Solution-IV™ Accounting
Accounts Receivable

Version 8.84

46 Vreeland Drive, Suite 1 • Skillman, NJ 08558-2638
Telephone: 732-560-1377 • Outside NJ 800-524-0430 • Fax: 732-560-1594

Internet address: **http://www.tbred.com**

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Table of Contents

1   **Introduction**

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Accounts Receivable features.

The Accounts Receivable and System Integration Flowcharts show how your Accounts Receivable module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Thoroughbred Solution-IV Accounting: Accounts Receivable

The Solution-IV Accounts Receivable module is designed to help you manage your customer base and incoming cash flow. Your sales and profit information, and cash receipts are organized into reports that show you what you are selling, how profitable it is, who owes you money, and which sales representatives are making the sales. All of this can be done while saving time and increasing accuracy over doing it manually.

Integrating Solution-IV Accounts Receivable with the Solution-IV General Ledger module can save you even more time by automatically posting directly to the appropriate accounts, thereby eliminating duplicate entries and reducing errors on your financial statements.

Accounts Receivable allows you to enter customer invoices and cash receipts. Invoices and statements may be printed, if desired. You can choose whether to have customers on an open item or balance forward basis. The Aged Trial Balance and Cash Expectation reports give you the control required to make timely collection calls and anticipate incoming cash flow.

The reports and customer sales information are as current as the last update, allowing you to determine easily and quickly each customer's status.

Accounts Receivable Features

The Thoroughbred Solution-IV Accounts Receivable module is a flexible and complete package for invoicing your customers and tracking your receivables. It is designed to help you manage your customer base and therefore your overall cash flow. The following is a list of highlights and features available in Solution-IV Accounts Receivable.

➤ A smooth interface with the Solution-IV General Ledger is provided.

➤ Customer sales history is tracked including such items as last invoice and payment information. It also tracks the number and amount of sales and cash receipts month-to-date, year-to-date, and all of last year.

➤ Invoice entry handles either manual or automatic invoice numbers. Invoices, credit memos, debit memos, and adjustments are all entered in the same place. Invoices may be printed either on plain white paper or custom invoice forms

➤ Recurring invoices such as service contracts and contract shipments may be entered once, then processed automatically as required.

➤ Customers may be processed on either an open item or balance forward basis

➤ Customer statements may be printed and may optionally include both dunning messages and standard statement messages

➤ A finance charge sub-system is provided to process past due accounts

➤ Commissions for sales representatives are tracked based on either all invoices or only paid invoices, and either based on the net invoice or gross profit amount

➤ Multiple bank accounts may be used for depositing cash receipts

➤ An Aged Trial Balance may be printed on demand with various sort options. It may optionally include invoice comments, credit comments, and payment history.

Other reports include:

- ♦ Cash Expectations Report to help determine when you will be receiving cash, taking into account discounts, if desired.

- ♦ Sales Tax Report to help you fill out your governmental sales tax returns.

- ♦ Analysis Reports showing sales and profit information by customer, sales representative, and billing code.

- ♦ Accumulation Journals showing invoices and cash receipts over a wide range of dates.

- ♦ Customer Listing is a list of your customers with a wide range of sort and detail options.

- ♦ Customer Labels to print mailing labels, if desired.

All of the preceding features are standard to the Solution-IV Accounts Receivable package. You can customize the system to meet your needs by setting the parameters for such items as what aging categories you use, whether or not you use finance charges, and how you want to post to General Ledger. This is done without making any changes to the programs themselves. If additional modifications are required, Solution-IV is a 4GL-based package that makes customization easy and practical. For additional information, contact your Thoroughbred representative.

Thoroughbred Solution-IV Accounting Flowchart

The following System Integration Flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Accounts Receivable Flowchart on the following page shows how the various components of Accounts Receivable are related
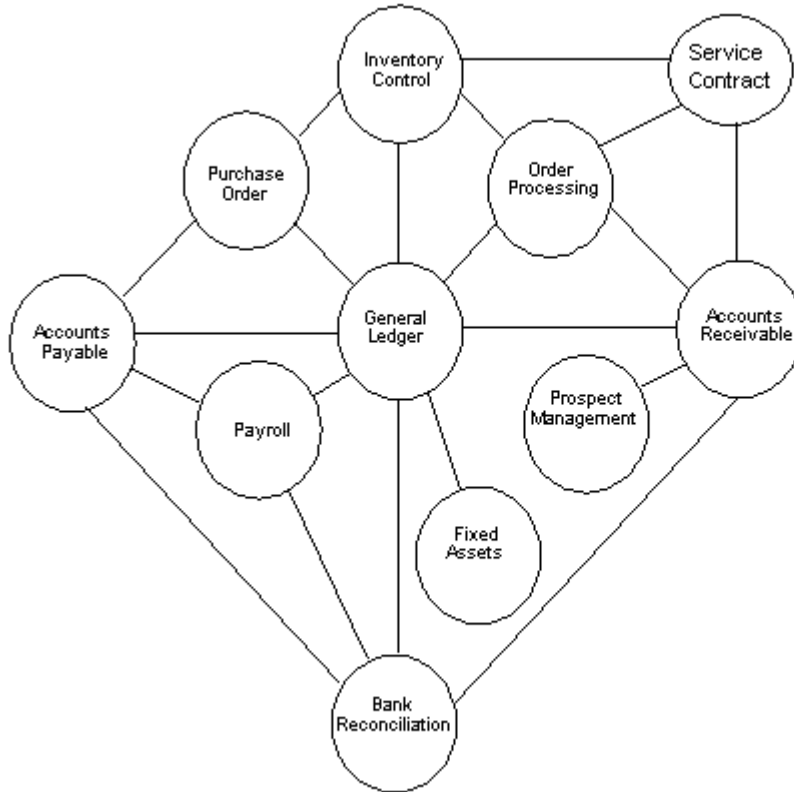
Solution-IV Accounts Receivable Flowchart
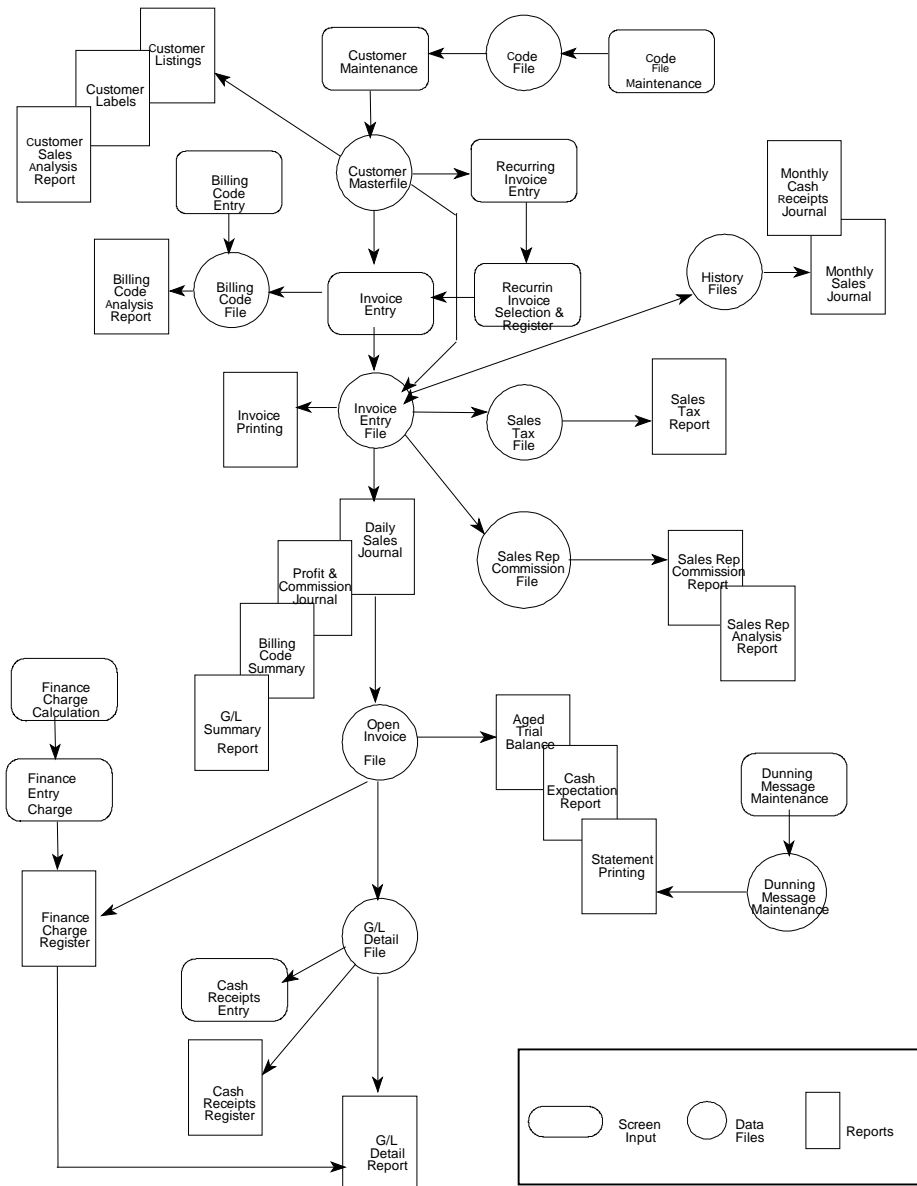
How to Make the Greatest use of this Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information needed to set up and run the Thoroughbred Solution-IV Accounts Receivable system.

This manual introduces you to the capabilities of Solution-IV Accounts Receivable, gives you ideas to help you get started with the initial setup, provides complete processing instructions, and also serves as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- ➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

- ➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

- ➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

- ➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

- ➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

- ➢ **Keep the manual handy**. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

This manual has been organized to take you through normal Accounts Receivable activity.

Chapter 1
Introduction-Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Accounts Receivable features. The Accounts Receivable and System Integration flowcharts show how your Accounts Receivable module operates and how it relates to the overall accounting system.

Chapter 2
Accounts Receivable Menus-Describes the options available on the Accounts Receivable Main Menu/Transaction Processing Menu, Customer Maintenance Menu, Code File Maintenance Menu, and Reports Menu.

Chapter 3
Accounts Receivable Setup-Explains how to get started with your Accounts Receivable system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4
Customer Maintenance-Explains how to use Customer Maintenance to maintain detailed records for each of your customers. Once in Customer Maintenance you can choose from 9 different options to inquire about, maintain information, or change codes for a selected customer.

Chapter 5
Transaction Processing-Explains how to enter invoices, cash receipts, and recurring invoices. You will spend the bulk of your time in this section.

Chapter 6
Accounts Receivable Reports-Explains how to execute the Accounts Receivable reports.

Chapter 7
Period End Processing-Describes the options available during period end processing. They include Finance Charge Processing, Period End Update, and Status Change Update.

2   Accounts Receivable Menus

Thoroughbred Solution-IV Accounts Receivable uses options that can be selected from the following menus:

> ➢ Accounts Receivable Main Menu
>
> ➢ Accounts Receivable Transaction Processing Menu
>
> ➢ Customer Maintenance Menu
>
> ➢ Code File Maintenance Menu
>
> ➢ Accounts Receivable Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

Accounts Receivable Main Menu/Transaction Processing Menu

Introduction

The Thoroughbred Solution-IV Accounts Receivable application is designed to manage your overall cash flow by helping you with invoicing and collections.

With Solution-IV Accounts Receivable you may print invoices, calculate finance charges, and print statements. Customer aging reports and sales history are as current as the last update and allow you to determine quickly and easily the status of each customer.

You will probably be spending the bulk of your time using the options that are found on the Accounts Receivable Main Menu. Transaction processing, customer maintenance, and period end processing are found here along with links to the other Accounts Receivable menus.

How to Execute

From the Accounting System Master Menu, select **Accounts Receivable**.
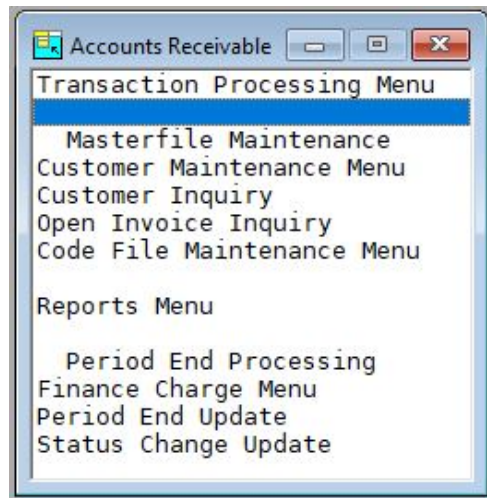
From the Accounts Receivable Main Menu, select **Transaction Processing Menu**.
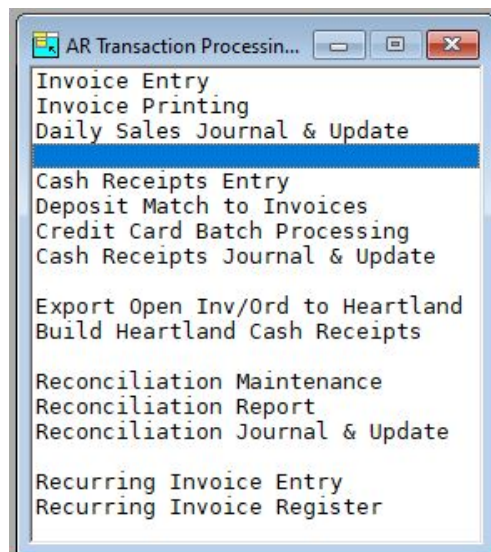
Transaction Entry

Invoice Entry

This option is used to prepare customer invoices. All invoices, credit memos, debit memos and adjustments are entered here. The majority of your time in the Accounts Receivable application is spent in Invoice Entry.

Cash Receipts Entry

This option is used to record payments against customer balances. Prepayments are also entered here, along with matching credit and debit memos to outstanding invoices.

Credit Card Batch Processing

This option allows you to post credit card payments for a given date range and batch range to the CC Processing Center. You will be provided with a report of what posting s will be made and then a report of any postings that were denied.

Reconciliation Maintenance

The Reconciliation program is used to mark credit card transactions as cleared.

The reconciliation process holds credit card payments in a holding account and when marked as cleared the posting process will take entries and post them to the cash account.

Recurring Invoice Entry

This option is used to maintain a file of invoices that changes little from billing cycle to billing cycle (e.g. rent and service contracts).

Transaction Reports & Updates

Invoice Printing

This option prints invoices from the actual information entered in Invoice Entry.

Daily Sales Journals

This option is a series of audit reports followed by an update. The journals are printed and then checked to verify the validity of the information entered during Invoice Entry. If everything is correct, the update posts the invoice information to the permanent customer, sales history, sales representative and commission files, and the General Ledger files.

Deposit Match to Invoices

This option allows you to automatically match up deposits for customers against their open invoices and then to create cash receipt entries that may then be posted against their accounts.

Cash Receipts Journal

This option is an audit report and update. You can print the journal to check the information entered during Cash Receipts Entry. If everything is correct, the update reduces the customer's balance and posts the cash receipts information to the permanent Accounts Receivable and General Ledger files.

Recurring Invoice Register

This option allows you to select the desired recurring invoices. The register prints to let you verify the invoice selection. The update adds the selected recurring invoices to the invoice entry file where they may be modified or otherwise treated as regular invoices.

Reconciliation Report
This option provides the user with a listing of the transactions that are in the Reconciliation Maintenance files. These transactions are awaiting reconciliation and posting.

Reconciliation Journal & Update
This option will print and allow you to check the information entered during Reconciliation Maintenance. If everything is in order, the update will reduce the holding account and post the transactions to the cash account in the General Ledger system.

Export Open Inv/Ord to Heartland
This option will collect all pending credit card payments that are to be processed and create a file that may be uploaded to the Heartland website.

Build Heartland Cash Receipts
This option will create cash receipt entries based on the information received from a file that has been downloaded from the Heartland website. This file will contain the payments that have been processed.

Masterfile Maintenance

Customer Maintenance
This option is used to maintain detailed records for each of your customers.

For more information, see the Customer Maintenance Menu section of this chapter.

Customer Inquiry
This option is used to view and/or print basic information about a customer, one customer at a time. The displayed information includes name, sales history, and open invoices. Information cannot be modified in Customer Inquiry.

Open Invoice Inquiry
This function is used to view open invoices in your system. From the view you may select a record and perform an inquiry on everything that pertains to that invoice's customer.

Code File Maintenance Menu
This option displays the Code File Maintenance Menu, which is used to maintain the Accounts Receivable parameters and all of the code files (e.g., sales representative codes, term codes, and sales tax codes).

These codes must be set up before entering anything else in the system because Customer Maintenance and Invoice Entry use the code files.

Reports

Customer Masterfile Listing
This option lists the customer information as entered in Customer Maintenance. You may choose from a wide variety of sort and print options.

Customer Label Printing
This option is used to print address labels based on the information in the customer Masterfile.

Reports Menu
This option gives you access to the menu that contains monthly reports.

Period End Processing

Period End Update

This option should be run at the end of each accounting period after all invoices and deposits have been entered for the period and after all the monthly reports have been run.

> Period End Processing does the following:

> Removes all zero balance invoices from the open invoice file that are older than the date specified in Parameters Maintenance.

> Removes temporary customers (customer type = T) with a zero balance.

> Removes paid commission information.

> Zeros out all month-to-date buckets throughout the Accounts Receivable system, such as in the sales representative files and sales tax files.

> Transfers the year-to-date buckets to the last year buckets and zeros out all year-to-date buckets if you are running year-end processing.

Status Change Update

The Status Change Update processes those customers and/or codes whose status you have flagged as to be changed or deleted. Before the update is initiated, a report is printed allowing you to determine the validity of the requested changes.

Customer Maintenance Menu

Introduction
From this menu you can maintain detailed records for each of your customers. This information includes name and address, customer codes, contacts, comments, ship-to addresses, sales history, and credit comments.

How to Execute
From the Accounts Receivable Main Menu, select **Customer Maintenance Menu**.
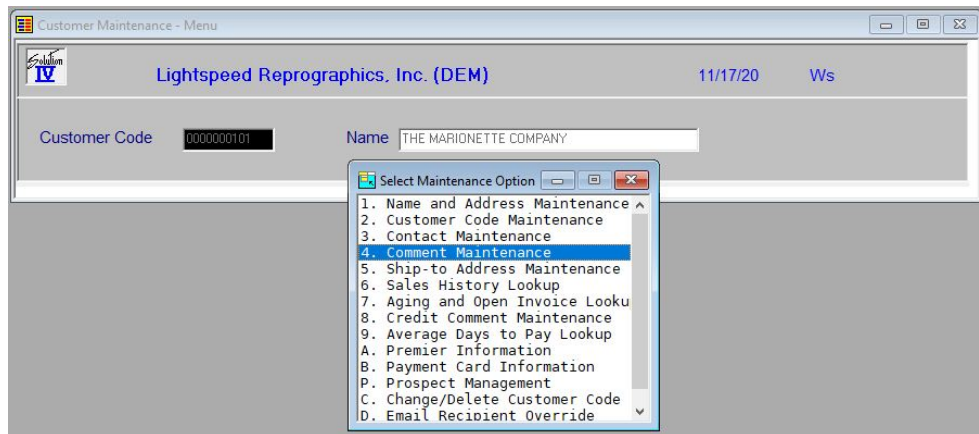
Customer Options

Name and Address Maintenance
This option allows you to maintain the customer's name, address, telephone number, alternate sort, and Dun & Bradstreet numbers.

Customer Code Maintenance
This option allows you to maintain information such as terms code, sales tax information, and statement printing requirements.

Contact Maintenance
This option allows you to maintain any number of contacts for each customer. Each contact may have a different name, address, telephone number, and FAX number.

Comment Maintenance
This is a text field where you may maintain notes on telephone conversations or any other information. It is in a free-form format.

Ship-to Address Maintenance
This option allows you to maintain any number of ship-to addresses for each customer. Each ship-to address may have its own sales representative and sales tax code as well.

Sales History Lookup
This option contains a variety of sales history information including date of first purchase; date and amount of last purchase; last payment date and amount; and sales, cost of sales, and profit information for the month and year.

Aging and Open Invoice Lookup

This option allows you to see the customer's balance and aging information, current as of the last update. You can also view the invoices in the open invoice file along with the associated payments.

Credit Comment Maintenance

This option is a free-form text field designed to allow you to enter credit comments. These comments may be printed on the aging report, if desired.

Average Days to Pay

This option allows you to see the average number of days this customer took to pay his bills during each month of a given year.

Premier Information

This option allows you to enter ARC Premier Account information.

Payment Card Information

This option allows you to enter payment card information for this customer that will be used in the POS portion of Order/Invoice Entry.

Prospect Management

This option allows you to access the Prospect Management System. From this option, you maintain general prospect information such as name, address, and phone numbers, all of the user-defined fields, alternate contacts, text and tasks as well as print the various reports.

Change/Delete Customer Code

This option allows you to change, delete, inactivate, or reactivate the customer. Changes and deletions do not take effect until the Status Change Update is run.

Email Recipient Override

This option allows you to enter in different email addresses for each type of document sent out (i.e. Orders/Invoices/Statements).

Code File Maintenance Menu

Introduction
This menu gives you access to the AR Parameters and code files. These codes must be set up before entering anything else in the system, since Customer Maintenance and Invoice Entry use the code files.

How to Execute
From the Accounts Receivable Main Menu, select **Code File Maintenance Menu**.

System Parameters

AR Parameters Maintenance
This option allows you to customize the Accounts Receivable package to meet the specific needs of your company. Here you are able to state when you pay commissions, what your aging categories are, how to handle finance charges, and whether or not you want to post to General Ledger.

AR Parameters Listing
This report shows what was entered in AR Parameters Maintenance.

Code File Maintenance

Bank Code Maintenance
This option is used by all Solution-IV applications to maintain a central banking source for all checking and/or deposit accounts. You can set up as many bank codes as required, having at least one code for each bank account from which you write a check or to which you make a deposit. Each bank code may be tied to a separate General Ledger cash account code.

Billing Code Maintenance
Billing codes are used to identify your company's products or services when you are not using the Thoroughbred Solution-IV Inventory package. The billing codes are used during Accounts Receivable Invoice Entry and are printed on the invoices. Use the billing codes to do sales analysis. The code contains the standard price, cost and General Ledger account codes.

Class Code Maintenance
Class codes allow you to organize both customers and sales representatives into different groups. For example, class codes may be used to distinguish different types of customers or territories. Many of the reports may be sorted using the class code.

Country Code Maintenance
Country codes are used in reports so that you may print the country name in an address instead of just the country code. The country code is 2 characters with a 35 character description. If you are in the United States and are shipping to an address in the US, you will not want to uses the country code/name when addressing.

Credit Rating Maintenance
Credit ratings are used to determine when orders and invoices may be entered for each customer. The credit rating plays a much larger role with Solution-IV Order Processing.

Discount Code Maintenance
Discount codes are used in the customer Masterfile instead of entering the customer's standard discount rate directly. In this way, if you change your standard discount rate, you need only change it in Discount Code Maintenance, rather than in each customer's file.

Dunning Message Maintenance
Dunning messages are printed on customer statements. You can decide if you want dunning messages to be printed on the statements for each customer. A different message may be entered for each aging category. The message that prints on the statement corresponds with the oldest invoice for that customer.

Posting Code Maintenance
Posting codes are used to determine which General Ledger accounts each of the following is posted:

Accounts Receivable	Surcharges
Sales Tax Payable	Discounts Allowed
Freight Income	Sales Writeoff
Finance Charge	Fin Chg Writeoff

Each location, division, or profit center may have its own posting code. Each customer is assigned to a posting code.

Sales Rep Maintenance
Sales representative codes are used to record name, address, and commission information for each sales representative. Each customer is assigned to a sales representative. Use sales representative codes to do simple sales analysis.

Sales Tax Maintenance
Sales tax codes should be entered for each state, county, and locality for which you need to report sales and sales tax collected. Sales information for taxable sales, non-taxable sales, and sales tax billed is updated automatically from the Sales Journal Update.

Shipping Method Maintenance
Shipping method codes are used in Accounts Receivable to print a description of the shipping method used on the invoice.

With Solution-IV Order Processing, shipping methods are used to help you determine the actual shipping cost on a specific invoice based on the total weight.

Terms Code Maintenance
Terms codes are entered for each of the different terms offered to your customers. A terms code is entered for each customer and may be overridden in invoice entry.

Code File Listings

Bank Code Listing
This report lists the bank codes entered in Bank Code Maintenance.

Billing Code Listing
This report will list the billing codes entered in Billing Code Maintenance. It may be printed for all or a range of billing codes with an option to print all information about each billing code or just the code and description.

Class Code Listing
This report lists the class codes entered in Class Code Maintenance.

Country Code Listing
This report lists the country codes entered through Country Code Maintenance.

Credit Rating Listing
This report lists the credit rating codes entered in Credit Rating Maintenance.

Discount Code Listing
This report lists the discount codes and associated rates entered in Discount Code Maintenance.

Dunning Message Listing
This report lists the dunning messages entered in Dunning Message Maintenance.

Posting Code Listing
This report lists the posting codes and their associated account codes entered in Posting Code Maintenance.

Sales Rep Listing
This report may be printed for all or a range of sales representatives with several different print options (e.g. just name and address, code information, and/or sales history information).

Sales Tax Listing
This report lists the sales tax codes entered in Sales Tax Maintenance.

Shipping Method Listing
This report lists the shipping methods entered in Shipping Method Maintenance.

Terms Code Listing
This report lists the terms entered in Terms Maintenance.

Accounts Receivable Reports Menu

Introduction
This menu gives you access to the monthly reports.

All of the reports on this menu can be printed at any time. All reports are current as of the last update.

How to Execute
From the Accounts Receivable Main Menu, select **Reports Menu**.
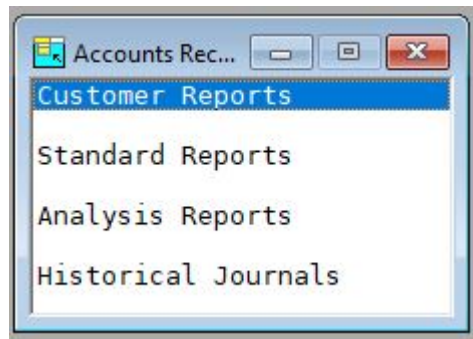
Customer Reports

Customer Masterfile Listing
This is a listing of the customer information as found in Customer Maintenance. You may choose from a variety of sort and print options.

Customer Label Printing
This function is used to print labels using information from the Customer Masterfile.

Customer Expired Card Report
This option prints a report of expired credit card records found in the Customer Masterfile.

Standard Reports

Aged Trial Balance

The Aged Trial Balance or aging report provides a detailed list of customer invoices with the remaining invoice balances printed in the appropriate aging column. You are able to select the level of detail you want to see on the report and also the range of customers.

Cash Expectation Report

This report is similar to the Aged Trial Balance, but is designed to help you anticipate the date by which invoices are to be paid, allowing you to budget your own outgoing cash flow better. The aging categories may be changed each time the report is printed and you can decide whether or not to assume that discounts are to be taken.

Sales Rep Commission Report

This report shows the commissions earned and payable this month for each sales representative. It is important to note that the figures in the report are cleared during period end processing and assumes that the amounts in the commissions payable column are paid each month since they are not carried forward.

The report uses the Accounts Receivable parameters to determine whether to pay commissions on paid invoices or all invoices. Information by sales representative determines how commission is paid based either on net sales or gross profit.

Commission Report by Date

This report shows the commissions earned and payable for a specific date range for each sales representative. The figures in this report are gathered from the OP history files and the amounts will not reflect deleted history.

Sales Tax Report

This report is useful for filling out your governmental sales tax returns. Taxable and non-taxable sales for each sales tax code are printed along with the sales tax billed and any variance from what should have been billed. Like the sales representative commissions, these figures are cleared during period end processing.

Sales Tax Report by Date

This sales tax report is based on a user input date range and is calculated by gathering data from the Order Processing history files.

Sales Tax Report by Avalara

This sales tax report is based on the sales tax calculations made through the Avatax API. This report is for reference only as Avalara reports sales tax to the governmental entities.

Statement Printing

Statements provide your customers with a summary of their purchase activity for the month, a list of outstanding invoices, and the balance due. Dunning messages can be printed on the statements.

Analysis Reports

Billing Code Analysis
This report prints the month-to-date, year-to-date, and last-year sales and profit information for each billing code. Because the report may be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which items provide your highest sales volumes.

Customer Sales Analysis
This report prints the month-to-date, year-to-date, and last-year sales and profit information for each customer. Because the report may be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which customers provide your highest sales volumes.

Sales Rep Analysis
This report prints the month-to-date, year-to-date, and last-year sales, profit and commission information for each sales representative. Because the report can be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which sales representatives provide the highest sales volumes.

Rebuild Customer Summary Info
Although the customer analysis summary data is kept up to date during the month as invoices and payments are updated through the proper journals, it may be necessary from time to time to run this option and rebuild it. Although it may take some time to run on a large system, it should be run at least once a quarter. As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

Rebuild Sales Rep Summary Info
Although the Sales Rep analysis summary data is kept up to date during the month as invoices are updated through the proper journals, it may be necessary from time to time to run this option and rebuild it. Although it may take some time to run on a large system, it should be run at least once a quarter. As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

Historical Journals

Historical Invoice Print
This program prints invoices from the information posted to the Accounts Receivable invoice history file.

Historical Sales Journal
These reports are similar to the sales journals printed after each batch of invoices are entered, except that they print for a range of dates, customers, and/or invoices. If printed monthly, the reports are a recreation of the entire month's sales.

Historical Cash Receipts Journal
This report prints all of the deposits entered into the system for a specified range of dates, customers, or bank codes. If printed monthly, the report is a recreation of all the cash receipts journals entered during the month, sorted by bank code and deposit date.

3   Accounts Receivable Setup

This chapter explains how to design and set up your Accounts Receivable

It also explains how to perform code file maintenance setup ideas that should help you decide what information you need to gather and how you should enter it into your new system.

You will want to modify these ideas to fit your particular company.

AR Parameters Maintenance
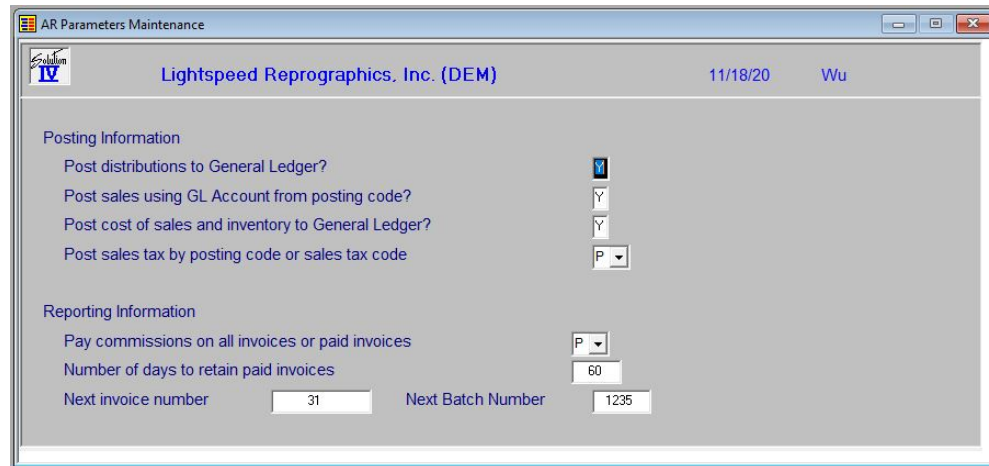
Introduction
The parameters allow you to customize the Accounts Receivable package to meet the specific needs of your company. Here you may state how you pay commissions, what your aging categories are, how to handle finance charges, and whether or not you want to post to General Ledger.

> **Note:** The parameters must be set up before entering anything else into the system.

How to Execute
From the Code File Maintenance Menu, select **AR Parameters Maintenance.**

Description of Fields

Post distributions to General Ledger?
You may choose not to make any posting to General Ledger from Accounts Receivable. This normally would not be the case, except when you are initially entering invoices into the system.

Y   Posts invoices and checks to General Ledger during the sales journal, cash receipts, and finance charge updates.

N   Makes no postings outside the Accounts Receivable system.

Post sales using GL Account from posting code?
Y   Allows you to post your sales to different General Ledger accounts based on the customer's posting code.

N   Posts to the exact accounts set up in Billing Code Maintenance.

Post cost of sales and inventory to General Ledger?
Y   Debits the cost of sales and credits inventory for each item sold. You should only do this if you do not have a separate inventory system.

N   Does not post the cost of sales and inventory to the General Ledger.

Post sales tax by posting code or sales tax code

P	Uses the account entered in Posting Code Maintenance when posting to the sales tax payable account in General Ledger.
S	Uses the account entered in Sales Tax Code Maintenance when posting to the sales tax payable account in General Ledger.

Pay commissions on all invoices or paid invoices

You have the option of paying commissions when the invoice is sent or waiting until the invoice is paid as follows:

A	Indicates that commissions are payable at the time the invoice is entered into the system.
P	Indicates that commissions are payable only after the invoice has been paid.

Number of days to retain paid invoices

Enter the number of days you wish to keep paid invoices in the system. This feature allows you to keep a number of invoices on file so you can see payment history on the aging report and on-line in Customer Masterfile Maintenance and/or Inquiry.

Period end processing clears all invoices that have been paid for at least the number of days you enter here.

Examples:

- ♦ If you enter 100 here, all invoices that were paid 100 or more days ago are cleared during period end processing.

- ♦ If you enter 0, all paid invoices are cleared from the file during period end processing.

- ♦ If you enter 999, invoices are never cleared from the file during period end processing.

Next invoice number

Enter the next number you would like to use for the invoice number here. This is accessed by pressing, **F8** for the invoice number during Invoice Entry.

Next Batch Number

Enter the next batch number to be attached to deposits if the store code attached to your operator code does not exist. This number will be incremented automatically.

When you have finished answering all questions on the screen, the following screen will automatically be displayed:

Age by invoice or due date
On your Aged Trial Balance you have the option of aging by the invoice date or the invoice due date as follows:

I   Ages by the invoice date.

D   Ages by the invoice due date.

Age by day or month
You may choose to print your aging report by day or by month. Aging by days is the most common approach. Enter the days by which to age in the next field as follows:

D   Ages by days.

M   Ages by month.

If you age by month, please note that if an invoice is dated 9/30/19, it falls into the one-month column on 10/1/19. If you age by days and your first aging bucket is 30 days, the same invoice does not fall into that column until 10/31/19.

If days, age by
Enter the number of days you wish to have as aging buckets. The default is 30, 60, 90, and 120, but you may enter any numbers you like, as long as the numbers increase with each bucket.

Save deleted invoices?
You have the option of saving invoices that you entered in Invoice Entry and deleted before the update. This option is useful if you are using automatic invoice numbering and do not want any gaps on your Sales Journal.

Y   Saves deleted invoices for printing on the sales journals.

N   Does not save deleted invoices.

Display cost in invoice entry?

This feature prevents the display of an item's cost during Invoice Entry. This is important if you wanted to prevent the entry operator from seeing the cost of an item.

Y	Displays the cost.
N	Does not display the cost.

Pre-printed invoice forms?

Invoices may be printed on plain white paper, logo paper, or on pre-printed forms as follows:

Y	Prints invoices on pre-printed forms. It does not print your company name or any headings. Forms may be ordered using the forms brochure provided with this manual.
N	The system automatically prints all headings needed to print invoices on plain paper, including your company name and address.
L	Logo paper has your company name and address information preprinted on the form. The system will still print all other headings as if you were using plain paper.

Pre-printed statement forms?

Statements may also be printed on plain white paper, logo paper, or on pre-printed forms as follows:

Y	Prints statements on pre-printed forms. It does not print your company name or any headings. Forms may be ordered using the Forms brochure provided with this manual.
N	The system automatically prints all headings needed to print statements on plain paper, including your company name and address.
L	Logo paper has your company name and address information preprinted on the form. The system will still print all other headings as if you were using plain paper.

Use Avalara to calculate sales tax?

You have the option of using Avalara's Avatax product to calculate and remit sales tax for your business.

If you answer **Y** the interface will automatically check the ship-to address for the proper sales tax code. It will then setup the sales tax code with the proper rate and calculate the sales tax at that rate. During the Sales Journal process it will update the invoices to the Avatax database. Avalara then takes care of remitting the sales tax collected to each jurisdiction as required.

Y	Use Avalara for sales tax calculation and processing.
N	Use standard Solution-IV Sales Tax codes for sales tax calculations.

Account ID

If using Avalara Avatax for sales tax processing, enter your merchant account number.

Account Key

If using Avalara Avatax for sales tax processing, enter your key/password for your account number.

Company Code

If using Avalara Avatax for sales processing, enter your organization's company code for use with Avatax. Use "DEFAULT" if you're not sure.

Use Avalara to verify address?
You have the option of using Avalara's Address verification product to verify addresses for your customer's businesses.

If you answer **U or M** the interface will automatically check the address against the Avalara address database and if a difference is found, give you the option of changing the customer address to the verified address.

U   Use Avalara for address verification and make uppercase.

M   Use Avalara for address verification and make mixed case.

N   Do not use Avalara to verify addresses.

Rush Charge Tax Code
If using Avalara Avatax to calculate sales tax, enter the Avatax Tax Code for rush charges. This will be used to determine the tax rate against rush charges.

Sandbox or Production
If using Avalar Avatax to calculate sales tax, specify whether you want to use the Sandbox or Production Avalara account.

S   Sandbox Account

P   Production Account

The system will prompt:

Test Avalar Connection? Y/N

Save Changes? Y/N F4 – Make Corrections

When you have finished answering all questions on the screen, the following screen will automatically be displayed:

Finance charge method
There are three methods of calculating finance charges as follows:

F   Finance charges are a fixed dollar amount no matter how much the customer owes.

P   Finance charges are a percentage of the outstanding balance past due.

N   The finance charge system is not used.

Aging category to calculate finance charges

Enter **A , 1 ,2, 3**, or **4** to indicate which aging category you consider invoices to be overdue enough to warrant a finance charge. If your aging categories are 30, 60, 90, 120 and you enter a **2** here, the finance charge is based on the sum of the invoices falling into the 60, 90, and 120 buckets. If you enter **A**, finance charges will be calculated based on the sum of all invoices.

Include unpaid finance charges in calculation?

Y   Compounds finance charges.

N   Bases finance charges only on invoices, credit memos and debit memos.
                  Outstanding finance charges are not included.

Default monthly finance charge rate

Enter the default finance charge rate or amount. Please note that for customers being charged this rate, you should not make an entry in their customer Masterfile. That way if you change your standard finance charge rate, you do not need to change it for all customers, only those with a special rate.

Example: If you charge 1.5% per month, enter 1.50.

Minimum balance for finance charge calculation

In order to calculate a finance charge, the customer's overdue balance must be at least this amount.

Note: If you enter 0 here, a finance charge will be calculated even if the overdue amount is $0.01.

Minimum finance charge

If you chose to calculate finance charges based on a percentage of the outstanding balance, enter the smallest amount you want to charge.

Example: If the system calculates a finance charge of $1.87 and the minimum you have here is $2.50, the customer will receive a finance charge of $2.50.

If you are using a fixed charge, enter the standard finance charge amount.

Include finance charges in customer balance?

This parameter determines whether or not finance charges will be included in any customer display.

Y   Show finance charges.

N   Do not show finance charges.

Note: Finance charges are always shown on statements.

Access to customer comments in Customer Inquiry
This field controls what access the operator has to the customer comments while in Customer Inquiry as follows:

C   Allows the operator to read and change or add to the customer comments.

I   Allows the operator only to read the customer comments.

N   Does not give the operator any access to the customer comments while in Customer Inquiry.

Access to credit comments in Customer Inquiry
This field controls what access the operator has to the credit comments while in Customer Inquiry as follows:

C   Allows the operator to read and change or add to the credit comments.

I   Allows the operator only to read the credit comments.

N   Does not give the operator any access to the credit comments while in Customer Inquiry.

Exit the Screen
When you are finished, you are automatically returned to the AR Code File Maintenance Menu.

AR Parameters Listing

Introduction
This report shows the information entered in AR Parameters Maintenance.

How to Execute
From the Code File Maintenance Menu select **AR Parameters Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the AR Code File Maintenance Menu.

Bank Code Maintenance

Introduction

All Solution-IV applications use this function to define different bank accounts. A different bank code must be set up for each checking or deposit account you use. Accounts Payable, Payroll, and Accounts Receivable all have access to the same bank codes. The results tie together in General Ledger and Bank Reconciliation.

How to Execute

From the Code File Maintenance Menu, select **Bank Code Maintenance**.

Description of Fields

Bank Code

Enter up to two alphanumeric characters for the bank code. The system uses this code to select the proper General Ledger cash or deposit account to use when entering cash receipts.

Example: BA—Bank of America - checking
AX—America Express - deposit account

Description

Enter up to 40 alphanumeric characters to describe the bank code.

GL Account No

Enter the General Ledger account code to which this bank code should post. Each bank code should post to a unique General Ledger account code.

Bank Acct. No

Enter up to 15 alphanumeric characters for your bank account number. This field is optional and for internal use only.

CC Hold Acct

Enter the General Ledger account code that this bank code will post to. It will normally be a cash hold account for credit card transactions. Each bank code should post to a unique General Ledger cash hold account code.

Next Transfer
During Manual Check Entry you have the option of entering transfers and on the check number field you have the option of using the **F8** key to assign the next transfer number. This is where you set the starting transfer number for this bank.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished maintaining bank codes, press **F4** from the bank code field to return to the AR Code File Maintenance Menu.

Bank Code Listing

Introduction
This report lists the bank codes entered in Bank Code Maintenance.

You should print the Bank Code Listing whenever you make any changes or additions to the bank codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Bank Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Billing Code Maintenance

Introduction
Billing codes are used to identify your company's products or services when you are not using Thoroughbred Solution-IV Inventory Control. The billing codes are used during Accounts Receivable Invoice Entry and are printed on the invoices. Simple sales analysis is done by billing code. The code contains the standard price, cost and General Ledger account codes.

The billing codes are not true substitutes for inventory items, nor does the system have many of the features of a full inventory control system. For example, no quantities-on-hand are kept and only standard cost is computed (instead of LIFO, FIFO, etc.).

How to Execute
From the Code File Maintenance Menu, select **Billing Code Maintenance**.

Description of Fields

Billing Code
Enter up to 22 alphanumeric characters for the billing code. Billing codes may be thought of as inventory items or other items or services that you sell. You should put a lot of thought into a system for defining your billing codes.

Example: SUN-26-10S-RED = Red Sunshine, 26 inch, 10 speed bike

Description
Enter up to 35 alphanumeric characters to describe the billing code.

Comment Only Code?

Y   The system does not ask for any quantities, prices, etc. in Invoice Entry. These are useful for standard comments or messages that you may use during invoicing.

N   Assumes this is a regular, salable item with a price associated with it.

Override Description?

Y   Allows you to change the billing code description during Invoice Entry.

N   Does not allow you to change the description.

Calculate Commissions?

Do you normally pay commissions on this item? No matter what your answer, if necessary, it may be overridden in Invoice Entry.

Y   Calculates commissions on this item.

N   Does not automatically calculate commissions on this item.

Calculate Discount?

Do you normally allow a trade discount when you sell this item? You may override your answer in Invoice Entry.

Y   Calculates a trade discount on this item. The default trade discount rate is in the customer file, but may be overridden on the Invoice Entry summary screen.

N   Does not calculate a trade discount on this item.

Calculate Sales Tax?

Do you normally charge sales tax on this item? You may override your answer in Invoice Entry.

> **Note:** If the customer has a resale number, sales tax is not calculated on the entire invoice, no matter what you enter here.

Y   Calculates sales tax on this item.

N   Does not calculate sales tax on this item. A typical example of a non-taxable item is labor.

Unit of Measure

Enter up to four alphanumeric characters representing the unit of measure for this billing code.

Examples: Each or Hrs or Case or Lbs

Sales Account
Returns Account
Cost of Sales Account
Inventory Account
Enter the various General Ledger account codes to which you wish to post when you sell this billing code.

You must enter a valid General Ledger account code in each of these fields.

If this particular billing code is not an inventory item (such as labor), you can either enter the same account for cost of sales and inventory or be sure to enter a standard cost of 0.00 - either way, no posting to cost of sales or inventory will result.

If you want to post your sales, returns, and cost of sales by posting code, enter a valid General Ledger account here and then enter the location or department in Posting Code Maintenance. The details of this substitution are explained in Posting Code Maintenance.

Standard Price
Enter the standard sales price of this item. This price may be overridden in Invoice Entry.

Standard Cost
Enter your standard cost for this item. This figure is used when calculating the gross profit for both sales analysis and commission, so it should be as accurate as possible. If the next field contains a **Y**, this cost may be overridden during Invoice Entry.

Override Standard Cost?

Y	Allows you to change the cost of the billing code during Invoice Entry.
N	Always uses the cost of the item entered above.

Status
Enter the status definition. Press **F6** for available options.

Sales
These fields contain the dollar amount of sales for this billing code month-to-date, year-to-date, and last year.

Cost of Sales
These fields contain the cost of sales which has been calculated for this billing code month-to-date, year-to-date, and last year.

Quantity Sold
These fields contain the quantity sold of this billing code month-to-date, year-to-date, and last year.

Exit the Screen
When you are finished maintaining billing codes, press **F4** from the billing code field to return to the Code File Maintenance Menu.

Billing Code Listing

Introduction

This report will list the billing codes entered in Billing Code Maintenance. It can be printed for all or a range of billing codes and with varying amounts of detail.

Print the Billing Code Listing whenever you make any additions or changes to the billing codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Billing Code Listing**.

Description of Fields

Print standard prices?

Y	Prints the standard sales price of the billing codes.
N	Does not print prices.

Print standard costs?

Y	Prints your standard cost of the billing codes.
N	Does not print costs.

Print misc options?

Y	Prints the miscellaneous options such as override information, commission information, and unit of measure.
N	Does not print the other options.

Print sales amounts?

Y	Prints the sales and cost history information.
N	Does not print sales and cost history.

Print GL accounts?

Y	Prints the General Ledger accounts on the report.
N	Does not print the General Ledger accounts.

Print Selected Billing Codes?

Y   Allows you to select individual billing codes to print.

N   Allows you to enter a range of billing codes.

If you enter **N**, the system prompts:

From Code
To Code
Enter the first and last billing codes you wish to print. Press **Enter** twice to select the first and last billing codes in the system.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Class Code Maintenance

Introduction
The class code is a file verified sort option used in Customer Maintenance and Sales Rep Maintenance as a means of classifying your customers and/or sales reps. Several reports may be printed by class code. The class code is also used when defining price breaks for a customer.

How to Execute
From the Code File Maintenance Menu, select **Class Code Maintenance.**

Description of Fields

Class Code
Enter up to six alphanumeric characters for the class code.

Example: RETAIL — Retail/Cash Customer

Description
Enter up to 35 alphanumeric characters to describe the class code.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished, press **F4** from the class code field to return to the Code File Maintenance Menu.

Class Code Listing

Introduction
This report lists the class codes as they were entered in Class Code Maintenance. Print the Class Code Listing whenever you make any additions or changes to the class codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Class Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Country Code Maintenance

Introduction
Country codes are used in reports so that you may print the country name in an address instead of just the country code.

How to Execute
From the Code File Maintenance Menu, select **Country Code Maintenance**.

Description of Fields

Country Code
Enter up to 2 alphanumeric characters for the country code. This code is used to find the Country Name when printing addresses. If you are in the United States and are shipping to an address in the US, you will not want to use the country code/name when addressing.

Name
Enter up to 35 alphanumeric characters to describe the country code.

Exit the Screen
When you are finished, press **F4** from the class code field to return to the Code File Maintenance Menu.

Country Code Listing

Introduction
This report lists the country codes entered through Country Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select Country Code Listing.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Credit Rating Maintenance

Introduction
Credit ratings are used to determine when orders and invoices may be entered for each customer.

How to Execute
From the Code File Maintenance Menu, select **Credit Rating Maintenance**.

Description of Fields

Credit Rating Code
Enter up to six alphanumeric characters for the credit rating code.

Example: GOOD = Good customer

Desc
Enter up to 35 alphanumeric characters to describe the credit rating code.

Allow Order Entry under which circumstances
The Order Entry fields are applicable only if you are using the Solution-IV Order Processing module.

If over credit limit?

Y   Allows entry of new orders even if the customer is over his or her credit limit.

N   Does not allow entry if the customer is over his or her credit limit.

If under credit limit?

Y   Allows entry of new orders if the customer is under his or her credit limit.

N   Does not allow order entry even if the customer is under his or her credit limit.

Allow or restrict terms?

Use of the Allow or Restrict Terms feature enables you to force a customer to utilize certain terms, such as C.O.D. only.

A   Allows entry of new orders only if the terms code for this order is included in the next field.

R   Restricts entry of new orders if the terms code for this order is included in the next field.

Press **Enter** to indicate no restrictions based on terms code.

Terms

Enter up to 15 individual terms codes to be allowed or restricted if the customer uses this credit rating code.

Restrict if balance is x or more in or past aging category

Orders and invoices can be restricted based on a combination of the outstanding balance and the aging category in which the invoices are now due.

Example: If you enter $1000 and aging category 2 (60 days), if the customer has a total of $1200 due in the 2, 3, & 4(60, 90, and 120 days) categories, you would not be able to enter the order/invoice. If they have $999 due 59 days ago, the order/invoice will be allowed to be entered.

Enter the balance over which the customer will not be able to enter an order/invoice when using this credit rating code.

Allow Invoice Entry under which circumstances

The following fields work with both the Solution-IV Accounts Receivable and Order Processing modules. If you enter invoices into the system only after a product has shipped, you will want to be very liberal here since the restrictions placed would not be logical if the customer has already received the goods or services.

If over credit limit?

Y   Allows entry of invoices even if the customer is over his credit limit.

N   Does not allow Invoice Entry if the customer is over the credit limit.

If under credit limit?

Y   Allows Invoice Entry if the customer is under his credit limit. This is usually Y unless you are going to allow or restrict by terms code.

N   Does not allow Invoice Entry even if the customer is under his credit limit.

Allow or restrict terms?

A	Allows entry only if the terms code for this invoice is included in the next field
R	Restricts entry if the terms code for this invoice is included in the next field.

Press **Enter** to indicate no restrictions based on terms code.

Terms

Enter up to 15 individual terms codes to be allowed or restricted if the customer uses this credit rating code.

Restrict if balance is x or more in or past aging category

This field works the same as for orders described on the previous page.

Status

Enter the status definition. Press **F6** for available options.

Exit the Screen

When you are finished, press **F4** from the credit rating code field to return to the Code File Maintenance Menu.

Credit Rating Listing

Introduction

This report lists the credit rating codes as entered in Credit Rating Maintenance. You should print the Credit Rating Listing whenever you make any additions or changes to the codes to check for accuracy and then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Credit Rating Listing**.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Discount Code Maintenance

Introduction

Discount codes are used in the customer Masterfile instead of entering the customer's standard discount rate directly. In this way, if you change your standard discount rate, you need only change it here, rather than in each customer file.

How to Execute

From the Code File Maintenance Menu, select **Discount Code Maintenance**.

Description of Fields

Discount Code

Enter up to six alphanumeric characters for the discount code.

Example: 10 for a 10% discount STNDRD for a standard 10% discount

Description

Enter up to 35 alphanumeric characters for the description of the discount code.

Percentage

Enter the discount rate associated with this discount code. This rate may be overridden in Invoice Entry, for that invoice only.

Example: 10.00 for a 10% discount

Status

Enter the status definition. Press **F6** for available options.

Exit the Screen

When you are finished, press **F4** from the discount code field to return to the Code File Maintenance Menu.

Discount Code Listing

Introduction
This report lists the discount codes and associated rates entered in Discount Code Maintenance. You should print the Discount Code Listing whenever you make any additions or changes to the discount codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Discount Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Dunning Message Maintenance

Introduction
Dunning messages are printed on customer statements. A different message may be entered for each aging category. The message that prints on the statement corresponds with the oldest invoice for that customer. You can decide if the dunning messages are printed on the statements for each customer.

How to Execute
From the Code File Maintenance Menu, select **Dunning Message Maintenance**.

Description of Fields

Dunning Message
Enter up to two lines of 60 alphanumeric characters each, for each aging category. Dunning messages may be printed at the bottom of customer statements. The message that prints changes based on which aging category the oldest invoice falls into. The wording of the messages normally gets stronger with each aging category.

Exit the Screen
Once the dunning messages are correct, you are returned automatically to the Code File Maintenance Menu.

Dunning Message Listing

Introduction
This report lists the messages as they were entered in Dunning Message Maintenance. Print the Dunning Message Listing whenever you make any changes to the dunning messages to check for accuracy and then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Dunning Message Listing**.

Report
After selecting a printed or displayed copy you will be automatically to the Code File Maintenance Menu.

Posting Code Maintenance

Introduction
Posting codes are used to determine to which General Ledger accounts each of the following is posted: Accounts Receivable, Sales Tax Payable, Customer Deposits, Freight Income, Finance Charge Income, and Discounts Allowed

Each customer is assigned to a posting code. You can have as many posting codes as required for your particular needs, but you must set up at least one.

How to Execute
From the Code File Maintenance Menu, select **Posting Code Maintenance**.

Description of Fields

Posting Code
Enter up to six alphanumeric characters for the posting code.

Example: WEST = Western Region Customers

Description
Enter up to 35 alphanumeric characters to describe the posting code.

Accounts Receivable
Sales Tax Payable
Deposits
Freight Income
Surcharges
Finance Charges
Discounts Allowed
Sales Writeoff
Fin Chg Writeoff
These accounts are standard accounts that are posted to automatically from the sales journal update, cash receipts update, and finance charge update. Each invoice is assigned to a posting code and the appropriate account is selected, based on what is entered here. You must be sure to enter a valid General Ledger account code for each field.

Post Sales and Cost to Department/Location
The standard sales and cost of sales accounts are actually entered in Billing Code Maintenance, however an entry to either of these fields causes sales and cost of sales to be broken down even further as follows:

If the sales account in the billing code is 400-00 and you enter 01 for location, invoices assigned to this posting code would actually post to 400-01.You can break down your sales significantly by using this feature, so it is worth spending some time planning your design.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished, press **F4** from the posting code field to return to the Code File Maintenance Menu.

Posting Code Listing

Introduction
This report shows the posting codes and their associated General Ledger account codes entered in Posting Code Maintenance. You should print the Posting Code Listing whenever you make any additions or changes to the posting codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Posting Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Sales Rep Maintenance

Introduction
Sales representative codes are used to record name, address, and commission information for each sales representative. Each customer is assigned to a sales representative. Simple sales analysis is also done by sales representative

How to Execute
From the Code File Maintenance Menu, select **Sales Rep Maintenance**.

Description of Fields

Sales Rep Code
Enter up to six alphanumeric characters for the sales representative code. Each sales representative should have his or her own code. You should also set up a "house account".

Example: JNE for John Nathaniel Elkinson

Name
Enter up to 35 alphanumeric characters for the sales representative's name.

Address
Enter up to two lines of 35 alphanumeric characters each for the sales representative's street address and/or P.O. Box.

City
Enter up to 25 alphanumeric characters for the city.

State
Enter up to two alphanumeric characters for the state abbreviation.

ZIP Code
Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation, you must enter it yourself.

Example: 08875-1234 or 08875

Country
Enter up to two alphanumeric characters for the country code, if desired.

Phone
Enter up to ten digits for the sales representative's phone number. Do not add punctuation, the system will add it automatically.

Example: 8005551234 is redisplayed as 800 555-1234.

Ext
Enter up to five alphanumeric characters for the sales representative's extension, if applicable.

FAX
Enter up to 18 alphanumeric characters for the sales representative's FAX number. If you want any punctuation, you must add it yourself.

Class Code
Enter up to six alphanumeric characters for the class code. The class code is optional.

Standard Commission
Enter the sales representative's standard commission rate. This rate may be overridden in Invoice Entry.

Calculate Commission on Net Invoice or Gross Profit?
Enter one of the following:

N   Calculates commissions based on the net sale (total sales subject to commission less any trade discounts).

G   Calculates commissions based on the gross profit (total sales subject to commission less any trade discounts less cost of sales subject to commission).

Special Table?
N   Do not apply special table commissions for item codes that are marked for special table.

Y   Apply special table commissions.

Status
Enter the status definition. Press **F6** for available options.

Commissionable Sales
These fields contain net sales for this sales representative by month-to-date, year-to-date, and all of last year.

Commissionable Profit
These fields contain the gross profit for this sales representative by month-to-date, year-to-date, and all of last year.

Net Commission Amount
These fields contain the commissions payable to the sales representative month-to-date, year-to-date and all of last year.

Exit the Screen
When you are finished, press **F4** from the sales rep code field to return to the Code File Maintenance Menu.

Sales Rep Listing

Introduction
This report lists the sales representatives entered in Sales Rep Maintenance. It can be printed for all or a range of sales representatives with several different print options (e.g., name and address, code information, and/or sales history information). To check for accuracy, print the Sales Rep Listing whenever you make any additions or changes to the sales representative codes. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Sales Rep Listing**.

Description of Fields

Print Address & Phone?

Y	Prints the address and phone number of the sales representative.
N	Prints the sales representative's code and name only.

Print Commission Info?

Y	Prints commission rate and sales history information.
N	Does not print commission rate and sales history information.

Print Selected Sales Reps?

Y	Allows you to select individual sales representatives to print.
N	Allows you to enter a range of sales representatives.

If you enter **N**, the system prompts:

From Sales Rep
To Sales Rep
Enter the first and last sales representatives for whom you wish to print the report. Press
Enter twice to select the first and last sales representatives in the system.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code
File Maintenance Menu.

Sales Tax Maintenance

Introduction

Sales tax codes should be entered for each state, county and locality for which you need to
report sales and sales tax collected. Sales information for taxable sales, non-taxable sales, and
sales tax billed is updated automatically from the invoices. You may post each sales tax code
to a different General Ledger account code

Since each invoice must have a sales tax code, it is also useful to define a code for customers
in states for which you have no reporting requirements.

How to Execute

From the Code File Maintenance Menu, select **Sales Tax Maintenance**.

Description of Fields

Sales Tax Code
Enter up to six alphanumeric characters for the sales tax code.

Examples: CA   California
            BART   California in the BART District
            OS   Out of State

Description
Enter up to 35 alphanumeric characters to describe the sales tax code.

Freight Taxable?
Under some conditions in some states freight is taxable. If freight is taxable sometimes, but not others, you will need to define more than one sales tax code for the same state.

Y   Calculates sales tax on taxable sales plus freight.

N   Calculates sales tax on taxable sales only.

GL Account
You have the option of posting sales tax to the General Ledger by posting code or sales tax code by setting the flag in the AR Parameters Maintenance. If you will post by posting code, this field will be skipped and multiple sales tax codes may post to the same account code

If you are posting sales tax to the General Ledger by sales tax code, enter a valid General Ledger account code here.

Tax Percent
Enter the sales tax percent for this code.

> **Note:** If you are at the county or local level, enter the rate for that level, not the rate for that level plus the state amount.

Examples: CA   California 6%
          BART   California in the BART district.5%

Added Tax Codes
Enter up to eight additional tax codes that must be added to this sales tax code in order to calculate the total tax.

Example: If you were entering the tax code BART, for the California/BART district tax, you would have entered only .5 percent above. Now enter the sales tax code for California (in this example - CA) and 6.00 percent displays automatically. When complete, the total sales tax for the California/BART district is calculated to be 6.500 percent.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished, press **F4** from the sales tax code to return to the Code File Maintenance Menu.

Sales Tax Listing

Introduction

This report lists the sales tax codes entered in Sales Tax Maintenance. You should print the Sales Tax Listing whenever you make any additions or changes to the sales tax codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Sales Tax Listing**.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Shipping Method Maintenance

Introduction

Shipping method codes are used in Accounts Receivable to print a description of the shipping method used on the invoice.

If you are planning not to use Solution-IV Order Processing, it is not necessary to enter values in the Shipping Amount Table only the Shipping Method and Description are needed.

With Order Processing, shipping methods are used for the description and also to help you estimate the actual shipping costs on a specific invoice, based on the total weight.

How to Execute

From the Code File Maintenance Menu, select **Shipping Method Maintenance**.

Description of Fields

Shipping Method

Enter up to six alphanumeric characters for the shipping method.

Example: FEDX1 = Federal Express— Priority One

Description
Enter up to 35 alphanumeric characters to describe the shipping method.

Shipping Amount Table
If you are planning not to use Order Processing, it is not necessary to enter values in the Shipping Amount Table.

Each line in the Shipping Amount Table contains the following four fields. When you complete one line of the table, the cursor moves to the beginning of the next line.

To exit the table, press **Enter** or enter **9999**, at the "But not more than" field. After you enter the values for this line, the cursor will move to the Status field.

Weight greater than
The values in this field are calculated automatically by the system; you cannot enter anything in this column. The first value in this column is zero and the subsequent values are based on the value entered into the "But not more than" field.

But not more than
Enter the highest weight allowed for this category of weight. To exit the table, press **Enter** or enter **9999**, at this field. After you complete the remaining fields in this line, the cursor will move to the Status field.

Amount
Enter the lowest amount payable for this weight category.

+ Amount per pound
Enter the amount charged per pound for this weight category over and above the base amount.

Avatax Code
If using Avalara Avatax to calculate sales tax, enter the Avatax Tax Code for freight. This will be used to determine the tax rate on freight.

Surch %
Enter the percentage of surcharge to apply to orders/invoices when this shipping method is used.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished, press **F4** from the shipping method field to return to the Code File Maintenance Menu.

Shipping Method Listing

Introduction

This report lists the shipping method codes as entered in Shipping Method Maintenance. You should print the Shipping Method Listing whenever you make any additions or changes to the shipping method codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Shipping Method Listing**.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Terms Code Maintenance

Introduction

Terms codes are entered for each of the different terms offered to your customers. A terms code is entered for each customer and may be overridden in Invoice Entry.

The terms code determines the invoice due date, discount due date, and discount amount for each invoice. During invoice processing, the invoice due date, discount due date, and discount amounts are automatically calculated.

How to Execute

From the Code File Maintenance Menu, select **Terms Code Maintenance**.

Description of Fields

Terms Code

Enter up to two alphanumeric characters for the terms code.

Example: 02 might be the code for "2% 10 days, Net 30 days"

Description
Enter up to 35 alphanumeric characters to describe the terms code.

Due "in x days" or "On the xth" or "Cash only"
Invoices can be specified as being due in a certain number of days, on a specified day in the following month, or cash only as follows:

I   The invoice will be due in a specified number of days.

O   The invoice will be due on a specified day of the next month.

C   The invoice must be paid in cash.

Number of days before invoice is due or day of month due
Enter the number of days before the invoice is due; if the terms specify the invoice is going to be due "on the xth," enter the day of the month.

Hint: If the terms are "due on the last day of the month", enter 31 here. The system will then calculate the appropriate due date based on the number of days in the month.

Examples: If the terms are 2% 10 Days, Net 30, enter 30. If the terms are Due on the 10th, enter 10.

Due "In x days" or "On the xth"
Enter one of the following:

I   The invoice is due IN a specified number of days.
O   The invoice is due ON a specific day of the month or due on the last day of the month.

Number of days discount is allowed or day of month due
Enter the number of days before the discounted invoice is due; if the discount terms are going to be "on the xth," enter the day of the month. If discount terms are not offered, press **Enter.**

Examples: If the terms are 2% 10 Days, Net 30, enter 10. If the terms are 1% on the 15th, Net 30, enter 15.

Discount percentage
Enter the discount percentage being offered to the customer.

Example: If the terms are "2% 10 Days, Net 30," enter 2.00

Specified invoice due date
Use of this field allows you to set a specified due date for a group of invoices. This is especially useful in a seasonal business where an entire batch of invoices might not be due until 3/31/19 if purchased from November 2018 through January 2019.

Enter the date invoices using this terms code will be due. If this date is blank, the due date will be determined by the terms entered above.

Status
Enter the status definition. Press **F6** for available options.

Exit the Screen
When you are finished, press **F4** from the terms code field to return to the Code File Maintenance Menu.

Terms Listing

Introduction
This report lists the terms entered in Terms Code Maintenance. Print the Terms Listing whenever you make any additions or changes to the terms codes to check for accuracy. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu, select **Terms Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

4   Customer Maintenance

This chapter describes the options that are available from the Customer Maintenance Menu. Customer Maintenance options include:

 ➢ Name and Address Maintenance

 ➢ Customer Code Maintenance

 ➢ Contact Maintenance

 ➢ Comment Maintenance

 ➢ Ship-to Address Maintenance

 ➢ Sales History Lookup

 ➢ Aging and Open Invoice Lookup

 ➢ Credit Comment Maintenance

 ➢ Average Days to Pay Lookup

 ➢ Premier Information

 ➢ Payment Card Information

 ➢ Prospect Management

 ➢ Change/Delete Customer Code

 ➢ Email Recipient Override

This chapter also details how to use Customer Inquiry to look at selected customer data. Only comments may be modified in Customer Inquiry.

How to Design Customer Codes

Introduction
The Solution-IV Accounts Receivable module allows you to assign up to ten alphanumeric characters for the customer code.

Since customer codes are used to identify all Accounts Receivable transactions, it is important that you use a consistent method for identifying customers. Use numbers, letters or a combination of both. We strongly recommend that you do not use special characters such as (~) or (^).

Your design of the customer code will affect how you "call up" information on your customers and how the customers are organized. For example, when printing any report in Accounts Receivable, customers appear alphabetically by customer code on the report.

The following is a list of three suggested types of numbering methods:

Numbers Only
The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with a large number of customers.

Using the numbers-only method, the system automatically right-justifies the number and fills the spaces to the left with zeros. To access the customer, you do not need to enter the leading zeros, only the number itself.

Example: If you enter 101 the system displays 0000000101.

The system automatically adds the zeros to keep customers in numerical order, otherwise you might end up with the customers printing as follows:

1,10,100,101,11,110,111,12,2,20,200

Numbers and Letters
This combination method allows customer codes to be assigned easily, and groups customers by the first letter in their name. You may want to use the first few characters of the customer name followed by a four-digit number or code. This method is well suited for large and small companies alike.

Example: A0010 or AC001

Letters Only
This method allows simple identification of the customer by looking at the name. You may want to use some form of the customer's name, or abbreviate the customer's name. This method is practical only if you have a small number of customers, because the more customers you have the harder it is to assign a unique customer code. The advantage of this method is that it may be easier to identify a customer using only the code.

Example: ACME

Customer Maintenance

Introduction

This function is used to maintain detailed records for each of your customers.

How to Execute

From the Accounts Receivable Main Menu, select **Customer Maintenance Menu**. The system displays the screen and positions the cursor at the Customer Code prompt.
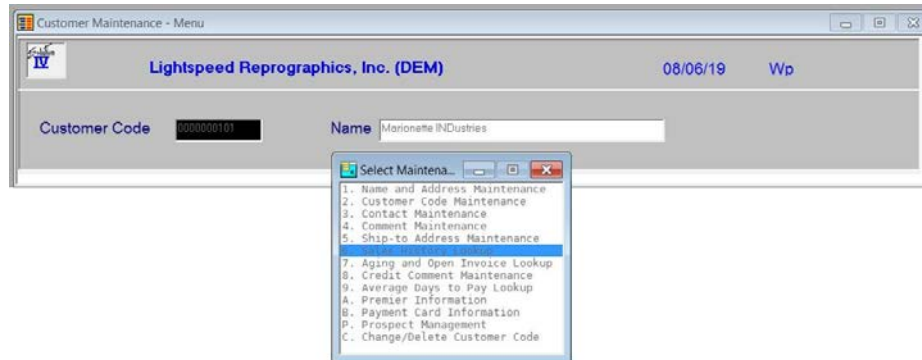
To perform any of the options in Customer Maintenance, you must first enter a customer code.

Description of Fields

Customer Code

Enter up to ten alphanumeric characters for the customer code you wish to maintain. To add a new customer, enter a new customer code, and the system automatically takes you through the first two maintenance options: Name and Address, and Customer Code Maintenance.

The following customer codes are reserved as follows:

CASH   Used only in cash receipts to record cash received to non-invoices, such as a refund from UPS.

DEFAULT   If you create customer DEFAULT, all customers added thereafter will have their fields set to however you define DEFAULT. This can save you time.

DELETED   Reserved for invoices that have been deleted, but the parameters indicate that you want to save deleted invoices.

Name and Address Maintenance

Introduction

This option allows you to maintain the customer's name, main address, telephone number, and a few other pieces of information that will rarely change.

How to Execute

From the Customer Maintenance screen, select **1**. **Name and Address Maintenance**. If you entered a new customer code, you will enter this screen automatically.

Description of Fields

Name

Enter up to 35 alphanumeric characters for the customer name.

Address

Enter up to two lines of 35 alphanumeric characters each for the customer's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

This address, along with the city, state, and ZIP code fields, is used for the bill-to address on invoices and the statement address.

City

Enter up to 25 alphanumeric characters for the city.

State

Enter up to two alphanumeric characters for the state abbreviation.

ZIP Code

Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation in this field, you must enter it yourself.

Example: 08765-1234 or 08765

Country

Enter up to two alphanumeric characters for the country abbreviation, if desired. You will probably only use this field for international customers.

AV Verified

The system will prompt:

Verify address against Avalara database? Yes/No

This field shows whether or not the address has been verified by Avalara.

V	Verified.
D	Dirty. Verified but not accepted.
b	Blank. No verification attempted.

AV Entity

This field is a code that corresponds to the customer type. Most customers will be blank (regular). Avalara has codes for special customers.

Contact

Enter up to 20 alphanumeric characters for the main contact at this customer. Additional contacts may be entered in Contact Maintenance.

Website

Enter up to 40 characters for the customer's website.

Phone

Enter up to ten digits for the customer's main phone number. Do not add any punctuation, because the system will add it automatically. Additional phone numbers may be entered in Contact Maintenance and Ship-to Address Maintenance.

Example: 8005551234 is re-displayed as 800 555-1234.

Ext

Enter up to five alphanumeric characters for the extension of your main contact at this customer.

Telex

Enter up to 18 alphanumeric characters for the telex number of this customer. If you want punctuation, you must enter it yourself.

Example: 910-3808-394

FAX

Enter up to 18 alphanumeric characters for the FAX number of the main contact. More FAX numbers may be entered in Contact Maintenance and Ship-to Maintenance. If you want the FAX number to have punctuation, you must enter it yourself.

Example: (732) 560-1594

Cell

Enter up to 10 characters for the customer's cell phone number. Do not add any punctuation. Additional phone numbers may be entered in Customer Contact Maintenance.

Email

Enter up to 60 characters for the customer email address.

DUNS

Enter up to ten alphanumeric characters for the Dun & Bradstreet number or another credit code if desired.

SIC Code

Enter up to 12 alphanumeric characters, with punctuation, for the SIC code, also from Dun & Bradstreet. This code is assigned to describe the type of business.

Alternate Sort

Enter up to ten alphanumeric characters for use as an alternate sort for this customer. Several reports may be printed using the alternate sort.

Vendor Ref

Enter up to ten alphanumeric characters for the vendor reference. This is how the customer refers to you and is for your reference only.

PO Required?

This flag indicates whether or not a Purchase Order number is required from this customer when he places a sales order.

Y   Customer is required to give you a purchase order number.

N   Customer does not utilize purchase order numbers.

Def – Default Purchase Order Number

Enter up to 15 characters for this customer's default PO number.

Bill Cycle

Enter up to 2 characters to designate the project billing cycle. Project invoices may be printed using selected billing cycles. In this manner you could group customer who you wish to send invoices weekly and those to whom you send invoices monthly using cycles W and M, for example.

Retail Inv – Retail Invoices?

This flag is used to indicate whether or not a retail invoice will be printed for this customer in Order Processing. A retail invoice is a copy of a regular invoice that uses the suggested retail price on each line.

Y   Retail invoices may be printed.

N   Retail invoices may not be printed.

Summary Inv?

You may restrict a customer's ability to make use of summary invoicing.

Y   All invoicing is allowed, regular and summary.

N   No summary invoicing is allowed, only regular.

O   Only summary invoicing is allowed, no regular.

Order Print Pref – Order delivery preference?

You may enter the customer's preference for the receiving of orders from you.

P   Hard Copy

E or A   E-mail as Adobe .pdf

F   Fax

N   Do not print

C   Archive

Invoice Print Pref

You may enter the customer's preference for the receiving of invoices from you.

P   Hard Copy

E or A   Email as Adobe .pdf

F   Fax

N   Do not print

C   Archive

Auto?

If you are taking advantage of the automatic invoice send option available in Order Processing then you have the option of allowing or not allowing this customer to be included in the process.

Y   Allow automatic invoicing for this customer.

N   Do not allow automatic invoicing for this customer.

Rcpt

When a credit card transaction is processed through Cash Receipts you have the option of sending a receipt to your customer.

P   Will print receipts for this customer.

E or A   Will e-mail receipts for this customer as Adobe .pdf file.

F   Will fax receipts for this customer.

N   Will not print receipts for this customer.

C   Will archive receipts for this customer.

Print Statements?

You may enter up to five different methods of delivery. E.G., you may enter 'AF' which would send two copies of the statement, one email in Adobe .pdf format and one faxed.

Y or P	Will print statements for this customer.
E or A	Will e-mail statements for this customer as Adobe .pdf file.
F	Will fax statements for this customer.
N	Will not print statements for this customer.
C	Will archive statements for this customer.

Print Dunning Msgs?

You will only get to this field if you want statements for this customer.

Y	Prints the appropriate dunning message at the bottom of the statement.
N	Does not print dunning messages on statements to this customer.

Statement Cycle

You will only get to this field if you want statements for this customer. Enter up to two alphanumeric characters to designate the statement cycle. Statements may be printed using selected statement cycles.

In this manner you could group those customers who you wish to send statements weekly and those to whom you send statements monthly using cycles WK and MO, respectively.

Print Invoices?

This option is used to indicate whether or not to print invoices when printing statements. This will only be used when using FormsCreator to print statements and invoices.

N	Do not print invoices when printing statements.
A	Print all invoices for this customer when printing statements.
O	Print only open invoices for this customer when printing statements.

Calc Finance Charges?

Y	Calculates finance charges for this customer during the automatic finance charge calculation.
N	Does not calculate finance charges for this customer.

Override Finance Charge Rate

If you wish to use the default finance charge rate entered in AR Parameter Maintenance, leave this field blank or zero, otherwise enter one of the following:

➢ The percentage you wish to charge (if finance charges are calculated as a percentage of the balance).

➢ The fixed amount you wish to charge (if finance charges are defined as a fixed amount).

Open Item or Bal Fwrd

O	All open invoices show on statements and on the aging report.
B	Only invoices in the current month show on statements and the aging report.

Exit the Screen

If you are adding a new customer, you will automatically be placed in the Customer Code Maintenance screen.

When you are finished maintaining names and addresses, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Customer Code Maintenance

Introduction

This option allows you to maintain information such as terms code, sales tax information, statement printing requirements, sorts, etc.

How to Execute

From the Customer Maintenance screen, select **2**. **Customer Code Maintenance**. If you are adding a new customer, you will automatically come to this screen after finishing the Name and Address Maintenance screen.

Description of Fields

Credit Limit

Enter the amount of the customer's credit limit. This field and the credit rating determine whether Order and Invoice Entry are allowed for this customer. If the customer has no credit limit, leave this field blank.

Resale #
Enter up to 20 characters for the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number also may be entered or removed during Invoice Entry for a particular invoice.

Expire Date
Enter the date this resale number expires. If this is not applicable for your state, leave the field blank. If the number has expired, a warning is displayed during Order or Invoice Entry.

Def Ship-to
Enter a valid "ship to" address code to which product is usually shipped to this customer.

Truck Route
Enter up to six characters for standard truck route to be used when shipping orders to this customer. This field is used to pre-fill the truck route field in Order Entry.

Min Inv Amt
Enter the minimum invoice amount for this customer. If you enter zero, the OP Parameter minimum invoice amount will be applied to this customer. If you have an OP Parameter minimum invoice amount but do not want this customer to have a minimum invoice amount, enter .01 here.

Allow Contracts?
This field is only used if using Solution-IV Order Processing.

Y	Allows contracts.
N	Does not allow contracts.

Allow Backorders?
This field is only used if using Solution-IV Order Processing.

Y	Allows backorders.
N	Does not allow backorders.

Allow Alternate Items?
This field is only used if using Solution-IV Order Processing.

Y	Allows an alternate item to be substituted if the original item is out of stock.
N	Does not allow entry of alternate items.

Def Inv Addr
Enter a valid "ship to" address code for the address to which the invoice should be sent. This is useful if the invoice and the statement go to different locations. If they go to the same place, this field may be left blank and both will be sent to the "bill to" address.

Def Warehouse
If you are using Solution-IV Order Processing and normally ship to this customer from a specific warehouse, enter that warehouse code here. You also have the option of entering different warehouses on each ship-to address for this customer, if applicable.

If both of these fields are left blank, the items will ship from either the default warehouse for your company, or the standard warehouse for the item being shipped, if applicable.

Display Reg Comm
This flag is used to determine whether to display regular comments when selecting or changing a customer code on an OP quote, order, invoice, or AR invoice.

Y   Display customer's regular comment

N   Don't display customer's regular comment

Break Type
The break type is used with Order Processing to determine which level to use in the price break when pricing an item as follows:

Blank	Uses the standard level.
A	Use the customer price level entered in the next field.
B	Uses the price level entered in the next field to determine the minimum price level.
C	Uses the price level entered in the next field to determine the maximum price level.

Price Level
Enter blank or 0-9 to determine the customer's price level in the price break file. It is used in conjunction with the break type, above.

Price Class
Enter a valid class code to be used as the customer price class when determining which price break to use in Order Processing. See the Order Processing manual for more information on price breaks.

Product Min?
This flag is used to indicate whether or not a product minimum charge will be applied for this customer's orders and invoices.

Y   The product minimum charge will be applied.

N   The product minimum charge will not be applied.

Project Reqd?
This flag is used to indicate whether or not a project code must be assigned to this customer's orders and invoices.

Y   Project is required.

N   Project is not required.

Deposit Reqd?
You may require a deposit to be received for OP orders for this customer.

Y   A deposit is required.

N   A deposit is not required.

Credit Rating

Enter a valid credit rating code. The credit rating code is used by Accounts Receivable Invoice Entry to determine whether Invoice Entry is allowed and by Solution-IV Order Processing to determine whether or not an order or an invoice may be entered.

Discount Code

Enter a valid discount code. Discount codes are used to set the trade discount percentage for each customer. Entering codes instead of rates makes changing the standard percentage rate easier by eliminating individual customer file maintenance.

Shipping Method

Enter a valid shipping method. Shipping methods are used mainly in Solution-IV Order Processing but must be set up here for the descriptions to print on the invoices, even if you are only using Accounts Receivable.

Terms Code

Enter valid terms code. It is used to determine the invoice due date, the discount due date, and the discount amount during Invoice Entry

Sales Rep Code

Enter a valid sales representative code for the sales representative responsible for this customer.

Sales Tax Code

Enter a valid sales tax code. The sales tax code is used to calculate the sales tax in Invoice Entry.

Posting Code

Enter a valid posting code. Posting codes are used to define various standard accounts such as accounts receivable and sales tax payable in the General Ledger.

Class 1
Class 2

Enter one or two valid class codes. Class codes are used as a means of classifying your customers.

Exit the Screen

When you are finished maintaining customer code information, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Contact Maintenance

Introduction
This option allows you to maintain any number of contacts for each customer. Each contact may have a different name, address, telephone number, and FAX number.

These contacts are entered for your own reference.

How to Execute
From the Customer Maintenance screen, select **3**. **Contact Maintenance**.

Description of Fields

Contact Code
Enter up to six alphanumeric characters for the contact code.

Example: SHJ = Susan H. Jones

Common Name
Enter up to 35 characters for the name that you normally use when talking to this contact. This is the line where a nickname would be appropriate.

Example: Susie Jones

Full Name
Enter up to 25 characters of the formal first name of this contact. You should not use nicknames here.

Example: Susan H. Jones

Middle Initial:
Enter the middle initial of the contact, followed by a period, if desired.

Example: H.

Last Name:
Enter up to 30 characters for the last name of this contact.

Example: Jones

Title
Enter up to four alphanumeric characters for the title of this contact.

Examples: Mr., Mrs., Dr., or Miss

Position
Enter up to 30 alphanumeric characters describing the position this contact holds in his or her company.

Examples: President or Sales Representative

Address
Enter up to two lines of 35 alphanumeric characters each for the contact's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

City
Enter up to 25 alphanumeric characters for the city.

State
Enter up to two alphanumeric characters for the state abbreviation.

ZIP Code
Enter up to ten alphanumeric characters for the ZIP code. If you want punctuation, you must add it yourself.

Example: 08875-1234or08875

Country
Enter up to two alphanumeric characters for the country abbreviation, if desired.

AV Verified
The system will prompt:

Verify address against Avalara database? Yes/No

This field shows whether or not the address has been verified by Avalara.

V	Verified
D	Dirty. Verified but not accepted.
b	Blank. No verification attempted.

Phone
Enter up to ten digits for the telephone number of this contact. Do not add any punctuation.

Example: 8005551234 is redisplayed as 800 555-1234.

Cell Phone
Enter up to 10 characters for the cell phone number of this contact. Do not use punctuation. This defaults to the customer's cell phone number from the main name and address screen.

Ext
Enter up to five alphanumeric characters for the extension where this contact may usually be found.

FAX
Enter up to 18 alphanumeric characters for the FAX number of this contact, if any. If you want any punctuation, you must enter it yourself.

Example: (732) 560-1594

Telex
Enter up to 18 alphanumeric characters for the telex number of this contact, if any. If you want any punctuation, you must enter it yourself.

Example: 910-3808-394

Email
Enter up to 60 characters for the customer contact's email address.

Exit the Screen
When you are finished maintaining customer contacts, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen. You may also print the Customer Contact Listing as described in the following section.

Customer Contact Listing
If you want to print a listing of your contacts, press **F9** from the customer code field and you will see the following prompt:

<u>Report</u> **Multi-record inquiry**
Select **Report.**

You will see a screen with the following options:

Print Address/Phone
You have the option of printing the report with just names or all of the contact information.

Y	Prints all the information found in Customer Contact Maintenance on the report.
N	Just prints customer, contact and description.

Print Selected Customers?

Y	Allows you to select individual customers whose contacts you wish to see on the report.
N	Allows you to enter a range of customers.

If you enter **N,** the system prompts:

From Customer
To Customer
Enter the first and last customer codes in the range that you wish to print, or press **Enter** twice to print all customers.

Report
After selecting a printed or displayed copy, you will be returned automatically to Customer Contact Maintenance.

Comment Maintenance

Introduction
This option is a text field where you may maintain notes on telephone conversations or any other information. It is in a free-form format.

How to Execute
From the Customer Maintenance screen, select **4**. **Comment Maintenance**.
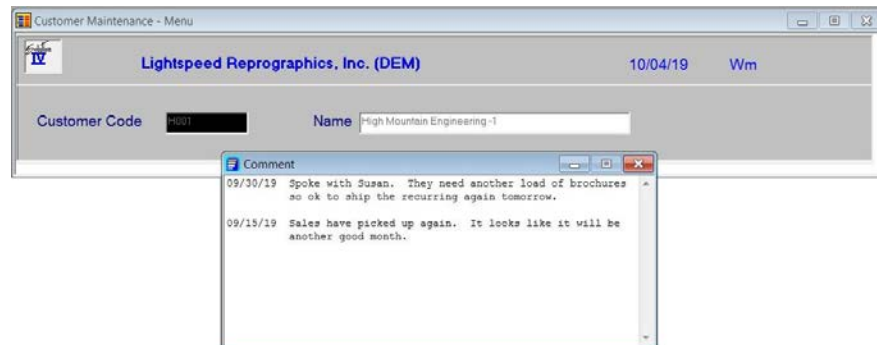
Description of Fields

Comment
Use the standard text editing keys for your specific terminal to add lines to the text field (e.g., Line Insert, Line Delete, Character Insert, Character Delete, Page Up, Page Down).

> **Note:** If you use the comment field to record phone conversations or other dated notes, we suggest that you put the most recent notes at the top by using **Line Insert.**

When you have completed your comments, press **F4** and you will receive the following prompt:

Save text (Y/N)?
Y   Saves any changes or additions to the comment.

N   Allows you to leave the comment in the form it was in when started.

Exit the Screen
When you are finished maintaining customer comments, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Ship-to Address Maintenance

Introduction

This option allows you to maintain any number of ship-to addresses for each customer. Each ship-to address may have its own sales representative code and sales tax code. Ship-to address may be printed on invoices and labels.

How to Execute

From the Customer Maintenance screen, select **5**. **Customer Ship-to Address Maintenance**.

Description of Fields

Ship-to Code
Enter up to six alphanumeric characters for the ship-to code.

Name
Enter up to 35 alphanumeric characters for the name of the customer at this address. The name and remaining fields on this screen default to the customer's main name and address. This will save you time because you only need to change the lines that are different.

Address
Enter up to two lines of 35 alphanumeric characters each for the customer's street address and/or P.O. Box number. Do not enter the city, state or ZIP code information on either of these lines.

City
Enter up to 25 alphanumeric characters for the city.

State
Enter up to two alphanumeric characters for the state abbreviation.

ZIP Code

Enter up to ten alphanumeric characters for the ZIP code. If you want punctuation in the ZIP code, you need to enter it yourself.

Example: 08875 or 08875-1234

Country

Enter up to two alphanumeric characters for the country abbreviation, if desired.

AV Verified

The system will prompt:

Verify address against Avalara database? Yes/No

This field shows whether or not the address has been verified by Avalara.

V	Verified
D	Dirty. Verified but not accepted.
b	Blank. No verification attempted.

Contact

Enter up to 20 alphanumeric characters for the name of the contact at this location.

Phone

Enter up to ten digits for the phone number at this location, if any. Do not enter any punctuation, because it will be added automatically by the system.

Example: 8005551234 redisplays as 800 555-1234.

Ext

Enter up to five alphanumeric characters for the extension of the contact at this location.

Cell

Enter up to 10 characters for the cell phone number at this location, if any. Do not enter any punctuation. This defaults to the cell phone number entered in Name and Address Maintenance.

FAX

Enter up to 18 alphanumeric characters for the FAX number at this location. If you want punctuation you must enter it yourself.

Example: (732) 560-1594

Email

Enter up to 60 characters for the customer's ship-to email address.

Sales Tax Code

Enter the sales tax code for this location. This is the sales tax code that is used by the Invoice Entry program. Each ship-to address can have its own sales tax code.

Sales Rep Code
Enter the sales representative code for the sales representative responsible for this location. This is the sale representative that is used by the Invoice Entry program. Each ship-to address can have its own sales representative but defaults to the sales representative code entered in Customer Code Maintenance.

Shipping Meth
Enter a valid shipping method representing the shipping method normally used when shipping to this address.

Default Whse
If you are using Solution-IV Order Processing and normally ship to this customer ship-to address from a specific warehouse, enter that warehouse code here.

Price Class
This field is used in Order Processing in conjunction with the item price class to determine which price break to use when pricing items.

The Item Price Class plus the Customer Price Class together make up the key to the Price Break file.

Customer Pickup?
You have the option of indicating that this is a customer pickup ship to code. If that is the case, in order or invoice entry the store code will be used to gather any override codes that have been selected. If this is not a pickup ship to code then the store code will not be used for gathering override codes with one exception being the posting code.

Y   This is a pickup ship to code. Use the store code overrides.

N   This is not a pickup ship to code.

Truck Route
Enter the standard truck route to be used when this customer's orders are shipped. This field is used to pre-fill the truck route field in Order Entry.

Invoice Addr
Enter the "ship to" address code for the address to which the invoice should be sent. This is useful if the invoice and the statement go to different locations. If they go to the same place, this field may be left bland and both will be sent to the "bill to" address. If left blank, the customer Masterfile information will be used. If set to SAME, the address for this ship-to code will be used.

Third Party
Enter up to 36 characters to specify any third party indicator that is meaningful to you.

Exit the Screen
When you are finished maintaining ship-to addresses, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen. You may also print the Ship-to Address Listing as described in the following section.

Ship-to Address Listing
If you want to print a listing of your ship-to addresses, press **F9** from the customer code field and you will see the following prompt:

<u>**Report**</u>   **Multi-record inquiry**
Select **Report**

You will see a screen with the following options:

Print Address/Phone
You have the option of printing the report with just names or all of the ship-to information.

Y	Prints all the information found in ship-to address maintenance on the report.
N	Just prints customer, ship-to address and description.

Print Selected Customers?

Y	Allows you to select individual customers whose ship-to addresses you wish to see on the report.
N	Allows you to enter a range of customers.

If you enter **N**, the system prompts:

From Customer
To Customer
Enter the first and last customer codes in the range that you wish to print, or press **Enter** twice to print all customers.

Report
After selecting a printed or displayed copy, you will be returned automatically to Ship-to Address Maintenance.

Sales History Lookup

Introduction
This option contains a variety of sales history information including date of first purchase, date and amount of last purchase, last payment date and amount, and sales, cost of sales, and profit information for the month and year.

How to Execute
From the Customer Maintenance screen, select **6**. **Sales History Lookup**.

Description of Fields

Last Invoice Num
This field contains the last invoice number entered for this customer. It is not necessary to enter a number here. The system automatically enters the number during the sales journal update.

Date
This field contains the date of the last invoice entered for this customer. It is not necessary to enter a date here. The system automatically enters the date during the sales journal update.

Amount
This field contains the last invoice amount for this customer. It is not necessary to enter an amount here. The system automatically enters the amount during the sales journal update.

Last Payment Ref
This field contains the last check or payment reference for this customer. It is not necessary to enter a check number here. The system automatically enters the number during the cash receipts update.

Date
This field contains the date of the last cash receipt entered for this customer. It is not necessary to enter a date here. The system automatically enters the date during the cash receipts update.

Amount
This field contains the amount of the last cash receipt entered for this customer. It is not necessary to enter the amount here. The system automatically enters an amount during the cash receipts update.

Date of 1st Purchase
Enter the date this customer first made a purchase from you. This field is optional and is for your reference only. If you do not enter a date, the system automatically inserts the date of the first invoice entered for this customer after you start using Solution-IV Accounts Receivable.

Entd
This field contains the date your customer was entered into the system.

Projctd
Enter the projected sales for this customer. This may be used as a benchmark for your sales department.

Date of Last Fin Charge
This field contains the date of the most recent finance charge to this customer. You can enter this date from your other records when you enter the customer, or let the system automatically insert a date here during the finance charge update.

Outstanding Fin Charges
This field contains the total amount due for finance charges to this customer. This field will automatically be updated by the system.

Date of Highest Balance
This field contains the date your customer reached his highest balance (lifetime). You can enter a date however the system automatically inserts a date each time the customer's balance reaches a new high.

Highest A/R Balance
This field contains the amount of the customer's highest balance (lifetime). You can enter an amount here, however the system automatically inserts the amount each time the customer reaches a new high.

Date of Last Statement
This field contains the date on which the most recent statement was printed for this customer. You can enter this date from your other records when you enter the customer, however the system automatically inserts the date during statement printing.

Current Balance
This field contains the current total balance due by this customer. It is recomputed based on the contents of the open invoice file. You cannot enter anything into this field.

Sales

These fields contain the customer's net sales month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the sales journal update.

Cost of Sales

These fields contain the customer's cost of sales (as calculated by using the cost for each billing code) month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates these fields during the sales journal update.

Cash Received

These fields contain the amounts received from this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the cash receipts update.

Credits

These fields contain the amounts credited to this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the sales journal update.

Finance Charges

These fields contain the finance charges billed to this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the finance charge update.

Number of Invoices

These fields contain the number of invoices entered for this customer month-to-date, year-to-date, and all of last year. You can override these numbers however the system automatically updates them during the sales journal update.

Number of Fin Chrgs

These fields contain the number of finance charges billed to this customer month-to-date, year-to-date, and all of last year. You can override these numbers. However, the system automatically updates them during the finance charge update.

Exit the Screen

When you are finished maintaining purchase history press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Aging and Open Invoice Lookup

Introduction

This option allows you to see the customer's balance and aging information current to the last update. You can also view the invoices in the Open Invoice file along with the associated payments.

How to Execute

From the Customer Maintenance screen, select **7**. **Aging and Open Invoice Lookup**.

Open Item Customers

After entering the customer code, you will see the message: **Scanning invoices**. The system is looking through the open invoice file for this customer's invoices and calculating the aging buckets and current balance. When done, the aging buckets will be displayed, along with a view containing all invoices and payments with the current balance of each invoice. You can scroll through this view using **Up Arrow, Down Arrow, F2, Page Up,** and **Page Down.**

Balance Forward Customers

After entering the customer code, you will receive the following prompt:

Display All transactions <u>Current transactions</u>

A	Shows every invoice and payment in the system, even if not in the current month.
C	Shows a balance forward amount and the invoices and payments for the current month only.

After you make your selection, you will see the message: **Scanning invoices**. The screen then operates the same as with Open Item Customers.

Exit the Screen

When you are finished with this screen, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Credit Comment Maintenance

Introduction
This option is a free-form text field designed to allow you to enter credit comments. These comments may be printed on the aging report, if desired

How to Execute
From the Customer Maintenance screen, select **8**. **Credit Comment Maintenance**.
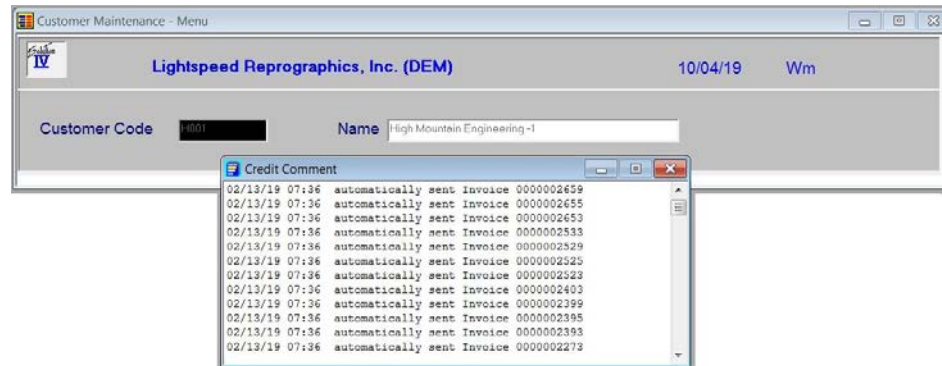
Description of Fields

Comment
Use the standard text editing keys for your specific terminal to add lines to the text field (e.g., Line Insert, Line Delete, Character Insert, Character Delete, Page Up, Page Down).

> **Note:** If you use the credit comment to record telephone conversations or other correspondence, we suggest you put the most recent contact at the top by using **Line Insert.**

When you have completed your comments, press **F4** and you will receive the following prompt:

Save text (Y/N)?

Y   Saves any changes or additions to the comment.

N   Allows you to leave the comment in the form it was in when started.

Exit the Screen
When you are finished maintaining credit comments, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

Average Days to Pay Lookup

Introduction

This selection display the average days a customer took to pay their invoices, summarized by month.

How to Execute

From the Customer Maintenance screen, select **9**. **Average Days to Pay Lookup**.

Description of Fields

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Year of Lookup

This field contains the year that the average days to pay information is being kept.

The information for the requested year is displayed. The system prompts:

End of Display, <RETURN> to continue.

Pressing **Enter** returns you to the Customer Code field.

Premier Information

Introduction
This selection allows you to enter Premier Account information.

How to Execute
From the Customer Maintenance screen, select **A**. **Premier Information**.

Description of Fields

Customer Code
Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Customer ID
Enter up to 10 alphanumeric characters for the Premier Customer ID for this customer.

Customer Location
Enter up to 10 characters for the Premier Customer Location for this customer. Enter up to

Member Number
Enter up to 10 characters for the Premier Member Number for this customer.

Print Invoices?
You have the option of allowing or not allowing invoices to be printed for this Premier Customer.

Y   Allow printing of invoices

N   Do not allow printing of invoices.

The system will prompt, **Add this record?**

Y   Will add the record.

N   Will not add the record.

You will then be returned to the Customer Maintenance Menu.

Payment Card Information

Introduction

This option allows you to enter payment card information for this customer that will be used in the POS portion of Order/Invoice Entry.

How to Execute

From the Customer Maintenance screen, select **B**. **Payment Card Information**.

Description of Fields

Customer

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Store

Enter up to three characters for the store code.

Note: Store code 'ZZZ' is reserved.

Payment

Enter the payment code associated with the type of payment used.

Sequence

Enter the sequence number for this credit card type. By having multiple sequence numbers you will be able to enter more than one card number for the same type card.

Credit Card Number

Enter the customer's credit card number that will be used when this payment code is used.

Exp Date (MMYY)

Enter the expiration date for this credit card in the form MM/YY.

CSC Code

Enter the customer's credit card service code.

Address
Enter the street address that is associated with this credit card.

ZIP Code
Enter the ZIP Code that is associated with this credit card.

The system will prompt, **Add this record?**

Y   Will add the record.

N   Will not add the record.

You will then be returned to the Customer Maintenance Menu.

Holder Name
Enter the name attached to the credit card number.

Payer ID
Displays the automatically generated Payer ID number.

On Hold?
The user may mark a customer's credit card as 'on hold', thereby restricting the use of that card in payment processing.

Y   On hold

N   Not on hold

The system will prompt: **Save Changes? F4-Make Corrections**

Prospect Management

Introduction

Use this function to access the Prospect Management System. This function allows you to maintain all necessary information about a prospect as well as print the various reports. From this option, you maintain general prospect information such as name, address, and phone numbers, all of the user-defined fields, alternate contacts, text and tasks.

How to Execute

From the Customer Maintenance screen select **P. Prospect Management.**

Note: Please refer to the Prospect Management Manual for more information.

Change/Delete Customer Code

Introduction
Use this function for the same purpose as the status field on the code files. Solution-IV Accounts Receivable uses the status to eliminate the problems caused by some systems when deleting customers that have current activity. It also allows you to change customer codes or to mark a customer as inactive (allowing no further invoices to be posted).

How to Execute
From the Customer Maintenance screen, select **C**. **Change/ Delete Customer Code**.

Description of Fields

Do you want to <u>Delete</u> Change Inactivate Re-activate
Enter one of the following: **D, C, I, or R**

Delete

Delete this record? <u>Yes</u> No

Y	Marks the customer for deletion. During the Status Change Update, the customer is deleted only if it has a current balance of zero no open invoices, and no history. If you do not think a customer can be deleted, use change instead. You may, for example, change the code to ZZZDELETED.
N	Does not mark this customer for deletion and returns the cursor to the customer code field.

> **Note**: While the deletion does not actually occur until the Status Change Update is performed, a customer with a status of **D** cannot have any new invoices entered.

Change

Enter the Customer Code to change this Customer Code to:
Enter the new customer code. This customer code may or may not already exist in the file. If it does not exist, all references to the old customer code are changed to the new code. If the new customer code already exists, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

Inactivate
The customer is marked with a status of **I.** This means that you no longer want to do business with this customer. Current invoices can be paid, but new ones cannot be entered. The inactive status takes place immediately.

Reactivate
This option changes the status to blank, or active. Select this option to reactivate an inactive status at any time. To reactivate a delete or change status, you must select this option before the Status Change Update is performed.

Exit the Screen
After you have modified the status for a customer, the cursor returns to the selection prompt on the Customer Maintenance screen.

Email Recipient Override

Introduction
Use this function to enter in different email addresses for each type of document sent out. Such as Orders, Invoices or Statements.

How to Execute
From the Customer Maintenance screen, select **D**. **Email Recipient Override.**

Description of Fields

Customer Code
Enter the code for the customer you wish to display.

Customer Name
The Customer Name will display.

E-mail type
This field contains which type of form this email is for.

A	All
I	Invoice
O	Order/Quote
S	Statement

E-mail Address
Enter the e-mail address for this form type. E-mail addresses should be separated by a semicolon (;).

The system will prompt: **Add this record? F4-Make Corrections**

Y	Add record.
N	Do not add record.

Customer Inquiry

Introduction
Use this function to view and/or print basic information about a customer, one customer at a time. This information includes name and address, some purchase history, and detailed invoices and cash receipts. The same information may be found in Customer Maintenance.

Customer Inquiry is a separate option on the menu for security reasons. No information can be modified in Customer Inquiry; it can only be displayed on the screen or printed to the printer.

How to Execute
From the Accounts Receivable Main Menu, select **Customer Inquiry**.

Description of Fields

Customer Code
Enter the code for the customer you wish to display. After entering the customer code, the Customer Inquiry menu will display.

From the Customer Inquiry Menu

AR Summary
This option displays a summary of this customer's Accounts Receivable information, including current aging information

AR History
This option displays a screen showing the customer's history information similar to what is shown in Customer Materfile Maintenance.

AR Detail

This option displays a view of this customer's invoices. You have the option of viewing all, only open or only paid invoices.

AR/OP Invoice History

This option displays a view of this customer's historical invoices.

Open Orders

This option displays a view of this customer's open orders.

Payment Ref Lookup

This option displays a view of this customer's payments for a particular bank and reference.

Customer Contacts

This option displays a view of the customer's contact records. You then have the ability to view each contact record in detail.

Customer Ship-to

This option displays a view of this customer's ship-to records. You then have the ability to view each ship-to record in detail.

Contracts

This option displays a view of this customer's contract records. You then have the ability to view each contract in detail.

Item Purchase History

This option displays a view of this customer's purchase history sorted by item code.

Reprint Invoices

This option allows you to reprint this customer's invoices using the historical invoice files.

Report

This option produces a summary report of all of this customer's Masterfile information.

Customer Regular Comment

This option displays this customer's regular comment.

Customer Credit Comment

This option displays this customer's credit comment.

Avg Days to Pay

This option displays a view of this customer's average days to pay information by year.

Sales Analysis

This option displays a view of the customer's sales for the current period and for the same timeframe last year.

Payment Cards

This option displays a view of this customer's credit card information.

Exit the Screen

When you are done with Customer Inquiry, press **F4** twice to return to the Accounts Receivable Main Menu.
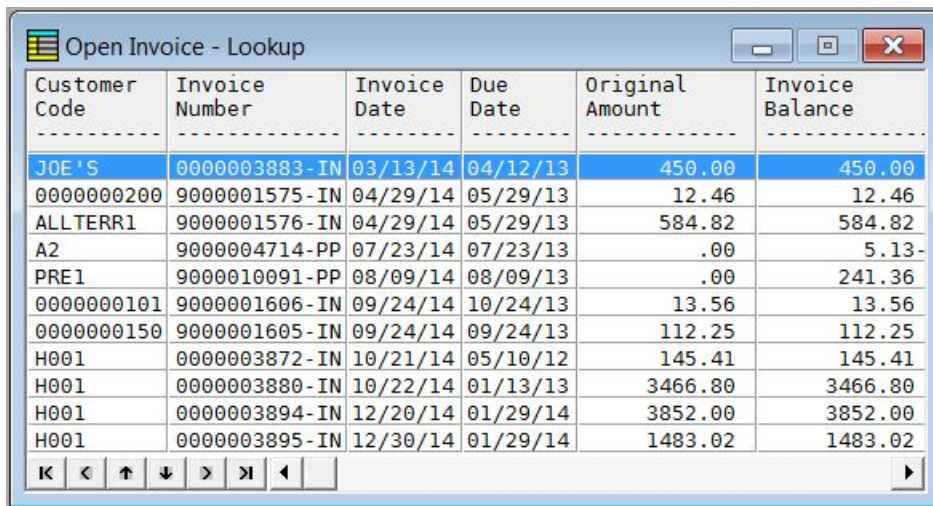
Open Invoice Inquiry

Introduction
Use this function to view open invoices in your system. From the view, you may select a record and perform an inquiry on everything that pertains to that invoice's customer.

How to Execute
From the Accounts Receivable Main Menu, select **Open Invoice Inquiry**.

Press **Enter** to select from the Open Invoice Lookup. The Customer Inquiry screen will display. For more information, please refer to the Customer Inquiry section in this manual. Press **F4** to return to the Accounts Receivable Main Menu.

5   Transaction Processing

This chapter explains how to perform the following:

> ➢ Invoice Entry, Sales Journal, and Update
>
> ➢ Cash Receipts Entry, Credit Card Batch Processing, Cash Receipts Journal and Update
>
> ➢ Recurring Invoice Entry, Journal and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Accounts Receivable system.

Invoice Entry

Introduction
This option is used to prepare customer invoices. All invoices, credit memos, debit memos, and adjustments are entered here. The majority of your time in the Accounts Receivable application will probably be spent in Invoice Entry.

Invoices, adjustments, credit memos, and debit memos are all very similar - that is why they can all be entered through the same option on the menu. The following explains their differences and how to handle them in Invoice Entry.

Invoices
Invoices are the bills you send to your customers requesting payment for goods and/or services. Follow the instructions in this section to enter a regular invoice.

Adjustments
An adjustment is usually used to correct an invoice when a credit memo would be inappropriate. You can only adjust invoices that were previously updated using the Sales Journal Update and that are still in the open invoice file (you can see the invoice on the Aged Trial Balance).

When you enter the invoice number, date, and customer code for an invoice you want to adjust, you will receive the following prompt:

Invoice already exists for $xxx.xx. Adjust?

Y   Allows you to enter an invoice adjustment.

N   Assumes you entered an incorrect invoice number and returns to the invoice number field allowing you to enter a different invoice number.

With an adjustment, the header but not the lines of the original invoice is displayed. Enter new lines to correct the old.

Example:
If you originally entered 1 widget and it should have been 10, enter 9. If you originally entered 10 widgets and it should have been 1, enter 9

You can make corrections to freight and sales tax in the same manner on the Summary, or totals, screen.

Credit Memos
Credit memos are used to acknowledge a return or otherwise credit a customer's account.

Enter a credit memo just as you would an invoice. Enter all amounts as positive numbers; the system will automatically convert them to credits during the Sales Journal Update.

Debit Memos
Debit memos are positive adjustments to a customer's account. They differ from an invoice or adjustment only in the way they are shown on the Aged Trial Balance and statements. Enter a debit memo into Invoice Entry the same way you would enter an invoice.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Invoice Entry**. (Invoice Entry consists of three separate screens. Each screen follows the previous one automatically.)

Header Screen

The first screen is called the Header. It contains the invoice number, date, customer and other information that is generally printed in the top portion (header) of the invoice.

You will see a screen similar to the following:

Description of Fields

Invoice Number

Enter a unique ten-digit number for the invoice number or press **F8** to get the next invoice number from the Parameters file.

If you are entering a credit memo, follow the number with -CM.

Example: 123-CM

If you are entering a debit memo, follow the number with -DM.

Example: 123-DM

Invoice Date

Enter the date of the invoice. This date is important because the due date and discount date calculations are based on the date entered here.

Bill to

Enter up to ten alphanumeric characters for the code of the customer to be billed. The customer code must exist in the customer Masterfile. If this is a new or temporary customer, you must set them up before continuing.

Ship to
Enter the ship-to address code for this customer. The code will default to "SAME" with the same name and address as the bill-to. You can either enter a ship-to address code or enter a different name and address.

Post Code
Enter the posting code for this invoice.

Ship Method
Enter the shipping method for this invoice.

Terms Code
Enter the terms code for this invoice.

Sales Rep
Enter the sales representative code for the sales representative who will receive credit for this sale.

Sales Tax
Enter the sales tax code for this invoice.

Resale Num
Enter the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number may be entered or removed during Invoice Entry.

Comm
Enter up to 35 alphanumeric characters as a comment for the invoice. This comment may be printed on the invoice and on the Aged Trial Balance.

Discount Perc
Enter the overall customer discount rate to be applied to this invoice.

Example: If the customer is to receive a 10% discount off the entire invoice, enter 10.00.

Apply to Inv
You will only get to this field if you are entering a credit memo or debit memo. If you know which invoice number to which you want this credit/debit memo applied, enter that number here. During the Sales Journal Update, they will be matched saving you the effort in cash receipts.

Print Invoice?

Y	Prints an invoice during invoice printing.
N	Does not print an invoice during invoice printing. (It assumes the invoice was handwritten or previously printed.)

Cust P.O.
Enter up to ten alphanumeric characters for the customer's purchase order number. This field is only for reference only and printing on the invoice.

Order No.
Enter up to ten alphanumeric characters as a reference to your internal sales order number. This field is for reference only and is not mandatory. It does not tie to the sales order system.

Lines Screen
When you are done with the Header, a Lines screen will appear, similar to the following:

Line
This is where you will enter the Lines (body) of the invoice.

Enter	If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.
Line #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up arrow	Goes to the next line above.
Down arrow	Goes to the next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line Delete	Deletes that line and moves all lines below up.
Line Insert	Inserts a line at that spot and moves all lines below down.

Description of Fields

Line
Enter the line number to which you wish to go, or press **Enter**.

Code
Enter the billing code representing the item you want to appear on the invoice.

The remaining fields (up to the quantity field) will appear automatically, defaulting to what was entered in Billing Code Maintenance. In order to get to these fields, you will need to press the **up arrow** key when you are on the quantity field.

Description
If you stated in Billing Code Maintenance that you are allowed to override the description, you may change the description here.

U/M (Unit of Measure)
The unit of measure as found in the billing code is displayed here.

C (Commissions)
This field indicates whether or not this line is subject to commissions.

Y   Commissions will be calculated.

N   This line will not be included in the amount subject to commissions.

T (Taxable)
This field indicates whether or not this item is subject to sales tax. Please note that if there is a resale number on this invoice, no sales tax will be calculated.

Y   This item will be included in taxable sales.

N   This item is not taxable.

D (Discountable)
This field indicates whether or not this line is subject to the trade discount.

Y   This line will be added into the amount subject to discount.

N   This line is not discountable.

General Ledger Account
This is the sales account used by this billing code. It is usually not overridden.

Quantity
Enter the quantity sold of this item.

Price
Enter the unit price for which you sold this item. It will default to the standard price entered in Billing Code Maintenance.

Cost
The cost of the item may or may not be changed based on your response in Billing Code Maintenance. If the cost flag in AR Parameters Maintenance is set to **N** you will not be able to see the cost of the item here.

Amount
This is the extended amount of this line (Quantity times Price). You cannot override this field.

Summary

The final screen in Invoice Entry is the Summary or totals screen. This is where the trade discount, commissions, freight, and sales tax are entered. The screen is similar to the following:

Description of Fields

Amount Subject to Discount
This field contains the sum of all of the lines that are subject to a trade discount. You cannot modify this field.

Discount Rate
This is the same as the discount rate entered on the header screen. It is displayed here for your reference and may be overridden.

Discount Amount
This is the calculated trade discount for this invoice (Amount Subject to Discount multiplied by the Discount Rate). You can change this field if desired. If you change the amount, the rate will change as well.

Amount Subject to Commission
This field contains the sum of all of the lines that are subject to commissions. It will either be the sum of the net amounts or the sum of the gross profit amounts depending on how commissions have been set up for this sales representative. You cannot modify this field.

Commission Rate
This field contains the commission rate for the sales representative indicated on the invoice header. You can change the rate, if desired.

Commission Amount
This is the commission payable on this invoice. You can override this amount, if desired. If you change the amount, the rate will change as well.

Net Taxable Sales
This field contains the sum of all the items subject to sales tax less any trade discounts associated with those lines. If there is a resale number on this invoice, this field will always be zero. You cannot override this field.

Net Non-taxable Sales
This field contains the sum of all the items not subject to sales tax less any trade discounts associated with those lines. If there is a resale number on this invoice, this field will contain the net sales amount (Net Amount minus Discount Amount). You cannot override this field.

Freight
Enter the freight amount for this invoice.

Sales Tax
This field contains the computed sales tax amount for this invoice (net taxable sales plus freight, if required, multiplied by the sales tax rate).

Note: You can override this field, but it is <u>not</u> recommended. It will cause a variance to appear on your sales tax report. Before changing the sales tax amount, check to see if the following are correct:
The correct sales tax code was entered on the invoice header
The taxable flags are correct on the lines.
A resale number has been entered or deleted as required.
If the above are correct, and an improper sales tax amount was actually charged to the customer, override the sales tax amount. You may wish to issue a debit memo or credit memo to the customer to correct the discrepancy.

Total Invoice
This field contains the total invoice amount. It is Net Taxable Sales plus Net Non-taxable Sales plus Freight plus Sales Tax.

Exit the Screen
When you are finished entering invoices, press **F4** from the invoice number field to return to the Accounts Receivable Transaction Processing Menu. You may now want to proceed to Invoice Printing.

Invoice Printing

Introduction
This option prints invoices from the information entered in Invoice Entry. If an invoice does not print, make sure that the Print Invoice field is set to **Y** for that invoice.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Invoice Printing**.

Description of Fields

Print Selected Invoices Only?

Y	Allows you to select up to ten individual invoices to print.
N	Allows you to enter a range of invoices.

If you enter **N**, the system prompts:

From Invoice
To Invoice
Enter the first and last invoices you wish to print. Press **Enter** twice to select the first and last invoices in the system.

Print All or Open?
This option applies only when printing historical invoices from the Reports Menu.

FormsCreator Printer
Enter the override printer to use when printing these forms.

Report
Select a printed or displayed copy. When the invoices are finished, you are returned automatically to the Accounts Receivable Main Menu. When finished, you may wish to proceed to the Daily Sales Journal.

Daily Sales Journal and Update

Introduction
This option is a series of four reports and an update. Print the journal to check the information entered during Invoice Entry. If everything is correct, you may then run the update which posts the invoice information to the permanent customer files, sales history file, the sales representative and commission files, open invoice file, and the General Ledger files.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Daily Sales Journal**.

Description of Fields

Enter Posting Date
Enter the date you wish to use when posting to the General Ledger.

Reports
The Daily Sales Journal is a sequence of the following four reports:

> ➢ Daily Sales Journal

> ➢ Profit and Commission Report

> ➢ Billing Code Report

> ➢ General Ledger Account Summary

Sales Journal Update
After all the reports have printed, you will be asked if you want to continue with the update. The update posts the invoices to the permanent Accounts Receivable and General Ledger files and then clears the invoice entry file.

> **Important**: Verify that the invoices were entered correctly before answering YES to the update question. You may easily make corrections to invoices in the invoice entry file until you complete the update.
>
> **Note:** The sales journals are an important part of your audit trail and must be kept with your permanent accounting files.

Exit the Screen
When the update is finished, you are returned automatically to the Accounts Receivable Main Menu.

Cash Receipts Entry

Introduction

This option is used to record payments against customer accounts. Prepayments are also entered here, along with matching credit memos and debit memos to outstanding invoices. Miscellaneous cash received may also be entered here and posted to the appropriate revenue account(s). If you are using Solution-IV Order Processing, you will also use this option to record the receipt of a deposit.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select **Cash Receipts Entry.**

Description of Fields

Bank Code

Enter the bank code representing the bank account to which you wish to make this deposit.

Deposit Date

Enter the date of the deposit. This date should match the date on your deposit slip.

Batch

Enter the deposit batch number. This batch number is used to delineate deposits made on the same day. It is automatically assigned during the OP Sales Journal Update from the bank code next batch field.

Amount

Enter the exact amount of the deposit as it appears on your deposit slip.

Cust

Enter the customer code for the customer from who you received this payment. If this is a miscellaneous payment (such as a refund check), enter CASH. You are prompted for a name after entering the check reference.

If you are finished with this deposit, press **F4** from this field to return to the bank code field.

(Customer Name)

If you entered a valid customer code, the customer's name is displayed here and cannot be modified. If you entered customer code "CASH," enter up to 35 characters describing from which customer the cash was received.

Ref
Enter up to ten alphanumeric characters to be used as the check reference. Usually the actual check number or bank number is used. If that is not available, or if the payment is other than a check, use any characters you find acceptable and you are able to track.

Amt
Enter the amount of this check or other payment. If you are just matching invoices, credit memos, and debit memos, enter 0.

Ref=CC (Credit Card)
Skip to the heading "Entering Credit Card Information" in this section.

Customer=CASH
Skip to the heading "GL Distribution" in this section.

Balance Forward
If the customer entered above is a balance forward customer, you will not have access to the rest of the fields described here. The system will automatically take the amount received and apply it to the oldest balance first.

Open Item
If the customer entered above is an open item customer, you will be prompted to enter invoices to be paid.

Invoice
Enter the invoice number to which you wish to apply cash or match up in the following format:

Invoices	1234567890 or 1234567890-IN
Credit memos	1234567890-CM
Debit memos	1234567890-DM
Prepayments	1234567890-PP
GL Account	GL (then you will distribute it)
Pick invoices	PK (a view will appear)
Automatic Ranges	Press **F9** (see Automatic Ranges in this section)

If you want to distribute cash to a miscellaneous GL account, enter **GL.** The rest of the fields will be skipped. Skip to the heading **GL Distribution** in this section.

If you want to distribute cash to a Pick Invoice, enter **PK**. A view will display.

If you want to match invoices to credit memos or prepayments, see the heading **Matching Credit Memos and Prepayments** in this section.

When you are finished with this check, press **F4** to return to the customer code field.

Invoice Date & Discount Date
The invoice date and discount date (if applicable) will automatically be displayed for this invoice. The dates are displayed only and may not be modified.

Remaining Amt

Any remaining invoice (top line) and discount amounts (lower line) will be displayed. If the check date is after the discount due date, the remaining discount amount will display 0. These fields are displayed only and may not be modified.

Applied Here (Invoice)

Enter the amount of this check to be applied to this invoice. The invoice balance will be reduced by the amount entered here plus the amount entered in "Discount Applied Here".

Example: If the invoice balance is $100, and you enter $75 for
          "Invoice Applied Here," the ending balance will be $25.

Applied Here (Discount)

Enter the discount amount the customer is taking with this payment.

Example: If the invoice balance is $100, and you enter $75 for
          "Invoice Applied Here" and $10 for "Discount Applied
          Here," the ending balance will be $15.

Write-off

Enter the amount of this invoice you wish to write-off using the write-off account entered in the posting code.

Example: If the invoice balance is $100, and you enter $75 for
          "Invoice Applied Here", $10 for "Discount Applied Here",
          and $15 for "Write-off", the balance will be $0.

Balance

This field displays the invoice balance after this check. The balance field may be different from the balance shown in the view if there are other payments in this batch. You may not modify this field.

Is the displayed information correct?

Yes	Information correct.
No	Allows you to edit.
Delete	Deletes the line detail.
Comment	Opens a comment window allowing the user to make notes pertaining to this entry.
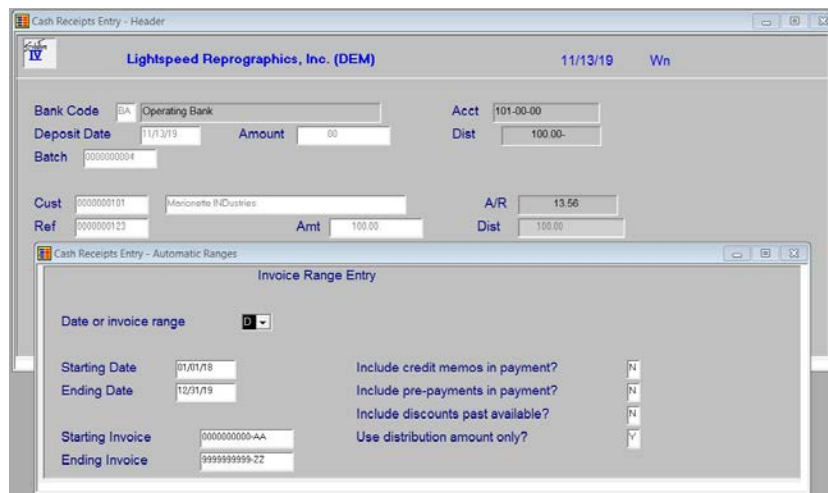
Automatic Ranges

If you pressed **F9** from the Invoice field for a date range or range of invoices the following screen will appear:

Date or invoice range

You may apply cash either by date or invoice number range as follows:

D   Allows you to enter a range of dates within which to apply the cash.

I   Allows you to enter a range of invoice numbers within which to apply the cash.

If you selected **D**, you will be asked to enter a range of dates. Cash will be applied starting with the oldest invoice in the range until the cash runs out or the last date in the range is met, whichever comes first.

If you selected **I**, you will be asked to enter a range of invoice numbers. Cash will be applied starting with the first invoice in the range until the cash runs out or the last invoice number in the range is met, whichever comes first.

Starting Date
Ending Date

Enter the first and last dates to which you wish to automatically apply cash. Press **Enter** twice to start applying cash to the oldest invoice, and continue until there is no more cash to apply.

Include credit memos in payment?

With either **D** or **I** you may choose to include credit memos as part of the payment. The system will start applying cash to the oldest or first invoice in the range, and then start applying the credit memos until the balance is less than or equal to 0.

Y   Includes credit memos in payment.

N   Will not affect credit memos in the automatic application of cash.

Include pre-payments in payment?

This function works the same as credit memos above, except it uses invoices with a type of "PP".

Y   Will apply cash first, and then if the customer's balance within the range is still greater than zero, it will start applying prepayments in the range.

N   Will not automatically apply prepayments.

Include discounts past available?
You are allowed to automatically apply discounts for invoices that are not discountable because the available discount date has passed.

Y   Take all discounts regardless of the discount available date.

N   Obey the discount available date rule and only take the discount if the date has not passed.

Use distribution amount only?
You have the option of processing invoices by using only the amount still available for distribution or by the entire date/invoice range.

Y   Processing will stop when the distribution amount available is used.

N   Processing will not stop when the distribution amount is used. All invoices in the date/invoice range will be processed.

GL Distribution

You will only get to this section if you enter **CASH** for the customer code or **GL** for the invoice number.

Line
Press **Enter** or enter other line control.

Account
Enter a valid General Ledger account code to which to distribute this cash. You will most likely enter a sales-type account. Do not enter your Accounts Receivable account.

Description
The description of the account is displayed.

Amount
Enter the amount of the distribution to apply to this General Ledger account code.

Matching Credit Memos and Prepayments

If a customer has previously made an on-account payment (a prepayment), or had a credit memo that did not have an "apply-to" invoice when the credit memo was issued, you can match these to specific invoices or debit memos using Cash Receipts Entry.

Enter the customer code as usual. Since you probably won't actually have a new check, enter anything for the reference (i.e.: MATCH) and $0.00 for the check amount. Enter the first credit memo or prepayment you wish to apply to one or more invoices by entering the credit memo or prepayment number as follows:

Credit Memo: 12345-CM
Prepayment: 67890-PP

Enter the amount of the credit memo or prepayment that you wish to apply as a negative number in the Applied Here field (i.e.: -100.00). You may do this for as many credit memos and/or prepayments as required. Then enter the invoice or debit memo to apply this to as follows:

Invoice:	12345
Debit Memo:	12345-DM

Enter the applicable amount in the applied here field or press **Enter** to accept the amount displayed. Repeat for as many invoices as required.

This matching process may occur in a batch by itself or as part of a regular deposit.

Entering Credit Card Information

If you entered **CC** in the Reference field the following screen displays:

Pay Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Credit Card

Enter the customer's credit card number that will be used when this payment code is used.

Expire

Enter the expiration date for this credit card in the form MMDDYY.

Approval

Enter up to 6 characters for the approval code for this credit card transaction.

CSC

Enter the customer's credit card service code.

Present

This flag indicates whether or not you have the actual card present or are processing this card remotely.

Y	The card is present
N	The card is not present

Holder

Enter the name attached to this credit card number.

Address

Enter the street address associated with this credit card.

ZIP
Enter the ZIP Code that is associated with this credit card.

Payer ID
Displays the identification for this Payer ID.

When you are finished entering credit card information, you will be returned to the Invoice Field.

Exit the Screen
When you are finished entering cash receipts, press **F4** from the bank code field to return to the Accounts Receivable Main Menu. You should now proceed to the Cash Receipts Journal and Update.

Deposit Match to Invoices

Introduction
The Deposit Match to Invoices option allows you to automatically match up deposits for customers against their open invoices and then to create cash receipt entries that may then be posted against their accounts.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Deposit Match to Invoices**.

Description of Fields

From date range
To date range
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Selected Customers Only?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Displays a view and allows you to select individual records to print on the report.

N   Allows you to enter a range of records to print.

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer codes.

Exit the Screen

When you are finished, press **F4** to return to the Accounts Receivable Transaction Processing Menu. You should now proceed to the Cash Receipts Journal and Update.

Credit Card Batch Processing

Introduction

The Credit Card Batch processing option allows you to post credit card payments for a given date range and batch range to the CC Processing Center. You will be provided with a report of what posting s will be made and then a report of any postings that were denied.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select
Credit Card Batch Processing.

Description of Fields

From Bank
To Bank
If you are printing this report for a range of banks, enter the starting and ending bank codes.

From Date
To Date
If you are printing this report for a range of dates, enter the starting and ending dates.

From Batch
To Batch
If you are printing this report for a range of batches, enter the starting and ending batch numbers.

Exit the Screen

When you are finished, press **F4** to return to the Accounts Receivable Transaction Processing Menu. You should now proceed to the Cash Receipts Journal and Update.

Cash Receipts Journal and Update

Introduction

This option is an audit report and an update. Print the journal to check the information entered during cash receipts entry. If everything is correct, you may then run the update, which reduces the customer's balance and posts the cash receipts information to the permanent customer files, sales history file, open invoice files, and the General Ledger files.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select **Cash Receipts Journal & Update**.

Description of Fields

Enter Posting Date

Enter the date you wish to use when posting to the General Ledger.

From Bank
To Bank

If you are printing this report for a range of banks, enter the starting and ending bank codes.

From Date
To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

From Batch
To Batch

If you are printing this report for a range of batch numbers, enter the starting and ending batch number.

Reports

Select either a printed or displayed copy.

Cash Receipts Update

After the Cash Receipts Journal and GL Summary have been printed to the printer, you will be asked if you want to continue with the update. The update posts the cash receipts to the permanent Accounts Receivable and General Ledger files, and then clears the cash receipts entry file.

> **Important:** Verify that the cash receipts were entered correctly before answering YES to the update question. You can easily make corrections to the cash receipts until you perform the update.

> **Note:** The Cash Receipts Journal is an important part of your audit trail and must be kept with your permanent accounting files.

Exit the Screen
When the update is finished, you are returned automatically to the Accounts Receivable Transaction Processing Menu

Export Open Inv/Ord to Heartland

Introduction
This option will collect all pending credit card payments that are to be processed and create a file that may be uploaded to the Heartland website.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select
Export Open Inv/Ord to Heartland.

Build Heartland Cash Receipts

Introduction
This option will create cash receipt entries based on the information received from a file that has been downloaded from the Heartland website. This file will contain the payments that have been processed.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select
Build Heartland Cash Receipts.

Reconciliation Maintenance

Introduction
The Reconciliation program is used to mark credit card transactions as cleared.

The reconciliation process hold credit card payments in a holding account and when marked as clear the posting process will take entries and post them to the cash account.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Reconciliation Maintenance**.

Description of Fields

Payment
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Bank
Enter the 2 character bank or deposit code. This code will be used throughout Solution-IV for making deposits and printing checks.

Examples: BA – Bank of America checking
AX – American Express deposit account

Reconciliation Date
Enter the date of the credit card reconciliation.

The system prompts:

Is the displayed information correct?

Select **Lines**

The Lines Screen displays:

Description of Fields

Lines
Enter the line number to which you wish to go, or press **Enter**.

Clear
If you know whether or not this transaction is on the reconciliation statement you may mark this transaction as follows:

Y   This transaction is on the statement.

N   This transaction is not on the statement.

The system prompts:

Is the displayed information correct?

Select **Yes**

Exit the Screen
Press **F4** from the Header screen to return to the Accounts Receivable Transaction Processing Menu.

Reconciliation Report

Introduction
The Reconciliation Report provides the user with a listing of the transactions that are in the Reconciliation Maintenance files. These transactions are awaiting reconciliation and posting.

How to Execute
From the Accounts Receivable Transaction Processing Menu, select **Reconciliation Report**.

Description of Fields

From Pmt
To Pmt
If you are printing this report for a range of payment codes, enter the starting and ending payment code.

From Bank
To Bank
If you are printing this report for a range of banks, enter the starting and ending bank code.

Summary only

You have the option of printing this report on a summary or detail basis as follows:

Y	Prints the report in summary form, meaning you only get totals for each set of data.
N	Prints full detail on the report, meaning you will see the details for all data records.

The system prompts:

Are the report selection options correct?

Y	Will continue with printing selections.
N	Allows you to change printing options.

Exit the Screen

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Transaction Processing Menu.

Reconciliation Journal & Update

Introduction

The Reconciliation Journal & Update will print and allow you to check the information entered during Reconciliation Maintenance. If everything is in order, the update will reduce the holding account and post the transactions to the cash account in the General Ledger system.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select
Reconciliation Journal & Update
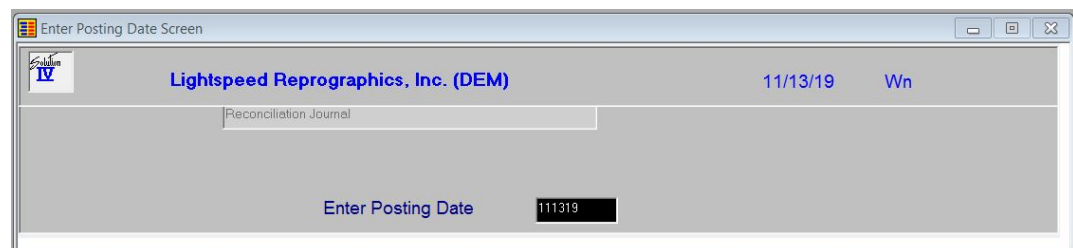
Description of Fields

Enter Posting Date

The posting date is the exact date you want the entry posted to in the General Ledger. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

Description of Fields

From Pmt
To Pmt
If you are printing this report for a range of payment codes, enter the starting and ending payment code.

From Bank
To Bank
If you are printing this report for a range of banks, enter the starting and ending bank code.

From Date
To Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Exit the Screen
Once you have selected a printed or displayed copy, you will be returned to the AR Transaction Processing Menu.

Recurring Invoice Entry

Introduction

This option is used to maintain a file of invoices that change little from billing cycle to billing cycle. Examples of recurring invoices include service contracts and rents.

Once a recurring invoice has been set up, it can be selected as necessary and put into the invoice entry file. It can be modified there, if necessary, before updating to the permanent files.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select **Recurring Invoice Entry**.

Description of Fields

Bill to
Enter the customer code to be billed.

Recurring Reference
Enter the reference number for this recurring invoice. This is a permanent number that stays with the invoice even when it is updated to the open invoice file. For example, a sales order number or a contract number might be used as a recurring reference number.

Ship to
Enter the ship-to address code for this customer. The code will default to **"SAME"** with the same name and address as the bill-to. You can either enter a ship-to address code or remove it and enter a different name and address.

Discount
Enter the amount of the trade discount to be applied to this invoice.

Example: 10.00 %

The following fields default to the codes entered in customer maintenance for this customer. Normally they will not change but may be overridden if necessary.

Post Code
Enter the posting code for this invoice.

Ship Meth
Enter the shipping method for this invoice.

Terms Code
Enter the terms code for this invoice.

Sales Rep
Enter the sales representative code for the sales representative who will receive credit for this sale.

Sales Tax
Enter the sales tax code for this invoice.

Resale No
Enter up to 20 alphanumeric characters for the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number may be entered or removed during Invoice Entry. If you entered a resale number in customer maintenance, it will be displayed here.

Comment
Enter up to 35 alphanumeric characters as a comment for the invoice. This comment may be printed on the invoice and on the Aged Trial Balance, if desired.

Print Invoice?

Y	Prints an invoice during Invoice Printing.
N	Does not print an invoice during Invoice Printing. It assumes the invoice was handwritten, previously printed, or you have no need to send the customer an actual invoice.

Cust PO
Enter up to ten alphanumeric characters for the customer's purchase order number. This field is for reference only and prints on the invoice.

Order No
Enter up to ten alphanumeric characters as a reference to your internal sales order number. This field is for reference only and prints on the invoice. It does not tie to the sales order system.

Cycle

The cycle is used to group similar recurring invoices.

Example: If you have a group of invoices that you process on the 1st of each month, you may want to use cycle 01. For those you bill on the 15th, use cycle 15. If you are not planning on using cycles, you may leave this field blank.

Per Year

Enter the number of times this invoice is to be processed each year.

Start Billing

Enter the date that you wish to start invoicing this customer. This feature allows you to enter your recurring invoices before the date you actually wish to start billing the customer.

Stop Billing

Enter the last possible date for invoicing this customer. If the selection date is after this date, the invoice will not be selected by the recurring invoice selection process.

Last Billed

This field contains the date on which the recurring invoice was last selected and updated to the invoice entry file.

Number of Bills

This field contains the number of times this invoice was updated to the invoice entry file.

Lines and Summary

Once this screen is complete, the program will proceed to the Lines and Summary screens exactly as in Invoice Entry. Refer to those pages for instructions.

Exit the Screen

When you are finished, press **F4** from the "Bill-to" field to return to the Accounts Receivable Transaction Processing Menu.

Recurring Invoice Register

Introduction

This option allows you to select the desired recurring invoices and print the register to verify the selection. The update then adds the selected recurring invoices to the invoice entry file where they may be modified or otherwise treated as regular invoices.

How to Execute

From the Accounts Receivable Transaction Processing Menu, select
Recurring Invoice Register.

Description of Fields

Invoice posting date
This field contains the date the invoices will be posted to the invoice entry file.

Print but not select all Invoices?

Y	Prints all invoices in the recurring invoice entry file without regard to start and end dates or cycles. This is to enable you to see what is in the recurring invoice entry file. This will not update to the invoice entry file.
N	Allows you to make a selection of recurring invoices which may be updated to the invoice entry file.

Print summary or detail?

S	Prints a summary report only. This report will not show the invoice detail.
D	Prints the invoice detail on the report.

Print Selected Invoices Only?

Y	Allows you to select up to eight individual recurring invoices to update to the invoice entry file.
N	Continues with the next prompt.

Print Selected Customers Only?

Y   Allows you to select up to seven individual customer codes to print.

N   Allows you to select a range of customer codes.

If you enter **N**, the system prompts:

Starting Customer
Ending Customer
Enter the first and last customer codes in the range that you wish to select. Press **Enter** twice
to select the first and last customer codes in the system.

Print Selected Cycles Only?

Y   Allows you to select up to three specific cycles to print. Only those recurring
                  invoices with one of the three specific cycles are selected.

N   Allows you to select a range of cycles.

Selection Cycles
If you entered **Y** to "Print Selected Cycles," the system allows you to enter up to Three
individual cycles. If you wish to select cycle "blank," it must be the first selected cycle.

If you entered **N** to "Print Selected Cycles," the system prompts:

Starting Cycle
Ending Cycle
Enter the first and last cycles you wish to select. Press **Enter** twice to select the first and last
cycles in the system.

Reports
Select a printed or displayed copy.

Update
Check the report to make sure that your selection is accurate. If so, you can update the
selection to the invoice entry file.

The recurring invoices will be assigned an invoice number using the "Next Invoice Number"
found in AR Parameters Maintenance.

Exit the Screen
When the update is finished, you are returned automatically to the Accounts Receivable
Transaction Processing Menu. You may now wish to proceed with checking the invoices
using either Invoice Entry or Invoice Printing.

6   Accounts Receivable Reports

This chapter explains how to print the Accounts Receivable reports. The following reports are included:

➢ Customer Reports

- Customer Masterfile Listing
- Customer Label Printing
- Customer Expired Card Report

➢ Standard Reports

- Aged Trial Balance
- Cash Expectation Report
- Sales Representative Commission Report
- Commission Report By Date
- Sales Tax Report
- Sales Tax Report By Date
- Sales Tax Report for Avalara
- Statement Printing

➢ Analysis Reports

- Billing Code Analysis
- Customer Sales Analysis
- Sales Representative Analysis
- Rebuild Customer Summary Info
- Rebuild Sales Rep Summary Info

➢ Historical Journals

- Historical Invoice Print
- Historical Sales Journal
- Historical Cash Receipts Journal

Customer Masterfile Listing

Introduction

This option lists the customer information found in Customer Maintenance. You may choose from a wide selection of sort and print options.

How to Execute

From the Accounts Receivable Reports Menu, select **Customer Reports** then **Customer Masterfile Listing**.

Description of Fields

Enter Sort Option

Enter the option number for the order in which you wish the customer listing to print. The options are as follows:

1	**Customer Code**: Prints all, selected, or a range of customer codes, in customer code order.
2	**Customer Name**: Prints all or a range of customers sorted in customer name order.
3	**Alt Sort Field:** Prints all or a range of alternate sorts in alternate sort/customer code order.
4	**ZIP Code:** Prints all or a selected range of ZIP codes, in ZIP code/customer code order.
5	**Sales Rep**: Prints all customers falling into the selected range of sales representatives in sales representative code/customer code order.
6	**Posting Code:** Prints all customers falling into the selected range of posting codes, in posting code/customer code order.
7	**Sales Rep (Customer Name):** Prints all customers or a range of customers sorted by Sales Rep in customer name order.

Print Selected Customers Only?

You will only receive this prompt if you are sorting the report in customer code order.

Y   Allows you to select individual customers to print.

N   Allows you to enter a range of whatever sort option you selected.

If you entered **N** to **Print Selected Customers Only** or you are not sorting by customer code the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes you wish to print. Press **Enter** twice to select the first and last customer codes in the system.

Export type

If you have a printer assigned to export to Excel, you have the option of exporting the report to an Excel spreadsheet or printing it normally.

P   Print normally

E   Export to Excel

Print Customer Address?

Y   Prints the address and phone number on the listing.

N   Only prints the customer code and name.

Print Code Information?

Y   Prints assorted information such as terms, sales representative, and sorts.

N   Does not print the "code file" information.

Print Comments?

Y   Prints the contents of the comment text file.

N   Does not print the contents of the comment text file.

Print Sales History?

Y   Prints dates and amounts found on the sales history screen such as highest balance, sales, and cash receipts by month-to-date, year-to-date and last-year.

N   Does not print dates and amounts found on the sales history screen.

Current, Inactive, Deleted or All

You may print this report for current (active) records, inactive records, records marked for deletion or all records:

C   Report only on the current records.

I   Report only on the records marked as inactive.

D   Report only on the records marked as deleted.

A   Report on all records.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Customer Reports Menu.

Customer Label Printing

Introduction

This option is used to print labels using information from the customer Masterfile. The label size is 1-7/16 inches by 4 inches.

How to Execute

From the Accounts Receivable Reports Menu, select **Customer Reports** then **Customer Label Printing**.

Description of Fields

Enter Sort Option

Enter the option number for the order in which you wish the labels to print. The options are as follows:

1	**Customer Code**:	Prints all, selected, or a range of customer codes in customer code order.
2	**Customer Name**:	Prints all or a range of customer names, in customer name order.
3	**Alt Sort Field:**	Prints all or a range of alternate sorts in alternate sort/customer code order.
4	**ZIP Code:**	Prints all or a range of ZIP codes, in ZIP code/customer code order. This option is great for taking advantage of bulk postage rates when doing large mailings.
5	**Posting Code:**	Prints all, selected, or a range of posting codes in posting code order.
6	**Sales Rep:**	Prints all or a range of Sales Rep codes in Sales Rep order.

Print Selected Customers Only?
You will only receive this prompt if you are printing the labels sorted in customer code order.

Y   Allows you to select individual customers to print.

N   Allows you to select a range of customers or other sort option.

If you select **N,** or you are not sorting by customer code, the system prompts:

From Code
To Code
Enter the first and last codes for which you want to print a label. Press **Enter** twice to select the first and last codes in the system.

Standard or Laser?
S   Continuous form 1-1/2" by 4" labels

L   Avery 5962 laser stock labels

Print Phone Number?
The labels always print customer name and address. In addition, you have the option of printing telephone numbers.

Y   Prints phone numbers on mailing labels.

N   Does not print phone numbers on mailing labels.

Print 1 or 2 Up Labels
1   Prints only one column of labels as follows:

                Customer A
                Customer B
                Customer C
                Customer D

2   Prints two columns of labels as follows:

                Customer A   Customer B
                Customer C   Customer D

Use address from Customer, Other Contact or Ship-to
You may print labels using any of the three possible addresses as follows:

C   Uses the address from the main customer file.

O   Uses addresses from the customer contact file. You will always print all contacts within the selected range of customers.

S   Uses address from the customer ship-to address file. You will always print all the "ship-to" within the selected range of customers.

Current, Inactive, Deleted or All

C   Report only on the current records.

I   Report only on the records marked as inactive.

D   Report only on the records marked as deleted.

A   Report on all records.

Labels
After selecting a printed or displayed copy, the labels will be printed. You are then returned automatically to the Accounts Receivable Customer Repots Menu.

Customer Expired Card Report

Introduction
This option prints a report of expired credit card records found in the Customer Masterfile.

How to Execute
From the Accounts Receivable Reports Menu, select **Customer Reports** then
Customer Expired Card Report.

Description of Fields

Expired on or before?
Enter the date the card will have expired on or before, to be included in this report.

Print Selected Customers Only?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Displays a view and allows you to select individual records to print on the report.

N   Allows you to enter a range of records to print.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Customer Reports Menu.

Aged Trial Balance

Introduction

The Aged Trial Balance or "aging" report provides a detailed list of customer invoices with the remaining invoice balances printing in the appropriate aging column. You may select the level of detail you want to see on the report. You may also select what date you wish to have as the cutoff date for the report by typing DATE at the menu before executing the report. For example, if you enter 05/31/19, the report will not show any invoices or credit memos for June.

This report may be printed at any time but should be printed with all details as part of period end processing.

How to Execute

From the Accounts Receivable Reports Menu, select **Standard Reports** then **Aged Trial Balance**.

Description of Fields

Enter Sort Option

Enter the option number for the order in which you wish the aging report to print. The options are as follows:

1	**Customer Code:**	Prints all, selected, or a range of customers in customer code order with a report total at the end.
2	**Posting Code**:	Prints all customers falling into the selected range of posting codes in posting code/customer code order with a total for each posting code and a report total at the end.
3	**Sales Rep:**	Prints all customers whose sales representatives fall into the selected range of sales representatives in sales representative code/customer code order with a total for each sales representative and a report total at the end.

4/5	**Class Code:** Prints all customers falling into the selected range of class codes in class code/customer code order.
6	**Customer Name:** Prints all or a range of customer names, in customer name order.
7	**Alternate Sort:** Prints all or a range of customers in order by alternate sort.

Print open, paid or all?
You may choose the level of detail you wish to see on the report as follows:

O	Prints only those invoices with a remaining balance. Invoices with a zero balance do not appear. This is the standard option.
P	Prints only those invoices that have any payment applied to them.
A	Prints all invoices in the open invoice file. This option could get very lengthy.

Print payment history?

Y	Prints each payment posted to each invoice.
N	Prints only the balance for each invoice.

Print deposits?
You have the option of printing the deposits that have been applied to the customer's account. These are the –PP and –DP records.

Y	Include prepayments and deposits in the report.
N	Do not include these records.

Print invoice comment?

Y	Prints the invoice comment as entered in Invoice Entry.
N	Does not print the invoice comment.

Customers over aging category
You may choose not to print all customers, but rather print the report for only those customers whose oldest invoice falls into the aging category selected.

A	Prints the report for all customers in the selected range.
1/2/3/4	Only includes those customers on the report who have at least one invoice falling into the aging category selected or older. However, it prints all invoices for that customer.

Print phone and contact?

Y	Prints the customer's main telephone number and contact on the report.
N	Does not print the name and telephone number.

Print summary only?

Y	Prints one line per customer, containing the totals for each aging category printed in the appropriate column.
N	Prints the invoice detail.

Print credit comments?

| Y | Prints the credit comment text field for each customer. |
| N | Does not print the credit comment. |

Print Inv by date or project?

D	Prints invoices for each customer in date sequence.
P	Prints invoices for each customer in project sequence.
N	Prints invoices for each customer in invoice number sequence.

Process by Inv or Post Date?

When you print this report you have the option of selecting invoices based on the actual invoice date or the posting date that was used to post a particular batch of invoices to the General Ledger.

| I | Base the selection on the invoice date. |
| P | Base the selection on the posting date. |

Aging Date

Enter the aging date used to age the invoices for this report.
Note: If you enter a date in the past, you need to first check your Parameters for the "Number of Days to Retain Paid Invoices". You can only re-print this report for a past date if the invoices are still in the open invoice file.

Export type

If you have a printer assigned to export to Excel you have the option of exporting the report to an Excel Spreadsheet or printing it normally.

| P | Print normally |
| E | Export to Excel |

Print Selected Customers Only?

You are asked this question only if you are sorting by customer code.

| Y | Allows you to select individual customers to print. |
| N | Allows you to enter a range of customers or other sort option. |

If you enter **N**, or are not printing in customer code order, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Cash Expectation Report

Introduction

This report is similar to the Aged Trial Balance but is designed to help you anticipate the date by which invoices are to be paid, allowing you to budget your own outgoing cash flow better. The aging categories may be changed each time the report is printed and you may determine whether or not to assume that discounts are to be taken.

How to Execute

From the Accounts Receivable Reports Menu, select **Standard Reports** then **Cash Expectation Report**.

Description of Fields

Enter Sort Option

Enter the option number for the order in which you wish the Cash Expectation Report to print. The options are as follows:

1	**Customer Code:** Prints all, selected, or a range of customers in customer code order with a report total at the end.
2	**Posting Code:** Prints all customers falling into the selected range of posting codes in posting code/customer code order with a total for each posting code and a report total at the end.

Print Selected Customers Only?

You are asked this question only if you are sorting by customer code.

Y	Allows you to select individual customers to print.
N	Allows you to enter a range of customers or other sort option.

If you enter **N,** or are not printing in customer code order, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

Assume Discounts Taken?

Y   Assumes customers will be taking discounts when paying.

N   Assumes customers will not be taking discounts.

Print Phone and Contact?

Y   Prints the customer's main telephone number and contact on the report.

N   Does not print the contact name and telephone number.

Print Summary Only?

Y   Prints one line per customer, containing the totals for each aging category printed in the appropriate column.

N   Prints the invoice detail.

Cash Expectation Dates - Period 1/2/3

Three dates may be entered indicating dates by which you anticipate receiving checks. The system automatically calculates dates based on the terminal date and the aging categories entered in AR Parameters Maintenance, but you are encouraged to change these dates as needed.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Sales Representative Commission Report

Introduction
This report shows the commission's payable for each sales representative. It is important to note that the figures on the report are cleared during period end processing; the amounts in the commission's payable column are not carried forward.

The report uses the Accounts Receivable parameters to determine whether to pay commissions on paid invoices or all invoices. Information by sales representatives determines whether commissions are paid based on net sales or gross profit.

How to Execute
From the Accounts Receivable Reports Menu, select **Standard Reports** then **Sales Rep Commission Report.**

Description of Fields

Print Profit Information?
You have the option of printing profit information on the commission report, regardless of whether you pay commissions based on net sales or gross profit.

Y	Prints profit information.
N	Does not print profit information.

Print Selected Sales Reps?

Y	Allows you to select individual sales representatives to print.
N	Allows you to select a range of sales representatives.

If you enter **N,** the system prompts:

From Sales Rep
To Sales Rep
Enter the first and last sales representatives you wish to print on the report. Press **Enter** twice to select the first and last sales representatives in the system.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Commission Report By Date

Introduction

The Sales Rep Commission Report shows the commissions earned and payable for a specific date range for each sales representative. It is important to note that the figures in the report are gathered from the Order Processing history files and that the amounts will not reflect deleted history.

How to Execute

From the Accounts Receivable Reports Menu, select **Standard Reports** then **Commission Report By Date**.
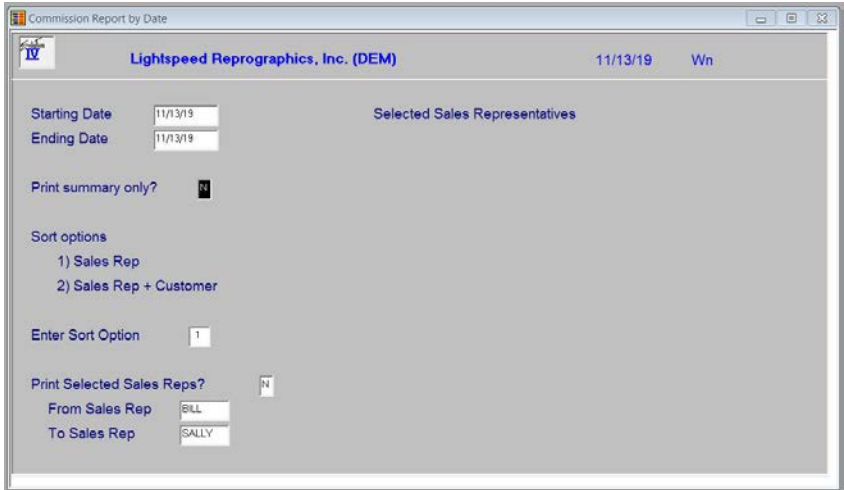
Description of Fields

Starting Date
Ending Date

If you are printing this report for a range of dates enter the starting and ending dates.

Print summary only?

You have the option of printing a shorter report, without detail, as follows:

Y   Prints only one line per customer, with the totals for each aging category printing in the appropriate column.

N   Prints invoice detail on the report.

Enter Sort Option

Enter the option number for the order in which you wish the Commission Report By Date Report to print. The options are as follows:

1   **Sales Rep:** Prints all, selected, or a range of customers in sales rep order.

2   **Sales Rep + Customer:** Prints all selected, or range of customers in sales rep by customer order.

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the above.

Print Selected Sales Reps?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y	Displays a view and allows you to select individual records to print on the report.
N	Allows you to enter a range of records to print.

From Sales Rep
To Sales Rep
If you are printing this report for a range of sales reps, enter the starting and ending sales rep code.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Sales Tax Report

Introduction
This report is useful for filling out your monthly sales tax returns. Taxable and non-taxable sales, for each sales tax code, are printed along with the sales tax billed and any variance from what should have been billed.

Note: If the variance is very small, it may also be due to rounding errors. You need only be concerned about the variance amount if it is significant.

How to Execute
From the Accounts Receivable Reports Menu, select **Standard Reports** then **Sales Tax Report**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Sales Tax Report By Date

Introduction
The sales tax report is based upon a user input date range and is calculated by gathering data from the Order Processing history files.

How to Execute
From the Accounts Receivable Reports Menu, select **Standard Reports** then **Sales Tax Report By Date**.

Description of Fields

Starting Date
If you are printing this report for a range of dates, enter the starting date.

Ending Date
If you are printing this report for a range of dates, enter the ending date.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Standard Reports Menu.

Sales Tax Report for Avalara
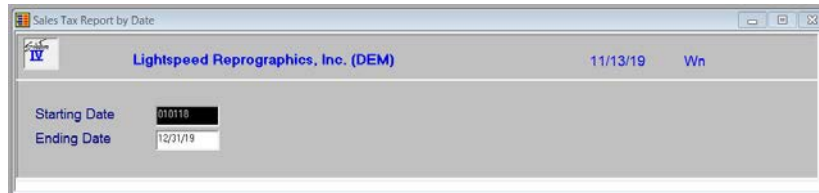
Introduction
This sales tax report is based on the sales tax calculation made through the Avatax API. This report is for reference only as Avalara reports sales tax to the governmental entities.

How to Execute
From the Accounts Receivable Reports Menu, select **Standard Reports** then **Sales Tax Report for Avalara.**

Description of Fields

Starting Date
Ending Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Process type (L,P,U or All)
On this report you have the option of printing a particular Avalara process or all.

L	Prints only Lookups.
P	Prints only prior to sales journal verifications.
U	Prints only Updates from Sales Journal.
A	Prints All.

Invoice, CM, DM or All
On this report you have the option of printing invoices, credit memos, debit memos as follows:

I	Prints only invoices on the report.
C	Prints only credit memos on the report.
D	Prints only debit memos on the report.
A	Prints invoices, credit memos and debit memos on the report.

From sort option
To sort option
If you are printing this report for a range enter the starting and ending ranges.

The system will prompt:
Are the report selection options correct?

Report
After selecting a printed or displayed copy, you will be returned automatically to the Standard Reports Menu.

Statement Printing

Introduction
Statements provide your customers with a summary of their purchase activity for the month, a list of outstanding invoices, and total balance due. Dunning messages may be printed on the statements if desired.

If you charge finance charges, you should run the Finance Charge Calculation and Update before printing statements.

How to Execute
From the Accounts Receivable Reports Menu, select **Standard Reports** then **Statement Printing**.

Description of Fields

Enter Sort Option
Enter the option number for the Statement Printing sort you wish to use. The options are the following:

1. **Customer Code:**   Prints the statements in customer code order.

2. **ZIP Code:**   Prints statements in ZIP code order. If you have a large quantity of statements to print, you may be able to take advantage of lower postage rates using this sort.

3. Customer Name: Prints statements in customer name order.

Print Selected Customers Only?
You will only receive this prompt if you are sorting in customer code order.

Y   Allows you to select individual customers for whom to print statements.

N   Allows you to enter a range of customers or ZIP codes.

If you entered **N** or selected to print in ZIP code order, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes for which you wish to print statements. Press **Enter** twice to select the first and last codes in the system.

Each customer has a statement cycle in the customer Masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have a certain statement cycle or fall into a given range of statement cycles.

Print Selected Cycles Only?

Y	Allows you to enter up to three specific statement cycles to print. You can then enter the selected cycles. If you want to select statement cycle **blank,** it must be the first cycle in the list.
N	Allows you to select a range of cycles.

If you enter **N**, the system prompts:

Starting Cycle
Ending Cycle
Enter the first and last statement cycles you wish to print. Press **Enter** twice to select the first and last cycles in the system.

Override Customer Preferences?
When using FormsCreator you have the option of overriding the output of the report.

N	Do not override the customer preference.
P	Print the output.
E or A	Email the output as and Adobe.pdf format.
F	Fax the output.
C	Archive

Print Options
Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

P	Hardcopy
E or A	Email as Adobe .pdf file.
F	Fax
C	Archive

Statement Date
Enter the date you wish to appear on the statements. The aging buckets are based on this date, which is usually the last day of the month. The system defaults to the terminal date.

Aging Category
You may reduce the number of statements printed by choosing to print statements only for those customers who have a balance in the aging category.

A	Prints statements for all customers in the range.
1/2/3/4	Only those customers who have at least one invoice falling into the selected aging category or older will receive a statement.

Minimum Balance
Enter the minimum balance due before you wish to print a statement.

Example: When the minimum balance entered here is $10:

- ♦ If Customer A has a balance due of $10, a statement is printed.

- ♦ If Customer B has a balance due of $9, a statement is not printed.

Print Credit Balance?

Y	Prints a statement even if the balance due is negative.
N	Does not print a statement if the balance due is less than zero.

Print Zero Balance Invoices?

Y	Prints zero balance invoices.
N	Does not print invoices that have a balance of zero.

Print Invoices by Date or Project?

D	Prints invoices for each customer in date sequence.
P	Prints invoices for each customer in project sequence.
N	Prints invoices for each customer in invoice number sequence.

Print active invoices only?
You have the option of choosing to print on the statement only those invoices that fall after a given date.

Y	Only print active invoices.
N	Print all invoices.

Active after date
Enter the active date for printing invoices on statements.

FormsCreator Printer
Enter the override printer to use when printing these statements.

Message
Enter up to three lines of 60 alphanumeric characters each. The statement message prints on all invoices and is in addition to the dunning messages.

Statement

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Standard Reports Menu.

Billing Code Analysis

Introduction

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each billing code. The report provides a means for determining which items provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

How to Execute

From the Accounts Receivable Reports Menu, select **Analysis Reports** then **Billing Code Analysis**.

Description of Fields

Sort by M-T-D, Y-T-D, Last Yr, None

You have the option of sorting the report as follows:

M	Sorts the report with either highest or lowest month-to-date sales first.
Y	Sorts the report with either highest or lowest year-to-date sales first.
L	Sorts the report with either highest or lowest last-year sales first.
N	Sorts the report in billing code order and skips the next question.

Ascending or descending?

If you chose **M**, **Y**, or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

A	Prints the report with those billing codes having the lowest sales figures first.
D	Prints the report with those billing codes having the highest sales figures first.

Print Selected Billing Codes Only?

You have the option of printing either selected or a range of billing codes on the report.

Y	Allows you to select individual billing codes.
N	Allows you to enter a range of billing codes.

If you entered **N**, the system prompts:

From Code
To Code
Enter the first and last billing codes you wish to print on the report. Press **Enter** twice to select the first and last billing codes in the system.

Print month-to-date amounts?

Y   Prints month-to-date sales and profit information.

N   Does not print any month-to-date information.

Print year-to-date amounts?

Y   Prints year-to-date sales and profit information.

N   Does not print any year-to-date information.

Print last year's amounts?

Y   Prints last year's sales and profit information.

N   Does not print any information from last year.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Analysis Reports Menu.

Customer Sales Analysis

Introduction

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each customer. The report provides a means for determining which customers provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

How to Execute

From the Accounts Receivable Reports Menu, select **Analysis Reports** then **Customer Sales Analysis**.

Description of Fields

Enter Sort Option

Enter the option number for the order in which you wish to print the report.

1	**Customer Code:**	Prints all, selected, or a range of customers in customer code order with a report total at the end.
2	**Posting Code:**	Prints the report in posting code/customer code order with totals for each posting code and then a report total at the end.
3	**Sales Rep:**	Prints the report in sales representative code/customer code order with totals for each sales representative and then a report total at the end.
4	**Cust Name:**	Prints the report in customer name order with totals for each customer and then a report total at the end.
5	**Srep/Cust:**	Prints the report in sales representative code/customer name order with totals for each sales representative and then a report total at the end.
6	**Zip Code:**	Prints the report in zip code order with a total for each zip code.

Within sort option, sort by M-T-D, Y-T-D, Last Yr, None
You have the option of printing the report ranked by sales amount. If you selected to sort by posting code or sales representative code, the sales ranking is within the selected sort option. Your options here are as follows:

M   Sorts the report with either highest or lowest month-to-date sales first.

Y   Sorts the report with either highest or lowest year-to-date sales first.

L   Sorts the report with either highest or lowest last-year sales first.

N   Sorts the report in the order selected and skips the next question.

Ascending or descending
If you chose **M, Y,** or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

A   Prints the report with those customers having the lowest sales figures first.

D   Prints the report with those customers having the highest sales figures first.

Number to print
You have the option of limiting the number of analysis entries to print when you sort in a particular sequence. Enter the number of entries you wish to see.

Print Selected Customers Only?
You are asked this question only if you are printing the report sorted by customer code.

Y   Allows you to select individual customer codes.

N   Allows you to enter a range of customer codes.

If you entered **N**, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

Start Date
If you are printing this report for a range of date, enter the starting date.

Print month-to-date amounts?
Y   Prints month-to-date sales, profit, and receipts information.

N   Does not print any month-to-date information.

Print year-to-date amounts?
Y   Prints year-to-date sales, profit, and receipts information.

N   Does not print any year-to-date information.

Print last year's amounts?
Y   Prints last year's sales, profit, and receipts information.

N   Does not print any information from last year.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Analysis Reports Menu.

Sales Representative Analysis Report

Introduction

This report prints the month-to-date, year-to-date, and last-year sales, profit, and commission information for each sales representative. The report provides a means for determining which sales representatives provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

How to Execute

From the Accounts Receivable Reports Menu, select **Analysis Reports** then **Sales Representative Analysis**.

Description of Fields

Sort by M-T-D, Y-T-D, Last Yr, None

You have the option of sorting the report as follows:

M	Sorts the report with either highest or lowest month-to-date sales first.
Y	Sorts the report with either highest or lowest year-to-date sales first.
L	Sorts the report with either highest or lowest last-year sales first.
N	Sorts the report in sales representative code order and skips the next question.

Ascending or descending

If you chose **M, Y**, or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

A	Prints the report with those sales representatives having the lowest sales figures first.
D	Prints the report with those sales representatives having the highest sales figures first.

Print Selected Sales Reps Only?
You have the option of printing either selected or a range of sales representatives on the report.

Y   Allow you to select individual sales representatives.

N   Allows you to enter a range of sales representatives.

If you entered **N**, the system prompts:

From Sales Rep
To Sales Rep
Enter the first and last sales representatives you wish to print on the report. Press **Enter** twice to select the first and last sales representatives in the system.

Print month-to-date amounts?
Y   Prints month-to-date sales, profit, and commission information.

N   Does not print any month-to-date information.

Print year-to-date amounts?
Y   Prints year-to-date sales, profit, and commission information.

N   Does not print any year-to-date information.

Print last year's amounts?
Y   Prints last year's sales, profit, and commission information.

N   Does not print any information from last year.

Print new page per sales rep?
If you are planning on giving a copy of this report to each of your sales representatives, you will want to start each sales representative on a new page.

Y   Each sales representative starts on a new page. The report total is also printed on a new page so that the last sales representative does not see sales, profit, and commission information for the entire company.

N   Each sales representative will not necessarily start on a new page.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Analysis Reports Menu.
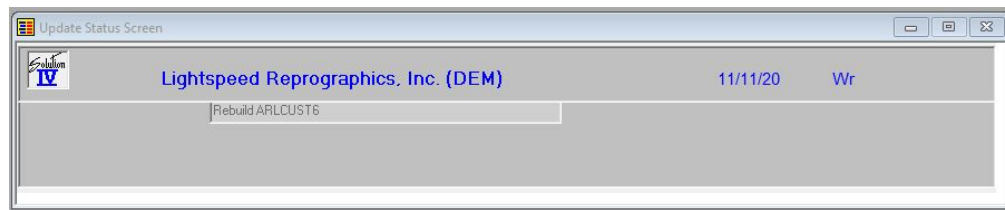
Rebuild Customer Summary Info

Introduction

Although the customer analysis summary data is kept up to date during the month as invoices and payments are updated through the proper journals, it may be necessary from time to time to run this option and rebuild it. Although it may take some time to run on a large system, it should be run at least once a quarter. As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

How to Execute

From the Accounts Receivable Reports Menu Select **Analysis Reports** then **Rebuild Customer Summary Info.**

The system will prompt:
Are you sure you want to rebuild the Customer/Sales Summary?

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Analysis Reports Menu.

Rebuild Sales Rep Summary Info

Introduction

Although the Sales Rep analysis summary data is kept up to date during the month as invoices are updated through the proper journals, it may be necessary from time to time to run this option and rebuild it. Although it may take some time to run on a large system, it should be run at least once a quarter. As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

How to Execute

From the Accounts Receivable Reports Menu Select **Analysis Reports** then **Rebuild Sales Rep Summary Info.**

The system will prompt:
Are you sure you want to rebuild the Sales Reps?

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Analysis Reports Menu.
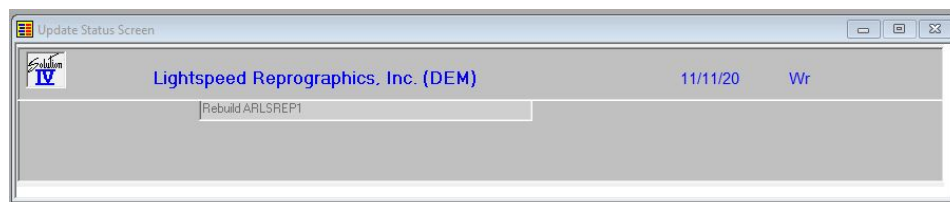
Historical Invoice Print

Introduction
This option prints invoices from the information posted to the Accounts Receivable invoice history fields.

How to Execute
From the Accounts Receivable Reports Menu, select **Historical Journals** then **Historical Invoice Print**.

Description of Fields

Print Selected Invoice Only?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Displays a view and allows you to select individual records to print on the report.

N   Allows you to enter a range of records to print.

From Invoice
To Invoice
If you are printing this report for a range of invoices, enter the starting and ending invoice numbers.

Print all or Open?
This flag is used to indicate whether or not to print all invoices or only open invoices when using the reprint invoices option in AR Inquiry.

A   Print all invoices for this customer.

O   Print only open invoices for this customer.

FormsCreator Printer
Enter the override printer to use when printing these forms.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Historical Journals Menu.

Historical Sales Journal

Introduction

This report prints all of the invoices within the given ranges. If printed monthly, the report is essentially a combination of all sales journals for the month.

Note: Since this report uses the history files instead of the open invoice file, you should be able to print the report for an entire year. However, it can only print information that is in the history file, so it can only print the report as old as the history maintained.

How to Execute

From the Accounts Receivable Reports Menu, select **Historical Journals** then **Historical Sales Journal**.

Description of Fields

Sort Options

1   Prints the report in customer code order. This provides a means for seeing how much a customer has purchased from you during a specified period.

2   Prints the report in invoice number order. This provides a means for compiling your sales journals for a month or other range of dates.

3   Prints the report in posting date order. This provides a means for seeing how much a customer has purchased from during a specific date range.

Starting Customer
Ending Customer
If you choose to print the report in customer order, you may select the range of customers to print. The system defaults to all customers.

Enter the first and last customers you wish to print on the report. Press **Enter** twice to select the first through last customers in the system.

Starting Invoice
Ending Invoice
If you choose to print the report in invoice number order, you may select the range of invoices to print. The system defaults to all invoices.

Enter the first and last invoices you wish to print on the report. Press **Enter** twice to select the first through last invoices in the system.

Starting Date
Ending Date
You may print the report for any range of dates so long as the invoices still exist in the history files. The system defaults to all dates.

Enter the first and last dates you wish to print on the report. Press **Enter** twice to select the first through last dates in the system.

Example: If you want to print sales for April of 2019, enter 040119 for the starting date and 043019 for the ending date.

Starting Tran Number
Ending Tran Number
If you are printing this report for a range of Transaction Numbers, enter the Starting and Ending Tran Number.

Reports

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Historical Journals Menu.
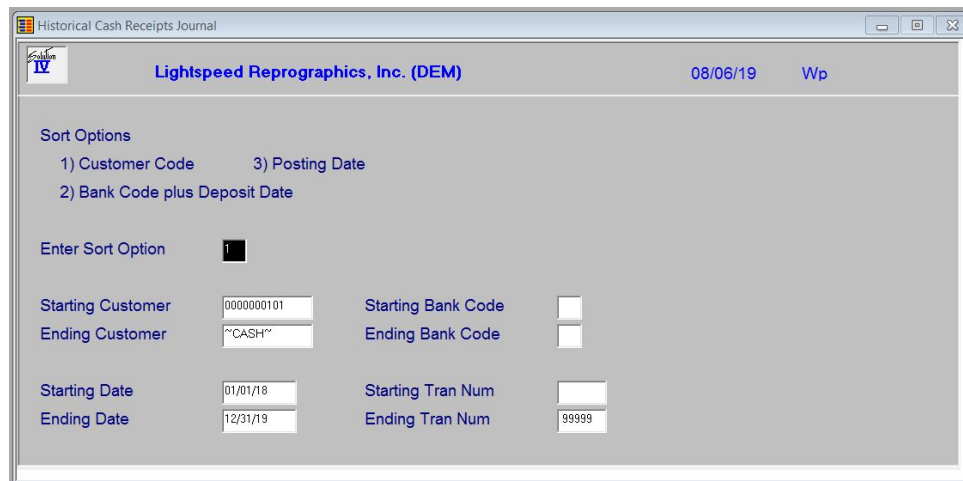
Historical Cash Receipts Journal

Introduction

This report prints all of the cash receipts within the given ranges. If printed monthly, the report is essentially a combination of all cash receipts journals for the month.

> **Note**: Since this report uses the history files instead of the open invoice file, you should be able to print the report for an entire year. However, it can only print information that is in the history file, so it can only print the report as old as the history maintained.

How to Execute

From the Accounts Receivable Reports Menu, select **Historical Journals** then **Historical Cash Receipts Journal**.

Description of Fields

Sort Options

1	Prints the report in customer code order. This provides a means for seeing how much cash you have received from each customer during a specified period.
2	Prints the report in bank code/deposit date order. This provides a means for compiling your cash receipts for a month or other range of dates.
3	Prints the report in posting date order.

Starting Customer
Ending Customer
If you choose to print the report in customer order, you may select the range of customers to print. The system defaults to all customers.

Enter the first and last customers you wish to print on the report. Press **Enter** twice to select the first through last customers in the system.

Starting Bank Code
Ending Bank Code
If you choose to print the report in bank code order, you may select the range of bank codes to print. The system defaults to all bank codes.

Enter the first and last bank codes you wish to print on the report. Press **Enter** twice to select the first through last bank codes in the system.

Starting Date
Ending Date
You may print the report for any range of dates so long as the cash receipts still exist in the history files. The system defaults to all dates.

Enter the first and last dates you wish to print on the report. Press **Enter** twice to select the first and last dates in the system.

Example: If you want to print cash receipts for April of 2013, enter 040113 for the starting date and 043013 for the ending date.

Starting Tran Number
Ending Tran Number
If you are printing this report for a range of Transaction Numbers, enter the starting and ending Tran Number.

Reports
After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Historical Journal Menu.

7   Period End Processing

This chapter explains the options available during Period End Processing. They include:

- ➢ Finance Charge System

- ➢ Period End Update

- ➢ Status Change Update

Each of these functions is usually executed only once each month, after all invoices and cash receipts have been entered for the current month and before any entries are made for the next month.

Finance Charge Calculation

Introduction
If you wish to utilize the finance charge functions, this option should be run before printing statements. It calculates finance charges based on what you have set up in the AR Parameters Maintenance or any overrides you may have entered in the customer Masterfile.

The finance charges are calculated automatically here and then may be modified on a customer-by-customer basis using Finance Charge Maintenance.

Before executing this function, enter **DATE** from any Solution-IV menu. You will see the following prompt:

Enter Terminal Date (MMDDYY):
Enter the date you wish to use when determining whether or not to calculate a finance charge for each customer.

How to Execute
From the Finance Charge Menu, select **Finance Charge Calculation**.

Description of Fields
No further input is required for this function. The following message will be displayed on the screen as the system scans the open invoice file:

Now processing: <customer code>

Exit the Screen
When the calculation is complete, the Finance Charge Journal is automatically executed. You may continue with the journal, or press **F4** to return to the Accounts Receivable Main Menu.

Finance Charge Maintenance

Introduction

This option allows you to modify the automatically calculated finance charges on a customer-by-customer basis.

How to Execute

From Finance Charge Menu, select **Finance Charge Maintenance**.

Description of Fields

Customer Code

Enter the customer for whom you wish to add, delete, or change the finance charge amount.

Finance Charge Amount

Enter the finance charge amount you wish to charge this customer on this statement. The amount defaults to the amount calculated during the Finance Charge Calculation. Other information such as total balance due and the aging buckets are displayed on the screen to help you determine an appropriate finance charge amount.

Exit the Screen

When you are finished, press **F4** from the customer code field to return to the Accounts Receivable Main Menu.

Finance Charge Report and Update

Introduction
This option prints a report showing the finance charge amounts for each customer. It is an audit report and should be kept with the rest of your accounting records. Once all the charges are correct, the update posts the amounts to the customer balances and they can then be shown on the statements.

How to Execute
From the Finance Charge Menu, select **Finance Charge Register & Update**.

Description of Fields

Enter Posting Date
Enter the posting date for which you wish to run the report and update. This is the date that will be used when posting the finance charges to General Ledger and the permanent Accounts Receivable files.

Reports
Select a printed or displayed copy.

Update
After the Finance Charge Journal has been printed to the printer, you will be asked if you want to continue with the update. The update posts the finance charges to the permanent Accounts Receivable and General Ledger files.

Important: Verify that the finance charges were calculated correctly before answering YES to the update question. You can easily make corrections using Finance Charge Entry before you complete the update.

Note: The Finance Charge Journal is an important part of your audit trail and must be kept with your permanent accounting files.

Exit the Screen
When the update is complete, or if you choose not to run the update, you are returned automatically to the Accounts Receivable Main Menu.
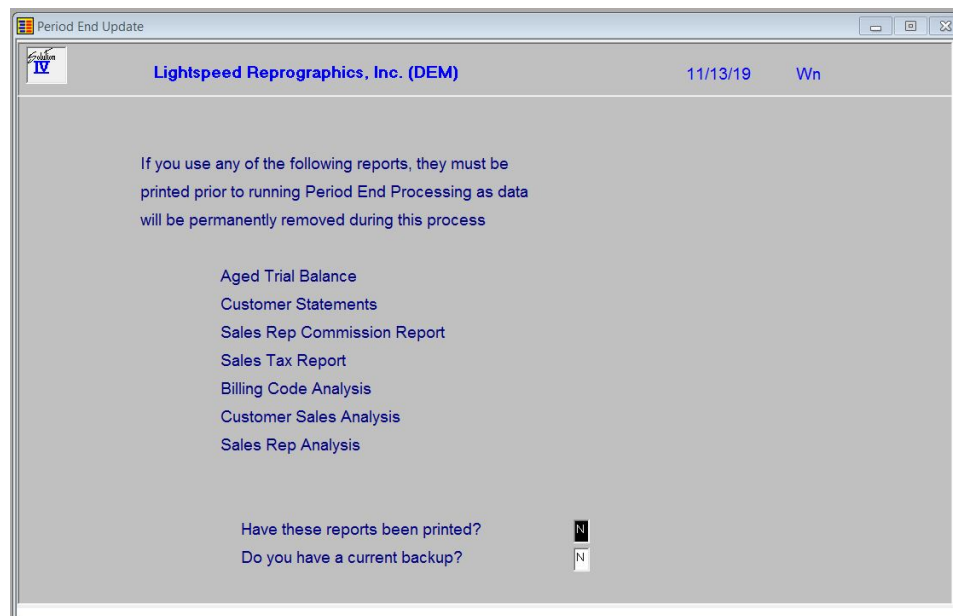
Period End Update

Introduction

This function should be run at the end of each accounting period after all invoices and cash receipts have been entered for the period and after all reports have been printed. It should be run before anything is entered for the following month.

The Period End Update does the following:

➢ Removes zero balance invoices from the open invoice file that are older than the specifications set in AR Parameters Maintenance.

➢ Removes temporary customers (customer type = T) whose balance is zero and who do not have any history.

➢ Zeros out all month-to-date buckets throughout the Accounts Receivable system, such as in the customer and sales representative Masterfiles.

➢ Re-ages the buckets in the customer Masterfile so that the aging buckets are correct as of the date of the Period End Update.

➢ Transfers the year-to-date buckets to the last-year buckets and zeros out all year-to-date buckets if running year-end processing.

How to Execute

From the Accounts Receivable Main Menu, select **Period End Update**.

Description of Fields

Have these reports been printed?

> **IMPORTANT:** Print all but the monthly journals before running the Period End Update. Information that prints on these reports is deleted during the update and <u>cannot</u> be recreated except by restoring backups.

The monthly journals print using the history files and only must be printed before clearing historical transactions.

Y   All required reports have been printed so that information that prints on them may be cleared.

N   If these reports have not been printed, the system terminates the update and returns to the Accounts Receivable Main Menu.

Do you have a current backup?
See the Solution-IV Utilities manual for information on backups.

Y   You have a current backup.

N   If you do not have a current backup, the system terminates the update and returns to the Accounts Receivable Main Menu.

If you answer **Y** to the questions above, you will see a screen similar to the following:
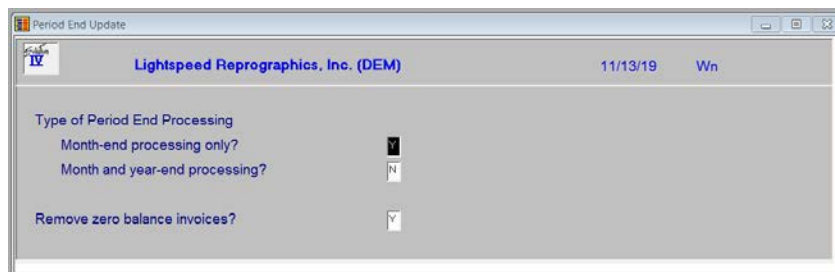
Month-end processing only?
Y   Runs full month end processing. The cursor skips to the "Clear historical transactions" question.

N   Skips to the next question.

Month and year-end processing?
Year-end does everything month-end does plus maintains the year-to-date and last-year buckets.

Y   Runs year-end processing. The cursor skips to the "Clear historical transactions" question.

N   Skips to the next question.

Remove zero balance invoices?
Zero-balance invoices are cleared as part of full month-end processing, however, there may be times when you want to remove them mid-month. This may happen if there is not enough space on the disk to expand the file when it gets full.

Y   Removes zero-balance invoices from the open invoice file.

N   Leaves the open invoice file intact.

Exit the Screen
When the Period End Update is complete, you are returned automatically to the Accounts Receivable Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the customer Masterfile and code file entries that you have marked to change or delete, verifies their validity, and then makes the change. A report is printed prior to the update showing what is to be changed or deleted, and you then have the option of continuing the update or not.

Important: This is a powerful function which may result in codes or customers being deleted or irreversibly combined with others. Make sure you have current backups before continuing.

Before you Start

Before you start the Status Change Update, you must do the following:

♦ Make a current backup, this is for your own protection.

♦ Make sure that the invoice entry, cash receipts, and finance charge files have been updated.

♦ Make sure no one else is using Solution-IV.

How to Execute

From the Accounts Receivable Main Menu, select **Status Change Update**.

Description of Fields

Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

Y   Perform the update for just this module.

N   Perform the update for all modules.

Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

Y   Automatically continue with the update after the report is printed.

N   Wait for the user to respond to the continue question.

Automatically run the rebuild programs?
You have the option of automatically running the analysis build programs for Order
Processing and/or Purchase Order when applicable.

Y   Automatically continue with the rebuild programs after the update is
                             completed.

N   Do not run the rebuild programs at this time.

Steps in Status Change
The Status Change Update works as follows:

Makes sure the entry files are empty and that no one else is using the Solution-IV Accounting
System.

Builds a list of all the records that are marked to be changed or deleted (Status C or D).

Once the list is built, it checks all of the records to be deleted and makes sure that they are not
being used anywhere. Example: If you are deleting Terms Code 02, 02 may not be used by
any customers in Customer Maintenance or on any open invoices.

Records that are marked to be changed are checked to insure that the "change to" is not going
to be changed to something else and is not going to be deleted.

A report is printed showing the changes to be made and any conflicts found in the steps listed
above. If there are any conflicts, the remaining steps are skipped and you are returned to the
Accounts Receivable Main Menu.

If there are no conflicts, the system prompts:

Are you sure you want to continue the update?
Y   Completes the status changes as indicated on the report in the following
                             order.

N   Does not run the update and returns to the Accounts Receivable Main Menu.
The requested changes are performed.

The requested deletes are performed.

The history files are marked if anything was changed. There are multiple flags in each history
record in each of the history files-one for each element that could be changed. They are
normally blank. If the element has been changed, the associated flag is set to "**C**".

Exit the Screen
When the Status Change Update is complete, you are returned automatically to the Accounts
Receivable Main Menu.