

CASH RECEIPTS ENTRY (AC)

The Cash Receipts Entry program, 'AC', lets you enter payments or debit/credits directly to the accounts receivable file and update the daily cash journal report. It is a password protected program. The screen is displayed below.

INV#	?INV-DATE	INV-AMT	TOT-CASH	TOT-CRED	OPEN-BAL	PAYMENT	DEB/CRED	C
102185	5/20/99	588.26	28.94		0.00	559.32		K
102215	8/10/99	761.08			0.00	761.08		K
102541	08/07/03	31.75			0.00	31.75		K

Payment Codes: (D)=Cash (K)=Check (T)=Wire Transfer (C)=C/Card

The program will prompt the following:

- OP#** Enter your operator#
- DATE** Enter the date the transaction is occurring. The date must be entered in numerics only. (i.e., if the date is July 4, 2009, key in 70409).
- STORE#** Enter the store# the transaction is being processed at
- CUST#** If a (CR) is entered instead of a customer code, the prompt will return to store#. The customer file will be read for the customer code entered here and if it does not find it on file, the prompt will return to cust# for re-entry. The customer's name and address will be displayed as well as their current accounts receivable balance on the upper portion of the screen. On the lower portion of the screen, the five (9) oldest open invoices will be displayed.
- CHECK AMT** Enter the amount of money received from the customer if it is cash, check, or direct deposit. If it is a credit card payment, do not enter the amount here, press (CR) instead.
- CHECK#** Enter the check number, or any reference number, if not paid by check.
- OUTSIDE FIN.PAYMT(YN)** If Payment received is not from an outside finance company press

'N'. If it is press 'Y'.

INVOICE#

Enter the invoice# you want to process. The accounts receivable will be read for the customer and invoice# entered and if it is not found, the prompt will display 'INVOICE NOT ON FILE. ARE YOU SURE? (Y/N). If the record is found, the invoice date, invoice amount, total cash applied to the invoice to date, total credits applied to date, and the open balance will be displayed. In the payment column, the open balance of the invoice will be displayed. The prompt will be positioned next to the invoice#. There are three (3) one letter codes you can enter. They are: S, A, X. 'S' means accept the line as you see it. 'A' means you want to adjust the payment amount and/or debit/credit and 'X' means you called up the wrong invoice# and the 'X' will send the prompt back to the beginning of the line to the invoice number. If you enter an 'A', the prompt will be positioned at the payment column so you can enter the actual amount received. Next, you will be prompted to enter any debit/credits to the invoice. Next, under the 'C' heading, it is asking you to enter a one (1) character payment code. The standard in the system is a letter 'D' for cash payment; 'K' for check payment; 'C' for credit card payment. (Note: if payment is a credit card, enter the amount in debit/credit column and not in payment column). However, you can use any letter code you want to describe the type of payment or debit/credit entered. For example, a "U" could be used to represent an unauthorized discount was taken. The monthly cash summary report by letter code will be printed out by the letter code you use here. After the letter code is entered, the prompt will be positioned at the end of the line for you to press 'A' to accept the line or press 'X' to reject the entry and do the line over again. If you accept the line the prompt will take you to the beginning of the next line to enter an another invoice number you want to process for this customer. If there are no more invoices for this customer, press (CR) in place of an invoice # and if there were no errors made in entry, the prompt will return to cust# to enter the next customer you want to process. If there was an error in applying the money (the sum of the payments applied does not equal the check amount), the screen will display "CHECK AMT UNEQUAL TO PAYMENTS APPLIED (CR)". If you know what the error is you simple call up that customer again and make the appropriate adjustment either in the check amount or on the invoice line depending on what is wrong.

The key thing to remember about this program is that it is additive. Lets say for example, that the check amount received was \$110.00 for this customer but you only entered \$100.00 in the check amount field but when you called up the invoice on the line, it displayed \$110.00 in the payment column and you accepted it. All you have to do is call up the customer code again, making sure you use the same date and store#, and in the check amount, enter just \$10.00. In the check# enter the same check# you used the first time you entered the customer and then (CR) at the invoice#. The program will add the \$10.00 to the original \$100.00 you entered and wipe away the error. If the check amount is correct but lets say you made the error on the invoice line, you would just call up the customer code again, (CR) past the check amount, enter the same check# you used originally. Call up the invoice# in question. Enter an 'A' to adjust the invoice and enter plus or minus the amount in the payment field to correct the money applied to what it should be. Use the same payment code you used when you originally entered the invoice. If, at any time you are unsure of what you originally entered, (CR) out of the program and process 'SAJ' the screen cash journal because it will display everything you entered and point out the errors.

SCREEN CASH RECEIPTS JOURNAL (SAJ)

This program, 'SAJ'. displays on screen, all entries processed in 'AC', 'MAC', and 'MAC2'. It will show customer code and name, date, check amount and check#, and all invoices processed for that check amount and check#

CASH RECEIPTS JOURNAL (AJ)

The Cash Receipts Journal, 'AJ', is a report of what was entered in the cash receipts entry program ('AC'). It will list the customer code, name, check# and check amount on one line followed by the invoice#, the letter code associated with the invoice, payments, debit/credits and the total amount applied against the invoice on separate lines for every invoice you applied payments or credits to, for the customer. If there was an error made in the cash receipts entry program, the word "ERROR" would print and in the payments column, the difference between the sum of the payments and the check amount would print. The figure may be positive or negative, depending on the error. It would also print eleven asterisk (*) at the right of the line so that it is easy to find what customer(s) an error was made on. The cash journal cannot be closed if there is an error (that is, the sum of the payments do not equal the check amount). The error must be corrected in the cash receipts entry program and the cash journal has to be re-printed. At the end of the report, if there are no errors, the screen will display "IS THIS REPORT A TEST JOURNAL? (Y/N)". If there are no more cash receipts to be entered for the day, enter "Y"(CR) and the words "FINAL JOURNAL" and a sequence # will print at the end of the report. At this point the screen will display "DO NOT TOUCH KEYBOARD! PROGRAM IS IN AN UPDATE MODE". The monthly cash files are now being updated. When it is done updating the monthly cash files, the data will be zeroed from the cash journal file and the program will end.

If there is an error, at the end of the report instead of "FINAL JOURNAL" and a sequence #, the words "TEST JOURNAL" will print. The file will not be emptied.

In the case of an error, the first thing you want to look at is the check amount, to be sure it is the actual check amount you received. If the check amount is not correct, call up the cash receipts entry program for the particular customer and enter the difference between what printed on the cash journal and what the actual check amount was. For example, if the actual check amount was \$ 100.00 and by mistake you entered \$ 10.00 originally, enter \$ 90.00 in the check amount field and enter the same check# you used originally in the check# field then (CR) to end the program. If the reverse is true, say the actual check amount was \$ 10.00 and you originally entered \$ 100.00, enter \$-90.00 in the check amount field, enter the same check# in the check# field then (CR) to end the program.

If the error is not in the check amount on the journal, look at the payments column for the invoices being paid. The error will print the amount you need to add or subtract from the payments to get the sum of the payments to equal the check amount. Once you discover which invoice the error is on, call up the cash receipts entry program, enter the customer code in question, (CR) pass the check amount (there is nothing to fix there), enter the same check# you entered originally, then enter the invoice# you wish to correct. The prompt will be next to the invoice#, enter "A" (to adjust) and the prompt will move over to the cash applied. Enter the difference between what printed on the journal in the payments column and what the payment should really be. For example, if the payment amount should have been \$ 100.00 and \$ 10.00 was entered in error, enter \$ 90.00 in the cash applied column, (CR) passed the DEB/CREDIT column, and enter the

same letter code (usually a "D") at the end of the line. (The letter code must be the same as what you see printed on the journal, otherwise the computer will create another error record). After the errors are corrected in cash receipts entry, re-print the cash journal to close out the day.

MONTHLY CASH JOURNAL (MAJ)

The Monthly Cash Journal ('MAJ') is a report that prints out the totals of every cash journal you printed during the month. It will list the final journal numbers of each cash journal as well as the sum of the check amounts, cash applied, and debit/credits..

At the end of the report the screen will display "REPRINT? (Y/NO)". If you want to reprint the report, enter 'Y'(CR) and the program will end leaving the data in the file. If you do not want to reprint, enter 'NO'(CR) and the data will be zeroed and the program will end.

MONTHLY CASH SUMMARY BY LETTER CODE

The Monthly Cash Summary by Letter Code ('MCJ') program prints by Bank#, by letter code used in cash receipts entry, the total payments and debit/credits applied for the month.

At the end of the report the screen will display "REPRINT? (Y/N)". If you want to reprint the report, enter 'Y' and the program will end leaving the data in the file. If you do not want to reprint, enter 'N' and the data will be zeroed and the program will end.

CUSTOMER PAYMENT HISTORY REPORT (HAJ)

The Customer Payment History Report, 'HAJ', program will print on hard copy the history of payments and/or credits that were entered in the Cash Receipts program ("AC") for a customer's account in a date range. The report will print the customer's code, name, payment date, check amount, check #, the invoice #'s that were paid, the payment amount applied to the invoices, debit/credits and payment code. The screen will prompt the following:

"SELECTIVE PRINT BY CUSTOMER OR ALL ? (S/A)"

If you want to print the history of an individual customer or two, enter 'S'. If you want to start from a customer and print to the end, enter 'A'.

ENTER CUSTOMER CODE

Enter the customer code you want to start from.

ENTER FROM DATE

Enter the date range you want the Payment History to start from.

ENTER TO DATE

Enter the ending date range you want the report to include. If you press the (CR) instead of entering a date, today's date will be used as the ending date.

CUSTOMER PAYMENT HISTORY DELETE (PHDELETE)

The Customer Payment History Delete, 'PHDELETE', program will delete customer payment data from the payment history. The screen will prompt the following:

DO YOU WANT SELECTIVE CUSTOMER DELETE FROM A DATE TO A DATE OR ALL ? (S/A)

If you only want to delete an individual customer or two, enter 'S'. If you want to process the entire file and delete within a date range, enter 'A'.

ENTER CUSTOMER CODE

Enter the customer code you want to start with or press (CR) to end the program.

ENTER DELETE FROM DATE

Enter the date you want to start deleting the history from.

ENTER DELETE TO DATE

Enter the ending date you want to delete the history to.

The screen will display a count as it reads through the file deleting those records matching the above criteria.

AGED ACCOUNTS RECEIVABLE REPORT (AR)

The Aged Accounts Receivable, 'AR', program is a report of everything in the accounts receivable file. This report can be printed in its entirety, selectively by customer, started from a customer and printed to the end, or by dunning, printing only those customers that have open invoices past due. The screen will prompt the following:

ENTER DATE

If a (CR) is entered instead of a date, the program will use the date in the machine. If you want the report date to be different from today's date, enter the date here.

PRINT ALL ACCOUNTS? (Y/N)

If you want to print the entire report or start from a particular customer and print to the end of the file, enter 'Y'. Otherwise, enter 'N'. If you enter 'N' the screen will display "DUNNING ACCOUNTS? (Y/N)". If you want to print only those customers that are past due, enter 'Y' and the screen will prompt "# OF DAYS". The report will print only those customers that have invoices open greater than the number of days past due that you enter here. If you enter 'N' to dunning accounts the screen will display:

SELECTIVE PRINT? (Y/N)

If you want to see only a customer or two, enter 'Y', otherwise enter 'N'.

START CUST#

Enter a customer code or a (CR) to end the program. The program will start printing from the customer you entered and print to the end of the file, or, in the case you chose selective print, it will print the accounts receivable for the customer you entered and return to the cust# for you to enter another code or (CR) to end the program.

If you entered 'Y' to "PRINT ALL ACCOUNTS", the screen will prompt

BEGINNING? (Y/N)

If you enter 'Y', the report will print in its entirety. If you enter 'N', the program will take you to "START CUST#" as described above.

AGED ACCOUNTS RECEIVABLE REPORT BY STORE

The Aged Accounts Receivable by Store# ('LAR') program is a report of everything in the accounts receivable file. This report can be printed in its entirety, selectively by store, started from a store # and printed to the end, or by dunning, printing only those customers that have open invoices past due. The screen will prompt the following:

ENTER DATE

If a (CR) is entered instead of a date, the program will use the date in the machine. If you want the report date to be different from today's date, enter the date here.

PRINT ALL ACCOUNTS? (Y/N)

If you want to print the entire report or start from a particular store and print to the end of the file, enter 'Y'. Otherwise, enter 'N'. If you enter 'N' the screen will display "DUNNING ACCOUNTS? (Y/N)". If you want to print only those customers that are past due, enter 'Y' and the screen will prompt "# OF DAYS". The report will print only those customers that have invoices open greater than the number of days past due that you enter here. If you enter 'N' to dunning accounts the screen will display:

SELECTIVE PRINT? (Y/N)

If you want to print only one store, enter 'Y', otherwise enter 'N'.

START STORE#

Enter a store# or a (CR) to end the program. The program will start printing from the store you entered and print to the end of the file, or, in the case you chose selective print, it will print the accounts receivable for the store you entered and return to the store # for you to enter another or (CR) to end the program.

If you entered 'Y' to "PRINT ALL ACCOUNTS", the screen will prompt

BEGINNING? (Y/N)

If you enter 'Y', the report will print in its entirety. If you enter 'N', the program will take you to "START STORE #" as described above.

CONTRACTS ACCOUNTS RECEIVABLE (CAR)

The Contracts Accounts Receivable Report, 'CAR', prints out everything you have in the accounts receivable file that is financed. Presently in the system, terms code 31, 32, 33, and 34 are finance terms. The report will print all of terms code 31 and provide totals, then all of terms code 32 and so forth. The screen will prompt the following:

ENTER DATE

If you enter a (CR) in place of a date, the program will use the date in the machine as the report date. If you enter a date, enter numerics only. For example, if you want the report date to be June 30, 2009, enter '63009'. The program will print up to three aged reports for your different finance codes.

TERMS CODE 1 A/R (NET 30 DAYS)

The Terms Code 1 A/R Report, 'CHGAR', prints everything you have in the accounts receivable file that have a terms code of one (1) which is net 30 days. The screen will prompt the following:

ENTER DATE

If you enter a (CR) in place of a date, the program will use the date in the machine as the report date. If you enter a date, enter numerics only. For example, if you want the report date to be June 30, 2009, enter '63009'.

SCREEN AGED ACCOUNTS RECEIVABLE (SAR)

The Screen Aged Accounts Receivable, 'SAR', program displays by customer, all active invoices that are in the accounts receivable file. An 'X' will print on the invoice line in the appropriate column indicating the aging. The screen will prompt the following:

SELECTIVE PRINT? (Y/N)

If you want to see only a customer or two, enter 'Y', otherwise enter 'N'.

CUST#

Enter the customer code you want to start with. A (CR) at this point will end the program. If you answered 'N' to selective print, the screen will display, starting from the customer code entered, an entire screen full of data at a time. If you answered 'Y' to selective print, only that customer's invoices will be displayed.

At the bottom of the screen "(CR) TO CONTINUE (E) TO END" will be displayed. If you do not want to see any more data, enter 'E' and the prompt will return to cust# where you can enter another customer code or (CR) to end the program. To see another screen full of data, press the (CR).

SCREEN CASH RECEIPTS JOURNAL HISTORY (SHAJ)

The Screen Cash Receipts Journal History, 'SHAJ', program displays everything processed in Cash Receipts Entry ('AC'). It will display the customer code, the pay-date, check amount, check number, the invoice #'s being paid, the payment on the invoice, and the payment code ('D' for cash/check, 'C' for credit card, etc.). The screen will prompt the following:

ENTER BANK#

Enter the bank # you want displayed or (CR) to end the program. A screenfull of data will be displayed at a time. At the bottom of the screen "(CR) to Continue (E) to End" will print. To continue on to the next screen, enter '(CR)',; to end and return to Bank #, enter 'E'.

'POS' PAYMENT ENTRY (PCASH)

The POS Payment Entry program ('PCASH') lets you enter payments (cash, check, credit card) at the sales counter and print a receipt to give to the customer. The screen will prompt the following:

OP#	Enter your operator#
STORE#	Enter the store# receiving the payment or press (CR) to end the Program
CUST#	Enter the customer's code or press (CR) to return to store#. The customer's name and address will display as well as any open orders/invoices on file for the customer.
INVOICE#	Enter the Order/Invoice# wanted
AMT TO APPLY	Enter the total payment amount to be applied on this invoice
PAY DATE	Enter the date the payment was received in the format of MMDDYY. If it is today's date, just press (CR) and today's date will be displayed.
CASH PAY	Enter the amount of money received in cash. If none, press (CR).

CHECK PAY

Enter the amount of money received as a check payment. If none, press (CR). If you enter a check amount, the screen will prompt you to enter a check# as well.

C/CARD PAY

Enter the credit card payment received. If none, press (CR). If you entered a credit card amount, you will be prompted to enter a **C/C CODE** (i.e. 'VM' for Visa/MasterCard or 'DC' for Discover Card, etc). It will also ask you to enter an **APPROVAL#** and the **C/CARD#** used.

CORRECT? (Y/VOID) If you made a mistake, enter 'VOID' (CR) and the prompt will return to store# to start over or (CR) to end the program. If the entry is correct press 'Y'(CR); the screen will display "PRINT RECEIPT? (Y/N). If you want to print out a receipt to give the customer, press 'Y' (CR); if not, press 'N'.