# Distribution/Express

# Accounts Receivable Application

# Version 1.0

## DMS Systems Accounts Receivable Application User's Guide

*DMS Systems Corp.*
*Version 1.0*

# **Table of Contents**

# *Chapter 1: Accounts Receivable*

## Overview

This chapter provides the following two areas of information:

- **Accounts Receivable Concepts** provides a high-level discussion of the Accounts Receivable application, its purpose, and the information it processes.

- **Using the Accounts Receivable Manual** provides an understanding of its composition to locate information quickly.

New users of the DISTRIBUTION / EXPRESS System and Documentation need to read this chapter in its entirety. It is designed to easily reference the sections that apply to a user's needs once they are more knowledgeable about DISTRIBUTION / EXPRESS.

## Accounts Receivable Concepts

There are three primary Accounts Receivable concepts addressed in this section:

- How are transactions created in Accounts Receivable?

- What happens to transactions once they are in A/R and how are their balances changed?

- How do you quantify transactions in terms of aging?

This section addresses these concepts by explaining general Accounts Receivable features and then presenting questions and answers.

The primary function of the Accounts Receivable application is to provide detailed accounting of invoices and credit memos created in Order Entry. There is an automated linkage from Order Entry to Accounts Receivable, which enables A/R to accept and hold invoices and credit memos until payment is received. This is accomplished by creating master records (invoices and credit memos) and detail records (payments, discounts, adjustments, and offsets) which are applied to the master records. Payment is accepted through Order Entry or Cash Application. Discounts, adjustments, and offsets are accepted through Cash Application only.

In addition to tracking each customer's status, the System provides reports and inquiries to assist in managing Accounts Receivable assets, including summary data to feed General Ledger accounting.

# Accounts Receivable Transactions

This section of the chapter deals with the transactions in Accounts Receivable.  It covers the various, essential aspects of transaction processing.  Each A/R record is made up of two types of records: Master Records and Detail Records.

- Master records are generated when Accounts Receivable transactions are created.  They include invoices, service charges, unapplied cash, and credit memos. (Master Records are stored in the RPRM Master File.)

- Detail records are generated when Accounts Receivable transactions are changed.  They include payments, discounts, and offsets applied to the original transaction.  (Detail Records are stored in the RPRD File.)

The following sections discuss how master and detail records are created, retained, and purged from the System.  It also contains several graphics that visually represent the processing in Accounts Receivable. The first section, Creating Accounts Receivable Transactions, discusses the sources of Accounts Receivable transactions and then explains its processing in more depth. Refer to Figure 1.1, The Sources of Accounts Receivable Transactions, for an overview of Accounts Receivable processing before proceeding.

## *Creating Accounts Receivable Transactions*

(Creating Master Records)

An Accounts Receivable master record is created when debits and credits are generated and posted to Accounts Receivable. Debit and credit transactions are generated in the System and posted to A/R through the following methods:

- Order Entry

- Batch A/R

- Service Charges

- Unapplied Cash (in Cash Application)

- Month Close (Balance Forward Only)

**Order Entry** is the primary source of Accounts Receivable master records. All customer sales and credits (including cash sales), supplier returns, and internal transfers to other company locations are accumulated in Accounts Receivable. At the time the transaction occurs, the customer's available credit is impacted immediately and the detail for the transaction is passed to Accounts Receivable during the Day Close.  Refer to Figure 1.2, Order Entry Processing in Accounts Receivable for a visual overview.

# The Sources of Accounts Receivable Transactions
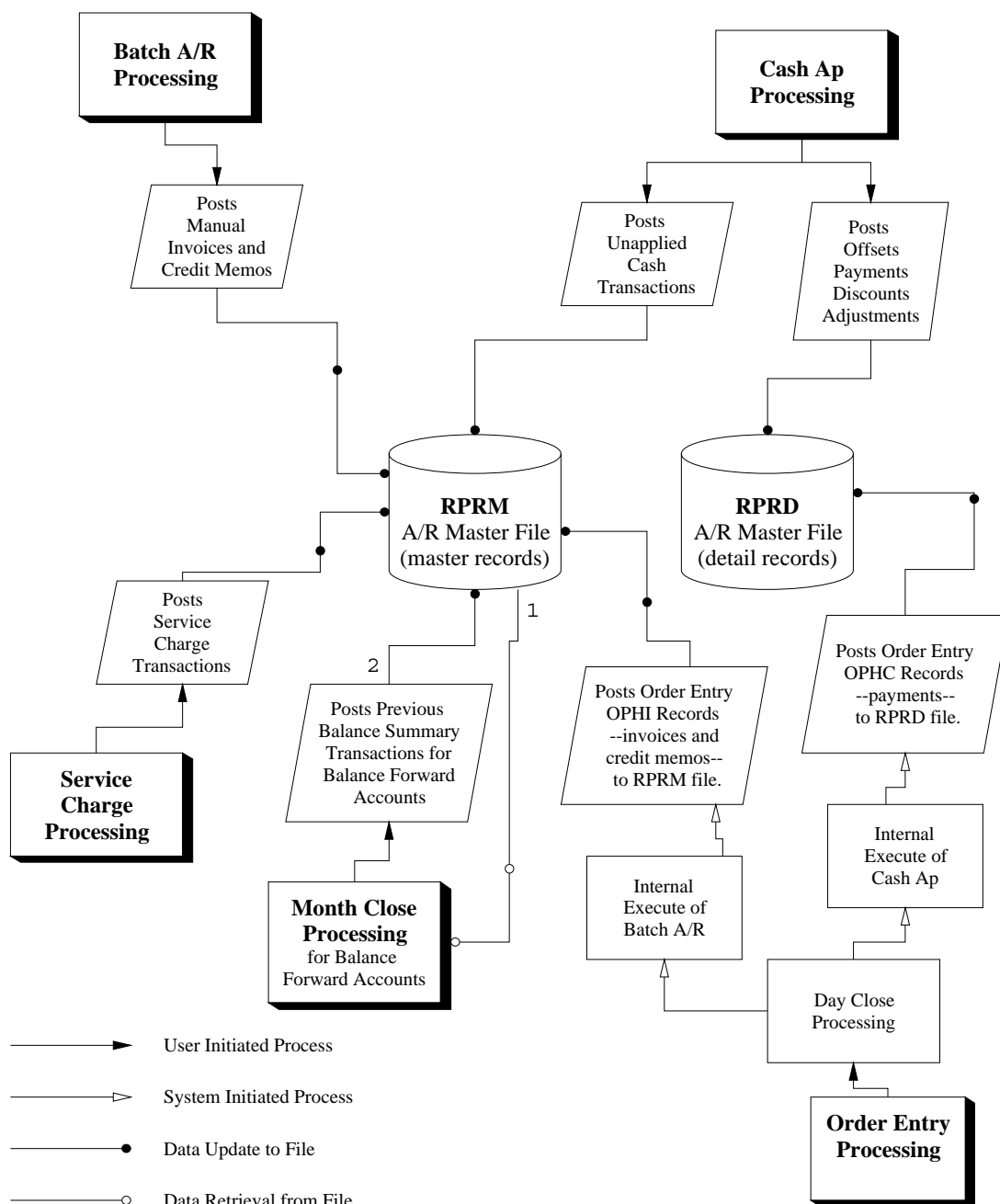


The Sources of Accounts Receivable Transactions
Figure 1.1

## Order Entry Processing In Accounts Receivable

**Order Entry Application**

Enter Invoices & Credit Memos

Execute Day Close

Internal Execute Batch A/R Update

Internal Execute Cash Ap Update

Posts Order Entry OPHI Records --invoices and credit memos-- to RPRM file.

Posts Order Entry OPHC Records --payments-- to RPRD file.

RPRM A/R Master File (master records)

RPRD A/R Master File (detail records)

→ User Initiated Process

▷ System Initiated Process

● Data Update to File

○ Data Retrieval from File
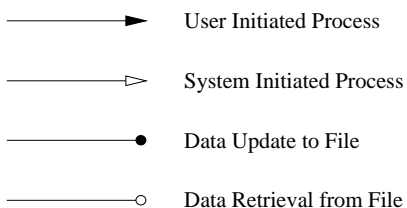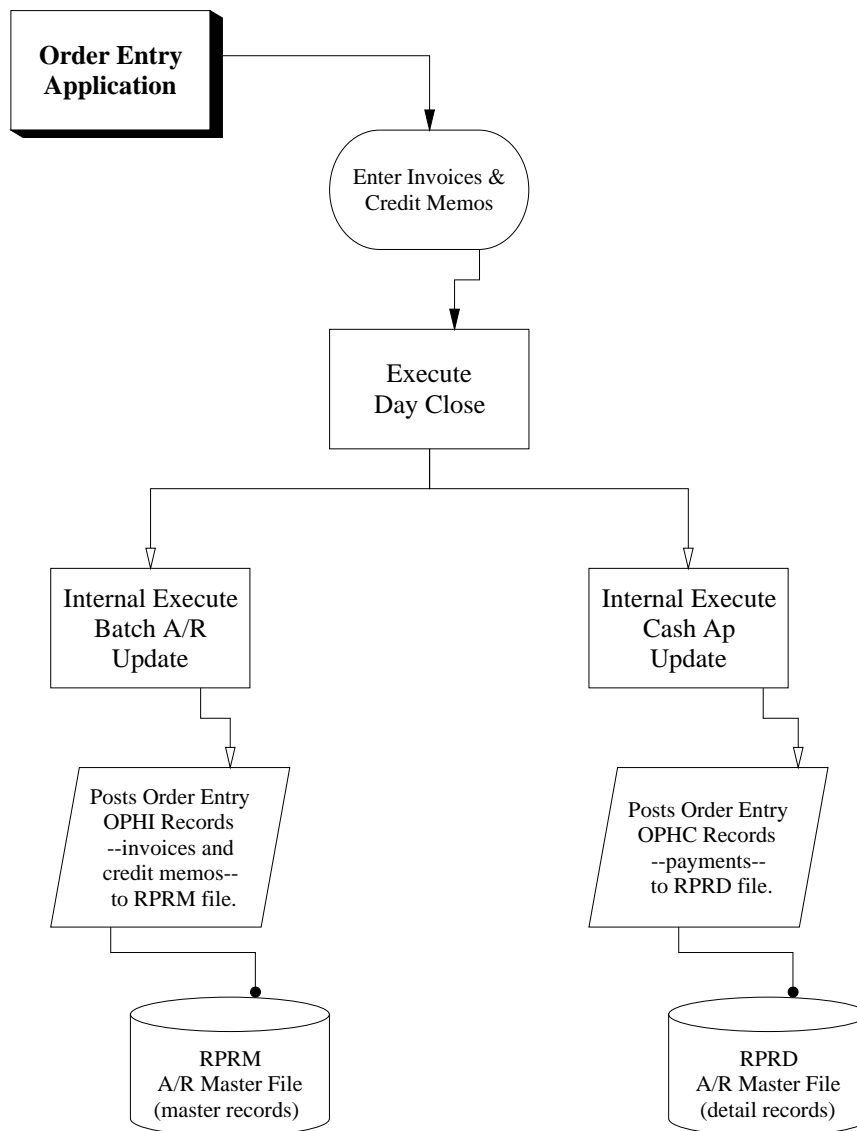
Order Entry Processing in Accounts Receivable
Figure 1.2

**Batch A/R** provides a "behind the scenes" mechanism for generating invoices and credit memos and recording their impact on Accounts Receivable. However, Batch A/R does not record inventory line item detail for invoices and credit memos. For this reason, it is generally used to do the following:

- Load beginning balances for each customer before going "live" on the DMS System.

- Record invoices and credit memos generated off-line (for example, if some locations have not yet gone live with Order Entry.)

Refer to Figure 1.3, Batch Processing in Accounts Receivable for a visual overview.

**Service Charges** are assessed upon past due balances and reflected on individual customer accounts as a debit. These charges are assessed and posted to Accounts Receivable when the Service Charge Update routine is run. Refer to Figure 1.4, Service Charge Processing in Accounts Receivable for a visual overview.

**Month Close** creates Balance Forward summarization records for customers designated for the Balance Forward billing method. These summarization records replace open invoice and credit detail for the period. In other words, the month close process consolidates all open invoice and credit detail into a single previous balance record for the period. Refer to Figure 1.5, Month Close Processing in Accounts Receivable for a visual overview.

**Unapplied Cash** transactions created through Cash Application Entry are recorded as a special type of credit memo. These transactions occur when you elect not to apply the entire payment amount during a Cash Application session.

## *Reducing Accounts Receivable Transactions*

(Creating Detail Records)

Once Accounts Receivable master records (invoices and credit memos) have been created, there are two ways to make detail entries to reduce the record's open balance.

- Cash Application is used to apply mail-in payments to invoices, allow discounts, make positive or negative adjustments, or apply credit memos to invoices.

- The Order Entry Tender screen allows you to record payments made at the point of sale. The amount and type of the tender are keyed by the cashier and typically printed on the invoice as the customer's receipt of payment.

Refer to Figure 1.6, Cash Application Processing in Accounts Receivable for a visual overview.

# Batch Processing in Accounts Receivable
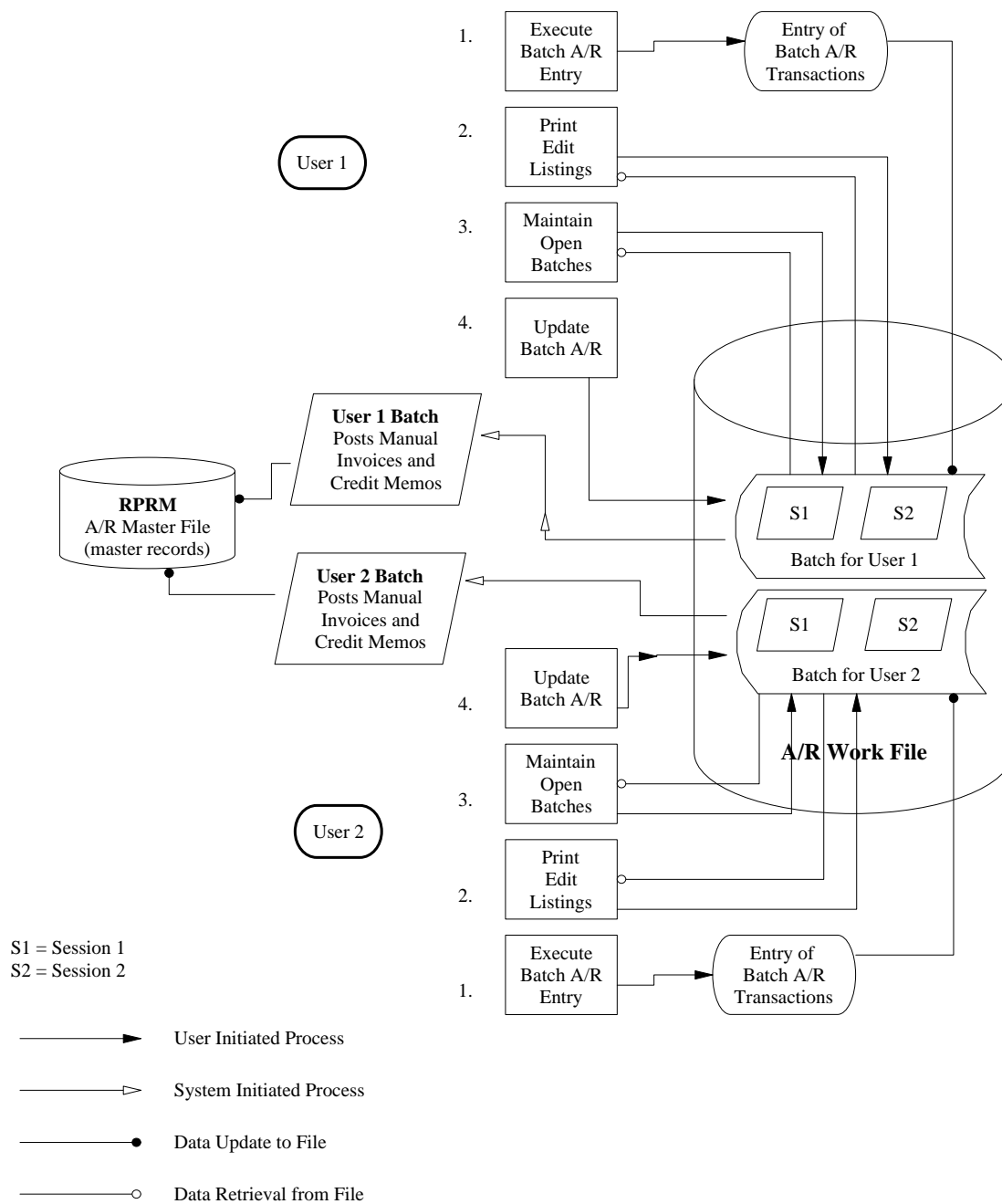


Batch Processing in Accounts Receivable
Figure 1.3

# Service Charge Processing in Accounts Receivable

```
                                      Service Charge
                                          Menu

                              1.         Execute
                                         Service
                                         Charge
                                       Calculation

                    Reads
                 Current Balance
                 for Designated
                 Accounts from
                 the RPRM File

                                                              System Computes
                                      2.        Print        Service Charges
                    RPRM                    Service Charge    for Designated
                  A/R Master File           Edit Listings        Accounts
                 (master records)

                                      3.        Maintain
                                            Service Charge     A/R Work File
                                            Transactions

                                      4.        Update
                                            Service Charges

                 Posts
              Service Charge
              Transactions to
              the RPRM File
```

```
————————►        User Initiated Process

————————▷        System Initiated Process

————————●        Data Update to File

————————○        Data Retrieval from File
```

Service Charge Processing in Accounts Receivable
Figure 1.4

# Month Close Processing in Accounts Receivable

**Month Close Processing**

Execute Month Close Process

Reads Master Records for Balance Forward Accounts only from the RPRM File

**RPRM** A/R Master File (master records)

Write a Previous Balance Summary Record to Balance Forward Accounts that Replaces the Master Record in the RPRM File

Summarizes Current Month Detail into a Single Previous Balance Summary Transaction for Balance Forward Accounts

**A/R Work File**

**RPRD** A/R Master File (detail records)

Deletes all Detail for the Period Associated with the Balance Forward Accounts that now have a Previous Balance Summary Transaction in the RPRM File

User Initiated Process

System Initiated Process

Data Update to File

Data Retrieval from File

Month Close Processing in Accounts Receivable
Figure 1.5

# Cash Application Processing in Accounts Receivable



Cash Application Processing in Accounts Receivable
Figure 1.6

S1 = Session 1
S2 = Session 2

User Initiated Process

System Initiated Process

Data Update to File

Data Retrieval from File

A = Unapplied Cash Transactions
B = Payments, Discounts, Offsets, Adjustments
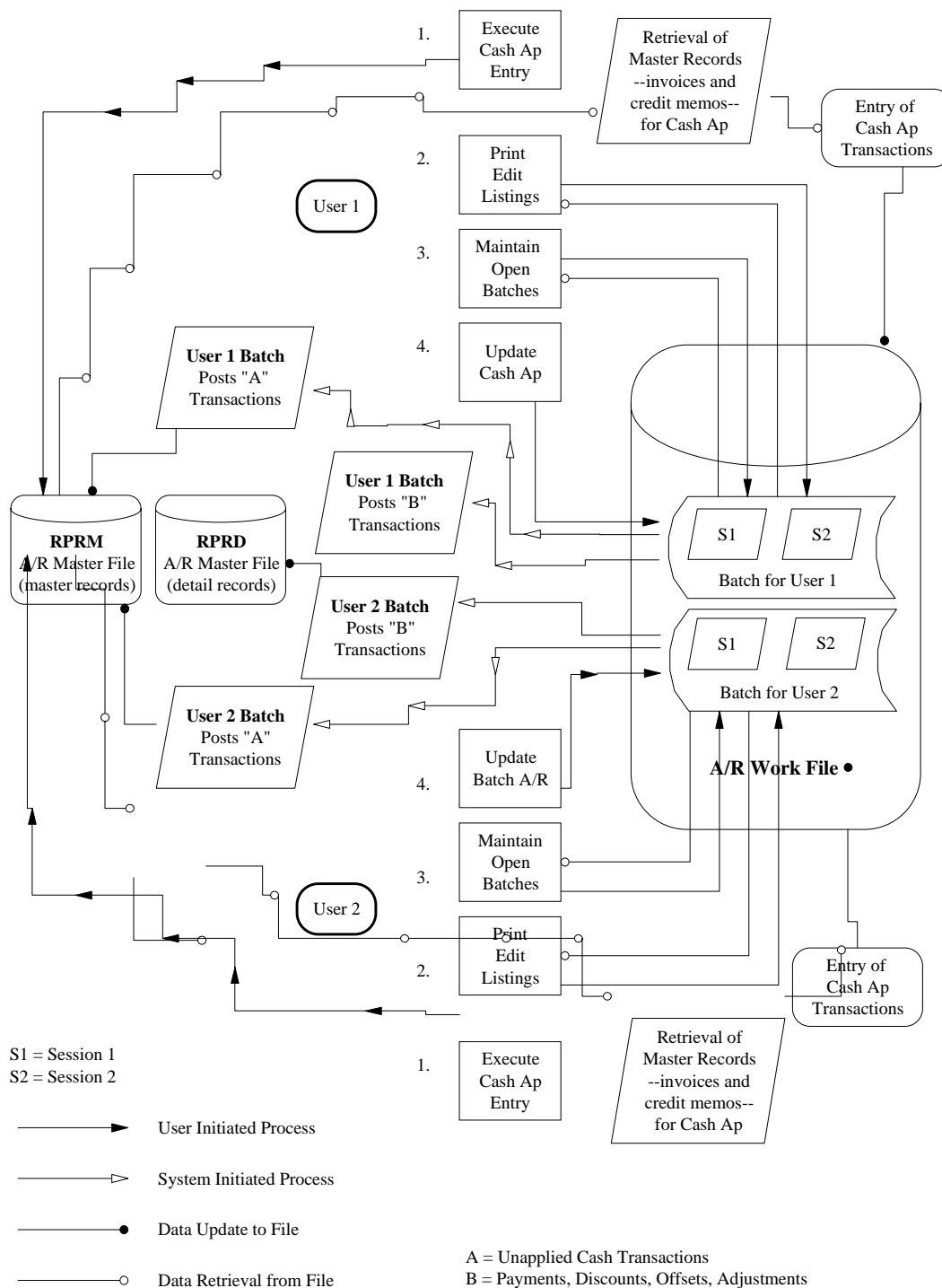
## Open Accounts Receivable Records

A transaction is considered open until its balance reaches zero.  Each master record (invoice, credit memo, service charge, previous balance, or unapplied cash transaction) carries three amount fields.

- The original transaction amount.

- The amount due as of the last month close.

- The current amount due (reflecting any Cash Application activity since the last month close.)

An invoice, credit memo, service charge, or previous balance record (and any detail linked to that master record) remains accessible until the balance due reaches zero.

## Retention of Master and Detail Records

Each Accounts Receivable record consists of a master record (the invoice or credit memo) and detail records (payments, discounts, service charges, and offsets) applied to change the original transaction balance.  The System retains master and detail records for each account as follows:

**Master Records** (original transactions) are retained until purged (deleted and optionally saved) from the System using the options on the A/R Archive Menu.  The purge job deletes records within a user selected customer and date range.  If archiving and saving the A/R history when purging transactions is elected, the data can be restored easily if needed in the future.

**Detail Records** for each master record are retained until the original transaction (or master record) is purged from the System.

- For Open Item and Julian customers, detail records are purged only when the corresponding master records are purged using options on the A/R Archive Menu.

- For Balance Forward customers, detail records are purged from the account during the month close process for invoices whose balance due has reached zero.  (See Billing Cycles and Methods.)

## Transaction Identification and Tracking

Each Accounts Receivable transaction is identified to provide a superb audit trail.  Each Accounts Receivable record is identified by the following parameters:

- Type (payment, discount, adjustment or offset)

- Date Applied

- Check or Credit Card Number (if applicable)

- Adjustment Reason (if applicable)

- Amount Applied

The System also assigns a session number to each transaction or record when it is created.  This number is used to link all activity made with a single check across multiple master records (or invoices).

## Transfers and Supplier Returns in Accounts Receivable

All transactions processed through Order Entry are recorded in Accounts Receivable.  To differentiate customer sales from transfers and supplier returns, each account carries a customer type code that identifies the account as a regular customer, a branch location, or a supplier return merchandise account.  All Accounts Receivable reports and inquiries provide a selection screen that allows you to include receivables based on customer type.

## Order Entry Transactions in Accounts Receivable

Invoices and credit memos that are fully paid or refunded through Order Entry are posted to Accounts Receivable.  Both master records (invoices or credit memos) and detail records (payments or refunds) for point of sale transactions are written to the Accounts Receivable files to ensure the same level of audibility is provided for all transactions created throughout the DISTRIBUTION / EXPRESS System.

## Allocating Transactions to Accounting Periods in a Fiscal Year

The period to which a transaction belongs is determined by its creation or transaction date.  The beginning and ending dates of each accounting period are defined by the user in the Fiscal Year File by subdividing a calendar year into either twelve or thirteen fiscal periods.

*Since the entire process is date driven, it is not necessary to close out all invoicing and payment activity in one period before beginning the next.*  Both Order Entry and Cash Application allow the user to override the transaction date.

## Aging of Accounts Receivable Transactions

Aging is the classification of Accounts Receivable transactions into user-defined categories that give a picture of the Accounts Receivable asset.  The System ages transactions by comparing the transaction date to a reference date (usually the current date).

Each A/R Master record carries two critical dates, the transaction date and the due date.  Types of Master records include invoice, credit memo, service charge, unapplied cash, and a balance forward summarization record.

- The transaction date is the date the record was created.  The System assigns this date when the transaction is created.  You can override the System-assigned date to any "effective -date" of transaction.

- The due date is the date the transaction becomes due.  This is a System-calculated date based on the billing method and terms codes associated with the transaction.  The due date must be equal to or greater than the transaction date.  (See Billing Cycles and Methods.)

When an A/R master record is created, the System assigns it to a specific fiscal period based on the transaction date.  The beginning and ending dates of each fiscal period are established by the user in the Fiscal Year File.  Once a record has been assigned to a period, the user chooses whether to "age" it from the transaction date or the due date.

When a transaction is "aged" the System assigns it to one of six user-defined aging categories. An **aging category** is a user-defined increment that classifies the age of a specific invoice or provides the summary total for all transactions between two dates.  The software supports six aging categories that may or may not correspond directly with the periods established in the Fiscal Year File.

For a more in-depth discussion of aging, see Appendix B, Aging of Accounts Receivable.

# Billing Cycles and Methods

DISTRIBUTION / EXPRESS supports monthly and daily billing cycles in Accounts Receivable. Within these billing cycles, the System supports three billing methods:  Balance Forward and Open Item (both within the Monthly cycle), and Julian (daily cycle).

Although it is not common in practice, the System supports all three possible billing methods concurrently.  Users assign the billing methods for each customer in the customer's master record.  Once a single transaction has been posted to a customer's account, the billing method assigned to that customer in the Customer Master File cannot be changed in Customer Maintenance.  Typically, if the billing method needs to be changed, a new account is opened for the customer.

## *Julian Accounts*

The Julian billing method calculates the due date as a pre-defined number of days from the transaction date.  An account making a single purchase each day for ten days would have invoices with ten different due dates.  Users operating under this type of billing method may also have pre-established aging periods but their values are subject to change on a daily rather than monthly basis.  Typically, Julian accounts make a remittance when they receive an invoice rather than from a monthly statement.  Transactions for a Julian customer are displayed and reported as a unit until the balance reaches zero.

## *Monthly Accounts*

Monthly accounts may be further subdivided into either Balance Forward or Open Item billing methods or accounts.  The billing concept and due date computations are the same for both types of accounts.  However, the System retains and reports the transaction detail for these billing methods differently.

Monthly billing is defined as grouping all transactions occurring between certain pre-defined dates into a common aging category.  Credit card institutions, such as MasterCard or Visa, are examples of this type of billing.  All purchases between the ending date of one billing period and the beginning date of the next must be paid by the due date to avoid service charges.  Typically, each billing period is roughly thirty days in length, but the beginning and ending dates may or may not correspond with the first and last day of a calendar month.

Under this method, transactions with an open balance "age" from one category to the next only when the current period is closed and a new period begins.  An invoice created on the first day of a billing period becomes due on the same date as one generated near the end of that same billing period.

Customers classified as monthly aging accounts most commonly make a single remittance when they receive a summarized statement created at the end of each financial period.

**Due Dates for Monthly Accounts**

Due dates for transactions in monthly aging accounts are assigned by the System based on dates in the Fiscal Year File.

- The System compares the transaction date to the beginning and ending date ranges of each financial period in the Fiscal Year File until it locates the proper A/R period.

- Once the System has identified a specific aging period, it assigns the due date associated with that period in the Fiscal Year file to the transaction.

If the billing terms code used for an invoice indicates one or more months delay in billing, then the due date assigned by the System reflects this delay. With delayed billing, the System assigns the transaction to the proper month based on the transaction date and then reads ahead in the Fiscal Year File to find and assign the due date of the period dictated by the delayed billing terms code.

**Reporting for Open Item Accounts**

To discuss how data is reported for these Open Item accounts, it is necessary to look at the Month Close process and understand its affect on them. For Open Item accounts, the month close process does not summarize detail transactions. All debit and credit transactions remain in the RPRD A/R Master file.

This process has the following implications statement for processing reporting:

*Statement Processing*

1. Printing statements are allowed for these accounts after running Month Close.

2. Printing statements are allowed for prior closed months because the transaction detail is retained on the System.

*Statement Data*

- The original transaction amount and the detail of *all* payments, adjustments, discounts, and offsets applied to the transaction appear on the statement. Statements provide a full item-by-item audit trail for every invoice and credit memo.

- Transactions appear on each monthly statement until the transaction balance reaches zero.

- If an invoice's beginning month balance is zero, neither the original transaction amount nor any activity will appear on that month's statement.

- If a transaction exists for several months before reaching a zero balance, you can elect to have the statements show either (1) the original transaction balance and all detail (for current and prior months) or (2) the beginning month's balance and current detail only.

**Reporting for Balance Forward Accounts**

To discuss the typical reporting for Balance Forward accounts, think of credit card billing as an example. Credit card accounts typically represent a Balance Forward billing method. Transaction detail appears on the statement only for the month in which it occurs. If one or more transactions are unpaid, they appear on the ensuing month's statement as a single entry for the "previous month's balance".

To discuss how data is reported for Balance Forward accounts in DISTRIBUTION / EXPRESS, it is necessary to look at the Month Close process and understand its affect on these accounts.

For Balance Forward accounts, the Month Close process does two important things:

- It summarizes all transaction detail for the period into one "previous balance transaction".

- It deletes all transaction detail for the period after creating the "previous balance transaction". The detail transactions exist in the RPRD A/R Master File.

This processing has the following implications for Balance Forward accounts:

**Cash Application Processing**

*Payments.* Payments do not need to be applied to specific invoices. Payments can be recorded as unapplied credits in the current period and allow to aggregate into the period balance due during Month Close. The reason is the System consolidates all debit and credit transactions during Month Close producing the net of transactions for the period.

*Credits.* It is recommended not to apply credits to debit balances during a period. Instead, let the System net out any credits during Month Close.

*Statement Processing*

1. All statements and reprints for Balance Forward accounts must be printed before closing the month. If the current month is closed before printing statements, then Balance Forward accounts will not show any of that month's transaction detail because it is summarized during Month Close.

2. Prior month statements cannot be printed for Balance Forward accounts because there is no detail.

*Statement Data*

- Transaction detail appears on the statement only for the month in which it occurs.

- Any unpaid or open transactions appear on the next month's statement as a single entry for "previous month's balance".

**Exception Reporting for Balance Forward Accounts**

Typically, for Balance Forward accounts, there is a single Previous Balance transaction created and carried forward to the next month during Month Close.  This transaction is the net of all activity for that account during the month and can be either a debit or a credit.

There are two cases where the Month Close process creates two or more Previous Balance transactions for a Balance Forward customer:

1. If a customer's account contains transactions with a different terms code.

2. If you are a multiple-company business and the customer has purchased from more than one company during the period.

*Multiple Terms Codes*

During Month Close, the System creates a Previous Balance transaction for each terms code within a customer account.

A customer's account could have transactions with different terms codes if the default terms code was overwritten at the point of Order Entry.

The customer's regular terms might be 2/10 net 30, but for certain items purchased they were given 5/5 net 30 in Order Entry.  If this situation existed for a customer, the account would have two terms codes for the period.

The System would net all transactions in each terms code group and carry forward a Previous Balance transaction for each terms code.

*Multiple Companies*

The following example gives another case where the System reports multiple previous balance transactions per customer on a monthly statement:

- You operate multiple companies with multiple locations in each company.

- You chose to consolidate the reporting of service charge and balance forward account data across all locations for each company. This decision is made when you install the Service Charge % master file.

           Company 1 Location 1   RICH    Richmond, VA
                      Location 2   RAL     Raleigh, NC

           Company 2 Location 3   CHL     Charlotte, NC
                      Location 4   ATL     Atlanta, GA

- When Month Close is run, the System creates a previous balance transaction for each location. Each previous balance transaction reports the net balance for a location.

*If a customer did business with locations in different companies during the month*, then his monthly statement reports a previous balance transaction for each location. In this case, his statement would show two previous balance transactions, one for each company.

           Company 1 Location 1   RICH    Richmond, VA
           Company 2 Location 4   ATL     Atlanta, GA

*If a customer did all his business with one company during the month*, then his monthly statement will report one previous balance transaction, because you chose to consolidate within each company.

           Company 1 Location 1   RICH    Richmond, VA
                      Location 2   RAL     Raleigh, NC

# Using the Accounts Receivable Manual

Using the Accounts Receivable Manual effectively involves understanding how it is organized and what reference tools are available.

## Manual Organization

The Accounts Receivable User Manual is organized into the following sections.

- The first section, Introduction, contains general information on the module and the manual.

- The last section, Support Documents, contains support and reference documentation.

- All the other sections correspond to Accounting Function Menus. Within each menu section, one or more chapters document the processes and screens related to the options on that menu.


- **Introduction**
    - Account Receivable Overview
    - Getting Started
- **Cash Application**
- **A/R Inquiry**
- **A/R List**
- **A/R Batch**
- **A/R Archive**
- **Services Charges**
- **Related Options**
- **Support Documents**
    - Appendix A: Error Recovery
    - Appendix B: Aging of Accounts Receivable
    - Glossary

The purpose and use of the chapters in the Overview and Support Documents sections should be apparent. For the chapters within the menu sections there is additional information provided on using the process and screen chapters.

## Using the Processing Chapters

The processing chapters cover the procedures associated with the options on each of the Accounting Functions menus.  Before using the process chapters, read the Getting Started chapter to gain an overall understanding of the processing essentials.

### Use as Reference Chapters

The process chapters are most useful if used as reference chapters.  Find the desired process to work with in the index or table of contents and access that section in the chapter directly.

### Structure of Each Process

The process chapters give an overall understanding of how to complete a given task, such as Applying a Partial Payment.  Each process explanation may contain three parts: Introduction, Notes, and Process Steps.  Always read the Introduction and Notes, when included, as these sections give important information for various stages of the process.

### Screen Numbers in the Steps

Screen numbers are provided to correspond as part of the process steps.  Therefore, at any given place in the process, you will know the screen you should be on at that point in the procedure.  If you need the detailed explanation for a screen or field, use the screen number given with each step to locate the screen description.  In some Process Steps, the screen number is listed only in the first step or in every two or three steps.  *A screen number is included in a step only when the screen changes.  If a process only uses one screen, that screen is being given for the first step only.*

## Using the Screens Chapters

The Screens chapters give detailed descriptions of the screens associated with the options on each of the Accounts Receivable menus.  Each chapter is organized by menu option with the screens that appear as a result of each option documented in the general order they appear during processing.

### Use as Reference Chapters

These chapters will be most useful if used as reference chapters.  Find the screen you need to work with in the index or Screen Directory and access that screen directly.

Within each Screens chapter, the screens are sectioned and ordered by menu option.  Each menu option has an introduction that lists the screens associated with each option, and the screen explanations follow in the order presented.

### Structure of Each Screen Description

The screen descriptions document the fields, function keys, action codes, and data considerations.  A sample is provided for each screen.  The fields are defined in left to right and top to bottom sequence. The function keys are defined in numerical order and the action codes are listed in alphabetical order.

### Screen Documentation for All Inquiries

There are several inquiries available from within various Accounts Receivable programs that are accessed by function keys or action codes.  Often when you are processing in a program, the movement from the program to an inquiry and back is transparent.

Instead of repeating every inquiry explanation with every applicable program, we have centrally located the screen explanations for ALL inquiries. The screen explanations for inquiries are located in two sections in this chapter.

- Inquiries that appear on the A/R Inquiry Menu are documented in the A/R Inquiry section.

- All other inquiries accessed from within an Accounts Receivable program are Master File Inquiries in the Related Options section.

When a function key or action code accesses an inquiry program, we will tell you the inquiry called and refer you to the correct inquiry section and specific screen number.

Many inquiries in DISTRIBUTION / EXPRESS are standard.  They appear throughout the applications in virtually the same form.  Becoming familiar with the inquiries as individual, small processes help your understanding of all the DISTRIBUTION / EXPRESS applications.  For instance, an Order Inquiry is the same in Cash Application, Order Entry, and Purchasing.

# Reference Tools

The documentation is designed to be a reference tool for the novice or experienced user. Become familiar with the tools in this manual and how to use them to locate information quickly.

### Table of Contents:  by Manual

A Table of Contents for the entire manual appears at the front of this book.  It lists the chapter numbers, titles, and major section headings so you can quickly glance through the chapters and their contents.

### Table of Contents:  by Chapter

At the beginning of each chapter is an in-depth listing of the contents for that chapter.

### Glossary

A Glossary containing definitions of System terms is located in last section of the manual.

# *Chapter 2:  Getting Started*

## Overview

Now you are ready to start working in DISTRIBUTION / EXPRESS.  This section will help you get started by explaining some basics that are needed for efficient and accurate System processing. We recommend reading this section completely before you begin processing, and afterwards you may use it for reference.  Within this section, you will find:

- DISTRIBUTION / EXPRESS Sessions: Starting and Ending

- System Structure:  Applications, Menus, Functions

- System Maneuvering:  Applications, Menus, Functions

## DISTRIBUTION / EXPRESS Sessions

To access the DISTRIBUTION / EXPRESS applications, you must first sign on to the System. This section will take you through the sign-on and exiting process.  It begins with a discussion of User IDs and System and Session Dates -- essential information for System processing.

### User ID

Before beginning this process, there are a few notes to discuss on User IDs.  The User ID is used as part of the audit trail throughout DISTRIBUTION / EXPRESS.  All the work you perform in DISTRIBUTION / EXPRESS is tagged with your User ID number.  Therefore, we recommend you sign off the DISTRIBUTION / EXPRESS System whenever you leave your work area for a period of time to ensure that your User ID is associated only with work you perform.

Your User ID also determines the menus and options you can access throughout the System. For this reason, the display of menus and options you see may differ from the display of other users. Your System operator sets the menus you have access to and the menu that appears when you first sign on to the System.  Since the initial menu can differ for every user, we have not documented what screen follows the sign-on screen.

# System Dates and Session Dates

A System date is the internal System date that is automatically maintained by your AS/400.  A session date is the default date assigned to all work processed in DISTRIBUTION / EXPRESS.

DISTRIBUTION / EXPRESS uses the System date of the last sign-on as the session date.  Therefore, to ensure you are processing work with the current date, you need to go through the sign-on procedure each new processing day.  In addition, it is a good habit to check the session date before you begin processing.  It is displayed in the upper left corner of all DISTRIBUTION / EXPRESS screens.

# Starting DISTRIBUTION / EXPRESS

The DISTRIBUTION / EXPRESS Sign-On Screen is displayed when you turn on your AS/400 monitor.  Your System operator should have given you a User ID and a Sign-on Password to use to access the System.  To start processing in DISTRIBUTION / EXPRESS, complete the fields indicated in the screen description below.

```
                              Sign On
                                        System  . . . . . :   S105C2CM
                                        Subsystem . . . . :   QINTER
                                        Display . . . . . :   DDON


          User  . . . . . . . . . . . . .    _____
          Password  . . . . . . . . . . .
          Program/procedure . . . . . . .    _____
          Menu  . . . . . . . . . . . . .    _____
          Current library . . . . . . . .    _____















                         (C) COPYRIGHT IBM CORP. 1980, 2000.
```

### Field Definitions and Processing

Only the first two fields are used in signing on to DISTRIBUTION / EXPRESS.

**User**
Enter your assigned User ID and press [FIELD+].

**Password**
Enter your System password and press [**ENTER**].

Following the Sign-On Screen, another screen displaying "DMS" will appear briefly while the DISTRIBUTION / EXPRESS System is being accessed. Your initial menu will follow the "DMS" screen.

# Exiting DISTRIBUTION / EXPRESS

You can end your DISTRIBUTION / EXPRESS session and return to the Sign-On Screen from any menu in the System. At the bottom of every menu is the message: "Enter 90 to sign off".

- Key **90** in the Enter Option field and press [**ENTER**] to return to the Sign-On Screen.

# System Structure: Applications, Menus, Functions

To explain how to access and exit applications and functions in DISTRIBUTION / EXPRESS, we need to start with how the System is structured. It is composed of interrelated applications or modules, such as Accounts Receivable, Order Entry, Inventory, Purchasing, and so forth. These applications are all listed on the System Main Menu. The System has four levels of structure that begins with the System Main Menu.

1. **System Main Menu**: Lists one option for each application and each option accesses an Application Main Menu.

   - Master File Management Menu
   - Accounts Receivable Menu
   - Inventory Management Menu
   - Order Entry Menu
   - Management Menu
   - Close Menu
   - Sales Analysis Menu

2. **Application Main Menu**: Lists all the sub-menus for the application, such as the following menus for the Accounts Receivable application.

   - Cash Application Menu
   - A/R Inquiry Menu
   - A/R List Menu
   - A/R Batch Entry Menu
   - A/R Archive Menu
   - Service Charge Menu

3. **Application Sub-Menu**: Lists available options or functions, such as those on the A/R Archive Menu.

   - Delete and/or Archive Paid A/R
   - Save Archived Paid A/R
   - Restore Archived Paid A/R

4. **Function**: Corresponds to the options on an Application Sub-Menu, such as Delete and/or Archive Paid A/R.

# System Maneuvering: Applications, Menus, Functions

You should now have a feel for the structure of DISTRIBUTION / EXPRESS.  The next step is to discuss how to access and exit applications and functions.  We will refer to this as maneuvering through the System.  We use this terminology because there is no formal process used or set of menus you must filter through to access and exit an application or function.

- All menus and functions are accessed by keying the appropriate number in the Enter Option field on a menu and pressing [ENTER].

- Functions appear only on Application Sub-Menus, so you must first access the desired Application Sub-Menu.  (Your Menu Maps have blank fields available for you to enter the numbers that correspond to each menu and function.)

- There is no noticeable exiting process; you exit an application or function when you enter another number to access a new menu or function.

To explain this process further, we will use an example.

You primarily work with two applications Order Entry and Inventory Management.  Today you will be entering warehouse orders and receiving a shipment expected after lunch.  The menus and functions you will use are:

| Menu or Function | # | Title |
|---|---|---|
| System Main Menu | 900 | Listing all Application Menus |
| Application Main Menu | 941 | Order Entry Menu |
| Application Sub-Menu | 410 | Warehouse Order Entry Menu |
| Function | 1 | Warehouse Order Entry |
| | | |
| Application Main Menu | 931 | Inventory Management Menu |
| Application Sub-Menu | 311 | Receiving Menu |
| Function | 4 | Receiving by Scanning |

When the shipment arrives after lunch, you are busy entering orders using Function **1**, Warehouse Order Entry.  You need to access Function **4** on Menu **311** to begin receiving:

1. Exit the Warehouse Order Entry program using the function keys provided.  The Warehouse Order Entry Menu will appear.

2. (Warehouse Order Entry Menu)  Key **311** in the Enter Option field and press [**ENTER**].  The Receiving Menu will appear.

3. (Receiving Menu)  Key **4** in the Enter Option field and press [**ENTER**].  The initial screen for the Receiving by Scanning function will appear.

This example shows that you can move directly from one Application Sub-Menu to another, which speeds processing.  However, until you are comfortable with the System structure, you can always go the System Main Menu or the desired Application Main Menu to see all your options.

# To Access and Exit an Application

1. (From any menu)  To access an application, key the number of the desired Application Main Menu or Sub-Menu (see the Menu Map) in the Enter Option field and press [**ENTER**].

2. You exit an application whenever you access a menu for a different application.

# To Access and Exit a Function

1. (From any application sub-menu)  To access a function, key the option number of the desired function (see the Menu Map) in the Enter Option field and press [**ENTER**].  The initial screen of that function will appear.

2. To exit a function process, use the function keys provided within the program to return to the application sub-menu.

# The Name Search Feature

Throughout DISTRIBUTION / EXPRESS, a standard Name Search feature is used to locate and display records from the following group of Master Files.  The Class Code is used to identify the file to be searched.

Class Code Master File

CM      Customer Master

SC      Supplier Master

LC      Location Master

FC      Freight Carrier Master

EM      Employee Master

MC      Manufacturer Master

The Name Search allows you to access the list of records in each of these files so you can easily choose the record you need to display and work with.  The Name Search Screen has only a few fields, but a thorough explanation is given so you can understand your options in using the Name Search.  Please review this screen thoroughly before you begin processing in the System, as the Name Search appears frequently throughout DISTRIBUTION / EXPRESS.  Being comfortable with this search will be to your advantage.

# Name Search Screen

When you press function key [**F10**], Field Inquiry, to inquire into a master file field, the Name Search Screen is displayed.  The fields on this screen set your search criteria.  They can be used in almost any combination.  To understand the different possible options in using the Name Search, study the explanations of each field.  You can use as few or as many fields as you like. The more fields you use, the more specific the search will be.

When the Name Search Screen appears, two fields will be completed: Class and Subclass. These fields can be overridden.

- The System enters the Class code based on where your cursor was positioned on the previous screen.  For example, if your cursor was in a *Customer field when you pressed function key [**F10**], Field Inquiry, the Class code **CM** (for Customer Master) will be displayed.

- The System enters the Subclass code of (**99**), which corresponds to the default address assigned to each record in the master file.

The Field Descriptions below discuss Class and Subclass codes.  However, if you want more explanation on these address codes; please refer to Database User Manual.

```
 7/12/04                        SERVICE PARTS COMPANY              RRR026D1
 DDON                             A/R AGING INQUIRY                 DON


 *Customer _____

  Display  O      Sequence A
    A=All             A=Ascending
    C=Closed          D=Descending
    O=Open



              Name Search                    Action (?) S=Select   I=Inquiry
                Phone █_____              City _____
                Class CM  *Subclass 99              Search _____
                ?                                Fold mode U (F or U)
                _  401012      CM 99 A & A AUTO SERVICE       713/434-8464
                _  401006      CM 99 A & A MOTOR              713/668-0082
                _  401011      CM 99 A & E AUTO SERVICE       713/789-2200
                _  501022      CM 99 A & K AUTO REPAIR        130/686-3668
                _  1009        CM 99 A & P AUTO REPAIR        713/699-0300
                _  201007      CM 99 A & P TRANSMISSION PARTS 281/528-8182
              F3=Exit   F4=Fold    F10=Field inquiry
```

### Field Definitions

Remember that the Name Search applies only to those master files listed at the beginning of this section.  For ease of explanation, the Customer Master File will be used as the example in some of the definitions.  You can substitute any master file name where you see the word "customer.

Note that if you do not enter a Class code in the Class field to specify the master file to search, the Name Search will scan ALL the master files for a match to the search criteria.  The resulting display on the Name Search Screen will be an alphabetic list of records that match the criteria, pulled from all the master files listed at the beginning of this section.  Therefore, you could see a customer record followed by a manufacturer record followed by a supplier record, all listed alphabetically with no identifier as to the type of record.  To avoid possible confusion, we recommend entering the Class field whenever you know the type of record you are searching.

### Phone

Use this field to list all customer records with a specific phone number.  You must complete the Class field in order to search by phone number.  This field accepts partial entries.  Key them as follows:

- To search for numbers with a specific area code, enter the area code followed by seven zeros and press [FIELD+].  Example: **9190000000** [FIELD+].

- To search for numbers with a specific area code and phone number, enter the area code and extension followed by four zeros and press [FIELD+].   Example: **9194430000** [FIELD+].

### City

This field can be used to locate all records with the specified city in the address.  A partial city name can be entered.  In order to search for a specific city you must complete this field *and* the Class field below.   Do not complete any other search fields, as this would distort the city search.

### Class

The Class code identifies the master file to be searched.  If no Class code is entered, the System will scan all the master files below for records that match the search criteria.  The resulting alphabetic listing will be for all files combined.

| Class Code | Master File |
|------------|-------------|
| CM | Customer Master |
| SC | Supplier Master |
| LC | Location Master |
| FC | Freight Carrier Master |
| EM | Employee Master |
| MC | Manufacturer Master |

**Subclass**

The Subclass code is a user-defined address classification that further categorizes the master file records.  A customer may have multiple special addresses for mailings, invoices, shipping, and so forth.  This code searches the Customer Master File for all records that have a designated Subclass or address type.

The System defaults to Subclass (**99**), which corresponds to the primary address for the customer.  The example below shows how the records in a Customer Master File (Class CM) might be further categorized by the type of address.

| Class | Subclass | Address Description |
|-------|----------|---------------------|
| CM | HO | Customer - Home |
| CM | IA | Customer - Invoice |
| CM | MA | Customer - Mailing |
| CM | MO | Walk-in Name & Address |
| CM | SA | Customer - Statement |
| CM | 99 | Customer - Default |

**Search**

The System will use this field to scan the SEARCH field in each master file record to find the name match for this entry. A partial or full name can be searched, and no other search criterion is needed to use this field.

**(?) Action**

Enter action code (**S**), Select, to select a particular record.  The System will retrieve the customer number from the Customer Master File and enter it in the \*Customer field on your initial data entry screen.  Enter action code (**I**), Inquire, to access the Customer Inquiry.

**Function Keys**

**F3  Exit**: Returns you to the initial screen and field where you accessed the name search.

**ENTER  Execute**:  Performs the function indicated by the action code entered in the (?) Action field.

**Action Codes**

**S   Select:**  Selects the chosen record for display and update.  The System will return you to the initial data entry screen and field and enter the number of the record selected in the appropriate field.

**I   Inquiry:**  Displays the appropriate Master File Inquiry for detailed information on the record selected.

# Chapter 3: Cash Application Processing

## Overview

Below are the options offered from the Cash Application Menu.  The Cash Application processes are documented according to these options.

**Cash Application Entry & Maintenance**

All initial and maintenance transactions regarding cash application (payments, adjustments, discounts, offsets) are performed from this option.  You can enter and update numerous sessions once this option is selected without having to return to a menu.

**Cash Application Edit Listing**

This option provides edit listings or reports for all unposted Cash Application batches.

**Post Cash/Cash Application Update**

This option posts all the transactions in the A/R work file to the A/R Master and Detail Files.

**Notes Maintenance**

You can enter and maintain notes on customers, collections, orders, or anything using this option.

**Maintain User Lock**

This option is used during error recovery to free a Cash Application user lock.  Appendix A, Error Recovery, references this option and procedure as needed.

This section contains information vital to processing in Cash Application.  Read it thoroughly before proceeding to a specific process.

# Notes About Cash Application

### Starting New Sessions

Once you have taken the Cash Application Entry & Maintenance option from the Cash Application Menu, you are ready to start your first session. Each time you apply a payment, you will begin a new session. If you have 30 checks to apply, you will have 30 sessions.

### Batches and Sessions

Batches are created for each user based on the user ID. You can only have one open batch at a time. The batch is created when you start the first Cash Application session, and it remains open until you post it. There are usually many sessions in a batch.

You create a new session in Cash Application each time you access a customer's records using the Entry and Maintenance option. All Cash Application activity is performed within sessions. Maintenance of open and posted A/R data is done by accessing the desired session and changing the transactions within that session.

### Changing A/R Transactions and Work Files

Cash Application is the only place in Accounts Receivable (and DISTRIBUTION / EXPRESS) where you can change the amount of a transaction. All entries are made to a work file not to the Accounts Receivable Master File. In addition, you can list and edit your work before posting the transactions to the Master File.

### User and Customer Locks

A *user lock* occurs in Cash Application when you sign-on to either a second session or a second terminal and then attempt to access the Cash Application Entry & Maintenance program. You cannot work from two terminals or computer sessions using the same User ID. However, you can be in Cash Application at the same time as other users on different terminals, and you can all process your sessions independently.

A *customer lock* occurs in Cash Application as soon as a customer's file is accessed using the Cash Application Entry & Maintenance option. Access to a customer file is "locked" to the first user that accesses it. If you enter transactions for Customer 110, then no one else can work with that customer's Accounts Receivable until you post your batch.

### Same Day Posting

It is best to enter, edit, and post Cash Application transactions the same working day. In addition, we recommend completing the posting process to taking an extended break or lunch.

**Open vs. Posted Activity**

All sessions and batches are referred to as 'open' from the time they are created until they are updated using the Cash Application Update option from the Cash Application Menu.  Then the batch is termed 'posted'.  Maintenance of both open and posted sessions is initiated using the Cash Ap Maintenance function key on the initial Cash Application screen.

**Session Date and Payment Date**

The session date is a System-generated date that appears on your terminal and is updated to the current System date when you sign-on to the System.  For audit trail purposes, the System assigns a transaction date to each action taken in Accounts Receivable.  It assigns the session date as the transaction date, unless you choose to override it.

The Payment Date equates to the transaction date for Cash Application activity.  Each time you begin a new session, the System registers the session date as the Payment Date to be assigned to all activity in the session.  However, you can override the Payment Date field on screen RRR007D2.  For example, if you needed to backdate a payment, you would enter the prior date in the Payment Date field, and all activity associated with that payment would be backdated as well. (Exception: see Backdating Unapplied Cash.)

(Note on Both Dates for Audit Trail)  The Payment or transaction date will differ from the Session Date if you override it on screen RRR007D2.  In addition, although you see the Payment Date displayed throughout the System with the transaction, the System actually keeps both the Session Date and Payment Date for each transaction in Accounts Receivable.  Typically, both dates are used only when you need an in-depth audit trail.  If you feel you need to retrieve both dates for an audit trail, contact DMS.

**The Asterisk (*) in the Action (?) Field**

There are a number of transaction activities you perform in Cash Application.  Each time you perform an activity on a transaction, the System puts an asterisk (*) in the Action (?) field to indicate that the transaction Balance has been affected.

- An asterisk (*) will appear for a transaction after the first action taken and remain in the Action (?) field until the batch is posted.

- Within a session, the asterisks (*) entered beside each transaction mean only that action has been taken to adjust the Balance of the transaction.  It does not mean that further action is prohibited during that session.  You can perform numerous activities on any transaction during the initial session.

- Within a given batch, if  you begin a second session for a customer, to apply multiple payments for instance, you will notice that the asterisks (*) from the first session are still in the Action (?) field, because you have not posted yet.  During a subsequent session, you cannot access or change any transaction that has an asterisk (*) in the Action (?) field, which means that it was affected by a previous session.  You can only work with transactions that have not had activity.  However, remember that you can perform numerous activities on any transaction changed during the open session.

**Multiple Action Codes Entered Together**

Many of the actions performed in Cash Application are initiated using action codes entered in the Action (?) field.  You can enter action codes in several Action (?) fields before you press [**ENTER**] to execute the tasks.  For example, you could key action code (**P**), Pay, by three invoices and (**O**), Offset, by two credits, and then press [**ENTER**].  When you press [**ENTER**] the System will perform all the actions.  It will pay the three invoices in full (no Amount was entered) and reduce the Unapplied Payments field by the sum of those invoices.  It will offset the two credits and display their sum in the Unapplied Credits field.

Remember, every action you take (except discounts and adjustments) affects the Unapplied Payments or Outstanding Credits and Unapplied Credits fields.  If you want to monitor the effect of an action on these balances, we recommend limiting the number of actions performed together.

**Transaction Types**

The transaction type identifies the source of the transaction or entry.  In some places, these types are identified by abbreviated descriptions, in other places by code.  Valid transaction type codes are:

> **B**   a previous balance record for a balance forward customer.
> **I**   a credit or debit created through Order Entry.
> **M**   a credit or debit created through Batch A/R.
> **S**   a service charge.
> **T**   a tender offset, applicable only for tender customers.
> **U**   an unapplied cash transaction created through Cash Application.

**Backdating a Transaction**

At times, it may be necessary to backdate a payment or other transaction. For instance, a customer mailed a check in October to be applied that month. There was a delay in entering the check and it is now November 5. You will want to apply that payment and all related A/R activity to October so that past due balances are accurate.

To backdate a transaction, you must override the Payment Date on the Cash Application Tender screen, RRR007D2, which defaults to the session date unless changed.

| Step | Procedure |
|:---:|:---|
| 1 | Select the Cash Application Entry & Maintenance option from the Cash Application Menu. The RRR007D1 screen appears. |
| 2 | Complete the appropriate fields on this screen and press **ENTER**. The RRR007D2 screen appears. |
| 3 | In the Payment Date field, enter the desired date for the backdated payment. |
| 4 | Press the **ENTER** key. |
| 5 | The System will display screen RRR007D3 where you will enter the payment. |

Remember, all activity in a session is tagged with the Payment Date entered on screen RRR007D2. All activity performed during a backdated session -- payments, discounts, offsets, and adjustments -- will be backdated. (Exception: see Unapplied Cash Transactions.)

**Caution:** Check with the accounting department if the General Ledger interface is active. The month may have been closed.

# Cash Application Entry

This section on Cash Application Entry & Maintenance covers general information that applies to all entry or initial activity performed in Cash Application. Following this introduction, each process performed as part of Cash Application Entry is explained in detail. If you need to maintain open or posted session activity, please refer to the section on Cash Application Maintenance.

As mentioned earlier, all A/R work is done in sessions that combine to form batches. Every time you enter a payment in Cash Application, you create a new session. There are general processes to follow for creating batches and the sessions that make up a batch.

## The General Cash Application Batch Process

There is a general process for performing all work in the Cash Application entry mode. The steps below describe the overall tasks necessary to process a batch of Cash Application transactions.

| Step | Procedure |
|------|-----------|
| 1 | **Sort Payments by Customer.** Group all payments for each customer together. This step is necessary to prevent customer locks during processing. |
| 2 | **Divide Payments Among Users**. If more than one person will be entering payments, separate the payments into stacks for each System user, making sure to keep all payments for each customer together. |
| 3 | **Sort Payments by Tender Type**. Divide all payments in your stack into checks, charges, cash, or any other types of tenders you have defined on the System. This step will greatly simplify your editing task and speed data entry. |
| 4 | **Run a Tape by Tender Type by User.** When you have your stack of payments sorted by the type of tender, run a tape for each tender. Run a tape for checks, cash, charge cards, and so forth. Label each tape as to the tender type. |
| 5 | **Apply Cash.** Perform the various Cash Application tasks discussed in this chapter. |
| 6 | **Edit the Batch After All Entries Have Been Made -- Printed Reports or On-line Inquiry.** The System does not require that the edit listing be generated prior to updating a batch. Some companies require that a supervisor "sign-off" on each batch before it can be posted. If your company has this requirement, the edit option should be taken. Even if a hard copy document is not necessary, you can use the inquiry feature to ensure that all entries are correct. |
| 7 | **Update Cash Application.** When you have confirmed your entries through an edit, post the batch to the Master Files. The reports produced by the update process should be filed in binders and organized so that they can be easily retrieved. We recommend that these listings be retained for two fiscal years. |

**Note:** The Cash Application program allows you to apply multiple payments throughout the day. If you need to hold a batch over night, the Cash Application program allows you to post it the next day.

# The General Session Process

Within the General Batch Process, another process is performed repeatedly for each batch. It is the process for creating and saving sessions. In the General Cash Application Batch Process, all Cash Application activity is performed in Step 4, Apply Cash. The activity is performed during sessions, and there are usually many sessions in a Cash Application batch.

The general process for creating and saving Cash Application sessions is given below:

| Step | Procedure |
|:---:|:---|
| **1** | (Cash Application Menu) Begin Cash Application. |
| | Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2) Start a Cash Application Session. |
| | Complete these screens for each new session. You will have a new session for each payment to be entered. |
| **3** | (RRR007D3) Perform Cash Application Activities Associated With a Payment. |
| **4** | Each of the activities below is discussed in detail in the following sections. |
| | &bull; Offset and Apply all prior month Outstanding Credits. |
| | &bull; Apply Payment. |
| | &bull; Allow Discounts, if any. |
| | &bull; Make Adjustments, if any. |
| **5** | Save the Session. |
| | When all activities are complete and the Available Cash and Available Credit fields equal zero, take function key [**F1**], Restart, to save the session and return to the initial Cash Application screen, RRR007D1. |
| **6** | Repeat steps 2 - 4 for each payment. |
| | The rest of this section is devoted to explaining the processes in Steps 2 and 3 in more detail. |

# Applying Payments

Applying payments is one of the primary tasks performed in Cash Application.  Screen RRR007D3 appears showing all open A/R records for a customer.  Note the following three things about the data on this screen:

- Invoices and credits are listed by due date beginning with the oldest transaction and continuing to the most recent.

- The amount of payment to be applied for the session appears in the Unapplied Payments field.

- The sum of all open credits for the customer appears in the Outstanding Credits field.

There are two ways to apply payments, which are described in detail below:

- Full Payment of all Transactions using function key [**F13**], Pay All.

- Selected Payments -- Full or Partial using action code (**P**), Payment.

## Full Payment of all Transactions

Most often, when you receive a payment, you will pay invoices in full beginning with the oldest invoice and continuing to the most recent invoice until the entire payment is used. Function key [**F13**], Pay All, does this for you.

### Paying All Prior Month Invoices in Full

| Step | Procedure |
|------|-----------|
| 1 | (Cash Application Menu) Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| 2 | (RRR007D1, RRR007D2) Start a Cash Application Session and complete these screens for each new session. |
| 3 | (RRR007D3) Press function key [**F18**], Offset Prior Month Credits. The System flags all prior month credits by placing an "**O**" in the action code field. This offsets the prior month's total of all open credits for the account, which is displayed in the Outstanding Credits field. As part of this offset, the System moves the total credit balance to the Unapplied Credits field, making it available for invoice offsets, and reduces the Balance field of all credits to zero.<br><br>Review the transactions with an "**O**" in the action code field and proceed to the next step. |
| 4 | Press the [**ENTER**] key. The System calculates the offset. |
| 5 | (RRR007D3) Press function key [**F13**], Pay All.<br><br>The System automatically applies the entire payment amount displayed in the Unapplied Payments field to outstanding invoices. It begins with the oldest positive transaction and continues paying each one in full until all debits have been fully paid or until the Unapplied Payments field reaches zero. (This feature cannot be used if search parameters were used to position the display of transactions.)<br><br>The System will not use any available discounts if this option is taken. Discounts must be applied manually as they are not applied by the System. |
| 6 | Continue with the next activity. If this was the only action needed, press function key [**F1**], Next Customer, to save and exit the session. |

Below are two examples of how the System would apply a payment using function key [**F13**], Pay All.

Example 1:     5 open transactions of $100.00 each.

                 $450.00 Payment (Unapplied Payments field).

                 Function key [**F13**], Pay All.

                 The System pays transactions 1-4 in full and applies $50.00 to transaction 5.

Example 2:     5 open transactions of $100.00.

                 $700.00 Payment (Unapplied Payments field).

                 Function key [**F13**], Pay All.

                 The System will pay transactions 1 - 5 in full and show $200.00 remaining in the Unapplied Payments field.

## Selected Payments -- Full or Partial

Sometimes you may need to select specific invoices to apply a payment to or you may need to partially pay an invoice.  That is when you would use action code (**P**), Payment.

### Applying Full Payment to Selected Transactions

| Step | Procedure |
|:---:|:---|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter **P** in the Action (?) field next to the desired open transaction and **leave the Amount field blank**. |
| **4** | Press [**ENTER**]. The System will register the payment and redisplay adjusted amounts in the transaction Balance field and the Unapplied Payments field. |

You may enter action code (**P**), Payments, multiple times before pressing [**ENTER**].  The System will apply cash to the all transactions with the action code (**P**), beginning with the first transaction listed and continuing until all the selected transactions are paid in full or until the Unapplied Payments field reaches zero, which ever comes first.  If there is any excess payment, the remaining balance will appear in the Unapplied Payments field.  If there was not enough payment for the selected transactions, the System will pay as many as possible.

### Applying Partial Payment to Selected Transactions

| Step | Procedure |
|:---:|:---|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter **P** in the Action field (?), **and enter the payment in the Amount field.** The payment must be less than the transaction's open Balance. |
| **4** | Press [**ENTER**]. The System will register the payment and redisplay the adjusted transaction Balance field and the Unapplied Payments field. You may enter multiple partial payments before pressing [**ENTER**]. |

## Unapplied Cash Transactions

There will be times when a portion of the payment remains in the Unapplied Payments field. Either the payment received was more than the outstanding invoices or you do not know which invoices to apply the payment. In either case, you need to create an unapplied cash transaction to carry the balance of the Unapplied Payments field to zero so you can save and exit the session. As a result of this process, an Unapplied Cash transaction is written to the A/R Master Files for the customer's account. When posted, the unapplied cash transactions have the same effect on a customer's balance as a credit memo issued through Order Entry.

### Notes About Unapplied Cash Transactions

Before you begin processing, take time to review the notes below about unapplied cash transactions.

### Fields That Must Equal Zero

To save and exit a Cash Application session, the Unapplied Payments and Unapplied Credits fields must both be zero.

- If you have a balance remaining in the Unapplied Payments field, you can create an Unapplied Cash transaction to carry that balance to zero.

- If you have a balance remaining in the Unapplied Credits field and no more open invoices to apply a credit to, you *cannot* create an Unapplied Cash transaction to carry the Unapplied Credits balance to zero. Please see the section on Offsetting and Applying Credits for the proper action to take.

### Unapplied Cash Transactions During Maintenance

Unapplied cash transactions appear differently during open and posted maintenance sessions.

- When you access an open session for maintenance, the Unapplied Cash transaction created in the initial session is deleted. The result is that the Unapplied Payments field will show the amount of the Unapplied Cash transaction created during the initial session.

- When you access a posted session for maintenance, the Unapplied Cash transaction will appear with a transaction type of '**U**' (T field = U). In a posted session, the only action you can perform on any transaction is to make an adjustment.

**Different Due Dates Based on Billing Method**

When screen RRR007D4 appears for you to confirm the unapplied cash transaction you are about to create, the Due field will display a different value depending on the billing method used for the account.

- For Julian accounts, the Due field is typically the same as the Payment Date, so these fields on this screen need to match.

- For Balance Forward and Open Item accounts, the Due field for the unapplied cash transaction is taken from the Fiscal Year Master File and entered automatically by the System. The following process happens transparently; all you need to know is that the System computes and displays the correct date. (When you press function key [**F14**], Unapplied Cash, the System reads the Payment Date of the transaction and determines the fiscal period the date falls within. It will then go to the Fiscal Year File and retrieve the Due Date for that fiscal period. The System then enters this in the Due field on screen RRR007D4.)

## Creating an Unapplied Cash Transaction

This process begins on the Cash Application Entry & Maintenance screen, RRR007D3, once all other activity for the session has been completed.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu) Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2) Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3) Press function key [**F14**], Unapplied Cash. Thee System displays screen RRR007D4, a confirmation screen for the unapplied cash transaction you are about to create. |
| **4** | (RRR007D4) Review the information on this screen to verify the transaction. *Unapplied Amount field.* This will equal the Unapplied Payments field on the previous screen. *Location field.* All A/R activity must be associated with a specific location. In a single location environment, there can be only one valid input. In a multiple location business however, the System will default this value to the location assigned to the User's ID. *Due Date field.* This is System supplied, but can be overridden. For Julian accounts it defaults to the session date. For Balance Forward and Open Item accounts, it is taken from the Fiscal Year File. |
| **5** | Press [**ENTER**]. The System will create the transaction and return you the initial Cash Application screen, RRR007D1. |

## Creating Unapplied Cash Transactions for Backdated Sessions

This process begins on the Cash Application Entry & Maintenance screen, RRR007D3, once all other activity for the session has been completed.  To backdate a payment, you entered a date other than the session date on the Cash Application Tender Screen, RRR007D2.  If you need to create an unapplied cash transaction for this session, you will want it backdated also.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Press function key [**F14**], Unapplied Cash. The System displays screen RRR007D4, a confirmation screen for the unapplied cash transaction you are about to create. |
| **4** | (RRR007D4)  Review the information on this screen to verify the transaction. *For Balance Forward and Open Item Accounts*, the Due Field is automatically entered by the System. *For Julian Accounts*, change the Due field to equal the Payment Date field. The Due field defaults to the session date and is the date that will be assigned to the unapplied cash transaction.  This date should match the Payment Date shown on this screen to ensure that the Unapplied Cash transaction posts to the same period as its related transactions. If you backdated the session, they will not initially match and you will need to change this field. |
| **5** | Press [**ENTER**]. The System will create the transaction and return you the initial Cash Application screen, RRR007D1. |

# Allowing Manual Discounts

If the automated Discount process is not active in your System, the Accounts Receivable program allows you to apply a discount to any transaction, credit or debit. You must be responsible for the discount data entered in the System. The System does not automatically compute discounts or perform any checks on the discounts entered. It will not notify you if the discount is in excess of that allowed by the terms code or if the discount date for the invoice has expired.

You may want to allow discounts before you apply any payments to invoices, or choose to apply discounts when you make a payment to an invoice. Both of these processes are described below.

This process begins on the Cash Application Entry & Maintenance screen, RRR007D3.

| Step | Procedure |
|------|-----------|
| 1 | (Cash Application Menu) Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| 2 | (RRR007D1, RRR007D2) Start a Cash Application Session and complete these screens for each new session. |
| 3 | (RRR007D3) Enter **D**, Discount, in the Action (?) field to the left of the desired transaction. |
| 4 | Enter the amount of the discount in the Discount field. |
| 5 | Press [**ENTER**]. The System will reduce the Balance field by the amount of the discount and put an asterisk (*) in the Action (?) field. |

## Allowing Manual Discounts When Making a Payment

To apply discounts and payments at the same time, you must apply the payment manually using action code (**P**), Payment.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter **P** in the Action (?) field next to the desired transaction. |
| **4** | Decide whether a full or partial payment is desired. *If a full payment is desired, leave the Amount field blank.* The System deducts the Discount from the transaction's Balance and then uses the Unapplied Payments to reduce the transaction Balance field to zero. *If a partial payment is desired, enter the payment in the Amount field.* If you enter data in the Amount field, the Amount + Discount fields must be less than or equal to the transaction's Balance field.  The System will add the amounts entered in the Amount and Discount fields and reduce the Balance by that sum.  It will also reduce the Unapplied Payments field by the payment entered in the Amount field. |
| **5** | Enter the discount in the Discount field. |
| **6** | Press [**ENTER**]. The System automatically adjusts the transaction Balance field and the Unapplied Payments field as described above. |

# Offsetting Credits and Debits

Credit transactions are created by either:

- Making an adjustment.

- Creating an Unapplied Cash transaction in Cash Application.

- Generating a credit memo through Order Entry or Batch A/R.

- Running Month Close for Balance Forward accounts and having the net of all debits and credits result in a credit transaction carried forward.

Once credits exist, we recommend handling them differently for Balance Forward Accounts and for Julian and Open Item Accounts.

**For Balance Forward accounts** the Month Close process sums all debits and credits and creates a single net transaction to be carried forward to the next month.  For these accounts we recommend that you do not offset any transactions except transaction type (**B**), Balance Forward -- the single transaction brought forward each month reflecting the net of last month's activity.  This transaction could be a debit or credit, and it should be the first transaction you work with in the new month.  If it is a debit transaction, the first payment received should be applied to this transaction.  If it is a credit transaction, the first action performed on this account in the new month should be to offset this credit and apply it to new invoices.

**For Open Item and Julian accounts** all transactions remain on the account until reduced to zero through Cash Application activity.  Once a credit transaction is created for either of these types of accounts, you must offset and apply that credit to reduce the balance.  The System does not automatically offset credits or debits for Open Item and Julian accounts.

## Notes About Offsets

All of the procedures for offsetting credits and debits are explained in this section. Before you begin the processing sections, take a minute to review the notes below as they give some important tips and recommendations.

**Options for Offsetting**

You can offset credits three ways:

- Function key [**F18**], Offset Prior Month Credit, to offset all prior month's credits in the customer's account.

- Function key [**F17**], Offset, to offset *all* credits in the customer's account.

- Action code (**O**), Offset Credit, to offset *selected* credits.

Offset debits using action code (**C**), Offset.

**Customer's Balance is Net of All Transactions**

On reports, a customer's balance shows the net of all debits and credits. If a customer has $700.00 in outstanding invoices and $200.00 in credits, the statement will show a balance of $500.00 outstanding invoices.

**No Correlation Reported**

Offsets do appear on customer statements and internal reports, but the System does not report any correlation between a debit offset and the credit used for the offset. If you need to track this information, use action code (**M**), Message, which allows you keep text information for each transaction if necessary. (See Transaction Messages.)

**Balance in Unapplied Credits Field**

The Unapplied Credits field shows the total amount of credits that have been offset and are available to apply to invoices. This field must equal zero before you can save and exit a session. If a balance remains after you have offset all possible invoices, refer to the section on Remaining Balance in the Unapplied Credits Field.

**Offset Regularly (for Open Item and Julian Accounts)**

Numerous credits can be confusing on customer statements and can clutter listings. For Open Item and Julian accounts, we recommend offsetting and applying all possible credits each time you make a payment to an account.

## *Credit Offsets*

Before offsetting any credits, be sure to read the recommendation for Balance Forward accounts at the beginning of this section.

Outstanding Credits is one of the fields completed at the top of the Cash Application Entry & Maintenance screen (RRR007D3).  The amount in this field is the sum of all open credits for the customer, which is available to be offset.

**Offsetting All Outstanding Credits**

Before you use function key [**F17**], Offset Credit, to *offset all outstanding credits,* use function key [**F18**] to offset prior month credits.

| Step | Procedure |
|:---:|:---|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3) Press function key [**F18**], Offset Prior Month Credits. |
| **4** | (RRR007D3) Press function key [**F17**], Offset Credits.  The System offsets ALL of a customer's open credits shown in the Outstanding Credits field and updates balances as follows: the Outstanding Credits field is reduced to zero as the total is moved to the Unapplied Credits field; and the transaction Balance field for all credits is reduced to zero. |
| **5** | *Proceed to the Debit Offsets section.*  The amount shown in the Unapplied Credits field can now be applied to debit transactions using action code (**C**), Offset. |

## <u>Offsetting Selected Outstanding Credits</u>

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter action code (**O**), Offset Credit, in the Action (?) field next to each credit you want to offset.  You can offset multiple credits at once by entering action codes next to all desired memos before proceeding. |
| **4** | Decide whether a full or partial credit offset is desired. |
|       | If a full offset is desired, leave the Amount field blank. The System will reduce the credit Balance field to zero. |
|       | If a partial offset is desired, enter the offset in the Amount field. The System will reduce the credit Balance field by the amount entered. |
| **5** | Press [**ENTER**]. The System offsets all credits marked with action code (**O**), Offset Credit. The System adjusts three fields: |
|       | * The Balance field for the selected credits is reduced as described above. |
|       | * The Outstanding Credits field is reduced by the sum of all selected credits. |
|       | * The Unapplied Credits field is increased by the sum of all the credit offsets. |
| **6** | Proceed to the Debit Offsets section. The amount shown in the Unapplied Credits field can now be applied to debit transactions using action code (**C**), Offset. |

**Caution:** If more credits than debits are selected, press [**F23**], Abort, and start over.

## Debit Offsets (Applying Credits)

Before offsetting any debits, be sure to read the recommendation for Balance Forward accounts at the beginning of this section.

Once credits have been offset they can be used to reduce the balance of an open invoice in the same manner as payments, using action code (**C**) Offset instead of action code (**P**) Payment. This is called a "debit offset" or "offsetting an invoice".

The Unapplied Credits field shows the amount of credits that are available to apply to outstanding invoices. Once you have offset credits, you must use them to offset debits during that session, because the Unapplied Credits field must equal zero before you can save and exit the session.

Whether the credit was offset using function key [**F17**], Offset, or action code (**O**), Offset Credit, all debits are offset using the procedure below.

### Offsetting Debits (Invoices)

| Step | Procedure |
|:---:|---|
| 1 | (Cash Application Menu) Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| 2 | (RRR007D1, RRR007D2) Start a Cash Application Session and complete these screens for each new session. |
| 3 | (RRR007D3) Enter action code (**C**), Offset, in the Action (?) field next to the debits or invoices you want to offset. You can offset multiple debits at once by entering action codes next to all desired invoices before proceeding. |
| 4 | Decide whether a full or partial debit offset is desired.<br><br>If a full offset is desired, leave the Amount field blank. The System will reduce the invoice Balance field to zero.<br><br>If a partial offset is desired, enter the offset in the Amount field. The System will reduce the invoice Balance field by the amount entered. |
| 5 | Press [**ENTER**]. The System offsets all debit transactions marked with action code (**C**), Offset, and adjusts two fields:<br><br>The Balance field for the selected debits is reduced as described above.<br><br>The Unapplied Credits field is reduced by the sum of all the debit offsets.<br><br>If a balance remains in the Unapplied Credits field after all possible invoices have been offset, refer to the following section. |

**Note:** You must select credits first, then debits.

## Remaining Balance in the Unapplied Credits Field

The situation could arise where you have offset more credits than you can apply to outstanding invoices. In this case you would have no more open invoices and a balance remaining in the Outstanding Credits field. As stated earlier, the Unapplied Credits field must equal zero before you can save and exit the session. You can eliminate a balance in this field two ways:

- Abort the session and start over.

- Reverse credit and debit offsets to reduce the balance to zero.

Which do you use? There is no clear answer. Read both processes below thoroughly so you can best choose which will work best for you in any given situation.

### Aborting the Session and Starting Over

With this procedure, none of the work performed during the open session will be saved. Although this method does require re-entering the session, experience has shown that this can require less effort than reversing a set of transactions accurately.

| Step | Procedure |
|------|-----------|
| **1** | (RRR007D3) Press function key [**F23**], Abort. The System will discard all work performed during the session and return you screen RRR007D1. |
| **2** | (RRR007D1, RRR007D2) Complete these screens to start the session again. In the new session, do not take function key [**F17**], Offset, to offset all outstanding credits. Instead offset selected credits using action code (**O**), Offset Credit. |

**Note:** You are getting rid of the current session only. All prior activity is retained whether posted or not.

## Reversing Credit and Debit Offsets

You can choose to reverse credit and debit offsets to reduce the balance of the Unapplied Credits field.  Below is an example to help explain what happens in this process.  The first four parts set up an example for recovery.  The process of reversing offsets begins with the numbered steps.

- Your session starts with the following transactions.

        Transaction

| Desc | # | Balance | | |
|------|---|---------|---|---|
| invoice | 1 | 500.00 | Outstanding Credits | 450.00 |
| invoice | 2 | 275.00 | Unapplied Payments | 525.00 |
| invoice | 3 | 125.00 | Unapplied Credits | .00 |
| credit | 4 | 100.00- | | |
| credit | 5 | 250.00- | | |
| credit | 6 | 100.00- | | |

- You take function key [**F13**] Pay All, and the System applies $500.00 to invoice #1 and $25.00 to invoice #2.

        Transaction

| Desc | # | Balance | | |
|------|---|---------|---|---|
| invoice | 1 | .00 | Outstanding Credits | 450.00 |
| invoice | 2 | 250.00 | Unapplied Payments | .00 |
| invoice | 3 | 125.00 | Unapplied Credits | .00 |
| credit | 4 | 100.00- | | |
| credit | 5 | 250.00- | | |
| credit | 6 | 100.00- | | |

- You offset all credits so you can apply them to the remaining invoices (The credits could be offset with either function key [**F17**], Offset, or with action code (**O**), Offset Credit.)

        Transaction

| Desc | # | Balance | | |
|------|---|---------|---|---|
| invoice | 1 | .00 | Outstanding Credits | .00 |
| invoice | 2 | 250.00 | Unapplied Payments | .00 |
| invoice | 3 | 125.00 | Unapplied Credits | 450.00 |
| credit | 4 | .00 | | |
| credit | 5 | .00 | | |
| credit | 6 | .00 | | |

- You offset all open invoices by applying credits using action code (**C**), Offset.

Transaction

| Desc | # | Balance |
|------|---|---------|
| invoice | 1 | .00 |
| invoice | 2 | .00 |
| invoice | 3 | .00 |
| credit | 4 | .00 |
| credit | 5 | .00 |
| credit | 6 | .00 |

Outstanding Credits .00

Unapplied Payments     .00

Unapplied Credits    75.00

**Now you want to save and exit the session**, but you have a $25.00 balance in the Unapplied Credits field.  You can either abort the session and start over or follow the steps below to reverse invoice and credit offsets.  The steps are given in abbreviated form and then explained in detail.

| Step | Procedure |
|------|-----------|
| **1** | Write down the balance in the Unapplied Credits field. |
| **2** | Take function key [**F5**], A/R Aging Inquiry.  Press [**ENTER**] at the initial screen to access screen RRR026D4. |
| **3** | Find and denote the Due date field for one or more offset credits whose sum is greater than or equal to the Unapplied Credits field (from Step 1). |
| **4** | Find and denote the Trans# for one or more offset debits whose sum is greater than or equal to the sum of the offset credits (from Step 3) + Unapplied Credits (from Step 1). |
| **5** | Exit the A/R Aging Inquiry. |
| **6** | Re-open the offset debit. |
| **7** | Re-open the offset credit. |
| **8** | If an amount appears in the Unapplied Payments field, apply the full amount to an open invoice. |
| **9** | Offset the credit again, for the exact amount of the open invoice. |
| **10** | Apply the credit to the open invoice. |
| **11** | Save and exit the session. |

Review in detail what happens with each step.

| Step | Procedure |
|------|-----------|
| 1 | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| 2 | (RRR007D1, RRR007D2)  Start a Cash Application Session.  Complete these screens for each new session.  You will have a new session for each payment to be entered. |
| 3 | (RRR007D3)  Write down the balance in the Unapplied Credits field.  You will need this number for Step 5 and 6.  In our example, the balance is $75.00. |
| 4 | Take function key [**F5**], A/R Aging Inquiry.  Press [**ENTER**] at the initial screen to access screen RRR026D4.  The A/R Aging Inquiry shows the customer's files as of the last posting, so it will display the Balance field, as it appeared when you started the session. |
| 5 | (RRR026D4)  Find and denote the Due date field for one or more offset credits whose sum is greater than or equal to the Unapplied Credits (from Step 3).  In our example we would denote the Due date for Trans # 4, a credit for $100.00. |
| 6 | (RRR026D4)  Find and denote the Trans# for one or more offset debits whose sum is greater than or equal to the offset credit(s) (from Step 5) + Unapplied Credits (from Step 3).  In our example we would denote Trans # 2, an invoice for $275.00.  (The sum of the offset credit and the Unapplied Credits field = $175.00) |
| 7 | Press function key [**F3**], Exit, to leave the A/R Aging Inquiry. |
| 8 | (RRR007D3)   Re-open the offset invoice(s).  Enter action code (**X**), Re-open, in the Action (?) field next to Trans # 2.  Press [**ENTER**].  The System will reverse all transactions associated with the invoice and adjust balances as shown.  The invoice Balance will return to its original amount.  The Unapplied Credits field will increase by the amount of the debit offset ($250).  The Unapplied Payments field will increase by the amount of the partial payment applied to that invoice ($25). |
| 9 | Re-Open the offset credit(s).  Enter action code (**X**), Re-open, in the Action (?) field next to Trans # 4.  Press [**ENTER**].  The transactions will adjust as shown.  The Balance field for the credit will return to its original amount.  In addition, the Unapplied and Outstanding Credits fields will both increase by the amount of the credit. |
| 10 | If an amount appears in the Unapplied Payments field, apply the full amount to an open invoice.  Enter action code (**P**), Payment, in the Action (?) field by Trans # 2.  Press [**ENTER**].  The transactions will adjust as shown. The Unapplied Payments and the transaction Balance field will decrease by the amount of the payment. |

| Step | Procedure |
|------|-----------|
| **11** | Offset the credit again, for the exact amount needed to offset the open invoice.  (Exact Amount to Offset = Invoice Balance - Unapplied Credits) |
| | Enter action code (**O**), Offset Credit, in the Action (?) field by Trans # 4. |
| | Enter $25.00 in the Amount field. |
| | Press [**ENTER**]. |
| | The transactions will adjust as shown.  $25.00 will be deducted from the credit Balance and the Outstanding Credits fields and added to the Unapplied Credits field, making the total of that field $250.00, which is the exact amount of the open invoice. |
| **12** | Offset the open invoice. |
| | Enter action code (**C**), Offset, in the Action (?) field next to Trans #2. |
| | Press [**ENTER**]. |
| | The transactions will adjust as shown.  The invoice will be offset in full and the Unapplied Credits field will reduce to zero.  A $75.00 credit will remain. |
| **13** | Save and exit the session. Both the Unapplied Payments and Unapplied Credits fields are now zero and all possible credits have been offset and applied.  You can take function key [**F1**], Restart, to save this session. |

# Making Adjustments

Adjusting an A/R transaction is a routine part of Cash Application. DISTRIBUTION / EXPRESS keeps a full audit trail on all adjustments so that you can know why a balance was changed. Some of the more common reasons for making A/R adjustments are:

- NSF Reversal (to reinstate a bad check)
- NSF Fee (to charge a fee for the bad check)
- Bad Debt Write-Off
- Vendor Credit
- Misapplied Payment (payment applied to the wrong invoice)

The process for making all of these types of adjustments is essentially the same. Before you read the processing section, take a moment to review the notes below.

## *Notes About Adjustments*

The notes below will give you a base understanding of key concepts regarding A/R adjustments.

### Adjustment Entered Using Codes

Adjustments are made using *adjustment codes.* We recommend simply that you establish and use as many adjustment codes as you have reasons for changing transaction balances. In the example list above, those reasons could each have an adjustment code. Function key [**F10**], Field Inquiry, is available during processing to list all the possible adjustment codes. (The Database User Manual discusses how to set up adjustment codes in the Master Files to support your A/R processing needs.)

### Specific Codes for a Better Audit Trail

The purpose of having specific adjustment codes is to provide a meaningful audit trail of activity for a transaction and account. If there is a series of adjustments that read "A/R Adjustment", it can be almost impossible to determine what was done to the account and why.

**Adjustments Affect on Files**

Adjustments affect only the A/R Master Files, not any inventory, tax, or other files.  Some adjustments that affect A/R should also be accounted for in corresponding files.  For adjustments that change the tax on a debit or credit, the tax files should optimally be adjusted as well.  For adjustments that reduce the invoice Balance because some products were not received by a customer, the inventory files should be adjusted to account for the partial shipment and reflect proper inventory levels.

Since adjustments entered through A/R do not affect corresponding files, we recommend the following:  Instead of entering transactions through Cash Application to adjust for taxes or shipments on invoices or credit memos, enter these transactions through Order Entry, which will adjust the inventory, tax, and A/R files.

**[FIELD-] Symbols**

Adjustments either increase or decrease debit or credit balances.  For adjustments entered to reduce to debit balance or increase a credit balance, you will use the [FIELD-] key when entering the data. *For your information only:*  When you press [FIELD-], the AS/400 System shows an alphabetic character in place of the last numeric character keyed.  Do not be concerned.  The alphabetic character is the ASCII equivalent to the numeric one you keyed.  The System will process it properly.

## Adjusting an A/R Transaction

Regardless of the adjustment you need to make, the steps to complete this process are the same.  Some adjustments, like reinstating a bad check, may actually require two types of adjustments: the reversal of the check amount and the application of a NSF fee.  Still, the process for making each of these adjustments is the same.

This process begins on the Cash Application Entry and Maintenance screen, RRR007D3, assuming that you are already in the session containing the transactions you need to adjust.

If you need to access a session for maintenance, see the procedures in this chapter for accessing either open or posted sessions. When you have accessed the session and screen RRR007D3 is displayed, return to this process.

| Step | Procedure |
|------|-----------|
| 1 | (RRR007D3)  Enter **A** in the Action (?) field next to the transaction to be adjusted.  Press [**ENTER**].  The System will display the Adjustment Screen Overlay showing the open transaction Balance. |
| 2 | (RRR007D3, Adjustment Screen Overlay)  Enter the correct adjustment code in the *Adj Code field, or use function key [**F10**], Field Inquiry, to list and choose the code you need. |
| 3 | Enter the Adjustment Amount.  Press [**ENTER**].  Based on the adjustment entered, the System calculates and displays the new transaction Balance and the Adjusted Balance field. <br><br> *To Adjust Debits:*    To reduce a debit, key the adjustment. Press [FIELD-]. To increase a debit, key the adjustment. Press [FIELD+]. <br><br> *To Adjust Credits:*    To reduce a credit, key the adjustment. Press [FIELD+]. To increase a credit, key the adjustment. Press [FIELD-]. |
| 4 | Confirm the adjusted balance is correct. <br><br> To save the adjustment entry, press function key [**F9**], Update. <br><br> To return to the previous screen without saving the adjustment entry, press function key [**F12**], Previous.  The System will display the previous screen.  Any changes made will be reflected in the transaction's Balance field. |

# Transaction Messages

There are times when you will want to give an explanation for an action performed on a transaction.  You can do this by entering a transaction message.  A few points about transaction messages are:

- The message feature of Accounts Receivable allows you to enter and maintain an unlimited number of messages for each transaction.

- For each line of text you indicate if and where that line of the message will print.

- If a transaction has associated messages, the label 'Msg' will appear on the Cash Application Entry & Maintenance screen to the far right of all transaction data.

## Entering and Maintaining Transaction Messages

This process begins on the Cash Application Entry & Maintenance screen, RRR007D3 and gives the general steps involved in entering and maintaining transaction messages.  For more detailed information on the Message Entry Screen, refer to the screen description.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter **M** in the Action (?) field next to the transaction for which you want to enter a message.  Press [**ENTER**].  The System will display the Message Entry Screen for Cash Application. |
| **4** | (Message Entry Screen)  Enter or maintain the messages for this transaction. |
|  | To add a message, type the text and press [**ENTER**] when you are done.  Each line can be up to 70 characters, and a message can include multiple lines of text. |
|  | To change or delete a message, use the action codes given on the screen:  Action code (**S**), Select, to retrieve a message for maintenance;  Action code (**X**), Delete, to mark a line of text for deletion upon exiting. |
| **5** | To return to the previous screen, press function key [**F12**], Previous. |

## Re-Opening a Transaction

When you re-open a transaction you delete all activity applied to that transaction during the open batch processing. The result is that you reinstate the transaction Balance from the last posted batch.

You can re-open any transaction in an open (unposted) batch that has an asterisk (*) in the Action (?) field, which indicates that the transaction Balance has been affected during current processing. You can re-open a transaction regardless of the number of actions that have affected the Balance. For instance, if you re-open a transaction that has had a payment, adjustment, and offset, the System will properly adjust all balances involved: Balance and Unapplied Credits.

There are a number of times this is useful:

- When you have applied a payment, discount, adjustment, and/or offset to the wrong transaction. The System will properly reverse all activity and the transaction will be reset to its prior balance.

- Whenever you have performed the wrong action to the right transaction or the right action to the wrong transaction.

There are instances where re-opening a transaction will not solve your dilemma. If, for example, you have applied a payment to the wrong customer, you must delete the session created for the wrong customer and re-enter the payment for the correct customer.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Take the option for Cash Application Entry & Maintenance from the Cash Application Menu. |
| **2** | (RRR007D1, RRR007D2)  Start a Cash Application Session and complete these screens for each new session. |
| **3** | (RRR007D3)  Enter **X** in the Action (?) field next to the transaction you want to re-open and press [**ENTER**].  The System will delete all activity entered for that transaction during the current session. |
| **4** | Proceed with your next activity. |

## *Deleting or Aborting Sessions*

Deleting a session is the same process as aborting a session. This process is used when you need to delete a session entered earlier or when you are currently in a session and want to abort (exit without saving you work). To delete a session you simply access the session for maintenance and then abort it.

Deleting or aborting a session negates all activity performed to that account during the session and reinstates all balances as they were prior to the session. You can delete or abort a session any time prior to posting.

There is any number of reasons to abort a session. Any time you realize you have made errors that cannot be corrected by adjusting transactions is a good time to abort a session and start over. Some examples of situations to abort include when:

- A payment was applied to the wrong customer.

- A wrong payment amount was entered and applied to an account.

- A remaining balance appears in the Unapplied Credits field, and you choose to abort the session and start over rather than adjusting all the transactions required correcting the balance.

**Deleting or Aborting a Session**

| Step | Procedure |
|------|-----------|
| 1 | (RRR007D1, RRR007D2) Access the session that needs correction. |
|   | If you are in that session currently, proceed to Step 2. |
|   | If you need to access a previous session, see the procedures in this chapter for accessing either open or posted sessions. |
| 2 | (RRR007D3) Press function key [**F23**], Abort, to exit the session without saving any work. |
|   | The System will negate all activity in the session and reinstates balances as they were prior to the session. The program returns you to the initial Cash Application screen, RRR007D1. |
|   | (Note on Aborting Multiple Sessions) If all sessions within a batch need to be aborted, each session must be accessed and deleted individually. |
| 3 | Select the Post Cash option from the Cash Application Menu and press [**F9**], Submit the Update. |

# Cash Application Maintenance

Cash Application Maintenance refers to the process of changing transactions in either open (unposted) or posted sessions. The comparisons below will be helpful in understanding the differences in maintaining open and posted sessions.

## Notes about Maintaining Open vs. Posted Sessions

The steps followed to access and maintain open and posted sessions are quite similar. The primary differences between the two processes are given below.

### Data Displayed

- In an open session, all open A/R transactions for an account are displayed.

- In a posted session, an abbreviated list of transactions appears. Only the transactions that were affected during the initial session are displayed and made available for change.

### Unapplied Cash Transactions

- When you access an open session for maintenance, the Unapplied Cash transaction created in the initial session is re-opened. The result is that the Unapplied Payments field will show the amount of the Unapplied Cash transaction created during the initial session.

- When you access a posted session for maintenance, the Unapplied Cash transaction will appear with a transaction type of '**U**' (T field = U).

### Data That Can Be Changed

- For open sessions, you can adjust and maintain:

  Any transactions that were affected during initial entry of *that* session, and all transactions that have had no activity (no asterisk (*).

  You cannot maintain transactions that were affected during other sessions of the open batch.

- For posted sessions, you can adjust any transaction displayed.

### Data That Cannot Be Changed

For open and posted batches, the Payment Amount and Payment Date CANNOT be changed.

- For open sessions, you must access and then abort the incorrect session, and re-enter the session correctly.

- For posted sessions, you must access the session and reverse all activity with adjustments. Then re-enter the session correctly.

### Actions That Can Be Performed

- For open sessions, you can perform any ash Application activity on the transactions that were affected during that session.

- For posted sessions, you can only make adjustments to the transactions displayed using action code (**A**), Adjustment. No other activity is allowed.

### Retrieval of the Session Number and Date

- To retrieve the session number and date for an open session, you use function key [**F11**], File Inquiry (open batch).

- To retrieve this information for a posted session, you use function key [**F13**], File Inquiry (posted batch).

# Accessing an Open (unposted) Session for Maintenance

Any time prior to posting a batch you can access a session in that batch and continue activity on that account.  You might need to access an open session to correct or add to entries made during that session.  You can perform any Cash Application activity to transactions in an open session.  Refer to the procedure for each activity as needed.

This process begins on screen RRR007D1, the initial screen of Cash Application.  The steps below will walk you through the process in detail.

| Step | Procedure |
|:---:|:---|
| 1 | (RRR007D1)  Press function key [**F6**], Cash Ap Maintenance.  The File Maintenance Screen Overlay RRR007D6 will appear. |
| 2 | Press function key [**F11**], File Inquiry (open batch).  Screen RRR042C1 will appear showing all open (unposted) batches for all users. |
| 3 | (RRR042C1)  Enter **I** in the Action (?) field next to the batch you want to review further and press [**ENTER**].  Screen RRR042C2 will appear showing all sessions within the selected batch.  The sessions will appear in the order entered. |
| 4 | (RRR042C2)  Locate the session you need to access.  The customer and payment information shown on this screen will help you identify the sessions. |
|   | If you can determine the session you need to access, proceed to Step 7. |
|   | If you cannot determine the session you need to access from the information on this screen, use the next two steps, repeatedly as needed, to show more detail about each session to help you determine the one you need to access. |
| 5 | (RRR042C2)  Enter **I** in the Action (?) field next to the session you want to review or access and press [**ENTER**].  Screen RRR042C3 will appear showing all the transaction detail of the session selected.  The session number and date appear at the top of the screen. |
| 6 | (RRR042C3)  Verify whether this is the session to access.  Then press function key [**F12**], Previous, to exit this screen.  Screen RRR042C2 will display again. |
| 7 | (RRR042C3)  To select the session for maintenance, enter **S** in the Action (?) field next to the session you want to retrieve and press [**ENTER**].  The System will return you to the initial Cash Application Maintenance screen, RRR007D1.  The session number and date will appear in the appropriate fields. |
| 8 | (RRR007D1, RRR007D2)  Proceed through these screens to screen RRR007D3, and begin your maintenance processing. |

# Accessing a Posted Session for Maintenance

You can change data in the A/R Master Files after posting a batch by accessing and maintaining a posted session.  Recall that in a batch there are usually multiple sessions because each access to a customer's account creates a new session.  The only action you can perform on posted session transactions is to make adjustments using action code (**A**), Adjustment.  Refer to the procedure on Making Adjustments as needed.

This process begins on screen RRR007D1, the initial screen of Cash Application.  The steps below will walk you through the process in detail.

| Step | Procedure |
|:---:|:---|
| **1** | (RRR007D1)  Press function key [**F6**], Cash Ap Maintenance.  The File Maintenance Screen Overlay RRR007D6 will appear. |
| **2** | Press function key [**F13**], File Inquiry (posted batch).  Screen RRR043D1 will appear.  This is the initial screen for A/R Payment Inquiry and is used in this process to enter selection criteria for locating the session you want to retrieve. |
| **3** | (RRR043D1)  Enter the criteria you want to use to select the sessions for review and press [**ENTER**].  Screen RRR043C2 will appear showing all sessions that meet the search criteria.  The sessions will appear in order by session number and date.<br><br>(Note on RRR043D1)  The fields on this screen are search criteria.  Like any other search criteria, the more you enter, the more limited and specific the display of data.  The explanation for this screen details the use of these criteria.<br><br>One of the fastest and most common ways of accessing a specific session is to enter the payment amount, usually the check amount, in the Payment Amount field.  The System will list all sessions in the A/R Master Files with this Payment Amount.  In addition, since Payment Amount is naturally a very specific criterion, you can usually locate the session quickly.  (Also, you may be able to make the display more specific by entering the Tender Type and Customer Number.) |
| **4** | (RRR043C2)  Locate the session you need to access.  The customer and payment information shown on this screen will help you identify the sessions.<br>If you can determine the session you need to access, proceed to Step 5.<br>If you cannot determine the session you need to access from the information on this screen, use the next two steps, repeatedly as needed, to show more detail about each session to help you determine the one you need to access. |
| **5** | (RRR043C2)  Enter **I** in the Action (?) field next to the session you want to review or access and press [**ENTER**].  Screen RRR043C3 will appear showing all the transaction detail of the session selected.  The session number and date appear at the top of the screen. |
| **6** | (RRR042C3)  Verify whether this is the session to access.  Then press function key [**F12**], Previous, to exit this screen.  Screen RRR043C2 will display again. |
| **7** | (RRR042C3)  To select a session for maintenance, enter **S** in the Action (?) field next to the session you want to retrieve and press [**ENTER**].  The System will return you to the initial Cash Application Maintenance screen, RRR007D1.  The Session Number and Date fields will be completed. |

| Step | Procedure |
|------|-----------|
| **8** | (RRR007D1)  Enter **A** in the "A" To Adjust Posted A/R field and press [**ENTER**]. |
|  | When you press [**ENTER**], there will be a short delay as the System searches the A/R Master Files for all the records with the selected session number. |
|  | Screen RRR007D2 will appear.  When accessing a posted session, this screen does not display tender information from the initial session. |
| **9** | (RRR007D2)  Press [**ENTER**] to proceed to screen RRR007D3 and begin your maintenance processing by making the necessary adjustments. |

# Using the Tender Offset Feature

The Tender Offset feature is used to record receivables due you by the bank for credit card payments deposited. When you receive payment from a customer by credit card, you apply the payment to the customer's account. However, the credit card payment is really only a promise of cash that will come from the bank. You can track the amount owed you by the bank for credit card payments deposited by using the tender offset feature.

The most common use for tender offsets is UPS. When you receive payment from UPS, it is posted to the UPS account.

Tender Offset processing is an exception process within Accounts Receivable. If your company uses this feature of the System, this section will give you the procedures for offsetting a tender. The discussion below assumes you have installed the Tender and Customer Master Files to support the Tender Offset feature. The Database User Manual covers installation of these master files.

## *The Tender Offset Process*

There are no original processes described here. The only process involved is Applying Payments, which is a common procedure described earlier in this chapter.

| Step | Procedure |
|:---:|---|
| **1** | When you receive a payment by credit card, apply it to the UPS account. This can be applied at the time of order entry or later through Cash Application.   (See Applying Payments.) |
| | When you apply this payment, the System will automatically create a Tender Offset debit (Trans Type = T) in the Tender Offset account for the Payment Amount applied to the UPS account. |
| **2** | When payment is received from the bank for the credit card payments deposited, apply the bank's payment to the tender offset account just like any other payment.   (See Applying Payments.) |
| | This payment is recorded in the tender offset account as a credit, and it reduces the tender offset debit created by the System in Step 1. |

The Account Receivable program keeps track of tender offsets and payments. It does not count the payment twice. The System reports tender offsets as follows to eliminate any cross reporting or confusion.

When you inquire on and report your Accounts Receivable, credit card payments made are reported with all other payments as credits to your receivables.

All the debit and credit transactions applied to the tender offset account in the Customer master file are reported separately and are never considered part of your Accounts Receivable.

# Cash Application Edits

There are two ways you can review your work prior to posting.  You can print the Cash Application Edit Listings or you can review the Cash Application Inquiry.  The information on either is sufficient to check the accuracy of the Cash Application entries you are preparing to post.  The decision on which to use depends upon user preference and individual company policy.

## The Editing Process

Before you begin your edit check, take time to sum all the tapes you ran for each tender type at the beginning of the batch process.  This will give you the batch total.

In editing a batch, there are several levels of checks you can do.  Normally you will check the totals first.  If there is a discrepancy, or if you simply feel more comfortable checking the detail, proceed down the list of checks as needed to find where a discrepancy has occurred or to satisfy yourself that the batch is correct.

| Step | Procedure |
|:---:|:---|
| 1 | Print the Cash Application Edit Listings or access the Cash Application Inquiry. |
| 2 | Compare the total amount for the batch shown on the report or screen to the total of all your tender type tapes.  If you find a discrepancy, proceed to Step 3 to continue the edit review. |
| 3 | Compare the totals for each tender type.  If you find a tender type total that does not match, proceed to Step 4 to continue the edit review. |
| 4 | Within that tender type, compare the amount of each payment received (the check amounts) to the payments applied (the session amount on the report or screen).  When you locate the incorrect amount, proceed to Step 5 to continue the edit review. |
| 5 | Access the incorrect session and perform the necessary maintenance. |
| 6 | Repeat Steps 1-5 each time you change any session within a batch prior to posting. |

# Producing an A/R Edit

The processes for both methods of producing an A/R Edit are given below:  Printing the Edit Listings or Displaying the Cash Application Inquiry for review.

### Printing the Cash Application Edit Listings

There are several parts to this edit listing.  Refer to the chapter on A/R reports for a discussion of the Cash Application Edit Listings.

| Step | Procedure |
|:----:|-----------|
| 1 | Return to the Cash Application Menu. |
| 2 | (Cash Application Menu)  Enter the option number for the Cash Application Edit Listing and press [**ENTER**].  The System submits the reports for printing and displays the message "Job ARCAPEDIT submitted successfully".<br><br>If the edit does not print, go to the next step. |
| 3 | Press [**F14**] on the Cash Application Menu.<br>Ensure the ARCAUPDAT job is listed under the job name column. If the job is not listed, the print out successfully completed and should be at the printer.<br>If the job is listed, it will have one of the following status codes:<br><br>1. **Outq** – The job has completed but 1 or more reports remain in the job file.<br>2. **Active** – The job is running and under normal conditions, it should complete shortly.<br>3. **Jobq** – The job has not begun to run. This could be normal. However, if the status does not change to active after 10 minutes, notify the system operator. |

## Displaying the Cash Application Inquiry

This process begins on screen RRR007D1, the initial screen of Cash Application.  You return to this screen each time to end a session, so you should be ready to proceed with an on-line edit immediately following your last session.

| Step | Procedure |
|------|-----------|
| **1** | (RRR007D1)  Press function key [**F11**], File Inquiry (open batch).<br><br>Screen RRR042C1 will appear showing all open (unposted) batches for all users and the batch totals.  From this screen you can compare the batch total to the sum of your tender tapes. |
| **2** | (RRR042C1)  Enter **I** in the Action (?) field next to the batch you want to review further and press [**ENTER**]. Screen RRR042C2 will appear showing all sessions within the selected batch.  The sessions will appear in the order entered.  All sessions of like tender type will be grouped together on the screen, if you started your batch as suggested by sorting your entries by tender type.  At this point you can quickly sum batch totals of like tender to compare to your tender tapes. |
| **3** | (RRR042C2)  Enter **I** in the Action (?) field next to the session you want to review further and press [**ENTER**].<br><br>Screen RRR042C3 will appear showing all the transaction detail for the selected session. |
| **4** | (RRR042C3)  If a change to an unposted session is necessary, denote the session number and date, which will be needed to access the session for maintenance. |

When you have thoroughly reviewed your Cash Application batch, from either the Cash Application Edit Listings or the Cash Application Inquiry, you can proceed with posting the batch. We recommend editing and posting the batch whenever you stop working -- for an extended break or lunch and always at the end of the day.

The System posts batches by user sign-on.  When you take this option, *the System will post only the sessions you have entered.*  It will take the transaction data during all your sessions in the open batch data post it to the A/R Master and Detail Files.

(Note on Posting)  If you took the Cash Application Entry & Maintenance option at all, you must post your batch, even if you did not enter or change any data.  When you take this option from the Cash Application Menu, the System initiates a batch, and the batch stays open until you post. Day Close cannot be run until all users' batches are posted.

## Posting a Cash Application Batch

This process begins at the Cash Application Menu.  If you are still in Cash Application Entry and Maintenance, press [**F3**], Exit, to return to the menu.

| Step | Procedure |
|------|-----------|
| **1** | (Cash Application Menu)  Enter the option number for Cash Application Update and press [**ENTER**].  The confirmation screen RRR044D1 will appear. |
| **2** | (RRR044D1)  Press [**ENTER**] to post your open A/R Cash Application batch to the Master Files.  The System will submit the posting job and return you to the Cash Application Menu.  Depending on the amount of other batch processing activity, it may take from a few minutes to an hour or more to complete your update. |
| **3** | Press [**F14**] on the Cash Application Menu. Ensure the ARCAUPDAT job is listed under the job name column. If the job is not listed, the print out successfully completed and should be at the printer. If the job is listed, it will have one of the following status codes:<br><br>1. **Outq** – The job has completed but 1 or more reports remain in the job file.<br>2. **Active** – The job is running and under normal conditions, it should complete shortly.<br>3. **Jobq** – The job has not begun to run. This could be normal. However, if the status does not change to active after 10 minutes, notify the system operator. |

# Notes Maintenance

The Notes Maintenance program allows its users to enter, maintain, and review an unlimited amount of text notes on a variety of subjects. The program stores and later sorts notes by any combination of the following parameters: review date, user sign-on, classifications, and subject.

## Adding a Note

All of the following procedures, to enter, review, and maintain notes, begin at the Cash Application Menu.

| Step | Procedure |
|------|-----------|
| 1 | (Cash Application Menu) Key the option number for Notes Maintenance and press [**ENTER**]. Screen MRR050D2 appears all input of the information that identifies the note. |
| 2 | (MRR050D2) Enter the desired fields to identify the note you are entering. <br><br> • Change the Review On date to the day the system will prompt users about the note. <br> • The Attn: field defaults to the user sign on ID. <br> • The Subject should be consistent, but unique, in its name to provide easy retrieval of associated notes. This is normally CM for customer. <br> • The Key field is the customer's number. |
| 3 | Press function key [**F6**], **Add.** Screen MRR050D3 appears. |
| 4 | (MRR050D3) Enter the required fields and press [**ENTER**]. The System validates the information. |
| 5 | Press [**ENTER**]. The next screen displayed is the Notes Entry screen, MRR050D4. |
| 6 | (MRR050D4) Key the note text and press [**ENTER**]. The System returns to initial Notes program screen, MRR050D2. |

**NOTES on Screen Display:**

• If you decide to change data at the top of the screen before saving the note, press function key [**F12**], Previous, to return to screen MRR050D2.

• If you entered the Add mode after reviewing a note on screen MRR050D2, then this screen (MRR050D4) will display address information associated with the last note reviewed. The result is that the note being created will be assigned to that record.

• To retrieve A/R notes, type '**AR**' in the Attn field.

## Reviewing and Maintaining Notes

| Step | Procedure |
|:---:|---|
| **1** | (Cash Application Menu)  Key the option number for Notes Maintenance and press [**ENTER**].  Screen MRR050D2 appears with the session date in the Review On field and user's ID in the Attention field.<br><br>**Note:** All criteria act as filters and empty fields retrieve everything under its category. |
| **2** | (MRR050D2)  Enter an **S** (S=Select) in the desired action code field and press [**ENTER**]. Screen MRR050D4 appears allowing the user to review or change the note text. To change the note text, go the next step. |
| **3** | (MRR050D4)  Key the note text and press [**ENTER**].  The System will save your changes and return you to previous screen, MRR050D2. |
| **4** | Exit the Notes program by pressing function key [**F12**], Previous or [**F3**], Exit, as they appear at the bottom of the screen. |

## Deleting Notes

| Step | Procedure |
|:---:|---|
| **1** | (Cash Application Menu)  Key the option number for Notes Maintenance and press [**ENTER**].  Screen MRR050D2 appears with the session date in the Review On field and user's ID in the Attention field. |
| **2** | (MRR050D2) Enter an **X** (X=Delete) in the desired action code field(s) and press [**ENTER**]. The selected notes line highlights indicating the note is marked for deletion. |
| **3** | Exit the Notes program by pressing function key [**F12**], Previous or [**F3**], Exit, as they appear at the bottom of the screen. |

# Maintain User Lock

This option is given on the Cash Application Menu to help you recover from a user lock.  It is used as part of the recovery procedure for the error:

Conflicting A/R job already active for this user -- job terminated.  (EMZ0067)

In the process of recovery for this error, you determine whether the lock is coming from a second session, an unposted batch, or an abnormal exiting of the System.  This option, to Maintain User Lock, is used when you determine that your last session ended abnormally and locked you out of further processing as a result.

### Freeing a Cash Application User Lock

This process begins at the Cash Application Menu.  If you are still in Cash Application Entry and Maintenance, press [**F3**], Exit, to return to the menu.  If you have submitted the Cash Application Update, wait until it has processed completely before proceeding.

| Step | Procedure |
|:---:|---|
| **1** | Take the option to Maintain User Lock from the Cash Application Menu.  Screen RRR102D1 will appear. |
| **2** | (RRR102D1)  Enter the User ID of the person signed on to the terminal the error message appeared.  Press [**ENTER**].  Screen RRR102D2 will appear. |
| **3** | (RRR102D2)  Make sure neither of the two warning conditions exist. |
| | If you were referred to this process from Appendix A, Error Recovery, you will have checked both these possibilities as part of the recovery procedure.  Proceed to Step 4. |
| | If you have not yet done so, review the error recovery for Message ID EMZ0067 before proceeding.  (See Appendix A, Error Recovery.) |
| **4** | Press [FIELD+] to clear the **Y** from the Locked (**Y** or blank) field and press [**ENTER**].  The System will clear the lock and return you to the previous screen. |

# *Chapter 4: Cash Application Screens*

## Overview

This chapter contains screen descriptions for all the options available from the Cash Application Menu.  The descriptions in this section are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

| | |
|---|---|
| Cash Application | RRR007D1 |
| Entry & Maintenance | RRR007D2 |
| | RRR007D3 |
| | RRR007D4 |
| | RRR007D5 |
| | RRR007D6 |
| | |
| Cash Application Edit Listing | Cash Application Menu |
| | |
| Cash Application Update | RRR044D1 |
| | |
| Notes Maintenance | MRR050D2 |
| | MRR050D3 |
| | MRR050D4 |
| | |
| Maintain User Lock | RRR102D1 |
| | RRR102D2 |

# Cash Application Entry & Maintenance

The Cash Application option is the primary selection from the Cash Application Menu, and a series of screens will appear for this option.  All of the possible actions in Cash Application are performed on the following screens.

Screens Accessed:  RRR007D1, RRR007D2, RRR007D3, RRR007D4, RRR007D5, RRR007D6

## Initial A/R Cash Application Screen (RRR007D1)

This is the initial screen in the Cash Application process.  From this screen you begin both entry and maintenance sessions.

```
  7/12/04                        SERVICE PARTS COMPANY              RRR007D1
 DDON                            A/R CASH APPLICATION               DON


 *Customer    █_____
  PO number  _____

                                  Last account accessed:

                                  Customer....... DMS

                                  Session number.      0
                                  Session date...  0/00/00





    F3=Exit  F5=Aging inquiry  F6=Cash ap maintenance  F7=Notes  F10=Field inquiry
```

### Field Definitions

#### *Customer

- (Required) The number corresponding to the customer record to be accessed or displayed.

- Customer type **S** (sub account) cannot be entered here. Payments for sub accounts must be applied to the corresponding master account.

#### PO Number

- (Optional) Identifies the purchase order associated with the payment being applied. If a purchase order identifier is entered, all transactions within the session will be tagged with the number and can later be retrieved using the number.

- For maintenance sessions, the PO Number will retrieve only those transactions that have a purchase order number that EXACTLY matches the PO number entered here.

#### Last Account Accessed

(System supplied) The following three fields give information about the last Cash Application session. They will be blank at the start of a new batch.

- Customer - The number corresponding to the customer record that was most recently accessed.

- Session Number - A unique number assigned by the System to all transactions in a given session. Each session within a batch will have its own number identifying all transactions in the session.

- Session Date - The date assigned by the System to each transaction in a session. The System assigns the date that appears on your terminal.

## A/R File Maintenance Overlay Screen (RRR007D6)

This screen appears when you take function key **[F6], Cash Ap Maintenance**, to maintain posted or unposted Cash Application sessions.  If you do not know the session information on the left side of the screen, you can use the file inquiries **[F11]** and **[F13]** to identify the unposted or posted batch you need to access.  Within these inquiries, action code (**S**) will select the desired batch for update and will retrieve the needed information for the fields on this screen.

```
 7/14/04                         SERVICE PARTS COMPANY              RRR007D6
DDON                             A/R CASH APPLICATION               DON




                                       Last account accessed:

                                       Customer....... PD1

                                       Session number.       0
  Cash ap maintenance:                 Session date...  0/00/00
      Session number. █ 74325
      Session date... _6/21/04

 "A" to adjust posted A/R _




 F3=Exit  F12=Previous  F11=Inquiry (current batch)  F13=Inquiry (posted batch)
```

## Field Definitions

**Last Account Accessed**

(System supplied.) The following three fields give information about the most recent Cash Application session.

**Customer**

The number corresponding to the customer record most recently accessed or displayed.

**Session Number**

A unique number assigned by the System to each session and all transactions in that session.

**Session Date**

The date assigned by the System to each transaction in a session. The System assigns the date that appears on your terminal.

**"A" to Adjust Posted A/R**

To maintain a posted A/R session, enter **A**.

## Function Keys

**F3  Exit:**  Returns you to the Cash Application Menu.

**F11 File Inquiry (Current Batch):**  Accesses the Open Cash Ap Detail Inquiry, which displays information on unposted A/R sessions.  (See screen RRR042C1.)

**F12 Previous:**  Returns you to the previous screen.

**F13 File Inquiry (Posted Batch):**  Accesses the A/R Payment Inquiry, which displays information on posted A/R sessions. (See screen RRR043C1.)

# A/R Cash Application Display Screen (RRR007D2)

This is the second screen in Cash Application and it displays different data depending on the type of session.

- For new sessions, it displays the customer's address information and prompts you for information you need to enter to begin a Cash Application entry session.

- For maintenance of current sessions, it displays all the tender information entered initially on this screen.

- For maintenance of posted session, it displays only the customer's address information.

```
 7/14/04                       SERVICE PARTS COMPANY              RRR007D2
DDON                           A/R CASH APPLICATION                 DON
                                                        USE F7 TO CHECK NOTES
Customer PD1
DON'S AUTO PARTS INC

4242 MAXTON ST
ROCKY MOUNT        NC
27804-2848   252/446-4277

*Tender............... CK CHECK

 Payment amount.......           .00

 Check or credit card# _____

 Payment date.........  7/14/04

 Allow discount as of.  7/14/04



          F5=Aging inquiry   F7=Notes   F10=Field inquiry
```

### Field Definitions

**Tender Type**

User-defined codes that identify the type of payment, such as **CK** for check.  On data entry screens [**F10**], Field Inquiry, will list available types.  This field is required if payments are being applied.  Leave it blank if only adjustments or offsets are being applied.

**Payment Amount**

The total amount of money to be applied within a particular session.  Include decimals when keying.  This field is required if a payment is being applied.  Leave it blank if only adjustments or offsets are being applied.

**Check or Credit Card #**

For checks and credit cards, the identifying number for the payment being applied is entered here.  This field is required for Tender Types that identify checks or credit cards.  Make no entry for adjustment or offset entries.

**Payment Date**

The date assigned by the System to each transaction in a session.  The System assigns the session date, the date that appears on your terminal, as the payment date unless another one is entered.  You can enter a date to override the session date. For instance, if the payments being applied were received in a prior unclosed month you can change the date to reflect the proper information.

**Allow Discount As Of…**

The date assigned by the user to allow a discount on the amount due.

### Function Keys

**F5  Aging Inquiry:**  Accesses the A/R Aging Inquiry. (See screen RRR026D1.)

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.
The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.   (See screen MRR050D2.)

**F10 Field Inquiry:**  For the Tender field displays the Tender Search screen, which you can use to locate and select a valid tender type.

# A/R Cash Application Entry & Maintenance Screen (RRR007D3)

This is the Cash Application Entry & Maintenance screen. All possible activity Cash Application is either performed or initiated from this screen. All of the activities are driven by function keys or action codes, which are explained after the Field Definitions.

## Accessing the Screen

You access this screen for both Cash Application Entry (Add Mode) and Maintenance (Change Mode).

- To access the Add Mode, proceed through screens RRR007D1 and RRR007D2 by pressing [**ENTER**] after completing each screen.

- To access the Change Mode, press function key [**F6**], Cash Ap Maintenance, from screen RRR007D1.

### Data Displayed

Transactions on this screen always appear in order by Due date, which you can change using the Search field.

You will notice a few changes to this screen during the maintenance of unposted and posted transactions.

*During maintenance of unposted transactions:*

An asterisk (*) will appear in the Action Code (?) field by each transaction that had activity in the current batch.

If you created an Unapplied Cash during a previous current session, the System will re-open that transaction when you access this screen to maintain the session. As a result, the amount of Unapplied Cash transaction will appear in the Unapplied Payments field, as if function key [**F14**], Unapplied Cash, had never been taken.

*During maintenance of posted transactions:*

The screen does not display all transactions as it does for entry and unposted maintenance. Instead it displays only those transactions for which there was activity during the selected session.

```
  7/12/04                      SERVICE PARTS COMPANY              RRR007D3
  DDON                         A/R CASH APPLICATION                  DON
                                                    USE F7 TO CHECK NOTES
 Customer PD1                                    .00  Outstanding credits
 DON'S AUTO PARTS INC
                             Search                 .00  Unapplied payments
 4242 MAXTON ST             Trans# T *Loc          .00  Unapplied credits
 ROCKY MOUNT        NC      _____ _ ____
 27804-2848  252/446-4277   Key an * in T above to reset after search.


 ?    Payment  Discount      Offset Trans# Dtg T Loc     Due      Balance Msg
      _____.00  _____.00     _____.00   123    M 1    1/30/04      600.00



 F1=Next cust  F8=Actions  F13=Apply all  F18=Offset prior mth crdts  F24=More
```

## Field Definitions

**Customer**

This field displays the address information in this customer's account, so you can verify that you have accessed the right account.

**Search**

Transactions appear on this screen in order by Due date.  You can use the Search fields to change that display.  The following three fields are not sort criteria; They are search criteria.  The System does not sort the transactions and redisplay them; It positions you to the first transaction in the file that matches the criteria you enter.

The fields listed below can be used to further define or sort transactions. For instance, entering a Location Number will find all transactions for a single location.

**Trans#**

A unique number assigned by the System to each transaction when it is created.  It appears in the Trans# field.  Some transaction types (T field) do not have a Trans#.

**T (Type)**

(Required if using Search)  The transaction type defines the source of the transaction.  Valid codes are:

- **B**    a previous balance record for a balance forward customer
- **I**     a credit or debit created through order entry
- **M**    a credit or debit created through Batch A/R
- **S**     a service charge
- **T**     a tender offset, applicable only for tender customers
- **U**    an unapplied cash transaction created through Cash Application.

**\*Loc**

(Required if using Trans# in the Search)  This number identifies the location associated with a transaction.  Function key [**F10**], Field Inquiry, is available to display the codes for valid locations.

**Outstanding Credits**

The total of all open credits. The System allows you to determine when and how credits are applied. Credits can be applied against invoices during each Cash Application session or when a customer indicates that the credit is to be applied to a specific invoice.  For more information on credits, refer to the process for Offsetting and Applying Credits.

**Unapplied Payments**

This field initially defaults to the Payment Amount entered on the previous screen.  It is adjusted with each transaction, providing you with a running total of the amount left to be applied.  NOTE: You cannot exit the session until this balance is zero.

**Unapplied Credits**

This field reflects the amount of credits that have been offset but not yet applied during this session.  It is adjusted with each credit or debit offset, providing you with a running total of the amount left to be applied.  NOTE:  You cannot exit the session until this balance is zero.

**? (Action)**

In this field, enter the code indicating the action you want to perform.  Action codes are either displayed at the top of the screen or available through the Actions function key.

**Payment**

In this field you enter the payment amount of the all transactions, except Discounts.  Include decimals when entering data.

**Discount**

In this field you enter the discount amount applied to a transaction.  Include decimals when entering data.

**Offset**

The offset between the payment and discount amounts.

**Trans#**

A unique number assigned by the System to each transaction. It appears throughout the System.

**Dtg**

The Dating Sequence Number is a payment sequence number assigned by the System to an invoice, if the invoice was created with a terms code to generate split billing. For these invoices, the System generates a debit transaction for each billing. For each debit transaction, the Dating Sequence Number is the unique identifier. The spilt-billing invoice will only have one invoice number, which you will see repeated in the Trans# field once for each billing. However, it will have multiple debit transactions or billings identified by the number in the Dtg field. It is used as a final sort for display of transactions. Transactions are sorted by due date, location, type, transaction number, and finally dating sequence number.

**T (Transaction Type)**

The transaction type identifies the source of the transaction or entry. In some places these types are identified by abbreviated descriptions; here they are identified as codes. Valid codes are:

> **B**  a previous balance record for a balance forward customer
>
> **I**  a credit or debit created through order entry
>
> **M**  a credit or debit created through Batch A/R
>
> **S**  a service charge
>
> **T**  a tender offset, applicable only for tender customers
>
> **U**  an unapplied cash transaction created through Cash Application.

This field is used to sort the display of transactions. Transactions are sorted by due date, location, type, transaction number, and finally dating sequence number.

**Loc**

This field displays the code identifying the location associated with a transaction. Location codes are user-defined, alphanumeric identifiers. It is used to sort the display of transactions. Transactions are sorted by due date, location, type, transaction number, and finally dating sequence number.

**Due**

The Due date is the date by which the invoice or debit must be paid in order not to be termed overdue. It is used to sort the display of transactions. Transactions are sorted by due date, location, type, transaction number, and finally dating sequence number.

**Balance**

This field initially shows the invoice or credit balance as of the last posting. The System adjusts and redisplays this Balance each time an action is performed on the transaction during the current batch.

**(Msg)**

This field displays 'MSG' if the transaction has messages attached.

## Function Keys

**F1  Next Customer:**  Returns you to the initial Cash Application screen, RRR007D1, and saves the activity of this session to your work file.  The balances for Unapplied Payments and Unapplied Credits must be zero for the System to accept the session and Restart.

**F4 Fold:**  Toggles the display to show additional lines of information about the selection.

**F5  Aging Inquiry:**  Accesses the A/R Aging Inquiry, which shows transaction data as of the last posting. (See screen RRR026D1.)

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.  The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.  (See screen MRR050D2.)

**F8  Actions:**  Displays a window showing all available Action Codes for Cash Application.  You can enter an action code in the Action (?) field while the window is open.  Press [**ENTER**] to close the window.

**F10 Field Inquiry:**  For the *Location field displays the Name Search screen, which you can use to locate and select an entry from the Location Master File.  The Transaction Type field (T field) located next to the *Loc field is required in order to search by location.  Therefore, you must enter a Transaction Type in the "**T**" field for this field inquiry to work.

**F12 Previous:** Returns you to the previous screen.

**F13 Apply Payments & Credits:** Automatically applies the entire amount of the payment displayed in the Unapplied Payments field to outstanding invoices. The System begins with the oldest debit transaction and continues paying each one in full until all debits have been fully paid or until the Unapplied Payments amount reaches zero, whichever comes first.

**F14 Unapplied Cash:**  Displays screen RRR007D4 where you confirm the Unapplied Cash transaction you are about to create.  The Unapplied Amount equals the balance in the Unapplied Payments field.

**F17 Offset All Credits:**  Offsets the total of ALL open credits for the account, which is displayed in the Outstanding Credits field.   As part of this offset, the System moves the total credit balance to the Unapplied Credits field, making it available for invoice offsets, and reduces the Balance field of all credits to zero.

**F18 Offset Prior Month Credits:**  Offsets the prior month's total of ALL open credits for the account, which is displayed in the Outstanding Credits field.  As part of this offset, the System moves the total credit balance to the Unapplied Credits field, making it available for invoice offsets, and reduces the Balance field of all credits to zero.

**F19 Show All Invoices/Credits:**  Displays all invoices and credits on the customer's account.

**F23 Abort:**  Deletes all activity performed in the current session and returns you to the initial Cash Application screen, RRR007D1.

**F24 More Keys:**  Displays a window showing additional function keys available from this screen. You can select a function key with the window open.  Press [**ENTER**] to close the window.

## Action Codes

Most of the activity performed in Cash Application is initiated using the action codes below.  This section states the action initiated by each action code, but does not discuss any processing considerations or methods, which are very important.  For this information, refer to chapter for Cash Application Processing.  To initiate an activity with an action code, enter the code in the Action (?) field next to the desired transaction, and press [**ENTER**].  Some action codes require input in other fields.  These requirements are noted with each action code.

**A   Adjustment:**  Displays the Adjustment Overlay screen where you enter data to adjust a transaction.

**C   Offset:**  Offsets the selected invoices (or debits) with available credits.  All debits are offset using this action code.  When you offset a debit the System reduces the debit Balance and the Unapplied Credits field by the amount of the offset.  You can make a full or a partial offset to the Balance of an invoice.

**D   Discount:**  Reduces the balance of a debit transaction by the amount entered in the Discount field.  Only debit transaction (positive balance) can be discounted, and entry is required in the Discount field.  Discounts can be applied to an invoice with or without making a payment.

**I   Inquiry:**  Displays screen RRR007D5, which shows the detail associated with the selected transaction.  (See screen RRR007D5.)

**J   Order Inquiry:**  Accesses Order Inquiry for invoice transactions (T field = I).  Using this inquiry you can review the invoices that generated the A/R debit transactions.  (See screen ORR400D1.)

**M   Message:**  Displays the Message Overlay Screen where you can enter and maintain messages at the transaction level.  (See the Message Overlay Screen.)

**O   Offset Credit:**  Offsets selected credits, making them available to be applied to invoice transactions.  When you offset a credit, the System reduces the amount of the Outstanding Credits field by the amount of the offset, and moves this amount to the Unapplied Credits field. You can make a full or a partial offset to a credit Balance using this action code.

**P**   **Pay:** Applies payment to *selected* invoice (debit) transactions. When you apply a payment, the System reduces the amount of the transaction Balance field and the Unapplied Payments field by the amount of the payment. You can full or partial payments to invoices using this action code.

**X**   **Re-Open (transaction):** Re-opens the selected debit or credit transaction. Re-opening a transaction deletes all activity applied to that transaction during the current batch processing. The result is that you reinstate the transaction Balance from the last posted batch. You can re-open a transaction any time prior to posting.

## *Adjustment Overlay Screen (RRR007D3)*

This screen appears as an overlay to Screen RRR007D1 as a result of selecting action code (**A**), Adjustment.

Adjustments are made to reduce or, in rare cases, to increase the balance of an open transaction. You are completely in control of the adjustments entered. The System makes no checks on the amount of adjustments. Using the Adjustment feature you could actually cause a transaction that was originally an invoice to have a credit balance.

The most common use of the Adjustment feature is to adjust open transactions for an account that is no longer in business or no longer a customer.

Adjustments made using this action code will change the A/R balances but will not change data in any other modules. There are times when you will want to change other module data instead of making an adjustment through Accounts Receivable. For example, if a customer did not receive an item on an invoice, it is best to issue a credit through the Order Entry. This transaction will adjust inventory, tax, and accounts receivable files, keeping all files in correct balance. The same credit entered through Cash Application would adjust only the A/R files.

```
  7/14/04                        SERVICE PARTS COMPANY              RRR007D3
  DDON                           A/R CASH APPLICATION               DON
                                                     USE F7 TO CHECK NOTES
Customer PD1
DON'S AUTO PARTS INC                        Loc 1                      123 Trans#
                                    Sea    *Adj code W/O  WRITE OFF
4242 MAXTON ST                      Trans#               600.00  Balance
ROCKY MOUNT       NC                _____                 2.00  Adjustment amount
27804-2848   252/446-4277           Key an               602.00  Adjusted balance
                                           Enter=Calculate adjusted balance F9=Update
  ?    Payment   Discount        Offset Trans# Dtg T Loc       Due      Balance Msg
  A        .00        .00          .00    123     M 1   1/30/04         600.00




  F1=Next cust  F8=Actions  F13=Apply all  F18=Offset prior mth crdts  F24=More
```

### Field Definitions

**Loc**

The code identifying the location associated with the transaction.

**Trans#**

The unique number assigned by the System to each transaction.

**Adj Code**

This field displays the code identifying the reason for the adjustment.  For valid codes, press function key [**F10**], Field Inquiry.

**Balance**

This field displays the amount currently in the transaction's Balance field.

**Adjustment Amount**

Enter the amount of the adjustment as follows, including decimals.

*To Adjust Debits:*  To reduce a debit, enter the adjustment. Press [FIELD-].  To increase a debit, enter the adjustment. Press [FIELD+].

*To Adjust Credits:* To reduce a credit, enter the adjustment. Press [FIELD+].  To increase a credit, enter the adjustment. Press [FIELD-].

(Note on [FIELD-] Symbols)  *For your information only:*  When you press [FIELD-], the AS/400 System shows an alphabetic character in place of the last numeric character keyed.  Do not be concerned.  The alphabetic character is the ASCII equivalent to the numeric one you keyed.  The System will process it properly.

**Adjusted Balance**

Reflects the new transaction Balance after you press [**ENTER**].

### Function Keys

**ENTER Calculate:**  Calculates and displays the new transaction Balance (and the Adj Code description).

**F9  Update:**  Updates the transaction with the entries displayed.

**F12 Previous:** Returns you to the previous screen.

# A/R Unapplied Cash Application Screen (RRR007D4)

This screen appears when you select function key [**F14**], Unapplied Cash. It confirms the information from the previous screen regarding the balance you want to apply as an Unapplied Cash transaction. If you change your mind about creating an Unapplied Cash transaction, you can exit this screen without saving any activity.

If you are working in a backdated session, be sure to see the Due field explanation.

```
 7/12/04                        SERVICE PARTS COMPANY              RRR007D4
 DDON                           A/R CASH APPLICATION                  DON
                                                        USE F7 TO CHECK NOTES
 Customer PD1
 DON'S AUTO PARTS INC                           7/12/04  Payment date

 4242 MAXTON ST                                  600.00  Payment amount
 ROCKY MOUNT         NC
 27804-2848    252/446-4277



      600.00  Unapplied amount

        1      *Location
      7/31/04  Due






 F7=Notes    F12=Previous
```

## Field Definitions

**Customer**

This field displays the address information in this customer's account, so you can verify that you have accessed the right account.

**Payment Date**

This is the date entered at the beginning of the session on screen RRR007D2. Each transaction in the session is tagged with this Payment Date. *You need to make sure this date matches the Due date field below. If you backdated the session, they will not initially match and you will need to change the Due field.*

**Payment Amount**

The field displays the Payment Amount entered at the beginning of the session on screen RRR007D2. It does not reflect any activity during the current session.

**Unapplied Amount**

This field shows the amount of money that was not applied during the current session, which is equal to the Unapplied Payments field from the previous screen. The Unapplied Cash transaction will be created for this amount.

**Location**

This field displays the code identifying the location that the transaction will be applied. It defaults to the location assigned to the user entering this session, but can be overridden. If you are creating an Unapplied Cash transaction for a master account, the transaction amount will not be assigned to a specific sub account. Thus, the detail for all sub accounts will not balance to the master account, if there are unapplied cash records.

**Due**

This field will display a different value depending on the billing method used for the account.

- **For Balance Forward and Open Item** accounts, the Due field is taken from the Fiscal Year Master File. When you press function key [**F14**], Unapplied Cash, the System reads the Payment Date of the transaction and determines the fiscal period the date falls within. It then goes to the Fiscal Year File and retrieves the Due Date for that fiscal period. This is the date that is displayed in the Due field on this screen. All this happens transparently. The System computes and displays the correct date for this field for current and backdated sessions. You should have no need to change the date displayed. You can override the Due field and assign this transaction to any period. However, the date entered here must match a valid Due Date in the Fiscal Year file.

- **For Julian** accounts, this field defaults to the session date and is the date that will be assigned to the unapplied cash transaction. This date should match the Payment Date shown on this screen to ensure that the Unapplied Cash transaction posts in the same period as its related transactions. If you backdated the session, they will not initially match and you will need to change this field.

## Function Keys

**F7  Notes:** Accesses the Notes program where you can inquire, change, or add notes. The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date. (See screen MRR050D2.)

**F10 Field Inquiry:** For the *Location field, displays the Name Search screen, which you can use to locate and select and entry from the Location Master File.

**F12 Previous:** Returns you to the previous screen.

# A/R Cash Application Inquiry Screen (RRR007D5)

This screen is displayed when you enter action code (**I**), Inquiry, in the Action (?) field on screen RRR007D3.  It shows all the detail associated with the selected transaction.

The screen example below is for an inquiry on an invoice transaction.  The screen changes a bit for inquiries on transaction types **U** (unapplied cash) and **S** (service charge) as some fields are not applicable for these types of transactions.

> Unapplied Cash Transactions
> - Two fields will not display:  Trans# and Discount.
> - One field changes:  Purchase Order # field changes to Check #.
>
> Service Charge Transactions
> - Two fields will not display:  Purchase Order # and Discount

```
█7/12/04                        SERVICE PARTS COMPANY              RRR007D5
DDON                            A/R CASH APPLICATION                  DON
                                                       USE F7 TO CHECK NOTES
Check/credit card#        Sequence#        Date
                            74339        7/12/04



Origin        Trans#     Loc   Purchase Order #      Terms
Batch entry     123      1                           001 CASH SALE

           Previous         Current      Trans  Discount       Due  Period
             600.00          600.00    12/01/03  0/00/00   1/30/04  91 & OVER


Description              Amount





F7=Notes    F12=Previous    F19=Message
```

## Field Definitions

**Check/Credit Card#**

This field displays the check or credit card number entered at the beginning of the session on screen RRR007D2.  If no number is shown, then it was not required for the tender type being applied this session.

**Session#**

This field shows number assigned by the System to each session and to all the transactions that session. Each session will have its own unique number.

**Date**

This field displays the Payment Date entered at the beginning of the session on screen RRR007D2.  All activity in this session will be tagged with this date.

**Origin**

This field indicates where the transaction record was created.  Possible entries include:

| Description | Created Through |
| --- | --- |
| Batch entry | Batch A/R |
| Unappld cash | Cash Application |
| Service chg | Service Charge Calculation |
| Order entry | Order Entry program |
| Bal forward | Month end and previous balance summarization |

**Trans#  (Field does not display for unapplied cash and service charge transactions)**

The unique number assigned by the System to each transaction when it is created.  It appears throughout the System with each transaction.

**Loc**

This field displays the code identifying the location associated with this session, which defaults to the location assigned to the user who is entering the session.

**Purchase Order#  (Field does not display for unapplied cash and service charge transactions)**

This field displays the purchase order number entered at the beginning of the session on screen RRR007D1, if one was entered.  If a purchase order identifier is entered, only those transactions that are associated with that purchase order will display.  (Purchase order numbers are entered through Order Entry when invoice transactions are created.)

Certain transactions will not have a purchase order number: unapplied cash, service charge, and balance forward transactions.

**Check #  (Field displays only for unapplied cash transactions (T field = U))**

This field displays the check or credit card # entered for the session *where the unapplied cash transaction was created.*

**Terms  (Field does not display for unapplied cash transactions (T field = U))**

This field shows the billing terms code assigned to the invoice transaction when it was created.

**Previous**

This field gives the transaction Balance at the beginning of the session.

**Current**

This field displays the current transaction Balance, reflecting all actions performed on the transaction during the current session.

**Trans**

Transaction Date.  This field shows the date the transaction was created.  (For unapplied cash transactions, this will equal the Due date on the previous screen.)

**Discount   (Field does not display for unapplied cash and service charge transactions)**

Discount Date.  This field shows the date by which payment must be received for an invoice in order for the customer to be eligible for early payment discounts.  It is System calculated and will not appear if there is no discount allowed for this transaction.

**Due**

This field displays the Due field from the previous screen.  For debit transactions this is the date by which the invoice or debit must be paid in order not to be termed overdue.  For credit transactions, it is the date of creation.

**Period**

This field shows the user-defined aging period that applies to this transaction.

Aging period delimiters are defined by the aging information entered and maintained using the A/R Aging Controls option from the Controls Menu.

**Description**

Describes the type of activity applied to this transaction within this session.

**Amount**

The amount of money associated with the activity in the Description field.

### Function Keys

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.  The Notes program allows you to tag a variety of  data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.   (See screen MRR050D2 or Notes Maintenance for an explanation.)


**F12Previous:** Returns you to the previous screen.


**F19Message:** Displays the Message Entry Screen for Cash Application where you can enter and maintain messages for the selected transaction.  (See the Message Entry Screen for Cash Application.)

# Message Entry Screen for Cash Application

This screen is accessed from within Cash Application Entry or Maintenance mode to enter and maintain transaction messages.  If a transaction has messages, the label 'Msg' will appear on the Cash Application Entry screen, RRR007D3, to the far right of all transaction data.  You access the Message entry Screen two ways:

- From the Cash Application Entry screen, RRR007D3, enter **M** in the Action (?) field and press [**ENTER**].

- From the Cash Application Inquiry screen, RRR007D5, press function key [**F19**], Message.

When this screen appears it displays all messages currently associated with the selected transaction.  From this screen you can enter and maintain an unlimited number of messages for each transaction.  In addition, you can indicate, by message, if and where messages will print.

- To add a message, simply begin typing and press [**ENTER**] when you are done.

- To change or delete messages, use the Action Codes below.

```
                          MESSAGE ENTRY
  Msg for invoice       123



  .?




















  Print message on statements N   Print message on internal reports  Y

 F4=Fold   F12=Previous   F20=Top
```

## Field Definitions

**Msg for Invoice**

This field shows the unique number identifying the selected transaction.

**(?) Action**

In this field you can enter actions codes to either maintain or delete existing messages.

**Print message on statements**

A **Y** or **N** entered here indicates whether a particular message will appear on customer statements.

**Print message on internal reports**

A **Y** or **N** entered here indicates whether a particular message will appear on the Aged Trail Balance.

## Function Keys

**F4  Fold:**  Displays the print options chosen for each line of text.

**F12 Previous:** Returns you to the previous screen.

**F20 Top:** Redisplays the messages on the screen, beginning with the first message.

## Action Codes

**S    Select:**  Enter S and press [**ENTER**] to select a message for maintenance.  The text for the selected line appears at the bottom of the screen in the message entry field so you can change it.

**X    Delete:**  Marks the selected message for deletion.  To delete a message:

- Enter action code (**X**), Delete, in the Action Code (?) field, and press [**ENTER**].  The System will display a (**C**) to Confirm the deletion.
- When you exit the program by pressing [**ENTER**], the message will be removed.

# Cash Application Edit Listing

The Cash Application Edit Listing reports all activity performed in your current open batch. It is produced by user sign-on. When you take this option, the System will print only the Accounts Receivable data you entered in the current batch.

To print an edit listing, take the Cash Ap Edit Listing option from the Cash Application Menu and press [**ENTER**]. The System submits the print request to batch automatically. No input is required. No confirmation screen appears.

For a discussion of the General Editing Process, refer to Cash Application Edits process.

# Cash Application Update/Post Cash

When you have thoroughly reviewed your Cash Application batch, either from a Cash Application Edit List or the Cash Application Inquiry, you can proceed with posting the batch. We recommend editing and posting the batch whenever you stop working -- for an extended break or lunch and always at the end of the day.

The System posts batches by user sign-on. When you take this option, the System will post only the Accounts Receivable data associated with your batch. It takes the transaction data entered during all your sessions in the current batch and posts it to the A/R Master and Detail Files.

(Note on Posting) If you entered Cash Application at all, you must post your batch, even if you did not change any data. When you take the Cash Application option from the Cash Application Menu, the System initiates a batch, and the batch stays open until you post. Day Close cannot be run until all users' batches are posted.

To submit your open batch for update, take the Post Cash option from the Cash Application Menu. A confirmation screen below will appear for you to verify that you want to post your batch.

Screens Accessed:  RRR044D1

# A/R Cash Application Update/Post Cash Screen (RRR044D1)

The confirmation screen below appears when you take the Cash Application Update option from the Cash Application Menu.

```
 7/12/04                     SERVICE PARTS COMPANY                RRR044D1
 DDON                   A/R CASH APPLICATIONS UPDATE LIST          DON


*Output queue name... NOPRINT
 Forms message....... *STD


                            # of Copies        Hold Before      Save After
 Report to select           Zero= Do Not print Printing(Y/N)    Printing(Y/N)
 Discount Edit.............            1        N                N
 Adjustment Edit...........            1        N                N
 Adjustment Edit Summary...            1        N                N
 Application Edit..........            1        N                N
 Check Audit Edit by tender type & input.  1   N                N
 Check Audit Edit by tender type & cust#.  1   N                N
 Check Audit Edit Summary..            1        N                N




 F3=Exit    F9=Submit the UPDATE     F10=Field inquiry
```

## Field Definitions

**TO SUBMIT A/R CASH APPLICATIONS UPDATE PRESS ENTER**
This field states the action required to proceed with the Cash Application posting.

**To Cancel Press (F3)**
This field states the action required to cancel the Cash Application posting.

## Function Keys

**ENTER Execute:** Submits the posting job and redisplays the previous screen.

**F3  Exit:** Returns you to the Cash Application Menu without submitting the posting job.

# Notes Maintenance

The Notes Maintenance program allows you to enter, maintain, and review an unlimited amount of text notes on a variety of subjects. The program stores and later sorts notes by any combination of the following parameters: review date, user sign-on, classifications, and subject.

A series of screens appear for the Notes Maintenance option. Although they share the same title they appear for different purposes.

> **MRR050D2** Displays the list of available notes and is used to enter the data, which identifies a note for entry, review, or deletion.
>
> **MRR050D3** Appears when function key [**F6**], Add, is taken on MRR050D2 to add notes.
>
> **MRR050D4** Appears when action code (**S**), Select, is entered on MRR050D2 to review or maintain a note.

## Initial Notes Maintenance Screen (MRR050D2)

This is the initial screen for the Notes program. A primary feature of the Notes program is the search capabilities. On this screen you enter the parameters to use in your notes search. You can enter data in one field or all the fields on this screen. The more fields you enter, the more you define the notes you enter and display.

```
  7/12/04                      SERVICE PARTS COMPANY                MRR050D2
 DDON                                 NOTES                            DON
     Review on  0/00/00                       (?) Action  S=Select
     Attention AR                                         X=Delete
     Subject.. _____
     Type..... CM  CM=Customer      CF=Frt line    *Key field _____
                   LC=Location      EM=Employee        (ie: cust#, empl#,
                   MC=Manufacturer  SC=Supplier           mfg code, etc)


 ? From       Attention  Subject          Concerning              Review
 _ AKING      AR         PROMISED PAYMENT  AUTO PARTS SUPPLY   "99"  6/03/99
 █ AL         AR         OLD A/R NOTE      AMERICAN WHOLESALE        4/25/00
 _ AL         AR         X                 AUTO PARTS SUPPLY   "99"  5/10/00
 _ AL         AR         CURRENT A/R NOTE  AMERICAN WHOLESALE        5/25/00
 _ AL         AR         FUTURE A/R NOTE   AMERICAN WHOLESALE        6/25/00
 _ AL         AR         COLLECTION CALL   ERW STATEMENT TEST        9/15/01
 _ AL         AR         OVERDUE ACCOUNT   AUTO PARTS SUPPLY   "99"  6/18/02
 _ PHIL       AR         CONTACTS          AUTO PARTS SUPPLY   "99" 12/12/39




    F3=Exit   F4=Fold   F6=Add   F10=Field inquiry
```

### Field Definitions

**Review on**

This field displays the Review On date entered on the previous screen.  The date can be changed on this screen sort and redisplay the list of notes.

- *This field is ignored* if any other criteria fields contain data.  For example, if the Attention field contains your user-id, the System will display all messages created by you regardless of the review on date.

- If no other criteria are entered, this field will be used to identify and display all notes with a Review On date after the date in this field.

**Attention**

The user sign-on associated with the displayed notes.

**Type**

This field identifies the type of record a note is associated. On this screen you can use this field without entering data in the *Key field.  Valid codes are:

> **CM** customer
> **CM** manufacturer
> **CF**  freight carrier
> **EM** employee
> **LC**  location.

**\*Key field**

This field shows the number associated with the Class code above.  For example, if Class = CM for Customer, you can enter a specific customer number here.  An entry in this field will further limit the display of notes to a specific customer, manufacturer, freight carrier, employee, or location.

**Subject**

This field describes, or further classifies, the note by the information in the note, such as Collections or Overdue Accounts.  The program will search for partial matches, such as COL for Collections.

**(?) Action Code**

In this field, enter the desired action code and press [**ENTER**].  *(Note on screen display)*

---

**The following fields will display data only if notes exist for the criteria entered at the top of the screen.**

**From**

The name associated with the Class/Key field combination. In the example, Liberty Manufacturing is the name of customer number 10.  (Class = CM, Key = 10).

**Subject**

The description given to the note when it was created.

**Attention**

The user sign-on entered as the source of the note when it was created.

**Concerning**

This field identifies the name of record a note is associated.

**Review**

This field lists the date entered as the date of review when the note was created.  If only the Review On field at the top of the screen is completed, the screen will list all notes with a Review On date on or after the date entered.

## Function Keys

**F3  Exit:**  Returns you to the Cash Application menu.

**F4  Fold:**  Displays extended information about each note.  On the line beneath the note identification the following information appears, if entered initially:  the user who entered the note, the date it was entered, the date it will be deleted, and the subject.

**F6  Add:**  Displays the MRR050D3 screen, which allows you to fill in the criteria to add a note.

**F10 Field Inquiry:**  For the *Key field, displays the Name Search screen.

**ENTER Advance:** Takes you to the next screen if an action code was entered.  Returns you to the Cash Application Menu if no action code was entered.

## Action Codes

**D    Delete:**  Deletes the specified note.

**S    Select:**  Selects the chosen note for maintenance and displays screen MRR050D4.

# Add Notes Criteria Screen (MRR050D3)

When you take function key [**F6**], Add, from screen MRR050D2, the MRR050D3 screen appears to allow entry of the Add Notes criteria.  Once the Add Notes criteria has been entered, the [ENTER] key is pressed twice to access the MRR050D4 screen for the actual entry of the note.

```
 7/15/04   MODE _____        SERVICE PARTS COMPANY              MRR050D3
DDON                                 NOTES                            DON
    Review on  7/15/04                            Created by.. DON
    Attention DON                                     on..  7/15/04
    Subject.. COLLECTION CALL
    Type..... CM  CM=Customer     CF=Frt line    *Key field PD1
                  LC=Location     EM=Employee        (ie: cust#, empl#,
                  MC=Manufacturer SC=Supplier           mfg code, etc)



          Customer.... PD1
                       DON'S AUTO PARTS INC

                       4242 MAXTON ST
                       ROCKY MOUNT       222
                       252/446-4277




F12=Previous
```

### Field Definitions

**Created by**

This field identifies the user entering the note.  It defaults to the Attention field entered on the previous screen.

**Created on**

The System supplies the session date as the date the note is being created.  You can override this date.

**Review on**

This field contains the date the note should be reviewed.  It defaults to the Review On date entered on the previous screen, but may be overridden.

**Attention**

(required)  Enter the user sign-on ID of the person who should review this note.  The System defaults to your sign-on displayed in the Attention field on the previous screen.  To create a note for another user to review, enter that user's sign-on ID.

**Subject**

(required)  Enter the description of the note.  This field defaults to the Subject field entered on the previous screen.

**Type**

This field identifies the type of record a note is associated. On this screen you can use this field without entering data in the *key field. Valid codes are:

> CM=Customer
> MC=Manufacturer
> LC=Location
> CF=Freight Carrier
> EM=Employee
> SC=Supplier

**\*Key field**

This field shows the number associated with the Type code above. For example, if Type = CM for Customer, you can enter a specific customer number here. An entry in this field will further limit the display of notes on a specific customer, manufacturer, freight carrier, employee, or location.

### Function Keys

**F12 Previous:** Returns you to the pervious screen, MRR050D2, without saving any work.

**ENTER Update:** Saves any data entered and returns you to the previous screen.

---

# Add, View, or Maintain Notes Screen (MRR050D4)

The MRR050D4 screen allows you to add, view, and/or maintain notes.  When you take function key [**F6**], Add, from screen MRR050D2, the Add Notes screen appears as shown below.  The word ADD appears in the Mode field at the top of the screen.  The current notes are entered at the bottom of the screen.

## *Add Notes Screen*

```
 7/15/04   MODE ADD              SERVICE PARTS COMPANY                 MRR050D4
DDON                                   NOTES                           DON

Created by.. DON                                    PD1
Created on..  7/15/04                               DON'S AUTO PARTS INC
Review on...  7/15/04
Attention... DON                                    4242 MAXTON ST
Subject..... COLLECTION CALL                        222
             Advise user of notes in O/E (Y/N)  N   ROCKY MOUNT
             Advise user of notes in A/R (Y/N)  Y   252/446-4277
Text:_____
_____  1
_____  2
_____  3
_____  4
_____  5
_____  6
_____  7
_____  8
_____  9
_____ 10
_____ 11   +
F12=Previous
```

## *View and Maintain Notes Screen*

The Change Notes screen appears when you enter action code (**S**), Select, next to a note on screen MRR050D2 to retrieve that note for maintenance.  The word CHANGE appears in the Mode field at the top of the screen.  The current notes appear at the bottom of the screen.

```
 7/15/04    MODE CHANGE          SERVICE PARTS COMPANY                  MRR050D4
DDON                                   NOTES                            DON

Created by.. DON                                    PD1
Created on..  7/15/04                               DON'S AUTO PARTS INC
Review on...  7/15/04
Attention... DON                                    4242 MAXTON ST
Subject..... PROMISED PAYMENT                       222
             Advise user of notes in O/E (Y/N)  N   ROCKY MOUNT
             Advise user of notes in A/R (Y/N)  Y   252/446-4277
Text:
DON CALLED AND PROMISED TO MAKE PAYMENT IN FULL BY 7/31/04.             1
                                                                       2
                                                                       3
                                                                       4
                                                                       5
                                                                       6
                                                                       7
                                                                       8
                                                                       9
                                                                      10
                                                                      11  +
F12=Previous
```

### Field Definitions

All fields except the Text field are protected from being changed.

**Created by**
This field identifies the user who wrote the note.

**Created on**
This field shows date the note was written.

**Review on**
This field contains the date the note is scheduled to be reviewed.

**Attention**
The user sign-on ID of the person who created the note or for whom the note was written.

**Subject**
The description of the note.

**Advise User of Notes in O/E (Y/N)**

Type **Y** or **N** to indicate whether the user will be notified in the Order Entry program that notes exist.

**Advise User of Notes in A/R (Y/N)**

Type Y or N to indicate whether the user will be notified in the Accounts Receivable program that notes exist.

**Text**

The text of the note.

## Function Keys

**F12 Previous:** Returns you to the previous screen without saving any activity.

**ENTER Update:** Saves any changes made and returns you to the previous screen.

# Maintain User Lock

This option is given on the Cash Application Menu to help you recovery from a user lock.   It is used as part of the recovery procedure for the error:

Conflicting A/R job already active for this user -- job terminated.  (EMZ0067)

In the process of recovery for this error, you determine whether the lock is coming from a second session, an unposted batch, or an abnormal exiting of the System.  This option, to Maintain User Lock, is used when you determine that your last session ended abnormally and locked you out of further processing as a result.

## Unlock Cash Application User ID Screen (RRR102D1)

See the Error Recovery chapter, error message ID EMZ0067 for a detailed recovery from user locks.  The Error Recovery chapter will refer you to this menu option, when and if needed.  Before proceeding with these screens, make sure the locked user is not active in Cash Application and does not have the Cash Application Update submitted to a job queue.

```
  7/16/04                    SERVICE PARTS COMPANY              RRR102D1
 DDON                     UNLOCK CASH APPLICATION USER           DON

    User... AL







 F3=Exit
```

### Field Definitions

**User**

Key the User ID of the person who is locked out of Cash Application and press [**ENTER**].  The User ID for that person appears on the terminal that is displaying the error message.

### Function Keys

**F3  Exit:** Returns you to the Cash Application Menu.

# Unlock Cash Application User Screen (RRR102D2)

This screen appears after you have entered the locked user's ID on screen RRR102D1.  Follow the instructions to free the user lock.

```
 7/16/04                      SERVICE PARTS COMPANY                  RRR102D2
DDON                      UNLOCK CASH APPLICATION USER               DON

User... AL

Locked (Y or blank)... Y


        Before removing the "Y" verify that:
           1) This user is not signed on to the system
           2) Cash application update request from this user has not
              been submitted to any jobqueue
        Removal of the user lock if either of the above conditions
        exist may result in serious damage to the A/R files.





F3=Exit   F12=Previous
```

### Field Definitions

**User**

The user ID keyed on the previous screen will appear in this field. It identifies the person locked out of Cash Application activity.

**Locked (Y or blank)**

Before removing the **"Y"** verify the following:

1. This user is not signed on to the System

2. Cash application update request from this user has not been submitted to any job queue

Removal of the user lock if either of the above conditions exist may result in serious damage to the A/R files. A **Y** will appear in this field if there is a Cash Application lock for the user identified. To free the lock, press the [FIELD+] key to remove the **Y** and then press [**ENTER**].

### Function Keys

**F3  Exit:** Returns you to the Cash Application Menu.

**F12 Previous:**  Returns you to the previous screen without saving any activity.

# Chapter 5:  A/R Inquiry Process

## Introduction

Given below are the menu options offered from the A/R Inquiry Menu, and the general processing for these options follows on the next page.

**A/R Aging Inquiry**

This inquiry provides accounts receivable information for a specific customer in three areas: Summary, Detail, and Historical.

**A/R Aging Analysis**

The A/R Aging Analysis is a multi-purpose management tool that provides various views of your Accounts Receivable.  It uses a "drill-down" inquiry technique to display any level of information from the total open A/R balance down to the age of a specific invoice.

**A/R Payment Inquiry**

This inquiry lists information on all posted batches for the user signed on to the terminal.  Detail inquiries are available from within this inquiry.

**Open Cash Application Detail Inquiry**

This inquiry enables you to review transactions in unposted batches.  Detail inquiries are available from within this inquiry.

**Cash Application Customer Lock Inquiry**

This inquiry lists all the customer records that you are locked out of -- records that have been accessed by other users with unposted batches.

**Cash Application User Lock Inquiry**

Use this inquiry to find all the users with open Cash Application sessions.  The System only allows you to have one Cash Application session open at a time.

**Open Cash Application Payment Inquiry**

This inquiry shows all the customers' records that are currently open in unposted Cash Application batches.  It lists each customer once for every open session.

**Unposted Batch Entries Inquiry**

This inquiry shows all customers with open, or unposted, transactions entered through A/R Batch Entry.

# The General Inquiry Process

When you select an inquiry option there is no data to enter and no formal procedure to process through.  You inquire into the type and level of information you need to answer a question or to verify data.

The processing for each inquiry will vary based on the type of information offered and the level of data you are seeking.  The processing is controlled by the function key options that appear on each screen.  The inquiries request data as search parameters and provide function key options to display varying levels of information on the files you are reviewing.  The data and function keys presented vary across the inquiries, and there is no way to give one procedure for processing through the inquiry screens.

For all inquiry processing, please refer to the Chapter 3, Screen Description.   Each A/R Inquiry process is controlled by and varies according to the screens displayed for that option, and the screen descriptions will lead you through the processing.

To Process Through an Inquiry

1.  Refer to the Chapter 3, Screen Descriptions.

2.  Locate the section for the inquiry you want to use.

3.  Follow through the Field Descriptions, Function Keys, and Action Codes on each screen as needed to process through the series of inquiry screens.

# *Chapter 6:  A/R Inquiry Screens*

## Overview

This section contains screen descriptions for all the options available from the Accounts Receivable Inquiry Menu.  The descriptions in this section are organized according to the list below. The screens that appear as a result of each option are documented in numerical order.

**A/R Aging Inquiry**  RRR026D1
    RRR026D2
    RRR026D3
    RRR026D4
    RRR026D6

**A/R Aging Analysis**     RRR610D1
    RRR610D3
    RRR610D2

**A/R Payment Inquiry**    RRR043D1
    RRR043C2
    RRR043C3

**Open Cash Ap Detail Inquiry**   RRR042C1
    RRR042C2
    RRR042C3

**Cash Ap Customer Lock Inquiry**   RRR100D2

**Cash Ap User Lock Inquiry**     RRR101D2

**Open Cash Ap Payment Inquiry**    RRR608D2

**Unposted Batch Entries Inquiry**    RRR609D2

# Inquiries Available in Accounts Receivable

There are several inquiries available from within various Accounts Receivable programs that are accessed by function keys or action codes.  Often when you are processing in a program, the movement from the program to an inquiry and back will be transparent.

Many of the inquiries available throughout A/R are part of the A/R Aging Inquiry Menu selections. Others are standard inquiries used in various applications.  Instead of repeating every inquiry explanation with every applicable program, when an inquiry appears in A/R processing, we have referred you to one of two places:  this A/R Inquiry section or the Master File Inquires chapter, which contains the documentation for standard, non-A/R inquires that are referenced in A/R. When a function key or action code accesses an inquiry program, we will tell you the inquiry called and refer you to the correct inquiry section and specific screen number.

Standard inquiries in DISTRIBUTION / EXPRESS are those that appear throughout various applications in virtually the same form.  Becoming familiar with the inquiries as individual small processes will help your understanding of all the DISTRIBUTION / EXPRESS applications.   For instance, Order Inquiry is the same in Cash Application, Order Entry, and Purchasing.

## A/R Aging Inquiry

This inquiry provides Accounts Receivable information for a specific customer in three areas:

- Summary information with totals by aging period.
- Detail information by invoice showing all cash application activity against each transaction.
- Historical information with a payment analysis and other D&B related data.

The A/R Aging Inquiry can be accessed from the A/R Inquiry Menu and from function keys throughout Accounts Receivable.

Screens Accessed: RRR026D1, RRR026D2, RRR026D3, RRR026D4, RRR026D6.

# Initial A/R Aging Inquiry Screen (RRR026D1)

This is the initial screen of the A/R Aging Inquiry.  On this screen you enter information to determine the information displayed in the inquiry.  The base criterion is customer number. Within a customer's record you can limit the display of receivables to a type of invoice--open, closed, or all.

This screen appears in two situations:

1.  When you select the A/R Aging Inquiry option from the A/R Inquiry Menu.

2.  When you press an Aging Inquiry function key from within a program *before you enter the customer number in the original program.*  If you press the inquiry function key after you have entered a customer number in the original program, you will bypass this screen and go directly to screen RRR026D2 for inquiry data pertinent to that customer.

```
 7/16/04                       SERVICE PARTS COMPANY            RRR026D1
 DDON                            A/R AGING INQUIRY              DON

 *Customer PD1_____

  Display  O       Sequence A
    A=All             A=Ascending
    C=Closed          D=Descending
    O=Open


  Optional:

    Transaction type..  _       (B=Balance forward, I=Order entry, M=Manual,
                                 S=Service charge,  U=Unapplied cash)
    *Location........  ____

    Beginning transaction #  _____    (Type & location required)

         -or-
    Beginning due date   0/00/00

 F3=Exit   F7=Notes   F10=Field inquiry
```

## Field Definitions

**\*Customer**

(required)  Enter the number of the customer record to be accessed.

**Display**

This field determines what type of transaction data the inquiry displays.  It defaults to **O** for Open Transactions.  To change the type of transaction data that is displayed, enter **C** for Closed transactions or **A** for All transactions.

**Sequence**

This field determines the sequential order of transaction data the inquiry will display.  It defaults to **A** for Ascending.  To change the order in which transaction data is displayed, enter **D** for Descending.

**Transaction Type**

This inquiry displays the type of transaction the inquiry displays.  Available options are **B**=Balance, **I**=Order Entry, **M**=Manual, **S**=Service Charge, and **U**=Unapplied Cash.

**\*Location**

This inquiry displays aging of receivables for a specific location and for all locations simultaneously. In this field, enter the number identifying the specific location you want to inquire. If you leave this field blank, the System will use the customer's default location.

**Beginning Transaction #**

The System will take the transaction number entered here and retrieve all debits listed after this number, for the selected customer and location.  If no transaction number is entered, the System will retrieve all A/R records on the System, which can be quite time-consuming if a few years' data are on the System.

**Beginning due date**

The System will take the Due Date entered here and retrieve all debits created on or after this date, for the selected customer and location.  If no date is entered, the System will retrieve all A/R records on the System, which can be quite time-consuming if a few years' data are on the System.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.  The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.  (See screen MRR050D2.)

**F10 Field Inquiry:** For the marked fields (\*), displays the Name Search screen, which you can use to locate and select an entry.  (See Name Search.)

# A/R Aging Inquiry Display Screen (RRR026D2)

This screen displays Summary Accounts Receivable Aging information.  It is a quick way to grasp a high-level picture of the Accounts Receivable for a specific customer.

The screen appears two ways:

1. When you press [**ENTER**] from screen RRR026D1.

2. When you press an Aging Inquiry function key from within a program after you enter the customer number in the original program.

In general, this screen presents the customer's receivables by aging category for the selected location and for all locations.  It also shows the percentage of the customer's total A/R that falls into each aging category.

```
 7/16/04                         SERVICE PARTS COMPANY              RRR026D2
DDON                               A/R AGING INQUIRY                    DON
                                                         USE F7 TO CHECK NOTES

PD1                          DONE EDWARDS                   1000.00  Credit limit
DON'S AUTO PARTS INC         OWNER                           600.00  Total owed
                             252/446-6277                    422.00  Total open
4242 MAXTON ST                                               22.00- Avail credit
ROCKY MOUNT        NC
252/446-4277   27804-2848
                                              Security code will be required
                                              to print any new orders

Age period   Amount due    Pcnt
FUTURE DUE         .00      .0
CURR MONTH         .00      .0
PREV MONTH         .00      .0       Credit manager
31-60 DAYS         .00      .0       AL KILLEBREW
61-90 DAYS         .00      .0
91 & OVER       600.00   100.0       Salesperson
Total owed      600.00   100.0%      AL KILLEBREW

Past due        600.00               Order entry user will be
                                     advised of past due status
F3=Exit  F7=Notes  F12=Previous              F17=Payment analysis
```

## Field Definitions

**Customer**

This field shows information from the Customer Master File: name, address, phone number, contact, and fax number (if available).

If this customer is set up for Master/Sub accounts and you access a Sub account customer number for inquiry, no data will appear. In a Master/Sub account set up, only the Master account carries A/R data. The System will indicate the corresponding Master account with this message below the customer data: "Master account for above is ___".

**Credit limit**

The total amount of credit given to the customer for all locations. The customer's credit limit is set and maintained in through the Customer Master File.

**Total owed**

The sum of all outstanding debits for the customer across all locations.

**Total open**

This field shows the dollar amount of orders that have been entered through Order Entry but not yet invoiced for this customer across all locations.

**Avail credit**

The total credit available to this customer for all locations. Available Credit = Credit Limit - Total Owed - Open Orders - Unfilled Backorders.

**Age Period**

Aging Periods. These are user-defined periods for aging A/R invoices. The period delimiters shown throughout the System are determined by the aging information entered and maintained using the A/R Aging Controls option on the Controls Menu.

**Amount due**

This field shows the customer's A/R balance, displayed by Aging Period. The field shows only the balance for the type of transaction designated on the previous screen. A minus sign indicates a credit balance.

**Pcnt**

The percentage in this field refers to the All Locations field. It shows what percentage of the Total Owed is attributed to each Aging Period. The individual percents are summed for the total percentage figure. Example computation:

Pcnt for Current Due = All Locations for Current Due / All Locations Total Owed.

**Credit manager**

This field shows the credit manager assigned to this customer in the Customer Master File.

**Salesperson**

This field shows your company's sales representative assigned to this customer in the Customer Master File.

**Total owed**

This field gives the total net balance for all six aging periods. The System computes the Total Owed by summing the balances for each aging period. A minus indicates a credit balance.

**Past due**

This field is the amount in the Past Due Aging Category. *See Aging Category and Aging Period in the Glossary.*

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F7  Notes:** Accesses the Notes program where you can review, change, or add notes. The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date. (See screen MRR050D2.)

**F12 Previous:** Returns you to the previous screen.

**F17 Payment Analysis:** Displays screen RRR026D2, which gives more specific information about the customer's payment history.

# A/R Aging Inquiry Payment Analysis Screen (RRR026D3)

When you press function key [**F17**], Payment Analysis, from screen RRR026D1, this screen appears.  It shows more specific information about the customer's payment history, such as the most they have ever owed at any given time and the average number of days it has historically taken them to pay invoices or use credits.

```
 7/16/04                      SERVICE PARTS COMPANY            RRR026D3
DDON                            A/R AGING INQUIRY                 DON
                                                       USE F7 TO CHECK NOTES

PD1                      DONE EDWARDS                   1000.00  Credit limit
DON'S AUTO PARTS INC     OWNER                          1022.00  A/R + Open
                         252/446-6277                     22.00- Avail credit
4242 MAXTON ST
ROCKY MOUNT       NC
252/446-4277    27804-2848



 Created      Maximum owed      Last payment      Last invoice   Default terms
 2/16/00          600.00               9.28              9.28    CASH SALE
                 2/25/04            5/27/04           5/27/04
                                                               Avg # of days to
Analysis periods                            Net   # inv  pay from due date
Past due & open Dec 01 thru Dec 01        600.00     1   168 Days late

Paid invoices    Apr 17 thru Jul 16        18.56     2    64 Days early
                 Jan 17 thru Apr 16          .00
                 Oct 18 thru Jan 16          .00

F3=Exit  F7=Notes  F12=Previous
```

## Field Definitions

**Customer**

This field shows information from the customer master file: name, address, phone number, contact, and fax number (if available).

If this customer is set up for Master/Sub accounts and you access a Sub account customer number for inquiry, no data will appear.  In a Master/Sub account set up, only the Master account carries A/R data.  The System will indicate the corresponding Master account with this message below the customer data: "Master account for above is ___".

**Credit limit**

The total amount of credit given to the customer for all locations.  The customer's credit limit is set and maintained in the Customer Master File.

**A/R + Open**

This field shows the dollar amount of orders that have been entered through Order Entry but not yet invoiced for this customer across all locations.

**Avail credit**

The total credit available to this customer for all locations.  Available Credit = Credit Limit - Total Owed - Open Orders - Unfilled Backorders.

**Created**

The date of record for the largest debit or credit balance ever recorded for this customer.

**Maximum owed**

The largest debit or credit balance ever recorded for this customer.

**Last payment**

The amount and date of the last payment applied to this account.

**Last invoice**

The amount and date of the last Order Entry transaction, debit or credit, which has been invoiced.

**Default terms**

This field shows the Billing Terms assigned to this customer in the Customer Master File.

**Analysis periods**

This field gives the dates for the System calculated Aging Analysis Periods.  Analysis periods are not related Aging Periods.  Aging Periods categorize the age a customer's open receivables.  Analysis periods are defined and generated by the System to give you a standard analysis structure for reviewing a customer's receivables, open and closed, over the past year.   (On this screen the customer's purchasing and payment activity are given for each period.)  Analysis periods are computed as follows.

**Past due & open** -- This field shows the amount of all open and unpaid transactions for this customer.  The period begins with the current date and goes back to the date of the oldest overdue or open transaction.

**Paid invoices** -- This field shows the amount of paid invoices attributed to each period, categorized by Analysis Period.  This group of periods begins with the current date and progresses back in 90-day increments for the last year.  Example:  If the current date is September 22, the Closed Invoice periods would be:

| | | | |
|---|---|---|---|
| Closed invoices | 6/24 | thru | 9/22 |
| | 3/25 | thru | 6/23 |
| | 12/25 | thru | 3/24 |
| | 9/25 | thru | 12/24 |

**Net**

The total net amount of activity during the analysis period.  It includes debit and credit transactions, and a minus indicates a credit balance for the period.

**# inv**

This field gives the total number of invoices for this customer during the Analysis period.

**Avg # of days to pay from due date**

This field shows when the customer's payments are typically received, either before or after invoice due dates by giving the variance from the due date in average number of days.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F12 Previous:** Returns you to the previous screen.

**F14 Additional Contacts:**  Displays a screen showing the name, title, and phone number of additional contacts associated with the selected customer record.

This function key and a message advising that "Additional contacts exit" appear only if additional contacts are present in the customer master record.  Additional contacts can be entered for all master files, such as your customer, manufacturer, employee, freight carrier, and location and location files. (See screen MRR027D2.)

# A/R Aging Inquiry Detail Selection Screen (RRR026D4)

This screen displays detailed aging information at the transaction level about a customer's payment history. It appears when you press [**ENTER**] from screen RRR026D2 or RRR026D3. Using the action codes on this screen, you can access further payment detail and even reprint invoices.

```
 7/16/04                       SERVICE PARTS COMPANY              RRR026D4
 DDON                            A/R AGING INQUIRY                   DON
                                                        USE F7 TO CHECK NOTES
 PD1                            Credit manager
 DON'S AUTO PARTS INC           AL KILLEBREW              Action(?)
                                                           D=Detail
 4242 MAXTON ST                 Salesperson               I=Inquiry
 ROCKY MOUNT        NC          AL KILLEBREW              P=Re-print
 252/446-4277    27804-2848                               M=Message

 ?   Trans#  Dtg  T  Loc     Trans      Due     Original       Balance
         123       M  1    12/01/03  1/30/04      600.00        600.00











 F3=Exit   F4=Fold   F7=Notes   F12=Previous
```

## Field Definitions

**Customer**

This field shows information from the Customer Master File: name, address, and phone number.

If this customer is set up for Master/Sub accounts and you access a Sub account customer number for inquiry, no data will appear. In a Master/Sub account set up, only the Master account carries A/R data. The System will indicate the corresponding Master account with this message below the customer data: "Master account for above is ___".

**Credit manager**

This field shows the credit manager assigned to this customer in the Customer Master File.

**Sales rep**

This field shows your company's sales representative assigned to this customer in the Customer Master File.

**(?) Action**

In this field, enter the Action Code corresponding to the action you want to perform. Action codes are displayed at the top of the screen.

**Trans#**

The unique number assigned by the System to each transaction when it is created. It appears throughout the System with each transaction.

**Dtg**

The Dating Sequence Number is a payment sequence number assigned by the System to an invoice if it was created with a terms code to generate split billing. For invoices with split or multiple billings, the System generates a debit transaction for each billing. For each debit transaction, the Dating Sequence Number is the unique identifier. The spilt-billing invoice will only have one invoice number, which you will see repeated in the Trans# field once for each billing. However, it will have multiple debit transactions or billings identified by the number in the Dtg field.

**Trans**

Transaction Type. This code identifies the source of the transaction or entry. In some places these types are identified by abbreviated descriptions; here they are identified as codes. Valid codes are:

**B**  a previous balance record for a balance forward customer

**I**  a credit or debit created through Order Entry

**M**  a credit or debit created through Batch A/R

**S**  a service charge

**T**  a tender offset, applicable only for tender customers

**U**  an unapplied cash transaction created through Cash Application.

**Loc**

This field displays the code identifying the location associated with a transaction. Location codes are user-defined, alphanumeric identifiers.

**Trans**

Transaction Date. This is the date the transaction was entered in the System. At initial entry, the System uses the session date as the transaction date unless you entered a different date.

**Due**

The Due date is the date by which the invoice or debit must be paid in order not to be termed overdue.

**Original**

The original amount of the transaction, invoice or credit, when it was entered in to the System.

**Balance**

The current amount of the invoice or credit.

**(Msg)**

This field displays 'MSG' if the transaction has messages attached.  See Action Code (**M**)**,** Messages.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F4  Fold:** Toggles the display to show additional lines of information about the selection.

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.  The Notes program allows you to tag a variety of  data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.  (See screen MRR050D2.)

**F12 Previous:** Returns you to the previous screen.

**ENTER Advance:**  Displays the next screen, which will vary based on the Action Code entered. Refer to the codes below to determine what screen will appear.

## Action Codes

**D  Detail:**  Displays the initial screen in Order Inquiry, screen ORR400D1.  From here you can inquire into the Order Entry detail behind the selected transaction.  (Refer to the Order Entry Manual to find screen ORR400D1 or Order Inquiry.)

**I  Inquiry:**  Displays screen RRR026D6, which gives detailed A/R information for the transaction selected.

**P  Re-Print:**  Accesses the program to reprint selected invoices.  (See screen ORR556D1.)

**M  Message:**  Displays the Message Overlay Screen where you can enter and maintain messages at the transaction level.  (See the Message Overlay Screen.)

# A/R Aging Inquiry Detail Screen (RRR026D6)

This screen gives all the detail for the selected transactions and appears when to take the action code (**I**), Inquiry,  from screen RRR026D4.

The screen example below is for an inquiry on an invoice transaction.  The screen changes a bit for inquiries on transaction types **U** (unapplied cash) and **S** (service charge) as some fields are not applicable for these types of transactions.

Unapplied Cash Transactions

- Four fields will not display:  Trans#, Discount, Terms, and Discount (amount).

- One field changes:  Purchase Order # field changes to Check #.

Service Charge Transactions

- Five fields will not display:  Trans#, Purchase Order #, Discount, Terms, and Discount (amount).

```
7/16/04                    SERVICE PARTS COMPANY            RRR026D6
DDON                          A/R AGING INQUIRY             DON
                                               USE F7 TO CHECK NOTES


Loc 1    ATLANT

Origin           Trans# Dtg Purchase Order #       Trans              Due
Batch entry       123                            12/01/03          1/30/04

Terms                         Original     Avail discount         Balance
001 CASH SALE                   600.00               .00           600.00


                         Cash Application Activity

Session# / Date    Description               Amount   Check/credit card#





F3=Exit   F7=Notes   F12=Previous
```

## Field Definitions

**Loc**

This field displays the code identifying the location associated with a transaction. Location codes are user-defined, alphanumeric identifiers.

**Origin**

This field indicates where the transaction was created. Possible entries include:

Description  Created Through

Batch entry Batch A/R
Unappld cash   Cash Application
Service chg Service Charge Calculation
Order entry Order Entry program
Bal forward Month end and previous balance summarization

**Trans#  (Field does not display for unapplied cash and service charge transactions)**

The unique number assigned by the System to each transaction when it is created. It appears throughout the System with each transaction.

**Dtg**

The Dating Sequence Number is a payment sequence number assigned by the System to an invoice, if the invoice was created with a terms code to generate split billing. For these invoices, the System generates a debit transaction for each billing. For each debit transaction, the Dating Sequence Number is the unique identifier. The split-billing invoice will only have one invoice number, which you will see repeated in the Trans# field once for each billing. But it will have multiple debit transactions or billings identified by the number in the Dtg field.

It is used as a final sort for display of transactions. Transactions are sorted by due date, location, type, transaction number, and finally dating sequence number.

**Purchase order #   (Field does not display for unapplied cash and service charge transactions)**

This field displays the purchase order number associated with the transaction, if one exists. (Purchase order numbers are entered through Order Entry when invoice transactions are created.)

**Trans**

Transaction Date. This field shows the date the transaction was created.

**Due**

The date by which the invoice or debit must be paid in order not to be termed overdue.

**Terms (Field does not display for unapplied cash and service charge transactions)**

This field shows the Billing Terms assigned to this customer in the Customer Master File.  The number at the start of the field is the code identifying the terms code associated with the billing terms description.

**Original**

The original amount of the invoice.

**Avail discount (Field does not display for unapplied cash and service charge transactions)**

The dollar amount the invoice will be discounted if it is paid by the discount date.  The System uses the billing terms to determine the discount allowed.

Discount = Discount % from the Billing Terms * Original Amount

**Balance**

The current amount of this transaction.

**Session #/Date**

This field is the Cash Application session and date in which the transaction was created.

**Description**

Describes the type of activity applied to this transaction within this session.

**Check/credit card#**

This field displays the check or credit card number entered at the beginning of the Cash Application session.  If no number is shown, then it was not required for the tender type being applied that session.

**Amount**

This field gives the amount of the Cash Application transaction.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F7  Notes:**  Accesses the Notes program where you can inquire, change, or add notes.  The Notes program allows you to tag a variety of data -- individual transactions, customer records, invoices -- with pertinent information that can be retrieved and reviewed in a number of ways, including by user and by date.  (See screen MRR050D2.)

**F12 Previous:** Returns you to the previous screen.

# A/R Aging Analysis

The A/R Aging Analysis is a multi-purpose management tool that provides various views of your Accounts Receivable.  It uses a "drill-down" inquiry technique to display any level of information from the total open A/R balance down to the age of a specific invoice.

There are two analyses within this function, a Summary and a Detail Analysis.  The Summary Analysis reports all open receivables for the selected customer types.  The Detail Analysis allows you to customize the selection of data for different views or your open receivables.

All payment information reported is current as of the last Cash Application posting, and  all Order Entry data is current through the last day close.  The information displayed in this program is extracted from various fields within the Customer Master File.  In a multi-location System, the data represents totals for all locations.

Screens Accessed: RRR610D1, RRR610D2, RRR610D3

# Initial A/R Aging Analysis Screen (RRR610D1)

This initial screen in the A/R Aging Analysis appears when you select the A/R Aging Analysis function from the A/R Inquiry Menu.  When it appears, no data will be displayed.  You must choose whether to display a Summary or Detail analysis by selecting the appropriate function key.  The System selects the portion of the database to be used for the inquiry based on the type of analysis chosen.  The screen below shows a Summary Analysis of an Accounts Receivable database retrieved when function key [**F5**], Summary, was taken.

If you use only one type of billing method, either Monthly or Julian, the screen will display only the method used instead of showing both as in the example below.  In addition, it will not display the field, Totals for Both Monthly and Julian, if only one type of billing method is used.

```
 7/16/04                    SERVICE PARTS COMPANY                  RRR610D1
DDON                        A/R AGING ANALYSIS                     DON

          Monthly aging accounts              Julian aging accounts

          Amount    Pcnt   A/R period       Amount    Pcnt   A/R period
          138.05     .2    FUTURE DUE          .00     .0        FUTURE
          844.63    1.3    CURR MONTH          .00     .0      1-7 DAYS
          210.27     .3    PREV MONTH          .00     .0     8-14 DAYS
          469.16     .7    31-60 DAYS          .00     .0    15-21 DAYS
        1,570.27    2.5    61-90 DAYS          .00     .0    22-28 DAYS
       59,096.83   95.0    91 & OVER           .00     .0    35 AND OVR
       62,329.21  100.0%   Total owed          .00   100.0%  Total owed

       61,346.53   98.4   Past due             .00     .0   Past due

    Totals for both monthly and julian      Customer types to be included (Y/N):
                62,329.21  Total owed          Normal Y  Master Y  Sub N  Branch N
                61,346.53  Past due            Vendor N  Tender N

*Assigned to salesperson _____        *Assigned to credit manager _____

F3=Exit  F5=Summary  F6=Detail
```

### Field Definitions

**Amount**

The net balance of open receivables for each aging period and in total.  A minus sign indicates a credit balance.

**Pcnt**

This field shows what percentage of the Total Owed is attributed to each aging period.  The individual percents for each period are summed (and rounded) for the total percentage figure.  Example:  Pcnt for Current Due = Current Due / Total Owed.

**A/R Period**

Aging Periods. These are user-defined periods for aging A/R invoices.  The period delimiters shown throughout the System are determined by the aging information entered and maintained using the A/R Aging Controls option on the Controls Menu.

**Total owed**

The net balance of all open receivables for all six aging periods.  The System computes the Total Owed by summing the balances for each aging period.  A minus indicates a credit balance.

**Past Due**

This field is the amount in the Past Due Aging Category. See Aging Category and Aging Period in the Glossary.

**Totals for both monthly and Julian**

(This field appears only if both types of billing methods are used.)

This field shows the sum of both the Monthly and Julian Total Owed fields.

**Customer types to be included (Y/N)**

Enter the appropriate letter to indicate which types of customers to include in the inquiry search. The System defaults to searching only Normal (**N**) and Master (**M**) accounts for data to display on the A/R Aging Analysis.

**\*Assigned to salesperson**

Use this field to limit the search and display of data to those customers assigned to a particular salesperson.  Function key [**F10**], Field Inquiry, can be used to see the available entries.

**\*Assigned to credit manager**

Use this field to limit the search and display of data to those customers assigned to a particular credit manager.  Field Inquiry, [**F10**], can be used to see the available entries.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F5  Summary:**  Redisplays screen RRR610D1 with a summary of your total open receivables by Aging Period. **NOTE:**  Generating the summary information can take some time.  If you only want analysis data on a few customers, see function key [**F6**], Detail.

**F6  Detail:**  Displays screen RRR610D3 where you enter the criteria to select the portion of your A/R database you want to work with in generating an A/R Aging Analysis Inquiry.

**F10 Field Inquiry:**  For the marked fields (\*), displays the Name Search screen, which you can use to locate and select an entry.  (See Name Search.)

# A/R Aging Analysis Detail Screen (RRR610D3)

This screen appears when you press function key [**F6**], Detail, from screen RRR610D1.  All the fields on this screen are search criteria for the Detail Aging Analysis, and the default values that appear can be changed to meet your needs.  Each value entered will delimit the data retrieved and computed for the analysis.

```
 7/16/04                    SERVICE PARTS COMPANY              RRR610D3
DDON                         A/R AGING ANALYSIS                DON

Include only customers who:                  Monthly         Julian
  1. Owe more than 999999999.99-             FUTURE DUE   N       FUTURE
     and less than 999999999.99              CURR MONTH   N    1-7 DAYS
     in the age periods selected > > > > > > > >  PREV MONTH   Y    8-14 DAYS
                                             31-60 DAYS   Y   15-21 DAYS
                                             61-90 DAYS   Y   22-28 DAYS
                                             91 & OVER    Y   35 AND OVR

  2. Have not had activity since   0/00/00

  3. Have an available credit of 999999999.99   (or less)

  4. Are assigned to *salesperson... _____
  5. Are assigned to *credit manager _____
  6. Have a customer type of Normal Y    Master Y    Subsidiary N    Branch N
     Vendor N    Tender N

To be displayed on the detail screen, a customer must meet ALL of the criteria
specified in the above parameters.

F3=Exit  F10=Field inquiry  F12=Previous
```

### Field Definitions

See the Monthly / Julian field explanation first, as this field determines the database used for all the searches that you can initiate using fields #1 - #6.

Include only customers who:

**1. Owe more than _____ and less than _____ in the age periods selected**

This field allows you to limit the inquiry to those customers with a balance between the dollar range entered. Below are some common ways to use the open balance range limits for searching. To display all customers with

- A past due debit or credit balance - leave the defaults and press [**ENTER**].

- A past due debit balance only - set the "more than" value to **0** and press [**ENTER**].

- A past due credit balance - set the "less than" value to **0** and press [**ENTER**].

- An open debit balance of more than $1000.00 in aging periods '61-90' and/or '91 and over' - set the 'more than' value to **1000.00**, and in the Monthly/Julian field set the aging period flags for '61-90' and/or '91 and over' to **Y** and all other period flags to **N**.

*Monthly/Julian*

This field displays the aging periods for the type of billing method you use; Monthly and/or Julian will appear. A **Y** or **N** entered for each aging period indicates whether the records that fall within a particular period will be part of the database used for the analysis inquiry. The System enters default values of **N** for all current periods and **Y** for all overdue periods.

**2. Have not had activity since**

This field refers to Order Entry activity. The System will include only those customers who have had Order Entry activity on or past the date entered. The field defaults to '00/00/00' and will not be used as a search delimiter unless a date is entered. To effectively use this field and ensure no undesirable screening:

- Set field #1 to the desired balance range.

- Set the aging period flags in the Monthly/Julian field to **Y.**

**3.  Have an available credit of _____ (or less).**

Unless you are primarily searching for credit limits, this field is generally left at the default setting. To effectively use this field and ensure no undesirable screening:

- Set field #1 to the default.

- Set the aging period flags in the Monthly/Julian field to **Y**.

- Set field #2 to **0**.

**4.  Are assigned to *credit manager _____**

Use this field to limit the search and display of data to those customers assigned to a particular credit manager.  Function key [**F10**], Field Inquiry, can be used to see the available entries.

**5.  Are assigned to *sales rep _____**

Use this field to limit the search and display of data to those customers assigned to a particular sales representative.  Function key [**F10**], Field Inquiry, can be used to see the available entries.

Have a customer type of Normal

     __ Master __  Subsidiary __  Branch __  Vendor __     Tender __

A **Y** or **N** entered in each blank indicates the type of customers to include in the inquiry search. These fields default to **Y** for Normal and Master type customers and **N** for the remaining types.  If you made changes to this field on the previous screen, RRR610D1, those changes will be reflected here.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F10 Field Inquiry:**  For the marked fields (*), displays the Name Search screen, which you can use to locate and select an entry.  (See Name Search.)

**F12 Previous:** Returns you to the previous screen without saving any activity.

**ENTER Advance:** Displays the next screen, RRR610D2.

# A/R Aging Analysis Display Screen (RRR610D2)

This screen appears when you press [**ENTER**] from screen RRR610D3.  It displays, in account number order, any customer meeting ALL the requirements set on the previous screen, and it offers several action codes for further inquiry on selected customers.  All the amounts are shown as whole dollar.

Using the action codes, you can review customer, order, and payment information for each customer listed.

```
  7/16/04                  SERVICE PARTS COMPANY                RRR610D2
 DDON                       A/R AGING ANALYSIS                  DON
                                       Action(?)
                                       S=Aging inquiry     O=Order inquiry
                                       I=Customer inquiry


 ? Customer           Last inv  Aval crd  Total opn   Tot owed   Past due
 █ ARNOLD MACHINERY COMPANY 0/00/00   20000         0          0          0
 _ EQUIPMENT SERVICES     0/00/00    5000         0          0          0
 _ FIRE DEPARTMENT        0/00/00    5000         0          0          0
 _ PARKS AND RECREATION   0/00/00    5000         0          0          0
 _ POLICE DEPT.           0/00/00    5000         0          0          0
 _ CASH SALE              2/16/04   19985         1         12         12
 _ PUBLIC WORKS   CENTRAL MA 0/00/00  50000        0          0          0
 _ PUBLIC WORKS AND ENGINEE 0/00/00   50000        0          0          0
 _ FIRE DEPARTMENTCITY OF H 0/00/00   50000        0          0          0
 _ PARKS AND RECREATION   0/00/00   10000         0          0          0
 _ POLICE GARAGE-ACCTS PAYA 0/00/00   50000        0          0          0
 _ SOLID WASTE            0/00/00   50000         0          0          0
 _ UTILITY OPERATIONSPUBLIC 0/00/00   10000        0          0          0
 _ WATER CUSTOMER SERVICE  0/00/00   10000         0          0          +

 F3=Exit   F4=Fold   F12=Previous
```

## Field Definitions

### (?) Action

In this field, enter the code corresponding to the action you want to perform.  Action codes are displayed at the top of the screen.

### Customer

The name of the customer master record to be accessed or displayed.  The city name associated with each customer will appear when you press function key [**F4**], Fold.

### Last inv

This field shows the date the last invoice or credit memo created for the customer through Order Entry.  Batch A/R transactions are not considered in this display.

---

**Avail crd**

This field gives the total amount credit available to this customer across all locations.  Available Credit = Credit Limit - Total Owed - Open Orders - Unfilled Backorders.

**Total opn**

This field gives the amount of all orders entered for the customer through Order Entry that have not been invoiced.  This amount is for all locations.

Total Open Orders = Expected Ship Quantities * Price.

**Tot owed**

This field gives the net balance of ALL open receivables for this customer. The number of aging periods selected on the previous screen has no impact on this value. All periods are included.  A minus indicates a credit balance.

**Past due**

This field is the amount in the Past Due Aging Category. See Aging Category and Aging Period in the Glossary.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F4  Fold:**  Displays the city for each customer record on a second line beneath the customer name.

**F12 Previous:** Returns you to the previous screen.

## Action Codes

**I    Inquiry:**  Accesses the Customer Inquiry, which displays information from the Customer Master File.  (See screen MRR031D1.)

**S    Select:**  Accesses the A/R Aging Inquiry, which displays information the customer's receivables.  (See screen RRR026D2.)

**O    Order Inquiry:**  Accesses the Order Entry Inquiry, which allows you to inquire into the Order Entry detail behind the selected transaction.  (See screen ORR400D1 in the Order Entry manual.)

# A/R Payment Inquiry

You can inquire on posted A/R transactions using this inquiry, which you access from the A/R Inquiry Menu.  You enter search criteria for the data you want to review, and the System displays the posted A/R sessions that meet your criteria.  Using the action codes within this inquiry, you can display the actual transaction detail of any posted session.  It is a powerful tool for answering, in a moment, questions like "What happened to the check this customer says was mailed two months ago?"

The initial screen is used to set search criteria, and the other screens display a high- and low-level inquiry of data meeting the search criteria.

Screens Accessed: RRR043D1, RRR043C32, RRR043C3.

Reports Produced: RRR043P1

# A/R Payment Inquiry Search Criteria Screen (RRR043D1)

This screen is used to set the search criteria for the inquiry.  No entries are required, and if no parameters are entered the System will display all posted sessions for all users.  In this case, the sessions appear in the order of User ID, beginning with the User ID of the person signed on to the terminal.  Although, entering no search parameters is an option, the inquiry is most useful when you do enter information that will limit your display of data.

You can enter as few or as many search parameters as you like.  The more parameters you enter, the more you will define the display of posted sessions.  An example of how you could use this inquiry might be:

A customer calls and says they have paid a bill you say they have not.  You ask for a check number or amount and enter one or the other (or both) on this screen.  Then you proceed through the inquiry screens to determine exactly what happened to the check.

Many users have found that entering the Payment Amount is a quick way to go directly to a session in question.  Experiment with this screen to see exactly what appears when various search combinations are entered, so that you will know how best to use this inquiry when someone wants to know "What happened to ...".

```
  7/16/04                    SERVICE PARTS COMPANY              RRR043D1
 DDON                          A/R PAYMENT INQUIRY              DON

 *Customer...... PD1

 *Tender type... __
  "**" for sessions without tender type

  Check or credit card # _____

  Payment date..  0/00/00

  Session date..  0/00/00

  Payment amount _____.00

 *Employee...... _____

  Sequence...... D   (A=Ascending, D=Descending)



 F3=Exit   F10=Field inquiry
```

### Field Definitions

**\*Customer**

Enter the number of a customer to limit the display of sessions to that customer.

**\*Tender type**

Enter a tender type code to access sessions of a particular tender.  Tender Type Codes are user-defined codes that identify the type of payment, such as **CK** for check.  Function key [**F10**], Field Inquiry, lists available tender type codes.

**Check or credit card #**

Enter a check or credit card # to list the sessions where this payment was applied.  The System will search for an exact match only.

**Payment date**

Enter a Payment date to have the System limit the screen display to sessions with this date of record.

**Session date**

Enter a session date to have the System limit the display of sessions to those entered on a specific day.

**Payment amount**

Enter the exact amount of a payment applied during a session (an exact check amount) to have the System display that session for inquiry.

**\*Employee**

Enter a User ID and the System will display all sessions entered by that person.

**Sequence**

This field determines the sequential order of transaction data the inquiry will display. It defaults to **D** for Descending. To change the order in which transaction data is displayed, enter **A** for Ascending.

### Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F10 Field Inquiry:** For the \*Tender Type field, displays the valid codes.  For the \*Customer field, displays the Name Search screen.  (See Name Search.)

**ENTER Advance:** Displays the next screen, RRR043C2.

# A/R Payment Inquiry Display Screen (RRR043C2)

This screen appears when you enter press [**ENTER**] from screen RRR043D1.  The display of this screen depends entirely upon the search criteria entered on the previous screen.  Two examples are given below for customer #90, Image Corporation.

- In the example below, the only search criteria entered on the previous screen was the *Customer number, **90**.  Therefore, this screen displays *all* posted session for that customer beginning with the oldest session date.  If there were much history on the System it might be almost impossible to find a particular session using only this criterion.

As you can see, the criteria you enter are important.  From this screen, you can inquire in to the session detail or select the session for maintenance using the action codes.

```
 7/16/04                      SERVICE PARTS COMPANY                 RRR043C2
DDON                            A/R PAYMENT INQUIRY Action(?)      DON
                                                       I=Inquiry  P=Print
                                                       S=Select
? Customer     Tender & check or card#   Session # & date  Payment amount & date
 PD1         CA                            74162  5/28/04          9.28  5/27/04
     DON'S AUTO PARTS INC
_ PD1         CA                            74159  5/28/04          9.28  5/27/04
     DON'S AUTO PARTS INC

















F3=Exit    F12=Previous
```

### Field Definitions

**? (Action)**
In this field, enter the code corresponding to the action you want to perform. Action codes are displayed at the top of the screen.

**Customer**
Enter the number of a customer to limit the display of sessions to that customer.

**Tender**
Tender Type Codes. This field displays user-defined codes that identify the type of payment, such as **CK** for check.

**check or credit card#**
This field gives the check or credit card # entered in the Cash Application session.

**Session # & date**
*Session Number.* This is the unique number assigned by the System to each Cash Application or Batch A/R session that identifies the session and all transactions in that session. .
*Session Date.* This date is assigned by the System to each session and all transaction the session. The System assigns the date that appears on your terminal.

**Payment amount & date**
*Payment Amount.* This is the amount of money that was applied in the session.
*Payment Date* is the date of record for all transactions in the session. The System assigns the session date as the payment date unless another one is entered.

### Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F12 Previous:** Returns you to the previous screen.

**ENTER Previous:** Returns you to the previous screen.

### Action Codes

**I    Inquiry:**  Displays screen RRR043C3, which shows all transaction activity for the selected session.

**S    Select:**  The result of this action code depends on where you entered the inquiry.

From Cash Application: The result varies based on whether you were in maintenance mode.

- If you pressed function key [**F6**], Cash Ap Maintenance, to begin a maintenance session prior to starting this file inquiry, then S entered here will retrieve the session date and number for the indicated batch, and redisplay the File Maintenance Overlay Screen on RRR007D6 with the retrieved data in the appropriate fields.

- If a maintenance session was not in progress, S will simply return you to screen RRR007D1.

From the A/R Inquiry Menu: This action code has no function.  It simply returns you to the A/R Inquiry Menu.

**P    Print:** For the selected session, it prints a Payment Session Detail Report, RRR043P1.  This report gives all the transaction activity for the session -- the same information as displayed with action code (**I**), Inquiry.

# A/R Payment Inquiry Session Screen (RRR043C3)

This screen appears when you select a session for inquiry using action code (**I**), Inquiry, on the previous screen, RRR043C2.  It displays the transaction detail for the session, with all activity appearing in order by transaction number.

```
 7/16/04                     SERVICE PARTS COMPANY              RRR043C3
 DDON                          A/R PAYMENT INQUIRY                 DON

 Customer PD1                 Session   74162            9.28- Payments
 DON'S AUTO PARTS INC         CASH                         .00  Discounts
                                                           .00  Adjustments
                                                           .00  Unapplied cash
                                                         9.28- Total
 Loc   Trans#  Dtg  Trans type    Amt applied  Reason
 1       6068       O/E invoice         9.28-  Payment














 F3=Exit   F12=Previous
```

## Field Definitions

**Customer**

This field shows the number and name of the customer whose records are displayed.

**Session**

*Session Number.*  This is the unique number assigned by the System to each Cash Application or Batch A/R session that identifies the session and all transactions in that session. .

*Tender Type.*  Beneath the session number, the tender type description appears, which identifies the type of payment applied during the session.  If the tender was a check or credit card payment, the check or credit card number will appear below the tender type description.

**Payments**

This field shows the amount of payments applied during the session.  This is not the Payment Amount (i.e., the check amount) entered at the beginning of the Cash Application session.  It is the portion of that amount that was applied as a payment against debit transactions.

**Discounts**

The total amount of discounts given within the session.

**Adjustments**

The net amount of adjustments applied within the session.  Both debit and credit adjustments are included in this figure.

**Unapplied cash**

The amount of the unapplied cash transaction created during this session.

**Total**

The net total of all activity within the session.  Note that Offsets are listed in the Cash Application transaction detail in the Amt Applied and Reason fields, but they are not included in this field, because their net during a session is always zero.

**Loc**

This field displays the code identifying the location associated with a transaction.  Location codes are user-defined, alphanumeric identifiers.

**Trans#**

Transaction Number. This field shows unique number assigned by the System to the original debit or credit transaction, and it appears throughout the System with the transaction.  The Trans# will be repeated for each Cash Application entry, if multiple Cash Application transactions (e.g., payments, discounts, adjustments) where entered for an original transaction or invoice.

**Dtg**

The Dating Sequence Number is a payment sequence number assigned by the System to an invoice if it was created with a terms code to generate split billing.  For invoices with split or multiple billings, the System generates a debit transaction for each billing.  For each debit transaction, the Dating Sequence Number is the unique identifier.  The spilt-billing invoice will only have one invoice number, which you will see repeated in the Trans# field once for each billing.  However, it will have multiple debit transactions or billings identified by the number in the Dtg field.

**Trans type**

The transaction type defines the source of the transaction.  In some places in the System these types are identified by codes:  Possible descriptions are:

| | |
|---|---|
| **Bal forward** | a previous balance record for a balance forward customer |
| **O/E credit** | a credit created through order entry |
| **O/E debit** | a debit created through order entry |
| **Batch invoice** | a debit created through Batch A/R |
| **Batch credit** | a credit created through Batch A/R |
| **Service chg** | a service charge |
| **Offset** | a tender offset, applicable only for tender customers |
| **Unappld cash** | an unapplied cash transaction created through Cash Application. |

**Amt applied**

This field shows the amount of each Cash Application entry made.


This field describes the type of Cash Application entry made. Possible entries include:  Payment, Discount, Offset, Unapplied cash, Adjustments (and the description of the adjustment code used).

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.


**F12 Previous:** Returns you to the previous screen.


**ENTER Previous:** Returns you to the previous screen.

# Open Cash Ap Detail Inquiry

Take this option from the A/R Inquiry Menu to inquire on transactions in unposted Cash Application batches. The inquiry begins at a high level by showing each user with an open Cash Application batch. Detail inquiries are available from within this inquiry by using action codes to select a batch for review.

Screens Accessed: RRR042C1, RRR042C2, RRR042C3.

## Cash Application Inquiry User Display Screen (RRR042C1)

This screen displays all users with open Cash Application batches. The users are listed alphabetically by User ID, beginning with the user signed on to the terminal.

```
  7/16/04                    SERVICE PARTS COMPANY                RRR042C1
 DDON                          CASH AP INQUIRY                     DON
                                              Action(?)
 *Employee ID _____                       I=Inquiry

 ? Employee   Name                         Payments   Discounts  Adjustments
   DON        DON ADAMS                         .00         .00         6.00
 _ JAK        AL KILLEBREW                      .00         .00          .00
 _ PHIL       PHIL SEILS                        .00         .00          .00

















 F3=Exit   F10=Field inquiry
```

### Field Definitions

**Employee ID**
This is a search field, used to redisplay the list of users. Enter a User ID or alpha characters as search criteria. Function key [**F10**], Field Inquiry, displays the Name Search Screen where you can search for and select a specific user. (See Name Search.)

The users with open batches are listed alphabetically by User ID beginning with the person signed on to the terminal. To position the display at the first user with an open batch, enter **A** and press [**ENTER**].

**? (Action)**
Enter action code (**I**), Inquiry, to display more detail on the selected batch.

**Employee**
The User ID identifying each user with an open Cash Application batch.

**Name**
The name of the user in the Employee Master File corresponding User ID above.

**Payments**
The net total of all activity in all sessions in the open batch.

**Discounts**
The total amount of discounts applied in all sessions in the open batch.

**Adjustments**
The net total of adjustments applied in all sessions in the open batch. It includes debit and credit adjustments.

### Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F10 Field Inquiry:** For the marked fields (*), displays the Name Search screen, which you can use to locate and select an entry. (See Name Search.)

### Action Codes

**I    Inquiry:** Displays screen RRR042C2, which lists all sessions in the batch selected.

# Cash Ap Inquiry Session Screen (RRR042C2)

This screen lists all the sessions in the open batch numerically by session number. It also gives summary information for each session to help you determine the session you may need to review in further detail.

The screen appears when you enter action code **(I)**, Inquiry, in the Action Field (?) on screen RRR042C1. From this screen you can inquire in to session detail or select a session for maintenance using the action codes.

```
  7/16/04                      SERVICE PARTS COMPANY              RRR042C2
 DDON                            CASH AP INQUIRY                   DON
                                                                  Action(?)
 Employee ID DON            Payments     Discounts   Adjustments   I=Inquiry
 DON ADAMS                       .00           .00          6.00   S=Select
                                                                   P=Print
 ? Customer                 TT Check or credit crd#     Amount
 █ DON'S AUTO PARTS INC     CK                              .00  Payments
   PD1                                                      .00  Discounts
                                                           .00  Adjustments
 _ DON'S AUTO PARTS INC                                    .00  Payments
   PD1                                                      .00  Discounts
                                                           .00  Adjustments
 _ DON'S AUTO PARTS INC                                    .00  Payments
   PD1                                                      .00  Discounts
                                                           .00  Adjustments
 _ DON'S AUTO PARTS INC     CK                              .00  Payments
   PD1                                                      .00  Discounts
                                                           .00  Adjustments
 _ DON'S AUTO PARTS INC                                    .00  Payments
   PD1                                                      .00  Discounts
                                                           .00  Adjustmen +
 F3=Exit   F12=Previous
```

### Field Definitions

**Employee ID**
This field gives the User ID and name of the person responsible for the session.

**Payments**
The net total of all activity in all sessions in the open batch.

**Discounts**
The total amount of discounts applied in all sessions in the open batch.

### Adjustments

The net total of adjustments (debit and credit) applied in all sessions in the open batch.

### ? (Action)

Enter an action code corresponding to the action you want to perform. Action codes are displayed at the top of the screen.

### Customer

This field displays name and account number of the customer associated with each session.

### TT

Tender Type. This field displays the user-defined tender codes that identify the type of payment applied in the session, such a **CK** for check. It may be blank if the session did not include any payments.

### Check or Credit card#

This field gives the check or credit card # entered in the Cash Application session.

### Amount -- Payments, Discounts, Adjustments

This field shows for each session the net total of payments, discounts, and adjustments applied in the session.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F12 Previous:** Returns you to the previous screen.

## Action Codes

**I**   **Inquiry:**  Displays screen RRR042C3, which shows all transaction activity for the selected session.

**S**   **Select:**  The result of this action code depends on where you entered the inquiry.

From Cash Application:  The result varies based on whether you were in maintenance mode.

- If  you pressed function key [**F6**], Cash Ap Maintenance, to begin a maintenance session prior to starting this file inquiry, then **S** entered here will retrieve the session date and number for the indicated batch, and redisplay the File Maintenance Overlay Screen on RRR007D6 with the retrieved data in the appropriate fields.

- If a maintenance session was not in progress, **S** will simply return you to screen RRR007D1.

**P**   **Print:** Prints screen RRR042C3, which shows all transaction activity for the selected session.

From the A/R Inquiry Menu: This action code has no function.  It simply returns you to the A/R Inquiry Menu.

# Cash Ap Inquiry Detail Screen (RRR042C3)

This screen displays the detail for a specific open session selected on the previous screen (RRR042C2) using action code (**I**), Inquiry. It displays the transaction detail for the session, with all activity appearing in order by transaction number.

```
 7/16/04                      SERVICE PARTS COMPANY                   RRR042C3
DDON                             CASH AP INQUIRY                        DON

Customer PD1                 Tender CK   8/26/03              .00  Payments
DON'S AUTO PARTS INC         CHECK                            .00  Discounts
                                                            2.00  Adjustments


Loc   Trans#  Dtg      Date   Org amount    Amt applied  Reason_____
1        123         12/01/03     600.00           2.00  WRITE OFF












F3=Exit   F12=Previous
```

### Field Definitions

**Customer**

This field shows the number and name of the customer whose records are displayed.

**Session**

*Session Number.* This is the unique number assigned by the System to each Cash Application or Batch A/R session that identifies the session and all transactions in that session.

*Session Date.* This date is assigned by the System to each session and all transaction the session. The System assigns the date that appears on your terminal.

**Tender**

*Tender Type.*  The tender type code and description identify the type of payment applied during the session (i.e., **CK** and CHECK to identify a payment by check). If the tender was a check or credit card payment, the check or credit card number will appear below the tender type description.

*Payment Date.*  To the right of the Tender Type Code is the Payment Date, the date of record for all transactions in the session.  The System assigns the session date as the payment date unless another one is entered.

**Payments, Discounts, Adjustments**

These fields display the total amount of payments, discounts, and adjustments applied in the session.

**Loc**

This field displays the code identifying the location associated with a transaction.  Location codes are user-defined, alphanumeric identifiers.

**Trans#**

Transaction Number. This field shows unique number assigned by the System to the original debit or credit transaction, and it appears throughout the System with the transaction.  The Trans# will be repeated for each Cash Application entry, if multiple Cash Application transactions (e.g., payments, discounts, adjustments) where entered for an original transaction or invoice.

**Dtg**

The Dating Sequence Number is a payment sequence number assigned by the System to an invoice if it was created with a terms code to generate split billing.  For invoices with split or multiple billings, the System generates a debit transaction for each billing.  For each debit transaction, the Dating Sequence Number is the unique identifier.  The spilt-billing invoice will only have one invoice number, which you will see repeated in the Trans# field once for each billing.  However, it will have multiple debit transactions or billings identified by the number in the Dtg field.

**Date**

The date the original transaction was created through Order Entry, Batch A/R, Service Charges, or Month Close. (See Master Record.)

**Org amount**

This field shows the balance of the transaction at the beginning session. This amount is repeated with every entry made against a transaction. It may not be the original amount of the transaction, as the activity from previous Cash Application sessions will have affected the original balance.

**Amt applied**

The amount of each entry applied to a transaction.

**Reason**

The type of cash application activity that was performed for this transaction. Possible values include:  Payment, Discount, Offset, Unapplied cash, Adjustments (and the description of the adjustment code used).

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

**F12 Previous:** Returns you to the previous screen.

**ENTER Previous:** Returns you to the previous screen.

# Cash Ap Customer Lock Inquiry

This inquiry lists all the customer records that are "locked" to other users with open Cash Application batches.  The customer lock ensures that only one user at a time can adjust A/R records through Cash Application, which is necessary for accurate accounting.

The System "locks" a customer to a user immediately whenever the Cash Application detail screen is accessed for that customer (screen RRR007D3).  Even if the session is aborted or if no detail is actually applied, the customer "lock" remains until the user posts the open session(s) using the Cash Application Update option.  When the Cash Application Update has completed successfully, the customer "lock" will be removed.

The System will tell you if a customer record is locked by displaying the following message when you try to access Cash Application for that customer: "Customer has active cash application by user _____".  The ID of the user that first accessed this customer is given in the error message.

See *Customer Locks* for further information.

Screens Accessed:  RRR100D2

# Locked Customers Inquiry Screen (RRR100D2)

This screen appears when you take the Cash Ap Customer Lock Inquiry from the A/R Inquiry Menu.  It shows all customers you cannot access currently and users the customer records are "locked".

```
  7/16/04                    SERVICE PARTS COMPANY                 RRR100D2
 DDON                       LOCKED CUSTOMERS INQUIRY                DON

    Customer    Name_____    Employee_____
    ERW         ERW STATEMENT TEST        PHIL SEILS
    PD1         DON'S AUTO PARTS INC      DON ADAMS
    100M        AUTO PARTS SUPPLY   "99" AL KILLEBREW
    1009        A & P AUTO REPAIR         PHIL SEILS
    200         COMER MILLS          (99) RESERVED FOR DMS USE ONLY
    401006      A & A MOTOR               PHIL SEILS
    401012      A & A AUTO SERVICE        RESERVED FOR DMS USE ONLY













 F3=Exit
```

## Field Definitions

**Customer**
This field shows the number of the customer whose records are locked to another user.

**Name**
This field gives the name of the customer whose records are locked to another user.

**Employee**
This field gives the name of the user who has the customer record accessed in an open batch.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

# Cash Ap User Lock Inquiry

Use this inquiry to find all the users with open Cash Application sessions. The System only allows you to have one Cash Application session open at a time. It "locks" you out of Cash Application immediately when you take either of two options from the Cash Application Menu: 1) Cash Application Entry and Maintenance and 2) Cash Application Update.

A user "lock" means that the System prevents you from starting another Cash Application function until you are finished with the one you have begun. The System "locks" you out of any other processing. The "lock" remains in effect until you return to the Cash Application Menu.

If you take the Cash Application Entry & Maintenance option and have a session already open, the System will display the following message: "Conflicting A/R job already active for this user -- job terminated."

See *User Locks* for further information.

Screens Accessed: RRR101D2

# Locked Users Inquiry Screen (RRR101D2)

This screen appears when you select the Cash Ap User Lock Inquiry from the A/R Inquiry Menu. It shows the user ID and name of all persons currently processing the Cash Application Entry or Cash Application Update options.

```
 7/16/04                    SERVICE PARTS COMPANY                RRR101D2
 DDON                       LOCKED USERS INQUIRY                  DON

 F3=Exit
```

## Field Definitions

**User ID**
This field shows the User ID of the person currently locked out of Cash Application Entry or Update processing.

**Name**
This field gives the name of the user associated with the User ID.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

# Open Cash Ap Payment Inquiry

This inquiry shows you all customers with open, or unposted, Cash Application activity.  It lists each customer once for every open session.  For instance, if you access customer number 10 three times to apply three checks, then customer 10 will be listed three times on this inquiry, once for each open session.

Screens Accessed:  RRR608D2

## Customers with Open Cash Application Batches Screen (RRR608D2)

This inquiry appears when you select the Open Cash Ap Payment Inquiry from the A/R Inquiry Menu.  It shows all customers with open, or unposted, Cash Application activity and the users who entered the transactions.

```
 7/19/04                    SERVICE PARTS COMPANY                 RRR608D2
 DDON            CUSTOMERS WITH OPEN CASH APPLICATION BATCHES      DON


    Customer   Name                       Employee              Workstation
    401012     A & A AUTO SERVICE         RESERVED FOR DMS USE ONLY QPADEV0005
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    PD1        DON'S AUTO PARTS INC       DON ADAMS             DDON
    100M       AUTO PARTS SUPPLY   "99" AL KILLEBREW           DSP03
    401006     A & A MOTOR              PHIL SEILS            QPADEV0003
    1009       A & P AUTO REPAIR        PHIL SEILS            QPADEV0003
    100M       AUTO PARTS SUPPLY   "99" PHIL SEILS            QPADEV0004  +


 F3=Exit
```

## Field Definitions

**Customer**

This field shows the number of the customer whose records are accessed in an open Cash Application batch.

**Name**

This field shows the name of the customer whose records are accessed in an open Cash Application batch.

**Employee**

This field gives the name of the user who has the customer record accessed in an open batch.

**Workstation**

The terminal where the customer's record was accessed for maintenance or entry.

## Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

# Unposted Batch Entries Inquiry

This inquiry shows all customers with open, or unposted, activity entered through the Batch Entry option on the A/R Batch Entry Menu. It lists each customer once for every open Batch A/R transaction. For instance, if you enter four batch transactions for customer number 40, customer 40 will be listed four times on this inquiry, once for each open session.

Screens Accessed: RRR609D2

## Customers with Open A/R Batches Screen (RRR609D2)

Take the Unposted Batch Entries Inquiry from the A/R Inquiry Menu to access this inquiry. It shows the customers with unposted Batch A/R activity and the users who entered the transactions.

```
 7/19/04                  SERVICE PARTS COMPANY                  RRR609D2
DDON                  CUSTOMERS WITH OPEN A/R BATCHES               DON


   Customer   Name                       Employee                Workstation
   PD1        DON'S AUTO PARTS INC       DON ADAMS               DDON

















F3=Exit
```

### Field Definitions

**Customer**

This field gives number of the customer with open transactions created through Batch A/R.

**Name**

The name of the customer with open Batch A/R transactions is listed here.

**Employee**

This field gives the name of the user who has open transactions for the customer.

**Workstation**

The terminal where the customer's record was accessed for maintenance or entry.

### Function Keys

**F3  Exit:** Returns you to the A/R Inquiry Menu.

# Chapter 7:  A/R List Processing

## Overview

Given below are the menu options offered from the A/R List Menu, and the general processing for these options follows on the next page.

### Aged Trial Balance

This program offers two reports: the Summary Aged Trail Balance (**ATB**) and the Detail Aged Trail Balance (**DTB**).  You define location and print parameters to print exactly what will be most pertinent to you.

### Over Credit Limit Listing

This listing reports all customers who have exceeded their credit limit set in the Customer Master File.  The report shows their credit limit and the amount by which they have exceeded the limit.  It also breaks out the customer's exceeded credit limit by aging period.

### Print A/R Statements

This option is a print program only.  The program does not compute and statement information.  It simply prints customer statements.  The data included on statements is determined by criteria you enter prior to printing.

### Daily Invoice Register

This report lists all invoice or debit transactions created through Batch A/R, Order Entry, and Service Charge routines.

### Daily Activity Summary

For each area of invoice or debit entry -- Order Entry, Batch A/R, and  Service Charges -- this report gives you a summary of the activity produced in each area.

### Daily Payments Report

This report summarizes the tender payments received on a specified date based on parameters you enter for date, location, and user.

### Daily Sales Register

For each customer with activity on the day selected, this report shows all invoices and the detail for each invoice:  invoice number, amount, gross margin, and GM%. The report breaks out the invoice amount in to merchandise, tax, and freight.

**Daily Activity by Tender**

This report summarizes the tender payments received on a specified date into sales, transfers, and returns.

**Open Deposits Report**

This report gives open balance information by location including the Order Number and Date, Order Total, Payments, and Estimated Balance.

**Monthly Sales Register**

This report gives the same information as the Daily Sales Register for all invoices entered month-to-date.

**Monthly Invoice Register**

This report lists all invoice transactions created through Batch A/R and Order Entry during a calendar month.

# The General List Process

The listing options provided on the A/R List Menu offer a variety of ways to report your Accounts Receivable asset at any given time. When you select a listing option there is no formal procedure to process through. However, for each option one or more screens will appear where you enter parameters that define the type and level of information you need to see reported.

The print parameters are entered in data fields on the screens that appear for each listing option. In addition, the process of printing each report is tied directly to the completion of these parameter fields. Therefore, for all report processing please refer to A/R List Screens chapter, because the printing process is controlled by the completion of the screens that appear for each listing option.

To Produce a Listing

1. Refer to the A/R List Screens Chapter.

2. Locate the section for the listing option you want to select.

3. Proceed through the Field Descriptions, Function Keys, and Action Codes for each screen associated with the option to complete the listing process.

# Print A/R Statements

The printing of most reports in DISTRIBUTION / EXPRESS is straightforward. You access a print option from a menu and complete the print parameter fields to define how you want the report to print. This holds true for printing A/R Statements, but there are additional considerations and tasks to be completed. Therefore, we have provided this section as a central source of information for A/R Statements. It combines information from various parts of this A/R User Manual and is divided in to the following sections.

*Producing A/R Statements.* Contains the procedure for printing A/R Statements, including tasks to complete prior to printing.

*Notes About Statements.* Contains an explanation of statement considerations for accounts with different billing methods -- Balance Forward, Open Item, and Julian.

*Defining Print Parameters.* Describes the parameters you define each time you print and how these criteria affect statement printing.

*Related Files.* Lists the Master Files that in some way affect statement printing.

# Producing A/R Statements

This section gives the procedure for completing tasks related to the production of A/R Statements.  The procedure references specific screens, and consistent with the layout of this manual there are no screen descriptions in this section.  Refer as needed to the screen descriptions in the A/R List Screens chapter.

| Step | Procedure |
|------|-----------|
| **1** | *Complete all the transactions for the month for which you want to print statements.* If necessary, Order Entry, Batch A/R, and Cash Application transactions can all be entered with an "effective date" of transaction (if working with transactions to be backdated.) |
| **2** | *Determine whether you will be printing statements for a current (open) month or a prior (closed) month.*<br><br>Verify that service charges have been calculated and posted.<br><br>• (Master File Maintenance Menu)  Take the Fiscal Year option and press [**ENTER**]. Screen MRR065D2 will appear.<br><br>• (MRR065D2)  Review the fields indicated below, and then press function key [**F12**], Previous to return to the menu. |
| **3** | Complete the screens to define the statement printing and submit the print job.<br><br>• (Master File Maintenance Menu)  Take the Print A/R Statements option and press [**ENTER**].<br><br>• Screen RRR555D1 will appear.<br><br>(RRR555D1 - RRR555D2)  Process through the Field Descriptions, Function Keys, and Action Codes for each screen to complete the listing process. |

# Related Topics

The topics in this section will help you understand the parameters that control statement printing. We recommend reviewing it during System installation and again before you begin printing statements.

## *Month Close*

Month Close and A/R Statements have traditionally been tied together. The DISTRIBUTION / EXPRESS System separates this processing so the two can operate independently. The only important point relating Month Close and the printing of A/R Statements is how data is summarized during the close process. The month close process affects accounts differently based upon the billing method assigned to an account -- Balance Forward, Open Item, or Julian. Therefore, in the sections below we have discussed the implications of Month Close on statement processing for each type of account.

## *Balance Forward Account Statements*

Balance Forward accounts most commonly make a single remittance when they receive a summarized statement that is printed at the end of each financial period.

The best way to describe the statement processing for Balance Forward accounts is to identify them with a type of account we are all familiar with -- credit card accounts. Credit card companies like MasterCard and Visa typically operate using Balance Forward accounts.

When you receive a credit card statement, it typically reports the debit and credit transactions only for the current month. Any open transactions from the previous month are summarized under a single transaction entitled "beginning balance" or "previous balance". The statements for Balance Forward accounts in DISTRIBUTION / EXPRESS report data similarly.

To discuss how data is reported for Balance Forward accounts, it is necessary to look at the month close process and understand its affect on Balance Forward accounts.

For Balance Forward accounts, the month close process does two important things:

- It summarizes all transaction detail for the period in to one "previous balance transaction".

- It deletes all transaction detail for the period after creating the "previous balance transaction". (The detail transactions exist in the RPRD A/R Master File (detail records.))

This processing has the following implications for Balance Forward statements:

*Statement Processing*

1.  All statements and reprints for Balance Forward accounts must be printed before you close the month.  If you close the current month before printing statements, then Balance Forward accounts will not show any of that month's transaction detail because it is summarized during Month Close.

2.  You cannot print prior month statements for Balance Forward accounts, because there is no detail.  Statement Data

•   Transaction detail appears on the statement only for the month in which it occurs.

•   Any unpaid or open transactions will appear on the next month's statement as a single entry for "previous month's balance".

The above information should be sufficient for processing Balance Forward statements.   Refer to the Index to locate areas where Balance Forward accounts are pertinent to other  processing.

## Exception Reporting for Balance Forward Accounts

Typically for Balance Forward accounts, there is a single previous balance transaction created and carried forward to the next month during Month Close.  This transaction is the net of all activity for that account during the month and can be either a debit or a credit.

There are two cases where the month close process will create two or more previous balance transactions for a Balance Forward customer:

1.  If a customer's account contains transactions with different terms code.

2.  If you are a multiple-company business and the customer has purchased from more than one company during the period.

**Multiple Terms Codes**

During Month Close, the System creates a previous balance transaction for each terms code within a customer account.

A customers account could have transactions with different terms codes if, for instance, the default terms code was overwritten at the point of Order Entry. The customer's regular terms might be 2/10 net 30, but for certain items purchased they were given 5/5 net 30 in Order Entry. If this situation existed for a customer, the account would have two terms codes for the period.

The System would net all transactions in each terms code group and carry forward a previous balance transaction for each terms code.

Multiple Companies

The following example gives another case where the System will report multiple previous balance transactions per customer on a monthly statement.

- You operate multiple companies with multiple locations in each company.

- You chose to consolidate the reporting of service charge and balance forward account data across all locations for each company. (This decision is made when you install the Service Charge % master file.)

Company 1 Location 1   RICH    Richmond, VA
          Location 2   RAL     Raleigh, NC

Company 2 Location 3   CHL     Charlotte, NC
          Location 4   ATL     Atlanta, GA

- When Month Close is run, the System creates a previous balance transaction for each location. Each previous balance transaction reports the net balance for a location.

*If a customer did business with locations in different companies during the month*, then his monthly statement will report a previous balance transaction for each location. In this case, his statement would show two previous balance transactions, one for each company.

Company 1 Location 1   RICH    Richmond, VA
Company 2 Location 4   ATL     Atlanta, GA

*If a customer did all his business with one company during the month*, then his monthly statement will report one previous balance transaction, because you chose to consolidate within each company.

Company 1 Location 1   RICH    Richmond, VA
          Location 2   RAL     Raleigh, NC

## *Open Item and Julian Account Statements*

Open Item account customers typically operate like Balance Forward customers.  Usually they make a single remittance when they receive a summarized statement that is printed at the end of each financial period.

Julian accounts typically make a remittance when they receive an invoice rather than from a monthly statement.  However, they may still request a monthly statement of activity.

Although the billing routine for these two types of accounts typically differs, the System processes statements for these accounts similarly.  For this reason we discuss them together in this section.

To discuss how data is reported for these accounts, it is necessary to again look at the month close process and understand its affect on them.

For Open Item and Julian accounts the month close process does not summarize detail transactions.   All debit and credit transactions remain in the RPRD A/R Master file.

This processing has the following implications for Open Item and Julian statements:

*Statement Processing*

1.  You *can* print statements for these accounts after you run Month Close, and

2.  You *can* print statements for prior closed months because the transaction detail is retained on the System.

*Statement Data*

- The original transaction amount and the detail of *all* payments, adjustments, discounts, and offsets applied to the transaction appear on the statement.  Statements provide a full item-by-item audit trail for every invoice and credit memo.

- Transactions appear on each monthly statement until the transaction balance reaches zero.

- If an invoice's beginning month balance is zero, neither the original transaction amount nor any activity will appear on that month's statement.

- If a transaction exists for several months before reaching a zero balance, you can elect to have the statements show either (1) the original transaction balance and all detail (for current and prior months) or (2) the beginning month's balance and current detail only.

## Service Charge Processing

Service charges are assessed upon past due balances and reflected on individual customer accounts and statements as a debit. *You need to complete all service charge processing before you print statements.* Refer to the Service Charge section later in this chapter for processing instructions.

# Defining Print Parameters

As stated earlier, the statement program is a print program only.  No month end balance or total computations are tied to this processing.  *Therefore, A/R statement production is completely independent of Month Close, giving you total flexibility in your reporting options.*  To support this independent processing, the statement program prompts you to do two things each time you print statements:

- Select transactions to include in the statement printing.

- Age those transactions appropriately.

These two requirements are discussed below.

## *Selecting Transactions to Include*

Each time you print A/R Statements you select the portion of the database to include in the printing.  In other words you select the transactions that will be included in the statements.  You select transactions by defining two parameters in the statement print program:

- The customer accounts to include in the printing.

- The period from which to select transactions for those accounts.

Both of these criteria can be defined as narrowly or as broadly as you like.

- You can select one customer account, all customer accounts, or a group of customer accounts (using statement codes).

- You can define the statement period as any length of time -- one day, one month.  In addition, the period does not have to coincide with your fiscal accounting periods.

The two sections that follow go in to detail on how to define the customer base and the period of transactions to include in the printing.

## *Selecting Customer Accounts*

The A/R Statement Program is a print program only.  There are several parameters you enter to define the portion of the database that will be included in the statement printing.  When you define statement print parameters on screen RRR555D1, the field below is used to select customer accounts.

*Select a single customer..._____   or up to 25 statement groups below:

> ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
> ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
> ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
> ___ ___ ___ ___ ___

Using this field you can enter codes to print statements:

- A single customer.  Enter the customer number in the Single Customer field.

- All customers.  Enter *** in the first blank of the Statement Group field.

- All customers within selected groups.  Enter one or more group codes in the Statement Group fields.

Statement codes identify groups of customer accounts.  They are a convenient way to select customer accounts for reporting.

Statement Codes

Statement codes are a powerful part of A/R Statement processing.  They categorize customers into groups for convenience during the printing of statement.  You can create codes to control printing based on timing, distribution, or any other criteria that is relevant for your business. Below is an overview of how codes are created and how they are used to define a portion of your database for printing.

Creating and assigning statement codes is basically a two-step procedure done during System installation.  During System installation two master files are used to install statement codes:

- *Group Master File.*  You define statement codes as subgroups within this file. (After installation, you maintain statement codes using this file.)

- *Customer Master File.*  Once your statement codes are defined, you assign a code to each customer master record.

The Database User Manual gives considerations and procedures for installing these codes.

Below is an example of how a user with monthly billing accounts might install and use statement codes.

**Sample Statement Group Codes**
**(monthly billing method)**

| Group | Subgroup | Group Description | Category | Code | Description Code |
|-------|----------|--------|----------|------|------------------|
| Statement | ST | Statement | NO | No Statement | |
| | ST | Statement | WEK | Weekly Statements | |
| | ST | Statement | MON | Monthly Statements | |

- The NO code entered in a customer record inhibits statement production for that account entirely.

- The WEK and MON codes entered in customer records control the timing of statements.

## *Defining Statement Periods*

The transactions that are included in each statement printing are selected by defining the statement period.  Because the statement period is defined with each printing, the current balance for each customer's account is computed as part of the statement program based on the period selected.   The significance of this flexibility is two-fold.

- You can define the statement period as any length of time -- one day, one month...  In addition, the period does not have to coincide with your fiscal accounting periods.

- You do not need to run Month Close and print statements before you begin processing transactions in a new fiscal period.

The statement period is defined as part of the print criteria set on the Print A/R Statements option. It is defined by entering an ending period date only.

*(A/R List Menu, Print A/R Statements, RRR555D1)*  The first field on this screen defines the ending date of the period you will use for this statement printing.

**Include Receivables as of _____**

Using the date entered here as the ending date of the statement period, the System searches for and retrieves all open transactions with a transaction date prior to this date.

Again, to select transactions for statement printing the statement program:

- *(RRR555D1)* Reads the date in the "Include Receivables as of _____" field.

- Accesses the RPRD (detail records) file and reads all records with transaction dates prior to and including the date entered.

**Note:** The RPRD file (detail records) contains all the detail transactions (debits and credits ) for each original transaction (invoice). The original invoice transaction resides in the RPRM file (master records).

- Narrows the selection of transactions based on the remaining print criteria entered on screen RRR555D1, such as the customer accounts selected for printing.

Once the transactions have been selected, the program computes the current balance for each customer account.

Computing the Current Balance

The current balance for each customer account must be computed at each statement printing because the statement period (and the transactions to include) are defined with each printing. Based upon the statement period defined, the program calculates the current balance for each customer's account. *The current balance for each customer is the net of all debit and credit transactions for the statement period defined by the "Include Receivables as of" field.* The statement balance may differ from the customer's *actual current balance*.

Look at how the current balance for statements may differ from the actual current balance for a customer account.

The RPRM file (master records) contains the original invoice transactions and the *actual current balance*.

The *actual current balance* includes all transactions posted through the current processing day and is not used in A/R statements for the reason depicted in the following example.

- It is November 5 and you needed to print October statements. The actual current balance in the RPRM file is the account balance as of November 5, not October 31. (The RPRM file includes all transactions posted through the current processing day.)

- In order to print statements for October you enter **10-31-YY** in the "Include Receivables as of" field. This date defines the ending date of the statement period. The System computes the current balance based the open transactions posted on or prior to this ending period date.

The significance of the flexibility described here is that you do not need to run Month Close and print statements before you begin processing transactions in a new fiscal period.

## *Aging of Receivables on Statements*

You define the statement period of activity each time you print statements. Therefore, you must also define the aging periods to correspond to the period selected. The aging period for each statement is defined as part of the print criteria set on the Print A/R Statements option. It is defined by entering an ending date of the aging period.

*(A/R List Menu, Print A/R Statements, RRR555D1)* The second field on this screen defines the ending date of the aging period you will use for this statement printing. (Typically, you enter the same date in the "Include Receivables as of" field.)

**Age Receivables as of _____**

Using the date entered here as the beginning date of the Current Due aging period, the System computes the beginning and ending dates of all aging periods, specifically for this statement.

All the statement data will be aged according to the periods computed from this date. To fully understand aging periods -- how they are defined and how they relate to service chargeable balances -- refer to Appendix B, Aging in Accounts Receivable.

# Related Files

There are several master files that contain controls governing defaults for statement printing. The master files are listed along with the corresponding menu and option. For each file there is an explanation of how the master file supports statement printing.

*Fiscal Year File  (Master File Maintenance Menu, Fiscal Year).* This file defines the beginning and ending dates for each A/R period. For each period it shows the status of Day/Month Close and Service Charge processing, and for monthly accounts it defines the due date of transactions invoiced during each period. This file is used by the statement print parameters that age receivables and define periods for printing.

*A/R and A/P Terms File  (Master File Maintenance Menu, A/R, and A/P Terms).* This file defines billing terms for both Monthly and Julian accounts. A billings terms code is assigned to each customer account and controls the number of months delay from the invoice month for open item and balance forward customers and the number of days for invoice date to due date for Julian customers.

*Customer File  (Master File Maintenance Menu, Customer).* Each customer account has a master record in this file. The Customer master record is one big control record, and several controls relate directly to statement printing:  Statement Codes, Terms, Billing Method (Monthly, Julian or both), and Service Charge flag.

*Service Charge % File  (Master File Maintenance Menu, Service Charge %).* This file defines how service charges will be assessed on customer accounts that are flagged as service chargeable accounts.

*A/R -- Overall Controls File  (Control Records Menu, A/R  -- Overall Controls).* This file defines the billing methods available for assignment to each customer (monthly, Julian, or both).

*A/R -- Aging Period Headings File  (Control Records Menu, A/R  --  Aging Period Headings).* This file defines the aging periods used in all aging of receivables. In addition, for each period there is a flag indicating whether transactions in the period will be included as part of the Past Due balance that is used for service charge processing.

*A/R Statement Message File  (Master File Maintenance Menu, A/R Statement Message)*:  This file is used to enter text messages to appear at the top of each statement. Two parameters control the printing of the messages you key into this file:  (1) a date range specifies the length of time the message will print, and (2) an optionally Statement Code field lets you assign the message to print only for certain statement code groups.

# Chapter 8:  A/R List Screens

## Overview

This chapter contains screen descriptions for all the options available from the Accounts Receivable List Menu.  The screen descriptions are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

**Aged Trial Balance**      RRR011D1, RRR011D2, RRR011D3

**Over Credit Limit Listing**   RRR039D1

**Print A/R Statements**   RRR555D1
                                        RRR555D2

**Statement Message Entry**  RRR510D1
                                        RRR511D1
                                        RRR510D1 -- Message Entry Screen

**Daily Invoice Register**  RRR601D1

**Daily Activity Summary**      RRR604D1

**Daily Payments Report**       0RR574D1

**Daily Sales Register**    SRR590D1

**Daily Activity By Tender**    RRR606D1

**Open Deposits Report** ORR575D1

**Monthly Sales Register**      SRR591D1

**Monthly Invoice Register**   RRM601D1, RRM601D2

**Monthly Activity Summary**RRM606D1
                                        RRM606D2

# Aged Trial Balance

This program allows you to determine the information you want to see on an Aged Trial Balance. This program offers you two reports: the Summary Aged Trail Balance (**ATB**) and the Detail Aged Trail Balance (**DTB**).  You define location and print parameters to print exactly what will be most pertinent to you.

On the first two screens you set your reporting criteria.  The third screen confirms the reports you have selected to print.  Default criteria appear for several fields, which you can override.

Screens Accessed:  RRR011D1, RRR011D2, RRR011D3

Reports Produced:  RRR012P1 -- Summary Aged Trial Balance

RRR012P1 -- Detail Aged Trial Balance

# Aging Parameters for Trial Balance Initial Screen (RRR011D1)

This is the initial screen for setting and confirming the Aged Trial Balance report criteria, and it appears when you take the Aged Trial Balance option on the A/R List Menu.  This screen contains parameters that determine which records will be retrieved for this report, how the records will be aged, and how the data will be sorted for reporting.  Defaults appear for all fields and are customarily used, although you can override all default criteria.

One of the powerful features of the Accounts Receivable Application is the flexibility of its reporting.  In producing an Aged Trial Balance, you have the option to override the defaults on this screen and to define for each report the Aging Periods and the transaction data that will report in each period.  The screen explanation gives definitions for the parameter fields that set your periods and the activity.  However, it does not discuss how Aging Periods are defined.  To understand Aging Periods -- how they are computed and how to vary them for reporting -- refer to Appendix B, Aging in Accounts Receivable.

```
 7/19/04                   SERVICE PARTS COMPANY              RRR011D1
 DDON                AGING PARAMETERS FOR TRIAL BALANCE        DON

 Age receivables as of  7/19/04            Include activity through  7/19/04

 Sort hierarchy (1,2,3)  Customer number.............. 1
                         Customer name................ 2
                         Sales rep 3 OR credit manager _

 For summary ATB, print 1               For detailed ATB, print 1
  1=Customer & customer type totals        1=Include transaction messages
  2=Customer type totals only              2=Exclude transaction messages

 Age from I-invoice or D=Due date   D      Age from I=invoice or D=Due date   I
 Monthly     From      Thru  Past due      Julian      From      Thru  Past due
 FUTURE DUE  999-  to   1-       N            FUTURE   999-  to    0        Y
 CURR MONTH   0    to   0        Y          1-7 DAYS    1    to    7        Y
 PREV MONTH   1    to   1        Y          8-14 DAYS   8    to   14        Y
 31-60 DAYS   2    to   2        Y         15-21 DAYS  15    to   21        Y
 61-90 DAYS   3    to   3        Y         22-28 DAYS  22    to   25        Y
 91 & OVER    4    to  999       Y         35 AND OVR  26    to  999        Y

  F3=Exit
```

### Field Definitions

The screen display will vary depending on whether you use Monthly, Julian, or both types of billing terms. The example display shows both billing terms.

**Age receivables as of** _____

The System uses this date as the current date (the beginning date of the Current Due aging period) to compute the beginning and ending dates for each aging period. This field defaults to the session date.

**Include activity through** _____

This date delimits the portion of the Accounts Receivable database that is searched for this report. The System will search all records posted on or prior to this date. The System defaults to the session date.

**Sort hierarchy (1, 2, 3)**

This field determines how the retrieved data will be sorted for reporting. It is a three-level sort that defaults as follows:

- All invoices meeting the search criteria will be sorted by customer number.

- Within the customer number groups, records will be sorted by customer name.

- After sorting by customer name, the System will further sort by the sales representative you have assigned to this customer.

You can change the order of the sort, and you can elect to have the System sort by credit manager instead of sales rep.

**For summary ATB, print** ____

This field further determines the level of detail on the Summary Aged Trial Balance.

- The System defaults to **one** to report summary information using customer type or customer number.

- Enter **two** to report customer type only.

**For detailed ATB, print** ____

This field further determines the level of detail on the Detail Aged Trial Balance.

- The System defaults to **one** to report transaction messages.

- Enter **2** to report transactions without any related messages.

*The following fields default to the aging parameters set on screen MRR034D1 -- A/R Aging Controls. Overriding the following fields changes the parameters only for this report printing. It does not affect the default settings.*

**Age from I = invoice or D = due date (Monthly/Julian)**

This field determines whether, for this report, the System will age your Accounts Receivable records based on Invoice Date (**I**) or Due Date(**D**).  Generally, Monthly accounts are aged by Due Date, and Julian accounts may use either date.

**Monthly / Julian**

Enter up to ten characters to describe the aging period you are defining.  The numbers 1- 6 to the left of this field are the Aging Period Codes that are used throughout the System to identify the aging period data on this screen.

**From / Thru**

The numbers you enter here define the length of each period.  There are two columns of numbers, From and To.  You enter only the To number, and the System computes the From numbers. Enter the To field as follows.

- Monthly Accounts

  - If all transactions billed during the month will be due in the following month, set the first aging period to **0.**

  - If the future dating options will be used, set the first aging period to **1-** using the [Field-] key.

  - Normally, set all subsequent periods at increasing increments of one.

- Julian Accounts

  - Julian accounts are defined in days rather than months.  Typically, negative numbers are not used to indicate future dating for these accounts.

  - In the first field, enter the number of days from the current date that will mark the end of first aging period.

  - In the subsequent fields, increment the numbers of days to indicate the end of the remaining periods defined by the period headings.

**Past Due**

This field indicates whether the transactions for a period will be considered past due for this report.  Enter a **Y** to have the period included in the Total Past Due.  Enter **N** to exclude the period's transactions from the Total Past Due.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**ENTER Advance:**  Displays the next screen, RRR011D2.

# Aging Parameters for Trial Balance Report Criteria Screen (RRR011D2)

This is the second screen for setting the Aged Trial Balance report criteria. The parameters on this screen determine whether you will print a Summary or Detail report, or both.  It also delimits the customers and locations included on each report.

The System defaults to no entries.  Enter parameters for the report(s) you wish to print.  For the report(s) you do not want to print, leave the fields blank.  When you have entered all your criteria, press [**ENTER**] to proceed to the confirmation screen.

```
 7/19/04                     SERVICE PARTS COMPANY                RRR011D2
 DDON                 AGING PARAMETERS FOR TRIAL BALANCE             DON

    SUMMARY REPORT            Customer:   From: █_____   To: _____
         ALL LOCATIONS        Customer Types  : _  _  _  _  _  _


                              Customer:   From: _____   To: _____
         BY LOCATION          Customer Types  : _  _  _  _  _  _
                              Location:   From: ____   To: ____

    DETAIL REPORT             Customer:   From: _____   To: _____
         ALL LOCATIONS        Customer Types  : _  _  _  _  _  _


                              Customer:   From: _____   To: _____
         BY LOCATION          Customer Types  : _  _  _  _  _  _
                              Location:   From: ____   To: ____



    F3=Exit  F5=Customer inquiry  F7=Location inquiry  F12=Previous
```

### Field Definitions

On this screen you determine the locations to reports.  Complete the All Locations field to generate a full report.  Complete the By Location field to print the report for specified locations. The fields are identical for the Summary and Detail reports, so they are documented only once.

If you are reporting Master / Sub account types, see the NOTE in the ALL LOCATIONS field below.

**ALL LOCATIONS**
Customer: From:    _____    To:_____
Customer Types:  __  __  __  __  __  __
For the Summary and/or Detail reports you use these two fields to control the type and range of customers to include in the Aged Trial Balance.

- To print data for a range of customers (or a single customer), enter the beginning and ending customer numbers in Customer From/To field.

- To print data for one or more specific types of customer, leave the Customer From/To field blank and enter the code for the type(s) of customers you want included in the Customer Types field.

- To print data for a range of customers within selected type(s) of customers, enter parameters in both of the above fields.

***Customer Types.*** This field is required. You can this criterion alone or in combination with the Customer From/To field. In this field you enter one or more codes to identify the type of customer record to report.

**M**   Master Account **B**   Branch
**S**   Sub Account     **V**   Vendor
**N**   Normal **T**   Tender

**NOTE for MASTER / SUB ATBs:** *You can print an Aged Trial Balance to include either Customer Type "M" or "S" but not both types at the same time.* In this way, you can see the transactions and balances for each Sub Account or the total Master Account.

The Master account balance will equal the sum of the Sub accounts unless service charges were calculated and posted for this account. The service charges for all sub accounts are posted to the master account. Therefore, if this account was service charged, the Master account total will equal the Sub account totals plus the service charge total.

**BY LOCATION**
    **Customer: From:** _____ **To:**_____
    **Customer Types:** \_\_ \_\_ \_\_ \_\_ \_\_ \_\_
    **Location: From:** _____**To:**_____

For the Summary and/or Detail reports you can enter parameters:

- To print data for a range of customers (or a single customer), enter the beginning and ending customer numbers in Customer From/To field.

- To print data for one or more specific types of customer, leave the Customer From/To field blank and enter the code for the type(s) of customers you want included in the Customer Type field.

- To print data for a range of locations (or a single location), enter the beginning and ending location numbers in Location From/To field.

The Customer Types field is required. You can this criterion alone or in combination with either or both of the other two fields.

### Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F5  Customer Inquiry:**  Accesses the Customer Inquiry.  (See screen MRR031D1.)

**F7  Location Inquiry:**  Accesses the Location Inquiry.  (See screen MRR053D1.)

**F12 Previous:** Returns you to the previous screen.

**ENTER Advance:**  When report parameters are entered, this key displays the next screen, RRR011D3.

# Aging Parameters for Trial Balance Confirmation Screen (RRR011D3)

This is the confirmation screen for the Aged Trial Balance.  It shows the four possible reports and indicates with arrows which reports have been selected for printing.

```
 7/19/04                    SERVICE PARTS COMPANY              RRR011D3
 DDON                  AGING PARAMETERS FOR TRIAL BALANCE        DON




       --->          Summary Report - All Locations

                     Summary Report - By Location

       --->          Detailed Report - All Locations

                     Detailed Report - By Location




 F3=Exit   F12=Return     (Press enter to submit selections)
```

## Field Definitions

**(Press enter to submit selections)**
Press [**ENTER**] to submit the indicated job(s).

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F12 Return:** Returns you to the previous screen without printing.

**ENTER Execute:** Submits the print job and redisplays the previous screen.

# Over Credit Limit Listing

This listing reports all customers who have exceeded the credit limit set in their Customer Master File.  The report shows their credit limit and the amount by which they have exceeded the limit.  It also breaks out the customer's exceeded credit limit by aging period.  This information reported for each customer is standard and not affected by any report selection criteria.  However, you must indicate the customer type(s) you want reported.

Screens Accessed:  RRR039D1

Reports Produced:  RRR040P1 -- A/R Credit Limit Overages

## A/R Credit Limit Overages Selection Screen (RRR039D1)

This screen appears when you take the Over Credit Limit Listing option from the A/R List Menu. Use this screen to enter the code designating the type of customers you want to include on this report.

```
 7/19/04                   SERVICE PARTS COMPANY              RRR039D1
DDON                        CREDIT LIMIT LISTING              DON

 Include the following customer types (Y/N):
       Y Normal & Master      N Vendor
       N Branch               Y Tender

 Perform credit limit test (Y/N): Y
    Include all customers whose total owed exceeds 100 % of their credit limit
   *Exclude customers with the following terms codes:  ___ ___ ___ ___ ___

 Perform past due balance test (Y/N): Y
    Include customers with a past due balance exceeding:  ____5.00

 Sort by sales rep (Y/N): N   (with page break on sales rep)
 Secondary sort sequence: 2    1=Customer number
                               2=Customer name
                               3=Total past due (descending)

*Output queue.................. *JOB        #Copies... 01    Hold(Y/N).. N
*Job queue..................... DMSREPT     Run priority (21-99)......... 50
 Forms message................. *STD        Save after printing (Y/N).... N
F3=Exit   F10=Field inquiry
```

## Field Definitions

**Include the following customer types (Y/N):**

    Normal & Master

    Branch

    Tender

    Vendor

**Perform credit limit test (Y/N):**

    Include all customers whose total owed exceeds _____ % of their credit limit

    * Exclude customers with the following terms codes: _____  ___  _____  _____  _____

**Perform past due balance test (Y/N):**

    Include customers with a past due balance exceeding: _____

    Sort by sales rep (Y/N):_____

    Secondary sort sequence:_____ (1=Customer number, 2=Customer name, 3=Total past due)

    *Output queue  _____            #Copies  _____            Hold (Y/N) _____

    Job queue:  _____             Run priority (21-99)  _____

    Forms message  _____         Save after printing (Y/N)  _____

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F10 Field Inquiry:** For the marked fields (*), displays the Name Search screen, which you can use to locate and select an entry.

**ENTER Execute:** Submits the print job and redisplays the previous screen.

# Print A/R Statements

The program that prints Accounts Receivable statements is a print program only.  No statement information is computed by this program, which allows you much more flexibility than if the statement data was compiled at the time of printing.  This program simply retrieves data based on criteria you enter and prints customer statements.  It submits the statement print routine to batch and prints the statements on the default printer assigned to the user requesting the statements.

*Statements can be printed at any time prior to closing the current month,* and you can print statements multiple times throughout the month for customers requiring weekly or bi-weekly statements.

You can print statements at any time without conflicting with any other active programs.  However, if you print while programs that affect A/R balances are running, the statements may not reflect all activity to the open accounts.  If you are printing large batches of statements, it is best to do this at a time when there is no other A/R activity.  If you are printing statements for just a few customers during an active time of day, it is a good idea to check for the following customer locks, which would indicate unposted A/R activity for the customer:

| | |
|---|---|
| A/R Inquiry Menu | Cash Ap Customer Lock Inquiry |
| A/R Inquiry Menu | Unposted Batch Entries Inquiry |

Screens Accessed:  RRR555D1, RRR555D2, RRR510D2, RRR511D2, Message Entry

Reports Produced:  Accounts Receivable Statements

# Selection for Customer Statements Screen (RRR555D1)

This screen appears when you take the Print A/R Statements option from the A/R List Menu.  On this screen you enter parameters that begin to define the portion of the database to be used in generating statements.

One of the powerful features of the Accounts Receivable Application is the flexibility of its reporting.  In producing A/R Statements, you have the option to override the defaults in two fields on this screen that define the dates of each aging periods the transaction data that will report in each period.  These fields are: Include Activity Through and Age Receivables As Of.   The screen explanation gives definitions for these fields.  However, it does not discuss how aging periods are defined.  To understand aging periods -- how they are computed and how to vary them for reporting -- refer to Appendix B, Aging in Accounts Receivable.

```
 7/19/04                     SERVICE PARTS COMPANY                 RRR555D1
 DDON                   SELECTION FOR CUSTOMER STATEMENTS             DON

 Include activity through  7/19/04        (this will be the statement date)
 Age receivables as of...  7/19/04
 Include transactions with zero open balance (Y/N) Y

 Print statement if customer has activity but total owed is zero (Y/N) Y
 Print statement if customer has a credit balance (Y/N).............. Y

 Indicate level of detail to be included (1/2/B).. 1
     1=Original transaction balance plus all detail
     2=Current month beginning balance plus current detail only
     B=Balance forward statement format
*Select a single customer....  _____
 or up to 25 statement groups below:   (*** in 1st field for all customers)
          __  __  __  __  __  __  __  __  __  __  __  __  __
          __  __  __  __  __  __  __  __  __  __  __  __  __
          __  __  __  __  __  __  __  __  __  __  __  __  __

  *Output queue *JOB        #Copies  1     Hold before print(Y/N)  N
   Forms message *STD                      Save after print(Y/N).. N

 F3=Exit  F10=Inquiry  F13=Maintain statement messages
```

## Field Definitions

**Include activity through**

This date delimits the portion of the Accounts Receivable database that is searched for this report.  The System will search all records posted on or prior to this date.  The System defaults to the session date.

**Age receivables as of**

The System uses this date as the current date (the beginning date of the Current Due aging period) when computing the aging periods for this report.  Using this date, the System computes the beginning and ending dates for each aging period and displays the periods on the following screen RRR555D2.  The System defaults to the session date.

**Include transactions with zero open balance (Y/N)**

Enter a **Y** or **N** to indicate whether to include paid transactions with a current balance of zero.

**Print statement if customer has activity but total owed is zero (Y/N)**

If a customer's current balance is zero, and he owes no money, you can elect not to print a statement by entering **N**. Enter to **Y** to print statements for customers with a zero balance.

**Print statement if customer has a credit balance (Y/N)**

If a customer currently has a credit balance, and owes no money, you can choose not to print a statement by entering **N**. Enter to **Y** to print statements for all customers with a credit balance.

**Indicate level of detail to be included (1/2)**

    1 = Original transaction balance plus all detail

    2 = Current month beginning balance plus current detail only

    B = Balance forward statement format

**Enter a 1 or 2 to indicate the level of detail to print on your customer's statements.**

- A **1** will print the invoice number, invoice date, and original invoice amount followed by *all activity applied to that invoice since the original entry*.

- A **2** will print the invoice number, date, and balance at the beginning of this statement period, followed by *only the activity that occurred this period*.

- A **B** will print the invoice number, invoice date, and balance forward statement format.

**\*Select a single customer...\_\_\_\_\_ or up to 25 statement groups below:**

Use this field to define the customer base for which you want to print statements. Function key [**F10**], Inquiry, is available to inquire on both fields -- single customer and customer groups. To print statements:

- A single customer, enter the customer number in the Single Customer field.

- All customers, enter **\*\*\*** in the first blank of the Statement Group field.

- All customers within selected groups, enter the group numbers in the Statement Group field.

When you take function key [**F10**], Inquiry, in the Statement Group field, the Group Inquiry will appear (screen MRR046D2) with information similar to the example below.

| ? | Group | Description | Subgroup | Description |
|---|-------|-------------|----------|-------------|
| _ | ST | Statement | MON | MONTHLY STATEMENTS |
| _ | ST | Statement | NO | NO STATEMENT |
| _ | ST | Statement | SUP | SUPPLIERS |

In the Statement Group field, you want to enter the desired code(s) from the Subgroup field on the Group Inquiry screen.  These codes categorize customers in to groups for convenience during the printing of statements.  Statement Groups are defined as part of your database from the Master File Menus.

Refer to the Database User Manual for further information for determining and maintaining groups.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.

- Customer field.  This function key displays the Name Search screen, which you can use to search for and select an entry from the Customer Master File. (See Name Search)

- Statement Groups field.  [**F10**] displays the Group Inquiry.  (See screen MRR046D2).

**F13 Maintain Statement Messages:**  Displays screen RRR510D1 on which you can enter and edit statement messages.  (See screen RRR510D1.)

**ENTER Advance:** Displays the next screen, RRR555D2, if all required fields are completed.  This key highlights any incomplete required fields.

# Selection for Customer Statements Confirmation Screen (RRR555D2)

This screen appears when you press [ ENTER ] from the previous screen, RRR555D1. It is a confirmation screen that shows the aging periods computed by the System based on the date entered in the Age Receivables As Of field on screen RRR555D1.

None of the information displayed can be updated from this screen. You must return to the previous screen using function key [**F12**], Previous, if you want to change print criteria. After reviewing the aging periods, press function key [**F9**], Print, to submit the statement print job to batch.

```
 7/19/04                    SERVICE PARTS COMPANY                  RRR555D2
 DDON                   SELECTION FOR CUSTOMER STATEMENTS


       Statements for activity through  7/19/04 with A/R aged as of  7/19/04

Activity for Monthly accounts with due dates            Aging category
FUTURE DUE   from   9/01/04  through  12/31/25          Future due
CURR MONTH   from   8/01/04  through   8/31/04          Current due
PREV MONTH   from   7/01/04  through   7/31/04          Past due
31-60 DAYS   from   6/01/04  through   6/30/04          Past due
61-90 DAYS   from   5/01/04  through   5/31/04          Past due
91 & OVER    from  12/31/74  through   4/30/04          Past due


Activity for Julian accounts with invc dates            Aging category
    FUTURE   from   7/20/04  through  12/31/25          Current due
  1-7 DAYS   from   7/13/04  through   7/19/04          Current due
 8-14 DAYS   from   7/06/04  through   7/12/04          Past due
15-21 DAYS   from   6/29/04  through   7/05/04          Past due
22-28 DAYS   from   6/25/04  through   6/28/04          Past due
35 AND OVR   from  12/31/74  through   6/24/04          Past due

 F3=Exit  F9=Print  F11=Fax  F12=Previous
```

## Field Definitions

**Statements for activity through _____ with A/R aged as of _____.**
This field reflects the dates entered on screen RRR555D1 in these fields: Include Activity Through and Age Receivables As Of, respectively.

**Activity for Monthly/Julian accounts with Due/Invc dates**
This field lists the default A/R aging period descriptions and the corresponding dates computed from the Age Receivables As Of field on screen RRR555D1.

The example above shows both Monthly and Julian fields. If you use only one billing cycle, only the appropriate cycle will appear.

This screen displays several default values -- aging period descriptions, aging categories, and the date to use for aging (invoice or due date).  These user-defined defaults are set when you install the System.  See Appendix B, Aging in Accounts Receivable for further information on setting aging period and categories.  (The verbiage that appears on your screen will reflect your method of aging and may not be like the example above.)

### Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F9  Print:**  Submits the print job to batch and returns you to the A/R List Menu.

**F11 Fax**:  Submits the fax job to batch and returns you to the A/R List Menu.

**F12 Previous:** Returns you to the previous screen.

# Accounts Receivable Statement Messages

You have a lot of flexibility in printing messages on your A/R statements.  You can pre-define messages that will print automatically based on a set of print criteria.  Two parameters are used to determine message printing for statements:  the customer's location and statement group. Both of these are assigned to each customer record in the Customer Master File.  Once the codes are defined and assigned, you simply enter the locations and/or groups to receive each message.  Here are some examples of  how you might use these parameters:

Groups of customers can be targeted with a specific message by creating and assigning unique Statement Code groups to a set of customers.  To have separate messages for customers who receive bi-weekly statements, you would create a Statement Code group of  "**BI**" for example (using Master File Maintenance Menu, Group option) and then enter "**BI**" as the Statement Code in the master file of all applicable customers (using Master File Maintenance Menu, Customer option).  From then on, to assign a message to customers who receive bi-weekly statements, you would use "**BI**" as your statement code parameter.

If you have multiple locations, you can enter messages by location to target customers who generally purchase from a single site.  Assign the desired location number to each customer in the customer master file (using Master File Maintenance Menu, Customer option).  From then on, to assign a message to customers by location, simply enter the desired location number, and the System will assign the message only to those customers with that location number in their master file.

Messages that appear on Accounts Receivable Statements can be entered in three places.

- Master File Maintenance Menu
    - A/R Statement Message option
    - Screens Accessed: RRR510D1, RRR511D1, Message Entry
- A/R List Menu
    - Print A/R Statements option, [**F13**] Maintain Statement Messages
    - Screens Accessed: RRR510D1, RRR511D1, Message Entry
- Cash Application Menu
    - Cash Application Entry & Maintenance option, Action Code (**M**) Message
    - Screens Accessed: Message Entry

The first two options from the Master File and A/R List menus allow you to enter *A/R statement messages* for specified locations and customer groupings through parameters set on screen RRR510D1.  The messages entered through Cash Application are primarily *transaction messages* -- descriptions of transaction activity -- that you can elect to print on A/R statements.

In this section we will explain how to enter A/R statement messages from:

- The Print A/R Statements function on the A/R List Menu.
- The A/R Statement Message function on the Master File Maintenance Menu.

The screens that appear and the processing for these two options are identical.  For Transaction Message entries that will appear on statements, refer to the section in this chapter on the Cash Application Menu, Message Entry Screen.

Screens Accessed: RRR510D1, RRR511D1, Message Entry Screen

## Statement Message Entry

This is the initial screen for entering and maintaining A/R statement messages.  It appears when you take:

- Master File Maintenance Menu
    - A/R Statement Message Option
- A/R List Menu
    - Print A/R Statement, [**F13**] Maintain Statement Messages

On this screen you enter the parameters that define the customers who will receive a statement message and how long the message will print.  Messages can be defined for specific locations, statement groups, and printing dates.

### Initial Statement Message Entry Screen (RRR510D1)

```
 7/20/04                   SERVICE PARTS COMPANY                 RRR510D1
 DDON                      STATEMENT MESSAGE ENTRY               DON

*Location......  9999
 "9999" for all locations

*Statement code  M

 Starting date    7/20/04
 Ending date     12/31/04












 F3=End   F10=Field inquiry   F11=File inquiry
```

### Field Definitions

**\*Location**

**"9999" for all locations**

(required)  In this field, enter the location(s) for which a message should print.  This criterion is used in conjunction with the Statement Code criteria.  The System looks at both when selecting the customer base that will receive a particular message. Function key [**F10**], Field Inquiry, is available to find valid location codes.

- To print a message for all locations within the specified statement group, enter **9999**.

- To print a message for a specific location within the specified statement group, enter the desired location number.

**\*Statement code**

In this field, enter the customer group(s) for which a message should print.  This criterion is used in conjunction with the Location Code criteria.  The System looks at both when selecting the customer base that will receive a particular message.  Function key [**F10**], Field Inquiry, is available to find valid statement group codes.

- To print a message for all customers (all statement groups) within the specified location, leave this field blank.

- To print the message for selected customers within the specified location, enter the desired statement groups.

When you take function key [**F10**], Inquiry, in the Statement Group field, the Group Inquiry will appear with information similar to the example below.  (See screen MRR046D2.)

| ? | Group | Description | Subgroup | Description |
|---|-------|-------------|----------|-------------|
| _ | ST | Statement | MON | MONTHLY STATEMENTS |
| _ | ST | Statement | NO | NO STATEMENT |
| _ | ST | Statement | SUP | SUPPLIERS |

In the Statement Group field, you want to enter the desired code(s) from the Subgroup field on the Group Inquiry screen.  These codes categorize customers in to groups for convenience during the printing of statements.

Statement Groups are defined as part of your database from the Master File Maintenance Menu.  Refer to the Database User Manual for information on determining and maintaining groups.

**Starting date**

(required) Enter the date the message will begin appearing on the selected customers' statements.

**Ending date**

(required) Enter the date the message will no longer appear on any statements.

**NOTE ON DATE RANGES:**  You can have messages with overlapping printing date ranges.  For example:

- The June statement may have a message "Have a Safe and Happy Independence Day!" that prints only on statements created between June 20 and July 1.

- A second message could run from May 1 to September 15: "Our new operating hours are 8:00 a.m. until 9:00 p.m. Monday through Friday."

- Only those statements generated between June 20 and July 1 would print both messages.

## Function Keys

**F3  End:**  This key has a different function based on where you entered the message program.

From the A/R List Menu, Print A/R Statement function, it returns you to the previous screen in the Print A/R Statement program.

From the Master File Maintenance Menu, A/R Statement Message function, it returns you to the Master File Maintenance Menu.

**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.
    *Location:  This key displays the Name Search Screen. (See Name Search.)
    *Statement Code: This key displays the Group Inquiry.  (See screen MRR046D2.)

**F11 File Inquiry:**  Displays the Statement Message Inquiry screen, which shows all the A/R statement messages currently defined.  (See screen RRR511D1.)

**ENTER Advance:** Displays the Message Entry Screen where you can enter and maintain statement messages.  It also highlights any required fields that have not been completed.

### Statement Message Inquiry Screen (RRR511D1)

This screen appears when you select function key [**F11**], File Inquiry, from screen RRR510D1.  It lists information identifying all the current A/R statement messages.  From this screen, enter action code (**S**), Select, to display the message for review.

```
 7/20/04                    SERVICE PARTS COMPANY                  RRR511D1
 DDON                      STATEMENT MESSAGE INQUIRY                DON


 ?  Loc   Code    Start      End
 _  1              3/31/01   5/31/01
 _  1       M     11/20/00   1/02/01
 _  1       M      1/31/01   5/31/01
 _  1       M      2/28/03   3/31/03
 _  1       W     12/01/02   1/31/03
 S  1       W     10/01/03  12/31/03













 F3=End
```

### Field Definitions

**(?) Action**

Enter **S** and press [**ENTER**] to select a message for review.

The System will retrieve the Location and Statement Code from this screen and enter these codes on the previous screen, RRR510D1, from which you can access the Message Entry Screen.

**Loc**

This field displays the alphanumeric code identifying the location for which the statement message will print.

**Code**

This field shows the alphanumeric code identifying the statement group for which the message will print.  To see a description of the Codes, return to the previous screen and select function key [**F10**], Field Inquiry, from the Statement Code field.

**Start**

This field displays the date the message will begin printing on selected statements.

**End**

This field displays the date the message will no longer print on any statements.

## Function Keys

**F3  End:** Returns you to the previous screen, RRR510D1.

## Message Entry Display Screen (RRR510D1)

This screen appears when you press [**ENTER**] from screen RRR510D1, after completing all required fields.  It displays all messages associated with the selected statements.  From this screen you can enter and maintain up to 1000 lines of messages for the statements selected.

- To add a message, simply begin typing and press [**ENTER**] when you are done.

- To change or delete a message, use the action codes explained below.

- To save the messages and return to the previous screen, press [**ENTER**] after all entries are complete.

```
                         MESSAGE ENTRY
   Loc  1     WHOLESALE AUTO SUPPLY CO.    Start 10/01/03
   Code W     WEEKLY STATEMENT             Stop  12/31/03

   ?
      THIS IS LINE 1 OF RPMS MESSAGES.                    IT ENDS HERE.
      THIS IS LINE TWO OF RPMS MESSAGES.                  IT ENDS HERE.
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____




   F3=End    F12=Previous
```

## Field Definitions

**(?) Action**
Enter the appropriate action code next to the line of message text you want to change or delete.

**Loc**
This field displays the alphanumeric code identifying the locations that will receive the statement message.

**Code**
This code and description identify the statement groups for which the message will print.

**Start**

This is the date the message text will begin printing on selected statements.

**Stop**

This is the date the message text will no longer print on any statements.

## Function Keys

**F3  End:**  This key has a different function based on where you entered the message program.

From the A/R List Menu, Print A/R Statement function, it returns you to the previous screen in the Print A/R Statement program.

From the Master File Maintenance Menu, A/R Statement Message function, it returns you to the Master File Maintenance Menu.

**F12 Previous:** Returns you to the previous screen.

**F20 Top:** If more than one screen of messages appears on the screen, this key will redisplay the messages beginning with the first one entered.

**ENTER Execute:**  Saves the changes made to the message text.  Press [**ENTER**] after entering.

## Action Codes

**S    Select:**  Enter S next to a message line and press [**ENTER**] to select it for maintenance.  The message will appear at the bottom of the screen so you can update it.

**X    Delete:** Enter X in the (?) Action field and press [**ENTER**] to mark the message line for deletion.  When you press [**ENTER**], the System will display a C to Confirm the deletion, and the message will be removed when you exit this screen.

# Daily Invoice Register

The Daily Invoice Register is a listing of all invoice transactions created through Batch A/R, Order Entry, or Service Charge routines on a given day. There is only one screen associated with this option, screen RRR610D1, which you use to define how to reprint this information.

Screens Accessed:  RRR601D1

Reports Produced:  RRR600P1 -- A/R Invoice Register

## Daily Invoice Register Screen (RRR601D1)

This screen appears when you take the Daily Invoice Register option from the A/R List Menu. Use this screen to denote the criteria used to select data for the report.

```
 7/20/04                     SERVICE PARTS COMPANY                  RRR601D1
DDON                  RE-PRINT A/R DAILY INVOICE REGISTER            DON


*Enter location.................... 9999
 (9999 for all locations)

Enter the day close date desired...  7/01/04
    -OR-
Enter the invoice date desired.....  0/00/00


*Output queue name.. NOPRINT

Forms message....... *STD

Hold before printing Y/N... N

Save after printing Y/N.... N



F3=Exit   F9=Submit   F12=Previous
```

### Field Definitions

**\*Enter location**

**(9999 for all locations)**

In this field, enter the location(s) for which an invoice register should print. The System defaults to 9999 to print the register for all locations. Function key [F10], Field Inquiry, is available to find valid location codes.

**Enter the day close date desired**

   **-OR-**

**Enter the invoice date desired**

Enter data in only one field. Entry in one field is required.

Day Close Date. To report information on all the invoices included in a particular day close, enter the date of the day close here. This retrieves invoices by due date.

Invoice Date. To report information on all the invoices with a particular invoice date, enter the desired date here.

**\*Output queue name**

Enter the name of the printer you want to use to print the Invoice Register. The System defaults to QSYSPRT.

**Forms message**

This field displays the name of the default form to be used for the printing the report. A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Hold before printing Y/N**

This field indicates whether you want to spool the invoices to a print queue to print at a later time (Y) or to print it immediately (N). The System defaults to N, which instructs the System to print the report now.

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (Y) or to delete it after printing (N). The System defaults to N.

All printed reports go to the AS/400 spool file to be printed. Normally, the System deletes the report from the spool file as soon as it is printed. This option allows you to retain the report on the spool file. You might want to do this in order to review the report on line later or to print it a second printer.

### Function Keys

**F3  Exit:** Returns you to the A/R List Menu

**F9  Submit:**  Submits the print job and redisplays the previous screen.

**F10 Field Inquiry:**  For the *Location field, this key displays the Name Search screen, which you can use to search for and select an entry from the Location Master File. (See Name Search.)

**F12 Previous:**  Returns you to the previous screen.

**ENTER Execute:** Submits the print job and redisplays the previous screen.

# Daily Activity Summary

For each area of invoice entry -- Order Entry, Batch A/R, and Service Charges -- this report gives you a summary of the activity produced by these areas. The invoices to be included are selected by the date the transaction was entered (the day close date).

This print request produces two listings:

- A Daily Activity Summary report for each location, which reports the sales, transfers, and returns for each customer that had activity on the date chosen.

- A report summarizing activity for all locations on the specified date. It reports the net change to your Accounts Receivable assets by the type of activity -- sales, payments, discounts, adjustments, and offsets.

Screens Accessed   RRR604D1

Reports Produced:  RRR605P1 -- Daily Activity Summary

## Daily Activity Summary Screen (RRR604D1)

This screen appears when you take the Daily Activity Summary option from the A/R List Menu. On this screen you enter the day close date for which you want to report A/R activity.

```
 7/20/04                     SERVICE PARTS COMPANY                RRR604D1
DDON                  RE-PRINT A/R DAILY ACTIVITY SUMMARY          DON


*Enter location................... 9999
  (9999 for all locations)

Enter the day close date desired...  7/16/04
    -OR-
Enter the invoice date desired.....  0/00/00


*Output queue name.. NOPRINT

Forms message....... *STD

Hold before printing Y/N... N

Save after printing Y/N.... N



F3=Exit   F10=Field inquiry
```

## Field Definitions

**\*Enter location**

**(9999 for all locations)**

In this field, enter the location(s) for which an invoice register should print. The System defaults to 9999 to print the register for all locations. Function key [**F10**], Field Inquiry, is available to find valid location codes.

**Enter the day close date desired**

  **-OR-**

**Enter the invoice date desired**

Enter the date of the day close to report information on all the invoices processed through day close on that date. This retrieves invoices by due date.

    Day Close Date. To report information on all the invoices included in a particular day close, enter the date of the day close here. This retrieves invoices by due date.

    Invoice Date. To report information on all the invoices with a particular invoice date, enter the desired date here.

**\*Output queue name**

Enter the name of the printer you want to use to print the Invoice Register. The System defaults to QSYSPRT.

**Forms message**

This field displays the name of the default form to be used for the printing the report. A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Hold before printing Y/N**

This field indicates whether you want to spool the invoices to a print queue to print at a later time (Y) or to print it immediately (N). The System defaults to N, which instructs the System to print the report now.

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (Y) or to delete it after printing (N). The System defaults to N.

All printed reports go to the AS/400 spool file to be printed. Normally the System deletes the report from the spool file as soon as it is printed. This option allows you to retain the report on the spool file. You might want to do this in order to review the report on line later or to print it a second printer.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu

**F10 Field Inquiry:**  For the *Output queue name field, this key displays the AS/400 screen, Display Object Description - Basic.  From this AS/400 screen you can select an alternate output queue.

**ENTER Execute:** Submits the print job and redisplays the previous screen.

# Daily Payments Report

This report summarizes the tender payments received on a specified date. You determine the information printed by entering parameters for date, location, and user.

This report gives total activity for the various types of tenders you defined for your System at installation. If the chosen location had tender activity on the specified date, the report lists each tender type with activity, the order number associated with the activity, and amount of activity attributed to each order.

Screens Accessed: ORR574D1

Reports Produced: ORR573 -- Daily Tender Payments Report

## Daily Payments Report Selection Screen (ORR574D1)

This screen appears when you take the Daily Payments Report option from the A/R List Menu. It is used to set the print parameters for this report. You must enter a date, and you may select a specific location and/or user for the report. If you do not enter anything in the Location or Keyed By fields, the System will report all payments for the date entered.

```
 7/20/04                    SERVICE PARTS COMPANY                  ORR574D1
 DDON                  DAILY PAYMENTS REPORT SELECTION              DON

 *Date.......   7/15/04

 *Location... 9999

 *Keyed by... _____




 F3=Exit    F9=Execute    F10=Field inquiry
```

### Field Definitions

**Date**

(required)  Enter the date for which you want to report payment activity.  The System will search the database for tender transactions with this transaction date.

**\*Location**

Enter the alphanumeric code identifying the location for which you want to report payment activity.  A blank field will retrieve information for all locations.  Function key [F10], Field Inquiry, is available to search for valid location codes.

**\*Keyed by**

Enter the User ID of the person for which you want to report payment activity.  A blank field will retrieve payments entered by all users.  Function key [F10], Field Inquiry, is available to search for valid user names.

### Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F9  Execute:** Submits the print job and redisplays the previous screen.

**F10 Field Inquiry:** For both marked fields ( * ), this key displays the Name Search screen.   (See Name Search.)

> \*Location:  The screen displays entries from the Location Master File.
> \*Keyed By:  The screen displays entries from the Employee Master File.

# Daily Sales Register

This report gives invoice activity by location for either a selected Day Close or Invoice Date.  For each customer that had invoice activity on the date selected, the Daily Sales Register gives the details and totals of each customer's activity.  It lists all invoices, by customer, with the following detail for each invoice:

- Invoice Number

- Invoice Amount

- Merchandise

- Tax

- Freight

- Labor

- Gross Margin

- GM%

For each category of information listed above, the report sums the amounts by customer.

Screens Accessed:  SRR590D1

Reports Produced:  SRR600 -- Day Close Daily Sales Register

# Daily Sales Register Screen (SRR590D1)

This screen appears when you take the Daily Sales Register option from the A/R List Menu.  On this screen you enter the location and the date for which you want to print a sales register.

```
  7/20/04                    SERVICE PARTS COMPANY                    SRR590D1
 DDON                  RE-PRINT DAILY SALES REGISTER                  DON


 *Enter location................... 9999
  (9999 for all locations)

 Enter the day close date desired...  7/20/04
     -OR-
 Enter the invoice date desired.....  0/00/00


 *Output queue name.. NOPRINT

 Forms message....... *STD

 Hold before printing Y/N... N

 Save after printing Y/N.... N



 F3=Exit   F10=Field inquiry
```

### Field Definitions

Complete only one of the date fields.

**\*Enter location**

**(9999 for all locations)**

In this field, enter the location(s) for which an invoice register should print.  The System defaults to 9999 to print the register for all locations.  Function key [**F10**], Field Inquiry, is available to find valid location codes.

**Enter the day close date desired -OR-**

**Enter the invoice date desired**

Enter the date of the day close to report information on all the invoices processed through day close on that date.  This retrieves invoices by due date.

Day Close Date.  To report information on all the invoices included in a particular day close, enter the date of the day close here.  This retrieves invoices by due date.

Invoice Date.  To report information on all the invoices with a particular invoice date, enter the desired date here.

**\*Output queue name**

Enter the name of the printer you want to use to print the Invoice Register.  The System defaults to QSYSPRT.

**Forms message**

 This field displays the name of the default form to be used for the printing the report.  A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Hold before printing Y/N**

This field indicates whether you want to spool the invoices to a print queue to print at a later time (Y) or to print it immediately (N).  The System defaults to N, which instructs the System to print the report now.

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (Y) or to delete it after printing (N).  The System defaults to N.

All printed reports go to the AS/400 spool file to be printed.  Normally the System deletes the report from the spool file as soon as it is printed.  This option allows you to retain the report on the spool file.  You might want to do this in order to review the report on line later or to print it a second printer.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.

**F10 Field Inquiry:** For the \*Location field the screen displays the Name Search screen, which you can use to locate and select an entry from the Location Master File.  (See Name Search.)

# Daily Check Audit Report

This screen appears when you take the Daily Check Audit Report option from the A/R List Menu. On this screen you enter the posted payment date range, user ID, and sort sequence to check the daily audit report.

Screen Accessed: RRR103D1

Reports Produced: Daily Check Audit Report

## Daily Check Audit Report Screen (RRR103D1)

This screen appears when you take the Daily Check Audit Report option from the A/R List Menu. On this screen you enter the posted payment date range, user ID, and sort sequence to check the daily audit report.

```
 7/20/04                      SERVICE PARTS COMPANY                  RRR103D1
DDON                          CHECK AUDIT LISTING                    DON


  List payments posted from......  7/01/04    through   7/20/04

*Posted by user ID.............. DON        (blank for all)

  Sort sequence - assign priority 1-4
            1 - Posting User ID
            2 - Tender type
            3 - Session#
            4 - Customer

  Provide separate totals by tender(Y/N)... Y




*Output queue................... *JOB       #Copies... 01    Hold(Y/N).. N
*Job queue...................... DMSREPT    Run priority (21-99)........ 50
 Forms message................. *STD       Save after printing(Y/N).... N

F3=Exit    F10=Field inquiry
```

### Field Definitions

**List payments posted from**
Enter the data range you wish to have payments listed.

**\*Posted by user ID**
Enter the user ID associated with the audit.

**Sort sequence – assign priority 1-4**

> 1 – Posting User ID
>
> 2 – Tender type
>
> 3 – Session #
>
> 4 - Customer

**Provide separate totals by tender (Y/N)**

*\*Output queue*

Enter the name of the printer you want to use to print the Invoice Register. The System defaults to QSYSPRT.

**\*Job queue**

**Forms message**

This field displays the name of the default form to be used for the printing the report. A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**#Copies**

**Run priority (21-99)**

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (**Y**) or to delete it after printing (**N**). The System defaults to N.

All printed reports go to the AS/400 spool file to be printed. Normally the System deletes the report from the spool file as soon as it is printed. This option allows you to retain the report on the spool file. You might want to do this in order to review the report on line later or to print it a second printer.

# Daily Activity by Tender

This report summarizes the tender payments received on a specified date.

This report gives total activity for the various types of tenders you defined for your System at installation.  The report categorizes activity into sales, transfers, and returns.  For each category it gives the amount of activity attributed to each tender type and the net total activity.

Screens Accessed:  RRR606D1
Reports Produced:  RRR607 -- Daily Activity Summary by Tender

## Daily Activity by Tender Screen (RRR606D1)

This screen appears when you take the Daily Activity by Tender option from the A/R List Menu.  It is used to enter the date for which you want to produce tender activity summary report.

```
  7/20/04                    SERVICE PARTS COMPANY                 RRR606D1
 DDON                      DAILY ACTIVITY BY TENDER                DON


  Day close date...  7/16/04
















  F3=Exit
```

### Field Definitions

**Day close date** _____
Enter the desired date of day close.  The System uses this date as the selection criteria for the report, which will include all transactions that were processed through day close on this date.

### Function Keys

**F3  Exit:**  Returns you to the A/R List Menu.

**ENTER Execute:**  Submits the print job and returns you to the A/R List Menu.

# Open Deposits Report

The Open Deposits Report gives open balance information by location, including the Order Number and Date, Order Total, Payments, and Estimated Balance.  You can choose to report this information at a summary or detail level.

- The Summary report gives the balance information totals by location and for all locations.

- The Detail report gives open balance information the customer level for each location. This report also gives a summary of data by location and total locations.

Screens Accessed:  ORR575D1

Reports Produced:  ORR572 -- Open Deposits Report

## Open Deposits Report Screen (ORR575D1)

This screen appears when you take the Open Deposits Report option from the A/R List Menu.  It is used to designate whether you want to print a summary or detail report.

```
 7/20/04                    SERVICE PARTS COMPANY                    ORR575D1
DDON                         OPEN DEPOSIT REPORT                      DON

Report type.... D
                D=Detail
                S=Summary














F3=Exit   F9=Execute
```

### <u>Field Definitions</u>

**Report type** ___

D = Detail

S = Summary

Enter the letter to indicate the type of report to print.

### <u>Function Keys</u>

**F3  Exit:** Returns you to the A/R List Menu.

**F9  Execute:** Submits the indicated job and redisplays the previous screen.

# Monthly Sales Register

This report gives invoice activity by location for either a selected Day Close or Invoice Date.  For each customer that had invoice activity on the date selected, the Daily Sales Register gives the details and totals of each customer's activity.  It lists all invoices by customer with the following detail for each invoice:

- Invoice Number

- Invoice Amount

- Merchandise

- Tax

- Freight

- Labor

- Gross Margin

- GM%

For each category of information listed above, the report sums the activity by customer.

Screens Accessed:  SRR591D1

Reports Produced:  SRR600 -- Monthly Sales Register

# Monthly Sales Register Screen (SRR591D1)

This screen appears when you take the Monthly Sales Register option from the A/R List Menu. On this screen you enter the location, month, and fiscal year for which you want to print a sales register.

```
 7/20/04                    SERVICE PARTS COMPANY                  SRR591D1
DDON                  RE-PRINT MONTHLY SALES REGISTER               DON


*Enter location.................. 9999
  (9999 for all locations)

*Fiscal year........ ____

 Select activity on   _
   I= Invoice dates that fall in the month that is being selected
   D= Dayclose dates that fall in the month that is being selected

*Output queue name.. NOPRINT

Forms message....... *STD

Hold before printing Y/N... N

Save after printing Y/N.... N


F3=Exit   F10=Field inquiry
```

### Field Definitions

All fields are required.

**\*Enter location**
**(9999 for all locations)**
In this field, enter the location(s) for which an invoice register should print.  The System defaults to 9999 to print the register for all locations.  Function key [**F10**], Field Inquiry, is available to find valid location codes.

**\*Fiscal year**
Enter the fiscal year for which you want to report sales. Field Inquiry is available to list available years.

**Select activity on ___**

**I** = Invoice dates that fall in the month that is being selected.

**D** = Day close dates that fall in the month that is being selected.

### *Output queue name

Enter the name of the printer you want to use to print the Invoice Register. The System defaults to QSYSPRT.

### Forms message

This field displays the name of the default form to be used for the printing the report. A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

### Hold before printing Y/N

This field indicates whether you want to spool the invoices to a print queue to print at a later time (Y) or to print it immediately (N). The System defaults to N, which instructs the System to print the report now.

### Save after printing Y/N

This field tells the System whether you want to keep the report on the spool file after it prints (Y) or to delete it after printing (N). The System defaults to N.

All printed reports go to the AS/400 spool file to be printed. Normally the System deletes the report from the spool file as soon as it is printed. This option allows you to retain the report on the spool file. You might want to do this in order to review the report on line later or to print it a second printer.

## Function Keys

**F3  Exit:**  Returns you to the A/R List Menu.

**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.

- Location field. This key displays the Name Search screen, which you can use to search for and select an entry from the Location Master File. (See Name Search)

- Fiscal Year field. This key displays the Fiscal Year Inquiry. (See screen MRR098D2.)

**F9  Listing:**  This function key appears when you press [**ENTER**] after completing the fields on the screen. Press function key [**F9**], Listing, to submit the print job. The System will return you to the A/R List Menu with this message displayed at the bottom of the screen: "Job ACP691 submitted successfully."

# Monthly Invoice Register

The Monthly Invoice Register is a listing of all invoice transactions created through Batch A/R and Order Entry during a calendar month.   This register is printed by location, and for each location it gives the following data for both Batch A/R and Order Entry groups:

- transaction number and date

- customer name

- original invoice amount and due date

- discount amount and date

- purchase order number (if applicable).

Screens Accessed:  RRM601D1, RRM601D2
Reports Produced:  RRR601P1 -- A/R Invoice Register

## Invoice Register Selection Screen (RRM601D1)

This screen appears when you take the Monthly Invoice Register option from the A/R List Menu. On this screen you enter parameters to define the selection of data that will print and to set print commands.

```
 7/20/04                    SERVICE PARTS COMPANY                 RRM601D1
DDON               RE-PRINT A/R MONTHLY INVOICE REGISTER           DON


*Enter location.................. 9999
 (9999 for all locations)


*Fiscal year........ ____

 Select activity on   _
  I= Invoice dates that fall in the month that is being selected
  D= Dayclose dates that fall in the month that is being selected

*Output queue name.. NOPRINT

Forms message....... *STD

Hold before printing Y/N... N

Save after printing Y/N.... N


F3=Exit   F10=Field inquiry
```

### Field Definitions

**\*Enter location**

**(9999 for all locations)**

In this field, enter the location(s) for which an invoice register should print.  The System defaults to **9999** to print the register for all locations.  Function key [F10], Field Inquiry, is available to find valid location codes.

**\*Fiscal Year**

Enter the fiscal year from which you want to select a reporting month. Function key [F10], Field Inquiry, is available to search for valid years.

**Select activity on**

**I = Invoice dates that fall in the month that is being selected**

**D = Day close dates that fall in the month that is being selected**

Enter the appropriate code to indicate whether to select invoices for reporting based on the invoice date (**I**) or the day close date (**D**).  The System will report all invoice transactions with an invoice or due date within the selected calendar month.

**\*Output queue name**

Enter the name of the printer you want to use to print the Invoice Register.  The System defaults to QSYSPRT.

**Forms message**

This field displays the name of the default form to be used for the printing the report.  A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Hold before printing Y/N**

This field indicates whether you want to spool the invoices to a print queue to print at a later time (**Y)** or to print it immediately (**N)**.  The System defaults to **N**, which instructs the System to print the report now.

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (**Y**) or to delete it after printing (**N**).  The System defaults to **N**.

All printed reports go to the AS/400 spool file to be printed.  Normally the System deletes the report from the spool file as soon as the report is printed.  This option allows you to retain the report on the spool file.  You might want to do this in order to review the report on line later or to print it a second printer.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu.


**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.

- Location field.  This key displays the Name Search screen, which you can use to search for and select an entry from the Location Master File. (See Name Search)

- Fiscal Year field.  This key displays the Fiscal Year Inquiry.  (See screen MRR098D2.)

- Output Queue field.  This key displays the AS/400 screen, Display Object Description - Basic.  From this AS/400 screen you can select an alternate output queue.


**ENTER Advance:** Displays the next screen, RRM601D2.

# Invoice Register Selection Confirmation Screen (RRM601D2)

This screen appears when you press [**ENTER**] from screen RRM601D1. It is used to confirm the dates and closing activity for each month in your fiscal year and to select the desired reporting month. *All the information on this screen appears by fiscal year month.*

Only the months with closed activity will appear. For example, if your fiscal year runs January - December and you access this screen in September of the current fiscal, the screen will show data only for months 1 - 9, the months that have closed records.

To select the desired month(s) to report:

1. Enter action code (**S**), Select, in the (?) Action field next to each desired month

2. Press [**ENTER**].

This message will appear at the bottom of this screen: "Requests have been submitted to your job queue to execute."

```
  7/20/04                    SERVICE PARTS COMPANY                 RRM601D2
 DDON              RE-PRINT A/R MONTHLY INVOICE REGISTER           DON

 Fiscal year 2003                                      Action (?)  S=Select
                                                * Closed *
 ?   Month    Begin date    End date    Due date    A/R   Sales    Service charge
 █     1        1/01/03     1/31/03     2/28/03    Y     Y        P
 _     2        2/01/03     2/28/03     3/31/03    Y     Y        P
 _     3        3/01/03     3/31/03     4/30/03    Y     Y        P
 _     4        4/01/03     4/30/03     5/31/03    Y     Y        P
 _     5        5/01/03     5/31/03     6/30/03    Y     Y        P
 _     6        6/01/03     6/30/03     7/31/03    Y     Y        P
 _     7        7/01/03     7/31/03     8/31/03    Y     Y        P
 _     8        8/01/03     8/31/03     9/30/03    Y     Y        P
 _     9        9/01/03     9/30/03    10/31/03    Y     Y        P
 _    10       10/01/03    10/31/03    11/30/03    Y     Y        P
 _    11       11/01/03    11/30/03    12/31/03    Y     Y        P
 S    12       12/01/03    12/31/03     1/30/04    Y     Y        P




 F3=Exit    F12=Previous
```

### Field Definitions

**Fiscal Year**

This field displays the fiscal year entered on the previous screen.  The data reported will be selected from this fiscal year.

**(?) Action**

Enter **S** to Select the desired month(s) for reporting.  For each month selected, the System will search the database for transactions with an invoice date or due date that falls within that calendar month.

**Month**

This field gives the number identifying the fiscal calendar months for which there is closed activity.  1 - 12 equal the twelve moths of your *fiscal* year.  Only the months with closed activity will appear.

**Begin date**

This is the beginning *calendar date* for the fiscal month.  The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December.  For example, if your fiscal year runs June - May, the Begin Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**End date**

This is the ending *calendar date* for the fiscal month.  The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December.  For example, if your fiscal year runs June - May, the End Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**Due date**

This field shows the due date for each fiscal month as defined in the Fiscal Year File.  This is the date by which the invoice or debit must be paid in order not to be termed overdue.

**\*Closed\***

A/R      Sales

This field indicates the level of closed activity for the month for Account Receivable and Sales.

- A **Y** indicates that Month Close has been run.

- A **D** indicates that one or more Day Closes have been run.

**Service charge**

This field denotes service charge activity for the month.

- A **P** indicates that service charges where posted for the month.

- A **C** indicates that service charges have been calculated but not yet posted.

- A blank indicates no activity.

## Function Keys

**F3  Exit:** Returns you to the A/R List Menu

**F12 Previous:** Returns you to the previous screen, RRM601D1.

**ENTER Execute:** Submits the print job and redisplays this screen with the message: "Requests have been submitted to your job queue to execute."

## Action Codes

**S  Select:**  Enter S in the (?) Action field and press [**ENTER**] to Select the months to be reported.

# Monthly Activity Summary

This report summarizes invoice entry and payment activity for a selected month.  It provides a summary for each location and a totaled summary for all locations.  The invoices to be included are selected by the date the transaction was entered (the day close date).

All invoice entry and payment activity is categorized in to one of three types of transactions: Sales, Transfers, or Supplier Returns.  For each category the following information is reported:

- Invoice entries made through Order Entry, Batch A/R, and Service Charges, and Other, reported for each location and the total locations.

- The payment activity attributed to each tender type, reported for the each location.

- The change to Accounts Receivable, reported for each location and the total locations.

Screens Accessed   RRM606D1, RRM606D2

Reports Produced:  RRM605P1 -- Monthly Activity Summary

# Monthly Activity Summary Screen (RRM606D1)

This screen appears when you take the Monthly Activity Summary option from the A/R List Menu. On this screen you fiscal year from which to select report data, you set print commands.

```
 7/20/04                    SERVICE PARTS COMPANY              RRM606D1
 DDON                RE-PRINT A/R MONTHLY ACTIVITY SUMMARY      DON


 *Enter location................... 9999
  (9999 for all locations)

 *Fiscal year........ 2004

  Select activity on   _
   I= Invoice dates that fall in the month that is being selected
   D= Dayclose dates that fall in the month that is being selected

 *Output queue name.. NOPRINT

 Forms message....... *STD

 Hold before printing Y/N... N

 Save after printing Y/N.... N


 F3=Exit   F10=Field inquiry
```

## Field Definitions

**\*Enter location**

**(9999 for all locations)**

In this field, enter the location(s) for which an invoice register should print.  The System defaults to **9999** to print the register for all locations.  Function key [F10], Field Inquiry, is available to find valid location codes.

**\*Fiscal Year**

Enter the fiscal year from which you want to select a reporting month. Function key [F10], Field Inquiry, is available to search for valid years.

**Select activity on**

**I = Invoice dates that fall in the month that is being selected**

**D = Day close dates that fall in the month that is being selected**

Enter the appropriate code to indicate whether to select invoices for reporting based on the invoice date (**I**) or the day close date (**D**).  The System will report all invoice transactions with an invoice or due date within the selected calendar month.

\***Output queue name**

Enter the name of the printer you want to use to print the Invoice Register. The System defaults to QSYSPRT.

**Forms message**

This field displays the name of the default form to be used for the printing the report. A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Hold before printing Y/N**

This field indicates whether you want to spool the invoices to a print queue to print at a later time (**Y)** or to print it immediately (**N)**. The System defaults to **N**, which instructs the System to print the report now.

**Save after printing Y/N**

This field tells the System whether you want to keep the report on the spool file after it prints (**Y**) or to delete it after printing (**N**). The System defaults to **N**.

All printed reports go to the AS/400 spool file to be printed. Normally the System deletes the report from the spool file as soon as it is printed. This option allows you to retain the report on the spool file. You might want to do this in order to review the report on line later or to print it a second printer.

## **Function Keys**

**F3  Exit:** Returns you to the A/R List Menu.

**F10 Field Inquiry:** For all marked fields ( \* ), displays a list of available entries.

- Fiscal Year field. This key displays the Fiscal Year Inquiry. (See screen MRR098D2.)

- Output Queue field. This key displays the AS/400 screen, Display Object Description - Basic. From this AS/400 screen you can select an alternate output queue.

**ENTER Advance:** Displays the next screen, RRM606D2.

# Invoice Register Selection Screen (RRM606D2)

This screen appears when you press [**ENTER**] from screen RRM606D1. It is used to confirm the dates and closing activity for each month in your fiscal year and to select the desired reporting month(s). *All the information on this screen appears by fiscal year month.*

Only the months with closed activity will appear. For example, if your fiscal year runs January - December and you access this screen in September of the current fiscal, the screen will show data only for months 1 - 9, the months that have closed records.

To select the desired month(s) to report:

1. Enter action code (**S**), Select, in the (?) Action field next to each desired month
2. Press [**ENTER**].

This message will appear at the bottom of this screen: "Requests have been submitted to your job queue to execute."

```
 7/20/04                    SERVICE PARTS COMPANY                 RRM606D2
DDON                 RE-PRINT A/R MONTHLY ACTIVITY SUMMARY         DON

Fiscal year 2004                                      Action (?)  S=Select
                                                * Closed *
?   Month     Begin date   End date    Due date   A/R  Sales    Service charge
█     1          1/01/04    1/31/04     2/29/04    Y    Y        P
_     2          2/01/04    2/29/04     3/31/04    Y    Y        P
_     3          3/01/04    3/31/04     4/30/04    Y    Y        P
_     4          4/01/04    4/30/04     5/31/04    Y    Y        P
_     5          5/01/04    5/31/04     6/30/04    Y    Y        P
S     6          6/01/04    6/30/04     7/31/04    Y    Y




 F3=Exit    F12=Previous
```

## Field Definitions

**Fiscal Year**

The field displays the fiscal year entered on the previous screen. The data reported will be selected from this fiscal year.

**(?) Action**

Enter **S** to Select the desired month(s) for reporting. For each month selected, the System will search the database for transactions with an invoice date or due date that falls within that calendar month.

**Month**

The number identifying the fiscal calendar months for which there is closed activity. 1 - 12 equal the twelve moths of your *fiscal* year. Only the months with closed activity will appear.

**Begin date**

This is the beginning *calendar date* for the fiscal month. The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December. For example, if your fiscal year runs June - May, the Begin Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**End date**

This is the ending *calendar date* for the fiscal month. The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December. For example, if your fiscal year runs June - May, the End Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**Due date**

This field shows the due date set in the Fiscal Year File. This is the date by which the invoice or debit must be paid in order not to be termed overdue.

**\*Closed\* -** A/R Sales

This field indicates the level of closed activity for the month for Account Receivable and Sales.

- A **Y** indicates that Month Close has been run.

- A **D** indicates that one or more Day Closes have been run.

**Service charge**

This field denotes service charge activity for the month.

- A **P** indicates that service charges where posted for the month.

- A **C** indicates that service charges have been calculated but not yet posted.

- A blank indicates no activity.

### Function Keys

**F3  Exit:** Returns you to the A/R List Menu

**F12 Previous:** Returns you to the previous screen, RRM606D1.

**ENTER Execute:** Submits the print job and redisplays this screen with the message: "Requests have been submitted to your job queue to execute."

### Action Codes

**S    Select:**  Enter S in the (?) Action field and press [**ENTER**] to select the months to be reported.

# Chapter 9:  A/R Batch Processing

## Overview

Given below are the menu options offered from the A/R Batch Menu.  This chapter is divided according to these menu functions.

**Batch Entry**

This option is most often used for quickly entering multiple transactions when installing Accounts Receivable.

**Batch Edit Listing**

This option prints an edit listing of the batch transactions you have entered so that you can review them prior to posting.

**Batch Maintenance**

Once A/R transactions have been entered through Batch Entry, you have the option to change or maintain transactions anytime prior to posting.

**Batch Update**

This program posts the Batch A/R transactions to the A/R Master File.

# Notes About Batch A/R

Batch entry of Accounts Receivable transactions is most often used to create debits or credits for non-sufficient fund (NSF) checks.  Otherwise, batch entry is used when you are installing the DISTRIBUTION / EXPRESS system initially and for locations within your company that may not yet be operating the Order Entry module.  Below are some points that will aid your processing in Batch A/R.

### Sort Transactions

Sort transactions to be entered by customer to simplify your data entry and editing.

### No Customer or User Locks

There are no user or customer locks in Batch A/R Entry, so you and another user can enter transactions for the same customer simultaneously.  There are no locks needed because you are not affecting existing records in the A/R Master File (as you do in Cash Application).  In Batch A/R you create original transactions, either invoices or credits that are posted to the A/R Master File.

### Discounts in Batch A/R

Although the System computes discounts for transactions entered through Order Entry, it does not do so for batch A/R transactions because of rounding errors.  Therefore, if discounts were given on invoices, enter them as part of the batch A/R transaction.

### Batch Update by User ID

The A/R Batch Update program is run by User ID.  It posts only the transactions entered under the User ID of the person selecting the update option.

### Files Affected by Batch A/R

A/R Batch Entry affects only the Accounts Receivable Master File.  Inventory records and files are not updated by any transactions entered here.  If after installing the System you find yourself in need of entering a lump of transactions after a period of delay (e.g., if your System was down for a day), we recommend entering the invoice transactions through Order Entry so your inventory will reflect the product sold.

# The A/R Batch Process

To help you give you an overview of the A/R Batch procedures, we have included a General Process below.

| Step | Procedure |
|------|-----------|
| **1** | (A/R Batch Menu)  Take the Batch Entry option and press [**ENTER**].  Screen RRR002D1 will appear. |
| **2** | (RRR002D1) Complete the process to enter batch transactions until all transactions have been input. |
| **3** | (A/R Batch Menu)  Print the A/R Batch Edit Listing. |
| **4** | Review the Listing to ensure the transactions were entered properly. |
| **5** | (A/R Batch Menu)  Make any necessary changes to the transactions using the Batch Maintenance option. |
| **6** | (A/R Batch Menu)  Post the transactions to the A/R Master File using the Batch Update option. |

# A/R Batch Entry

The A/R Batch Entry program is designed for entering A/R history as it allows you to quickly enter multiple transactions.  Transactions are entered here most often used when installing Accounts Receivable and after installation for locations that may not yet be processing in Order Entry.

Whenever you take the A/R Batch Entry option, you create a new batch.  Transactions entered through A/R Batch Entry accumulate in batches until you post them using the Batch Update option.

### Entering A/R Batch Transactions

| Step | Procedure |
|------|-----------|
| 1 | (A/R Batch Entry Menu)  Take the Batch Entry option and press [**ENTER**].  Screen RRR002D1 will appear. |
| 2 | (RRR002D1)  Complete the transaction data fields and press [**ENTER**].<br>• The Customer and Transaction fields are required*.*   The System retains the customer number entered in the Customer field so that you may enter multiple transactions for the same customer without having to key the customer number each time.  This is why we suggest sorting transactions by customer.<br>• If a discount was given on the transaction being entered, complete the Discount fields. |
| 3 | Press function key [**F5**], Add, to add the transaction to your open batch.  The System will display the transaction on the right side of the screen and clear the transaction data on the left side of the screen to prepare for the next entry.  The customer information on the left side of the screen does not clear. |
| 4 | Repeat Steps 2 - 3 for each transaction, and when all transactions have been entered, press function key [**F3**], Exit, to return to the A/R Batch Entry Menu. |

# A/R Batch Edit Listing

Once you have entered all your batch transactions, we suggest you print an edit listing and review your input.  The Batch Edit Listing is necessary if you want to make any changes to transactions prior to posting, because the Batch Maintenance option requests the sequence or access number from the edit listing.

The A/R Batch Edit Listing gives the following information by customer for the transactions that have been entered but not yet posted:

- Customer name and number
- Transaction number
- Location and department
- Transaction amount, date, and due date
- Discount amount and date
- Transaction access (sequence) number.

## Printing the Batch Edit Listing

An A/R Batch Edit Listing can be printed at any time.  We recommend printing one after each batch entry session, maintenance session, and prior to posting.

(A/R Batch Entry Menu)  Take the Batch Edit Listing option and press [**ENTER**].

No screen is displayed when the option is selected, but this message will appear at the bottom of the A/R Batch Entry Menu: "Job ARBATEDIT submitted successfully."

# A/R Batch Maintenance

Once transactions have been entered through A/R Batch Entry, you can change them anytime prior to posting using the Batch Maintenance option.  An edit listing is needed to maintain open A/R batch transactions, because the System accesses the transactions using the Access Number from the edit listing.  Once A/R Batch transactions have been posted, you must maintain them through Cash Application.

## Maintaining Open A/R Batch Transactions

| Step | Procedure |
|------|-----------|
| 1 | (A/R Batch Entry Menu)  Take the Batch Maintenance option and press [**ENTER**].  Screen RRR015D1 will appear. |
| 2 | (RRR015D1)  Complete the Seq# and Date fields and press [**ENTER**].<br><br>▪ The entries for both of these fields are taken from the A/R Batch Edit.  The **Seq#** requested here is the Access Number located to the right of each transaction listed.  The **Date** requested here is the Date field located on the upper left portion of the edit listing.<br><br>▪ When you press [**ENTER**], the System will display all the detail associated with the open transaction. |
| 3 | Maintain the transaction as needed.<br>▪ To change the transaction, update the necessary data fields and press function key, [**F5**], Update.  You can change any data field except the Customer field.  When you press function key [**F5**],  the System will redisplay the corrected transaction on the right side of the screen and clear the left side of the screen for the next transaction.<br><br>▪ To delete the transaction, press function key [**F23**], Deactivate.  The System will redisplay the transaction on the right side of the screen.  The 'Deactivated' tag will appear above the deleted transaction.  The System will also clear the left side of the screen in preparation for the next transaction. |
| 4 | Repeat Steps 2 - 3 for each transaction to be maintained, and when all edits are complete, press function key [**F3**], Exit, to return to the A/R Batch Entry Menu. |

# A/R Batch Update

This program posts the A/R batch transactions to the A/R Master File.  The System generates a final edit report that is identical to the edit listing except for the title, which is "A/R Batch Update" rather than "A/R Batch Edit."   The reports produced by the update process should be filed in binders and organized so that they can be easily retrieved.  We recommend that these listings be retained for two fiscal years.

## Posting A/R Batch Entry Transactions

| Step | Procedure |
|------|-----------|
| 1 | (A/R Batch Entry Menu)  Take the Batch Update option and press [**ENTER**].  Screen ACP023D1 will appear. |
| 2 | (ACP023D1) Press [**ENTER**] to submit the update job.  The System will return you the A/R Batch Menu and display this message at the bottom of the screen: "Job ARBATUPDAT submitted successfully." |
| 3 | Press [**F14**] on the Cash Application Menu. |
|   | Ensure the ARCAUPDAT job is listed under the job name column. If the job is not listed, the print out successfully completed and should be at the printer. |
|   | If the job is listed, it will have one of the following status codes: |
|   | 1. **Outq** – The job has completed but 1 or more reports remain in the job file. |
|   | 2. **Active** – The job is running and under normal conditions, it should complete shortly. |
|   | 3. **Jobq** – The job has not begun to run. This could be normal. However, if the status does not change to active after 10 minutes, notify the system operator. |

# *Chapter 10: A/R Batch Screens*

## Overview

This chapter contains screen descriptions for all the options available from the Accounts Receivable Batch Entry Menu. The descriptions are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

**Batch Entry**     RRR002D1

**Batch Edit Listing**  A/R Batch Entry Menu

**Batch Maintenance**     RRR015D1

**Batch Update**   ACP023D1

## A Few Notes About Batch A/R

Batch entry of transactions is most often used when you are installing your System initially. You will want to sort transactions to be entered by customer to simplify your data entry. Although the System computes discounts for transactions entered through Order Entry, it does not do so for Batch A/R transactions because of rounding errors. Therefore, enter discounts as part of the Batch A/R transactions if they were given on the invoices.

Remember, Batch Entry affects only Accounts Receivable. Your inventory records are not changed by any transactions entered here. If after installing the System you find yourself in need of entering a group of transactions after a period of delay (e.g., if your System was down for a day), we recommend entering the invoice transactions through Order Entry so your inventory will reflect the product sold.

# Batch Entry

Batch Entry is most often used when installing Accounts Receivable.  The program allows you to quickly enter multiple transactions.

Screens Accessed:  RRR002D1

## A/R Batch Entry Screen (RRR002D1)

This screen appears when you take the Batch Entry option from the A/R Batch Menu.  It is a data entry screen.  To enter a transaction, key the transaction date and press function key [**F5**], Add, to add it to the batch.  At any time you can press [ENTER] to display data in System-supplied fields or to highlight required fields with no value.

This is a data entry screen only.  Once you have added a transaction using the Add function key, you cannot update it from this screen.  You must use the Batch Maintenance option to change transactions.

```
  7/20/04    MODE ADD              SERVICE PARTS COMPANY           RRR002D1
 DDON                              A/R BATCH ENTRY                 DON
                                               Last Entry              0/00/00
*Location...   1    WHOLESALE AUTO SUPPLY CO.
*Department    R   .
*Customer...   PD1
 Name.......   DON'S AUTO PARTS INC
 Address 1..
 Address 2..   4242 MAXTON ST
 City.......   ROCKY MOUNT        NC
 Bill Method   Open Item
*Terms......      1 CASH SALE
 PO number..
 Transaction
     Number       563
     Amount        100.00                         .00
     Date..     7/20/04                  0/00/00
 Due Date...    8/31/04                  0/00/00
 Discount
     Amount           .00                         .00
     Date..     0/00/00                  0/00/00

 F3=Exit   F5=Add   F10=Field inquiry
```

# RRR002D1 -- A/R Batch Entry (after [F5] Add)

```
 7/20/04   MODE ADD              SERVICE PARTS COMPANY            RRR002D1
 DDON                              A/R BATCH ENTRY                   DON
                                               Last Entry         74357  7/20/04
*Location...   1    WHOLESALE AUTO SUPPLY CO.  1    WHOLESALE AUTO SUPPLY CO.
*Department   R   RETAIL                       R   RETAIL
*Customer...  PD1                              PD1
 Name.......  DON'S AUTO PARTS INC             DON'S AUTO PARTS INC
 Address 1..
 Address 2..  4242 MAXTON ST                   4242 MAXTON ST
 City.......  ROCKY MOUNT        NC            ROCKY MOUNT        NC
 Bill Method  Open Item                        Open Item
*Terms......    1 CASH SALE                      1 CASH SALE
 PO number..  _____
 Transaction
     Number     1245                          563
     Amount        300.00                        100.00
     Date..   7/20/04                       7/20/04
 Due Date...   8/31/04                       8/31/04
 Discount
     Amount         .00                           .00
     Date..   0/00/00                       0/00/00

 F3=Exit   F5=Add   F10=Field inquiry
```

### Field Definitions

**\*Location**

(required)  Enter the alphanumeric code identifying the location for which you want to enter transactions.  Field Inquiry is available to search for valid location codes.

**\*Department**

This field identifies the department responsible for the transaction.  Departments in the System are a further categorization of the locations.  Possible department codes might be: RET - Retail, WHS - Warehouse, SRV - Service Shop.  Field Inquiry is available to search for valid department codes.

**\*Customer**

Enter the number of customer to whom the transaction applies.  Field Inquiry is available to search for customers.

**Name, Address 1, Address 2, City**

These fields display the customer's name and address information from the Customer Master File.

**Bill Method**

This field displays the billing method assigned to the customer -- Balance Forward, Open Item or Julian.  It is defined for each customer in the Customer Master File.

**\*Terms**

This field shows the billing terms assigned to this customer in the Customer Master File.  The number at the front of this field is the identifying code for the billing terms description. Field Inquiry is available to display valid terms codes and the corresponding billing terms.

**PO number**

Enter the purchase order associated with this transaction, if applicable.

**Transaction, Number, Amount, Date**

(required)  Enter the number, amount, and date of the transaction (or invoice).

**Due Date**

The Due Date is the date by which the invoice or debit must be paid in order not to be termed overdue.  Using the Transaction Date, the System retrieves the correct due date from the Fiscal Year File.

**Discount, Amount, Date**

If a discount was given on this invoice, enter the date and amount of the discount.  The System does not compute discounts for transactions entered through Batch A/R.

**Last Entry**

When you press function key [**F5**], Add, to add a transaction to the batch, this side of the screen displays the transaction you just entered.

### Function Keys

**F3  Exit:**  Returns you to the A/R Batch Entry Menu.


**F5  Add:**  Writes the transaction data displayed on the left of the screen to the A/R work file and then redisplays the transaction on the right side of the screen.  All data on the left side is cleared for the next entry, except the required fields.  These remain intact until you change them, which speeds your data entry if you sorted transactions by customer.


**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.

- *Location, *Department, *Customer.  This function key displays the Name Search screen, which you can use to search for and select an entry from the corresponding Master File. (See Name Search)

- *Terms.  This function key displays the Terms Search, which shows all available terms codes and the associated billing terms description.


**ENTER Review:**  Press this key at any time to retrieve and display data for the System-supplied fields and highlight any required fields that have no value.

# Batch Edit Listing

Once you have entered batch transactions, we suggest you print an edit listing and review your input.  The edit listing is necessary if you want to make any changes to transactions prior to posting, because the Batch Maintenance option uses the sequence or access number from the edit listing to retrieve transactions for update.

An A/R Batch Edit Listing can be run at any time.  We recommend running one after each batch entry session, maintenance session, and prior to posting.  The A/R Batch Edit Listing gives the following information by customer for the transactions that have been entered but not yet posted:

- customer's name and number

- transaction number

- location and department

- transaction amount, date, and due date

- discount amount and date

- transaction access number (also referred to as sequence number).

To print this report, key the Batch Edit Listing option from the A/R Batch Entry Menu and press [**ENTER**].

Screens Accessed:  None
Reports Produced:  RRR003P1 -- A/R Batch Edit

# Batch Maintenance

Once A/R transactions have been entered through Batch Entry, you have the option to change transactions anytime prior to posting.  An edit listing is needed to make changes because the System searches the open batch transaction records using the Access Number from the edit listing.  (See the previous menu option to print a listing.)

You can change A/R transaction records as often as needed before posting.  After posting, you must use Cash Application to maintain transactions.

We recommend that you print and review an edit listing after every set of changes.  After all changes are made, run a final edit listing and file it as a permanent document.  The access number is the number entered in to the Sequence# field on the Batch Maintenance Screen, RRR015D1, to access a transaction for update.

Screens Accessed:  RRR015D1

## A/R Batch Maintenance Screen (RRR015D1)

This screen appears when you take the Batch Maintenance option.  It is almost identical to the Batch Entry screen.  On this screen, however, two additional fields appear at the top of the screen -- Sequence# and Date, which identify the transaction sequence number and the date the transaction was entered.

```
  7/21/04   MODE CHANGE          SERVICE PARTS COMPANY            RRR015D1
 DDON                            A/R BATCH MAINTENANCE            DON

  Seq# 2413     Date  7/21/04              Last Entry             0/00/00
*Location....
*Department..
*Customer....
 Name........
 Address 1...
 Address 2...
 City........
 Bill Method.
 PO number...
*Terms.......
  Transaction
      Number
      Amount                                      .00
      Date..                            0/00/00
  Due Date...                           0/00/00
  Discount
      Amount                                      .00
      Date..                            0/00/00
 F3=Exit
```

## Field Definitions

- To access a transaction for maintenance, complete the Seq# and Date fields and press [**ENTER**].

- To delete a transaction, see function key [**F23**], Deactivate.

- All of the fields you entered initially can be changed here.

**Seq#**

(required)  Sequence Number.  Enter the Access Number from the A/R Batch Edit Listing, located to the right of each transaction.  This unique number is assigned by the System to each transaction when it is created.

**Date**

(required)  Session Date.  Enter the date from the A/R Batch Edit Listing, located in the upper left corner of the A/R Batch Edit Listing.  The System assigns the session date to each transaction when it is created.

**\*Location**

This field shows the code and description of the location associated with the transaction.

**Department**

This field identifies the department responsible for the transaction.  Departments are a further categorization of locations.  Possible department codes might be: RET - Retail, WHS - Warehouse, SRV - Service Shop.  Field Inquiry is available to search for valid department codes.

**\*Customer**

This field displays the number of the customer to whom this transaction applies.

**Name**

**Address 1**

**Address 2**

**City**

These fields display the customer's name and address information from the Customer Master File.

**Bill Method**

This field displays the billing method assigned to the customer -- Balance Forward, Open Item, or Julian.  It is defined for each customer in the Customer Master File.

**\*Terms**

This field shows the billing terms assigned to this customer in the Customer Master File.  The number at the front of this field is the identifying code associated with the billing terms description. Field Inquiry is available to display valid terms codes and the corresponding billing terms.

**PO number**

This field shows the purchase order number associated with this transaction, if applicable.

**Transaction    Number    Amount    Date**

These fields give the number, amount, and date of the transaction.

**Due Date**

The Due Date is the date by which the invoice or debit must be paid in order not to be termed overdue. Using the Transaction Date, the System retrieves the correct due date from the Fiscal Year File.

**Discount**
> **Amount**
> **Date**

If a discount was given on this invoice, these fields give the date and amount of the discount.

**Last Entry**

When you press function key [F5], Update, to add the changes for this transaction to the batch, this side of the screen displays the transaction you just entered.

## Function Keys

**F3  Exit:**  Returns you to the A/R Batch Entry Menu.

**F5  Update:**  Writes the transaction data displayed on the left of the screen to the A/R work file and then redisplays the transaction on the right side of the screen. All data on the left side is cleared for the next entry, except the required fields. These remain in tact until you change them, which speeds your maintenance.

**F10 Field Inquiry:** For all marked fields ( * ), displays a list of available entries.

- *Location, *Department, *Customer.  This function key displays the Name Search screen, which you can use to search for and select an entry from the corresponding Master File. (See Name Search)

- *Terms.  This function key displays the Terms Search, which shows all available terms codes and the associated billing terms description.

**F23 Deactivate:**  Deletes the transaction data displayed on the left of the screen to the A/R work file and then redisplays the transaction on the right side of the screen and places a "Deactivated" tag above it. All data on the left side is cleared for the next entry

**ENTER Refresh:**  Press this key at any time to retrieve and display data for the System-supplied fields and highlight any required fields that have no value.

# Batch Update

This program posts the Batch A/R transactions to the A/R Master File.  When the Batch Update option is taken, a screen appears confirming your desire to post the open transactions.  Once the transactions have posted, the System generates a final edit report.  The report format is identical to the edit listing, but the title is "A/R Batch Update" rather than "A/R Batch Edit".

Screens Accessed:  ACP023D1

Reports Produced:  RRR006P1 -- A/R Batch Edit

## A/R Batch Entry Update Screen (ACP023D1)

This screen appears to confirm your decision to post the open batch A/R transactions.  It appears when you select the Batch Update option from the A/R Batch Entry Menu.  To confirm the update, simply press [**ENTER**].  The System will return you to the menu and display a message indicating that the job was submitted successfully.

**ACP023D1 -- A/R Batch Entry Update**

```
 7/21/04                      DMS CORPORATION                      ACP023D1
 DDON                     A/R BATCH ENTRY UPDATE                    DON




             TO SUBMIT A/R BATCH ENTRY UPDATE PRESS ENTER


                        (To Cancel Press F3)





 F3=Exit
```

### Field Definitions

**TO SUBMIT A/R BATCH ENTRY UPDATE PRESS ENTER**
This field describes the action needed to post open A/R batch transactions to the A/R Master File.

### Function Keys

**F3  Exit:**  Returns you to the A/R Batch Entry Menu.

**ENTER Execute:**  Submits the update job and redisplays the previous screen.

# Chapter 11: A/R Archive Processing

## Overview

Given below are the menu options offered from the A/R Archive Menu, and the general processing for these options follows on the next page.

**Delete and/or Archive Paid A/R**

This option deletes Accounts Receivable transactions from the Master File. You can elect to delete with or without archiving the records.

**Save Archived Paid A/R**

This program saves the archived paid A/R records from the archive file to an off-line medium.

**Restore Archived Paid A/R**

You can restore your archived A/R records from your off-line medium to the AS/400 using this program.

# Notes About Purging Files

The A/R Archive Menu was designed to step you through the process of purging paid A/R records from your System.  The System will retain all A/R transactions indefinitely.  The only way to remove these records is to use the options on this menu.

When and how to archive and purge your Accounts Receivable files depends upon individual company policy.  Although some companies may base the decision to archive and purge files on when they need more room on their System, we recommend instead that a policy on this issue be defined and enforced.  That way this process, which is essential at some point in time, becomes a routine part of your AS/400 maintenance.  For assistance in reviewing the considerations involved in setting this policy, contact DMS.

# The A/R Archiving Process

The options on the A/R Archive Menu provide a convenient method of archiving and purging paid Accounts Receivable records. When you select an option, one or more screens will appear where you enter parameters that define the records you want to archive and delete or the device you want to save to or restore from.

- The process of archiving and deleting (or purging) paid A/R files consists of entering parameters to delimit the desired records.

- The process of saving and restoring archived files consists of entering information about the backup device to be used.

Both of these processes are tied directly to and controlled by the completion of the screens that appear when each menu option is taken. Therefore, for all processing related to the A/R Archive Menu options please refer to A/R Archive Screens chapter.

### <u>To Process an A/R Archive Menu Option</u>

1. Refer to A/R Archive Screens chapter.

2. Locate the section for the A/R Archive Menu option you want to select.

3. Proceed through the Field Descriptions, Function Keys, and Action Codes for each screen associated with the option to complete the process.

# Chapter 12:  A/R Archive Screens

## Overview

This chapter contains screen descriptions for all the options available from the Accounts Receivable Archive Menu.   The descriptions are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

**Delete and/or Archive Paid A/R**     RRR701D1
**Save Archived Paid A/R**     RRR703D1
**Restore Archived Paid A/R**     ACP685D1

## Delete and/or Archive Paid A/R

This program is used to delete paid accounts receivable transactions.  With this menu option you have the choice of deleting the records with or without making a backup to tape.  Archiving the files deletes them from the A/R Master File and writes them to a special holding file, which you can back up to tape.  Deleting the files without archiving simply removes or purges them from the Master File.

Screens Accessed:  RRR701D1

# Purge A/R Files Screen (RRR701D1)

On this screen you denote the files you want to delete and archive.  It appears when you take the option to Delete and/or Archive Paid A/R from the A/R Archive Menu.

The data entered on this screen is used as the search criteria for selecting paid A/R files from the database.  The System searches all customer records within the customer range entered, and it selects for deletion all records with a transaction date older than the date entered in the Purge Older Than field.

```
 7/21/04                  SERVICE PARTS COMPANY                 RRR701D1
DDON                        PURGE A/R FILES                     DON

*From customer.....  _____    (blank = all)

*To customer.......  _____    (blank = all)


 Purge older than..  1/01/04


 Archive (Y/N).....  _

 Remove "orphaned" RPRK records? (Y/N)......  N

 Reorganize database files? (Y/N)..........  N




 F3=Exit    F9=Execute    F10=Field inquiry
```

### Field Definitions

The first two fields delimit the range of customer to search for the purge.  To search the entire customer base, leave both the customer range fields blank.

**\*From customer  _____   (blank = all)**

- To start the search with the first customer number in the A/R Master File, leave this field blank.

- To specify any other starting customer number, enter that number.

The program will search from the first customer number or the number entered to the customer specified in the To Customer field.  Field Inquiry, is available to search for valid customer numbers.

**\*To customer** \_\_\_\_\_ **(blank = all)**

- To search through the last customer number in the A/R Master File, leave this field blank.

- To specify any other ending customer number, enter that number.

The program will search the A/R master File from the customer number specified in the From Customer field through the last customer number or the number entered. Field Inquiry, is available to search for valid customer numbers.

**Purge older than** \_\_\_\_\_

(required)  Enter the date to use in selecting records for deletion.  Within the selected customer range, the System searches for and deletes all records that have a transaction date older than the purge date entered here.

**Archive (Y/N)** \_\_

(required)  Enter a **Y** to save the deleted records to an archive or holding file.  Enter an **N** to remove the records from the A/R Master File without saving a copy.

**Remove "orphaned" RPRK records? (Y/N)**

(required)  Enter a **Y** to remove orphaned RPRK records.  Enter an **N** to keep the records.

**Reorganize database files? (Y/N)**

(required)  Enter a **Y** to reorganize database files.

## Function Keys

**F3  Exit:**  Returns you to the A/R Archive Menu.

**F9  Execute:**  Initiates the archive/purge job and redisplays the previous screen.

**F10 Field Inquiry:** For all \*Customer fields, this key displays the Name Search screen, which you can use to locate and select an entry from the Customer Master File.  (See Name Search.)

**ENTER Refresh:**  Redisplays the data entered so you can confirm it before taking function key [**F9**], Execute.

# Save Archived Paid A/R

This program saves the paid A/R records from the archive file to an off-line medium.

Screens Accessed:  RRR703D1

## Save A/R Archive File Screen (RRR703D1)

This screen appears when you take the Save Archived Paid A/R from the A/R Archive Menu.  It displays default data for the parameters required to save the archive file to an off-line medium. The defaults are relatively standard and should not require changing.  If you have any questions about the defaults displayed, please see your System operator.

```
 7/21/04                     SERVICE PARTS COMPANY                RRR703D1
 DDON                        SAVE A/R ARCHIVE FILE                DON

 Device...............   TAP01

 Sequence number......   *END

 End of tape option...   *UNLOAD

 Clear................   *NONE

 Submit to batch......   Y





 F3=Exit   F9=Execute
```

### Field Definitions

The System enters defaults for all fields, which you can override.

**Device**
This field displays the name of the device to which the file will be saved. For example, TAP01 might be the name of the tape you are using.

**Sequence number**

**End of tape option**

---

**Clear**

These fields are AS/400 parameters that define the backup.  The screen displays the most commonly used criteria.  See you System operator if you have any questions or think you need to change these parameters.

**Submit to batch**

The System enters a **Y**, which will submit the save program to be run in batch mode so that your terminal will not be restricted during the save.  You can change this value to **N** to save the file interactively.

## Function Keys

**F3  Exit:**  Returns you to the A/R Archive Menu

**F9  Execute:**  Submits the back up job and redisplays the previous screen.

# Restore Archived Paid A/R

You can restore your archived paid A/R records using this program.  This program simply reads the file from the storage device and copies it into the A/R work file.  You can then inquire, report, adjust the records.

Screens Accessed:  ACP685D1

## Restore A/R Archive File (ACP685D1)

This screen appears when you take the Restore Archived Paid A/R selection from the A/R Archive Menu.  It simply asks for the name of the device or medium containing the files you are going to restore to the AS/400.

```
 7/21/04                 RESTORE A/R ARCHIVE FILE               ACP685D1


  Device...............   TAP01█____













 F3=Exit
```

### Field Definitions

**Device**
Enter the name of the device where the archived files are stored. The System defaults to TAP01.

### Function Keys

**F3  Exit:**  Returns you to the A/R Archive Menu.
**ENTER Execute:**  Submits the restore job and redisplays the screen.

# Chapter 13:  Service Charge Processing

## Overview

Given below are the menu options offered from the A/R Service Charge Menu, and the general processing for these options follows on the next page.

**Service Charge Calculation**

This program calculates the finance charges on past due balances for the most recent unposted month.  It assesses charges for customers that were flagged in the Customer Master File to be included for service charges.

**Service Charge Edit Listing**

A Service Charge Edit Listing is produced automatically when you execute the Service Charge Calculation option, and it can be reprinted at any time prior to posting using this option.

**Service Charge Maintenance**

Using this option you can change any System-computed service charge amounts before posting them to Accounts Receivable.

**Service Charge Update**

This program posts the service charge calculations to the A/R Master File and generates a final edit report.  The reports produced by the update process should be filed in binders and organized so that they can be easily retrieved.  We recommend that these listings be retained for two fiscal years.

# The Service Charge Process

The calculation and assessment of finance charges on past due balances is an optional feature of the System.  To help give you an overview of the service charge procedures, we have included a General Process below.

Procedures related to service charges are discussed in two places in this User Manual:

- In this section we have given the high-level process for assessing service charges, with information and considerations relevant to each step.

- For detailed processing related to the A/R Service Charge Menu options, we refer you to Service Charge Screens chapter.  All of the processes involved in assessing service charges are tied directly to and controlled by the completion of the screens that appear when each menu option is taken.

At the time of installation you set up System controls and customer accounts to accommodate service charge processing.  These set up procedures are documented in the Database user Manual, and the process provided here assumes this set up is complete.

Once you begin processing on the System, service charge processing is an integral part of your monthly A/R procedures.  The general process to be completed each month follows.  ***The procedure begins only when you have entered all transactions for the month, because the System assesses finance charges for each account based on the net of all debit and credit transactions.***

| Step | Procedure |
|------|-----------|
| **1** | (Service Charge Menu)  Take the Service Charge Calculation option and press [**ENTER**]. Screen RRR027D1 will appear showing the month for which charges will be computed. |
| **2** | (RRR027D1)  Verify the month for which the service charges will be assessed and press [ENTER]. <br><br> • Service Charges are computed for the most recent unposted month.  You must calculate and update service charges before you run Month Close;  you cannot apply service charges to a posted month. <br> • When you press [ENTER], the System will display a screen confirming that service charges are being calculated. |
| **3** | *(Service Charge Menu)  Take the option to print the Service Charge Edit Listing.*  This message will appear at the bottom of the screen: "Service charge edit listing has been executed." |
| **4** | *Review the Listing to make sure the proper charges were assessed.* |

| Step | Procedure |
|:---:|:---|
| **5** | *(Service Charge Menu)  Make any necessary changes to the charges using the Service Charge Maintenance option.*  Two screens appear for this option:  RRR031D1, RRR031D2.  On the first, you enter the transaction line number from the Service Charge Edit Listing.  On the second, the System displays the detail for service charge transaction for review and maintenance. |
| **6** | *(Service Charge Menu)  Take the Service Charge Update option to post the transactions to the A/R Master File.*<br><br>• Screen RRR033D1 will appear confirming the dates of update.<br>• The charge transactions are written to the A/R Master File with a special code identifying them throughout the System.<br>• Once the service charges have posted, the System generates a final edit report that is identical to the Service Charge Edit Listing except for the title.  Organize and file these reports so that they can be easily retrieved.  We recommend retaining them for two fiscal years. |
| **7** | Press [**F14**] on the Cash Application Menu.<br><br>Ensure the ARCAUPDAT job is listed under the job name column. If the job is not listed, the print out successfully completed and should be at the printer.<br><br>If the job is listed, it will have one of the following status codes:<br><br>1. **Outq** – The job has completed but 1 or more reports remain in the job file.<br>2. **Active** – The job is running and under normal conditions, it should complete shortly.<br>3. **Jobq** – The job has not begun to run. This could be normal. However, if the status does not change to active after 10 minutes, notify the system operator. |

# *Chapter 14: Service Charge Screens*

## Overview

This section contains screen descriptions for all the options available from the Service Charge Menu. The descriptions in this section are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

| | |
|---|---|
| **Service Charge Calculation** | RRR027D1 |
| | RRR027D2 |
| **Service Charge Edit Listing** | Service Charge Menu |
| **Service Charge Maintenance** | RRR031D1 |
| | RRR031D2 |
| | RRR031D3 |
| **Service Charge Update** | RRR033D1 |
| | RRR027D2 |

# A Few Notes About Service Charges

The service charge feature of the System is optional.  It calculates and assesses finance charges on past due balances.  Below we have given a general overview of this process to help you understand what occurs on during the service charge routine.

All the factors determining service charges are defined by location at the time of installation (or before service charges are computed).  These factors include:

- the service charge rates

- the minimum service charge amounts

- the minimum balance before a service charge is assessed

- the effect of credit memos

Once you set the service charge factors for each location, you indicate for each customer whether or not they are subject to a service charge assessment.  This is a done by setting a flag in each customer's master file.

After you have defined your service charge criteria and indicated the customers' to be included and excluded from the routine, you can run the service charge routines for monthly accounts. Service Charges are computed for the most recent unposted month.  *You must calculate and update service charges before you run Month Close;  you cannot apply service charges to a posted month.*  Finance charges are calculated based on the maximum allowable rate *in the state or province in which the sale occurred*, not the place where the products were delivered.

When you take the Service Charge Update option, the charge transactions are written to the A/R Master File with a special code identifying them throughout the System.  Most A/R reports itemize service charges into easily identifiable categories and totals.

If necessary, service charges for unposted transactions can be changed using the Service Charge Maintenance option.

# Service Charge Calculation

This program calculates the finance charges on past due balances for the most recent unposted month for customers that were flagged in the Customer Master File to be included for service charges.

Screens Accessed:  RRR027D1, RRR027D2
Reports Produced:  RRR030P1

## Service Charge Confirmation Screen (RRR027D1)

When you take the Service Charge Calculation option from the Service Charge Menu, this screen appears.  It is a confirmation screen allowing you to verify the month for which the service charges will be calculated.

```
 7/21/04                     SERVICE PARTS COMPANY               RRR027D1
DDON                     SERVICE CHARGE CALCULATION              DON




          Service charges will be generated for the month closing

                             7/31/04









 F3=Exit  F9=Process
```

### Field Definitions

**Service charges will be generated for the month closing**

This field displays the ending date of the most recent unposted fiscal month.  You cannot change this date.  It is updated each time Month Close is run.

### Function Keys

**F3  Exit:**  Returns you to the Service Charge Menu.


**F9  Process:**  Submits the calculation routine and displays a screen confirming that service charges are being calculated.

# Service Charge Calculation Screen (RRR027D2)

If there is no unposted Accounts Receivable activity to calculate finance charges or if finance charges have already been calculated, this screen will appear when you take the Service Charge Calculation option.

```
  7/21/04                     SERVICE PARTS COMPANY                  RRR027D2
  DDON                      SERVICE CHARGE CALCULATION               DON




              Service Charges Previously Run / Check Month File




  F3=Exit
```

### Field Definitions

**Service Charges Previously Run / Check Month File**

This field lets you know that service charges have already been calculated for the most recent open month.

### Function Keys

**F3 Exit:** Returns you to the Service Charge Menu.

# Service Charge Edit Listing

A Service Charge Edit Listing is printed automatically when you take the option to Calculate Service Charges, and it can be rerun at any time using this option. No screen is displayed when the option is selected, but this message will appear at the bottom of the Service Charge Menu: "Service charge edit listing has been executed."

The Service Charge Edit Listing gives the following information by customer for the finance charges that have been calculated but not yet posted:

- customer's name, number, location
- past due amount
- service charge rate and amount.

Reports Produced:  RRR030P1

# Service Charge Maintenance

Once service charges have been calculated, you have the option to change any amounts before posting.  An edit listing is needed to make changes because the System searches the open service charge records using the Line Number from the edit listing.

You can change service charge records as often as needed before posting.  We recommend that you print and review an edit listing after every set of changes.  After all changes are made, run a final edit listing and file it as a permanent document.

If you need to change service charge transactions once they have been posted, you must treat them as any other posted transaction and update them through Cash Application Maintenance.

Screens Accessed:  RRR031D1, RRR031D2

## Service Charge Transaction Retrieval Screen (RRR031D1)

This screen appears when you take the Service Charge Maintenance Option from the Service Charge Menu.  You use this screen to retrieve a service charge transaction for maintenance: Enter the line number from the Service Charge Edit Listing and press [**ENTER**].

```
 7/21/04                    SERVICE PARTS COMPANY                 RRR031D1
 DDON                      SERVICE CHARGE MAINTENANCE             DON




                       Line Number        001












   F3=Exit
```

### Field Definitions

**Line number**

Enter the line number identifying the transaction you want to update.  The Line Number appears on the Service Charge Edit Listing to the left of the transaction.

### Function Keys

**F3  Exit:**  Returns you to the Service Charge Menu.

**ENTER Advance:**  Displays the next screen, RRR031D2.

# Service Charge Maintenance Screen (RRR031D2)

This screen appears when you press [ENTER] from screen RRR031D1.  On this screen you can change the amount of a particular service charge transaction.  The only field on this screen that you can update is the Service Charge Amount.  The remaining fields identify and confirm the transaction you are changing.

```
 7/21/04                    SERVICE PARTS COMPANY                RRR031D2
DDON                       SERVICE CHARGE MAINTENANCE            DON

Line          1                        Annual S/C Percentage    18.00000%

Location 9999    SERVICE PARTS COMPANY            Amt Subject to Service Chg
                                                  FUTURE DUE            .00
Customer PD1                                      CURR MONTH            .00
         DON'S AUTO PARTS INC                     PREV MONTH            .00
                                                  31-60 DAYS            .00
         4242 MAXTON ST                           61-90 DAYS            .00
         ROCKY MOUNT          NC                  91 & OVER          600.00
                        27804-2848
                                     Total subject to Service Chg    600.00

                                         Service Charge Amount        9.00




 F3=Exit  F12=Previous
```

## Field Definitions

**Line**

The line number identifies the transaction you are updating.  It appears on the Service Charge Edit Listing to the left of the transaction.

**Location**

This field shows the alphanumeric code and description of the location associated with the transaction.

**Customer**

This field displays information from the Customer Master File: customer number, name, address, and phone number.

**Annual S/C percentage**

This field gives the annual finance rate used in the calculation of the service charges.

**Amount subject to service chg**

For each aging period, this field gives the past due amount that is subject to service charges. If credits from a period have been used to offset the past due amount, this value may not agree with the past due amount shown on other aging listings and inquiries because credits are not subject to service charges. Service charges are calculated on the net balance.

**Total subject to service chg**

This field gives the total past due balance used in computing service charges. It is the sum of all the past due balances in the above aging periods.

**Service charge amount**

This field originally shows the finance charge computed by the System when you selected the Service Charge Calculation option. Once maintenance changes are made, it reflects those changes.

## Function Keys

**F3 Exit:** Returns you to the Service Charge Menu.

**F12 Previous:** Returns you to the previous screen.

**ENTER Update:** Saves the maintenance changes returns you to the Service Charge Menu.

# Service Charge Update

This program posts the service charge calculations to the A/R Master File.  When you take the Service Charge Update option a screen appears confirming the dates of update.  When the service charge transactions post, the System generates a final edit report.  The report format is identical to the Service Charge Edit Listing, but the title is "Service Charge Update" rather than "Service Charge Edit".

Screens Accessed:  RRR033D1 or RRR027D2
Reports Produced:  RRR031P1

## Service Charge Update Screen (RRR033D1)

If there are unposted service charges in the System, this screen appears when you select the Service Charge Update option from the Service Charge Menu.  It confirms the month to which the service charge transactions will be posted, and it gives the invoice and due dates that will appear on the service charges.  The invoice and due dates can be changed on this screen.

```
 7/21/04                        SERVICE PARTS COMPANY                 RRR033D1
DDON                            SERVICE CHARGE UPDATE                  DON




            Service charges will be updated for the month closing

                                 7/31/04

                Invoice date to appear on service charges

                                 7/31/04




                Due date to appear on   service charges

                                 8/31/04



    F3=Exit  F9=Process
```

### Field Definitions

**Service charges will be updated for the month closing**

The ending date of the current open month is displayed for confirmation only.  This date cannot be changed.

**Invoice date to appear on service charges**

The ending date of the current open month appears as the invoice date that will be applied to the service charges being posted.  You can enter a different invoice or transaction date.

**Due date to appear on service charges**

Based on the above invoice date, the System enters the corresponding due date as defined in the Fiscal Year File.  The service charge must be paid by this date in order not to be termed overdue. You can enter a different due date.

If your billing terms are Monthly or Monthly and Julian, the default date will be the due date of the current open month.  If you use only Julian billing, the default date will be the ending date of the current period.

### Function Keys

**F3  Exit:**  Returns you to the Service Charge Menu.

**F9  Process:**  Submits the posting job and returns you to the Service Charge Menu.  A final edit report will print.

# Service Charge Calculation Screen (RRR027D2)

If there are no unposted service charges in the System, this screen informs you the monthly service charges have already been posted.  It appears when you select the Service Charge Update option from the Service Charge Menu.

```
 7/21/04                    SERVICE PARTS COMPANY                  RRR027D2
 DDON                      SERVICE CHARGE CALCULATION              DON




                  Monthly Posting Procedures Have Been Completed







 F3=Exit
```

### Field Definitions

**Monthly Posting Procedures Have Been Completed**

This message will appear if the Service Charge Calculation and Service Charge Update options have both been executed for the current unclosed month.

### Function Keys

**F3  Exit:**  Returns you to the Service Charge Menu.

# *Chapter 15: Control Records Screens*

## Overview

This chapter contains screen descriptions for all the options on the Control Records Menu that are directly applicable to Accounts Receivable. The descriptions are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

      **A/R - # Periods per Fiscal Year**       MRR028D1

      **A/R - Overall Controls**   MRR128D1

      **A/R - Aging Period Headings**    MRR034D1

## A Few Notes about Control Records

Control Records are parameters that guide the functioning of programs throughout the System. They determine what values are displayed and what inputs are accepted during the processing of various programs. They are established at the time of installation and vary for each user based on their policies of business operation. Thought and planning are needed to determine your control records.

This section of documentation will give some considerations for setting these controls, but it is primarily a section for explaining screens. The Database User Manual contains further explanation of control records and installation considerations.

# A/R -- # Periods per Fiscal Year

This control record determines the number of accounting periods in a fiscal year. The System will support a value of either twelve or thirteen periods. The actual beginning and ending dates of each period are defined in the Fiscal Year File.

*This value must be set correctly before you can enter any data into the System.*
*It cannot be changed without severely affecting the integrity of all existing data.*

Once this parameter is established, no other System option can update this file.

Screens Accessed: MRR028D1

## Months in a Fiscal Year Maintenance Screen (MRR028D1)

This screen appears when you take the # Periods Per Fiscal Year option from the Control Records Menu.

```
 7/21/04                     SERVICE PARTS COMPANY                MRR028D1
 DDON                  MONTHS IN FISCAL YEAR MAINTENANCE          DON

 Enter 12 or 13 as the total number of months in one fiscal year 12




















 F3=Exit
```

### Field Definitions

**Enter 12 or 13 as the total number of months in one fiscal year**
Enter the number of months your company uses to define a fiscal year.

### Function Keys

**F3  Exit:**  Returns you to the Control Records Menu.
**ENTER Update:**  Sets the control record for the number of fiscal periods.

# A/R Overall Controls

The overall Accounts Receivable controls that are set using this option determine a number of crucial operating parameters. Once this record is entered, there should be no need to access this option in the future. You set the initial transaction sequence number and the billing method with this option.

## Overall A/R Controls Screen (MRR128D1)

This screen appears when you take A/R Overall Controls option from the Controls Menu. It is used during System installation.

*Once you have entered this record, we recommend that you DO NOT ACCESS THIS SCREEN AGAIN.* If you do <u>access</u> this screen, press function key [**F3**], Exit, without keying anything and without pressing [**ENTER**].

*DO NOT CHANGE ANY DATA ON THIS SCREEN WITHOUT AUTHORIZATION FROM DMS because doing so will jeopardize the integrity of your entire database.*

```
 7/21/04                  SERVICE PARTS COMPANY              MRR128D1
 DDON                  OVERALL A/R CONTROL RECORD            DON


 Last sequence number used by an A/R function  74367

 Aging method.............................. B
  M=Monthly (Open item and/or balance forward)
  I=Invoice (Julian aging from invoice date)
  B=Both (Monthly and julian aging are active)

 Balance forward across locations (Y/N)...... Y


 Control date YY/MM/DD......................  _____

 Discount Tax (Y/N).......................... N
 Discount Freight (Y/N)...................... N
 Discount Labor (Y/N)........................ Y
 Discount Misc E  (Y/N)...................... N
 Discount Misc F  (Y/N)...................... N
 Discount Core (Y/N)......................... Y
 Discount non-factorable items (Y/N)......... N
 Last day of week for weekly ageing.......... 1   (1=Sun, 2=Mon, etc)
 F3=Exit
```

### Field Definitions

**Last sequence number used by an A/R function**

The System assigns a unique identifier called the sequence number to each transaction in the System.  When you install the System initially, set the sequence number to **1**.  *DO NOT CHANGE THIS NUMBER AT ANY TIME AFTER INSTALLATION.*  Doing so will severely affect the integrity of past and future data, because there will be transactions in your database with the same sequence number.

**Aging method**

    M   = Monthly (Open item and/or balance forward)

    I    = Invoice (Julian aging from invoice date)

    B   = Both (Monthly and Julian aging are active)

Enter the appropriate value (M, I, or B) based on the aging method you will use.  Refer to Appendix B, Aging in A/R, for to help in determining which aging methods you need to use.

The value entered here determines the billing method that will be displayed throughout the System -- either Monthly, Julian, or both.

**Balance forward across locations (Y/N)**

Enter **N**.  The System will not process a **Y** entry because this field is designated for future application enhancements.

**Control date YY/MM//DD**

Enter the current date.

**Discount Tax (Y/N)**

Enter **Y** for Yes or **N** for No to allow a discount tax.

**Discount Freight (Y/N)**

Enter **Y** for Yes or **N** for No to allow a discount to freight charges.

**Discount Labor (Y/N)**

Enter **Y** for Yes or **N** for No to allow a discount to labor charges.

**Discount Misc E (Y/N)**

Enter **Y** for Yes or **N** for No to allow a miscellaneous discount.

**Discount Misc F (Y/N)**

Enter **Y** for Yes or **N** for No to allow a miscellaneous discount.

**Discount Core (Y/N)**

Enter **Y** for Yes or **N** for No to allow a discount to core charges.

**Discount Non-factorable Items (Y/N)**

Enter **Y** for Yes or **N** for No to allow a discount to non-factorable item charges.

**Last day of week for weekly aging**

1 = Sun

2 = Mon, etc.

## Function Keys

**F3  Exit:**  Returns you to the Control Records Menu.

**ENTER Update:** Sets the control record with the data displayed.

# A/R - Aging Period Headings

Using this program you define the aging periods and the aging categories the System will use to determine when receivables are overdue and the degree of delinquency.

The System requires that you define six aging periods by entering the headings for the periods and the number of days in each period. Each Aging Period has a corresponding code, 1-6, which is used throughout the System to identify the parameters entered on this screen.

After you have defined your aging periods, you assign each period to an aging category. The aging categories define which periods will be considered Future, Current, or Past Due. Once you have assigned an Aging Period to an Aging Category is remains in effect unless you change it on this screen.

When you set the aging categories you are also indicating which aging periods will be subject to service charges. Only transactions in a Past Due aging category are subject to service charges.

Screens Accessed: MRR034D1

# A/R Aging Controls Screen (MRR034D1)

This screen appears when you select the A/R - Aging Period Headings option from the Control Records Menu.

The fields will appear twice if both Monthly and Julian billing methods are used, but they are documented only once.  The data displayed on the sample screen is for reference only and may differ significantly from your needed or desired entries.

*Unlike some other control records, the values on this screen can be changed at anytime without adversely affecting your database.*

```
 7/21/04                       SERVICE PARTS COMPANY              MRR034D1
DDON                            A/R AGING CONTROLS                 DON
                    Age from: I=Invoice date  D=Due date
                    Category: 0=Future or current  1=Current due  2=Past due

Monthly aging    # of months from base aging
Period heading   date included in this period   Category  (0,1,2)      Age by
1   FUTURE DUE   From  999-  to     1-           0  Future/current     D (I/D)
2   CURR MONTH   From    0   to     0            1  Current/due
3   PREV MONTH   From    1   to     1            2  Past due
4   31-60 DAYS   From    2   to     2            2  Past due
5   61-90 DAYS   From    3   to     3            2  Past due
6   91 & OVER    From    4   to    999           2  Past due

Julian aging     # of days from base aging
Period heading   date included in this period   Category  (0,1,2)      Age by
1      FUTURE    From  999-  to     0            1  Current/due         I (I/D)
2    1-7 DAYS    From    1   to     7            1  Current/due
3    8-14 DAYS   From    8   to    14            2  Past due
4   15-21 DAYS   From   15   to    21            2  Past due
5   22-28 DAYS   From   22   to    25            2  Past due
6   35 AND OVR   From   26   to    999           2  Past due
F3=Exit
```

## Field Definitions

**Monthly aging period heading**

Enter up to ten characters to describe the aging period you are defining.  The numbers 1- 6 to the left of this field are the Aging Period Codes that are used throughout the System to identify the aging period data on this screen.

**# of months from base aging date included in this period**

The numbers you enter here define the length of each period.  There are two columns of numbers, From and To.  You enter only the To number, and the System computes the From numbers. Enter the To field as follows.

**Monthly Accounts**

- If all transactions billed during the month will be due in the following month, set the first aging period to **0.**

- If the future dating options are used, set the first aging period to **1-** using the [Field-] key.

- Normally, set all subsequent periods at increasing increments of one.

**Julian Accounts**

- Julian accounts are defined in days rather than months.  Typically, negative numbers are not used to indicate future dating for these accounts.

- In the first field, enter the number of days from the current date that will mark the end of first aging period.

- In the subsequent fields, increment the numbers of days to indicate the end of the remaining periods defined by the period headings.

**Category (0, 1, 2)**

Category: 0 = Future or current  2 = Current due 3 = Past Due

This field is used to categorize each aging period for the purpose of summarizing receivables. A/R information is commonly presented on various inquiries and screens as summary values of Total Owed or Total Due and Total Past Due.  The System uses the categories assigned here to determine which aging periods contribute to each summary value.  Enter the following:

- **0** for each period that will contribute to Future or Current Month Due.

- **1** for each period that will contribute to Current Due.

- **2** for each period that will contribute to Total Past Due.

Once you have assigned an Aging Period to an Aging Category is remains in effect unless you change it here.

**Age by    (I/D)**

Enter **I** (invoice) or **D** (due date) to indicate which date the System will use to assign transactions to aging periods.   Generally, Monthly accounts are aged by Due Date, and Julian accounts may use either date.

The System will search by either Invoice or Due Date when retrieving invoices for aging summarization.  For example:  Your billing method is Monthly and you age by Invoice Date. When you run an inquiry or report on overdue receivables, the System will search through your A/R transactions for the invoice date and assign each invoice to the appropriate aging period based on that date.  For the aging periods on the sample screen above, the program would assign all invoices with an invoice date 45 days prior to the current date to the 31 - 60 aging period.

## Function Keys

**F3  Exit:**  Returns you to the Control Records Menu.

# *Chapter 16: Day Close Screens*

## Overview

This chapter contains screen descriptions for the options from the Day Close Menu that are directly applicable to Accounts Receivable. The option to Reprint Invoices appears in various programs in the System as an action code. It is documented, not as a task that must be done in conjunction with A/R processing, but as an explanation of an action code found in some A/R programs. The descriptions are organized according to the list below, with the screens that appear as a result of each option documented in numerical order.

**Manual Day Close Screen**          ORD600D1

**Reprint Invoices**                 ORR556D1

## Day Close

The Day Close program updates many files in the System and prints a series of reports on the updates. Typically, the Day Close program is an automated process, which runs at night requiring no user interaction. To run the Day Close program manually, it is best when there are no users on the System. If files are accessed or updated during the Day Close process, the integrity of the close could be compromised. At a minimum, you must be out of Order Entry, Batch A/R, A/R Cash Application, and Service Charges.

Screens Accessed: Manual Day Close -- ORD600D1

Reports Produced:  RRR020P1 --  A/R Users Posting
                   RRR006P1 --  A/R Order Entry Update
                   RRR060    --  A/R Cash Application Adjustment Update
                   RRR017P2 --  Check Audit Update
                   RRR010P1 --  Day Close Tender Cash Application Update
                   RRR600P1 --  A/R Invoice Register for Day Close
                   RRR605P1 --  Daily Activity Summary
                   ORR573    --  Daily Tender Payment Report

# Manual Day Close Process Screen (ORD600D1)

This screen appears when you take the Day Close option from the Day Close menu.  On this screen, you enter the date of the Day Close.

```
  7/21/04                      SERVICE PARTS COMPANY                ORD600D1
  DDON                SELECT DAY TO CLOSE FOR NIGHTLY PROCESSING    DON




                   Enter the date to close in nightly processing.

                          Date:  7/21/04













  F3=Exit                                       Press enter after selection
```

### Field Definitions

**Enter the date to close in nightly processing**
This field gives the date of day close, which defaults to the session date on your terminal.

### Function Keys

**F3  Exit:**  Returns you to the Day Close Menu.

**ENTER Update:**  Initiates the Day Close routine and redisplays the menu.

# Reprint Invoices

This inquiry allows you the reprint selected invoices.  You can set a number of parameters to delimit the invoices you want to retrieve and print.

## Reprint Selection for Invoices Screen (ORR556D1)

This screen appears when you select the Reprint Invoices option from the Day Close Menu.

```
  7/21/04                    SERVICE PARTS COMPANY                  ORR556D1
 DDON                     REPRINT SELECTION FOR INVOICES              DON

Reprint invoice(s) at *Location   1          (blank for all locations)
         from *invoice number  _____      through *invoice number  _____
         from invoice date...   7/01/04    through invoice date      7/10/04
         for *customer.......  _____    (blank for all customers)
  If customer is blank, *statement groups may be selected.

  ___    ___    ___    ___    ___    ___    ___    ___    ___    ___
  ___    ___    ___    ___    ___    ___    ___    ___    ___    ___


Reprint sequence................ 1
 1=Customer, location  & invc#       4=Invc date, customer, location & invc#
 2=Location, invc date & invc#       5=Invc date, location, customer & invc#
 3=Location, customer & invc#

 *Output queue..................  _____       Forms message  *STD_____

 Number of copies (1-9999)......    1         Hold before printing (Y/N) N

 *Document format.............    ____      (Leave blank for original)

 F3=Exit   F9=Process   F10=Field inquiry  F11=Fax
```

### Field Definitions

The following field is used to set parameters for the portion of the database that will be selected for reprint. You can be as general or specific as you like.  You can set parameters ranges for any combination of the four fields below.

**Reprint invoices at *Location  _____      (blank for all locations)**

Enter the alphanumeric code identifying the location associated with the invoices you want to reprint, or leave the field blank to access records for all locations.  This field is required if you intend to search for a specific invoice number or a range of invoice numbers.  Field Inquiry is available to search for valid location numbers.

**from \*invoice number** _____          **through \*invoice number** _____

Enter the numbers identifying the invoices you want to reprint. If you identify an invoice number or range, you must specify the location in the Location field above. Field Inquiry is available to search for available invoice numbers through Order Inquiry.

- If you enter only a beginning invoice number, the program will search for and retrieve all invoices from that number through the last invoice number created.

- If you enter only the ending invoice number, the program will search for and retrieve all invoices from the beginning of the A/R files through the invoice number entered.

**from invoice date......** _____          **through invoice date** _____

Enter one or two dates to delimit the range of invoice dates the program will search for in retrieving the selection or records to reprint.

- If you enter only the beginning date, the program will search for and retrieve all invoices with dates matching the date entered through the current date.

- If you enter only the ending date, the program will search for and retrieve all invoices from the beginning of the A/R files through the date entered.

**for \*customer............** _____          **(blank for all customers)**

Enter the number identifying the specific customer whose records you want to search. Field Inquiry is available to search for valid customer numbers.

**If customer is blank, \*statement groups may be selected.**

Enter one or more statement codes to define the customer base by statement group. This System will include in the search all customers assigned to the statement groups entered. Field Inquiry is available to search for valid statement groups.

To print statements for:

- All customers, enter **\*\*\*** in the first blank of the Statement Group field.

- All customers within selected groups, enter the group numbers in the Statement Group field.

When you take function key [F10], Field Inquiry, in the Statement Group field, the Group Inquiry will appear with information similar to the example below. (See screen MRR046D2)

| ? | Group | Description | Subgroup | Description |
|---|-------|-------------|----------|-------------|
| _ | ST | Statement | MON | MONTHLY STATEMENTS |
| _ | ST | Statement | NO | NO STATEMENT |
| _ | ST | Statement | SUP | SUPPLIERS |

In the Statement Group field, you want to enter the desired codes from the Subgroup field on the Group Inquiry screen.  These codes categorize customers in to groups for convenience during the printing of invoices and statements.  Statement Groups are defined as part of your database from the Master File Menus.  (See the Print A/R Statements process for further information on determining and maintaining groups.)

**Reprint sequence**  ___

This field is a pre-defined three-level sort that determines how the selected invoices will be sorted for printing.  You can change the order of the sort by selecting a different reprint sequence.

For example, data will be sorted as follows for

Reprint Sequence **1** = Customer, location, & invoice number.

- All invoices meeting the search criteria will be sorted by customer number.

- Within the customer number groups, records will be sorted by location number.

- After sorting by location number, the System will further sort by invoice number, which will list in numeric order all invoices produced for a specific customer at a specific location.

**\*Output queue**

This field displays the name of the default printer that will be used to print the invoices.

**Forms message**      _____

This field displays the name of the default form to be used for the reprinting invoices.  You can change this field.  A message will appear for the System operator signaling that the form on the printer needs to be verified or changed before this print job executes.

**Number of copies (1-9999)**

This field displays the number of copies of each invoice that will print.  The System defaults to **1**, which you can override.

**Hold before print (Y/N)**

This field indicates whether you want to print the invoices immediately (**N**) or to spool the invoices to a print queue to print at a later time (**Y**).  The System defaults to **B**.

**\*Document format** _____ **(leave blank for original)**

If you have developed an alternate print program for reprinting invoices, enter it here.  Otherwise, the System will use the regular program format for invoices.

## Function Keys

**F3  Exit:**  Returns you to the Day Close Menu.

**F9  Process:**  Submits the print job to batch.

**F10 Field Inquiry:**  For all marked fields ( * ), displays a list of available entries.

- *Location.  Displays the Name Search screen which you can use to locate and select an entry from the Location Master File.  (See Name Search.)

- *Invoice number.  Access the Order Inquiry.  (See screen ORR400D1.)

- *Customer.  Displays the Name Search screen which you can use to locate and select an entry from the Customer Master File.  (See Name Search.)

- *Output queue.  Displays the AS/400 screen, Display Object Description -- Basic.  From this screen you can select a different output queue.

- *Document format.  Displays the Release Function Search screen which you can use to locate and select an alternate print format.

**ENTER Review:**  Press this key at any time to display data for the System-supplied fields and highlight any required fields that have no value.

# *Chapter 17: Month Close Screen*

## Overview

This chapter contains the screen description for the Close Month option on the Month Close Menu. The description for the screen associated with the Close Month option follows.

**Month Close**    RRR041D1

## Close Month

The Close Month program updates many files and prints a series of reports on the updates made. Typically, the Month Close program is an automated process, which runs at night requiring no user interaction. Below are computations or updates performed during Month Close.

- The System summarizes all transactions for Balance Forward Accounts in to a single Previous Balance Transaction entry to be carried forward.

- All open invoices are paid off.

- The System captures and stores the inventory value by location, rank, manufacturer, and sales analysis as of the day of Month Close.

When running the Month Close process manually, it is best when there are no users on the System. If there is a file open that is accessed or updated during Month Close, the integrity of your data could be compromised. The System automatically defaults to the oldest unclosed month as the month to be closed.

Screens Accessed:  RRR041D1
Reports Produced:  RRM600P1 --A/R Invoice Register for Month Close
                            RRM605P1 --Monthly Activity Summary

# Manual Month Close Process Screen (RRR041D1)

This screen appears when you take the Close Month option from the Month Close Menu.  It is a confirmation screen that displays the ending date of the oldest open month.  To confirm the date and process the close, press [**ENTER**].

```
 7/21/04                    DATE FOR A/R MONTH CLOSE                    RRR041D1
                                                                        DON




                       Date For Month Close  7/31/04












 _____
 F3=Exit    F9=Execute
 If this is not the correct month to close please cancel and check month file
```

## Field Definitions

**Date for Month Close**

The System defaults to the ending date of the oldest unclosed month.  You cannot change this value from this screen.  A message at the bottom of the screen instructs: "If this is not the correct month to close please cancel and check month file".

## Function Keys

**F3  Exit:**  Returns you to the Month Close Menu.

**F9  Execute:**  Initiates the Month Close process.

# *Chapter 18: Master File Inquiry Screens*

## Overview

This chapter contains screen descriptions for inquiries that are accessed during Accounts Receivable processing.

Some of the inquiries documented in the section can be accessed only by taking an option from the Master File Inquiry Menu.

Some of the inquiries documented here can be accessed from the Inquiry Menu *and* from within various A/R programs using function keys or action codes.

The very beginning of each inquiry section will tell you how you can access the inquiry. In addition, whenever a function key or action code in A/R processing accesses one of the inquires in this section, the documentation for that processing will refer you to the specific screen and inquiry in this section.

The descriptions in this section are organized according to the list below, which corresponds to the order the inquiry options appear on the Master File Inquiry Menu. The screens that appear as a result of each option are documented in numerical order.

**Master File Inquiry Menu**

| | | | |
|---|---|---|---|
| **Fiscal Year** | MRR098D2 | **Customer** | MRR031D1 |
| | MRR098D3 | | MRR031D2 |
| | | | MRR031D3 |
| **Group** | MRR046D2 | | MRR031D5 |

| | | | |
|---|---|---|---|
| **Payment Tender** | **Tender Search** | **Additional Address** | **Name Search** |
| | MRR132D1 | | MRR075D4 |

| | | | |
|---|---|---|---|
| **A/R and A/P Terms** | **Terms Search** | **A/R Adjustment Code** | MRR094D2 |
| | | | MRR038D4 |
| | **Additional Contacts** | | RRR027D2 |
| | **Address Class** | | MRR030D2 |
| | **Location** | | MRR026D1 |

# Fiscal Year Inquiry

This inquiry lists all fiscal years from which you can select to report historic data or project future data.  It appears when you:

- Take the Fiscal Year Option from the Master File Inquiry Menu

Screens Accessed:  MRR098D2, MRR098D3

## Fiscal Year Inquiry Selection Screen (MRR098D2)

This screen lists the fiscal years you can work with.  Action code (**S**), Select, is used to retrieve the desired year.

```
  7/21/04   MODE INQUIRY        SERVICE PARTS COMPANY              MRR098D2
 DDON                            FISCAL YEAR INQUIRY               DON

 Fiscal year ____

 ?    Fiscal year
 _    1998
 _    1999
 _    2000
 _    2001
 _    2002
 _    2003
 S    2004
 _    2005
 _    2006
 _    2007
 _    2008
 _    2009
 _    2010
 _    2011                                                              +


 F3=Exit
```

### Field Definitions

**? (Action Code)**

In this field, enter the desired action code and press [**ENTER**].

**Fiscal Year**

This field lists the fiscal years available on the System for reporting or projecting.

### Function Keys

**F3  Exit:**  Returns you to the previous screen.

**Action Codes**

**I    Inquiry:**   Enter **I** and press [**ENTER**] to display screen MRR098D3, which shows the fiscal periods for the selected year. (This code is available regardless of how you access the inquiry.)

# Fiscal Year Inquiry Confirmation Screen (MRR098D3)

This screen appears when action code (**I**), Inquiry, is entered on screen MRR098D2 to select a particular year for review.  It is used to confirm the dates and closing activity for each month in your fiscal year *All the information on this screen appears by fiscal year month.*

```
 7/21/04    MODE INQUIRY        SERVICE PARTS COMPANY              MRR098D3
DDON                            FISCAL YEAR INQUIRY                DON

Fiscal year 2004
                                              * Closed *
Month     Begin date   End date    Due date   A/R   Sales    Service charge
   1         1/01/04    1/31/04     2/29/04    Y     Y        P
   2         2/01/04    2/29/04     3/31/04    Y     Y        P
   3         3/01/04    3/31/04     4/30/04    Y     Y        P
   4         4/01/04    4/30/04     5/31/04    Y     Y        P
   5         5/01/04    5/31/04     6/30/04    Y     Y        P
   6         6/01/04    6/30/04     7/31/04    Y     Y
   7         7/01/04    7/31/04     8/31/04    D     D        P
   8         8/01/04    8/31/04     9/30/04
   9         9/01/04    9/30/04    10/31/04
  10        10/01/04   10/31/04    11/30/04
  11        11/01/04   11/30/04    12/31/04
  12        12/01/04   12/31/04     1/31/05




F12=Previous
```

## Field Definitions

### Fiscal Year

This field displays the fiscal year selected on the previous screen.

### Month

This field gives the numbers identifying all the fiscal calendar months for selected year.  1 - 12 equals the twelve moths of your *fiscal* year.

### Begin date

This is the beginning *calendar date* for the fiscal month.  The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December.  For example, if your fiscal year runs June - May, the Begin Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**End date**

This is the ending *calendar date* for the fiscal month.  The month portion of this date will differ from the number in the Month column if your fiscal year runs anything other than January -- December.  For example, if your fiscal year runs June - May, the End Date field for the month of August will begin with "8", but the Month field would show "3" for the third month in fiscal year.

**Due date**

This field shows the due date for each fiscal month as defined in the Fiscal Year File.  This is the date by which the invoice or debit must be paid in order not to be termed overdue.

**\*Closed\***

**A/R       Sales**

This field indicates the level of closed activity for the month for Accounts Receivable and Sales.

- A **Y** indicates that Month Close has been run.

- A **D** indicates that one or more Day Closes have been run.

**Service charge**

This field denotes service charge activity for the month.

- A **P** indicates that service charges where posted for the month.

- A **C** indicates that service charges have been calculated but not yet posted.

- A blank indicates no activity.


## Function Keys


.**F12**    **Previous:**  Returns you to the previous screen.

# Group Inquiry

This inquiry shows all the different groups and subgroups in your database and allows you to pick the group/subgroup combination you want to retrieve and work with.  Groups categorize your database in to logical units for convenience during processing and reporting.  They are defined as part of your database from the Master File Menus.  (See the Database User Manual for more information on defining and using groups.)

## Group Inquiry Screen (MRR046D2)

This screen appears when you:

- Take the Customer and Inventory Groups Option from the Master File Inquiry Menu

The information will be similar to the example below.

```
 7/22/04    MODE  INQUIRY        SERVICE PARTS COMPANY              MRR046D2
DDON                              GROUP    INQUIRY                   DON

Group type   ST Statement
Group code   M

Description  MONTHLY STATEMENT












 F3=Exit   F12=Previous                     F23=Delete
```

### Field Definitions

**Group**
**Subgroup**
**Description**

These fields are search parameter fields you can use to locate a group/subgroup combination. The Group field defaults to a selection based on the program you were in when you pressed field inquiry to access this screen.  For example, if you were in the Print Statements program (on the A/R List Menu), the Group field will contain ST for Statements, and the screen display will begin with ST group / subgroup combinations.

The data displayed depends on the criteria in these fields.  Below are two examples of how you could change the sort and display of group data.  Take time to test the screen yourself so that you will fully understand how to locate a desired group/subgroup combination.

- To position the display at the beginning of the Group Master File with the first Group, leave all three fields blank and press [**ENTER**].

- To sort the groups by a specific group or subgroup, enter the desired group or subgroup in the appropriate field and press [**ENTER**].

**? (Action Code)**

Enter action code **S** and press [**ENTER**].  This action code is valid only if the inquiry was accessed from a *Group field.

**Group**
**Description**

These fields give the codes and descriptions of all groups within the database.

**Subgroup**
**Description**

These fields show the codes and descriptions of all subgroups within the database.

### Function Keys

**F3  Exit:**  Returns you to the previous screen.

### Action Codes

**S    Select:**  Enter S and press [**ENTER**] to Select the group/subgroup you want to work with. This retrieves the subgroup code, and in some cases the description, and enters it in the *Group field where you initially accessed the inquiry.

# Tender Inquiry

This inquiry shows all the tender code and code descriptions recorded in the Tender Master File. This inquiry has two levels. The first is a Tender Search screen that you can use to scan and select a tender code during processing. The second is the Detail Tender Inquiry screen, which shows the defining parameters for the tender code. (See the Database User Manual for more information on defining tender codes.)

The Tender Inquiry appears when you:

- Take the Payment Tender Option from the Master File Inquiry Menu.

Screens Accessed:  Tender Search Screen, MRR132D1

## Tender Search Screen

This screen lists the valid tender codes and code descriptions. Often this information is all you need from the Tender Inquiry. On this screen you can scroll through the valid tender codes that exist in the Tender Master File and you can select a code for detailed inquiry or for insertion in the *Tender field.

```
 7/21/04                      SERVICE PARTS COMPANY                  MRR003D2
DDON            MENU 111    MASTER FILE INQUIRY MENU      R-8.0       DON



Opt   Function_____   Opt   Function_____
  1.  Fiscal year                     11.   Address class
  2.  Inventory demand period         12.   Location
  3.  Currency                        13.   Employee
  4.  Country                         14.   Carrier
  5.  Province or state               15.   Manufacturer
  6.  Customer and inventory groups   16.   Supplier
  7.  Payment tender                           Tender search
  8.  Billing terms                    Type __
  9.  Tax authority                    ?
                                       █ CA  CASH
                                       _ CC  CREDIT CARD
                                       _ CD  CASH ON DELIVERY
                                       _ CK  CHECK
                                       _ CS  CONSIGNMENT
                                       _ IR  INTERNAL REPAIRS
                                      F3=Exit
     F6=Display messages    F12=Parent menu   F14=Work with submitted jobs
```

### Field Definitions

**Type**

Use this field to search for a particular tender type code and reposition the list beginning with the closest match. Enter a partial or full code and press [**ENTER**]. The program will position the list of tender codes to the one most close matching the entry in this field.

**(?) Action**

Enter an action code and press [**ENTER**] to select or inquire on a particular tender code. Action codes (**S**), Select and (**I**), Inquiry are accepted in this field.

### Function Keys

**F3  Exit:** Returns you to the Master File Inquiry Menu or to the *Tender field from where you called the inquiry.

### Action Codes

**S    Select:** Selects the chosen tender code for entry into the *Tender field on the initial data entry screen. (This action code is available only if you accessed the inquiry from a *Tender field.)

**I    Inquiry:** For the selected tender code, this action code displays screen MRR132D1 showing the Detail Tender Inquiry.

# Detail Tender Inquiry Screen (MRR132D1)

This screen appears when you take action code (**I**), Inquiry, from the Tender Search Screen. For the code selected, it shows the parameters that define that tender code in the Tender Master file.

```
 7/22/04   MODE _____        SERVICE PARTS COMPANY              MRR132D1
DDON                           DETAIL TENDER INQUIRY                  DON

 Tender CK
 Description CHECK_____


 Write A/R payment record (Y/N)........ Y   Accumulate to amount paid (Y/N) Y
 Write A/R offset record (Y/N)......... N   *Customer number if yes _____
 Print detail on invoice (Y/N)......... Y


 Check or credit card# required (Y/N).. Y   Authorization min. _____
 Phone# for authorization _____     Expiration date required (Y/N). N
 Maximum amt this tender..  9999999999.99   Allow change this tender (Y/N). N
 Minimum amt this tender..  _____    *Type of tender used for change __



 Open cash drawer (Y/N)................ Y   Affect drawer short/over (Y/N). Y


 F3=Exit   F12=Previous   F10=Field inquiry   F23=Delete
```

## Field Definitions

**Tender**
This field displays the tender code being reviewed.

**Description**
This field displays the description of the tender.

**Write A/R payment record (Y/N)**
**Write A/R offset record (Y/N)**
These two fields will contain:

- **Y** if this payment tender will reduce the amount of an invoice.

- **N** for open account or charge type tenders.

**Print detail on invoice (Y/N)**

This field will contain:

- **Y** if the detail of the tender will print on the invoice.

- **N** if the detail of the tender will be suppressed during invoice printing.

The detail includes the tender description, the card number and expiration date, if applicable, and the payment or refund amount. Most users dedicate a separate line on the invoice for printing tender detail if "Y" is entered here.

The value entered here does not affect the tender amount applied. If the tender is flagged to accumulate to amount paid, it will be deducted from the invoice amount regardless of this response, but the tender descriptive information will not print without a "Y".

**Accumulate to amount paid (Y/N)**

This field will contain:

- **Y** if the payment tender will reduce the amount of the invoice.

- **N** for open account or charge type tenders.

**\*Customer number if yes**

If "Y" appears in the previous field, this field will show the customer number of the tender offset account that will be used to accrue charge card tenders.

*NOTE: For each tender you can require that the check/credit card number and expiration date be completed before the tender is accepted in Order Entry. This information is stored for reference only. There is no on-line integrated credit card verification. Most users do not want to tie up an order entry terminal waiting for completion of the verification.*

**Check or credit card# required (Y/N)**

Credit card and check number can be entered during Cash Application and from the tender screen of Order Entry. This field will contain:

- **Y** if either of these parameters is required before you can continue processing.

- **N** if this input is optional.

**Phone# for authorization**

This field displays the number to call for authorization of credit card purchases, which is available to Order Entry users.

**Maximum amt this tender**

Normally this field will contain "99999999999.99".  If  the acceptable amount of a tender is limited to a specific amount (i.e., no personal checks over $200.00), that amount will appear in this field. Order Entry will not allow an entry of this tender type for any amount greater than that entered here.

**Minimum amt this tender**

The point of sale tender screen will not process any payments for this tender unless the amount is greater that the value entered here.  For instance, this may be used to exclude the acceptance of credit cards for payment on invoices of $5.00 or less.

**Authorization min**

This field will contain:

- The minimum amount of a purchase that can be accepted without a System prompt for authorization number.

- No entry (blank) any payment amount will be accepted for this tender without authorization.

This restriction applies only to point of sale payments made through the tender screen of Order Entry.  It is not used in Cash Application.

**Expiration date required (Y/N)**

This field will contain:

- **Y** if an expiration date must be entered before the tender will be accepted.

- **N** If no expiration date is required.

**Allow change this tender (Y/N)**

This field will contain:

- **Y** if change is allowed to be returned to a customer for this tender when you are processing in the point of sale program in Order Entry.  The System will calculate change to be returned if the tender amount entered at the point of sale is greater than the invoice amount.

- **N** if you cannot accept a tender in excess of the Amount Due on the point of sale screen.

**\*Type of tender used for change**

If change is allowed, this field will contain the code identifying the tender type that will be used to refund the customer's change.

**Open cash drawer (Y/N)**

This field will contain an "N" as this feature is not currently active.

**Affect drawer short/over (Y/N)**

This field will contain an "N" as this feature is not currently active.

## Function Keys

**F3  Exit:**  Returns you to the Tender Search Screen.

# Terms Inquiry

The Terms Inquiry shows all the billing terms in the A/R and A/P Terms Master File. This inquiry has two levels. The first is a Terms Search screen that you can use to scan and select a tender code during processing. The second is the Terms Inquiry screen, which shows the defining parameters for each billing terms code. (See the Database User Manual for more information on defining billing terms codes.)

This Terms Inquiry appears when you:

- Take the Billing Terms Option from the Master File Inquiry Menu.

- Select function key [**F10**], Field Inquiry, from a *Terms field, *while processing in Order Entry*.

Screens Accessed: Terms Search Screen, MRR038D4

## Terms Search Screen

This screen lists the terms codes and descriptions that exist in the A/R and A/P Terms Master File. Often this information is all you need from the Terms Inquiry. On this screen you can scroll through the valid terms codes and select a code for detailed inquiry or for insertion in the *Terms field.

```
 7/22/04                    SERVICE PARTS COMPANY              MRR003D2
 DDON           MENU 111   MASTER FILE INQUIRY MENU    R-8.0    DON


 Opt   Function_____       Opt   Function_____
   1.  Fiscal year                     11.  Address class
   2.  Inventory demand period         12.  Location
   3.  Currency                        13.  Employee
   4.  Country                         14.  Carrier
   5.  Province or state               15.  Manufacturer
   6.  Customer and inventory groups   16.  Supplier
   7.  Payment tender                  17.  Cross reference source
                            Terms search             (?) S=Select I=Inquiry
                             Code ___
                             ?     Monthly_____   Variable_____
                             █     2% 10TH NET 30      ALLISON'S TEST
                             _   1 CASH SALE           TEST
                             _   2 COD - DELIVERY      COD - DELIVERY
                             _  10 2 % 10 / NET 30 DAYS 2 % 10 DAYS NET 30
                             _  90 90 DAY DEFERRED
                             _ 331 3 MO DELAY / 3 EQUAL
                            F3=Exit
```

## Field Definitions

**Code**

Use this field to search for a particular terms code and reposition the list beginning with the closest match. Enter a partial or full code and press [**ENTER**]. The program will position the list of terms codes to the one most closely matching the entry in this field.

> **NOTE:** The terms codes appear to the right of the (?) Action field.

**(?) Action**

Enter an action code and press [**ENTER**] to select or inquire on a particular terms code. Action codes (S), Select and (I), Inquiry are accepted in this field.

**Monthly / Variable**

These fields display the descriptions corresponding to each terms code. The Monthly and/or Variable headings and descriptions will appear. The display of these fields depends on whiter you defined your A/R Overall Controls record to support Monthly, Julian, or Both billing terms. (See screen MRR128D1.)

## Function Keys

**F3 Exit:** Returns you to the Master File Inquiry Menu or to the *Terms field from where you called the inquiry.

**Action Codes**

**S**   **Select:** Selects the chosen terms code for entry into the *Terms field on the initial data entry screen. (This action code is available only if you accessed the inquiry from a *Terms field.)

**I**   **Inquiry:** For the selected tender code, this action code displays screen MRR038D4 showing the Terms Inquiry.

# Terms Inquiry Screen (MRR038D4)

This screen appears when you enter action code "**I**", Inquiry in the (?) Action field on the Terms Search Screen. This field lists the parameters that define the selected terms code. As with the Terms Search Screen, the display on this screen will vary depending on whether you defined your A/R Overall Controls record to support Monthly, Variable, or Both billing methods.

```
 7/22/04   MODE INQUIRY        SERVICE PARTS COMPANY              MRR038D4
DDON                           TERMS INQUIRY                      DON

Terms   2       *Default tender for this terms code CD CASH ON DELIVERY
                Display tender screen on invoicing release code (Y/N)  Y

Monthly aging_____
Description..................... COD - DELIVERY
Number of months delay...........
Number of payments..............   1
Number of months between payments
Early payment discount percent...  .00
Discount day of the month.......

Variable aging_____
Description..................... COD - DELIVERY
Number of days delay.............
Number of payments..............   1
Number of days between payments...
Early payment discount percent....  .00
Number of days until discount date

F3=Exit   F6=Valid tenders  F12=Previous
```

## Field Definitions

**Terms**

This field contains the terms codes entered on the previous screen.

**Monthly / Variable Aging**
**Description**

This field contains up to twenty characters that describe the billing terms code.

*NOTE:  The next three fields combine to form the conditions for split and deferred billing.  See the Database User Manual for specific examples of how to install terms code with these characteristics.*

**Number of months/days delay**

- For terms codes that do not have deferred payments, the fields will be completed as follows:

*Monthly Accounts.* This value is normally zero. When this field is zero, the System assigns the due dates in the Fiscal Year File to invoices for monthly accounts. The invoice date is used to determine what fiscal period the transaction occurred in and the due date is assigned from the due date in the fiscal year file for that period.

*Julian Accounts.* This value is the number of days beyond the invoice date on which a transaction will become due.

- For deferred payment terms codes the field will be completed as follows:

*Monthly Accounts.* The field contains a value greater than zero, which gives extended dating. A "1" in this field will result in the due date being pulled from the fiscal period one month beyond the period in which the transaction was invoiced.

*Variable Accounts.* This field contains the number of days beyond the invoice date that the first payment is due. The number of days in the field equals the amount of billing delay the customer will receive.

**Number of payments**

This field contains an entry if this terms code is defined for split billing. Any value greater than zero will activate the split billing feature of the A/R System. An invoice for $300.00 created with a terms code have "3" in this field will actually be split in to three A/R records of $100.00 each. This invoice number will be appended with a dating sequence number of "1" for the first transaction, a "2" for the second, and a "3" for the third. Each invoice record will have a higher due date determined by the Number of Months/Days Between Payments field.

**Number of months/days between payments**

This field will contain a value only if the split billing feature is active. A whole number will indicate how many months or days will separate each of the due dates.

**Early payment discount percent**

The System will calculate an early payment discount and pass that result to A/R based on the percentage entered here. The discount is based on the price of goods and service only and is not applied to any sales tax or freight that might affect the total of the invoice.

**Discount day of the month**

If a discount percentage is specified above, then this field will contain the day of the month the discount will be given.

*Monthly Accounts.* The month and year for this field come from the System-computed due date.

*Julian Accounts.* The number of days entered here is added to the invoice date.

## Function Keys

**F3  Exit:** Returns you to the Master File Inquiry Menu or to the *Terms field from where you called the inquiry.

**F6  Valid Tenders:** Accesses a list of valid tenders.

**F12 Previous:** Returns you to the Terms Search screen.

# Address Class Inquiry

This inquiry appears when you take the Address Class option from the Master File Inquiry Menu. It lists all the different Class / Subclass combinations in the Address Class Master File.

Screens Accessed: MRR030D2

## Address Class Inquiry Screen (MRR030D2)

The Address Class file contains the coding System for addresses in the System. The System is installed with several reserved codes for each master file. The System-installed codes are listed in the Field Definitions.

```
 7/22/04    MODE INQUIRY         SERVICE PARTS COMPANY                  MRR030D2
DDON                            ADDRESS CLASS INQUIRY                    DON

Address class __                         Address classes
Subclass..... __                         CF - Carrier    LC - Location
                                         CM - Customer   MC - Manufacturer
                                         EM - Employee   SC - Supplier



    Class     Subclass    Description        Abbr    Status
    LC        A           ADVANCED AUTO PARTS
    CM        AC          WISE BUYER (CUST) ID   WISE
    LC        AC          WISE SUPLR (WD) CODE   WISE
    SC        AP          A/P VENDOR ASSIGNMEN   A/P
    CM        CC          CREDIT CARD
    LC        CM          LOCATION CUSTOMER ID   LCCM    Reserved
    SC        CM          CUST ID THIS SUPLR     SCCM
    CM        EM          EMAIL
    MC        FS          FACTORY STOCK
    CM        IA          CUSTOMER - INVOICE     INVO    Reserved          +

F3=Exit
```

### Field Definitions

**Address Class**

**Subclass**

Use this field to search for a particular Address Class or Subclass code.  Enter a partial or full code in either or both fields and press [**ENTER**].  The program will position the list of codes to the one most closely matching the entry in this field.

If you enter only the Address Class (i.e., CM) the screen will sort the file by the Address Class code.  The result will be an alphabetical display of address classes, beginning with the code entered.  For each address class code the display will show all the subclasses associated with each code.

If you enter only the Subclass (i.e., MA) the System will sort the file by Subclass.  The result will be an alphabetical display of subclasses, beginning with the subclass code entered.  For each subclass code the display will show all the address classes (or master files) that have this type of address.

Below is a list of address class / subclass codes that are created as part of the System installation. (Note: The list below is representative of what would appear if the address class "CM" was entered in the Address Class field and no entry were made in the subclass field.)

```
        -- Address Class Codes --
   Master File     Class       Subclasses
   ------------    ----- -----------------------
   Customer        CM IA     Invoice address
                       SA  Statement address
                       MO Walk-in mailing address
                       MA Mailing address
                       PA  Packing slip address
                       99   Default

   Employees       EM MA     Mailing address
                       99   Default

   Location        LC  MA    Mailing address
        (warehouse)     RA  Remittance address
                       PO Purchase order address
                       99   Default

   Manufacturer    MC      MA  Mailing address
                       99   Default

    Supplier     SC MA      Corporate headquarters
                       PO Purchase order address
```

|  |  |  | RA | Remittance address |
|--|--|--|----|--------------------|
|  |  |  | 99 | Default |

| Carrier | CF | MA | Mailing address |
|---------|----|----|-----------------|
| (freight) |  | RA | Remittance address |
|  |  | 99 | Default |

**Address Classes**

This field lists all six master files that have address capabilities.  For each master file the corresponding address class code is given.

Class / Subclass

These two fields show the Address Class and Subclass codes that exist in the Address Class Master file.

**Description / Abbr.**

These two fields give the description and abbreviated descriptions associated with each code combination as it exists in the Address Class Master file.

**Status**

This field displays the status for each code combination.  Typically the only status that appears is "Reserved", which appears for all the code combinations that are created as part of System installation.  These codes are listed in the chart in the Address Class / Subclass field definition.

## Function Keys

**F3  Exit:**  Returns you to the Master File Inquiry Menu.

# Additional Contact Inquiry

Within master files that contain address information, such as the Customer Master File, you have the option of entering additional contacts. The maintenance and inquiry screens do not display the additional contacts. Instead they display a message "Additional Contacts Exist" and a function key for accessing this Additional Contact Inquiry.

In Accounts Receivable, this inquiry will appear as a function key option from within the Customer and Location inquiries. (The Additional Contact inquiry is available from within the master files that have a record in the Address Class Master File: Location, Carrier, Supplier, Manufacturer, Employee, Customer.)

Screens Accessed: MRR027D2

## Additional Contact Inquiry Screen (MRR027D2)

This screen lists all additional contacts for the record displayed.

```
10/12/92                      DMS EQUIPMENT CORP.                   MRR027D2
DSP05                      ADDITIONAL CONTACT INQUIRY                CLASS

Address class CM
Subclass..... 99
Customer..... 10

     Name                      Title                     Phone number
     MS. LAURA SMITH           ACCOUNTS PAYABLE MANAGER   919/446-8585













F3=Exit
```

## Field Definitions

**Address Class**

**Subclass**

These codes identify the mailing address for the contacts listed.  (For more information on how the System handles addresses, refer to the Database User Manual, Address Class option.)

**Customer**

This field gives the number of the customer record currently displayed.

**Name**

**Title**

**Phone number**

These fields display the pertinent information for the additional contacts.

## Function Keys

**F3  Exit:**  Returns you to the previous screen.

# Customer Inquiry

Customer Inquiry is available throughout A/R.  The information displayed is retrieved from the Customer Master File.  It displays information from the Customer Master File and is most commonly accessed by this process:

| Step | Procedure |
|---|---|
| 1 | Access the Customer Inquiry. <br> ▪ From a *Customer field, press function key [**F10**], Field Inquiry. <br> ▪ From the Master File Inquiry Menu, select the Customer function and press [**ENTER**]. <br><br> The Name Search screen will appear.  The System uses two field values to retrieve and display information from the Location Master File: <br><br> . <br><br> ▪ Proceed to Step 3 if these fields are completed when the screen appears. <br> ▪ Proceed to Step 2 if no fields are completed on the Name Search Screen. |
| 2 | Complete the Class  and Subclass fields on the Name Search Screen and press [**ENTER**]. . <br><br> The program will reposition the listing on the Name Search Screen to the top of the Customer Master File contents. |
| 3 | From the Name Search Screen, enter an action code in the (?) field and press [**ENTER**]. <br><br> ▪ If you accessed the inquiry from a *Customer field, both **I** and **S** are valid. <br> ▪ If you accessed the inquiry from the Master File Inquiry Menu, only **I** is valid. |

Screens Accessed:  MRR031D1, MRR031D2, MRR031D3 (for Customer Types N, S)
MRR031D1, MRR031D5, MRR031D3 (for Customer Type M)

# Initial Customer Inquiry Screen (MRR031D1)

This is the initial screen in Customer Inquiry, which shows information from the Customer Master File.

```
 7/22/04   MODE INQUIRY      SERVICE PARTS COMPANY            MRR031D1
DDON                         CUSTOMER INQUIRY                 DON

Customer..... 401006                  Created.. 12/14/00
Name......... A & A MOTOR             Search... A & A MOTO A&AMOTO
Address one.. 5607 DASHWOOD
Address two..
P.O. box.....
City......... HOUSTON                 State.... TX    *Zip code 77081
Phone number. 713/668-0082            Country..      UF    3A
Fax number...                         *UF    3A      *UF   3A 150
UF       10N                          *UF    3A
UF       25A
Contact...... MANUEL
Title........
Phone number. 713/668-0082

Salesperson... AL        AL KILLEBREW           Customer type.. N
Credit manager TNGSUZANNE SUZANNE BEERS         Normal location DAL

Notes

F12=Previous
```

## Field Definitions

**Customer**

This field shows information from the Customer Master File: customer number, name, address, phone number, and fax number (if available).

**Created**

This is the date this record was created in the Customer Master File.

**Search**

This field shows the search parameter entered for this customer in the Customer Master File. When you enter data in the Search field on the Name Search screen, the System searches the Customer Master File for this value.  (See also Name Search.)

**Name**
**Address one, Address two**
**P.O. Box**
**City**

These fields display the customer's name and address from the Customer Master File.

**Phone number**

**Fax number**

These fields display the customer's phone and fax numbers as they exist in the Customer Master File.

**State**

**Zip code**

**Territory**

The remaining address information from the Customer Master File is displayed on the right side of the screen. Territory is an optional field identifying geographic divisions a customer may have within a state.

**Contact**

**Title**

**Phone number**

These fields give the name, title, and phone number of the contact person for this customer.

**Salesperson**

This field shows your company's sales representative assigned to this customer, if available.

**Credit manager**

This field shows your company's credit manager assigned to this customer, if available.

Note: If any notes were keyed for this customer master record, they will appear here.

**Customer type**

This code identifies the type of customer is displayed.

**M**   Master Account

**S**   Sub Account

**N**   Normal

**B**   Branch

**V**   Vendor

**T**   Tender

**Normal location**

This field shows the alphanumeric code identifying the default location for this customer. In a multi-location environment, customer records can either be assigned to a master location (the default location "99") or to a specific location where they do most of their business.

## Function Keys

**F12 Previous:** Returns you to the Name Search screen. From there you can begin another Customer Inquiry or press [**ENTER**] to return to the original program screen.

**F14 Additional Contacts:** Displays a screen showing the name, title, and phone number of additional contacts associated with the selected customer record.

This function key and a message advising that "Additional contacts exit" appear only if additional contacts are present for a customer. Additional contacts can be entered for all Master Files -- customer, manufacturer, employee, freight carrier, and location and location files. (See screen MRR027D2 or the Additional Contacts Inquiry.)

**ENTER Advance:** Displays the next screen.
- For Normal and Sub accounts (customer types N, S, and T), the next screen is MRR031D2.
- For Master accounts (customer type M), the next screen is MRR031D5.

# Customer Inquiry Screen – Normal and Sub-Accounts (MRR031D2)

This screen appears for Normal and Sub accounts when you press [**ENTER**] from screen MRR031D1. The information displayed is a continuation of the data stored in the Customer Master File. Note that if you are inquiring on a Master Account (Customer Type **M**), you will not see this screen.

```
 7/22/04    MODE INQUIRY        SERVICE PARTS COMPANY              MRR031D2
DDON                            CUSTOMER INQUIRY                   DON



Price level (M1-M9,C1-C7)........ M1          Standard factor.........  .9500
Allow quantity break pricing..... Y          Standard factor for Core 1.0000
Allow promotional pricing........ Y          Issue G/M warning....... Y
Xref code for personalized items

Accepts backorder shipments...... N
Requires PO# on invoices......... N          Verify address in OE  (Y/N)  N
Requires priced packing slip..... Y          Check for notes in OE (Y/N)  N
Number of invoice copies required   1        Check for notes in AR (Y/N)  Y

Taxable N              Tax table TX
Tax exemption numbers for state.. 146656        for federal N/A

Preferred carrier................          SHIP VIA BEST CARRIER
Truck route      stop number.....

F12=Previous
```

## Field Definitions

All of the following fields are defined and entered in the database set-up for the Customer Master File. (For further explanations of any fields here -- the data contained or how the data was derived -- refer to the Database User Manual.)

**Price level (L1-L9, M1-M9, C1-C7)**

This code identifies the pricing level used for this customer.

**Allow quantity break pricing**

**Allow promotional pricing**

**Xref code for personalized items**

**Accepts backorder shipments.**

**Requires PO# on invoices**

**Requires priced packing slip**

These fields display Yes/No flags to indicate whether this customer uses various System options like promotional pricing or requires certain information like packing slips.

**Number of invoice copies required**

This field indicates how many copies of each invoice the customer wants to receive. The System defaults to **1**.

**Taxable**

A **Y** or **N** in the Taxable field indicates whether the customer is taxed on purchases.

- If **Y** is entered, the Tax Table field is required.

- If **N** is entered, the Tax Exemption Numbers field is required.

**Tax table**

The Tax Table field contains the abbreviation identifying the table the System will use to determine correct sales tax, if **Y** appears in the Taxable field.

**Tax exemption numbers for state for federal**

This field displays the state and federal tax exemption numbers, if **N** appears in the Taxable field.

**Preferred carrier**

**Truck route      stop number**

These fields show the default delivery method denoted in the customer's master record. These fields are listed on all orders. If the carrier entered is "CT" (or another abbreviation) for Company Truck, the System will display the Truck Route and Stop Number.

**Standard factor**

This field displays the cost factor assigned to the customer. The System defaults to a cost factor of 1.00.

**Issue G/M warning**

A **Y** or **N** indicates whether the System will display a warning in Order Entry when the customer exceeds a pre-determined Gross Margin level.

**\*Xref code for items**

This field is displayed only if the customer is using the Item Cross Reference feature of the System, which enables a customer to cross-reference their own unique inventory numbers with manufacturers' numbers.

## Function Keys

**F12Previous:** Returns you to the previous screen.

**ENTER Advance:**  Displays the next screen, MRR031D3.

# Customer Inquiry Screen (MRR031D3)

This screen is accessed by pressing [**ENTER**] at either of two screens: screen MRR031D2 or MRR031D5.  If you are doing a customer inquiry on a Master Account (customer type **M**), the information on the screen will be abbreviated.

```
 7/22/04   MODE INQUIRY         SERVICE PARTS COMPANY              MRR031D3
 DDON                            CUSTOMER INQUIRY                       DON

 Billing method (B,J,O) O           Billing terms..   1 CASH SALE
 Service charge........ Y           Statement group N   NO STATEMENT

 FUTURE DUE            .00          Last payment    7/11/02         96.20
 CURR MONTH           .00          Last invoice    7/11/02         45.85
 PREV MONTH           .00          Highest owed    0/00/00           .00
 31-60 DAYS           .00
 61-90 DAYS           .00          Amount invoiced Y-T-D          142.05
 91 & OVER            .00          Number of invoices Y-T-D            2
 ------------------------
 Total owed           .00          On hold for order entry  N
 Open order           .00
                                   Order entry restriction if customer is
 Credit limit     1000.00                 over credit limit H  past due H
                                    "N" None
 Avail credit     1000.00           "W" Warn operator but process order
                                    "H" Warn operator but hold print until
                                        authorization is entered

 F12=Previous
```

## Field Definitions

**Billing method (B, J, O)**

This field indicates the type of billing method used for this customer:

**B**   Both

**J**   Julian

**O**   Monthly

**Service Charge**

A **Y** or **N** indicates whether this customer is subject to the service charge routines that are run prior to Month Close.

**(Aging Periods)**

This field shows the user-defined periods for aging A/R invoices that are set up at installation. (See the Glossary or Appendix B, Aging in A/R.)

**Total owed**

This is the sum of all outstanding debits for the customer across all locations.

**Open order**

This field shows the dollar amount of orders that have been entered through Order Entry but not yet invoiced for this customer across all locations.

**Credit limit**

This is the total amount of credit given to the customer across all locations.  The customer's credit limit is set and maintained in through the Customer Master File.

**Avail credit**

This field shows the total amount of credit available to this customer for all locations.  Available Credit = Credit Limit - Total Owed - Open Orders.

**Billing terms**

This field shows the Billing Terms assigned to this customer in the Customer Master File.  The number at the start of the field is the identifying code associated with the billing terms description.

**Statement group**

Statement Groups are codes that categorize customers for reporting convenience.  They are defined as part of your database (See screen RRR046D2 or Group Inquiry.)

**Last payment**

The amount and date of the last payment applied to this account.

**Last invoice**

This field shows the date the last invoice or credit memo created for the customer through Order Entry.  Batch A/R transactions are not considered in this display.

**Highest owed**

The largest debit or credit balance ever recorded for this customer and the date of record.

**Amount invoiced Y-T-D**

The total dollar amount billed to this customer during the current fiscal year.

**Number of invoices Y-T-D**

The total number of invoices created for this customer during the current fiscal year.

**On hold for order entry**

A **Y** or **N** indicates whether this customer is restricted from having an order taken and filled through Order Entry.

**Order entry restriction if customer is over credit limit ___ past due ___**

The codes in this field indicate the level of warning the System will issue during Order Entry when the customer has exceeded his credit limit or has past due invoices.

## Function Keys

**F12 Previous:**  Returns you to the previous screen.

**ENTER Previous:**  Returns you to the Name Search screen.  From there you can begin another Customer Inquiry or press [**ENTER**] to exit the inquiry process.

# Customer Inquiry Screen – Master Accounts (MRR031D5)

This screen appears only if you are inquiring on a Master Account (customer type M).

```
10/12/92                      DMS EQUIPMENT CORP.              MRR031D5
DSP05                          CUSTOMER INQUIRY                 CLASS

This is a master account for the following subsidiaries

Customer    Name
51          ENLIGHT DISTRIBUTORS (S1)
52          ENLIGHT DISTRIBUTORS (S2)














F12=Previous
```

### Field Definitions

This is a master account for the following subsidiaries.

**Customer Name**

These fields give the customer number and name for all customers entered as Sub-accounts (customer type S) for the Master Account being reviewed.

### Function Keys

**F12 Previous:**  Returns you to the previous screen.

**ENTER Advance:**  Displays the next screen, MRR031D3.

# Adjustment Code Inquiry

The Adjustment Code Inquiry lists all the user-defined codes identifying the type of adjustments that can be made to an account. The Adjustment inquiry appears when you:

- Take the Adjustment Code Option from the Master File Inquiry Menu.

- Select function key [**F10**], Field Inquiry, from a *Adjustment field.

Screens Accessed: MRR094D2

## Adjustment Code Inquiry Screen (MRR094D2)

This is the only screen for the Adjustment Code Inquiry. If you accessed this inquiry from a data entry screen, you can select the adjustment code you need from this inquiry screen.

```
 7/22/04    MODE INQUIRY          SERVICE PARTS COMPANY              MRRO94D2
DDON                          A/R ADJUSTMENT TYPES INQUIRY           DON

Adjustment types ___

?    Type   Description
     W/O    WRITE OFF
```

```
F3=Exit
```

## Field Definitions

**Adjustment types**

This field is used to position the redisplay of adjustment codes. Enter any code that appears in the Type field and press [**ENTER**]. The screen will redisplay the code list beginning with the code entered.

**? (Action Code)**

If you accessed this inquiry from an *Adjustment field, you can enter action code **S** to Select the desired adjustment code. The System will retrieve the code number and enter it in the *Adj Code field on the initial data entry screen.

If you accessed this inquiry from the Master File Inquiry Menu, there are no valid action codes for this field.

**Type**

This field gives the code numbers that identify each type of adjustment throughout the System.

**Description**

This description explains the type of adjustment associated with the numbered code.

## Function Keys

**F3  Exit:**  Returns you to the previous screen.

# *Appendix A:  Error Recovery*

## Overview

Error recovery is an important part of efficient processing in any System.  This chapter will help you understand why you received an error message, what it means, and how to take corrective actions to continue processing.

This chapter is designed to be used as a reference chapter.  The key to referencing an error is the AS/400 Error Message ID.  Every error message that is displayed throughout the DISTRIBUTION / EXPRESS System has a unique Message ID number.  The quickest way to locate the recovery for an error message is to get the Message ID number from the AS/400 and then find that number in the alphanumeric Reference Listing for this chapter.  You can then go directly to a specific error message and its recovery.

**To retrieve the Error Message ID from the AS/400 and locate it in this chapter:**

1.  When an error message appears, move your cursor to the error message line.

2.  Press the **HELP** key.  The Additional Message Information Screen will appear.

3.  Write down the Message ID from the top of the screen and use the Reference Listing at the front of this chapter to locate the error recovery.  The AS/400 Message ID is a seven character alphanumeric identifier, such as EMA1056 or EMZ0067.  In the Reference Listing, the Message IDs are sorted first by alphabetic characters and then by number.  For the two IDs given above, this sorting will result in all errors identified with "**EM**" appearing together and before all those identified with "EMA".

# EMZ0067

**Message**: Conflicting A/R job already active for this user -- job terminated.

**Display:** This message appears on the following screens when error conditions exist:

- On the Cash Application Menu when you take the Cash Application Entry or Maintenance option.

- On the Cash Application Update Screen (RRR044D1) when you take the Cash Application Update option and press <**ENTER**>.

**Cause:**

You (or the user signed on to this workstation) have just requested a Cash Application function that conflicts with another function you requested previously that is still active.

The System "locks" a user immediately when either of two options is taken from the Cash Application Menu: 1) Cash Application Entry and Maintenance and 2) Cash Application Update.

The "lock" remains in effect until the user returns to the Cash Application Menu. A user "lock" means that the System prevents you from starting another Cash Application function until you are finished with the one you have begun. The System "locks" you out of any other processing.

**Recovery:**

Follow the problem analysis guidelines outlined below.

| Step | Procedure |
|------|-----------|
| **1** | Contact the user who is locked. In most cases, your own sign-on ID will be displayed. Therefore, the recovery below is directed to you. |
| **2** | Has your sign-on ID been used to access the System from another terminal, or do you have a second session active at the workstation where the message is displayed?<br><br>YES:    If yes, is the option for Cash Application Entry and Maintenance active at the second terminal or from the second session?<br><br>YES:    You will remain "locked" until you return to the Cash Application Menu on the second terminal or session that is active. When you return to the menu, the "lock" will be removed and processing can continue at any workstation or session from that point.<br><br>NO:Go to Step 3. |

| Step | Procedure |
|:---:|---|
| **3** | Have you taken the Cash Application Update option to post a batch since the last day close?<br><br>YES:    Go to Step 5.<br><br>NO:Go to Step 4. |
| **4** | A hardware failure has caused an abnormal exit from the Cash Application Entry and Maintenance option leaving you "locked."  Use the Maintain User Lock option on the Cash Application Menu to free the "lock".<br><br>After the user lock has been removed, sign on to the System using the User ID displayed in the error message and take the Cash Application Edit Listings option.  Review these reports carefully to determine which entries have been created.  After identifying the point of failure, you can resume Cash Application activity in a normal mode. |
| **5** | From the menu, press function key **<F14>**, Work with Submitted Jobs.  Does the job "ARCAUPDAT" appear beneath the JOB column?<br><br>YES:    Go to Step 6.<br><br>NO:The Cash Application Update option has not been taken or has previously completed successfully.  Go to Step 4. |
| **6** | Determine the status of the job and take the action indicated.  The most common status codes are listed below. |

## Status

**ACTIVE**     The job is currently being processed.  When it completes, you may initiate another Cash Application batch.

**OUTQ**  The job has completed processing and has spooled the files to an output queue.  You may now initiate another Cash Application batch.

**JOBQ**  The job has been submitted but has not yet begun processing.  Usually this indicates that one or more jobs are ahead of yours and must be processed before the Cash Application Update job can begin processing.  This is a normal condition that occurs if the System load is relatively heavy.  If the job remains at this status for more than fifteen minutes,  advise the System operator of the situation as there may be a problem with the job queue.  You cannot perform any Cash Application jobs until the update has completed normally.

**EOM**     End of Job.  This is the last status displayed for a job that is processing normally.  When processing has completed successfully, the status will change to OUTQ.  Once the status of OUTQ appears, you may initiate a new Cash Application batch.

The status codes listed below are less common and should be brought to the attention of your System operator who will know the reason for the status and be able to take any necessary action.  You cannot perform any Cash Application activity until the update job has completed normally.

## Status

**TFRJOB**     Transfer job.

**TFRBCH**     Transfer batch job.

**SYSREQ**     System request has suspended the job.

**FIN** The job has finished.

**END**     The job is ending as the result of either the ENDJOB or ENDSBS command.

**MSGW** Message wait.

**DSC**     The job has been disconnected.  Advise the System operator of this situation so that he/she can take corrective action.

# EMA1056

**Message**:   Customer has active cash application by user ??????

("?" indicates the sign-on ID of the user who is "locking" this customer.)

**Display:**     This message appears on the following screens when error conditions exist:

- On the initial Cash Application screen, RRR007D1, after you press <**ENTER**> to initiate a session for a "locked" customer.

- On the second Cash Application screen, RRR007D2, although less frequently.

**Cause:** You have attempted to access a customer who has one or more open sessions created by another user.  The ID of the user that first accessed this customer is given in the error message.

The System "locks" a customer to a user immediately whenever the Cash Application detail screen, RRR007D3, is accessed for that customer.  Even if the session is aborted or if no detail is actually applied, the customer "lock" remains until the user posts the open session(s) using the Cash Application Update option.  When the Cash Application Update has completed successfully, the customer "lock" will be removed.

**Recovery:**  Follow the problem analysis guidelines outlined below.

| Step | Procedure |
|------|-----------|
| **1** | Contact the user identified in the error message. |
| **2** | Is this user currently in Cash Application Entry and Maintenance?<br><br>YES:    Only the user identified in the error message can process activity against this account at this time.  Until the user takes the Cash Application Update option AND the posting job processes successfully through the job queue, the customer will remain "locked" to that user.  Either let this user apply the activity that you were attempting to apply or wait until this user has posted the open batch.<br><br>NO:Go to Step 3. |
| **3** | Has the user identified the error message taken from the Cash Application Update option to post current activity?<br><br>YES:    Go to Step 5.<br><br>NO:Go to Step 4. |

| Step | Procedure |
|------|-----------|
| **4** | Can this user initiate a new Cash Application session?<br><br>YES:   Only the user identified in the error message can process activity against this account until the Cash Application Update job has completed successfully.  Either let this user apply the activity that you were attempting to apply or wait until this user has posted the open batch.<br><br>If the user in the message thought that all activity in his/her batch had been posted, take the Cash Application Edit Listings option from that user's workstation.  Verify the accuracy of the data on the listings and, after making any corrections, take the Cash Application Update option.  If the edit listings are blank, take the Update option to release the "lock" on this customer.<br><br>NO:Go to Step 7. |
| **5** | From the menu, press function key **\<F14\>**, Work with Submitted Jobs.  Does the job "ARCAUPDAT" appear beneath the JOB column?<br><br>YES:   Go to Step 6.<br><br>NO:The Cash Application Update option has not been taken or has previously completed successfully.  Go to Step 4. |
| **6** | Determine the status of the job and take the action as indicated.  The most common status codes are listed below. |

Status

ACTIVE    The job is currently being processed.  When it completes, the customer may be accessed by either user.

OUTQ  The job has completed processing and has spooled the files to an output queue. The customer may now be accessed by either user.

JOBQ   The job has been submitted but has not yet begun processing.  Usually this indicates that one or more jobs are ahead of yours and must be processed before the Cash Application Update job can begin processing.  This is a normal condition that occurs if the System load is relatively heavy.  If the job remains at this status for more than fifteen minutes,  advise the System operator of the situation as there may be a problem with the job queue. The customer cannot be accessed until the update has completed normally.

EOM    End of Job.  This is the last status displayed for a job that is processing normally.  When processing has completed successfully, the status will change to OUTQ.  Once the status of OUTQ appears, the customer may be accessed by either user.

The status codes listed below are less common and should be brought to the attention of your System operator who will know the reason for the status and be able to take any necessary action.  The customer cannot be accessed until the update job has completed normally.

Status

TFRJOB     Transfer job.

TFRBCH     Transfer batch job.

SYSREQ     System request has suspended the job.

FIN The job has finished.

END     The job is ending as the result of either the ENDJOB or ENDSBS command.

MSGW Message wait.

DSC     The job has been disconnected.  Advise the System operator of this situation so that he/she can take corrective action.

> Does the System issue the following message each time the option for Cash Application Entry and Maintenance is taken?
>
> > Conflicting A/R job already active for this user -- job terminated?

YES:     A processing failure may have occurred that left this user "locked".  The user lock must be removed before processing can continue.  Refer to the recovery procedures for locked users. (error message:  EMZ0067)

NO:Contact the DMS Customer Support Desk before attempting any further recovery procedures.

**WARNING:**  **Do not use a DFU procedure to clear locked customers.**  Customer locks will be properly remove does not remove a customer that is an indication of a more serious problem.

# Appendix B: Aging in Accounts Receivable

## Overview

The DISTRIBUTION / EXPRESS System allows you great flexibility in the aging of transactions and accounts receivables. This appendix contains information to help you better understand aging in DISTRIBUTION / EXPRESS.

Chapter 1, Accounts Receivable Overview, contains a general discussion of some aging principles in the sections Aging of Accounts Receivable Transactions and Billing Cycles and Methods (monthly vs. Julian accounts). If you have not done so, please read these sections in Chapter 1 before proceeding with this appendix. The information in this appendix will build upon these discussions in Chapter 1.

## Transaction Aging

Although all Accounts Receivable Systems age receivables, there are some vast differences between the methods used. Often the aging of receivables equates to being locked into specific processing periods and tight schedules for closing a month. The DISTRIBUTION / EXPRESS System gives you the benefits of aging *and* all the flexibility you need in processing and reporting your receivables.

### Permanent Aging Periods

In most Systems aging periods are permanent. When an invoice transaction is created, the System assigns it to an aging period based on either a due date or an invoice date. The invoice or due date is a permanent part of the transaction. Once a transaction is assigned to a period, the aging period for the transaction increments back one month each time a month is closed. Let us look at an example.

You enter an invoice on 10-13-YY. The System assigns it an invoice date of 10-13-YY and places aging period 10. (Your fiscal year corresponds to the calendar year.)

When you close your Accounts Receivable for October, all the transactions with invoice dates within the calendar month will age one month. These transactions will move from the 'Current' aging period to '31-60 Past Due' period.

Theoretically, this method of aging is simple and works, but there are limitations. If the System permanently assigns transactions to aging periods based on the invoice or due date, you cannot begin entering any orders (invoices) for November until the month of October is closed. In order to close October and be ready for business the first of November, you must print statements and

close the month immediately at month end.  What happens if you run behind and do not finish entering October payments by 10-31-YY?   What happens if there are complications with statement printing or month close?  The DISTRIBUTION / EXPRESS approach to aging addresses these limitations and more.

# Flexible Aging Periods

In DISTRIBUTION / EXPRESS the Aging Periods are not permanently assigned.  They are user-defined and flexible.  To illustrate this concept, we have used a visual analogy.

### Buckets with Labels

You can think of aging periods as buckets, and there are six aging buckets in DISTRIBUTION / EXPRESS.  You label (define) these buckets any way you wish.  The labels on the buckets show periods of time (an aging period).  For Julian accounts, the labels are in number of days.  For Monthly accounts, the labels are in months.

When the System ages a transaction, it drops the transaction into one of the six buckets based on how you labeled the buckets.  The System looks at either the invoice or due date for a transaction.  Then it looks at the labels on the six buckets.  It drops the transaction into the bucket whose label includes the transaction's selection date.  (You determine whether to use the invoice or due date as a selection date.)

### Changing Labels on the Buckets

You label the buckets initially when you install the System.  These initial labels are your default labels (default aging periods).  However, you can change the labels on these buckets -- put a temporary label on top of the default label.  This option is available whenever you run reports that age transactions.

Labels (aging periods) are often changed to run Aged Trial Balances or A/R Statements (especially reprints of prior months' statements).  You can change the labels on the buckets when you define the print criteria for these reports.

The System will then use these temporary labels (aging periods) to age transactions for that particular reporting printing only.  The System ages transactions using the same process described above.  However, it drops transactions into the appropriate buckets *based on the period of time defined on the temporary label*.  (In other words, transactions are aged for each report based on the temporary aging periods defined for the report.)

After the report is completed, the System automatically removes the temporary labels from the buckets.  The default labels remain on the buckets.  (In other words, the aging periods you define when you print reports are valid only for that printing.)

Hopefully this illustration has given you a metal picture to use as a point of reference for further discussions on the flexible aging used on the System.

In review, here are the points to remember about the flexible aging on DISTRIBUTION / EXPRESS:

- You define six default aging periods at installation using options on the Control Records Menu and Master File Maintenance Menu.

- These periods are defined in days for Julian accounts and months for Monthly accounts. You decide whether to age by invoice or due date.

- Although these default aging periods exist, transactions are never permanently assigned to an aging period.  They are assigned to an aging period when a report or inquiry is run.

- Invoice transactions are not coded with an aging period code.  Instead, the System retains full invoice detail.  It uses this detail to recalculate totals for aging inquiries, statements, and trial balances *each time a report or inquiry is run.*

# Flexible Aging on Reports

All listings and inquiries that report aged transactions require that you define the aging periods (buckets) each time you print the report. DISTRIBUTION / EXPRESS uses two date parameters to define aging periods for reports:

Age receivables as of    _____
Include activity through  _____

These fields are part of the print criteria you define when printing any report that ages transactions. *These fields appear complete with dates that define the default aging periods. You change the aging periods for a report by changing the dates that appear in these fields.* (Changing the dates in these fields creates a temporary label for your six aging buckets.)

Here we will give an example of how these fields give you total reporting flexibility.

You operate your fiscal year to correspond to the calendar year. You have had some delays in entering payment transactions the last few days of October. It is now November 4.

You are entering invoices for the current day (Nov. 4) and payments received from October 25 - 31. You let the System enter the default session date for the invoices, and you appropriately backdate the October payments. When all October processing is complete, you prepare to run statements.

To run October statements, you run the Print A/R Statements program. You must define print criteria, which includes verifying the default aging periods or entering alternate period dates for this printing only. You enter alternate period dates in these print parameter fields:

Age receivables as of    10-31-YY
Include activity through 10-31-YY.

For this statement run, the System will only include open transactions with a transaction date on or before 10-31-YY. None of the transactions entered with November dates will be included.

This example illustrates several of the processing options you have with the flexible aging provided on DISTRIBUTION / EXPRESS. These options are highlighted in the next section.

# Benefits of Flexible Aging

The flexible aging used in the DISTRIBUTION / EXPRESS System provides several processing benefits.  These are given below, along with the points to remember about how transactions are aged on this System.

- You can begin processing transactions for a new fiscal period before running statements and closing the current period.

- You have default aging periods defined on the System (default bucket labels).  These labels appear initially on your print parameter screen when defining reports that age transactions.

- You can redefine aging periods (create temporary bucket labels) for any report that ages transactions.

- You can process more than one open period at a time (October and November) and correctly report transactions for the appropriate months.

These benefits are possible because of the way the System ages transactions.

- Transactions are not permanently assigned to an aging period.  They are not coded with an aging period code.

- Transactions are aged by either transaction or due date, whichever date you indicate.

- Transactions are aged each time an aging inquiry or report is run.

- Transactions are aged based upon the aging periods you define (the labels on the buckets), which you can redefine for each aging inquiry or report.

# Defining A/R Aging Periods

There are three sets of periods that must be defined prior to processing on DISTRIBUTION / EXPRESS -- financial, inventory, and general ledger.  This section focuses only on defining financial periods.

Before we discuss how to Define A/R Aging Periods, let us distinguish between the three types of periods you must define on the System.  Each of these sets of periods is defined separately, has a specific function, and is used in the appropriate System application.

- Financial periods (aging and fiscal periods) are used in Accounts Receivable and billing functions.

- Inventory periods are used primarily for purchasing and forecasting.

- General ledger periods are used for all general ledger reporting.

Defining these periods individually allows you the flexibility to manage and report your business many ways.  For example, you could establish a different cutoff for Accounts Payable and invoicing, or a different cutoff for Accounts Payable and general ledger.

This process to define your financial periods is the same regardless of whether you use a monthly or Julian billing cycle.  There are no pre-requisite tasks for this process.  The processing for each step consists of completing the screen referenced at the beginning of the step.

1. (Control Records Menu, A/R -- # Periods per Fiscal Year, MRR020D1)  Set the number of periods in your fiscal year.

2. (Control Records Menu, A/R -- Overall Controls, MRR120D1)  Set the billing cycle (or aging method) you will use.

3. (Control Records Menu, A/R -- Aging Period Headings, MRR034D1)  Define the default aging periods and categories.

**Follow-up Tasks.**  Once your aging periods are defined you can proceed with defining your fiscal year.  Refer to the Database User Manual for this process.

Although the process steps are short, the screens involved contain a good bit of information.  Use the index to locate a detailed description of the screen used for each step.  The screen description will explain the fields on the screens and how to set the controls to achieve the aging periods you desire.

# *Glossary*

**Abort**:   To exit a session without saving any of the work performed during the session.

**Action Code:**   An alphabet letter used to initiate a System function.  Action Codes are entered in the Action Code fields (?) throughout the System.

**Aging Category:**  A user-defined increment that classifies the age of a specific invoice or provides the summary total for all transactions between two dates.  The software supports six aging categories, which may or may not correspond directly with the periods established in the Fiscal Year File.   An example of Aging Categories could be: Future, Current, and Past.  These categories could summarize Aging Periods as follows: Future (Period: Future), Current (Periods: Current Month, Current Due), and Past Due (Periods: 31-60 Past, 61-90 Past, 91 & Over).  See also Aging Periods.

**Aging Periods:**  User-defined periods for aging A/R invoices.  The period delimiters shown throughout the System are determined by the aging information entered and maintained using the A/R Aging Controls option on the Controls Menu.  An example of six Aging Periods for monthly accounts could be: Future, Current Month, Current Due, 31-60 Past, 61-90 Past, 91 & Over.

**Analysis Periods:**  These are standard Analysis periods, defined and generated by the System to give you a picture of a customer's receivables over the past year.  The System computes Analysis Periods beginning from the current date.  For open invoices, the Analysis period is from the current date until the date of the oldest open invoice.  For closed invoices, the System begins with the current date and generates four, 90-day periods to show you a customer's receivables during the previous year.

**Application:**  An Application is a group of programs that work together to fulfill a common purpose.  In the DISTRIBUTION / EXPRESS System the terms application and module are used interchangeably.  The Applications in Distribution Express are:

- Master Files
- Accounts Receivable
- Inventory Management
- Order Entry
- Closings

- Sales Analysis
- General Ledger
- Accounts Payable
- Payroll

**Application Menu**: The Main Menu for each Application, which lists all the sub-menus for the application.

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**Application Sub-menu;**  A menu within the application structure that lists options or functions of the application.  For each application there are several Application Sub menus.  Example:  In the Accounts Receivable application, the Cash Application menu is an Application Sub menu.

**Archive:**  The process of backing up files to a tape or disk medium prior to deleting them from the System.

**Balance Forward Account:**     A customer account that has been assigned the Balance Forward billing method.  The key characteristics of Balance Forward Accounts are as follows:  Transaction detail appears on statements only for the month in which it occurs. As part of the month close process, the detail transactions are summarized during a single, consolidated, previous balance transaction.  Any unpaid transactions will appear on the ensuing month's statement as a single entry denoted "previous month's balance".  Credit card accounts typically represent a Balance Forward billing method.

**Batch:**  An accumulated amount of work that has been processed on the System.  Batches are designated by user, so no two users will have work in the same batch.  There are types of batches created in Accounts Receivable processing:  Batch Entry batches and Cash Application batches.  The System opens a new batch when you begin processing and accumulates all your work in the batch.  There can be multiple work sessions within a batch.  The batch remains open and continues to accumulate work until you post the batch.

**Batch A/R:**  The application used for Batch Entry of transactions.

**Batch Entry:**    The process of entering invoice and credit memo transactions "behind the scenes" to record their impact on A/R.   Batch Entry does not record inventory line item detail and therefore is used primarily in the following two situations: 1) to load beginning balances for each customer at installation; and 2) to record invoices and credit memos generated off-line, for locations that have not yet installed the System.

**Billing Cycle:**   The length of time between invoices.  The System supports Daily and Monthly billing cycles.  Accounts on the Daily cycle typically receive invoices at the time of sale.  Accounts on the Monthly cycle receive monthly statements.

**Billing Method:**  A designation for how accounts are to be billed.  It includes factors that control the invoicing, reporting, and aging of receivables.  The System supports three billing methods:  Balance Forward and Open Item (both within the Monthly cycle), and Julian (daily cycle).  (The billing method for each customer is defined in the Customer Master File as part of the database installation (Master File Maintenance Menu, Customer function.))

**Billing Terms:**   A user-defined set of payment and discount conditions assigned to customer accounts.  An example of a common Billing Term is 2/10 net 30, which means the following.  A 2% discount will be given if the invoice is paid within 10 days of the invoice date.  The net or total invoice amount is due after that time within 30 days.  In the System, Billing Terms are identified by corresponding Terms Codes.   (The billing terms and codes are defined as part of the database installation on the Master File Maintenance Menu, A/R, and A/P Terms function.)

**Cash Application:**   A subset of the Accounts Receivable Application used to apply mail-in payments or credit memos to invoices, allow discounts, and make positive or negative adjustments.

**Credit:**   Any negative balance in Accounts Receivable.  Credit transactions are created by either:

- making an adjustment.
- creating an Unapplied Cash transaction in Cash Application.
- generating a credit memo through Order Entry or Batch A/R.
- running Month Close for Balance Forward accounts and having the net of all debits and credits result in a credit transaction carried forward.

**Credit Limit:**   The total amount of credit given to the customer for all locations.  The customer's credit limit is set and maintained through the Customer Master File.

**Credit Offset:**   An entry made to make part or all of a credit balance available for use.  Offsets are handled differently based on billing method.

**Customer Lock:**   A protection device of the System that prohibits a customer's records from being accessed by more than one user at a time.  Only one user can have unposted Cash Application activity for any given customer.  When you begin Cash Application to enter or maintain a customer's record, the System 'locks' that customer record.  The lock on that customer record prevents another user from accessing that record, and the lock stays in effect until you post the batch containing the open customer record.  The System will tell you if a customer record is locked by displaying the following message when you try to access Cash Application for that customer: "Customer has active cash application by user _____".  The user with the open batch must post the batch using the Cash Application Update option before you or anyone else can access the customer.

**Customer Type:**   In the Customer Master File, you give each record a customer type designation.  The customer type designation is used in many places throughout the System for obvious and transparent programming purposes. Below are the descriptions and codes for the customer types available.  (For more information on how these types are used, refer to Customer Master file in the Database User Manual.)

**M**   Master Account
**S**   Sub Account
**N**   Normal
**B**   Branch
**V**   Vendor
**T**   Tender

**Daily Accounts:**   Accounts designated for the Daily billing cycle, which typically receive invoices at the time of sale.

**Debit:**   Any positive balance in Accounts Receivable.  Debit transactions are created through Order Entry, Cash Application, Batch A/R, and Service Charges.

**Debit Offset:**     An entry made to reduce part or all of a debit balance by applying available credits.  Offsets are handled differently based on billing method.

**Detail Record:**   Detail records are generated when Accounts Receivable transactions are changed.  They include payments, discounts, service charges, and offsets applied to the original transaction.

**Discount Date**:   The date by which payment must be received in order for the customer to receive a discount on the invoice.

**Due Date:**   The Due Date is the date the transaction becomes due.  This is a System-calculated date based on the billing method and terms codes associated with the transaction.  The due date must be equal to or greater than the transaction date.

**Error Message ID:**   The AS/400 Message ID is a seven character alphanumeric identifier, such as EMA1056 or EMZ0067.   It appears at the top of the Additional Message Information Screen when you press <HELP> while your cursor is on the error message line.

**Error Recovery:**   Error recovery is a process of eliminating an error condition.  It involves finding out why you received an error message, what it means, and how to take corrective actions to continue processing.

**Fiscal Year:**   The business operating year defined for your System.  The System supports a 12 or 13 month fiscal year, and the fiscal year may start with any month.

**Fiscal Year File:**   A Master File used in determining invoice due date, aging receivables, allocating transactions to an A/R period, and other date-related functions.

**Function:**  Any menu option.

**Function Key:**  An alphanumeric identifier used to initiate a System function.  Available Function Keys options are displayed throughout the System.

**Internal Transfer:**  The transfer of goods and/or services from one location to another in a multi-location company.  Transfers are automatically recorded in Accounts Receivable.

**Julian Account:**   A customer account that has been assigned the Julian billing method.  The key characteristics of Julian Accounts are as follows:  The due date is calculated as a pre-defined number of days from the transaction date, so that an account making a single purchase each day for ten days would have invoices with ten different due dates.  Julian accounts make a remittance as each invoice is received rather than from a monthly statement.

**Master Account**:  For each customer, you have to option of setting the customer up as a Master/Sub Account.  An example of when to do this would be if a customer has 10 stores that all purchase and do business with you independently, but the customer wants one invoice.  To accommodate this you would set up:

- A Master Account in A/R (i.e., customer# 50) that carries all A/R information.  Master Accounts do not have an Order Entry account number and cannot purchase goods or services.

- 10 Sub Accounts (i.e., customer# 51-61) that carry all Order Entry information.  Sub Accounts do not have an Accounts Receivable number and cannot pay for goods or services.

**Service Charges:**  Service charges are calculated for all sub accounts and the total is posted to the Master account.  Therefore, in reporting, all service charges will appear for the Master account only, not for the individual Sub accounts.

**Aged Trial Balance:**  This report can be produced for Master or Sub accounts separately, but it cannot be printed for both types of accounts at the same time.  Thus, you can see the transactions and balances associated with each Sub account or for the Master account in total.

**Master Record**:  Master records are generated when Accounts Receivable transactions are created.  They include invoices and credit memos.

**Menu:**  A listing of available menus or functions.  See also, System Main Menu, Application Menu, and Application Sub menu.

**Menu Map:**  An outline of the menu structure for the System.  A Main Menu Map appears at the beginning of the System Overview and lists all the Application Menus and Sub menus.  An Application Menu Map appears at the beginning of each application User Manual and lists all the Application Sub menus and options.

**Message Transaction:**  Optional explanations of Accounts Receivable transactions that are entered and updated using the Cash Application process.

**Module:**  See Application.

**Monthly Accounts:**  Accounts designated for the Monthly billing cycle, which typically receive invoice statements once a month.

**Name Search:** A standard search feature initiated by function key <F10>, Field Inquiry. It is used to locate and display records from the following group of Master Files. The Class Code is used to identify the file to be searched.

Class Code Master File

CM      Customer Master

SC      Supplier Master

LC      Location Master

FC      Freight Carrier Master

EM      Employee Master

MC      Manufacturer Master

**Normal Account:** A Normal customer account has the same customer number in Order Entry and Accounts Payable and can purchase and pay for goods and services.

**Notes Maintenance:** The Notes Maintenance program is a function on the Cash Application Menu. It allows you to enter, maintain, and review an unlimited amount of text notes on a variety of subjects. It stores and later sorts notes by any combination of the following parameters: review date, user sign-on, classifications, and subject.

**Offset:** See Credit Offset, Debit Offset.

**Open Item Account**: A customer account that has been assigned the Open Item billing method. The key characteristics of Open Item Accounts are as follows: The detail transactions are not summarized during the month close process, and invoices and credit memos remain as distinct entities in the A/R file. Transactions typically appear on each monthly statement until their balance reaches zero, with statements typically reporting the original transaction amount and all ensuing detail.

**Open Record:** See Open Transaction.

**Open Transaction:** A transaction is considered open until its balance reaches zero.

**Option:** A function of the System identifies on menus by a number. For instance, the Cash Application function is Option 1 on the Cash Application Menu.

**Original Balance:** The original amount of a debit or credit entry. For entries of original balances see also, Debit, Credit.

**Password:** The alphanumeric code assigned to each user by the System operator, which is used when signing on to the System.

**Payment Date**: The date assigned by the System to each transaction in a Cash Application work session. The System assigns the session date as the payment date unless another one is entered.

**Post:**  The process of updating the Master Files with batch information currently in the Work Files.

**Posted:**  This description is given to any transaction that resides in the Master Files.

**Posting:**  The process of updating the A/R Master Files with transactions entered in Cash Application or Batch A/R batches.

**Previous Balance Transaction:**  The transaction that is generated during month close for each Balance Forward Accounts, which summarizes the detail records entered during the month into a single debit or credit transaction to be carried forward.

**Purge:**  The process of removing or deleting paid A/R records from the System.  See also, Archiving.

**Reference Listing:**  An alphanumeric listing immediately follows the Table of Contents for the chapters or appendixes that document screen descriptions, reports, and error recovery.  Learn to recognize screens, reports, and errors by their identifying numbers, and then use those numbers to quickly locate information in the appropriate chapter or appendix.

**Restore:**  The process of copying archived files from you back up medium (typically a tape) to the AS/400.   Archived A/R files are restored to a work file.  From this file the paid A/R records are treated as any posted A/R transactions, which you can review, report, or adjust.

**Service Charge:**  The finance charge assessed on past due balance and reflected on the individual account as a debit.

**Session:**  You create a new session in Cash Application or Batch A/R each time you access a customer's records using the "Entry" options from those menus.  All activity is performed within sessions.  Maintenance of open and posted A/R data is done by accessing the desired session and changing the transactions within that session.

**Session Date:**  The default date assigned to all work processed in DISTRIBUTION / EXPRESS. The System assigns the current System date as the session date when you sign-on.  Therefore, the session date is always the date of your last sign-on.  Sign-on to the System daily to keep the session date current with the System date.

**Session Number:**  The unique number assigned by the System to each session and to all transactions in the session.

**Sequence Number:**  The unique number assigned by the System to transactions created through Batch A/R.  It appears next to Batch A/R transactions on the Batch Edit Listing and is used to access unposted Batch A/R transactions for maintenance.

**Sign-on:**  The process of entering your User ID and Password on the initial System screen in order to gain access to the System.

**Statement Group:**  Statement Groups are codes defined as part of your database from the Master File Menus that categorize customers for convenience during the printing of statements.

**Sub Account**:  See Master Account.

**Supplier Return:**  The term used when you return a product to your supplier for any reason.

**System Date:**  The internal System date that is automatically maintained by your AS/400.

**System Main Menu:**  The menu that lists all the Application Menus.

**Tender Type:**  User-defined codes that identify the type of payment, such as CC for check.  On data entry screens, Field Inquiry <F10> will list available types.

**Terms:**  See Billing Terms.

**Terms Code:**  Each Billing Term in the database is identified by a unique, alphanumeric Terms Code.  These codes are used in data entry to denote a billing term instead of entering the entire terms description.  See also Billing Terms.

**Transaction:**  An entry made in to Accounts Receivable from Cash Application, Batch A/R, or Order Entry.

**Transaction Date**:  The date assigned to a record when it is created.  The System assigns the session date as the date the transaction unless you override it with a different "effective -date" of transaction.

**Transaction Number:**  The unique number assigned by the System to each transaction.  It appears throughout the System with each transaction.

**Transaction Type:**  The transaction type identifies the source of the transaction or entry.  In some places these types are identified by abbreviated descriptions.  Valid codes are:

  **B**   a previous balance record for a balance forward customer
  **I**   a credit or debit created through order entry
  **M**   a credit or debit created through Batch A/R
  **S**   a service charge
  **T**   a tender offset, applicable only for tender customers
  **U**   an unapplied cash transaction created through Cash Application.

**Unposted:**  The term used to describe transactions that are currently in the Work Files and that have not yet been updated to the Master Files.

**Update:**  The process of updating the A/R Master Files with transactions entered in Cash Application or Batch A/R batches.

**User ID:**  A unique identifier assigned by the System operator to each person who will process on the System.  It has two important functions.  First, all the work you perform in DISTRIBUTION / EXPRESS is tagged with your User ID number.  Second, your User ID determines the menus and options you will access throughout the System

**User Lock:**  The System "locks" a user immediately when either of two options are taken from the Cash Application Menu: 1) Cash Application Entry and Maintenance and 2) Cash Application Update.  The "lock" remains in effect until the user returns to the Cash Application Menu.  A user "lock" means that the System prevents you from starting another Cash Application function until you are finished with the one you have begun.  The System "locks" you out of any other processing.

**Work File:**  All Accounts Receivable entries are made to a work file not to the master file.  You can list and edit the work in this file before posting the transactions to the Master File.

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