

**MBA Series 3**  
**Accounts**  
**Receivable**  
*for Windows®*

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MBA Series 3 Software and Consulting User's Manual

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# Introduction to Accounts Receivable

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## **MBA Business Software Applications**

MBA Accounting Software was designed to efficiently meet your unique business needs. The applications effectively interface with each other, or one application can be used as a stand-alone program. Each application is easy to use and easy to modify to fit your unique business needs, allowing you to be more efficient and productive.

MBA Series 3 Accounting Software is a 32-bit Windows compatible application, and may be installed on a network with an MBA Network System Manager package. Each application was designed with an ASCII interface that allows you to import data from MBA applications into word processing, spreadsheets and graphics software.

## **Overview of the Accounts Receivable Application**

The Accounts Receivable application performs receivables accounting, credit analysis and tracks customer activity. The program permits the user to select balance forward, or open item account detailing on a customer-by-customer basis. Detailed Accounts Receivable edit journals, aged open items, summary aging reports, invoices and aged customer statements may be produced. Preliminary Statement Reports can be printed prior to the actual production of statements.

In addition to Analysis reports, both Detailed and Summary Customer reports may be printed in name or customer code order and can be sorted by billing cycle, sales representative, or ZIP Code. The program also generates mailing labels and Rolodex cards.

The Accounts Receivable application produces a subsidiary ledger of current detail and summary activity that can be posted to the MBA General Ledger. Financial statements produced will reflect an accurate financial picture of your company.

## **Overview of Basic Accounting**

This section explains the basic principles of General Ledger accounting. It is intended for those readers having little or no background in accounting.

Accounting is the recording of all of the events that affect the financial condition of a company. These events include the accounting for all cash receipts and cash disbursements. The purpose of accounting is two fold: to reflect the financial health of a company through the preparation of financial reports, and to fulfill

federal, state, and local government requirements.

Accounting events are called transactions and are maintained in both summary and detail form by classification. All transactions that involve cash, for example, are recorded in the Cash account; all transactions that affect Inventory are recorded in the Inventory account.

Traditionally, accounts have been written in a format known as the “T Account.” The left side of the T Account is called the debit side and the entries here are referred to as debits. The right side of the T Account is called the credit side and these entries are known as credits.

Accounts can generally be divided into five categories: Assets, Liabilities, Capital (Net Worth), Income, and Expense Accounts. Debit refers to an increase in any Asset or Expense Account and a decrease in any Liability, Capital or Income Account. Credit refers to an increase in any Liability, Capital, or Income Account and a decrease in any Asset or Expense Account.

### **Assets**

Asset accounts represent valuable property that a company owns (cash, receivables, inventory, buildings and equipment) and usually have a normal debit balance. There are two major classifications of assets: Current Assets and Property, Plant & Equipment.

#### **Current Assets**

Current Assets are assets that will be converted into cash within one year. These assets include Cash, Inventory and Accounts Receivable.

#### **Property, Plant, And Equipment**

Property, plant, and equipment is comprised of assets of a durable nature that are to be used in a production, sales, or service capacity rather than being held for sale. Machinery and equipment, buildings, furniture and fixtures, and land are examples of assets that would be classified as PP&E.

### **Liabilities**

Liability accounts represent claims of creditors against a company’s assets. Liabilities indicate how much a company owes. Accounts Payable and Notes Payable are two examples of liability accounts. Liabilities, like assets, fall into two major categories: Current and Long Term.

#### **Current Liabilities**

Liabilities which fall into this category are those which will be eliminated within a few accounting periods. Accounts Payable is an example of a Current Liability.

**Long Term Liability**

A Long Term Liability is an account that is active for a long period of time, usually over 90 days. An example of a Long Term Liability is Notes Payable.

Transactions that increase liabilities are credits, whereas transactions that decrease liabilities are debits. Liability accounts usually have a credit balance.

**Capital**

The investments of owners in a company are represented by Capital (Net Worth) accounts. Capital (Net Worth) accounts include the amounts invested along with Retained Earnings, which are profits that have been reinvested in the business.

Transactions that increase the net worth of the company are credits; transactions that decrease the Capital accounts are debits. Capital accounts usually have credit balances.

**Income Accounts**

Income accounts represent revenue that is realized from the company's operations. The income that is derived from the sale of goods or services to a customer is posted in an Income account, such as the Sales account.

Transactions that increase Income accounts are credits, and transactions that decrease Income accounts are debits. Income accounts usually have a credit balance.

**Computerized Debits and Credits**

We have described the impact of debits and credits on the various categories of accounts. Manual procedures for handling accounting information have been developed over hundreds of years into these generally accepted standard formats.

Automating an accounting system requires that the computer application be able to determine the difference between debits and credits. A computerized accounting system treats all debit amounts as positive values, and all credit amounts as negative values, in order to balance the Asset, Liability, Capital, Income, and Expense accounts.

### Overview of Accounts Receivable Transactions

Most companies extend credit and the balance of accounts receivable transactions can be a direct indicator of how well a company is performing. The tracking of this information is important. Businesses cannot pay debts with receivables, only with cash. The total of outstanding accounts receivable balances is important to management, sales staff and your investors.

Businesses have adopted certain procedures to manage payments and credit more efficiently. These procedures include the following:

- The establishing of customer accounts so purchases may be easily accounted for.

- The utilization of systems, such as MBA Accounting software, to accurately maintain customer purchases on credit.

- Procedures that allow payments to be promptly applied to the customer's account.

- The establishing of efficient collection procedures.

- The prompt application of finance charges to past-due accounts.

- The ability to supply accurate records for customer review.

When these procedures are established and followed, the tracking of credit extended for the purchases through receipt of cash payments is simplified.

### Accounts Receivable Transactions and the General Ledger

The Accounts Receivable operation is directly related to the General Ledger. A company's Accounts Receivable account is an asset account in the General Ledger's Chart of Accounts.

Accounts Receivable transactions are produced when a company sells goods, or services on credit. The MBA Accounts Receivable application automatically generates the proper debit and credit transactions to keep your accounts in balance.

The Accounts Receivable account is an asset, it is increased by a debit transaction and decreased by a credit transaction. It is also a current asset, as the balance constantly fluctuates, reflecting continuing credit sales and payments. Income accounts are increased by credit transactions and decreased by debit transactions.

The MBA Accounts Receivable program records the income for an item when it is sold. The amount due is accrued for the duration of the payment term set up for each individual account.

An example of an Accounts Receivable transaction is the sale of office supplies on credit.

## **Overview of the Accounts Receivable Application Features**

### **Account Information**

The Customer Master file lists all of the customer accounts and includes all necessary information concerning each individual account.

Each account is assigned a code. The code is any combination of letters, or numbers, and may be up to nine characters in length. Each code must be unique. This code identifies the account and is used in all transactions entered. When new accounts are entered the program verifies that the code chosen is available.

The customer code is used to review, or modify an account. The Accounts Receivable application allows you to easily find the customer record and make changes to location, telephone numbers, credit limit, or sales representative.

### **Purchases Applied to Accounts**

Purchases must be recorded and necessary information placed into the account. Each invoice is given a unique number.

The Accounts Receivable application allows you to enter invoicing information by using either of two methods. The first prepares and prints the invoice and creates the transactions necessary to accurately trace the invoice to the account. The second method is used when preparing invoices manually. This method requires that you enter the information to create transactions, which are then posted to the account.

### **Payments Applied to Accounts**

When payments are made for an item sold on credit, it is entered as a cash receipt. The payment should be promptly applied to the account.

The program provides two methods for recording payments. You may either apply the receipt to a particular invoice, or invoices (open item), or apply it to the oldest invoice (balance forward). When you set up each customer account, you must decide which method to use, either the open item method, or the balance forward method.

### **Collection Process**

Every business must establish a good collection process. The MBA Accounts Receivable application provides you with the information necessary to make this process timely and efficient. The detail open item and summary aging reports displays the balance owing along with name and phone number. If a payment is due, these reports indicate the information needed to aid in the collection of the payment.

### **Finance Charges**

The MBA Accounts Receivable application allows you to calculate finance charges automatically using several methods. Specific accounts can be exempted from finance charge calculations. Finance charges can be deleted, or modified before they are posted. This feature also allows you to keep track of all current and year-to-date finance charges.

### **Customer Statements**

The Customer Statements generated by the Accounts Receivable application detail all purchases and payments made during the billing period. If the account is an Open Item account, any additional open receivables on the account are also listed in detail. If the account is a Balance Forward account, open receivables for prior billing periods are summarized into a one line balance forward entry. When invoices are closed (paid in full) they can be transferred to a History file for later reference.





# Accounts Receivable Set Up

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## The Accounts Receivable Menu Options

There are eight main Accounts Receivable menus, each with further submenus. Each menu has a hot-key shortcut, shown as the underlined letter. The menus are, in order:

### 1) Customers

#### Customer Inquiry

Displays the information for each customer account.

#### Enter/Modify Customers

Allows you to enter new or modify existing customer information.

#### Customer Query Center

Allows you to query Customer information based on custom designed lookup criteria.

#### Print Customer Information

This menu option has three submenus, Customer List, Customer Mailing List, and Customer Rolodex. Each submenu corresponds to the format of the list produced.

#### Purge Customers

Allows you to delete customers from the Customer file.

#### Purge Customer Notes

Allows you to quickly clear customer notes.

### 2) Transactions

#### Enter/Modify Transactions

Allows you to enter and modify different types of batch transactions.

#### Print Edit Journal

Allows you to print an edit journal to verify batch accuracy.

#### Post Transactions

Allows you to post and print the batch transactions.

#### Modify Open Items

Allows you to make modifications to the posted transactions.

#### Apply Credit Memos/Unapplied Cash

Allows you to apply partial or full payment to an outstanding receivable account.

**Modify A/R Transfer File**

Allows you to make changes to the contents of the transfer file.

**Transfer to General Ledger**

Allows you to transfer Accounts Receivable transactions to your General Ledger.

### 3) Printed Invoices

**Enter/Modify/Print Printed Invoices**

Allows you to enter new or modify existing invoice transactions to be posted to an invoice or credit memo.

**Print Edit Journal for Printed Invoices**

Prints an edit journal to verify the invoice accuracy.

**Post Printed Invoice Transactions**

Posts the selected invoice transactions.

**Review Printed Invoice History**

Allows you to review specific invoices by referencing the invoice number.

**Purge Printed Invoice History**

Deletes invoices from the invoice history file.

**Customer Sales Analysis Report**

Allows you to print a detailed or summarized Sales Analysis report for the selected customers.

**Item Sales Analysis Report**

Prints a detailed or summarized Item Sales Analysis report.

**Sales Rep Analysis Report**

Prints a Sales Representative Analysis report.

**Invoice Sales Analysis Report**

Prints the Sales Analysis report by invoice.

**Enter/Modify Recurring Invoices**

Allows you to enter new or modify existing recurring invoice transactions.

**Print Recurring Invoices Report**

Displays or prints recurring invoice transactions by the sequence entered or by customer account ID.

**Transfer Recurring Invoices**

Transfers the selected recurring invoice transaction into an invoice batch.

**Enter/Modify Quotes**

Allows you to enter or modify customer service or sales quotes.

**Transfer Quotes to Printed Invoices**

Transfers an accepted quote into an invoice for billing purposes.

**4) Reports** (All reports can be previewed prior to printing or writing to PDF)**Detail Open Item Report**

Creates a report of all open items.

**Aged Open Item Report**

Reports on the aging of the open items.

**Closed Invoice History Report**

Creates a report of closed invoices from the History file.

**Customer Balance Due Report**

Creates a report listing the balances due by customer.

**History/Open Item Detail Report**

Provides a detailed report of the history and open items.

**Customer Sales by Date Range**

Creates a by-customer sales figure report according to the date range supplied.

**Customer Current Year Sales by Month**

Reports a list of monthly sales for customers for the current year.

**Sales Rep Current Year Sales by Month**

Provides a report of the sales representatives' monthly sales activity for the current year.

**Sales Tax Report**

Gives you a report listing the sales taxes paid.

**Credit Limit Report**

Creates a detailed report of the current customer credit.

**Cash Flow Analysis Report**

Reports on the projected cash flow.

### **Sales Account Distribution Report**

Provides detailed general ledger sales account distribution by invoice.

## **5) Statements**

### **Transfer Closed Invoices to History**

Allows you to transfer any closed invoices into the history file.

### **Print Preliminary Statement Report**

Creates a Preliminary Statement report to review a preliminary draft of each statement prior to printing them in the final form.

### **Print Statements**

Prints the statements.

### **Modify Collection Letter**

Allows you to enter a new collection letter or modify an existing one.

### **Print Collection Letter**

Allows you to print collection letters.

## **6) Maintenance**

### **Company File Maintenance**

Allows you to set up the Company file to fit your business needs.

### **Purge Closed Invoice History**

Allows you to delete invoices from the Closed Invoice History file.

### **Year-end Processin/Roll Sales Statistics**

Allows you to roll your customers current year sales statistics into prior year figures at year end.

### **Import/Export Data Files**

Allows you to bring certain files into Accounts Receivable or to write certain Accounts Receivable data files into a variety of formats for transferring to another program. This menu is discussed in the System Manager Manual.

## **7) Tables**

### **Enter/Modify Sales Reps**

Allows you to enter new or modify existing Sales Representative information.

### **Enter/Modify Credit Limit Table**

Allows you to enter a new or modify an existing Credit Limit table.

**Enter/Modify Customer Type Table**

Allows you to enter or modify Customer Type information.

**Clear Tax Code Table**

Allows you to clear totals in the Tax Code table.

**Enter/Modify Tax Code Table**

Allows you to enter new or modify existing tax codes and rates .

**Enter/Modify G/L Account Transfer Options**

Allows you to define which accounts are transferred to the General Ledger as summaries or in detail.

**Enter/Modify Items**

Allows you to enter new or modify existing item information used by Accounts Receivable.

**Enter Item Receipts**

Allows you to enter information for items purchased.

**8) Lists****Sales Rep List**

Gives you a listing of existing sales representatives.

**G/L Account Transfer List**

Provides you with a list of the General Ledger account transfer options.

**Tax Code List**

Allows you to create a list of existing tax codes.

**Item List**

Creates a list of items entered into Accounts Receivable.

## Accounts Receivable Setup Wizard

After creating your new company code and entering MBA Series 3 Accounts Receivable for the first time, you will need to perform a few steps in the initial setup before you can begin processing. The Accounts Receivable Setup Wizard is designed to walk you through the necessary steps to begin a new company in Accounts Receivable if you are new to MBA Accounting. While all steps may not be required, they are listed in the order in which you should do them. After you select an option, the status box will be checked. However, if you are not finished with that option, such as entering your inventory items, you can return to it at a later time.



## Set Up the Company File

Company File Maintenance, under the Maintenance menu, allows you to define specific parameters for the program to operate within. The information entered will be used by the program to identify how transactions should be processed. The program will automatically default to the information entered. Information entered into the Company File can be changed at any time. There are five tabbed pages to the company file.

**Update Company Information (MBA DEMONSTRATION COMPANY A/R)**

Company Information | Default Account Numbers | Invoicing Options | Finance Charges | User Defined Fields

Company Name: **MBA DEMONSTRATION COMPANY A/R**

Address 1: 5409 NICOLLET AVENUE

Address 2:

City: MINNEAPOLIS State: MN ZIP Code: 55419

Next Invoice Number: INV10071 Next Quote Number: 0

Default Aging Periods: Current 30 60 90

Month Fiscal Year Begins: 1

**Options:**

Use Statement Form:  
 A (MBA-ST6), B (MBA-ST7), C (MBA-STMTLASER) or D(Laser Blank Paper) B

Print Company Name/Address on Statements?: Y

Report Accounts Receivable To General Ledger?: Y

OK Cancel Help

### Company Information

The company name and address information should be filled out as completely as possible. You can enter up to 40 characters in the company name, 30 characters each in the two address fields, and 20 characters in the city field. The information in these fields can be printed on invoice and statement forms.

### Next Invoice Number

The program will use this user-defined number for the next printed invoice. This number is updated when a printed invoice is entered.

### Default Aging Periods

The program will use these periods to calculate the customers' aging balances and during the printing of statements.



### **Month Fiscal Year Begins**

Enter the number of the month that begins your fiscal year. For example, if your fiscal year begins in September, enter 9.

### **Options: Use Statement . . .**

Accounts Receivable allows you to choose between three statement formats. Statement **A** will handle up to 15 lines of detail per page and includes preprinted aging dates on the bottom of the page. Statements **B**, **C** and **D** include up to 25 lines per page and print the aging periods that are defined when the statements are printed. Statement **D** will print your statements on plain laser paper. Statements **A** and **B** are intended for tractor-feed printers. Statement **C** is for use on laser printers.

### **Options: Print Company Name/Address on Statements**

Enter a **Y** if you want the company name and address to be printed on statements. If your forms have them preprinted, you should enter an **N**.

### **Options: Report Accounts Receivable to General Ledger**

The answer to this field determines whether or not the Accounts Receivable application will allow you to automatically update the General Ledger. If you answer **Y**, a file will be generated for transfer to the General Ledger. If you are operating Accounts Receivable as a stand-alone application or wish to manually post the Accounts Receivable transactions to the General Ledger, answer **N**.

**NOTE:** This field should contain an **N** until you have completed entering the beginning open item balances for each customer. Once complete, change the field to **Y** for automatic updating of the General Ledger.

### **Default Account Numbers**

This page contains the six specific accounts that will not be included in the sales statistics reports. The account numbers entered here will be used when creating the double-entry accounting for the Accounts Receivable transactions. The numbers entered in each of the top six fields will be the default accounts during transaction entry, but can be changed during the creation of transactions. These account numbers will be overridden by account numbers entered at the customer or item levels.

If you have more than one account for any of these account categories, enter the account number most often associated with that specific account field. The remaining account numbers that you use will need to be entered in the **Additional Accounts to be Excluded** table.

**NOTE:** If you do not use freight, discounts taken, or finance charge accounts, do not enter a sales account in their place. Either leave these fields blank, or enter a dummy account. If you enter a sales account, that account will be completely excluded from the sales statistics reports.

### Invoicing Options

This page of the Company File contains the invoicing information.

#### Default Fields

Enter the **Default Invoice Terms** and **Default Ship Via** information in the appropriate fields. If you ship using a variety of methods, enter the method used most frequently.

#### Should the Taxable Default be Yes or No?

If most of your sales are taxable, answer **Y**. If not, answer **N**. The taxable status of the items in the item table will override this default.

**Update Company Information (MBA DEMONSTRATION COMPANY A/R)**

Company Information | Default Account Numbers | **Invoicing Options** | Finance Charges | User Defined Fields

Default Invoice Terms: **NET 30**      Default Ship Via: **UPS GROUND**

Should The Taxable Default Be Yes or No? (Y/N): **Y**

Display The Invoice # On The Screen While Invoicing?: **N**  
(NOTE: Answer N if invoicing is a multi-user task.)

Print Company Name/Address On Invoices?: **Y**

Select Your Invoice Form: **E**

- A - (MBA-INV4, 9.5 x 11)
- B - (MBA-INV5, Print Item # & Description, 9.5 x 7)
- C - (MBA-INV5, Print Units & Description, 9.5 x 7)
- D - (MBA-MP1000, Multi-purpose Form)
- E - (MBA-INVLASER, Laser Printer)
- F - (MBA-INVLASER2, Laser Printer)
- G - (Blank Paper, Laser Printer)

Number Of Laser Copies: **3**

Description For Laser Copy 1: **CUSTOMER COPY**

Description For Laser Copy 2: **FILED COPY**

Description For Laser Copy 3: **FILED COPY 2**

Select Your Quote Form: **A**

- A - (MBA-INVLASER, Laser Printer, same as Invoice Form E)
- B - (Blank Paper, Laser Printer)

OK Cancel Help

#### Display Invoice Number On The Screen While Invoicing?

If you would like the invoice number to be displayed on the screen as you are entering the invoice, answer **Y** here. If you answer **N**, the invoice number will not be assigned until the invoice is saved.

**NOTE:** If you have multiple users creating invoices simultaneously, you must answer **N** to prevent duplicate invoice numbers from being assigned to the transactions.

### **Print Company Name/Address on Invoice?**

If you want the company name and address as they are entered in the Company File to be printed on the invoices, answer **Y** in this field. If the information is preprinted on the invoice forms, answer **N**.

### **Select Your Printed Invoice Form**

This list box contains the seven invoice form selections that can be made. The invoice form names for forms A through E correspond to the forms available from the MBA Forms Division. Forms F and G can be printed on blank paper.

**A - MBA-INV4 (9.5x11 Tractor Feed):** This form allows 5 digit Order Ship fields and unit prices up to \$999,999.99. The application allows up to 30 detail lines per page with all fields predefined on the invoice form.

**B - MBA-INV5 (9.5x7 Tractor Feed):** This form selection will print the item number and description in the free-form description field for up to 10 detail lines per page.

**C - MBA-INV5 (9.5x7 Tractor Feed):** This form selection is almost identical to selection B. Instead of the item number, the unit is printed along with the description in the free-form description field.

**D - MBA-MP1000 (9.5x11 Multi-Purpose Tractor Feed):** This form allows 5 digit Order Ship fields and unit prices up to \$999,999.99. The application allows up to 30 detail lines per page with all fields being printed by the program when invoices are printed.

**E - MBA-INVLASER (8.5x11 Laser):** This form allows 5 digit Order Ship fields and unit prices up to \$999,999.99. The application allows up to 30 detail lines per page, with all fields predefined on the invoice form.

**F - MBA-INVLASER2 (8.5x11 Laser):** This form will only include the description line and the extended amount. Up to 30 detail lines per form can be printed. Custom company logo's can be printed on this form using .jpg, .gif, .tiff, or .bmp files. This form can be printed on blank paper.

**G - BLANK PAPER (8.5x11 Laser):** This form type will allow you to print your invoices on blank laser paper, along with your company logo. This form also adds the option to use your item table to show the number of each item shipped, the price for each unit, and allows you to enter discounts.

### Laser Copies Information Fields

If you are printing invoices using laser form **E, F, or G**, you can specify that 1, 2, or 3 copies of each invoice be printed. There are also three **Description** fields that can be filled in. This information will be printed at the top of each of the invoices printed, under the invoice number. For example, you could enter “Company Copy” in copy field 1, “Customer Copy” in copy field 2, and “Remittance Copy” in copy field 3 if you are printing 3 copies of the invoices.

### Select Your Quote Form

**A - MBA-INVLASER, Laser printer:** This forms design is the same layout as invoice form E

**B - Blank Paper, Laser Printer:** his form type will also allow you to print your invoices on blank laser paper, along with your company logo, and has the same design as invoice form G

### Finance Charges

For MBA Series 3 Accounts Receivable to calculate finance charges and post them to the Open Item file, several parameters describing the interest rate and method of calculation must be defined. If you do not use finance charges, this page can be left as it is.

#### Finance Charge Rate and Minimum Amount

The first two fields on the page determine the **Finance Charge Annual Rate** and the **Minimum Finance Charge Amount**. Enter the appropriate numbers in each field.

#### Posting Method for Open Item Customers

If you wish to apply the customer’s finance charges to individual open invoices, select method **A**. The finance charges incurred by an invoice will be assigned to that invoice. Method **B** will calculate a finance charge based on each customer’s total invoice balance and create a new invoice consisting of that finance charge.

### **Type of Calculation (A/B)**

If you select type **A**, the application will not apply finance charges to invoices issued after the most recent statement date. Type **B** allows you to set a fixed grace period for the application of finance charges by entering the length of that period in the field provided.

### **User Defined Fields**

This page includes six user defined fields that can be used to keep track of additional, user defined data. Each field can hold up to 20 characters. These fields will be used as labels for text boxes on the **Internet Info/User Defined Fields** page in the Customer Inquiry and when entering or modifying customers.

Use of these fields is completely optional.

**NOTE:** The customer fields associated with the User Defined Fields are *informative only*. None of the fields are used for any type of calculation.

### **Saving the Company File Changes**

Click the **OK** button when the changes are complete to save the modifications. Click **Cancel** to close the Company File without saving any changes made.

### **Enter the Credit Limit Table**

You can access the Credit Limit table by selecting **Enter/Modify Credit Limit Table** under the **Tables** menu.

The Credit Limit table is an optional step in the set up process, allowing you to define different credit levels. Each level is assigned a single-character code and maximum amount of credit. The table order is determined by the code rather than the maximum credit amount.

**NOTE:** It is recommended that the only characters used to identify the credit levels be numerals and the alphabetic characters, which are limited to upper case only. Numerals will be placed above alphabetics in the table.

If you should need more than 36 credit levels, any printable character can actually be used. However, the ordering of the table is based on each character's ASCII value, with the lower values being listed above the higher values.

Each customer may be assigned one credit limit. The Summary Aging report compares the account balance with the assigned credit limit. If the balance exceeds the credit limit, a message is printed on the Summary Aging report. During computer generated invoicing, the remaining credit is reported. This message does not stop you from entering additional sales to the account. If you want to prevent invoices from being printed for a customer account with a credit problem, you can set the credit hold flag for that customer.

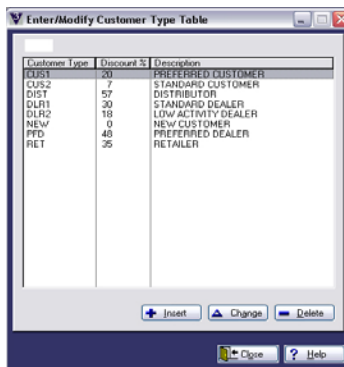
To create a new credit limit code, click the **I**nsert button. Enter a character that is not already in the table and enter the Limit Amount. Use the **T**ab key to move to another new code if you have more codes to enter. If you have finished entering codes, press the **E**nter key. Click the **C**lose button to save the changes.

The credit limit assigned to the account can be easily increased or decreased by modifying an existing code's limit amount. Highlight the code to modify and click the **C**hange button. Tab to the Limit Amount and change the dollar figure to the new amount. Press the **T**ab key to move to the next code, or the **E**nter key. Click the **O**K button to save the changes. The **D**elete button will remove the highlighted line from the table.

Remaining credit is defined as the credit limit minus the balance due displayed in the customer record. It also subtracts the invoice amount while an invoice is being created, but does *not* include any previously entered unposted activity.

### Enter the Customer Type Table

The optional Customer Type table includes a description of each type and a discount percentage associated with that type. The discounts will be applied automatically according to the type entered in the customers' records when entering invoices. This feature also allows you to group related types of customers and print them by type on a number of reports.



The **Customer Type** field is an identifier of up to four characters that can be used to group customers together for reporting purposes. A **Discount %**, which can be any integer between zero and 99, can also be associated with each type, which will appear as the default discount percentage when invoices are generated. A **Description** of the customer type of up to 30 characters can also be entered, which will be displayed when the Customer Inquiry screen is accessed.

Click **Insert** to enter a new customer type. Once the type is complete, either press **Enter** to leave the insert mode, or press **Tab** to move to a new customer type line. If you are in the Type column and wish to leave the insert mode, press the **Escape** key. Modification of an existing line can be done by highlighting the line to modify and clicking **Change**. Navigation when in change mode is the same as in insert mode. The **Delete** button will erase the selected customer type from the table.

### Enter the G/L Account Transfer Options

The G/L Account Transfer Options table contains the account codes that define a General Ledger account and an account description, along with a code that specifies whether detail or summary information is transferred to the General Ledger. The same level of detail will appear on the General Ledger Account Summary report.

The table is also useful if you are running Accounts Receivable without General Ledger. The table can be used as an abbreviated chart of accounts once the accounts and descriptions have been added.

Accounts necessary for the operation of MBA Series 3 Accounts Receivable should be included in the table. Any transactions to accounts not listed in the table will be summarized by default.

To enter new accounts into the table, click the **Insert** button. You will have to provide the account number and specify either **S** for Summary entries or **D** for Detail entries. If you are using General Ledger, the chart of accounts will be available for browsing, and the description will be automatically entered. If you are not using General Ledger, you will have to supply descriptions. These descriptions will be used in the Edit Journals and Audit Trails.

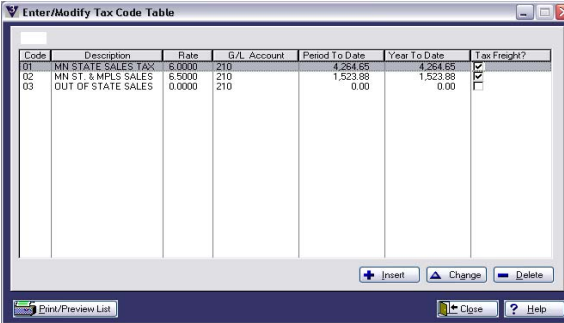
The table can be modified by highlighting a line to alter and clicking the **Change** button. An option can be removed from the table by highlighting it and clicking the **Delete** button.

Whether inserting or changing, you can navigate through the table using the **Tab** key to move to the next field or line. **Enter** will take you out of insert or change mode.

## Enter the Tax Code Table

The Tax Code Table is used to store sales tax information. For each tax code, a description, tax rate, and General Ledger account number is entered. A tax code may be associated with each customer account, assigning them a specific tax percentage. The Tax Code Table maintains total amounts charged for either the period-to-date or year-to-date. A tax code list is available in the List submenu.

If you charge sales tax for any goods or services, you must make an entry in this table. If you do not charge sales tax, this table is not required.



Code	Description	Rate	G/L Account	Period To Date	Year To Date	Tax Freight?
01	MN STATE SALES TAX	6.0000	210	4,264.65	4,264.65	<input checked="" type="checkbox"/>
02	MN ST. & MPLS SALES	6.5000	210	1,523.88	1,523.88	<input checked="" type="checkbox"/>
03	OUT OF STATE SALES	0.0000	210	0.00	0.00	<input type="checkbox"/>

### Tax Code and Description

The tax code field is a 2 character field used to identify the tax. The Description field allows up to 20 characters to provide a description of the tax code. The description will display automatically when the customer inquiry screen is accessed.

### Tax Rate

This field is used to enter the tax rate, as a decimal representation of a percentage. For example, the rate for tax code **02** in the example above reads 6.5000, which indicates a 6.5% tax rate.

### G/L Account

The General Ledger Account associated with each tax code is a 15 character G/L account number. If you are using General Ledger, the Chart of Accounts will be available for browsing. Any G/L sales tax transactions created through invoices for customers of that tax code will use this number, allowing you to have as many General Ledger tax accounts as necessary.



### Period To Date and Year To Date

The program maintains Period To Date and Year To Date totals of all charges to the tax code. You can modify these amounts, but you should only do so if your Accounts Receivable application was installed after the beginning of a new year.

Whenever possible, let the Accounts Receivable package maintain the numbers for you. You can clear the Period To Date and Year To Date totals whenever it is appropriate by selecting **Clear Tax Code Table** from the **Tables** submenu. It is recommended that you print a **Tax Code List** prior to clearing the totals in order to have a written record of those figures for your files.

The Period To Date and Year To Date amounts should be cleared at the end of the calendar year even if you wait until the eighteenth month to perform the Year-End procedures.

### Tax Freight

If you are required to apply tax to the freight charges, place a check in this box.

## Enter the Item Table

The Item table can simplify data entry during printed invoice processing by providing you with a list of products or services with predefined descriptions, prices, and General Ledger account numbers. If you will not be creating printed invoices, you don't need to enter items into the Item Table.

Select **Enter/Modify Item Table** from the **Tables** submenu. To create a new item, click the **Insert** button. To modify an item, click the **Change** button when the item is highlighted. The **Delete** button will remove an item from the list.

The screenshot shows a window titled "Enter/Modify Items (1001)". The fields are as follows:

Item Number:	1001
Description:	TRAINING SERVICES @ \$50 PER HR
Unit:	HRS
On Hand Qty:	9,999,979.00
Price:	50.00
Average Cost:	0.00
Taxable:	<input type="checkbox"/>
Class:	01
Type:	N (S - Stocked or N - Non-stocked)
Sales Account:	411 Maintenance and Service

Buttons at the bottom: Prior, Next, OK, Cancel, Help.

When creating a new item, you will need to provide the following information about the item.

**Item Number**

The Item Number is used to identify the item when processing printed invoices. The number can be up to 11 characters long.

**Description**

Enter up to 30 characters to describe the item you are entering. This description will appear on the Invoice Entry screen after the item number has been entered. The description can be changed during invoicing, if necessary.

**Units**

This 4 character field is used to indicate the salable units for the item. Case, Hour, and Each are possible examples of item units.

**On Hand Qty**

Enter the quantity you presently have if the item is a stocked item. Although this field can be modified at any time, changes to this number after the item has been created should be done by item receipts and posting of printed invoices.

**Unit Price**

Enter the standard sales price for the item, if one exists. The price can be changed during printed invoice processing. Leave the unit price at zero if you prefer to enter the price on each printed invoice at the time of invoicing.

**Average Cost**

Enter the average or current cost for the item. This cost will be recalculated each time items are received. Like the unit price, the item cost can be changed during printed invoice processing. If you leave the item cost at zero, the application will begin calculating the cost when you enter the first receipt of that item.

If you have purchased an item in bulk at a lower cost than usual, you may want to enter it as a completely separate item. The same number can be used with a specific designation at the end to identify the new item, provided the original item number is ten characters or less in length.

**Taxable?**

If the item is taxable, enter a check in the check box by clicking on the box. Another click will remove the check.

### **Class**

This informational field can be used to group similar items together on various reports.

### **Type**

If the item is a stocked item, enter an **S** in the field. If the item is not stocked (an hourly service is one example of a non-stocked item), enter an **N**.

### **Sales Account**

Enter the sales account number associated with the item. If you are using the General Ledger, the Chart of Accounts will be available for browsing. This field will override the account number listed as the Sales Account number in the Customer and Company Files. Any item with this field left blank will default to the number provided in the Customer File. If the Customer File also has no account number, the account listed in the Company file will be the default account.

This is useful if you have a large number of items assigned to one sales account and only a few assigned to other accounts. You will only need to enter an account number in this field for those few items assigned to the other accounts.

### **Saving the Item**

Click the **OK** button if you are done entering new items. If you have more items to enter, clicking the **Next** button will save the item just created and clear the screen to allow another new item to be entered.

If you are modifying an existing item, the **Next** and **Prior** buttons will move you in either direction through the item table.

### **Entering Item Receipts**

Once an item has been created, adding to the On Hand Quantity should be performed using the **Enter Item Receipts** selection under the **Tables** menu. This selection will display the contents of the Item table. Click the Update Items button to begin entering the Quantities Received and New Cost, if any. If the New Cost field is left zero, the cost for the items received will be considered the same as the Average cost.

Press Tab to move to the next field or line. Press the Enter key when you are done recording item receipts. The Print button will provide a report on the item receipts.

## **Add Sales Representatives**

You have the option of tracking sales by sales representative for the current

year and the previous year. Each customer account can be assigned any one sales representative. When entering transactions, the sales representative code and the corresponding name are displayed. If a different sales representative receives credit for the sale, the information can easily be changed.

The sales representative code is printed on the audit trail and is maintained with each invoice in the Open Item file and the Invoice History file. The Customer list can be printed by sales representative code. You can also print a number of reports based on the sales representative codes

### Sales Rep Information

Select **Enter/Modify Sales Reps** from the **Tables** menu. Click the **Insert** button to add a new sales representative. You will need to fill in the information on the first page that appears.

**Enter/Modify Sales Reps (ROBERT ANDERSON)**

Sales Rep Information | Current Year And Prior Year Sales

**Code:** BOB

**Name:** ROBERT ANDERSON

**Address:** 88 W MINNEHAHA PKWY

**City:** MINNEAPOLIS **State:** MN **ZIP Code:** 55426

**Phone # 1:** (612)555-8546 **Ext.:** 00000

**Phone # 2:** (000)000-0000 **Ext.:** 00000

**SSN:** 669-88-5999 **Federal ID:** 00-0000000

**Commission:** 15.000

**Region:** 02

Prior Next OK Cancel Help

#### Code

This field allows you to enter up to three characters to identify the sales representative. The representative's initials is one method of coding. The field will allow numbers as well.

#### Name, Address, Phone Numbers and Extensions, and SSN

This personal information should be entered as completely as possible.

### Commission

You may enter the representative's commission percentage, but it is not required.

**NOTE:** This field is *informational only*. The application does not calculate commissions automatically.

### Federal ID

If you are creating a sales representative code for a company instead of an individual, enter the company's federal tax ID. The ID will be listed on the Sales Representative list if there is no Social Security number entered.

### Region

Enter the two character region code designating the sales representative region.

### Current Year and Prior Year Sales

This page contains the sales statistics by month for both the **Current Year** and **Prior Year**. Each time an invoice or credit/debit adjustment is posted, the Current Year sales figures for the assigned sales representative will be updated. If you are installing Accounts Receivable after the start of the year, you can enter the correct totals for any previous months and the Prior Year.

The Prior Year figures are maintained by the program. The Current Year sales figures are moved to the Prior Year during year-end processing.

### Saving the Sales Representative Information

The **N**ext button can be clicked if more representatives are to be entered. If not, click the **O**K button

### Modifying the Sales Representative Information

Click **C**hange to modify an existing sales representative. Make the modifications and click **O**K to save the changes. The **N**ext and **P**rior buttons will also save the changes before moving one step in the indicated direction.

Clicking **D**elete will erase the highlighted sales representative only if the sales rep code is not assigned to any customers.

**NOTE:** You cannot modify the code of an existing sales rep.

### Add Customers

Before entering customer information the following information must exist, if applicable: the Credit Limit Table, the Customer Type Table, the Tax Code Table, and Sales Representative information.

You must enter all customers with balances owing on the date that you begin to use the Accounts Receivable application. New customers can be added later.

The information maintained in the customer record is designed to provide you with the information necessary to perform collection procedures.

All the information in each customer record is printed in a Detail Customer list. Summary lists which contain selected information can also be printed. Customer records can be browsed using customer code, sort name, contact name, phone number, sales rep, and ZIP code.

To add a new customer, select **Enter/Modify Customers** from the **Customers** menu. Click the **Insert** button to begin adding the customer.

The screenshot shows a software window titled "Enter/Modify Customers (ADOLF BEVERAGE COMPANY)". The window has several tabs: "Customer Info", "Sales Info", "Messages", "Internet Info/User Defined Fields", and "Additional Contacts". The "Customer Info" tab is active. The form contains the following fields and values:

- Code:** ADOLF (highlighted in yellow), **Sort Name:** ADOLF, **Date:** 10/01/2000
- Name:** ADOLF BEVERAGE COMPANY
- Address:** PO BOX 514
- Address 2:** (empty)
- City:** CENTRAL CITY, **State:** CO, **ZIP Code:** 65664
- Contact:** CRYSTAL SHEEN, **Tel:** (303)555-4454, **00045**, **Fax:** (303)555-5879
- Country:** (empty), **Region:** 04
- Bill Method:** 0 (0 - Open Item, B - Balance Forward), **Billing Cycle:** 02, **Last Aging Date:** 7/18/2005
- Credit Hold:** , **Credit Limit Code:** M, **\$30,000 (Credit Limit)**
- Customer Type:** CUST (PREFERRED CUSTOMER)
- Sales Rep Code:** SMB (SUSAN MARIE BAXTER)
- Default Sales Account:** 411
- A/R Control Account:** (empty)
- Tax Code:** 03 (OUT OF STATE SALES), **Tax Exempt #:** (empty)
- Exempt from Finance Charges:**
- Comments:** (empty text box)

At the bottom of the window, there are buttons for "Prior", "Next", "OK", "Cancel", and "Help".

To modify an existing customer, highlight the account and click the **Change** button. Make the modifications and click the **OK** button.

## Customer Info

### Customer Code

The application uses the customer code to determine which customer account to debit or credit. This code can consist of numbers or letters and can be 1 to 9 characters in length. Each code must be unique. Duplicate codes cannot be created.

### **Sort Name**

If your customers consist of individual persons and not companies, it is recommended that you enter last names in this field to make sorting more convenient. This field holds up to 30 characters.

### **Name**

This field holds up to 30 characters for the customer name. Address, City, State, and Zip Code Fields

These fields hold the address information for the customer account. The information entered in these fields is the address to which statements are sent.

### **Contact**

This informational field can hold the name of the person most frequently contacted regarding the customer account.

### **Telephone and Fax Numbers**

Enter the phone and fax numbers in these fields. Extensions can be included.

### **Country**

If you have international accounts, the customer's country can be entered here.

### **Region**

This optional 2 digit code can be used to group customers into a sales region, warehouse location, or geographical location. Some reports can be printed for specific region codes.

### **Bill Method**

Each customer must be assigned a billing method. There are two methods available, **Open Item** and **Balance Forward**, which will determine how you enter payments, how those payments are applied, and the information that is printed on the statements.

**Open Item** billing causes each invoice to become a unique receivable item for which invoice terms are very important. When cash is received, the remittance must be applied to individual invoices. Statements will show all receivable detail items and transactions involving each invoice.

The Open Item method requires that you specify the invoice or invoices to which each payment should be applied. This method takes more time than the Balance Forward method, but it is very easy to determine which invoices have and haven't been paid should a dispute arise. If you are maintaining a History file, all invoice detail will be transferred to history for Open Item accounts.

**Balance Forward** billing allows you to enter a payment without specifying the invoice. The payment is applied to the invoice with the oldest invoice aging date, which makes it simple to apply payments to customer accounts. Should a dispute arise, however, this method makes it more difficult to determine to which invoice any given payment was applied. If you are maintaining a History file, all invoice detail will be transferred to history. Payments may be temporarily split between the history and open items.

Statements generated for customer accounts designated as Balance Forward accounts do not indicate in detail the contents of any balance from the prior statement period, only the balance forward amount. The only transactions detailed on the statement are those from the current period.

### **Billing Cycle**

The 2 digit billing cycle code is used in printing both statements and customer lists. This code allows you to generate staggered statement billings.

For example, accounts with a customer code starting with **A** through **L** could be assigned a billing code of **01** and have statements generated on the first of each month. The remaining customers, assigned to billing code **02**, could have statements generated on the fifteenth.

There is no table in which billing cycle codes are defined. If you need to create a new billing cycle, simply begin using a new cycle code in the customer accounts.

### **Credit Hold**

If you wish to place a credit hold on a customer's account, enter a **Y** in this field. There can be no invoices generated for the account until the credit hold has been changed back to **N**.

### **Credit Limit**

This is the code from the Credit Limit table that corresponds to the maximum credit to be extended to each account. You can browse the table to select a limit code.

### **Customer Type**

This is the code from the Customer Type table describing a type you want to assign to the customer. The Customer Type table can be browsed to select the type, which is used to fill in the default discount percentage, and is useful when filtering data on various reports.



### **Sales Rep Code**

Enter the code from the Sales Representative table corresponding to the representative you have assigned to the account. The table can be browsed when selecting a code. The code is the default sales representative for the customer account. It can be overridden when entering invoices. Many reports can be printed for a particular sales representative code or for a range of codes. Default Sales Account Number

### **Default Sales Account**

If you enter a sales account number here, or select one by browsing if you interface with the General Ledger, it will be used as the default account number each time you enter an invoice. If you leave this field blank, the sales account entered in the company file will be used as the default sales account number.

### **A/R Control Account Number**

The account number entered here will be used as the customer's default Accounts Receivable account number. If this field is blank, the A/R Control Account listed in the Company file is used. The account number can be browsed if you interface with the General Ledger.

### **Tax Code and Tax Exempt #**

Use this field to record the tax code used for the customer. The rate is taken from the Tax Code table, which can be browsed to select the code. This rate is used when processing invoices and can be changed when entering invoices.

If sales to a customer account are exempt from sales tax, enter the sales tax exemption number in the Tax Exempt # field.

### **Exempt From Finance Charges**

If this field contains a check and you calculate finance charges, the customer account will be exempt from automatic finance charge calculations.

### **Comments**

This field is provided for miscellaneous information you want to include (see also *Messages* and *Customer Notes*).

### **Sales Info**

After entering the information on the **Customer Info** tab, click the **Sales Info** tab.

If you are entering customer accounts that have previous sales information, you will need to enter the information on this tab. If no information is entered, the

Enter/Modify Customers (ADOLF BEVERAGE COMPANY)

Customer Info | Sales Info | Messages | Internet Info/User Defined Fields | Additional Contacts

Internet Information

Web Site:

Email:

User Defined Fields

Admin. Contact	<input type="text" value="Joe Jackson ex. 331"/>
Sales Contact	<input type="text" value="Crystal Sheen ex. 332"/>
Mfg. Contact	<input type="text" value="Billy Bob Joe ex. 398"/>
IT Contact	<input type="text" value="Jane Roy ex. 347"/>
Miscellaneous	<input type="text"/>
Miscellaneous	<input type="text"/>

◀ Prior ▶ Next

application will treat the customer account as a new account and add the sales information from scratch. The application will maintain the information, making changes when transactions are posted. Sales Statistics can only be entered by modifying an existing customer, not during the creation of a new customer.

### **Messages**

This tab allows you to enter messages to be printed on the invoices and statements. Each customer can have different messages in these fields. Filling in the information on this tab is completely optional.

### **Internet Info/User Defined Fields**

This tab allows you to enter optional web site and e-mail addresses most often associated with the customer account. These fields are only informational.

The **User Defined Fields** in the lower portion of the tab can be used to hold information that is not included on the other customer tabs. The descriptions to the left of the fields are set in the Company file on the User Defined Fields tab. The descriptions will default to **Label for Custom Field #1 through 6**. These **Custom Fields** are useful when printing the **Customer List Report**.

### **Additional Contacts**

The additional contacts tab allows you to enter multiple additional contacts within the company along with phone and fax numbers, extensions, and comments.

### Set up Customer Beginning Balances

The control account for Accounts Receivable Transactions is found in your existing G/L Chart of Accounts. The balance in this asset account is the summary of all customers with balances owing. All transactions that have occurred previous to the installation of the Accounts Receivable application must be entered to ensure that the information in the program is current and matches the balance found in the A/R control account in your General Ledger.

Before you post any information to the customers, verify that the **Report Accounts Receivable to General Ledger** field in the **Company File** is set to **N**. Once the beginning balance information has been posted, the field should be changed to **Y** to allow the transfer of Accounts Receivable information to the General Ledger. If you are running Accounts Receivable as a stand-alone application, the field should remain **N**.

The total dollar amount of all records entered, such as invoices, payments, and credit memos, must equal the dollar amount which presently exists in your General Ledger Accounts Receivable control account. If you use more than one account for Accounts Receivable, the sum of those accounts must equal the total amount of the records entered.

The method used to set the beginning balances will depend on the billing method used for the customer.

#### Open Item Customers

You must enter copies of all open transactions, such as invoices, credit memos, and partial payments, in order to set up the beginning balances of Open Item customers. These transactions must then be posted, which will create the customer's aging balance.

#### Balance Forward Customers

You will need to enter the balance due at the close of each aging period that has been set up in the Company file. This will include the amount due for transactions in the current aging period as well as those transactions from each period listed in the Company file.

To do so, you will need to create an invoice for each period. If, for example, you have defined your **Default Aging Periods** as 30, 60, and 90, you will need to create four invoices (Current, 30-59 days, 60-89 days, and over 90 days).

The amount that each invoice has aged will depend on the current date and the date of the original invoice. If, for instance, the invoice is dated 45 days ago, that invoice would fall in the 30-59 day range. The amount of that invoice would be included in the invoices for that period. This must be done for all invoices with a balance due.

When creating the invoices for each period, use invoice numbers that will not interfere with your day-to-day invoice processing. It is best to assign a number lower than the invoice number you will be using first when you begin entering daily transactions. Another option is to use the customer account code as part of the invoice number. Do not confuse the invoice numbers created for entering beginning balances with the invoice numbers used to enter daily transactions.

Each invoice created for the aging balance forward transactions will have to be given a date that places the invoice within the appropriate aging period.

The process of creating transactions is discussed in Chapter Four.

# Customers

## In this chapter . . .

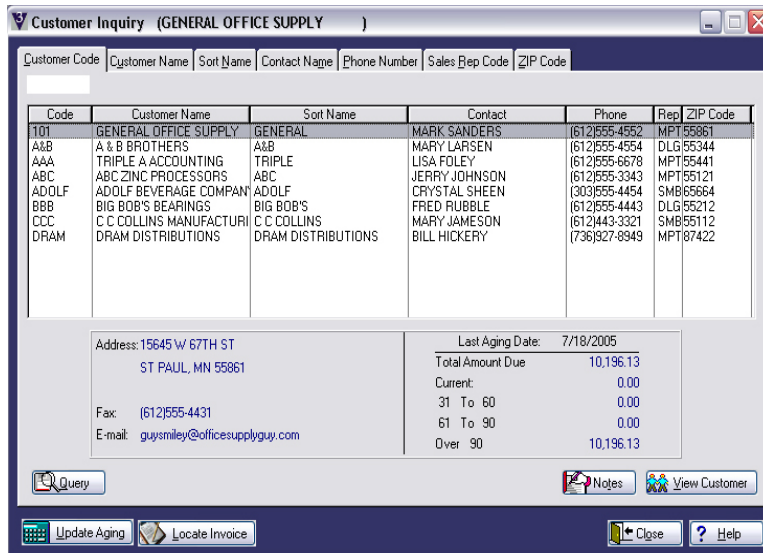
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## The Customers Menu

This menu gives you various levels of access to the customer information.

### Customer Inquiry

To perform an inquiry of all customers, select **Customer Inquiry** from the **Customers** menu. A list of all customers will be displayed.



The customer accounts are initially sorted by **Customer Code**, but can also be ordered by **Customer Name**, **Sort Name**, **Contact Name**, **Phone Number**, **Sales Rep Code**, or **ZIP Code**. Click the tab you wish to use as the sort field. If a field is blank for a customer account and you select the sort order by that field, the account will not be displayed. For instance, if you select the order by Contact Name, only accounts with a contact name entered in the customer file will be displayed.

You can **Query** the customer file using a number of fields to limit the accounts displayed.

### Update Aging

If the aging totals displayed below the Customer table need to be verified, click the **Update Aging** button. The application will examine the open items for all customer accounts and recalculate the aging totals based on the items and the default aging periods entered in the Company file.

**Locate Invoice**

This option will allow you to locate a particular invoice, if are unsure which customer the invoice was billed to. The lookup allows you to search through the Printed Invoice History, Open Item, or Closed Invoice History files. When the invoice has been located, the customer who was billed will be highlighted on the inquiry screen.

Click the **Notes** button to review the notes regarding the Customer Account that is selected. The notes will be listed with the most recent entries first. If you are looking for a note from a specific date, enter the date you are looking for as a six-digit number (MMDDYY) in the text locator and press the **Tab** key. The note assigned to that date will be the selected note. If there is no note with the entered date, the closest date before the entered date will be selected.

A **Query** can also be created that limits the notes displayed according to date or the content of the notes themselves. Queries on the notes can be saved and retrieved later.

You can **Insert** new notes, **Change** the selected existing notes, or **Delete** a selected note from the customer's file when it is no longer important.

**View Customer**

This button will provide you with a comprehensive review of the selected Customer account.

**Customer Inquiry (GENERAL OFFICE SUPPLY )**

Customer Info | Sales | Open Items | Closed Invoice History | Printed Invoices | Messages | Internet/User Defined | Additional Contacts

Code: 101 Sort Name: GENERAL Date: 10/03/2000  
 Name: GENERAL OFFICE SUPPLY  
 Address: 15645 W 67TH ST  
 Address 2:  
 City: ST PAUL State: MN ZIP Code: 55961  
 Contact: MARK SANDERS Ph: (612)555-4552 000000 Fax: (612)555-4431  
 Country: Region: 02

Bill Method: 0 (0 - Open Item, B - Balance Forward) Billing Cycle: 01  
 Credit Hold: N Credit Limit Code: K \$20,000 (Credit Limit)

Customer Type: CUST1 PREFERRED CUSTOMER  
 Sales Rep Code: MPT MAYNARD P TOONS  
 Default Sales Account: 410 Sales-Other  
 A/R Control Account:

Tax Code: 02 MN ST. & MPLS SALES Tax Exempt #:   
 Exempt from Finance Charges: Y   
 Comments:

◀ Prior ▶ Next [X] Cancel [?] Help

Each **tab** will contain information specific to the tab description. The **Prior** and **Next** buttons will move you through the Customer file one customer account at a time.

The **Open Items** and **Closed Invoice History** tabs will show you the associated items for that customer, including the pertinent information for those items. The Open Items will be listed in order using the invoice number. A total balance due will also be displayed to the lower right. The Closed Invoice History items will also be listed in order of invoice number.

Invoice #	Trans. Date	Type	Reference	Check #	Trans. Amount	Invoice Balance
INV10030	1/09/2005	Invoice	YEAR END SERVICE		1,930.50	1,930.50
INV10030	2/15/2005	Payment		034661	-1,930.50	
INV10031	1/09/2005	Invoice	HARDWARE UPGRADE		11,200.00	11,200.00
INV10031	2/11/2005	Payment	PARTIAL PAYMENT	052465	-2,500.00	8,700.00
INV10032	1/09/2005	Invoice	HDWR INSTALL/UPGRA		27,647.00	27,647.00
INV10032	1/29/2005	Payment	PARTIAL PAYMENT	025436	-10,000.00	17,647.00
INV10034	1/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10034	2/11/2005	Payment			-100.00	
INV10036	1/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10036	2/15/2005	Payment		034661	-100.00	
INV10037	1/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10037	2/11/2005	Payment	PARTIAL PAYMENT	052465	-100.00	
INV10039	1/25/2005	Invoice	WEB HOSTING		106.00	106.00
INV10039	1/29/2005	Payment	PARTIAL PAYMENT	025436	-106.00	
INV10041	2/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10043	2/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10043	2/15/2005	Payment		034661	-100.00	
INV10044	2/25/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00
INV10046	2/25/2005	Invoice	WEB HOSTING		106.00	106.00
INV10046	3/26/2005	Invoice	WEB HOSTING SERVICE		100.00	100.00

Total Balance Due: \$350.00

The other four tabs show the same information as the corresponding tabs when modifying a customer. No information on **any** tab can be modified or removed when performing a customer inquiry.

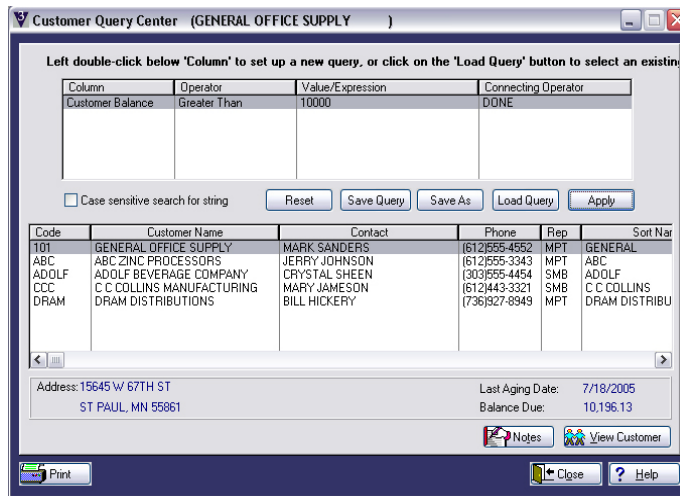
## Enter/Modify Customers

This menu selection is discussed in Chapter 2.

## Customer Query Center

The Customer Query Center allows you to create custom designed customer inquiries based on user defined criteria. An example would be designing an inquiry to show only customers who's current balance is greater than \$10,000. Queries can be previewed on screen, printed, or saved to a PDF file. The criteria entered can also be saved for future viewing.





## Print Customer Information

There are three different formats in which you can print the customer information. All the customer information report formats require you to select the **Report Order** by **Customer Code**, **Sort Name**, or **ZIP Code**. You must also decide to print according to the customer's **Billing Type** or all customers at once.

### Customer Information Report Options

The three formats all include the same options when selecting the customer accounts to report. The reports can be printed for ranges of **Customer Codes** or **Sort Names**, according to the report order selected. The application can report all customers with a **ZIP Code** beginning with the entered value (up to 5 digits). You can print ranges for **Billing Cycles**, **Customer Types**, and **Sales Reps**. All ranges except Billing Cycle can be browsed. The customers assigned to a specific **Region** can be printed. And finally, you can choose to print only those accounts showing no activity for a specified number of days.

Each report format will also include the following report settings:

### Customer List

In addition to the Report Order and Billing Type, you can choose the **Report Type** of detail, summary, or phone list. You can also choose to **Include Notes** or not.

### Customer Mailing Labels

You can choose to **Include the Contact Name** on the mailing labels. The **Label Type** must also be selected, according to the format of the labels on which you are printing. 1-Up labels will print on the standard Avery 4145 labels, 2-Up labels will print on Avery 5161 labels, and the 3-Up labels will print on Avery 5160 Labels.

### Customer Rolodex

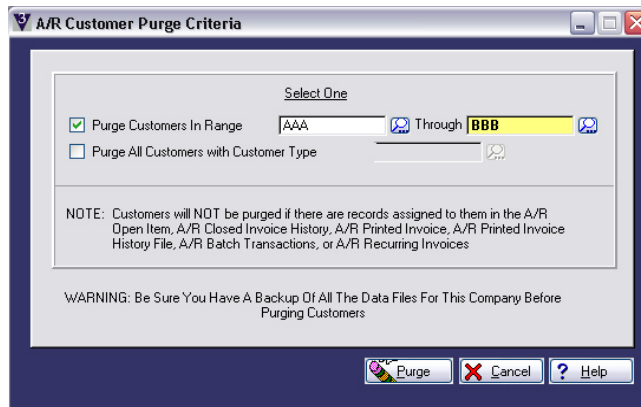
You can create 3"x5" Rolodex cards for your customers by selecting this option.

### Purge Customers

The Customer Accounts file can be purged of inactive accounts using this menu selection. Customers having records in the Open Item file, Closed or Printed Invoice History files, transactions within a Recurring Invoice group, or any transaction waiting to be posted cannot be purged.

You can purge a range of **Customer Codes** or a range of **Customer Types**.

**NOTE:** It is important to have a current backup before performing any purge. It is also suggested that you print a customer list prior to purging customers.



### Purge Customer Notes

The Customer Notes can be purged using this menu selection. If the Customer Range is left blank, all customers will have their notes purged. You can also select a Date to purge those notes entered prior to the date entered. If the date is left blank, all notes for the specified customers will be purged. Click the **Purge Notes** button when you have set the parameters.

# Transaction Processing

### In this chapter . . .

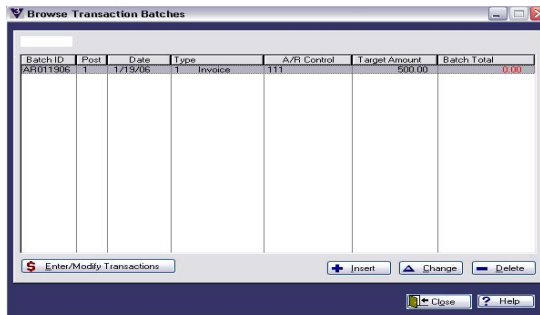
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## The Transactions Menu

Transaction processing differs from printed invoice processing. None of the transaction types listed when creating a transaction will print an invoice; the Invoice transaction type assumes that the invoice sent to the customer has been created by some method other than those offered in Accounts Receivable.

### Entering Transactions: Creating the Batch Header

To begin entering a transaction, select **Enter/Modify Transactions** from the **Transactions** menu.



Click the **Insert** button to begin a new transaction batch. You will need to provide the following information for the batch header:

#### Batch ID

The batch ID can be up to 8 characters long. It should provide some meaningful identification to the batch. For example, **FEB0301** could represent the first batch created on February 3rd.

The batch ID is only entered once for each batch, and is used to track transactions if you interface with the **General Ledger Application**.

#### Post Month

The post month is the month that the transactions are to be posted to the MBA General Ledger, if interfaced. The program defaults to the system month and it can be changed. Designate the post month by entering a number from 01 to 18, with 01 referring to January, 02 referring to February, and so on. The months 13 through 18 are extensions of the current year which allow you to enter transactions for the first six months of the new year before you have closed your current year. Refer to the MBA Series 3 General Ledger manual for a detailed explanation of months 13 through 18.

If you do not use the MBA General Ledger, the post months can be used as an aid in creating your journal entries.

The Accounts Receivable program allows you to process transactions for several months concurrently. You do not need to close out one month to post another. Transactions within a batch must be posted to the same month.

### **Date**

Enter the date that you are entering the transactions. This field defaults to the current date.

### **Type**

There are eight transaction types that can be selected. They are:

- 1 **Invoice** - Select this type when the invoice was created manually.
- 2 **Payment** - Use this type to enter all cash receipt transactions.
- 3 **Credit Memo** - Enter this type to record manually prepared credit memo transactions.
- 4 **Prepay** - This type is chosen to record a payment made in advance of the invoice(s) to which it will be applied.
- 5 **Debit Adjustment** - This is the type selected when invoices that have already been posted to the customer accounts need to be debited an additional amount.
- 6 **Credit Adjustment** - Similar to a Debit Adjustment, the Credit Adjustment is used to credit an invoice already posted to the customer account.
- 7 **Non-AR** - Use this type to record payments that must be accounted for but will not affect the control account or customer sales statistics.
- 8 **Finance Charge** - Select this type when calculating the charges on a customer's balance due.

The Transaction Type selected will determine which of the transaction entry methods will be used when creating the batch detail. Each method will be discussed individually.

### **A/R Control**

This field will default to the account entered as the default given in the company file. The account number can be overwritten or changed by browsing the Chart of Accounts, if available.

### Target Amount

This optional field may be used to verify the batch total. The sum of the dollar amounts of each transaction should be entered in this field. If the total doesn't agree with the target amount, the total will appear in red. If the target amount is left zero, the application doesn't compare the total against the target amount.

### Batch Total

This field is updated when the batch detail is entered.

## Modifying the Batch Header

The **Change** or **Delete** buttons will affect the selected batch header. Deleting the batch header will remove the entire batch from the transaction file.

## Entering Transactions: Creating the Batch Detail

Once the batch header has been created, highlight the batch header just created and click the **Enter/Modify Transactions** button. There are five methods of entering the customer information for the transactions. The transaction details will be entered in the same way for each transaction method, with the exception of Finance Charge transactions, which will create the detail lines for you.

## Manual Invoices, Credit Memos, and Adjustments

This method is used to enter Manual Invoices, Credit Memos, Debit Adjustments, and Credit Adjustments.

**Enter/Modify Batch Transactions**

Batch ID: AR011906    Date: 1/19/2006    Post Month: 1    Transaction Type: Invoice  
 Batch Target: 500.00    Batch Total: 0.00

Code	Invoice #	Invoice Date	Rep	Tax	Taxable Amount	Reference

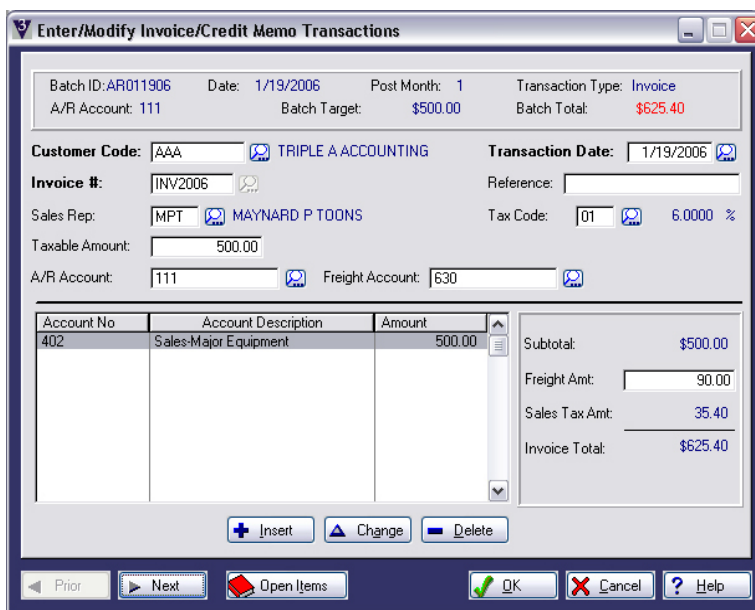
Sales Account	Account Description	Amount

Subtotal: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Total: \$0.00**

Credit memos are used to reduce the amount a customer owes on a particular invoice if the customer paid too much, returned some goods, or was overcharged. Credit memos can be applied to a specific invoice for Open Item customers, or entered with an invoice designation of **Open**. You will then have to apply the credit memo to a particular invoice using the **Apply Credit Memos/Unapplied Cash** selection from the **Transactions** menu.

Debit and credit adjustments are used to eliminate discrepancies or errors. A debit adjustment will increase Accounts Receivable, increase the customer balance, and increase your sales. Credit adjustments will decrease these items.

The screen that appears will list the transactions currently in the batch in the upper table, and the invoice detail lines in the lower table. Both tables will initially be blank when entering the first transaction of the batch. Click the **Insert** button to begin entering the transaction customer information.



## Entering the Transaction Customer Information

### Customer Code

You can enter the customer code or select it by browsing through the available customer codes.

**Transaction Date**

This field will default to the current system date. The date can be overwritten, or you can browse the available calendar to select the date.

**Invoice #**

Any combination of 8 alpha numeric characters may be used in this field. When entering Debit and Credit Adjustments, an existing invoice number must be entered or selected by browsing the customer's open items.

**Reference**

This field allows up to 20 characters to enter a reference. The reference may be a purchase order number, or the contact person for this account. This reference is stored with the invoice information and is printed on the customer statements and on the Open Item Detail report. If you transfer detail transactions to your MBA General Ledger, the Reference field will appear in the General Ledger transaction description and will include the customer ID and the invoice number.

**Sales Rep**

This field will default to the sales representative code that is listed in the customer file. It can be overwritten by entering a different code, or by selecting a code when browsing the available sales representative codes.

**Tax Code**

Like the Sales Rep field, the tax code field will default to the code specified in the customer file. The tax code table can be browsed to change the code.

**A/R Account**

This field will default to the account number entered in the customer file. If there is no account number specified in the customer file, the account number designated as the A/R Control Account in the batch header will be entered. The field can be overwritten or browsed if you interface with the General Ledger.

**Freight Account**

This field will default to the account designated for freight charges in the company file. Like other account number fields, it can be overwritten or browsed for additional account numbers if you interface with the General Ledger.

**Taxable Amount**

Enter the amount of the invoice that is taxable. The sales tax will be computed automatically. Do not include freight in the taxable amount. Freight will be included in the total if the tax code table indicates that freight is taxable.



### Freight Amount

If freight charges are to be applied to the invoice, enter the amount of the charges in the **Freight Amt** field. This amount will be added to the transaction total.

### Entering the Transaction Detail

Once the transaction customer information has been entered, click the **Insert** button to begin entering the transaction detail lines for the customer.

The sales **Account Number** specified in the customer file (or company file if left blank in the customer file) will be entered in each line by default ; it can be changed like any other account field. The account description will be entered when you select the account. Enter the **Amount** of the detail item in the right-hand column. If you have more lines of detail to enter, press the **Tab** key to move to the next blank line.

**NOTE:** Do not use negative amounts when entering debit or credit adjustments!

### Open Items

Clicking the **Open Items** button allows you to review the customer's Open Items.

### Payments

This batch method is used when creating batches to enter payments on an existing invoice. You should use the prepayment batch type if you have received a payment from a customer prior to generating an invoice for provided goods or services. Click **Insert** to begin adding detail.

### Entering the Transaction Customer Information

#### Discount Account

Enter the General Ledger account number to which any discount will be applied. The default discount account is specified in the Company file.

#### Cash Account

This number is the account number into which the payments will be debited. This number defaults to the cash account listed in the Company file.

#### Display Invoices

Place a check in this field to list the open items for the selected customer. The check will be included as the default for Open Item customers, which is the recommended method to record payments made by Open Item customers.

#### Customer Code

You can enter the customer code or browse through the available customers.

**Enter/Modify Cash Receipt Transactions**

Batch ID: AR11906    Date: 1/19/2006    Post Month: 1    Transaction Type: Payment  
 Batch Target: \$0.00    Batch Total: \$26,347.00

Discount Account: 903    Bank Account: 101    Display Invoices?

Customer Code: AAA    TRIPLE A ACCOUNTING    Transaction Date: 1/19/2006  
 \*Open Item\*    Reference:    Check Number: 98540

Invoice #	Date	Reference	Balance	All	Payment	Rem	Discount
INV10031	1/09/2005	HARDWARE UPG	8,700.00	Y	8,700.00		0.00
INV10032	1/29/2005	HDWR INSTALL/	17,647.00	Y	17,647.00		0.00
INV10041	2/25/2005	WEB HOSTING S	100.00		0.00		0.00
INV10044	2/25/2005	WEB HOSTING S	100.00		0.00		0.00
INV10046	2/25/2005	WEB HOSTING S	106.00		0.00		0.00
INV10048	3/26/2005	WEB HOSTING S	100.00		0.00		0.00
INV10051	3/26/2005	WEB HOSTING S	100.00		0.00		0.00
INV10053	3/26/2005	WEB HOSTING S	106.00		0.00		0.00
INV10057	2/25/2005	MONTHLY SUPPL	350.00		0.00		0.00
INV10059	2/25/2005	MONTHLY SUPPL	350.00		0.00		0.00
INV10060	3/26/2005	MONTHLY SUPPL	350.00		0.00		0.00
INV10061	3/26/2005	MONTHLY SUPPL	350.00		0.00		0.00
Totals:					\$26,347.00	\$0.00	

Buttons: + Insert    ^ Change    - Delete

Navigation: < Prior    > Next    Open Items    OK    Cancel    Help

### Transaction Date

This field will default to the current system date. The date can be overwritten, or you can browse the available calendar to select the date.

### Reference

This field allows up to 20 characters into which a reference may be entered. The reference may be a purchase order number, or the contact person for this account. This reference is stored with the invoice information and is printed on the customer statements and on the Open Item Detail report. If you transfer detail transactions to your MBA General Ledger, the Reference field will appear in the General Ledger transaction description and will include the customer ID and the invoice number.

### Check Number

Enter the check number of the cash receipt you are entering. The number entered will be transferred to the General Ledger check number if you interface with the MBA Series 3 General Ledger.

### Entering the Transaction Detail

Once the transaction customer information has been entered, click the **Insert** button to begin entering the transaction detail lines for the customer. A list of invoices with balances will be provided. Enter the **Payment** in the appropriate line to apply it to an invoice.

When paying the balance on specific invoices, entering a **Y** in the **All** column indicates that you wish to pay the total invoice amount. If you are recording a partial payment and want the remainder due discounted, enter a **Y** in the **Rem** column. The remaining balance will be calculated and displayed in the **Discount** column. The discount can be entered manually, as well.

## Prepayments

This transaction type is used if payment has been received prior to the creation of an invoice.

Invoice #	Payment Amount
OPEN	\$800.00

## Entering the Transaction Customer Information

### Bank Account

Enter the General Ledger account number into which you would deposit the payments. The field default is the cash account listed in the Company file.

### Transaction Date

This field will default to the current system date. The date can be overwritten, or you can browse the available calendar to select the date.

### Customer Code

You can enter the customer code or browse through the available customers.

**Reference**

This field allows you to enter a reference of up to 20 characters. This reference is stored with the invoice information and is printed on the customer statements and on the Open Item Detail report. If you transfer detail transactions to your MBA General Ledger, the Reference field will appear in the transaction description and will include the customer ID and the invoice number.

**Check Number**

Enter the check number of the prepayment. The number entered will be transferred to the General Ledger check number if you interface with the MBA Series 3 General Ledger.

**Entering the Transaction Detail**

Once the customer information has been entered, click the **Insert** button to begin entering the transaction detail lines for the customer.

**Invoice #**

A method of applying a prepayment to an invoice that doesn't yet exist is to enter **PREPAID** or **OPEN** in the **Invoice** field. At some time in the future, prepayments created this way will have to be applied to one or more valid invoices using either **Modify Open Items** or **Apply Credit Memos/Unapplied Cash**. An invoice number can also be entered, which will apply the prepayment to that invoice. Multiple invoice numbers can be entered for a customer.

**Payment**

Each invoice number listed should have a dollar amount to apply to that invoice number in the Payment column.

**Open Items**

Clicking the **Open Items** button allows you to review the customer's Open Items.

**Non-A/R Cash Receipts**

Any Non-Accounts Receivable Cash Receipts should be entered using this method.

**Entering the Cash Receipt Information****Bank Account**

Enter the General Ledger account number into which you would deposit the payments. The field default is the cash account listed in the Company file.

**Transaction Date**

This field will default to the current system date. The date can be overwritten, or

Account No	Account Description	Amount
411	Maintenance and Service	60.00

Subtotal: \$60.00  
Sales Tax: 0.00  
Invoice Total: \$60.00

you can browse the available calendar to select the date.

### Invoice #

Enter the invoice number you wish to use for the non-A/R transaction.

### Reference

This field allows you to enter a reference of up to 20 characters. The reference may be a purchase order number, or the contact person for this account. This reference is stored with the invoice information and is printed on the customer statements and on the Open Item Detail report. If you transfer detail transactions to your MBA General Ledger, the Reference field will appear in the transaction description along with the invoice number.

### Check Number

Enter the check number for the transaction. The number entered will be transferred to the General Ledger check number if you interface with the MBA Series 3 General Ledger.

### Sales Rep

This field will default to the sales representative code that is listed in the customer file. It can be overwritten by entering a different code, or by selecting a code

when browsing the available sales representative codes.

### Tax Code

Like the Sales Rep field, the tax code field will default to the code specified in the customer file. The tax code table can be browsed to change the code.

### Entering the Transaction Detail

Once the transaction information has been entered, click the **Insert** button to begin entering the transaction detail lines.

The sales **Account Number** specified in the company file will be entered in each line by default ; it can be changed like any other account field. The account description will be entered when you select the account. Enter the **Amount** of the detail item in the right-hand column. If you have more lines of detail to enter, press the **Tab** key to move to the next blank line.

### Finance Charges

You will need to supply the following information to calculate Finance Charges.

#### Finance Charge Account Number

This account number will default to the account number listed in the company file. It can be browsed if you interface with the General Ledger, or overwritten if it needs to be changed.

#### Date Last Statement Was Printed

This field can be entered, or the date can be selected by browsing through the calendar that is available.

Calculate Finance Charges

Batch: AR011906

Finance Charge Account No:

Date Last Statement Was Printed:

Date Current Statement Will Be Printed:

NOTE: Finance Charges Will Be Calculated For the Number of Days Between Statement Dates.

**Optional Selection Criteria**

Billing Cycle:  Through

Customer Code:  Through

### Date Current Statement Will Be Printed

The date the statements will next be printed should be entered here. This field will default to the system date.

**NOTE:** It is very important that the two date fields be correct. The calculations of the finance charges are based on these dates.

### Optional Ranges: Billing Cycle and Customer Code

You can optionally select a range of billing cycles and/or customer codes when calculating finance charges. Customers marked as exempt will not be included.

### Calculating the Finance Charges

Once the fields have been entered, click the **Calculate** button. The transaction customer information and detail will be created for you. The batch will be displayed for you to review or, if necessary, modify.

### Completing the Transaction Entry Process (all methods)

Click the **OK** button. The customer information will now be displayed on the open screen, as will the transaction details and totals for the selected customer. Click **Close** to complete the process on the current batch. If you are done entering batches, click **Close** on the **Browse Transaction Batches** screen.

### Modifying the Transaction Detail

If you need to modify the transaction detail in an existing batch, select **Enter/Modify Transactions** from the **Transactions** menu. Highlight the batch you wish to modify and click the **Enter/Modify Transactions** button.

#### Change

Select the specific transaction you wish to modify and click **Change**. The transaction customer information and detail can be modified here.

#### Delete

Clicking the **Delete** button on the **Enter/Modify Batch Transactions** screen will delete the customer information line and all associated detail lines for the transaction selected. If you only wish to delete a single detail item, select the transaction and click **Change**. Highlight the detail line you wish to delete and click the **Delete** button on the transaction detail screen.

### Printing the Edit Journal

After entering transactions, print an Edit Journal to verify the accuracy of the transactions before posting to the Open Items file. An optional summary of the General Ledger revenue accounts is provided at the end of the Edit Journal for manual invoice, credit memo, debit adjustment, and credit adjustment batches.

Select **Print Edit Journal** from the **Transactions** menu. The application displays a list of the unposted batches. You can print, preview, or create a PDF document of the Edit Journal for individual batches or for all batches that are waiting to be posted.

## Posting Transactions

Select **Post Transactions** from the **Transactions** menu.

You will be provided with a list of batches to be posted. Clicking the **Post Batch/Print Report** will post the highlighted batch to the Open Items file and print the audit trail and G/L account summary without review. Clicking the **Post Batch/Preview Report** will post the selected batch to the Open Items file and print the audit trail and G/L account summary to your screen. Clicking the **Post Batch/PDF** option will post the selected batch to the Open Items file and create a PDF document of the audit trail for future reference. The G/L account summary provides the information necessary for manually posting Accounts Receivable transactions to the General Ledger.

A batch will only post if it is free of errors. If there are errors in the batch, a message will be displayed. The errors must be corrected before the batch can be posted. If you are interfacing Accounts Receivable with the General Ledger, you should transfer the activity to the General Ledger at this time (*see page 56*).

## Modifying Open Items

Once a transaction has been posted to the Open Items file, the reference field, date, check number, and invoice number may be modified. Transaction amounts may only be changed by posting an adjusting entry to the file.

Select **Modify Open Items** from the **Transactions** menu. A list of open items will be displayed. The list will initially be sorted by Customer Code, but can be sorted according to invoice number, transaction date, or batch ID as well. Click the tab labeled with the field you wish to use as the sort field.

The text box in the upper left-hand corner can be used to locate a specific item quickly. The text typed should correspond to the field being used as the sort field. You can also use the **Query** button to limit the displayed items.

To make changes to the open items, select the transaction you wish to modify and click the **Change** button. The only fields that can be changed are the Invoice number, transaction date, check number, and reference field. Click the **OK** button to save the changes made. **Cancel** will discard the changes. The **Next** and **Prior** buttons will move you through the open items, saving any changes to the displayed record in the process.



When you have completed all the changes necessary, click the **Close** button.

### Applying Credit Memos/Unapplied Cash

Select **Apply Credit Memos/Unapplied Cash** from the **Transactions** menu. A list of credit memos and unapplied cash amounts for open item customers using invoice designations of **OPEN** or **PREPAID** will be displayed.

A list of the items shown can be printed or previewed by clicking either the **Print**, **Preview**, or **PDF Unapplied Cash/Credits List** buttons. Select the item and click the **Apply** button. A list of invoices that carry a balance for the displayed customer will be presented to you.

#### Automatically Spread?

Placing a check in the **Automatically Spread** field will apply the credit or unapplied cash to the customer's invoices carrying a balance. The application will be to the invoices in order as listed until the credit is depleted.

If you do not place a check in this field, you will need to manually select the invoices to which the unapplied cash will be applied. Click **Change** to enter the amounts to apply to the invoices, or enter a Y in the **Apply All?** column to apply the invoice balance amount to the selected invoice. If the invoice balance is greater than the remaining balance of the unapplied payment, then the remaining balance of the payment will be entered.

Click the **Process** button to complete the process for that particular credit. Repeat the procedure for any remaining credits that are to be applied. When you are finished, click the **Close** button.

Customer Code: AAA Name: TRIPLE A ACCOUNTING

Reference: Check Number: Date: 1/09/2005

Automatically Spread? Unapplied Balance: 9,540.00 AR Control: 111

Remaining Unapplied Balance: 9,540.00

Invoice #	Date	Invoice Balance	AR Control Account	Apply All?	Amount To Apply
INV10030	1/09/2005	0.00	111	N	0.00
INV10031	1/09/2005	8,700.00	111	N	8,700.00
INV10032	1/09/2005	17,847.00	111	N	840.00
INV10034	1/25/2005	0.00	111	N	0.00
INV10036	1/25/2005	0.00	111	N	0.00
INV10037	1/25/2005	0.00	111	N	0.00
INV10039	1/25/2005	0.00	111	N	0.00
INV10041	2/25/2005	100.00	111	N	0.00
INV10043	2/25/2005	0.00	111	N	0.00
INV10044	2/25/2005	100.00	111	N	0.00
INV10046	2/25/2005	106.00	111	N	0.00
INV10048	3/26/2005	100.00	111	N	0.00
INV10050	3/26/2005	0.00	111	N	0.00
Total:					9,540.00

Change

Process Cancel Help

## Modifying the AR Transfer File

If the transfer file contains errors, those errors can be corrected by selecting **Modify A/R Transfer File** from the **Transactions** menu. You will be provided with a list of all Accounts Receivable transactions within the Transfer File.

All the fields listed except Batch ID, Source Journal, and Amount can be modified.

## Transferring to General Ledger

After you have posted Accounts Receivable transactions to the Open Item file and printed an Audit Trail, you can transfer the A/R debits and credits to your MBA General Ledger. The transactions may be transferred to the General Ledger at any time. The best procedure is to complete the transfer immediately after updating the Open Item file.

Select **Transfer to General Ledger** from the **Transactions** menu. Transfers are accomplished according to the post month in which the transactions were created. To transfer all batches within a specific post month, select any batch listed from the post month you wish to transfer and click the **Transfer Selected Post Month** button. Clicking the **Transfer All** button will transfer everything in the Transfer file to the General Ledger.

If the program finds invalid General Ledger account numbers, a message will be displayed on the screen informing you of that fact. If you wish to proceed with the transfer, click **OK**, and the application will post all transaction amounts with invalid account numbers to the General Ledger suspense account. A General Ledger journal entry to place the amount in the correct account or accounts will need to be entered. The suspense account prints on both the Trial Balance and General Ledger Detail reports. Click **Cancel** if you wish to fix the account numbers before transferring to the General Ledger.

If you have an invalid post month, or the post month is closed in the General Ledger, you will be asked to supply a substitute post month. Enter or browse for the post month and click **OK**. If you wish to halt the transfer process to fix the post month, click the **Cancel** button.

If any errors are encountered, you can stop the process prior to the transfer to fix the problems. To view and modify the transactions that are waiting to be transferred, select **Modify A/R Transfer File** from the **Transactions** menu. All fields except the Batch ID, Source Journal, and Amount can be modified before the transactions are transferred.

# Printed Invoices

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## The Printed Invoices Menu

You should use the Accounts Receivable invoice/credit memo processing whenever you wish to create invoices or credit memos to send to your customers. There is a choice of six invoice/credit memo forms. Which form is used is specified in the Company file.

You can also use invoice/credit memo processing to save the detail of your invoice entry, even if you do not send invoices to your customers.

### Creating a New Printed Invoice Batch

Select **Enter/Modify/Print Printed Invoices** from the **Printed Invoices** menu. You will see a list of any unposted Printed Invoice batches, if any.

### Creating a New Batch Header

Click the **Insert** button to enter a new Batch Header. You will need to provide the following information:

#### **Batch ID**

This eight-character code will be used to track the batch. The batches will be listed on this screen in order of the ID.

#### **Post Month**

This field will default to the month of the system date, but can be changed to place the transaction in the General Ledger in the desired month.

#### **Batch Date**

Enter the date you are entering the transactions. The application will enter the system date in this field as a default.

#### **Type**

The batch type will be either 1 or 2, representing a printed invoice or a credit memo, respectively. Both batch types use the same entry steps.

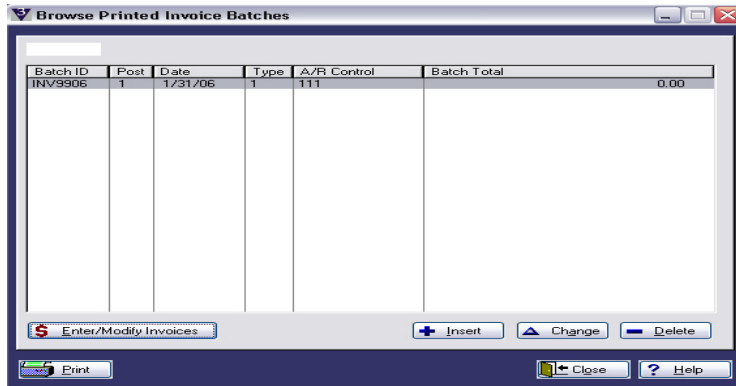
#### **A/R Control**

This field will default to the A/R Control account listed in the Company file. The account number can be overwritten.

When the Batch Header is complete, press the **Enter** key.

### Modifying or Deleting the Batch Header

Select the Batch Header and click the **Change** button to make modifications. All fields except the Batch Total can be modified.



The **Delete** button will erase the Batch Header and any Batch Detail associated with that header.

### Printing the Batch

Clicking the **Print** button will print all the transactions within the selected batch.

### Creating the Printed Invoice

Select the Batch Header into which you will be entering detail and click the **Enter/Modify Invoices** button. A screen showing the Batch Detail will be displayed. At this point in the process, there will only be the Batch Header information that you have just entered. Click the **Insert** button to begin entering the Batch Detail. The Batch Detail entry screen will contain a number of fields that must be entered.

If you have selected a batch that has already had detail entered, you will see the detail from the transaction that is selected. You can **Change** the detail or **Delete** the entire invoice or credit memo. The **Print** button will print the selected invoice.

### Customer

Enter the **Customer Code** in this field. The Codes can be browsed. Once you press **Tab** to leave this field, many of the remaining fields will be filled in with the default information in the Customer Account or the Company File.

### Invoice #

If you have entered **Y** in the **Display the Invoice #** field on the **Invoicing Options** tab of the company file, the invoice number will be filled in immediately. Otherwise, the invoice number will be filled in when you press **OK** to accept the invoice.

Manually entering an invoice number when none is displayed will override the default. If a number is already displayed in this field, it can be overwritten.

If you are entering a credit memo, you can specify **OPEN** as the invoice number. The credit memo could then be applied to one or more valid invoices using the **Apply Credit Memos/Unapplied Cash** function.

**NOTE:** If you have multiple users creating invoices simultaneously, you should not allow the invoice number to be displayed during processing to prevent duplicate invoice numbers from being assigned to the transactions.

**Enter/Modify Printed Invoice**

Batch: INV9906    Date: 1/31/06    Post Month: 1    Batch Total: 3,250.00    Type: Invoice

Customer: AAA    TRIPLE A ACCOUNTING    Remaining Credit: 29,190.00    Invoice #:

Bill: TRIPLE A ACCOUNTING    Ship To: TRIPLE A ACCOUNTING  
 3256 CPA RD    3256 CPA RD  
 STE 2001    STE 2001  
 MINNEAPOLIS    MN 55441    MINNEAPOLIS    MN    55441

Invoice Date: 1/31/2006    Sales Rep: MPT    Reference:    Tax Code: 01    Discount %: 6.0000  
 Ship Date: 1/31/2006    Ship Via: UPS GROUND    Terms: NET 30    Discount %: 35

Accounts:  
 Sales: 402  
 Bank: 101  
 A/R: 111  
 Freight: 630

Ship	Item #	Description	Price	Discount %
100.00	1001	TRAINING SERVICES @ \$50 PER HR	50.00	35

Sub: \$3,250.00  
 Tax: 0.00  
 Freight: 0.00  
 Paid: 0.00  
 Total: \$3,250.00

Buttons: Copy, Detail Info, Insert, Change, Delete, Prior, Next, OK, Cancel, Help

### Ship To Information

This information, which is taken from the **Customer Info** tab of the Customer record, can be changed for each transaction.

### Invoice Date

The transaction date entered in the Batch Header will be placed here. If you need to change the date, you can overwrite it. The date entered in the Detail will only affect that specific Detail record.

### Sales Rep

The default can be changed by entering the new Sales Rep code or by browsing the Sales Representatives table.

### Reference

Enter up to 20 characters of reference information for each Printed Invoice or Credit Memo.

### Tax Code

The field can be browsed if the default value needs to be changed.

### Ship Date

This date will also default to the date entered in the Batch Header, but can be overwritten.

### Ship Via

The default value comes from the Company File and can be changed during processing.

### Terms

The default for this field is entered in the Company File. If the terms need to be changed, the field can be overwritten.

### Discount (Printed Invoice Forms A, D, E and G only)

The number in the field represents the percentage of discount the customer receives, as set up in the Customer Type table and specified in the Customer Account. This field will act as the default discount for each detail item. For line item discounts, press the **Detail Info** button to enter line item discounts on form A, or enter the discount on the appropriate line on forms D, E and G.

### Accounts

These accounts are the values entered as the default account numbers in the Company file. The Customer Account may also specify a default Sales account, which would supercede the Company File Sales account. All three of the accounts may be browsed if you need to change any of them and interface with the General Ledger.

Each item may also have a Sales Account assigned in the Item table. The account numbers in the Item table will override the Customer Sales account.

### Printed Invoice Detail

Click the **Insert** button to begin entering printed invoice detail. Since the six invoice forms require different information, the information you enter will depend on the form you are using. For each form except Form F, the item **Description** and **Price** will be entered based on the Item table, but can be changed during processing. The **Extended Amount** on forms A, B, C, and D will be calculated from the other fields and can only be changed if the **Price** is set to zero.

You can browse the Item Table to fill the **Item Number** field, or you can enter item codes of up to 11 characters. Item numbers and descriptions not found in the Item Table can be entered manually.

The **Tab** and **Down Arrow** keys can be used to create a new, blank detail line.

**Form A** allows you to enter the **Order** and **Ship** quantities and the **Item Number**. It is a long form which allows 30 lines of detail per page. Quantities are entered in whole numbers with both ordered and shipped quantities displayed. Press the **Detail Info** button to enter line item discounts.

Order	Ship	Item #	Description	Price	Ext Amt
100	100	1001	TRAINING SERVICES @ \$50 PER HR	50.00	3,250.00

**Form B** and **Form C** are similar in detail line entry, allowing you to enter the **Order** quantity and the **Item Number**. The Tax field will be checked if the item is listed as a taxable item in the Item table, and can be changed during processing. Both forms are short invoice forms (10 detail lines per page) which do not have discounts, allow decimal quantities to be entered, and print the item description on the invoice. Form B also prints the item number, while Form C prints the number of units ordered.

Order	Item #	Description	Price	Ext Amt	Tax
100.00	1001	TRAINING SERVICES @ \$50 PER HR	50.00	5,000.00	<input checked="" type="checkbox"/>

**Form D** allows you to enter the **Order** and **Ship** quantities and the **Item Number**. The application will enter the **Description** and **Price** from the Item Table, where found, which can be overwritten. You can set line-item discount values during invoice processing (a value of Zero will use the discount specified in the customer discount field). It is the multipurpose form also used by MBA's Sales Order Entry and Inventory applications.

Order	Ship	Item #	Description	Price	Discount %
100.00	100.00	1001	TRAINING SERVICES @ \$50 PER HR	50.00	35



**Forms E & G** allow you to enter the **Ship** quantity and the **Item Number**. The form allows line-item discounts. It can print 30 lines of detail per page. Multiple copies of an invoice can be automatically printed, with messages unique to each copy included on the invoice. Both forms are designed for use on laser printers. Form E will print on pre-printed

Ship	Item #	Description	Price	Discount %
100.00	1001	TRAINING SERVICES @ \$50 PER HR	50.00	35

invoice forms, and Form G is pre-formatted to print on blank laser paper, and includes the option of adding your company logo from a .jpg, .bmp, or .gif file.

**Form F** allows you to enter the **Description** and **Extended Amount** for each

Description	Extended Amount	Account	Tax
TRAINING SERVICES @ \$50 PER HR	50.00	411	<input checked="" type="checkbox"/>

detail line. The Description can be selected by browsing the Item Table, or can be manually entered. This is the only form on which the extended amount is not a calculated figure. This form is pre-formatted to print on blank paper, and includes the option of adding your company logo from a .jpg, .bmp, or .gif file. Like Form E, it is designed for printing on a laser printer, and can have multiple copies printed automatically.

### Freight

If you are including freight charges on the invoice, enter the amount in this field. The Freight account listed above will be credited by the amount entered.

### Paid

If the customer has paid all or part of the invoice total, enter the amount in this field. This amount will be debited to the Bank account listed above. If an amount has been paid, you will be able to enter a **Check Number** for the payment.

**Copy**

If you want to copy the detail lines from an invoice which already exists in the Printed Invoice History, click this button. A list of all printed invoices will be displayed. Select the invoice from which you wish to copy. Click the **Detail** button if you need to review the detail lines for the selected invoice. Click the **Close** button when you are done reviewing the invoice. If the invoice is the one you wish to copy, click the **OK** button. All of the detail lines from the selected invoice will be copied to the detail lines for the invoice you are creating.

**NOTE:** Detail lines entered prior to copying from an existing invoice will be overwritten. If you need to include detail other than that from the existing invoice, you will need to add it after the copying process is complete. You can only copy the detail from one existing invoice.

Only the invoice detail lines will be copied. No other information will be copied from the existing invoice to the new invoice.

If you are copying the same invoice detail lines regularly for the same customer, you may want to consider setting the invoice up as a Recurring Invoice. This method of invoicing will be discussed later in this chapter.

**Detail Info (Not Available on Form F)**

This button, when clicked, will show the information for the item listed on the selected detail line. It may include the item sales account, cost, price, discount percent, or taxable status, depending on the printed invoice form you are using. The information shown on this screen can be used to make line item modifications to the items selected.

**Change and Delete**

These buttons will allow you to modify or remove the selected detail line.

**Printing Printed Invoices**

It is recommended that you print the Edit Journal for the batch prior to printing the invoices within the batch. The Edit Journal allows you to verify the accuracy of the batch; if changes are made, any invoices that were modified will need to be reprinted.

There are two methods available when printing printed invoices. You can print all the invoices in the batch, or you can print an individual invoice after entering or modifying that invoice. PDF documents can also be created for laser forms F and G, which will print the entire invoice form on blank paper.

**NOTE:** It is not mandatory that you print the invoices if they are not to be sent to the customer.

To print the entire batch of printed invoices, select **Enter/Modify/Print Printed Invoices** from the **Printed Invoices** menu. Select the batch to be printed and click the **Print** button.

If you wish to print a selected invoice, click the **Enter/Modify Invoices** button. Select the particular invoice you wish to print and click the **Print** button to print that invoice.

The invoices can be previewed prior to printing. To check printer alignment on dot-matrix printers, print a single invoice from the preview screen, and make any necessary adjustments. If you do need to align your your invoices on a laser printer, print a single page and make any necessary adjustments using the **Align** option from the print screen. Each page can be printed an indefinite number of times without affecting the printed invoice or the customer balance. Once the printer is aligned, print the remaining invoices in the batch. This can be done both when printing an entire batch and when printing individual invoices.

### Print Edit Journal for Printed Invoices

After entering transactions, print an Edit Journal to verify the accuracy of the printed invoice transactions before printing them. An optional summary of the General Ledger revenue accounts is provided at the end of the Edit Journal for manual invoice, credit memo, debit adjustment, and credit adjustment batches.

Select **Print Edit Journal for Printed invoices** from the **Printed Invoices** menu. The application displays a list of the unposted printed invoice batches. You can preview or print the Edit Journal for individual batches or for all printed invoice batches that are waiting to be posted.

### Post Printed Invoice Transactions

Once you have verified the accuracy of the batches, made any necessary modifications, and printed the invoices, the batches need to be posted. Select **Post Printed Invoice Transactions** from the **Printed Invoices** menu.

The application will provide you with a list of batches to be posted. Clicking the

**Post Batch/Print Report** will post the highlighted batch and print an Audit Trail to your printer. Clicking the **Post Batch/Preview Report** will post the batch and print the Audit Trail to the screen, and **Post Batch/PDF** will print the Audit Trail to screen and create a PDF document for future reference. Along with the Audit Trail, the General Ledger Account Summary report for the batch will be printed. The summary provides the information necessary for manually posting Printed Invoice transactions to the General Ledger.

Printed invoice batches are posted to both the Open Items file and the Printed Invoice History files. A batch will only post if it is free of errors. If there are errors found in the batch, a message will be displayed. The errors must be corrected before the batch can be posted.

If you are interfacing Accounts Receivable with the General Ledger, you should transfer the activity to the General Ledger at this time by selecting **Transfer to General Ledger** from the **Transactions** menu (see Chapter 4).

### Review Printed Invoice History

This menu selection will display the printed invoices that have been posted in Accounts Receivable. The list is initially sorted by **C**ustomer Code, but can be sorted by Invoice Number or **T**ransaction Date by clicking the appropriate **T**ab. You can enter a value for the selected sort field on the three tabs. You can create a **Q**uery to limit the list results, or retrieve a saved query.

The **S**elect button will show you the customer information and detail for the selected invoice. You can move through the invoices using the **P**rior and **N**ext buttons. The **D**etail Info button will show you the information on the items in the printed invoice that is not displayed in the detail table. You can also **P**rint the displayed invoice.

You cannot modify a printed invoice after it has been posted.

### Purge Printed Invoice History

The Printed Invoice History can be purged using this menu selection. Invoices dated earlier than the date entered will be deleted from the file. You can select the date using the calendar.

Like any other purge, we recommend that you make a backup of the data files prior to purging the Printed Invoice History. Once the data has been deleted from the file, the information will no longer appear on the Sales Analysis reports.

You also have the option of purging for a specified Customer Code or a range of Printed Invoice Numbers.

Note: Purging Printed Invoice History does not remove the transactions from the Open Item or Closed Invoice History files. If the intent is to remove the transaction from the system entirely, you must also transfer the closed invoices to history, and then purge the history file based on the criteria you select.

### Sales Analysis Reports

These reports are discussed in Chapter 6 of this manual.

### Enter/Modify Recurring Invoices

The Recurring Invoice feature recognizes that some of your transactions (leases, rent, loan installments, retainers, etc.) repeat frequently and involve the same amounts and account numbers. Instead of forcing you to re-enter these transactions each month or quarter, the program allows you to enter them once, store them in a file (which you can modify) and then transfer them with a few key strokes to the invoice/credit memo batch file whenever you need them.

### Entering Recurring Invoice Groups

The first step in using the Recurring Invoice option is to enter a recurring invoice group. Click the **Insert** button to begin adding a new recurring invoice group.

You will need to specify a **Group ID**. The **A/R Account** number will be defaulted to the account listed in the Company file. The **Last Transfer** will be entered during the process of transferring the recurring invoice group to a printed invoice batch. Click the **Enter/Modify Invoices** button to begin adding the invoices.

Click the **Insert** button on the next screen to begin entering the first invoice in the recurring group. Creating the individual invoices within the recurring group will be very similar to creating printed invoices.

Enter the Customer Code or browse the customers to select the correct code. The remaining fields, except for the **Reference** field, will be filled in using the customer defaults, but can be overwritten. Once the Customer Information is complete, click the **Insert** button and add the invoice detail. You can browse the Item file for the items included in the recurring invoice. Add **Freight** charges, if any, once the detail has been entered. Unlike printed invoices, the information entered will not depend on the printed invoice form selected in the Company file. When the invoice information for this customer is complete, click the **OK** button.

### Modifying Recurring Invoice Groups

Modifications to the Recurring invoice groups can be done using the same steps as when creating the groups. Changes can be made to the Group information by selecting **Enter/Modify Recurring Invoices** from the **Printed Invoices** menu. Highlight the group you wish to modify and click **Change**. Clicking **Delete** here will remove the highlighted group.

If you want to modify the detail within the group, click the **Enter/Modify Invoices**

Enter/Modify Recurring Invoice

Group: SUPPORT Last Transfer: 2/13/04 A/R Account: 111

Customer: T01 GENERAL OFFICE SUPPLY  
15645 W 67TH ST  
ST PAUL MN 55861

Sales Rep Reference Ship Via Terms Tax Code Freight Account  
MPT MONTHLY SUPPORT UPS GROUND NET 30 02 6.50 630

Order	Item #	Description	Price	Ext Amt	Tax
1	1004	MONTHLY SUPPORT	350.00	350.00	0.00

Subtotal: \$350.00  
Tax: 0.00  
Freight: 0.00  
Total: \$350.00

Detail Info Insert Change Delete

Prior Next OK Cancel Help

button. The **Delete** button will remove the selected invoice from the group, while the **Change** button will bring you into the detail of the selected invoice within the group. Once within an invoice, the customer information and detail can be modified. The **Delete** button on this screen will remove the selected detail line from the invoice. The **Prior** and **Next** buttons allow you to navigate through the existing invoices.

### Print Recurring Invoices Report

You should print a list of your recurring invoice batches after entering them and before transferring the invoices to verify the accuracy of the invoices within the group.

**NOTE:** If changes are necessary, make the modifications to the invoice within the recurring group if the changes are to be long term. If the changes are only necessary in one instance, the modifications can be made to the printed invoice batch after the group has been transferred.

To print a record of the recurring invoice batches, select **Print Recurring Invoice Report** from the **Printed Invoices** menu. Select the specific **Group ID** you want to print, or enter the group ID in the text locator in the upper left-hand corner. You can select the report order according to customer code or sequence entered. You can also choose to print the General Ledger Revenue Account Summary by placing a **Y** in the field. Click either the **Print**, **Preview** or **PDF** buttons to create the report.

### Transfer Recurring Invoices

To transfer your recurring invoices to a Printed Invoices Batch, select **Transfer Recurring Invoices** from the **Printed Invoices** submenu.

Enter the destination Printed Invoice Batch ID. The destination batch ID should not already exist as an unposted batch. If the **Post Month** has not defaulted to the correct month, enter the correct month. Enter the **Date** that should appear on the invoices. The field will default to the system date, and can be changed.

Enter the beginning **Invoice Number**, or leave the field blank if you have chosen to allow the application to automatically number the invoices. This option is set in the Company File record.

After entering information in all of the required fields, select the recurring group to transfer and click the **Transfer** button. A printed invoice batch will be created under the destination invoice batch ID.

### Enter/Modify Quotes

The Enter/Modify Quotes feature allows you to enter a quote for a customer's approval before billing. Entering quotes into the system is done much like the Enter/Modify/Print Printed Invoice feature, in that you will be designating the customer, quote number, sales rep, inventory/service item and so forth. The quotes will remain in the system until they are deleted.

**NOTE:** Item descriptions can be up to 55 characters long. If the invoice form that you are using allows a maximum less than 55, you should limit your descriptions accordingly.

Quotes can be printed at any time, and can be printed either on a pre-printed quote form, or on blank laser paper, with or without your company logo from an image file that you specify. PDF documents can be created for Quote Form B, which can be printed on blank laser paper.

**Transfer Quotes To Invoices**

To transfer your quote invoices to a Printed Invoices Batch, select Transfer Quotes to Invoices. You will be prompted to specify an individual quote, or a range of quotes, along with the billing date, and a unique batch ID. When the transfer is complete, you will have a batch of invoices to print and post under the Enter/Modify/Print Printed Invoice menu selection.



# Reports and Lists

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## **Reports**

There are twelve reports available from the **Reports** menu that report on all Accounts Receivable transactions. They will be explained in the order in which they appear on the menu. You can **Preview** each report before you **Print** or create a **PDF** document.

### **Detail Open Item Report**

The Detail Open Item report lists transactions posted to open items. The total of all the transactions in your Open Item file should equal your General Ledger Receivable account(s), if all transactions posted to the Accounts Receivable program have been transferred to the General Ledger. Once a transaction has been transferred to the Closed Invoice History file, it will not appear on the Detail Open Item report. Use the **History/Open Item Detail Report** or the **Customer Balance Due Report** to select and report transactions in both the History and Open Item files.

The report can be printed in order of customer code or sort name. You can also list the transactions for each customer account in transaction date or invoice number order.

### **Detail Open Item Report Options**

The report can be printed for your entire customer base, or you can limit the report either to a range of Customer Codes, or a range of Customer Sort Names, depending on which report order you are using. Both ranges can be browsed.

You can include the phone number, contact name, comments and average remittance time on the report if you wish to include the customer collection information. Customer accounts with a zero balance will not be included, unless you choose to optionally include them. You may also choose to print the report for a billing cycle or customer type range, or for an individual post month.

### **Aged Open Item Report**

The Aged Open Item report is a listing by **Customer Code** or **Customer Sort Name** of every invoice, payment, credit memo, or adjustment that is contained in your Accounts Receivable Open Item file. Nothing that has been transferred to the Closed Invoice History file will appear on this report.

The Detail report lists each transaction separately and allows you to include the contact, telephone number, FAX number, average remittance time and comments on the report.

The Summary report consists of one total line per customer account and allows you to include the contact, credit limit and average remittance time on the report.

Aging date and periods can be entered when printing this report. They default to the system date and the aging periods entered in the Company File Maintenance Record. Enter a date in the Aging Date field to override the system date. The program calculates aging for the Open Item report based on this date. Enter the Aging Periods if you want to override the periods that you entered in the Company File Maintenance Record.

If there are no open items dated beyond the selected report date, the grand total of the transaction amounts in the open item file should be equal to the amount in your General Ledger Accounts Receivable Control account.

The screenshot shows the 'Aged Open Item Report' dialog box. The 'Report Order' is set to 'Customer Code', 'Aging Date' is '1/01/2006', and 'Report Type' is 'Detail'. The 'Periods' are set to 30, 60, and 90. Under 'Optional Selection Criteria', the 'Customer Code' field is highlighted in yellow. Other fields include 'Customer Sort Name', 'Include Customer Collection Information?' (N), 'Include Customers With Zero Balances?' (N), 'Exclude Invoices With Zero Balances?' (N), 'Omit Current Invoices?' (N), and 'Omit Period One Invoices?' (N). There are 'Through' fields for 'Sales Reps', 'Customer Type', 'Billing Cycle', and 'A/R Control Account'. The 'Selected Printer' is 'NEC SuperScript 870'. Buttons for 'Print', 'Preview', 'PDF', 'Cancel', and 'Help' are at the bottom.

### Aged Open Item Report Options

The report can be printed for a range of Customer Codes or Sort Names, depending on the report order selected. Both ranges can be browsed.

You can optionally include customer's collection information, include customers with zero balances or exclude invoices with zero balances, omit current invoices and first aging period invoices if current invoices are being omitted. The report may also be optionally run for ranges of Sales Representatives, Customer Types, Billing Cycles, or Accounts Receivable Control Accounts. All ranges except the Billing Cycle can be browsed.

**Closed Invoice History Report**

The Closed Invoice History Report contains a record of all the closed invoices that have been transferred from the Open Item file to the History file. The history records will look similar to the records stored in the Open Item file before the transfer.

You may print a copy of the report for All Customers, Open Item Customers, or Balance Forward Customers.

**Closed Invoice History Report Options**

The report can be printed for a range of customer codes, invoice transfer dates, or for an individual billing cycle.

For each customer the Closed Invoice History Report contains the following data: customer code, customer name, invoice number, transaction date, transaction type, sales representative, reference, total amount, taxable amount, sales tax, freight, batch ID, post month, and date transferred. The transfer date indicates the date that the invoice was closed and transferred.

**NOTE:** You should print the Closed Invoice History Report for archival purposes before you purge records from the History file. The selection criteria for the list and the purge are the same, making it possible to print an exact list of the records that will be purged.

**Customer Balance Due Report**

The Customer Balance Due report includes the Closed Invoice History file and the Open Item file. This report will not be accurate if transactions have been purged from the Closed Invoice History file. You can run the balance due report for any date that is later than the last date used for purging history files.

The report will print only a single balance due from the History file for balance forward customer accounts. For open item customer accounts, it prints a balance due for each invoice in the History file that would be open as of the report date. All transactions in the Open Item file that would have a balance due on the report date are printed for both open item and balance forward customer accounts.

Enter the Date for which you wish to run the report, and select either Customer Code or Sort Name for the report order.

### Customer Balance Due Report Options

The report can be printed for a range of Customer Codes or Sort Names, depending on the report order selected. You can include or exclude invoices with a zero balance. The report can be printed for a Billing Cycle range, Customer Type range, and A/R Control Account range. All report ranges except the Billing Cycle range can be browsed.

### History/Open Item Detail Report

The History/Open Item Detail Report allows you to examine posted A/R transactions by date, transaction type, customer code, sales rep, batch ID, A/R control account number, post month and customer type. You can use the report to print sales journals and cash receipt journals for any time period for closed invoices.

The screenshot shows a software dialog box titled "History/Open Item Detail Report". At the top, it has a title bar with standard window controls. Below the title bar, there is a field for "Transaction Dates" with a date range from "1/01/2006" to "12/31/2006". Underneath, there is a section titled "Optional Selection Criteria" containing a sub-section "Transaction Types" with a list of checkboxes: "Invoice" (checked), "Finance", "Payment", "Credit Memo", "Prepayment", "Credit Adjustment", "Discount", and "Debit Adjustment". Below this, there are several fields for filtering: "Customer Code", "Batch ID", "Sales Reps", "Customer Type", "Post Month" (with dropdown menus set to "0"), and "A/R Control Account". A status bar at the bottom of the dialog indicates "Selected Printer: NEC SuperScript 870". At the very bottom, there are buttons for "Print", "Preview", "PDF", "Cancel", and "Help".

If all batch ID's are unique, you can print posted audit trails for any batch that has not had purged transactions from the Closed Invoice History file. The report includes: the customer code, invoice number, transaction date, reference, sales rep, total amount, freight, taxable amount, sales tax, tax code, A/R control account and batch ID for each transaction listed.

Select the Transaction Date range. The dates can be browsed using the available calendar.

**History/Open Item Detail Report Options**

Place a check in front of each **Transaction Type** you wish to include in the report, or leave all blank to include all types. You can also browse a range of Customer Codes, Batch IDs, Sales Reps, Customer Types, Post Months, and A/R Control Accounts. All ranges except for the Batch ID can be browsed.

**Customer Sales by Date Range Report**

The Customer Sales by Date Range report will list the sales for customers for a specified date range.

The report includes customer code, name, invoice numbers, invoice dates and references, the sales rep, invoice amounts, freight amounts, taxable amounts and sales tax. It also includes the batch ID and post month from which the invoice originated. This report includes items for the specified date range, whether they be in open items or history and indicates which. It will then total the invoices for each customer.

Select the Transaction Dates to define the range for which you wish to print the report. The dates can be selected from the available calendar.

**Customer Sales by Date Range Report Options**

You can optionally print the report for a specific range of Customer Codes, Sales Representatives, and Customer Types. All of the range fields can be browsed.

**Customer Current Year Sales by Month Report**

The Customer Current Year Sales report will list sales by month for all or a select subset of your customer accounts. The report includes customer code, name, contact, telephone number, and sales representative in addition to the twelve months of sales information.

You can print the report in Customer Code or Sort Name order. You can report on a range of customers or for sales above or below a specific dollar amount.

**Customer Current Year Sales by Month Report Options**

You can optionally print the report for ranges of Customer Codes or Customer Sort Names (depending on the Report Order selected), Customer Types, Billing Cycles, and Sales Reps. You can also print a report of customers with total sales above or below a dollar figure of your choosing. All ranges except Billing Cycle can be browsed.

The screenshot shows a software dialog box titled "Customer Current Year Sales by Month". At the top, there is a "Report Order:" dropdown menu set to "Customer Code". Below this is a section titled "Optional Selection Criteria" containing several input fields and checkboxes:

- Customer Code: [ ] Through [ ]
- Customer Sort Name: [ ] Through [ ]
- Customers With Total Sales < [ ] 0.00
- Customers With Total Sales > [ ] 0.00
- Billing Cycle: [ ] Through [ ]
- Customer Type: [ ] Through [ ]
- Sales Rep: [ ] Through [ ]

At the bottom of the dialog, it says "Selected Printer: NEC SuperScript 870". The bottom-most row contains five buttons: "Print", "Preview", "PDF", "Cancel", and "Help".

### Sales Rep Current Year Sales by Month Report

The Sales Rep Current Year Sales report will list sales by month for all or a select subset of your Sales Representatives. You can print the report sorted in code or name order.

### Sales Rep Current Year Sales by Month Report Options

You can print the report for a range of sales representatives by code or by name, depending on the report order selected, or for sales above or below a certain dollar amount. You can also print the report for a specific region.

### Sales Tax Report

This report only includes information from the Open Item and History files. Any sales tax amounts entered for non-A/R payments will not be reflected on this report.

The Sales Tax report can be printed as a detail or summary report. Both the detail and summary reports are ordered according to tax code. The detail report includes: sales tax code, description, customer code, invoice number, sales rep, transaction date, transaction type, reference, invoice amount, taxable amount, freight, post month, sales tax amount, and whether the information can be found in the Open Item file or the History file.

A summary report prints at the end of the detail report which includes: total invoice amount, total taxable amount, total freight, total nontaxable amount and total sales tax for each tax code. You can also choose to print just the summary report.

A Date range needs to be entered, either by typing in the dates, or by using the calendar to select the dates.

### Sales Tax Report Options

You can choose to exclude invoices with no sales tax if you are printing the detailed report; this option has no effect on the summary report. You can also print the report for a specific tax code or range of tax codes. The tax code fields can be browsed.

### Credit Limit Report

The Credit Limit report can be ordered by code or sort name. The report includes customer account code, name, credit limit, outstanding balance, total sales for the current year, total sales last year, and total sales two years ago.

### Credit Limit Report Options

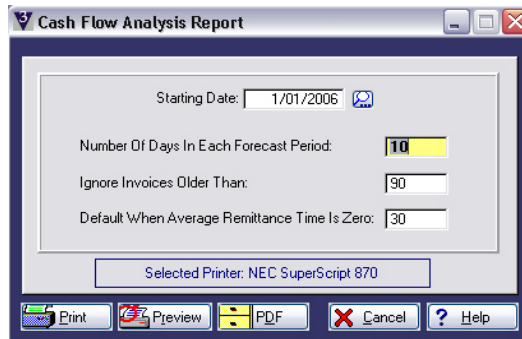
You can select a range of Customer Codes or Sort Names, depending on the report order chosen. A range of Billing Cycles, Customer Types, or Sales Reps can be used to limit the report results. All ranges except the Billing Cycle can be browsed. You can also exclude customers with zero balances.

There are four exclusive options that can be selected. You can include customers under their credit limit, customers at or over their credit limit, customers with a credit hold, or customers with no credit limit. Only one of these options can be selected for the report.



### Cash Flow Analysis Report

The Cash Flow report reflects the payment history of your customers and is used to forecast business income for future periods.



The Starting Date defaults to the system date, but can be changed by entering the date or selecting the date from the calendar. The number of days in each forecasting period will default to 10 days, which can be changed. Invoices long past due may be considered uncollectible and you may not want to include them in a forecast of your incoming cash. The default excludes invoices over 90 days past due from the report, which can be changed. To include all invoices in the forecast, enter a number that is greater than the age of your oldest outstanding invoice.

New customers and balance forward customers will not have a calculated average remittance time. You will need to enter an average remittance time for these customers. The default is 30 days, but this default can be changed to suit your forecasting needs.

### Sales Account Distribution Report

The Sales Account Distribution Report gives you a detailed analysis of all invoices posted to customer accounts, grouped by General Ledger sales accounts.

### Printed Invoice Sales Analysis Reports

There are four reports that only apply to printed invoice transactions. These reports are found under the **Printed Invoices** menu. All four reports are generated using the data in the Printed Invoice History file. Each of the four reports requires a Date range and the selection of either a detail or summary report. Each report can optionally be printed for a single item Class.

**Customer Sales Analysis Report**

The report can be limited to a range of Customer Codes.

**Item Sales Analysis Report**

The report can be limited to a range of Item Numbers.

**Sales Rep Sales Analysis Report**

The report can be limited to a range of Sales Rep Codes .

**Invoice Sales Analysis Report**

The report can be limited to a range of Invoice Numbers .

**Lists**

There are four lists, each providing information on the data within a specific table. You can **Preview** each list before you **Print**, or create a **PDF** document.

If you are using the Accounts Receivable **Quick Menu**, the list options are accessed by a button located in the lower left hand corner of the corresponding table.

**Sales Rep List**

The Sales Rep list includes the Sales Rep Code, Name, Address, Phone Numbers, SSN/Federal ID, Region, Commission Rate, and the current and previous years' sales figures. It can be printed according to either Sales Rep Code or Name.

### Sales Rep List Options

The list can be printed for a specified range of either Sales Rep Codes or Names, depending on the report order selected. You can also print the list for an individual sales region.

The screenshot shows a dialog box titled "Item List". At the top, there are two dropdown menus: "Report Order" set to "Item Number" and "Item Type" set to "All Items". Below this is a section titled "Optional Selection Criteria" containing three rows of input fields: "Item Number:" followed by a text box and a "Through" dropdown; "Item Description:" followed by a text box and a "Through" dropdown; and "Class:" followed by a text box. Below the input fields is a status bar that reads "Selected Printer: NEC SuperScript 870". At the bottom of the dialog are five buttons: "Print", "Preview", "PDF", "Cancel", and "Help".

### G/L Account Transfer List

This list will print the entire Account Transfer Option table.

### Tax Code List

This list will report on the entire Tax Code table.

### Item List

The Item list will print the information in the Item table. The list can be ordered by Item Number or Description. You can choose to print All Items, Stock items only, or Non-Stock items only.

### Item List Options

You can print the list for a range of Item Numbers or Descriptions, depending on the report order selected. You can also choose to print a specific Class of item.



# Statements

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## The Statements Menu

This menu allows you to print periodic statements of each customer's balance due. Statements will include only items that have been posted prior to the statement date. You are also able to Transfer Closed Invoices to History and create and print a Collection Letter using the selections under this menu.

### Transfer Closed Invoices to History

The application does not automatically purge the Open Item file of closed items. The transfer process allows you to transfer closed items by billing cycle, by customer, or for dates older than a date you specify. You should transfer closed items to the History file on the same cycle that statements are printed, usually once a month.

If you use both Open Item and Balance Forward billing methods, you should set a schedule for transferring closed invoices to history based on the method. Only outstanding invoices should appear on open item statements. Transfer closed invoices for Open Item customers to history before you print statements.

Balance Forward customer accounts should reflect all of the activity for the billing period on the statements. Don't transfer closed invoices to history for Balance Forward customer accounts until after statements have been printed.

### Print Preliminary Statement Report

The Preliminary Statement report will show both the detail and aging information that will be printed on the statements, in a more compact format. If you want an accurate copy of what will appear on your statements, you should make sure that you select the same options on the Preliminary Statement report that you will be selecting when you print statements.

The report order can be by Customer Code, Sort Name, or ZIP Code. The Detail Order for each customer can be organized according to Invoice Number or Date. If you use statement forms B, C or D, the Aging Periods will default to the values listed in the Company file, but can be changed. Statement form A includes preprinted Aging Periods. The statement date can likewise be changed from the default system date. If you are printing statements for Balance Forward customers, you must enter the date on which the last statements were printed.

### Print Preliminary Statement Report Options

You can choose to skip statements with zero balances, or balances below a certain dollar amount. A range of Billing Cycles can be chosen, as can a range of Customer Types. You can print statements for a range of Customer Codes, Sort Names, or ZIP Codes, depending on the Statement Order chosen.

### Print Statements

The application allows you to send a Statement to all customer accounts at one time, or on a staggered basis according to billing cycle.

The screenshot shows a 'Print Statements' dialog box with the following fields and options:

- Statement Order: Customer Code (dropdown)
- Statement Date: 1/01/2006 (calendar icon)
- Detail Order: Invoice Number Order (dropdown)
- Last Statement Date: 12/01/2005 (calendar icon)
- Aging Periods: 30, 60, 90, 120 (radio buttons)
- NOTE: Last Statement Date Is Used To Summarize Balance Forward Activity
- Optional Selection Criteria:
  - Skip Statements With:  Zero Balances?  Balances Less Than 0.00 ?
  - Open Item Customers Only  Balance Forward Customers Only
  - Billing Cycle:  Through
  - Customer Type:  Through
  - Customer Code:  Through
  - Sort Name:  Through
  - Zip Code:  Through
  - Message:
- Selected Printer: NEC SuperScript 870
- Buttons: Print, Preview, PDF, Cancel, Help
- Footer: [Select Preview and Print Only One Page for a Mask]

You may print statements at any time and as many times as necessary, without altering the contents of the Open Item file. Enter all transactions up to the statement date before printing statements. For balance forward accounts, the total prior balance is summarized as a balance forward amount. For open item accounts all open items are printed.

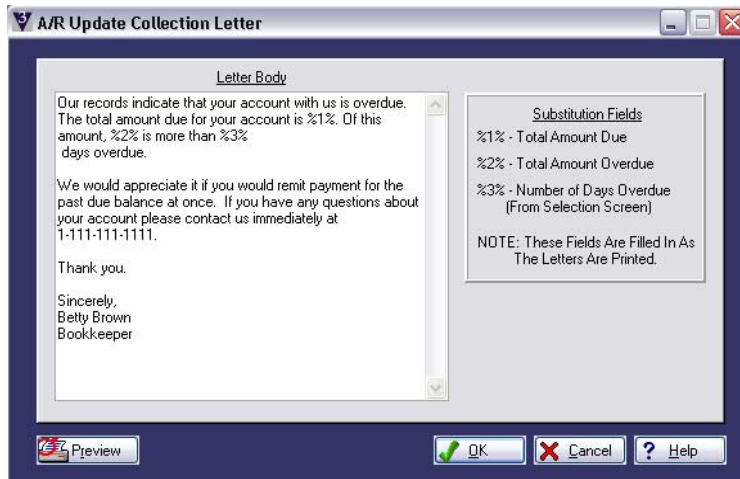
If you wish to include current Finance Charges on the Statements, you must calculate and post the charges under the **Transactions** menu prior to printing the Statements. Also before printing statements, you should verify that you have selected the correct Statement Form on the **Company Info** tab of the **Company** file.

The procedure and options for printing the Statements are identical to those when printing the Preliminary Statements.

Both the Preliminary Statements Report and the Statements can be previewed prior to printing.

### **Modify Collection Letter**

MBA Series 3 Accounts Receivable allows you to create a customized collection letter for your needs. It also includes a basic collection letter template that can be used with a few modifications prior to printing. Everything in the letter body, including the positions of the substitution fields, can be modified.



The first of the three substitution fields is the total amount due, which will be represented by the substitution field %1% when entering the letter body. The second is total amount overdue, as placed by entering the substitution field %2%. The number of days overdue is defined by entering the third substitution field, %3%, in the letter body. Each field can be used more than once.

These three substitution fields will be replaced with the corresponding values for each customer when the Collection Letters are printed. The Contact Name and the Company Address from the Customer file will be included when the Collection Letters are printed.

### **Print Collection Letter**

Enter the date that the letter is being printed. This field will default to the system date and can be changed. Collection Letters can be printed in order of Customer Code, Sort Name, or ZIP Code. You can also print the letter for those customers with overdue balances based on the Aging Periods listed in the Company file.

### **Print Collection Letter Options**

You can skip those customers with an overdue balance below the specified dollar amount. Your company's name and address can be printed on each letter, and you can print letters for a range of Billing Cycles.



# File Maintenance

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## The Maintenance Menu

The MBA Series 3 Accounts Receivable data files require regular maintenance for optimum performance.

### Company File Maintenance

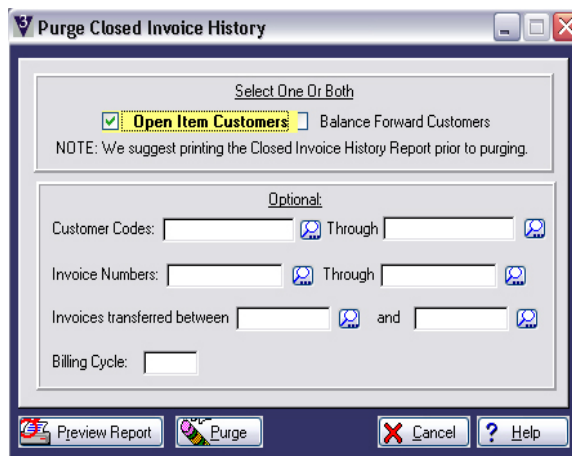
This selection is covered in Chapter Two: Accounts Receivable Set Up.

### Purge Closed Invoice History

This History file can be purged at any time. By deleting invoices in the History file, you make more storage space available. However, both the Customer Balance Due report and the History/Open Item Detail report depend on history records being available to provide complete accuracy. If you have enough storage space, it is not necessary to delete invoices from the History file.

It is recommended that you print a Closed Invoice History report prior to purging. The information deleted during the purge is permanently deleted; once the purge has been done, the information purged will not appear on the report again. Click the **Preview Closed Invoice History Report** button to preview the report, which can then be printed. It is also strongly recommended that you make an archival backup of the data before beginning the purge process.

You must select to purge the Closed Invoice History file by Billing Method, purging Open Item customers, Balance Forward customers, or both at the same time.



### Purge Closed Invoice History Options

You can select a range of Customer Codes whose closed invoice history you wish to purge. You are also given the option to purge only invoices transferred to history during a particular time period. You can purge the closed invoice history for customer accounts for a particular Billing Cycle. The Customer Code and Date ranges can be browsed.

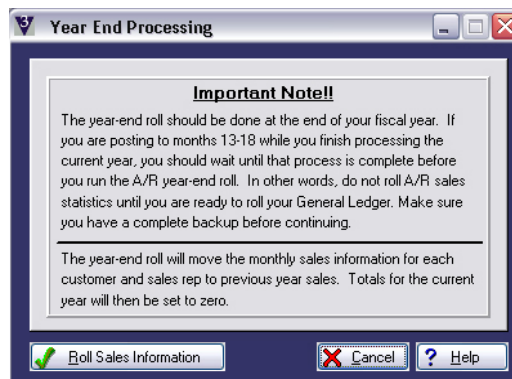
All invoices transferred to history during the time period listed will be deleted when you click the **Purge Closed Invoice History** button. Note that this is the date the closed invoice was transferred to history, not the invoice date.

### Year End Processing

The Year-End Roll of Sales Statistics should be done at the end of your fiscal year, unless you are using post months 13 through 18. You should perform the Year-End Roll of Sales Statistics at the same time that you perform the year-end close in your General Ledger.

The year-end roll will move monthly sales information for the current year to the previous year for both customers and sales representatives. In addition, the year-to-date finance charge totals will be set to zero.

Post all 13th through 18th month transactions, and be ready to roll your General Ledger before performing the A/R year-end processing. The totals for months 13 through 18 will be rolled to the first six months of your new fiscal year.



**NOTE:** You should clear the Year-to-date totals from the Tax Code table at the end of the calendar year regardless of your fiscal year-end month. Select **Clear Tax Code Table** from the **Tables** menu. You should also print the **Sales Tax Report** prior to clearing the Tax table.

To roll customers and sales representatives, select **Year-end Processing** from the **Maintenance** menu. Click the **Roll Sales Information** button if you are ready to complete the Year-end processing.

**Import/Export Data Files**

Please see Chapter 4 of the **System Manager** manual for instructions on using this menu selection.

## Stand-Alone ASCII File Interface

The stand-alone ASCII file interface allows the functionality of the ASCII File Interface found in the A/R package to be executed as a stand-alone program, run from this location: **x:\mbas3\arascii.exe**. This program reads an input parameter file to determine which function to perform and writes an output parameter file which contains the status of the function performed.

The input parameter file must be an ASCII file, created using a text editor or word processor in ASCII mode. The input and output parameter files are read from/written to the program directory where the ASCII program is located.

**Input parameter file:**

File name: AR-PARM.IN

Contents: The input parameter must include a carriage-return line feed.

Dvpath – Path for data files – up to 52 characters. This must be the same drive and path where your MBA data is located. MBAS3DAT is the default MBA data path. The drive is the same drive you designated when installing MBA.

Ex. DVC:\MBAS3DAT

MCaaaa – Multi-Company identifier is “aaaa” (optional – if not entered, a blank company code is used)

CUR – Customer Read	(Create Customer.txt)
CUW – Customer Write	(Read from Customer.txt)
HIR – AR History Read	(Create Arhistory.txt)
COR – Company Read	(Create Arcmpny.txt)
OIR – Open Item Read	(Create Openitem.txt)
SHR – Sales History Read	(Create Saleshis.txt)
TRR – Transaction file Read	(Create Artrans.txt)
TRW – Transation file Write	(Read from Artrans.txt)

Note: If a multi-company identifier is used, the file extension will not be .txt. The first 3 characters of the multi-company identifier will be used instead.

Ex. To read the transaction file on drive C: and write artrans.mba:

(note that the .mba3 file is created in the current data directory)

```
DVC:\MBAS3DAT
MC MBA3
TRR
```

### Output parameter file:

File name: AR-PARM.ERR

Contents:

NO INPUT PARMS –

Ar-parm.in was empty

NO DATA DRIVE PARAMETER –

A Dvpath line was not found in Ar-parm.in

NO ASCII FUNCTIONS REQUESTED –

The Dvpath and Mcaaaa lines were correct in the Ar-parm.in file, but no file read/write operation lines were found.

NO SECOND RECORD IN .IN FILE -

The Dvpath line was all that was found in the Ar-parm.in file.

INVALID ACTION REQUESTED –

The file read or write requested was not in the list of valid actions.

**ILLEGAL TYPE FIELD (1-9) -**

Type field in artrans.txt must be 1-9

**ILLEGAL NUMERIC VALUE ON INPUT FIELD –**

Non-numeric data was encountered in the A/R data file or the .txt file.

**ILLEGAL DATE FIELD –**

Invalid date in artrans.txt file.

**ILLEGAL POST MONTH FIELD –**

Posting month in artrans.txt must be 01-18.

**CUSTOMER MUST BE BALANCE FORWARD OR OPEN ITEM –**

A field being written to a/r was invalid; for example, a customer type in the customer.txt file must be either “b” or “o”.

**DATA OR ASCII FILE NOT FOUND –**

The a/r data file (for r operations), or the ASCII file (for w operations) was not found.

**NO RECORDS TO COPY –**

The a/r data file (for r operations), or the ASCII file (for w operations) was empty.

**BATCH ID XXXX NOT UNIQUE –**

For a TRW operation, the batch ID in the artrans.txt file already exists in the a/r transaction file.

---

## Accounts Receivable Data Files

<b><u>File Name</u></b>	<b><u>Description</u></b>
AR01MBA3.TPS	Company Information
AR21MBA3.TPS	Excluded Accounts File
AR02MBA3.TPS	Customer File
AR22MBA3.TPS	Customer Sales Statistics File
AR04MBA3.TPS	Customer Notes
AR05MBA3.TPS	Sales Rep File
AR23MBA3.TPS	Sales Rep Sales Statistics File
AR06MBA3.TPS	Item File
AR07MBA3.TPS	Open Item File
AR24MBA3.TPS	Open Item Account File
AR08MBA3.TPS	Closed Invoice History File
AR09MBA3.TPS	Printed Invoice Batch Header File
AR26MBA3.TPS	Printed Invoice Header File
AR10MBA3.TPS	Printed Invoice Detail File
AR11MBA3.TPS	Printed Invoice History Header File
AR12MBA3.TPS	Printed Invoice History Detail File
AR13MBA3.TPS	Transaction Batch Header File
AR27MBA3.TPS	Transaction Header File
AR30MBA3.TPS	Transaction Detail File
AR14MBA3.TPS	Recurring Group Header File
AR28MBA3.TPS	Recurring Invoice Header File
AR29MBA3.TPS	Recurring Invoice Detail File
AR15MBA3.TPS	Customer Type File
AR16MBA3.TPS	Tax Code File
AR17MBA3.TPS	Valid Accounts File
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**NOTE:** The 'MBA3' is the multi-company code for the MBA Demonstration Company.





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