

ACCOUNTS RECEIVABLE

Table of Contents

<u>ACCOUNTS RECEIVABLE.....</u>	<u>4</u>
<u>SETTING UP ACCOUNTS RECEIVABLE.....</u>	<u>4</u>
<u>INTRODUCTION.....</u>	<u>5</u>
<u>WORKING WITH CUSTOMERS IN THE AR SYSTEM.....</u>	<u>6</u>
<u>OVERVIEW.....</u>	<u>6</u>
<u>CUSTOMER SETUP/MAINTENANCE.....</u>	<u>7</u>
<u>EARLY PAYMENT DISCOUNT (EPD).....</u>	<u>19</u>
<u>OVERVIEW.....</u>	<u>19</u>
<u>SETTING UP EARLY PAYMENT DISCOUNT</u>	<u>20</u>
<u>CUSTOMER CLASS MAINTENANCE.....</u>	<u>21</u>
<u>CUSTOMER CLASS SETUP.....</u>	<u>22</u>
<u>CUSTOMER CLASS LINE DISCOUNT.....</u>	<u>23</u>
<u>CUSTOMER CLASS UPDATE.....</u>	<u>24</u>
<u>CUSTOMERS BY CLASSIFICATION.....</u>	<u>25</u>
<u>CLASS DISCOUNT BY CUSTOMER.....</u>	<u>25</u>
<u>CLASS DISCOUNT BY CLASS.....</u>	<u>25</u>
<u>CUSTOMER LISTING BY CLASS.....</u>	<u>25</u>
<u>ACCOUNTS RECEIVABLE ADJUSTMENTS.....</u>	<u>26</u>
<u>OVERVIEW</u>	<u>26</u>
<u>AR ADJUSTMENTS ENTRY.....</u>	<u>26</u>
<u>AR ADJUSTMENTS EDIT LIST.....</u>	<u>29</u>
<u>AR ADJUSTMENTS POSTING.....</u>	<u>29</u>
<u>INVOICE MAINTENANCE.....</u>	<u>30</u>
<u>CUSTOMER ACCOUNT INQUIRY.....</u>	<u>30</u>
<u>OVERVIEW.....</u>	<u>30</u>
<u>ACCOUNT INQUIRY.....</u>	<u>31</u>
<u>LIST/REPRINT CUSTOMER INVOICES.....</u>	<u>31</u>
<u>RECEIVED ON ACCOUNT INQUIRY.....</u>	<u>32</u>
<u>STATEMENT AUDIT REPORT.....</u>	<u>33</u>
<u>REPRINT RANGE OF INVOICES.....</u>	<u>34</u>
<u>ACCOUNTS RECEIVABLE LISTING BY BALANCE TYPE.....</u>	<u>34</u>
<u>CUSTOMER DEPOSIT INQUIRY.....</u>	<u>35</u>
<u>GROSS MARGIN BY SALES ORDER.....</u>	<u>35</u>
<u>INELIGIBLE A/R REPORT.....</u>	<u>35</u>
<u>OVERDUE A/R ACCOUNT REPORT.....</u>	<u>36</u>
<u>ROA RECEIVED ON ACCOUNT.....</u>	<u>36</u>
<u>OVERVIEW.....</u>	<u>36</u>
<u>ADD, CHANGE, DELETE PAYMENTS.....</u>	<u>38</u>

PRINT PAYMENT EDIT LIST.....	39
POST RECEIVED ON ACCOUNTS.....	39
ROA REPORT SELECTED DATE.....	39
OPEN ITEMS.....	40
OVERVIEW.....	40
OPEN ITEM DISBURSEMENTS.....	41
OPEN ITEM INQUIRY REPORT.....	42
OPEN ITEM DISBURSEMENT CLOSING.....	42
OPEN ITEM TOTALS.....	43
OPEN ITEM PURGE.....	43
OI TRANSACTION FOR EXPORT.....	44
OPEN ITEM 120 DAY AGING REPORT.....	44
DAYS OUTSTANDING OI REPORT.....	44
ACCOUNTS RECEIVABLE END OF MONTH.....	44
OVERVIEW.....	44
CALCULATE HANDLING CHARGES.....	49
FINANCE CHARGE TABLE.....	50
AR VALIDATION.....	50
AGING AND STATEMENT PREP.....	51
CALCULATE FINANCE CHARGES.....	52
PRINT STATEMENTS.....	52
AR END OF MONTH REPORTS.....	53
AR AGING AND TRIAL BALANCE REPTS.....	53
AR MTD PAYMENTS REPORT.....	53
AR MTD ADJUSTMENTS REPORT.....	54
AR MTD TAX REPORT.....	54
AR MTD FIN CHARGE REPORT.....	54
AR MTD EPD REPORT.....	54
AR DISCOUNT NOT TAKEN REPORT.....	54
END OF MONTH CLOSING.....	55
ARCHIVE ACCOUNTS RECEIVABLE.....	55
CUSTOMER REPORTS.....	55
DEMOGRAPHICS REPORTS.....	56
OVERVIEW.....	56
CUSTOMER SALES HISTORY RPT.....	57
YTD CUSTOMER SALES ANALYSIS.....	58
CUSTOMER SALES REPORT WITH LABELS.....	58
CUSTOMER PATRONAGE.....	58
VIEW PATRONAGE.....	59
DEPT/PATCLASS XREF MAINT.	59
REPORT BY CUSTOMER.....	59
END OF WEEK PAT. PROCESSING.....	59
END OF MONTH PAT. PROCESSING.....	59
END OF YEAR PAT. PROCESSING.....	59
ARCHIVE YEARLY PATRONAGE.....	59
CONVERT FCL TO DOS DISKETTE.....	60

<u>RE-PRINT PATRONAGE PREVIOUS PERIOD.....</u>	<u>60</u>
<u>CUSTOMER INVOICES BY DATE(S).....</u>	<u>60</u>
<u>TOP MTD CUSTOMERS SALES.....</u>	<u>60</u>
<u>TOP YTD CUSTOMER SALES.....</u>	<u>60</u>
<u>CUSTOMER SALES BY SALES REP.....</u>	<u>60</u>
<u>SALES SUMMARIES BY REP.....</u>	<u>61</u>
<u>CUSTOMER SALES RPT BY DEPT.....</u>	<u>61</u>
<u>CUSTOMER SALES BY DEPT.....</u>	<u>61</u>
<u>CUSTOMER PROFIT BY SALES REP.....</u>	<u>61</u>
<u>LAST PURCHASE DATE > 2 YRS.....</u>	<u>61</u>
<u>MTD SALES PROFIT REPORT.....</u>	<u>62</u>
<u>CUSTOMER TOTAL SALES REPORT.....</u>	<u>62</u>
<u>CUSTOMER MAILING FILTER.....</u>	<u>62</u>
<u>CUSTOMER INVOICE SUMMARY.....</u>	<u>62</u>
<u>CUSTOMER PURCHASE REPORT.....</u>	<u>62</u>
<u>CREDIT REPORTS.....</u>	<u>62</u>
<u>AR COLLECTIONS REPORT.....</u>	<u>63</u>
<u>OVER CREDIT CUSTOMER REPORT.....</u>	<u>64</u>
<u>CUSTOMER PAYMENT HISTORY.....</u>	<u>64</u>
<u>AR DOUBTFUL ALLOWANCE.....</u>	<u>64</u>
<u>AR INVOICES BY SELECTED DATE.....</u>	<u>65</u>
<u>CUSTOMER AGING BY SALES REP.....</u>	<u>65</u>
<u>CUSTOMER OVER BALANCE REPORT.....</u>	<u>65</u>
<u>CUSTOMERS BY CREDIT STATUS.....</u>	<u>65</u>
<u>CREDIT MEMO REPORT.....</u>	<u>65</u>
<u>CUSTOMERS DISCOUNT REPORTS.....</u>	<u>65</u>
<u>CUSTOMER LABELS.....</u>	<u>66</u>
<u>CUSTOMER LIST WITH ADDRESSES AND CREDIT LIMIT.....</u>	<u>67</u>
<u>CUSTOMER LIST WITH TERMS.....</u>	<u>67</u>
<u>CUSTOMER ADDRESSES - BY REP.....</u>	<u>67</u>
<u>CUSTOMER DATES INFO.....</u>	<u>67</u>

Accounts Receivable

Setting Up Accounts Receivable

The Customer Master File contains most of the general information about each customer. This file **must** be created for each customer before the continuing AR Balance Setup.

The following data **must** be on-hand:

1. An aged listing from a secondary source which includes outstanding accounts receivable balances before the aging process and preferably after finance charges are applied. If finance charges are calculated on accounts.
2. A current listing of Accounts Receivable customers entered into **The Controller Series software** system. Choose option F6 from plate BII. This is useful if account numbers from another system have been changed over. It allows confirmation of new numbers that will be required to enter the balances.

The following steps are required to enter the AR balances PRIOR to going "live" with the Controller Series Software:

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BFNDB                                     ARNOLD 4.5.21
Edit AR Data Files Menu

F1 a Exit                                sF1 k Customer Balance Setup Only
F2 b Edit Customer Balances             sF2 l Edit CUSMAS.DATA File
F3 c Edit ARTRAN.DATA File
F4 d Edit STATMENT.DATA File
F5 e Edit CUSMAS2.DATA File
F6 f Edit PAYTMP.DATA File
F7 g Edit Customer YTD Sales $$
F8 h Edit AR Adjustments File
F9 i Edit XREM.DATA File
F10 j Edit CUSTDEFS.DATA File

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

Edit AR Data Files Menu, BFNDB

1. Enter new customer balances by a program located at menu plate BFNDB sF1. This program is daycode protected and will require a manager passcode to be used (managers can be setup in the clerk maintenance screen, plate BCB). Balances entered will be taken

from an Aging Report from previous system that lists all customers with their CURRENT, 30, 60 and 90 values. Enter these as displayed on the report. If the report has a 120 column, you will have to add the 90 and 120 values together and enter them into the 90-day value. Ensure you manually apply CREDITS to old balances in the account balance is not a credit. (i.e. if a credit is in current, it should be subtracted from the oldest balances and then entered. If the BALANCE is a credit, it should remain in the CURRENT field and setup as a credit entry. The following data entry screen will be used to input this data:

BFNDBK	Customer Balance Setup	7.4.0.010					
Customer []							
<p>This program creates and updates Opening A/R Aging Balances for new customers. It should not be used more than once for each customer, as it can write extra records that will incorrectly adjust balances. Call MFA Support for more details.</p>							
<table border="1"> <tr> <td>Current []</td> </tr> <tr> <td>Thirty []</td> </tr> <tr> <td>Sixty []</td> </tr> <tr> <td>Ninety []</td> </tr> <tr> <td>Balance []</td> </tr> </table>			Current []	Thirty []	Sixty []	Ninety []	Balance []
Current []							
Thirty []							
Sixty []							
Ninety []							
Balance []							
Enter Customer, <F1> to exit,...							
F1 Exit	F2	F3					
F4	F5	F6					
F7	F8	F9 Lookup					
F10							

BFNDBK - sF1 Edit Customer Balances

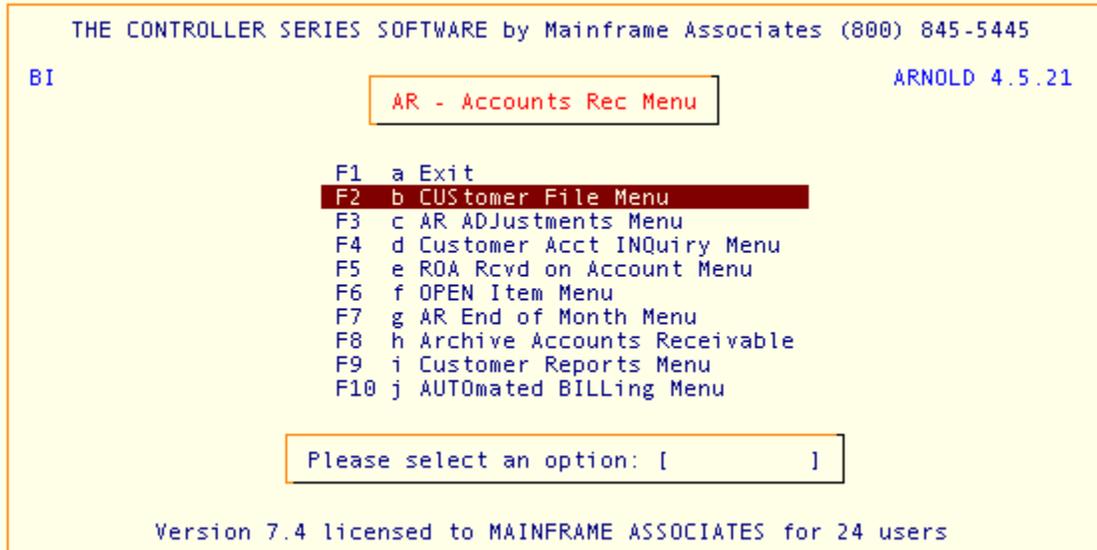
2. Confirm all customer balances inputted by printing the AR Aging report from BIGH F2. If corrections have to be made, return to BFNDB sF1. Recall the customer and make corrections.
3. Ensure system date of computer is set to the last day of the previous month. This date is used when writing to ARTRAN and OIDDETAIL files to establish balance dates.
4. Once complete, save the record using F10. This will create the appropriate all appropriate Balance Forward and Open Item records are required. Note that if you edit an existing record, you will edit these opening balances, not the current balance for the customer, although it is advised that you do not beginning using a customer for sales or other processes until their initial balances are correct.

Introduction

This is the Accounts Receivable section of **The Controller Series** and is intended for use by accounting, back-office staff and management personnel. **The Controller Series** provides the functions needed to maintain receivables including comprehensive credit management and a customer-specific information database, which increases accuracy and efficiency at the point-of-sale. Following is the main menu for Accounts Receivable. It acts as a gateway to all the sub-

menus that comprise the Receivables system and may be accessed by typing **AR** at the *Please select an option* field.

To access the **Accounts Receivable Menu** use plate letters **BI** or vocabulary reference **AR**.



Accounts Receivable Menu BI or AR

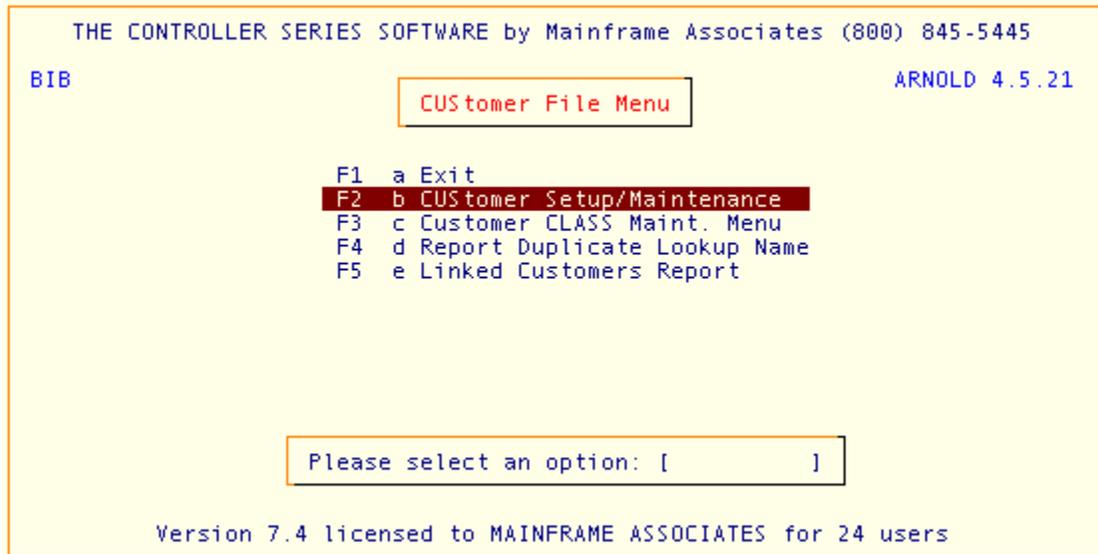
A salient feature of the system is a system of credit management, which allows the back office staff to block undesired charge sales and closely monitor others. **The Controller Series** offers Balance Forward or Open Item Accounts Receivable. This part of the system provides password and security levels to protect sensitive information and activities.

Working with Customers in the AR System

This section explains how to setup customers, enter credit information, and customer discounts.

Overview

The **Customer File Menu** is located at plate letters **BIB** and offers the tools to set up and maintain the Accounts Receivable Customer database. On completion, the records listed form the core of the AR and credit management systems. They also provide customer-specific information at the point-of-sale.



Customer File Menu, BIB

Option F2 allows access to the "customer" files that allow detailed entry of pertinent information relating to the customer base. The Customer Setup screens are important as they contain information critical to point-of-sale transactions. The use of these records enables the user (via the use of privilege levels and passwords) to control clerk access to customer information, thereby maintaining confidentiality.

Customer Setup/Maintenance

Plate Letters: **BIBB**

Vocabulary Reference: **CUSMAS**

The Customer Setup and Maintenance screen contains the general customer information, flag setting, credit settings and other related information. The data is divided into several pages, accessible via page up/down at the modify field. For new customers you will move each field on a page then be directed to the next page in the sequence. When creating a new customer, only the first page is considered required information, and subsequent pages will use system defaults. Therefore, once you have completed the first page of data input, you may use F10 to quickly save the record. Each field should be completed as thoroughly as possible. Defaults will appear automatically where available and can be accepted by pressing ↵ at certain data fields.

By default, the user is given only a limited view of available customer information for security. For example, only a manager-level clerk can view a customer's credit card numbers that are on file. If you wish to view full information, while in the modify field, use the sF8 ClkAcces function to enter your clerk passcode and information you are authorized to view will now display.

A number of the fields come with the option to enter more than one value for them. For example, a customer may have more than one address, perhaps a billing address and a

shipping address. While entering a new customer you can enter this added detail using the F7 FullEdit function. This will display a window in which you can specify a number of addresses that will be recorded for this customer. By default, the first such address entered will be considered the customer primary address and will be used by most system reports and other functions. When editing an existing customer, this enhanced input window will appear automatically. E-mails, telephone numbers, credit cards and bank information all of have similar functionality – and are permitted up to 999 different values each.

A sample of each page of a full customer setup is show below.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER]					
Page 1 of 6					
Customer Contact Information:					
1. Name 1	[Herethere Allways]	
2. Name 2	[]	
3. Street Address	[1234 Nowhere Road]	
	[Suite 5678]	
	[]	
4. City	[Nanaimo]	
6. Province	[BC]	7. Postal Code	[V1A 1A1]		
8. Country	[Canada]	
9. Main Phone	[999-999-9998] Ext [Contact	[Hereward]	
10. Alternate Phone	[250-248-2222] Ext [Contact	[Hereward]	
11. Fax	[250-123-3333]				
12. E-mail Address	[blah@blah.net]
13. E-mail Contact	[Hereward]
Modify field []					
Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save,...					
ShipAdd LoadCust		SetPric		ClkAcces	
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Clear	Flags	Delete	Ref	Vessels	Reports
				Memo	File

Customer Setup/Maintenance, BIBB or CUSMAS, Page 1

Special attention should be paid to the following fields:

Customer Number: This field is the key to the AR database. It establishes the code by which the system identifies customers. Sales, account inquiries and reports use the customer's account reference. This field accepts up to seven (7) characters that may be alphabetical, numeric or a combination. The users most easily adapt alpha characters. For example, a customer whose name is David Jameson, may use three characters of the surname followed by the first three characters of the first name: JAMDAV. The seventh character may be used to identify customers who have the same or similar last name. To invoke a lookup of existing customer account numbers, press F9. A pop-up window appears listing the possible customer account #'s to choose. You may further narrow the search by using the various search options provided by the lookup. Use the ↑↓ arrow keys to scroll through and highlight the appropriate customer. Then press ↵ to select. The customer's file loads automatically.

Name 1: This is the name that will print on the invoice and statements, as well as most customer reports. Name 1 need not be unique, and two or more

customers can share identical names. In the case that a customer has multiple addresses assigned to them, each address has its own name 1, but the first will be considered the primary name.

- Name 2:** This is an extension of Name 1 above. It is used only to clarify an account. For example, there may be more than one business name – parent company and working company. The working company should be entered in the Name 1 field above, but a notation identifying the parent company could be entered in this field. Like Name 1, Name 2 can be duplicated freely, and multiple entries can be made for different addresses. Once again the first address entry will define the primary version used on any reports and printouts. However, most reports and print programs only display the Name 1 field.
- Street Address:** Three lines are given, in free format, for the mailing address for invoices and statements. A customer may have more than one address, for example a shipping and billing address, but the first address entered is considered the primary one and will be the one displayed on most reports and print outs.
- City:** This is a continuation of address.
- Province:** This is a further continuation of address. This is the two character standard mailing code for province or state (in North America). A lookup is available for the acceptable values.
- Postal Code:** The postal code or zip code field is a continuation of address.
- Main Phone:** A customer can have a number of phone numbers and contacts specified for them. Phone Numbers entered will automatically be reformatted to the North American standard (3-3-4). A leading 1 for long distance should be omitted. If you wish to enter an overseas number which does not correspond to the internal format, preface the number with 011 and this will bypass the internal formatting.
- Alternate Phone:** A second phone number that can be specified for a customer.
- Fax Phone:** The primary fax number for a customer. This will be the default number brought up in any fax functions throughout the system for this customer.
- Ext:** For primary and alternate phone, the extension is the internal telephone exchange number used for the given phone number.
- Contact:** For primary and alternate phone, the name of the person to contact at that number.
- E-mail Address:** The email address for the specified customer. Like Fax number, this will be used as the default email for any customer specific emails produced by the system.
- E-mail Contact:** The name of the person to contact at the specified e-mail address.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER] Herethere Allways					
Page 2 of 6					
Personal Information:					
1) Group / Check Dgt [1]		4) Birthdate []			
2) Driver's License []		5) Spouse birthdate []			
3) SIN []		6) Anniversary []			
Business Information:					
7) Credit Cards:	Type [OTH]	Number [45737593459437593345]	Exp [0909]		
	Type [VIS]	Number [4388 5766 1336 5330]	Exp [0808]		
8) Bank:	Name []				
	Address []				
	Phone []				
	Contact []				
9) Shipper:	Name []				
	Account # []				
Modify field []					
Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save,...					
ShipAdd		LoadCust		SetPric	
ClrAcces		Utils			
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Clear	Flags	Delete	Ref	Vessels	Reports
				Memo	File

Customer Setup/Maintenance, BIBB or CUSMAS, Page 2

- Check Digit:** This is a reference field for a customer sort or identification.
- Driver's License:** This is a reference field for the customer's driver's license identification number.
- SIN / SSN:** This is a reference field for the customer's social security or social insurance number.
- Birthdate:** This is the date of the customer's birth, usually used to confirm correctness of other information such as Driver's License.
- Spouse Birthdate:** This is a reference field for a spouse's birth date.
- Anniversary:** This is a reference field for a date of a significant anniversary of a customer.
- Credit Cards:** This entry contains known credit card info for the customer. By default the first two credit cards are shown, but many more can be stored.
- Type:** The type of credit card, for example MAS for Master Card, VIS for Visa, etc. These can be setup in the Tender Setup and Maintenance Screen (plate BDCIB or vocab SALETYPE).
- Number:** The credit card number.
- Exp:** The expiry date of the credit card in MMY format.
- Bank:** This entry contains bank related contact info for the customer. Only the first entry is shown on screen, but many sets of bank related info can be stored.
- Name:** The name of the bank.
- Address:** The address for the bank.

surname and enter the first three letters (i.e., JAM) to initiate the search. The lookup feature is used throughout the system. Note that lookup names must be unique within the system, so two customers are forbidden from having an identical lookup name. This is to allow you to avoid duplicating customers, and acts as a mechanism by which you can detect such duplicates. However, should the need arise, a standard mechanism to resolve an intentional duplication is to append a number or letter to the end of the lookup name to distinguish it uniquely.

Payment Terms:

The terms of payment for this customer account.

Account Status:

A status code used to identify the general class of a customer account.

N = New Client

C = Corrected If any option on the screen has been corrected the entry at that field will change to C.

V = Verified The information for the customer has been reviewed and verified for correctness.

X = Inactive This is an inactive account. A sale cannot be made to this account without a management override. If this is done, the status field changes to 'V'. To re-activate an inactive account, the credit department should print a status report from BIIC Credit Reports Menu. After verifying the customer, change this field to V. An override will be required for each transaction.

Z = For Deletion This is a client to be removed from the system. If the account balance is zero after End of Month processing is completed, this customer may be deleted from the system. **Note:** This customer cannot be deleted prior to the completion of End of Month processing. Any sales to a customer who has been flagged with a Z will be converted to a CASH SALE. This customer may no longer charge to his/her account.

Account Type:

The account type determines the method by which charges and payments are handled for this customer. There are two available types: balance forward, and open item. In balance forward, payments are simply made against the account rather than specific invoices. As well, only a summary charge is tracked for previous months, generally divided into current, 30, 60 and 90 days. In open item, payments are made against specific invoices allowing more fine tuned control of what is paid off and what isn't. Records are never removed until they are paid off and purged to history. However, open item does require a clerk to specify these disbursements of payment again invoice.

Customer Class:

A class code used to define a grouping of customers. For example, if you are process warranty claims you would have a number of customers defined as class WARR for warranty customer which would activate special handling within point of sale. Many reports can also filter or sort

by class code. Customer Class codes can be defined in the Customer Classification Maintenance screen (plate B1BCB).

- Default PO#:** The default purchase order # that will be used in point of sale when a new transaction for this customer is made.
- PST Number:** The customer's PST tax number for tax exemptions.
- GST Number:** The customer's GST tax number for tax exemptions.
- A/P Supplier #:** If this customer is also a supplier, this is the supplier number that matches. This is used mostly for warranty claims.
- Customer Flags:** A number of flags used to set special handling for this customer.
- (1) PO Required:** Identifies customers who require a Purchase Order from their company. When this flag is set to Y, the system prompts to the user to enter a PO number when selling to this customer at the point-of-sale. If your system has been formatted for this function, the PO number will print on the customer's invoice. Also the PO number will also be written to the daily and history transaction files and will appear on any future reprints of the invoice. If this flag is set to Y, a PO number must be entered or the sale will not proceed.
- (2) Use Customer Pricing:** Identifies if the customer receives special prices. Special pricing for a customer may be setup using the sF5 SetPric function at the modify prompt. These prices act as automatic discounts at point of sale for this customer.
- (3) Customer Statements:** Identifies whether or not a statement will be printed for this customer. You may also specify if the statement is to be faxed or emailed to the customer. Note that your statement printing program must be fax and/or email compatible for this functionality to work, as well as the proper fax number or email address for the customer being properly set.
- (4) Use Reference:** Sets whether point of sale will show the customer reference list. If set to R references are required.
- (5) GST Exempt:** Identifies whether or not this customer is exempt from paying GST at the point-of-sale.
- (6) PST Exempt:** Identifies whether or not this customer is exempt from paying PST at the point-of-sale.
- (7) Job Name/Location:** Sets whether point of sale will request a Job name/location for a transaction. If set to R this is considered required.
- (8) Get Shipping Address:** Sets if, while processing a transaction for this customer, the clerk will be automatically prompted to enter a shipping address.
- (9) Package Deal Customer:** Designates this customer as one who will receiving special 'package deals'. This is NOT related to the use of packages or kits within point of sale.

(10) Update QOH on Held Inv: When set, QOH will update whenever an invoice is suspended for this customer. Note that this means that your sale and movement data will no longer match as the inventory movement is happening at a different time from the actual sale of that inventory. This flag can only be altered when the customer has no existing held invoices.

EPD Active: If set to Y this customer receives certain discounts an early payment discounts. If the customer pays the invoice by the due date then they are eligible for the full discount. However, if they pay late, the discount no longer applies.

EPD Expiry Code: The coded number of days that the discount has before it expires. This can be either a simple number of days, or of the form M## for a certain day of a month.

Current EPD: The value of current EPD discounts available to the customer. This is for display only.

Previous EPD: The value of previous period EPD discounts available to the customer. This is for display only.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER] Herethere Allways					
Page 4 of 6					
Customer Sales:					
Last Sale Date	[01/23/2007]	Monthly Average [186522.74]	
Last Sale Amount	[21250.00]	Months for Avg	[1]		
MTD Purchases	[22500.00]				
COGS	[1470.00]	Last Year Sales [0.00]	
YTD Purchases	[210308.80]	Total Purchases [209022.74]	
COGS	[140896.54]				
Customer Pricing:					
1. Default Price Level [35]					
Price Level 3, Smallest Unit of Measure					
Miscellaneous Information:					
2. Sales Rep [11] SHAUN		3. Commission Rate [12.5] %			
Modify field []					
Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save,...					
ShipAdd		LoadCust		SetPric	
ClkAcces		Utils			
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Clear		Flags		Delete Ref	
Vessels		Reports		Memo	
File					

Customer Setup/Maintenance, BIBB or CUSMAS, Page 4

Last Sale Date: The date of the last recorded sale for this customer. This is for display only.

Last Sale Amount: The value of the last sale recorded for this customer. This is for display only.

MTD Purchases: The total month to date value of all sales to this customer. This is for display only.

- MTD COGS:** The total month to date cost of goods of all sales to this customer. This is for display only.
- YTD Purchases:** The total year to date value of all sales to this customer. This is for display only.
- YTD COGS:** The total year to date cost of goods of all sales to this customer. This is for display only.
- Monthly Average:** The average value of sales for this customer per month since the customer was created. This is for display only.
- Months for Avg:** The total number of months used to calculate the Monthly Average. This is for display only.
- Last Year Sales:** The total value of all sales to this customer last year. This is for display only.
- Total Purchases:** The total value of all sales to this customer since the customer was created. This is for display only.
- Default Price Level:** The default pricing level a customer will receive at point of sale. This is of the form #S or #L. The number signifies price level 1-4 that is specified in inventory. The letter specifies the default unit of measure a customer will use. Most customers will be specified to use the smallest or selling UOM, but if you have larger commercial customers, you may wish to sell to them in the largest UOM by default. Note that special pricing works above this simple level and will override this setting if the resulting price is lower for the customer.
- Sales Rep:** The clerk associated with this customer to which commissions are assigned. The commission system varies based on flag settings, but in most it is important to have this field correctly set so that sales to this customer are credited to the correct sales representative for commission.
- Commission Rate:** The default percentage commission the Sales Rep receives for sale to this customer.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER] Herethere Allways					
Page 5 of 6					
Account Credit Status:					
Current	[22500.00]	1. Credit Status	[2]		
30 Days	[1132.93]	2. Credit Limit	[5000.00]	
60 Days	[259.21]	Available Credit	[-37800.36]	
90 Days	[18908.22]	3. Doubtful Amount	[10.00]	
Balance	[42800.36]	Max. Credit Given	[20300.36]	
		Max. Credit Date	[01/11/2007]		
Suspended Inv Amt	[0.06]				
Payment Status:					
Last ROA Date	[09/07/2006]	ROA Pending	[15.00]	
Last ROA Amount	[-31.17]	Payments: MTD	[0.00]	
Last ROA Interval	[0] days	YTD	[0.00]	
Modify field []					
Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save, ...					
ShipAdd		LoadCust		SetPric	
ClrAcces		Utils			
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Clear	Flags	Delete	Ref	Vessels	Reports
				Memo	File

Customer Setup/Maintenance, BIBB or CUSMAS, Page 5

Current/30/60/90: The outstanding period account balances for this customer. Current applies to the current month, 30 to last month, 60 two months ago, and 90 all months previous to these. This is for display only.

Balance: The total of all period account balances. This is for display only.

Suspended Inv Amt: The total value of all suspended or held invoices currently on the system for this customer. This is for display only.

Credit Status: The status code used to determine what types of sales are allowed for this customer. These are as follows

- 1 = Customer has a good credit rating – charging is permitted up to the credit limit.
- 2 = Customer is over his/her credit limit. An override approval is required at POS to continue charging to this account.
- 3 = Customer is slow in paying, has not paid in over 90 days, and can no longer charge, however he/she may purchase with cash, cheque or bank card.
- 4 = Customer has returned cheques and may only purchase with cash or bankcard. Cheques are not accepted.

Note that Point of Sale will automatically downgrade a customer’s status from 1 to 2 when they exceed their available credit. However, upgrading a customer’s credit status must be done manually via this screen.

Credit Limit: The value of credit allowable for this customer. If this value is exceeded at point of sale, the customer’s credit status will be reduced to 2.

- Available Credit:** The current amount of credit available to this customer. It is equivalent to the Credit Limit minus the customer Balance. This is for display only.
- Doubtful Amount:** In this field, the credit department may enter amounts they have pre-determined as doubtful (uncollectible). This is only a note field and is not used elsewhere in the system. Reports can be designed to list all accounts and their corresponding doubtful amounts.
- Max. Credit Given:** This field displays the largest dollar amount this customer has ever owed your company. Balances over Maximum Credit are also included, as long as the sales resulting in an overrun was approved. Other companies performing credit checks commonly request this figure. This is for display only.
- Max. Credit Date:** The date on which the maximum credit amount was given. This is for display only.
- Last ROA Date:** The date of the last payment on this customer account. This is for display only.
- Last ROA Amount:** The amount of the last payment on this customer account. This is for display only.
- Last ROA Interval:** The number of days between the last two payment by this customer. This is for display only.
- ROA Pending:** Clerks may accept customer payments (received on accounts). However, they may not actually process these payments through the customer's accounts. Processing Accounts Receivable payments is a back office staff function as accounting allocates moneys received to specific invoices and/or specific time frames. This is described later in the Received on Account menu. The ROA PENDING field displays amount paid on account but not yet posted to the account and therefore not yet reflected in the customer's account balance. ROAs processed through the point-of-sale are immediately applied to the customer's account and therefore the value is not displayed in this field. This is for display only.
- Payments MTD:** The total value of all payments made by this customer in the current month. This is for display only.
- Payments YTD:** The total value of all payments made by this customer in the current year. This is for display only.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER] Herethere Allways					
Page 6 of 6					
Finance Charges:					
1. F/C Code	[A]	Current	[22500.00]	
F/C Rate	[2.50] %	30 Days	[1132.93]	
2. Start Period for F/C	[30] days	60 Days	[259.21]	
3. 60 Day Handling Charge	[Y]	90 Days	[18908.22]	
Balance subject to F/C	[0.00]	Balance	[42800.36]	
F/C: Current	[0.00]				
YTD	[0.00]				
Billing/Statement Status:					
Min. Payment Due	[0.00]	Bill-To Account	[ALLHER]	
Statement Date	[01/01/2007]	Statement Account	[ZILLUT]	
		Print/Fax Statement	[Y]	

Modify field []

Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save, ...

ShipAdd	LoadCust	SetPric	ClkAcces	Utils
F1	F2	F3	F4	F5
F6	F7	F8	F9	F10
Clear	Flags	Delete	Ref	Vessels
			Reports	Memo
				File

Customer Setup/Maintenance, BIBB or CUSMAS, Page 6

- F/C Code:** This field references a finance charge table that is prepared from plate BIGC–Finance Charge Table. The table is coded by alpha characters and allows the entry of a two decimal finance rate (i.e., code A = 2.75). You should define this finance charge table before completing this screen. If a finance charge is to be applied to this customer in the AR End of Month processing, then a valid code must be entered in this field. The code entered displays the corresponding rate below. If this customer is not to be charged finance charges on the statement, then enter N in this field.
- Start Period for F/C:** The aging period for which finance charges will begin to apply. This may be set to 30, 60, 90 or 120 days.
- 60 Day Handling Charge:** Set to Y if you wish to apply a handling charge in addition to any finance charges to invoices over 60 days old.
- Balance subject to F/C:** The current balance on which Finance charges will be calculated. This is for display only.
- F/C Current:** The value of the current finance charge on this account. This is for display only.
- F/C YTD:** The total value of all finance charges on this account for the current year. This is for display only.
- Min. Payment Due:** The minimum payment required for this account. This is for display only.
- Statement Date:** The date of the last statement produced for this account. This is for display only.

Other options available via function key in this program include:

- sF2 ShipAdd:** This allows direct access to the expanded address entry for this customer.
- F2 Flags:** This allows direct access to the customer flags for this customer.
- sF3 LoadCust:** This allows you to quickly load up another customer number from the system.
- F4 Delete:** This allows you to delete a customer from the system. The customer must not have a current balance or transaction pending in order to be deleted.
- sF5 SetPric:** This allows access to the special pricing screen for this customer. You may specify a variety of special discounts for the customer here based on item, line code, department, or simple general discounts.
- F5 Ref:** This allows you to edit the reference list for this customer. This list will appear at Point of Sale if set to do so in the customer flags.
- F6 Vessels:** This allows direct access to vessel entry screen for this customer. Here you may enter any vessel information for use in the moorage system.
- F7 Reports:** This provides a number of customer related reports, including account inquiry, payment history, invoice reprinting, customer discounts, customer sales by department, tax-exemption and open item disbursements.
- sF8 CLKAcces:** This allows you to alter the clerk access level with the program by entering your clerk passcode. Not all functions and available information are available by default and may require you to use this function to access them.
- F8 Memo:** This allows access to the various customer related memo files. These can include the customer general memo, customer credit memo, main call memo and private user memo.
- F10 Utils:** This allows access to a variety of customer related utility programs, including cross reference rebuild, duplicate customer cross reference report, extended customer information rebuild, customer class code file rebuild, EPD update, customer number change, and rebuild of contacts.
- F10 File:** This saves any changes done to this customer.

Early Payment Discount (EPD)

Overview

The Early Payment Discount feature offers an incentive program to entice customers to pay their account balances on a timely basis. The discount is user defined and works with the discounts set up for each customer. EPD can be setup in two ways. The first is to set customer

special discounts by line code and set these as being EPD. The second is to make all customer discounts from list as EPD (Flag 338).

EPD is only applicable to charge customers who pay the balance due on their account prior to a certain user-defined date. The EPD option may be used with Balance Forward or Open Invoice type AR customers. Each invoice will show the amount of EPD that can be taken, should the customer choose to pay their account by the EPD deadline. The EPD amount shown at the CUSMAS screen is the total of the accumulated EPD based on a customer's current month's purchases. Once the EOM utility is run, the EPD field will reflect only the current month's purchases (in the same manner that MTD purchases are calculated and displayed), and other EPD values will be moved into the previous EPD field.

Setting Up Early Payment Discount

Flags to setup

- Set flag 24 to show the day of the month the EPD expires
- Set flag 47 with the expiry date message to print on AR statements

Setting up customers for Early Payment Discount

Bring up the Customer Master Screen, plate letters BIBB. Enter the account number, press enter.

BIBB		Customer Setup / Maintenance		7.4.2.002	
Customer Number: [ALLHER] Herethere Allways					
Page 3 of 6					
Account Setup Information:					
1. Creation Date	[12/29/2006]	3. Bill-To Account	[ALLHER]	4. Statement Account	[ZILLUT]
2. Store Created	[001]	5. Lookup Name	[ALLH HEREWARD ALLIX]	7. Account Status	[C]
6. Payment Terms	[Prepaid]	9. Customer Class	[]	10. Default PO#	[N]
8. Account Type	[OI01]	13. A/P Supplier #	[]	11. GST Number	[GST NUMBER112]
12. PST Number	[PST NUMBER112]	14. Customer Flags	[]	15. EPD Active	[Y]
EPD Status:					
Current EPD	[0.00]	EPD Expiry Code	[25]	Previous EPD	[0.00]
Modify field []					
Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save...					
F1	ShipAdd	F2	LoadCust	F3	SetPric
F4	ClrAcces	F5	Utils	F6	
F7	Clear	F8	Flags	F9	Delete
F10		F11	Ref	F12	Vessels Reports Memo
File					
Customer Setup/Maintenance File, BIBB - Page 3					

On Page 3, Edit field 15 and set EPD active to Y. You will also be prompted to set an EPD expiry code for the number of days before an EPD expires, or for the Nth day of the month..

Now, select the sF5 SetPric option to set customer special pricing. If this option is unavailable, first select the sF8 ClkAcces and enter your clerk passcode. Note that you must have sufficient clerk privilege to set special prices.

```

BDIEB                               Customer Pricing                               7.4.2.010
Customer number      [ALLHER ]          Herethere Always
Classification      [          ]
Default Price Level - Price Level 3, Smallest Unit of Measure

Description: a
Type Dept/Line/Item  UOM      Price Dsc N Quote  EPD Min Qty  St Date Exp Date
I  ZZZZZZZ          EACH      1.000  000262      0 06/07/06 10/01/06
I  ZZZZZZZ          EACH      1.000  000262      0 06/07/06 10/01/06

```

```

Enter the discount type: 'I'tem, 'L'ine, 'D'ept, 'G'eneral,...
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Cancel                                     Save

```

Customer Special Pricing and EPD Setup, BDIEB

Enter "L" for Type, and enter the Line code, the discount type, and whether the discount applies to Net price items. To make a discount apply as EPD, enter Y in the EPD and complete the quantity and date fields. If you have EPD set as general, applying to all discounts, all discount types in this screen will be considered EPD regardless of the EPD column. Use F10 to save when finished.

Customer Class Maintenance

The Customer **Class Maintenance Menu** is located at plate letters **BIBE** or vocabulary reference **CLASS**. This section explains how to set up classes and discounts by classes.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BIBC                                     ARNOLD 4.5.21
Customer CLASS Maint. Menu

F1 a Exit
F2 b Customer Class Setup
F3 c Customer Class Line Disc
F4 d Customer Class Update
F5 e Reserved
F6 f Customers by Classification
F7 g Class Discount by Customer
F8 h Class Discount by Class
F9 i Customer Listing by Class

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

Customer Class Maintenance Menu, BIBC or CLASS

Customer Class Setup

Plate Letters: **BIBCB**

As previously described under the Customer Master File, Class Codes are used as a reference to categorize customers into logical groups.

```

BIBCB Customer Classification Maintenance 7.4.0.010

Classification [  ]
1. Description [      ]

Number of [      ] Current [      ]
YTD Sales [      ] 30 Days [      ]
Sales Last Yr [      ] 60 Days [      ]
Average $ MTD [      ] 90 Days [      ]
Doubtful [      ]

Enter valid Classification or F1 to exit,...

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Exit Report Lookup
    
```

Customer Classification Maintenance, BIBCB

Classification: Enter a new class code or press F9 to lookup.

Description: For a new class code, enter the description.

Press F10 to save.

Customer Class Line Discount

Plate Letters: **BIBCC**

This option contains line code discounts by a customer class code. Customers are identified in the Customer Maintenance screen (CUSMAS) at page 3 field 9. When the Customer Class Code is entered the cursor moves to the DISCOUNT field. Enter a discount.

```

BIBCC      Classification Discounts for Early Payment Discoun  7.4.1.001
      Customer Class [ ] Discount [ ]
      Update ALL Department Codes (Y/N) [Y]
      Department Code to update [ ]
      Update ALL Line Codes in Dept (Y/N) [Y]
      Update a Range of Line Codes (Y/N) [N]
      Early Payment Discount (Y/N) [N]

Enter customer classification, <F9> to Lookup or <F1> to Exit,...
Clear
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Exit Lookup
    
```

Customer Class Line Discount, BIBCC

Update All Department Codes (Y): Functions performed will be based on the choices entered at this prompt. If a 'Y' is entered the cursor will advance to:

Early Payment Discount (Y/N): If you enter 'Y' in this field, the screen will display line codes for all departments with their discounts according to the General Discount information and based on a 'Y' for Early Payment Discount. The following screen will then be displayed; you may make changes or press F10 to save.

```

Customer Class [1ENW ] Discount [10]

Update ALL Department Codes (Y/N) [Y]
Department Code to update [ ]
Update ALL Line Codes in Dept (Y/N) [ ]
Update a Range of Line Codes (Y/N) [ ]
Early Payment Discount (Y/N) [N]
    
```

Line Code	Description	Disc	EPD
[0]	[test0]	[10]	[N]
[02]	[/LAWN AND GARDEN]	[10]	[N]
[0245]	[/LAWN AND GARDEN/FOUNTAINS,PON]	[10]	[N]
[0245667]	[/LAWN AND GARDEN/FOUNTAINS,PON]	[10]	[N]
[02456670000]	[/LAWN AND GARDEN/FOUNTAINS,PON]	[10]	[N]
[04]	[/BUILDERS HARDWARE]	[10]	[N]
[0410]	[/BUILDERS HARDWARE/CONSTRUCTIO]	[10]	[N]

Enter Line Code, <F1> Backup, <F2> Add New, <F4> Delete, <F10> Save,...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Backup	Add New		Delete						Save

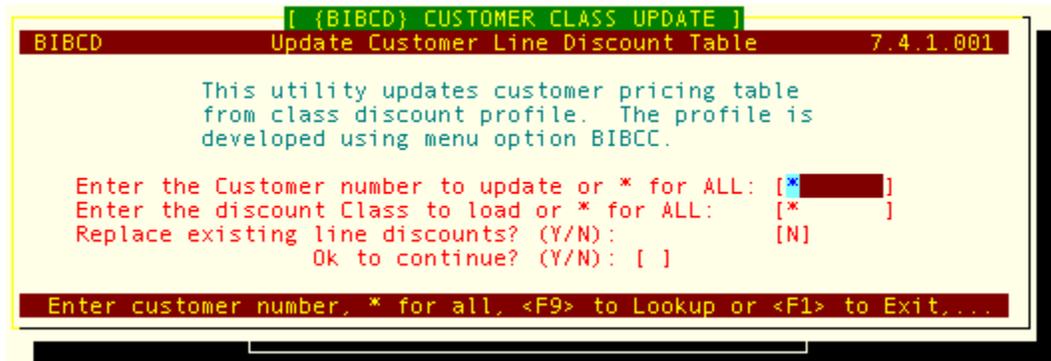
Edit Line Discount for a Customer Class

- Update All Department Codes (N):** If an 'N' is entered at this field the cursor will advance to 'Department Code to Update'. If you wish to enter discounts for more than one department, the user may press 'enter' at this field, and an 'Open Department Line Code Build' process will display. The user may assign discount Line Codes to a range of chosen Departments as well as set the Early Payment Discount Option. Press F10 to save. The cursor will move to the next field.
- Update All Line Codes in Dep't (Y):** If 'Y' is entered, the cursor will advance to the EPD prompt and the options are the same as described above under Early Payment Discount.
- Update All Line Codes in Dep't (N):** If 'N' is entered, the cursor will move to the next field.
- Update A Range of Line Codes (Y):** If 'Y' is entered, the cursor moves to the EPD field (enter 'Y' of 'N'), the user will then be allowed to enter the range of Line Codes to update.
- Update A Range of Line Codes (N):** If 'N' is entered, the cursor moves to the EPD field (enter 'Y' of 'N'), the user will then be allowed to enter the Line Codes to update.

Customer Class Update

Plate Letters: **BIBCD**

This option allows you to update the customer line discount file by class code (which is initially set at field k. of the Customer Master file (CUSMAS)).



Customer Class Update, BIBCD

Customers by Classification

Plate Letters: **BIBCF**

Generates a report listing customers by class and YTD purchases. Includes Name, Customer Number, Account Balance, Purchases MTD, Sales YTD, Sales Last Year, Accumulated Sales, and Average Sale per Month.

Class Discount by Customer

Plate Letters: **BIBCG**

Generates a report, sorted by customer, showing all of the line code class discounts set up.

Class Discount by Class

Plate Letters: **BIBCH**

Generates a report showing all of the customer classes and the discounts associated with them.

Customer Listing by Class

Plate Letters: **BIBCI**

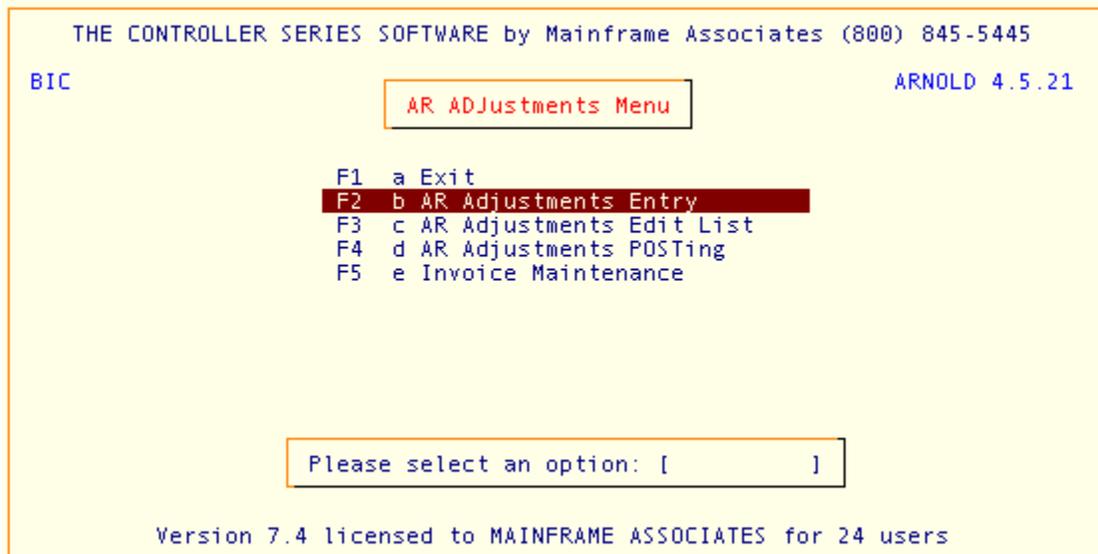
Generates a report listing customers by class. Includes Customer Number, Name, Main Contact, Phone Number, and E-mail.

Accounts Receivable Adjustments

Overview

The AR Adjustments Menu provides the screens that enable the back office staff to adjust customer charge accounts. There are two different methods of processing adjustments; each has its own purpose. The first option is called AR Adjustments Entry. This screen permits posting of General Journal Entries and other outside entries to customer Accounts Receivables. Whether you are using the General Ledger system supported by **The Controller Series** or a subsidiary ledger system, adjustments can be categorized to a specific general ledger code. We do not recommend using the Invoice Adjustment screen for the reversal of government taxes charged to your customers in error. Use the AR Adjustment Entry instead. The second option, Invoice Adjustment, has an entirely different application. Invoice adjustments are processed through the Sales Journal and do not require Journal Entries. The General Ledger is updated when Sales Journal totals are posted.

The **AR Adjustments Menu** is located at plate letters **BIC** or vocabulary reference **ARADJ**.



AR Adjustments Menu, BIC or ARADJ

AR Adjustments Entry

Plate Letters: **BICB**

The following is the AR Adjustment entry screen used for the posting of General Journal Entries (or outside entries) affecting your customers accounts. If you are using the latest version of

The Controller Series, you may be able to let this screen serve as your Journal Entry. If this is the case, a good paper trail is essential.

BICB		A/R Adjustments		7.4.1.001	
Transaction No. []					
[ADJUSTMENT]					
1. Customer No.	[]	CFV:	2. Amount	[]	K:
3. Credit/Debit	[]		4. Date	[]	
5. Reason	[]				
Current	Thirty	Sixty	Ninety	Balance	
[GL DISTRIBUTION]					
6. GL Code	[]	6a. Amount	[]		
7. GL Code	[]	7a. Amount	[]		
8. GL Code	[]	8a. Amount	[]		
9. GL Code	[]	9a. Amount	[]		
		10. PST \$\$	[]		
		11. GST \$\$	[]		
Enter adjustment number - <UP>/<DOWN> for existing or <F5> for new,...					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Exit			New		Lookup

AR Adjustments Screen, BICB

You may use this screen for reversing finance charges, writing off bad debts, issuing customer credit and debit notes, correcting postings made to wrong accounts and payroll deductions made to pay employee charge accounts.

Adjustments can be made to current or previous period. It is dependent on the date that was entered. Normal current period adjustments default to the current system date. Previous period adjustments have a date that falls between the last AR EOM date and the last point-of-sale EOM date. You cannot apply a previous period adjustment if the AR EOM has been completed. This adjustment is applied to current period.

Here is an example of previous period adjustment:

1. The End of Month processing has been completed from the point-of-sale. This option is executed from plate BDCDB. Your EOM date is 02/28/2006.
2. The aging and statement preparation process has been completed from the AR End of Month Processing menu. This option is executed from plate BIGH. This process will also be executed 02/28/2006, but the statements have not been printed yet.
3. You have last minute adjustments that should be reflected on the statements.
4. Your previous Accounts Receivable End of Month closing was 02/05/2006. This option is executed from plate BIGJ.
5. You can apply adjustments with a date between 02/05/2006 and 02/28/2006. Any entries with a date between these two dates are considered previous period adjustment.
6. Apply other related handlings, print reports, and print statements.

7. After all related handlings/posting are applied and statements printed, then and only then should the option to close AR End of Month be executed.

Transaction #: Press F5 to assign a new transaction number or F1 to exit. The transaction number is assigned by the system and is stored and incremented in the control data file. You may enter in your own transaction number but you are forbidden from duplicating existing transaction numbers for the current month.

1. Customer No.: Enter a valid customer number. To invoke a lookup of existing customer account numbers, press F9. A pop-up window appears listing the possible customer account #'s to choose. You may further narrow the search, by typing in the first few characters of the customer's lookup name (see below) before pressing F9, which will move you closer to the account you are searching for. Use the ↑↓ arrow keys to scroll through and highlight the appropriate customer. Then press ↵ to select. When the customer number is entered, the corresponding name displays to the right.

2. Amount: Enter the dollar amount of the adjustment including decimals. Do not enter a minus sign for a credit. The next field controls this.

3. Credit/Debit: If this is a credit transaction, enter a C; for a debit transaction, enter a D.

4. Date: Press Enter to use the default system date, or enter the date of your choice using the *mm/dd/yyyy* format—punctuation is not required (all dates in the system should automatically reformat appropriately). If adjustments to previous period are required, enter the date for that period which should be between the last EOM date and last AR EOM date.

5. Reason: Enter the Journal Entry Reverse and /or the source Journal for this transaction. Twenty-five (25) characters are allowed for the description.

GL DISTRIBUTION

6-9. GL Code: If your system is equipped to post this entry to the General Ledger along with Sale Journal figures via an interface feature, then enter the correct GL code in this field. If the interface is used, the GL account number will be validated. If you are using a subsidiary ledger system, you may enter any GL code(s) in this field—this will not be validated against a GL account table. The following edit listings and posting reports sort the entries by these codes. Up to four GL codes can be entered with their corresponding amounts.

Note: Flag 144 contains the AR Adjustment GL code. If the interface accounting is being used, then the system debits or credits your Accounts Receivable GL and adjusts the GL codes and amounts according to the GL Distribution portion of the adjustment screen. Therefore, you should *never* enter a GL code for AR in the distribution portion of this screen. You will, however, enter GL codes for PST, GST, Sales accounts, etc.

- 6-9a. Amount:** Enter the amount to be applied to the GL code entered to the left, *with decimals*. If the distribution requires more than one GL code, the cursor will move to the next field. If all values have been distributed, and the amount entered in the upper portion of the screen matches the values in the distribution portion, the cursor moves to the command line. If you wish to edit any of the entries made, with the cursor at the 'Modify Field' command line, enter the number corresponding with the field you wish to edit, then press ↵. The cursor moves to that field for editing. Once you have completed all entries, press ↵ to save and file this record. When the record is filed, the data is written to a temporary work file in readiness for posting. Press F4 to delete this record and return to the Transaction Number field. Press F1 to exit the screen and return to the previous menu. If after the entry has been made and the edit list produced, you wish to correct an entry *before* posting, you must first recall the entry and modify it accordingly.
- 10. PST \$\$:** Enter the amount of PST on the adjustment.
- 11. GST \$\$:** Enter the amount of GST on the adjustment.

AR Adjustments Edit List

Plate Letters: **BICC**

This option produces an edit list displaying all the entries made using option BICB. This is for verification of all entries before posting is initiated. Press 'Y'es to proceed, 'N'o or F1 to return to the previous menu. To maintain your audit trail, this report will print only to a printer. It is good practice to select this option during AR End of Month processing to ensure that all transactions have been posted before account aging and statement file preparation have been executed.

AR Adjustments Posting

Plate Letters: **BICD**

This option returns the following prompt: *OK to post all adjustments Y/N?* Enter Y and the adjustments are posted to the AR files. The work file is cleared for the next batch. A posted AR Adjustments Report prints when this process is completed. Only at this time will the Accounts Receivable files be updated. The AR Adjustments Posted report provides the required documentation necessary to complete entries to an outside subsidiary ledger system. If previous period adjustments were entered, the posting procedure recognizes the dates and verifies them against the two closing dates. (EOM and AR EOM closing dates). The posting is applied correctly to the periods and data files required for output. If the accounting interface is in place, the adjustments are written to a journal whereby final interface posting to the GL is required.

Note: All AR adjustments *must* be posted before EOM can be executed.

Invoice Maintenance

Plate Letters: **BICE**

Customer Number []		QOH:	TAX:	LIN:	
		AVL:	LST:	DEP:	Arnold
		QOO:	ARR:	LOC:	REG: 1(A)

ITEM #	DESCRIPTION	Quantity	Disc	Price	Total				
Enter customer number, or invoice for modification,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit						Reports		Lookup	

Invoice Maintenance Screen, BICE

This option allows you to correct a posted invoice. Corrections can include incorrect items, UOMs, quantities, prices, tenders, or even customers. It functions much the same as the Point of Sale screen, but does require a manager override to use. Simply enter the customer # and select the invoice to replace. This invoice will be used as a template for the new invoice which you can then edit and process as you would in Point-of-Sale.

Note: The original invoice is not lost. Instead, it is voided so as to cancel out its balances. The new invoice will have a different invoice number than the original. Also, only those invoices which are void-able can be processed in this screen for this reason. Using the reprint screen you can see whether an invoice is a void invoice, a voided invoice, or a replacement invoice.

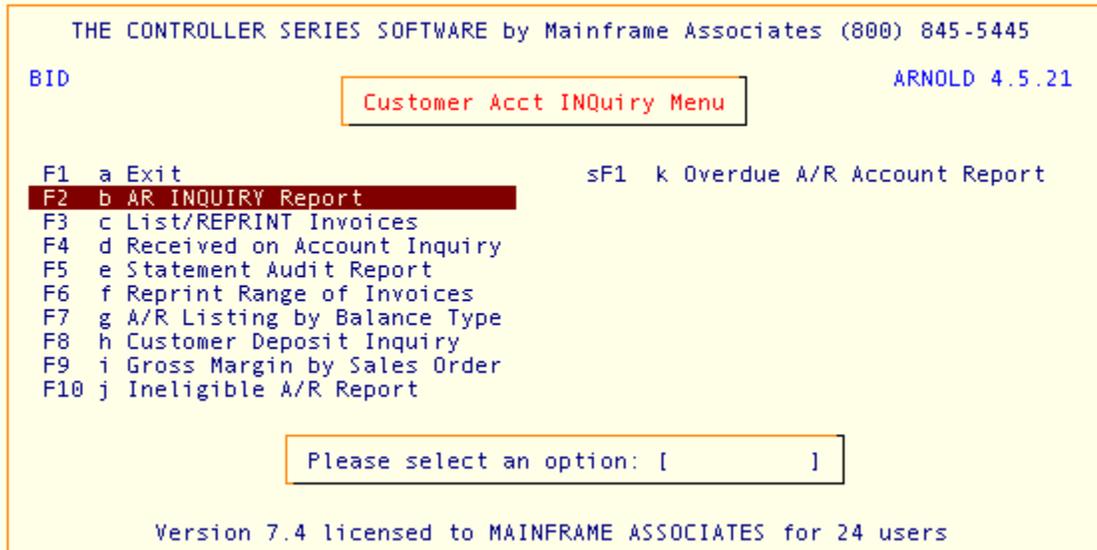
Customer Account Inquiry

Overview

The inquiry function is for viewing customer accounts, sales invoices or payments received. With the Balance Forward or Open Item Accounts Receivable system, an Account Inquiry provides a visual look at current month transactions and current account balance with a 30-60-90 day display. To view or reprint an invoice, select option F3. Each invoice on file is exactly as

it was originally printed. Select F4 for a list of all the moneys Received on Account during the current month. The following menu is displayed.

The **Customer Account Inquiry Menu** may be accessed by using the plate letters **BID** or the vocabulary reference **INQ**.



Customer Account Inquiry Menu, BID or INQ

Account Inquiry

Plate Letters: **BIDB**

Vocabulary Reference: **INQUIRY**

This option provides an inquiry of current charges in statement form. Enter a customer number or select the search routine option F9. This search method is the same as used in other areas of the Accounts Receivable.

List/Reprint Customer Invoices

Plate Letters: **BIDC**

A clerk with reprint privilege may enter their clerk passcode and access the invoice reprint option. This function is nearly identical to the invoice reprint option provided within Point of Sale. However, when accessed here, you may select the printer to output to instead of the printer assigned to a specific register. As with Point of Sale, you may search for an invoice by transaction number, PO number, or customer number. Once this information is entered, a list of all matching transactions will be displayed and you may select the transaction you wish to view from this list. Once selected, you will be given an onscreen display of the invoice for review, and may use the function keys provides to view memos, print the invoice, fax the invoice, void

the invoice, etc. This screen can also be used to reprint ROAs and existing Orders. Note that Orders will be printed in their current condition, not as they were originally created.

Received on Account Inquiry

Plate Letters: **BIDD**

This option displays all payments received for a selected accounts receivable customer by year and month. You are first asked to enter a Customer number or 'A'll. A lookup feature is also available from this field entry by pressing '?'. Upon entering a Customer number, the year and month to be viewed *must* be entered. Enter as YYMM (i.e., 9304 for April 1993) or '?' to view available periods with data. This report may be printed to the console, printer or data file.

The report displays the following headings:

Pay No.:	This is the reference number that was assigned to the transaction at the time of payment.
Payment:	This is the amount of the actual ROA payment—excluding any discounts given.
Disc. Amt.:	This is the discount amount that would have been given at the time of payment.
Payment Total:	This is the total amount of the ROA, including any discounts given.
Date:	This is the date on which the payment was received.
Type:	This is tender type used for this payment.
Pay Reference:	This is the reference information, which was optional at the time of payment. This reference can be a notation about the payment and/or invoices it relates too.

Statement Audit Report

Plate Letters: **BIDE**

BIDE Statement History Report 7.4.0.008

```

Store Number      [001]
Starting Period (yymm) [0512]
Ending Period   (yymm) [0612]

Starting Customer [000020 ] Bill Bard
Ending Customer  [ZILLUT ] Zilfred Lutz
    
```

Enter the store number or '*' for all,...

Clear
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Exit Lookup Process

Statement Audit Report, BIDE

Enter the required store, period, and customer range.

A report similar to the one below will be generated.

[Statement History Report]						
01/30/2007	MAINFRAME ASSOCIATES DEV Statement History Report for Dec 2005 to Dec 2006					Page: 1
Cust#/Name	Date	Invoice #	Type	Debits	Credits	Balance
000020	Bill Bard			OPEN ITEM		
	12/31/2005	123105B	B	24.69		24.69
	12/31/2005	F0029A	F	2.32		27.01
	01/31/2006	F0048A	F	2.37		29.38
	02/28/2006	F0066A	F	2.43		31.81
	05/15/2006	20291F	P		10.00	21.81
	05/15/2006	20292F	P		5.00	16.81
	06/01/2006	F0085A	F	2.18		18.99
	07/11/2006	F0137A	F	0.47		19.46
	07/31/2006	F0168A	F	0.49		19.95
	09/30/2006	F0193A	F	0.50		20.45
	09/30/2006	F0218A	F	0.51		20.96
						[1/1075]

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Exit Search Again Split

Example Statement Audit Report

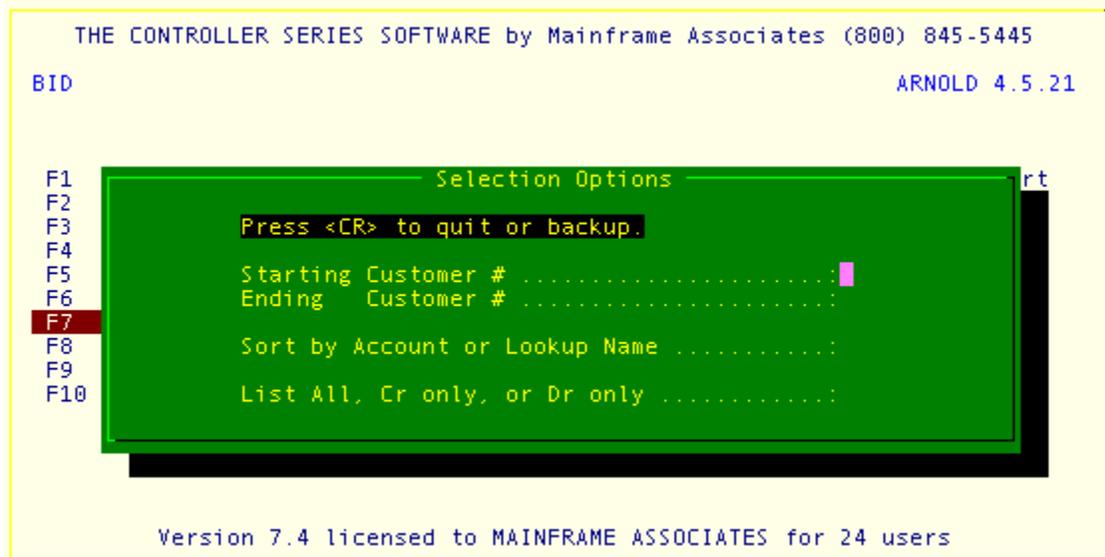
Reprint Range of Invoices

Plate Letters: **BIDF**

This option allows you to reprint a range of invoice number for a selected period. Once the invoice range is selected you will be given the option of where to output the result.

Accounts Receivable Listing by Balance Type

Plate Letters: **BIDG**



Accounts Receivable Listing by Balance Type, BIDG

- Enter Starting Customer Number.
- Enter Ending Customer Number.
- Enter 'A' to sort by Account or 'N' to sort by Name.
- Enter 'A' to list all, 'C' to sort by credit, or 'D' to sort by Debit.
- The report can be displayed on the screen, sent to the printer, or a file.

The report generated will look similar to the one below:

```

===== [ MFA Report Generator ] =====
01/30/2007 - 15:06:40

                                MAINFRAME ASSOCIATES DEV
                                Accounts Receivable Aging Li
                                By Customer Name

Name..... Cust #. Current.... Over 30.... Over 60.... Over 90...
ALLH HERWARD ALLIX      ALLHER      22500.00    1132.93    259.21    18908.2
ALLH HIMAL ALLIX        ALLIXH         6.57        6.41        0.00     256.3
ANDA ARNO ANDREAS      ANDARN       147.80        0.00        0.00        0.0
ATKB BERNARD ATKINSON  ATKBER       147.80        0.00        0.00        0.0
AUST TONY AUSSEM       AUSTON        0.00        0.00        0.00        16.2
BACG GUS BACON         BACGUS        0.00        0.00        0.00       213.6
CUSB BD'S CUSTOMER     BD           2.22         2.16        0.00        86.5

                                bbcj/bidg arcusact 999
===== [ 1/115 ] =====
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10
Exit Search Again Split

```

Example Accounts Receivable Aged Balance List

Customer Deposit Inquiry

Plate Letters: **BIDH**

This report allows you to track deposit information on orders. You may specify a customer and date range for the report, as well as request detail or summary, outstanding or all deposits, and finally what type of order. The report can include page break by customer. The detail report includes date, transaction number, transaction type, tender and description.

Gross Margin by Sales Order

Plate Letters: **BIDI**

This report allows you to compare cost verses pricing by individual customer and sales order. The report includes stock number, description, quantity, unit of measure, purchase order number, receiving order number, received cost, net price, cost of goods sold, line total, profit and margin.

Ineligible A/R Report

Plate Letters: **BIDJ**

This report shows you account balances for special customer accounts. These accounts are the related accounts, overdue accounts, tainted accounts, and contra accounts. Related accounts are site specific. Overdue accounts are over 90 days overdue. Tainted accounts

have a 90 day balance of 25% or more of their total balance. Contra accounts are those that are both suppliers and customers. The report can be in account number or name order, detail or summary. The report includes customer number, name, phone number and amount.

Overdue A/R Account Report

Plate Letters: **BIDK**

This report allows you to report on customer accounts that are a specified number of days overdue. The report includes customer number, name, phone number, latest unpaid, current, 30, 60, 90, and balance.

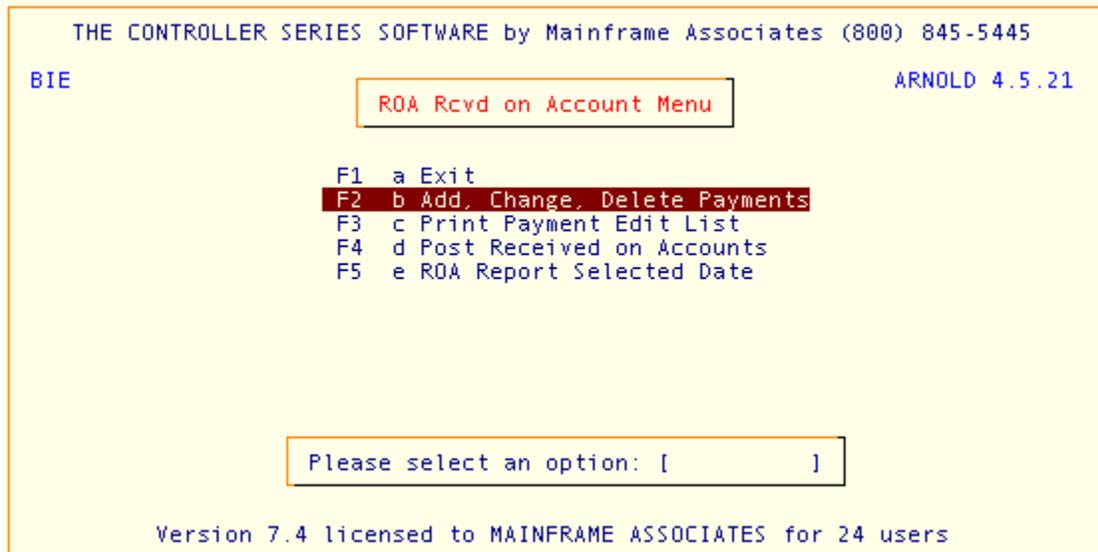
ROA Received On Account

Overview

The ROA Received on Account Menu option is used to add, inquire or change, print, post, and delete payments. These payments are written to a temporary work file and do not affect the customer balance until they are posted. Payments may be processed by multiple payment types (i.e., cash, cheque and bankcards). The entry of payments is controlled by staff authorization and therefore only authorized personnel are able to proceed with entries.

Payments can be made to a current or a previous period depending on the date that has been entered. Normal current period payments will default to the current system date. Previous period payments will have a date that falls between the last AR EOM date and the last point-of-sale EOM date. A previous period payment cannot be applied if the AR EOM has been completed.

The **ROA Rcvd on Account Menu** may be accessed by using the plate letters **BIE** or the vocabulary reference **ROA**.



ROA Received on Account Menu, BIE or ROA

To return to the main Accounts Receivable menu, press F1 or type BIE at the 'Please select an option' prompt. Here is an example of previous period payment:

1. The End of Month processing has been completed from the point-of-sale. This option is executed from plate BDCDB. The EOM date is 02/28/2006.
2. The aging and statement preparation process has been completed from the Accounts Receivable End of Month Processing menu, plate BIGH. This process will also be executed for 02/28/2006 but the statements have not been printed yet.
3. There are last minute payments that should be reflected on the statements.
4. The previous Accounts Receivable End of Month Closing was 02/05/2006. This option is executed from plate BIGJ.
5. Payments can be applied with a date between 02/05/2006 and 02/28/2006. Any entries with a date between these two dates will be considered a previous period payment and will be posted accordingly.
6. Apply other related handlings, print reports, and print statements.
7. After all related handlings/posting are applied and statements printed, then and only then will the option to close AR End of Month be executed.

Add, Change, Delete Payments

Plate Letters: **BIEB**

The Credit Department uses this menu to process account payments and this may be handled in a batch manner. Entries write to a temporary work file that produces an edit list for the purpose of making corrections before final preparation takes place. It is acceptable for a junior clerk to make these entries, but the clerk *must* be authorized to complete work. The Clerk Authorization Table controls this. Further processing is required through other menu options. The screen on the following page is used to enter new entries or modify previous ones that have not been posted.

BIEB		Customer Payments Maintenance		7.4.2.004					
Passcode	[█]	EOD Counter 445							
Payment Number	[]								
1. Customer Number	[]								
2. Payment Type	[]								
3. Reference	[]								
4. Date	[]								
5. Amount	[]								
6. Discount	[]								
		<div style="border: 1px solid black; padding: 5px;"> Current Thirty Sixty Ninety <hr/> Balance Credit Limit Credit Avail Credit Rating </div>							
Enter Clerk Number and Password,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit									

Customer Payments Maintenance Screen, BIEB

- Passcode:** A valid clerk number and corresponding password *must* be entered to continue.
- Payment Number:** Type an existing payment number or, if this is a new payment, press F5 to accept the next available (system assigned) payment number. To exit this screen, select F1.
- 1. Customer Number:** Enter a valid customer number. To invoke a lookup of existing customer account numbers, press F9. A pop-up window appears listing the possible customer account #'s to choose. You may further narrow the search, by typing in the first few characters of the customer's lookup name before pressing F9, which will move you closer to the account you are searching for. Use the ↑↓ arrow keys to scroll through and highlight the appropriate customer. Then press ↵ to select. The customer's file loads automatically.

- 2. Payment Type:** There are a number of different payment types that can be selected for entry in this field.
- 3. Reference:** If a payment type other than cash is entered, a reference is required. For a credit card, the appropriate number must be entered.
- 4. Date:** The default is set to the system date and if a date other than the system date is to be entered, enter it in *mmdyy* format with no slashes. The system will punctuate appropriately.
- 5. Amount:** This field is to be entered *with decimals*.
- 6. Discount:** This field is to be entered with decimals (if discount required). The amount entered is included with the field above when the payment is posted to the customer account.

Print Payment Edit List

Plate Letters: **BIEC**

The report includes a listing of customer number, customer name, transaction number, date, payment amount, discount, total payment, payment type, reference number and posted. Press Enter to return to the Received on Account menu. Both posted payments and those not posted remain on the edit list. The End of Day processing removes the posted payments from this edit list and writes them to a history file.

Note: All payments *must* be posted before End of Month can be executed.

Post Received on Accounts

Plate Letters: **BIED**

This option allows posting of payments to Balance Forward customers only. Payments *must* have been entered through the back office payments screen (BIEB).

Note: All payments *must* be posted before EOM can be executed.

ROA Report Selected Date

Plate Letters: **BIEE**

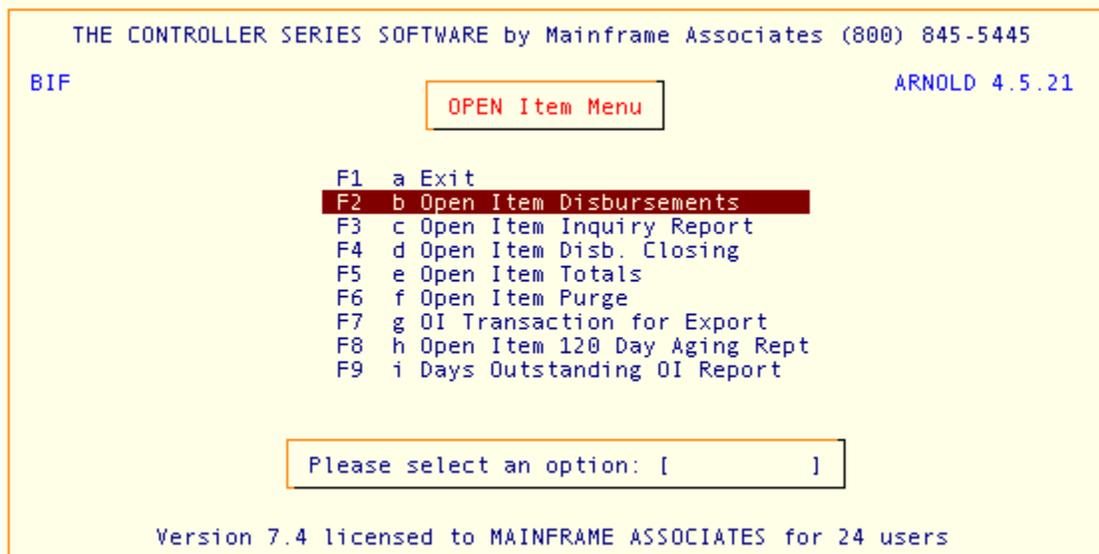
This option produces a Received-on-Account Report for a specified range of dates. Report headings include ROA Transaction #, Customer No., Name, Payment Amount, Discount, Payment Total, Payment Type, Reference, Date Received. This report may be printed to the console, printer or data file.

Open Items

Overview

The Open Item Processing Menu handles the disbursement of transactions and printing of statements for Accounts Receivable customers who have been setup as **open item customers**. Although the processing of a received on account or adjustment immediately updates the customer file to affect the available credit limit, the distribution of these transactions is handled as a separate option.

The **Open Item Menu** is located at plate letters **BIF** or vocabulary reference **OPEN**.



Open Item Menu, BIF or OPEN

Open Item Disbursements

Plate Letters: **BIFB**

This menu allows you to disburse all payments and credits to appropriate transactions. You may select a specific customer, all payments or all credits. You must input any ROA at the BIEB screen then post ROA's (BIED) as received before running this option. Upon selecting the Open Item Disbursement option, the screen on the following page is displayed.

[BIFB]	[Open Item Disbursement]	[7.4.0.012]
Customer []		Current
		30 Day
		60 Day
		90 Day
		Balance
Phone:		Current EPD
Contact:		Previous EPD
Last Payment:		

Enter Customer number,...									
Clear								Look0/I	
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit					UnDisb			Lookup	

Open Item Disbursement, BIFB

With the cursor in the Customer number field, press F9 to display a listing of all outstanding customers and their associated total payment to be disbursed.

To process an outstanding payment, complete the following steps:

1. Select or type the Customer number. Press ↵.
2. The selected Customer number appears in the Customer number input field and the cursor is moved to the Credit Transaction Selection window. This has a listing of all outstanding unposted payments and credits. This display includes Transaction Number and Type, Transaction Date, Amount and Amount Left to be disbursed. The highlight bar is placed on the first undisbursed transaction.
3. Use the Up/Down keys to move the highlight bar, select the payment to disburse and press ↵.
4. A listing of all outstanding transactions (credits and debits) now appears in the window, with the selected credit from above in the window border. This display includes transaction number, held invoice or delivery slip number, date, original invoice and EPD amounts, an EPD expired flag, amount to be disbursed and the EPD used.
5. Select the invoice you wish to disburse this ROA against by using the ↑↓ arrow keys then press ↵ to apply the payment to the invoice. You may also apply a payment to the oldest invoices by using the F2 key. You will notice that the 'Amount Left' now will be decremented by the appropriate amount (it will display 0.00 if you have disbursed the full amount of the ROA). To continue to disburse this ROA to one or more additional invoices, move the highlight bar with the cursor to the appropriate invoice and repeat. The same disbursement principles apply when disbursing outstanding credits. To remove disbursement, use the F4 remove function while that line is highlighted. You may also edit any EPD on an invoice using the sF7 function. Once complete, press F5 to save. You will be returned to the payment selection window for any addition disbursements you wish to do.

This option disburses the payments and credits to selected transactions and is reflected in the Open Item Inquiry Report available from option (BIFC). However, the final disbursement closing - posting and reporting - is initiated from Open Item Disb. Closing (BIFD).

Another Option available within the Disbursement screen is the F6 Undisburse. When selection a lookup will appear of all payments that can still be undisbursed. Once you have selected the payment, the list of invoices to which this payment was disbursed will be displayed. Select those invoices from which you wish to remove the payment value, then press F5 to save.

Open Item Inquiry Report

Plate Letters: **BIFC**

The Open Item Trial Balance/Aging report can be selected by individual customer or for a range of customers. Its purpose is to view all outstanding transactions, displaying the status of each transaction as it relates to aged periods, outstanding balances, and payments/credits disbursed.

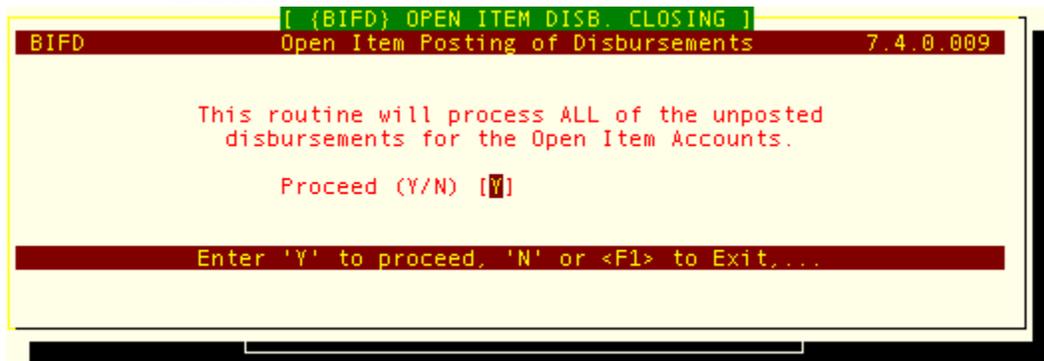
This report is available as a console display or printed report. The Open Item Aging Report is also to be included as part of the Accounts Receivable month-end required reports.

Entering a Customer number that is not an Open Item customer returns a message at the bottom of the screen: **Not a valid O/I Customer.** Enter a valid Open Item customer number in the Beginning Customer Number input field and the appropriate Customer Name displays to the right. Press F9 to invoke a lookup. Press ↵ to accept the default of the first valid O/I customer. Press ↵ in the Ending Customer Number field to default to the last valid O/I customer. Choose whether to print this report to the screen or console.

Transaction types ending in the letters Y or Z have been generated from a back-office function. The two functions available are receiving and disbursing of accounts receivable adjustments (plate BIC) and ROA's (plate BIE). A transaction type ending in a letter other than Z has been generated from the point-of-sale.

Open Item Disbursement Closing

Plate Letters: **BIFD**



Open Item Disbursement Closing, BIFD

This option completes the disbursement closing of all payments and credits disbursed at (BIFB). The process applies a posted flag to the appropriate transactions and prints a Posted report. Once this process has been completed, you may only reverse the disbursement via the BIFB option. However, once a record has been moved to history, it can no longer be reversed.

Open Item Totals

Plate Letters: **BIFE**

This option displays the open item accounts receivable values at the time the option is initiated. An option of 'S'ummary or 'D'etail is available.

Open Item Purge

Plate Letters: **BIFF**

This option purges all transactions that have been posted and the balance on the transaction equals a \$0.00 value. It should be executed as part of the AR EOM processing. The option may be initiated manually by selecting it from this menu, or executed when option F10 from plate BIG is chosen.

This option allows you to purge the data before printing of statements. Upon doing so, the statements would print only outstanding values. Any transaction that has been completely disbursed and has an ending balance value of 0.00 would then not print on the statement.

If you wish the statements to print all disbursement values and outstanding values, this option would **not** be executed before printing of statements but executed when option F10 from plate BIG is chosen.

Note: Once a record has been purged, reversing any disbursements against this record is not possible.

OI Transaction for Export

Plate Letters: **BIFG**

This option produces a simple report that can be used to export OI data to other systems. Select a customer range to export and the selected customer will be reported, listing current transactions with customer number, date, transaction type, transaction number and amount.

Open Item 120 Day Aging Report

Plate Letters: **BIFH**

This report is similar to the Account Inquiry function, but allows you to view Open Item customers over an extra 120 day period, rather than the usual 90 day range used in the rest of the system. This report can also be reported by Sales Rep.

Days Outstanding OI Report

Plate Letters: **BIFJ**

This report allows you to view the time taken to pay off individual invoices. The report includes Invoice number, amount, invoice date, paid date, and number of days.

Accounts Receivable End of Month

Overview

The Accounts Receivable End of Month menu provides functions for preparing and printing your customer's statements. Handling and/or finance charges may be added, account balances and their disbursement validated (i.e., current, 30, 60, 90 day display). The F10 option is used to end the current accounting period and make ready for the next period. The reports library (F8) provides trial balances and gives a listing of current month Adjustments, Taxes, Finance Charges, Early Payment Discounts and Received on Accounts.

The **AR End of Month Menu** may be accessed by using plate letters **BIG**.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BIG                                     ARNOLD 4.5.21
                                     AR End of Month Menu

F1 a Exit
F2 b Calculate Handling Charges
F3 c Finance Charge Table
F4 d AR Validation
F5 e Aging and Statement Prep
F6 f CALCULATE Finance Charges
F7 g Print Statements
F8 h End of Month Reports Menu
F9 i Reserved
F10 j End of Month Closing

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

AR End of Month Menu, BIG

The AR EOM process has now been automated as part of the automatic EOM procedure. Should you wish to run EOM manually, this can be done by typing EOM on the menu, and then selecting F2 End of Month Processing. The following screen will then be displayed.

```

BDCDB          EOM Processing Control Program          7.4.2

Enter employee passcode (##pwd)          [█      ]

EOM is set to run automatically

Run A/R EOM Aging and Statement Prep (Y/N)?
Apply Finance Charges (Y/N)?
A/R EOM Date to use for statements
  Last POS EOM completed:          01/04/2007
  Last A/R Aging EOM completed:    01/31/2007
A/R EOM Closing will be run

Printer for EOM reports?
EOM log will be found in file AUTOEOM.01302007

**NOTE: Customer statements must be printed manually (option BIGG)

Enter your clerk security code, <F1> to Exit,...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit
    
```

End of Month Processing

Once the employee passcode has been entered – the clerk must be permitted to proceed with the EOM routine – you will be asked whether to run the AR EOM routines, whether to apply finance charges, and the cutoff date for the AR EOM. This last step allows the EOM routine to

be undertaken *after* the actual EOM – it can, in effect, be back-dated. Statement print must still be done manually.

If for any reason this automated process is not to be followed, the individual steps in the AR End of Month process can be done manually. On the following page is a worksheet to assist you in the End of Month process. The checklist has been laid out in the order that the options should be completed.

Remember: Some of these are optional reports and may not be of interest to your business.

There are a number of flags that must be checked to ensure that the AR EOM process will proceed. Flag 52 (052), Flag 125 (F125), and Flag 214 (F214) all contain dates from the last EOM process. In general, these should be on or about the same day, from the previous EOM. EOM will not proceed if any of these dates are within two weeks of the current date.

Also, Flag 213 (F213) should be set to NNNNY at the start of the EOM process. After the POS EOM has completed (option BDCDB), the flag setting is YNNNN. For each step along the way in the AR EOM, another Y will appear. This helps to ensure that certain steps are only executed once (such as the application of finance or handling charges).

Following the checklist is a copy of the AR BALANCE SHEET for EOM processing. Feel free to make copies to assist in your end of month processing.

XPOS EOM CHECKLIST

EOM DATE: _____

COMPLETED BY: _____

STEP	PLATE	FUNCTION DESCRIPTION	F-KEY	WHEN COMPLETED
1.	H	Private Account Archive	sF8	
2.	BDC	Run End of Day	F2	
3.	BIC	Apply any last minute Adjustments or Payments	F2 to F4	
3a.		Check Edit List (F3) to ensure no records left to be posted	F3	
4.	BIE	Apply last minute Payments and post	F2 to F4	
4a.		Check Edit List (F3) to ensure no records to be posted	F3	
5.	BDC	If any last minutes Adjustments or Payments are processed (option 3a or 4a), run End of Day again	<i>OPTIONAL</i> F2	
6.	BDCD	Run End of Month Routine	F2	
7.	BIG	Apply Handling Charges (if applicable)	F2	
8.	BIG	Review Finance Charge Table	F3	
9.	BIG	Run AR Validation	F4	
10.	BIG	Aging and Statement Preparation	F5	
11.	BIG	Calculate Finance Charges	F6	
12.	BIG	Print Statements	F7	
13.	BIG	End of Month Closing Statement Completion Date	F10	
14.	BIGH	Print AR Aging (P)	F2	
15.	BIGH	Print MTD Trial Balance (P)	F2	
16.	BIGH	Print AR MTD Payments Report	F3	
17.	BIGH	Print AR MTD Adjustments Report	F4	
18.	BDCD	Print selected MTD Reports	F3 to F10	

Note: When you start, be sure to complete steps 1 through 10 (shaded above). These steps must be completed together. Steps 11 to 18 may be done the next business day (or later). Use Previous (P) period option where applicable. Note: Step 12 is the only step which may be done out of sequence (after the other steps are completed).

Please file this checklist appropriately for record-keeping purposes.

<p style="font-size: 1.2em; margin: 0;">AR BALANCING WORK SHEET</p> <p style="margin: 0;">End of Month</p> <p style="margin: 10px 0 0 0;">Month: _____</p>
--

Opening Accounts Receivable Balance:		
Accounts Receivables Sales:	+	
Finance Charges - Current Period:	+	
ROA - Current Period:	-	
AR Adjustments - Current Period:	+ or -	
Ending Value Balance:	=	
Current Month AR Aging Report:		
Over/Under:		

The Balance Sheet form is a simplified method of balancing your Accounts Receivable sales with the accounts receivable records.

Opening Accounts Receivable Balance: The Accounts Receivable value at the end of the previous period. This value is usually taken from the AR Aging Report total that is available from option F2 or F3 from plate BIGH.

Accounts Receivable Sales: The total sales applied to accounts receivable for the current period. This total is available from the MTD Sales Journal or Sales Distribution Report. Both are available from plate BDCD (options F3 or F5). This value is added to the Opening Balance.

Finance Charges–Current Period: Available from the Finance Charge Report. This is available from option F6 from menu plate BIG. This value is added to the running value of Opening Balance + AR Sales.

ROA–Current Period: Available from the MTD Payments Report. This is option F5 from menu plate BIGH. This value is

then subtracted from the running value of Opening Balance + AR Sales + Finance Charges.

- AR Adjustments–Current Period:** Available from the AR Adjustments Report. This is option F6 from menu plate BIGH. This value is either added or subtracted (depending of final total of adjustments) from the running value of Opening Balance + AR Sales + Finance Charges - ROAs.
- Ending Value Balance:** The value of Opening Balance + AR Sales + Finance Charges - ROAs + or - AR Adjustments.
- Current Month AR Aging Report:** The report is available from option F2 or F3 from menu plate BIGH.
- Over/Under:** The difference (if any) between the Ending Value Balance and the Current Month AR Aging Report.

Calculate Handling Charges

Plate Letters: **BIGB**

If you wish to use the handling charge option and the data is correctly entered into the control data file, selecting this function will calculate the appropriate handling charge and print it on a report. The dollar value applicable as handling charge is contained at Flag 15. Each customer should be set to be/not be charged handling charges at field 5 of Customer Credit File (BIBC).

```

BIGB                               Customer Handling Charge                               7.4.1

This program will calculate a Handling Charge for all
Customer Accounts who are over 60 days and have the
handling charge flag in Customer Credit File set to 'Y'
Value of Handling Charge is stored in Flag 15.
This program should only be executed ONCE a month BEFORE
the Aging and Statement preparation option. The
Handling Charge will update CURRENT balance values

The Current Handling Charge Amount is:          $5.00
Hardcopy will also print out.

Printer Number          [ 1 ]
OK to proceed (Y/N)    [ ]

Select the output: Printer 1-11,...

F1   F2   F3   F4   F5   F6   F7   F8   F9   F10
Backup                               Lookup
    
```

Customer Handling Charges, BIGB

REMEMBER: This option should only be executed once and this should happen before aging and statement preparation.

Finance Charge Table

Plate Letters: **BIGC**

The Finance Charge Table is used to establish and preset varying finance charge values that are used to calculate the finance charges. Twenty-six (26) different rates (A – Z) can be entered. When the table has been established, the corresponding code is entered in the Customer Maintenance screen (page 6, field 1). The value of this code displays to the right. If a change to one code is required, all customers established at that code receive the new rate, which occurs when finance charges are calculated and applied.

Since the codes are alpha characters, enter an “A” as the first code. The cursor moves to the Rate field. The rate is entered *with decimals* to a maximum of two decimal positions (i.e.: 2.75). Press ↵ to save and file the record. Existing code values can be edited by typing ‘1’ in the “Modify Field?” prompt at the command line of the bottom of the screen. Make the necessary changes and press ↵ to save and file the record.

Note: Always establish a finance rate code with the value of 0.00. Apply this rate code to inform the system that *no* finance charges are to be charged to specific accounts. The standard rate code for the purpose is Z.

AR Validation

Plate Letters: **BIGD**

The validation option *must* be run before account aging and statement file preparation is initiated. This process allows the system to compare the data files it maintains. Any discrepancies found will be written to a file and a report will be produced. Accounts *must* be reviewed and corrected before any further processing is done.

Data files may be out of balance if an interruption occurs during the processing of a transaction. Interruptions include using the Break-Q forcing you to quit, power spikes, brownouts, and blackouts.

To correct any discrepancies, complete the following steps:

1. Examine the account by selecting the Account Inquiry plate BID (F2). This screen displays a running account balance and, along the bottom, current, 30, 60, and 90 day period disbursement and total due.
2. Subtract the final running balance and the balance due value displayed along the bottom of the screen. The difference is probably an invoice displayed in the body that indicates that the transaction only wrote to the statement file and did not update the master customer file.
3. To adjust the Customer Master file, return to the menu system. Type: BFNDB Edit Data Files. Then select F2 - Edit Customer Balances.

Note: This menu should be secured by a password. A data entry window is displayed. Enter the customer number to adjust. The current status of period values and balance displays in the fields. Select the period to edit by using the ↑↓ arrow keys to scroll to the appropriate period (usually current). Enter the corrected amount *with a decimal*. Press ↵ to

return to the command line and the balance will be recalculated. The prompt 'Save Changes?' will appear, Enter 'Y'es or 'N'o and press ↵.

4. Return to the Account Inquiry option and select the customer number again. The running balance and Balance Due should be the same.

If corrections *must* be made to the portion of the Account Inquiry that appears in the body, then editing of the ARTRAN.DATA is required. To do this, complete the following steps:

1. Recall the utility screen for ARTRAN.DATA by selecting plate BFNDB option F3.
2. To recall the Customer Number in question, enter the Customer number and press Enter. You will find the cursor in the Invoice number field. Press F7 to return to the top of the file. Now press the ↓ arrow key. You will find the first record for the customer in question. The first record is always the balance forward record that contains the balance brought forward from the previous month. The field labeled Type will contain a B. If the balance forward value needs to be changed, then select number 18 to be modified. The values are entered *with no decimals*. If an invoice in question requires correction, use the ↓ arrow key until you locate it. Modify the appropriate field(s). If the transaction is a credit, the values *must* have a minus sign placed in front of the value.

After all corrections are made, select the AR Validation option again.

Frequently Asked Questions

- Customer out of balance after switching from Balance Forward to Open Item before End of Month
 1. Do an A/R Adjustment (BICB)
 2. If that doesn't work, enter the balance forward as an invoice in OIUTIL (F2).

Aging and Statement Prep

Plate Letters: **BIGE**

The aging and statement preparation cycles through all accounts and ages the Current, 30, 60, 90 day balances to the appropriate periods. At the beginning of this process, you are prompted to enter a password. This is stored in Flag 92.

This option *must* be run in order to prepare the statement work file. ALL OTHER USERS MUST BE LOGGED OFF THE SYSTEM. If it is not run, printing the statements will reprint the previous month's information. This function allows the sales cycle to commence the next business day while the back office staff deals with last minute adjustments before the printing of the statements and the final AR End of Month Closing. Once the process is completed, you can proceed with the calculation of the finance charges or print the statements. Because the necessary work files for the new month have already been prepared, and the statement preparation is completed, you may print these statements. It is not necessary to print statements the same day the End of Month processing is completed.

Calculate Finance Charges

Plate Letters: **BIGF**

Vocabulary Reference: **CALCULATE**

The function to Calculate Finance Charges calculates the charges on past due accounts. First answer N to the question OK TO POST CHARGES (Y/N). The system responds by printing an edit list for review of the charges to be posted. When satisfied with the accuracy of the edit list, proceed by answering Y to the OK TO POST CHARGES (Y/N) question. Your customer accounts will then be updated. The calculations are based on information stored in fields 2) and 3) in the Customer Credit file. Field 2) stores the finance charge rate code based on information found in the finance charge rate table. Field 3) dictates during which period finance charges will be applied to the customer's account.

Note: Always establish a finance rate code with the value of 0.00. Apply this rate code to inform the system that *no* finance charges are to be charged to specific accounts. The standard rate code for the purpose is Z.

Finance charges also use a minimum finance charge value set in Flag 101. Finance Charges are calculated after Aging and Statement preparation is executed. You **cannot** execute this option until the Aging and Statement preparation option has been executed. The calculations are based on the work file created.

Print Statements

Plate Letters: **BIGG**

The Print Statements option prints only on paper. It lists the date, the Customer name, Customer number, Customer address, previous balance, month's transactions, and current balance. It also lists the balance disbursements (i.e., current, over 30, over 60, and over 90 balances).

Before statements can be printed, you **must** have prepared the statement file by selecting option F4 from the AR Adjustments Menu (plate BIC). All adjustments **must** have been prepared and posted accordingly. Statements have been formatted to various sizes and requirements. Upon selecting the statement printing option, the specific program to print the required statements is read from record 106 in the control data file. Statements can be printed in the day(s) following End of Month processing. It is not necessary to adjust the 'page length' in the Printer Setup Menu. Follow the prompts and set the parameters to print statements – customer range, statement date, Comments (like an upcoming sale reminder). Print an alignment form before printing statements or simply choose to begin printing statements.

AR End of Month Reports

Plate Letters: **BIGH**

This menu offers access to the following reports.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BIGH                                     ARNOLD 4.5.21
      End of Month Reports Menu

F1 a Exit
F2 b AR Aging and Trial Bal Repts
F3 c AR MTD Payments Report
F4 d AR MTD Adjustments Report
F5 e AR MTD Tax Report
F6 f AR MTD Fin Charge Report
F7 g AR MTD EPD Report
F8 h AR Discount Not Taken Report

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

AR End of Month Menu, BIGH

AR Aging and Trial Balance Repts

Plate Letters: **BIGHB**

This option provides detailed listings of all customer account transactions for the month. Customers with a balance forward, but no transactions during the month, are also listed. You may report on current of previous period data in aged, detailed or summary format. You can also report with customers consolidated, or printed on separate pages.

The report headings include:

Customer #/Name, Date, Invoice #, Type Credits, Debits, and Balance.

AR MTD Payments Report

Plate Letters: **BIGHC**

This option lists customer payments received during the current month. It is available by Customer or Date order.

The report headings include:

Pay No, Cust No, Customer Name, Reference, Payment Amount, Discount Amount, and Payment Total.

The last three columns are totaled providing a total value of payments received at the time the report was initiated.

AR MTD Adjustments Report

Plate Letters: **BIGHD**

This option lists customer accounts receivable adjustments made during the month. You enter the month on which to report. The default is the current month. If a previous month is required, enter the corresponding YYMM format. If there are no adjustments for the period selected, you will receive a message on the console.

The report is similar to that which is printed when posting adjustments using option F4 from plate BIC. The report rollups all monthly adjustments by GL code.

AR MTD Tax Report

Plate Letters: **BIGHE**

This report prints the current period, or previous period's GST and PST report in customer number order. The report titles include:

Date, Invoice #, Type, GST Amt, PST Amt, Total.

AR MTD Fin Charge Report

Plate Letters: **BIGHF**

This option allows you to report on Finance Charges posted for a specific month. The report headings include: Cust # or Code, Name, Date, Inv #, and Total.

AR MTD EPD Report

Plate Letters: **BIGHG**

This option prints a customer listing of all customers who have EPD discounts. The report includes invoice date, invoice number, EPD amount and total, sorted by customer number. You may report for current or previous period.

AR Discount Not Taken Report

Plate Letters: **BIGHH**

This option prints a customer listing of all customers who have EPD discounts that have not been taken. The report includes customer number, name, previous EPD, current, over 30, over 60, over 90 and account balance.

End of Month Closing

Plate Letters: **BIGJ**

This is a simple process whereby you are asked: *AR End of Month completed Y/N*. A "Y" writes the current system date to Flag 125.

This is the date on which the last AR EOM was completed.

Archive Accounts Receivable

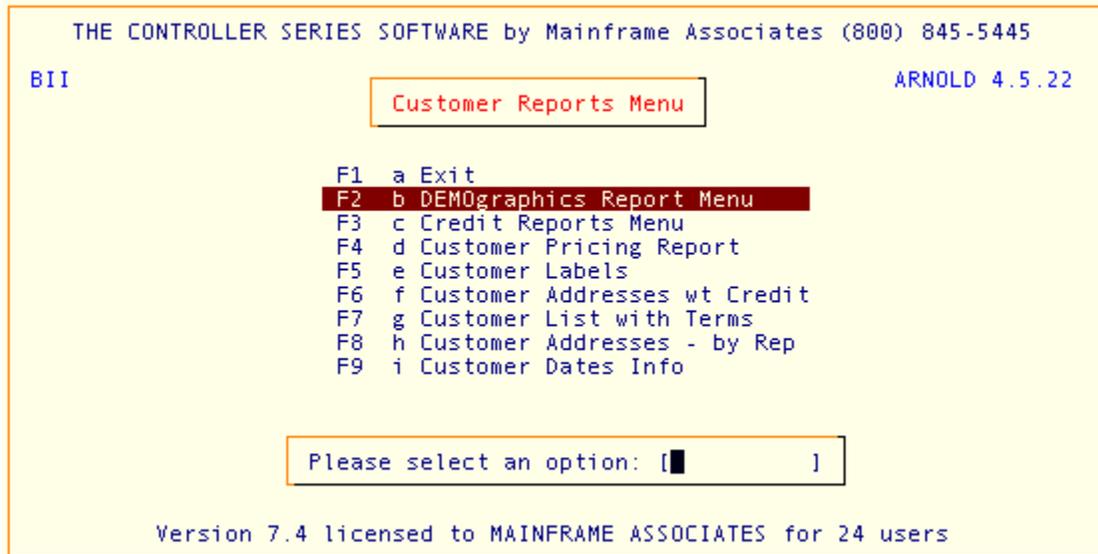
Plate Letters: **BIH**

The backup procedure (see System Management Manual, Backup and Archives) leaves the most recent tape in the machine overnight. To prevent data loss due to an overnight fire, an additional step was added. If you are concerned about this eventuality, you can use option F8 Archive Accounts Receivable in the AR menu to quickly make an archive of ARTRAN and CUSMAS to your floppy drive. Although a recovery process would require a few reconstruction steps, the advantage is that all data will be recoverable. It's a very fast (less than 5 minute) process. Keep a few floppy disks on hand (it may require more than one, and be sure to take the archive off site).

Customer Reports

Plate Letters: **BII**

This menu provides a number of sales and credit reports in addition to reports available in other sections of Accounts Receivable.



Customer Reports Menu, BII

Demographics Reports

Overview

Demographics (the business of knowing who your customers are) is quickly becoming an important part of business management. Knowing who your best customers are and ensuring their continued patronage has become almost as important as maintaining proper inventory levels.

The Controller Series software delivers demographic functionality by building on the extensive accounts receivable database that has long been a cornerstone of the product. At the point of sale, customers are sold to just as though they were 'charge' customers even though they often do not have a charge account. Meanwhile, all of the historic information – such as total purchases by department and line code – is tracked across the system. Audits such as “all of the items a particular customer has purchased” become immediately available and, discounting – by line codes, departments and storewide can easily be implemented.

We recommend the following simple approach to implementing customer demographic tracking in your business:

1. Develop a 'confidentiality pledge' form from the management of your company. This document should be your promise to your customers not to release any information that you gather about them or their buying habits. It should serve to explain that you will only use the information to better serve them.
2. Agree on a basic store wide discount that you are prepared to offer your customers in return for them allowing you to track their purchases.

- Teach your clerical staff how to best sell your program to your customers. They should have the authority to offer the standard customer demographic discount on the strength of the customer's intention to sign up. They should also have ready access to the forms and to a manager who can reiterate the company's position on the issue.

The **Demographics Report Menu** is located at plate letters **BIIB** or vocabulary reference **DEMO**.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BIIB                                     ARNOLD 4.5.22
      DEMOgraphics Report Menu

F1  a Exit                               sF1  k Customer Sales Rpt by Dept
F2  b Customer Sales History Rpt.        sF2  l Customer Sales by Dept
F3  c YTD Customer Sales Analysis        sF3  m Customer Profit by Sales Rep
F4  d Cust Sales Report w Labels          sF4  n Last Purchase Date > 2 Yrs
F5  e Customer PATRONage Menu            sF5  o MTD Sales Profit Report
F6  f Customer INVOICES by Date(s)       sF6  p Customer Total Sales Report
F7  g Top MTD Customers Sales            sF7  q Customer Mailing Filter
F8  h Top YTD Customers Sales            sF8  r Customer Invoice Summary
F9  i Customer Sales by Sales Rep        sF9  s Customer Purchase Report
F10 j Sales Summaries by Rep

      Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

Demographics Report Menu, BIIB or DEMO

Customer Sales History Rpt

Plate Letters: **BIIBB**

This options reports MTD and YTD sales information on the Accounts Receivable customer database. It will not report customers who have 0.00 for YTD purchases. The report can be selected for all customers or a single customer. The report displays the following headings for a single customer, or all customers:

Cust #, Name, Credit Limit, Purch MTD, Purch YTD, Avg Sales/Month, and Sales Last Year:

This report can be viewed on the console or sent to the printer.

YTD Customer Sales Analysis

Plate Letters: **BIIBC**

This option produces a report showing the Gross Sales and Gross Profit percentage by customer for the current year. This report can be selected to produce data for all customers, or a range of customers.

The report displays the following headings:

Name, Cust #, Sales Last Year, Purch YTD, COGS YTD, Profit YTD, and Margin:

The report totals these columns to provide an analysis of profitability from the Accounts Receivable customer database. The report can be viewed on the console or sent to the printer.

Customer Sales Report with Labels

Plate Letters: **BIIBD**

This report prints a detailed sales audit for a range of customers for specified set of items. Included on the report is date, invoice, item number, description, quantity, net price, COGS, profit and margin, reported by customer.

Customer Patronage

The **Customer Patronage Menu** is located at plate letters **BIIBE** or vocabulary reference **PATRON**.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BIIBE                                     ARNOLD 4.5.22
Customer PATRONage Menu

F1 a Exit
F2 b View Patronage
F3 c Dept/Patclass Xref Maint.
F4 d Report by Customer
F5 e End of Week Pat. Processing
F6 f End of Month Pat. Processing
F7 g End of Year Pat. Processing
F8 h Arc Yearly Patronage Backup
F9 i Convert FCL to DOS Diskette
F10 j Reprint Patronage Prev.Per.

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

Customer Patronage Menu, BIIBE or PATRON

View Patronage

Plate Letters: **BIIBEB**

This option produces a report listing patronage by customer in various patronage classes.

Dept/Patclass Xref Maint.

Plate Letters: **BIIBEC**

This option allows you to maintain the department/class cross-reference.

Report by Customer

Plate Letters: **BIIBED**

This option produces a report for a specified list of customers. The printed report lists: Member #, YTD Sales, PTD Taxes, PTD Discounts, PTD Coupons, PTD Sales.

End of Week Pat. Processing

Plate Letters: **BIIBEE**

This option produces an accumulated patronage report listing member patronage for the week including Net Sales, and GST and PST.

End of Month Pat. Processing

Plate Letters: **BIIBEF**

This option produces an accumulated patronage report listing member patronage for the month including Net Sales, GST, and PST.

End of Year Pat. Processing

Plate Letters: **BIIBEG**

This option erases current year patronage files and creates the appropriate files for the coming year.

Archive Yearly Patronage

Plate Letters: **BIIBEH**

This program will archive PTxxxxxx.OLD, yearly Customer Patronage file to diskette. The xxxxxx part of the file name is the date the file was created (i.e., 061231 = Dec. 12, 2006). You will need a blank, formatted diskette in the floppy drive before continuing. You may need more than one diskette depending on the size of the file.

Convert FCL to DOS Diskette

Plate Letters: **BIIBEI**

This option will copy the patronage file to floppy disk. You will need a blank, formatted diskette in the floppy drive before continuing. You may need more than one diskette depending on the size of the file.

Re-Print Patronage Previous Period

Plate Letters: **BIIBEJ**

The report headings include the following: Customer Name, Pat Class, PST, GST, Discount, Coupons, and Sales.

Customer Invoices by Date(s)

Plate Letters: **BIIBF**

This option produces a new report by Customer number. You are asked for a customer number (or use F9 for the lookup function). The prompts ask for start and ending date range. Input the date *without slashes*. The output available is only to the printer. The report headings include: Inv #, Date, Clerk, Item, Description, Qty, Net, and Extended.

Top MTD Customers Sales

Plate Letters: **BIIBG**

This produces a report of the top 50 accounts receivable customer sales. It appears in a graphic form and it lists the customers from number one to number 50. The report displays customer number, name, MTD sales in dollars and average MTD sales in dollars. You may choose to display this report on the console or printer.

Top YTD Customer Sales

Plate Letters: **BIIBH**

This produces a report of the top 50 accounts receivable customer sales. It appears in a graphic form and it lists the customer from number one to number 50. The customer number, name, YTD sales in dollars and LYTD sales in dollars is displayed. You may choose to display this on the console or printer.

Customer Sales by Sales Rep

Plate Letters: **BIIBI**

This report provides sales information by sales representative. The sales representative is entered in the AR Sales screen (plate BIB option F3)

You **must** enter the employee number or **A** for all.

The report maybe produced to console or printer. The report headings include: Name Cust #, Purch MTD, Purch YTD, Current, Over 30, Over 60, and Over 90.

Sales Summaries by Rep

Plate Letters: **BIIBJ**

This report provides sales information by sales representative. The sales representative is entered in the AR Sales screen (plate BIB option F3). You must enter the employee number or A for all. The report maybe produced to console or printer. The report headings include: Name, Cust #, Avg Sales / Month, Purch MTD, Purch YTD, Sales Last Year, and Accum Sales.

Customer Sales Rpt by Dept

Plate Letters: **BIIBK**

This option produces a report listing customer department sales volume. The report headings include:

Dept, MTD Sales, MTD GST, MTD PST, MTD Disc, YTD Sales, YTD GST, YTD PST, and YTD Disc, by customer with appropriate YTD totals.

Customer Sales by Dept

Plate Letters: **BIIBL**

This option produces a console report that displays a customer's department MTD and YTD sales.

Customer Profit by Sales Rep

Plate Letters: **BIIBM**

This option produces a report, in sales rep order, displaying customer number, name, telephone, date account opened, last purchase date, sales YTD, COGS YTD and margin.

Last Purchase Date > 2 Yrs

Plate Letters: **BIIBN**

This option produces a report, listing customers who have not purchased for over two years. The report headings include: Cust #, Name, Telephone, Opened, Last Purch and Last ROA. The report can be displayed on the console or sent to the printer.

MTD Sales Profit Report

Plate Letters: **BIIBO**

This option produces a report listing MTD Sales by \$\$\$. The report headings include: Inv #, Date, Type, Invoice Net, Total GST, PST Total, Enviro Tax, Total, COGS and Profit Margin.

Customer Total Sales Report

Plate Letters: **BIIBP**

This report shows the sales history – in summary – for a range of customers. The report headings include: Name, Cust #, Purch YTD, Sales Last Year and Accum Sales.

Customer Mailing Filter

Plate Letters: **BIIBQ**

This specialized option allows you to create label or export label information based on several input criteria including minimum sales, postal code, and customer class.

Customer Invoice Summary

Plate Letters: **BIIBR**

This option produces a report for a single customer and given date range displaying Ship to, invoice number, reference, order number, purchase order number, and amount.

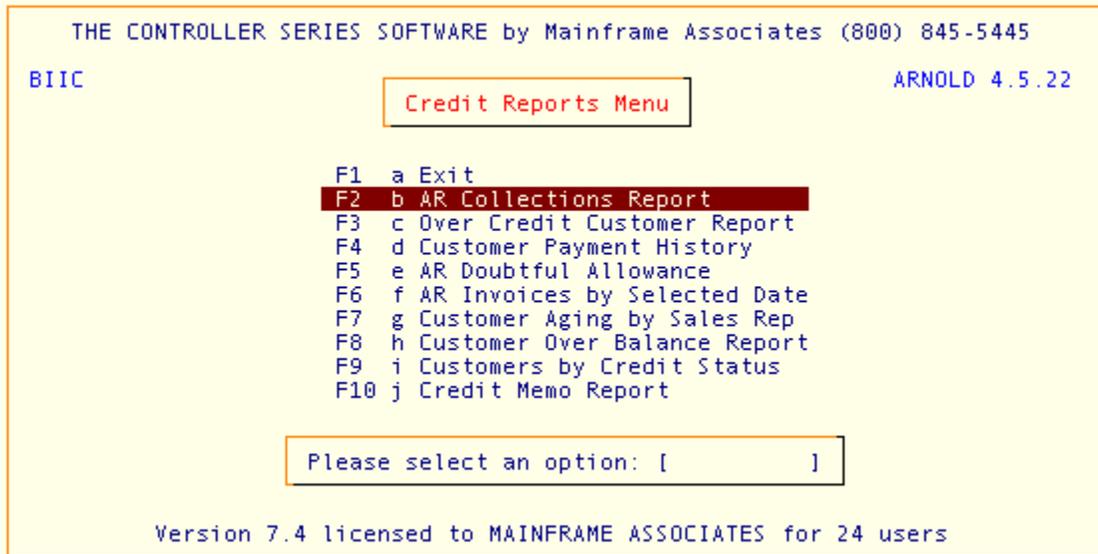
Customer Purchase Report

Plate Letters: **BIIBS**

This option customer purchasing report with a variety of sorting and subtotaling options. A Typical report includes item, description, quantity, unit of measure and price.

Credit Reports

The **Credit Reports Menu** is located at plate letters **BIIC**. This section produces optional credit reports as they relate to Accounts Receivable. These reports are in addition to the reports available under the AR End of Month Reports menu.



Credit Reports Menu, BIIC

AR Collections Report

Plate Letters: **BIICB**

This report provides you with information based on the current standing of Accounts Receivable in three categories: 30, 60, or 90 days.

The report includes the following headings:

- Number:** This is the account number assigned to your Accounts Receivable customers.
- Name:** This is the name given to your Accounts Receivable number.
- Phone:** This is the telephone number entered into the Customer Master file.
- Last Payment:** This is the date of the last payment received for this customer.
- Last ROA:** This is the last payment amount received for this customer.
- 30+ ,60+ , 90+:** These are the current period values for this customer.
- Balance:** This is the current account balance owed by this customer.
- Doubtful:** If a doubtful value had been entered previously, this value displays on the report. This report can be viewed on the console or sent to the printer.

Over Credit Customer Report

Plate Letters: **BIICC**

This report provides information based on the current standing of Accounts Receivable regarding the status of accounts that are over their established line of credit. This report can be viewed on the console or sent to the printer.

The report displays the following headings:

- Name:** This is the name given to your Accounts Receivable number.
- Number:** This is the account number assigned to your Accounts Receivable customers.
- Credit Limit:** This is the value currently stored in the Credit Limit field in the AR Credit screen.
- Acct Balance:** This is the current account balance owed by this customer.
- Above Credit:** This reflects the amount by which the account is over the credit limit.
- Status:** This is the current value stored in the Credit Status field of the AR Credit screen.
- Maximum Credit:** This is the current value stored in the Maximum Credit field displayed on the AR Credit screen.

Customer Payment History

Plate Letters: **BIICD**

This report can be produced for all customers or a range of customers. It can be displayed on the console or sent to the printer. The report headings include:

Name, Customer number, Sales Last Year, Purch YTD, Last ROA, Last Purch, Last Payment, Maximum Credit.

AR Doubtful Allowance

Plate Letters: **BIICE**

This option produces a report listing all customers who have values entered in the doubtful allowance field in the AR Credit screen. It can be displayed on the console or sent to the printer. The report includes:

Number, Customer Name, Address, City, Postal Code, Telephone, and Doubtful Amount.

AR Invoices by Selected Date

Plate Letters: **BIICF**

This option produces a report listing all customers AR invoices for a selected time period. Included on the report are:

Date, Invoice Number, Customer number, Customer name, subtotal, GST, EPD, PST, and total.

Customer Aging by Sales Rep

Plate Letters: **BIICG**

This option produces a report on Customer Aging by Sales Rep for over 30, 60 or 90 days and can be displayed on the console or printed. The report headings include: Name, Cust #, Telephone, Credit Limit, CR Avail, Purch YTD, Last ROA and Acct Balance.

Customer Over Balance Report

Plate Letters: **BIICH**

This option products a Customer Over Balance Report on the console or printed which allows the user to define the minimum balance. The report headings include: Name, Cust #, Telephone, Acct Balance, Credit Limit, Above Credit, Status.

Customers by Credit Status

Plate Letters: **BIICI**

A report of customers with the specified credit status. The report headings include: Cust #, Name, Telephone, Last ROA, Credit Limit and Account Balance.

Credit Memo Report

Plate Letters: **BIICJ**

The report allows you to print customer credit memos for customers with a non-zero balance in a selected AR period. Included on the report is lookup name, customer number, phone number, and account balance.

Customers Discount Reports

Plate Letters: **BIID**

The report allows you view you customer discount in a variety of different fashions. All reports can be in customer number or name order.

Customer by Discount Group:

This option produces a report for a selected discount group (general, line, department, or item) of all Accounts Receivable customers that have been assigned varying discount categories. The report is separated by the varying discount groups with the following headings: Name, Customer number, Discount %, Purchases MTD, Purchases YTD, Last Purchase date, and Account Balance.

Line Discount by Customer:

This option produces a report on customer line discounts and lists the Line Code, description and the corresponding discount for the range of customers specified. Included on the report are line code, description, and discount.

Customer List of non-P1 Discounts:

Produces a report showing the discount type and price level, excluding those customers with Price Level 1 discounts. Included are customer number, name, discount type, price level, purchases YTD, sales last year, and accumulated sales.

Customer Price Level:

Produces a report for a range of customers showing price levels. This report shows Customer number and name, price level, discount type, discount amount and the special pricing flag.

Item Special Pricing by Customer:

Produces a report list item specific discount for a range of customers. Included on the report are item number, description, UOM, landed cost, special price, margin, start date, and expiry date.

Customer Labels

Plate Letters: **BIIE**

Printing of labels from the AR customer database is available from this menu option. The label printing has been formatted to a 1 1/2 x 3-one up size.

Labels print the following information:

Name, Address, City, and Postal Code.

You may print these labels by customer number range selection.

Customer List with Addresses and Credit Limit

Plate Letters: **BIIF**

This option produces a printed listing of all customers, their address and credit limits. You have an option to select a customer range for this report. The report headings include: Phone and Credit Limit.

Customer List with Terms

Plate Letters: **BIIG**

This option produces a listing of customers and their terms. The report includes: Name, Phone Number, Terms, Sales Rep and Customer Number.

Customer Addresses - by Rep

Plate Letters: **BIIH**

This option produces a listing of customers and their terms by sales representative (clerk number). It can be displayed on the console or sent to the printer. The report includes:

Customer Number, Name, Address, City, Postal, Telephone, and Terms.

Customer Dates Info

Plate Letters: **BIII**

This option produces a listing of all customers who have a special date (anniversary date, birth date, or spouse's birth date) with a given date range. You may select a simple report or print labels.