Remaining
? SN T R Inv Ref Date
_ I 0028629 10/04/21
                               Original
                                                          Running Dys
                                                          19587.56
                               19587.56
                                            19587.56
    C 1 0028664 10/06/21
                                 177.32-
                                              177.32-
                                                          19410.24
                                                                     16
        0028714 10/18/21
0000000 10/21/21
                                                          38088.16
18677.92
                               18677.92
                                            18677.92
                               19410.24
                                            19410.24
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	e 10/22/2	1 13:34:03
Display A/R Fo	r 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 :	
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. Inf	o. Z=Zoom
? SN T R Inv Ref Date Original		
I 0028629 10/04/21 19587.56		
C 0028664 10/06/21 177.32-		
I 0028714 10/18/21 18677.92		
- 1 0028/14 10/18/21 180//:92	10077.92 30000.10	•
F1=Selected F2=All F3=Exit F4=Prompt	rs=roggie 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	DISP	LAY CD	R Custom	er Conferenc	e	10	/22/21 1	3:38:05
			Di	splay A/R Fo	r Select #	2		
Corp #	Cust #	Type	Date	Inv. #				
100002	100002	_			PYMT			
DIANNE'S	GROCER	Y			An	nount To Appl	y 19	410.24
Terms Co	de 011	NET 7	1		To	tal Selected	:	177.32-
Stmt Co	de A1	ACH M	londay		To	tal Attempte	d :	177.32-
					Di	fference :	195	37.56
Invoice		S (S	=Sel,R=F	ls,2=Partial	) Tota	al Discounts:		.00
? SN T :	1=Sele R Inv R 00286 00286	ct 2= ef D 29 10/ 64 10/	Select f ate 04/21 06/21	Original 19587.56 177.32-	Remaini 19587. 177.	6=Edit Disc Ing Runn 56 19587 32- 19410 92 38088	ing Dys .56 18 .24 16	
F1=Selec	ted F2	=A11	F3=Exit	F4=Prompt	F8=Toggle	Inv F11=App	lv To Ole	dest

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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  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 *l* (Select), and press <Enter>.

GSLJDFR DISPLAY CDR Customer	Conference	1	10/22/	21 13:44:45
Displ	ay A/R For	Select #2		
Corp # Cust # Type Date	Inv. #			
100002 100002	F	PYMT		
DIANNE'S GROCERY		Amount To	Apply	19410.24
Terms Code 011 NET 7		Total Sel	ected	19410.24
Stmt Code A1 ACH Monday		Total Att	empted	19410.24
		Difference	:	.00
Invoice S (S=Sel,R=Rls,2	=Partial)	Total Disco	unts:	.00
Type Options, Press Enter. N=Notes 1=Select 2=Select for 1 ? SN T R Inv Ref Date _ * I 0028629 10/04/21 _ * C 0028664 10/06/21 _ I 0028714 10/18/21	Original 19587.56 177.32-	Remaining 19587.56 177.32-	Running 19587.56 19410.24	Dys 18 16
F1=Selected F2=All F3=Exit F4 Apply Amount Exhausted	=Prompt F	8=Toggle Inv Fl	1=Apply To	o Oldest

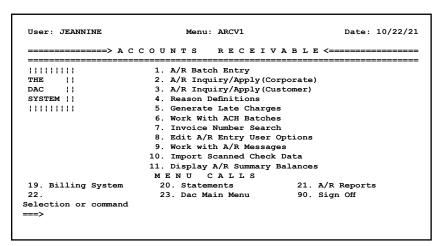
An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

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  $\langle Enter \rangle$  *before* using  $\langle F3 \rangle$  to exit.

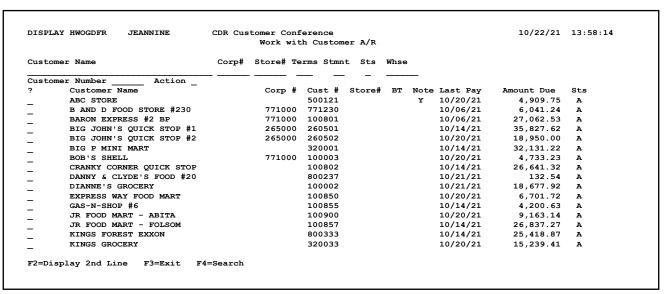
- 9. Press <F3> to exit. The Display A/R For Apply #2 screen appears.
- 10. Press <F3> to exit. The Work With Customer A/R screen appears.

#### 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.



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



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.

				•				
Custo	mer Name Cor	p# Store# Te	rms Stmr	nt Sts	Whse	•		
Custo	mer Number Action _			-				
?	Customer Name	Corp #	Cust #	Store#	BT	-	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

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```
GSLIDFR
                                                            10/22/21 14:05:57
           DISPLAY CDR Customer Conference
                         Display A/R For Apply #2
                      Tran.
            Customer
                              Tran.
Corporate
            Number
                       Type
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
____ I 0028613 9/29/21 $
                              Original Remaining
                                                         Running Dys
                              15900.51
                                          15900.51
                                                        15900.51
     C W 0028707 10/13/21
                                15.60-
                                             15.60-
                                                        15884.91
                                                                    9
        0028699 10/14/21 $
                             11353.63
                                           11353.63
                                                        27238.54
     C G 0028749 10/19/21
                               176.01-
                                             176.01-
                                                        27062.53
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
                                                                     10/22/21 14:05:57
            DISPLAY CDR Customer Conference
                             Display A/R For Apply #2
                         Tran. Tran.
             Customer
Number
             Number
                         Type
                                  Date
771000
             100801
                          _
Name BARON EXPRESS #2 BP
                                                Phone Number 985 - 7271141
Last Pay Date 10/06/21
Terms Code 010 2% 3 NET 7
                                                Last Order Date 10/14/21
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
_ I 0028613 9/29/21 $ 15900.51 15900.51
                                                                 Running Dys
                                                                15900.51
     C W 0028707 10/13/21
                                     15.60-
                                                    15.60-
                                                                15884.91
          0028699 10/14/21 $ 11353.63
                                              11353.63
     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 Conferen	nce 10/22/21	14:09:43
Display A/R Displa	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=Partia	al) Total Discounts:	.00
Type Options, Press Enter. N=Notes 1=Select 2=Select for Partial ? SN T R Inv Ref Date Original _ I 0028613 9/29/21 \$ 15900.5: _ I 0028699 10/14/21 \$ 11353.6: _ C 0028749 10/19/21 176.0:	Remaining Running D 1 15900.51 15900.51 3 11353.63 27254.14	ys 23
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 *I* (Select), and press <Enter>.

```
GSLJDFR
                                                                                      10/22/21 14:21:08
            DISPLAY CDR Customer Conference
                                     Display A/R For Select #2
Display A/R For Sele
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
15884.91-
                                                                    Difference :
                   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 Partial R=Release 6=Edit Disc. Info. Z=Zoom Partial 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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  to exit.

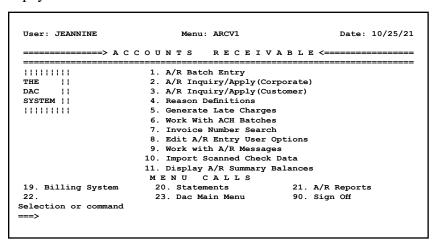
- 7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.
- 8. Press <F3> to exit. The Work With Customer A/R screen appears.

## **Adjusting Payments, Credit Memos and Invoices**

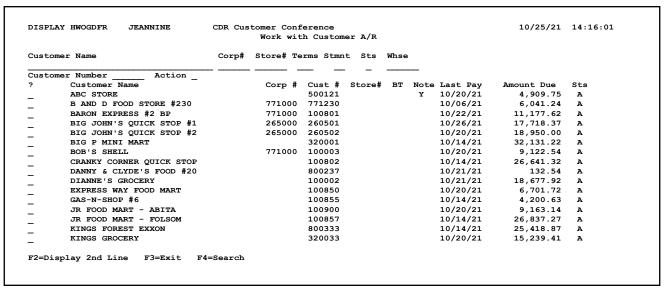
The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to adjust payments, credit memos and invoices after the A/R Batch Entry application is used to post the necessary credit and debit adjustment transactions.

### 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.



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



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
           Customer
                             Tran.
Corporate
                     Tran.
           Number
Number
                     Type
265000
           260501
                     _
Name BIG JOHN'S OUICK 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
                             Original
                                        Remaining
    I 0028634 10/04/21 $
                            18109.25
                                        18109.25
                                                      18109.25
        0028719 10/18/21 $
                             17718.37
                                         17718.37
                                                      35827.62
        0000000 10/22/21
                           18190.25 18190.25
                                                      17637.37
    A A 0000000 10/26/21
                                                      17718.37
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
          Customer
Corporate
                     Tran. Tran.
                     Type
                            Date
265000
           260501
                     _
Name BIG JOHN'S QUICK STOP #1
                                        Phone Number 985 - 7965252
                                       Last Order Date 10/18/21
Last Pay Date 10/22/21
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)
        0028634 10/04/21 $ 18109.25
? SN T R Inv Ref Date
                                                      Running Dvs
                                     17718.37
18190.25
        0028719 10/18/21 $ 17718.37
                                                     35827.62
Ā
        0000000 10/22/21
                            18190.25
                                                     17637 37
                                                                0
    A A 0000000 10/26/21
                                           81.00
                               81.00
                                                     17718.37
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
                                                    10/26/21 6:03:39
         DISPLAY CDR Customer Conference
                      Display A/R For Select #2
Corp # Cust # Type
265000 260501
BIG JOHN'S QUICK STOP #1
                                          Amount To Apply
                                                           18190.25
Terms Code 012 3.75% 7 NET 7
Stmt Code A1 ACH Monday
                                          Total Selected
                                          Total Attempted
                                         Difference :
                                                              .00
             S (S=Sel,R=Rls,2=Partial)
                                         Total Discounts:
Type Options, Press Enter.
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 *l* (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 1	8190.25
Terms Code 012 3.75% 7 NET 7 Total Selection	cted	.00
Stmt Code A1 ACH Monday Total Atte	mpted	.00
Difference	:	.00
Invoice S (S=Sel,R=Rls,2=Partial) Total Disco	unts:	.00
Type Options, Press Enter.		
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit		
? SN T R Inv Ref Date Original Remaining		
	8109.25 2	
_ I 0028719 10/18/21 \$ 17718.37 17718.37 3. 1 A A 0000000 10/25/21 81.00- 81.00- 3.		
1 A A 0000000 10/25/21 81.00- 81.00- 3	5746.62	0
F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11:	=Apply To O	ldest

6. Press <Enter>.

GSLJDFR DISPLAY CDR Customer Conference	10/26/2	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	o Apply	18190.25
Terms Code 012 3.75% 7 NET 7 Total Se	lected	81.00
Stmt Code A1 ACH Monday Total At	tempted	81.00
Differen	ce :	18109.25
Invoice S (S=Sel,R=Rls,2=Partial) Total Disc	counts:	.00
Type Options, Press Enter.  N=Notes 1=Select 2=Select for Partial R=Release 6=Edi ? SN T R Inv Ref Date Original Remaining I 0028634 10/04/21 \$ 18109.25 18109.25	Running	Dys
I 0028719 10/18/21 \$ 17718.37 17718.37		
_ * A A 0000000 10/26/21 81.00 81.00		
F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F	11=Apply To	o 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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR DISPLAY CDR Customer Conference
Display A/R For Apply #2

Corporate Customer Tran. Tran.
Number Number Type Date
265000 260501

Name BIG JOHN'S QUICK STOP #1
Last Pay Date 10/26/21
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 1 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 A11 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

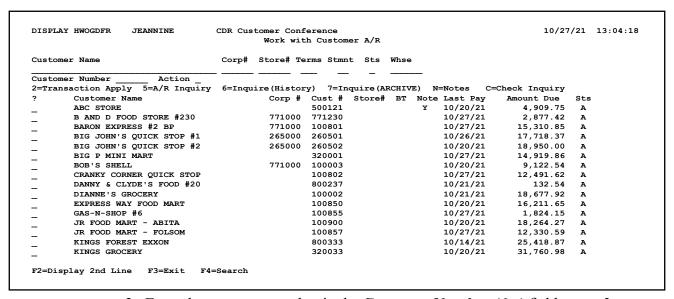
The instructions below describe how to increase a credit memo amount using a credit adjustment, or decrease a credit memo amount using a debit adjustment. Either type of adjustment can be used to clear a credit memo transaction.

```
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
 111111111
                         2. A/R Inquiry/Apply(Corporate)
THE
DAC
                         3. A/R Inquiry/Apply(Customer)
 SYSTEM | |
                         4. Reason Definitions
111111111
                         5. Generate Late Charges
                          6. Work With ACH Batches
                          7. Invoice Number Search

    Edit A/R Entry User Options
    Work with A/R Messages

                         10. Import Scanned Check Data
                         11. Display A/R Summary Balances
                         MENU
                                   CALLS
                          20. Statements
                                                      21. A/R Reports
19. Billing System
                          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.



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 CD	R Custome	r Conferenc	e	1	0/27/21	13:06:25
		Dis	play A/R Fo	r Apply #2			
Corporate	Customer	Tran.	Tran.				
Number	Number	Type	Date				
100850	100850	_					
Name EXPRE	SS WAY FOOD	MART		Phone Nur	mber 985 -	893009	9
Last Pay D	ate 10/20/2	L		Last Orde	er Date 10/	27/21	
Terms Code	010 2% 3 1	NET 7					
Stmt Code	A1 ACH Mone	day					
A=Applv S	=Show Paid 1	3v T=Sho	w Applied T	o H=Hold	R=Release	N=Note	s Z=Zoom
		-	C/P=Copy T				
? SN T R I		te	Original			ing Dy	rs
I 0	028701 10/1	4/21 \$	6701.72	6701.7	6701	72 1	.3
- I 0	028788 10/2	7/21 \$	9509.93	9509.93	3 16211	. 65	0
- AA0	000000 10/2	7/21	168.23	168.23	3 16379	.88	0
_ C40	028792 10/2	3/21	168.23-	168.2	3- 16211	. 65	0
_							
F1=Only Re	maining Amo	ınts F2	eshow All	F3=Exit	F5=Calc Am	ount Du	ie.

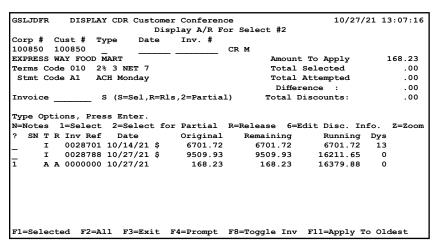
3. Locate the desired credit memo in the screen's list, and enter A in the selection column next to it.

GSLIDFR	DISPLAY CDR	Custome	r Conference		1	0/27/23	13:06:25
		Dis	play A/R For	Apply #2			
Corporate	Customer	Tran.	Tran.				
Number	Number	Type	Date				
100850	100850	_					
Name EVDDE	SS WAY FOOD	MADE		Dhone Num	ber 985 -	00200	20
							,,
	ate 10/20/21			Last Orde	r Date 10/	27/21	
	010 2% 3 N						
Stmt Code	A1 ACH Mond	ay					
		-	w Applied To				s Z=Zoom
X=Release	Excluded Com	mission	C/P=Copy To	ACH Batch	(Full/Part	ial)	
? SN T R I	nv Ref Dat	e	Original	Remaining	r Runn	ing Dy	/s
I 0	028701 10/14	/21 \$	6701.72	6701.72	6701	.72	L3
_ I 0	028788 10/27	/21 \$	9509.93	9509.93	16211	. 65	0
- AAO	000000 10/27	/21	168.23	168.23	16379	.88	0
A C 4 0	028792 10/28	/21	168.23-	168.23	3- 16211	. 65	0
F1=Only Re	maining Amou	nts F2	=Show All	F3=Exit	F5=Calc Am	ount Du	ıe

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*.

```
DISPLAY CDR Customer Conference
                                                                    10/27/21 13:07:16
GSLJDFR
Corp # Cust # Type Date Inv. # 100850 -
                            Display A/R For Select #2
                         _____ CR M
EXPRESS WAY FOOD MART
                                                      Amount To Apply
                                                                               168.23
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday
                                                      Total Selected
                                                                                  .00
                                                      Total Attempted
                                                                                  .00
                                                       Difference :
                                                                                  .00
                S (S=Sel,R=Rls,2=Partial)
                                                     Total Discounts:
Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
      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
  SN T R Inv Ref Date
      A A 0000000 10/27/21
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 *I* (Select) in the selection column next to the adjustment.



6. Press <Enter>.

GSI	JDE	FR		DI	SPI	ΑY	CDR	Cust	tomer	Confe	ren	ce				10/	27/2	21 1	3:08:4
									Disp	lay A/	R F	or Selec	t #	2					
Cor	p #	ŧ	Cu	ıst	#	Ty	pe	Dat	te	Inv.	#								
100	850	)	10	085	50	_						CR M							
EXE	PRES	SS	W	Y	OOI	M	ART						Am	ount	To I	Apply	7		168.23
Ter	cms	Co	de	01	.0	2%	3 N	ET 7					То	tal	Sele	cted			168.23
St	mt	Co	de	A1	L	AC	H Mo	nday					To	tal	Atte	mpted	i		168.23
													D	iffer	ence	:			.00
Inv	70ic	ce				s	(S=	Sel,E	R=Rls	,2=Par	tia.	1) :	Tot	al D	isco	unts:			.00
N=N	lote	T I	R	=Se Inv	elec 7 Re 2870	et ef 01	Da 10/1	elect te 4/21	\$	Origi 6701	nal .72		ini 01.	ng 72	1	Runni 6701.	ng 72	Dys 13	
												950							
	*	A	A	000	0000	00	10/2	7/21		168	.23	1	68.	23	1	6379.	88	0	
							l F		it B	4=Prom	pt	F8=Togg	le	Inv	F11:	=Appl	y To	01	dest

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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
10/27/21 13:10:48
GSLIDFR
                  DISPLAY CDR Customer Conference
                                          Display A/R For Apply #2
                  Customer Tran. Tran.
Number Type Date
Corporate
Number
                                    Type
100850
                   100850
                                     _
Name EXPRESS WAY FOOD MART
                                                                      Phone Number 985 - 8930099
Last Pay Date 10/20/21
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday
                                                                     Last Order Date 10/27/21
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

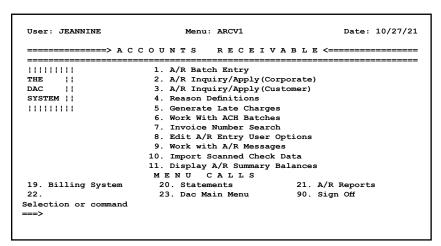
_ I 0028701 10/14/21 $ 6701.72 6701.72 6701.72 13

_ 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
```

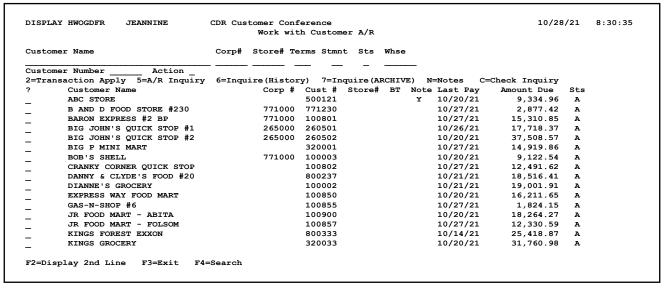
8. Press <F3> to exit. The Work With Customer A/R screen appears.

#### To Adjust An Invoice

The instructions below describe how to decrease an invoice amount using a credit adjustment.



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



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
               Customer Tran.
                                        Tran.
Corporate
Number
               Number
                             Type
100002
               100002
                                                        Phone Number 985 - 8920058
Name DIANNE'S GROCERY
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
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 CDI		er Conference splay A/R For	=	10/28/	21 8:33:02
Corporate		Tran.				
Number	Number	Type	Date			
100002	100002	_				
Name DIANN	E'S GROCERY			Phone Numl	oer 985 - 8920	058
_	ate 10/21/2	L		Last Order	r Date 10/18/21	
Terms Code	011 NET 7					
Stmt Code	A1 ACH Mond	lay				
					R=Release N=No (Full/Partial)	tes Z=Zoom
	nv Ref Dat		Original			Dys
I 0	028714 10/18	3/21	18677.92	18677.92	18677.92	10
A A A O	000000 10/28	3/21	323.99-	323.99	- 19001.91	0
F1=Only Re	maining Amo	ınts F	2=Show All	F3=Fvi+ 1	F5=Calc Amount	Due

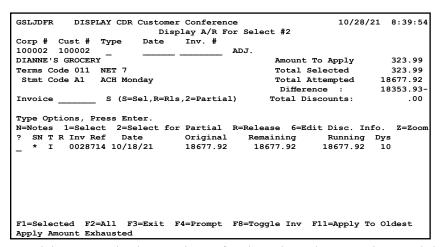
4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

```
DISPLAY CDR Customer Conference
                                                                   10/28/21 8:38:21
                            Display A/R For Select #2
Corp # Cust # Type
100002 100002
                          Date Inv. #
                          _____ ADJ.
DIANNE'S GROCERY
                                                      Amount To Apply
Terms Code 011 NET 7
                                                      Total Selected
                                                                                  .00
 Stmt Code A1 ACH Monday
                                                      Total Attempted
                                                                                  . 00
                                                       Difference :
                                                                                  .00
                                                     Total Discounts:
                S (S=Sel,R=Rls,2=Partial)
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
      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 *I* (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
               S (S=Sel,R=Rls,2=Partial)
                                                   Total Discounts:
Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info.
? SN T R Inv Ref Date Original Remaining Running Dy
         0028714 10/18/21
                                 18677.92
                                               18677 92
                                                             18677.92
F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest
```

6. Press <Enter>.



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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR DISPLAY CDR Customer Conference
Display A/R For Apply #2

Corporate Customer Tran. Tran.
Number Number Type Date
100002 100002
Name DIANNE'S GROCERY
Last Pay Date 10/21/21
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
```

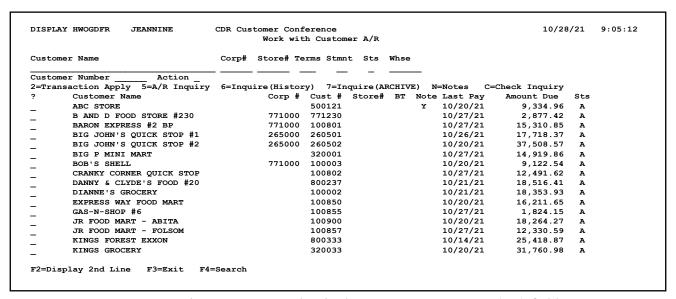
8. Press <F3> to exit. The Work With Customer A/R screen appears.

## **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
                                                             Date: 10/28/21
                               Menu: ARCV1
        ======> A C C O U N T S
 111111111
                        1. A/R Batch Entry
                        2. A/R Inquiry/Apply(Corporate)
DAC
                        3. A/R Inquiry/Apply(Customer)
SYSTEM !!
                        4. Reason Definitions
111111111
                        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
                        MENU CALLS
19. Billing System
                         20. Statements
                                                   21. A/R Reports
                         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.



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	Custom	er Conferenc	e	10/28/21	9:10:40
		Di	splay A/R Fo	r Apply #2	., .,	
Corporate	Customer	Tran.	Tran.			
Number	Number	Type	Date			
771000	100003	_				
Name BOB'S	SHELL			Phone Number	985 - 8715151	L
Last Pay D	ate 10/20/21			Last Order D	ate 10/25/21	
Terms Code	010 2% 3 N	ET 7				
Stmt Code	A1 ACH Mond	lay				
		1				
		-		o H=HOIG K=K o ACH Batch(Fu	elease N=Notes	z=zoom
? SN T R I		mission :e	Original	•		_
	028672 10/11		-	-		
_				4389.31		
_	000000 10/28				9220.64	
_	000000 10/28		98.10-	98.10-		
	000000 10/20	,, 21	90.10-	90.10-	9122.54	,
F1=Only Re	maining Amou	ints F	2=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 CD	R Custom	er Conference	1	10	0/28/21	9:10:40
		Di:	splay A/R For	Apply #2			
Corporate	Customer	Tran.	Tran.				
Number	Number	Type	Date				
771000	100003	_					
Name BOB'S	SHELL			Phone Num	ber 985 -	8715151	
Last Pay D	ate 10/20/2	L		Last Orde	r Date 10/2	25/21	
Terms Code	010 2% 3	NET 7					
Stmt Code	A1 ACH Mon	day					
		-	ow Applied To				Z=Zoom
		mmission	C/P=Copy To			ial)	
? SN T R I	nv Ref Da	te	Original	Remaining	Runn:	ing Dys	
_ I 0	028672 10/1	L/21 \$	4733.23	4733.23	4733	.23 17	
_ I 0	028759 10/2	5/21 \$	4389.31	4389.31	9122	.54 3	
_ AA0	000000 10/2	3/21	98.10	98.10	9220	. 64 0	
A AX0	000000 10/2	3/21	98.10-	98.10	9122	.54 0	
F1=Only Re	maining Amo	ınts F	2=Show All	F3=Exit	F5=Calc Amo	ount 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*.

```
DISPLAY CDR Customer Conference
                                                                                                                                                                                                                                                                         10/28/21 9:13:04
                                                                                                               Display A/R For Select #2
Corp # Cust # Type
771000 100003 _
                                                                                                      Date Inv. #
                                                                                                                              _____ ADJ.
BOB'S SHELL
                                                                                                                                                                                                                   Amount To Apply
Terms Code 010 2% 3 NET 7
                                                                                                                                                                                                                    Total Selected
                                                                                                                                                                                                                                                                                                                                 .00
  Stmt Code A1 ACH Monday
                                                                                                                                                                                                                   Total Attempted
                                                                                                                                                                                                                                                                                                                                 .00
                                                                                                                                                                                                                                                                                                                                 .00
                                                                                                                                                                                                                      Difference
                                                                     S (S=Sel,R=Rls,2=Partial)
                                                                                                                                                                                                              Total Discounts:
Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
                       | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | Second | S
       SN T R Inv Ref Date
                                                                                                                                                                                                                                                              Running Dys
                                                                                                                                                                                                                                                                4733.23 17
                                                                                                                                                                                                                                                               9122.54
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 *I* (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 A	Apply	98.10
Terms Code 010 2% 3 NET 7 Total Selection	cted	.00
Stmt Code A1 ACH Monday Total Attem	npted	.00
Difference	- ·	.00
Invoice S (S=Sel,R=Rls,2=Partial) Total Discou	ints:	.00
Type Options, Press Enter.		
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit D	Disc. Info.	Z=Zoom
? SN T R Inv Ref Date Original Remaining F	Running Dy	s
I 0028672 10/11/21 \$ 4733.23 4733.23	1733.23 1	.7
I T 0028759 10/25/21 S 4389 31 4389 31 9	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 C	ldest

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 Sele	ected	98.10
Stmt Code A1 ACH Monday Total Atte	empted	98.10
Difference	e :	.00
Invoice S (S=Sel,R=Rls,2=Partial) Total Disc	ounts:	.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 Dy	's
I 0028672 10/11/21 \$ 4733.23 4733.23	4733.23 1	.7
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
<del>-</del>		
F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F1:	l=Apply To C	ldest
Apply Amount Exhausted	<b>-</b>	

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  $\langle Enter \rangle$  before using  $\langle F3 \rangle$  to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```
GSLIDFR
                                                                     10/28/21 9:16:05
            DISPLAY CDR Customer Conference
                              Display A/R For Apply #2
                          Tran.
                                  Tran.
Corporate
             Customer
             Number
                          Type
771000
             100003
                                                Phone Number 985 - 8715151
Name BOB'S SHELL
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
                                                                 Running Dys
       0028672 10/11/21 $
0028759 10/25/21 $
                                    4733.23
                                                  4733.23
                                                                 4733.23
                                    4389.31
                                                  4389.31
                                                                 9122.54
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.

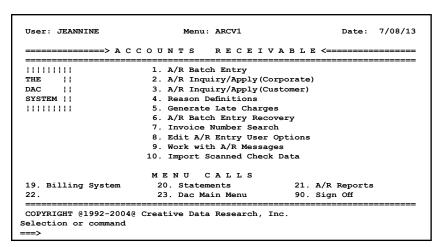
# Working With Late Charges

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.



1. Select option 5 (Generate Late Charges) from the Accounts Receivable screen. The Prompt For Late Charges screen appears.

DSSOPVR	ENTER			e te Charges		7/08/13	14:22:48
Leav	ve Terms	h For A Terms Code Blank To harge Code Is	Generate	Late Charges	_		rs
Terms Code Late Days	e						
F3=Exit	F4=Searc	h F10=Gener	ate Late C	harges			

- 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

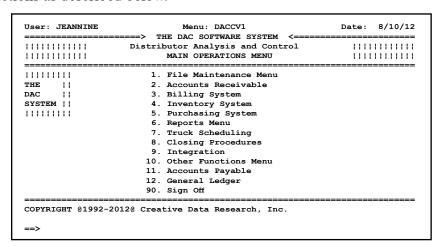
DAC archives closed A/R transactions to save files based on the value of the **Years To Keep AR History** field of the SYS003 default system option (Data Retention Options). The **Retention Days AR Current** field designates the number of days following the transaction data that closed accounts receivable 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.



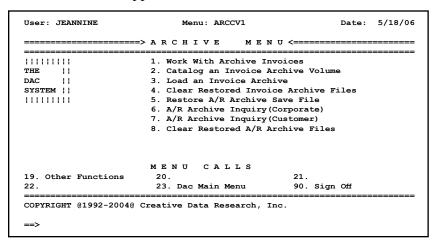
1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE
                              Menu: OTHCV1
                                                            Date: 5/18/06
                   =>OTHER OPERATIONS <===
111111111
                        1. Archive Functions
THE ||
                        2. Unitrac (PMSTARS Etc.)
                       3. QDN Interface
DAC
SYSTEM ||
                        4. E-Mail

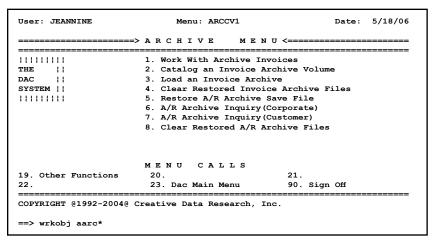
    Pre-Booked Order System
    Fast Track Reporting

111111111
                        7. Hershey Reporting
                        8. DEA Allocation
                        MENU CALLS
19.
                         23. Dac Main Menu
                                                   90. Sign Off
22.
==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.



3. To locate the save files (objects) containing the desired archive A/R transactions, enter the **WRKOBJ AARC\*** AS/400 command.

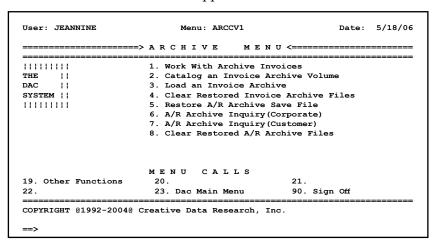


Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as AARC000011 and AARC000012 illustrated below.

```
Work with Objects
Type options, press Enter.
  2=Edit authority
                         3=Copy 4=Delete 5=Display authority
  8=Display description
                        13=Change description
Opt Object
                                      Attribute
                Type
    AARC000011 *FILE
                          DACDATA
                                      SAVF
                                                 A/R Archive
    AARC000011 *FILE
                          DACDATA
                                     SAVF
                                                 A/R Archive
                                                                      Bottom
Parameters for options 5, 7 and 13 or command
                                               F11=Display names and types
         F4=Prompt
                    F5=Refresh
                                 F9=Retrieve
F12=Cancel F16=Repeat position to F17=Position to
```

If necessary, enter  $\delta$  (Display description) to display the creation date of the save files, and determine which save file contains the desired A/R transactions.

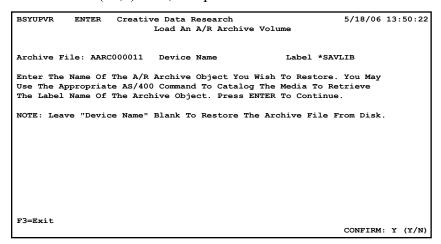
After locating the desired save files (and making a note of their names), press <F3> to exit. The Archive Menu appears.



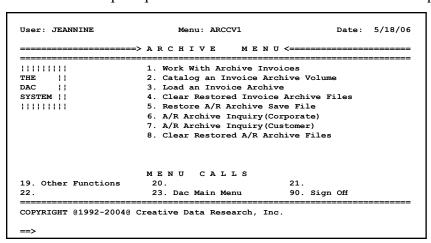
- 4. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.
- 5. Select option 5 (Restore A/R Archive Save Files) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.

BSYUPVR ENTER Creative Data Re	search 5/18/06 /R Archive Volume	13:47:43
Load An A	/R Archive volume	
Archive File: Device N	ame Label *SAVLIB	
Enter The Name Of The A/R Archive O	bject 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	t. 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>.



7. Press <Enter>when prompted to confirm. The Archive Menu screen appears.



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
                                                                1111111111111
111111111111
1111111111111
                          MAIN OPERATIONS MENU
                                                                1111111111111
111111111
                        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 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE
                             Menu: OTHCV1
                                                           Date: 8/10/12
              =====>OTHER OPERATIONS <====
111111111
                       1. Archive Functions
                       2. Unitrac (PMSTARS Etc.)
DAC
                       3. QDN Interface
                       4. E-Mail
5. Pre-Booked Order System
SYSTEM | |
111111111
                       6. PMCM05 Program
                       7. Hershey Reporting
                       8. DEA Allocation
                       9. PERCS Reporting
                      10. NTS/Victory Reporting
                      11. Red Bull Reporting
                       MENU
                                 CALLS
                       20. CDS Reporting
                                                  21. WAM/InfoMetrics
19. Other Operations 2
                        23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE
                                                             Date: 5/18/06
                              Menu: ARCCV1
                    ===> A R C H I V E
                                          M E N U <==
111111111
                        1. Work With Archive Invoices
                        2. Catalog an Invoice Archive Volume
DAC ||
SYSTEM ||
                        3. Load an Invoice Archive
                        4. Clear Restored Invoice Archive Files
111111111
                        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
                        MENU CALLS
19. Other Functions
                         23. Dac Main Menu
                                                    90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. To identify all the save files containing the archive A/R transactions, enter the **WRKOBJ AARC\*** AS/400 command.

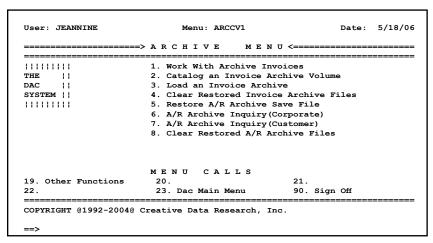
	=> ARCHIVE MEN	U <=====
111111111	1. Work With Archive In	 voices
THE	<ol><li>Catalog an Invoice A</li></ol>	
DAC	<ol><li>Load an Invoice Arch</li></ol>	ive
SYSTEM	<ol> <li>Clear Restored Invoi</li> </ol>	ce Archive Files
111111111	<ol><li>Restore A/R Archive</li></ol>	
	<ol><li>A/R Archive Inquiry(</li></ol>	
	<ol><li>7. A/R Archive Inquiry(</li></ol>	· · · · · · · · · · · · · · · · · · ·
	8. Clear Restored A/R A	rchive Files
	MENU CALLS	
19. Other Functions	20.	21.
22.	23. Dac Main Menu	90. Sign Off

Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as AARC000011 and AARC000012 illustrated below.

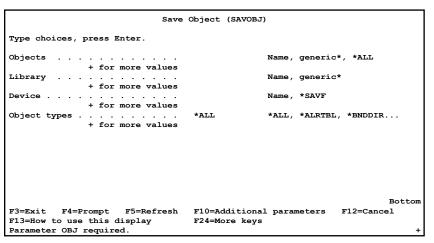
```
Work with Objects
Type options, press Enter.
  2=Edit authority
                        3=Сору
                                4=Delete
                                            5=Display authority
  8=Display description 13=Change description
                                     Attribute
Opt Object
                          Library
                Type
                                                 Text
    AARC000011 *FILE
                          DACDATA
                                                 A/R Archive
    AARC000012 *FILE
                          DACDATA
                                      SAVF
                                                 A/R Archive
Parameters for options 5, 7 and 13 or command
         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.



4. Enter the **SAVOBJ** AS/400 command, and press <Enter>. The Save Object screen appears.



- 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
                           . > DACDATA
                                            Name, generic*
             + for more values
               . . . . . . . . > TAP01
                                            Name, *SAVF
+ for more values
                                *ALL
                                            *ALL, *ALRTBL, *BNDDIR...
                               *MOUNTED
             + for more values
Sequence number . . . . . . . .
                                *END
                                            1-16777215, *END
                               AAARCHIVE011-012
Label . . . .
                                *PERM Date, *PERM
File expiration date . . . . .
End of tape option . . . . . .
                                            *REWIND, *LEAVE, *UNLOAD
*YES, *NO
                                *REWIND
Use optimum block . . . . . .
                                *YES
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.
Name
                             *MOUNTED
                                          Character value, *MOUNTED
                              *ALL
                                           1-16777215
                                          *LABELS, *SAVRST
*, *PRINT, *OUTFILE
*REWIND, *UNLOAD
                              *LABELS
*REWIND
End of tape option . . . . . .
                                                               Bottom
        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
*MOUNTED
                                       Character value, *MOUNTED
Sequence number . . . . . . .
                                        1-16777215
                            *LABELS
                                        *LABELS. *SAVRST
Output .
                                         *, *PRINT, *OUTFILE
End of tape option . . . . . .
                             *REWIND
                                        *REWIND, *UNLOAD
                                                           Bottom
        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
     Object Type
AARC000011 *FILE
AARC000012 *FILE
Opt Object
                                           SAVF
                             DACDATA
                                                        A/R Archive
                                          SAVF
                             DACDATA
                                                        A/R Archive
                                                                                Bottor
Parameters for options 5, 7 and 13 or command
          F4=Prompt F5=Refresh
             4=Prompt F5=Refresh F9=Retrieve F11=I
F16=Repeat position to F17=Position to
                                                     F11=Display names and types
F12=Cancel
```

- 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.

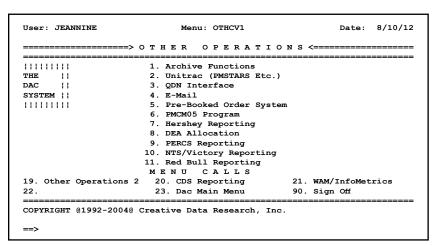
### Restoring Archive A/R Transactions From A Tape

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.

```
Date: 8/10/12
User: JEANNINE
                               Menu: DACCV1
                  ====> THE DAC SOFTWARE SYSTEM <==
                 Distributor Analysis and Control
111111111111
                                                                 1111111111111
                            MAIN OPERATIONS MENU
1111111111111
                                                                 1111111111111
                         1. File Maintenance Menu
THE
                         2. Accounts Receivable
DAC
                         3. Billing System
SYSTEM | |
                         4. Inventory System
111111111
                         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.
```

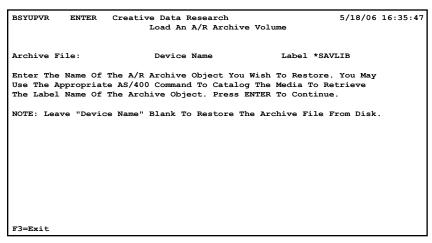
1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.



2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

User: JEANNINE	Menu: ARCCV1	Date: 5/18/0
	ARCHIVE MENU	J <======
 	1. Work With Archive Invo	oices
THE	2. Catalog an Invoice Arc	chive Volume
DAC	3. Load an Invoice Archiv	re
SYSTEM	4. Clear Restored Invoice	Archive Files
111111111	5. Restore A/R Archive Sa	ve File
	6. A/R Archive Inquiry(Co	orporate)
	7. A/R Archive Inquiry(Cu	istomer)
	8. Clear Restored A/R Arc	chive Files
	MENU CALLS	
19. Other Functions	20.	21.
	23. Dac Main Menu	90. Sign Off

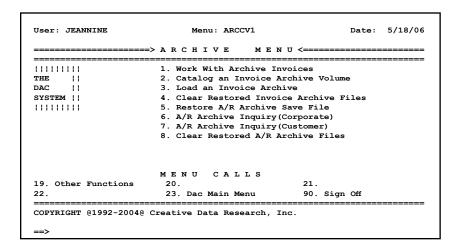
- 3. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.
- 4. Select option 5 (Restore A/R Archive Save File) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.



- 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 ARA	RCHIVE011	-012
l		
Enter The Name Of The A/R Archive Object You Wish To Restore	-	
Use The Appropriate AS/400 Command To Catalog The Media To R		
The Label Name Of The Archive Object. Press ENTER To Continu	е.	
NOTE: Leave "Device Name" Blank To Restore The Archive File	Emam Diak	
NOTE: Leave "Device Name" Blank to Restore the Archive File	From Disk	-
F3=Exit		

6. Press <Enter>. The Archive Menu screen appears.



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.

```
Date: 9/04/13
                            Menu: ARCV1
 R E C E I V A B L E <==========
 111111111
                      1. A/R Batch Entry
                      2. A/R Inquiry/Apply(Corporate)
THE
    11
DAC
                      A/R Inquiry/Apply(Customer)
SYSTEM ||
                      4. Reason Definitions
111111111
                      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
                      MENU CALLS
 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.

```
Date: 9/04/13
User: JEANNINE
                             Menu: STMTCV1
    -----> S T A T E M E N T S <-----
111111111
                       1. Statements By Corporate No.
                       2. Statements By A/R Rep.
                       3. Statements By Customer No.
SYSTEM !!

    Statements By Code
    Statements By Salesman

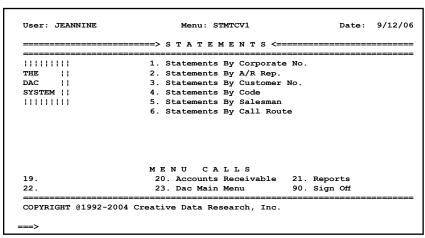
111111111
                       6. Statements By Call Route
                       MENU CALLS
                        20. Accounts Receivable
                                                21. Reports
22.
                        23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992-2004 Creative Data Research, Inc.
===>
```

### **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
111111111
                       2. A/R Inquiry/Apply(Corporate)
DAC
       1.1
                       A/R Inquiry/Apply(Customer)
SYSTEM | |
                       4. Reason Definitions
111111111
                       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
                       MENU CALLS
19. Billing System
                        20. Statements
                                                 21. A/R Reports
                                                90. Sign Off
                        23. Dac Main Menu
22.
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
```

1. Select option 20 (Statements) from the Accounts Receivable screen. The Statements screen appears.



2. Select option 1 (Statements By Corporate No.) from the Statements screen. The Statements By Corp # screen appears.

- 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 SUMMAR	Y *** 1	*** CORPORATE	SUMMARY *** 1
5/03/12 900100	800 251-	8001		5/03/12	900100
USA CONVENIENCE HEADQUART	ERS			USA CONVENIENCE	UEADOIIADTEDO
1250 INDUSTRIAL BLVD.	LIKE .			1250 INDUSTRIAL	
PO 6789				PO 6789	BBVD.
SUITE 123				SUITE 123	
BATON ROUGE	LA 70	111 - 9999		BATON ROUGE	LA
					70111 - 9999
istomer Name	Cust #	Store #	Amount Due		
A CONVENIENCE STORE #300 A CONVENIENCE STORE #400	900300	300	820283.10		
A CONVENIENCE STORE #400 A CONVENIENCE STORE #500	900400 900500	400 500	328322.08		
A CONVENIENCE STORE #500 A CONVENIENCE STORE #600	900500	600	262010.76 163286.70		
PROPRATE TRANSACTIONS>	200000	600	.00		
WIND INMONOTIONS>	~	anaha Arrent S		_	450005
	Corp	orate Amount Due:	1573902.64	Corp. Due:	1573902.64

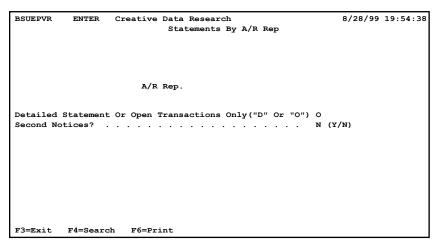
### **Corporate Summary (Version 2)**

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.

	5/03/12	2 90	0100	800 251-8	001			5/03/12	900100	
		ENIENCE HEA USTRIAL BLV		rs				USA CONVENIENCE 1250 INDUSTRIAL PO 6789 SUITE 123		
	BATON ROL			LA 701	11 - 9999			BATON ROUGE	70111 - 9999	LA
ustomer N	ame			Cust #	Store	Amount Due	Terms			
	IENCE STOR	RE #300		900300	300	820283.10	010	2% 3 NET 7		
4/26/12	6024	INVOICE	*	136713.85	136713.85		13.85	6024 *	136713.85	I
4/26/12	6040	INVOICE	*	136713.85	136713.85		27.70	6040 *	136713.85	I
4/26/12	6048	INVOICE	*	136713.85	136713.85		41.55	6048 *	136713.85	1
5/03/12 5/03/12	6075 6091	INVOICE	*	136713.85	136713.85 136713.85		55.40	6075 *	136713.85	I
5/03/12	6091	INVOICE	*	136713.85 136713.85	136713.85 136713.85		83.10	6091 * 6099 *	136713.85 136713.85	I
	IENCE STOR		•	900400	400	328322.08	010	6099 * 2% 3 NET 7	130/13.85	1
5/01/12	6089	INVOICE	*	109447.36	109447.36		47.36	6089 *	109447.36	I
5/01/12	6092	INVOICE	*	109437.36	109437.36		84.72	6092 *	109437.36	I
5/01/12	6100	INVOICE	*	109437.36	109437.36	3283	22.08	6100 *	109437.36	I
SA CONVEN	IENCE STOR	RE #500		900500	500	262010.76	010	2% 3 NET 7		
4/26/12	6050	INVOICE	*	131005.38	131005.38	1310	05.38	6050 *	131005.38	I
5/03/12	6101	INVOICE	*	131005.38	131005.38	2620	10.76	6101 *	131005.38	I
	IENCE STOR			900600	600	163286.70	010	2% 3 <b>NET</b> 7		
5/03/12	6102	INVOICE	*	163286.70	163286.70 orate Amount Due:		86.70	6102 * Corp. Due:	163286.70 1573902.64	I

### **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.



- 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.

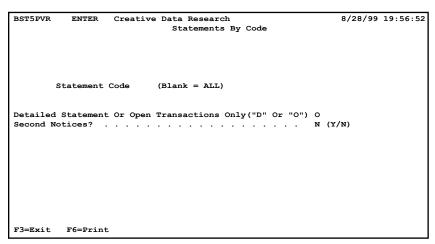
### **Printing Statements By Customer Number**

1. To print statements for customer accounts, select option 3 from the A/R Reports menu.

- 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**

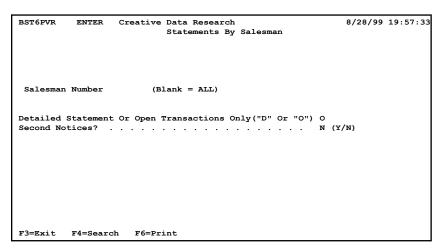
1. To print statements for customer accounts with the same statement code, select option 4 from the A/R Reports menu.



- 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.



- 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)
```

- 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.

	LESALE DISTRIBUT 123 Main Street efferson, LA 70121 (504) 555-1212	ORS	STA	ATEMENT		1 1 1 1 1	1 Jet	ESALE DISTRIBU 23 Main Street fferson, LA 70121 (504) 555-1212	TORS
			Payment	t Terms	Page	:	Payr	ment Terms	Page
			Salesn	nan	Number	:	Sa	lesman	Number
St:	tatement Nate Account	t No.					Ctatament Data	A a a a unt Na	
000	Account	1140.				į	Statement Date	Account No.	
Date Paid	Choice No. Description	eck No.  Original Amour	nt Remaining	Amount	Balance	_	Amount Remitted If paying by invoice Invoice No.		invoice X
	T '						Balance Due		
						;	<>	ta a audia a de la composición de la composición de la composición de la composición de la composición de la c	
						!	riease return thi	is portion with remitta	iiice.
						i			

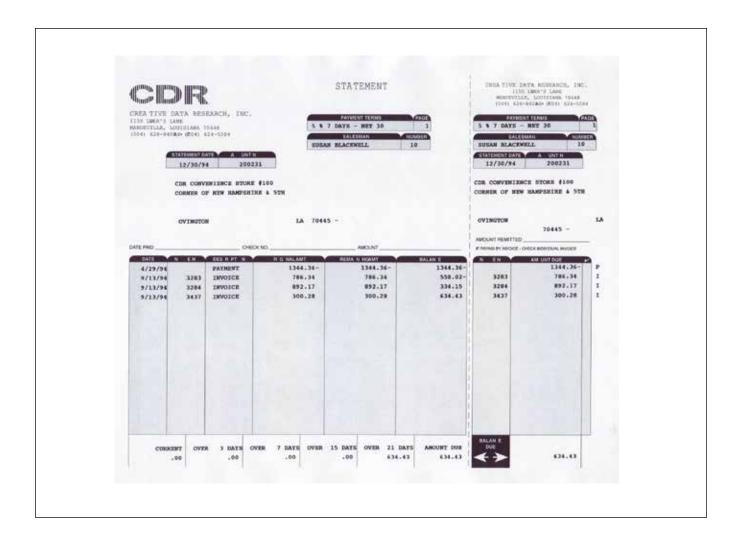
### Statement - Full Page "Plain Paper" Version

Below is an example of the full page statement printed on 8-1/2" by 11" plain paper.

COVINGTO		LA 70433 : 985 ) 624-5084	2% 3 NET   <u>Sal</u>   JOE BADEA	esman	Page 1 Number 20	Payment 2% 3 NET 7 Salesma JOE BADEAUX		Page 1 Number 20
	ment Date A	Account No. 771230			St	eatement Date 9/04/13	Account No. 771230	
	D FOOD STORE BOX 1722	3				& D FOOD STORI	E	
HOU	STON		TX 77061 -		Н	DUSTON	77061 -	тх
					D. 3	Town No.		
<u>Date</u> /19/13	9338	Description INVOICE	2567.91	Remaining Amt. 2567.91	<u>Balance</u> 2567.91	Invoice No. 9338	Remaining Am 2567.91	
/26/13	9409	INVOICE	1521.21	1521.21	4089.12	9409	1521.21	
/02/13	9454	INVOICE	1127.01	1127.01	5216.13	9454	1127.01	

### **Statement - Short Page Version**

This is an example of the short page statement printed on an 8-12" by 7" preprinted form.



1/03/95 11:15:17 Page 1	I													
1/03/95 11	Date	Checks												
GSHDPFR	<b>a</b>	Cash												
KAREN	70448 - 3020	Collected	w											
ÇN.	H, INC.		*	 Total										
ap na preman	IA KESEAKU 90 S LANE	St. Amt.	664.01	664.01										
Statement Recap	CKEATIVE DATA KESEARCH, INC. P.O. BOX 1290 1150 LOVER'S LANE SUITE 100 MANDEVILLE	Terms	WIR	Total Amt. Due \$	Expenses In Detail									
Creative Data Research		omer Name	'S BEACON		Ē				ΚΤ. **					
Creativ	Salesman Day	Cust # Customer Name	30100 A.J.'S BEACON	Salesman 000007	×	Checks \$	Expenses \$	Total \$	** 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

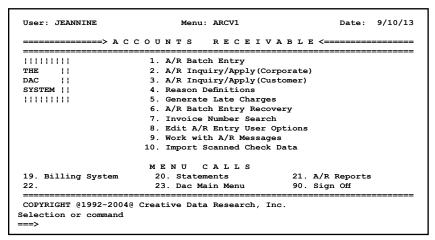
### **Printing An Aged Trial Balance Report**

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.



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
111111111
                        1. Corporate A/R List(Chains)
                        2. Corporate A/R List(Individuals)
THE
DAC
                        3. Aged Trial Balance
SYSTEM !!
                        4. Account Aging Analysis
111111111
                        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
                        MENU
                                 CALLS
19. A/R Reports #2
                                                  21. Reports
22. Accounts Receivable 23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

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		
7142130		
Include Accounts for Marketing Rep to 999999 (Blank to	999999	for all)
Include Accounts for A/R Rep to 999999 (Blank to		-
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 N	Tumbon =	1
Corporate / Sales Rep / Customer in		
Print Summary Y/N N Sales Rep / Customer Name =		niber – z
Salesman, Corporate Name, Cus		nmo-4
, -		
Salesman, Corp. Name, Cust. Nam	ne (Compa	30)=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	
7142130	
Include Accounts for Marketing Rep to 999999 (Blank to 999999	for all)
Include Accounts for A/R Rep to 999999 (Blank to 999999	
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 N	
Print Summary Y/N N Sales Rep / Customer Name = 3	
Salesman, Corporate Name, Customer N	ame=4
Salesman, Corp. Name, Cust. Name (Compa	
	CC, -3
Sort Option 1 F3=Exit F6=Print F8=EOD Parms F9=EOW Parms F10=EOP Parms	
F3=EXIC F6=FIINT F6=EOD PAIMS F9=EOW PAIMS F10=EOP PAIMS	

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
7142130
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 T			
A/R Display Tran Type Date	Reason Transaction Description Reference	Manual Inv. #	Original A Amount De	Age In Days FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
Marketting Reps to 999	to 999999 AR Reps to 999999		Corporate numbers 380100	to 380100	Type B				
INVOICE I 9/06/13 Customer Totals Number 380100	I 9/06/13 0009493 Number 380100 MISSISSIPPI STOP N GO	93	229.85	м	229.85				
	Start Date 1/22/08 Amount Due Phone # 1235 RIVER RD	/08 Amount Due 1235 RIVER RD	229.85	<**** 9/09/13		Payment History 9/04/13 133	History 1331.65	8/27/13	1870.52
INVOICE I 8/30/13 INVOICE I 9/06/13 Customer Totals Number 38011C Terms Code 010 2% 3 NET 7	I 9/06/13 0009490 Number 380110 MISS STOP N GO #110 % 3 NET 7 Start Date 1/02/08 Amount Due	38 90 /08 Amount Due	9023.83 8348.79 17372.62	4 W *	9023.83 8348.79 17372.62	Payment History	History		
Contact T 8/30/13	Phone # 235-9901 ]	235-9901 PO BOX 779	7402 18	9/09/13	10042.50	8/28/13	229.85	8/21/13	11776.70
tals 010 2	MISS STOP N GO #120 Start Date Phone # 606 235	991 /08 Amount Due 3500 EAST SIDE	BI	* 3 <***** 9/03/13	H	Payment History 8/29/13 1088	History 10884.18	8/20/13	12668.02
INVOICE I 9/06/13 Customer Totals Number 380130 Terms Code 010 2% 3 NET 7 Contact	0009492 ) MISS STOP N GO #130 Start Date 1/02/08 Amount Due Phone # 606 234-5678 2009 FOURTH ST	92 /08 Amount Due 2009 FOURTH ST	4140.79	3 <**** 9/10/13	4140.79 4140.79 229.85	Payment History 9/05/13 731	History 7312.49	8/28/13	8824.83
Customer Corporate Number 380100 MISSISSIPPI STOP N GO Corporate Amount Due 34805.94	dississippi stop n go		Payment History	ory 5/30/13	34805.94 49528.78	4/17/12	10000.00	2/16/12	6630.87
Final totals Total A/R Due	Due 34805.94		Cur	Current Due	34805.94				
** END OF REPORT **									

# Aged Trial Balance (summary version)

CDR Customer Conference	90	Aged Tri	Aged Trial Balance	₽ F	JEANNINE DSH	DSH4PFR 9/10,	9/10/13 10:01:06 Page	e 11			
A/R Display Tran Type	ay b Date	Reason Description	Transaction Reference	Manual Or Inv. # An	Original Amount D	Age In C Days FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
Marketting Reps	to 99999	to 999999 AR Reps	to 999999 Co	orporate num	Corporate numbers 380100 to 380100	to 380100	Type B				
Customer Totals Terms Code 010 2 Contact	Number 380100 2% 3 NET 7	Number 380100 MISSISSIPPI STOP N GO % 3 NET 7 Start Date Phone #	1/22/0	18 Amount Due 1235 RIVER RD	229.85	<**** 9/09/13	229.85	Payment History 9/04/13 133	History 1331.65	8/27/13	1870.52
Customer Totals Number Terms Code 010 2% 3 NET Contact	Number 380110 2% 3 NET 7	Customer Totals Number 380110 MISS STOP N GO #110 Terms Code 010 2% 3 NET 7 Start Date contact Phone # 23	N GO #110 Start Date 1/02/08 Amount Due e # 235-9901 PO BOX 779	Amount Due BOX 779	17372.62	<**** 9/09/13	17372.62	Payment History 8/28/13 22	History 229.85	8/21/13	11776.70
Customer Totals Number Terms Code 010 2% 3 NET Contact	Number 380120 2% 3 NET 7	Customer Totals Number 380120 MISS STOP N GO #120 Terms Code 010 2% 3 NET 7 Phone # 606 235-9901	1/02/0	3500 EAST SIDE	13062.68 BLVD	<***** 9/03/13	13062.68 219.85	Payment History 8/29/13 1088	History 10884.18	8/20/13	12668.02
Customer Totals Number Terms Code 010 2% 3 NET Contact	Number 380130 2% 3 NET 7	Customer Totals Number 380130 MISS STOP N GO #130 Terms Code 010 2% 3 NET 7 Phone # 606 234-5678	1/02/0	18 Amount Due 2009 FOURTH ST	4140.79	<***** 9/10/13	4140.79	Payment History 9/05/13 731	History 7312.49	8/28/13	8824.83
Customer Corporate Number 380100 MISSISSIPPI STOP N GO Corporate Amount Due 34805.94	nber 380100 MIS 34805.94	SSISSIPPI STOP N GG	0		Payment His	Payment History 5/30/13	34805.94 49528.78	4/17/12	10000.00	2/16/12	6630.87
Final totals	Total A/R Due	ae 34805.94			Ö	Current Due	34805.94				
** END OF REPORT **											

## Aged Trial Balance For Individuals

	when ittus ba	Aged Trial Balance for Individuals	viduals	JEANNINE	DSILPFR	9/30/13 14:11:51 Page	:51 Page 1			
Date	Reason Description	Transaction M Reference I	Manual C Inv. #	Original Amount	Age In Days FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
to 995	999999 AR Reps	to 999999	Corporate numbers	numbers	to 999999	1 9999 TYPe I				
I 9/26/13	70° C C C	9596000		240.31	4	240.31				
	Start Date ne # 985 626		11 Amount Due 12321 GREEN STREET	240.31 ET	* * * * *	9/23/13 16996.42	o	Payment History /23/13 17696.36	9/16/13	16099.53
		0009626 0009677		2568.06 3512.15	0 /	2568.06 3512.15				
Number 771230 B	B & D FOOD STORE Start Date 3/26/ Phone # 713 610-7701	0	7721 BELLFORT STREET	6080.21 REET	* * * * *	6080.21 9/30/13 2911.49	o	Payment History 727/13 3000.00	9/23/13	1127.01
	CH COMMISSION	0009640		17851.59	Ŋ	17851.59				
Number 100801 BA	BAKON EXPRESS #2 BP Start Date 1/31/ Phone # 985 727-1141		2000 FLORIDA ST	17851.59	* * * * *	1/851.59 9/26/13 367.65	0	Payment History /24/13 200.00	9/23/13	18018.18
9/17/13 9/24/13		0009568 0009631		13800.26 13197.70	13 6		13800.26			
ber 320001 B:	Number 320001 BIG P MINI MART Start Date 3/26/ Phone # 601 868-7050	_	19191 COMMISSION ROAD	26997.96 ROAD	* * * * *	13197.70 13 9/30/13 11012.04	800.2	6 Payment History //23/13 11528.12	9/04/13	134.55
		0009616 0009678		18369.05 233.31	0 /	18369.05				
Number 100003 BC	BOB'S SHELL Start Date 1/15, Phone # 985 871-5151	236	Amount Due 501 HWY 190	18602.36	* * * * *	18602.36 9/24/13 19004.37	0	Payment History /23/13 14700.00	9/16/13	10.29
		0009583 0009641		238.02 16725.09	12 5	16725.09	4.76			
Number 100802 CF	CRANKY CORNER QUICK STOP Start Date 1/31/ Phone # 985 796-8111	31/07 11 280	Amount Due 198 HWY 40	16729.85	* * * * * *	16725.09 9/23/13 233.26	<b>4.</b> 0.	76 Payment History //18/13 18415.12	9/13/13	14525.17
9/19/13 9/26/13 aber 800237 DA		0009587 0009651 STORE #20		17592.21	11 4	16725.09 16725.09	17592.21	·		
	Start Date Phone # 985 636	-9090 680 -9090 680	Amount Due 183 HWY 59	34317.30		9/23/13 15760.00	01	Fayment History 1/17/13 13027.86	9/09/13	15770.80
1 9/16/13 C 9/23/13 C 9/30/13 Ship E 1 9/30/13	9/16/13 9/23/13 9/30/13 Ship Error Return to Inv 9/30/13	0009543 0009615 0009647 0009666	274	17260.36 16364.36 39.22CR 18012.87	14 7 0 0	16364.36 39.22CR 18012.87	17260.36			
	Start Date Phone # 985 892	1/15/07 -0058 783	Amount Due 352 HWY 437	51598.37	* * * * * *	3971.	. 6	Payment History /23/13 15100.00	9/23/13	10000.00
9/18/13 9/25/13		0009579 0009648		11790.00 240.31	12 5	240.31	11790.00			
oer 100850 E	Number 100850 EXPRESS WAY FOOD MART Start Date 1/31/ Phone # 985 893-0099	1/31/07	Amount Due	12030.31	* * * * V	240.31 11.09/19/13 129/05/29	790.0	10 Payment History 1/17/13 9256.74	9/06/13	10000

## Aged Trial Balance (Sort 2)

Running Totals		4869.96 8574.80	164.91	219.79 3565.81 50	6870.82 12221.22 16448.21 19794.23 272	506.54		
Cig. Ctns		49 4.52 1.		20	9 7 7 3 8 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	ம		
Over 30 Days		۲	4	۲	<b>L</b>	<b>L</b>		
Over 21 Days		Start Date 1/12/07	******* Start Date 1/12/07	.e 1/15/07	e 1/15/07	e 1/15/07	8 82	8 2
Over 14 Days		Start Dat	****** Start Dat	******* Start Date	Start Date 6870.82 6870.82	******** Start Date	6870.82	6870.82
ا «			* * * * * * * * * * * * * * * * * * *	**	7 5350.40 5350.40	***	5350.40	5350.40
Current Over Dag	туре в	e 010 2% 3 NET 7 4869.96 3704.84 8574.80	**************************************	**************************************	e 010 2% 3 NET 7 535 4226.99 3346.02 7573.01	**************************************	20385.07	20385.07
Age In Cur Days FO	to 999999 Typ	METAIRLE  Terms Code 010 0 14869:5	**************************************	**************************************	COVINGTON Terms Code 010 12 5 4226.5 5 3346.	COVINGTON  COVINGTON  1  1  1  1  1  1  1  1  1  1  1  1  1	Payment History	Current Due
Original Amount		VETERANS BLVD. Phone # 504 833-6089 3704.84 ine 8574.80	**************************************	**************************************	M STREET # 985 892-0107 8670.82 5350.40 4226.99 3346.02 19794.23	**************************************	Paymen 32606.29	
Transaction Manual Reference Inv. #	Corporate numbers	1501 VETERANS BLVD Phone # 504 8 464 517 Amount Due 8574.8 8/23/13 9676.48	25800 HWY 190 25800 HWY 190 Phone # 91 485 Amount Due ************************************	**************************************	1001 BOSTON STREET  Phone # 985 8 887 388 388 482 482 Amount Due 19794.2 8/09/13 3353.37	**************************************	/R Due 326	
on Transaction M. Peference D.	to JP	E #200 0009464 0009517 Am : History *** 8086.03 8/	CE STORE #300  0009485  Payment History *** 6341.35 8/	**************************************	CE STORE #500 0009318 0009434 0009482 0009482 Am Payment History ***	##************************************	Total A/R Due	32606.29
Reason Description	AR Reps JP	USA CONVENIENCE STORE #200 Contact 1 MIKE JONES 0 113 00200 00200 4.91 8/30/13 8086.03	**************************************	**************************************	NVENIENCE STORE  1  ** Payment  8/13/13	**************************************	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total A/R Due 326
Date	to 999999	900200 USA CON Contact 1 9/03/13 9/10/13 s 900200 *********************************	.r %************************************	**************************************	900500 USA CON Contact 1 8/15/13 8/29/13 9/05/13 s 900500 *********************************	**************************************	Number 900100 ue 32606.29	
A/R Display Tran Type Dat	Marketing Reps	Sales Rep Customer Number 900200 USA CONVENIENCE STORE #200 Salesman KIM Contact 1 MIKE JONES INVOICE I 9/03/13 INVOICE I 9/10/13 Customer Totals 900200 ********* Payment Histo 9/04/13 174.91 8/30/13 8086.0	**************************************	**************************************	Customer Number 900500 USA CONVENIENCE STORE #500 Salesman JP	**************************************	Customer Corporate Number 900100 Corporate Amount Due 32606.2:	Final totals ** END OF REPORT **

Aged Trial Balance (Sort 3)

Transaction Type Date Description Salesman JF JEANNINE PENDER Customer Number 900300 USA CONVENIENCE STORE #300 Salesman JF Contact 1 INVOICE I 9/19/13	ion Manual nce Inv. # 8800 HWY 190 Phone # 985	UEANNINE Original Amount  888-2535 7861.21	Age In Days FO COVINGTON Terms Code	9/30/13 10:39% Current Due 010 2% 3 NET 7861.21	10:59:13 Page Over 7 Days 13 NET 7	Over Over 14 Days 21 Days 3 Start Date 1/12/07	Over Over 21 Days 30 Days 1/12/07	or Cig.  Nys Carton  Status: A	Running Totals 7861.21
INVOICE I 9/26/13 CREDIT MEMO C 9/26/13 Refused Return to Inv Customer Totals 9/28/13 4859.96 9/16/13 164.91			5 3 8CR 3 8 **Credit Limit**	6341.35 45.78CR 14156.78				84 1- 193	14202.56 14156.78
Customer Number 900400 USA CONVENIENCE STORE #400 96510 Salesman JP Contact 1		882-5125 7106.51 7106.51 **Cr	882-5125 IACOMBE 7106.51 1 7106.51 7106.51 7106.51 7106.51 7006.51 7006.51 7006.51 7006.51 7006.51 7006.51 7006.51 7006.51 7006.51 7006.51	010 2% 3 NET 7106.51 7106.51	I.A	Start Date	1/15/07	Status: A 95 95	7106.51
******* 000500 I 8/2 I 8/2 I 9/1 I 9/1 I 9/2 I 9/2 E 90050	**************************************	BET 892-0107 892-0107 5350.40 4226.99 3346.02 219.79 6863.47 5342.90 5342.90 25349.57	**************************************	**************************************	1.3 219.79 219.79 219.79	3346.02 3346.02		Status: A 5350.40 73 54 55 95 73 73 5350.40 345	5350.40 9577.39 12923.41 13143.20 20006.67 25349.57
Salesman Number JP JEANNINE FENDER  Salesman 20		46612.86 LVD. 833-6089 174.91 174.91	METAIRLE 9 Terms Code 1 1 1 **Credit Limit**	33409.66 010 2% 3 NET 174.91 174.91	97.912 97.917 AI	3546.02 Start Date	1/12/07	Status: A	174.91
**************************************		893-1084 1176.83 1176.83 **CE	**************************************	**************************************		******** Start Date	1/15/07	Status: A 16	1176.83
Salesman Number 20 JOE BADEAUX Final totals ** END OF REPORT **	Total A/R Due Total A/R Due	1351.74 47964.60	e e	1351.74 34821.40	219.79	3346.02	4 2 2 6 . 9 9	5350.40	

## Aged Trial Balance (Sort 4)

CDK Customer Conserence A/R Display Tran Type Dat Marketing Reps	e to 999999	Aged Trial Reason Description AR Reps JP	Aged Trial Balance Ver.ZM On Transaction Manual ption Reference Inv. #	anual nv. # orate nu	Original Amount numbers	DUIZEFER Age In Days FO to 999999	9/30/13 11:48 Current Due Type B	LI:48:59 Fage L Over C 7 Days 1	Over 14 Days 2	Over 21 Days 3	Over 30 Days (	Cig. 1 Ctns	Running Totals
Sales Kep Customer Corporate #: 900100 USA CONVENIENCE HEADQUARTERS Customer Number 900200 USA CONVENIENCE STORE #200 Salesman 20 Contact 1 MIKE JONES 000963 INVOICE I 9/24/13 Customer Totals 900200 A ******* Payment History ***** 9/30/13 9676.48 9/17/13 4869.96 9	900200 USA CONVI 9/24/13 9/24/13 9/24/13 9/24/13 9/24/13 9/24/13	ustomer Corporate #: 900100 USA CONVENIENCE HEADQU Customer Number 900200 USA CONVENIENCE STORE #200 Salesman 20 Contact 1 MIKE JONES INVOICE I 9/24/13 Customer Totals 900200 ******** Payment History 9/30/13 9676.48 9/17/13 4869.96	DQUARTERS 150 000 0009639 Amount Y *******	1501 VETERANS BLVD Phone # 504 8 39 174.9 Amount Due 174.9 9/17/13 3704.84	ANS BLVD. # 504 833-6089 174.91 174.91	METAIRIE Terms Co	METAIRIE Terms Code 010 2% 3 174.91 174.91	3 NET 7	Start Date	Date 1/12/07			174.91
Customer Number 90 Salesman JP INVOICE I INVOICE I CREDIT MEMO C Customer Totals	**************************************	Customer Number 900300 Usb 3 NET 7  Customer Number 900300 Usb 3 NET 7  INVOICE I 9/19/13  Customer Totals 900300  Customer Totals 4859.96 9/16/13  A859.96 9/16/13  A859.96 9/16/13  A859.96  Customer Number 900300  Customer Totals 900300  Amount Due 14156.78  A859.96  Customer Totals 900300  Amount Due 14156.78  A859.96		**************************************	**************************************	**************************************	COVINGTON 28 3 Terms Code 010 28 3 Terms Code 021 21 6341.35 45.785.78	NET 7	******** Start Date	Date 1/12/07		110 84 1- 1- 193	7861.21 14202.56 14156.78
Customer Number 900400 USS Salesman JP Cont. INVOICE I 9/24/13 Customer Totals 900400 8547.12	rsssssssssssssssssssssssssssssssssssss	Customer Number 900400 USA CONVENIENCE STORE #400 96510 HWY 434  Salesman JP Contact 1  Contact 1 9/24/13  INVOICE I 9/24/13  Customer Totals 900400  Amount Due 7106.51 1 7106.51  ********* Payment History *******  9/27/13 8547.12 9/23/13 3346.02 9/17/13 219.79	100 9637 0009637 Amount I 3 *******	96510 HWY 434 96510 HWY 434 Phone # 91 837 Amount Due 7. ****	Dhux 434 Phone # 985 882-5125 7106.51 The 7106.51 The 7106.51	Terms C  Terms C	LACCMINE Terms Code 010 2% 3 7106.51 7106.51	3 NET 7	** Start Date **	Date 1/15/07		95	106.51
Customer Number 9 Salesman JP INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I INVOICE I SALEMENT ICALIS 9/25/13 ************************************	900500 USA CONTACT 1 8/22/13 8/22/13 9/05/13 9/12/13	Customer Number 900500 USA CONVENIENCE STORE #500 1001 BOSTON STREET COVINGTON  Contact 1 P/22/13 0009383 Phone # 985 892-0107 Terms Code 010 2% 3 NET 7 Terms Code 010 2% 3 Terms Code 010 2% 3 NET 7 Terms Code 010 2% 3 NET 7 Terms Code 010 2% 3 Terms Code	#500 100 000383 00094834 00094834 0009595 0009590 0009590 0009690 0009690 0009680 7.8.***********************************	1001 BOSTON STREET  Phone # 985 8 535 422 3442 3142 516 686 int Due 25349.5	# 985 892-0107 # 985 892-0107 4226.99 3346.02 219.79 6863.47 5542.90 25349.57	COVINGTON  COVINGTON  Terms Cod  25  18  11  4  3  ****************************	COVINGENCY Terms Code 010 2% 3 6863.47 5342.90 12206.37	NET 7 219.79 7 219.79 ***********************************	3346.02 3346.02 3346.02 ********	Date 1/15/07 4226.99	5350.40 5350.40	73 54 50 1 95 73 345 345	5350.40 9577.39 112923.41 13146.57 2006.67 25349.57
Customer Number 900600 USA CONVENIENCE STORE #600  Salesman 20 Contact 1 0009655  INVOICE I 9/26/13 Customer Totals 900600 **********  9/30/13 219.79 9/23/13 622.84  ***********************************	900600 USA CONVI Contact 1 9/26/13 \$ 900600 *********************************	Customer Number 900600 USA CONVENIENCE STORE #600 901 HWY 1082 COVINGTON  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Contact 1  Amount Due 1176.83 3 Terms Code 010 2% 3 NET 7  Life 83 1176.83 1176.83  ***********************************	2 #600 901 0009655 Amount 1 tcry ****** 622.84 9/16/13 ************************************	901 HWY 1082 Phone # 985 Int Due 117 /13 506	2 985 893-1084 1176.83 1176.83 506.54 ********	COVINGTON Terms Cod 3	COVINGTON Terms Code 010 2% 3 3 176.83 1176.83 ************************************	3 NET 7 83 ***********************************	Start Date ************************************	Date 1/15	6.99 5350	16	1176.83
Corporate Amount Due Sales Rep.	Due 47964.60		Total A/R Due	47964.60	Рауте	Payment History	34821.40	219.79	3346.02	.00	.00	0	
Final totals ** END OF REPORT **	Total A/R Due	/R Due 47964.60	09		υ	Current Due	34821 . 40	219.79	3346.02	4226.99	5350.40		

Aged Trial Balance (Sort 5)

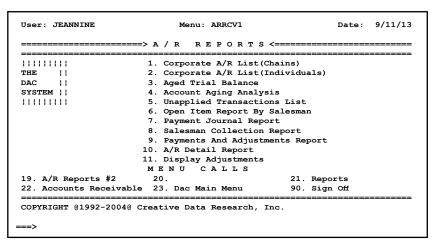
Running	10.01	10	100	7861.21	14202.56	14156./8	7106.51	1	5350.40	9577.39	12923.41	13143.20	20006.67		1176.83				
Over	30 Days								5350.40					5350.40			5350.40		5350.40 5350.40
Over	zı Days									4226.99				4226 99			4226.99		4226.99
Over	14 Days										3346.02			3346.02			3346.02		3346.02
Page 1 Over	n Lay											219.79		219.79			219.79		219.79 219.79
9/30/13 12:21:21 Page Age Current Ove	D 20		174.91	7861.21	6341.35	45.78	7106.51	7106.51					6863.47	12206.37	1176.83	1176.83	34821.40		34821.40 34821.40
	Type B				35		51		40 32			П	47 4		83 3	83	0.9	* * *	09
HIA4PFR Remaining	to 999999				6341.35	14156 78				4226.99	3346.02	219.79	6863.47	0			4/964.60	***	47964.60 47964.60
JEANNINE Original	aur	70	Amount Due	7861.21	6341.35	45.78-	7106.51	Amount Due	5350.40	4226.99	3346.02	219.79	6863.47	Amount Due	1176.83		. Amount Due	*******	Total A/R Due Total A/R Due
Manual# C	Corporate numbers				i.	2/2											Corp.	*******	Α̈́Ă
alance Check#	, TIII	0030000 017 1070			3 0009653	3 0009658	9/24/13 0009637		3 0009383				3 0009590		9/26/13 0009655			*******	
Aged Trial Balance Type Date Che	to JP	61/70/0				C 9/26/13	T 9/24/13		I 8/22/13				I 9/19/13 T 9/26/13		I 9/26/13			*******	
Aged Type	99 AR Reps JP		******			**************************************		*****			d					*********** TOTOL ********	HEADQUARTERS	***************************************	
ence	to 999999	ONVENIENCE E	** TOTAL **	ENCE STORE #		** 14808 **	USA CONVENTENCE STORE #400	** TOTAL **	ENCE STORE #					** TATOT **	USA CONVENIENCE STORE #600	** TOTAL **	ONVENTENCE	********	
CDR Customer Conference Cust# Name	Marketing Reps	ales Rep Corp# 900100 USA CONVENIENCE HEADQUARTERS	**********		00			*********		00	00	00	00	9000000 ********** HOHDH. **********	OO USA CONVEND	*********	Corp# 900100 USA CONVENIENCE HEADQUARTERS Payment History	*********	ls
ints ]		ω.				000006 P					002006		2)	2006	009006	009006	Corp	* * *	Sales Rep. Final tota

### **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
                                   RECEIVABLE <=====
                        1. A/R Batch Entry
111111111
THE ||
                        A/R Inquiry/Apply(Corporate)
DAC
                        3. A/R Inquiry/Apply(Customer)
SYSTEM ||
                        4. Reason Definitions
111111111
                        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
                        MENU CALLS
                                                  21. A/R Reports
90. Sign Off
19. Billing System
                         20. Statements
                         23. Dac Main Menu
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.



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 a	111)
Include Accounts for A/R Rep to 999999 (Blank to 999999 for a	111)
Include Corporate Numbers to 9999999 ( Zero to 9999999 for a	111)
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
7142130
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 9999999 ( Zero to 9999999 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?
73=Exit

HIJZE1R CHANGE CDR Customer Conference 9/11/13 11:48:	42
	42
Aged Trial Balance Options(For Closings)	
Period 1 Period 2 Period 3 Period 4	
7142130	
Include Accounts for Marketing Rep to 999999 (Blank to 999999 for al	1)
Include Accounts for A/R Rep to 999999 (Blank to 999999 for al	1)
Include Corporate Numbers to 999999 (Zero to 999999 for al	
	•
Select Accounts With Amount Over: Dollars	
* AND *	
<del></del> -	
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	
E3-EAT C	

HIJZE1R CHANGE CDR Customer Confer	
Aged Trial Balance	Options(For Closings)
Period 1 Period	d 2 Period 3 Period 4
714	_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)
	00 333333 ( 2020 00 333333 202 022)
Select Accounts With Amount Over:	Dollars
* AND *	
Where The Amount Is Over:	Days
Include Branch Number	
Print for Corporate Type . B Cor	rporate Name / Customer Number = 1
Con	rporate / Sales Rep / Customer Number = 2
Print Summary Y/N N Sal	les Rep / Customer Name = 3
Sal	lesman, Corporate Name, Customer Name=4
Sal	lesman, Corp. Name, Cust. Name (Compact) =5
	rt Option 1
	Run At EOP?
F3=Exit	Main Fit Dol:
E D-EAT C	

- 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 Custom	er Co	nferenc	e				9/11/13	11:48:42
		Aged Trial	Bala	nce Opt	ions	(For C	losings)			
		Dominal	1 Da		Dom		Period			
		Period	ı Pe					4		
		7		_14		21	_30			
Include A	ccounts f	or Marketin	g Rep	•	to	99999	9 (Blank	to	999999	for all)
		or A/R Rep			_ to	99999	) (Blank	to	999999	for all)
		Numbers			_					for all)
										,
Select Ac	counts Wi	th Amount O	ver:	99	9.99	Dolla	ars			
Where The	Amount I	s Over: .			Day	5				
Include B	ranch Num	ber			-					
Print for	Corporat	e Type .	В	Corpor	ate I	Name /	Custome	r Nı	mber =	1
		11-		_						umber = 2
Print Sum	mary Y/N		N	-			omer Nam			
							te Name,			ame=4
						-	ne,Cust.			
				Sort C	,	-	,		o (oompu	30, 3
				DOIL C	PCIO					
Run At EO	D? *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		
2		
Period 1 Period 2 Period 3 Period 4		
7142130		
Include Accounts for Marketing Rep to 999999 (Blank to	999999	for all)
Include Accounts for A/R Rep to 999999 (Blank to		
Include Corporate Numbers 380100 to 380100 ( Zero to	999999	for all)
Select Accounts With Amount Over: Dollars		
* AND *		
Where The Amount Is Over: Days		
<del></del>		
Include Branch Number		
Daint for Comments Time D. Comments News / Continue N		.
Print for Corporate Type . B Corporate Name / Customer N		
Corporate / Sales Rep / Cus		mber = 2
Print Summary Y/N N Sales Rep / Customer Name =	3	
Salesman, Corporate Name, Cus	tomer Na	me=4
Output Data To File? N Salesman, Corp. Name, Cust. Nam	e (Compac	t)=5
Sort Option 5 Print Custom	_	
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
                                    RECEIVABLE <=
                        1. A/R Batch Entry
 THE
                        2. A/R Inquiry/Apply(Corporate)
DAC
                        3. A/R Inquiry/Apply(Customer)
 SYSTEM ||
                         4. Reason Definitions
 111111111
                        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
                        MENU CALLS
 19. Billing System
                         20. Statements
                                                   21. A/R Reports
                         23. Dac Main Menu
22.
                                                   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
                                                              Date: 9/13/13
                               Menu: ARRCV1
                    ===> A / R
                                 REPORTS <==
111111111
                        1. Corporate A/R List(Chains)

    Corporate A/R List (Individuals)

                        3. Aged Trial Balance
SYSTEM !!
                        4. Account Aging Analysis
                        5. Unapplied Transactions List
111111111
                        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 MENU CALLS
19. A/R Reports #2
                                                    21. Reports
                                                    90. Sign Off
22. Accounts Receivable 23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

GSK5PVF	ENTER	CDR Cus	tomer Conf	ference		9/13/13 14:00:13
		Pro	mpt For A	count Ag	ing Analysis	
	Age	Age	Age	Age	Age	Age
					4 Period 5	
	7	14	21	30		
						<del></del>
	Salesman	#:	** OR *	** A/R	Rep:	
Select	Customers	With Amou	-		Dollars	
	Where T	he Amount	Is Over:		Days Old	
			Version:	1	(2 = Sort/T)	otal By Salesman) otal By Corporate #) y Customer Name)
		Terms Base	d Aging? JOBQ *JO		(3 - 3010 B	y Customer Name,
F3=Exit	: F6=Pri	.nt F8=EC	D Parms	F9=EOW P	arms F10=E	OP 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**

									1			
Selection Criteria: 20000.00 Dollars * AND *	ollars * AND		0 Days									
Customer Name	Cust # T	Terms Oldest Ovr Late Cd/Dys Inv Dys CR Chg	Oldest Inv Dys	st Ovr Late Dys CR Chg	hg	Amount Due	Current Due	Past Due Over		*** A G E D A M O U N T S ' 7 Days Over 14 Days Over 30 Days	*** A G E D A M O Over 21 Days Over	AMOUNTS***s Over 30 Days
Warehouse: 1 MAIN WAREHOUSE												
Salesman: 20 JOE BADEAUX												
BIG P MINI MART	320001 A 010	7 0	13	×	×	22540.16	11012.04	11528.12	11528.12			
DANNY & CLYDE'S FOOD STORE #20	800237 A 010	0 7	11	×	×		15763.15	13027.86	13027.86			
DIANNE'S GROCERY	100002 A 020	30	14	×	×	29109.08	13971.24	15137.84	15137.84			
EXPRESS WAY FOOD MART	100850 A 010	0 7	12	×	×	22162.03	12905.29	9256.74	9256.74			
JR FOOD MART - FOLSOM	100857 A 010	0 7	12	×	×	28075.82	19272.49	8803.33	8803.33			
PACKS FOOD STORE	770060 A 0	Н	14	×	×	33936.62	16329.00	17607.62	17607.62			
USA CONVENIENCE STORE #500	900500 A 010	0 7	32	×	×	20016.21	221.98	19794.23	3346.02	4226.99	5350.40	6870.82
Salesman Totals: 20 JOE BADEAUX	DEAUX				п	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

		AMOUNTS*** s Over 30 Days		6870.82				
		*** A G E D A M O U N T S '7 Days Over 14 Days Over 21 Days Over 30 Days		5350.40				
		*** : 14 Days Ove		4226.99				
:50 Page 2				78707.53				
9/16/13 14:28:50 Page		Past Due Over		95155.74				
BSZ9PFR		Current Due		89475.19				
JEANNINE		Amount Due		184630.93				
Account Aging Analysis	AND * 0 Days	Terms Oldest Ovr Late Cd/Dys Inv Dys CR Chg						
Acco	Dollars *	Cust #	*					
<b>0</b> )	20000.00		ANSACTIONS *					
CDR Customer Conference	Selection Criteria: 20000.00 Dollars * AND *	Customer Name	*** ALL CORPORATE TRANSACTIONS ***	Final totals	** END OF REPORT **			

# Account Aging Analysis (Version 2)

			T S *** Days																				82	82	82			
			д 30																				6870.82	6870.82	6870.82			
			G E D 21 Days																				5350.40	5350.40	5350.40			
	н		14 Days																				4226.99	4226.99	4226.99			
	9/16/13 14:29:05 Page		7 Days Over		15137.84	15137.84		9256.74	9256.74		8803.33	8803.33		11528.12	11528.12		17607.62	17607.62		13027.86	13027.86		3346.02	3346.02	78707.53			
	13 14:2		Over								~	~											<b>~</b>	~				
			Past Due		15137.84	15137.84		9256.74	9256.74		8803.33	8803.33		11528.12	11528.12		17607.62	17607.62		13027.86	13027.86		19794.23	19794.23	95155.74			
	NE GSYDPFR		Current Due		13971.24	13971.24		12905.29	12905.29		19272.49	19272.49		11012.04	11012.04		16329.00	16329.00		15763.15	15763.15		221.98	221.98	89475.19			
	JEANNINE		ñ																				턵	Ę.				
			Amount Due		29109.08	29109.08		22162.03	22162.03		28075.82	28075.82		22540.16	22540.16		33936.62	33936.62		28791.01	28791.01		20016.21	20016.21	184630.93			
	Ysis	ø	lest Ovr Dys CR		<b>4</b>			7			7			ж 8			4 X			7 7			χ 7					
	ıg Anal	0 Days			14			12			12			13			14			11			32					
	Account Aging Analysis	* AND *	t Terms Old Cd/Dys Inv		100002 A 020 30			100850 A 010			100857 A 010			320001 A 010			0 4 0		ORE #20	800237 A 010	TORE #20	RTERS	900500 A 010	RTERS				
	<b>₽</b> o	Dollars * AND *	Cust #	ERY	100002	ERY	OOD MART	100850	OOD MART	- FOLSOM	100857	- FOLSOM	RT	320001	RT	ORE	770060 A	ORE	'S FOOD ST	800237	'S FOOD ST	CE HEADQUA	900500	CE HEADQUA				
	ce	20000.00		DIANNE'S GROCERY	4	DIANNE'S GROCERY	Corp. # 100850 EXPRESS WAY FOOD MART	T.	EXPRESS WAY FOOD MART	JR FOOD MART - FOLSOM	MC	돲	Corp. # 320001 BIG P MINI MART	4 4 1	BIG P MINI MART	PACKS FOOD STORE	÷	PACKS FOOD STORE	Corp. # 800237 DANNY & CLYDE'S FOOD STORE #20	DANNY & CLYDE'S FOOD STORE #20 ** Corporate Transactions ***	DANNY & CLYDE'S FOOD STORE #20	Corp. # 900100 USA CONVENIENCE HEADQUARTERS	RE #500 ctions ***	USA CONVENIENCE HEADQUARTERS				
	r Conferen	Criteria:	ame	Corp. # 100002 D	ROCERY		100850 E	Y FOOD MAE	100850 E	Corp. # 100857 J	RT - FOLSC	100857	320001 E	MART	te transac 320001 E	Corp. # 770060 P	STORE	770060 E	800237 I	YDE'S FOOL te Transac	800237 I	900100	IENCE STOF te Transac		Ø	EPORT **		
	CDR Customer Conference	Selection Criteria:	Customer Name	Corp. #	DIANNE'S GROCERY	Totals For: 100002 DIANNE'S G	Corp. #	EXPRESS WAY FOOD MART	rocorporate irans Totals For: 100850	Corp. #	JR FOOD MART - FOLSOM	recorporate Trans Totals For: 100857	Corp. #	BIG P MINI MART	*** Corporate Transactions *** Totals For: 320001 BIG P MINI	Corp. #	PACKS FOOD STORE	rocals For: 770060	Corp. #	DANNY & CLYDE'S FOOD STORE #2 *** Corporate Transactions ***	Totals For: 800237	Corp. #	USA CONVENIENCE STORE #500 *** Corporate Transactions ***	Totals For: 900100	Final totals	** END OF REPORT **		
•	ınte	Da		. 1. 1 .	(D		10	/27	/22																		 	_

### Account Aging Analysis #3

CDR Customer Conference	Account Ag	Account Aging Analysis #3	JE2	JEANNINE GWFPPFR	9/16/13 14	9/16/13 14:29:13 Page	1			
Selection Criteria: 20000.00	Dollars * AND *	0 Days								
Customer Name	Cust # Terms Cd/Dy	Terms Oldest Ovr Cd/Dys Inv Dys CR	Amount Due	Current Due	Past Due Over		*** A 14 Days Over	*** A G E D A M O U N T S 7 Days Over 14 Days Over 21 Days Over 30 Days	AMOUNTS***  Over 30 Days	
BIG P MINI MART DANNY & CLYDE'S FOOD STORE #20	320001 A 010 800237 A 010	7 13 Y 7 11 Y	22540.16 28791.01	11012.04 15763.15	11528.12 13027.86	11528.12 13027.86				
DIANNE'S GROCERY EXPRESS WAY FOOD MART	100002 A 020 100850 A 010	30 14 Y 7 12 Y	29109.08 22162.03	13971.24 12905.29	15137.84 9256.74	15137.84 9256.74				
JR FOOD MART - FOLSOM	100857 A 010	7 12 Y	28075.82	19272.49	8803.33	8803.33				
USA CONVENIENCE STORE #500	770060 A 0 900500 A 010	1 14 Y 7 32 Y	33936.62 20016.21	16329.00 221.98	19794.23	17607.62 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
                                     RECEIVABLE <======
111111111
                         1. A/R Batch Entry
                         2. A/R Inquiry/Apply(Corporate)
DAC
                         A/R Inquiry/Apply(Customer)
SYSTEM | |
                         4. Reason Definitions
                         5. Generate Late Charges
111111111
                         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
                         MENU
                                 CALLS
19. Billing System
                         20. Statements
                                                    21. A/R Reports
22.
                         23. Dac Main Menu
                                                    90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
===>
```

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
                                REPORTS <=
111111111
                       1. Corporate A/R List(Chains)
THE
    11
                       2. Corporate A/R List(Individuals)
DAC
                       3. Aged Trial Balance
SYSTEM !!
                       4. Account Aging Analysis
                       5. Unapplied Transactions List
111111111
                       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
                       MENU
                                CALLS
19. A/R Reports #2
                                                  21. Reports
22. Accounts Receivable 23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

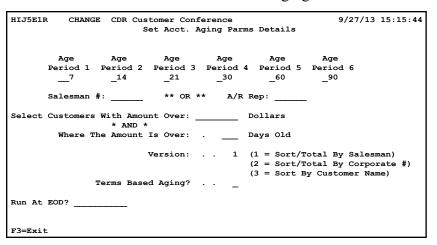
2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

GSK5PVF	R ENTER	CDR Cus	tomer Con	ference		9/27/13 15:04:46
		Pro	mpt For A	ccount Agi	ng 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 Amou	nt Over:		Dollars	
		* AND *	-			
	Where T	he Amount	Is Over:		Days Old	
			Version:	1	(1 = Sort/T)	otal By Salesman)
					(2 = Sort/T)	otal By Corporate #)
					(3 = Sort B	y Customer Name)
		Terms Base	d Aging?			
				OBD		
F3=Exit	F6=Pri	nt F8=E0	D Parms	F9=EOW Pa	rms F10=E	OP 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:



HIJ5ElR 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 671421306090
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 Det	ails
Age Age Age A	
Period 1 Period 2 Period 3 Period 4 Per	iod 5 Period 6
7142130	_6090
Salesman #: ** OR ** A/R Rep:	
Select Customers With Amount Over: Dolla	rs
* AND *	
Where The Amount Is Over: Days	Old
	0 1/2 1 2 2 2 3
Version: 1 (1 = 1	- · · · · · · · · · · · · · · · · · · ·
•	Sort/Total By Corporate #)
•	Sort By Customer Name)
Terms Based Aging?	
Pun	At EOP?
Run	AC BOF:
F3=Exit	
1 - 2	

- 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	
bet Acct. Aging laims	Decails
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 Re	en.
balesman w on ny k in	ep
Select Customers With Amount Over:999.99 De	ollars
* AND *	
Where The Amount Is Over: . Da	ays 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	
E 3-EXIC	

- 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
                                                               Date: 9/18/13
         =====> A C C O U N T S
                                     RECEIVABLE <===
                         1. A/R Batch Entry
THE
                         2. A/R Inquiry/Apply(Corporate)
DAC
                         3. A/R Inquiry/Apply(Customer)
                         4. Reason Definitions
 SYSTEM | |
 111111111
                         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
                         MENU CALLS
                          20. Statements
23. Dac Main Menu
                                                     21. A/R Reports
90. Sign Off
19. Billing System
22.
 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
                                                               Date: 9/18/13
                                Menu: ARRCV1
                                  REPORTS <==
                       => A / R
                         1. Corporate A/R List(Chains)
THE
                         2. Corporate A/R List(Individuals)
DAC
                         3. Aged Trial Balance
SYSTEM | |
                         4. Account Aging Analysis
111111111
                         5. Unapplied Transactions List

    Open Item Report By Salesman
    Payment Journal Report

                         8. Salesman Collection Report
                         9. Payments And Adjustments Report
                        10. A/R Detail Report
                        11. Display Adjustments
                         MENU
                          20.
19. A/R Reports #2
                                                      21. Reports
22. Accounts Receivable 23. Dac Main Menu
                                                      90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 5 (Unapplied Transactions List) from the A/R Reports screen.

### **Unapplied Transactions List**

ute Terms Z-Bal	;	020	010	010	210	012	012	010	0 10	OTO	010	010	010	010			
Type Salesman S/Route Terms		ADJUSTMENT ZU				ENT	PAYMENT KIM	CR MEMO 20				ADJUSTMENT JP		ENT			
Date		9/18/13				•	9/18/13	9/06/13				9/11/13		·			
Remaining	9676.48	37.84	1 . F C	0.77	-9T.C	76.82-	7002.70	343.02-	1501 01	T7. T7CT	219.79	94.23	70.82	21.22-			
Original	9676.48	37.84	1 . FO	0.77	-9·Te-	76.82-	7002.70	343.02-	1521 21	17.1701	219.79	94.23	70.82	21.22-	That This Transaction Is A	tomer Number. The Customer	
Customer Name		DIANNE'S GROCERY	BOD S SHELL		STOP		BIG JOHN'S QUICK STOP #2	BIG P MINI MART	HACHES COOR CL 3 CL	B & D FOUL STORE	CONVENIENCE	USA CONVENIENCE STORE #500	CONVENIENCE	CONVENIENCE	NOTE: "*" Next To Customer Name Indicates That This	Corporate Transaction And Has No Customer Num Name Is Actually The Corporate Name.	 ** E:
Corp # Cust #		100002 100002					265000 260502	320001 320001				900100 900500			NOTE: "*" Next	Corporate Name Is A	** END OF REPORT **

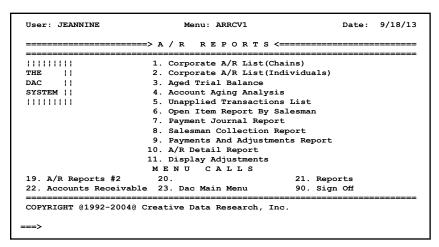
### **Printing An Open Item Report By Salesman**

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
                                   RECEIVABLE <===
     ======> A C C O U N T S
                       1. A/R Batch Entry
111111111
                       2. A/R Inquiry/Apply(Corporate)
DAC
                       3. A/R Inquiry/Apply(Customer)
SYSTEM | |
                       4. Reason Definitions
                       5. Generate Late Charges
111111111
                       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
                       MENU
                                CALLS
19. Billing System
                                                  21. A/R Reports
                        23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.



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
Prompt For Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Beginning Salesman:
Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
One of the prompt for Open Item Rpt

Ending Salesman:
O
```

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	O	Open Item Report B	By Salesman	JEANNINE		CVNIPFR 9/1	18/13 12	9/18/13 12:36:25 Page	н				
Transaction Type Dat	ø	Reason Description	Transaction Reference	Original Amount	Age Days	In Current FO Due	ent e	Over 7 Days	ī	Over 14 Days	Over 21 Days	Over 30 Days	Cig. Carton
Salesman JP JEANNIN	JEANNINE PENDER												
Customer Number 900300 Salesman JP	00 USA CONVENIENCE STORE #300 Contact 1	CE STORE #300	25800 HWY 190 Phone # 9	85	888-2535	COVINGTON Terms Code 010		2% 3 NET 7	ГЪ	Start Date	1/12/07		
INVOICE	9/12/13		0009532	4859.96		4859.96	96.						64
Customer Totals 900300 ******** Payment History 9/16/13 164.91 9/06/13 4859.96 ***********************************	900300 ******** 164.91 9/06/13 ************************************	Payment History 4859.96	* *	4859.96 6341.35 *******	* * * *	Amount Due 4859.96 **Credit Limit** 9/03/13 6341.35 0 ************************************	** ** ** ** **	****	* * * *	* * * * *			9
Customer Number 900400 USA CONVENIENCE STORE #400 Salesman JP Contact 1	00 USA CONVENIENC Contact 1	CE STORE #400	96510 HWY 434 Phone # 9	5	882-5125	LACOMBE Terms Code 010		2% 3 NET 7	LA	Start Date	1/15/07		
INVOICE I INVOICE I PAYMENT P INVOICE I	9/03/13 9/10/13 9/17/13 9/17/13		0009469 0009518 52003 0009574	219.79 3346.02 219.79CR 8547.12	£ ∞ ⊣	- 6 - 6	1346.02 219.79CR 1547.12	219.79					50
Customer Totals 900400  ********  ***Credit Limit**  9/17/13  219.79  9007.58  9/2813  ***********************************	900400 ******** 219.79 9/06/13 ************************************	Payment History 9907.58 ********	Amount Due ****** 8/28/13 *******	11893.14 7113.86 *******	* * * *	11673.35 **Credit Limit** 0 *********************************	. * * * * * * * * * * * * * * * * * * *	219.79	* * * * *	* * *			162
Customer Number 900500 USA CONVENIENCE STORE #500 Salesman JP Contact 1	00 USA CONVENIENC Contact 1	CE STORE #500	1001 BOS Phoi	1001 BOSTON STREET Phone # 985 89:	ET 892-0107	COVINGTON Terms Code 010		2% 3 NET 7	LA	Start Date	1/15/07		
INVOICE I INVOICE I INVOICE I ADJUSTMENT A PAYMENT P PADJUSTMENT P ADJUSTMENT P ADJUSTMENT P	8/15/13 8/22/13 8/29/13 9/05/13 9/11/13 ADJUSTMENT 9/11/13 ADJUSTMENT 9/11/13	ENT ENT	0009318 0009383 0009434 0009482 12345 0009535	6870.82 5350.40 4226.99 3346.02 94.23 70.82CR 21.22CR	27 20 13 6	33	446.02 94.23 70.82CR 21.22CR :19.79	4226.99	<b>u</b> )	5350.40	6870.82		99 7.3 7.3 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0
Customer Totals 900500	900500 ******** 70.82 8/20/13 ************************************	Payment History , 8766.07 **********	Amount Due ****** 8/13/13 *******	23.24	* * * *	3568.00 **Credit Limit** 0 ********	* * * * * * * * *	4226.99	* * * * * * * * * * * * * * * * * * *	5350.40	6870.82		272
Salesman Number JP JEANNINE PE *** ALL CORPORATE TRANSACTIONS ***	JEANNINE PENDER ACTIONS ***	Ĥ	Total A/R Due	36769.31 9676.48CR	ď	20101.31	. 31	4446.78	ξ	5350.40	6870.82		
Final totals		Ĥ	Total A/R Due	27092.83		20101.31	. 31	4446.78	5	5350.40	6870.82		
** END OF REPORT **													

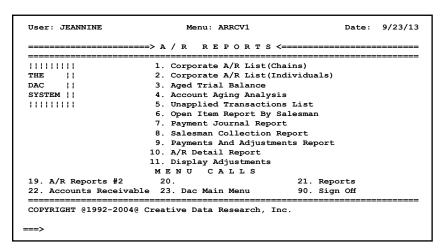
### **Printing A Payment Journal Report**

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 <==========
111111111
                        1. A/R Batch Entry
                        2. A/R Inquiry/Apply(Corporate)
DAC
       11
                       A/R Inquiry/Apply(Customer)
 SYSTEM | |
                        4. Reason Definitions
                        5. Generate Late Charges
 111111111
                        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
                        MENU
                                 CALLS
                        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.



2. Select option 7 (Payment Journal Report) from the A/R Reports screen.

CDR Customer Conference	Payment Journal Report	nal Report	.,	JEANNINE	GWHOPFR	9/23/13	9/23/13 10:27:07 Page	age 1	
Cust # Customer Name	Slsman	Reference	Payment Amount	Disc. Amount	Unapplied Balance	***** Inv	***** 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.	9286	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 I & 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	ß	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	

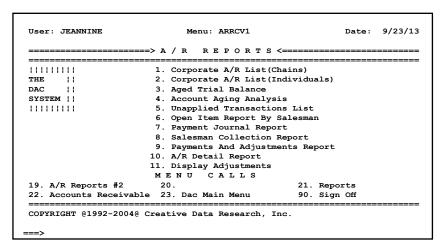
### **Printing A Salesman Collection Report**

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.

```
Date: 9/23/13
User: JEANNINE
                            Menu: ARCV1
     ======> A C C O U N T S
                                  R E C E I V A B L E <========
111111111
                      1. A/R Batch Entry
                       2. A/R Inquiry/Apply(Corporate)
DAC
                       A/R Inquiry/Apply(Customer)
SYSTEM !!
                       4. Reason Definitions
                       5. Generate Late Charges
111111111
                       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
                       MENU CALLS
19. Billing System
                        20. Statements
                                                 21. A/R Reports
22.
                      23. Dac Main Menu
                                                90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.



2. Select option 8 (Salesman Collection Report) from the A/R Reports screen. The Salesman Collection Report screen appears.

GWI0PVR	ENTER C	DR Customer Conference Salesman Collection Report	9/23/13 11:49:06
		Day Of Week _ (1-7)	
		Salesman (Optional)	
F3=Exit	F4=Search	F6=Print	

- 3. Enter *I* 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.

1						
9/23/13 11:23:06 Page						
JEANNINE GWIZPFR	30 Days Total Due		30879.20	38727.26	5911.49	11820.34
Salesman Collection Rpt.	Call Day Monday  Balance Days 21 22 - 30 Over	10 NET 30 13971.24 17260.36 10000.00-	2% 3 NET 7 9624.23 7 21254.97 0	2% 3 NET 7 17959.20 20768.06 .00	2% 3 NET 7 3182.03 7 2911.49 0 182.03-00	2% 3 NET 7 11820.34 0
Salesma	EAUX Amount Posted 8 - 14 15 -	100002 0435 .00 .00	.00 770031 TX 77077 9624.23 .00 21254.97 .00	99000 TX 77036 17959.20 .00 20768.06 .00	771230 TX 77061 3182.03 .00 2911.49 .00 182.03-	770001 TX 77029 11820.34 .00
ıference	JOE BADEAUX Reference 1 - 7 	9 4 5	.00 ART 9505 951 9524.23	9495 9541 17959.20	9508 9553 3182.03	9549 9549
CDR Customer Conference	Salesman: 20 Date Typ Current	DIANNE'S GROCERY COVINGTON 9/09/13 I 9/16/13 I 9/23/13 P	21231.60 	99 MART PLUS HOUSTON 9/09/13 I 9/16/13 I 20/68.06	B & D FOOD STORE HOUSTON 9/09/13 I 9/16/13 I 9/23/13 A 2729.46	TEXAS TRUCK STOP HOUSTON 9/16/13 I 11820.34

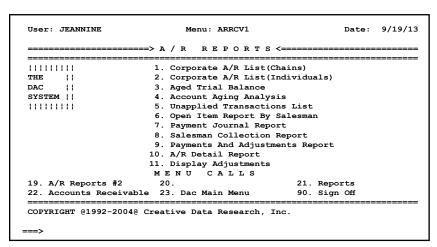
\*\* END OF REPORT \*\*

### **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
                                    RECEIVABLE <==
111111111
                        1. A/R Batch Entry
     11
                        2. A/R Inquiry/Apply(Corporate)
THE
DAC
                        3. A/R Inquiry/Apply(Customer)
SYSTEM | |
                        4. Reason Definitions
111111111
                        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
                        MENU CALLS
19. Billing System
                         20. Statements
                                                   21. A/R Reports
                         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.



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 Payments And Adjustments By Actual Post Date	13:47:49
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

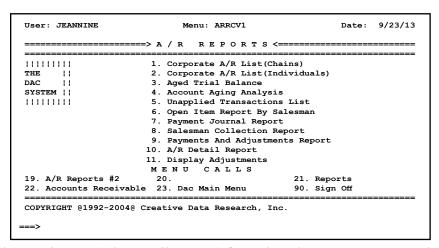
1		Trans. Date				Trans. Date						Trans. Date				Trans. Date	
9/19/13 14:10:07 Page		Reason	A ADJUSTMENT A ADJUSTMENT			Reason						Reason	A ADJUSTMENT A ADJUSTMENT A ADJUSTMENT			Reason	
E GWUUPFR		Check Number				Check Number	3220 68822 83320 20093					Check Number				Check Number	299311 330449 3220 3220 223344 34429 49920 8776 2503 3445 53332
S JEANNINE		Remaining Amount	37.84CR 77.05			Remaining Amount	9676.48 .00 .00 7002.70 1521.21					Remaining Amount	66.84CR 5.16 3.15CR			Remaining Amount	88888888888
Payments And Adjustments		Original Amount	37.84CR 77.05	39.21		Original Amount	9676.48 16099.53 18415.12 7002.70 1521.21	52715.04	52754.25			Original Amount	66.84CR 5.16 3.15CR	64.83CR		Original Amount	40.31 12905.29 8803.33 240.31 13095.27 229.85 8348.79 8350.45 4691.66 16329.00 77175.05 77110.22
CDR Customer Conference Daily Payments	Actual Post Date: 9/18/13	Corp. Cust. Customer Name	100002 100002 DIANNE'S GROCERY 100900 100900 JR FOOD MART - ABITA	Totals For: Adjustment	Transaction Type: Payment	Corp. Cust. Customer Name Number Number	900100 CORPORATE TRANSACTION 100801 100801 BARON EXPRESS #2 BP 100802 100802 CRANKY CORNER QUICK STOP 265000 260502 BIG JOHN'S QUICK STOP #2 771230 771230 B & D FOOD STORE	Totals For: Payment	Totals For Date: 9/18/13	Actual Post Date: 9/19/13	Transaction Type: Adjustment	Corp. Cust. Customer Name Number Number	100001 100001 STOP 'N SHOP 265000 260501 BIG JOHN'S QUICK STOP #1 800237 800237 DANNY & CLYDE'S FOOD STORE #20	Totals For: Adjustment	Transaction Type: Payment	Corp. Cust. Customer Name Number Number	100801 100801 BARON EXPRESS #2 BP 100850 100850 TX FOOD MART 100857 100857 TR FOOD MART - FOLSOM 300133 300133 SALA'S SUPERRARKET 320033 320092 LIL SHORT STOP - OCEAN SPRINGS 380100 380110 MISS STOP N GO #110 380100 380110 MISS STOP N GO #110 580100 380110 TEXAS TROKE GROCERY 770001 770001 TEXAS TROKE STOP 770060 770060 PACKS FOOD STORE TOTALS FOR: Payment Totals For Date: 9/19/13 Final totals ** 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
                                                           Date: 9/23/13
                             Menu: ARCV1
           ===> A C C O U N T S
                                   RECEIVABLE <===
111111111
                       1. A/R Batch Entry
                       2. A/R Inquiry/Apply(Corporate)
DAC
                       3. A/R Inquiry/Apply(Customer)
SYSTEM !!
                       4. Reason Definitions
                       5. Generate Late Charges
111111111
                       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
                       MENU CALLS
19. Billing System
                        20. Statements
                                                  21. A/R Reports
22.
                        23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.



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 A/R Detail Report Selection	9/23/13 13:23:0
Type choices, press Enter.	
From Corp# To Corp#	
*OR*	
From Cust# To Cust#	
From Date To Date	
Sort By D (D=Date, Type=T)	
<pre>Include History Trans? _ (Y,N,Blank)</pre>	
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	erence		A/R Detai	A/R Detail Report		JEANNINE	HICMPFR	9/26/13 10:18:41 Page	Н	
Selections: Corp#	-	Cus	Cust# 100002 -	100002 From	9/01/13 -	9/25/13 Sort D	rt D			
Corp# Cust# Name	ā			Date Type	Inv. #	Original \$	Remaining \$	ng \$ Check #		
100002 100002 DIANNE'S GROCERY	NNE'S GRO	CERY 37 84-	0	9/02/13 I	9444	15137.84				
PAYMENT	9/23/13	15100.00	15100.00	CK# 8	89934					
100002 100002						124.49-				
100002 100002				9/04/13 P		15513.47-				
100002 100002				9/09/13 I	9497	13971.24	3971.24	1.24		
PAYMENT	9/23/13	10000.00	10000.00		90233					
100002 100002				9/16/13 I	9543	17260.36	17260.36	.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	1.36		
100002 Cust Totals	t Totals				*	21958.00	37595.96	96.9		
Final totals					* * *	21958.00	37595.96	96.9		
** END OF REPORT **	*									

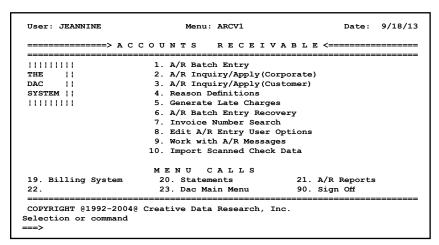
### A/R Detail Report By Type

1														
9/26/13 10:33:46 Page		Check #								89934	90233			
HICNPER 9/26	H	Remaining \$			3971.24	17260.36	16364.36					37595.96	37595.96	
JEANNINE HI	9/25/13 Sort T	Original \$	37.84-	15137.84	13971.24	17260.36	16364.36	124.49-	15513.47-	15100.00-	10000.00-	21958.00	21958.00	
9.	9/01/13 -	Inv. #		9444	9497	9543	9615					*	* * *	
A/R Detail Report by Type	Cust# 100002 - 100002 From	Date Type	9/18/13 A	9/02/13 I	9/09/13 I	9/16/13 I	9/23/13 I	9/03/13 P	9/04/13 P	9/23/13 P	9/23/13 P			
CDR Customer Conference	Selections: Corp#	Corp# Cust# Name	100002 100002 DIANNE'S GROCERY	100002 100002	100002 100002	100002 100002	100002 100002	100002 100002	100002 100002	100002 100002	100002 100002	100002 Cust Totals	Final totals	** END OF REPORT **

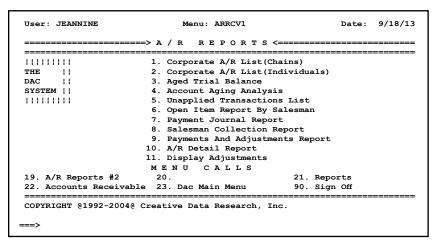
### **Printing Corporate A/R Lists**

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.



1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.



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 DSG	DSG5PFR 9/18/13	/13 9:51:05 Page 1
Corporate Name	A/R Rep	Area	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 ***** BIG JOHN'S QUICK STOP #2	012	985 985	7965252 3459876	9/12/13 9/17/13	9/16/13 9/16/13	25100.00 17002.70	260501 260502
Unapplied Corporate Transactions Total:	Ÿ.	00.					
MISSISSIPPI STOP N GO	DAVID	601	5554443	9/16/13	9/13/13	38425.69	380100
**** MISS STOP N GO #110 **** MISS STOP N GO #120 **** MISS STOP N GO #130 **** MISSISSIPPI STOP N GO	010 010 010	606 606 606 601	2359901 2353440 2345678 5554443	9/12/13 9/16/13 9/10/13 9/09/13	9/13/13 9/13/13 9/13/13 9/13/13	8578.64 12668.02 14988.68 2190.35	380110 380120 380130 380100
Unapplied Corporate Transactions Total:	J.	00.					
USA CONVENIENCE HEADQUARTERS	Ę,	800	2518001	9/17/13	9/17/13	47068.63	900100
**** USA CONVENIENCE STORE #200 **** USA CONVENIENCE STORE #300 ***** USA CONVENIENCE STORE #400 ***** USA CONVENIENCE STORE #500 ***** USA CONVENIENCE STORE #600	010 010 010 010	504 985 985 985 985	8336089 8882535 8825125 8920107 8931084	9/17/13 9/16/13 9/17/13 9/11/13	9/17/13 9/12/13 9/17/13 9/12/13	9676.48 4859.96 11893.14 20016.21 622.84	900200 900300 900400 900500
Unapplied Corporate Transactions Total:	ō.	00					
Final totals						127597.02	
** END OF REPORT **							

CDR Customer Conference	Corporate		A/R List(Indiv)	ç	JEANNINE	DSGEPFR	9/18/13 9:51:10 Page 1	
Corporate Name	A/R Rep	Area	Phone	Last Pay Date	Last Order Date	Amount Due	Corporate Number	
	i i		0.00	01/01/0	61,01,0	7		
ABC STOKE	BOB FOR	1 0	610701	9/16/13	9/12/13	10000.42	300121	
BADON EXDERS #2 BD	1 E	1 8 6	7271141	9/18/13	9/10/13	240.33	100801	
BIG D MINI MART	YMMOT	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	0606989	9/17/13	9/12/13	15763.15	800237	
DIANNE'S GROCERY	EDDIE	982	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	982	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	00066	
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
     ======> 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

    A/R Inquiry/Apply(Customer)
    Reason Definitions

111111111
                          5. Generate Late Charges

    A/R Batch Entry Recovery
    Invoice Number Search

                          8. Edit A/R Entry User Options
                          9. Work with A/R Messages
                         10. Import Scanned Check Data
                          MENU CALLS
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: 9/27/13
                      ===> A / R REPORTS <===
                          1. Corporate A/R List(Chains)

    Corporate A/R List(Individuals)
    Aged Trial Balance

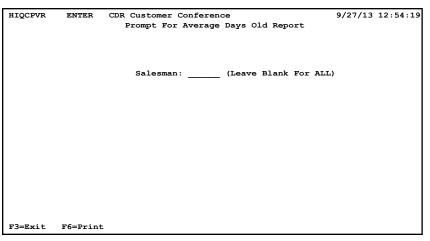
THE
DAC
       11
SYSTEM ||
                          4. Account Aging Analysis
                          5. Unapplied Transactions List

    Open Item Report By Salesman
    Payment Journal Report

                          8. Salesman Collection Report
                          9. Payments And Adjustments Report
                         10. A/R Detail Report
                         11. Display Adjustments
                         MENU
                                    CALLS
19. A/R Reports #2
                           20.
                                                       21. Reports
22. Accounts Receivable 23. Dac Main Menu
                                                       90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 19 (A/R Reports #2) from the A/R Reports screen. The A/R Reports #2 screen appears.

3. Select option 1 (Average Days Old Report) from the A/R Reports #2 screen. The Prompt For Average Days Old Report screen appears.



- 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

Oldest			17	16	7 0	, 1	i «	o o	n c		) m	) 00	10	10	O	7 17		
Cust # Customer Name		20 JOE BADEAUX	B & D FOOD STORE	BIG P MINI MAKT	CINTER COLUMN CO	DIANNE'S GROCERY	EXPRESS WAY FOOD MART	THE ECOD MADE - NOTHING	TO FOOD MAN - TOTAL AT	MOEDT THE CONTRACTOR	DACKS HOOD SHOPE	SAIA'S SUPERMARKET	TAYLOR'S MINI MART	TEXAS IRUCK STOP	USA CONVENIENCE STORE #200	USA CONVENIENCE STORE #600 99 MART PLUS	Average Days Old:	REPORT **
Cust # O	:	Salesman: 2		320001 F									770031 I		900200			** END OF REPORT **

# What Applied To Transaction Report

н													
12/02/92 10:07:49 Page													
DST6PFR 12													
KAREN													
Tran	Туре	н		Check Number	800				9678		97679		
Print What Applied To Tran	Trans Date	12/02/92		Remaining Amount	00.		00.		00.		00.		
int What	Remaining Amount	00.			•	_							
ī.	11	.39	Taken? Y	Original Amount	3500.00	245.84	50.00	50.00	2000.00	2000.00	2840.00	1680.40	
rch	r Original Amount	4057.39	81.15 T	Tran Date	11/03/92	: 12/02/92	11/04/92	: 12/02/92	11/11/92	: 12/02/92	11/11/92	: 12/02/92	
Creative Data Research	Corporate Customer Number Number	200231	sount	Type Invoice Reference		Apply Info.: 12/02/92		Apply Info.: 12/02/92		Apply Info.: 12/02/92		Apply Info.: 12/02/92	** END OF REPORT **
Creative	Corpora	200229	Cash Discount	Туре	Δι	.4	Δι	.4	Δι		Δι	.7	** END 0

# What Transaction Applied To Report

о 1						
12/02/92 10:08:14 Page						
2/92 10:0						
DSUKPFR						
KAREN			Disc. Taken			
	Check Number	9867	Cash Discount			
d To	Type o	<u>о</u>	Cash Disc			
Print What Tran Applied To	Trans Date	11/11/92	Remaining Amount	00.		
What Tr	ning t	00.	Rema			
Print	Remaining Amount		Original Amount	2861.96	2500.00	
	Original Amount	2500.00	Or Am			
ų,		25	Tran Date	11/10/92	11/11/92	
Creative Data Research	Corporate Customer Number Number	200231	Type Invoice Reference	925	Apply Info.: 11/11/92	** END OF REPORT **
tive Dat	porate	200229	Type I1	н	App.	D OF RE

# **Generated Late Charges Report**

۔						
н						
age						
31 P						
l : 36 :						
92 11						
12/02/92 11:36:31 Page						
12,						
XI.						
DSSOPFR						
н						
N						
KAREN						
	A/R Remaining Amount	47.00	47.00	47.00	47.00	
	Remai 1t	47	47	47	47	
ses	A/R F Amoun					
Charç	r4 Ri					
Generated Late Charges		00				
ed L	ial ;	47.00				
herat	Original Amount					
Ger						
	ce			#		
	Invoice Reference		Totals For: 200212 DICK'S DINER	Totals For: 103200 ABSTON C. STORE # 1		
			R'S	ن س		
	Customer Tran Number Type	4	DIC	STON		
arch	omer	12	212	AB:		*
Rese	Cust Numb	200212	200	3200		** END OF REPORT **
ata			For:	:: 10	ıls	REPO
ive	Corp. Number	103200	tals	s For	Final totals	OF
Creative Data Research	~ ~	••	To	otal	inal	* EM
Ü						

# 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.

### 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 <u>Creating and Posting an A/R Batch</u>.

### 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 <u>Creating and Posting an A/R Batch</u>.

### **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 <u>Creating and Posting</u> 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 <u>Creating and Posting an A/R Batch</u>.

### 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 <u>Creating and Posting</u> 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 <u>Creating and Posting an A/R Batch</u>.

### 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 <u>Creating and Posting an A/R Batch</u>.

### **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 <u>Creating and Posting an</u> 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 <u>Creating and Posting an</u> 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 <u>Creating and Posting</u> 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.

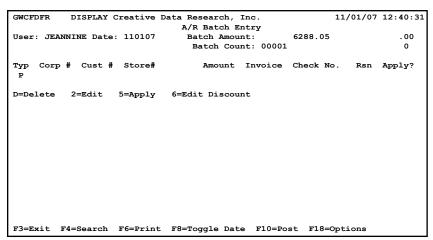
## **Appendix B: Applying Manually Calculated Discounts**

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.

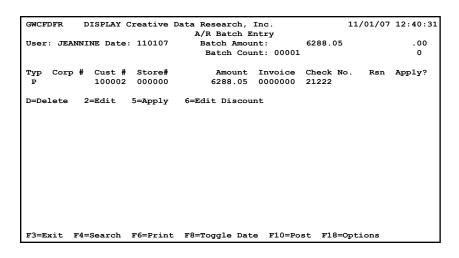


- 1. Enter *P* for the **Typ** (1,a) field, or press < Tab>.
- 2. Enter data for one of the following fields:
  - **Corp** # (6,n) enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
  - **Cust** # (6,n) enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- 3. If necessary, enter data for the **Store**# (6,n) field.
- 4. Press <Field Plus>.

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

```
11/01/07 12:40:31
GWCFDFR
          DISPLAY Creative Data Research, Inc.
                               A/R Batch Entry
User: JEANNINE Date: 110107
                                Batch Amount:
                                                                        .00
                                 Batch Count: 00001
                                                                        0
    Corp #
            Cust #
                                   Amount Invoice Check No.
                                                             Rsn Apply?
Typ
            100002 000000
                                  6288.05
         2=Edit 5=Apply
                             6=Edit Discount
D=Delete
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.



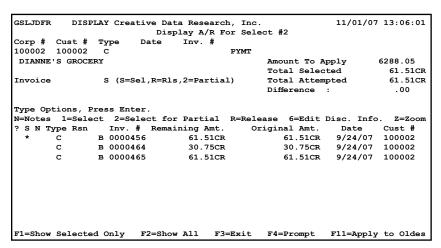
9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

GSLJDFR	DISP	LAY	Crea	tive	Data I	les	earcl	n. In	c.			11/	01/07	12:46	:23
					Display					t #2			•		
Corp #	Cust #	тv	me.	Dat			· #								
100002	100002	-						PYMI	•						
										Amoun	t To	Apply		6288.0	5
										Total				. 0	0
Invoice		5	S (S=5	Sel.I	R=Rls,2=	•Pa	rtia	L)		Total	Atte	mpted		. 0	0
			•	,	- ,			•		Differ		-		.00	
Type Opt	tions, P	res	s Ent	er.											
N=Notes	1=Seled	ct	2=Se	lec	for Pa	ırt	ial	R=Re	lea	se 6	=Edit	Disc.	Info	. z=z	oom
? S N Ty	pe Rsn		Inv.	# 1	Remainir	ıg	Amt.		Ori	ginal	Amt.	Da	te	Cust	#
	I	в	00003	300	97	9.	92			979	. 92	8/1	7/07	10000	2
	I	в	00003	336	47	6.	24			476	.24	8/2	0/07	10000	2
	I	в	00003	347	98	88.	24			988	.24	8/2	1/07	10000	2
	I	в	00004	107	3	86.	10			86	.10	9/1	8/07	10000	2
	I	в	00004	138	460	9.	99			4609	.99	9/2	1/07	10000	2
	С	в	00004	156	(	51.	51CR			61	.51CR	9/2	4/07	10000	2
	С	в	00004	164	3	80.	75CR			30	.75CR	9/2	4/07	10000	2
	С	в	00004	165	(	51.	51CR			61	.51CR	9/2	4/07	10000	2
	I	в	00005	13	354	17.	67			3547	. 67	10/1	0/07	10000	2 +
F1=Show	Selected	d (	nly	F2=	Show A	.1	F3=	=Exit	:	F4=Pr	ompt	F11=	Apply	to Ol	des

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 *l* (Select), and press <Enter>.



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  $\langle Enter \rangle$ .

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
                                          РҮМТ
DIANNE'S GROCERY
                                                 Amount To Apply
                                                                       6288.05
                                                 Total Selected
                                                                        153.77CR
                 S (S=Sel,R=Rls,2=Partial)
                                                 Total Attempted
                                                 Difference
                                                                          .00
Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
                Inv. # Remaining Amt.
B 0000456 61.51CR
B 0000464 30.75CR
                                              Original Amt.
? S N Type Rsn
                                 30.75CR 61.51CR 30.75CR 61.51CR
                                                               9/24/07 100002
                                                    30.75CR
                                                              9/24/07 100002
                                                    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 *I* (Select) in the selection column next to it, and press <Enter>.

GSLJDFF	R DIS	PLAY Crea	tive Dat	a Resea	rch, Inc			11/01/07	13:13:23
			Disp	lay A/R	For Sel	ect #2			
Corp #	Cust #	Type	Date	Inv. #					
100002	100002	I			PYMT				
DIANNE	'S GROC	ERY				Amount	To Ap	ply	6288.05
						Total	Select	ed 4	4456.22
Invoice	•	s (s=s	el,R=Rls	,2=Part	ial)	Total	Attemp	oted 4	4456.22
						Differe	nce :	:	.00
Type Or	tions,	Press Ent	er.						
N=Notes	1=Sel	ect 2=Se	lect for	Partia:	l R=Rel	ease 6=	Edit D	Disc. Info	. Z=Zoom
? S N T	ype Rsn	Inv.	# Remai	ning Am	t. O	riginal	Amt.	Date	Cust #
	I	B 00003	00	979.92		979.	92	8/17/07	100002
	I	в 00003	36	476.24		476.	24	8/20/07	100002
	I	в 00003	47	988.24		988.	24	8/21/07	100002
	I	B 00004	07	36.10		86.	10	9/18/07	100002
*	I	B 00004	38	4609.99		4609.	99	9/21/07	100002
	I	B 00005	13	3547.67		3547.	67	10/10/07	100002
	I	в 00005	26	3584.74		3584.	74	10/22/07	100002
	I	в 00005	32	3346.72		3346.	72	10/31/07	100002
F1=Show	Select	ed Only	F2=Show	All I	F3=Exit	F4=Pro	mpt	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>.

```
11/01/07 13:16:17
BSQ4PVR
                    Creative Data Research, Inc.
                            Prompt For Discount Taken
Corporate Number
                   100002 DIANNE'S GROCERY
Customer Number
                   100002 DIANNE'S GROCERY
                        526
Transaction Number
Discount Earned
Discount Taken .
                          698.67
Discount % . . :
Discount Date :
                   11/10/07
F3=Exit
                                                                 CONFIRM: Y (Y/N)
```

Press <Enter> to confirm.

GSLJDFR	DI	SPLAY	Creat	tive Da				c. lect #2		11/0	1/07	13:17	1:27
							or be.	Lecc #2					
Corp #	Cust	-	/pe	Date	Inv	. #							
100002	10000	2 1					PYMT						
DIANNE	'S GRO	CERY						Amou	nt To	Apply	(	6288.0	)5
								Tota	1 Sele	cted		3757.5	55
Invoice		5	s (s=se	el,R=Rl	s,2=P	artia	1)	Tota	1 Atte	mpted		4456.2	22
								Diffe	rence	:		698.67	,
Type Op	tions,	Pres	ss Ente	er.									
N=Notes	1=Se	lect	2=Se	lect fo	r Par	tial	R=Rel	lease	6=Edit	Disc.	Info	. z=z	Zoom
? S N T	ype Rs	n	Inv.	# Rema	ining	Amt.	(	Origina	l Amt.	Dat	e	Cust	#
	I	В	000030	00	979	. 92		97	9.92	8/17	/07	10000	)2
	I	В	000033	36	476	.24		47	6.24	8/20	/07	10000	)2
	I	В	000034	47	988	.24		98	8.24	8/21	/07	10000	)2
	I	В	000040	07	36	.10		8	6.10	9/18	/07	10000	)2
*	I	В	000043	38	4609	. 99		460	9.99	9/21	/07	10000	)2
l	I	В	000053	13	3547	. 67		354	7.67	10/10	/07	10000	)2
l	I	В	000052	26	3584	.74		358	4.74	10/22	/07	10000	)2
l	I	В	000053	32	3346	.72		334	6.72	10/31	/07	10000	)2
l													
F1=Show	Selec	ted (	Only	F2=Sho	w All	F3:	=Exit	F4=F	rompt	F11=A	pply	to 01	des

If a discounted invoice must be unselected due to a data entry error, use  $\delta$  (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 *I* (Select) in the selection column next to it, and press <Enter>.

GSLJD	FR	DISE	LA	Y Crea	tive	Data	a Res	sear	ch,	Inc.			11/	01/07	13	:20:50
						Displ	Lay A	A/R	For	Seled	ct #2					
Corp	#	Cust #	T	ype	Dat	:e	Inv	. #								
10000	2	100002		I					PY	MT						
DIAN	NE '	S GROCE	RY								Amoun	t To	Apply		628	8.05
											Total	Sele	cted		473	7.47
Invoi	ce		:	s (s=s	el,F	R=Rls	, 2=Pa	artia	al)		Total	Atte	mpted		543	6.14
											Differ	ence	:		698	. 67
Type	Opt	cions, F	re	ss Ent	er.											
N=Not	es	1=Sele	ct	2=Se	lect	for	Part	tial	R=	Relea	ase 6	=Edit	Disc.	Info	. :	z=zoom
? S N	Ту	pe Rsn		Inv.	# F	Remair	ning	Amt		Or	iginal	Amt.	Da	te	Cu	st#
*		I	В	00003	00		979	. 92			979	. 92	8/1	7/07	10	0002
		I	В	00003	36		476	. 24			476	.24	8/2	0/07	10	0002
		I	В	00003	47		988	. 24			988	.24	8/2	1/07	10	0002
		I	В	00004	07		36	.10			86	.10	9/1	8/07	10	0002
*		I	В	00004	38	4	1609	. 99			4609	.99	9/2	1/07	10	0002
		I	В	00005	13	3	3547	. 67			3547	. 67	10/1	0/07	10	0002
		I	В	00005	26	3	3584	.74			3584	.74	10/2	2/07	10	0002
		I	В	00005	32	3	3346	.72			3346	.72	10/3	1/07	10	0002
F1=Sh	WO	Selecte	d (	Only	F2=	Show	All	F	3=Ex	it	F4=Pr	ompt	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	DISP	LAY	Creat	ive Da	ta Res	searc	h, Ir	nc.			11/0	1/07	13:2	1:45
				Dis	play A	A/R E	or Se	elect	#2					
Corp #	Cust #	T	pe .	Date	Inv	. #								
100002	100002	1	:				PYMT	r						
DIANNE	'S GROCE	RY						Aı	noun	t To	Apply		6288.	05
								To	otal	Sele	cted		6238.	05
Invoice	1	5	(S=Se	1,R=R1	s,2=Pa	artia	1)	To	otal	Atte	mpted		6936.	72
								D:	iffer	ence	:		698.6	7
Type Op	tions, P	res	s Ente	er.										
N=Notes	1=Sele	ct							e 6	=Edit	Disc.	Info	. z=	Zoom
? S N I	ype Rsn		Inv. #	Rema	ining	Amt.		Orig:	inal	Amt.	Dat	:e	Cust	: #
*	I	В	000030	0	979	. 92			979	. 92		7/07	1000	02
*	I	В	000033	36	476	. 24			476	.24	8/20	0/07	1000	02
*	I	_	000034		988					.24	-	./07	1000	
*	I	_	000040		36	. – -				.10	-	3/07	1000	
*	I	В	000043	88	4609	. 99			4609	.99	9/21	./07	1000	02
	I	В	000051	.3	3547	. 67		:	3547	. 67	10/10	/07	1000	02
	I	В	000052	26	3584	.74		:	3584	.74	10/22	2/07	1000	02
	I	В	000053	32	3346	. 72		:	3346	.72	10/31	/07	1000	02
F1=Show	Selecte	d (	nly	F2=Sho	w All	F3	=Exit	F4	4=Pr	ompt	F11=F	pply	to C	ldes

**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	DISP	LAY	Cre	ativ	re Dat						11/01/07	13:25:52
_ "		_		_	-	-		or S	elect #2			
Corp #	Cust #	T	pe		ıte	Inv	. #					
100002	100002		*					PYM	T			
									Amou	nt To	Apply	6288.05
									Tota	l Sele	cted	6238.05
Invoice			: (S=	Se1	R=Rls	.2=P	artia	1)	Tota	l Atte	mnted	6936.72
		_	. (2			,		-,		rence	•	698.67
									Dine	rence	•	090.07
Type Opt	tions, P	res	s En	ter	•							
N=Notes	1=Sele	ct	2=S	eled	t for	Par	tial	R=R	elease	6=Edit	Disc. Info	. Z=Zoom
? SNTy	pe Rsn		Inv.	#	Remai	ning	Amt.		Origina	l Amt.	Date	Cust #
*	I	В	0000	300		979	. 92	\$	97	9.92	8/17/07	100002
*	I	В	0000	336		476	24	\$	47	6.24		100002
*	ī	_	0000			988		\$		8.24		100002
	_	_										
*	I	_	0000				.10	\$	-	6.10	-,,	100002
*	I	В	0000	438		4609	. 99	\$	460	9.99	9/21/07	100002
*	С	В	0000	456		61	.51CR		6	1.51CR	9/24/07	100002
*	С	в	0000	464		30	.75CR		3	0.75CR	9/24/07	100002
*	C	В	0000	465		61	. 51CR		6	1.51CR		100002
	•	_		- 55		01			•		5,24,01	-00002
							_					
F1=Show	Selecte	d C	nly	F2	2=Show	All	F3:	=Exi	t F4=P	rompt	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.