

DAC

User Guide

Accounts Receivable

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Introduction

After DAC Billing system users post invoices and credit memos, the DAC Accounts Receivable (A/R) system can be used to process the payments and adjustments to customer accounts, print statements, generate late charges, and print a variety of A/R reports.

New DAC users should refer to the DAC Default System Options document for information about the following fields related to the Accounts Receivable system:

- **Retention Days AR Current, Retention Days AR History and A/R Archive Time** fields of the SYS003 default system option (Data Retention Options).
- **Term Based A/R Aging?** and **Rsn Code For A/R Discount** fields of the SYS005 default system option (Accounting Options).
- **A/R Reason: Finance Chg., A/R Finance Charge % and Minimum \$ For Late Charge** fields of the SYS006 default system option (General System Options).
- All the fields of the SYS036 default system option (A/R Options).
- **Prompt For Discounts?** and **Rsn Code For Journal Rpt.** fields of the SYS046 default system option (A/R Options #2).

This section of the DAC User Guide describes how to handle the accounts of individual customers and corporate “chain” accounts. For detailed information about DAC customer records, refer to:

- Working With Terms Definitions of the Customer File Maintenance document for information about designating the payment terms and payment discounts for customers.
- Working With Customers of the Customer File Maintenance document for information about the **BillTo Code, Credit Limit, Statement Code, Late Charge Code, Terms Code** and **Mkg. Rep.** fields of DAC customer records.

If the DAC General Ledger system is used, refer to Working With General Ledger Interface of the General Ledger document for information about creating and maintaining the records necessary for transferring to A/R data to the G/L.

The A/R Quick Reference Guide is included in Appendix A below.

Accounts Receivable Batch Entry Recovery

The A/R Batch Entry Recovery program is used to deselect transactions which were selected during a batch session that was interrupted by power failure. For example, if payments are entered and applied but not posted when a power failure occurs, the transactions that they were applied to will remain selected, however, the payments will not be posted.

To activate this recovery procedure, select option 6 from the Accounts Receivable menu. All transactions that have been selected but not posted will be deselected.

Getting Started With Accounts Receivable

Before using the DAC Accounts Receivable system:

- A/R reason codes must be defined.
- A/R batch entry users' option records may be edited.
- A/R messages may be added.

The instructions below include information about using the Invoice Number Search application of the Accounts Receivable system.

Working With Reason Definitions

A/R reason definitions consist of a reason code and description. The codes are used when entering A/R credit and debit adjustments to describe why an adjustment is made. Unlike DAC billing reasons, A/R reasons have no affect on inventory.

Reason codes must be defined specifically for use by DAC if late charges are applied to customer accounts, or if A/R payment discounts are used. Refer to Working With Late Charges and Entering Payment Transactions below for additional information.

If the DAC G/L system is used, it is essential that the Work With G/L Interface application is used to update G/L interface records *every time* A/R reason codes are added or changed. Refer to Working With General Ledger Interface of the General Ledger document for additional information.

The instructions below describe using the Reason Definitions application to designate A/R reasons. As many as 36 reasons can be defined.

```
User: JEANNINE          Menu: DACCv1          Date: 8/10/12
=====
> THE DAC SOFTWARE SYSTEM <=====
| Distributor Analysis and Control |
| MAIN OPERATIONS MENU           |
=====
| 1. File Maintenance Menu       |
THE  || 2. Accounts Receivable      |
DAC  || 3. Billing System          |
SYSTEM || 4. Inventory System       |
| 5. Purchasing System          |
| 6. Reports Menu              |
| 7. Truck Scheduling           |
| 8. Closing Procedures         |
| 9. Integration                |
| 10. Other Functions Menu      |
| 11. Accounts Payable         |
| 12. General Ledger           |
| 90. Sign Off                  |
=====
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```

User: JEANNINE           Menu: ARCV1           Date: 9/11/06

===== > A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE  ||                1. A/R Batch Entry
DAC  ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM ||            3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||                    5. Generate Late Charges
|||                    6. A/R Batch Entry Recovery
|||                    7. Invoice Number Search
|||                    8. Edit A/R Entry User Options
|||                    9. Work with A/R Messages

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
====>

```

2. Select option 4 (Reason Definitions) from the Accounts Receivable screen. The Edit Adj./Credit Reason screen appears.

```

DSFXEFR  CHANGE  Creative Data Research          9/11/06 12:23:53
                        Edit Adj./Credit Reason M
Adj./Credit Reason Code .

Type options, press Enter.
D=Delete request

? Adj./Credit  Adj./Credit
  Reason Code Reason Desc.
  A            ADJUSTMENT
  C            RETURNED CHECK/NSF
  D            DISCOUNT
  F            FINANCE CHGS
  W            WRONG CUST #

F3=Exit  F9=Go to 'Add' mode

```

3. If the Edit Adj./Credit Reason screen appears with a list of previously added A/R reasons, press <F9> (Go to 'Add' mode).

```

DSFXEFR  ADD      Creative Data Research          9/11/06 12:14:43
                        Edit Adj./Credit Reason M

Type options, press Enter.
D=Delete request

? Adj./Credit  Adj./Credit
  Reason Code Reason Desc.

+

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a unique reason code for the **Adj./Credit Reason Code** (1,a) field, and a description for the **Adj./Credit Reason Desc.** (25,a) field.

```

DSFXEFR   ADD   Creative Data Research          9/11/06 12:41:14
                Edit Adj./Credit Reason M

Type options, press Enter.
D=Delete request

? Adj./Credit Adj./Credit
  Reason Code Reason Desc.
  N           NSF FEE PAYMENT

+

F3=Exit   F9=Go to 'Change' mode

```

5. Continue entering reason definitions, and press <Enter> when data entry is complete.

```

DSFXEFR   ADD   Creative Data Research          9/11/06 12:42:34
                Edit Adj./Credit Reason M

Type options, press Enter.
D=Delete request

? Adj./Credit Adj./Credit
  Reason Code Reason Desc.
  N           NSF FEE PAYMENT

+

F3=Exit   F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

6. Press <Enter> when prompted to confirm, and press <F3> to exit.

```

User: JEANNINE           Menu: ARCV1           Date: 9/11/06

=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE    ||           1. A/R Batch Entry
DAC    ||           2. A/R Inquiry/Apply (Corporate)
SYSTEM ||           3. A/R Inquiry/Apply (Customer)
|||||||           4. Reason Definitions
                    5. Generate Late Charges
                    6. A/R Batch Entry Recovery
                    7. Invoice Number Search
                    8. Edit A/R Entry User Options
                    9. Work with A/R Messages

                    M E N U   C A L L S
19. Billing System    20. Statements           21. A/R Reports
22.                  23. Dac Main Menu        90. Sign Off
=====
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Selection or command
==>

```

Working With User Options

A/R user options are primarily used to streamline data entry on the A/R Batch Entry screen illustrated below.

```
GWCDFR      DISPLAY Creative Data Research          9/11/06 13:37:28
                                     A/R Batch Entry
User: JEANNINE Date: 42806           Batch Amount:      .00
                                     Batch Count:      1              0

Typ Corp #  Cust #  Store#           Amount Invoice Check No.  Rsn Apply?
P

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
```

The instructions which follow describe using the Edit A/R Entry User Options application (option 8 of the Accounts Receivable screen) to “lock” the **Corp #** or **Cust #, Store#, Check No., Rsn** and **Apply?** fields for which data is rarely entered. This reduces keystrokes and data entry errors.

If necessary, <F18> (Options) can be used to “unlock” the fields during the course of working with an A/R batch.

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||| 5. Purchasing System
      6. Reports Menu
      7. Truck Scheduling
      8. Closing Procedures
      9. Integration
     10. Other Functions Menu
     11. Accounts Payable
     12. General Ledger
     90. Sign Off
=====
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```

User: JEANNINE           Menu: ARCV1           Date: 9/11/06

===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||||          4. Reason Definitions
|||             5. Generate Late Charges
|||             6. A/R Batch Entry Recovery
|||             7. Invoice Number Search
|||             8. Edit A/R Entry User Options
|||             9. Work with A/R Messages

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
==>

```

2. Select option 8 (Edit A/R Entry User Options) from the Accounts Receivable screen. The Edit User Options - A/R KEY SCREEN screen appears.

```

BSWRE3R  CHANGE  Creative Data Research          9/11/06 13:58:34
                Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID:

F3=Exit  F9=Go to 'Add' mode

```

3. Press <F9> (Go to 'Add' mode).

```

BSWRE3R  ADD     Creative Data Research          9/11/06 15:19:07
                Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID:

F3=Exit  F9=Go to 'Change' mode

```

4. Enter the username which the user enters to sign on the DAC system for the **User ID** (10,a) field.

```

BSWRE3R  ADD      Creative Data Research      9/11/06 15:19:07
                        Edit User Options - A/R KEY SCREEN

Type choices, press Enter.

User ID: JEANNINE

F3=Exit  F9=Go to 'Change' mode

```

5. Press <Enter>. The Edit User Options - A/R Page 1 screen appears.

```

BSWRE3R  ADD      Creative Data Research      9/11/06 15:21:16
                        Edit User Options - A/R Page 1

User ID: JEANNINE

Type changes, press Enter.

Lock Subfile Select? .      (Y/N)
Lock Transaction Type?      (Y/N)
Lock Corporate Number?      (Y/N)
Lock Customer Number? .    (Y/N)
Lock A/R Check Number?     (Y/N)
Lock Reason Code? . . . . (Y/N)
Allow Cash Apply? . . . . (Y/N)
Lock Store # ? . . . . . (Y/N)

F3=Exit  F12=Key screen

```

6. Enter *Y* (yes) as necessary for the following fields:
- Optional: **Lock Corporate Number?** (1,a) - the **Corp #** field should only be locked if the user rarely enters A/R transactions for the corporate number of a “chain” account.
 - Optional: **Lock Customer Number?** (1,a) - the **Cust #** field should only be locked if the user primarily enters A/R transactions for individual customer accounts, and not for the corporate account of a “chain” customer.
 - Optional: **Lock A/R Check Number?** (1,a) - the **Check No.** field should only be locked if the user rarely enters the customers’ check numbers when entering payment transactions.
 - Optional: **Lock Reason Code?** (1,a) - the **Rsn** field should only be locked if the user rarely enters credit or debit adjustment transactions.
 - Optional: **Lock Store # ?** (1,a) - the **Store#** field should only be locked if the user rarely uses enters a “chain” customer’s store number.
7. Enter *Y* (yes) for the **Lock Transaction Type?** (1,a) field if the user primarily enters payment transactions. This will lock the **Typ** field of the A/R Batch Entry screen with a value of *P* (payment).
8. Enter *N* (no) for the **Allow Cash Apply?** (1,a) field if the user rarely applies

payments or credit adjustments to multiple invoices when entering A/R batch transactions. This will lock the **Apply?** field of the A/R Batch Entry screen.

9. Enter *Y* (yes) for the **Lock Subfile Select?** (1,a) field to prohibit the user from using the *D* (Delete), 2 (Edit), 5 (Apply) and 6 (Edit Discount) options of the A/R Batch Entry screen.
10. Press <Enter> when data entry is complete.

```
BSWRE3R  ADD  Creative Data Research          9/11/06 16:47:27
                   Edit User Options - A/R Page 1

User ID: JEANNINE

Type changes, press Enter.

Lock Subfile Select? .      (Y/N)
Lock Transaction Type?  Y (Y/N)
Lock Corporate Number?  Y (Y/N)
Lock Customer Number? .   (Y/N)
Lock A/R Check Number? .   (Y/N)
Lock Reason Code? . . . . (Y/N)
Allow Cash Apply? . . . . (Y/N)
Lock Store # ? . . . . . Y (Y/N)

F3=Exit  F12=Key screen                                CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit User Options - A/R Page 1 screen appears with the *Record added* message.
11. Press <F3> to exit.

Working With A/R Messages

The Work With A/R Messages application (option 9 of the Accounts Receivable screen) can be used to maintain A/R-related information of which users can be reminded.

The instructions below describe adding, acknowledging and deleting a single A/R message, and deleting all acknowledged messages. Refer to Working With A/R Notes for information about maintaining customer-specific and transaction-specific information.

```
User: JEANNINE          Menu: DACCV1          Date: 8/10/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||| 5. Purchasing System
      6. Reports Menu
      7. Truck Scheduling
      8. Closing Procedures
      9. Integration
     10. Other Functions Menu
     11. Accounts Payable
     12. General Ledger
     90. Sign Off
=====
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==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE          Menu: ARCV1          Date: 9/12/06
=====> A C C O U N T S   R E C E I V A B L E <=====
||||| 1. A/R Batch Entry
THE   || 2. A/R Inquiry/Apply (Corporate)
DAC   || 3. A/R Inquiry/Apply (Customer)
SYSTEM || 4. Reason Definitions
||||| 5. Generate Late Charges
      6. A/R Batch Entry Recovery
      7. Invoice Number Search
      8. Edit A/R Entry User Options
      9. Work with A/R Messages

          M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
=====
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Selection or command
==>
```

2. Select option 9 (Work With A/R Messages) from the Accounts Receivable screen. The Work With A/R Messages screen appears.

```

CVJRDFR   DISPLAY Creative Data Research          9/12/06 14:52:39
                                Work with A/R Messages
                                *UNACKNOWLEDGED*
Cust#                                           Notify Date      Type
Type options, press Enter.
2=Edit  A=Acknowledged

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow

```

3. To add a message, press <F10> (Add Message). The Edit Message Details screen appears.

```

CVJLE1R   ADD      Creative Data Research          9/12/06 14:55:30
                                Edit Message Details
Message #      51
Type changes, press Enter.
Message Type  1 General Message
Message Status In/Out O
Customer      . . .
Notification Date 91206 Entry Date  9/12/06
                                M E S S A G E      T E X T
F3=Exit  F4=Search

```

Enter data for the following fields:

- **Customer** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- **Notification Date** (6,n) - enter a date to designate when all A/R users will begin receiving notification of the unacknowledged message.
- **Message Text** (6,n) - enter the message.

Press <Enter> when data entry is complete.

```

CVJLE1R   ADD      Creative Data Research          9/12/06 16:51:01
                                Edit Message Details
Message #      57
Type changes, press Enter.
Message Type  1 General Message
Message Status In/Out O
Customer      . . . 700100 AMERICA'S STORE #102
Notification Date 91206 Entry Date  9/12/06
                                M E S S A G E      T E X T
Stop & Go over credit limit?

F3=Exit  F4=Search
                                CONFIRM: Y (Y/N)

```

Press <Enter> when prompted to confirm. The Work With A/R Messages screen appears.

```

CVJRDFR      DISPLAY Creative Data Research          9/12/06 16:53:16
                                Work with A/R Messages
                                *UNACKNOWLEDGED*
Cust#                                Notify Date      Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
  1         57         9/12/06  9/12/06
Stop & Go over credit limit?

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.

```

Press <F3> to exit. The Accounts Receivable screen appears.

```

User: JEANNINE          Menu: ARCV1          Date: 9/12/06

===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE   ||          1. A/R Batch Entry
DAC   ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||||          4. Reason Definitions
                    5. Generate Late Charges
                    6. A/R Batch Entry Recovery
                    7. Invoice Number Search
                    8. Edit A/R Entry User Options
                    9. Work with A/R Messages

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
====>

```

The *A/R messages Do you want view them?* message (illustrated below) appears if an unacknowledged message with a date equal to (or earlier than) the current date exists when A/R users select option 3 (A/R Inquiry/Apply-Customer) of the Accounts Receivable screen.

```

00001 A/R messages
Do you want view them?

Y

```

- To view A/R messages, press <Enter> when the message above appears, or select option 9 (Work With A/R Messages) from the Accounts Receivable screen. The

Work With A/R Messages screen appears with a list of the unacknowledged messages only as designated by the **UNACKNOWLEDGED** label at the top of the screen (see below).

```

CVJRDFR   DISPLAY Creative Data Research          9/14/06  8:17:52
                    Work with A/R Messages
                    *UNACKNOWLEDGED*
Cust#                               Notify Date      Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
  1         58      9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.

```

To view all messages, press <F7> (All/Unacknowledged Only). The **ALL** label appears at the top of the screen (see below).

```

CVJRDFR   DISPLAY Creative Data Research          9/14/06  8:18:11
                    Work with A/R Messages
                    *ALL*
Cust#                               Notify Date      Type

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
  1         57  V      9/12/06   9/12/06
Stop & Go over credit limit?

  1         58      9/14/06   9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.

```

Pressing <F7> to toggle between all messages and only unacknowledged messages, can be repeated as necessary.

- To edit or delete an A/R message, locate the desired message using the **Cust#** or **Notify Date** fields (use <F7> and <Page Down> if necessary), and enter 2 (Edit) in the selection column next to it.

```

CVJRDFR   DISPLAY Creative Data Research          9/14/06  9:46:16
                                Work with A/R Messages
                                *ALL*
Cust#                                           Notify Date      Type  1

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
2  1      57  V      9/12/06  9/12/06
Stop & Go over credit limit?

      1      58      9/14/06  9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.

```

Press <Enter>. The Edit Message Details screen appears.

```

CVJLE1R   CHANGE Creative Data Research          9/14/06  9:53:22
                                Edit Message Details

Message #      57

Type changes, press Enter.
Message Type  1 General Message
Message Status V In/Out O
Customer      . . . 700100 AMERICA'S STORE #102

Notification Date  91206 Entry Date  9/12/06

                                M E S S A G E      T E X T
Stop & Go over credit limit?

F3=Exit  F4=Search  F11=Delete

```

New values may be entered for the **Customer**, **Notification Date** and **Message Text** fields.

To delete the message, press <F11> (Delete) and <Enter> when prompted to confirm. The Work With A/R Messages screen appears.

```

CVJRDFR   DISPLAY Creative Data Research          9/14/06 10:20:58
                                Work with A/R Messages
                                *ALL*
Cust#                                           Notify Date      Type  1

Type options, press Enter.
2=Edit  A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
      1      58      9/14/06  9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Message F23=Remove Acknow.

```

- To acknowledge an A/R message, locate the desired message using the **Cust#** or **Notify Date** fields (use <F7> and <Page Down> if necessary), and enter *A* (Acknowledge) in the selection column next to it.

```

CVJRDFR    DISPLAY Creative Data Research          9/14/06 10:23:32
                                Work with A/R Messages
                                *UNACKNOWLEDGED*
Cust#                                Notify Date      Type

Type options, press Enter.
2=Edit A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
A  1          58          9/14/06  9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Msg F23=Remove Acknow.

```

Press <Enter> and press <F7> to redisplay the Work With A/R Messages screen.

```

CVJRDFR    DISPLAY Creative Data Research          9/14/06 10:30:52
                                Work with A/R Messages
                                *ALL*
Cust#                                Notify Date      Type

Type options, press Enter.
2=Edit A=Acknowledged
? Type Msg#  Sts  Notify On  Entered
  1          58 v          9/14/06  9/14/06
Should receive $1200 payment before 9/15/06.

F3=Exit F4=Search F7=ALL/Unacknowledged Only F10=Add Msg F23=Remove Acknow.

```

- To delete all acknowledged messages, press and hold <Shift> while pressing <F11> (<F23>=Remove Acknow).

Invoice Inquiry By Number

After invoices and credit memos are posted by Billing system users, the A/R system users can determine the customer, posting date and amount of these transactions when only the invoice number is known.

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
===== > THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
|||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||| 4. Inventory System
      5. Purchasing System
      6. Reports Menu
      7. Truck Scheduling
      8. Closing Procedures
      9. Integration
      10. Other Functions Menu
      11. Accounts Payable
      12. General Ledger
      90. Sign Off
=====
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE           Menu: ARCV1           Date: 10/09/07
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||
THE  || 1. A/R Batch Entry
DAC  || 2. A/R Inquiry/Apply (Corporate)
SYSTEM || 3. A/R Inquiry/Apply (Customer)
||||| 4. Reason Definitions
      5. Generate Late Charges
      6. A/R Batch Entry Recovery
      7. Invoice Number Search
      8. Edit A/R Entry User Options
      9. Work with A/R Messages

      M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                   23. Dac Main Menu   90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
==>
```

2. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```

BSUKPVR  ENTER  Creative Data Research, Inc.      10/09/07  8:44:59
                I N V O I C E  S E A R C H

Enter Invoice Number -->          * OR *   Manual Invoice # -->

Corporate Number . . . :
Customer Number . . . :
Date Posted . . . . . :
Original Amount . . . :          .00
Remaining Amount . . . :          .00

F3=Exit

```

3. Enter data for the following fields, and press <Field Plus>:
- **Invoice Number (7,n)** - the invoice number automatically generated by the Billing System.
 - **Manual Invoice (7,n)** - the invoice number which can be manually assigned when an order is entered.

```

BSUKPVR  ENTER  Creative Data Research, Inc.      10/09/07 10:42:08
                I N V O I C E  S E A R C H

Enter Invoice Number --> 0000508 * OR *   Manual Invoice # -->

Corporate Number . . . :
Customer Number . . . :
Date Posted . . . . . :
Original Amount . . . :          .00
Remaining Amount . . . :          .00

F3=Exit

```

4. Press <Enter>.

```

BSUKPVR  ENTER  Creative Data Research, Inc.      10/09/07 10:42:28
                I N V O I C E  S E A R C H

Enter Invoice Number -->    508 * OR *   Manual Invoice # -->

Corporate Number . . . : 100801  BARON EXPRESS #2 BP
Customer Number . . . : 100801  BARON EXPRESS #2 BP
Date Posted . . . . . : 10/09/07
Original Amount . . . :          67.56
Remaining Amount . . . :          67.56
Manual Invoice #: . . . :          4552

F3=Exit

```

5. Press <F3> to exit. The Accounts Receivable screen appears.

Working With A/R Batches

The A/R Batch Entry application (option 1 of Accounts Receivable screen) is used to enter and post batches of A/R transactions. The transactions are primarily payments, but can include credit memos, credit and debit adjustments, and invoice transactions.

The A/R Quick Reference Guide is included in Appendix A below.

The instructions below describe creating an A/R batch, entering the following types of transactions to the batch, and posting the batch:

- Payment transactions can be entered and applied to a single invoice or multiple invoices when the batch is posted, or they can be entered and applied to invoice, credit memo and adjustment transactions at a later time.
- Credit adjustment transactions can be entered and applied to a single invoice or multiple invoices when the batch is posted, or they can be entered and applied to invoice, and debit adjustment transactions at a later time.
- Debit adjustment transactions can be entered, but only applied after the batch is posted.
- Invoice and credit memo transactions can be entered, but this is not recommended as a general rule. Unlike the invoice and credit memo transactions that automatically appear in Accounts Receivable after invoice posting by Billing system users is completed, the invoice and credit memo transactions entered by A/R system users have no affect on inventory and sales.

Any combination of A/R transactions can be entered in a single batch for both individual customers and corporate customers.

Creating An A/R Batch

The instructions below describe using the A/R Batch Entry screen to create an A/R batch. An A/R system user can have only one batch created at any given time.

The instructions which follow are based on the most recent version of DAC A/R batch entry processing (PTF 4970 released November, 2005). If necessary, contact CDR support personnel to implement this new version on your DAC system.

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
==>
```

1. Select option 2 (Accounts Receivable) of the Main Operations Menu screen. The Accounts Receivable screen appears.

```
User: JEANNINE           Menu: ARCV1           Date: 9/14/06
=====
> A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE  || 1. A/R Batch Entry
DAC  || 2. A/R Inquiry/Apply(Corporate)
SYSTEM || 3. A/R Inquiry/Apply(Customer)
||||||| 4. Reason Definitions
||||||| 5. Generate Late Charges
||||||| 6. A/R Batch Entry Recovery
||||||| 7. Invoice Number Search
||||||| 8. Edit A/R Entry User Options
||||||| 9. Work with A/R Messages
=====
M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                   23. Dac Main Menu  90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
==>
```

2. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```

CVRTDFR   DISPLAY Creative Data Research          9/14/06 16:32:26
                                Work With A/R Batches
Batch ID   Date

Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

F3=Exit  F5=Reload Subfile  F10=Create Batch

```

3. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```

GWCFDFR   DISPLAY Creative Data Research          9/14/06 16:35:29
                                A/R Batch Entry
User: JEANNINE Date: 91406      Batch Amount:          .00
                                Batch Count:            0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

4. Enter the total amount (or an estimated amount) of payments (cash and checks) and adjustments for the **Batch Amount** (11.2,n) field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

*Note: If a negative amount is entered, users should ignore the } character; the letter; or the incorrect number which appears at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.*

For example, the batch amount total would be 1111.23 if the user was planning to enter 2 payments of 302.81 and 810.00, and a credit adjustment of 1.58.

```

GWCFDFR   DISPLAY Creative Data Research          9/14/06 17:55:28
                A/R Batch Entry
User: JEANNINE Date: 91406      Batch Amount:      1100      .00
                Batch Count:              0
Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

An A/R batch cannot be posted until the amount entered for the **Batch Amount** field is correct, but it can be corrected as necessary after all the A/R transactions are entered.

5. Enter the total number (or an estimate) of A/R transactions for the **Batch Count** (5,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research          9/14/06 17:56:23
                A/R Batch Entry
User: JEANNINE Date: 91406      Batch Amount:      1100      .00
                Batch Count: 00003
Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

An A/R batch cannot be posted until the amount entered for the **Batch Count** field is correct, but it can be corrected as necessary after all the A/R transactions are entered.

6. If desired, press <F8> (Toggle Date) to change the date of the transactions.
7. Users may continue by entering A/R transactions in the batch, as described below, or press <F3> (Exit) to save the batch before continuing with data entry at another time. The Work With A/R Batches screen appears with the new batch listed with the user's username for **Batch ID**.

```
CVRTDFR    DISPLAY Creative Data Research          9/14/06 18:00:55
                                Work With A/R Batches
Batch ID    Date

Type options, press Enter.
Z=Edit Batch  D=Delete Empty Batch

? Batch ID      Amount  Entries  Date    Locked?
  JEANNINE      .00      0       9/14/06

F3=Exit  F5=Reload Subfile  F10=Create Batch
```

Entering Payment Transactions

The A/R Batch Entry screen can be used to enter payment transactions to be applied to a single invoice automatically when the batch is posted, or “manually” applied at a later time. Refer to the A/R Quick Reference Guide in Appendix A below for information about entering a payment transaction to be applied to multiple invoices when the batch is posted.

Payment transactions can be entered in a single batch for both individual customers and corporate customers. If necessary, a single payment transaction which is entered for a corporate customer can be applied to either the invoices posted for the corporate account or to invoices posted for the individual customers of the corporate account.

If A/R payment discounts are used, a payment discount amount is automatically calculated for applying as a credit adjustment to a payment when the user applies the payment to a qualified invoice. If necessary, the user has the option of applying only a portion (or none) of the calculated discount before posting the batch.

To Apply To An Invoice

Refer to the Appendix A for information about “Entering a payment for a single invoice” when the invoice number is known. The instructions below describe entering a payment transaction *when the invoice number is unknown*, and must be selected from a list displayed for the customer’s account. In either case, the payments will be automatically applied to the invoice when the A/R batch is posted.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCDFR   DISPLAY Creative Data Research           9/18/06 11:38:36
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 1100.00           .00
                                     Batch Count: 00003                0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.
4. Press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research           9/18/06 11:39:15
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount:    1100.00      .00
                                     Batch Count:      3              0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P    700100  000000
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research           9/18/06 11:39:15
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount:    1100.00      .00
                                     Batch Count:      3              0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P    700100  000000           302.81
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

6. Press <Field Plus> to pass the **Invoice** field.
7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
8. Press <Field Plus> to pass the **Rsn** field.

```

GWCFDFR   DISPLAY Creative Data Research           9/18/06 11:41:22
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount:    1100.00      .00
                                     Batch Count:      3              0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P    700100  000000           302.81  0000000  1234
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

9. Enter **Y** in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with **PYMT**, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY Creative Data Research          9/18/06 11:43:13
                Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #
700100  700100
                PYMT
                Amount To Apply      302.81
                Total Selected         .00
Invoice      S (S=Sel,R=Rls,2=Partial)      Total Attempted      .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn   Inv. #   Remaining Amt.   Original Amt.   Date   Cust #
  I   B 0008662   302.81   $      302.81   7/31/06 700100
  I   B 0008661   302.81   $      302.81   7/31/06 700100
  I   B 0008670   100.00   $      100.00   8/14/06 700100
  I   B 0008672    90.00   $       90.00   8/15/06 700100
  I   B 0008678   816.00   $      816.00   8/15/06 700100
  I   B 0008687    43.45   $       43.45   8/28/06 700100
  I   B 0008688     1.58   $        1.58   8/28/06 700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

The restrictor fields at the top of the Display A/R For Select #2 screen can be used to limit the list of transactions:

- **Typ** (1,a) - enter *I* (Invoice), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type when entering payments.
 - **Date** (6,n) - enter a date (such as *8/15/06*), press <Field Plus>, and press <Enter>. The list is redisplayed beginning with the transactions of that date.
 - **Inv. #** (8,n) - enter an invoice number, press <Field Plus>, and press <Enter> to display only the desired invoice or credit memo transaction.
10. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the invoice in one of these ways:
- Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired invoice in the screen's list, enter *I* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY Creative Data Research          9/18/06 11:43:13
                Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #
700100  700100
                PYMT
                Amount To Apply      302.81
                Total Selected         302.81
Invoice  AMERICA'S STORE #102      Total Attempted      816.00
                S (S=Sel,R=Rls,2=Partial)

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn   Inv. #   Remaining Amt.   Original Amt.   Date   Cust #
  I   B 0008662   302.81   $      302.81   7/31/06 700100
  I   B 0008661   302.81   $      302.81   7/31/06 700100
  I   B 0008670   100.00   $      100.00   8/14/06 700100
  I   B 0008672    90.00   $       90.00   8/15/06 700100
1 *  I   B 0008678   816.00   $      816.00   8/15/06 700100
  I   B 0008687    43.45   $       43.45   8/28/06 700100
  I   B 0008688     1.58   $        1.58   8/28/06 700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

11. If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list.

```

GSLJDFR   DISPLAY Creative Data Research          9/15/06 16:26:32
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
700100  700100
AMERICA'S STORE #102
                                PYMT
                                Amount To Apply      302.81
                                Total Selected         302.81
Invoice      S (S=Sel,R=Rls,2=Partial)          Total Attempted    816.00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn      Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
  I      I      B 0008662    302.81    $    302.81    7/31/06 700100
  I      I      B 0008661    302.81    $    302.81    7/31/06 700100
  I      I      B 0008670    100.00    $    100.00    8/14/06 700100
  I      I      B 0008672     90.00    $     90.00    8/15/06 700100
R *     I      B 0008678    816.00    $   816.00    8/15/06 700100
  I      I      B 0008687     43.45    $    43.45    8/28/06 700100
  I      I      B 0008688     1.58    $     1.58    8/28/06 700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

Press <Enter> to unselect the invoice before selecting another.

```

GSLJDFR   DISPLAY Creative Data Research          9/18/06 11:47:06
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
700100  700100
AMERICA'S STORE #102
                                PYMT
                                Amount To Apply      302.81
                                Total Selected         302.81
Invoice      S (S=Sel,R=Rls,2=Partial)          Total Attempted    302.81

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn      Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
1 *     I      B 0008662    302.81    $    302.81    7/31/06 700100
  I      I      B 0008661    302.81    $    302.81    7/31/06 700100
  I      I      B 0008670    100.00    $    100.00    8/14/06 700100
  I      I      B 0008672     90.00    $     90.00    8/15/06 700100
  I      I      B 0008678    816.00    $   816.00    8/15/06 700100
  I      I      B 0008687     43.45    $    43.45    8/28/06 700100
  I      I      B 0008688     1.58    $     1.58    8/28/06 700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

12. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```

GWCDFR   DISPLAY Creative Data Research          9/18/06 11:47:47
                A/R Batch Entry
User: JEANNINE Date: 91806
                Batch Amount:      1100.00      302.81
                Batch Count:        3              1

Typ Corp #  Cust #  Store#      Amount Invoice Check No.  Rsn Apply?
P      700100  700100  102      302.81 *      1234      Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp #  Cust #  Store      Amount Invoice Check No.  Rsn Line
P      700100  700100  102      302.81 *      1234      1
AMERICA'S STORE 700100          AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

13. If necessary, the invoice selected can be changed by entering 5 (Apply) in the selection column of the desired payment in the screen's list.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06 11:47:47
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount:    1100.00      302.81
                                     Batch Count:      3                1

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P                                     *                                     Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store      Amount  Invoice  Check No.  Rsn  Line
5 P   700100  700100  102        302.81  *        1234        1
   AMERICA'S STORE 700100          AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

Press <Enter>. The Display A/R For Select #2 screen appears with an asterisk in the S column for the selected invoice.

```

GSLJDFR   DISPLAY Creative Data Research                      9/18/06 12:24:06
                                     Display A/R For Select #2
Corp #  Cust #  Type  Date  Inv. #
700100  700100  *
AMERICA'S STORE 700100
                                     PYMT
                                     Amount To Apply      302.81
                                     Total Selected        302.81
Invoice          S (S=Sel,R=Rls,2=Partial)  Total Attempted      .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn  Inv. #  Remaining Amt.  Original Amt.  Date  Cust #
*   I   B 0008662  302.81  $    302.81  7/31/06  700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears next to the **Date** field at the top of the screen to designate that only selected transactions are displayed. When necessary, press <F2> (Show All) to display all the customer's open invoices, and <F1> (Show Selected Only) to display only selected invoices.

As previously described above, *R* (Release) can be used to unselect the invoice before selecting another.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To A Discounted Invoice

Users can enter a payment transaction that will be applied to an invoice with a system-calculated discount when the A/R batch is posted. If necessary, the discount amount can be edited. Refer to Appendix B (Applying Manually Calculated Discounts) for information about using only user-calculated discounts.

The instructions below describe entering a payment transaction *when the invoice number is unknown*. Refer to the Appendix A for information about “Entering a payment for a single invoice” when the invoice number is known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCDFR   DISPLAY Creative Data Research, Inc.           10/11/07 15:41:55
                                     A/R Batch Entry
User: JEANNINE Date: 101107           Batch Amount:      3400.00      .00
                                     Batch Count: 00001              0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.
4. Press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/11/07 15:41:55
                                     A/R Batch Entry
User: JEANNINE Date: 101107       Batch Amount:      3400.00      .00
                                     Batch Count: 00001              0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P           100002  000000

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/11/07 15:41:55
                                     A/R Batch Entry
User: JEANNINE Date: 101107       Batch Amount:      3400.00      .00
                                     Batch Count: 00001              0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P           100002  000000          3400

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

6. Press <Field Plus> to pass the **Invoice** field.
7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
8. Press <Field Plus> to pass the **Rsn** field.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/11/07 15:41:55
                                     A/R Batch Entry
User: JEANNINE Date: 101107       Batch Amount:      3400.00      .00
                                     Batch Count: 00001              0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P           100002  000000          3400  0000000  19932

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

- Enter **Y** in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with **PYMT**, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR      DISPLAY Creative Data Research, Inc.      10/11/07 15:56:35
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002
                PYMT
                Amount To Apply      3400.00
                Total Selected        .00
Invoice      S (S=Sel,R=Rls,2=Partial)      Total Attempted      .00
                Difference :          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.  Original Amt.  Date   Cust #
I      B 0000181    2153.76  $      2153.76   6/01/07 100002
I      B 0000235    482.40  $      482.40   8/03/07 100002
I      B 0000246    439.59  $      439.59   8/06/07 100002
I      B 0000293    3659.59 $      3659.59   8/10/07 100002
I      B 0000298    3914.75 $      3914.75   8/13/07 100002
I      B 0000299    3914.75 $      3914.75   8/13/07 100002
I      B 0000300    979.92  $      979.92   8/17/07 100002
I      B 0000336    476.24  $      476.24   8/20/07 100002
I      B 0000347    988.24  $      988.24   8/21/07 100002 +

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

A dollar sign (\$) between the amount columns indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer's terms.

- Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), enter **I** (Select) in the selection column next to it, and press <Enter>. The Prompt For Discount Take screen appears if the invoice qualifies for an A/R discount.

```

BSQ4PVR      ENTER      Creative Data Research, Inc.      10/11/07 16:19:59
                Prompt For Discount Taken

Corporate Number  100002  DIANNE'S GROCERY
Customer Number  100002  DIANNE'S GROCERY
Transaction Number 601
Discount Earned   70.95
Discount Taken .
Discount % . . . : 2.00
Discount Date : 10/20/07

F3=Exit

```

- Enter the amount of the discount to be applied for the **Discount Taken** field, press <Field Plus> and press <Enter>.

Tip: If no discount will be applied, press <Enter> without entering an amount for the **Discount Taken** field.

```

BSQ4PVR  ENTER  Creative Data Research, Inc.  10/11/07 16:41:55
                    Prompt For Discount Taken

Corporate Number  100002  DIANNE'S GROCERY
Customer Number  100002  DIANNE'S GROCERY
Transaction Number      601
Discount Earned          70.95
Discount Taken .         70.95
Discount % . . . :      2.00
Discount Date :      10/20/07

F3=Exit

CONFIRM: Y (Y/N)

```

12. Press <Enter> to confirm.

```

GSLJDFR  DISPLAY Creative Data Research, Inc.  10/11/07 16:42:53
                    Display A/R For Select #2
Corp #  Cust #  Type  Date  Inv. #  PYMT
100002  100002  I
DIANNE'S GROCERY
Invoice          S (S=Sel,R=Rls,2=Partial)
                    Amount To Apply      3400.00
                    Total Selected        3400.00
                    Total Attempted       3547.67
                    Difference :          147.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn  Inv. #  Remaining Amt.  Original Amt.  Date  Cust #
      I      B 0000407      36.10  $      86.10  9/18/07 100002
      I      B 0000438     4609.99  $     4609.99  9/21/07 100002
1 *      I      B 0000513     3547.67  $     3547.67  10/10/07 100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/12/07 12:35:52
                                     A/R Batch Entry
User: JEANNINE Date: 101207           Batch Amount:    3400.00      3400.00
                                     Batch Count:      1                1

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
P                                     3400.00 *      19932      Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Line
P  100002 100002      3400.00 *      19932      2
  DIANNE'S GROCERY           DIANNE'S GROCERY

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

- If necessary, a discount amount can be edited by entering 5 (Apply) in the selection column of the desired payment, and pressing <Enter>. The Display A/R For Select #2 screen appears.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/12/07 14:01:24
                                     Display A/R For Select #2
Corp # Cust # Type Date Inv. # PYMT
100002 100002 *
DIANNE'S GROCERY
                                     Amount To Apply    3400.00
                                     Total Selected    3400.00
Invoice          S (S=Sel,R=Rls,2=Partial) Total Attempted    .00
                                     Difference :        .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn Inv. # Remaining Amt. Original Amt. Date Cust #
*   I   B 0000513 3547.67 $ 3547.67 10/10/07 100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

Enter 6 (Edit Disc Info) in the selection column of the invoice, and press <Enter> to use the Prompt For Discount Taken screen as described above to edit the discount amount.

Press <F3> (Exit) when the Display A/R For Select #2 screen appears. The A/R Batch Entry screen appears with the payment transaction.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To An Invoice With A Credit Memo

Users can enter a payment transaction that will be applied with one or more credit memos to an invoice when the A/R batch is posted. As described in the following instructions, *credit memo transactions must be selected before the invoice transaction is selected.*

The instructions below describe entering a payment transaction *when the invoice number is unknown.* Refer to the Appendix A for information about “Entering a payment for a single invoice” when the invoice number is known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:00:34
                                     A/R Batch Entry
User: JEANNINE Date: 101007           Batch Amount:      45           .00
                                     Batch Count: 00001           0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.
4. Press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:00:34
                                     A/R Batch Entry
User: JEANNINE Date: 101007       Batch Amount:         45           .00
                                     Batch Count: 00001           0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P           100900  000000

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:00:34
                                     A/R Batch Entry
User: JEANNINE Date: 101007       Batch Amount:         45           .00
                                     Batch Count: 00001           0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P           100900  000000           45

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

6. Press <Field Plus> to pass the **Invoice** field.
7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
8. Press <Field Plus> to pass the **Rsn** field.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:00:34
                                     A/R Batch Entry
User: JEANNINE Date: 101007       Batch Amount:         45           .00
                                     Batch Count: 00001           0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P           100900  000000           45  0000000  12344

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.                10/10/07 13:04:55
                Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #
100900  100900
                PYMT
                Amount To Apply      45.00
                Total Selected        .00
Invoice      S (S=Sel,R=Rls,2=Partial)
                Total Attempted      .00
                Difference :         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.  Original Amt.  Date   Cust #
  A  A   0000000    5.00          5.00    4/13/07  100900
  I  B   0000134  4646.66      4646.66    4/15/07  100900
  I  B   0000170   597.72       597.72    6/01/07  100900
  I  B   0000183  3368.16      3368.16    6/01/07  100900
  I  B   0000192   930.13       930.13    6/01/07  100900
  I  B   0000212   729.66       729.66    7/31/07  100900
  I  B   0000270  3144.99      3144.99    8/09/07  100900
  I  B   0000316  3368.16      3368.16    8/14/07  100900
  I  B   0000370  3776.58      3776.58    8/30/07  100900 +

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

10. Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
- Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired credit memo in the screen's list, enter *I* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.                10/10/07 13:08:28
                Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #
100900  100900   C
JR FOOD MART - ABITA
                PYMT
                Amount To Apply      45.00
                Total Selected      61.51CR
Invoice      S (S=Sel,R=Rls,2=Partial)
                Total Attempted      61.51CR
                Difference :         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.  Original Amt.  Date   Cust #
*  C   B   0000457    61.51CR      61.51CR    9/24/07  100900
  C   B   0000475    37.62CR      37.62CR    9/25/07  100900
  C   B   0000476    36.40CR      36.40CR    9/25/07  100900
  C   B   0000477    36.40CR      36.40CR    9/25/07  100900
  C   B   0000478    37.62CR      37.62CR    9/25/07  100900

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected credit memo, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, a credit memo can be unselected by entering *R* (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter>.

11. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

12. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the invoice in one of these ways:
 - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired invoice in the screen's list, enter *I* (Select), and press <Enter>.

Refer to the previous section (To Apply To A Discounted Invoice) for information about using the Prompt For Discount Taken screen that appears if the invoice selected qualifies for an A/R discount.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:10:57
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100900  100900
JR FOOD MART - ABITA
Invoice      S (S=Sel,R=Rls,2=Partial)
                Amount To Apply      45.00
                Total Selected      45.00
                Total Attempted     4585.15
                Difference :      4540.15

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.  Original Amt.  Date  Cust #
1 *  I   A   A   0000000  5.00           5.00           4/13/07 100900
      I   B   0000134  4646.66       4646.66       4/15/07 100900
      I   B   0000170  597.72        597.72        6/01/07 100900
      I   B   0000183  3368.16       3368.16       6/01/07 100900
      I   B   0000192  930.13        930.13        6/01/07 100900
      I   B   0000212  729.66        729.66        7/31/07 100900
      I   B   0000270  3144.99       3144.99       8/09/07 100900
      I   B   0000316  3368.16       3368.16       8/14/07 100900
      I   B   0000370  3776.58       3776.58       8/30/07 100900 +

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes
  
```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:16:55
                A/R Batch Entry
User: JEANNINE Date: 101007
                Batch Amount:      45.00      45.00
                Batch Count:      1          1

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P                                45.00 *   12344      Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store      Amount  Invoice  Check No.  Rsn  Line
P   100900  100900      45.00 *   12344      1
      JR FOOD MART - ABITA      JR FOOD MART - ABITA

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
  
```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

14. If necessary, the invoice selected can be changed by entering 5 (Apply) in the selection column of the desired payment in the screen's list.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:21:33
                                A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:      45.00      45.00
                                Batch Count:         1          1

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn  Apply?
P                                     45.00 *      12344
D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store      Amount Invoice Check No.  Rsn  Line
5 P 100900 100900      45.00 *      12344
  JR FOOD MART - ABITA      JR FOOD MART - ABITA

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

Press <Enter>. The Display A/R For Select #2 screen appears with an asterisk in the S column for the selected invoice.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/10/07 13:25:05
                                Display A/R For Select #2
Corp # Cust # Type Date Inv. # PYMT
100900 100900 *
JR FOOD MART - ABITA
Invoice S (S=Sel,R=Rls,2=Partial)
Amount To Apply 45.00
Total Selected 45.00
Total Attempted .00
Difference : .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn Inv. # Remaining Amt. Original Amt. Date Cust #
* I B 0000134 4646.66 4646.66 4/15/07 100900
* C B 0000457 61.51CR 61.51CR 9/24/07 100900

F1=Show Selected Only F2=Show All F3=Exit F4=Prompt F11=Apply to Oldes

```

An asterisk appears next to the **Date** field at the top of the screen to designate that only selected transactions are displayed. When necessary, press <F2> (Show All) to display all the customer's open invoices, and <F1> (Show Selected Only) to display only selected invoices.

As previously described above, *R* (Release) can be used to unselect the invoice or the credit memo before selecting another.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply Partial Payments

Users can designate that different portions of a single payment be applied to one or more invoices when entering a payment transaction in an A/R batch.

The instructions below describe entering a payment transaction *when the invoice numbers are unknown*. Refer to the Appendix A for information about “Entering a payment for a single invoice” when the invoice numbers are known.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
GWCDFDR   DISPLAY Creative Data Research, Inc.   10/15/07 14:41:13
                                     A/R Batch Entry
User: JEANNINE Date: 101507   Batch Amount:      1260      .00
                                     Batch Count: 00001      0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
No data to display.
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.
4. Press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                10/15/07 14:41:13
                                     A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:      1700      .00
                                     Batch Count: 00001      0

Typ Corp # Cust # Store#      Amount Invoice Check No. Rsn Apply?
P          100855 000000
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                10/15/07 14:41:13
                                     A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:      1260      .00
                                     Batch Count: 00001      0

Typ Corp # Cust # Store#      Amount Invoice Check No. Rsn Apply?
P          100855 000000      1260
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

6. Press <Field Plus> to pass the **Invoice** field.
7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
8. Press <Field Plus> to pass the **Rsn** field.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                10/15/07 14:41:13
                                     A/R Batch Entry
User: JEANNINE Date: 101507      Batch Amount:      1260      .00
                                     Batch Count: 00001      0

Typ Corp # Cust # Store#      Amount Invoice Check No. Rsn Apply?
P          100855 000000      1260 0000000 2112
D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/15/07 15:25:26
                Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #
100855  100855
                PYMT
                Amount To Apply      1260.00
                Total Selected         .00
Invoice      S (S=Sel,R=Rls,2=Partial)
                Total Attempted       .00
                Difference :          .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn   Inv. #   Remaining Amt.   Original Amt.   Date   Cust #
      I   B 0000430   1029.47       1381.20       9/18/07 100855
      I   B 0000440   4260.84       4260.84       9/24/07 100855

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

10. Locate the first desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), enter 2 (Select For Partial) in the selection column next to it, and press <Enter>. The Prompt For Partial Apply screen appears.

```

DSIRPVR   ENTER   Creative Data Research, Inc.           10/15/07 15:35:58
                Prompt For Partial Apply

Transaction Type: INVOICE

Partial      Remaining      Original      Transaction Invoice
Apply Amount Amount          Amount        Date          Reference
  1029.47    1029.47          1381.20       9/18/07       430

Cash Discount Posted?
  Taken      .00

F3=Exit

```

11. Enter the amount of the partial payment to be applied for the **Partial Apply Amount** field, press <Field Plus>, and press <Enter>.

```

DSIRPVR  ENTER  Creative Data Research, Inc.      10/15/07 15:42:39
                          Prompt For Partial Apply

Transaction Type: INVOICE

Partial      Remaining      Original      Transaction Invoice
Apply Amount Amount          Amount        Date      Reference
   1000.00    1029.47        1381.20      9/18/07      430

Cash Discount  Posted?
  Taken
          .00

F3=Exit

CONFIRM: Y (Y/N)

```

12. Press <Enter> to confirm.

```

GSLJDFR  DISPLAY Creative Data Research, Inc.      10/15/07 15:43:45
                          Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100855  100855
GAS-N-SHOP #6
Invoice      S (S=Sel,R=Rls,2=Partial)
Amount To Apply      1260.00
Total Selected      1000.00
Total Attempted     1000.00
Difference           :      .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
*   I   B 0000430  1029.47        1381.20        9/18/07  100855
     I   B 0000440  4260.84        4260.84        9/24/07  100855

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter>.

13. If desired, repeat the previous steps as often as necessary to select additional invoices for partial payment before continuing.
14. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/15/07 15:55:04
                                     A/R Batch Entry
User: JEANNINE Date: 101507           Batch Amount:    1260.00      1260.00
                                     Batch Count:      1                1

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P                                     1260.00 *    2112      Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store           Amount  Invoice  Check No.  Rsn  Line
P   100855  100855           1260.00 *    2112      1
      GAS-N-SHOP #6           GAS-N-SHOP #6

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

An asterisk following the amount designates that an invoice is selected to which the payment will be applied.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To The Oldest Invoices

The instructions below describe entering a payment transaction to automatically apply it to the customer's oldest invoices when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

GWCFDFR							DISPLAY	Creative Data Research		9/18/06 12:57:48	
								A/R Batch Entry			
User: JEANNINE			Date: 91806	Batch Amount: 400		Batch Count: 00001		.00		0	
Typ	Corp #	Cust #	Store#	Amount	Invoice	Check No.	Rsn	Apply?			
P											
D=Delete		2=Edit		5=Apply		6=Edit Discount					
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options											

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.
4. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.
5. Press <Field Plus> to pass the **Invoice** field.
6. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
7. Press <Field Plus> to pass the **Rsn** field.

```

GWCDFDR   DISPLAY Creative Data Research          9/18/06 13:00:15
                A/R Batch Entry
User: JEANNINE Date: 91806      Batch Amount:    400.00      .00
                Batch Count:      1                0

Typ Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P          700100  000000      400    000000  12345

D=Delete    2=Edit    5=Apply    6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

8. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY Creative Data Research          9/18/06 13:05:14
                Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100
                PYMT
                Amount To Apply      400.00
                Total Selected        .00
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted      .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.    Original Amt.    Date    Cust #
  I      B 0008661    302.81    $    302.81    7/31/06  700100
  I      B 0008670    100.00    $    100.00    8/14/06  700100
  I      B 0008672     90.00    $     90.00    8/15/06  700100
  I      B 0008678    816.00    $    816.00    8/15/06  700100
  I      B 0008687     43.45    $     43.45    8/28/06  700100
  I      B 0008688     1.58    $      1.58    8/28/06  700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

9. Press <F11> (Apply to Oldes).

```

GSLJDFR   DISPLAY Creative Data Research          9/18/06 13:07:12
                Display A/R For Select #2
Corp #  Cust #  Type    Date    Inv. #
700100  700100
                PYMT
                Amount To Apply      400.00
                Total Selected        400.00
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted      402.81

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.    Original Amt.    Date    Cust #
*      I      B 0008661    302.81    $    302.81    7/31/06  700100
*      I      B 0008670    100.00    $    100.00    8/14/06  700100
      I      B 0008672     90.00    $     90.00    8/15/06  700100
      I      B 0008678    816.00    $    816.00    8/15/06  700100
      I      B 0008687     43.45    $     43.45    8/28/06  700100
      I      B 0008688     1.58    $      1.58    8/28/06  700100

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected invoices, and *I* is highlighted (see above) if an invoice is selected for partial payment.

10. Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction. An asterisk following the amount designates that invoices are selected to which the payment will be applied.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06 13:15:58
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 400.00      400.00
                                     Batch Count: 1              1

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
P                                     400.00 * 12345      Y

D=Delete 2=Edit 5=Apply 6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Line
P 700100 700100 102           400.00 * 12345      2
  AMERICA'S STORE 700100           AMERICA'S STORE #102

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

With Invoice Number Shortcut

Multiple payment transactions can be entered quickly when the customers' payments equal the invoice amounts, and the invoice numbers are known.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are "unlocked" for the user. Refer to Working With User Options for additional information.

```
GWCDFR    DISPLAY Creative Data Research          9/18/06 13:23:00
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 1000          .00
                                     Batch Count: 00010         0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Press <Field Plus> four (4) times to pass the **Corp #**, **Cust #**, **Store#** and **Amount** fields.

```
GWCDFR    DISPLAY Creative Data Research          9/18/06 14:22:04
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 1000.00      .00
                                     Batch Count: 10            0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P    000000  000000  000000

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options
```

3. Enter an invoice number for the **Invoice** (7,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research                               9/18/06 14:24:38
                                     A/R Batch Entry
User: JEANNINE Date: 91806      Batch Amount:      1000.00      .00
                                     Batch Count:      10              0

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P   000000 000000 000000
                                     0008661

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

4. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
5. Press <Enter>. The payment transaction appears in the A/R Batch Entry screen with the cursor at the **Invoice** field.

```

GWCFDFR   DISPLAY Creative Data Research                               9/18/06 14:26:12
                                     A/R Batch Entry
User: JEANNINE Date: 91806      Batch Amount:      1000.00      302.81
                                     Batch Count:      10              1

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P
                                     302.81 * 8661 3211
D=Delete  2=Edit  5=Apply  6=Edit Discount
                                     AMERICA'S STORE #102
? Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Line
P   700100 700100 102      302.81 * 8661 3211      1
   AMERICA'S STORE 700100      AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

6. Repeat the steps above to continue entering payments.

```

GWCFDFR   DISPLAY Creative Data Research                               9/18/06 14:27:14
                                     A/R Batch Entry
User: JEANNINE Date: 91806      Batch Amount:      1000.00      1112.81
                                     Batch Count:      10              2

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P
                                     810.00 * 7397 6544
D=Delete  2=Edit  5=Apply  6=Edit Discount
                                     ACE HARDWARE
? Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Line
P   700500 25137      810.00 * 7397 6544      2
   AMERICA'S STORES CORP.      ACE HARDWARE
P   700100 700100 102      302.81 * 8661 3211      1
   AMERICA'S STORE 700100      AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

7. Press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Manually Apply Payment

The instructions below describe entering a payment transaction to be “manually” applied after the A/R batch is posted. Refer to Working With A/R Transactions for additional information.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06  7:34:57
                                     A/R Batch Entry
User: JEANNINE Date: 91506           Batch Amount:    1100.00      302.81
                                     Batch Count:      3                1

Typ Corp # Cust # Store#           Amount Invoice Check No.  Rsn Apply?
P
D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No.  Rsn Line
P 700100 700100 102           302.81 *      1233      1
  AMERICA'S STORE 700100           AMERICA'S STORE #102

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
  
```

1. Enter *P* for the **Typ** (1,a) field.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06  7:40:46
                                     A/R Batch Entry
User: JEANNINE Date: 91506           Batch Amount:    1100.00      302.81
                                     Batch Count:      3                1

Typ Corp # Cust # Store#           Amount Invoice Check No.  Rsn Apply?
P           025137
D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No.  Rsn Line
P 700100 700100 102           302.81 *      1233      1
  AMERICA'S STORE 700100           AMERICA'S STORE #102

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options
  
```

4. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06  7:40:46
                                     A/R Batch Entry
User: JEANNINE Date: 91506      Batch Amount:    1100.00      302.81
                                     Batch Count:      3                          1

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P      025137                860

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Line
P      700100 700100 102      302.81 *    1233      1
  AMERICA'S STORE 700100          AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.

6. If desired, enter the check number of the payment for the **Check No.** (10,a) field.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06  8:10:17
                                     A/R Batch Entry
User: JEANNINE Date: 91506      Batch Amount:    1100.00      302.81
                                     Batch Count:      3                          1

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P      025137                860.00      23345

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Line
P      700100 700100 102      302.81 *    1233      1
  AMERICA'S STORE 700100          AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

7. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```

GWCFDFR   DISPLAY Creative Data Research                      9/18/06  8:11:10
                                     A/R Batch Entry
User: JEANNINE Date: 91506      Batch Amount:    1100.00      1162.81
                                     Batch Count:      3                          2

Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Apply?
P
D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#      Amount Invoice Check No.  Rsn Line
P      700500 25137                860.00      23345      2
  AMERICA'S STORES CORP.          ACE HARDWARE
P      700100 700100 102      302.81 *    1233      1
  AMERICA'S STORE 700100          AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Entering Credit Adjustment Transactions

The A/R Batch Entry screen can be used to enter credit adjustments to handle, for example, a data entry error. Such transactions will decrease the balance of a customer or corporate account, but remain open until applied to an invoice or debit adjustment.

The instructions below describe using the A/R Batch Entry screen to enter credit adjustment transactions to be applied to a single invoice automatically when the batch is posted, or “manually” applied later (after the batch is posted).

An A/R reason code must be entered when entering a credit adjustment transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

To Apply To An Invoice

The instructions below describe entering a credit adjustment transaction *when the invoice number is known*.

Refer to the Appendix A for information about “Entering a credit adjustment for multiple invoices” *when the invoice number is unknown*. In either case, the adjustments will be automatically applied to the invoice when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

GWCFDFR				DISPLAY Creative Data Research				9/18/06 15:36:55			
				A/R Batch Entry							
User: JEANNINE		Date: 91806		Batch Amount:		9.50-		.00			
				Batch Count:		2		0			
Typ	Corp #	Cust #	Store#	Amount	Invoice	Check No.	Rsn	Apply?			
P											
D=Delete		2=Edit		5=Apply		6=Edit Discount					
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options											

1. Enter *A* for the **Typ** (1,a) field.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.

- If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.
- Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Minus>.

```

GWCFDFR   DISPLAY Creative Data Research           9/18/06 15:36:55
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 9.50-           .00
                                     Batch Count: 2                0

Typ  Corp #  Cust #  Store#           Amount Invoice Check No.  Rsn Apply?
A    700100  700100  000000           9.5}

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

*Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.*

- Enter the invoice number for the **Invoice** (7,n) field, and press <Field Plus>.
- If desired, enter a reference description for the **Check No.** (10,a) field.
- Press <Field Plus> to move the cursor to the **Rsn** field.
- Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.

```

GWCFDFR   DISPLAY Creative Data Research           9/18/06 16:25:35
                                     A/R Batch Entry
User: JEANNINE Date: 91806           Batch Amount: 9.50-           5.00-
                                     Batch Count: 2                1

Typ  Corp #  Cust #  Store#           Amount Invoice Check No.  Rsn Apply?
A    700100  700100  000000           9.5}

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store#           Amount Invoice Check No.  Rsn Line
A    700100  700100  102           5.00- * 8670          T    1
  AMERICA'S STORE 700100           AMERICA'S STORE #102

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

- Press <Enter>. The payment transaction appears in the A/R Batch Entry screen with the cursor at the **Invoice** field.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

To Apply To A Debit Adjustment

The instructions below describe entering a credit adjustment transaction to be automatically applied to a debit adjustment when the A/R batch is posted.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:03:09
                                     A/R Batch Entry
User: JEANNINE Date: 101007           Batch Amount:           300.00
                                     Batch Count:           2           1

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
P                                     300.00 *           4332           Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Line
P 100801 100801           300.00 *           4332           1
  BARON EXPRESS #2 BP           BARON EXPRESS #2 BP

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

1. Enter *A* for the **Typ** (1,a) field.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:03:09
                                     A/R Batch Entry
User: JEANNINE Date: 101007           Batch Amount:           300.00
                                     Batch Count:           2           1

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
A                                     100900
                                     300.00 *           4332           Y

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Line
P 100801 100801           300.00 *           4332           1
  BARON EXPRESS #2 BP           BARON EXPRESS #2 BP

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

4. Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Minus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:03:09
              A/R Batch Entry
User: JEANNINE Date: 101007      Batch Amount:           300.00
              Batch Count:           2                    1

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
A    100900          4N

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store      Amount  Invoice  Check No.  Rsn  Line
P    100801  100801          300.00 *    4332          1
      BARON EXPRESS #2 BP      BARON EXPRESS #2 BP

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.
6. If desired, enter a reference description for the **Check No.** (10,a) field.
7. Press <Field Plus> to move the cursor to the **Rsn** field.
8. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.
9. Enter *Y* in the **Apply?** (1,a) field, and press <Enter>.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:20:15
              Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100900  100900          ADJ.

              Amount To Apply      45.00
              Total Selected        .00
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted      .00
              Difference :          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
  I   B 0000134  4646.66  4646.66  4/15/07  100900
  I   B 0000170  597.72   597.72   6/01/07  100900
  I   B 0000183  3368.16  3368.16  6/01/07  100900
  I   B 0000192  930.13   930.13   6/01/07  100900
  I   B 0000212  729.66   729.66   7/31/07  100900
  I   B 0000270  3144.99  3144.99  8/09/07  100900
  I   B 0000316  3368.16  3368.16  8/14/07  100900
  I   B 0000370  3776.58  3776.58  8/30/07  100900
  I   B 0000427  3776.96  3776.96  9/18/07  100900 +

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

10. Locate the desired debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Select) in the selection column next to the adjustment.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:27:52
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100900  100900  A
                ADJ.
                Amount To Apply      45.00
                Total Selected        .00
Invoice      S (S=Sel,R=Rls,2=Partial)
                Total Attempted      .00
                Difference :         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
      A  A     0000000    5.00CR        5.00CR  10/10/07  100900
1      A  A     0000000    45.00        45.00  10/10/07  100900

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

11. Press <Enter>.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           10/10/07 14:29:22
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100900  100900  A
                ADJ.
                Amount To Apply      45.00
                Total Selected        45.00
Invoice      S (S=Sel,R=Rls,2=Partial)
                Total Attempted      45.00
                Difference :         .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
      A  A     0000000    5.00CR        5.00CR  10/10/07  100900
1 *     A  A     0000000    45.00        45.00  10/10/07  100900

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected adjustment, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter>.

12. Press <F3> to exit. The A/R Batch Entry screen appears with the credit adjustment transaction.

GWCDFDR		DISPLAY Creative Data Research, Inc.				10/10/07 14:32:54			
User: JEANNINE		Date: 101007		A/R Batch Entry		Batch Amount:		255.00	
				Batch Count:		2		2	
Typ	Corp #	Cust #	Store#	Amount	Invoice	Check No.	Rsn	Apply?	
A								Y	
D=Delete		2=Edit		5=Apply		6=Edit Discount			
? Typ	Corp #	Cust #	Store	Amount	Invoice	Check No.	Rsn	Line	
A	100900	100900		45.00-	*		A	2	
	JR FOOD MART - ABITA				JR FOOD MART - ABITA				
P	100801	100801		300.00	*	4332		1	
	BARON EXPRESS #2 BP				BARON EXPRESS #2 BP				
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options									

An asterisk following the credit adjustment amount designates that an adjustment is selected to which the transaction will be automatically applied when the batch is posted.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Entering Debit Adjustment Transactions

The A/R Batch Entry screen can be used to enter debit adjustments to handle, for example, a NSF check charge. Such transactions will increase the balance of a customer or corporate account, but remain open until applied later (after the batch is posted). Refer to Working With A/R Transactions for additional information.

An A/R reason code must be entered when entering a debit adjustment transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

GWCFDFR		DISPLAY Creative Data Research, Inc.			10/02/07		9:41:41	
		A/R Batch Entry						
User: JEANNINE		Date: 100207		Batch Amount:		.00		
				Batch Count: 00001		0		
Typ	Corp #	Cust #	Store#	Amount	Invoice	Check No.	Rsn	Apply?
P								
D=Delete		2=Edit		5=Apply		6=Edit Discount		
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options								

1. Enter *A* for the **Typ** (1,a) field.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.
4. Enter the adjustment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                10/02/07  9:41:41
                                     A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                .00
                                     Batch Count: 00001           0

Typ Corp #  Cust #  Store#      Amount Invoice Check No.  Rsn  Apply?
A          771230          9.50

D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Press <Field Plus> or <Tab> to pass the **Invoice** field.
6. If desired, enter a reference description for the **Check No.** (10,a) field.
7. Press <Field Plus> to move the cursor to the **Rsn** field.
8. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.
9. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                10/02/07  10:06:20
                                     A/R Batch Entry
User: JEANNINE Date: 100207      Batch Amount:                9.50
                                     Batch Count:          1           1

Typ Corp #  Cust #  Store#      Amount Invoice Check No.  Rsn  Apply?
A          771230          9.50

D=Delete   2=Edit   5=Apply   6=Edit Discount

? Typ Corp #  Cust #  Store      Amount Invoice Check No.  Rsn  Line
  A  771230  771230      9.50   B & D FOOD STORE      A    1
  B & D FOOD STORE      B & D FOOD STORE

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.

Posting An A/R Batch

The instructions below describe using the A/R Batch Entry screen to post an A/R batch.

```
User: JEANNINE          Menu: ARCV1          Date: 9/12/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||||          4. Reason Definitions
||              5. Generate Late Charges
||              6. A/R Batch Entry Recovery
||              7. Invoice Number Search
||              8. Edit A/R Entry User Options
||              9. Work with A/R Messages
||             10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
==>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR   DISPLAY CDR Customer Conference          9/12/13 11:31:51
                                Work With A/R Batches
Batch ID   Date
-----
Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

? Batch ID      Amount   Entries   Date   Locked?
_  JEANNINE     35874.27      4      9/12/13

F3=Exit  F5=Reload Subfile  F10=Create Batch
```

2. Locate the desired batch (use <Page Down> if necessary), and enter 2 (Edit) in the selection column next to its batch ID.

```

CVRTDFR    DISPLAY CDR Customer Conference          9/12/13 11:31:51
                                Work With A/R Batches
Batch ID   Date
-----
Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

? Batch ID      Amount   Entries   Date     Locked?
2  JEANNINE     35874.27    4      9/12/13

F3=Exit  F5=Reload Subfile  F10=Create Batch

```

3. Press <Enter>. The A/R Batch Entry screen appears with the actual batch amount and batch count totals displayed to the right of the user-entered values.

```

GWCDFDR    DISPLAY CDR Customer Conference          9/12/13 11:33:37
                                A/R Batch Entry
User: JEANNINE Date: 91213      Batch Amount: 35874.27    35874.27
                                Batch Count: 4                4

Typ Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
P          -          -          -          -          -          -    -

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ Corp #  Cust #  Store      Amount  Invoice  Check No.  Rsn  Line
-  P  265000  260501  10324.90 * 9449                4
-  BIG JOHN'S QUICK STOP          BIG JOHN'S QUICK STOP #1
-  P  700180  700180  754.74 * 9475                3
-  L & M GROCERY          L & M GROCERY
-  P  100802  100802  15770.80 * 9423                2
-  CRANKY CORNER QUICK STOP          CRANKY CORNER QUICK STOP
-  P  380100  380110  9023.83 * 9438                1
-  MISSISSIPPI STOP N GO          MISS STOP N GO #110

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

4. If necessary, correct the value appearing for the **Batch Amount** (11.2,n) field by entering the total amount of payments and adjustments, and pressing <Field Plus> (or press <Field Minus> if the total is a negative amount). Refer to Creating An A/R Batch for additional information about the **Batch Amount** field.

*Note: If a negative amount is entered, users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.*

5. If necessary, correct the value appearing for the **Batch Count** (5,n) field by entering the total number of A/R transactions, and pressing <Field Plus>. Refer to Creating An A/R Batch for additional information about the **Batch Count** field.
6. If desired, press <F6> (Print) to print the Pre-Posting Report (see below).
7. Press <F1> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed (see below).

A/R Pre-Posting Report (Version 1)

CDR Customer Conference		A/R Batch Posting Control (Pre-Posting Report)		JEANNINE DSGMFFR		9/12/13 11:43:47		Page 1		
		*** Batch Date: 9/12/13 ***								
Corporate#/ Trans.Type	Invoice Number	Check Number	Amount	Customer Number-Name/ Reason Code-Description	Applied To	Inv. #	Date	Applied Amt.	Disc. Taken	Cleared
100802 CRANKY CORNER QUICK STOP PAYMENT	9423		15770.80	100802 CRANKY CORNER QUICK STOP	INVOICE	9423	8/28/13	15770.80 15770.80	.00	YES
260500 BIG JOHN'S QUICK STOP PAYMENT	9449		10324.90	260501 BIG JOHN'S QUICK STOP #1	INVOICE	9449	9/02/13	10324.90 10324.90	.00	YES
380100 MISSISSIPPI STOP N GO PAYMENT	9438		9023.83	380110 MISS STOP N GO #110	INVOICE	9438	8/30/13	9023.83 9023.83	.00	YES
700180 L & M GROCERY PAYMENT	9475		754.74	700180 L & M GROCERY	INVOICE	9475	9/04/13	754.74 754.74	.00	YES
Total Payments			35874.27							
Total Debit Adjustments00							
Total Credit Adjustments00							
Total Invoices00							
Total Credit Memos00							
Total Discount Taken00							
** END OF REPORT **										

A/R Pre-Posting Report (Version 2)

CDR Customer Conference		A/R Posting Report (Pre-Posting Report)		JEANNINE DSGMFFR		9/12/13 11:44:57		Page 1		
		*** Batch Date: 9/12/13 ***								
Corporate#/ Trans.Type	Invoice Number	Check Number	Amount	Customer Number-Name/ Reason Code-Description	Applied To	Inv. #	Date	Applied Amt.	Disc. Taken	Cleared
380100 MISSISSIPPI STOP N GO PAYMENT	9438		9023.83	380110 MISS STOP N GO #110	INVOICE	9438	8/30/13	9023.83 9023.83	.00	YES
100802 CRANKY CORNER QUICK STOP PAYMENT	9423		15770.80	100802 CRANKY CORNER QUICK STOP	INVOICE	9423	8/28/13	15770.80 15770.80	.00	YES
700180 L & M GROCERY PAYMENT	9475		754.74	700180 L & M GROCERY	INVOICE	9475	9/04/13	754.74 754.74	.00	YES
260500 BIG JOHN'S QUICK STOP PAYMENT	9449		10324.90	260501 BIG JOHN'S QUICK STOP #1	INVOICE	9449	9/02/13	10324.90 10324.90	.00	YES
Total Payments			35874.27							
Total Debit Adjustments00							
Total Credit Adjustments00							
Total Invoices00							
Total Credit Memos00							
Total Discount Taken00							
** END OF REPORT **										

A/R Batch Posting Control

CDR Customer Conference		A/R Batch Posting Control		JEANNINE DSGMPFR		9/12/13 12:11:24		Page 1		
Corporate#/ Trans.Type	Invoice Number	Batch #:	Amount	Customer Number-Name/ Reason Code-Description	Applied To	Inv. #	Date	Applied Amt.	Disc. Taken	Cleared
100802	CRANKY CORNER QUICK STOP PAYMENT	9423	100802 15770.80	CRANKY CORNER QUICK STOP	INVOICE	9423	8/28/13	15770.80 15770.80	.00	YES
265000	BIG JOHN'S QUICK STOP PAYMENT	9449	265001 10324.90	BIG JOHN'S QUICK STOP #1	INVOICE	9449	9/02/13	10324.90 10324.90	.00	YES
380100	MISSISSIPPI STOP N GO PAYMENT	9438	380110 9023.83	MISS STOP N GO #110	INVOICE	9438	8/30/13	9023.83 9023.83	.00	YES
700180	L & M GROCERY PAYMENT	9475	700180 754.74	L & M GROCERY	INVOICE	9475	9/04/13	754.74 754.74	.00	YES
Total Payments :			35874.27							
Total Debit Adjustments :			.00							
Total Credit Adjustments :			.00							
Total Invoices :			.00							
Total Credit Memos :			.00							
Total Discount Taken :			.00							
** END OF REPORT **										

Entering Credit Memo Transactions

Credit memo transactions should be entered only by new users who are preparing to go live. Unlike credit orders entered and posted by Billing system users, *credit memo transactions entered by A/R system users have no affect on inventory and sales.*

An invoice number must be entered as a reference when entering a credit memo transaction, but the number is not used to automatically apply the credit transaction when the batch is posted. The transaction must be “manually” applied at a later time.

An A/R reason code must be entered when entering a credit memo transaction. Refer to Working With Reason Definitions for additional information, particularly if the DAC General Ledger system is used.

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
User: JEANNINE          Menu: ARCV1          Date: 10/02/07
=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||          4. Reason Definitions
|||||          5. Generate Late Charges
|||||          6. A/R Batch Entry Recovery
|||||          7. Invoice Number Search
|||||          8. Edit A/R Entry User Options
|||||          9. Work with A/R Messages

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
=====
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Selection or command
==>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR  DISPLAY Creative Data Research, Inc.          10/02/07 10:14:43
                                Work With A/R Batches
Batch ID  Date

Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

F3=Exit  F5=Reload Subfile  F10=Create Batch
```

2. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:15:34
                                     A/R Batch Entry
User: JEANNINE Date: 100207           Batch Amount:           .00
                                     Batch Count:                0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

3. Enter the amount of the credit for the **Batch Amount** (11.2,n) field, and press <Field Minus>.

If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total amount of transactions for the **Batch Amount** field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:15:34
                                     A/R Batch Entry
User: JEANNINE Date: 100207           Batch Amount:           3P           .00
                                     Batch Count:                0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

*Note: Users should ignore the } character, the letter, or the incorrect number which may appear at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.*

4. Enter 1 for the **Batch Count** (5,n) field, and press <Field Plus>.

If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total number of A/R transactions for the **Batch Count** field, and press <Field Plus>.

```

GWCDFDR   DISPLAY Creative Data Research, Inc.           10/02/07 10:15:34
                                     A/R Batch Entry
User: JEANNINE Date: 100207       Batch Amount:          3P          .00
                                     Batch Count: 00001          0

Typ Corp # Cust # Store#          Amount Invoice Check No.  Rsn Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

5. Enter the date of the credit for **Date** (6,n) field, and press <Field Plus>. If necessary, press <F8> (Toggle Date) to change the date.

```

GWCDFDR   DISPLAY Creative Data Research, Inc.           10/02/07 10:18:24
                                     A/R Batch Entry
User: JEANNINE Date: 92807       Batch Amount:          37.00-        .00
                                     Batch Count:          1          0

Typ Corp # Cust # Store#          Amount Invoice Check No.  Rsn Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

6. Press <Tab> to move the cursor to the **Typ** field.
7. Enter *C* for the **Typ** (1,a) field.
8. Enter a customer number for the **Cust #** (6,n) field, and press (Field Plus>. If necessary, the **Corp #** (6,n) field can be used, rather than the **Cust #** field, to enter the credit memo transaction for a corporate account.
9. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.
10. Enter the amount of the credit for the **Amount** (11.2,n) field, and press <Field Minus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:18:24
                                A/R Batch Entry
User: JEANNINE Date: 92807      Batch Amount:      37.00-      .00
                                Batch Count:         1              0

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
C    000000  100801  000000      3P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

*Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Amount** field. It will be corrected when data entry is complete.*

11. Enter the invoice number of the credit memo for the **Invoice** (7,n) field, and press <Field Plus>.
12. Press <Field Plus> or <Tab> to pass the **Check No.** field.
13. Enter an A/R reason code for the **Rsn** (1,a) field, or press <F4> to select a reason code from the Select Adj./Credit Reason screen.
14. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:22:09
                                A/R Batch Entry
User: JEANNINE Date: 92807      Batch Amount:      37.00-      37.00-
                                Batch Count:         1              1

Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Apply?
C    000000  100801  000000      3P

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store#      Amount  Invoice  Check No.  Rsn  Line
C    100801  100801  000000      37.00-  4550    BARON EXPRESS #2 BP  A    1
                                BARON EXPRESS #2 BP

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

15. Press <F10> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed. Refer to Posting An A/R Batch for an example of the report.

Entering Invoice Transactions

Invoice transactions should be entered only by new users who are preparing to go live. Unlike invoices created by Billing system users, *invoice transactions entered by A/R system users have no affect on inventory and sales.*

The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

```
User: JEANNINE          Menu: ARCV1          Date: 10/02/07
===== > A C C O U N T S   R E C E I V A B L E < =====
!!!!!!!!!!
THE  !!                1. A/R Batch Entry
DAC  !!                2. A/R Inquiry/Apply (Corporate)
SYSTEM !!            3. A/R Inquiry/Apply (Customer)
!!!!!!!!!!            4. Reason Definitions
                                5. Generate Late Charges
                                6. A/R Batch Entry Recovery
                                7. Invoice Number Search
                                8. Edit A/R Entry User Options
                                9. Work with A/R Messages

                                M E N U   C A L L S
19. Billing System          20. Statements          21. A/R Reports
22.                        23. Dac Main Menu       90. Sign Off
=====
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Selection or command
==>
```

1. Select option 1 (A/R Batch Entry) from the Accounts Receivable screen. The Work With A/R Batches screen appears.

```
CVRTDFR   DISPLAY Creative Data Research, Inc.          10/02/07 10:24:37
                                Work With A/R Batches
Batch ID   Date

Type options, press Enter.
2=Edit Batch  D=Delete Empty Batch

F3=Exit  F5=Reload Subfile  F10=Create Batch
```

2. Press <F10> (Create Batch). The A/R Batch Entry screen appears.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:25:48
                                     A/R Batch Entry
User: JEANNINE Date: 100207           Batch Amount:           .00
                                     Batch Count:                0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

3. Enter the amount of the invoice for the **Batch Amount** (11.2,n) field, and press <Field Plus>.

If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total amount of transactions for the **Batch Amount** field, and press <Field Plus> (or press <Field Minus> if the total is a negative amount).

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:25:48
                                     A/R Batch Entry
User: JEANNINE Date: 100207           Batch Amount:           2672.11
                                     Batch Count:                0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

*Note: Users should ignore the } character, the letter, or the incorrect number which may appear at the far right for the final digit of the **Batch Amount** field. It will be corrected when data entry is complete.*

4. Enter 1 for the **Batch Count** (5,n) field, and press <Field Plus>.

If multiple transactions (credit memos, invoices and payments) *of the same date* will be entered in the batch, enter the total number of A/R transactions for the **Batch Count** field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:25:48
                                     A/R Batch Entry
User: JEANNINE Date: 100207           Batch Amount:    2672.11           .00
                                     Batch Count: 00001           0

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

5. Enter the date of the invoice for **Date** (6,n) field, and press <Field Plus>. If necessary, press <F8> (Toggle Date) to change the date.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           10/02/07 10:31:39
                                     A/R Batch Entry
User: JEANNINE Date: 100107           Batch Amount:    2672.11           .00
                                     Batch Count:      1           0

Typ Corp # Cust # Store#           Amount Invoice Check No. Rsn Apply?
P

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options

```

6. Press <Tab> to move the cursor to the **Typ** field.
7. Enter *I* for the **Typ** (1,a) field.
8. Enter a customer number for the **Cust #** (6,n) field, and press (Field Plus>. If necessary, the **Corp #** (6,n) field can be used, rather than the **Cust #** field, to enter the invoice transaction for a corporate account.
9. If necessary, enter data for the **Store#** (6,n) field, and press <Field Plus>.
10. Enter the amount of the invoice for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                               10/02/07 10:31:39
                                                A/R Batch Entry
User: JEANNINE Date: 100107           Batch Amount:    2672.11           .00
                                       Batch Count:      1                   0

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
I    100003          2672.11

D=Delete  2=Edit  5=Apply  6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

11. Enter the invoice number for the **Invoice (7,n)** field, and press <Field Plus>.

12. Press <Enter>. The A/R Batch Entry screen appears with the transaction.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.                               10/02/07 10:34:37
                                                A/R Batch Entry
User: JEANNINE Date: 100107           Batch Amount:    2672.11           2672.11
                                       Batch Count:      1                   1

Typ  Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
I    100003          2672.11

D=Delete  2=Edit  5=Apply  6=Edit Discount

? Typ  Corp #  Cust #  Store           Amount  Invoice  Check No.  Rsn  Line
I    100003  100003          2672.11    286           1
      BOB'S SHELL                BOB'S SHELL

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

13. Press <F10> (Post), and <Enter> when the *Post This A/R Batch?* message appears. The A/R Batch Posting Control report is printed. Refer to Posting An A/R Batch for an example of the report.

Working With A/R Transactions

The A/R Inquiry/Apply (Customer) application (option 3 of Accounts Receivable screen) is used to work with the A/R transactions of customer accounts. Refer to the A/R Quick Reference Guide in Appendix A for information about working with the A/R transactions of corporate accounts.

The instructions below describe how to “manually” apply payments and credit memos to invoices, and make adjustments to open A/R transactions.

First the Display A/R For Apply #2 screen is used to designate the payment, credit adjustment or credit memo transaction to apply.

Corporate Number	Customer Number	Tran. Type	Tran. Date				
320092	320092	-					
Name LLL SHORT STOP - OCEAN SPRINGS				Phone Number	601 - 8185100		
Last Pay Date 10/11/21				Last Order Date	9/28/21		
Terms Code 010 2% 3 NET 7							
A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom X=Release Excluded Commission C/P=Copy To ACH Batch (Full/Partial)							
? SN	T R	Inv Ref	Date	Commission	Original	Remaining	Running Dys
-	I	0028576	9/28/21	\$	113.36	113.36	113.36 13
-	I	0028610	9/28/21	\$	12547.58	12547.58	12660.94 13
-	P	0000000	10/11/21		113.36	113.36	12547.58 0
F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due							

The restrictor fields at the top of the Display A/R For Apply #2 screen can be used to limit the list of transactions:

- **Tran Typ (1,a)** - enter *P* (Payment), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type.
- **Tran Date (6,n)** - enter a date (such as *10/11/21*), press <Field Plus> and <Enter>. The list is redisplayed beginning with the transactions of that date.

A dollar sign (\$) after the date column indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer’s terms.

When necessary, the following function keys can be used:

- <F1> (Only Remaining Amounts) to display only open transactions.
- <F2> (Show All) to display all the customer’s current transactions.
- <F5> (Calc Amount Due) to display the current amount due at the top of the screen.

Next the Display A/R For Select #2 screen is used to select the transactions to which the payment, credit adjustment or credit memo transaction is applied.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/11/21 16:26:57
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
320092  320092  -   -   -   PYMT
LIL SHORT STOP - OCEAN SPRINGS                Amount To Apply      113.36
Terms Code 010 2% 3 NET 7                    Total Selected       .00
                                                Total Attempted      .00
                                                Difference           .00

Invoice _____ S (S=Sel,R=Rls,2=Partial)    Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN  T  R  Inv Ref  Date   Original  Remaining  Running  Dys
-   I   0028576  9/28/21  $    113.36    113.36    113.36    13
-   I   0028610  9/28/21  $  12547.58  12547.58  12660.94  13

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

The restrictor fields at the top of the Display A/R For Select #2 screen can be used to limit the list of transactions:

- **Type** (1,a) - enter *I* (Invoice), *A* (Adjustment), or *C* (Credit Memo), and press <Enter> to limit the list by transaction type.
- **Date** (6,n) - enter a date (such as *8/30/7*), press <Field Plus>, and press <Enter>. The list is redisplayed beginning with the transactions of that date.
- **Inv. #** (8,n) - enter an invoice number, press <Field Plus>, and press <Enter> to display only the desired invoice or credit memo transaction.

A dollar sign (\$) between the amount columns indicates that an invoice will qualify for an A/R discount if payment is received within the time designated by the customer's terms.

When necessary, the following function keys can be used:

- <F1> (Selected) to display only selected transactions.
- <F2> (All) to display all the customer's open invoice, adjustment and credit memo transactions.
- <F8> (Toggle Inv) to toggle between the invoice number generated by DAC and the number manually entered for the **Manual Inv** field when adding a customer's order. Refer to Adding An Order of the Billing document for additional information.
- <F11> (Apply To Oldest) to apply a payment to the customer's oldest invoices when the A/R batch is posted. Refer to Entering Payment Transactions for additional information.

Applying Payments and Credit Memos

The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to apply open payment transactions to an invoice (or multiple invoices); apply open payment transactions to invoices with a credit memo; and apply a credit memo to an invoice (or multiple invoices).

To Apply A Payment To An Invoice

The instructions below describe how to select a payment, and apply it to a single invoice.

```

User: JEANNINE           Menu: ARCV1           Date: 10/11/21

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||
THE   ||           1. A/R Batch Entry
DAC   ||           2. A/R Inquiry/Apply (Corporate)
SYSTEM ||         3. A/R Inquiry/Apply (Customer)
|||||           4. Reason Definitions
|||||           5. Generate Late Charges
|||           6. Work With ACH Batches
||           7. Invoice Number Search
||           8. Edit A/R Entry User Options
||           9. Work with A/R Messages
||          10. Import Scanned Check Data
||          11. Display A/R Summary Balances
||          M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu          90. Sign Off

Selection or command
====>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/11/21  14:17:04
                    Work with Customer A/R

Customer Name      Corp#   Store#   Terms Stmt#   Sts   Whse

Customer Number   Action _
2=Transaction Apply  5=A/R Inquiry  6=Inquire (History)  7=Inquire (ARCHIVE)  N=Notes  C=Check Inquiry
? Customer Name      Corp #   Cust #   Store#   BT   Note   Last Pay   Amount Due   Sts
- ABC STORE           500121
- B AND D FOOD STORE #230  771000  771230  10/06/21  Y
- BARON EXPRESS #2 BP     771000  100801  10/06/21
- BIG JOHN'S QUICK STOP #1  265000  260501  9/27/21  33,308.95  A
- BIG JOHN'S QUICK STOP #2  265000  260502  10/06/21  20,102.07  A
- BIG P MINI MART        320001  10/01/21  32,369.09  A
- BOB'S SHELL           771000  100003  10/06/21  10,347.16  A
- CRANKY CORNER QUICK STOP  100802  10/06/21  25,587.34  A
- DANNY & CLYDE'S FOOD #20  800237  10/01/21  38,276.45  A
- DIANNE'S GROCERY       100002  10/01/21  38,116.43  A
- EXPRESS WAY FOOD MART   100850  10/06/21  9,988.36   A
- GAS-N-SHOP #6          100855  10/01/21  3,674.80   A
- JR FOOD MART - ABITA    100900  10/06/21  10,192.29  A
- JR FOOD MART - FOLSOM   100857  10/01/21  26,592.21  A
- KINGS FOREST EXXON     800333  10/01/21  25,429.39  A
- KINGS GROCERY          320033  10/06/21  17,592.95  A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter 2 (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter 2 in the selection column next to the customer's name.

Customer Name	Corp#	Store#	Terms	Stmnt	Sts	Whse
Customer Number 320092 Action 2						
2=Transaction Apply 5=A/R Inquiry 6=Inquire (History) 7=Inquire (ARCHIVE) N=Notes C=Check Inquiry						
?	Customer Name	Corp #	Cust #	Store#	BT Note	Last Pay Amount Due Sts
-	ABC STORE		500121		Y	9/27/21 9,934.17 A
-	B AND D FOOD STORE #230	771000	771230			10/06/21 3,163.82 A
-	BARON EXPRESS #2 BP	771000	100801			10/06/21 15,900.51 A
-	BIG JOHN'S QUICK STOP #1	265000	260501			9/27/21 33,308.95 A
-	BIG JOHN'S QUICK STOP #2	265000	260502			10/06/21 20,102.07 A
-	BIG P MINI MART		320001			10/01/21 32,369.09 A
-	BOB'S SHELL	771000	100003			10/06/21 10,347.16 A
-	CRANKY CORNER QUICK STOP		100802			10/06/21 25,587.34 A
-	DANNY & CLYDE'S FOOD #20		800237			10/01/21 38,276.45 A
-	DIANNE'S GROCERY		100002			10/01/21 38,116.43 A
-	EXPRESS WAY FOOD MART		100850			10/06/21 9,988.36 A
-	GAS-N-SHOP #6		100855			10/01/21 3,674.80 A
-	JR FOOD MART - ABITA		100900			10/06/21 10,192.29 A
-	JR FOOD MART - FOLSOM		100857			10/01/21 26,592.21 A
-	KINGS FOREST EXXON		800333			10/01/21 25,429.39 A
-	KINGS GROCERY		320033			10/06/21 17,592.95 A

F2=Display 2nd Line F3=Exit F4=Search

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

Corporate Number	Customer Number	Tran. Type	Tran. Date
320092	320092	-	

Name LIL SHORT STOP - OCEAN SPRINGS Phone Number 601 - 8185100
 Last Pay Date 10/11/21 Last Order Date 9/28/21
 Terms Code 010 2% 3 NET 7

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
 X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)

? SN	T	R	Inv Ref	Date	Original	Remaining	Running	Dys
-	I		0028576	9/28/21	\$ 113.36	113.36	113.36	13
-	I		0028610	9/28/21	\$ 12547.58	12547.58	12660.94	13
-	P		0000000	10/11/21	113.36	113.36	12547.58	0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

4. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it.

Corporate Number	Customer Number	Tran. Type	Tran. Date
320092	320092	-	

Name LIL SHORT STOP - OCEAN SPRINGS Phone Number 601 - 8185100
 Last Pay Date 10/11/21 Last Order Date 9/28/21
 Terms Code 010 2% 3 NET 7

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
 X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)

? SN	T	R	Inv Ref	Date	Original	Remaining	Running	Dys
-	I		0028576	9/28/21	\$ 113.36	113.36	113.36	13
-	I		0028610	9/28/21	\$ 12547.58	12547.58	12660.94	13
A	P		0000000	10/11/21	113.36	113.36	12547.58	0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

5. Press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/11/21 16:26:57
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
320092  320092  -           _____ PYMT
LIL SHORT STOP - OCEAN SPRINGS                Amount To Apply      113.36
Terms Code 010  2% 3 NET 7                        Total Selected       .00
                                                Total Attempted      .00
                                                Difference           : .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)    Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN  T  R  Inv Ref  Date      Original  Remaining  Running  Dys
-   *  I   0028576  9/28/21  $      113.36   113.36    113.36   13
-   I   0028610  9/28/21  $    12547.58  12547.58  12660.94  13

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

6. To locate the desired invoice in the screen's list, use the restrictor fields, <Page Down> or <F8> (Toggle Inv) to toggle between the invoice number generated by DAC and the number manually entered with the customer's order. Refer to Adding An Order of the Billing document for additional information.

7. Select the invoice in one of these ways:

- Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
- Tab to the selection column of the desired invoice in the screen's list, enter *I* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/11/21 16:30:57
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
320092  320092  -           _____ PYMT
LIL SHORT STOP - OCEAN SPRINGS                Amount To Apply      113.36
Terms Code 010  2% 3 NET 7                        Total Selected       113.36
                                                Total Attempted      113.36
                                                Difference           : .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)    Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN  T  R  Inv Ref  Date      Original  Remaining  Running  Dys
-   *  I   0028576  9/28/21  $      113.36   113.36    113.36   13
-   I   0028610  9/28/21  $    12547.58  12547.58  12660.94  13

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> **before** using <F3> to exit.

8. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

9. Press <F3> to exit. The Work With Customer A/R screen appears.

To Apply A Payment To An Invoice With A Credit Memo

The instructions below describe how to select a payment, and apply it with one or more credit memos to a single invoice. *Payments must be applied to credit memos before applying them to invoices.*

```

User: JEANNINE           Menu: ARCV1           Date: 10/21/21

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||
THE   ||      1. A/R Batch Entry
DAC   ||      2. A/R Inquiry/Apply (Corporate)
SYSTEM ||     3. A/R Inquiry/Apply (Customer)
|||||      4. Reason Definitions
|||||      5. Generate Late Charges
|||      6. Work With ACH Batches
|||      7. Invoice Number Search
|||      8. Edit A/R Entry User Options
|||      9. Work with A/R Messages
|||     10. Import Scanned Check Data
|||     11. Display A/R Summary Balances
|||     M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                    23. Dac Main Menu    90. Sign Off
Selection or command
====>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/21/21  13:57:17
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt  Sts  Whse

Customer Number   Action
2=Transaction Apply  5=A/R Inquiry  6=Inquire (History)  7=Inquire (ARCHIVE)  N=Notes  C=Check Inquiry
? Customer Name      Corp #  Cust #  Store#  BT  Note  Last Pay  Amount Due  Sts
- ABC STORE           500121
- B AND D FOOD STORE #230  771000  771230  10/06/21  9,934.17  A
- BARON EXPRESS #2 BP    771000  100801  10/06/21  3,163.82  A
- BIG JOHN'S QUICK STOP #1  265000  260501  9/27/21   15,900.51  A
- BIG JOHN'S QUICK STOP #2  265000  260502  10/06/21  33,308.95  A
- BIG P MINI MART        320001  10/06/21  20,102.07  A
- BOB'S SHELL            771000  100802  10/01/21  32,369.09  A
- CRANKY CORNER QUICK STOP  100003  10/06/21  10,347.16  A
- DANNY & CLYDE'S FOOD #20  100802  10/06/21  25,587.34  A
- DIANNE'S GROCERY       800237  10/01/21  38,276.45  A
- EXPRESS WAY FOOD MART  100002  10/01/21  38,116.43  A
- GAS-N-SHOP #6          100850  10/06/21  9,988.36  A
- JR FOOD MART - ABITA    100855  10/01/21  3,674.80  A
- JR FOOD MART - FOLSOM   100900  10/06/21  10,192.29  A
- KINGS FOREST EXXON     100857  10/01/21  26,592.21  A
- KINGS GROCERY          800333  10/01/21  25,429.39  A
-                        320033  10/06/21  17,592.95  A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter 2 (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter 2 in the selection column next to the customer's name.

```

DISPLAY HWOGDFR    JEANNINE          CDR Customer Conference          10/21/21 13:57:17
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt  Sts  Whse
-----
Customer Number   Action
? Transaction Apply 5=A/R Inquiry 6=Inquire (History) 7=Inquire (ARCHIVE) N=Notes C=Check Inquiry
? Customer Name      Corp #  Cust #  Store#  BT  Note Last Pay  Amount Due  Sts
- ABC STORE          771000  500121  100801  Y  9/27/21  9,934.17  A
- B AND D FOOD STORE #230 771000  771230  100801  10/06/21  3,163.82  A
- BARON EXPRESS #2 BP 771000  100801  100801  10/06/21  15,900.51  A
- BIG JOHN'S QUICK STOP #1 265000  260501  9/27/21  33,308.95  A
- BIG JOHN'S QUICK STOP #2 265000  260502  10/06/21  20,102.07  A
- BIG P MINI MART      320001  10/01/21  32,369.09  A
- BOB'S SHELL          771000  100003  10/06/21  10,347.16  A
- CRANKY CORNER QUICK STOP 100802  10/06/21  25,587.34  A
- DANNY & CLYDE'S FOOD #20 800237  10/01/21  38,276.45  A
- DIANNE'S GROCERY     100002  10/01/21  38,116.43  A
- EXPRESS WAY FOOD MART 100850  10/06/21  9,988.36  A
- GAS-N-SHOP #6        100855  10/01/21  3,674.80  A
- JR FOOD MART - ABITA 100900  10/06/21  10,192.29  A
- JR FOOD MART - FOLSOM 100857  10/01/21  26,592.21  A
- KINGS FOREST EXXON   800333  10/01/21  25,429.39  A
- KINGS GROCERY        320033  10/06/21  17,592.95  A

F2=Display 2nd Line  F3=Exit  F4=Search

```

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR    DISPLAY CDR Customer Conference          10/22/21 13:32:24
                    Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002     100002    -
Name DIANNE'S GROCERY          Phone Number 985 - 8920058
Last Pay Date 10/21/21          Last Order Date 10/18/21
Terms Code 011 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028629 10/04/21 19587.56 19587.56 19587.56 18
- C 1 0028664 10/06/21 177.32- 177.32- 19410.24 16
- I 0028714 10/18/21 18677.92 18677.92 38088.16 4
- P 0000000 10/21/21 19410.24 19410.24 18677.92 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

4. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it.

```

GSLIDFR    DISPLAY CDR Customer Conference          10/22/21 13:32:24
                    Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number      Number     Type    Date
100002     100002    -
Name DIANNE'S GROCERY          Phone Number 985 - 8920058
Last Pay Date 10/21/21          Last Order Date 10/18/21
Terms Code 011 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028629 10/04/21 19587.56 19587.56 19587.56 18
- C 1 0028664 10/06/21 177.32- 177.32- 19410.24 16
- I 0028714 10/18/21 18677.92 18677.92 38088.16 4
- A P 0000000 10/21/21 19410.24 19410.24 18677.92 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

5. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/22/21 13:34:03
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  -         -         -
DIANNE'S GROCERY                Amount To Apply      19410.24
Terms Code 011  NET 7                Total Selected        .00
Stmnt Code A1  ACH Monday                Total Attempted       .00
                                           Difference :         .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN  T  R  Inv Ref  Date      Original  Remaining  Running  Dys
-      I   0028629  10/04/21  19587.56  19587.56  19587.56  18
-      C   0028664  10/06/21   177.32-  177.32-  19410.24  16
-      I   0028714  10/18/21  18677.92  18677.92  38088.16   4

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

6. Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
 - Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired credit memo in the screen's list, enter *I* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/22/21 13:38:05
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  -         -         -
DIANNE'S GROCERY                Amount To Apply      19410.24
Terms Code 011  NET 7                Total Selected       177.32-
Stmnt Code A1  ACH Monday                Total Attempted     177.32-
                                           Difference :       19587.56
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
?  SN  T  R  Inv Ref  Date      Original  Remaining  Running  Dys
-      I   0028629  10/04/21  19587.56  19587.56  19587.56  18
-      * C   0028664  10/06/21   177.32-  177.32-  19410.24  16
-      I   0028714  10/18/21  18677.92  18677.92  38088.16   4

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

An asterisk appears in the S column for the selected credit memo, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, a credit memo can be unselected by entering *R* (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter> *before* using <F3> to exit.

7. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

8. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select the it in one of these ways:
 - Tab to the **INVOICE** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired invoice in the screen's list, enter *I* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference                               10/22/21 13:44:45
                                     Display A/R For Select #2
Corp #   Cust #   Type   Date   Inv. #   PYMT
100002   100002   -           -           -
DIANNE'S GROCERY
Terms Code 011 NET 7
Stmt Code A1 ACH Monday
Amount To Apply      19410.24
Total Selected      19410.24
Total Attempted     19410.24
Difference           .00
Invoice _____ S (S=Sel,R=Rls,2=Partial) Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- * I 0028629 10/04/21 19587.56 19587.56 19587.56 18
- * C 0028664 10/06/21 177.32- 177.32- 19410.24 16
- I 0028714 10/18/21 18677.92 18677.92 38088.16 4

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> *before* using <F3> to exit.

9. Press <F3> to exit. The Display A/R For Apply #2 screen appears.
10. Press <F3> to exit. The Work With Customer A/R screen appears.

To Apply A Credit Memo To An Invoice

The instructions below describe how to select a credit memo, and apply it to a single invoice.

```

User: JEANNINE          Menu: ARCV1          Date: 10/22/21

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||          4. Reason Definitions
|||           5. Generate Late Charges
||           6. Work With ACH Batches
||           7. Invoice Number Search
||           8. Edit A/R Entry User Options
||           9. Work with A/R Messages
||          10. Import Scanned Check Data
||          11. Display A/R Summary Balances
M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                    23. Dac Main Menu       90. Sign Off
Selection or command
==>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE   CDR Customer Conference          10/22/21 13:58:14
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt  Sts  Whse

Customer Number  Action  _
? Customer Name  Corp #  Cust #  Store#  BT  Note  Last Pay  Amount Due  Sts
- ABC STORE      500121
- B AND D FOOD STORE #230  771000  771230  10/06/21  6,041.24  A
- BARON EXPRESS #2 BP    771000  100801  10/06/21  27,062.53  A
- BIG JOHN'S QUICK STOP #1  265000  260501  10/14/21  35,827.62  A
- BIG JOHN'S QUICK STOP #2  265000  260502  10/20/21  18,950.00  A
- BIG P MINI MART      320001  10/14/21  32,131.22  A
- BOB'S SHELL          771000  100003  10/20/21  4,733.23  A
- CRANKY CORNER QUICK STOP  100802  10/14/21  26,641.32  A
- DANNY & CLYDE'S FOOD #20  800237  10/21/21  132.54  A
- DIANNE'S GROCERY      100002  10/21/21  18,677.92  A
- EXPRESS WAY FOOD MART  100850  10/20/21  6,701.72  A
- GAS-N-SHOP #6         100855  10/14/21  4,200.63  A
- JR FOOD MART - ABITA   100900  10/20/21  9,163.14  A
- JR FOOD MART - FOLSOM  100857  10/14/21  26,837.27  A
- KINGS FOREST EXXON     800333  10/14/21  25,418.87  A
- KINGS GROCERY         320033  10/20/21  15,239.41  A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, and enter 2 (Transaction Apply) in the **Action** (6,a) field. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, and enter 2 in the selection column next to the customer's name.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/22/21 13:58:14
                                Work with Customer A/R

Customer Name                Corp#  Store#  Terms Stmt#  Sts  Whse
-----
Customer Number  Action
? Customer Name                Corp #  Cust #  Store#  BT  Note  Last Pay  Amount Due  Sts
- ABC STORE                    500121
- B AND D FOOD STORE #230      771000  771230
2 BARON EXPRESS #2 BP          771000  100801  10/06/21  4,909.75  A
- BIG JOHN'S QUICK STOP #1    265000  260501  10/14/21  6,041.24  A
- BIG JOHN'S QUICK STOP #2    265000  260502  10/06/21  27,062.53  A
- BIG P MINI MART              320001  10/14/21  35,827.62  A
- BOB'S SHELL                  771000  100003  10/20/21  18,950.00  A
- CRANKY CORNER QUICK STOP    100802  10/14/21  32,131.22  A
- DANNY & CLYDE'S FOOD #20    800237  10/20/21  4,733.23  A
- DIANNE'S GROCERY            100002  10/14/21  26,641.32  A
- EXPRESS WAY FOOD MART       100850  10/21/21  132.54  A
- GAS-N-SHOP #6               100855  10/21/21  18,677.92  A
- JR FOOD MART - ABITA        100900  10/20/21  6,701.72  A
- JR FOOD MART - FOLSOM       100857  10/14/21  4,200.63  A
- KINGS FOREST EXXON          800333  10/20/21  9,163.14  A
- KINGS GROCERY               320033  10/14/21  26,837.27  A
                                10/14/21  25,418.87  A
                                10/20/21  15,239.41  A

F2=Display 2nd Line  F3=Exit  F4=Search

```

3. Press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/22/21 14:05:57
                                Display A/R For Apply #2
Corporate  Customer  Tran.  Tran.
Number    Number    Type   Date
771000    100801    -
Name BARON EXPRESS #2 BP                               Phone Number 985 - 7271141
Last Pay Date 10/06/21                               Last Order Date 10/14/21
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028613 9/29/21 $ 15900.51 15900.51 15900.51 23
- C W 0028707 10/13/21 15.60- 15.60- 15884.91 9
- I 0028699 10/14/21 $ 11353.63 11353.63 27238.54 8
- C G 0028749 10/19/21 176.01- 176.01- 27062.53 3

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

4. Locate the desired credit memo in the screen's list, and enter *A* in the selection column next to it.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/22/21 14:05:57
                                Display A/R For Apply #2
Corporate  Customer  Tran.  Tran.
Number    Number    Type   Date
771000    100801    -
Name BARON EXPRESS #2 BP                               Phone Number 985 - 7271141
Last Pay Date 10/06/21                               Last Order Date 10/14/21
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028613 9/29/21 $ 15900.51 15900.51 15900.51 23
A C W 0028707 10/13/21 15.60- 15.60- 15884.91 9
- I 0028699 10/14/21 $ 11353.63 11353.63 27238.54 8
- C G 0028749 10/19/21 176.01- 176.01- 27062.53 3

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

5. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *CR M*, and the credit memo amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY CDR Customer Conference   10/22/21 14:09:43
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
771000  100801  -
BARON EXPRESS #2 BP                Amount To Apply   15.60
Terms Code 010  2% 3 NET 7                Total Selected    .00
Stmt Code A1   ACH Monday                Total Attempted   .00
                                           Difference       :    .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:    .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date   Original  Remaining  Running  Dys
-   I  0028613  9/29/21 $    15900.51  15900.51  15900.51  23
-   I  0028699 10/14/21 $    11353.63  11353.63  27254.14  8
-   C  0028749 10/19/21     176.01-   176.01-   27078.13  3

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

6. Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:
 - Tab to the **Invoice** (7,n) field, enter the invoice number, press <Field Plus>, and press <Enter>.
 - Tab to the selection column of the desired invoice in the screen's list, enter *l* (Select), and press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference   10/22/21 14:21:08
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
771000  100801  -
BARON EXPRESS #2 BP                Amount To Apply   15.60
Terms Code 010  2% 3 NET 7                Total Selected    15.60
Stmt Code A1   ACH Monday                Total Attempted   15900.51
                                           Difference       :  15884.91-
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:    .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date   Original  Remaining  Running  Dys
-   * I  0028613  9/29/21 $    15900.51  15900.51  15900.51  23
-   I  0028699 10/14/21 $    11353.63  11353.63  27254.14  8
-   C  0028749 10/19/21     176.01-   176.01-   27078.13  3

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, an invoice can be unselected by entering *R* (Release) in the selection column of the desired invoice in the screen's list, and pressing <Enter> *before* using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.
8. Press <F3> to exit. The Work With Customer A/R screen appears.

Adjusting Payments, Credit Memos and Invoices

The Display A/R For Apply #2 and Display A/R For Select #2 screens can be used to adjust payments, credit memos and invoices after the A/R Batch Entry application is used to post the necessary credit and debit adjustment transactions.

To Adjust or Clear A Payment

The instructions below describe how to increase a payment using a credit adjustment, or decrease a payment using a debit adjustment. Either type of adjustment can be used to clear a payment.

```

User: JEANNINE                Menu: ARCV1                Date: 10/25/21

===== > A C C O U N T S   R E C E I V A B L E < =====
|||||||
THE      ||                1. A/R Batch Entry
DAC      ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM  ||                3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||                5. Generate Late Charges
|||                6. Work With ACH Batches
|||                7. Invoice Number Search
|||                8. Edit A/R Entry User Options
|||                9. Work with A/R Messages
|||                10. Import Scanned Check Data
|||                11. Display A/R Summary Balances
|||                M E N U   C A L L S
19. Billing System    20. Statements                21. A/R Reports
22.                  23. Dac Main Menu                90. Sign Off
Selection or command
====>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/25/21  14:16:01
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms  Stmt  Sts  Whse

Customer Number   Action _
? Customer Name      Corp #  Cust #  Store#  BT  Note  Last Pay  Amount Due  Sts
- ABC STORE                    500121                    Y  10/20/21    4,909.75  A
- B AND D FOOD STORE #230    771000  771230                    10/06/21    6,041.24  A
- BARON EXPRESS #2 BP       771000  100801                    10/22/21    11,177.62  A
- BIG JOHN'S QUICK STOP #1  265000  260501                    10/26/21    17,718.37  A
- BIG JOHN'S QUICK STOP #2  265000  260502                    10/20/21    18,950.00  A
- BIG P MINI MART                    320001                    10/14/21    32,131.22  A
- BOB'S SHELL                771000  100003                    10/20/21    9,122.54  A
- CRANKY CORNER QUICK STOP                    100802                    10/14/21    26,641.32  A
- DANNY & CLYDE'S FOOD #20    800237                    10/21/21    132.54  A
- DIANNE'S GROCERY            100002                    10/21/21    18,677.92  A
- EXPRESS WAY FOOD MART      100850                    10/20/21    6,701.72  A
- GAS-N-SHOP #6              100855                    10/14/21    4,200.63  A
- JR FOOD MART - ABITA        100900                    10/20/21    9,163.14  A
- JR FOOD MART - FOLSOM      100857                    10/14/21    26,837.27  A
- KINGS FOREST EXXON         800333                    10/14/21    25,418.87  A
- KINGS GROCERY              320033                    10/20/21    15,239.41  A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter 2 (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter 2 in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/26/21  6:02:07
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
265000     260501     -
Name BIG JOHN'S QUICK STOP #1           Phone Number 985 - 7965252
Last Pay Date 10/22/21                 Last Order Date 10/18/21
Terms Code 012 3.75% 7 NET 7
Stmnt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 22
- I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 8
- P 0000000 10/22/21 18190.25 18190.25 17637.37 0
- A A 0000000 10/26/21 81.00 81.00 17718.37 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

3. Locate the desired payment in the screen's list, and enter *A* in the selection column next to it. If necessary, use the restrictor fields or <Page Down> to locate the payment.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/26/21  6:02:07
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
265000     260501     -
Name BIG JOHN'S QUICK STOP #1           Phone Number 985 - 7965252
Last Pay Date 10/22/21                 Last Order Date 10/18/21
Terms Code 012 3.75% 7 NET 7
Stmnt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 22
- I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 8
A P 0000000 10/22/21 18190.25 18190.25 17637.37 0
- A A 0000000 10/26/21 81.00 81.00 17718.37 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

4. Press <Enter>. The Display A/R For Select #2 screen appears with *PYMT*, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/26/21  6:03:39
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #   PYMT
265000  260501  -
BIG JOHN'S QUICK STOP #1           Amount To Apply 18190.25
Terms Code 012 3.75% 7 NET 7       Total Selected .00
Stmnt Code A1 ACH Monday           Total Attempted .00
Invoice _____ S (S=Sel,R=Rls,2=Partial) Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 21
- I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 7
- A A 0000000 10/25/21 81.00- 81.00- 35746.62 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

5. Locate the desired credit or debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Select) in the selection column next to the adjustment.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/26/21  6:03:39
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
265000  260501  _
BIG JOHN'S QUICK STOP #1
Terms Code 012  3.75% 7 NET 7
Stmt Code A1   ACH Monday
Invoice _____ S (S=Sel,R=Rls,2=Partial)
Amount To Apply 18190.25
Total Selected .00
Total Attempted .00
Difference : .00
Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 21
- I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 7
- I A A 0000000 10/25/21 81.00- 81.00- 35746.62 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

6. Press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/26/21  6:04:35
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
265000  260501  _
BIG JOHN'S QUICK STOP #1
Terms Code 012  3.75% 7 NET 7
Stmt Code A1   ACH Monday
Invoice _____ S (S=Sel,R=Rls,2=Partial)
Amount To Apply 18190.25
Total Selected 81.00
Total Attempted 81.00
Difference : 18109.25
Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 22
- * I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 8
- * A A 0000000 10/26/21 81.00 81.00 35908.62 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> *before* using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/26/21  6:07:24
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type    Date
265000     260501     -       _____

Name BIG JOHN'S QUICK STOP #1           Phone Number 985 - 7965252
Last Pay Date 10/26/21                   Last Order Date 10/18/21
Terms Code 012 3.75% 7 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028634 10/04/21 $ 18109.25 18109.25 18109.25 22
- I 0028719 10/18/21 $ 17718.37 17718.37 35827.62 8
- P 0000000 10/22/21 18190.25 18109.25 17718.37 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

To Adjust or Clear A Credit Memo

The instructions below describe how to increase a credit memo amount using a credit adjustment, or decrease a credit memo amount using a debit adjustment. Either type of adjustment can be used to clear a credit memo transaction.

```

User: JEANNINE           Menu: ARCV1           Date: 10/26/21

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||
THE   ||      1. A/R Batch Entry
DAC   ||      2. A/R Inquiry/Apply (Corporate)
SYSTEM ||     3. A/R Inquiry/Apply (Customer)
|||||      4. Reason Definitions
|||      5. Generate Late Charges
||      6. Work With ACH Batches
||      7. Invoice Number Search
||      8. Edit A/R Entry User Options
||      9. Work with A/R Messages
||     10. Import Scanned Check Data
||     11. Display A/R Summary Balances
M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
Selection or command
===>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/27/21 13:04:18
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt  Sts  Whse
-----
Customer Number   Action
2=Transaction Apply  5=A/R Inquiry  6=Inquire (History)  7=Inquire (ARCHIVE)  N=Notes  C=Check Inquiry
? Customer Name      Corp #  Cust #  Store#  BT  Note Last Pay  Amount Due  Sts
- ABC STORE           771000  500121           Y  10/20/21  4,909.75  A
- B AND D FOOD STORE #230  771000  771230           10/27/21  2,877.42  A
- BARON EXPRESS #2 BP     771000  100801           10/27/21  15,310.85  A
- BIG JOHN'S QUICK STOP #1  265000  260501           10/26/21  17,718.37  A
- BIG JOHN'S QUICK STOP #2  265000  260502           10/20/21  18,950.00  A
- BIG P MINI MART        320001           10/27/21  14,919.86  A
- BOB'S SHELL           771000  100003           10/20/21  9,122.54  A
- CRANKY CORNER QUICK STOP  100802           10/27/21  12,491.62  A
- DANNY & CLYDE'S FOOD #20  800237           10/21/21  132.54  A
- DIANNE'S GROCERY       100002           10/21/21  18,677.92  A
- EXPRESS WAY FOOD MART   100850           10/20/21  16,211.65  A
- GAS-N-SHOP #6          100855           10/27/21  1,824.15  A
- JR FOOD MART - ABITA    100900           10/20/21  18,264.27  A
- JR FOOD MART - FOLSOM   100857           10/27/21  12,330.59  A
- KINGS FOREST EXXON     800333           10/14/21  25,418.87  A
- KINGS GROCERY          320033           10/20/21  31,760.98  A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter 2 (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter 2 in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR    DISPLAY CDR Customer Conference                10/27/21 13:06:25
                Display A/R For Apply #2
Corporate    Customer    Tran.    Tran.
Number      Number      Type     Date
100850      100850      -        _____

Name EXPRESS WAY FOOD MART                Phone Number 985 - 8930099
Last Pay Date 10/20/21                    Last Order Date 10/27/21
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028701 10/14/21 $ 6701.72 6701.72 6701.72 13
- I 0028788 10/27/21 $ 9509.93 9509.93 16211.65 0
- A A 0000000 10/27/21 168.23 168.23 16379.88 0
- C 4 0028792 10/28/21 168.23- 168.23- 16211.65 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

3. Locate the desired credit memo in the screen's list, and enter *A* in the selection column next to it.

```

GSLIDFR    DISPLAY CDR Customer Conference                10/27/21 13:06:25
                Display A/R For Apply #2
Corporate    Customer    Tran.    Tran.
Number      Number      Type     Date
100850      100850      -        _____

Name EXPRESS WAY FOOD MART                Phone Number 985 - 8930099
Last Pay Date 10/20/21                    Last Order Date 10/27/21
Terms Code 010 2% 3 NET 7
Stmt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028701 10/14/21 $ 6701.72 6701.72 6701.72 13
- I 0028788 10/27/21 $ 9509.93 9509.93 16211.65 0
- A A 0000000 10/27/21 168.23 168.23 16379.88 0
A C 4 0028792 10/28/21 168.23- 168.23- 16211.65 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *CR M*, and the credit memo amount displayed for *Amount To Apply*.

```

GSLJDFR    DISPLAY CDR Customer Conference                10/27/21 13:07:16
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #   CR M
100850  100850  -      _____
EXPRESS WAY FOOD MART                Amount To Apply 168.23
Terms Code 010 2% 3 NET 7                Total Selected .00
Stmt Code A1 ACH Monday                Total Attempted .00
                                           Difference : .00
Invoice _____ S (S=Sel,R=Rls,2=Partial) Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028701 10/14/21 $ 6701.72 6701.72 6701.72 13
- I 0028788 10/27/21 $ 9509.93 9509.93 16211.65 0
- A A 0000000 10/27/21 168.23 168.23 16379.88 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

- Locate the desired credit or debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Select) in the selection column next to the adjustment.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/27/21 13:07:16
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100850  100850  _         _         _         CR M
EXPRESS WAY FOOD MART                Amount To Apply      168.23
Terms Code 010 2% 3 NET 7              Total Selected       .00
Stmt Code A1  ACH Monday                Total Attempted      .00
                                           Difference           .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:    .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date      Original   Remaining   Running   Dys
_   I   0028701 10/14/21 $    6701.72   6701.72   6701.72   13
_   I   0028788 10/27/21 $    9509.93   9509.93   16211.65   0
I   A   A 0000000 10/27/21      168.23    168.23    16379.88   0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

- Press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/27/21 13:08:45
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100850  100850  _         _         _         CR M
EXPRESS WAY FOOD MART                Amount To Apply      168.23
Terms Code 010 2% 3 NET 7              Total Selected       168.23
Stmt Code A1  ACH Monday                Total Attempted      168.23
                                           Difference           .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts:    .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date      Original   Remaining   Running   Dys
_   I   0028701 10/14/21 $    6701.72   6701.72   6701.72   13
_   I   0028788 10/27/21 $    9509.93   9509.93   16211.65   0
*  A   A 0000000 10/27/21      168.23    168.23    16379.88   0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> *before* using <F3> to exit.

- Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```

GSLIDFR      DISPLAY CDR Customer Conference      10/27/21 13:10:48
                Display A/R For Apply #2
Corporate      Customer      Tran.      Tran.
Number      Number      Type      Date
100850      100850      -      _____

Name EXPRESS WAY FOOD MART      Phone Number 985 - 8930099
Last Pay Date 10/20/21      Last Order Date 10/27/21
Terms Code 010 2% 3 NET 7
Stmnt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028701 10/14/21 $ 6701.72 6701.72 6701.72 13
- I 0028788 10/27/21 $ 9509.93 9509.93 16211.65 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

To Adjust An Invoice

The instructions below describe how to decrease an invoice amount using a credit adjustment.

```

User: JEANNINE          Menu: ARCV1          Date: 10/27/21

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||||          4. Reason Definitions
|||              5. Generate Late Charges
|||              6. Work With ACH Batches
|||              7. Invoice Number Search
|||              8. Edit A/R Entry User Options
|||              9. Work with A/R Messages
|||             10. Import Scanned Check Data
|||             11. Display A/R Summary Balances
M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                    23. Dac Main Menu       90. Sign Off
Selection or command
===>

```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE          CDR Customer Conference          10/28/21   8:30:35
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt#  Sts  Whse

Customer Number   Action
? Transaction Apply 5=A/R Inquiry 6=Inquire(History) 7=Inquire (ARCHIVE) N=Notes C=Check Inquiry
? Customer Name      Corp #  Cust #  Store#  BT  Note Last Pay  Amount Due  Sts
-- ABC STORE          500121          Y  10/20/21    9,334.96   A
-- B AND D FOOD STORE #230 771000  771230          10/27/21    2,877.42   A
-- BARON EXPRESS #2 BP    771000  100801          10/27/21   15,310.85   A
-- BIG JOHN'S QUICK STOP #1 265000  260501          10/26/21   17,718.37   A
-- BIG JOHN'S QUICK STOP #2 265000  260502          10/20/21   37,508.57   A
-- BIG P MINI MART        320001          10/27/21   14,919.86   A
-- BOB'S SHELL            771000  100003          10/20/21    9,122.54   A
-- CRANKY CORNER QUICK STOP 800237          10/27/21   12,491.62   A
-- DANNY & CLYDE'S FOOD #20 800237          10/21/21   18,516.41   A
-- DIANNE'S GROCERY        100002          10/21/21   19,001.91   A
-- EXPRESS WAY FOOD MART   100850          10/20/21   16,211.65   A
-- GAS-N-SHOP #6           100855          10/27/21    1,824.15   A
-- JR FOOD MART - ABITA    100900          10/20/21   18,264.27   A
-- JR FOOD MART - FOLSOM   100857          10/27/21   12,330.59   A
-- KINGS FOREST EXXON      800333          10/14/21   25,418.87   A
-- KINGS GROCERY           320033          10/20/21   31,760.98   A

F2=Display 2nd Line  F3=Exit  F4=Search

```

2. Enter the customer number in the **Customer Number** (6,n) field, enter 2 (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter 2 in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR    DISPLAY CDR Customer Conference           10/28/21  8:33:02
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
100002     100002     -       _____

Name DIANNE'S GROCERY                               Phone Number 985 - 8920058
Last Pay Date 10/21/21                             Last Order Date 10/18/21
Terms Code 011 NET 7
Stmnt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028714 10/18/21 18677.92 18677.92 18677.92 10
- A A 0000000 10/28/21 323.99- 323.99- 19001.91 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

3. Locate the desired credit adjustment in the screen's list, and enter *A* in the selection column next to it.

```

GSLIDFR    DISPLAY CDR Customer Conference           10/28/21  8:33:02
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
100002     100002     -       _____

Name DIANNE'S GROCERY                               Phone Number 985 - 8920058
Last Pay Date 10/21/21                             Last Order Date 10/18/21
Terms Code 011 NET 7
Stmnt Code A1 ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028714 10/18/21 18677.92 18677.92 18677.92 10
- A A 0000000 10/28/21 323.99- 323.99- 19001.91 0

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

```

GSLJDFR    DISPLAY CDR Customer Conference           10/28/21  8:38:21
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #  ADJ.
100002  100002  -       _____
DIANNE'S GROCERY                               Amount To Apply 323.99
Terms Code 011 NET 7                             Total Selected .00
Stmnt Code A1 ACH Monday                         Total Attempted .00
                                                    Difference : .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)      Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028714 10/18/21 18677.92 18677.92 18677.92 10

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

- Locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Select) in the selection column next to the invoice.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/28/21  8:38:21
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  -           _____  ADJ.
DIANNE'S GROCERY                               Amount To Apply      323.99
Terms Code 011 NET 7                             Total Selected       .00
Stmt Code A1  ACH Monday                         Total Attempted      .00
                                                Difference :         .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)      Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date      Original   Remaining   Running   Dys
1      I  0028714  10/18/21  18677.92  18677.92  18677.92  10

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

- Press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/28/21  8:39:54
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  -           _____  ADJ.
DIANNE'S GROCERY                               Amount To Apply      323.99
Terms Code 011 NET 7                             Total Selected       323.99
Stmt Code A1  ACH Monday                         Total Attempted      18677.92
                                                Difference :         18353.93-
Invoice _____ S (S=Sel,R=Rls,2=Partial)      Total Discounts:     .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? SN T R Inv Ref  Date      Original   Remaining   Running   Dys
_  *  I  0028714  10/18/21  18677.92  18677.92  18677.92  10

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> *before* using <F3> to exit.

- Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/28/21  8:41:31
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type    Date
100002     100002     -       _____

Name DIANNE'S GROCERY                               Phone Number 985 - 8920058
Last Pay Date 10/21/21                               Last Order Date 10/18/21
Terms Code 011 NET 7
Stmnt Code A1 ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To  ACH Batch(Full/Partial)
? SN T R Inv Ref  Date      Original    Remaining    Running    Dys
_   I   0028714  10/18/21    18677.92   18353.93   18353.93   10

F1=Only Remaining Amounts  F2=Show All  F3=Exit  F5=Calc Amount Due

```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

Clearing Adjustment Transactions

The instructions below describe how to clear a credit or debit adjustment after the A/R Batch Entry application is used to post the adjustment needed to offset it.

```

User: JEANNINE           Menu: ARCV1           Date: 10/28/21

===== > A C C O U N T S   R E C E I V A B L E < =====
|||||||
THE  ||                1. A/R Batch Entry
DAC  ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM ||            3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||                    5. Generate Late Charges
|||                    6. Work With ACH Batches
|||                    7. Invoice Number Search
|||                    8. Edit A/R Entry User Options
|||                    9. Work with A/R Messages
|||                   10. Import Scanned Check Data
|||                   11. Display A/R Summary Balances
M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
Selection or command
==>
  
```

1. Select option 3 (A/R Inquiry/Apply-Customer) from the Accounts Receivable screen. The Work With Customer A/R screen appears.

```

DISPLAY HWOGDFR   JEANNINE           CDR Customer Conference           10/28/21   9:05:12
                    Work with Customer A/R

Customer Name      Corp#  Store#  Terms Stmt  Sts  Whse
-----
Customer Number   Action
2=Transaction Apply 5=A/R Inquiry 6=Inquire (History) 7=Inquire (ARCHIVE) N=Notes C=Check Inquiry
? Customer Name      Corp #  Cust #  Store#  BT  Note Last Pay  Amount Due  Sts
- ABC STORE           500121
- B AND D FOOD STORE #230 771000 771230 10/20/21 9,334.96 A
- BARON EXPRESS #2 BP    771000 100801 10/27/21 2,877.42 A
- BIG JOHN'S QUICK STOP #1 265000 260501 10/27/21 15,310.85 A
- BIG JOHN'S QUICK STOP #2 265000 260502 10/26/21 17,718.37 A
- BIG P MINI MART       320001 10/20/21 37,508.57 A
- BOB'S SHELL           771000 100003 10/27/21 14,919.86 A
- CRANKY CORNER QUICK STOP 100802 10/20/21 9,122.54 A
- DANNY & CLYDE'S FOOD #20 800237 10/27/21 12,491.62 A
- DIANNE'S GROCERY      100002 10/21/21 18,516.41 A
- EXPRESS WAY FOOD MART 100850 10/21/21 18,353.93 A
- GAS-N-SHOP #6         100855 10/20/21 16,211.65 A
- JR FOOD MART - ABITA  100900 10/27/21 1,824.15 A
- JR FOOD MART - FOLSOM 100857 10/20/21 18,264.27 A
- KINGS FOREST EXXON    800333 10/27/21 12,330.59 A
- KINGS GROCERY         320033 10/14/21 25,418.87 A
-                       320033 10/20/21 31,760.98 A

F2=Display 2nd Line  F3=Exit  F4=Search
  
```

2. Enter the customer number in the **Customer Number** (6,n) field, enter 2 (Transaction Apply) in the **Action** (6,a) field, and press <Enter>. If necessary, use the restrictor fields or <Page Down> to locate the desired customer in the screen's list, enter 2 in the selection column next to the customer's name, and press <Enter>. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/28/21  9:10:40
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
771000     100003     -       _____

Name BOB'S SHELL                               Phone Number 985 - 8715151
Last Pay Date 10/20/21                         Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmnt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To  ACH Batch(Full/Partial)
? SN T R Inv Ref  Date      Original    Remaining    Running  Dys
-   I   0028672 10/11/21 $    4733.23    4733.23    4733.23   17
-   I   0028759 10/25/21 $    4389.31    4389.31    9122.54   3
-   A A 0000000 10/28/21      98.10       98.10     9220.64   0
-   A X 0000000 10/28/21      98.10-      98.10-    9122.54   0

F1=Only Remaining Amounts  F2=Show All  F3=Exit  F5=Calc Amount Due

```

3. Locate the desired credit adjustment in the screen's list, and enter *A* in the selection column next to it.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/28/21  9:10:40
                Display A/R For Apply #2
Corporate   Customer   Tran.   Tran.
Number     Number     Type   Date
771000     100003     -       _____

Name BOB'S SHELL                               Phone Number 985 - 8715151
Last Pay Date 10/20/21                         Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmnt Code A1  ACH Monday

A=Apply  S=Show Paid By  T=Show Applied To  H=Hold  R=Release  N=Notes  Z=Zoom
X=Release Excluded Commission  C/P=Copy To  ACH Batch(Full/Partial)
? SN T R Inv Ref  Date      Original    Remaining    Running  Dys
-   I   0028672 10/11/21 $    4733.23    4733.23    4733.23   17
-   I   0028759 10/25/21 $    4389.31    4389.31    9122.54   3
-   A A 0000000 10/28/21      98.10       98.10     9220.64   0
A   A X 0000000 10/28/21      98.10-      98.10-    9122.54   0

F1=Only Remaining Amounts  F2=Show All  F3=Exit  F5=Calc Amount Due

```

4. Press <Enter>. The Display A/R For Select #2 screen appears. The Display A/R For Select #2 screen appears with *ADJ*, and the adjustment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/28/21  9:13:04
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #  ADJ.
771000  100003  -       _____
BOB'S SHELL                               Amount To Apply 98.10
Terms Code 010  2% 3 NET 7                               Total Selected .00
Stmnt Code A1  ACH Monday                               Total Attempted .00
                                                Difference : .00
Invoice _____ S (S=Sel,R=Rls,2=Partial)  Total Discounts: .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref  Date      Original    Remaining    Running  Dys
-   I   0028672 10/11/21 $    4733.23    4733.23    4733.23   17
-   I   0028759 10/25/21 $    4389.31    4389.31    9122.54   3
-   A A 0000000 10/28/21      98.10       98.10     9220.64   0

F1=Selected  F2=All  F3=Exit  F4=Prompt  F8=Toggle Inv  F11=Apply To Oldest

```

5. Locate the desired debit adjustment in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Select) in the selection column next to the adjustment.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/28/21  9:13:04
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
771000  100003  -       -       -
BOB'S SHELL
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday
Invoice _____ S (S=Sel,R=Rls,2=Partial)
Amount To Apply      98.10
Total Selected      .00
Total Attempted     .00
Difference          .00
Total Discounts     .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028672 10/11/21 $ 4733.23 4733.23 4733.23 17
- I 0028759 10/25/21 $ 4389.31 4389.31 9122.54 3
1 A A 0000000 10/28/21 98.10 98.10 9220.64 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest

```

6. Press <Enter>.

```

GSLJDFR   DISPLAY CDR Customer Conference           10/28/21  9:14:50
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
771000  100003  -       -       -
BOB'S SHELL
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday
Invoice _____ S (S=Sel,R=Rls,2=Partial)
Amount To Apply      98.10
Total Selected      98.10
Total Attempted     98.10
Difference          .00
Total Discounts     .00

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028672 10/11/21 $ 4733.23 4733.23 4733.23 17
- I 0028759 10/25/21 $ 4389.31 4389.31 9122.54 3
- * A A 0000000 10/28/21 98.10 98.10 9220.64 0

F1=Selected F2=All F3=Exit F4=Prompt F8=Toggle Inv F11=Apply To Oldest
Apply Amount Exhausted

```

An asterisk appears in the S column for the selected transaction, and the value of *Total Selected* and *Total Attempted* are recalculated.

If necessary, the transaction can be unselected by entering *R* (Release) in the selection column next to it, and pressing <Enter> *before* using <F3> to exit.

7. Press <F3> to exit. The Display A/R For Apply #2 screen appears.

```

GSLIDFR   DISPLAY CDR Customer Conference           10/28/21  9:16:05
                Display A/R For Apply #2
Corporate Customer Tran. Tran.
Number Number Type Date
771000  100003  -       -

Name BOB'S SHELL Phone Number 985 - 8715151
Last Pay Date 10/20/21 Last Order Date 10/25/21
Terms Code 010  2% 3 NET 7
Stmt Code A1  ACH Monday

A=Apply S=Show Paid By T=Show Applied To H=Hold R=Release N=Notes Z=Zoom
X=Release Excluded Commission C/P=Copy To ACH Batch(Full/Partial)
? SN T R Inv Ref Date Original Remaining Running Dys
- I 0028672 10/11/21 $ 4733.23 4733.23 4733.23 17
- I 0028759 10/25/21 $ 4389.31 4389.31 9122.54 3

F1=Only Remaining Amounts F2=Show All F3=Exit F5=Calc Amount Due

```

8. Press <F3> to exit. The Work With Customer A/R screen appears.

Working With Late Charges

The Generate Late Charges application generates late charges for customers based on the value of the **Late Days** field of the payment terms record associated with customers through the **Terms Code** field of customer records. To designate which customers late charges are levied against, **Y** for yes is entered for the **Late Charge Code** field of the customer records. Refer to Working With Terms Definitions and Working With Customers of the Customer File Maintenance document for additional information.

The percent used for calculating late charges is designated by the **A/R Finance Charge %** field of the SYS006 default system option. The minimum amount of total late charges due from customers which must be met before late charges are levied is designated by the **Minimum \$ For Late Charge** field of the SYS006 default system option. A late charge adjustment transaction is designated by the reason code entered for the **A/R Reason: Finance Chg.** field of the SYS006 default system option. Refer to the DAC Default System Options document for additional information.

Late charges are applied to the unpaid balance of each open invoice which has aged beyond the designated number of late days. Charges are based on the original invoice date and the date that a late charge is generated.

Note: A late charge will be recorded to customer accounts each time the Generate Late Charges application is used for a particular terms code. Refer to Working With Accounts Receivable Reports for an example of the Generated Late Charges report.

```
User: JEANNINE           Menu: ARCV1           Date: 7/08/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||
THE   ||           1. A/R Batch Entry
DAC   ||           2. A/R Inquiry/Apply (Corporate)
SYSTEM ||         3. A/R Inquiry/Apply (Customer)
|||||           4. Reason Definitions
|||           5. Generate Late Charges
||           6. A/R Batch Entry Recovery
||           7. Invoice Number Search
||           8. Edit A/R Entry User Options
||           9. Work with A/R Messages
||          10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                   23. Dac Main Menu   90. Sign Off

=====
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Selection or command
====>
```

1. Select option 5 (Generate Late Charges) from the Accounts Receivable screen. The Prompt For Late Charges screen appears.

```
DSSOPVR  ENTER  CDR Customer Conference  7/08/13 14:22:48
                          Prompt For Late Charges

Key Or Search For A Terms Code To Generate Late Charges For.
Leave Terms Code Blank To Generate Late Charges For All Customers
Who's Late Charge Code Is Set To "Y".

Terms Code  ____
Late Days

F3=Exit  F4=Search  F10=Generate Late Charges
```

2. Enter a terms code for the **Terms Code** field, or press <F4> to select a terms code from the Select Terms Description screen. The number of late days appears for the **Late Days** display field.
3. Press <F10> (Generate Late Charges) to print a report.

Working With Archive A/R Transactions

DAC archives closed A/R transactions to save files based on the value of the **Years To Keep AR History** field of the SYS003 default system option (Data Retention Options). The **Retention Days AR Current** field designates the number of days following the transaction data that closed accounts receivable transactions appear as current transactions. Refer to the DAC Default System Options document for additional information.

The instructions below describe using the Archive Functions applications to:

- Restore archive transactions from save files on the system's disk, and from a tape cartridge.
- Clear previously restored archive transactions.
- Save A/R save files to a tape cartridge.
- Delete A/R save files from the system's disk *after saving them to a tape cartridge* to clear disk space.

Restoring Archive A/R Transactions On The Disk

The instructions which follow describe restoring archive transactions from save files on the user's disk. If disk space is a concern, users should clear previously restored transactions as described below.

```
User: JEANNINE           Menu: DACCv1           Date: 8/10/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
|||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||| 4. Inventory System
||||| 5. Purchasing System
||||| 6. Reports Menu
||||| 7. Truck Scheduling
||||| 8. Closing Procedures
||||| 9. Integration
||||| 10. Other Functions Menu
||||| 11. Accounts Payable
||||| 12. General Ledger
||||| 90. Sign Off
=====
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```

User: JEANNINE           Menu: OTHCV1           Date: 5/18/06

===== > O T H E R   O P E R A T I O N S < =====
=====
|||||||
THE   ||                1. Archive Functions
DAC   ||                2. Unitrac (PMSTARS Etc.)
SYSTEM ||              3. QDN Interface
|||||||                4. E-Mail
|||||||                5. Pre-Booked Order System
|||||||                6. Fast Track Reporting
|||||||                7. Hershey Reporting
|||||||                8. DEA Allocation

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

==>

```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```

User: JEANNINE           Menu: ARCCV1           Date: 5/18/06

===== > A R C H I V E   M E N U < =====
=====
|||||||
THE   ||                1. Work With Archive Invoices
DAC   ||                2. Catalog an Invoice Archive Volume
SYSTEM ||              3. Load an Invoice Archive
|||||||                4. Clear Restored Invoice Archive Files
|||||||                5. Restore A/R Archive Save File
|||||||                6. A/R Archive Inquiry (Corporate)
|||||||                7. A/R Archive Inquiry (Customer)
|||||||                8. Clear Restored A/R Archive Files

                                M E N U   C A L L S
19. Other Functions          20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

=====
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==>

```

3. To locate the save files (objects) containing the desired archive A/R transactions, enter the **WRKOBJ AARC* AS/400** command.

```

User: JEANNINE           Menu: ARCCV1           Date: 5/18/06

===== > A R C H I V E   M E N U < =====
=====
|||||||
THE   ||                1. Work With Archive Invoices
DAC   ||                2. Catalog an Invoice Archive Volume
SYSTEM ||              3. Load an Invoice Archive
|||||||                4. Clear Restored Invoice Archive Files
|||||||                5. Restore A/R Archive Save File
|||||||                6. A/R Archive Inquiry (Corporate)
|||||||                7. A/R Archive Inquiry (Customer)
|||||||                8. Clear Restored A/R Archive Files

                                M E N U   C A L L S
19. Other Functions          20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

=====
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==> wrkobj aarc*

```

Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as *AARC000011* and *AARC000012* illustrated below.

```

Work with Objects

Type options, press Enter.
2=Edit authority      3=Copy   4=Delete   5=Display authority  7=Rename
8=Display description 13=Change description

Opt Object      Type      Library   Attribute  Text
AARC000011 *FILE    DACDATA  SAVF       A/R Archive
AARC000012 *FILE    DACDATA  SAVF       A/R Archive

Parameters for options 5, 7 and 13 or command
==>
F3=Exit  F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display names and types
F12=Cancel  F16=Repeat position to  F17=Position to
Bottom

```

If necessary, enter 8 (Display description) to display the creation date of the save files, and determine which save file contains the desired A/R transactions.

After locating the desired save files (and making a note of their names), press <F3> to exit. The Archive Menu appears.

```

User: JEANNINE          Menu: ARCCV1          Date: 5/18/06

===== > A R C H I V E   M E N U <=====
|||||||
THE  || 1. Work With Archive Invoices
DAC  || 2. Catalog an Invoice Archive Volume
SYSTEM || 3. Load an Invoice Archive
||||||| 4. Clear Restored Invoice Archive Files
5. Restore A/R Archive Save File
6. A/R Archive Inquiry (Corporate)
7. A/R Archive Inquiry (Customer)
8. Clear Restored A/R Archive Files

M E N U   C A L L S
19. Other Functions      20.
22.                      23. Dac Main Menu      21.
                               90. Sign Off

=====
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==>

```

4. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.
5. Select option 5 (Restore A/R Archive Save Files) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.

```

BSYUPVR  ENTER  Creative Data Research          5/18/06 13:47:43
                          Load An A/R Archive Volume

Archive File:              Device Name          Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.

F3=Exit

```

6. Enter the name of the save file containing the desired archive A/R transactions for the **Archive File** (10,a) field, and press <Enter>.

```

BSYUPVR  ENTER  Creative Data Research          5/18/06 13:50:22
                          Load An A/R Archive Volume

Archive File: AARC000011  Device Name          Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.

F3=Exit

CONFIRM: Y (Y/N)

```

7. Press <Enter>when prompted to confirm. The Archive Menu screen appears.

```

User: JEANNINE              Menu: ARCCV1              Date: 5/18/06

===== > A R C H I V E   M E N U <=====
=====
|||||
THE   ||      1. Work With Archive Invoices
DAC   ||      2. Catalog an Invoice Archive Volume
SYSTEM ||     3. Load an Invoice Archive
|||||      4. Clear Restored Invoice Archive Files
|||||      5. Restore A/R Archive Save File
|||||      6. A/R Archive Inquiry (Corporate)
|||||      7. A/R Archive Inquiry (Customer)
|||||      8. Clear Restored A/R Archive Files

M E N U   C A L L S
19. Other Functions      20.
22.                      23. Dac Main Menu      21.
                      90. Sign Off

=====
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==>

```

After archive A/R transactions are restored, the A/R Archive Inquiry-Corporate and A/R Archive Inquiry-Customer applications (options 6 and 7 of the Archive Menu screen) can be used to display the newly restored archive A/R transactions. If necessary, repeat the steps above to restore another set of archive A/R transactions.

Refer to Saving Archive A/R Transactions To Tape for information about copying the save files of archive A/R transactions to tape cartridges before deleting the transactions from the disk.

Saving A/R Save Files To A Tape

The instructions which follow describe using AS/400 commands to copy save files of archive A/R transactions to a tape cartridge *before* deleting the files from the disk to save disk space.

```
User: JEANNINE                Menu: DACCV1                Date: 8/10/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||| 5. Purchasing System
      6. Reports Menu
      7. Truck Scheduling
      8. Closing Procedures
      9. Integration
     10. Other Functions Menu
     11. Accounts Payable
     12. General Ledger
     90. Sign Off
=====
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                Date: 8/10/12
=====> O T H E R   O P E R A T I O N S <=====
||||| 1. Archive Functions
THE   || 2. Unitrac (PMSTARS Etc.)
DAC   || 3. QDN Interface
SYSTEM || 4. E-Mail
||||| 5. Pre-Booked Order System
      6. PMCM05 Program
      7. Hershey Reporting
      8. DEA Allocation
      9. PERCS Reporting
     10. NTS/Victory Reporting
     11. Red Bull Reporting
      M E N U   C A L L S
19. Other Operations 2  20. CDS Reporting          21. WAM/InfoMetrics
22.                   23. Dac Main Menu          90. Sign Off
=====
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```

User: JEANNINE          Menu: ARCCV1          Date: 5/18/06

=====> A R C H I V E   M E N U <=====
=====
|||||
THE    ||          1. Work With Archive Invoices
DAC    ||          2. Catalog an Invoice Archive Volume
SYSTEM ||          3. Load an Invoice Archive
|||||              4. Clear Restored Invoice Archive Files
                    5. Restore A/R Archive Save File
                    6. A/R Archive Inquiry (Corporate)
                    7. A/R Archive Inquiry (Customer)
                    8. Clear Restored A/R Archive Files

M E N U   C A L L S
19. Other Functions      20.              21.
22.                    23. Dac Main Menu    90. Sign Off

=====
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==>

```

- To identify all the save files containing the archive A/R transactions, enter the **WRKOBJ AARC* AS/400** command.

```

User: JEANNINE          Menu: ARCCV1          Date: 5/18/06

=====> A R C H I V E   M E N U <=====
=====
|||||
THE    ||          1. Work With Archive Invoices
DAC    ||          2. Catalog an Invoice Archive Volume
SYSTEM ||          3. Load an Invoice Archive
|||||              4. Clear Restored Invoice Archive Files
                    5. Restore A/R Archive Save File
                    6. A/R Archive Inquiry (Corporate)
                    7. A/R Archive Inquiry (Customer)
                    8. Clear Restored A/R Archive Files

M E N U   C A L L S
19. Other Functions      20.              21.
22.                    23. Dac Main Menu    90. Sign Off

=====
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==> wrkobj aarc*

```

Press <Enter>. The Work With Objects screen appears with a list of the A/R save files, such as *AARC000011* and *AARC000012* illustrated below.

```

Work with Objects

Type options, press Enter.
2=Edit authority      3=Copy    4=Delete  5=Display authority  7=Rename
8=Display description 13=Change description

Opt Object      Type      Library   Attribute  Text
AARC000011 *FILE    DACDATA  SAVF       A/R Archive
AARC000012 *FILE    DACDATA  SAVF       A/R Archive

Bottom

Parameters for options 5, 7 and 13 or command
==>
F3=Exit  F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display names and types
F12=Cancel  F16=Repeat position to  F17=Position to

```

If necessary, use <Page Down> to identify the names of the first and last A/R save files on the system's disk.

After making a note of the names of the first and last A/R save files listed, press <F3> to exit. The Archive Menu appears.

```

User: JEANNINE                Menu: ARCCV1                Date: 5/18/06

=====> A R C H I V E    M E N U <=====
=====
|||||||      1. Work With Archive Invoices
THE      ||      2. Catalog an Invoice Archive Volume
DAC      ||      3. Load an Invoice Archive
SYSTEM   ||      4. Clear Restored Invoice Archive Files
|||||||      5. Restore A/R Archive Save File
          ||      6. A/R Archive Inquiry (Corporate)
          ||      7. A/R Archive Inquiry (Customer)
          ||      8. Clear Restored A/R Archive Files

                                M E N U    C A L L S
19. Other Functions              20.                               21.
22.                               23. Dac Main Menu              90. Sign Off

=====
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==>

```

4. Enter the **SAVOBJ AS/400** command, and press <Enter>. The Save Object screen appears.

```

                                Save Object (SAVOBJ)

Type choices, press Enter.

Objects . . . . . Name, generic*, *ALL
      + for more values
Library . . . . . Name, generic*
      + for more values
Device . . . . . Name, *SAVE
      + for more values
Object types . . . . . *ALL *ALL, *ALRTBL, *BNDDIR...
      + for more values

                                Bottom
F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys
Parameter OBJ required.

```

5. Enter data for the following fields, and press <Field Exit> after each entry:

- **Objects** - enter *AARC**
- **Library** - enter *DACDATA*
- **Device** - enter *TC* or the device name of the user's tape drive
- **Object types** - enter **ALL*

6. Press <F10> (Additional Parameters), enter data for the following fields, and press <Field Exit> after each entry:

- **Volume identifier** - enter **MOUNTED*
- **Sequence number** - enter **END*
- **Label** - enter *ARARCHIVE#####* where ##### designates the digits of the save files previously noted. For example, *ARARCHIVE011-012* could be used to label the data files being saved. Note: All capital letters must be used to enter the data file label.
- **File expiration date** - enter **PERM*
- **End of tape option** - enter **REWIND*

```

                                Save Object (SAVOBJ)

Type choices, press Enter.

Objects . . . . . > AARC*      Name, generic*, *ALL
      + for more values
Library . . . . . > DACDATA    Name, generic*
      + for more values
Device . . . . . > TAP01      Name, *SAVF
      + for more values
Object types . . . . . *ALL    *ALL, *ALRTBL, *BNDDIR...
      + for more values
Volume identifier . . . . . *MOUNTED
      + for more values
Sequence number . . . . . *END    1-16777215, *END
Label . . . . . AAARCHIVE011-012
File expiration date . . . . . *PERM    Date, *PERM
End of tape option . . . . . *REWIND  *REWIND, *LEAVE, *UNLOAD
Use optimum block . . . . . *YES    *YES, *NO

More...
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys

```

7. Press <Enter>.

8. To print a listing of the save files when completed, enter the **DSPTAP AS/400** command, and press <F4>. The Display Tape screen appears.

```

                                Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . .                               Name
Volume identifier . . . . . *MOUNTED           Character value, *MOUNTED
File label . . . . . *ALL
Sequence number . . . . . 1                    1-16777215
Data type . . . . . *LABELS                   *LABELS, *SAVRST
Output . . . . . *                            *, *PRINT, *OUTFILE
End of tape option . . . . . *REWIND           *REWIND, *UNLOAD

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
Parameter DEV required.

```

Enter data for the following fields, and press <Field Exit> after each entry:

- **Device** - enter *TC* or the device name of the user's tape drive
- **Volume identifier** - enter **MOUNTED*
- **File label** - enter **ALL*
- **Sequence number** - enter *1*
- **Data type** - enter **LABELS*
- **Output** - enter **PRINT*
- **End of tape option** - enter **REWIND*

```

                                Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . . TAP01           Name
Volume identifier . . . . . *MOUNTED Character value, *MOUNTED
File label . . . . . *ALL
Sequence number . . . . . 1       1-16777215
Data type . . . . . *LABELS      *LABELS, *SAVRST
Output . . . . . *                *, *PRINT, *OUTFILE
End of tape option . . . . . *REWIND *REWIND, *UNLOAD

                                                                Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
Parameter DEV required.

```

Press <Enter>. Store the printed list with the tape cartridge after verifying that the correct files are saved and before deleting the files from the disk.

- To delete the A/R save files from the disk after copying them to tape cartridges, enter the **WRKOBJ AARC* AS/400** command, and press <F4>. The Work With Objects screen appears.

```

                                Work with Objects

Type options, press Enter.
  2=Edit authority      3=Copy    4=Delete    5=Display authority    7=Rename
  8=Display description 13=Change description

Opt  Object      Type      Library  Attribute  Text
-----
AARC000011 *FILE    DACDATA  SAVF      A/R Archive
AARC000012 *FILE    DACDATA  SAVF      A/R Archive

                                                                Bottom

Parameters for options 5, 7 and 13 or command
===>
F3=Exit  F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display names and types
F12=Cancel  F16=Repeat position to  F17=Position to

```

- Enter 4 (Delete) in the option column next to the save files to be deleted, and press <Enter> twice.

- Press <F3> to exit.

Restoring Archive A/R Transactions From A Tape

The instructions which follow describe restoring archive transactions from save files on a tape cartridge. If a printed list of the save files is not available with the tape, refer to Saving A/R Save Files To A Tape above for information about printing a list.

If disk space is a concern, users should clear previously restored transactions as described below.

```
User: JEANNINE                Menu: DACCV1                Date: 8/10/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                Date: 8/10/12
=====> O T H E R   O P E R A T I O N S <=====
|||||||
THE  || 1. Archive Functions
DAC  || 2. Unitrac (FMSTARS Etc.)
SYSTEM || 3. QDN Interface
||||||| 4. E-Mail
||||||| 5. Pre-Booked Order System
||||||| 6. PMCM05 Program
||||||| 7. Hershey Reporting
||||||| 8. DEA Allocation
||||||| 9. PERCS Reporting
||||||| 10. NTS/Victory Reporting
||||||| 11. Red Bull Reporting
||||||| M E N U   C A L L S
19. Other Operations 2  20. CDS Reporting          21. WAM/InfoMetrics
22.                    23. Dac Main Menu          90. Sign Off
=====
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```

User: JEANNINE                Menu: ARCCV1                Date: 5/18/06

=====> A R C H I V E    M E N U <=====
=====
|||||||
THE   ||          1. Work With Archive Invoices
DAC   ||          2. Catalog an Invoice Archive Volume
SYSTEM ||        3. Load an Invoice Archive
|||||||          4. Clear Restored Invoice Archive Files
|||          5. Restore A/R Archive Save File
||          6. A/R Archive Inquiry (Corporate)
||          7. A/R Archive Inquiry (Customer)
||          8. Clear Restored A/R Archive Files

M E N U    C A L L S
19. Other Functions      20.
22.                      23. Dac Main Menu      21.
                              90. Sign Off

=====
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==>

```

3. If disk space is a concern, select option 8 (Clear Restored A/R Archive Files) from the Archive Menu screen to clear previously restored archive A/R transactions before continuing. Users must allow the system a minimum of 30 minutes to complete this process.
4. Select option 5 (Restore A/R Archive Save File) from the Archive Menu screen. The Load An A/R Archive Volume screen appears.

```

BSYUPVR  ENTER  Creative Data Research      5/18/06 16:35:47
                Load An A/R Archive Volume

Archive File:          Device Name          Label *SAVLIB

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.

F3=Exit

```

5. Enter data for the following fields, and press <Field Exit> after each entry:
 - **Archive File** - enter the name of the save file containing the desired archive A/R transactions.
 - **Device Name** - enter *TC* or the device name of the user's tape drive.
 - **Label** - enter the data file label used for copying the archive A/R transactions to the tape cartridge. Refer to the Data File Label column on the printed listing.

```

BSYUPVR   ENTER   Creative Data Research           5/18/06 16:35:47
                          Load An A/R Archive Volume

Archive File: AARC000012   Device Name TAP01       Label ARARCHIVE011-012

Enter The Name Of The A/R Archive Object You Wish To Restore. You May
Use The Appropriate AS/400 Command To Catalog The Media To Retrieve
The Label Name Of The Archive Object. Press ENTER To Continue.

NOTE: Leave "Device Name" Blank To Restore The Archive File From Disk.

F3=Exit

```

6. Press <Enter>. The Archive Menu screen appears.

```

User: JEANNINE           Menu: ARCCV1           Date: 5/18/06

=====> A R C H I V E   M E N U <=====
=====
||||| 1. Work With Archive Invoices
THE   || 2. Catalog an Invoice Archive Volume
DAC   || 3. Load an Invoice Archive
SYSTEM || 4. Clear Restored Invoice Archive Files
||||| 5. Restore A/R Archive Save File
      6. A/R Archive Inquiry (Corporate)
      7. A/R Archive Inquiry (Customer)
      8. Clear Restored A/R Archive Files

      M E N U   C A L L S
19. Other Functions      20.
22.                      23. Dac Main Menu      21.
                          90. Sign Off

=====
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==>

```

After archive A/R transactions are restored, the A/R Archive Inquiry-Corporate and A/R Archive Inquiry-Customer applications (options 6 and 7 of the Archive Menu screen) can be used to display the newly restored archive A/R transactions. If necessary, repeat the steps above to restore another set of archive A/R transactions.

Working With Statements

The Statements application is used to print statements by the following criteria:

- Statements By Corporate Number
- Statements By A/R Representative
- Statements By Customer Number
- Statements By Statement Code
- Statements By Salesman
- Statements By Call Route

Statements itemize all transactions posted within the current fiscal period, and list: transaction type, original billing amount, remaining amount and running balance. A Corporate Summary report is also printed when statements are printed by corporate number.

Refer to Printing Aged Trial Balance Reports below for information about designating the age periods on the Aged Trial Balance screen.

Refer to the following sections of the DAC Default System Options document:

- SYS036 A/R Options for information about the **Print Statement Summary, Current Text, Age Per 1 Txt, Age Per 2 Txt, Age Per 3 Txt, Age Per 4 Txt, Amount Due Txt** and other statement-related fields.
- SYS005 Accounting Options for information about the **Term Based A/R Aging?** field.

Refer to the following sections of the Customer File Maintenance document:

- Working With Customer Options for information about the **Print Only Current & Past Due Totals On Statement?** field.
- Working With Terms Definitions for information about the **Age Days** and **Late Days** fields of payment terms records.

```

User: JEANNINE           Menu: ARCV1           Date: 9/04/13

=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||          4. Reason Definitions
|||||          5. Generate Late Charges
|||||          6. A/R Batch Entry Recovery
|||||          7. Invoice Number Search
|||||          8. Edit A/R Entry User Options
|||||          9. Work with A/R Messages
|||||         10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                   23. Dac Main Menu   90. Sign Off

=====
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Selection or command
==>

```

To print statements, select option 20 (Statements) from the Accounts Receivable screen. The Statements screen appears.

```

User: JEANNINE           Menu: STMTCV1        Date: 9/04/13

=====> S T A T E M E N T S <=====
=====
|||||
THE  ||          1. Statements By Corporate No.
DAC  ||          2. Statements By A/R Rep.
SYSTEM ||        3. Statements By Customer No.
|||||          4. Statements By Code
|||||          5. Statements By Salesman
|||||          6. Statements By Call Route

M E N U   C A L L S
19.                   20. Accounts Receivable  21. Reports
22.                   23. Dac Main Menu   90. Sign Off

=====
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==>

```

Printing Statements By Corporate Number

Statement reports itemize all transactions posted within the current fiscal period. Statements list: transaction type; original billing amount; remaining amount; and running balance.

```
User: JEANNINE           Menu: ARCV1           Date: 9/12/06

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply (Corporate)
SYSTEM ||        3. A/R Inquiry/Apply (Customer)
|||||          4. Reason Definitions
|||||          5. Generate Late Charges
|||||          6. A/R Batch Entry Recovery
|||||          7. Invoice Number Search
|||||          8. Edit A/R Entry User Options
|||||          9. Work with A/R Messages

M E N U   C A L L S
19. Billing System      20. Statements      21. A/R Reports
22.                   23. Dac Main Menu   90. Sign Off

=====
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Selection or command
==>
```

1. Select option 20 (Statements) from the Accounts Receivable screen. The Statements screen appears.

```
User: JEANNINE           Menu: STMTCV1        Date: 9/12/06

===== > S T A T E M E N T S < =====
=====
|||||
THE  ||          1. Statements By Corporate No.
DAC  ||          2. Statements By A/R Rep.
SYSTEM ||        3. Statements By Customer No.
|||||          4. Statements By Code
|||||          5. Statements By Salesman
|||||          6. Statements By Call Route

M E N U   C A L L S
19.                   20. Accounts Receivable  21. Reports
22.                   23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 1 (Statements By Corporate No.) from the Statements screen. The Statements By Corp # screen appears.

```

BSTBPVR  ENTER  Creative Data Research          9/08/99 17:16:09
                        Statements By Corp #

Beginning Corp. No.    0

Ending Corp. No.

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F4=Search  F6=Print

```

3. Input Beginning Corporate and Ending Corporate numbers, or press F4 to search for a record.
4. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
5. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
6. Press <F6> (Print). The Statements screen appears.

Corporate Summary

Below is an example of the Corporate Summary which prints with the statements when option 1 (Statements By Corporate No.) is used.

Customer Name	Cust #	Store #	Amount Due
*** CORPORATE SUMMARY *** 1			
5/03/12	900100	800 251-8001	
USA CONVENIENCE HEADQUARTERS			
1250 INDUSTRIAL BLVD.			
PO 6789			
SUITE 123			
BATON ROUGE			
		LA 70111 - 9999	
*** CORPORATE SUMMARY *** 1			
5/03/12	900100		
USA CONVENIENCE HEADQUARTERS			
1250 INDUSTRIAL BLVD.			
PO 6789			
SUITE 123			
BATON ROUGE			
			LA
			70111 - 9999
USA CONVENIENCE STORE #300	900300	300	820283.10
USA CONVENIENCE STORE #400	900400	400	328322.08
USA CONVENIENCE STORE #500	900500	500	262010.76
USA CONVENIENCE STORE #600	900600	600	163286.70
CORPORATE TRANSACTIONS --->			.00
		Corporate Amount Due:	1573902.64
		Corp. Due:	1573902.64

Corporate Summary (Version 2)

Below is an example of the Corporate Summary which can be printed (without statements) when option 1 (Statements By Corporate No.) is used. Refer to SYS036 (A/R Options) of the System File Maintenance document for information about the **Corporate Statement Ver** field. The Corporate Summary illustrated above also prints with this detailed summary.

*** CORPORATE SUMMARY *** 1										*** CORPORATE SUMMARY *** 1									
5/03/12 900100 800 251-8001										5/03/12 900100									
USA CONVENIENCE HEADQUARTERS 1250 INDUSTRIAL BLVD. PO 6789 SUITE 123 BATON ROUGE LA 70111 - 9999										USA CONVENIENCE HEADQUARTERS 1250 INDUSTRIAL BLVD. PO 6789 SUITE 123 BATON ROUGE LA 70111 - 9999									
Customer Name	Cust #	Store	Amount Due	Terms															
USA CONVENIENCE STORE #300	900300	300	820283.10	010	2% 3 NET 7														
4/26/12 6024 INVOICE *	136713.85	136713.85	136713.85			6024	*	136713.85	I										
4/26/12 6040 INVOICE *	136713.85	136713.85	273427.70			6040	*	136713.85	I										
4/26/12 6048 INVOICE *	136713.85	136713.85	410141.55			6048	*	136713.85	I										
5/03/12 6075 INVOICE *	136713.85	136713.85	546855.40			6075	*	136713.85	I										
5/03/12 6091 INVOICE *	136713.85	136713.85	683569.25			6091	*	136713.85	I										
5/03/12 6099 INVOICE *	136713.85	136713.85	820283.10			6099	*	136713.85	I										
USA CONVENIENCE STORE #400	900400	400	328322.08	010	2% 3 NET 7														
5/01/12 6089 INVOICE *	109447.36	109447.36	109447.36			6089	*	109447.36	I										
5/01/12 6092 INVOICE *	109437.36	109437.36	218884.72			6092	*	109437.36	I										
5/01/12 6100 INVOICE *	109437.36	109437.36	328322.08			6100	*	109437.36	I										
USA CONVENIENCE STORE #500	900500	500	262010.76	010	2% 3 NET 7														
4/26/12 6050 INVOICE *	131005.38	131005.38	131005.38			6050	*	131005.38	I										
5/03/12 6101 INVOICE *	131005.38	131005.38	262010.76			6101	*	131005.38	I										
USA CONVENIENCE STORE #600	900600	600	163286.70	010	2% 3 NET 7														
5/03/12 6102 INVOICE *	163286.70	163286.70	163286.70			6102	*	163286.70	I										
Corporate Amount Due:										1573902.64					Corp. Due: 1573902.64				

Printing Statements By A/R Representative

1. To print statements for all of an A/R representative's accounts, select option 2 from the A/R Reports menu.

```
BSUEPVR  ENTER  Creative Data Research      8/28/99 19:54:38
                    Statements By A/R Rep

                    A/R Rep.

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F4=Search  F6=Print
```

2. Input A/R representative number or press F4 to search for a record.
3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Customer Number

1. To print statements for customer accounts, select option 3 from the A/R Reports menu.

```
BST2PVR  ENTER  Creative Data Research      8/28/99 19:55:44
                Statements By Customer Number

Beginning Cust.    0
Ending Cust.      0

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F4=Search  F6=Print
```

2. Input Beginning Customer and Ending Customer numbers, or press F4 to search for a record.
3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Statement Code

1. To print statements for customer accounts with the same statement code, select option 4 from the A/R Reports menu.

```
BST5PVR  ENTER  Creative Data Research  8/28/99 19:56:52
                               Statements By Code

                               Statement Code      (Blank = ALL)

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F6=Print
```

2. Input a statement code.
3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Salesman Number

1. To print statements for salesman's accounts, select option 5 from the A/R Reports menu.

```
BST6PVR  ENTER  Creative Data Research      8/28/99 19:57:33
                Statements By Salesman

Salesman Number      (Blank = ALL)

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F4=Search  F6=Print
```

2. Input a salesman number, or press F4 to search for a record.
3. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
4. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
5. Press <F6> (Print). The Statements screen appears.

Printing Statements By Call Route

Statements printed by call route can also be restricted to statement code and salesman number.

1. To print statements for salesman call routes (for Statement B only), select option 6 from the A/R Reports menu.

```
BSZFPVR  ENTER  Creative Data Research      8/28/99 19:58:10
                               Statements By Call Route

Statement Code      (Blank = All)
Salesman Number    (Blank = ALL)
Day Of The Week    (1=Monday Routes, 2=Tuesday Routes, ETC. Blank=ALL)

Detailed Statement Or Open Transactions Only("D" Or "O") O
Second Notices? . . . . . N (Y/N)

F3=Exit  F4=Search  F6=Print
```

2. Input a statement code to restrict to a statement code or leave this field blank for all codes.
3. Input a salesman number, or leave this field blank for all salesmen. (Press F4 to search for a record.)
4. Input a number that represents a day of the week (1 = Monday, 2 = Tuesday, 3 = Wednesday, 4 = Thursday, 5 = Friday, 6 = Saturday, 7 = Sunday).
5. Input an "O" for a statement with open transactions only or a "D" for a detailed statement. A detailed statement prints all transactions (payments, credits and adjustments) that have been applied to invoices.
6. Input a "Y" in the Second Notices field to print a second notice for overdue accounts. Overdue days for second notices are defined in the AR System Options record.
7. Press <F6> (Print). The Statements screen appears.

Statement - Full Page "Plain Paper" Version

Below is an example of the full page statement printed on 8-1/2" by 11" plain paper.

CREATIVE DATA RESEARCH	<u>Payment Terms</u>	<u>Page</u>	<u>Payment Terms</u>	<u>Page</u>				
205 E LOCKWOOD ST	2 1/2 3 NET 7	1	2 1/2 3 NET 7	1				
COVINGTON LA 70433 2827	<u>Salesman</u>	<u>Number</u>	<u>Salesman</u>	<u>Number</u>				
(985) 626-8408 (985) 624-5084	JOE BADEAUX	20	JOE BADEAUX	20				
	Phone: 713 610-7701							
<u>Statement Date</u> <u>Account No.</u>			<u>Statement Date</u> <u>Account No.</u>					
9/04/13 771230			9/04/13 771230					
B & D FOOD STORE PO BOX 1722			B & D FOOD STORE PO BOX 1722					
HOUSTON	TX 77061 -		HOUSTON	TX 77061 -				
<u>Date</u>	<u>Invoice No.</u>	<u>Description</u>	<u>Original Amt.</u>	<u>Remaining Amt.</u>	<u>Balance</u>	<u>Invoice No.</u>	<u>Remaining Amt.</u>	
8/19/13	9338	INVOICE	2567.91	2567.91	2567.91	9338	2567.91	I
8/26/13	9409	INVOICE	1521.21	1521.21	4089.12	9409	1521.21	I
9/02/13	9454	INVOICE	1127.01	1127.01	5216.13	9454	1127.01	I
*** Thank you for doing business with us! ***								
*** CLOSED MONDAY, MAY 25 ***								
CURRENT OVER 007 DAYS OVER 014 DAYS OVER 021 DAYS OVER 030 DAYS		AMOUNT DUE	AMOUNT DUE					
2648.22	2567.91	5216.13	5216.13					

Statement - Short Page Version

This is an example of the short page statement printed on an 8-12" by 7" preprinted form.

CDR
 CREATIVE DATA RESEARCH, INC.
 1150 LAMAR'S LANE
 MONROEVILLE, LOUISIANA 70448
 (504) 426-8600 (804) 424-5004

STATEMENT

PAYMENT TERMS		PAGE
5 & 7 DAYS - NET 30		1
SALESMAN		NUMBER
SUSAN BLACKWELL		10

CREATIVE DATA RESEARCH, INC.
 1150 LAMAR'S LANE
 MONROEVILLE, LOUISIANA 70448
 (504) 426-8600 (804) 424-5004

STATEMENT DATE	A	UNIT N
12/30/94		200231

CDR CONVENIENCE STORE #100
 CORNER OF NEW HAMPSHIRE & 5TH

OVINGTOW LA 70445 -

STATEMENT DATE	A	UNIT N
12/30/94		200231

CDR CONVENIENCE STORE #100
 CORNER OF NEW HAMPSHIRE & 5TH

OVINGTOW LA 70445 -

DATE PAID _____ CHECK NO. _____ AMOUNT _____

DATE PAID	N	E	N	DES R	PT	N	B	O	NALANT	REMA	N	AMOUNT	BALAN	E
4/29/94				PAYMENT					1344.36-			3344.36-		1344.36-
9/13/94			3283	INVOICE					786.34			786.34		558.02-
9/13/94			3284	INVOICE					892.17			892.17		334.15
9/13/94			3437	INVOICE					300.28			300.28		634.43

AMOUNT REMITTED _____

* PAYING BY CHECK - CHECK INDIVIDUAL INVOICE

N	E	N	AM	UNIT	DUZ	P
					1344.36-	P
		3283			786.34	I
		3284			892.17	I
		3437			300.28	I

CURRENT	OVER 3 DAYS	OVER 7 DAYS	OVER 15 DAYS	OVER 21 DAYS	AMOUNT DUE
.00	.00	.00	.00	634.43	634.43

BALAN E DUE	634.43
-------------	--------

Statement Recap

Creative Data Research Salesman _____ Day _____ Cust # Customer Name 30100 A.J.'S BEACON	Statement Recap CREATIVE DATA RESEARCH, INC. P.O. BOX 1290 1150 LOVER'S LANE SUITE 100 MANDEVILLE LA 70448 - 3020	KAREN GSHDPFR 1/03/95 11:15:17 Page 1	Date _____ Collected _____ Cash _____ Checks _____ St. Amt. _____ * \$ _____ WIR _____ Total Amt. Due \$ 664.01 Total Expenses In Detail Currency \$ _____ Coins \$ _____ Checks \$ _____ Sub-Tot \$ _____ Expenses \$ _____ Total \$ _____
--	--	---	---

** END OF REPORT **

Working With Accounts Receivable Reports

The A/R Reports application (option 21 of the Accounts Receivable screen) is used to print the following reports:

- Aged Trial Balance
- Account Aging Analysis
- Unapplied Transactions List
- Open Item Report By Salesman
- Payment Journal Report
- Salesman Collection Report
- Daily Payments And Adjustments
- A/R Detail Reports
- Corporate A/R Lists
- Average Days Old Per Customer

Other Accounts Receivable Reports include:

- What Applied To Transaction
- What Transaction Applied To
- Generated Late Charges

Refer to Working With Statements for information about printing:

- Corporate Summary
- Statement Recap

Printing An Aged Trial Balance Report

An Aged Trial Balance report can be printed for all customers, or limited to customers of a designated marketing rep, A/R sales rep or corporate customer. The report displays each open A/R transaction's type and original amount, with invoice numbers, age days, current amounts due, the amounts due over the four aging periods, and the customer's last three payments.

The Aged Trial Balance screen is also used to designate the number of days for calculating the four A/R aging periods (such as 7, 14, 21 and 30 days). The aging periods are used to determine in which aging bucket an invoice amount is included at the time that this report, statements and the Account Aging Analysis report are printed. *After each period's number of days is defined and A/R system operation is underway, these values should only be changed with care, because each value remains in effect until the user changes them again.*

The use of terms-based aging also affects the determination of the aging bucket in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

Refer to Printing ATB Reports With Closing Procedures for information about using the Aged Trial Balance Options (For Closings) screen to automatically print Aged Trial Balance reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing.

```
User: JEANNINE           Menu: ARCV1           Date: 9/10/13

===== > A C C O U N T S   R E C E I V A B L E < =====
=====
|||||||
THE   ||                1. A/R Batch Entry
DAC   ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM ||              3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||||||                5. Generate Late Charges
|||||||                6. A/R Batch Entry Recovery
|||||||                7. Invoice Number Search
|||||||                8. Edit A/R Entry User Options
|||||||                9. Work with A/R Messages
|||||||               10. Import Scanned Check Data

                                M E N U   C A L L S
19. Billing System              20. Statements                21. A/R Reports
22.                            23. Dac Main Menu             90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
====>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```

User: JEANNINE           Menu: ARRCV1           Date: 9/10/13

=====> A / R   R E P O R T S <=====
|||||||
THE    ||                1. Corporate A/R List (Chains)
DAC    ||                2. Corporate A/R List (Individuals)
SYSTEM ||                3. Aged Trial Balance
|||||||                4. Account Aging Analysis
|||                5. Unapplied Transactions List
|||                6. Open Item Report By Salesman
|||                7. Payment Journal Report
|||                8. Salesman Collection Report
|||                9. Payments And Adjustments Report
|||                10. A/R Detail Report
|||                11. Display Adjustments
|||                M E N U   C A L L S
19. A/R Reports #2    20.                               21. Reports
22. Accounts Receivable 23. Dac Main Menu          90. Sign Off
=====
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2. Select option 3 (Aged Trial Balance) from the A/R Reports screen. The Aged Trial Balance screen appears.

```

DSHZE1R  CHANGE  CDR Customer Conference          9/10/13 12:46:25
              Aged Trial Balance

              Period 1  Period 2  Period 3  Period 4
                _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
* AND *
Where The Amount Is Over: . . . . ____ Days

Include Branch Number _____

Print for Corporate Type . B Corporate Name / Customer Number = 1
Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . N Sales Rep / Customer Name = 3
Salesman, Corporate Name, Customer Name=4
Salesman, Corp. Name, Cust. Name (Compact)=5
Sort Option 1
F3=Exit F6=Print F8=EOD Parms F9=EOW Parms F10=EOP Parms

```

- The values appearing on the Aged Trial Balance screen for **Period 1**, **Period 2**, **Period 3** and **Period 4** are used to designate the number of days for calculating the A/R aging periods. The aging periods are used to determine in which aging bucket an invoice amount is included at the time that this report (and statements) are printed. *After each period's number of days is defined and A/R system operation is underway, these values should only be changed with care, because each value remains in effect until the user changes them again.*
3. To restrict the report to the accounts of a specific account sales rep, enter the desired employee code for the **Include Accounts for Marketing Rep** fields. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep Sales** field of customer corporate records.
 4. To restrict the report to the accounts of a specific A/R sales rep, enter the desired employee code for the **Include Accounts for A/R Rep** fields. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

5. To restrict the report to the individual customers of a specific corporate account, enter the desired corporate customer's number for the **Include Corporate Numbers** fields. If necessary, press <F4> to select a number from the Select Corporate Master screen.
6. To restrict the report to the customers of a specific warehouse, enter the desired warehouse code for the **Include Branch Number** field. If version 1, 2, 4 or 5 of the report is printed (see **Sort Option** field below), the **Branch Code** field of the customer corporate records are used to restrict the report. If version 3 of the report is printed, the **Branch Code** field of the customer records are used to restrict the report. Refer to the Customer File Maintenance document for information about both **Branch Code** fields.
7. Enter one of the following values for the **Print for Corporate Type** field:
 - *C* - Corporate customer
 - *I* - Individual customer
 - *B* - Both corporate and individual customer.
8. To print a summary version of the report, enter *Y* for the **Print Summary** field.
9. Enter one of the following values for the **Sort Option** field to designate the version of the ATB report to print:
 - *1* - sorts the report by corporate name, then customer number.
 - *2* - sorts the report in order by corporate name, corporate account A/R rep and customer number.
 - *3* - sorts the report by customer marketing rep (salesman), then customer name.
 - *4* - sorts the report in order by customer marketing rep (salesman), corporate name and customer name.
 - *5* - sorts the report in the same order as *4* above, but prints the report in a condensed format..
10. Press <Enter>, and press <N> when prompted to confirm.

DSHZE1R	CHANGE	CDR Customer Conference	9/10/13 12:57:26
Aged Trial Balance			
	Period 1	Period 2	Period 3 Period 4
	__7	_14	_21 _30
Include Accounts for Marketing Rep	_____	to 999999	(Blank to 999999 for all)
Include Accounts for A/R Rep . . .	_____	to 999999	(Blank to 999999 for all)
Include Corporate Numbers	380100	to 380100	(Zero to 999999 for all)
Select Accounts With Amount Over:	_____	Dollars	
* AND *			
Where The Amount Is Over:	___	Days	
Include Branch Number	_____		
Print for Corporate Type	B	Corporate Name / Customer Number = 1	
		Corporate / Sales Rep / Customer Number = 2	
Print Summary Y/N	N	Sales Rep / Customer Name = 3	
		Salesman, Corporate Name, Customer Name=4	
		Salesman, Corp. Name, Cust. Name (Compact)=5	
		Sort Option 1	
F3=Exit	F6=Print	F8=EOD Parms	F9=EOW Parms F10=EOP Parms

- If desired, enter *Y* for the **Output Data To File?** field to create a text file of the report's data which appears as the AGETB.TXT document in the CV1COM folder on the distributor's system. As illustrated below, this field only appears when sort option 3 or 5 is selected.

```

DSHZE1R  CHANGE  CDR Customer Conference          9/10/13 12:58:28
                Aged Trial Balance

                Period 1  Period 2  Period 3  Period 4
                _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . . 380100 to 380100 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
* AND *
Where The Amount Is Over: . . . . . ___ Days

Include Branch Number _____

Print for Corporate Type . . . . . B      Corporate Name / Customer Number = 1
                                      Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . . N          Sales Rep / Customer Name = 3
                                      Salesman,Corporate Name, Customer Name=4
Output Data To File? . . . : _        Salesman,Corp.Name,Cust.Name(Compact)=5
                                      Sort Option 5 Print Customer Totals? Y
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms

```

- If desired, enter *N* for the **Print Customer Totals?** field to reduce the length of the ATB report by eliminating the lines with customer totals. As illustrated above, this field only appears when sort option 4 or 5 is selected.
- Press <F6> (Print), and press <Enter> when prompted to confirm. The Aged Trial Balance screen remains unchanged.
- Repeat the steps above to continue printing Aged Trial Balance reports, or press <F3> to exit.

*If the value of any **Period** field was changed solely for printing this report, printing statements or printing the Account Aging Analysis report, users must enter the original values before exiting. If not, the values of the **Period 1, Period 2, Period 3 and Period 4** fields remain in effect after the user exits.*

Aged Trial Balance

CDR Customer Conference		Aged Trial Balance		JEANNINE DSHAPFR		9/10/13 9:03:30 Page 1						
A/R Display Tran Type	Date	Reason Description	Transaction Reference	Manual Inv. #	Original Amount	Age In Days	FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
Marketing Reps	to 999999	AR Reps	to 999999	Corporate numbers	380100	to 380100		Type B				
INVOICE	I 9/06/13		0009493		229.85	3		229.85				
Customer Totals	Number 380100	MISSISSIPPI STOP N GO						229.85				
Terms Code 010	2 % 3 NET 7		Start Date 1/22/08	Amount Due	229.85	<*****		9/09/13	878.00	9/04/13	1331.65	1870.52
Contact			Phone # 1235 RIVER RD							Payment History		
INVOICE	I 8/30/13		0009438		9023.83	4		9023.83				
INVOICE	I 9/06/13		0009490		8348.79	3		8348.79				
Customer Totals	Number 380110	MISS STOP N GO #110			17372.62			17372.62				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	17372.62	<*****		9/09/13	10042.50	8/28/13	229.85	11776.70
Contact			Phone # 235-9901	PO BOX 779						Payment History		
INVOICE	I 8/30/13		0009439		7402.18	4		7402.18				
INVOICE	I 9/06/13		0009491		5660.50	3		5660.50				
Customer Totals	Number 380120	MISS STOP N GO #120			13062.68			13062.68				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	13062.68	<*****		9/03/13	219.85	8/29/13	10884.18	12668.02
Contact			Phone # 606 235-9901	3500 EAST SIDE BLVD						Payment History		
INVOICE	I 9/06/13		0009492		4140.79	3		4140.79				
Customer Totals	Number 380130	MISS STOP N GO #130			4140.79	<*****		4140.79				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	4140.79	<*****		9/10/13	229.85	9/05/13	7312.49	8824.83
Contact			Phone # 606 234-5678	2009 FOURTH ST						Payment History		
Customer Corporate Number	380100	MISSISSIPPI STOP N GO			34805.94			34805.94				
Corporate Amount Due	34805.94				Payment History	5/30/13		49528.78	4/17/12	10000.00	2/16/12	6630.87
Final totals		Total A/R Due			34805.94			Current Due				
** END OF REPORT **												

Aged Trial Balance (summary version)

CDR Customer Conference		Aged Trial Balance		JEANNINE DSHAPFR		9/10/13 10:01:06 Page 1						
A/R Display Tran Type	Date	Reason Description	Transaction Reference	Manual Inv. #	Original Amount	Age In Days	FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
Marketing Reps	to 999999	AR Reps	to 999999	Corporate numbers	380100	to 380100		Type B				
Customer Totals	Number 380100	MISSISSIPPI STOP N GO						229.85				
Terms Code 010	2 % 3 NET 7		Start Date 1/22/08	Amount Due	229.85	<*****		9/09/13	878.00	9/04/13	1331.65	1870.52
Contact			Phone # 1235 RIVER RD							Payment History		
Customer Totals	Number 380110	MISS STOP N GO #110			17372.62			17372.62				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	17372.62	<*****		9/09/13	10042.50	8/28/13	229.85	11776.70
Contact			Phone # 235-9901	PO BOX 779						Payment History		
Customer Totals	Number 380120	MISS STOP N GO #120			13062.68			13062.68				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	13062.68	<*****		9/03/13	219.85	8/29/13	10884.18	12668.02
Contact			Phone # 606 235-9901	3500 EAST SIDE BLVD						Payment History		
Customer Totals	Number 380130	MISS STOP N GO #130			4140.79			4140.79				
Terms Code 010	2 % 3 NET 7		Start Date 1/02/08	Amount Due	4140.79	<*****		9/10/13	229.85	9/05/13	7312.49	8824.83
Contact			Phone # 606 234-5678	2009 FOURTH ST						Payment History		
Customer Corporate Number	380100	MISSISSIPPI STOP N GO			34805.94			34805.94				
Corporate Amount Due	34805.94				Payment History	5/30/13		49528.78	4/17/12	10000.00	2/16/12	6630.87
Final totals		Total A/R Due			34805.94			Current Due				
** END OF REPORT **												

Aged Trial Balance For Individuals

CDR Customer Conference		Aged Trial Balance for Individuals		JEANNINE DSILFFR		9/30/13 14:11:51 Page 1				
A/R Display	Reason Description	Transaction Reference	Manual Inv. #	Original Amount	Age In Days	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days
Marketing Reps to 999999 AR Reps to 999999 Corporate numbers Type I										
INVOICE	I 9/26/13	0009656		240.31	4	240.31				
Customer Totals	Number 500121 ABC STORE		Start Date 11/23/11	240.31	<*****	240.31				
Terms Code 012	Phone # 985 626-1010 12321 GREEN STREET							Payment History		16099.53
Contact								9/23/13	16996.42	9/16/13
INVOICE	I 9/23/13	0009626		2568.06	7	2568.06				
INVOICE	I 9/30/13	0009677		3512.15	0	3512.15				
Customer Totals	Number 771230 B & D FOOD STORE			6080.21	<*****	6080.21				
Terms Code 010	Start Date 3/26/07		Amount Due	6080.21						
Contact BILL SMITH	Phone # 713 610-7701 7721 BELLFORT STREET							Payment History		1127.01
Contact								9/27/13	3000.00	9/23/13
INVOICE	I 9/25/13	0009640		17851.59	5	17851.59				
Customer Totals	Number 100801 BARON EXPRESS #2 BP			17851.59	<*****	17851.59				
Terms Code 010	Start Date 1/31/07		Amount Due	17851.59						
Contact WILL JONES	Phone # 985 727-1141 2000 FLORIDA ST							Payment History		18018.18
Contact								9/26/13	367.65	9/24/13
INVOICE	I 9/17/13	0009568		13800.26	13	13800.26				
INVOICE	I 9/24/13	0009631		13197.70	6	13197.70				
Customer Totals	Number 320001 BIG P MINI MART			26997.96	<*****	26997.96				
Terms Code 010	Start Date 3/26/07		Amount Due	26997.96						
Contact FRANK DOBBS	Phone # 601 868-7050 19191 COMMISSION ROAD							Payment History		134.55
Contact								9/30/13	11012.04	9/23/13
INVOICE	I 9/23/13	0009616		18369.05	7	18369.05				
INVOICE	I 9/30/13	0009678		233.31	0	233.31				
Customer Totals	Number 100003 BOB'S SHELL			18602.36	<*****	18602.36				
Terms Code 010	Start Date 1/15/07		Amount Due	18602.36						
Contact BOB WILLIAMS	Phone # 985 871-5151 23601 HWY 190							Payment History		10.29
Contact								9/24/13	19004.37	9/23/13
INVOICE	I 9/18/13	0009583		238.02	12	238.02				
INVOICE	I 9/25/13	0009641		16725.09	5	16725.09				
Customer Totals	Number 100802 CRANKY CORNER QUICK STOP			16729.85	<*****	16729.85				
Terms Code 020	Start Date 1/31/07		Amount Due	16729.85						
Contact JULIA DICKENS	Phone # 985 796-8111 28098 HWY 40							Payment History		14525.17
Contact								9/23/13	233.26	9/18/13
INVOICE	I 9/19/13	0009587		17592.21	11	17592.21				
INVOICE	I 9/26/13	0009651		16725.09	4	16725.09				
Customer Totals	Number 800237 DANNY & CLYDE'S FOOD STORE #20			34317.30	<*****	34317.30				
Terms Code 010	Start Date 1/31/07		Amount Due	34317.30						
Contact	Phone # 985 636-9090 68083 HWY 59							Payment History		15770.80
Contact								9/23/13	15760.00	9/17/13
INVOICE	I 9/16/13	0009543		17260.36	14	17260.36				
INVOICE	I 9/23/13	0009615		16364.36	7	16364.36				
CREDIT MEMO	C 9/30/13 Ship Error Return to Inv		274	39.22CR	0	39.22CR				
INVOICE	I 9/30/13	0009666		18012.87	0	18012.87				
Customer Totals	Number 100002 DIANNE'S GROCERY			51598.37	<*****	51598.37				
Terms Code 020	Start Date 1/15/07		Amount Due	51598.37						
Contact	Phone # 985 892-0058 78352 HWY 437							Payment History		10000.00
Contact								9/30/13	3971.24	9/23/13
INVOICE	I 9/18/13	0009579		11790.00	12	11790.00				
INVOICE	I 9/25/13	0009648		240.31	5	240.31				
Customer Totals	Number 100850 EXPRESS WAY FOOD MART			12030.31	<*****	12030.31				
Terms Code 010	Start Date 1/31/07		Amount Due	12030.31						
Contact	Phone # 985 893-0099 69340 HWY 59							Payment History		10000.09
Contact								9/17/13	12905.29	9/06/13

Aged Trial Balance (Sort 2)

A/R Display		Aged Trial Balance Ver. 2M		JEANNINE DCYZFFR		9/10/13 15:11:58		Page 1		Running		
Trans Type	Date	Reason Description	Transaction Reference	Manual Invo. #	Original Amount	Age In Days	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days	Cigs Ctns
Marketing Reps to 999999 AR Reps JP to JP Corporate numbers to 999999 Type B												
Sales Rep												
Customer Number 900200 USA CONVENIENCE STORE #200 1501 VETERANS BLVD. METAIRIE Start Date 1/12/07												
Salesman KIM Contact 1 MIKE JONES Phone # 504 833-6089 Terms Code 010 2% 3 NET 7												
INVOICE	I 9/03/13		0009464		4869.96	0	4869.96					64
INVOICE	I 9/10/13		0009517		3704.84	7	3704.84					52
Customer Totals 900200 Amount Due 8574.80 8574.80												
9/04/13 174.91 8/30/13 9676.48												
***** Payment History *****												
Customer Number 900300 USA CONVENIENCE STORE #300 25800 HWY 190 COVINGTON Start Date 1/12/07												
Salesman JP Contact 1 Phone # 985 888-2535 Terms Code 010 2% 3 NET 7												
INVOICE	I 9/05/13		0009485		164.91	2	164.91					164.91
Customer Totals 900300 Amount Due 164.91 164.91												
***** Payment History *****												
9/06/13 4859.96 9/03/13 6341.35 8/26/13 7861.21												
***** Payment History *****												
Customer Number 900400 USA CONVENIENCE STORE #400 96510 HWY 434 IACOMBE Start Date 1/15/07												
Salesman KIM Contact 1 Phone # 985 882-5125 Terms Code 010 2% 3 NET 7												
INVOICE	I 9/03/13		0009469		219.79	0	219.79					50
INVOICE	I 9/10/13		0009518		3346.02	7	3346.02					50
Customer Totals 900400 Amount Due 3565.81 3565.81												
9/06/13 9907.58 8/28/13 8554.47												
***** Payment History *****												
Customer Number 900500 USA CONVENIENCE STORE #500 1001 BOSTON STREET COVINGTON Start Date 1/15/07												
Salesman JP Contact 1 Phone # 985 892-0107 Terms Code 010 2% 3 NET 7												
INVOICE	I 8/15/13		0009318		6870.82	19	6870.82					95
INVOICE	I 8/22/13		0009383		5350.40	12	5350.40					73
INVOICE	I 8/29/13		0009434		4226.99	5	4226.99					54
INVOICE	I 9/05/13		0009482		3346.02	2	3346.02					50
Customer Totals 900500 Amount Due 19794.23 19794.23												
8/20/13 8766.07 8/13/13 3353.37												
***** Payment History *****												
Customer Number 900600 USA CONVENIENCE STORE #600 901 HWY 1082 COVINGTON Start Date 1/15/07												
Salesman KIM Contact 1 Phone # 985 893-1084 Terms Code 010 2% 3 NET 7												
INVOICE	I 9/05/13		0009483		506.54	2	506.54					5
Customer Totals 900600 Amount Due 506.54 506.54												
***** Payment History *****												
9/09/13 622.84 9/04/13 1176.83 8/27/13 1760.19												
***** Payment History *****												
Customer Corporate Number 900100 Payment History 20385.07 5350.40 6870.82												
Corporate Amount Due 32606.29 Total A/R Due 32606.29												
Sales Rep. Total A/R Due 32606.29 Current Due 20385.07 5350.40 6870.82												
Final totals												
** END OF REPORT **												

Aged Trial Balance (Sort 3)

CDR Customer Conference		Aged Trial Balance Ver.3M		JEANNINE DCYOPFR		9/30/13 10:59:13 Page 1		Over		Over		Cig.		Running	
Type	Date	Reason	Description	Reference	Manual	Original	Age In	Current	Over	Over	Over	Over	Carton	Carton	Totals
					Inv. #	Amount	Days	Due	7 Days	14 Days	21 Days	30 Days			
Salesman JP	JEANNINE PENDER														
Customer Number	900300	USA CONVENIENCE STORE #300	25800 HWY 190	888-2535	Phone # 985	888-2535	COVINGTON	010 2% 3 NET 7	LA	Start Date	1/12/07	Status:	A		
SALESMAN JP	9/19/13	INVOICE	Contact 1	0009589	Phone # 985	7861.21	4	7861.21						110	7861.21
INVOICE	I	9/26/13		0009653		6341.35	3	6341.35						84	14202.56
CREDIT MEMO	C	9/26/13	Refused Return to Inv	0009658	275	45.78CR	3	45.78CR						1-	14156.78
Customer Totals	900300				Amount Due	14156.78		14156.78						193	
	9/24/13		Payment History	*****				**Credit Limit**							
	4859.96		9/16/13	164.91	4859.96										
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	900400	USA CONVENIENCE STORE #400	96510 HWY 434	882-5125	Phone # 985	882-5125	LA	010 2% 3 NET 7	LA	Start Date	1/15/07	Status:	A		
SALESMAN JP	9/24/13	INVOICE	Contact 1	0009637	Phone # 985	7106.51	1	7106.51						95	7106.51
Customer Totals	900400				Amount Due	7106.51		7106.51						95	
	*****		Payment History	*****				**Credit Limit**							
	8547.12		9/23/13	3346.02	219.79										
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	900500	USA CONVENIENCE STORE #500	1001 BOSTON STREET	892-0107	Phone # 985	892-0107	LA	010 2% 3 NET 7	LA	Start Date	1/15/07	Status:	A		
SALESMAN JP	8/22/13	INVOICE	Contact 1	0009383	Phone # 985	5350.40	32	5350.40						73	5350.40
INVOICE	I	8/29/13		0009434		4226.99	25	4226.99						54	9577.39
INVOICE	I	9/05/13		0009482		3346.02	18	3346.02						50	12923.41
INVOICE	I	9/12/13		0009535		219.79	11	219.79						95	13143.20
INVOICE	I	9/19/13		0009590		6863.47	4	6863.47						95	20006.67
INVOICE	I	9/26/13		0009654		5342.90	3	5342.90						73	25349.57
Customer Totals	900500				Amount Due	25349.57		12206.37						345	
	*****		Payment History	*****				**Credit Limit**							
	6873.01		9/11/13	8766.07											
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	900600	USA CONVENIENCE STORE #600	901 HWY 1082	893-1084	Phone # 985	893-1084	LA	010 2% 3 NET 7	LA	Start Date	1/15/07	Status:	A		
SALESMAN JP	9/24/13	INVOICE	Contact 1	0009639	Phone # 985	1176.83	3	1176.83						16	1176.83
Customer Totals	900600				Amount Due	1176.83		1176.83						16	
	*****		Payment History	*****				**Credit Limit**							
	219.79		9/23/13	622.84	506.54										
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	20	JOE BADEAUX		1351.74	Total A/R Due	1351.74		34821.40						3346.02	5350.40
Final totals				47964.60	Total A/R Due	47964.60		34821.40						219.79	4226.99
** END OF REPORT **															

Aged Trial Balance (Sort 4)

CDR Customer Conference		Aged Trial Balance Ver.2M		JEANNINE		DCYZPFR		9/30/13 11:48:59 Page 1		Over		Over		Over		Cig.		Running		
A/R Display	Reason	Transaction	Manual	Original	Age In	Days	FO	Current	Due	Type B	14 Days	21 Days	30 Days	Ctns	Totals					
Tran Type	Date	Description	AR Reprs	JP	to JP	Corporate	numbers													
Marketing Reprs	to 999999	AR Reprs	JP	to JP	Corporate	numbers														
Sales Rep																				
Customer Corporate #:	900100	USA CONVENIENCE HEADQUARTERS																		
Customer Number	900200	USA CONVENIENCE STORE #200																		
Salesman	20	Contact 1 MIKE JONES																		
INVOICE	I 9/24/13																			
Customer Totals																				
9/30/13	9676.48	9/17/13	4869.96	9/17/13	3704.84															
*****		*****		*****																
Customer Number	900300	USA CONVENIENCE STORE #300																		
Salesman	JP	Contact 1																		
INVOICE	I 9/19/13																			
INVOICE	I 9/26/13																			
CREDIT MEMO	C 9/26/13	Refused Return to Inv																		
Customer Totals																				
9/24/13	4859.96	9/16/13	164.91	9/06/13	4859.96															
*****		*****		*****																
Customer Number	900400	USA CONVENIENCE STORE #400																		
Salesman	JP	Contact 1																		
INVOICE	I 9/24/13																			
Customer Totals																				
9/27/13	8547.12	9/23/13	3346.02	9/17/13	219.79															
*****		*****		*****																
Customer Number	900500	USA CONVENIENCE STORE #500																		
Salesman	JP	Contact 1																		
INVOICE	I 8/22/13																			
INVOICE	I 8/29/13																			
INVOICE	I 9/05/13																			
INVOICE	I 9/12/13																			
INVOICE	I 9/19/13																			
INVOICE	I 9/26/13																			
Customer Totals																				
9/25/13	6873.01	9/11/13	70.82	8/20/13	8766.07															
*****		*****		*****																
Customer Number	900600	USA CONVENIENCE STORE #600																		
Salesman	20	Contact 1																		
INVOICE	I 9/26/13																			
Customer Totals																				
9/30/13	219.79	9/23/13	622.84	9/16/13	506.54															
*****		*****		*****																
Customer Corporate Number	900100	USA CONVENIENCE HEADQUARTERS																		
Corporate Amount Due	47964.60																			
Sales Rep.																				
Final totals																				
** END OF REPORT **																				

Aged Trial Balance (Sort 5)

CDR Customer Conference		Aged Trial Balance		JEANNINE		HIA4PFR		9/30/13 12:21:21 Page 1		
Cust# Name	Marketing Reps	to 999999 AR Reps JP	Type Date	Check# /Info	Manual#	Original Amount	Remaining Amount	Age Days	Current Due	
		to 999999	to JP	Corporate numbers		to 999999	Type B	Over 7 Days	Over 14 Days	
								Over 21 Days	Over 30 Days	
								Running Totals		
900200	USA CONVENIENCE STORE #200		I	9/24/13 0009639		174.91	174.91	1	174.91	174.91
900200	***** TOTAL *****					174.91	174.91			174.91
900300	USA CONVENIENCE STORE #300		I	9/19/13 0009589		7861.21	7861.21	4	7861.21	7861.21
900300	***** TOTAL *****					6341.35	6341.35	3	6341.35	14202.56
900300	USA CONVENIENCE STORE #300		I	9/26/13 0009653		6341.35	6341.35	3	6341.35	14156.78
900300	***** TOTAL *****				275	45.78-	45.78-	3	45.78-	14156.78
900300	***** TOTAL *****					14156.78	14156.78			14156.78
900400	USA CONVENIENCE STORE #400		I	9/24/13 0009637		7106.51	7106.51	1	7106.51	7106.51
900400	***** TOTAL *****					7106.51	7106.51			7106.51
900500	USA CONVENIENCE STORE #500		I	8/22/13 0009383		5350.40	5350.40	32	5350.40	5350.40
900500	***** TOTAL *****					4226.99	4226.99	25	4226.99	4226.99
900500	USA CONVENIENCE STORE #500		I	8/29/13 0009434		4226.99	4226.99	25	4226.99	4226.99
900500	***** TOTAL *****					3346.02	3346.02	18	3346.02	3346.02
900500	USA CONVENIENCE STORE #500		I	9/05/13 0009482		3346.02	3346.02	18	3346.02	3346.02
900500	***** TOTAL *****					219.79	219.79	11	219.79	219.79
900500	USA CONVENIENCE STORE #500		I	9/12/13 0009535		219.79	219.79	11	219.79	219.79
900500	***** TOTAL *****					6863.47	6863.47	4	6863.47	6863.47
900500	USA CONVENIENCE STORE #500		I	9/19/13 0009590		5342.90	5342.90	3	5342.90	5342.90
900500	***** TOTAL *****					12206.37	12206.37	3	12206.37	12206.37
900500	USA CONVENIENCE STORE #500		I	9/26/13 0009654		1176.83	1176.83	3	1176.83	1176.83
900500	***** TOTAL *****					1176.83	1176.83	3	1176.83	1176.83
900600	USA CONVENIENCE STORE #600		I	9/26/13 0009655		34821.40	34821.40	219.79	34821.40	34821.40
900600	***** TOTAL *****					47964.60	47964.60	219.79	47964.60	47964.60
900600	USA CONVENIENCE STORE #600		I	9/26/13 0009655		47964.60	47964.60	219.79	47964.60	47964.60
900600	***** TOTAL *****					34821.40	34821.40	219.79	34821.40	34821.40
Payment History										
***** TOTAL *****										
Sales Rep.										
Final totals										
***** TOTAL *****										
** END OF REPORT **										

Printing ATB Reports With Closing Procedures

The instructions below describe using the Aged Trial Balance Options (For Closings) screen to automatically print Aged Trial Balance (ATB) reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing. Refer to Printing An Aged Trial Balance Report above for additional information about these reports.

```
User: JEANNINE           Menu: ARCV1           Date: 9/11/13
===== > A C C O U N T S   R E C E I V A B L E <=====
=====
|||||
THE    ||                1. A/R Batch Entry
DAC    ||                2. A/R Inquiry/Apply(Corporate)
SYSTEM||                3. A/R Inquiry/Apply(Customer)
|||||                    4. Reason Definitions
|||||                    5. Generate Late Charges
|||||                    6. A/R Batch Entry Recovery
|||||                    7. Invoice Number Search
|||||                    8. Edit A/R Entry User Options
|||||                    9. Work with A/R Messages
|||||                   10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu      90. Sign Off
=====
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Selection or command
====>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/11/13
===== > A / R   R E P O R T S <=====
=====
|||||
THE    ||                1. Corporate A/R List(Chains)
DAC    ||                2. Corporate A/R List(Individuals)
SYSTEM||                3. Aged Trial Balance
|||||                    4. Account Aging Analysis
|||||                    5. Unapplied Transactions List
|||||                    6. Open Item Report By Salesman
|||||                    7. Payment Journal Report
|||||                    8. Salesman Collection Report
|||||                    9. Payments And Adjustments Report
|||||                   10. A/R Detail Report
|||||                   11. Display Adjustments

M E N U   C A L L S
19. A/R Reports #2     20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu    90. Sign Off
=====
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====>
```

2. Select option 3 (Aged Trial Balance) from the A/R Reports screen. The Aged Trial Balance screen appears.

```

DSHZE1R  CHANGE  CDR Customer Conference          9/11/13 10:39:39
                Aged Trial Balance

                Period 1  Period 2  Period 3  Period 4
                  _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
* AND *
Where The Amount Is Over: . . . . ____ Days

Include Branch Number _____

Print for Corporate Type . B      Corporate Name / Customer Number = 1
Print Summary Y/N . . . . N      Corporate / Sales Rep / Customer Number = 2
                                  Sales Rep / Customer Name = 3
                                  Salesman,Corporate Name, Customer Name=4
                                  Salesman,Corp.Name,Cust.Name (Compact)=5
                                  Sort Option 1
F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms

```

3. Press one of the following:

- <F8> (EOD Parms) to designate the report options for the ATB report printed during end of day processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOD?** field (see below).
- <F9> (EOW Parms) to designate the report options for the ATB report printed during end of week processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOW?** field (see below).
- <F10> (EOP Parms) to designate the report options for the ATB report printed during end of period processing. The Aged Trial Balance Options (For Closings) screen appears with the **Run At EOP?** field (see below).

Below are the three versions of the Aged Trial Balance Options (For Closings) screen:

```

HIJZE1R  CHANGE  CDR Customer Conference          9/11/13 11:48:42
                Aged Trial Balance Options(For Closings)

                Period 1  Period 2  Period 3  Period 4
                  _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
* AND *
Where The Amount Is Over: . . . . ____ Days

Include Branch Number _____

Print for Corporate Type . B      Corporate Name / Customer Number = 1
Print Summary Y/N . . . . N      Corporate / Sales Rep / Customer Number = 2
                                  Sales Rep / Customer Name = 3
                                  Salesman,Corporate Name, Customer Name=4
                                  Salesman,Corp.Name,Cust.Name (Compact)=5
                                  Sort Option 1

Run At EOD? _____
F3=Exit

```

```

HIJZE1R  CHANGE  CDR Customer Conference          9/11/13 11:48:42
Aged Trial Balance Options (For Closings)

          Period 1  Period 2  Period 3  Period 4
          _ 7    _14    _21    _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
          * AND *
Where The Amount Is Over: . . . . . ____ Days
Include Branch Number _____
Print for Corporate Type . . . B      Corporate Name / Customer Number = 1
                                      Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . . N      Sales Rep / Customer Name = 3
                                      Salesman,Corporate Name, Customer Name=4
                                      Salesman,Corp.Name,Cust.Name (Compact)=5
                                      Sort Option 1

                                      Run At EOW? _____

F3=Exit

```

```

HIJZE1R  CHANGE  CDR Customer Conference          9/11/13 11:48:42
Aged Trial Balance Options (For Closings)

          Period 1  Period 2  Period 3  Period 4
          _ 7    _14    _21    _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over: _____ Dollars
          * AND *
Where The Amount Is Over: . . . . . ____ Days
Include Branch Number _____
Print for Corporate Type . . . B      Corporate Name / Customer Number = 1
                                      Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . . N      Sales Rep / Customer Name = 3
                                      Salesman,Corporate Name, Customer Name=4
                                      Salesman,Corp.Name,Cust.Name (Compact)=5
                                      Sort Option 1

                                      Run At EOP? _____

F3=Exit

```

4. Enter values for the report options as necessary. Refer to Printing An Aged Trial Balance Report above for detailed descriptions of these fields.
5. Enter Y (yes) for one the following fields:
 - **Run At EOD?** (1,a) - designates that the ATB report is printed during end of day processing.
 - **Run At EOW?** (1,a) - designates that the ATB report is printed during end of week processing.
 - **Run At EOP?** (1,a) - designates that the ATB report is printed during end of period processing.
6. Press <Enter>, and press <N> when prompted to confirm.

```

HIJZE1R  CHANGE  CDR Customer Conference          9/11/13 11:48:42
                Aged Trial Balance Options(For Closings)

                Period 1  Period 2  Period 3  Period 4
                  _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . . _____ to 999999 ( Zero to 999999 for all)

Select Accounts With Amount Over:  _999.99 Dollars
* AND *
Where The Amount Is Over: . . . . .  ___ Days
Include Branch Number _____
Print for Corporate Type . . . B      Corporate Name / Customer Number = 1
                                      Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . . N      Sales Rep / Customer Name = 3
                                      Salesman,Corporate Name, Customer Name=4
                                      Salesman,Corp.Name,Cust.Name(Compact)=5
                                      Sort Option 2

Run At EOD? *YES _____
F3=Exit

```

- If desired, enter **Y** for the **Output Data To File?** field to create a text file of the report's data which appears as the AGETB.TXT document in the CV1COM folder on the distributor's system. As illustrated below, this field only appears when sort option 3 or 5 is selected.

```

DSHZE1R  CHANGE  CDR Customer Conference          9/30/13  8:42:54
                Aged Trial Balance

                Period 1  Period 2  Period 3  Period 4
                  _7      _14      _21      _30

Include Accounts for Marketing Rep _____ to 999999 (Blank to 999999 for all)
Include Accounts for A/R Rep . . . _____ to 999999 (Blank to 999999 for all)
Include Corporate Numbers . . . . . 380100 to 380100 ( Zero to 999999 for all)

Select Accounts With Amount Over:  _____ Dollars
* AND *
Where The Amount Is Over: . . . . .  ___ Days

Include Branch Number _____

Print for Corporate Type . . . B      Corporate Name / Customer Number = 1
                                      Corporate / Sales Rep / Customer Number = 2
Print Summary Y/N . . . . . N      Sales Rep / Customer Name = 3
                                      Salesman,Corporate Name, Customer Name=4
Output Data To File? . . . . . N      Salesman,Corp.Name,Cust.Name(Compact)=5
                                      Sort Option 5  Print Customer Totals? Y

Run At EOD? *YES _____

```

- If desired, enter **N** for the **Print Customer Totals?** field to reduce the length of the ATB report by eliminating the lines with customer totals. As illustrated above, this field only appears when sort option 4 or 5 is selected.
- Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Aged Trial Balance screen appears.
- Repeat the steps above to designate the report options for the ATB report printed during other closing procedures, or press <F3> to exit.

Printing An Account Aging Analysis Report

An Account Aging Analysis report can be printed for all customers, or limited to the accounts of a designated salesman or A/R sales rep. The report displays totals for the amount due, current due, past due, and the amounts due for four to six aging periods.

Refer to Printing Aging Analysis Reports With Closing Procedures for information about using the Set Acct. Aging Parm's Details screen to automatically print Account Aging Analysis reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing.

```
User: JEANNINE           Menu: ARCV1           Date: 9/13/13

===== > A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE   ||      1. A/R Batch Entry
DAC   ||      2. A/R Inquiry/Apply (Corporate)
SYSTEM ||     3. A/R Inquiry/Apply (Customer)
|||||||      4. Reason Definitions
|||||||      5. Generate Late Charges
|||||||      6. A/R Batch Entry Recovery
|||||||      7. Invoice Number Search
|||||||      8. Edit A/R Entry User Options
|||||||      9. Work with A/R Messages
|||||||     10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
====>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/13/13

===== > A / R   R E P O R T S <=====
=====
|||||||
THE   ||      1. Corporate A/R List(Chains)
DAC   ||      2. Corporate A/R List(Individuals)
SYSTEM ||     3. Aged Trial Balance
SYSTEM ||     4. Account Aging Analysis
|||||||     5. Unapplied Transactions List
|||||||     6. Open Item Report By Salesman
|||||||     7. Payment Journal Report
|||||||     8. Salesman Collection Report
|||||||     9. Payments And Adjustments Report
|||||||    10. A/R Detail Report
|||||||    11. Display Adjustments

M E N U   C A L L S
19. A/R Reports #2     20.
22. Accounts Receivable 23. Dac Main Menu     21. Reports
                       90. Sign Off

=====
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====>
```

2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

```

GSK5PVR  ENTER  CDR Customer Conference  9/13/13 14:00:13
Prompt For Account Aging Analysis

Age      Age      Age      Age      Age      Age
Period 1 Period 2 Period 3 Period 4 Period 5 Period 6
   7      14      21      30      _____
Salesman #: _____  ** OR **  A/R Rep: _____

Select Customers With Amount Over: _____ Dollars
* AND *
Where The Amount Is Over: .  _____ Days Old

Version: . . . 1 (1 = Sort/Total By Salesman)
              (2 = Sort/Total By Corporate #)
              (3 = Sort By Customer Name)

Terms Based Aging? . . . -
JOBQ *JOBID _____

F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms

```

The values of the first four age periods (**Age Period 1 - Age Period 4**) appearing on the Prompt For Account Aging Analysis screen illustrated above are designated by the values of the corresponding fields of the Aged Trial Balance screen. Refer to Printing An Aged Trial Balance (ATB) Report for additional information.

3. If desired, enter values for the **Age Period 5** and **Age Period 6** fields to designate the number of days for calculating one or two additional A/R aging periods to appear on the Account Aging Analysis report.
4. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman #** field. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.
5. To restrict the report to the accounts of a specific A/R sales rep, enter the desired employee code for the **A/R Rep** field. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.
6. To restrict the report to accounts with a total due above a specific amount, enter the amount for the **Dollars** (7.2,n) field.
7. To restrict the report to accounts with the amount specified above (see **Dollars** above) past due for more than a specific number of days, enter this number for the **Days Old** (3,n) field.
8. Enter one of the following values for the **Version** (1,n) field to designate the version of the aging analysis report to print:
 - 1 - sorts and totals by salesman.
 - 2 - sorts and totals by corporate number.
 - 3 - sorts by customer name.

9. To designate that terms based aging is used to determine in which age period an invoice amount is included at the time the report is printed, enter *Y* for the **Terms Based Aging** (1,a) field.

If this field is left blank, the use of terms based aging is determined by the value of the **Term Based A/R Aging?** field of the SYS005 default system option (Accounting Options). Refer to the DAC Default Systems Options document for additional information.

10. If necessary, enter another job queue for the **JOBQ** (10,a) field.
11. Press <F6> (Print). The A/R Reports screen appears.

Account Aging Analysis

Account Aging Analysis: JEANNINE BSZ9PFR 9/16/13 14:28:50 Page 1

Selection Criteria: 20000.00 Dollars * AND * 0 Days

Customer Name	Cust #	Terms	Oldest	Ovr	Late	Amount	Current	Past	*** A G E D A M O U N T S ***
		Cd/Dys	Inv	Dys	CR	Due	Due	Due	21 Days Over 14 Days Over 7 Days Over 30 Days
Warehouse: 1	MAIN WAREHOUSE								
Salesman: 20	JOE BADEAUX								
BIG P MINI MART	320001	A 010	7	13	Y	22540.16	11012.04	11528.12	11528.12
DANNY & CLYDE'S FOOD STORE #20	800237	A 010	7	11	Y	28791.01	15763.15	13027.86	13027.86
DIANNE'S GROCERY	100002	A 020	30	14	Y	29109.08	13971.24	15137.84	15137.84
EXPRESS WAY FOOD MART	100850	A 010	7	12	Y	22162.03	12905.29	9256.74	9256.74
JR FOOD MART - FOLSOM	100857	A 010	7	12	Y	28075.82	19272.49	8803.33	8803.33
PACKS FOOD STORE	770060	A 0	1	14	Y	33936.62	16329.00	17607.62	17607.62
USA CONVENIENCE STORE #500	900500	A 010	7	32	Y	20016.21	221.98	19794.23	3346.02
Salesman Totals: 20	JOE BADEAUX					184630.93	89475.19	95155.74	89475.19
Warehouse: 1	Totals					184630.93	89475.19	95155.74	89475.19

Account Aging Analysis: JEANNINE BSZ9PFR 9/16/13 14:28:50 Page 2

Selection Criteria: 20000.00 Dollars * AND * 0 Days

Customer Name	Cust #	Terms	Oldest	Ovr	Late	Amount	Current	Past	*** A G E D A M O U N T S ***	
		Cd/Dys	Inv	Dys	CR	Due	Due	Due	21 Days Over 14 Days Over 7 Days Over 30 Days	
*** ALL CORPORATE TRANSACTIONS ***										
Final totals						184630.93	89475.19	95155.74	89475.19	95155.74
** END OF REPORT **										

Account Aging Analysis (Version 2)

Account Aging Analysis										
CDR Customer Conference	JEANNINE		GSYDPFR		9/16/13 14:29:05		Page		1	
Selection Criteria:	20000.00	Dollars	* AND *	0	Days					
Customer Name	Cust #	Terms	Oldest Ovr	Amount	Current	Past	7 Days Over	14 Days Over	21 Days Over	30 Days Over
		Cd/Dys	Inv Dys	Due	Due	Due				
*** A G E D A M O U N T S ***										
Corp. # 100002	DIANNE'S GROCERY									
DIANNE'S GROCERY	100002	A 020	30	14	Y	29109.08	15137.84	15137.84		
*** Corporate Transactions ***						13971.24	15137.84	15137.84		
Totals For: 100002	DIANNE'S GROCERY					29109.08	15137.84	15137.84		
Corp. # 100850	EXPRESS WAY FOOD MART									
EXPRESS WAY FOOD MART	100850	A 010	010	12	Y	22162.03	9256.74	9256.74		
*** Corporate Transactions ***						12905.29	9256.74	9256.74		
Totals For: 100850	EXPRESS WAY FOOD MART					22162.03	9256.74	9256.74		
Corp. # 100857	JR FOOD MART - FOLSOM									
JR FOOD MART - FOLSOM	100857	A 010	010	12	Y	28075.82	8803.33	8803.33		
*** Corporate Transactions ***						19272.49	8803.33	8803.33		
Totals For: 100857	JR FOOD MART - FOLSOM					28075.82	8803.33	8803.33		
Corp. # 320001	BIG P MINI MART									
BIG P MINI MART	320001	A 010	010	13	Y	22540.16	11528.12	11528.12		
*** Corporate Transactions ***						11012.04	11528.12	11528.12		
Totals For: 320001	BIG P MINI MART					22540.16	11528.12	11528.12		
Corp. # 770060	PACKS FOOD STORE									
PACKS FOOD STORE	770060	A 0	0	14	Y	33936.62	17607.62	17607.62		
*** Corporate Transactions ***						16329.00	17607.62	17607.62		
Totals For: 770060	PACKS FOOD STORE					33936.62	17607.62	17607.62		
Corp. # 800237	DANNY & CLYDE'S FOOD STORE #20									
DANNY & CLYDE'S FOOD STORE #20	800237	A 010	010	11	Y	28791.01	13027.86	13027.86		
*** Corporate Transactions ***						15763.15	13027.86	13027.86		
Totals For: 800237	DANNY & CLYDE'S FOOD STORE #20					28791.01	13027.86	13027.86		
Corp. # 900100	USA CONVENIENCE HEADQUARTERS									
USA CONVENIENCE STORE #500	900500	A 010	010	32	Y	20016.21	4226.99	4226.99		
*** Corporate Transactions ***						221.98	4226.99	4226.99		
Totals For: 900100	USA CONVENIENCE HEADQUARTERS					20016.21	4226.99	4226.99		
Final totals						184630.93	78707.53	78707.53		
** END OF REPORT **										

Account Aging Analysis #3

CDR Customer Conference		Account Aging Analysis #3		JEANNINE		GWFPFFR		9/16/13 14:29:13		Page 1	
Selection Criteria: 20000.00 Dollars * AND * 0 Days											
Customer Name	Cust #	Terms	Oldest Ovr	Amount	Current	Past	7 Days	14 Days	21 Days	30 Days	
		Cd/Dys	Inv Dys	Due	Due	Due	Over	Over	Over	Over	*** A G E D A M O U N T S ***
BIG P MINI MART	320001	A 010	7	22540.16	11012.04	11528.12	11528.12				
DANNY & CLYDE'S FOOD STORE #20	800237	A 010	7	28791.01	15763.15	13027.86	13027.86				
DIANNE'S GROCERY	100002	A 020	30	29109.08	13971.24	15137.84	15137.84				
EXPRESS WAY FOOD MART	100850	A 010	7	22162.03	12905.29	9256.74	9256.74				
JR FOOD MART - FOLSOM	100857	A 010	7	28075.82	19272.49	8803.33	8803.33				
PACKS FOOD STORE	770060	A 0	1	33936.62	16329.00	17607.62	17607.62				
USA CONVENIENCE STORE #500	900500	A 010	7	20016.21	221.98	19794.23	3346.02	4226.99	5350.40	6870.82	
*** ALL CORPORATE TRANSACTIONS ***											
Final totals				184630.93	89475.19	95155.74	78707.53	4226.99	5350.40	6870.82	
** END OF REPORT **											

Printing AAA Reports With Closing Procedures

The instructions below describe using the Set Acct. Aging Parms Details screen to automatically print Account Aging Analysis (AAA) reports during end of day (EOD), end of week (EOW) and end of period (EOP) processing. Refer to Printing An Account Aging Analysis Report above for additional information about these reports.

```
User: JEANNINE           Menu: ARCV1           Date: 9/27/13
=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE   ||                1. A/R Batch Entry
DAC   ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM ||              3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||||||                5. Generate Late Charges
|||||||                6. A/R Batch Entry Recovery
|||||||                7. Invoice Number Search
|||||||                8. Edit A/R Entry User Options
|||||||                9. Work with A/R Messages
|||||||               10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
==>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/27/13
=====> A / R   R E P O R T S <=====
=====
|||||||
THE   ||                1. Corporate A/R List (Chains)
DAC   ||                2. Corporate A/R List (Individuals)
SYSTEM ||              3. Aged Trial Balance
|||||||                4. Account Aging Analysis
|||||||                5. Unapplied Transactions List
|||||||                6. Open Item Report By Salesman
|||||||                7. Payment Journal Report
|||||||                8. Salesman Collection Report
|||||||                9. Payments And Adjustments Report
|||||||               10. A/R Detail Report
|||||||               11. Display Adjustments
|||||||               M E N U   C A L L S
19. A/R Reports #2     20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu     90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

2. Select option 4 (Account Aging Analysis) from the A/R Reports screen. The Prompt For Account Aging Analysis screen appears.

```

GSK5PVR  ENTER  CDR Customer Conference          9/27/13 15:04:46
                Prompt For Account Aging Analysis

      Age      Age      Age      Age      Age      Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
      7        14       21       30       60       90

Salesman #: _____ ** OR **   A/R Rep: _____

Select Customers With Amount Over: _____ Dollars
      * AND *
Where The Amount Is Over: . ____ Days Old

                        Version: . . 1 (1 = Sort/Total By Salesman)
                        (2 = Sort/Total By Corporate #)
                        (3 = Sort By Customer Name)

Terms Based Aging? . . -
                        JOBQ *JOBQ _____

F3=Exit  F6=Print  F8=EOD Parms  F9=EOW Parms  F10=EOP Parms

```

3. Press one of the following:

- <F8> (EOD Parms) to designate the report options for the AAA report printed during end of day processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOD?** field (see below).
- <F9> (EOW Parms) to designate the report options for the AAA report printed during end of week processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOW?** field (see below).
- <F10> (EOP Parms) to designate the report options for the AAA report printed during end of period processing. The Set Acct. Aging Parms Details screen appears with the **Run At EOP?** field (see below).

Below are the three versions of the Set Acct. Aging Parms Details screen:

```

HIJ5E1R  CHANGE  CDR Customer Conference          9/27/13 15:15:44
                Set Acct. Aging Parms Details

      Age      Age      Age      Age      Age      Age
      Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
      7        14       21       30       60       90

Salesman #: _____ ** OR **   A/R Rep: _____

Select Customers With Amount Over: _____ Dollars
      * AND *
Where The Amount Is Over: . ____ Days Old

                        Version: . . 1 (1 = Sort/Total By Salesman)
                        (2 = Sort/Total By Corporate #)
                        (3 = Sort By Customer Name)

Terms Based Aging? . . -

Run At EOD? _____

F3=Exit

```

```

HIJ5E1R  CHANGE  CDR Customer Conference          9/27/13 15:41:50
                Set Acct. Aging Parm Details

      Age      Age      Age      Age      Age      Age
Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
  _7      _14      _21      _30      _60      _90

Salesman #: _____ ** OR **   A/R Rep: _____

Select Customers With Amount Over: _____ Dollars
      * AND *
Where The Amount Is Over: .  ___ Days Old

                        Version: . . 1 (1 = Sort/Total By Salesman)
                                      (2 = Sort/Total By Corporate #)
                                      (3 = Sort By Customer Name)

                        Terms Based Aging? _

                        Run At EOW? _____

F3=Exit

```

```

HIJ5E1R  CHANGE  CDR Customer Conference          9/27/13 15:43:51
                Set Acct. Aging Parm Details

      Age      Age      Age      Age      Age      Age
Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
  _7      _14      _21      _30      _60      _90

Salesman #: _____ ** OR **   A/R Rep: _____

Select Customers With Amount Over: _____ Dollars
      * AND *
Where The Amount Is Over: .  ___ Days Old

                        Version: . . 1 (1 = Sort/Total By Salesman)
                                      (2 = Sort/Total By Corporate #)
                                      (3 = Sort By Customer Name)

                        Terms Based Aging?

                                                Run At EOP? _____

F3=Exit

```

4. Enter values for the report options as necessary. Refer to Printing An Account Aging Analysis Report above for detailed descriptions of these fields.
5. Enter **YES* for one the following fields:
 - **Run At EOD?** (1,a) - designates that the AAA report is printed during end of day processing.
 - **Run At EOW?** (1,a) - designates that the AAA report is printed during end of week processing.
 - **Run At EOP?** (1,a) - designates that the AAA report is printed during end of period processing.

```

HIJ5E1R      CHANGE  CDR Customer Conference          9/30/13  8:54:21
                Set Acct. Aging Params Details

      Age      Age      Age      Age      Age      Age
Period 1  Period 2  Period 3  Period 4  Period 5  Period 6
  _7      _14      _21      _30      _60      _90

Salesman #: _____ ** OR **   A/R Rep: _____

Select Customers With Amount Over: __999.99 Dollars
      * AND *
Where The Amount Is Over: .  ___ Days Old

                        Version: . .  1  (1 = Sort/Total By Salesman)
                                      (2 = Sort/Total By Corporate #)
                                      (3 = Sort By Customer Name)

      Terms Based Aging? . .  Y

Run At EOD? *YES_____

F3=Exit

```

6. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Prompt For Account Aging Analysis screen appears.
7. Repeat the steps above to designate the report options for the AAA report printed during other closing procedures, or press <F3> to exit.

Printing An Unapplied Transactions List

As illustrated in the sample report following the instructions below, the Unapplied Transactions List displays the details of all the currently unapplied payment, credit adjustment, debit adjustment and credit memo transactions.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

Refer to SYS046 (A/R Options #2) of the DAC Default System Options document for information about using the **Exclude Debit Adj?** field to exclude debit adjustment transactions from this report.

```
User: JEANNINE           Menu: ARCV1           Date: 9/18/13

=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||      1. A/R Batch Entry
THE  ||      2. A/R Inquiry/Apply (Corporate)
DAC  ||      3. A/R Inquiry/Apply (Customer)
SYSTEM ||    4. Reason Definitions
|||||||      5. Generate Late Charges
                                           6. A/R Batch Entry Recovery
                                           7. Invoice Number Search
                                           8. Edit A/R Entry User Options
                                           9. Work with A/R Messages
                                           10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                    23. Dac Main Menu       90. Sign Off

=====
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Selection or command
==>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/18/13

=====> A / R   R E P O R T S <=====
=====
|||||||      1. Corporate A/R List (Chains)
THE  ||      2. Corporate A/R List (Individuals)
DAC  ||      3. Aged Trial Balance
SYSTEM ||    4. Account Aging Analysis
|||||||      5. Unapplied Transactions List
                                           6. Open Item Report By Salesman
                                           7. Payment Journal Report
                                           8. Salesman Collection Report
                                           9. Payments And Adjustments Report
                                           10. A/R Detail Report
                                           11. Display Adjustments

M E N U   C A L L S
19. A/R Reports #2     20.                    21. Reports
22. Accounts Receivable 23. Dac Main Menu     90. Sign Off

=====
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==>
```

2. Select option 5 (Unapplied Transactions List) from the A/R Reports screen.

Unapplied Transactions List

CDR #	Customer Conference	Unapplied Transactions List	JEANNINE	GSEMPFR	9/18/13 12:53:45	Page 1	1
Corp #	Cust #	Customer Name	Original	Remaining	Date	Type	Salesman S/Route Terms Z-Bal
900100		* USA CONVENIENCE HEADQUARTERS	9676.48	9676.48	9/18/13	PAYMENT	020
100002	100002	DIANNE'S GROCERY	37.84-	37.84-	9/18/13	ADJUSTMENT 20	010
100003	100003	BOB'S SHELL	44.10-	44.10-	9/13/13	ADJUSTMENT KIM	010
100900	100900	JR FOOD MART	77.05	77.05	9/18/13	ADJUSTMENT 20	010
265000	260501	BIG JOHN'S QUICK STOP #1	5.16-	5.16-	9/13/13	ADJUSTMENT KIM	012
265000	260501	BIG JOHN'S QUICK STOP #1	76.82-	76.82-	9/17/13	ADJUSTMENT KIM	012
265000	260502	BIG JOHN'S QUICK STOP #2	7002.70	7002.70	9/18/13	PAYMENT KIM	012
320001	320001	BIG F MINI MART	343.02-	343.02-	9/06/13	CR MEMO 20	010
771230	771230	B & D FOOD STORE	1521.21	1521.21	9/18/13	PAYMENT 20	010
900100	900400	USA CONVENIENCE STORE #400	219.79	219.79	9/17/13	PAYMENT JP	010
900100	900500	USA CONVENIENCE STORE #500	94.23	94.23	9/11/13	ADJUSTMENT JP	010
900100	900500	USA CONVENIENCE STORE #500	70.82	70.82	9/11/13	PAYMENT JP	010
900100	900500	USA CONVENIENCE STORE #500	21.22-	21.22-	9/11/13	ADJUSTMENT JP	010

NOTE: "*" Next To Customer Name Indicates That This Transaction Is A Corporate Transaction And Has No Customer Number. The Customer Name Is Actually The Corporate Name.

** END OF REPORT **

Printing An Open Item Report By Salesman

An Open Item Report By Salesman can be printed for all customers, or limited to customers of a designated A/R sales rep and call route. The report displays each open A/R transaction's date and original amount, with invoice numbers, age days, current amounts due, and the amounts due over the four aging periods.

The use of terms-based aging affects the determination of the aging period in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

```
User: JEANNINE           Menu: ARCv1           Date: 9/18/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||
THE  || 1. A/R Batch Entry
DAC  || 2. A/R Inquiry/Apply (Corporate)
SYSTEM || 3. A/R Inquiry/Apply (Customer)
||||| 4. Reason Definitions
      5. Generate Late Charges
      6. A/R Batch Entry Recovery
      7. Invoice Number Search
      8. Edit A/R Entry User Options
      9. Work with A/R Messages
     10. Import Scanned Check Data

      M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu      90. Sign Off
=====
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Selection or command
====>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCv1          Date: 9/18/13
===== > A / R   R E P O R T S <=====
|||||
THE  || 1. Corporate A/R List (Chains)
DAC  || 2. Corporate A/R List (Individuals)
SYSTEM || 3. Aged Trial Balance
||||| 4. Account Aging Analysis
      5. Unapplied Transactions List
      6. Open Item Report By Salesman
      7. Payment Journal Report
      8. Salesman Collection Report
      9. Payments And Adjustments Report
     10. A/R Detail Report
     11. Display Adjustments
      M E N U   C A L L S
19. A/R Reports #2     20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu     90. Sign Off
=====
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====>
```

2. Select option 6 (Open Item Report By Salesman) from the A/R Reports screen. The Prompt For Open Item Rpt screen appears.

```

CVNHPVR  ENTER  CDR Customer Conference  9/18/13 14:38:29
                Prompt For Open Item Rpt

Enter A Beginning And Ending Salesman...And A Call Route Day.

Beginning Salesman: _____
Ending Salesman: 999999
Call Route Day:  _      (1=Monday Routes, 2=Tuesday Routes, ETC. Blank=ALL)

F3=Exit  F4=Search  F6=Print

```

3. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Beginning Salesman** and **Ending Salesman** fields. If necessary, press <F4> to select a code from the Select Employee Master screen.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

4. To restrict the report to the customers of a specific call route day, enter 1 through 7 for the **Call Route Day** field to designate the day. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Call Route 1 - Call Route 7** fields.
5. Press <F6> (Print). The *Open Item Report Has Been Submitted To Batch...* message appears.
6. Repeat the steps above to continue printing reports, or press <F3> to exit.

Open Item Report By Salesman

CDR Customer Conference		Open Item Report By Salesman										JEANNINE			CVNIPFR			9/18/13 12:36:25			Page 1			
Transaction Type	Date	Reason Description	Transaction Reference	Original Amount	Age Days	In FO	Current Due	Over 7 Days	Over 14 Days	Over 21 Days	Over 30 Days	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	Start Date	
Salesman JP	JEANNINE PENDER																							
Customer Number	900300	USA CONVENIENCE STORE #300	25800 HWY 190	Phone # 985 888-2535			COVINGTON	Terms Code 010	2% 3 NET 7	LA	Start Date 1/12/07													
SALESMAN	JP	JEANNINE PENDER																						
INVOICE	I	9/12/13	0009532	4859.96			4859.96																	64
Customer Totals	900300		Amount Due	4859.96			4859.96																	64
9/16/13	164.91	9/06/13	Payment History	4859.96			9/03/13	6341.35																
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	900400	USA CONVENIENCE STORE #400	96510 HWY 434	Phone # 985 882-5125			LACOMBE	Terms Code 010	2% 3 NET 7	LA	Start Date 1/15/07													
SALESMAN	JP	JEANNINE PENDER																						
INVOICE	I	9/03/13	0009469	219.79	8		219.79																	
INVOICE	I	9/10/13	0009518	3346.02	1		3346.02																	50
PAYMENT	P	9/17/13	52003	219.79			219.79																	
INVOICE	I	9/17/13	0009574	8547.12			8547.12																	112
Customer Totals	900400		Amount Due	11893.14			11673.35																	162
9/17/13	219.79	9/06/13	Payment History	9907.58			8/28/13	7113.86																
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Customer Number	900500	USA CONVENIENCE STORE #500	1001 BOSTON STREET	Phone # 985 892-0107			COVINGTON	Terms Code 010	2% 3 NET 7	LA	Start Date 1/15/07													
SALESMAN	JP	JEANNINE PENDER																						
INVOICE	I	8/15/13	0009318	6870.82	27		6870.82																	95
INVOICE	I	8/22/13	0009383	5350.40	20		5350.40																	73
INVOICE	I	8/29/13	0009434	4226.99	13		4226.99																	54
INVOICE	I	9/05/13	0009482	3346.02	6		3346.02																	50
ADJUSTMENT	A	9/11/13	ADJUSTMENT	94.23			94.23																	
PAYMENT	P	9/11/13	12345	70.82			70.82																	
ADJUSTMENT	A	9/11/13	ADJUSTMENT	21.22			21.22																	
INVOICE	I	9/12/13	0009535	219.79			219.79																	
Customer Totals	900500		Amount Due	20016.21			3568.00																	272
9/11/13	70.82	8/20/13	Payment History	8766.07			8/13/13	23.24																
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Salesman Number	JP	JEANNINE PENDER	Total A/R Due	36769.31			20101.31	4446.78																6870.82
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Final totals			Total A/R Due	27092.83			20101.31	4446.78																6870.82
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Final totals			Total A/R Due	27092.83			20101.31	4446.78																6870.82
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****

Printing A Payment Journal Report

The Payment Journal Report displays the details of all the payment transactions posted on the current day.

Refer to SYS046 (A/R Options #2) of the DAC Default System Options document for information about using the **Rsn Code For Journal Rpt** field to include designated debit adjustment transactions in the report.

```
User: JEANNINE           Menu: ARCV1           Date: 9/23/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||||
THE      ||              1. A/R Batch Entry
DAC      ||              2. A/R Inquiry/Apply(Corporate)
SYSTEM  ||              3. A/R Inquiry/Apply(Customer)
|||||||||              4. Reason Definitions
|||||||||              5. Generate Late Charges
|||||||||              6. A/R Batch Entry Recovery
|||||||||              7. Invoice Number Search
|||||||||              8. Edit A/R Entry User Options
|||||||||              9. Work with A/R Messages
|||||||||             10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
====>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/23/13
===== > A / R   R E P O R T S <=====
|||||||||
THE      ||              1. Corporate A/R List(Chains)
DAC      ||              2. Corporate A/R List(Individuals)
SYSTEM  ||              3. Aged Trial Balance
|||||||||              4. Account Aging Analysis
|||||||||              5. Unapplied Transactions List
|||||||||              6. Open Item Report By Salesman
|||||||||              7. Payment Journal Report
|||||||||              8. Salesman Collection Report
|||||||||              9. Payments And Adjustments Report
|||||||||             10. A/R Detail Report
|||||||||             11. Display Adjustments
|||||||||             M E N U   C A L L S
19. A/R Reports #2     20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu    90. Sign Off

=====
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====>
```

2. Select option 7 (Payment Journal Report) from the A/R Reports screen.

Payment Journal Report

CDR Customer Conference		Payment Journal Report				JEANNINE		GWHOPFR		9/23/13 10:27:07 Page 1	
Cust #	Customer Name	Slsmn Reference	Payment Amount	Disc. Amount	Unapplied Balance	**** Invoice Number	**** Invoice Date	Amount Applied	Balance Due		
500121	ABC STORE	40 22341	16996.42	.00	.00	9529	9/12/13	16996.42	.00		
500121	ABC STORE	40 22395	17696.36	689.47	.00	9586	9/19/13	18385.83	.00		
771230	B & D FOOD STORE	20 20145	1127.01	.00	.00	9454	9/02/13	1127.01	.00		
100801	BARON EXPRESS #2 BP	10 299345	18018.18	.00	.00	9577	9/18/13	18018.18	367.65		
260501	BIG JOHN'S QUICK STOP #1	KIM 34421	7900.00	.00	.00	9502	9/09/13	7900.00	.00		
320001	BIG P MINI MART	20 29932	11528.12	.00	.00	9459	9/03/13	11528.12	.00		
100003	BOB'S SHELL	KIM 98823	14700.00	.00	.00	9498	9/09/13	14700.00	.00		
100802	CRANKY CORNER QUICK STOP	20 68844	233.26	.00	.00	9583	9/18/13	233.26	4.76		
800237	DANNY & CLYDE'S FOOD STORE #20	20 89921	15760.00	.00	.00	9530	9/12/13	15760.00	.00		
100002	DIANNE'S GROCERY	20 89934	15100.00	.00	.00	9444	9/02/13	15100.00	.00		
100857	JR FOOD MART - FOLSOM	20 3301	19272.49	.00	.00	9524	9/11/13	19272.49	.00		
700180	L & M GROCERY	10 7221	2188.78	.00	.00	9526	9/11/13	2188.78	.00		
380110	MISS STOP N GO #110	45 50123	229.85	.00	.00	9540	9/13/13	229.85	.00		
100004	SNYDER'S STOP & GO	10 2331	8918.57	.00	.00	9499	9/09/13	8918.57	.00		
100222	TODD'S COUNTRY CORNER	10 2990	230.60	4.71	.00	9555	9/16/13	235.31	.00		
900400	USA CONVENIENCE STORE #400	JP 52101	3346.02	.00	.00	9518	9/10/13	3346.02	.00		
900600	USA CONVENIENCE STORE #600	20 8229	622.84	.00	.00	9534	9/12/13	622.84	.00		
*** Totals ***					153868.50	694.18			154562.68		

** END OF REPORT **

Printing A Salesman Collection Report

A Salesman Collection Report can be printed for all customers of a specific call route day, and be limited to customers of a designated A/R sales rep. The report displays each open A/R transaction's date and original amount, with invoice numbers, age days, current amounts due, and the amounts due over the four aging periods.

The use of terms-based aging affects the determination of the aging period in which an invoice amount is included. Refer to the Introduction section for information about the A/R default system options, and other customer and accounting system values related to A/R.

```
User: JEANNINE           Menu: ARCV1           Date: 9/23/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE   ||      1. A/R Batch Entry
DAC   ||      2. A/R Inquiry/Apply (Corporate)
SYSTEM ||    3. A/R Inquiry/Apply (Customer)
|||||||      4. Reason Definitions
|||       5. Generate Late Charges
|||       6. A/R Batch Entry Recovery
|||       7. Invoice Number Search
|||       8. Edit A/R Entry User Options
|||       9. Work with A/R Messages
|||      10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu      90. Sign Off
=====
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Selection or command
==>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/23/13
===== > A / R   R E P O R T S <=====
|||||||
THE   ||      1. Corporate A/R List (Chains)
DAC   ||      2. Corporate A/R List (Individuals)
SYSTEM ||    3. Aged Trial Balance
|||||||      4. Account Aging Analysis
|||       5. Unapplied Transactions List
|||       6. Open Item Report By Salesman
|||       7. Payment Journal Report
|||       8. Salesman Collection Report
|||       9. Payments And Adjustments Report
|||      10. A/R Detail Report
|||      11. Display Adjustments
|||      M E N U   C A L L S
19. A/R Reports #2    20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu    90. Sign Off
=====
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==>
```

2. Select option 8 (Salesman Collection Report) from the A/R Reports screen. The Salesman Collection Report screen appears.

GW10PVR	ENTER	CDR Customer Conference	9/23/13 11:49:06
Salesman Collection Report			
Day Of Week _ (1-7)			
Salesman _____ (Optional)			
F3=Exit F4=Search F6=Print			

3. Enter 1 through 7 for the **Day of Week** field to designate the call route day. Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Call Route 1 - Call Route 7** fields.
4. To restrict the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman** field. If necessary, press <F4> to select a code from the Select Employee Master screen.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.
5. Press <F6> (Print). The A/R Reports screen appears.
6. Repeat the steps above to continue printing reports, or press <F3> to exit.

Salesman Collection Report

Salesman: 20 JOE BADEAUX		100002		2% 10 NET 30		Call Day Monday		
Date	Typ	Reference	Amount	Posted	Balance	Days	Days	
Current	I -	7	8 -	14	15 -	21	22 -	
						30	Over	
							30	
							Days	
							Total	
							Due	
DIANNE'S GROCERY								
9/09/13	I	9497	13971.24	.00	13971.24	0		
9/16/13	I	9543	17260.36	.00	17260.36	0		
9/23/13	P		10000.00-	.00	10000.00-	0		
21231.60			.00	.00	.00	.00		21231.60
TAYLOR'S MINI MART								
9/09/13	I	9505	9624.23	.00	9624.23	7		
9/16/13	I	9551	21254.97	.00	21254.97	0		
21254.97			.00	.00	.00	.00		30879.20
99 MART PLUS								
9/09/13	I	9495	17959.20	.00	17959.20	7		
9/16/13	I	9541	20768.06	.00	20768.06	0		
20768.06			.00	.00	.00	.00		38727.26
B & D FOOD STORE								
9/09/13	I	9508	3182.03	.00	3182.03	7		
9/16/13	I	9553	2911.49	.00	2911.49	0		
9/23/13	A		182.03-	.00	182.03-	0		
2729.46			.00	.00	.00	.00		5911.49
TEXAS TRUCK STOP								
9/16/13	I	9549	11820.34	.00	11820.34	0		
11820.34			.00	.00	.00	.00		11820.34

** END OF REPORT **

Printing A Daily Payments And Adjustments Report

The Daily Payments And Adjustments report displays the details of all the payments and adjustments posted per day for a designated date range, or on a single day.

```
User: JEANNINE           Menu: ARCV1           Date: 9/19/13

===== > A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE   ||                1. A/R Batch Entry
DAC   ||                2. A/R Inquiry/Apply(Corporate)
SYSTEM ||              3. A/R Inquiry/Apply(Customer)
|||||||                4. Reason Definitions
|||||||                5. Generate Late Charges
|||||||                6. A/R Batch Entry Recovery
|||||||                7. Invoice Number Search
|||||||                8. Edit A/R Entry User Options
|||||||                9. Work with A/R Messages
|||||||               10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
====>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/19/13

===== > A / R   R E P O R T S <=====
=====
|||||||
THE   ||                1. Corporate A/R List(Chains)
DAC   ||                2. Corporate A/R List(Individuals)
SYSTEM ||              3. Aged Trial Balance
|||||||                4. Account Aging Analysis
|||||||                5. Unapplied Transactions List
|||||||                6. Open Item Report By Salesman
|||||||                7. Payment Journal Report
|||||||                8. Salesman Collection Report
|||||||                9. Payments And Adjustments Report
|||||||               10. A/R Detail Report
|||||||               11. Display Adjustments
|||||||               M E N U   C A L L S
|||||||              19. A/R Reports #2      20.                   21. Reports
|||||||              22. Accounts Receivable 23. Dac Main Menu    90. Sign Off

=====
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====>
```

2. Select option 9 (Payments And Adjustments Report) from the A/R Reports screen. The Payments And Adjustments By Actual Post Date screen appears.

```
GWUVPVR   ENTER   CDR Customer Conference          9/19/13 13:47:49
              Payments And Adjustments By Actual Post Date

Type choices, press Enter.

              Beginning Date _____
              Ending Date   _____

F3=Exit   F6=Print
```

3. Enter a date or range of dates for the **Beginning Date** and **Ending Date** fields (6,n), and press <F6> (Print). The A/R Reports screen appears.

Daily Payments And Adjustments

Actual Post Date: 9/18/13

Transaction Type: Adjustment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100002	100002	DIANNE'S GROCERY	37.84CR	37.84CR		A ADJUSTMENT	
100900	100900	JR FOOD MART - ABITA	77.05	77.05		A ADJUSTMENT	
Totals For: Adjustment			39.21				

Transaction Type: Payment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
900100		CORPORATE TRANSACTION	9676.48	9676.48			
100801	100801	BARON EXPRESS #2 BP	16099.53	.00	3220		
100802	100802	CRANKY CORNER QUICK STOP	18415.12	.00	68822		
265000	260502	BIG JOHN'S QUICK STOP #2	7002.70	7002.70	83320		
771230	771230	B & D FOOD STORE	1521.21	1521.21	20093		
Totals For: Payment			52715.04				

Totals For Date: 9/18/13

Actual Post Date: 9/19/13

Transaction Type: Adjustment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100001	100001	STOP 'N SHOP	66.84CR	66.84CR		A ADJUSTMENT	
265000	260501	BIG JOHN'S QUICK STOP #1	5.16	5.16		A ADJUSTMENT	
800237	800237	DANNY & CLYDE'S FOOD STORE #20	3.15CR	3.15CR		A ADJUSTMENT	
Totals For: Adjustment			64.83CR				

Transaction Type: Payment

Corp. Number	Cust. Number	Customer Name	Original Amount	Remaining Amount	Check Number	Reason	Trans. Date
100801	100801	BARON EXPRESS #2 BP	40.31	.00	299311		
100850	100850	EXPRESS WAY FOOD MART	12905.29	.00	330449		
100857	100857	JR FOOD MART - FOLSOM	8803.33	.00	3220		
300133	300133	SAIA'S SUPERMARKET	240.31	.00	20039		
320033	320033	KINGS GROCERY	13095.27	.00	23344		
320092	320092	LIL SHORT STOP - OCEAN SPRINGS	229.85	.00	34429		
380100	380110	MISS STOP N GO #110	8348.79	.00	49920		
380100	380130	MISS STOP N GO #130	4140.79	.00	8776		
500101	500101	UNION GROVE GROCERY	8350.45	.00	2503		
770001	770001	TEXAS TRUCK STOP	4691.66	.00	3445		
770060	770060	PACKS FOOD STORE	16329.00	.00	53332		
Totals For: Payment			77175.05				

Totals For Date: 9/19/13

Final totals

129864.47

** END OF REPORT **

Printing A/R Detail Reports

The A/R Detail report can be printed for one or more customers over a range of dates. As illustrated in the sample reports following the instructions below, the report can also include the details of the adjustments and payments applied to invoice transactions.

```
User: JEANNINE           Menu: ARCV1           Date: 9/23/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||||
THE  || 1. A/R Batch Entry
DAC  || 2. A/R Inquiry/Apply(Corporate)
SYSTEM || 3. A/R Inquiry/Apply(Customer)
||||||| 4. Reason Definitions
      5. Generate Late Charges
      6. A/R Batch Entry Recovery
      7. Invoice Number Search
      8. Edit A/R Entry User Options
      9. Work with A/R Messages
     10. Import Scanned Check Data

      M E N U   C A L L S
19. Billing System    20. Statements          21. A/R Reports
22.                  23. Dac Main Menu       90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Selection or command
====>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/23/13
===== > A / R   R E P O R T S <=====
|||||||
THE  || 1. Corporate A/R List(Chains)
DAC  || 2. Corporate A/R List(Individuals)
SYSTEM || 3. Aged Trial Balance
||||||| 4. Account Aging Analysis
      5. Unapplied Transactions List
      6. Open Item Report By Salesman
      7. Payment Journal Report
      8. Salesman Collection Report
      9. Payments And Adjustments Report
     10. A/R Detail Report
     11. Display Adjustments
      M E N U   C A L L S
19. A/R Reports #2   20.                  21. Reports
22. Accounts Receivable 23. Dac Main Menu    90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
====>
```

2. Select option 10 (A/R Detail Report) from the A/R Reports screen. The A/R Detail Report Selection screen appears.

```

HICLPVR  ENTER  CDR Customer Conference          9/23/13 13:23:05
                A/R Detail Report Selection

Type choices, press Enter.

      From Corp# _____ To Corp# _____
                *OR*
      From Cust# _____ To Cust# _____
      From Date  _____ To Date  _____
      Sort By . . . D (D=Date, Type=T)
      Include History Trans? _ (Y,N,Blank)
      Print Apply Details? _ (Date Sort Only)

F3=Exit  F4=Search  F6=Print

```

3. To restrict the report to the individual customers of a specific corporate account or range of corporate accounts, enter the desired corporate customer numbers for the **From Corp#** and **To Corp#** fields. If necessary, press <F4> to select a number from the Select Corp Type 'C' Only screen.
4. To restrict the report to an individual customer account or range of accounts, enter the desired customer numbers for the **From Cust#** and **To Cust#** fields. If necessary, press <F4> to select a number from the Select Customer Master screen.
5. Enter a date or range of dates for the **From Date** and **To Date** (6,n) fields.
6. Enter one of the following values for the **Sort By** (1,n) field to designate the version of the A/R detail report to print:
 - *D* - sorts the transactions of each account by date.
 - *T* - sorts the transactions of each account by transaction type.
7. To include A/R data “in history,” enter *Y* for the **Include History Trans?** field.
8. To include the details of the adjustments and payments applied to an invoice transaction when the report’s transactions are sorted by date (see **Sort By** field above), enter *Y* for the **Print Apply Details?** field.
9. Press <Enter> when data entry is complete.
10. Press <F6> (Print), and press <Enter> when prompted to confirm. The A/R Reports screen appears.

A/R Detail Report

CDR Customer Conference		A/R Detail Report		JEANNINE HICMPFR		9/26/13 10:18:41		Page 1	
Selections: Corp#	-	Cust#	100002	From	9/01/13	-	9/25/13	Sort	D
Corp#	Cust#	Name	Date	Type	Inv. #	Original \$	Remaining \$	Check #	
100002	100002	DIANNE'S GROCERY	9/02/13	I	9444	15137.84			
		ADJUSTMENT	9/18/13			37.84			
		PAYMENT	9/23/13			15100.00			
					CK# 89934				
100002	100002		9/03/13	P		124.49-			
100002	100002		9/04/13	P		15513.47-			
100002	100002		9/09/13	I	9497	13971.24	3971.24		
		PAYMENT	9/23/13						
					CK# 90233				
100002	100002		9/16/13	I	9543	17260.36	17260.36		
100002	100002		9/18/13	A		37.84-			
100002	100002		9/23/13	P		15100.00-		89934	
100002	100002		9/23/13	P		10000.00-		90233	
100002	100002		9/23/13	I	9615	16364.36	16364.36		
		100002 Cust Totals			**	21958.00	37595.96		
		Final totals			****	21958.00	37595.96		
		** END OF REPORT **							

A/R Detail Report By Type

CDR Customer Conference		A/R Detail Report by Type		JEANNINE HICMPFR		9/26/13 10:33:46		Page 1	
Selections: Corp#	-	Cust#	100002	From	9/01/13	-	9/25/13	Sort	T
Corp#	Cust#	Name	Date	Type	Inv. #	Original \$	Remaining \$	Check #	
100002	100002	DIANNE'S GROCERY	9/18/13	A		37.84-			
100002	100002		9/02/13	I	9444	15137.84			
100002	100002		9/09/13	I	9497	13971.24	3971.24		
100002	100002		9/16/13	I	9543	17260.36	17260.36		
100002	100002		9/23/13	I	9615	16364.36	16364.36		
100002	100002		9/03/13	P		124.49-			
100002	100002		9/04/13	P		15513.47-		89934	
100002	100002		9/23/13	P		15100.00-		90233	
100002	100002		9/23/13	P		10000.00-			
		100002 Cust Totals			**	21958.00	37595.96		
		Final totals			****	21958.00	37595.96		
		** END OF REPORT **							

Printing Corporate A/R Lists

As illustrated in the sample reports following the instructions below, the Corporate A/R List (Chain) and Corporate A/R List (Indiv) reports list the total amount due, last pay date, last order date, A/R sales rep and more, but only customers with an amount due are included in these reports.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Account Rep A/R** field of customer corporate records.

```
User: JEANNINE           Menu: ARCV1           Date: 9/18/13
===== > A C C O U N T S   R E C E I V A B L E <=====
|||||
THE  ||          1. A/R Batch Entry
DAC  ||          2. A/R Inquiry/Apply(Corporate)
SYSTEM ||        3. A/R Inquiry/Apply(Customer)
|||||          4. Reason Definitions
                    5. Generate Late Charges
                    6. A/R Batch Entry Recovery
                    7. Invoice Number Search
                    8. Edit A/R Entry User Options
                    9. Work with A/R Messages
                   10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off
=====
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Selection or command
==>
```

1. Select option 21 (A/R Reports) from the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/18/13
===== > A / R   R E P O R T S <=====
|||||
THE  ||          1. Corporate A/R List(Chains)
DAC  ||          2. Corporate A/R List(Individuals)
SYSTEM ||        3. Aged Trial Balance
|||||          4. Account Aging Analysis
                    5. Unapplied Transactions List
                    6. Open Item Report By Salesman
                    7. Payment Journal Report
                    8. Salesman Collection Report
                    9. Payments And Adjustments Report
                   10. A/R Detail Report
                   11. Display Adjustments
M E N U   C A L L S
19. A/R Reports #2    20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu     90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

2. To print the Corporate A/R List report for the customers of a chain account, select option 1 (Corporate A/R List-Chains) from the A/R Reports screen; otherwise, to print the report for all other customers, select option 2 (Corporate A/R List-Individuals).

Corporate A/R List (Chain)

CDR Customer Conference		Corporate A/R List(Chain)		JEANNINE	DSG5PFR	9/18/13	9:51:05	Page	1
Corporate Name	A/R Rep	Area Code	Phone	Last Pay Date	Last Order Date	Amount Due	Corporate Number		
BIG JOHN'S QUICK STOP	MARK	985	7965587	9/17/13	9/16/13	42102.70	265000		
***** BIG JOHN'S QUICK STOP #1	012	985	7965252	9/12/13	9/16/13	25100.00	260501		
***** BIG JOHN'S QUICK STOP #2	012	985	3459876	9/17/13	9/16/13	17002.70	260502		
Unapplied Corporate Transactions Total:						.00			
MISSISSIPPI STOP N GO		601	5554443	9/16/13	9/13/13	38425.69	380100		
***** MISS STOP N GO #110	010	606	2359901	9/12/13	9/13/13	8578.64	380110		
***** MISS STOP N GO #120	010	606	2353440	9/16/13	9/13/13	12668.02	380120		
***** MISS STOP N GO #130	010	606	2345678	9/10/13	9/13/13	14988.68	380130		
***** MISSISSIPPI STOP N GO	010	601	5554443	9/09/13	9/13/13	2190.35	380100		
Unapplied Corporate Transactions Total:						.00			
USA CONVENIENCE HEADQUARTERS		800	2518001	9/17/13	9/17/13	47068.63	900100		
***** USA CONVENIENCE STORE #200	010	504	8336089	9/17/13	9/17/13	9676.48	900200		
***** USA CONVENIENCE STORE #300	010	985	8882535	9/16/13	9/12/13	4859.96	900300		
***** USA CONVENIENCE STORE #400	010	985	8825125	9/17/13	9/17/13	11893.14	900400		
***** USA CONVENIENCE STORE #500	010	985	8920107	9/11/13	9/12/13	20016.21	900500		
***** USA CONVENIENCE STORE #600	010	985	8931084	9/16/13	9/12/13	622.84	900600		
Unapplied Corporate Transactions Total:						.00			
Final totals									127597.02
** END OF REPORT **									

Corporate A/R List (Indiv)

CDR Customer Conference	Corporate A/R List (Indiv)				JEANNINE	DSG6FFR	9/18/13	9:51:10	Page	1
Corporate Name	A/R Rep	Area Code	Phone	Last Pay Date	Last Order Date	Amount Due	Corporate Number			
ABC STORE	BOB	985	6261010	9/16/13	9/12/13	16996.42	500121			
B & D FOOD STORE	JOE	713	6107701	9/18/13	9/18/13	7220.53	771230			
BARON EXPRESS #2 BP	BOB	985	7271141	9/18/13	9/11/13	240.31	100801			
BIG P MINI MART	TOMMY	601	8687050	9/04/13	9/17/13	36340.42	320001			
BOB'S SHELL	EDDIE	985	8715151	9/16/13	9/16/13	33704.37	100003			
DANNY & CELDE'S FOOD STORE #20	BOB	985	6369090	9/17/13	9/12/13	15763.15	800237			
DIANNE'S GROCERY	EDDIE	985	8920058	9/04/13	9/16/13	46331.60	100002			
EXPRESS WAY FOOD MART	EDDIE	985	8930099	9/17/13	9/11/13	12905.29	100850			
GAS-N-SHOP #6	EDDIE	985	8929919	9/17/13	9/17/13	2313.40	100855			
JR FOOD MART - ABITA	EDDIE	985	8936160	9/12/13	9/17/13	7794.41	100900			
JR FOOD MART - FOLSOM	EDDIE	985	7969673	9/05/13	9/11/13	28075.82	100857			
KINGS FOREST EXXON	EDDIE	985	8928740	9/17/13	9/12/13	9033.46	800333			
KINGS GROCERY	TOMMY	601	3748843	9/13/13	9/17/13	29964.89	320033			
L & M GROCERY	EDDIE	985	7969718	9/12/13	9/11/13	2188.78	700180			
LIL SHORT STOP - OCEAN SPRINGS	TOMMY	601	8185199	9/12/13	9/17/13	12066.38	320092			
LIL SHORT STOP - VANCELEVE	TOMMY	601	8265074	9/16/13	9/17/13	8199.21	320091			
OCEAN SPRINGS QUICK STOP	TOMMY	601	8180706	9/12/13	9/17/13	11979.04	320055			
PACKS FOOD STORE	JOE	713	7704501	9/17/13	9/16/13	16571.33	770060			
PARK IT MARKET	JOE	713	7705612	9/11/13	9/16/13	24813.79	770005			
SALA'S SUPERMARKET	EDDIE	985	7963345	9/05/13	9/11/13	12112.69	300133			
SNYDER'S STOP & GO	BOB	985	6240251	9/10/13	9/16/13	21500.43	100004			
STOP 'N SHOP	EDDIE	985	8921258	9/17/13	9/16/13	13966.84	100001			
TAYLOR'S MINI MART	JOE	713	7707751	9/13/13	9/16/13	30879.20	770031			
TEXAS TRUCK STOP	JOE	713	6787225	9/10/13	9/16/13	16512.00	770001			
THREE RIVERS CHEVRON	EDDIE	985	8929363	9/17/13	9/16/13	11252.09	100301			
TODD'S COUNTRY CORNER	EDDIE	985	8932424	9/16/13	9/16/13	235.31	100222			
UNION GROVE GROCERY	BOB	985	6237297	9/09/13	9/12/13	19212.56	500101			
99 MART PLUS	JOE	713	7703600	9/10/13	9/16/13	38727.26	99000			
Final totals						486900.98				

** END OF REPORT **

Printing An Average Days Old Per Customer Report

An Average Days Old Per Customer report can be printed for the customers of one or of all the A/R sales reps. As illustrated in the sample report following the instructions below, the report displays the age days of the oldest open invoice of each customer listed.

```
User: JEANNINE           Menu: ARCV1           Date: 9/27/13
=====> A C C O U N T S   R E C E I V A B L E <=====
=====
|||||||
THE    ||                1. A/R Batch Entry
DAC    ||                2. A/R Inquiry/Apply (Corporate)
SYSTEM ||                3. A/R Inquiry/Apply (Customer)
|||||||                4. Reason Definitions
|||||||                5. Generate Late Charges
|||||||                6. A/R Batch Entry Recovery
|||||||                7. Invoice Number Search
|||||||                8. Edit A/R Entry User Options
|||||||                9. Work with A/R Messages
|||||||               10. Import Scanned Check Data

M E N U   C A L L S
19. Billing System      20. Statements          21. A/R Reports
22.                   23. Dac Main Menu       90. Sign Off

=====
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Selection or command
==>
```

1. Select option 21 (A/R Reports) of the Accounts Receivable screen. The A/R Reports screen appears.

```
User: JEANNINE           Menu: ARRCV1          Date: 9/27/13
=====> A / R   R E P O R T S <=====
=====
|||||||
THE    ||                1. Corporate A/R List (Chains)
DAC    ||                2. Corporate A/R List (Individuals)
SYSTEM ||                3. Aged Trial Balance
|||||||                4. Account Aging Analysis
|||||||                5. Unapplied Transactions List
|||||||                6. Open Item Report By Salesman
|||||||                7. Payment Journal Report
|||||||                8. Salesman Collection Report
|||||||                9. Payments And Adjustments Report
|||||||               10. A/R Detail Report
|||||||               11. Display Adjustments
|||||||               M E N U   C A L L S
19. A/R Reports #2     20.                   21. Reports
22. Accounts Receivable 23. Dac Main Menu     90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

2. Select option 19 (A/R Reports #2) from the A/R Reports screen. The A/R Reports #2 screen appears.

```

User: JEANNINE           Menu: ARR2CV1           Date: 9/27/13

=====> A / R  R E P O R T S  #2 <=====
=====
|||||||
THE      ||
DAC      ||
SYSTEM   ||
|||||||

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

=====>

```

3. Select option 1 (Average Days Old Report) from the A/R Reports #2 screen. The Prompt For Average Days Old Report screen appears.

```

HIQCFVR  ENTER  CDR Customer Conference          9/27/13 12:54:19
                                Prompt For Average Days Old Report

                                Salesman: _____ (Leave Blank For ALL)

F3=Exit  F6=Print

```

4. To limit the report to the accounts of a specific customer marketing rep (salesman), enter the desired employee code for the **Salesman** field. If necessary, press <F4> to select a code from the Select Employee Master screen.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Marketing Rep** field of customer records.

5. Press <F6> (Print), and press <Enter> when prompted to confirm. The A/R Reports #2 screen appears.

Average Days Old Per Customer

Oldest

Cust # Customer Name

Salesman: 20 JOE BADEAUX

771230	B & D FOOD STORE	17
320001	BIG P MINI MART	16
100802	CRANKY CORNER QUICK STOP	8
800237	DANNY & CLYDE'S FOOD STORE #20	7
100002	DIANNE'S GROCERY	17
100850	EXPRESS WAY FOOD MART	8
100900	JR FOOD MART - ABITA	9
100857	JR FOOD MART - FOLSOM	8
380100	MISSISSIPPI STOP N GO	13
770060	PACKS FOOD STORE	3
300133	SAIA'S SUPERMARKET	8
770031	TAYLOR'S MINI MART	10
770001	TEXAS TRUCK STOP	10
900200	USA CONVENIENCE STORE #200	9
900600	USA CONVENIENCE STORE #600	7
99000	99 MART PLUS	17

Average Days Old: 7

** END OF REPORT **

What Applied To Transaction Report

Creative Data Research		Print What Applied To Tran		KAREN		DSIGFFR		12/02/92 10:07:49		Page 1	
Corporate Number	Customer Number	Original Amount	Tran Date	Trans Date	Type	Remaining Amount	Original Amount	Remaining Amount	Check Number		
200229	200231	4057.39		12/02/92	I	.00					
Cash Discount		81.15	81.15								
Type	Invoice Reference	Tran Date	Original Amount	Remaining Amount	Trans Date	Type	Check Number				
P	Apply Info.: 12/02/92	11/03/92	3500.00	.00	12/02/92	I	800				
P	Apply Info.: 12/02/92	11/04/92	50.00	.00							
P	Apply Info.: 12/02/92	11/11/92	2000.00	.00			9678				
P	Apply Info.: 12/02/92	11/11/92	2840.00	.00			97679				
Apply Info.: 12/02/92			1680.40								

** END OF REPORT **

What Transaction Applied To Report

Creative Data Research		Print What Tran Applied To		KAREN		DSUKFFR		12/02/92 10:08:14		Page		1	
Corporate Number	Customer Number	Original Amount	Tran Date	Trans Date	Type	Check Number	Remaining Amount	Trans Date	Type	Cash	Discount	Disc. Taken	
200229	200231	2500.00		11/11/92	P	9867	.00						
Type	Invoice Reference	Tran Date	Original Amount	Remaining Amount						Cash	Discount	Disc. Taken	
I	925	11/10/92	2861.96	.00									
Apply Info.:		11/11/92	2500.00										
** END OF REPORT **													

Generated Late Charges Report

Creative Data Research		Generated Late Charges		KAREN	DSSOPFR	12/02/92 11:36:31	Page	1
Corp. Number	Customer Tran Number	Invoice Reference	Original Amount	A/R Remaining Amount				
103200	200212	A	47.00	47.00				
Totals For: 200212 DICK'S DINER				47.00				
Totals For: 103200 ABSTON C. STORE # 1				47.00				
Final totals				47.00				
** END OF REPORT **								

Appendix A: A/R Quick Reference Guide

DAC Quick Reference Accounts Receivable

Creating and Posting an A/R Batch

Entering A/R Transactions in an A/R Batch

For individual customers

- Entering a payment for a single invoice
- Entering a credit adjustment for a single invoice
- Entering a debit adjustment
- Entering a payment for multiple invoices
- Entering a credit adjustment for multiple invoices

For corporate customers

- Entering a payment for a single invoice
- Entering a credit adjustment for a single invoice
- Entering a debit adjustment
- Entering a payment for multiple invoices
- Entering a credit adjustment for multiple invoices

Posting an A/R Batch Created by Posting Cash Invoices

Creating and Posting an A/R Batch

1. From the Main Operations Menu, select #2 (Accounts Receivable), and press Enter.
2. Select #1 (A/R Batch Entry), and press Enter.
3. Press F10 (Create Batch).
4. Type the total amount of payments (cash and checks) and adjustments for the Batch Amount field, and press field +.

For example, for a batch with 4 payments of 102.20 each, 4 credit adjustments of 32.15 each, and 2 debit adjustments of 23.45 each, the Batch Amount is 327.10.

Note: If the total amount of transactions is a negative amount, press field - after entering the amount for the Batch Amount field. Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Batch Amount field. It will be corrected when data entry is complete.

5. Type the total number of A/R transactions for the Batch Count, and press field +.
For example, for a batch with 4 payments, 4 credit adjustments and 2 debit adjustments, the Batch Count equals 10.
6. Enter payment and adjustment transactions, as described in the pages that follow.
Any combination of payments, credit adjustments and debit adjustments can be entered in a single batch for both individual and corporate customers.
7. After entering all the transactions, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts appearing to the right of these fields at the top of the screen.
8. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.
9. Press Enter to confirm. An A/R posting control report will print.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a payment for a single invoice

1. Type P in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Type the invoice number in the Invoice column, and press field +.
5. Type the check number of the payment in the Check No column, and press Enter.
6. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice column, and press field +.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, press field +, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice column.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, press field +, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a payment for multiple invoices

1. Type P in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No column.
5. Type the check number of the payment, and tab to the Apply? column.
6. Type Y, and press Enter.
7. After the Display A/R For Select #2 screen appears, select credit memos first (if any), and invoices last in one of these ways:
 - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
 - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ column, and tab to the Cust # column.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No column.
5. Type a reference description (if desired) in the Check No column.
6. If you know the reason's code:
 - a) Tab to the Rsn column, and type the code.
 - b) Tab to the Apply? column, type Y, and press Enter.
 - c) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
 - e) Continue with step 8 below.
7. If you do not know the reason's code:
 - a) Tab to the Apply? column, type Y, and press Enter.
 - b) Press F4 to search for the reason's code.
 - c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
 - d) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a payment for a single invoice

1. Type P in the Typ column.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Type the invoice number in the Invoice column, and press field +.
5. Type the check number of the payment in the Check No column, and press Enter.
6. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ column.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice column, and press field +.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Type column.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice column.
5. Type a reference description (if desired) in the Check No column.
6. Tab to the Rsn column, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a payment for multiple invoices

1. Type P in the Typ column.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No column.
5. Type the check number of the payment, and tab to the Apply? column.
6. Type Y, and press Enter.
7. After the Display A/R For Select screen appears, select credit memos first (if any), and invoices last in one of these ways:
 - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
 - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ column.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount column.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No column.
5. Type a reference description (if desired) in the Check No column.
6. If you know the reason's code:
 - a) Tab to the Rsn column, and type the code.
 - b) Tab to the Apply? column, type Y, and press Enter.
 - c) After the Display A/R For Select screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
 - e) Continue with step 8 below.
7. If you do not know the reason's code:
 - a) Tab to the Apply? column, type Y, and press Enter.
 - b) Press F4 to search for the reason's code.
 - c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
 - d) After the Display A/R For Select screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Posting an A/R Batch Created by Posting Cash Invoices

1. From the Main Operations Menu, select #2 (Accounts Receivable).
2. Select #1 (A/R Batch Entry), and locate the desired Batch ID equal to the route number.
3. Type 2 in the ? column, and press Enter.
4. Type the total for the Batch Amount field as it appears for the actual amount to the right of it, and press field +.
5. Type the total for the Batch Count field as it appears for the actual amount to the right of it, and press field +.
6. For each transaction of the batch:
 - a) Type 2 in the ? column, and press Enter.
 - b) Type the check number of the payment in the Check # field, press Enter, and press Enter to confirm.
7. To delete any unwanted transactions existing in the batch, type D in the ? column, and press Enter.
8. When all the changes above are complete, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts as described above.
9. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.
10. Press Enter to confirm. An A/R posting control report will print.

Appendix B: Applying Manually Calculated Discounts

The instructions below should be followed only by DAC users who manually calculate A/R payment discounts for all their customers, and do not use DAC payment terms to calculate the discounts for qualified invoices.

Before following these instructions:

- Verify that *Y* is not entered for the **Prompt For Discounts?** field of the SYS046 default system option (A/R Options #2). *Warning: Do not change the value of this field without first consulting CDR support personnel.*
- Verify that a number of discount days is designated for the payment terms of the customers for whom discounting applies. Refer to Working With Terms Definitions of the Customer File Maintenance document for information about the **Disc Days** field.

If necessary, refer to Creating An A/R Batch to display the A/R Batch Entry screen illustrated below. The following instructions are based on the assumption that all the A/R Batch Entry screen fields are “unlocked” for the user. Refer to Working With User Options for additional information.

GWCFDFR		DISPLAY Creative Data Research, Inc.			11/01/07 12:40:31			
		A/R Batch Entry						
User: JEANNINE		Date: 110107		Batch Amount: 6288.05		.00		
				Batch Count: 00001		0		
Typ	Corp #	Cust #	Store#	Amount	Invoice	Check No.	Rsn	Apply?
P								
D=Delete		2=Edit	5=Apply	6=Edit Discount				
F3=Exit F4=Search F6=Print F8=Toggle Date F10=Post F18=Options								

1. Enter *P* for the **Typ** (1,a) field, or press <Tab>.
2. Enter data for one of the following fields:
 - **Corp #** (6,n) - enter a customer corporate number, or press <F4> to select a number from the Select Corporate Master screen.
 - **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
3. If necessary, enter data for the **Store#** (6,n) field.
4. Press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           11/01/07 12:40:31
                                     A/R Batch Entry
User: JEANNINE Date: 110107           Batch Amount:    6288.05      .00
                                     Batch Count: 00001              0

Typ Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P          100002  000000
D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

5. Enter the payment amount for the **Amount** (11.2,n) field, and press <Field Plus>.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           11/01/07 12:40:31
                                     A/R Batch Entry
User: JEANNINE Date: 110107           Batch Amount:    6288.05      .00
                                     Batch Count: 00001              0

Typ Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P          100002  000000           6288.05
D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

6. Press <Field Plus> to pass the **Invoice** field.
7. If desired, enter the check number of the payment for the **Check No.** (10,a) field, and press <Field Plus>.
8. Press <Field Plus> to pass the **Rsn** field.

```

GWCFDFR   DISPLAY Creative Data Research, Inc.           11/01/07 12:40:31
                                     A/R Batch Entry
User: JEANNINE Date: 110107           Batch Amount:    6288.05      .00
                                     Batch Count: 00001              0

Typ Corp #  Cust #  Store#           Amount  Invoice  Check No.  Rsn  Apply?
P          100002  000000           6288.05  0000000  21222
D=Delete   2=Edit   5=Apply   6=Edit Discount

F3=Exit  F4=Search  F6=Print  F8=Toggle Date  F10=Post  F18=Options

```

9. Enter **Y** in the **Apply?** (1,a) field, and press <Enter>. The Display A/R For Select #2 screen appears with **PYMT**, and the payment amount displayed for *Amount To Apply*.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           11/01/07 12:46:23
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002
                PYMT
                Amount To Apply      6288.05
                Total Selected         .00
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted      .00
                Difference :           .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.    Original Amt.    Date    Cust #
  I   B 0000300    979.92    979.92    8/17/07  100002
  I   B 0000336    476.24    476.24    8/20/07  100002
  I   B 0000347    988.24    988.24    8/21/07  100002
  I   B 0000407     36.10     36.10    9/18/07  100002
  I   B 0000438   4609.99   4609.99    9/21/07  100002
  C   B 0000456     61.51CR    61.51CR    9/24/07  100002
  C   B 0000464     30.75CR    30.75CR    9/24/07  100002
  C   B 0000465     61.51CR    61.51CR    9/24/07  100002
  I   B 0000513   3547.67   3547.67   10/10/07 100002 +

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

10. If desired, users can select credit memo transactions to apply to invoice transactions, but the *credit memos must be selected before the invoices*.

Locate the desired credit memo in the screen's list (use the restrictor fields or <Page Down> if necessary), and select it in one of these ways:

- Tab to the **Invoice** (7,n) field, enter the invoice number of the credit memo, press <Field Plus>, and press <Enter>.
- Tab to the selection column of the desired credit memo in the screen's list, enter **I** (Select), and press <Enter>.

```

GSLJDFR   DISPLAY Creative Data Research, Inc.           11/01/07 13:06:01
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  C      DIANNE'S GROCERY
                PYMT
                Amount To Apply      6288.05
                Total Selected         61.51CR
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted      61.51CR
                Difference :           .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn    Inv. #  Remaining Amt.    Original Amt.    Date    Cust #
  *  C   B 0000456     61.51CR    61.51CR    9/24/07  100002
     C   B 0000464     30.75CR    30.75CR    9/24/07  100002
     C   B 0000465     61.51CR    61.51CR    9/24/07  100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

If necessary, a credit memo can be unselected by entering **R** (Release) in the selection column of the desired credit memo in the screen's list, and pressing <Enter>.

11. If desired, repeat the previous step as often as necessary to select additional credit memos before continuing.

```

GSLJDFR      DISPLAY Creative Data Research, Inc.                11/01/07 13:06:47
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  C      C      PYMT
DIANNE'S GROCERY
                Amount To Apply      6288.05
                Total Selected      153.77CR
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      153.77CR
                Difference :          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
*   C   B 0000456   61.51CR      61.51CR   9/24/07  100002
*   C   B 0000464   30.75CR      30.75CR   9/24/07  100002
*   C   B 0000465   61.51CR      61.51CR   9/24/07  100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

Important: Discounts can be applied to one or more invoices, but *the invoices which will be discounted must be selected before selecting the invoices which will not be discounted.*

- Locate the invoice to be discounted in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *1* (Select) in the selection column next to it, and press <Enter>.

```

GSLJDFR      DISPLAY Creative Data Research, Inc.                11/01/07 13:13:23
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  I      C      PYMT
DIANNE'S GROCERY
                Amount To Apply      6288.05
                Total Selected      4456.22
Invoice          S (S=Sel,R=Rls,2=Partial)      Total Attempted      4456.22
                Difference :          .00

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
I   B 0000300   979.92      979.92   8/17/07  100002
I   B 0000336   476.24      476.24   8/20/07  100002
I   B 0000347   988.24      988.24   8/21/07  100002
I   B 0000407   36.10       86.10   9/18/07  100002
*   I   B 0000438   4609.99     4609.99  9/21/07  100002
I   B 0000513   3547.67     3547.67  10/10/07 100002
I   B 0000526   3584.74     3584.74  10/22/07 100002
I   B 0000532   3346.72     3346.72  10/31/07 100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

Enter *6* (Edit Disc Info) in the selection column next to the selected invoice, and press <Enter>. The Prompt For Discount Taken screen appears.

Enter the amount of the discount to be applied for the **Discount Taken** field, press <Field Plus> and press <Enter>.

```

BSQ4PVR  ENTER  Creative Data Research, Inc.  11/01/07 13:16:17
                    Prompt For Discount Taken

Corporate Number  100002  DIANNE'S GROCERY
Customer Number  100002  DIANNE'S GROCERY
Transaction Number  526
Discount Earned      .00
Discount Taken      698.67
Discount % . . . :
Discount Date :  11/10/07

F3=Exit

CONFIRM: Y (Y/N)

```

Press <Enter> to confirm.

```

GSLJDFR  DISPLAY Creative Data Research, Inc.  11/01/07 13:17:27
                    Display A/R For Select #2
Corp #  Cust #  Type  Date  Inv. #  PYMT
100002  100002  I
DIANNE'S GROCERY
Invoice      S (S=Sel,R=Rls,2=Partial)
                    Amount To Apply      6288.05
                    Total Selected        3757.55
                    Total Attempted      4456.22
                    Difference :          698.67

Type Options, Press Enter.
N=Notes  1=Select  2=Select for Partial  R=Release  6=Edit Disc. Info.  Z=Zoom
? S N Type Rsn  Inv. #  Remaining Amt.  Original Amt.  Date  Cust #
I      I      B 0000300  979.92  979.92  8/17/07  100002
I      I      B 0000336  476.24  476.24  8/20/07  100002
I      I      B 0000347  988.24  988.24  8/21/07  100002
I      I      B 0000407   36.10  86.10  9/18/07  100002
*      I      B 0000438  4609.99  4609.99  9/21/07  100002
I      I      B 0000513  3547.67  3547.67  10/10/07  100002
I      I      B 0000526  3584.74  3584.74  10/22/07  100002
I      I      B 0000532  3346.72  3346.72  10/31/07  100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

If a discounted invoice must be unselected due to a data entry error, use 6 (Edit Disc Info) to clear the discount amount before using R (Release) to unselect the invoice.

Important: If a discounted invoice must be unselected after the user selects any non-discounted invoices, *all the non-discounted invoices must be unselected first.*

13. If necessary, repeat the previous step to select additional invoices for discounting before selecting invoices which will not be discounted (as described below).
14. Locate the desired invoice which will not be discounted in the screen's list (use the restrictor fields or <Page Down> if necessary), enter 1 (Select) in the selection column next to it, and press <Enter>.

```

GSLJDFR      DISPLAY Creative Data Research, Inc.      11/01/07 13:20:50
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  I
DIANNE'S GROCERY
                PYMT
                Amount To Apply      6288.05
                Total Selected        4737.47
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted    5436.14
                Difference :          698.67

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
*   I   B 0000300    979.92    979.92    8/17/07 100002
   I   B 0000336    476.24    476.24    8/20/07 100002
   I   B 0000347    988.24    988.24    8/21/07 100002
   I   B 0000407     36.10     86.10    9/18/07 100002
*   I   B 0000438   4609.99   4609.99    9/21/07 100002
   I   B 0000513   3547.67   3547.67   10/10/07 100002
   I   B 0000526   3584.74   3584.74   10/22/07 100002
   I   B 0000532   3346.72   3346.72   10/31/07 100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

An asterisk appears in the S column for the selected invoice, and the value of *Total Selected* and *Total Attempted* are recalculated.

Repeat this step as often as necessary to select additional invoices which will not be discounted.

```

GSLJDFR      DISPLAY Creative Data Research, Inc.      11/01/07 13:21:45
                Display A/R For Select #2
Corp #  Cust #  Type   Date   Inv. #
100002  100002  I
DIANNE'S GROCERY
                PYMT
                Amount To Apply      6288.05
                Total Selected        6238.05
Invoice      S (S=Sel,R=Rls,2=Partial)  Total Attempted    6936.72
                Difference :          698.67

Type Options, Press Enter.
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom
? S N Type Rsn   Inv. #  Remaining Amt.   Original Amt.   Date   Cust #
*   I   B 0000300    979.92    979.92    8/17/07 100002
*   I   B 0000336    476.24    476.24    8/20/07 100002
*   I   B 0000347    988.24    988.24    8/21/07 100002
*   I   B 0000407     36.10     86.10    9/18/07 100002
*   I   B 0000438   4609.99   4609.99    9/21/07 100002
   I   B 0000513   3547.67   3547.67   10/10/07 100002
   I   B 0000526   3584.74   3584.74   10/22/07 100002
   I   B 0000532   3346.72   3346.72   10/31/07 100002

F1=Show Selected Only  F2=Show All  F3=Exit  F4=Prompt  F11=Apply to Oldes

```

Important: If a discounted invoice must be unselected after the user selects any non-discounted invoices, *all the non-discounted invoices must be unselected first.*

Tip: Press <F1> (Show Selected Only) to display only selected transactions.

Corp #	Cust #	Type	Date	Inv. #				
100002	100002	*			PYMT			
						Amount To Apply	6288.05	
						Total Selected	6238.05	
						Total Attempted	6936.72	
						Difference :	698.67	
Type Options, Press Enter.								
N=Notes 1=Select 2=Select for Partial R=Release 6=Edit Disc. Info. Z=Zoom								
? S N	Type	Rsn	Inv. #	Remaining Amt.	Original Amt.	Date	Cust #	
* I	B	0000300		979.92	\$ 979.92	8/17/07	100002	
* I	B	0000336		476.24	\$ 476.24	8/20/07	100002	
* I	B	0000347		988.24	\$ 988.24	8/21/07	100002	
* I	B	0000407		36.10	\$ 86.10	9/18/07	100002	
* I	B	0000438		4609.99	\$ 4609.99	9/21/07	100002	
* C	B	0000456		61.51CR	61.51CR	9/24/07	100002	
* C	B	0000464		30.75CR	30.75CR	9/24/07	100002	
* C	B	0000465		61.51CR	61.51CR	9/24/07	100002	
F1=Show Selected Only F2=Show All F3=Exit F4=Prompt F11=Apply to Oldes								

- Press <F3> (Exit) when invoice selection is complete. The A/R Batch Entry screen appears with the payment transaction.

Users may continue entering A/R transactions in the batch, press <F3> (Exit) to save the batch, or press <F10> (Post) to post the batch. Refer to Posting An A/R Batch for additional information.