AGED ACCOUNTS RECEIVABLE REPORT

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 print only a customer or two, press 'Y', otherwise press '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 cust# for you to enter another code or press (CR) to end the program.

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

BEGINNING? (Y/N)

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

AGED A / R REPORT BY STORE (LAR)

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, press 'Y'. Otherwise, press 'N' and the screen will prompt "DUNNING ACCOUNTS? (Y/N)". If you want to print only those customers that are past due, press '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 pressed 'N' to dunning accounts the screen will display:

SELECTIVE PRINT? (Y/N)

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

START STORE#

Enter a store# or press (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 press (CR) to end the program.

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

BEGINNING? (Y/N)

If you press 'Y', the report will print in its entirety. If you press '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 accounts, and so forth. The screen will prompt the following:

ENTER DATE

If you press (CR) in place of entering 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 Sept. 30, 2009, enter '93009'. 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 press (CR) in place of entering 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 Sept. 30, 2009, enter '93009'.

SCREEN AGED ACCOUNTS RECEIVABLE (SAR)

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

CUST#

Enter the customer code you want to start with. A (CR) at this point will end the program. The screen will display, starting from the customer code entered, an entire screen full of data at a time. At the bottom of the screen "(CR)=Next   (B)=Page Back   (E)=End   (S)=See Sales-Ord   (V)=See Serv-Ord" will be displayed. If you do not want to see any more data, press 'E' and the prompt will return to cust# where you can enter another customer code or press (CR) to end the program. To see another screen full of data, press the (CR). To page back to the previous page, press 'B'. To see a customer's particular sales invoice, with it's detail, press 'S' and the screen will show you the original order entry and the subsequent steps needed to generate the invoice. If the invoice you want to see is a service invoice (coming from the service module), press 'V' and the screen will display the service invoice, with it's detail.

AGED STATEMENT WRITING (AS)

The Aged Statement Writing, 'AS', program works the same way as the aged accounts receivable report but instead of printing a report you will be printing statements to be mailed to your customers.

The screen will prompt the following:

ENTER DATE

If a (CR) is pressed instead of entering a date, the program will use the date in the machine. If you want to use a date other than today's date, enter numerics only. For example, if you want the date to be Sept. 30, 2009, enter 93009.

PRINT ALL ACCOUNTS? (Y/N)

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

SELECTIVE PRINT? (Y/N)

If you want to print only a customer or two, press 'Y', otherwise press 'N'.

START CUST#

Enter a customer code or press (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 pressed 'Y' to "PRINT ALL ACCOUNTS", the screen will prompt

BEGINNING? (Y/N)

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

DATE

If a (CR) is pressed instead of entering a date, the program will use the date in the machine.

RECALC. A/R DAYS OVERDUE FOR ALL CUSTOMERS

The Recalc. A/R Days Overdue program, 'AGE', reads through the accounts receivable file and recalculates the number of days of the oldest unpaid invoice and updates the customer's record ('MC' #21 Days Overdue) with that figure.

DIRECT A/R ENTRY (MG)

This program ('MG') is usually used when you modify the sales tax and/or the freight charge on an invoice that has already been shipped (and you do not want to reverse the sale and do it over).

The screen will prompt you to enter the STORE# the sales took place at. If a (CR) is entered only, the program will end. If the store# entered is not on file, the prompt will return to store#.

Next, the customer code will be entered. If the customer code entered is not on file, the prompt will return to customer code for re-entry. If it is on file, the customer's name will be displayed. If the customer has different ship-to addresses on file, it will ask you to enter the ship-to code for this invoice. If the ship-to address is the same as the sold to, press (CR); otherwise, enter the ship-to code. If you enter a ship-to code and it is not on file, the prompt will return to ship-to code for re-entry. If the customer has no ship-to's on file, the entry of the ship-to code will be by-passed.

Next the screen will prompt you to enter the S-ID# (sales rep responsible for the invoice), the invoice#, invoice date, and sales terms code.

Next, you will be prompted to enter the invoice sales tax difference amount (+/-), freight difference amount (+/-). The screen will ask you if it is correct. If a mistake was made, press 'N'. The prompt will return to store# so you start the invoice over. If the invoice is correct, press 'Y' and the program will accept the invoice then return to store# to process another invoice or end the program.

INVOICE REGISTER (IR)

The Invoice Register, 'IR', is a report that prints all the order deposits that were entered for the day through order entry and change order entry, and all the sales that occurred for the day through order entry and invoice confirmation. Printing this report updates the accounts receivable records as well as the daily cash flow sales analysis, the monthly invoice summary, the commissions, the weekly inventory sales movement, and the customer sales service files. You can see it does a lot of work!

At the end of the report the screen will display "REPRINT? (Y/N)". If you do want to reprint this report, press 'Y' and the program will end leaving the data in the file. If you do not want to reprint, press 'N' and "FINAL REGISTER" with a final register number will print on the report. The data will be deleted and the program will end.

Accounts Receivable Zero (ARZERO)

The Accounts Receivable Zero program, 'ARZERO', is processed at the end of the month, usually after the aged accounts receivable report has been printed. It's purpose is to delete those invoices that have zero balances. The screen will display a count of the number of records it has processed so that you will know the program is running. When the program is finished the screen will return to the Application Selector menu.