



ACCOUNTS RECEIVABLE

Introduction

This section of the manual will take the user through a conceptual overview of the Accounts Receivable Module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

- A. Current Process Review** – We will need to review your current process from the Billing of your Customers to receipt of Customer Payments, including any Period or Month End processes. This will assist us in the setup and training phases of your Accounts Receivable Module. We will be analyzing your responses to the Accounts Receivable questions outlined in the Survey Section of the manual to help us determine the correct settings and flow of processing.
- B. Conceptual Overview of the Structure of Accounts Receivable Module** - This step involves the review of the basic setup required for the Accounts Receivable Module to function properly. This step is necessary to insure the user has a good understanding of how the system works and can prepare the information needed for Basic File Maintenance training.
- C. Basic File Maintenance Training** – File maintenance training is what we refer to when training the user how to enter the basic information to create and maintain customer information and files.
- D. Core Process Training** – This phase of the training gives a *brief explanation* for the generation of Customer Invoices in the Sales Order and Service Repair Modules; but will focus primarily on the processing of Cash Receipts and Customer Account Adjustments, Accounts Receivable Aging Analysis and the Data Conversion of open AR Invoices from your current system.
- E/F. Advanced File Maintenance and Process Training**
In this section we will be reviewing all of the advanced Customer Maintenance processes that were not reviewed in the BASIC Process Training.
- G. Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you are live on the system.

Application Computer Systems, Inc.

Accounts Receivable

TABLE OF CONTENTS

A. Current Process Review

B. Conceptual Overview of the Structure of Accounts Receivable Module

Customer Type

Salesperson Code

Terms Code

Territory Code

Tax Codes

Cash Receipt Codes

Sales Discount Code

Standard Message Code

Cycle Code

Price Code

Freight Terms Code

Customer Maintenance

Customer Number

Name and Address Maintenance

Profile Maintenance

Ship-To Address Maintenance

Email and Fax Information

C. Basic File Maintenance Training

Customer Type Maintenance

Salesperson Maintenance

Terms Code Maintenance

Territory Code Maintenance

Tax Code Maintenance

Cash Receipts Code Maintenance

Sales Discount Code Maintenance

Standard Message Code Maintenance

Cycle Code Maintenance

Application Computer Systems, Inc.

Accounts Receivable

Price Code Maintenance

Freight Terms Code Maintenance

Customer Maintenance

 Customer Number

 Name and Address Maintenance

 Profile Maintenance

 Ship-To Address Maintenance

 Email and Fax Information

D. Core Process Training

 Cash Receipts Entry

 Cash Receipts Register

 Aging Report

 Aging Analysis Report

 Age AR Transactions

 Conversion Invoice Entry

 Conversion Invoice Register

E/F. Advanced File Maintenance and Process Training

 Customer Maintenance

 Hard Copy Printing

 Comment Maintenance

 Service Repair Parameters

 Billing Rates

 Vaughen's Pricing Multipliers

 Item Number Maintenance

 Customer Notes

 Aging and Sales Summary Inquiry

 Invoice Detail Inquiry

 Invoice Archive Detail Inquiry

 Open Order Inquiry

 Invoice History Inquiry

Application Computer Systems, Inc.

Accounts Receivable

Parameter Maintenance

- Report Parameters
- New Customer Defaults
- Sequence numbers
- Company Fax/Phone

Reports

- Customer Cross Reference Report
- Customer Label Printing
- Customer Name Listing
- Customer Detail Listing
- Customer Comments Listing
- Customer Name and Address Listing
- Customer Ledger Cards
- Customer Item Number Report

Utilities

- Invoice Date Modification Entry
- Invoice Date Modification Register

G. Period End Processing

- Aging Report
- Finance Charge Creation
- Finance Charge Entry
- Finance Charge Register
- Customer Statements
- Monthly Cash Receipts Journal
- Monthly Cash Receipts Journal Purge
- Customer Ranking Report
- Zero Balance Invoice Report/Purge
- Period End Update

Appendix A

Application Computer Systems, Inc.

Accounts Receivable

A. CURRENT PROCESS REVIEW

The *Installation Overview* contains a list of questions that will assist us in reviewing your current process, determining who will be responsible for making decisions on how the Account Receivable Module will be set up, and identifying the individuals that will need to be trained on different aspects of the software.

B. CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE

In this section we will review the setup code requirements for the Accounts Receivable module. It is important that you have a grasp of what these codes are used for and how they affect different aspects of the system.

Customer Type – Each Customer is assigned a Customer Type that is entered in Customer Maintenance. Customer Types are used by the Order/Invoice Processing and Sales Analysis modules to record sales history by customer type and product code. Customer Type is also used in Equipment Storage for Repetitive Billing. At least one DEFAULT Customer Type must be created for your system to process correctly.

The Customer Type can be alpha or numeric and can be up to 3 characters in length. Therefore, you could have:

Code **D01 for Dealer** OR

Code **DLR for Dealer** OR

Code **D1 for Dealer**

However, once you have established **All Numeric** OR **All Alpha** OR **Alpha/Numeric** designations and whether the code is 2 or 3 characters long for each Customer Type, you should remain consistent for any subsequent codes you may require.

Unless there is a specific need to segregate your customers (i.e. some Canadian users may have a need to group their customers by use of Canadian currency and US currency) generally, one DEFAULT Customer Type is sufficient.

When determining what Customer Types you need for your Accounts Receivable System you need to review each of the items above to make sure you have covered all of your requirements. Should you require additional customer types, they can be added anytime.

What you will need before we can begin the training on Customer Type maintenance:

1. One-Three Character Customer Type Code for each Customer Type
2. Customer Type Description for each Customer Type

Application Computer Systems, Inc. Accounts Receivable

Salesperson Code – each customer will be assigned a Salesperson Code. Should your Customer have multiple Ship-To addresses, your ACS/MASTER system allows you to establish separate Salesperson Codes for each of your Customer's Ship To addresses.

1. Salesperson Codes are used to summarize Sales Analysis information for both Order/Invoice Processing and Service Repair.
2. Salesperson Commission reporting is calculated using the Commission Rate established for each Salesperson Code.
3. Open Order Detail Report, Open Jobs by Salesperson Report, Outstanding Orders by Salesperson and Sales Analysis by Salesperson Report can all be run using the Salesperson Code.
4. At least one DEFAULT Salesperson Code must be created for your system to process correctly.

The Salesperson Code can be alpha or numeric and can be up to 3 characters in length. Some users decide to use employee initials, in which case you could have the Code: **JDS for John Smith**.

However, this method would require editing/updating every time you have a change in salesperson; and, since these codes are assigned to EACH CUSTOMER, would require that all of the customers and the Ship To addresses using this code would need to be changed.

Utilizing a numeric system such as: **300 for John Smith** OR **400 for James Jones** would eliminate the need to edit every customer and ship to address each time you change Salespeople. Using this method would only require maintenance if a specific customer or customer ship to address moved from one salesperson's area to another.

You will also be asked to establish a Commission Rate for each of your Salesperson Codes. This is a percentage amount recorded in whole numbers. EXAMPLE: 5% would be entered as 5.00 These commission rates are then utilized in the calculation of your Salesperson Commission Reporting.

When determining what Salesperson Codes you need for your Accounts Receivable System you need to review each of the items above to make sure you have covered all of your requirements. It is possible to enter additional Salespeople at any time, however, the next step in adding the code is to assign it to individual Customers and Ship To address settings.

What you will need before we can begin the training on Salesperson Code maintenance:

1. Two-Three Character Salesperson Code for each Salesperson
2. The Employee's name associated with each Code
3. The Commission Rate assigned to each Salesperson

Application Computer Systems, Inc.

Accounts Receivable

Terms Code - Each of your Customers will be assigned a Terms Code that describes the repayment terms you have assigned to that customer. Once established, terms codes are associated with *each customer record*.

1. Terms Codes are used in processing Sales Orders/Invoices, Job Billing/Invoices, conversion Invoice Entry and Cash Receipts.
2. When a terms code is used, its definition will automatically determine an invoice due date and discount due date, if applicable.
3. At least one DEFAULT Terms Code must be created for your system to process correctly.

There is a set of typical Terms Codes in appendix A-1. If you decide to use any of these Terms Codes, you will be instructed on how to load these during file maintenance training.

What you will need before we can begin training on Terms Code maintenance:

1. Two Character Terms Code for each terms code
2. Terms Code Description for each terms code
3. If each Discount is based on \$ OR % and the amount of each
4. Determine if each terms code is based on the number of days following the invoice date or are you using a specific date from the following month

Territory Code – Each Customer is assigned a Territory Code. Should your Customer have multiple Ship-To addresses, your ACS/MASTER system allows you to establish separate Territory Codes for each of your Ship To Addresses. Once established, territory codes are associated with each customer record and become *part of the order/invoice heading information*.

1. Territory Codes are used in Order/Invoice Processing and Sales Analysis Modules. Your Sales Analysis By Territory Report is run by this code.
2. Territory Codes can also be used for setting a range for printing customer statements.
3. If your business does not have distinct sales territories, you must set up at least one territory code that can be used by all customers.
4. The Territory Code provides a way to track customer sales by geographic location in the Sales Analysis module. When it is not applicable to your business, you may use the code to track sales by another category, such as customer account type (i.e. wholesale vs. retail).

The Territory Code can be alpha or numeric and can be up to 3 characters in length. As with the Salesperson Code, the Territory Code is assigned to each Customer. So, keep this in mind when selecting the format of the codes, it will be much easier to maintain codes that are location specific and/or numeric as opposed to Salesperson specific.

When determining what Territory Codes you need for your Accounts Receivable System you need to review each of the items above to make sure you have covered all of your requirements. It is possible to enter additional Territories at any time, however, the next step in adding the code is to assign it to individual Customers and Ship To address settings.

Application Computer Systems, Inc. Accounts Receivable

What you will need before we can begin the training on Territory Code maintenance:

1. Three Character Territory Code for each Territory
2. The Territory description associated with each Code

Tax Codes – Each of your Customers is assigned a Tax Code that controls the Sales Tax calculation for each invoice generated for that customer. Should your Customer have multiple SHIP To addresses, your ACS/MASTER system allows you to establish separate Tax Codes for each of your Ship To Addresses if the Tax % for that location differs from the code set up in the Customer Profile Maintenance file.

1. This Tax % will be used to calculate Sales Tax for Sales Orders/Invoices and Job Billing Invoices and is updated when the Sales Register is run and updated.
2. Your Sales Tax Report is based on these Codes.
3. There should be at least one DEFAULT Tax Code set up using your State/Local requirements and one DEFAULT Tax Code set up for Non-Taxable sales.
4. If it is necessary to set up multiple Tax Codes, this will be determined by the tax liability for each of your Customer's locations.
5. Your Sales Tax settings also allow the generation of a Labor Detail Line code to be used in conjunction with your Service Repair Departments; providing the ability to have BOTH Taxable and Exempt Labor Lines. This setting will also be reviewed in greater detail in the File Maintenance Training.

Your ACS/MASTER system also allows you to "layer" your tax liability for each code, thus giving you a way to report each different taxing level.

EXAMPLE: A company doing business in Los Angeles County will pay a Tax of 6.5%. This is made up of a County Tax of .05 added to the California tax of 6%.

This "layering" process will be reviewed in detail in the File Maintenance Training in Phase II. Your Sales Tax Codes can be Alpha or Numeric and are 2 Characters in length.

When determining what Sales Tax Codes you need for your AR Customers you need to review each of the items above to make sure you have covered all of your requirements. Should it become necessary to set up additional Sales Tax Codes, this can be done at any time and then assigned to the appropriate customers

What you will need before we can begin the training on Tax Code maintenance:

1. Two Character codes for each Sales Tax Code
2. A Description for each Sales Tax Code
3. The Tax % for each Sales Tax Code
4. The General Ledger Account number for your Sales Tax
5. Will Freight be taxable for each Sales Tax Code
6. The Maximum tax % for each code

Application Computer Systems, Inc.

Accounts Receivable

7. If it becomes necessary to create a Labor Detail Line in conjunction with a Sales Tax Code, a Sales Order Line Code and Service Repair Department will need to be set up prior to the creation of this field.

Cash Receipt Codes – Cash Receipt Codes are used to identify bank accounts, type of payment and the source of payment or adjustment entries when recording Customer Cash Receipts or \$ Received On Account.

1. Each of these codes allows you to determine which General Ledger account your payment dollars will post to.
2. Each code also allows you to determine individually which codes will post to AR and/or GL.
3. You can determine if the code records the receipt of actual \$ or is simply an adjustment to existing data and if the code allows the entry of discounts.
4. Cash Receipt Codes are identified on your Monthly Cash Receipts Journal.
5. At least one Cash Receipt Code must be established for your system to process correctly.

The Cash Receipts code can be up to 3 characters in length and can be either alpha or numeric characters. It is suggested that you create codes that are easy to remember such as: CHK for check, CRC for Credit Card or ADJ for Adjustment.

What you will need before we can begin the training on Cash Receipt Code maintenance:

1. Two or Three Character code for each Cash Receipt code
2. A description for each Cash Receipt Code
3. Determine if this Receipt Code will allow \$ postings
4. Determine if this Receipt Code will allow Discounts
5. Does it post to AR or GL or Both
6. What General Ledger GL Account will this post to

Sales Discount Code – Each of your customers will be assigned a Sales Discount Code that will determine the discount allowed to them (if any) at the time of Invoice Payment.

If used, these codes usually segregate customers into Discount “levels”. **Example:** A code may be set up for Large Customers (Sales exceeding \$100,000) that you wish to receive a 4% discount, while another code may be set up for Smaller Customers (Sales less than \$50,000) that you wish to receive a 2% discount. Once established, discount codes are associated with *each customer record*.

1. Sales Discount Codes are used in the processing of Cash receipts. Cash receipts will display the discount calculated for each invoice based upon the code used at the time each invoice was created.
2. At least one Sales Discount code must be established for your system to function properly.

The Discount Code can be up to two characters in length and can be either alpha or numeric characters.

Application Computer Systems, Inc.

Accounts Receivable

What you will need before we can begin training on Discount Codes:

1. One to Two digit code for each Sales Discount Code
2. A description for each Sales Discount Code
3. A percentage to be used for each code to calculate the discount per invoice

Standard Message Codes – Each of your Customers will be assigned a Standard Message Code that will automatically print on a customer's deliver ticket, picking list and invoice. Upon selecting a specific customer in Order/Invoice entry or Job Entry, the Standard Message Code assigned to this customer will appear in the Ribbon information of the transaction. It can be changed if necessary.

1. Message codes are used to establish standard messages pre-associated with a customer and automatically printed on a customer's invoice.
2. They can also be used to keep customers informed of upcoming events; such as sales, days your facility will be closed, upcoming inventory, etc.
3. There should be at least one standard message code set up as a default.
4. No other code is necessary unless the Order/Invoice Processing module is used. In that case, more standard messages may be desired to print on orders as well as on invoices.

Message Codes are a 2 character alphanumeric code. The Code Description may have up to 20 characters, while the message itself can be up to 10 lines long with a maximum of 40 characters per line.

What you will need before we can begin training on Message Codes:

1. Two Character Message Code for each message
2. Message code Description for each message code
3. The message you wish to appear on your customer's invoices

Cycle Code – Cycle Codes allow the user to segregate customers when printing Customer Statements at Month End.

1. Assigning these codes to specific Customers allows the printing of specific statements or specific group of statements.
2. If customer statements are not used, one Cycle Code must be set up as a default setting and assigned to customers for customer set up to be completed.

Cycle Codes can be up to 2 characters in length and are an alphanumeric field. Your description can be up to 20 characters in length.

What you will need before we begin training on Cycle Codes:

1. Two Character Cycle Codes for each cycle code
2. Up to a 20 character description for each code

Application Computer Systems, Inc. **Accounts Receivable**

Price Code – Although Price Codes are not a *mandatory field* when setting up your Customers, they can play an important role in the pricing of your customer's purchases; so you may elect to set them up when the customer is created rather than going back and establishing them later.

1. Price Codes are designed to be used as part of the Order/Invoice Processing Pricing Tables. They are used to segregate your customers into similar pricing "groups or levels".
2. Price codes are used in correlation with your Inventory Item Classes to establish pricing for Groups of your Stock Items.

EXAMPLE: When selling bearings:

Large Customers receive 30% mark up from cost

Distributors receive 50% mark up from cost

Retailers receives 100% mark up from cost

This would require 3 Pricing Codes:

Large customers would all be assigned the same code

Distributors would all be assigned the same code

Retail customers would all be assigned the same code.

At this point, it would be good to note that Pricing tables can be set up to Mark up from Cost, Down from List, or Margin over Cost; the point being that your Price Codes are used to group customers with similar billing practices.

Pricing Codes can be up to 4 characters in length and can be alpha or numeric characters. Once established, it is important to remain consistent. Their description can be up to 20 characters in length.

Remember, Price Codes *are not a mandatory field* when setting up each of your customers; however, if you intend to use Pricing Tables it may be more efficient to establish Price Codes and include them in Customer settings.

What you will need before we can begin the training on Price Code maintenance:

1. Determine how many pricing "groups" you are currently using
2. Two to Four Character Price Code for each "group"
3. Price Code Description for each "group"

Freight Terms Code – Setting up Standard Freight Terms allows you to designate a preferred shipping method for each of your customers. The Terms Code can be up to 3 characters in length and be either alpha or numeric characters. You can create any type of distinction that applies to your customers:

CPU Customer Pickup

ORT Our Truck

UPS United Parcel

Application Computer Systems, Inc. Accounts Receivable

What you will need before we can begin training on Freight Terms codes:

1. Up to 3 character Freight Terms Code for each freight term
2. Up to a 30 character description for each Freight Terms Code
3. At least one default Freight Terms Code must be set up for your system to function properly.

NOTE: Once all of your Accounts Receivable Maintenance options have been completed, you are ready to use these various settings to create your Customer files. You will need these options to be defined before you begin to enter specific Customers.

Accounting → Accounts Receivable → Maintenance → Customer Maintenance

Customer Maintenance – Upon selecting Customer Maintenance you will be required to create a Customer Number.

Customer Number: Each Customer is assigned a 6 character alphanumeric Customer Number. All Codes are case sensitive so always use upper case.

When determining your Customer number, keep the following in mind:

1. It is possible to allow your ACS/MASTER system to assign an all numeric number to each Customer. Each time a new customer is created your system will assign it the next sequential number.
2. When displaying a numeric list of Customers, you will see them in ascending customer Number order.
3. If you wish to include alpha characters in your Customer numbers, the customer numbers must be assigned manually.
4. When using Alpha characters, some thought should be given to the addition of future Customers.

EXAMPLE:

R00100 Ray's Plumbing

R00110 Raytheon Aircraft

This would allow only 9 additional vendors to be set up between R00100 and R00110

OR these vendors could also be set up as:

RAY100 Ray's Plumbing

RAY110 Raytheon Aircraft

This would narrow the vendors that would need to be set up between Ray's and Raytheon to those beginning with RAY.

Application Computer Systems, Inc.

Accounts Receivable

The Accounts Receivable module can also provide for automatic sequential numbering for new customers. This offers a fast, controlled method of assigning numbers for new customers, as in the initial download to the computer.

What you will need before we can begin the training on Customer Number maintenance:

1. Up to a six character alphanumeric Customer Number for each of your Customers
2. All previously reviewed codes must be created prior to Customer entry

Customer Maintenance

Customer Name and Address Maintenance – Once you have entered the 6 character alphanumeric number for a new customer, you will be required to enter name and address information for that customer. Keep in mind that this is the information that will appear on your customer invoices, as such, it should be the current billing information for each customer. This data will be used in Accounts Receivable as well as Order/Invoice Processing and Service repair.

Name: Your customer name can be up to 30 characters. This should be the format you wish to display on your Customer Billing.

Address: Two lines are available (24 characters each) for customer billing address.

City: Can be up to 22 characters to identify the name of the city associated with the customer billing address.

State: 2 character field to identify the name of the state associated with the customer billing address.

Zip/Postal: The customer's zip code can consist of either a 5 or 9 digit zip code, depending on how the parameter is set in Accounts Receivable Parameter Maintenance.

Country: This field is up to 24 characters representing the name of the country associated with the customer.

Telephone: Here you will enter the customer's telephone number with area code. The punctuation for the area code and prefix are displayed automatically so it will not be necessary to enter your dashes. Remember, this information should reflect Customer Billing location information.

Ext: The telephone extension number can be up to 4 characters in length.

Application Computer Systems, Inc. Accounts Receivable

Fax Phone: This field is used to record customer's fax phone number with area code. The punctuation for the area code and prefix are displayed automatically so it will not be necessary to enter the dashes.

Contact: This would be used to record your customer's contact person and the field is up to 20 characters in length. The first 10 characters in this name are used when performing searches using your F3=Lookup function.

Alt Seq: Generally, it is made up of the first 10 characters of the Company name; however, any name can be entered. For instance, you may want to enter AT&T for American Telephone and Telegraph.

When performing a lookup on this field, this sequence is used to locate the customer by name. It is also used to sort customers alphabetically for reports.

Date Opened: This date can reflect the date that the customer account was originally established or it can also be used to record when the customer was set up your ACS/MASTER system.

Ship-Via: This is a free standing field that allows you can enter the standard shipping method for this customer and can be up to 10 characters in length. Your system will display this Ship VIA information as part of the header record when Sales Orders and Jobs are created for your customer.

FOB: This is a 15 character field that allows you to identify the freight charge description for this customer. This information will also appear in the header record when Sales Orders and Jobs are created for your customer.

Resale Number: This field allows you to enter the customer's resale identification number, if applicable. Although this field does not print on any of your customer transactions, this field is available if you require this data be on file for your customers.

DB Number: This field provides 9 characters to maintain the customer's Dun & Bradstreet identification number. Although this field does not print on any of your transactions, this field is available if you require this data be on file for your customers.

SIC Code: An 8 character field is provided for maintaining the Standard Industry Code classification number for the customer.

Retain: Your system allows you to determine if you wish to retain a customer with no open invoice balances. When performing Accounts Receivable Period End update, this flag determines if the Customer record is removed. Therefore, you would check this box to retain this customer during the Accounts receivable period-end processing, when the

Application Computer Systems, Inc. Accounts Receivable

customer's accounts receivable balance is zero; and leave this box blank to remove this customer during period-end processing when invoice balances do not exist.

Inactive: It is possible to determine the processing status of each customer. If the customer is active, it is available for any type of transaction processing. However, when rendered inactive, your system will not allow the customer to be selected for any type of transactions EXCEPT cash receipts. If you wish to open a job or create a sales order, the customer would need to be rendered active prior to creating these records.

Once the Name and Address information has been entered for your customer, your Profile Maintenance screen will display. Set up earlier, these codes/settings are generally used throughout the Order/Invoice Processing, Service Repair and Sales Analysis modules. During *Order/Invoice Entry*, they provide default values that speed the data entry process. The default values may always be overridden for a particular order or invoice.

Not all of these fields may be applicable to your business (such as the *Territory Code* or *Salesperson*). However, you still must assign a code when setting up a customer. When this is the case, establish a single code (i.e., one named "Standard" or "Default") to apply to the entire customer base and enter that code for each customer.

Customer Profile Maintenance - In addition to the standard name and address information, there are a number of file-verified fields that may be associated with a customer; these make up your Customer Profile. Because most of these fields have been defined previously, you will see detail only for those settings that have not already been reviewed.

Distribution Code: This setting will be defined by your ACS Project Manager and you will select from a list of established codes when setting up your customers. These codes determine the various GL Accounts that will be used when performing Customer Billing and will be reviewed during your training process.

Label Code: This code is a two-character code used for label selection purposes during Customer Label printing. This setting is associated with your Accounts Receivable Parameter settings that will be covered during the Advanced Training portion of the Installation.

Finance Charge: Your system allows for the generation of monthly finance charges, this box must be checked for your system to include this specific customer during the finance charge generation process. You will check this box if the Customer is subject to monthly finance charges, or leave this box blank if the Customer is not subject to finance charges.

Application Computer Systems, Inc.

Accounts Receivable

Statements: Your period end processes also include the ability to generate monthly statements for your Customers with open AR invoices. You will check this box if your Customer is eligible to receive monthly statements, or leave this box blank if the Customer is not eligible to receive monthly statements.

NOTE: The Customer Statement process will be covered in Advanced Process Training.

Sales Analysis:

When the Sales Analysis module is installed, this field controls how sales analysis data is collected for this customer. However, the level of sales analysis detail is limited by the settings created in *Sales Analysis Parameter Maintenance*.

Depending on the Parameter settings, you would enter **P** to summarize sales analysis for this customer on a product code level, or enter **I** to retain sales analysis for this customer by inventory item (most detailed).

You can also enter **N** to not collect sales analysis data for this customer.

Credit Limit: This field is only accessible if Credit Management is not installed. You will enter the maximum amount of credit to be extended to this customer before a hold is placed on their account.

When Credit Management is installed, this field shows the credit limit placed on this customer in the Credit Manager's Review & Release task.

NOTE: To speed the data entry process, your Credit Management setting can be set to NO so that Credit limits can be easily entered. Then, once this information is complete, you can change the setting to YES. This will eliminate the need to use Credit Manager's Review and Release to set credit limits.

Credit Hold: This field is display only and appears only if the Credit Management system is installed.

A customer may be placed on credit hold for one of several reasons, depending partly on the setting of the Credit Management parameters. Credit holds may be placed automatically on any new customer or on one who has exceeded a credit limit. The credit manager may also manually apply a credit hold.

NOTE: Credit Manager Maintenance training is included in the Order/Invoice Maintenance section of this training manual.

Retain Inv Det Hist: This option allows you to choose whether you retain invoice history for this customer. You would select this option if you wish to retain the invoice history for this customer, and leave this box blank if you do not wish to retain the invoice history for this customer. *It is recommended that you always select this option.*

Application Computer Systems, Inc. Accounts Receivable

PO Required: This field allows you to make the entry of PO information mandatory. Once set, your system will not allow the entry of Sales Order or Job information without entry of data in this field.

-Enter Y if PO # is required for this customer.

-Enter N if a PO# is not required for this customer.

-Enter D if PO # is required and the customer does not allow duplication PO#.

Minimum Line GP%: Your ACS/MASTER system allows you to create a Global Gross Profit setting in the Order Processing Parameters that will be applied to all Customer Transactions. Once established, all pricing calculations will be compared to this setting and your system will generate a warning if any transaction does not meet this minimum Profit setting.

This Customer specific setting will override that Global setting.

Each customer allows you to determine the minimum profit % your system will allow for this customer when creating pricing information. If your customer invoice does not meet the minimum required profit margin, your system will display a WARNING message which can be overridden.

Credit Hold Flag: This field appears only if the Credit Management system is installed. Selecting this field will place your customer on Credit Hold

Of the remaining Customer Maintenance options, only the Ship-To Address Maintenance and Customer Email and Fax Maintenance options will be covered in Phase I and Phase II. The remaining options will be covered in the Advanced File Maintenance Section.

Ship-To Address Maintenance - Since the name and address established for each of your customers is used for Customer billing purposes; it may become necessary to establish different Ship To addresses for some of your customers. This additional Ship To option allows you to identify multiple business locations that may all share the same billing address.

An important feature of your Ship To function is that it gives you the ability to establish independent information for each of the customer locations.

EXAMPLE: Cessna Aircraft has all of their billing information sent to a local PO Box. However, each of their 5 locations has different delivery locations, and because one of the locations is actually out of state, it requires a different Salesperson and Tax Code. Different Ship To Codes give you the opportunity to record data associated with each location.

Application Computer Systems, Inc. **Accounts Receivable**

Information you will need for each Ship To Address

1. Up to a 6 character numeric ship to code
2. Ship-To Name up to 30 Character in length
3. Ship To Address up to 2 lines, each line up to 25 characters
4. This location's Contact Name
5. This location's Telephone/Ext and Fax Number
6. The Salesperson for this location
7. The Territory for this location
8. The Tax Code for this location
9. D&B Number if applicable
10. SIC Code if applicable

Email and Fax Information: Presently, these are informational fields that give you a place to store Email and Fax contact information as well as Internet Site information.

Email To / Email Cc / Fax To / Fax No / Web Page

Application Computer Systems, Inc.

Accounts Receivable

C. Basic File Maintenance Training

In this section we will train the user on how to add and maintain the codes for the Accounts Receivable Module.

Accounting → Accounts receivable → Maintenance

What will be covered in this section:

1. Customer Types
2. Salesperson Codes
3. Terms Codes
4. Territory Codes
5. Tax Codes
6. Cash Receipt Codes
7. Sales Discount Codes
8. Standard Message Codes
9. Cycle Codes
10. Price Codes
11. Freight Terms Codes
12. Customer Maintenance

Prerequisites:

1. Individuals to be trained must have taken System Navigation training
2. Your General Ledger Chart of Accounts must be entered
3. Order Processing Pricing Tables / Contract Pricing must be entered (if applicable)
4. Section B/Conceptual Overview must have been reviewed and "What you will need" steps completed.
5. At least one printer must be configured and assigned to the users being trained.

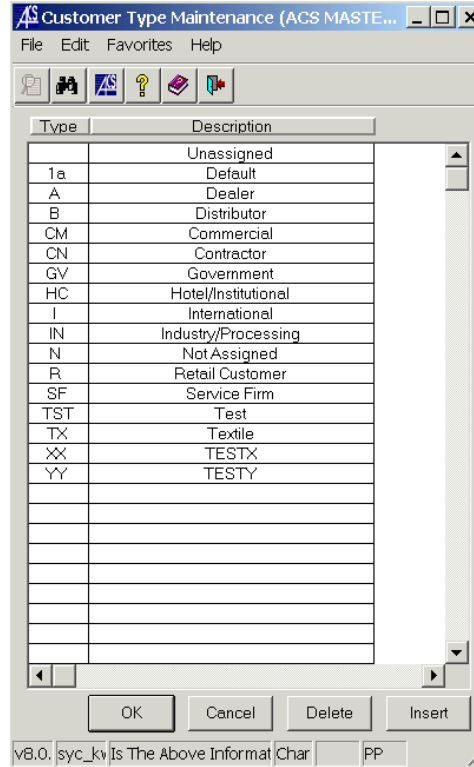
Customer Type Maintenance

The information to be entered and maintained during this training session is the Customer Type and the Customer Type description. When accessing your Customer Type Maintenance you will see a list of all existing Customer Types.

Application Computer Systems, Inc. Accounts Receivable

Customer Type Field Options:

To enter a Customer Type, click the "Insert" button.



Type: Enter up to a 3 character alphanumeric Customer Type. All codes are case sensitive so always use upper case. When the type has been entered you will hit the "Enter" key.

Description: Enter up to a 20 character Description. When the Description has been entered you will hit the "Enter" key.

Once all codes and descriptions have been entered you will select your "OK" button and you will be asked:

"Is the Above Information Correct?"

-Select "OK" and you will be asked:

"Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

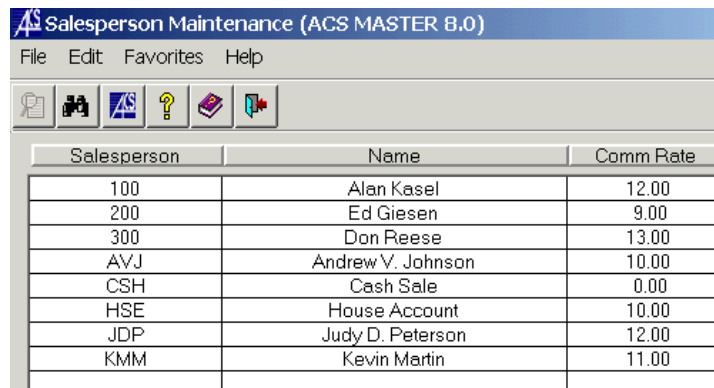
Application Computer Systems, Inc. Accounts Receivable

Salesperson Maintenance

The information to be entered and maintained during this training session is the Salesperson Code, Salesperson Name and each Salesperson's Commission Rate. When accessing your Salesperson maintenance you will see a list of all existing Salesperson Codes.

Salesperson Field Options:

To enter a Salesperson Code, click the "Insert" button.



The screenshot shows a window titled "Salesperson Maintenance (ACS MASTER 8.0)" with a menu bar (File, Edit, Favorites, Help) and a toolbar. Below the toolbar is a table with three columns: Salesperson, Name, and Comm Rate. The table contains the following data:

Salesperson	Name	Comm Rate
100	Alan Kasel	12.00
200	Ed Giesen	9.00
300	Don Reese	13.00
AVJ	Andrew V. Johnson	10.00
CSH	Cash Sale	0.00
HSE	House Account	10.00
JDP	Judy D. Peterson	12.00
KMM	Kevin Martin	11.00

Salesperson: Enter up to a 3 character Salesperson code. All codes are case sensitive so always use upper case.

NOTE: This is an alphanumeric field, however, as explained earlier, maintaining alpha settings associated with specific employees would require much more maintenance when you experience employee turnover.

When the Salesperson code has been entered you will hit the "Enter" key.

Name: Enter your Salesperson name up to 20 characters

When the name has been entered you will hit the "Enter" key.

Comm Rate: Enter a number that represents the commission rate for this salesperson.

EXAMPLE: Enter 5.5 to represent a commission of 5.5%

Once all codes and descriptions and rates have been entered you will select "OK" and you will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked:

"Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

Application Computer Systems, Inc. Accounts Receivable

Terms Code Maintenance

The information to be entered and maintained during this training session is the Terms Code, Terms Code Description, Type, Discount %, Net Days, Discount Days and Credit Hold. When accessing your Terms Code Maintenance you will see a list of all existing Terms codes.

Terms Code Field Options:

To enter a Terms Code, click the "Insert" button.

Code: Enter an alphanumeric Terms Code of up to 2 characters.
All codes are case sensitive so always use upper case.

Description: Enter up to 20 characters to describe the terms.

Type: Enter Type **D** or Type **P**

-Enter **D** for terms based on a specific number of days from the invoice date

-Enter **P** for prox terms based on a specific day in the next month.

Disc%: Enter a number that represents the discount rate available for these terms. If no discount is offered, enter **0**.

AS Terms Code Maintenance (ACS MASTER B.0)						
File Edit Favorites Help						
Code	Description	Type	Disc%	Net Days	Disc Days	Credit Hold
1	Net (Due On Receipt)	D	0.00%	0	0	<input type="checkbox"/>
2	Net 10 Days	D	0.00%	10	0	<input type="checkbox"/>
21	EEE 25 10	A	2.00%	30	10	<input type="checkbox"/>
3	Net 30	D	0.00%	30	0	<input type="checkbox"/>
30	EEE NET 30	D	0.00%	30	0	<input type="checkbox"/>
4	2% 10 Days - Net 30	D	2.00%	30	10	<input type="checkbox"/>
5	2% 10th, Net EOM	A	2.00%	31	10	<input type="checkbox"/>
A	EEE A TERMS	D	0.00%	30	0	<input type="checkbox"/>
CD	C.O.D.	D	0.00%	0	0	<input type="checkbox"/>
D	EEE D TERMS	D	0.00%	30	0	<input type="checkbox"/>
FC	F/C Net Due On Recpt	D	0.00%	0	0	<input type="checkbox"/>

Example: Enter 2.5 to represent a prompt payment discount of 2.5% (.025).

Net Days:

-For **TYPE D** Enter the number of days past the invoice date when the total amount of the invoice is due

-For **TYPE P** Enter the invoice due date of the **next** month (1 through 31)

Application Computer Systems, Inc. Accounts Receivable

For prox terms, enter **31** to represent the last day of the following month.

Disc Days:

-For *TYPE D* Enter the number of days past the invoice date when a prompt payment discount may be taken

-For *TYPE P* Enter the day of the month to take a prompt payment discount
For prox terms, the discount date is always the day of the *following* month.

Credit Hold:

-Check this box when you want a credit hold for all customers with these terms
-Leave this box blank if you do not want a credit hold.

Once all codes, descriptions and settings have been entered you will select "OK" and you will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked:

"Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

TERMS CODE EXAMPLES:

Example 1:

Invoice is due when it is created - no discount is offered.

Code: 00

Description: Due on Receipt

Type: D

Discount: 0.0%

Net Day(s): 00

Discount Days: 0

Credit Hold: N

Example 2:

Invoice is due 30 days from invoice date - no discount is offered.

Code: 30

Description: Net 30 Days

Type: D

Discount: 0.0%

Net Day(s): 30

Discount Days: 0

Credit Hold: N

Application Computer Systems, Inc. Accounts Receivable

Example 3:

Invoice is due 30 days after it was created - a 2% early payment discount may be taken if the payment is received within 10 days.

Code: 10

Description: 2% 10 Net 30

Type: D

Discount: 2.0%

Net Day(s): 30

Discount Days: 10

Credit Hold: N

Example 4:

Invoice is due at the end of the month after it was created.

Code: 31

Description: Net EOM

Type: P

Discount: 0.0%

Net Day(s): 31

Discount Days: 0

Credit Hold: N

Example 5:

Invoice is due at the end of the month *after* it is created. A 2% discount may be taken if payment is received by the 10th of the following month.

Code: 11

Description: 2% 10th Net EOM

Type: P

Discount: 2.0%

Net Day(s): 0

Discount Days: 10

Credit Hold: N

Example 6:

Cash on delivery - as may apply to a will call sale or C.O.D. delivery.

Code: CD

Description: C.O.D.

Type: D

Net Days(s): 31

Discount Days: 0

Credit Hold: N

Territory Code Maintenance

The information to be entered and maintained during this training session is the Territory Code and Description.

Territory Code Field Options:

To enter a Territory Code click the "insert" button

Territory	Description
	Unassigned Territory
001	Western U.S.
002	Central U.S.
003	Eastern U.S.
004	Canada
005	International

Application Computer Systems, Inc. Accounts Receivable

Territory: Enter an alphanumeric Territory Code of up to 3 characters.

Description: Enter up to 20 characters to describe the territory.
Once all codes and descriptions have been entered you will select "OK".
You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

Tax Code Maintenance

The information to be entered and maintained during this training session is the Tax Code, Description, Tax %, GL Account, Freight Tax option, Maximum Tax and optional Labor Code.

Tax Code	Description	Rate
Tax Code 01	S1 Charleston County	1.0000%
Tax Code 02	SC South Carolina	6.0000%
Tax Code 03		
Tax Code 04		
Tax Code 05		
Tax Code 06		
Tax Code 07		
Tax Code 08		
Tax Code 09		
Tax Code 10		

Tax Code Field Options:

Tax Code: Enter a two character alphanumeric Tax Code.

Description: Enter up to 20 characters to describe the Tax Code.

Tax Percent: Enter a number that represents the tax rate for this code.

EXAMPLE: Enter 5.5 to represent a tax of 5.5%

Application Computer Systems, Inc. Accounts Receivable

GL Account: Enter the General Ledger Account you wish the calculated tax to post to when this Tax Code is used. NOTE: This information will update when the Sales Register is run and updated.

Freight Taxable:

- Check this box if this code taxes freight
- Leave the box blank if freight is not taxed

Labor Code: This option allows the user to establish BOTH taxable and non-taxable labor line codes. Once established in Order Processing maintenance, the line code must be entered into the labor line code settings in your Job Departments.

It is suggested that you contact your Project Manager or ACS Customer Support to assist you in configuring the Labor Line code and to review how to insert the code for use in Sales Tax parameters as well as Service Repair Department settings.

Maximum Tax: Enter the maximum tax amount for this tax code or enter Zero if no limit applies.

Tax Code 01-Tax Code 10: These fields allow the user to "layer" multiple Tax Codes to arrive at the total tax liability for each code.

EXAMPLE: The total tax paid by a customer using S2 tax code/ Charleston SC
.75% to the city of Charleston
1% to Charleston County
6% to the State of South Carolina
For a total tax liability of 7.75%

NOTE: If your state requires detailed sales totals for non taxable sales, it may be necessary to establish Tax Codes for non taxable transactions such as out of state sales or sales to nonprofit organizations etc. These codes would be set up individually and would have a tax percent of 0.

Cash Receipts Code Maintenance

The information to be entered and maintained during this training session is the Cash Receipt Code; cash receipt code description, if cash postings and discounts are allowed, if the transaction should post to AR and/or GL, the Cash and Discount GL accounts to be posted to and Point of Sale information.

Application Computer Systems, Inc. Accounts Receivable

ACS Cash Receipts Code Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Code B

Description Customer Check

Cash

Discount

AR/GL B

Cash Account 1010-00 Cash In Bank - First National

Disc Account 1040-00 Accounts Receivable

POS Cash Type C

OK Cancel Delete

v8.0. | arm_c. | Is The Above Information Correct? Char PP

Cash Receipt Code Field Options:

Cash Receipt Code: Enter a Cash Receipt Code of up to 3 characters in length. All codes are case sensitive so always use upper case.

Description: Enter up to 20 characters to describe this cash receipts code.

Cash:

- Check this box to enter adjustments and deposit dollar amounts (cash or check) when using this code during the cash receipts data entry.
- Leave the box blank if adjustments only can be made using this code.

NOTE: An entry of N will not allow a cash amount to be entered and is useful to control adjusting type transactions.

Discount:

- Check this box to allow discounts to be taken when using this code during Cash Receipts Entry.
- Leave the box blank if discounts are not permitted when using this code.

AR/GL:

- Enter A to post these receipts to accounts receivable invoices.
- Enter G to post these receipts to general ledger accounts.
- Enter B to allow both Accounts receivable and General Ledger.

Application Computer Systems, Inc. Accounts Receivable

Cash Account: (with GL installed)

Enter the general ledger cash account to be impacted by this Cash Receipt Code.

NOTE: This posts the cash amount to this account during the Cash Receipts Update. When depositing into several accounts, create a cash receipt code for each account.

Disc Account: (with GL installed)

You must answer Y in the Discount field in order for this field to be activated.

Enter a valid general ledger account to post allowed discounts.

NOTE: Post terms discount amounts to this account when they are taken by a customer. This account is normally a contra-revenue account posted as a debit amount as part of the Cash Receipts Update process.

POS Cash Type: (with Order Processing installed)

-Enter \$ for cash point-of-sale transactions.

-Enter C for check point-of-sale transactions.

-Enter P for credit card point-of-sale transactions.

NOTE: This field is not used by the cash receipts processing in the Accounts Receivable module, though a value must still be entered. The POS Cash Type is used by the Order/Invoice Processing to process point-of-sale invoices. The value entered causes a related set of questions to be asked on the total screen of the Simple Invoice Entry task.

Once all codes have been entered you will select "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

Application Computer Systems, Inc.

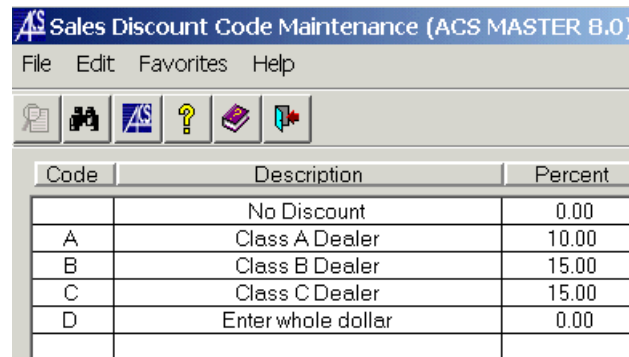
Accounts Receivable

Sales Discount Codes

The information to be entered and maintained during this training session is the Sales Discount Code, the discount description and the discount percent.

Sales Discount Field Options:

To enter a Discount Code click your "insert" button.



Code	Description	Percent
	No Discount	0.00
A	Class A Dealer	10.00
B	Class B Dealer	15.00
C	Class C Dealer	15.00
D	Enter whole dollar	0.00

Code: Enter an alphanumeric character Discount Code of up to 2 characters.

Description: Enter up to 20 characters to describe the discount.

Percent: Enter a number that represents the discount rate available for these terms. If no discount is offered, enter 0.00

Once all codes, descriptions and percentages have been entered you will select "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

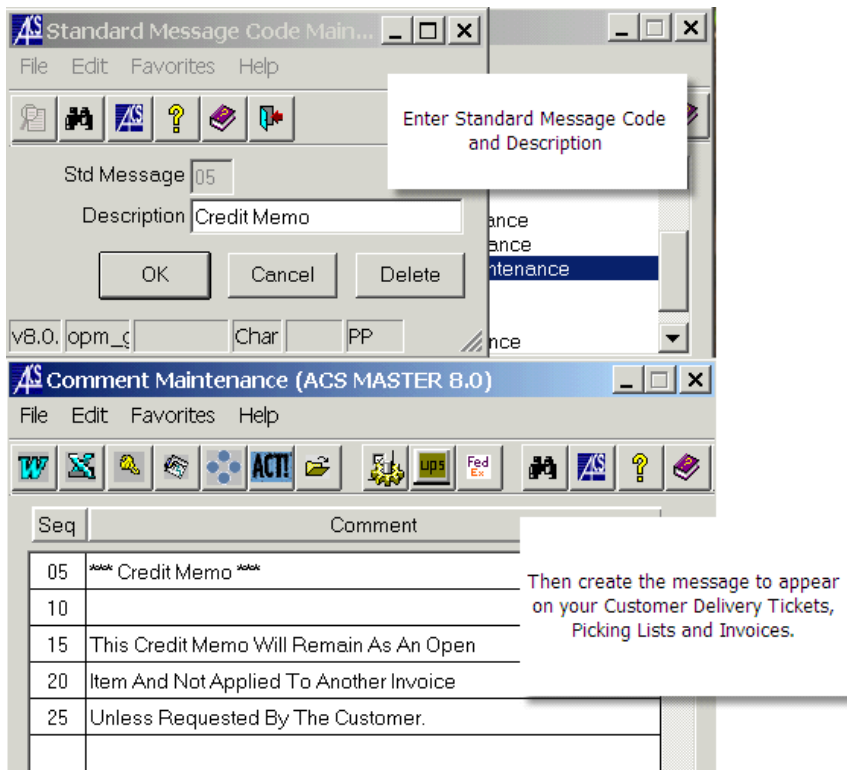
-Select "No" to exit without printing a list

-Select "Cancel" to exit

Application Computer Systems, Inc. Accounts Receivable

Standard Message Code

The information to be entered and maintained during this training session is the Standard Message Code, the code description and message verbiage for each of your codes.



Standard Message Code Field Options:

Std Message: Enter an alphanumeric character Standard Message Code of up to 2 characters.

Description: Enter up to 20 characters to describe the Message

Comment: When taken to the screen that allows you to enter the message verbiage, your system will fill in the SEQ# in increments of 5. Enter to move your cursor to the Comment field. Here you may enter up to 40 characters and up to 10 lines.

Once all codes have been entered you will select "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

Application Computer Systems, Inc. Accounts Receivable

Cycle Code Maintenance

The information to be entered and maintained during this training session is the Cycle Code and Description.

Cycle Code Field Options:

To enter a Cycle Code click your "insert" button.

Code	Description
	DEFAULT
1	1st
10	10th
25	25th
30	EOM

Code: Enter a 2 character alphanumeric Cycle Code.
All codes are case sensitive so always use upper case.

Description: Enter up to a 20 character description for each Cycle code.

Once all codes have been entered you will hit "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit

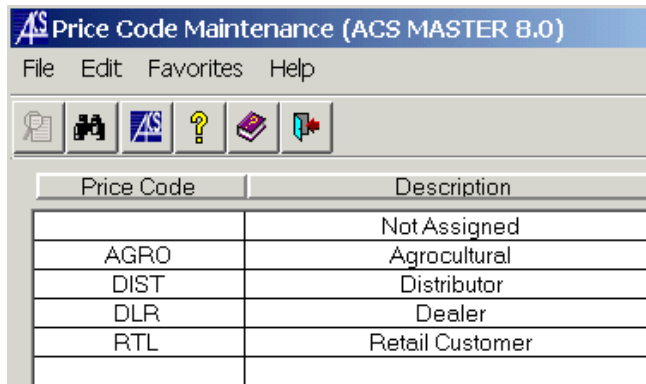
Price Code Maintenance

The information to be entered and maintained during this training session is the Price Code and the price code description. Keep in mind that although this is not a mandatory field, it may be more efficient to establish this information as you set up each of your customers as opposed to going back and adding this information for each customer later.

Application Computer Systems, Inc. Accounts Receivable

Price Code Field Options:

To enter a Discount Code click your "insert" button.



Price Code	Description
	Not Assigned
AGRO	Agrocultural
DIST	Distributor
DLR	Dealer
RTL	Retail Customer

Price Code: Enter up to a 4 character Price code.
All codes are case sensitive so always use upper case.

Description: Enter up to 20 characters to describe the Price code.

Once all codes and descriptions have been entered you will select "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and you will be asked: "Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

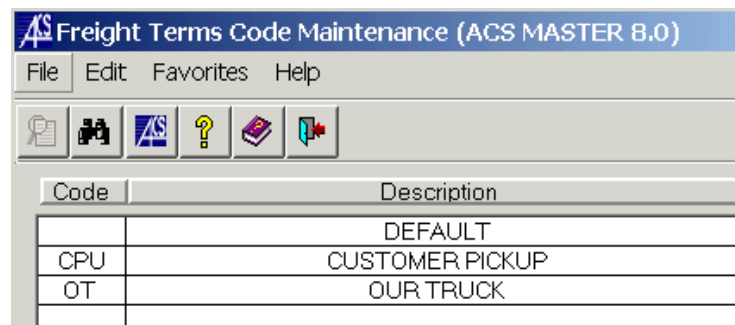
-Select "Cancel" to exit

Freight Terms Maintenance

The information to be entered and maintained during this training session is the Freight Terms Code and description.

Freight Terms Field Options:

To enter a Freight Code click your "insert" button



Code	Description
	DEFAULT
CPU	CUSTOMER PICKUP
OT	OUR TRUCK

Application Computer Systems, Inc. Accounts Receivable

Code: Enter up to a 3 character alphanumeric Freight Code.
All codes are case sensitive so always use upper case.

Description: Enter up to 30 characters to describe each code.

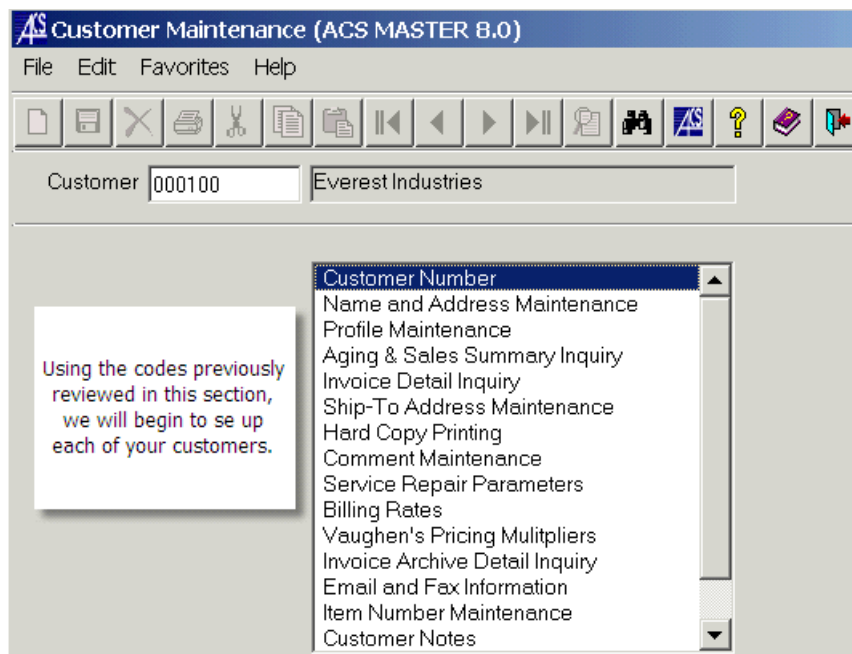
Once all codes and descriptions have been entered you will select "OK".
You will be asked: "Is the Above Information Correct?"

- Select "OK" and you will be asked: "Print A list of All Records?"
- Select "Yes" to print a list
- Select "No" to exit without printing a list
- Select "Cancel" to exit

Customer Maintenance

The information to be entered and maintained during this training session is the Customer Name and Address information and the Customer Profile Maintenance Information.

NOTE: All other AR settings and codes must be in place before your AR Customers can be entered.



This data can be entered into your ACS/MASTER system manually by entering the necessary information into each field.

However, it is also possible to load this data onto a conversion spreadsheet and have the data "uploaded" into the system. This option would require someone knowledgeable and

Application Computer Systems, Inc. Accounts Receivable

comfortable with this type of information upload. This process will be covered in more detail in the System Maintenance Module advanced training portion of this manual.

Customer Name and Address

Customer Number: Each Customer is assigned a 6 character alphanumeric Customer Number. All Codes are case sensitive so always use upper case. When establishing Customer numbers, it is also good to select a numbering sequence that allows for the ease of adding future Customers to your list.

Name: Enter the name of the customer up to 30 characters.

The screenshot shows the 'Customer Maintenance (ACS MASTER 8.0)' window. At the top, the title bar reads 'Customer Maintenance (ACS MASTER 8.0)'. Below the title bar is a menu bar with 'File', 'Edit', 'Favorites', and 'Help'. A toolbar contains various icons for file operations and navigation. The main area is a form for customer data. At the top, there are two input fields: 'Customer' with the value '000100' and a text field containing 'Everest Industries'. Below this is a section titled 'Name and Address'. The 'Name' field contains 'Everest Industries'. The 'Address' section has two lines: '123 Main St' and 'Suite 111'. The 'City' field contains 'San Bernardino'. The 'State' field contains 'CA' and the 'ZIP/Postal' field contains '93121-0000'. The 'Country' field is empty. The 'Telephone' field contains '(714)-832-8113' and the 'Ext' field contains '1234'. The 'Fax Phone' field contains '(714)-931-9220'. The 'Contact' field contains 'Mr. James Rockville'. On the right side of the form, there are several other fields: 'Alternate Sequence' contains 'EVEREST', 'Date Opened' contains '02/15/03', 'Ship-Via' contains 'UPS GCD', 'FOB' is empty, 'Resale Number' contains 'SR-EW399291', 'DB Number' is empty, 'SIC' is empty, 'Retain Customer' has a checked checkbox, and 'Inactive' has an unchecked checkbox. At the bottom of the form are four buttons: 'OK', 'Cancel', 'Restore', and 'Delete'. At the very bottom of the window, a status bar shows 'v8.0. arm_rr Is The Above Information Correct?' and two buttons: 'Char' and 'PP'.

Address: Address information fields allow 2 lines of information up to 24 characters each.

City: City information allows up to 22 Characters.

State: This is the 2 Character state abbreviation field.

Zip/Postal Code: You can enter a 5 to 9 character Postal or Zip Code. If zip code is 9-digits, it displays with separating dashes (Example: xxxxx-xxxx).

Country: This is a 24 character field representing the name of the country associated with the customer.

Application Computer Systems, Inc. Accounts Receivable

Telephone: This field will include Area Code and Phone number. The number is displayed with punctuation for the area code and prefix, so dashes will not need to be entered.

Ext: Here you will enter an extension for your Customer contact up to 4 digits.

Fax Phone: This field will include telephone number with area code of the Vendor's Fax number. The number is displayed with punctuation for the area code and prefix, so dashes will not need to be entered.

Contact: Here you can record and customer's contact information up to 20 characters in length.

Alt. Sequence: This field will default to the first 10 characters of the customer name; however, this can be overridden by keying in any 10 characters. This code is used by the F3 Lookup function.

Date Opened: This field will display the date this Customer account was opened but can be overridden.

Ship Via: If you wish to assign a default shipping method or Carrier for this Customer, this field is up to 15 characters. Your system will include this data when creating Sales Order and Job information for this customer.

FOB: Enter default FOB information for this Customer up to 15 characters.

Resale Number: If you require your Customer's resale identification number be on file, it may be entered here.

DB Number: This allows for the entry of your Customer's Dun & Bradstreet identification number.

SIC Code: If you require your Customers Standard Industry Code classification, that information may be entered here.

Retain Customer: This field will determine if your customer will be retained in your system after their invoices have been paid and your month end update has been performed.

You will leave this box blank to remove this customer during period-end processing when invoice balances do not exist; or check this box to retain this customer during the accounts receivable period-end processing, when the customer's accounts receivable balance is zero.

Inactive: Check this box to render a Customer inactive, leave the box blank to allow processing for this Customer.

NOTE: When a customer is Inactive your ACS/MASTER system will allow only Cash Receipt transactions to be processed.

Application Computer Systems, Inc. Accounts Receivable

Upon completion of the Name and Address information, select OK. You will be asked "Is the above information correct?" Select OK.

Customer Profile Maintenance

In addition to the standard name and address information, there are a number of file-verified fields that were defined in Phase One of your installation that may be associated with a customer. These codes are generally used throughout the Order/Invoice Processing and Sales Analysis modules. During Order/Invoice Entry, they provide default values that speed the data entry process. The default values may always be overridden for a particular order or invoice. Not all of these fields may be applicable to your business (such as the Territory). However, you still must assign a code when setting up a customer. When this is the case, establish a single code (i.e., one named "Standard" or "Default") to apply to the entire customer base and enter that code for each customer.

Customer Profile Maintenance Field Options:

Customer Type: Enter a valid customer type (this may simply be a default setting if you do not have multiple customer types).

The screenshot shows the 'Customer Maintenance (ACS MASTER 8.0)' window. The 'Customer' field contains '000100' and the name is 'Everest Industries'. The 'Profile Maintenance' section includes the following fields:

Customer Type	A	Dealer	Sales Analysis	I
Salesperson	JDP	Judy D. Peterson	Credit Limit	5000,000.00
Terms Code	4	2% 10 Days - Net 30	Credit Hold	Open
Tax Code	CA	California State	Retain Inv Det Hist	<input checked="" type="checkbox"/>
Freight Terms		DEFAULT	PO Required	N
Territory	001	Western U.S.	Minimum Line	.00
Distribution Code	A1	Product A/Location 1	Credit Hold Flag	N
Standard Message	03	Return Policy		
Pricing Code	DLR	Dealer		
Sale Discount	A	Class A Dealer		
Label Code	A			
Finance Charges	<input checked="" type="checkbox"/>			
Statements	<input checked="" type="checkbox"/>			
Cycle Code		DEFAULT		

Buttons: OK, Cancel, Restore

Footer: v8.0, arm_r Is The Above Information Correct? Char PP

Salesperson: Enter the code for the Sales person assigned to this customer. Keep in mind; separate Salesperson codes can be assigned to each Customer Ship to addresses.

Application Computer Systems, Inc. Accounts Receivable

Terms Code: Enter the Terms code assigned to this customer.

Tax Code: Enter a valid sales tax code for the customer: Keep in mind; a separate Tax Code can be established for each Customer Ship to address that is entered in Customer Maintenance.

Freight Terms: Enter a valid freight terms code (this may be a default setting if you do not have multiple customer freight terms).

Territory: Enter a valid territory code

Dist Code: Enter a valid distribution code.

Your Distribution Codes will be established by your ACS project manager and will be reviewed with you during training.

Standard Message: Enter an optional standard message code that will appear on the customer's invoice.

Pricing Code: Enter a valid price code

The customer pricing code, in conjunction with an inventory item class code, identifies a quantity break table that is used to calculate prices during order and invoice entry.

Sales Discount: Enter a valid sales discount is applicable.

Label Code: Enter a two-character code used for selection purposes during Customer Label printing.

Finance Charges:

- Check this box if the customer is subject to Finance Charges
- Leave the box blank if Finance Charges are not applicable

Statements:

- Check this box if this customer is eligible to receive accounts receivable statements
- Leave this box blank if when the customer is not to receive statements

Note: Other selection criterion is available at the time the statements are actually printed.

Cycle Code: Even if you do not utilize the Customer Statement option available, I will still be necessary to enter a default cycle code for this customer.

Sales Analysis:

- Enter P to summarize sales analysis for this customer on a product code level.
- Enter I to retain sales analysis for this customer by inventory item (most detailed).
- Enter N to not collect sales analysis data for this customer.

Credit Limit: This field is only accessible if Credit Management is not installed.

Application Computer Systems, Inc. Accounts Receivable

Enter the maximum amount of credit to be extended this customer before a hold is placed on their account. When Credit Management is installed, this field shows the credit limit placed on this customer in the Credit Manager's Review & Release task.

Credit Hold: This field is display only and appears only if the Credit Management system is installed.

Retain Detail History:

- Check this box for each customer for who invoice history is to be retained.
- Leave this box blank for each customer for whom invoice history is not to be retained.

PO Required:

- Check this box if a customer purchase order number must be entered before processing can proceed
- Leave this box blank if no customer purchase order is required.

Minimum Line: Enter minimum Order Line Gross Profit %

Credit Hold Flag: This field is display only and appears only if the Credit Management system is installed.

Once all fields have been entered, you will select "OK".

You will be asked: "Is the Above Information Correct?"

Select "OK" and your system will display the remaining Customer Maintenance options.

Application Computer Systems, Inc. Accounts Receivable

Ship-To Address Maintenance

The information to be entered and maintained during this training session is the Customer Ship To Address (including 2 address lines, City, State, Zip code and Country), Contact information, Telephone, Extension, Fax number, Salesperson Code, Territory, Tax Code, D&B Number and SIC Code.

Customer Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Customer 000100 Everest Industries

Ship-to Address Maintenance

Ship-To No 000001

Ship-To Name North Roads Division Fax

Address 403 Old Towne Road Salesperson JDP Judy D. Peterson

Territory 003 Eastern U.S.

Tax Code NT Non Taxable

D&B Number

SIC Code

City Baltimore

State MD

Zip/Postal 48833

Country

Contact Mr. Tom Charles

Telephone (212)-954-4333 Ext 0043

OK Cancel Restore Delete

v8.0 arm_rr Is The Above Information Correct? Char PP

Ship-To Address Field Options:

To enter a Ship to Code, enter your Customer Number

Ship-To No: Enter up to a 6 digit Ship-To Number

Ship-To Name: Enter a name for the business of the Ship-To No up to 30 characters.

Address: Enter up to 2 lines to identify the ship-to address, each line can contain up to 25 characters.

City: Enter up to 22 characters to identify the name of the city associated with the customer location.

State: Enter 2 characters to identify the name of the state associated with the customer location.

Zip/Postal: Enter the zip code for the address, with a 4-digit extension if available.

Application Computer Systems, Inc. Accounts Receivable

Country: Enter up to 22 characters to identify the name of the Country associated with the customer location.

Contact: Enter up to 22 characters for the name of the contact person or department at this location.

Telephone: Enter the telephone number, with area code of the ship-to address.

Ext: Enter up to four characters for the phone number extension, if applicable.

Salesperson: Enter a valid salesperson code.

Tax Code: Enter a valid tax code.

D& B Number: Enter the Dunn and Bradstreet number.

SIC Code: Enter the Standard Industry Code.

Once all fields have been entered, select "OK".

You will be asked: "Is the Above Information Correct?"

-Select "OK" and your system will display the remaining Customer Maintenance options.

Email and Fax Information

The information to be entered and maintained during this training session is the Customer Email and Cc addresses, Fax Contact, Fax Number and Web Page information.

The screenshot shows a software window titled "Customer Maintenance (ACS MASTER B.0)". The window has a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a form with the following fields:

- Customer: 000100
- Everest Industries
- Email and Fax Printing Defaults section:
 - Email To: Jrockville@arb.com
 - Email Cc: (empty)
 - Fax To: Mr. James Rockville
 - Fax No: (714)-931-9220
 - Web Page: (empty)

At the bottom right of the form are three buttons: "OK", "Cancel", and "Delete".

Email: Enter the Email address(s) for this customer.

Cc: Enter carbon copy email address(s).

Fax To: Enter Fax Contact name

Application Computer Systems, Inc. Accounts Receivable

Fax No: Enter Fax number for this Customer

Web Page: Enter web site address for this Customer.

Once all fields have been entered, you will select "OK".

You will be asked: "Is the Above Information Correct?"

Select "OK" and your system will display the remaining Customer Maintenance options.

All remaining Customer Maintenance options will be covered in the Advanced File Maintenance and Process training sections of this module.

Application Computer Systems, Inc. Accounts Receivable

D. CORE PROCESSING TRAINING

This phase of the training will focus on basic, day to day, Accounts Receivable functions. Because Customer Invoicing is not performed in Accounts Receivable, we will begin with a brief explanation of Invoicing; but the main emphasis will cover the processing of Cash Receipts and Customer Account Adjustments, Accounts Receivable Aging Analysis and the Data Conversion of open AR Invoices from your current system.

Customer Invoicing

As we begin to explore the processing options of your Accounts Receivable module, one of the first things you will notice is that there does not appear to be an option for billing your customers. To explain this omission, we need to ask the question: **"What are we billing our customer for?"**

Your ACS/MASTER system offers you processing options for 2 types of sales:

1. Service Repair Jobs
2. Sales Orders or Counter Sales

All Jobs entered into your system will be invoiced through your Service Repair Module using Job Billing.

All Sales Orders or Counter Sales entered into your system will be invoiced through your Order Processing Module using Invoice Entry.

Part of the invoicing process in BOTH the Service Repair and Order Processing modules is your Sales Register. The Sales Register update is divided into two phases, or parts. In the first phase, sales analysis information is updated *if* the Sales Analysis module is installed. The second phase completes the updating of inventory quantities and the Accounts Receivable invoice information, customer sales history, general ledger, monthly sales journal, and salesperson commission

information. Some functions of the Sales Register update differ according to various parameter settings and how the distribution and line codes are defined for each updated invoice.

Prerequisites:

1. Individuals to be trained must have taken the System Navigation training.
2. Information to be entered into each of the Accounts Receivable settings covered in **Basic File Maintenance Training** must have been entered
3. At least one customer has been completely set up through customer maintenance; however, it is suggested that all customers be entered at this point.
4. At least one printer must be configured and assigned to the individuals being trained.

Application Computer Systems, Inc. Accounts Receivable

Cash Receipts Entry

Accounting → Accounts Receivable → Processing → Cash Receipts

This task allows entry of payments and adjustments to a customer's account.

Header Information

Receipt Date: Enter the date that the receipt is to be posted to the general ledger.

The Cash Receipts Register is sorted by Receipt Date to allow you to associate receipt transactions with their corresponding general ledger postings. The Receipt Date is also used to determine whether or not a discount has expired for a particular invoice. Because the Receipt Date is also used to identify cash being applied on-account, only one on-account payment may be made per customer per receipt date. Change the Receipt Date field to make subsequent on-account payments for a customer.

The screenshot displays the 'Cash Receipts Entry' window from ACS MASTER 8.0. The interface includes a menu bar (File, Edit, Favorites, Help) and a toolbar with various icons. The main data entry area contains the following fields:

- Receipt Date: 07/02/09
- Customer: 000100 Everest Industries
- Cash Rec: B Customer Check
- Check/Ref #: 54482
- Balance: (empty field)

Below these fields are tabs for 'Receipt', 'AR Distribution', and 'GL Distribution'. Under the 'Receipt' tab, there are input fields for 'Cash Or Check', 'ABA Number', and 'Amount'. A modal dialog box is currently open, titled 'Cash Receipts Entry', with a question mark icon and the text 'Is This A New Record?'. It features three buttons: 'Yes', 'No', and 'Cancel'. At the bottom of the main window, there are buttons for 'OK', 'Cancel', 'Delete', 'Insert', 'Auto', and 'All Open'. The status bar at the very bottom shows 'v8.0. | are_ab | Enter Check or Reference Number' and 'Char | PP'.

Customer:

- Enter a valid customer number.
 - Select the magnifying glass or enter "F3" to select from a list of all valid customers.
 - Select the "Cancel" or enter "F4" to return to the Receipt Date field.
- When a valid Customer number is entered, the Customer Name will be displayed.

Application Computer Systems, Inc. Accounts Receivable

Cash Rec:

- Enter a valid three-character cash receipts code.
 - Select the magnifying glass or enter "F3" to select from a list of all valid codes.
 - Select the "Cancel" or enter "F4" to exit the application.
- The description of the code is displayed. This code is used to determine the cash account in the general ledger and parameters that affect the processing.

Check/Ref#: Enter a check number or any other identifying number.

Because this information is used in Accounts Receivable Customer records as well as General Ledger detail, this is a mandatory field.

Your system will then ask: "Is this a New Record?"

- Select "Yes" to continue
- Select "No" or "Cancel" to return to the Receipt Date field.

Once the heading information has been entered, this task has three separate displays:
Receipt / AR Distribution / GL Distribution

Receipt "Tab"

Cash or Check:

- Enter C to indicate a Check
- Enter \$ for a Cash transaction
- Select the magnifying glass or enter "F3" to select from a valid list.

Note: If the selected cash receipts code has its Cash parameter set to N, entry of a deposit amount into the Amount field is prohibited. This is a control provided for adjustment type transactions (e.g. application of credit memos or balance write-offs). See Phase II Cash Receipt Codes for further detail.

ABA Number: Enter the bank identification number from the check.

This optional field prints on the Cash Receipts Register and can be helpful in preparing the deposit slip if this data is necessary.

Amount: Enter the amount of the payment received.

Adjustments, credit memos and other transfer transactions may not require a cash amount, depending on how the cash receipts code is defined.

Your system will then ask: "Is the Above Information Correct?"

- Select "Yes" to continue
- Select "Cancel" to move to the AR Distribution
- Select "Delete" to delete the entire cash receipt record

Application Computer Systems, Inc.

Accounts Receivable

Upon entering the amount of payment received from your customer, you will see that amount displayed in the upper right section of your screen.

As you begin to enter invoices and their payment amounts, you will see the balance remaining to be applied in this field.

Note: A cash receipt transaction cannot be completed until this amount is equal to zero, thereby providing a check that your transaction is in balance.

AR Distribution "Tab"

This portion of your Cash Receipt record allows application of payments and credits to invoices and on-account items.

Distribution Information

You have four options when applying cash receipt dollars to your open customer invoices:

1. Enter the Customer Invoice number in the invoice field; from this information your system will populate the following fields: Invoice Date, Due Date, Invoice Amount, Avail Disc and Applied. Initially, your system will place the entire amount of the invoice in the applied field (if the amount paid is sufficient to pay then entire invoice). However, it is possible to override this field and enter any partial payment or over payment of the invoice.
2. Click your "F1" Key to record an "on account" payment which is not applied to a specific open invoice. Upon selecting F1 your system will create an invoice number based on the date it is entered.
EXAMPLE: if entering an "on account" payment on May 1, 2009 your invoice# would be OA90501. **NOTE:** This entry will create a CREDIT on your open Receivables for this customer.
3. Click on the magnifying glass or enter "F3" to select form a list of open invoices. You can then select the invoice(s) you wish to pay.
4. Select the **ALL OPEN** button located in the lower right corner of your screen. Your system will display all of the customer's open invoices and credits. To record the individual cash receipts double click in the APPLIED field of the invoice you wish to apply \$ toward. Your system will automatically display the payment for the entire amount of the invoice (if the customer payment is for sufficient \$) however, this can be over ridden by any amount that you enter. It is also possible to over ride the amount of your discount.

Application Computer Systems, Inc. Accounts Receivable

Receipt Date: 07/02/09
 Customer: 000100 Everest Industries
 Cash Rec: Customer Check
 Check/Ref #: 54482
 Balance: 8500.00

Invoice	Inv Date	Due Date	Invoice Amt	Avail Disc	Applied	Discount	Balance
0005214	05/05/09	06/04/09	2757.35	52.03	0.00	0.00	2757.35
0005216	05/09/09	06/08/09	954.00	18.00	0.00	0.00	954.00
0005220	05/11/09	05/21/09	1008.55	0.00	0.00	0.00	1008.55
0005222	05/12/09	06/11/09	1413.83	26.68	0.00	0.00	1413.83
0005223	05/29/09	06/28/09	367.38	7.35	0.00	0.00	367.38
0005224	06/01/09	07/01/09	155.93	3.12	0.00	0.00	155.93
0005226	06/02/09	06/02/09	109466.03	0.00	0.00	0.00	109466.03
0005227	06/02/09	06/02/09	8.55	0.00	0.00	0.00	8.55
0009017	03/04/03	04/03/03	1200.00	0.00	0.00	0.00	1200.00

Use the All Open button to select from a list of open invoices

OK Cancel Delete Insert Auto All Open

v8.0. are_ac [OK]=Next Invoice <F1>=On-Acct <F3>=Lookup AUTO=Auto Applic; Char PP

Note: The discount amount for an invoice is shown only when the cash receipts date is earlier than the discount expiration date as determined by the terms code associated with the invoice.

It should also be noted that any Credit Memo or credit amount available for this customer can be selected *to be included in your customer payment* using methods 1, 3 or 4 listed above. You will simply enter a CREDIT amount in the applied field. The Balance field in the header is increased as a result.

Once all invoices have been selected, cash applied, and the balance field in the upper right corner of your screen is \$0, this cash receipt is complete.

- Select OK to return to the Customer field to enter the next cash receipt.
- Select Cancel to return to the Customer field to enter the next cash receipt.
- Select Delete and your system will ask:
 If you select "YES", the entire cash receipt will be deleted from your system.
 If you select "NO", it will ask if you want to delete the last invoice line you created

Application Computer Systems, Inc. Accounts Receivable

Credit Memos and Customer Adjustments

When using an existing credit memo amount to pay invoices and external funds are not being received, you should *enter zero* for the Amount field in the Receipt. Proceed with data entry as follows:

1. Apply payment to open invoices using options 1, 3 or 4 (see AR Distribution).
2. Call up the credit memo to be applied using options 1, 3 or 4 (see AR Distribution).
3. Apply a negative amount to the credit memo in the same amount as applied to the invoices that were paid.

Credit amounts normally appear as negative numbers indicating a credit to the customer's accounts. To use the credit, you apply the matching negative amount. The Balance field in the header is increased as a result.

In a cash receipts transaction where cash is not actually received, the general ledger postings normally created by the application of payment (i.e. Debit to Cash, Credit to Receivables) are offset by the postings created when the credit is applied as payment (i.e. Debit to Receivables, Credit to Cash). The net result is that general ledger postings are a wash. This is the desired result as the credit to receivables (and debit to sales) was made at the time the credit memo was originally updated.

When making adjustments to open invoices and external funds are not being received, you should *enter zero* for the Amount field in the Receipt portion of the cash receipt. Proceed with data entry as follows:

EXAMPLE: Invoice 5223 in the amount of \$367.38 is being written off to bad debt.

1. Call up the Customer Invoice to be adjusted by using options 1 or 3 (see AR Distribution)
2. Enter the dollar amount to be adjusted in the applied field. In this case \$367.38
3. Select "OK" and you will receive the following message:

"Transaction Is Out Of Balance by \$367.38"

NOTE: Because you did not enter any funds in the receipt portion of the cash receipt, but you have applied dollars to the invoice, you will see a CREDIT in your balance field.

In addition to applying payment to individual invoices, the Accounts Receivable module allows you to enter general ledger postings as part of the cash receipts process.

Application Computer Systems, Inc. Accounts Receivable

General Ledger postings allow you to apply a remaining cash balance (or deficit) to a general ledger account(s), as in the case of writing off a non-collectible receivable item or granting additional discount on an invoice.

GL Distribution "Tab"

This portion of your Cash Receipt record allows you to determine what GL account number special payments, credits or write offs are charged to.

The screenshot shows the 'Cash Receipts Entry (ACS MASTER 8.0)' window. The 'GL Distribution' tab is active, displaying a table with the following data:

G/L Account	Description	Amount
6200-00	Bad Debt W/O	1470.61

At the bottom of the window, there are buttons for 'OK', 'Cancel', 'Delete', 'Insert', 'Auto', and 'All Open'. A status bar at the very bottom contains the text: 'v8.0. |are_ae Enter The Amount To Be Posted To This Account | Num | PP'.

GL Account:

- Enter a valid General Ledger account.
In this case, Bad Debt
- Click on the magnifying glass or enter "F3" to select from a list of all valid accounts.
- Select "Cancel" to remove the entry and be moved to the GL Account.
- Select "Delete" and you will be asked: Delete this record?
- Select "YES" to remove the receipt
- Select "NO" and you will be asked if you wish to remove the last GL Account line.

Description: This field will be populated using the GL Account description in the GL Account Maintenance file for the account you selected.

Amount: Enter the amount to be posted to this account.

Application Computer Systems, Inc. Accounts Receivable

NOTE: If the transaction requires the postings to be distributed over multiple GL Accounts, the accounts and corresponding amounts will be entered here.

-Select "OK" and you will be taken to the Customer number for the next cash receipt.

-Select "Cancel" and you will be asked: "Is the Above Information Correct?"

-Select "Delete" to delete the entire cash receipt or just the last line of the GL Distribution.

The GL Distribution display also allows posting of miscellaneous transactions directly to general ledger accounts.

NOTE: The GL Distribution display is useful when receiving cash that has no related sales transaction, such as a refund or general-purpose deposit. To facilitate the receipt of cash from miscellaneous sources, you should set up a special customer for this purpose called "Miscellaneous Cash" and use when appropriate.

Handling Checks with Non-sufficient Funds

Checks received with non-sufficient funds are generally not discovered until after the cash receipts are updated and the checks are deposited in the bank. When this occurs, you must make adjustments to the accounts receivable open invoice file and the general ledger as follows:

When paid invoices have a balance remaining or have not been purged from the open invoice file, they may be reinstated by performing Cash Receipts Entry using a **negative amount** in the same amount as the bad check in the receipt portion of the cash receipt. Apply a negative amount for each invoice that was previously paid until the deposit balance is zero. Proceed with the Cash Receipts Register and update. This will both reinstate the invoices to their previous amounts and reverse the original general ledger postings that were made at the time of the original Cash Receipt.

Cash Receipts Register/Update

Accounting →Accounts Receivable →Processing →Cash Receipts Register

Once all Cash Receipts, Credits and Adjustments have been entered, it will be necessary to run your Cash Receipt Register.

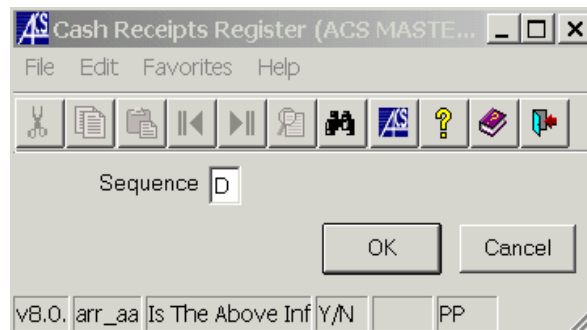
The Cash Receipts Register prints a report of all cash receipts transactions entered through the Cash Receipts Entry task. All transactions are posted to the customer accounts, general ledger and optionally, the GL Bank Reconciliation system when this register is updated.

Application Computer Systems, Inc. Accounts Receivable

Upon selecting the Cash Receipts Register you will be asked in what sequence you wish to run the report.

Sequence:

- Enter C to print the register by cash receipt code
- Enter D to print the register by receipt date



Upon entering your sequence selection, you will see:

“Is the Above Information Correct?” along the bottom of your screen

- Select “OK” to proceed
- Select “Cancel” to go back to your Cash Receipts processing menu

Upon running your Cash Receipts Register you will be asked: “Are you Ready to Update the Cash Receipts Register?”

Review this register for accuracy BEFORE you answer “YES”.

- Enter Yes when you are certain the entries are correct and you are ready to update.
- Enter No when the update should be postponed and to return to the Accounts Receivable menu without updating.

Application Computer Systems, Inc.

Accounts Receivable

The first page(s) of your register will be a detailed listing of each customer's transactions. These will be displayed by either Cash Receipt Code or Receipt Date depending on the sequence you selected.

It will list:

Customer Name and Number	Cash Amount
Receipt Date	Discount Amount
Receipt code	Total Credit
Check Number	GL Account
Invoice Number	Amount charged to each GL Account
ABA number	Amount of the Deposit

It will display a Daily Total, a Register Total, a MTD total and a Next Month Total. The information will also display total dollars by Check and Cash settings.

04/20/10	ACS MASTER 8.0	Page 1								
09:56 AM	Cash Receipts Register By Receipt Date	Audit # 0000164								
Customer Number And Name	Rec Code	Check Number	Invoice Number	Cash Amount	Discount Amount	Total Credit	---Miscellaneous--- Acct	Amount	-----Deposit----- ABA Number	Amount
Receipt Date: 02/24/10										
000100	B									
Everest Industries		1215454	0005145	1,456.24	0.00	1,456.24				8,500.00
			0005274	500.00-	0.00	500.00-				
			0005277	2,027.13	0.00	2,027.13				
			0005279	250.00	4.08	254.08				
			0009017	1,200.00	0.00	1,200.00				
			0A00224	4,066.63	0.00	4,066.63				
02/24/10 Daily Total:				8,500.00	4.08	8,504.08		0.00	Checks:	8,500.00
									Cash:	0.00
									Deposit:	8,500.00
Register Total:				8,500.00	4.08	8,504.08		0.00		8,500.00
MTD Totals:				109,511.70	2.08	109,513.78		97,657.96		11,853.74
Next Month Totals:				69,235.00	4.08	69,239.08		0.00		69,235.00

Application Computer Systems, Inc.

Accounts Receivable

The remaining pages will be the General Ledger Summary of the postings generated by the Cash Receipt entries.

This information will include:

GL Account

GL Account Description

Customer Name and Number

Customer Check number or Memo field

AR Invoice numbers

The amount posted as a result of that record

The report provides GL Account Subtotals and Grand totals for all accounts by Dates.

NOTE: All transactions posted as a result of your Cash Receipts Register will carry a Journal ID of "CR".

06/16/10 10:31 AM		ACS MASTER 8.0 Cash Receipts Register			Page 3
		General Ledger Summary - Journal CR Cash Receipts			Audit # 0000167
Account	Description	Memo/Reference	Debits	Credits	
Date 02/24/10					
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 0005145	1,456.24		
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 0005274		500.00	
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 0005277	2,027.13		
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 0005279	250.00		
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 0009017	1,200.00		
1010-00	Cash In Bank - First National	Everest Industries 000100 1215454 OA00224	4,066.63		
		Subtotal for Account 1010-00	9,000.00	500.00	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0005145		1,456.24	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0005274	500.00		
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0005277		2,027.13	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0005279		250.00	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0005279		4.08	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 0009017		1,200.00	
1040-00	Accounts Receivable	Everest Industries 000100 1215454 OA00224		4,066.63	
		Subtotal for Account 1040-00	500.00	9,004.08	
4900-00	Discounts Earned	Everest Industries 000100 1215454 0005279	4.08		
			Totals For 02/24/10	9,504.08	9,504.08

Application Computer Systems, Inc. Accounts Receivable

Cash Receipts Register UPDATE:

For each customer on the register, the amounts entered in the Cash Receipts Entry task are posted to their open invoices or on-account. The general ledger is posted as follows:

- a) The cash account is determined by the cash receipts code.
- b) The accounts receivable account is determined by the distribution code associated with the invoice when it was entered, not the current distribution code associated with the customer.
- c) The terms discount account is determined by the cash receipts code associated with each cash receipt transaction.
- d) In the case of cash posted on-account, the default distribution code associated with the customer determines the accounts receivable account.
- e) Miscellaneous general ledger transactions are posted to the accounts entered through the Cash Receipts Entry GL Distribution display.
- f) Transactions are written to the Cash Receipts History files.

If you plan to use the **GL Bank Reconciliation** function, you will need to have your ACS Project Manager set the appropriate Accounts Receivable Bank Rec flag so that your cash received is posted to the Bank Rec.

The month-to-date and/or next month cash receipt totals that appear at the bottom of the Cash Receipts Register are also updated at this time.

NOTE: *Your Cash Receipt Register must be run and UPDATED for these updates to take place. It will then be necessary to run and update your Daily Detail for the GL postings to update. (See General Ledger Installation for further information regarding updating General Ledger.)*

Application Computer Systems, Inc.

Accounts Receivable

Aging Report

Accounting → Accounts Receivable → Processing → Aging Report

The Aging Report function may be used to age customer accounts by any date. It will then print an aged trial balance of customer accounts in either numeric or alphabetic sequence, with the option of displaying detail or summarized information for each customer.

Aging Date: Enter the date upon which aging is based.

Due Date Or Invoice Date:

- Enter D to age all invoices based on their due date
- Enter I to age all invoices based on their invoice date

Note: When using the aging report to help determine whether or not a customer should be assessed finance charges, pay close attention to the date selected for aging.

Future Aging:

- Check this box to include all invoices and payments regardless of their dates.

Application Computer Systems, Inc.

Accounts Receivable

-Leave this box blank to exclude any accounts receivable transactions that occurred after the aging date for the report being run, such as a payment received after the end of the period.

Note: For an aging report that can be used to balance the accounts receivable general ledger account, select I in the Age On Due Date OR Invoice Date field and N in the Future Aging field.

Customer Or Salesperson:

- Enter C for a report sorted by customer number
- Enter S for a report sorted by salesperson code

Sort Sequence: This field will only be available if you selected Customer in the previous field.

- Enter A to sort in alphabetical order
- Enter N to sort in numeric sequence by customer order numbers

Beginning Customer: This field will only be available if you selected "Customer" in the Customer/Salesperson field.

- Enter the first customer number to begin the report
- Press "F1" to start with the first on file
- Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Ending Customer: This field will only be available if you selected "Customer" in the Customer/Salesperson field

- Enter the last customer number to end the report
- Press "F1" to end with the last on file
- Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Beginning Salesperson: This field is only available if you selected "Salesperson" in the Customer/Salesperson field.

Ending Salesperson: This field is only available if you selected "Salesperson" in the Customer/Salesperson field

Update Customer Aging Summary:

- Check this box if you wish to update customer information
- Leave this box blank to print the report without updating customer information

Summary Or Detail:

- Enter S to print a single line for each customer
- Enter D to print all open invoices for each customer

Application Computer Systems, Inc.

Accounts Receivable

Include Customer Comments:

- Check this box to include comments on the report that are associated with the customer
- Leave this box blank to print the report without customer comments

Age Credits:

- Check this box to include credit balances on the printed report
- Leave this box blank to print the report without credit balances

Fixed Size Aging Periods:

- Check this box to use fixed size for all buckets
- Leave this box blank to enter date for each bucket separately

Aging Period Size: Enter the number of days for each aging bucket. The number must be at least one (1) and can range up to 999

After entering the correct information in each of these fields, you will see the following message displayed at the bottom of your screen:

"Is The Above Information Correct?"

- Select "OK" to run your report
- Select "Cancel" to return to your AR Processing menu

07/02/09 11:40 AM		ACS MASTER 8:0										Page 2
Detail Aging Report As Of 07/02/09												
Based On Invoice Date												
Numeric Sort From First To Last												
Customer No. & Name	Order	Contact	06/03/09	05/04/09	04/04/09	03/05/09						Balance
Invoice	Invoiced PO Number	Number Terms Type	Future	07/02/09	06/02/09	05/03/09	04/03/09	03/04/09				
000100 Everest Industries			(714)-832-8113	Mr. James Rockville								
0005224	06/01/09	J001956 4	S		155.93						155.93	
0005226	06/02/09	P1453-22-2 0001153 1	S		109,466.03						109,466.03	
0005227	06/02/09	0001155 1	S		8.55						8.55	
0009017	03/04/03	None	3 S					1,200.00			1,200.00	
				0.00	117,844.40	0.00	1,001.70	305,573.09			424,419.19	
000200 Industrial Products			(714)-833-7100	Robert Mansfield								
0005054	01/31/03	None	CD S					281.03			281.03	
0005059	02/02/03	None	CD S					1,304.51			1,304.51	
0005090	03/02/03	None	CD S					3,785.28			3,785.28	
0005102	03/08/03	None	CD S					2,580.29			2,580.29	
0005115	03/18/03	None	CD S					2,652.45			2,652.45	
0005239	03/15/04	0001160 4	S		4.04						4.04	
0009008	02/28/03	None	1 F					198.11			198.11	
				0.00	0.00	0.00	0.00	10,805.71			10,805.71	
000300 Taylor Manufacturing			(714)-672-0171	Marsha Canterbury								
0005048	01/22/03	None	3 S					72.70			72.70	
0005060	02/02/03	None	3 S					654.30			654.30	
0005091	03/02/03	None	3 S					889.33			889.33	
0005103	03/08/03	None	3 S					1,264.38			1,264.38	
0005116	03/18/03	None	3 S					3,791.53			3,791.53	
0005130	03/30/03	None	3 S					2,181.73			2,181.73	
				0.00	0.00	0.00	0.00	8,853.97			8,853.97	

Application Computer Systems, Inc. Accounts Receivable

As the Aging Report prints, the aging summary figures are recalculated for each customer and written to the Customer Masterfile when the Update Customer Aging question is checked.

Aging Analysis Report

Accounting → Accounts Receivable → Processing → Aging Analysis Report

The Customer Aging Analysis Report provides information on selected customers' accounts receivable balance by aging period. Information is available by either *average days to pay* or *balance by aging period*. The report is available by customer number or alternate sequence sort.

Aging Analysis Report (ACS MASTER 8.0)

File Edit Favorites Help

Report Basis: D Days to Pay

Days: 0

Report Sequence: C

Beginning Customer: First

Ending Customer: Last

Beginning Alt Sequence:

Ending Alt Sequence:

OK Cancel

v8.0. | arr_ha | A=List Customers In Alt Sequence, C=Lis | Char | PP

Report Basis:

- Enter **D** to select customers based on the average number of days to pay
- Enter **A** to select customers to print based on their current aging balance for the various aging categories (i.e. 30, 60, 90, etc.).

Days:

- Enter the number of days that a customer must have in "average days to pay" in order to be included on the report
- Enter the number of the aging period (Future/Current/30/60/90/120) for which a customer must have a balance due in order to be included on the report.

Example:

When you select **D** in the *Report Basis* field and enter 45 for the *Days* field, only customers with average days to pay of 45 or greater are included on the report. When you select **A** in the *Report Basis* field and enter 90 for the *Days* field, only customers with a balance of 90 days or greater are included on the report.

Application Computer Systems, Inc.

Accounts Receivable

Report Sequence:

- Enter **A** to print the report sorted by customers in alternate sequence
- Enter **C** to print the report sorted in customer number sequence

Beginning Customer:

- Enter a valid customer number to print
- Press "F1" to begin with the first customer in the file
- Select the magnifying glass or press "F3" to select from a list of all valid customer numbers

Ending Customer:

- Enter a valid customer number to print
- Press "F1" to end with the last customer on file
- Select the magnifying glass or press "F3" to select from a list of all valid customer numbers

Note: The Begin With and End With fields represent a lower and upper range of customer numbers to print regardless of whether the report is printed in alphabetic or numeric sequence.

Beginning Alt Seq: This field is only accessible when the Report Seq is set to A

- Enter a number representing an alternate sequence of customer numbers
- Press "F1" to begin with the first customer number of file

Ending Alt Seq: This field is only accessible when the Report Seq is set to A

- Enter a number representing the end of the alternate sequence list of numbers
- Press "F1" to end with the last customer number on file.

After entering the correct information in each of these fields, you will see the following message displayed at the bottom of your screen:

"Is The Above Information Correct?"

- Select "OK" to run your report
- Select "Cancel" to return to your AR Processing menu

Cust # Customer Name		Last Inv Days Terms	Future	30 Days	90 Days	MTD Sales
Telephone	Ext Contact	Last Pay Pay Code	Current	60 Days	120 Days	YTD Sales
000099	tester customer	00/00/00 0 30 00/00/00 EEE NET 30	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
000100	Everest Industries	06/01/09 465 4	0.00	117,844.40	1,001.70	237,311.48
(714) 832-8113	1234 Mr. James Rockville	11/13/08 2% 10 Days - Net 30	0.00	0.00	305,573.09	336,092.90
000200	Industrial Products	03/15/04 21 CD	0.00	0.00	0.00	0.00
(714) 833-7100	Robert Mansfield	03/01/03 C.O.D.	0.00	0.00	10,805.71	28,428.54

Application Computer Systems, Inc. Accounts Receivable

Age Accounts Receivable Transactions

Accounting → Accounts Receivable → Processing → Age AR Transactions

When the Accounts Receivable Aging Report is printed, the aging summary figures are recalculated for each customer and written to the Customer Masterfile. To recalculate the aging summary figures without printing an Aging Report, use the Age Accounts Receivable Transactions task. When desired, this task will also perform aging for a single customer or series of customers.

Age AR Transactions (ACS MASTER B.0)

File Edit Favorites Help

Aging 07/02/09

Age On Due Date Or Invoice I Invoice Date

Beginning First

Ending Last

OK Cancel

v8.0. | aru_es | Is The Above Information Correct? Y/N PP

Aging Date: Enter the date upon which aging is based.

Age On Due Date of Invoice:

- Enter D to base the aging on the Invoice Due date
- Enter I to base the aging on the Invoice Date

Beginning:

- Enter a valid customer number with which to start the report
- Press "F1" to start with the first customer number on file
- Select the magnifying glass or press "F3" to select from a list of all valid customer numbers.

Ending:

- Enter a valid customer number with which to end the report
- Press "F1" to end with the last customer number on file
- Select the magnifying glass or press "F3" to select from a list of all valid customer numbers.

After entering the correct information in each of these fields, you will see the following message displayed at the bottom of your screen:

"Is The Above Information Correct?"

- Select "OK" to run your report

Application Computer Systems, Inc. Accounts Receivable

-Select "Cancel" to return to your AR Processing menu

Accounts Receivable Invoice Conversion

Accounting → Accounts Receivable → Utilities → Conversion Invoice Entry

As you approach your ACS "GO LIVE" date there may be active records from your current/old system that will need to be entered into your ACS/MASTER system. In this section we will be addressing the conversion of your open Customer Invoices.

All A/R invoices that still have a balance just prior to the time you begin live processing in ACS/MASTER should be entered in to the new ACS system. An A/R Aging Report or Aged Trial Balance from your current system is a good source document.

Conversion Invoice Entry

Working from a current A/R Aging Report from your current system you will use this function to enter all open A/R invoices and all unapplied credit memos (credits will be entered as negative amounts).

REMEMBER: you are entering ONLY the AR invoices open/unpaid from your "OLD SYSTEM" as of the date you GO LIVE in ACS.

Conversion Invoice Entry (ACS MASTER 8.0)

File Edit Favorites Help

Customer 000100 Everest Industries

Invoice Nbr 0015487

Dist Code

Terms Code

Invoice Date

Invoice Due

Discount Due

Invoice Type

Amount

Discount

OK Cancel Delete

v8.0. are_ba Enter Invoice Number (<F1>=Next Zero PP

Conversion Invoice Entry

Is This A New Record?

Yes No Cancel

Application Computer Systems, Inc. Accounts Receivable

Customer:

-Enter the customer number for your first open AR invoice

-Select the magnifying glass or press "F3" to select from a list of all valid customer numbers.

Invoice Nbr: Enter the invoice number from the open invoice

Your system will display the following query: "Is This a New Record?"

-Select "YES" to continue entering invoice detail information

-Select "NO" to return to the Invoice Nbr field

-Select "Cancel" to return to the Invoice Nbr field

Dist Code: Your system will default to the Distribution Code assigned to this customer in AR Customer Profile maintenance. However, this field can be overridden.

Terms Code: Your system will default to the Terms Code assigned to this customer in AR Customer Profile maintenance. However, this field can be overridden.

Invoice Date: Enter the Invoice date for this invoice

Invoice Due: Enter the Due Date for this invoice

Discount Due: Enter the date used to calculate the eligibility of a customer discount

Invoice Type:

-Enter "S" for Sale

-Enter "R" for Return

-Enter "F" for Finance Charge

-Select the magnifying glass or press "F3" to select from a list of valid options

Amount: Enter the outstanding or open amount of the invoice

Discount: Enter the Customer Discount available for this invoice

When entry is complete

-Select "OK" to move to the next invoice

-Select "Cancel" to return to the Invoice Nbr

-Select "Delete" and you will receive the following prompt:

"Are You Sure You Want To Delete?"

Upon entering "YES" the entry will be deleted

Upon entering "NO" or "Cancel" you will be returned to most recent invoice entered.

Application Computer Systems, Inc. Accounts Receivable

Conversion Invoice Register

Once you have entered all open Account Receivable invoices through Conversion Invoice Entry, it is time to run the Conversion Invoice Register. Upon selecting this option, your system will issue the following prompt: "Do you want to print the Conversion Invoice Register?"

Upon selecting "YES", your system will issue another prompt:
"Do you want to Post to the G/L when the Register is Update?"

Select "NO" for this option

NOTE: You will be entering your TOTAL Account Receivable balance through the G/L Beginning Balance Entry, so this option *must be answered NO*.

STOP: At this point; the Conversion Invoice Register total MUST MATCH the source document from your old system that you were using to make these entries. This amount should also match the GL Accounts Receivable balance currently in your old system.

If it does not, make any necessary corrections and run the register again. Continue this process until your totals are correct.

Customer		Invoice	Dist	Terms	Invoice	Due	Discount			
No.	Name	Number	Code	Code	Date	Date	Date	Type	Amount	Discount
000100	Everest Industries	0054783	A1	4	07/02/09	08/01/09	07/12/09	S	525.00	10.50
000100	Everest Industries	0454781	A1	4	03/31/09	04/30/09	04/10/09	S	50.00	1.00
000100	Everest Industries	1548784	A1	4	06/01/09	07/01/09	06/11/09	F	5.00	0.00
000100	Everest Industries	4549873	A1	4	07/02/09	08/01/09	07/12/09	S	2,154.80	43.10
Total For Register									2,734.80	54.60

Once your Conversion Invoice Register balances to your source document you will answer "Yes" to the following prompt: "Are you Ready to Update the Conversion Invoice Register?"

Upon updating your Conversion Invoice Register, all invoices will post to each customer open invoice files.

Application Computer Systems, Inc.

Accounts Receivable

E/F. ADVANCED FILE MAINTENANCE AND PROCESS TRAINING

In this section we will be reviewing all of the advanced Customer Maintenance processes that were not reviewed in the BASIC Process Training.

What will be covered in this section:

Customer Maintenance

1. Hard Copy Printing
2. Comment Maintenance
3. Service Repair Parameters
4. Billing Rates
5. Vaughen's Pricing Multipliers
6. Item Number Maintenance
7. Customer Notes
8. Aging and Sales Summary Inquiry
9. Invoice Detail Inquiry
10. Invoice Archive Detail Inquiry
11. Open Order Inquiry
12. Invoice History Inquiry

Parameter Maintenance

13. Report Parameters
14. New Customer Defaults
15. Sequence numbers
16. Company Fax/Phone

Accounts Receivable Reports

17. Customer Cross Reference Report
18. Customer Label Printing
19. Customer Name Listing
20. Customer Detail Listing
21. Customer Comments Listing
22. Customer Name and Address Listing
23. Customer Ledger Cards
24. Customer Item Number Report

Application Computer Systems, Inc.

Accounts Receivable

Utilities

- 25. Invoice Date Modification Entry
- 26. Invoice Date Modification Register

Note: Of the remaining AR Utility functions, Conversion Invoice Entry and Conversion Invoice Entry Register are covered in BASIC FILE MAINTENANCE TRAINING and CORE PROCESS TRAINING. Questions regarding the remaining Utility options can be answered by your Project Manager or ACS Customer Support.

Prerequisites:

- 1. Individuals to be trained must have completed Accounts Receivable BASIC FILE MAINTENANCE TRAINING and CORE PROCESS TRAINING.
- 2. Individuals to be trained must have completed ADVANCED FILE MAINTENANCE TRAINING.
- 3. If Customer Service Repair Parameters and Billing Rates are to be used, individuals to be trained must have a working knowledge of Service Repair Departments and Job Billing.
- 4. At least one Service Repair Department and Job Type must be set up.
- 5. If Customer Item numbers are to be used, individuals to be trained must have a working knowledge of Inventory Item maintenance.
- 6. At least one printer must be configured and assigned to the users being trained.

Application Computer Systems, Inc. Accounts Receivable

Customer Maintenance

Hard Copy Printing – this task prints a listing of all information for the selected customer. Detailed receivable information is also listed. This option is helpful during the data conversion process because it allows you to verify the customer information immediately after it is entered. Your system does not ask for criteria to run this report and printing begins immediately after selecting this option for a customer. After completion, the task returns to the Customer Maintenance Options menu.

Comment Maintenance – use this task to record any customer comments or information you would like *displayed* when a transaction is created for the selected customer. During Job Entry/Job Billing or Order/Invoice Entry, any Customer Comments on file will be displayed on your screen upon entering a Customer number.

Service Repair Parameters – these settings provide a means to establish Job Billing parameters specific to one Customer. When the existing Service Repair Department settings do not meet the billing requirements of a customer, Service Repair Parameters allow you to customize the following settings:

How Labor and Materials prices post to the customer invoice

Determine if Special Instructions will appear on the customer invoice

Should the invoice be created from an Estimate, the Job Detail or Both?

What line codes will be used for billing Labor and Material Detail Lines?

What line codes will be used for recording Labor and Material Cost Lines?

What line code will be used as a message line?

What line code will be used for Non Stock Items?

NOTE: These Parameter settings will OVERRIDE the Service Repair Departments setting when a job is entered for this customer.

You will find a detailed explanation of these settings in the Service Repair Basic File Maintenance Training portion of the installation manual.

Billing Rates – use this setting to establish custom labor billing rates specific to one Customer. Set up by Department, these Regular, OT and DT labor billing rates will OVERRIDE the Service Repair Department labor billing rates for this customer.

Vaughen's Pricing Multipliers – Set up by Job Type, this option allows the user to establish Rewind Price and Recondition/Extra Price Multipliers to be utilized when preparing Service Repair Quotes and Estimates. This maintenance information will OVERRIDE any Vaughen's global Pricing Multipliers in Job Type Maintenance.

Application Computer Systems, Inc. Accounts Receivable

You will find a detailed explanation of Vaughen's Pricing in the Service Repair Advanced File Maintenance Training portion of the installation manual.

Item Number Maintenance – this option is useful when your Customer requires that their own specific material part numbers be printed on Order Picking tickets and Invoices. Here you will establish your inventory item number and its corresponding customer item number.

Customer Notes – this Word Pad function allows you to establish and maintain *internal* communication for this customer. Different from Customer Comments or Job Special Instructions, Customer Notes do not print or display at any time during any process. It is meant for internal use only and must be selected to be viewed.

Aging and Sales Summary Inquiry – this option provides on-line inquiry into a customer's accounts receivable balance, summarized aging, average days to pay and summarized sales and gross profit information. All fields are *display only*.

Invoice Detail Inquiry – this option shows a customer's open invoice file containing a record of billings, payments, adjustments and finance charges. A detailed record of a customer's accounts receivable activity may be retained until it is cleared using the *Zero Balance Invoice Report and Purge* task.

Invoice Archive Detail Inquiry – once the *Zero Balance Invoice Purge* has been completed, Customer invoice information (including records of billings, payments, adjustments and finance charges) is *moved* from the Invoice Detail files to the Invoice Archive file. The information available is the same data; it is simply moved to the Archive file when the purge function is used.

Open Order Inquiry – When the Order/Invoice Processing module is installed, this option allows inquiry into a customer's open orders in either a summarized or detailed format. Summarized orders display the order number, type, order date, ship date, PO number, ship-via, salesperson invoice number and the order total. Additionally, the detailed format displays the item description with lot number, warehouse, quantity, price, etc.

Invoice History Inquiry - When the Order/Invoice Processing module is installed and the *Customer Inv Dtl His* parameter set to **Y**, the Invoice History Inquiry option is accessible. This option displays a customer's historical invoices. Invoice summary or detail information may be viewed if the *Retain Invoice Detail History* is set to **Y** in Profile Information. Summarized invoices display the invoice number, type, order date, ship date, PO number, ship-via, salesperson order number and the order total. Additionally, the detailed format displays the item description with lot number, warehouse, quantity, price, etc. A duplicate copy of the invoice can be printed.

Application Computer Systems, Inc. Accounts Receivable

Parameter Maintenance

The Accounts Receivable Parameter Maintenance task allows for the creation, modification, deletion and inquiry of the Accounts Receivable module parameters. In this task, you can tailor the Accounts Receivable module to the way you do business. The options presented here may be changed at a later date, **HOWEVER, please consult with ACS Customer Support before making any changes after your module is in operation and transactions have been established.**

The Accounts Receivable Parameter Maintenance Option Menu allows you to work on one parameter after another without ever leaving the *Accounts Receivable Parameter Maintenance* task. Once a parameter option is chosen, you can make adjustments to the settings. When you select an option from the menu, the list of options disappears from the screen and the parameter fields of the option you selected are displayed on the screen.

Report Parameters - Report Parameters are used to define the company name and address for printing on the Reports and forms.

New Customer Defaults – this option allows the user to define the default customer settings to be used when setting up a new customer. This information will include Sales Discount, Territory Code, Salesperson, Tax Code, Terms Code Distribution Code and Invoice Detail History. Once established the default codes will be applied to each new customer, however, any or all of these settings may be overridden during the New Customer set up.

Sequence numbers - This option sets the first, or next, number for the automatic sequencing features of the Accounts Receivable and Order Processing modules. These numbers are automatically incremented when used by the system

Company Fax/Phone – Use this option to establish your Company Fax and Phone information.

NOTE: Company Name and Address information as well as Fax and Phone data are utilized during the generation of the following documents:

Invoice Print	PO Print (Plain)
Invoice Print (Historical)	Delivery Ticket Print
Order Pick List / Acknowledgement	Quick Deliver Ticket Print
Display Invoice Image	Customer statements (Plain)
Estimate Mail-To	Equipment Storage Customer Mailer
Quote Mail-To	Pre-Invoice

Application Computer Systems, Inc. **Accounts Receivable**

Accounts Receivable Reports

The reports and listings available to the Accounts Receivable module have all been gathered together in this task to make it easier for you to access them. Use this task when you want to print labels or ledger cards, etc., or to print customer information of several types.

Customer Cross Reference Report - The *Customer Cross-Reference Report* task prints customer numbers and names in two sequences on the same page. The left column shows customers in number sequence. The right column shows customers listed in their alternate sequence, as defined by the *Alt Seq* field in the Customer Masterfile.

Customer Label Printing - The *Customer Label Printing* task prints mailing labels for each customer based on the options entered. The Label Code is a free standing field that does not validate from a pre-determined table. Much like AR Customer Statement Cycle Codes, this code can be determined by entering a new Label Code in this field. Once established, it will be necessary to contact ACS Customer Support to have the label settings programmed. Then it is a simple matter of selecting the correct Label Code for the label sizes required.

Customer Name Listing - The *Customer Name Listing* task prints account numbers and names for customers by selected salesperson, territory, terms code, or customer type.

Customer Detail Listing - The *Customer Detail Listing* task prints a detail listing of customer information for all customers. This task is used primarily to verify the information entered in the Customer Masterfile during the installation process.

Customer Comments Listing - The *Customer Comments Listing* task prints customer comments as set up in the *Customer Maintenance* task, selected by salesperson or territory.

Customer Name and Address Listing - The *Customer Name and Address Listing* report prints an alphabetic or numeric listing of all customer names, addresses and telephone numbers.

Customer Ledger Cards - The *Customer Ledger Card Listing* report lists all customer invoices up to a selected date, for a range of customers. The information shown includes invoice number, date, date due, invoice amount, amount applied and invoice balance.

Customer Item Number Report – The Customer Item Number Report will give you a complete listing of all special part numbers set up for any given customer.
See Customer Part Number in Customer Maintenance for detailed training for this feature

Application Computer Systems, Inc. Accounts Receivable

Accounts Receivable Utilities

Of the options available in the AR Utilities menu, we will be covering two in this section:

The Invoice Date Modification Entry

Invoice Date Modification Register

The Conversion Invoice Entry and Conversion Invoice Entry Register are covered in the Basic File Maintenance and Core Process Training sections of the Accounts Receivable section of your manual.

Invoice Date Modification Entry - allows the user to modify the terms code, invoice date, due date and discount date for customer open invoices. Although this option will impact the Accounts receivable aging functions, it *will not* make the corresponding changes to General Ledger. Should your changes span multiple periods, it will be necessary to make General Ledger adjustments.

Invoice Date Modification Register –this task prints a report of all modified invoices prior to making the adjustments to the accounts receivable open invoice file.

Customer Maintenance

Accounting → Accounts Receivable → Maintenance → Customer Maintenance

Hard Copy Printing

Hard Copy Printing provides a listing of all current Customer information:

Customer #

Name and Address

Customer Profile

Aging Sales Summary and Open Invoice information

Ship To Address Detail

Customer Comments

NOTE: It is not necessary to select report parameters; this option begins printing immediately upon selection

Application Computer Systems, Inc. Accounts Receivable

```

04/20/10          ACS MASTER 8.0          Page 1
10:37 AM          Customer Maintenance Listing

Customer No: 000100
Name: Everest Industries

-----Name, Address & Profile-----
Address: 123 Main St          Alternate Sequence: EVEREST
      Suite 111                Date Opened: 02/15/03
                                Ship Via: UPS GCD
                                FOB:
City: San Bernardino          Resale Number: SR-EW399291
State: CA  ZIP/Postal: 93121-0000  D&B Number:
Country:                      SIC:
Telephone: (714)-832-8113 Ext: 1234  Retain Customer: Y
Fax Phone: (714)-931-9220          Inactive: N
Contact: Mr. James Rockville

-----
Customer Type: A  Dealer          Sales Analysis?: I
Slsprsn No: JDP  Judy D. Peterson  Credit Limit: 5000,000.00
TeFax Code: CA  California State
Freight Terms:  DBFAULT          Retain Invoice
Territory: 001  Western U.S.      Detail History: Y
Dist Code: A1  Product A/Location 1
Std Message: 03  Return Policy
Pricing Code: DLR
Sale Discount: A  Class A Dealer
Label Code: A
Finance Chrg?: Y
Statements?: Y
Cycle Code:

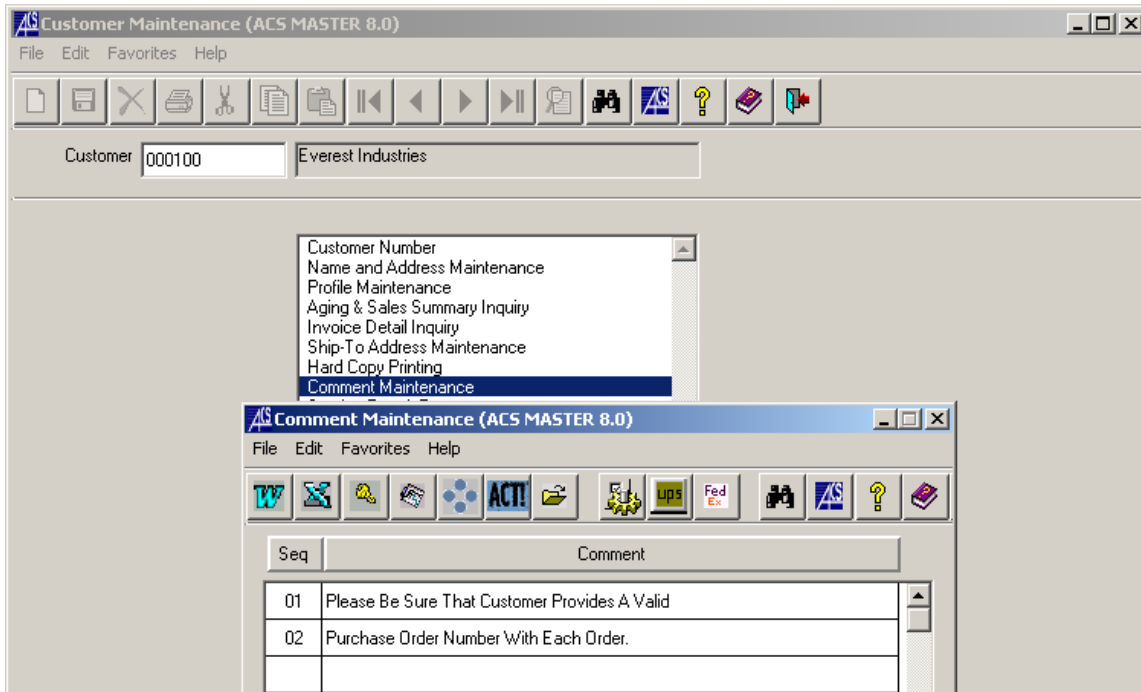
-----Aging, Sales Summary & Open Invoices-----
Future Current 30 Days 60 Days 90 Days 120 Days Balance
0.00          500.00-          0.00          266,388.46
7,890.43          34.61          258,963.42

```

Comment Maintenance

Each of your Accounts Receivable Customers allows for the entry of Customer Comment information. To enter Comments for this customer click the "Insert" button.

Application Computer Systems, Inc. Accounts Receivable



SEQ: Your system will automatically assign a SEQ number for each comment line. Hit enter to move to the Comment field.

Comment: Enter up to 48 characters in each line of your comments. Upon reaching the end of your comment line, it will be necessary to hit ENTER to move to the next line if additional space is required.

Once comments are complete, select your "OK" button and you will be asked:
"Is the Above Information Correct?"

-Select "OK" and you will be asked:

"Print A list of All Records?"

-Select "Yes" to print a list

-Select "No" to exit without printing a list

-Select "Cancel" to exit.

NOTE: These comments will display each time this customer is selected for Order/Invoice entry or Job entry and billing.

Service Repair Parameters

Each of the Departments established in your Service Repair module contain settings that control your customer billing structure for Jobs. The Customer maintenance Service Repair Parameter setting option is designed to OVERRIDE the Service Repair Department settings when a job is entered for this customer.

Application Computer Systems, Inc. Accounts Receivable

NOTE: Please see Service Repair File Maintenance Training Department settings for a complete explanation of the Service Repair Parameter/Department settings.

The screenshot shows the 'Customer Maintenance (ACS MASTER 8.0)' window. The menu bar includes 'File', 'Edit', 'Favorites', and 'Help'. The toolbar contains icons for Cut, Copy, Paste, Undo, Redo, Print, Help, and a plus sign. The main area contains the following settings:

Post Labor Price to Invoice Flag	<input type="checkbox"/>
Post Matrl Price to Invoice Flag	<input type="checkbox"/>
Post Special Instrctn to Invoice	<input type="checkbox"/>
Invoice from Estimate/Detail/Both	<input type="checkbox"/>
Post Nameplate Data to Invoice	<input type="checkbox"/>
Billing Labor Detail Line code	<input type="text"/>
Billing Materials Dtl Line Code	<input type="text"/>
Billing Labr/Matl Cost Line Code	<input type="text"/>
Billing Message Line Code	<input type="text"/>
Billing Non-Stock Item Line Code	<input type="text"/>

Service Repair Parameter Field Options

Post Labor Price To Invoice Flag:

- Enter "S" to have Labor Price posted in Summary format
- Enter "D" to have Labor Price posted in Detail format
- Enter "T" to have Labor Price posted as Total only

Post Matrl Price to Invoice Flag:

- Enter "S" to have Material Price posted in Summary format
- Enter "D" to have Material Price posted in Detail format
- Enter "T" to have Material Price posted as Total only

Post Special Instrctn to Invoice:

- Enter "Y" if Special Instructions are to print on your Customer Invoice
- Enter "N" to exclude Special Instructions

Invoice from Estimate/Detail/Both:

- Enter "E" to create your Customer Delivery Ticket/Invoice from the Job Estimate only
- Enter "D" to create your Customer Delivery Ticket/Invoice from the Job Detail only
- Enter "B" to create your Customer Delivery Ticket/Invoice from both

Application Computer Systems, Inc. Accounts Receivable

Note: if the **BOTH** option is selected, your system will always use the Job Estimate to create your Customer Delivery Ticket/Invoice. The Job Detail will only be used if a Job Estimate does not exist.

Post Nameplate Data to Invoice:

- Enter "Y" to print the Job Nameplate Data on the Delivery Ticket/Invoice
- Enter "N" to exclude Job Nameplate Data on the Delivery Ticket/Invoice

Because each Customer's settings can be tailored to their specific needs, it is suggested that you contact ACS Customer Support for assistance with setting up the remaining fields:

- Billing Labor Detail Line Code**
- Billing Material Detail Line Code**
- Billing Labor/Mat'l Cost Line Code**
- Billing Message Line Code**
- Billing Non-Stock Item Line Code**

Once all fields are complete

- Select "OK" to accept settings
- Select "Cancel" or "Delete" to return to Customer Maintenance

Billing Rates

The information to be entered for this setting is Customer Specific Billing Rates. Once established, these settings will override your current Service Repair Department settings, and, as such, impact all Customer Job Pricing.

The screenshot shows a software dialog box titled "Customer Maintenance (ACS MASTER B.0)". It features a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu is a toolbar with various icons including a pair of scissors, a document, a printer, and a question mark. The main area contains a "Dept #" field, followed by three vertically stacked input fields labeled "Reg Rate", "OT Rate", and "DT Rate". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Delete". The status bar at the very bottom displays the text "v8.0. jcm_c: Enter Department Number (<F3>: Char PP".

Application Computer Systems, Inc. Accounts Receivable

Dept#

- Enter a valid Service Repair Department number
- Select the magnifying glass or enter "F3" to select from a list of all valid Dept#
- Select "Cancel" or enter "F4" to return to Customer Maintenance

Upon the entry of your Dept#, your system will issue the following prompt:
"Is this a New Record?"

- Select "Yes" to move to the next field
- Select "No" or "Cancel" to return to the Dept# field

Reg Rate

-Enter the Billing Rate for Regular hours that this customer is to be billed when the job is entered using this department.

OT Rate

-Enter the Billing Rate for Over Time hours that this customer is to be billed when the job is entered using this department.

DT Rate

-Enter the Billing Rate for Double Time hours that this customer is to be billed when the job is entered using this department.

Once all fields have been entered, you will select "OK"

Your system will issue the following prompt: "Is the Above Information Correct"

- Select "OK" to accept this entry and return to the Dept# field.
- Select "No" or "Cancel" to remove this entry and return to the Dept# field.

NOTE: If your Service Repair module has multiple departments, these setting must be created for every department where this customer is given special Labor Pricing.

Vaughen's Pricing Multipliers

Your Customer maintenance options also include the ability to set Customer Specific settings for Vaughen's Pricing. To utilize this option, you must meet the following criteria:

1. You must have an active subscription for Vaughen's
2. The ACS Vaughen's Pricing module must have been purchased and installed

NOTE: For detailed information regarding the function of Vaughen's Pricing in relationship to your Job Quotes and Estimates, please see the Service Repair Advanced File Maintenance portion of your manual.

Application Computer Systems, Inc. Accounts Receivable

The screenshot shows a dialog box titled "Customer Maintenance (ACS MASTER 8.0)". It features a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with icons for Cut, Copy, Paste, Undo, Redo, Print, Help, and a magnifying glass. The main area contains three input fields: "Job Type", "Rewind Price Multiplier", and "Recondition/Extra Price Multiplier". Below these fields are three buttons: "OK", "Cancel", and "Delete". The status bar at the bottom displays "v8.0.0 | ypm_aa | Enter Job Type (<F3>=Lookup) | Char | Po-1".

This setting, at the Customer Level, allows you to establish special Customer specific multipliers that will *override your system's global Vaughen's Pricing settings*.

Job Type

Vaughen's Pricing information is configured by Service Repair Job Type.

-Enter a valid Job Type

-Select the magnifying glass or press "F3" to select from a list of all valid Job Types.

Rewind Price Multiplier

Enter the multiplier to be use for this Customer when Quoting or Estimating Rewind pricing.

Recondition/Extra Price Multiplier

Enter the multiplier to be used for this customer when Quoting or Estimating any Additional fees.

Once all fields have been entered, you will select "OK"

Your system will issue the following prompt: "Is the Above Information Correct"

-Select "OK" to accept this entry and return to the Job Type field.

-Select "No" or "Cancel" to remove this entry and return to the Job Type field.

Item Number Maintenance

This option allows you to establish material part numbers specific to this Customer for use in the Order Processing module.

Application Computer Systems, Inc. Accounts Receivable

EXAMPLE: You carry Bearing 1108 and your customer purchases this bearing frequently. However, your customer has asked that this bearing be identified as part# BAL773 on all Sales Order Pick Tickets and Invoices. Your settings would be created as follows:

Customer Maintenance (ACS MASTER 8.0)
File Edit Favorites Help

Customer 000100 Everest Industries

Customer Maintenance (ACS MASTER 8.0)
File Edit Favorites Help

Customer 000100 Everest Industries

Customer Item No BAL773

Our Item No 1108 BEARING - SPECIAL

OK Cancel Delete

v8.0.0 jam_ca Is The Above Information Correct? Char Po-1

Customer Item No: Enter the part# designated by your Customer, in this case BAL773

Our Item No: Enter your Inventory Item number for this part, in this case 1108

Once both fields have been entered, you will select "OK"

Your system will issue the following prompt: "Is the Above Information Correct"

-Select "OK" to accept this entry and return to the Customer Item No field.

-Select "No" or "Cancel" to remove this entry and return to the Customer Item No field.

Now each time this item appears on the Sales Order Pick Ticket and Invoice, BOTH part numbers will be listed.

Application Computer Systems, Inc. Accounts Receivable



Application Computer Systems, Inc.

Address Line One, Address Line Two
 City, State 12345
 Phone: 864-292-5980 / Fax: 864-292-5984
 Email: www.acsmaster.com
 Web: support@acsmaster.com

Pick Ticket

Order No.:	0002208
Order Date:	04/20/10
Page:	1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: Everest Industries 123 Main St Suite 111 San Bernardino, CA 93121
-----------------	--	-----------------	--

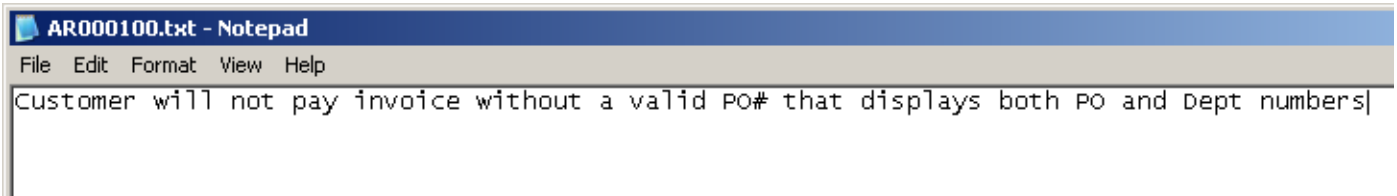
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002208	04/20/10	JDP	04/30/10	UPS GCD	2% 10 Days - Ne

Customer PO:	PO Release:	Misc Number:
--------------	-------------	--------------

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
3.0	3.0	0.0	1108 Wh:01 Location:ISL2-BIN5 BEARING - SPECIAL Cust Item: BAL773	65.00	195.00
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.		

Customer Notes

Meant for Internal User only, Customer Notes provides a Word Pad format to record important Customer information.



Upon selecting Customer Notes from the Customer maintenance functions, the Notepad screen will be displayed.

Type in any customer information you wish to keep on file.

Your system will automatically wrap your message, so you will not need to "enter to the next line".

Once Notes are complete, select File → Save and close the Notepad box.

Because this information is meant for internal use only, this data will NOT BE DISPLAYED or PRINTED at any time. It will be necessary to select the Customer Notes option to view this data.

NOTE: When performing Customer "look ups" you will see those Customers that have Customer Notes highlighted and color coordinated with the legend at the bottom of the look up screen.

Application Computer Systems, Inc. Accounts Receivable

The remaining Customer Maintenance options are designed to be used as inquiry functions and will assist in extracting and viewing transaction information for the customer.

Aging and Sales Summary Inquiry

The screenshot shows the 'Customer Maintenance (ACS MASTER 8.0)' application window. The title bar includes 'File Edit Favorites Help' and a toolbar with various icons. The main window displays the following information:

Customer: 000100 Everest Industries

Aging and Sales Summary

Future	0.00	Credit Limit	5000,000.00
Current	7,890.43	Avg Days To Pay	1,052
30-Days	500.00	Last Invoice	01/31/10
60-Days	34.61	Last Payment	02/18/10
90-Days	0.00		
120-Days	258,963.42		
Balance	266,388.46		

	MTD	YTD	Prior Year	Next Month
Sales	162,994.86	508,842.33	18,334.30	1,382.26
Cost	360,966.13	432,109.90	9,520.85	1,930.35
Gross Profit	197,971.27	76,732.43	8,813.45	548.09
Gross Profit%	-121.46%	15.08%	48.07%	-39.65%
Avg Days Pay	613	858	19	1,997
High Credit	441,968.69	441,968.69	17,162.12	265,886.71

A Display Only function, this inquiry will provide the following information as of the date/time the inquiry is run:

- Aging / Sales Summary
- Credit Limit
- Average Days for Invoice Payment
- Last invoice Date
- Last Payment Date
- MTD/YTD/PRIOR YEAR/NEXT MONTH information for
- Sales
- Cost
- Gross Profit
- Gross Profit%
- Avg Days to Pay
- High Credit

Invoice Detail Inquiry

Use this option to view Customer Invoice information.

Application Computer Systems, Inc. Accounts Receivable

Beginning Invoice Number

- Enter a beginning invoice number
- Leave field blank to display all invoices

Display Paid, Un-Paid, Or Both

- Enter P to view Paid invoices
- Enter U to view Un-Paid invoices
- Enter B to view both Paid and Un-Paid invoices

- Select "OK" or hit enter to continue
- Select "Cancel" to return the Customer Maintenance

NOTE: The information included in the resulting display will vary depending on the Display options selected.

ACS Customer Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Customer 000100 Everest Industries

Invoice Detail Inquiry

Beginning Invoice Number

Display Paid, Un-Paid, Or Both B

OK Cancel

In this example, no specific Invoice# was used and we requested Both Paid and Un-Paid Invoices be included in this inquiry. This should result in a complete listing of all Customer invoices that have not been Archived and well as Payments and Adjustments.

The FORWARD and BACK box at the bottom of the page provides a way to quickly Page through the information displayed. You will also be able to arrow up and down thru the current page displayed.

Application Computer Systems, Inc. Accounts Receivable

Customer Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Customer: 000100 Everest Industries

Invoice	Date	Due	TC	Type	Invoice	Applied	Discount	Balance
0005275	122109	012010	4	S	0.00			0.00
0005276	122109	012010	4	S	1704.50		31.50	
	013110	1545		C		1704.50-		
Invoice Total								0.00
0005277	012810	022710	4	S	2027.13		38.01	2027.13
0005278	013110	030210	4	S	1558.17		29.97	
	013110	1545		C		126.87-		
Invoice Total								1431.30
0005279	013110	030210	4	S	254.08		4.79	254.08
0005280	020810	031010	4	S	371.40-		7.67-	371.40-
0005281	020810	031010	30	S	76.90			76.90
0005283	022310	032510	30	S	83.30-			83.30-
0005284	022410	032610	4	S	1326.83		24.88	1326.83
0005285	022410	032610	4	S	409.27		7.72	409.27
0005287	013110	030210	4	S	238.50		4.50	238.50
0005288	013110	030210	4	S	238.50		4.50	238.50
0005289	013110	030210	4	S	24.75		0.46	24.75

Invoice Detail Inquiry <Double-click>=Invoice Notes*

OK Cancel Forward Back

Run using the above criteria, you will see the following information:

Invoice# and Date

Invoice Due Date

Terms Code

Type of Transaction: S/Regular Sale
 R/Return Sales (Conversion Invoices Only)
 F/Finance Charge
 C/Payment (Check)

Invoice Amount

Amount Applied

Discount Amount

Invoice/Account Balance

Any Invoice Notes can be viewed by Double Clicking on a specific Invoice.

Invoice Archive Detail Inquiry

Once Accounts Receivable Customer Invoices have been moved from Customer History to the Archive files, (see Purge Zero Balance Invoices) it is necessary to use Invoice Archive Detail Inquiry to access these invoices.

Application Computer Systems, Inc. Accounts Receivable

Beginning Invoice Number

- Enter a Beginning Invoice Number
- Leave this field blank to view all Archived Invoices

This information Displayed is similar to the Invoice Detail Inquiry except there will be no Invoice Balances and you will not have access to Invoice Notes.

Invoice	Date	Due	TC	Type	Invoice	Applied	Discount	Balance
0005066	020903	020903	1	S	911.00			
	030103	9603011	C			911.00-		
Invoice Total								0.00
0005076	021503	021503	1	S	1661.00			
	030103	9603011	C			1661.00-		
Invoice Total								0.00
0005085	022303	022303	1	S	7126.38			
	030103	9603011	C			7126.38-		
Invoice Total								0.00
0005163	102000	111900	4	S	0.00			0.00
0009000	122702	122702	1	S	1200.00			
	011203	9601121	C			1200.00-		
Invoice Total								0.00
0009007	022803	022803	1	F	335.91			
	030103	9603011	C			335.91-		
Invoice Total								0.00
Customer Total					44747.63	44747.63-	0.00	0.00

Application Computer Systems, Inc. Accounts Receivable

Open Order Inquiry

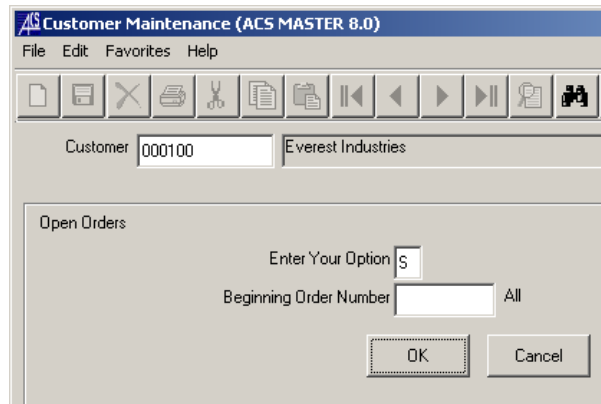
If the Order Processing module has been installed, the Open Order Inquiry in Customer maintenance will give the user access to Sales Orders that have not yet been billed to the Customer. This information can be obtained in Summary or Detail format.

Enter Your Option

- S for Summary
- D for Detail

Beginning Order Number

- Enter a specific Order Number
- Leave this field blank all open Orders will display



The FORWARD and BACK box at the bottom of the page provides a way to quickly Page through the information displayed. You will also be able to arrow up and down thru the current page displayed.

Depending on the criteria selected, the inquiry display for open orders in Summary format will include:

Order Number - (the * will indicate if this order has Order Notes)

Type - **O** Open order for regular sale

Q Quote

C Order on credit hold

R Order released from credit hold

B Back order

Order Date – The date the order was created

Ship Date – The date the picking ticket was printed

PO Number – Customer PO Number

Ship Via

Sales Person

Application Computer Systems, Inc.

Accounts Receivable

Invoice Number – This will populate if an order has had an invoice PRINTED, but the Sales Register is not yet updated.

SUMMARY

Customer Maintenance (ACS MASTER 8.0)
File Edit Favorites Help

Customer: 000100 Everest Industries

Order	Typ	Ord-Date	Shp-Date	PO-Number	Ship-Via	Slp	Invoice	Total
0002165*	C	06/30/09	07/10/09		UPS GCD	JDP		59.25
0002166	0	07/02/09	07/12/09		UPS GCD	JDP		0.00
0002167	R	07/02/09	07/12/09		UPS GCD	JDP		0.00
0002168	Q	07/02/09	07/12/09		UPS GCD	JDP		0.00
0002180	0	09/09/09	09/19/09		UPS GCD	JDP		780.30
0002181	0	09/09/09	09/19/09		UPS GCD	JDP		319.59
0002183	0	09/11/09	09/21/09		UPS GCD	JDP		0.00
0002184	0	09/11/09	09/21/09		UPS GCD	JDP		0.00
0002185	C	03/06/09	09/21/09		UPS GCD	JDP		1,001.70
0002186	0	09/14/09	09/24/09		UPS GCD	JDP		0.00
0002189	0	09/24/09	10/04/09		UPS GCD	JDP		0.00
0002190	0	09/24/09	10/04/09		UPS GCD	JDP		2,373.60
0002195	0	09/03/09	11/06/09		UPS GCD	JDP		1,049.40-
0002196	0	10/27/09	11/06/09		UPS GCD	JDP		0.00
0002197	0	10/28/09	11/07/09		UPS GCD	JDP		0.00

Open Orders <Double-click>=Order Notes*

DETAIL

Customer Maintenance (ACS MASTER 8.0)
File Edit Favorites Help

Customer: 000100 Everest Industries

Order	Typ	Ord-Date	Shp-Date	PO-Number	Ship-Via	Slp	Invoice	Total
0001152*	B	03/15/04	03/25/04	P01234	UPS GCD	JDP		
163	E931			01	1 Y	0	650.00	0.00
	3PH 10HP 1800RPM 215T OPEN HE General Electric Motor							
173	100			01	1 Y	0	750.00	0.00
	3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMITH							
183	100			01	1 Y	0	350.00	0.00
	3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMITH							
213	458123578			01	1 Y	0	357.00	0.00
	5PH 15HP 1800RPM 215Y							
							Order Total:	0.00
0001153	B	03/15/04	03/25/04	P1453-22-2	CUSTOMER P	JDP		
170	100			01	1 Y	0	353.50	0.00
	3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMITH							
180	TEST			01	3 Y	0	6.00	0.00
	TEST							

Open Orders <Double-click>=Order Notes*

Application Computer Systems, Inc. Accounts Receivable

Run using the Detail Format, the information will include all of the data from the Summary format; however, it will also include the Order Detail Line data:

Seq line
Item number and Description
Lot/Serial Number
Warehouse
Ordered – Quantity ordered
Com – If inventory quantity has been committed
Ship – Quantity shipped
Price – Item Price
Extension – Quantity times Price

Invoice History Inquiry

For this data to be available; the Order/Invoice Processing module must be installed and the *Customer Inv Dtl His* parameter will need to be set to Y.

Customer Maintenance (ACS MASTER 8.0)
File Edit Favorites Help
Customer 000100 Everest Industries
Invoice History
Enter Your Option S
Beginning Invoice Number All
OK Cancel
Order Number
All Invoices
No Selection
v8.0.0 jcc_fn

Enter Your Option

- Select D for Detail
- Select S for Summary

Beginning Invoice Number

- Select F1 to select specific Order Number
- Hit Enter for All invoices
- Right Click in the field to bring of the list of options available

Application Computer Systems, Inc. Accounts Receivable

The FORWARD and BACK box at the bottom of the page provides a way to quickly Page through the information displayed. You will also be able to arrow up and down thru the current page displayed.

The screenshot shows the 'Customer Maintenance (ACS MASTER 8.0)' application window. The title bar includes 'File Edit Favorites Help'. Below the title bar is a toolbar with various icons for file operations and navigation. The main window displays the following information:

Customer: 000100 Everest Industries

Invoice Typ	Inv-Date	Shp-Date	PO-Number	Ship-Via	Slp Order	Total
0005168	I 09/27/08	09/27/08	23445-A334	SHIP UPS G	AVJ J001000	97,657.96
0005184	I 08/31/05	09/03/05	TEST	OUR TRUCK	AVJ J002071	714.85
0005185	I 10/01/08	03/25/04	P01234	UPS GCD	JDP 0001152	30,343.42
0005186	V 10/03/05	10/03/05	SFDSFDSFD	UPS GCD	JDP 0002081	0.00
0005187	I 10/03/05	10/03/05	ASFDASFD	UPS GCD	JDP 0002082	137.38
0005188	I 10/03/05	10/03/05	SDFASFDSFD	UPS GCD	JDP 0002083	206.06
0005189	I 10/03/05	10/03/05	SFDASFDASF	UPS GCD	JDP 0002084	206.06
0005190	I 10/03/05	10/03/05	SASFDASFD	UPS GCD	JDP 0002085	343.44
0005191	V 12/04/06	12/04/06			JDP J001094	0.00
0005192	I 02/08/07	02/08/07	123456789	OUR TRUCK	AVJ J002071	714.85-
0005193	I 03/06/08	03/16/08		UPS GCD	JDP 0002088	1,588.22
0005195	I 09/06/08	09/06/08	TEST POX	UPS GCD	JDP 0002098	0.00
0005196	I 10/01/08	10/01/08	1234AAREE	OUR TRUCK	JDP J002000	326.10
0005197	I 10/04/08	10/04/08		UPS GCD	JDP 0002105	0.00
0005198	I 10/04/08	10/04/08		UPS GCD	JDP 0002106	0.00

At the bottom of the window, there is a status bar that reads: Invoice History <Double-click>=Print

The **Summary** option for this query will list the following information:

Invoice#	Customer PO#
Transaction Type	Ship Via
Invoice Date	Salesperson
Ship Date	Job or Order #
	Invoice Total

To PRINT a copy of a specific invoice, simply double click on the invoice needed.

Application Computer Systems, Inc. Accounts Receivable

ACS Customer Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Customer 000100 Everest Industries

Invoice Typ	Inv-Date	Shp-Date	PO-Number	Ship-Via	Slp Order	Total
0005220	I 05/11/09	05/11/09			JDP J001095	
010 800			01	1 Y	1 4.04	4.04
	Bicycle Brake					
100	Nameplate Data:					
110	HP1:50, FRAME:326T,					
120	ENCLOSURE:TEFC, RPM:1775,					
130	MANUFACTUR:GE, VOLTS:575, CUST STK					
140	#:10010, CUST ID #:EI100, MACHINE					
150	ID:MI100, SERIAL #:SN100, SERVICE					

Invoice History <Double-click>=Print

The **DETAIL** option for this query will include all of the information from the Summary report; however, it will also include specific Invoice Detail which includes the following:

- Line Seq
- Item Description
- Lot/Serial#
- Warehouse
- Committed status
- Qty Sipped
- Price
- Extension

To PRINT a copy of a specific invoice, simply double click on the invoice needed.

Application Computer Systems, Inc. Accounts Receivable

Parameter Maintenance

Accounting → Accounts Receivable → Maintenance → Parameter Maintenance

Report Parameters are used to define the company name and address for printing on the Simple Invoice forms and reports.

Parameter Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Report Parameters

Company Name Application Computer Sys, Inc

Address 3834 Highway 42 South

City Locust Grove

State GA

ZIP Code 30248

Phone Number (770) 938-2227

Federal ID 99-1234567

OK Cancel Delete

When you select this option, all existing parameters are displayed and the following prompt is issued: Is the Above Information Correct?

- Select OK or Cancel to return to Parameter Maintenance
- Select Delete to delete the record being displayed.

Report Parameters Field Options:

Company Name

- Enter the company name using up to 30 characters.
- This is the name of your company used for tax reporting purposes.

Address

- Enter an address of up to 2 lines and 24 characters per line.
- This is the address of your company, as you would like it to appear on the simple invoices and reports.

City

- Enter the name of the city using up to 22 characters.

Application Computer Systems, Inc. Accounts Receivable

State

-Enter the name of the state using 2 characters.

Zip Code

Enter the 5 or 9 digit zip code

The system will automatically format the 9 digit zip code, so it is not necessary to enter the dashes

Telephone Number

-Enter the 10 digit telephone number.

This telephone number will not print on the invoice

The system will automatically format this field, so it will not be necessary to enter the dashes.

Federal ID

-Enter the company's federal ID with up to 15 characters.

This is the employer identification number used for tax reporting purposes. This information does not print on the invoice

When you are finished entering your Report Parameters

-Select OK to accept this information and return the Parameter Maintenance

-Select Cancel or Delete to return to Parameter Maintenance without saving

New Customer Defaults - this option is used to define the default customer settings to be used when setting up a new customer. These are the default values that will be automatically assigned when creating new customers. However, each of these fields can be overridden at the time of new customer entry.

The screenshot shows a window titled "Parameter Maintenance (ACS MASTER 8.0)" with a menu bar (File, Edit, Favorites, Help) and a toolbar with icons for help, print, save, and other functions. The main area is titled "New Customer Defaults" and contains several input fields and buttons:

Sale Discount	<input type="text"/>	No Discount
Territory	001	Western U.S.
Salesperson	JDP	Judy D. Peterson
Tax Code	NT	Non Taxable
Terms Code	CD	C.O.D.
Distribution Code	A1	Product A/Location 1

Below the table is a checkbox labeled "Customer Invoice Detail History" which is currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Delete".

Application Computer Systems, Inc. Accounts Receivable

New Customer Default Field Options:

Sale Discount

- Enter a Valid Sale Discount code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Territory

- Enter a Valid Territory Code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Salesperson

- Enter a Valid Salesperson Code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Tax Code

- Enter a Valid Tax Code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Terms Code

- Enter a Valid Terms Code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Distribution Code

- Enter a Valid Distribution Code
- Select F3 or the magnifying glass to select from a list of existing codes
- Right Click in this field to select from a list of existing codes

Customer Invoice Detail History

- Select this option if you wish to retain the Invoice Detail History
- Leave this blank if you do not wish to retain Invoice Detail History

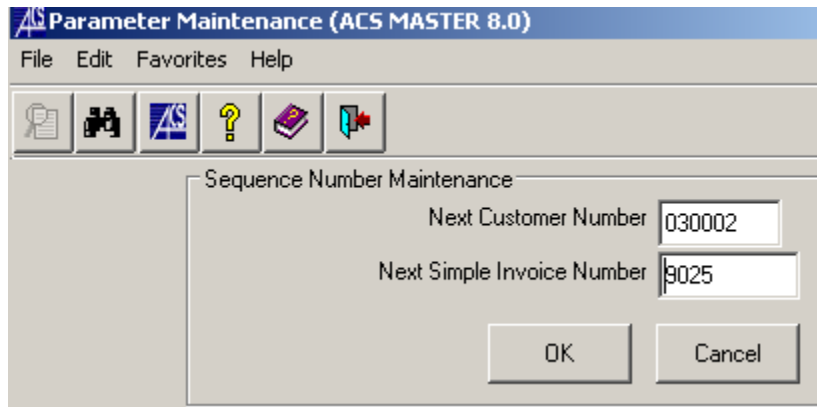
NOTE: It is strongly suggested that you select this option to retain ALL Invoice Detail History for every Customer.

When you are finished entering your New Customer Defaults

- Select OK to accept this information and return the Parameter Maintenance
- Select Cancel or Delete to return to Parameter Maintenance without saving

Application Computer Systems, Inc. Accounts Receivable

Sequence Number Maintenance allows the user to set the first or next number for the automatic sequencing of New Customer Numbers and Invoice Numbers.



Sequence Number Field Options:

Next Customer Number

-Enter the number you wish the system to use when automatically assigning Customer#

NOTE: If you have set up an alphanumeric based on the Customer name information, this option will not be the method you use when assigning new Customer Numbers. They will be entered manually.

Next Simple Invoice Number

-Enter the number you wish the system to use when automatically assigning Invoice numbers.

When you are finished entering your Sequence Numbers

-Select OK to accept this information and return the Parameter Maintenance

-Select Cancel or Delete to return to Parameter Maintenance without saving

Company Fax/Phone option allows the user to record company phone information that will print on various reports and forms.

Application Computer Systems, Inc. Accounts Receivable

Parameter Maintenance (ACS MASTER 8.0)

File Edit Favorites Help

Company Fax/Phone

Company Name Application Computer Sys, Inc

Telephone (770) 938-2227

Fax (770) 938-2774

OK Cancel Delete

Upon selecting this option, your system will display Company Name information for the company used during your log in process. See User Maintenance for more information.

Telephone

-Enter your 10 digit Telephone number

Your system will automatically format this field, so it will not be necessary to enter dashes

Fax

-Enter your 10 digit Fax number

Your system will automatically format this field, so it will not be necessary to enter dashes

When you are finished entering your Phone/Fax numbers

-Select OK to accept this information and return the Parameter Maintenance

-Select Cancel or Delete to return to Parameter Maintenance without saving

NOTE: Company Name and Address information as well as Fax and Phone data are utilized during the generation of the following documents:

Invoice Print

Invoice Print (Historical)

Order Pick List / Acknowledgement

Display Invoice Image

Estimate Mail-To

Quote Mail-To

PO Print (Plain)

Delivery Ticket Print

Quick Deliver Ticket Print

Customer statements (Plain)

Equipment Storage Customer Mailer

Pre-Invoice

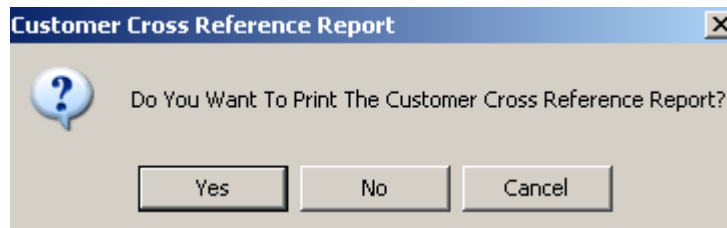
Application Computer Systems, Inc. Accounts Receivable

Accounts Receivable Reports

Accounting → Accounts Receivable → Reports

Customer Cross Reference Report – this task prints customer numbers and names in two sequences on the same page. The left column shows customers in number sequence. The right column shows customers listed in their alternate sequence, as defined by the *A/t Seq* field in the Customer Masterfile.

Upon selecting this report you will be asked:



The report will begin printing immediately.

```

04/23/10-----ACS-MASTER 8:0-----
02:54 PM                Customer Cross Reference Report

Customer Number Sequence           Alternate Sequence
000099 First Atlantic              ANDERSON  000500
000100 Everest Industries          APPLES   001956
000200 Industrial Products         B&B Electr 002002
000300 Taylor Manufacturing         BAKER AND 001001
000400 Santa Monica Water Department BRADFORD 003699
000500 Ron Anderson And Company    CASH     999999
000600 Valley Irrigation Systems    DOUGLAS  000700
000700 Douglas Brickson & Company   EVEREST  000100
000800 Trident Industries           FIRST    000099
000900 Orange Coast Juice Co.       Hillsboro HBC001
001000 Mile High Brewery            INDUSTRIAL 000200
001001 Baker And Harrison           Kansas Man TEST9
001002 Robinson Enterprises         MILE     001000
001954 Test Customer               Mackey   123456
001956 APPLES TO ORANGES          Mackey Ent MAC100
002000 TRINITY RIVER AUTHORITY     ORANGE   000900
002001 hayes inc                   ROBINSON 001002
002002 B&B Electric                SANTA    000400
003699 BRADFORD INDUSTRIES         TAYLOR  000300
009999 ACS, Inc.                   TEST     ADB100
099999 Test customer               TRIDENT  000800
123456 Mackey Enterprises          TRINITY  002000
987987 Test Customer              Test Cust 001954
999999 Cash Sale                   Test Cust 987987
  
```

Application Computer Systems, Inc. Accounts Receivable

Customer Label Printing - prints mailing labels for each customer based on the options entered. The label format is adjustable and is specified in the Accounts Receivable parameters.

Customer Label Printing (ACS MASTER 8.0)

File Edit Favorites Help

Label Sequence N

Labels Per Record 001

Label Code All

Restart?

Enter Starting Customer

Enter Ending Customer

Enter Starting Alt Seq

Enter Ending Alt Seq

Enter Starting ZIP Code

Enter Ending ZIP Seq

Numeric

Alternate Sequence

ZIP

No Selection

v8.0.0 jcc_fn

Label Printing Field Options:

Label Sequence

- Enter N for Numeric
- Enter A for Alternate
- Enter Z for Zip code
- Select F3, the Magnifying Glass or your Right Click button to select from a list of options

Labels Per Record

- Enter the number of labels you want to print for each customer record

Example: When you select 6 labels per record and you have 100 customers, you will receive 6 labels for each customer for a total of 600 labels.

Label Code

- Enter a label code to print labels for customers with that code.
- The label code is set up for each customer in the Customer Maintenance task.
- Select F1 to print all label codes

Application Computer Systems, Inc. Accounts Receivable

A word about Label Codes:

Labor codes are non validating fields. You will not have a table or list of codes to maintain, so, you are free to enter any code you wish to set up. It will then be necessary to set up the dimensions of your labels in AR Parameter Maintenance.

Labels Up	<input type="text" value="03"/>
Label Length	<input type="text" value="06"/>
Label Width	<input type="text" value="30"/>

However, if you have the need for multiple Label sizes and formats, it will be necessary to contact Customer Support for assistance in setting up multiple label dimensions.

Restart field...

- Leave this field blank to print all customer labels
- Select this box to restart label printing by selecting a range of customers.

When you select the Restart field, the remaining fields become available depending on the label sequence selected.

- Enter Starting Customer
- Enter Ending Customer
- Enter Starting Alt Seq

- Enter Ending Alt Seq
- Enter Starting Zip Code
- Enter Ending Zip Code

Enter Beginning Info

- Enter the starting customer number, alternate sequence name or zip code (depending on Label Type). Labels will start printing from this information.
- Select **F1** to start with the first possible record.

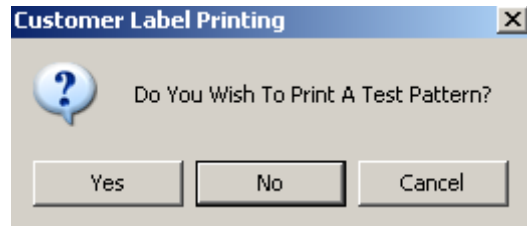
Enter Ending Info

- Enter the customer number, alternate sequence name or zip code (depending on Label Type). Labels will print through this information.
- Select **F1** to end with the last possible record.

- Once all specifications have been entered
- Select OK

Application Computer Systems, Inc. Accounts Receivable

You will be issued the following prompt



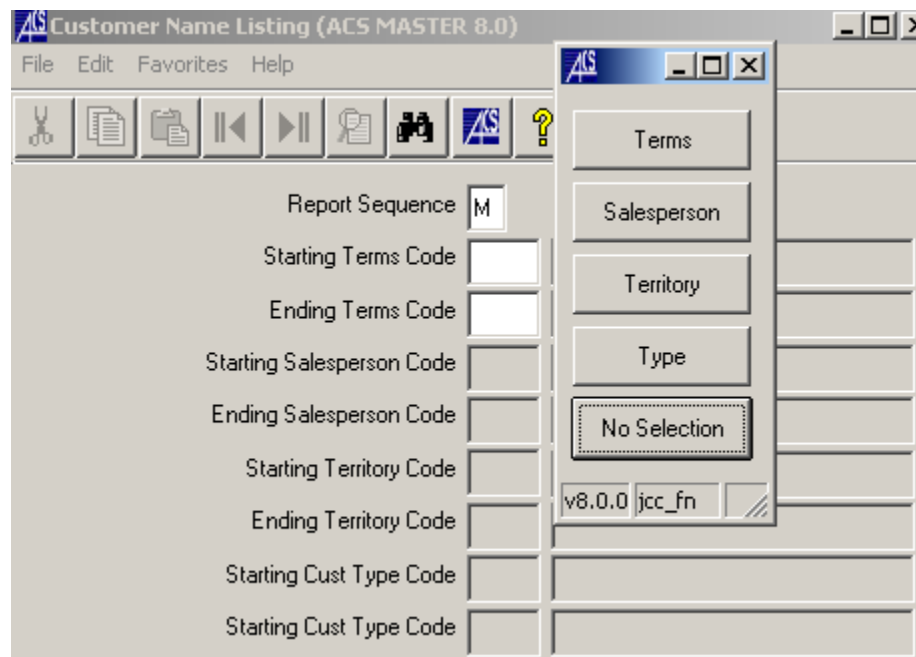
- Select Yes to print a Test Pattern
- Select No to begin printing Labels
- Select Cancel to return the AR Reports.

Customer Name Listing – this report allows you to print customer information using the following sequence options: Terms Code / Salesperson / Territory / Type

Customer Name Listing Field Options:

Report Sequence

- Enter M for Terms
- Enter S for Salesperson
- Enter T for Territory
- Enter Y for Type
- Select F3, the Magnifying glass or the Right Click button of your mouse to choose from a list of options.



Application Computer Systems, Inc.

Accounts Receivable

The remaining fields are available base on the Report Sequence that you select.

Starting Terms Code

Ending Terms Code

If your Report Sequence is M/Terms

- Enter the starting and ending terms code for which you would like to run the report
- Select F1 in each field to select the First and Last possible Terms Codes available
- Select F3, the Magnifying Glass or the Right Click button of your mouse to choose from a list of valid Terms Codes.

Starting Salesperson Code

Ending Salesperson Code

If your Report Sequence is S/Salesperson

- Enter the starting and ending Salesperson code for which you would like to run the report
- Select F1 in each field to select the First and Last possible Salesperson Codes available
- Select F3, the Magnifying Glass or the Right Click button of your mouse to choose from a list of valid Salesperson Codes.

Starting Territory Code

Ending Territory Code

If your Report Sequence is T/Territory

- Enter the starting and ending Territory code for which you would like to run the report
- Select F1 in each field to select the First and Last possible Territory Codes available

- Select F3, the Magnifying Glass or the Right Click button of your mouse to choose from a list of valid Territory Codes.

Starting Cust Type Code

Ending Cust Type Code

If you Report Sequence is Y/Type

- Enter the starting and ending Customer Type Code for which you would like to run the report
- Select F1 in each field to select the First and Last possible Customer Type Codes available
- Select F3, the Magnifying Glass or the Right Click button of your mouse to choose from a list of valid Customer Type Codes.

Once the selection of your report sequence and starting and ending options have been selected:

- Select OK to begin printing
- Hit Enter to begin printing

Application Computer Systems, Inc. Accounts Receivable

The report will print your Customer Number, Name, Address and Phone number in the order selected in the report sequence option.

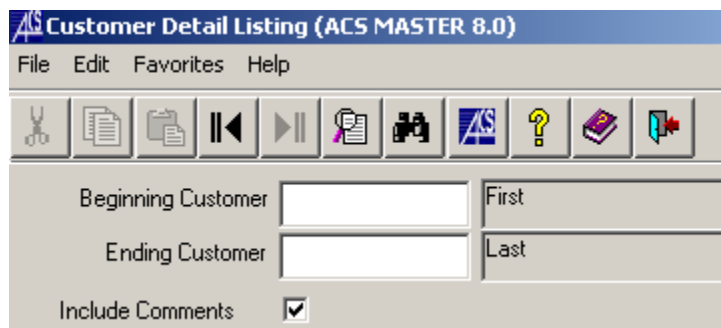
In this example, by Salesperson Code

Customer Detail Listing - this will include all information on file for the customer(s) selected. This will include Customer settings as well as Sales and Invoice information

Customer Detail Listing Field Options:

Beginning Customer

Ending Customer



-Enter the Beginning and Ending Customer number for which you would like to run the

```

04/27/10          ACS MASTER 8.0          Page 1
11:14 AM          Customer Name Listing

Customer Number And Name
Salesperson: AVJ - Andrew V. Johnson

000099 First Atlantic          for, bbdict processing          000 0000
000400 Santa Monica Water Department 3481 Sunset Boulevard, Santa Monica CA          91741 (213)-941-0841
000600 Valley Irrigation Systems 917 Ventura Boulevard, Sherman Oaks CA          91619 (818)-688-1800
002000 TRINITY RIVER AUTHORITY 1430 MALLOY BRIDGE CR, FERRIS TX          75125 (972)-225-3462
002001 hayes inc          000 0000

Salesperson: CSH - Cash Sale
999999 Cash Sale          00000 000 0000

Salesperson: JDP - Judy D. Peterson

000100 Everest Industries 123 Main St, Suite 111, San Bernardino CA          93121-0000 (714)-832-8113
000300 Taylor Manufacturing 1817 Augusta Circle, Unit 412, San Juan Capistrano CA          92481 (714)-672-0171
000700 Douglas Erickson & Company 1893 Monterey Court, Chula Vista CA          95523 (619)-452-2589
000800 Trident Industries 781 Valencia Boulevard, Fullerton CA          92516 (714)-839-2111
001000 Mile High Brewery 9833 Main Street, Lake Arrowhead CA          92547 (714)-553-9183
  
```

report.

-Select F3, the Magnifying Glass or Right Click to choose from a list of valid customers

Application Computer Systems, Inc. Accounts Receivable

-Select F1 to select the First and Last available customer

Include Comments

- Select this option if you wish to include customer comments on this report
- Leave this option blank to exclude customer comments

The first section of this report will list the customer name and address information.

```
05/04/10 ----- ACS MASTER 8.0 ----- Page 1
09:53 AM                Customer Detail Listing

Customer No: 000100
Name: Everest Industries

-----Name, Address & Profile-----
Address: 123 Main St           Alternate Sequence: EVEREST
        Suite 111                Date Opened: 02/15/03
                                   Ship Via: UPS GCD
                                   FOB:
City: San Bernardino          Resale Number: SR-EM399291
State: CA ZIP/Postal: 93121-0000 D&B Number:
Country:                      SIC:
Telephone: (714)-832-8113 Ext: 1234 Retain Customer: Y
Fax Phone: (714)-931-9220         Inactive: N
Contact: Mr. James Rockville
```

The second section will be made up of the profile maintenance information on file for the customer.

```
-----
Customer Type: A Dealer          Sales Analysis?: I
Slsprsn No: JDP Judy D. Peterson Credit Limit: 5000,000.00
TeTax Code: CA California State
Freight Terms: DEFAULT          Retain Invoice
Territory: 001 Western U.S.     Detail History: Y
Dist Code: A1 Product A/Location 1
Std Message: 03 Return Policy
Pricing Code: DLR
Sale Discount: A Class A Dealer
Label Code: A
Finance Chrg?: Y
Statements?: Y
Cycle Code:
```

The third section of the report will reflect the Aging, Sales Summary and Open Invoice for this customer.

Application Computer Systems, Inc. Accounts Receivable

-----Aging, Sales Summary & Open Invoices-----

	Future	Current	30 Days	60 Days	90 Days	120 Days	Balance
	0.00	1,652.80			0.00		268,549.79
	2,161.33		3,919.76		260,815.90		

Last Invoice: 04/28/10 Last Payment: 02/18/10 Avg Days To Pay: 1052

	MTD	YTD	Prior Year	Next Month
Sales:	163,369.86	509,217.33	18,334.30	3,303.89
Cost:	361,216.13	432,359.90	9,520.85	2,510.95
Gross Profit:	197,846.27-	76,857.43	8,813.45	792.94
Gross Profit %:	-121.10%	15.09%	48.07%	24.00%
Avg Days Pay:	613	858	19	1997
High Credit:	441,968.69	441,968.69	17,162.12	268,549.79

Invoice	Date	Due	Trms	Type	Invoice	Applied	Balance
0005053	01/31/03	01/31/03	1	S	2,274.01		
	02/09/03	9602091		C		447.24-	
	11/13/08	963		C		1,714.85-	
	06/09/09	15487		C		111.92-	
	07/02/09	54482		C		111.92-	
	09/15/09	ADJ		C		0.00	

The forth section of this report will reflect any SHIP TO Addresses and information that is set up for this customer.

-----Ship-To Maintenance-----	
Ship-To No: 000001	Contact: Mr. Tom Charles
Ship-To Name: North Roads Division	Telephone: (212)-954-4333 Ext: 0043
Address: 403 Old Towne Road	Salesprsn: JDP Judy D. Peterson
	Territory: 003 Eastern U.S.
	Tax Code: NT Non Taxable
	D&B Number:
City: Baltimore	SIC Code:
State: MD	Country:
Zip/Postal: 48833	
-----Ship-To Maintenance-----	
Ship-To No: 000002	Contact: Bill Myers
Ship-To Name: Everest Industries	Telephone: (412)-650-1000 Ext: 0100
Address: 14 Pinewood Lane	Salesprsn: AVJ Andrew V. Johnson
Blg#3	Territory: 001 Western U.S.
	Tax Code: CA California State
80443 71320199990084H	D&B Number:
City: Pittsburgh	SIC Code:
State: PA	Country: USA
Zip/Postal: 15358	
-----Ship-To Maintenance-----	
Ship-To No: 000003	Contact:
Ship-To Name: Everest of Canada	Telephone: Ext:
Address: 1141 E Hampton St.	Salesprsn: JDP Judy D. Peterson
Vancouver, CN	Territory: 001 Western U.S.
	Tax Code: CA California State
A7N8A7 6043887120 M	D&B Number:
City: ary Smith	SIC Code:
State: 00	Country:
Zip/Postal: 4NT	
-----Ship-To Maintenance-----	
Ship-To No: 000004	Contact: Alan Kasel
Ship-To Name: Everest Industries	Telephone: (914)-124-5124 Ext: 0014
Address: 58541 San Juan Blvd	Salesprsn: JDP Judy D. Peterson
	Territory: 001 Western U.S.
	Tax Code: CA California State
	D&B Number:
City: San Juan	SIC Code:
State: CA	Country:
Zip/Postal: 99812145	

Application Computer Systems, Inc. Accounts Receivable

If "Include Comments" has been selected, the report will also display any comments on file for this customer.

```

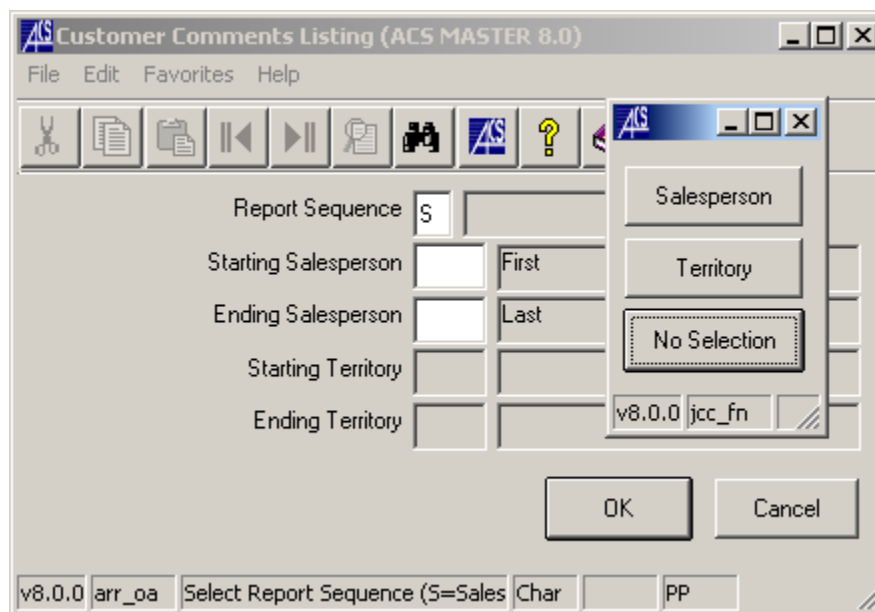
-----Comments-----
Seq
01  Please Be Sure That Customer Provides A Valid
02  Purchase Order Number With Each Order.
03  Valid purchase agents: Dave Moore / Tim Allen
04  No other buyers are athorized to purchase
..

```

Customer Comments Listing – this report prints customer comments as set up in Customer Maintenance, selected by salesperson or territory.

Customer Comments Listing Field Options: Report Sequence

- Enter S to print the report by Salesperson
- Enter T to print the report by Territory



If S/Salesperson is selected for the report sequence, the Starting and Ending Salesperson fields will become available.

If T/Territory is selected for the report sequence, the Starting and Ending Territory fields will become available.

Application Computer Systems, Inc.

Accounts Receivable

Starting Field

- Select F1 to begin with the first possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Salespeople or Territories.

Ending Field

- Select F1 to end with the last possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Salespeople or Territories.
- Select OK to begin printing

```
04/30/10 ACS MASTER 8.0 Page 1
09:07 AM Customer Comments Listing
Salesperson: AVJ - Andrew V. Johnson
Customer Number And Name
000099 First Atlantic 000 000-0000
000400 Santa Monica Water Department 213 941-0841
Remind them to check accessory levels when
placing an order.
000600 Valley Irrigation Systems 818 688-1800
002000 TRINITY RIVER AUTHORITY 972 225-3462
002001 hayes inc 000 000-0000
```

The resulting report will be printed in the sequence order selected and will include the Customer Name and Number any comments on file, as well as their phone number.

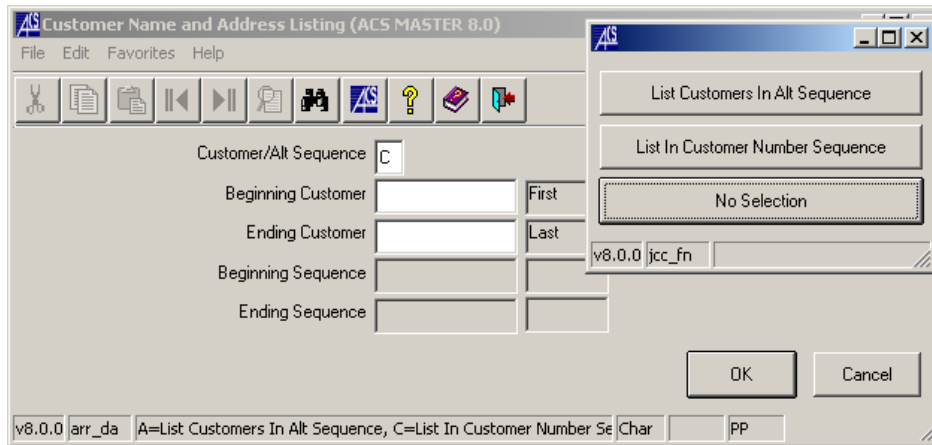
Customer Name and Address Listing - this task prints an alphabetic or numeric listing of all customer names, addresses and telephone numbers.

Customer Name and Address Listing Field Options

Customer/Alt Sequence

- Select C to print the report by Customer number
- Select A to print the report by an alternate sequence/alphabetically

Application Computer Systems, Inc. Accounts Receivable



If C/Customer Number is selected for the report sequence, the Beginning and Ending Customer fields will become available.

If A/Alt Sequence is selected for the report sequence, the Starting and Ending Sequence fields will become available.

Beginning Customer Field

- Select F1 to begin with the first possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Customers

Ending Customer Field

- Select F1 to end with the last possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Customers

Beginning Sequence Field

- Select F1 to begin with the first possible code

Ending Sequence Field

- Select F1 to end with the last possible code
- Select OK to begin printing

NOTE: When running the report by Alt Seq/alphabetically, your only selection option is to run the report from the first to the last possible options. You will not be allowed to select specific customers.

Application Computer Systems, Inc.

Accounts Receivable

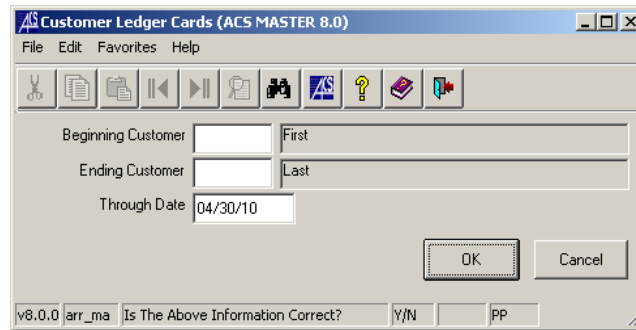
The resulting report will display Customer information recorded in the maintenance file for each customer in the customer sequence selected.

Customer Ledger Cards – this option will list all invoices, up to a selected date, for a range of customers. The information shown includes invoice number, date, date due, invoice amount, amount applied and invoice balance.

Customer Ledger Cards Field Options

Beginning Customer

- Select F1 to begin with the first possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Customers



```

04/30/10          ACS MASTER 8.0
09:25 AM          Customer Name and Address Listing
                  Customer Number Sequence

Customer
Number Telephone Name Address
000099           First Atlantic for bbdict processing
000100 (714)-832-8113 Everest Industries 123 Main St Suite 111 San Bernardino, CA
000200 (714)-833-7100 Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002
000300 (714)-672-0171 Taylor Manufacturing 1817 Augusta Circle Unit 412 San Juan Capistrano,
000400 (213)-941-0841 Santa Monica Water Departmen 3481 Sunset Boulevard Santa Monica, CA 91741
000500 (619)-552-6589 Ron Anderson And Company 17 Old Post Road Palm Springs, CA 92419
000600 (818)-688-1800 Valley Irrigation Systems 917 Ventura Boulevard Sherman Oaks, CA 91619
000700 (619)-452-2589 Douglas Erickson & Company 1893 Monterey Court Chula Vista, CA 95523
000800 (714)-839-2111 Trident Industries 781 Valencia Boulevard Fullerton, CA 92516
000900 (714)-671-8331 Orange Coast Juice Co. 9993 Pacific Coast Hwy Corona Del Mar, CA 92844
001000 (714)-553-9183 Mile High Brewery 9833 Main Street Lake Arrowhead, CA 92547
001001 (206)-955-9443 Baker And Harrison 21300 North Trim Way Suite 128 Seattle, WA 98004
001002 (619)-584-9332 Robinson Enterprises 5883 Gulliver Lane San Diego, CA 94334
001954 (111)-111-1111 Test Customer 1111 Any street Any City, KS 67208 USA
001956 APPLES TO ORANGES
002000 (972)-225-3462 TRINITY RIVER AUTHORITY 1430 MALLOY BRIDGE CR FERRIS, TX 75125 USA
002001 hayes inc
002002 (316)-954-1111 B&B Electric 1234 Any Street Any City, KS 67211
003699 BRADFORD INDUSTRIES
009999 (714)-582-1555 ACS, Inc. Misc Cash Receipts
099999 Test customer address city, ks 67208
123456 (316)-776-2156 Mackey Enterprises 123 Any Street Anywhere, KS 67221 USA
987987 Test Customer 123 any where Any Town, KS 67208
999999 Cash Sale
ADB100 TEST TEST TEST, ks 12345
HBC001 (503)-555-1212 Hillsboro Coffee Roasting 3175 NW Aloclek Drive Suite 100 Hillsboro, OR
MAC100 (316)-111-1111 Mackey Enterprises 123 N Any Street Any City, KS 67211
TEST9 (316)-111-1111 Kansas Manufacturing Parts, 123 Any Street Any City, KS 67211 USA

```

Application Computer Systems, Inc.

Accounts Receivable

Ending Customer

- Select F1 to end with the last possible code
- Select F3, the Magnifying Glass or Right Click to select from a list of Customers

Through Date

- Enter the date through which transactions should be included.
- Select OK to begin printing

```

04/30/10 ACS MASTER 8.0 Page 1
10:10 AM Customer Ledger Cards
Customer: 001000 Through 001000, Dates Through 04/30/10

```

Cust Inv #	Date	Due	TC	Type	Invoice	Applied	Balance	Discount
001000 Mile High Brewery								
0005082	021503	021503	1	S	1,108.94			0.00
	030103	10661		C		896.88-		0.00
***Total:							212.06	
0005098	030203	030203	1	S	2,503.88			0.00
0005110	030803	030803	1	S	1,438.93			0.00
0005123	031803	031803	1	S	1,731.45			0.00
0005248	080609	080609	1	S	1,414.22			0.00
0009002	122702	122702	1	S	1,200.00			0.00
	011203	960112A		C		458.32-		0.00
***Total:							741.68	
0009016	022803	022803	1	F	129.07			0.00
0009018	030403	040303	3	S	1,200.00			0.00
***Customer Total:					10,726.49	1,355.20-	9,371.29	0.00
***Report Total:					10,726.49	1,355.20-	9,371.29	0.00

The resulting ledger card will include all invoice information on file for this customer through the date selected. This will include invoices, adjustments, payments and balances.

Customer Item Number Report – this report will give you a complete listing of all special part numbers set up for any given customer. See Customer Part Number in Customer Maintenance for detailed training for this feature.

Customer Item Number Report Field Options

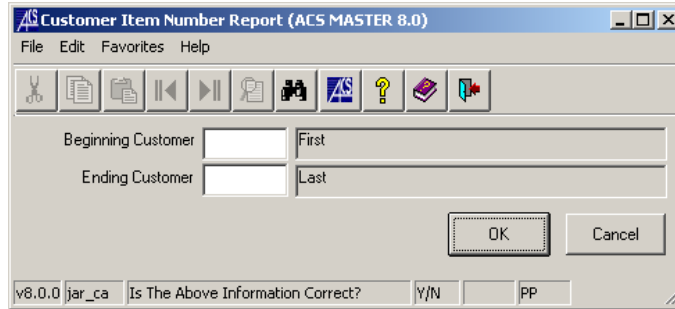
Beginning Customer

Ending Customer

- Select F1 to begin and end with the first possible code

Application Computer Systems, Inc. Accounts Receivable

- Select F3, the Magnifying Glass or Right Click to select from a list of valid customers
- Select Ok to begin printing



The resulting report will display the following information for each customer selected:

```

04/30/10 ----- ACS MASTER 8.0
10:19 AM ----- Customer Item Number Report
----- Customer: First Through Last
-----
Customer Item No      Our Item No      Description
-----
000100 Everest Industries
    BAL773                1108            BEARING - SPECIAL
000300 Taylor Manufacturing
    JB6212                6212ZZ         Bearing
    JB6224                6224ZZ         BALL BEARING -SHIELDED
  
```

Customer Number
 Customer Name
 Customer Part number
 Our Part Number
 Item Description

Application Computer Systems, Inc.

Accounts Receivable

G. Period End Processing

In this section we will be reviewing the tasks that are part of the Accounts Receivable Period End process. Other than the *Period End Update* task itself, any of these selections may be run on demand at any time. Training for Period End processing usually does not take place until after you are live on the system and have completed your first month of processing.

What this section will cover:

1. Aging Report
2. Finance Charge Creation
3. Finance Charge Entry
4. Finance Charge Register
5. Customer Statements
6. Monthly Cash Receipts Journal
7. Monthly Cash Receipts Journal Purge
8. Customer Ranking Report
9. Zero Balance Invoice Report/Purge
10. Period End Update

Prerequisites:

1. Individuals to be trained must have a working knowledge of Basic Accounts Receivable Processing.
2. At least one month of Accounts Receivable processing must be complete and ready to be balanced.
3. A determination regarding the generation of Customer Finance Charges and Customer Statements must be made.

Period End Processing Overview

Accounting → Accounts Receivable → Period End

Aging Report - You may age customer accounts by any date and print an aged trial balance of customer accounts in either numeric or alphabetic sequence, with the option of displaying detail or summarized information for each customer.

Finance Charge Creation – this task automatically creates finance charge invoices for customers based on days overdue, invoice amount, finance charge rate and minimum finance charge amount. This is the first step of applying finance charges to customer accounts, followed by the printing of the Finance Charge Register and the update. Finance charges for individual customers may also be entered or modified using the *Finance Charge Entry* task.

Application Computer Systems, Inc.

Accounts Receivable

Finance Charge Entry – this task allows you to manually enter finance charges for individual customers or modify finance charges automatically created by the *Finance Charge Creation* task. This task may be run after reviewing the Finance Charge Register in order to adjust the finance charges for specific customers.

Finance Charge Register – this register prints a report of all calculated finance charges prior to making postings to the customers' accounts. Included are all finance charges automatically created by the *Finance Charge Creation* task and manually entered through the *Finance Charge Entry* task. Finance charges may be optionally posted to the general ledger.

Customer Statements – this task selects and prints customer statements. Statements may be printed only for those customers who have the *Statements* field selected in the Customer Masterfile. Zero and credit balance statements are not printed, nor are the paid invoices from prior months. An additional selection criterion is provided and the statements may be restarted in the event of a paper jam or printer malfunction.

Monthly Cash Receipts Journal – this journal prints a detailed report of selected cash receipts in customer number sequence for a selected time period. A general ledger recap of all transactions is available.

Monthly Cash Receipts Journal Purge – this options will clear the Monthly Cash Receipts Journal as of a specified date. The journal file may contain a record of cash receipts for several months.

Customer ranking Report – this option prints a report showing sales *to* and profits *from* all customers, ranked by month-to-date or year-to-date sales, profit or profit as a percent of sales. A customer number sort is also available (not ranked) and ranking by territory code, salesperson code or customer type may be selected for any report.

Zero Balance Invoice Report/Purge - based on a date entered by the user, this task reads through the Accounts Receivable Open Invoice file and prints a report showing all invoices with a zero balance prior to purging. If updated, this option will move zero balance Customer Invoices from History files to Archive files. Once moved, the user must utilize Archive Inquiry options to have access to this data.

Period End Update – All activity for the period must be completed before the Period End Update can be run. When all processing for the period is complete, proceed with the period end update. The update closes the Accounts Receivable module for the selected accounting period. Month-to-date sales and cost of sales figures are cleared from the Customer Masterfile. If you are closing the last period in the fiscal year, the current year indicator is incremented. The year-to-date sales and cost of sales figures in the Customer Masterfile file are moved to the prior year column and

Application Computer Systems, Inc.

Accounts Receivable

the year-to-date figures are reset to zero. In addition, the Sales Analysis files in the module are initialized for the new year.

Period End Process Training

Accounting → Accounts Receivable → Period End

Aging Report

When selecting the parameters you will use to run the Accounts Receivable Aging report, you must consider what the report is to be used for. As you complete the report criteria fields, ask yourself: "what data needs to appear on the report?"

EXAMPLE: the **Aging Date** and the **Due Date or Invoice Date** fields would be very different for a report being used to calculate Customer finance charges, versus the same report being used to balance to General Ledger for period end.

Because each of these fields was covered in detail earlier in the Core Processing section; we will review only those field options that must be set to specifically produce a report for the purpose of balancing back to the Accounts Receivable General Ledger account each period.

NOTE: Because the Sales Register and Daily Detail both update files that are used during the "balancing" process; it will be necessary to run and update both of this tasks prior to running the Aging Report.

Application Computer Systems, Inc. Accounts Receivable

Aging Report (ACS MASTER 8.0)

File Edit Favorites Help

Aging Date: 06/15/10

Due Date Or Invoice Date: Invoice

Future Aging:

Customer Or Salesperson Order: Customer

Sort Sequence: Numeric

Beginning Customer: First

Ending Customer: Last

Beginning Salesperson:

Ending Salesperson:

Update Customer Aging Summary?:

Summary Or Detail: D

Include Customer Comments?:

Age Credits?:

Fixed Size Aging Periods?:

Aging Period Size: 30

	Future	Current	30	60	90	120+
From	06/16/10	05/17/10	04/17/10	03/18/10	02/16/10	
Thru		06/15/10	05/16/10	04/16/10	03/17/10	02/15/10

OK Cancel

v8.0.0 arr_ba Is The Above Information Correct? Char Po-1

Aging Date – Generally, this date would reflect your period end date; usually the end of the month.

Due Date or Invoice Date – Because the report needs to include all invoices generated through the end of the month, this will generally be set to INVOICE DATE.

Future Aging – When using a period end date in the Aging Date field, you do not generally want to include processed data beyond this date. So, this field will not be selected.

Age Credits – For period end processing purposes, this field will be selected.

Fixed Size Aging Periods and Aging Period Size

Depending on your accounting practices, these options will not be changed once they are originally established, as we are using a specific Accounting/Aging date.

To obtain a month end TOTAL for your Account Receivable aging, the report can be run in Summary format. If the balance of the report matches your General Ledger AR account as of the same date, this task is complete. However, if you find the amounts are not the same, it may require you to reprint the report in detail format to assist you in determining the cause of the imbalance.

Application Computer Systems, Inc. Accounts Receivable

Finance Charge Creation

This first step in the Customer Finance Charges process allows the user to define the criteria for the calculation of Finance Charges. These settings work in conjunction with the Terms Code assigned to each Account Receivable Customer to generate the fees or charges requested.

Finance Charge Creation (ACS MASTER 8.0)

File Edit Favorites Help

Finance Charge Date: 06/16/10

Days Overdue: 60

Minimum Past Due Amount: 100.00

Finance Charge %: 3.00

Minimum Finance Charge Amount: 5.00

Distribution Code: A1 Product A/Location 1

Terms Code: 3 Net 30

OK Cancel Purge

v8.0.0 aru_ha Is The Above Information Correc Char PP

Finance Charge Date

-Enter a valid date

This date is the accounting date of the finance charge. The due date and days overdue are calculated using this date as a base and the assigned terms code.

Days Overdue

-Enter the number of days that an invoice must be overdue in order to have finance charges applied.

The days overdue are calculated from the finance charge date entered in the Date field. Open invoices dated on or before this date are considered for finance charges.

Example: For instance, when the finance charge date is 12/30/10 and the days overdue is 60, only open invoices with due dates on or before 10/31/10 are considered for finance charge calculation.

Minimum Past Due Amount

-Enter the minimum dollar Past Due amount for an invoice to be considered for finance charge calculation.

Example: Enter 100.00 to consider invoices which are \$100.00 or greater for finance charges.

Application Computer Systems, Inc.

Accounts Receivable

Finance Charge %

-Enter the percentage rate to be used in finance charge calculation.

This is the percentage rate that applies to just this particular application of the finance charge.

Example: Enter 1.25 to calculate finance charges of 1.25% (.0125). When an overdue invoice is \$150 and the finance charge percent is 1.25, the amount of the finance charge is \$1.88.

Minimum Finance Charge Amount

-Enter the smallest finance charge amount that is to be applied to an invoice.

When a calculated finance charge is smaller than this amount, it is replaced with the minimum finance charge amount. In other words, whenever a finance charge is applied, it is this amount or greater.

Example: When you enter 1.00, finance charges less than \$1.00 are not applied to eligible invoices.

Distribution Code

-Enter a valid general ledger distribution code.

-Perform a Lookup to select from a list of all valid distribution codes.

This code will determine the general ledger postings for the accounts receivable and finance charge revenue accounts, when selected as part of the update process.

If you utilize multiple Distribution Codes, it will be necessary to step through this process for each Distribution Code for which you wish to assess finance charges.

Terms Code

-Enter a valid terms code

-Perform a Lookup to select from a list of all valid terms codes.

This code, assigned in Customer maintenance, will determine the due date of the finance charge based on the finance charge date.

If you utilize multiple Terms Codes, it will be necessary to step through this process for each Terms Code for which you wish to assess finance charges.

Once you have completed all fields, you will see the follow prompt at the bottom of your screen: Is The Above Information Correct?

-Select OK when the above information is correct.

-Select Cancel to return to Period End Processing

-Enter Purge to clear all previously created finance charges that have not been updated.

Upon selecting OK, the task will search through all open accounts receivable invoices. The invoice number being examined is displayed on the screen. When the invoice is overdue,

Application Computer Systems, Inc. Accounts Receivable

the balance is checked for minimum size. If the balance is large enough, the finance charge amount is calculated. When the finance charge amount is large enough, a finance charge record is created. The Finance charges generated through this process may be modified or deleted using the Finance Charge Entry task prior to updating the Finance Charge Register.

Finance Charge Entry

This second step in the Customer Finance Charges process can be used in conjunction with the Finance Charge Creation to edit or change any charges automatically processed by the system in the first step, or, this option can be used to bypass the first step and manually enter Finance Charges by Customer.

Finance Charge Entry (ACS MASTER 8.0)

File Edit Favorites Help

Customer 000100 Everest Industries

Invoice Nbr 0005306

Dist Code A1 Product A/Location 1

Terms Code 3 Net 30

Invoice Date 06/16/10

Invoice Due 07/16/10

Discount Due 06/16/10

Invoice Type F Finance Charge

Amount 8,001.78

Discount 0.00

OK Cancel Delete

v8.0.0 are_ba Is The Above Information Correct? Char PP

Customer Number

- Enter a valid customer number
- Perform a Lookup to select from a list of all valid customer numbers. The customer name field will be populated automatically with the selection of a valid customer number

Invoice Number

- Enter a seven-digit invoice number that will be used to identify the finance charge transaction.
- Select **F1** for the system to assign the next invoice number available.

Application Computer Systems, Inc.

Accounts Receivable

Distribution Code

-Enter a valid distribution code.

-Hit enter to accept the code associated with the customer

-Perform a Lookup to select from a list of all valid distribution codes.

The distribution code determines the general ledger account numbers for finance charge revenue, accounts receivable and discounts when the finance charge is updated.

NOTE: You may wish to define a distribution code called FC just for finance charges. Please see Distribution Code Maintenance in Basic File Maintenance Training.

Terms Code

-Enter a valid terms code

-Hit Enter to use the default terms code associated with the customer

-Perform a Lookup to select from a list of all valid terms.

The terms code will determine the due date and discount due date for the finance charge, using the invoice date as a reference point. Normally, finance charges are set up with terms code of net or due on receipt.

Invoice Date

-Enter the date that the finance charge is to be posted to general ledger.

This date is used as the reference point by the terms code to determine the due date and discount due date of the finance charge. These dates are displayed and may be overridden if desired.

Invoice Due

-Enter the date that the finance charge is due.

-Hit Enter to accept the default.

Discount Due

-Enter the date through which the customer may take the discount.

-Hit Enter to accept the default.

Discounts are not generally offered on finance charges.

Invoice Type

-Enter F / Finance Charge

-Perform a Lookup to select F from a list of options

Amount

-Enter the total amount of the finance charge.

When adjusting a finance charge that was generated automatically by the Finance Charge Creation task, this becomes the new amount.

Application Computer Systems, Inc. Accounts Receivable

Discount

-Enter the amount of discount available on this finance charge, if applicable.

Note: Discounts are recorded as memo amounts only at this point. They are not posted to General Ledger until after they are actually taken. This is determined during cash receipt processing.

Once you have completed all fields, you will see the follow prompt at the bottom of your screen: Is The Above Information Correct?

- Select OK when the above information is correct.
- Select Cancel to go to the next record
- Select Delete to remove the record and the system will prompt:
Are You Sure You Want To Delete?

- Select OK to remove the Finance Charge record
- Select No or Cancel to return to the Invoice Number field

Finance Charge Register

The third and final step in the Finance Charge process will be the running and updating of the Finance Charge Register. The register will include all charges generated through the Finance Charge Creation process, as well as any manual entries or adjustments made using Finance Charge Entry

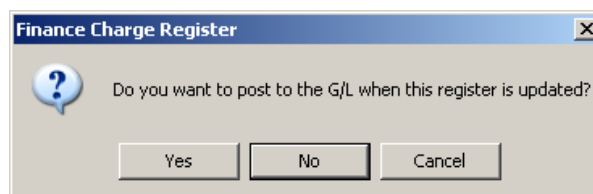
Upon selecting this option, your system will issue the following prompt:

Do You Want To Print The Finance Charge Register?

- Select Yes to print the register
- Select No or Cancel to return to the menu without printing.

Note: Any finance charge that is automatically generated through the Finance Charge Creation task may be modified or deleted using the Finance Charge Entry task prior to updating the Finance Charge Register.

Before proceeding, you will receive the following prompt:



Application Computer Systems, Inc. Accounts Receivable

- Select YES to update the general ledger. A general ledger summary page will print for your inspection. You must also update the Finance charge Register in order for the general ledger postings to take place.
- Select No, if you do not want to post transactions to the general ledger but still have them added to the customer's open invoice files when the Finance Charge Register is updated.
- Select Cancel to return to the menu without updating anything.

The customer numbers are displayed on the screen as the register is printed. After printing and inspecting the register, you may choose whether or not to update the selection when the system issues this prompt: Are You Ready To Update The Finance Charge Register?

IMPORTANT: Review the register detail for accuracy before update is run.

Customer		Invoice	Dist	Terms	Invoice	Due	Discount	Amount	Discount
No.	Name	Number	Code	Code	Date	Date	Date		
000300	Taylor Manufacturing	0005319	A1	3	06/16/10	07/16/10	06/16/10	10.00	0.00
000300	Taylor Manufacturing	0005321	A1	3	06/16/10	07/16/10	06/16/10	10.00	0.00
Total For Register								20.00	0.00

Your register will be a detailed listing by Customer and Invoice number reflecting Finance Charge and Discount amounts.

If the Post to GL option is selected, you will also see a General Ledger Summary reflecting the entries that will be made using FC as the Journal ID code.

The finance charges are posted to the customers' accounts. When the option is selected to post to general ledger and the Finance Charge Register is also updated, the amount of the finance charge is debited to the accounts receivable account and credited to the revenue account. The accounts set up for the finance charge distribution code in the Accounts Receivable Distribution Code Maintenance task will be used.

Where individual finance charges are entered using the Finance Charge Entry task, the distribution code established for each of those entries is used.

Application Computer Systems, Inc. Accounts Receivable

Account	Description	Memo/Reference	Debits	Credits
06/16/10 ACS MASTER 8:0 Page 2				
02:52 PM Finance Charge Register Audit # 0000099				
General Ledger Summary - Journal FC Finance Charge				
Date 06/16/10				
1040-00	Accounts Receivable	Taylor Manufacturing	10.00	
		000300 0005319		
1040-00	Accounts Receivable	Taylor Manufacturing	10.00	
		000300 0005321		
		Subtotal for Account 1040-00	20.00	0.00
4000-01	Sales - Product A/Location 1	Taylor Manufacturing		10.00
		000300 0005319		
4000-01	Sales - Product A/Location 1	Taylor Manufacturing		10.00
		000300 0005321		
		Subtotal for Account 4000-01	0.00	20.00
		Totals For 06/16/10	20.00	20.00
		Total For Report	20.00	20.00

When you are ready to update the finance charge register:

- Select Yes to post the result of the finance charge calculation to the customer's AR Open Item files and create general ledger postings.
- Select No to return to the AR Period-End Processing Menu without updating. Transactions will remain un-posted in the AR open invoice file until the Finance Charge Register is updated.

Customer Statements – Although this function is part of the period end processing functions, this feature can be used at any time during the month. Because your statements do not utilize a "balance brought forward" total, you will see invoice detail displayed for each unpaid invoice balance regardless of the date the statement is run. With the use of a Cycle code, this process also allows for the segregation or grouping of customers that require statements be sent during a specific time of each month.

Example: If you have customers that require statements by the 10th of the month, while others prefer the 15th or the 25th; creating Cycle codes for each date requirement allows you to assign them to the appropriate customer. Then on the 10th simply select the appropriate code and the system will print statements for all customers using the code.

Application Computer Systems, Inc. Accounts Receivable

Customer Statements (ACS MASTER 8.0)

File Edit Favorites Help

Statement Date 06/16/10

Message Thank You For Your Business

Cycle Code 10 10th

Territory All Territories

Aging Period A All

Aging Date I Invoice Date

Minimum Balance .01

Option All

Sequence N Numeric

Customer Number

Alternate Sequence

OK Cancel

v8.0.0 arr_ca Is The Above Information Correct? Char PP

Statement Date

-Enter the date that will serve as the cutoff date for all transactions that are to appear on the statement. This date also serves as the reference date for calculating the Aging Summary printed at the bottom of the statement.

-Hit enter to allow date to default to the terminal date.

Message

-Enter up to 40 characters of a general message to print on each statement.

Messages are usually used for holiday greetings or for changes in company billing policies, special notes, etc.

Cycle Code

-Enter the cycle code for this statement run.

-Select F1 to select all codes.

-Perform a Lookup to select from a list of all valid codes.

Territory

-Enter a valid territory code.

-Select F1 to select all territories.

-Perform a Lookup to select from a list of all valid codes.

Application Computer Systems, Inc.

Accounts Receivable

Aging Period

-Perform a Lookup to select from a list of Aging Periods:

Enter A to print statements for all customers who have an accounts receivable balance.
Enter 1 to include customers who have accounts receivable balances of 30 days and older.
Enter 2 to only include customers who have a balance of 60 days and older.
Enter 3 to only include customers who have a balance of 90 days and older.
Enter 4 to only include customers who have a balance of 120 days and older.

Aging Date

-Perform a Lookup to select from a list of Date options
-Enter D to calculate the invoice aging by due date.
-Enter I to calculate the invoice aging by invoice date.

Minimum Balance

-Enter the aging minimum balance for which statements are printed.
Statements will not be printed for aging balances less than this amount.

Option

-Select F1 to print statements for all customers who meet the selected criteria.
-Select R to restart with a selected customer and print through the end.
-Select S to print a statement for one customer only.
-Perform a Lookup to select from a list of options

Alternate Sequence

-Select A to print the statements in alternate or alphabetic sequence order.
-Select N to print the statements in numerical order.
This field defaults to numeric order when printing only one customer statement.

Customer Number – This field is not available if ALL is selected in the OPTION field.

When statements are to be printed in numeric order:

-Enter a valid customer number.
-Perform a Lookup to select from a list of all valid numbers.

Alternate Sequence – This field is only available when the Sequence field is set to A
This field is used to tell the system where to restart a print job that is interrupted for any reason.

-Enter the letter of the alphabet from where the printing is to begin.

Once all of your selections are complete you will receive the following prompt:

Is The Above Information Correct?

-Select OK to begin printing Statements

Application Computer Systems, Inc. Accounts Receivable

-Select Cancel to return to the Period End Processing menu

Monthly Cash Receipts Journal – Although this report is part of your period end processing steps, because you have the ability to select a Receipt Date Range, this report can be run at any time for any period during your current accounting year.

Monthly Cash Receipts Journal (ACS MASTER 8.0)

File Edit Favorites Help

Alternate Or Numeric Sort Sequence N Numeric

Beginning Customer First

Ending Customer Last

Beginning Alt Sequence

Ending Alt Sequence

Beginning Receipt Date 05/01/10

Ending Receipt Date 05/31/10

Cash Receipt Code All

Include G/L Account Recap

Alternate Or Numeric Sort Sequence

- Enter A to print the journal by Alternate/Alphabetic Sequence
- Enter N to print the journal by customer number
- Perform a Lookup to select from a list of valid options

Beginning Customer – This field is available only when N is select in the Alternate or Numeric Sort Sequence field.

- Enter a valid customer number
- Select F1 to select the first customer number on file
- Perform a Lookup to select from a list of valid customers

Ending Customer - This field is available only when N is select in the Alternate or Numeric Sort Sequence field.

- Enter a valid customer number
- Select F1 to select the last customer number on file
- Perform a Lookup to select from a list of valid customers

Beginning Alt Sequence - This field is available only when A is select in the Alternate or Numeric Sort Sequence field.

- Enter a number representing an alternate sequence of customer numbers.
- Select F1 to begin with the first customer number on file.

Application Computer Systems, Inc.

Accounts Receivable

-Perform a Lookup to select from a list of Alternate customer options

Ending Alt Sequence - This field is available only when A is select in the Alternate or Numeric Sort Sequence field.

-Enter a number representing the end of an alternate sequence of customer numbers

-Select F1 to end with the last customer number on file

-Perform a Lookup to select from a list of Alternate customer options

Beginning Receipt Date

-Enter the receipt date from which you want to start printing the Cash Receipts Journal

-Select F1 to start with the first possible date.

Ending Receipt Date

-Enter the receipt date through which you will include invoices on the Cash Receipts Journal

-Select F1 to end with the last possible date.

Cash Receipt Code

-Enter a valid cash receipt code

-Select F1 to select all codes

-Perform a Lookup to select from a list of valid cash receipt codes

Include GL Account Recap

-Select this field to include a G/L Account Recap

-Leave this field blank to print the journal without an account recap.

When all field selections have been made, you will receive the following prompt
Is The Above Information Correct? At the bottom of the screen

-Select OK to begin printing the journal

-Select Cancel to return to the Period End Processing menu

Application Computer Systems, Inc.

Accounts Receivable

The report begins with a detailed listing of all cash receipts entered during the date range entered.

06/18/10 01:32 PM		ACS MASTER 8.0 Monthly Cash Receipts Journal							Page 1	
Beginning Customer: First Ending Customer: Last		Cash Receipts Code: All					Beginning Receipt Date: 02/01/10 Ending Receipt Date: 02/28/10			
Customer Number And Name	Receipt Date	Rec Code	Check Number	Check Amount	Invoice Number	Invoice Balance	Amount Applied	Discount Amount	Total Credit	--Miscellaneous-- Acct Amount
000100 Everest Industries										
	02/04/10	CM	12	500.00	0005274	0.00	500.00	0.00	500.00	
	02/18/10	B	123542	52785.00	0005053	111.92CR	111.92CR	0.00	111.92CR	
					0005058	3272.00CR	3272.00CR	0.00	3272.00CR	
					0005089	3257.23CR	3257.23CR	0.00	3257.23CR	
					0005101	1378.25	1378.25	0.00	1378.25	
					0005114	3563.98	3563.98	0.00	3563.98	
					0005127	1667.50	1667.50	0.00	1667.50	
					0005138	1390.01	1390.01	0.00	1390.01	
					0005139	1416.34	1416.34	0.00	1416.34	
					0005140	1417.95	1417.95	0.00	1417.95	
					0005142	1386.75	1386.75	0.00	1386.75	
					0005143	1426.36	1426.36	0.00	1426.36	
					0005144	1430.73	1430.73	0.00	1430.73	
					0005168	97335.36	44348.28	0.00	44348.28	
Totals For Customer				53285.00			53285.00	0.00	53285.00	0.00
000200 Industrial Products										
	02/18/10	B	164875	7000.00	0005054	281.03	281.03	0.00	281.03	
					0005059	1304.51	1304.51	0.00	1304.51	
					0005090	3785.28	3785.28	0.00	3785.28	
					0005102	2580.29	1629.18	0.00	1629.18	
Totals For Customer				7000.00			7000.00	0.00	7000.00	0.00
000300 Taylor Manufacturing										
	02/18/10	B	45494	450.00	0A00218	0.00	450.00	0.00	450.00	
Totals For Customer				450.00			450.00	0.00	450.00	0.00
Totals For Report				60735.00			60735.00	0.00	60735.00	0.00

If selected, the G/L Account Distribution will also print.

06/18/10 01:32 PM		ACS MASTER 8.0 Monthly Cash Receipts Journal G/L Account Distribution						Page 2	
Beginning Customer: First Ending Customer: Last		Cash Receipts Code: All				Beginning Receipt Date: 02/01/10 Ending Receipt Date: 02/28/10			
G/L Account	Receipt Date	Customer Number	Customer Name	Check Number	Invoice Number	Debit	Credit		
1010-00 Cash In Bank - First National									
	02/04/10	000100	Everest Industries	12	0005274	500.00			
Totals For 1010-00 Cash In Bank - First National						500.00	0.00		
1040-00 Accounts Receivable									
	02/04/10	000100	Everest Industries	12	0005274		500.00		
Totals For 1040-00 Accounts Receivable						0.00	500.00		
Totals For 02/04/10						500.00	500.00		

Application Computer Systems, Inc. Accounts Receivable

Monthly Cash Receipts Journal Purge – Because this option will clear the Monthly Cash Receipts Journal as of a specified date GREAT CARE SHOULD BE TAKEN when considering this option. **If the Cash Receipt Journal is purged, it is suggested that you run the journal and print it to a permanent Archive file before the purge is run.**

Monthly Cash Receipts Journal Purge (ACS MASTER 8.0)

File Edit Favorites Help

Beginning Customer First

Ending Customer Last

Beginning Receipt Date First

Ending Receipt Date Last

Cash Receipt Code All

OK Cancel

v8.0.0 aru_xa Is The Above Information Correct? Char Po-1

Beginning Customer

- Enter a valid customer number
- Select F1 to select the first number on record
- Perform a Lookup to select from a list of valid customers

Ending Customer

- Enter a valid customer number
- Select F1 to select the last customer number on record.
- Perform a Lookup to select from a list of valid customers

Beginning Receipt Date

- Enter the starting date of the receipts to be purged
- Select F1 to select the first date on record

Ending Receipt Date

- Enter the last date of the receipts to be purged
- Select F1 to select the last date on record

Cash Receipt Code

- Enter a valid cash receipt code
- Select F1 to select all codes
- Perform a Lookup to select from a list of cash receipt codes

Application Computer Systems, Inc. Accounts Receivable

When all field options have been entered, you will receive the following prompt:
Is The Above Information Correct? At the bottom of the screen

- Select OK to remove all receipts through the purge date
- Select Cancel to return to the Period End Processing menu

This process will begin immediately and no report will be printed.

Customer ranking Report – The sales and profit information shown on each Customer Ranking Report is derived from the aging and sales data on file for each customer.

ACS Customer Ranking Report (ACS MASTER 8.0)

File Edit Favorites Help

Select All/Repair/New Sales A

Ranking Method 1 MTD Sales

Sort By S Sorted within Salesperson

1=MTD Sales
2=MTD GP
3=MTD %
4=YTD Sales
5=YTD GP
6=YTD %
7=Cust
8=PRIOR YR Sales
9=PRIOR YR GP
10=PRIOR YR %

OK Cancel Reprint

v8.0.0 arr_ka 1=MTD Sales 2=MTD GP 3=MTD % 4=YTD Sales 5=YT Char Po-1

Select All/Repair/New Sales

- Enter A for All Sales
- Enter R for Repair Sales only
- Enter N for New Sales only

These options will appear at the bottom of your screen, a lookup option is not available in this field.

Application Computer Systems, Inc.

Accounts Receivable

Ranking Method

-Enter a number from the list displayed that represents the type of ranking for the report

1. = MTD Sales (Month-to-date gross dollar sales)
2. = MTD GP (Month-to-date gross profit)
3. = MTD % (Month-to-date profit as a percentage of gross sales)
4. = YTD Sales (Year-to-date gross dollar sales)
5. = YTD GP (Year-to-date gross profit)
6. = YTD % (Year-to-date profit as a percentage of gross sales)
7. = CUST (Customer number)
8. = PRIOR YR Sales (Prior Year gross dollar sales)
9. = PRIOR YR GP (Prior Year gross profit)
10. =PRIOR YR % (Prior Year profit as a percentage of gross sales)

Sort by Territory/Salesperson/Type/None

- Enter S for Salesperson Code
- Enter T for Territory Code
- Enter Y for Type Code
- Enter N

S = Salesperson code

T = Territory code

Y = Type code

N = None; entire customer file is on report

When all field options have been entered, you will receive the following prompt:

Is The Above Information Correct? At the bottom of the screen

-Select OK to print Ranking Report

-Select Cancel to return to the Period End Processing menu

Application Computer Systems, Inc. Accounts Receivable

06/22/10
03:29 PM

ACS MASTER 8.0

Customer Ranking Report - All
YTD Sales
Sorted within Salesperson

Salesperson: JDP Judy D. Peterson

Customer No. & Name	MTD Sales	MTD Profit	MTD Profit %	YTD Sales	YTD Profit	YTD Profit %	Ranking
000100 Everest Industries	790.00	435.13	55.08%	529604.22	81160.79	15.32%	0001
001001 Baker And Harrison	2250.00	730.00	32.44%	23454.05	3894.64	16.61%	0002
HBC001 Hillsboro Coffee Roasting	945.00	389.00	41.16%	23085.00	9938.11	43.05%	0003
001000 Mile High Brewery	0.00	0.00	0.00%	21160.00	10720.35	50.66%	0004
000800 Trident Industries	0.00	0.00	0.00%	20716.20	6374.59	30.77%	0005
000300 Taylor Manufacturing	0.00	0.00	0.00%	20693.30	9265.64	44.78%	0006
000700 Douglas Erickson & Company	0.00	0.00	0.00%	14565.01	3416.82	23.46%	0007
001002 Robinson Enterprises	0.00	0.00	0.00%	10044.22	3880.40	38.63%	0008
Total for Salesperson	3985.00	1554.13	39.00%	663322.00	128651.34	19.40%	

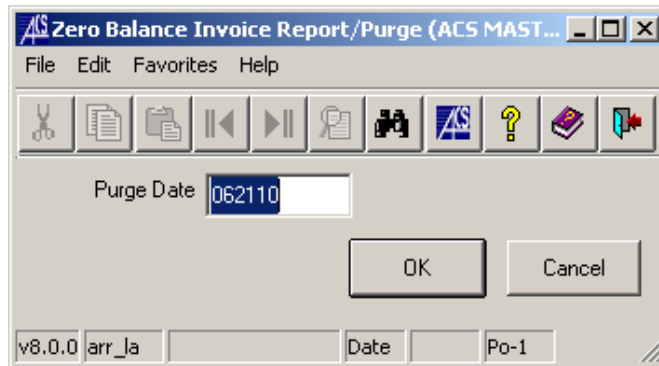
In this example, the report was run for all types of sales (Service Repair and Counter Sales) and uses Year To Date Sales dollars to determine Customer Ranking status.

Because we sorted the report by Salesperson all of Judy's customers are listed in order of total sales for the year.

The report displays Sales, Profit and Profit % for both Month and Year To Date Sales.

Application Computer Systems, Inc. Accounts Receivable

Zero Balance Invoice Report/Purge - based on a date entered by the user, this task reads through the Accounts Receivable Open Invoice file and prints a report showing all invoices with a zero balance prior to purging. Then, using the date entered, it will move Zero balance invoices to your Archive Invoice Detail files. These files can then be accessed by using the Invoice Archive Detail Inquiry located in Customer Maintenance and will not be displayed as part of your Invoice History Inquiries.



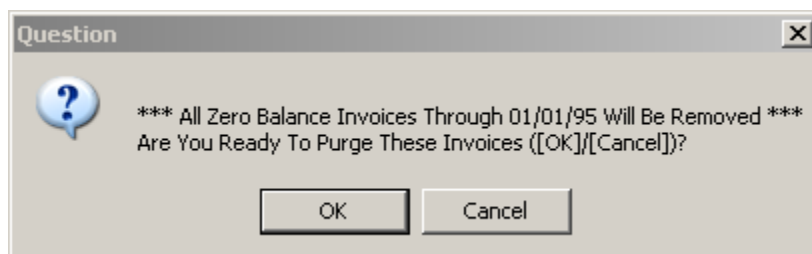
Purge Date

Enter the date through which all zero balance invoices are removed from the accounts receivable open invoice file.

You will receive the following prompt: Is The Above Information Correct?
Located at the bottom of your screen

- Select OK to begin Purge
- Select Cancel to return to the Period End Processing Menu

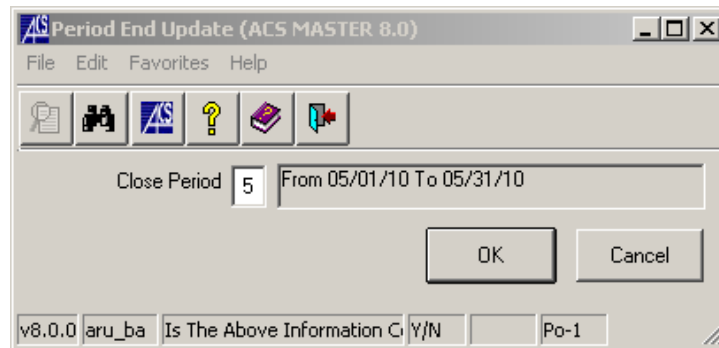
Your system will print a report showing all zero-balance invoices through the purge date.
You will then receive the following prompt:



- Select OK to purge the invoices shown on the register.
- Select Cancel return to the Period-End Processing Menu.

Application Computer Systems, Inc. Accounts Receivable

Period End Update – this process closes the accounting period for the Accounts Receivable module and should be completed before closing your General Ledger accounting period for the same month/period.



Close Period

-Enter the GL period you wish to close, the date range will display automatically for the period selected.

-Hit enter to accept the default, your system will display the oldest AR period still open.

-Select OK to close the Accounts Receivable period displayed

-Select Cancel to return to the Period End Processing Menu without updating

Updating:

The update performs the following tasks:

1. The month-to-date sales and cost-of-sales figures in the Customer Masterfile are reset to zero. For the last period in the fiscal year, the year-to-date figures are moved to the prior year and the current year figures are set to zero.
2. Month-to-date sales register totals are cleared.
3. Month-to-date cash receipts totals are cleared.
4. Temporary customers (those with Retain set to N in their Customer Masterfile) not having any open invoices or credit balances are removed.
5. The current period indicator in the Accounts Receivable parameters is incremented. For the last period of the fiscal year, the current year indicator is incremented and the current period indicator is set to 1.
6. For the last period of the fiscal year, the Sales Analysis module's files are initialized for the new year

Application Computer Systems, Inc.

Accounts Receivable

Suggested Accounts Receivable Period End processing steps:

1. Review all AR processing for the month.
 - Make sure all invoices have been entered and updated.
 - Make sure all Cash Receipt have been entered and updated.
2. Create and update Customer Finance Charges for the accounting period (optional)
3. Update the GL Daily Detail
4. Run the AR Aging Report for this period and determine that it is in balance with the General Ledger AR account. If not, determine why and correct any issues. Then rerun the Daily Detail (if necessary) and the AR Aging Report and compare it to the General Ledger AR account balance.
5. Run the Monthly Cash Receipts Journal
6. Run the Customer Ranking Report
7. Run Customer Statements (optional and can be run at any time)
8. Perform Period End Update

