INFOFLEX®,INC

ACCOUNTFLEX

Accounts Receivable

The System To Account On

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1. INTRODUCTION

1.1 Overview

The Accounts Receivable module tracks amounts owed by customers and permits the automatic or manual application of customer payments to specific invoices.

The following sections provide a synopsis of the Accounts Receivable features, how Accounts Receivable fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Accounts Receivable system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Provides for recurring billing.
- Allows selection and payment of invoices by discount, due date, transaction date, invoice number, division, and/or numerous other fields.
- Handles both open-item and balance-forward accounts.
- Allows unlimited partial receipts for any invoice.
- Let's you customize statements.
- Prints the Aged Trial Balance report and the Statements as of any transaction date range.
- Allows entry of new months transactions before having posted last months transactions.
- Prints Statements for all clients or for a range of clients.
- Allows runtime selection of aging periods for Aged Trial Balance and Statements.
- Allows posting of invoices to any period in any year.
- Allows Prepayment of invoices.
- Maintains Receipt Register and allows Reversal of previously posted Receipts.
- Allows extensive on-screen inquiries such as customer balances, aging and invoice history.
- Maintains multiple divisions.
- Maintains clear and concise audit trails showing source, transaction date, entry date, posting dates, descriptions, and all original document reference codes (i.e. customer code, invoice number, etc.).
- Performs automatic error trapping to ensure data integrity.
- Includes comprehensive user manuals, on-screen help, on-screen report viewing, sample data and a menu-driven user interface.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Accounts Receivable System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Accounts Receivable System fits into your accounting system, some advantages of Accounts Receivable, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistant throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Accounts Receivable System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Accounts Receivable Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Accounts Receivable function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:

```
                                                           mmenu
 ACCOUNTFLEX              Widget Company          DATE: 07/23/07
 Version 3.4             Master Menu (M)


                   ┌─────────────────────────────┐
                   │    Welcome to ACCOUNTFLEX    │
          ┌────────┴─────────────────────────────┴────────┐
          │   1. Account Receivable      8. Sales          │
          │   2. Account Payable         9. Purchase Order  │
          │   3. General Ledger         10. Job Cost        │
          │   4. Payroll                11. Point-of-Sales  │
          │   5. Bank Reconciliation    12. System-Wide Control │
          │   6. Inventory              13. Queryflex Report Writer │
          │   7. Bill of Material       14. Test System     │
          └────────┬─────────────────────────────┬────────┘
                   │  "The System You Can Account On"  │
                   └─────────────────────────────┘


                   Enter Selection >   12_
```

In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

```
                                                              actscra
 ACCOUNTFLEX      ADD MODE      Customer Entry Screen      DATE: 07/23/2007

 Customer Code ▨▨▨▨▨▨v     Entry Date 07/23/07   By infoflex      Inactive ▢
              Billing Address                        Shipping Address
 Company  ┌──────────────────────────┐        ┌──────────────────────────┐
    Name  │                          │        │                          │
   Addr1  │                          │        │                          │
   Addr2  │                          │        │                          │
   Addr3  │                          │        │                          │
    City  │                          │        │                          │
   State  │ v Zip           v  Cnty  v│        State  v Zip          v Cnty  v│
  Source  │      v                   │        Tax Code   v   SalesRep      v│
          └──────────────────────────┘        └──────────────────────────┘

 Contact  ┌──────────────────────┐        Title ┌──────────────────────┐
   Phone  │              x      Fax        │                        │
  E-mail  │                              │ Resale# │                  │
  Method  O     Finance Charge N    Invoices Y   Statements Y   BackOrders ▢
   Terms    v                                    Credit Limit │          │
   Price    v                                    Balance Due
 ─────────────────────────────────────────────────────────────────────────
 Enter the Customer's code to identify this Customer throughout the system
 F1    F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Save  Help      Chg                                         Note Pric Ship Ach
```

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

```
ACCOUNTFLEX      CHANGE MODE       Account Entry/Inquiry      DATE: 07/23/07

  Account      Description                        Type    D/C    Inactive

 101-000      Cash in Bank                         Av      D
 102-000      Payroll Cash Account                 Av      D
 103-000      Cash in Hand                         Av      D
 107-000      Petty Cash                           Av      D
 108-000      Prepaid Expenses                     Av      D
 109-000      Adv EIC Payment                      Av      D
 110-000      Account Receivable                   Av      D
 120-000      Jobs-in-Progress(M)                  Av      D
 121-000      Jobs-in-Progress(L)                  Av      D
 130-000      Inventory                            Av      D
 130-0A0      Inventory Whs A                      Av      D
 130-0B0      Inventory Whs B                      Av      D
 150-000      Land                                 Av      D
 152-000      Buildings                            Av      D
 155-000      Software                             Av      D


F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Add   Srch  Qry   Prev  Next  Frst  Last        Del
```

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV, NEXT, FRST,** and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

```
ACCOUNTFLEX     CHANGE MODE      Division Entry Screen      DATE: 07/23/07

  Division   1  v   Name      Division #1
                    Address1  address1
                    Address2  address2
                    Address3  city
                                              -Account Overlay-
    Alias  Description            Account     Whse  Group Cat       Tax

     $      Cash Receipts        101-000  v
     AR     Accounts Receivable  110-000  v
     B      Bank Checks          101-000  v
     C      Credit Cards         101-000  v
     CG     Cost of Goods Sold   500-000  v
     CGD    Cost of Defect Goods 505-000  v
     D      Discounts Allowed    560-000  v
     F      Freight              570-000  v
     IN     Inventory            130-000  v
     PREPAY Advance Payment      230-000  v


  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help          Add       Qry  Prev Next Frst Last      Del
```

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

```
ACCOUNTFLEX     CHANGE MODE      Division Entry Screen      DATE: 07/23/07

  Division   1  v   Name      Division #1
                    Address1  address1
                    Address2  address2
                    Address3  city
                   ┌Select G/L Account Code─────────────────────────────┐
    Alias  Description      101-000      Cash in Bank              A
                            102-000      Payroll Cash Account      A
     $      Cash Receipts   103-000      Cash in Hand              A
     AR     Accounts Receiva 107-000     Petty Cash                A
     B      Bank Checks     108-000      Prepaid Expenses          A
     C      Credit Cards    109-000      Adv EIC Payment           A
     CG     Cost of Goods So 110-000     Account Receivable        A
     CGD    Cost of Defect G 120-000     Jobs-in-Progress(M)       A
     D      Discounts Allowe 121-000     Jobs-in-Progress(L)       A
     F      Freight         130-000      Inventory                 A
     IN     Inventory       Press SAVE to Select or ESCAPE to exit
     PREPAY Advance Payment


  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help          Srch Qry  Prev Next Frst Last      Zoom All
```

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND, PREV, NEXT, FRST, or LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatable Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
<>	Not equal	all
|	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

    1) corporation
    2) IBM Corporation
    3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

```
                                                              actqry
ACCOUNTFLEX      QUERY MODE      Customer Entry Screen      DATE: 07/23/2007

 Customer Code [     ] v   Entry Date [        ]    By [          ]  Inactive [ ]
              Billing Address                  Shipping Address
   Company [*CME*                    ]    [                    ]
      Name
     Addr1 [|851*mahler*             ]    [                    ]
     Addr2 [                         ]    [                    ]
     Addr3 [                         ]    [                    ]
      City [B??lingame               ]
     State [ ] v  Zip [        ] v  Cnty [ ] v   State [ ] v Zip [        ] v Cnty [ ] v
    Source [        ] v                         Tax Code [ ] v  SalesRep [     ] v

   Contact [                    ]          Title [          ]
     Phone [          ]   x [  ]   Fax [          ] [ ]
    E-mail [               ]              Resale# [        ]
    Method [   ] Finance Charge [ ] Invoices [ ] Statements [ ] BackOrders [ ]
     Terms [ ] v                              Credit Limit [      ]
     Price [ ] v                              Balance Due [      ]

Enter the Customer's code to identify this Customer throughout the system
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run | Help Orun Clr |      Exit
```

The above query values will find all records where

    Company contains the string "CME" anywhere

        AND

    Addr1 begins with "851" with "mahler" anywhere afterwards

        OR

    Addr2 begins with "851" with "mahler" anywhere afterwards

        OR

    Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT, PREV, FRST, LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

CTL-D   Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.

CTL-N   Calls the Accounflex menu from wherever you are in the system. You will be returned to your current postion upon returning from the menu.

CTL-P   Repeats the previously entered value.

CTL-T   Prints the screen image to the default printer.

CTL-W   Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ACCOUNTFLEX              Print Trial Balance Report          DATE: 07/23/07 │
│                                                                            │
│        Report Destination S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)│
│        Report Copies         1     (1 - 10)                                 │
│        Report Title Page     N     (Y=Yes, N=No)                           │
│        Report Detail         N     (Y=Yes, N=No)                           │
│                                                                            │
│                                                                            │
│              Date Range 07/01/07    to   07/23/07                          │
│           Account Range            vto              v                      │
│                                                                            │
│        Show ZERO Balances                                                  │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│ Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.     │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6│
│ Run  Help                                                             Kill  │
└──────────────────────────────────────────────────────────────────────────┘
```

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

   S - Screen
   P - Printer
   D - Disk
   A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```
                                                                actrpt
ACCOUNTFLEX                              Company Name
                                         TRIAL  BALANCE
                       From: 05/26/99  to  05/26/99  Account Range:
=============================================================================
                                                      BEGINNING BALANCE
    Account      Account Name                    Debit          Credit
    ------------ ----------------------------- -------------- -------------- -----
    101-000      Cash in Bank                    1,759,544.10
    102-000      Payroll Cash Account               45,644.00
    103-000      Cash in Hand                                   1,000,000.00
    107-000      Petty Cash
    108-000      Prepaid Expenses                  200,000.00
    110-000      Account Receivable
    120-000      Jobs-in-Progress(M)
    121-000      Jobs-in-Progress(L)
    130-000      Inventory
    130-0A0      Inventory Whs A
    130-0B0      Inventory Whs B
    150-000      Land
    152-000      Buildings
    154-000      Office Equipment
    160-000      Adv EIC Payment
F1   F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12  F13  F14  F15  F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2
```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the Accounts Receivable System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

How to Start the System
Setup System-wide Control
Setup Accounts Receivable Control File
Setup Accounts
Setup Divisions
Setup Customers
Print Customers
Backup Accounts Receivable Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

 $ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

```
                                                                  mmenu
ACCOUNTFLEX                    Widget Company              DATE: 07/23/07
Version 3.4                    Master Menu (M)

                      Welcome to ACCOUNTFLEX

             1. Account Receivable      8. Sales
             2. Account Payable         9. Purchase Order
             3. General Ledger         10. Job Cost
             4. Payroll                11. Point-of-Sales
             5. Bank Reconciliation    12. System-Wide Control
             6. Inventory              13. Queryflex Report Writer
             7. Bill of Material       14. Test System
                   "The System You Can Account On"



                   Enter Selection >  12_
```

The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

```
                                                            sysfile
ACCOUNTFLEX          System-Wide Control File          Date: 07/23/07

  Company Widget Company              Version
    Addr1 1000 Technology Way           Phone (415)340-0220
    Addr2                                 Fax
     City Burlingame                    TaxID
    State CAv Zip 94010      Country  v  E-Mail info@infoflex.com

   Modules: AR    AP    GL   SALES   PO  INVENTORY  PAYROLL  BOM  JOBCOST
 Installed Y     Y     Y      Y      Y       Y         Y      Y     N
             Multiple(Y/N)  Format   Default     Reference Name   Reference Abbrev
 Divisions      Y             L        1         Division              Div
 Warehouses     Y             L        A         Warehouse             Whs
 Customer Subs  N             L
 Vendor Subs    N             L
 Code Formats: G/L Account 3    3    0    0         Delimiter -
        Customer L       Vendor L        Employee L      Inventory L        Job R
         Invoice R           Purchase Order R           A/P Invoice L
      Inventory Costing Method W   (R=Replacement,S=Standard,W=Weighted Average)


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help                     Prev Next Frst Last                      Form Sec
```

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

---

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3   3   0   0   Delimiter -

would result in G/L codes being formatted to **NNN-NNN**. The following entry

Account: 3   0   0   0   Delimiter

would result in G/L codes being formatted to **NNN**.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.
IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Accounts Receivable Control File

This section describes how to set up the Accounts Receivable control file. This control file is used for defining parameters that apply throughout the Accounts Receivable System.

From the master menu, select the menu option **Accounts Receivable**. The accounts receivable menu will then appear as follows.

```
                                                              armenu
 ACCOUNTFLEX                  Widget Company              DATE: 07/23/07
 Version                 Account Receivable Menu (R)

       INVOICES             AUTOMATIC CHARGES          TABLE MAINTENANCE
  1. Enter Invoice       15. Enter Recurring Invoice   30. Enter Customer
  2. Print Batch         16. Copy Recurring Invoice    31. Print Customer
  3. Post Batch          17. Generate Finance Charge   32. Enter Account
  4. Print Journal                                     33. Print Account
      ADJUSTMENTS             REPORTS/INQUIRY           34. Enter Division
  5. Enter Adjustment    19. Inquire Customer          35. Print Division
  6. Print Batch         20. Inquire Invoice           36. Enter Subsidiary
  7. Post Batch          21. Aged Trial Balance        37. Print Subsidiary
  8. Print Journal       22. Cash Flow Analysis        38. Enter Terms
      RECEIPTS           23. Statement                 39. Enter Salesman
  9. Enter Receipt       24. Receipt Register          40. Enter Tax Code
 10. Print Batch         25. Invoice Journal           41. Enter Control
 11. Print Checks        26. Distribution Journal      42. Purge
 12. ACH Withdrawals     27. Customer Journal
 13. Post Batch          28. Commission Report
 14. Print Journal

                    Enter Selection >  1 _
```

To set up the control file select the **Enter Control** option on the Accounts Receivable menu. The Accounts Receivable control file screen will appear as follows.

```
ACCOUNTFLEX        Accounts Receivable Control File        Date: 07/24/07

     Enter Customer Starting Number  ██████
     Enter  Invoice  Prefix            Starting Number         2007
     Enter Recurring Invoice Prefix REC   Starting Number         1
     Enter Finance Charge Prefix     INT   Starting Number        10
     Retain Transaction Distribution when posting (Y/N)? Y
     Retain Receipt Register (Y/N)? Y
     Send (T)ransaction or (S)ummary of Transactions to G/L when posting S
     Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date T
     Aging periods by number of days     0    30    60    90
     Finance Charge Percent      2.000
     Allow Multiple Batches
     Phone Format
     Date Tolerance   999   days




Enter starting customer number or leave blank for manually entered numbers
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help                       Prev Next Frst Last
```

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Accounts Receivable menu.

The following describes each parameter field.

Enter Customer Starting Number

This is an optional entry that determines whether customer codes are assigned automatically or manually. To have the system assign customer codes enter a starting number here. Customer codes will be assigned sequentially starting with this number. If you wish to enter customer codes manually leave this field zero or blank.

Enter Invoice Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the invoice number. The starting number for invoices is entered in the field immediately after the prefix field. You may enter a zero or blank if you wish to enter invoice numbers manually.

Enter Recurring Invoice Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the recurring invoice number. The starting number for the recurring invoices is entered in the field immediately after the prefix field. Recurring invoices do NOT have an option for manual entry.

Enter Finance Charges Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the Finance Charge invoices. The starting number for finance charge invoices is entered in the field immediately after the prefix field. Finance charge invoice numbers do NOT have an option for manual entry.

Retain Transaction Detail when posting(Y/N)

Enter "Y" to save transaction distribution history or "N" to discard. Distributions are the account line items for each invoice or adjustment. The downside of saving distributions is that the posting process will be slower and significantly more disk space will be used up.

Retain Receipt Register(Y/N)

Enter "Y" to save receipt register. If you plan to use our Bank Reconcilation module you MUST enter 'Y' here.

Send (T)ransactions or (S)ummary of transactions to G/L when posting

Enter "T" if you would like to have each transaction posted to the General Ledger or "S" if you would like only summary totals posted to the General Ledger. You only need to answer this prompt if you are using the General Ledger. By posting each transaction (option "T"), you will be able to see every transaction responsible for period totals while in the General Ledger. The downside of posting individual transactions to the General Ledger is that the posting process will be slower and significantly more disk space will be used up. There is one important restriction when selecting "S" to post transaction summaries; all transactions within a batch MUST belong to the same time period.

Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date

Enter the date you would like used when aging invoices.

Aging periods by number of days

Enter the aging periods in number of days. You are provided with up to 5 aging periods. These aging periods should be entered in ascending order. Periods assigned a value of 0 or blank (other than the first period) will be ignored.

Finance Charge Percent

Enter the default finance charge percent to be used when applying late charges.

Allow Multiple Batches

Enter 'Y' to allow multiple batch entry for A/R invoices and adjustments. For Demo purposes leave as 'N' or blank for ease of use.

Phone Format

Enter 'N' to turn off phone number formatting. Enter 'Y' or blank to turn on phone number formatting. 10-digit phone numbers such as 6501234567 will be automatically formatted to (650)123-4567. 7-digit phone numbers will be formatted to 123-4567.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

```
                                                              glcoar
ACCOUNTFLEX            Print Chart of Accounts           DATE: 07/23/07

          Report Destination S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
          Report Copies       1     (1 - 10)
          Report Title Page   N     (Y=Yes, N=No)

               Account Range            vto              v(wild cards * or ?)
      Show Accounts to Level 9
            Show Accounts only
      Show Inactive Accounts

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5   ^F6
Run  Help                                                                 Kill
```

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

> To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

> To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

> **Account #**

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit/Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup Divisions

This section discusses how to setup your divisions (also called profit centers) and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the Accounts Receivable Menu. Upon selecting the **Enter Divisions** option the following screen will appear:

```
ACCOUNTFLEX      CHANGE MODE      Division Entry Screen      DATE: 07/24/07

  Division  1  v  Name      Division #1
                  Address1  address1
                  Address2  address2
                  City      city                              v

  Description          Account

  Accounts Receivable  110-000   v
  Bank                 101-000   v
  Discounts Allowed    560-000   v
  Finance Charge       483-000   v
  Advance Payments     230-000   v
                                 v
                                 v
                                 v
                                 v

Enter the G/L account code
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help               Qry  Prev Next Frst Last
```

The Division entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the division name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that division.

Below is a description of each field.

Division Screen(*SINGLE-RECORD*).

If you did NOT select the multiple division option on the System-wide Control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

Division Code

Enter the Division Code.

Name

Enter the name for the Division. You can use up to 20 characters.

Address1, Address2, City, State, Zip

Enter the Address for the Division. You can use up to 30 characters per field.

Once the above data has been entered correctly, press the SAVE function key to save the information and proceed to the *MULTI-RECORD* portion.

Division Account Screen(*MULTI-RECORD*).

For each G/L account code description you will enter the appropriate G/L Account Code. These fields are described below.

Accounts Receivable
Enter the G/L Account code for Accounts Receivables. This account MUST exist in the G/L Account file.

Bank

Enter the G/L Account code for Cash Receipts. This account MUST exist in the G/L Account file.

Discount Allowed

Enter the G/L Account code for Discounts Allowed. This account MUST exist in the G/L Account file.

Finance Charge

Enter the G/L Account code for Finance Charges. This account MUST exist in the G/L Account file.

3.7 Setup Tax Codes

This section describes how to set up your tax codes.

To enter tax code information, you will select the **Enter Tax Codes** option on the menu. Upon selecting the **Enter Tax Codes** option the following screen will appear.

sltax

```
ACCOUNTFLEX    CHANGE MODE      Tax Code Entry Screen      Date: 07/23/07


   Tax Code 1  v  State CAv  Description San Francisco
             Press the SAVE function key to enter tax distribution


   Description              Rate

   Bart Tax                 0.250
   County Tax               0.250
   State Tax                6.750




             Total   7.250


Enter Description
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last        Del
```

The tax code entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for a tax code and its description. Tax codes are usually equivalent to counties since taxes are the same within a county.

The *MULTI-RECORD* portion prompts for all of the tax rates that apply to each sale within the tax code area (or county).

Below is a description of each field.

Tax Code Screen (*SINGLE-RECORD*).

Tax Code

Enter the tax code.

Description

Enter descriptive information about the tax code.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Tax Distribution Screen(*MULTI-RECORD*).

Tax Rate

Enter a tax rate.

Description

Enter descriptive information about the tax rate.

3.8 Setup Salesman

This section describes how to set up your salesmen. It is important that the salesmen table be set up properly prior to entering orders.

The first step in setting up your salesmen is to select the **Enter Salesman** option from the menu. Upon making this selection the salesmen entry screen will appear as shown below.

slsale

```
ACCOUNTFLEX    CHANGE MODE    Salesman Entry Screen    Date: 07/23/07

Code    Salesman Name              Title              Commiss  User Code

1       Joe Salesman
```

```
Enter Salesman Code
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last       Del
```

Below is a description of each field.

Salesman Code

Enter the salesman code to uniquely identify the salesman on orders and invoices.

Name

Enter the salesman name.

Commission

Enter the salesman's commission percent.

3.9 Setup Terms

This section describes how to set up your terms. It is important that your Terms be set up properly prior to entering transactions.

The first step in setting up your terms is to select the **Enter Terms** option from the Menu. Upon making this selection the Terms Entry Screen will appear as shown below.

```
                                                                poterm
ACCOUNTFLEX      CHANGE MODE     Terms Code Entry Screen      Date: 07/23/07

 Code Description             Type Disc.Days  Disc.Rate  Net.Days

  1   1% NET  30                       10        1.000        30
  2   2% NET  30                       10        2.000        30




 Enter Terms Code
 F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
 Save  Help        Add               Qry   Prev  Next  Frst  Last        Del
```

Below is a description of each field.

Terms Code

This is the terms code that will uniquely identify the terms conditions you are about to enter.

Description

This is a description of the terms.

Type

This is the type of terms D=Days or P=Prox. This field is not currently active so leave it blank.

Disc.Days

This is the number of days that will qualify an invoice for a discount. The number of days is calculated based on the invoice date.

Disc.Rate

This is the discount rate applied to the order if payment is made within discount days (see previous field).

Net.Days

The payment must be made within this number of days otherwise the order will be subject to the penalties.

3.10 Setup Customers

This section describes how to set up your customers. It is important that your customers be setup properly prior to entering invoices.

The first step in setting up your customers is to select the **Enter Customer** option from the menu. Upon making this selection the customer screen will appear as shown below.

```
                                                                            arcus
ACCOUNTFLEX      CHANGE MODE      Customer Entry Screen      DATE: 07/23/2007

   Customer Code 1          v    Entry Date         By              Inactive
             Billing Address                    Shipping Address
  Company ACME                            Gerard Menicucci
     Name
    Addr1 875 Mahler Road #261            1015 Atwater
    Addr2
    Addr3
     City Burlingame                      Burlingame
    State CAv Zip 94010      v  Cnty   v  State CAv Zip 94010      v Cnty    v
   Source           v                    Tax Code 1  v    SalesRep 1     v

  Contact Test Company                      Title
    Phone (800)343-0180     x      Fax (650)6977696
   E-mail sales                           Resale#
   Method 0    Finance Charge N    Invoices Y    Statements Y   BackOrders
    Terms 1   v                             Credit Limit
    Price    v                               Balance Due

Enter the Customer's code to identify this Customer throughout the system
F1    F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help        Add  Srch Qry  Prev Next Frst Last      Del  Note Pric Ship Ach
```

This screen is a *SINGLE-RECORD* screen.

While on this screen you may **ADD** a new Customer or **CHANGE** existing ones. The following two subsections describe how to **ADD** or **CHANGE**.

ADD

To **ADD** a new customer press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you will enter is the customer code. Your customer code will identify the customer throughout the system. After entering the customer code, press the **RETURN** key to enter the next field on the screen. When you have filled in all of the customer fields, press the **SAVE** function key to save the customer information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next customer addition.

CHANGE

To **CHANGE** an existing customer first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessary. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the customer code you wish to locate and press the **RETURN** key. The customer information will then be displayed and you may cursor to any field (except the customer code) and change its contents. If you would like to search for customers by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key to save the changes.

Below is a description of each field.

Customer Code

Enter the customer code to identify the customer in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Company

Enter the company name for billing and shipping.

Name

Enter the name for billing and shipping. This field is meant for a personal name and may be entered as 'lastname, firstname'. The system will format the name as 'firstname lastname', when printing mailing addresses,

Addr1,Addr2,Addr3

Enter the address for billing and shipping.

City

Enter the city for billing and shipping address.

State

Enter the state code for billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip Code

Enter the zip code for the billing and shipping address.

Country Code

Enter the country code for the billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Tax Code

Enter the Tax Code to represent the tax rate schedule for that customer. You may press the **HELP** function key to select or search from a popup list of valid entries.

Sales Represenative

Enter the Sales Representative representing that customer.

Contact

Enter the contact person in this field.

Phone, X

Enter the telephone number w/extension.

Fax

Enter the Fax number for the customer.

E-mail

Enter the customer's E-mail address.

Resale #

Enter the Resale Number for the customer.

Method

Enter the method of payments applied "O" for Open Item, "B" for Balance Forward.

Finance Charge

Indicate if finance charges will be billed to the customer. Valid entries are "Y" for Yes, and "N" for No.

Invoices

Indicate if invoices will be produced for the customer. Valid entries are "Y" for Yes, and "N" for No.

Statements

Indicate if statements will be produced for the customer. Valid entries are "Y" for Yes, "N" for No, and "S" to print seperate statements for each subsidiary.

Terms Code

Enter the Terms Code for the customer. You may press the **HELP** function key to select or search from a popup list of valid entries.

Price Code

This is the price code used for determining the sales price for this customer. You may press the **HELP** function key to select or search from a popup list of valid entries. For further information about this field refer to the section on setting up prices in the Inventory System.

Credit Code

Enter the credit code of the customer.

Credit Limit

Enter the credit limit for the customer.

Current Balance

This field displays the current balance.

Inactive

Enter 'Y' if customer is inactive. This effect of this action is to exclude this customer on HELP popup lists.

While on the customer entry screen, you may also enter notes about each customer. To enter notes you must first position to an existing customer and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the customer entry screen.

In addition to the note entry screen there is also a shipping address entry screen that may be accessed by pressing the **SHIP** function key. The shipping address screen will let you enter alternate shipping addresses for the same customer.

3.11 Print Customers Account

This section discusses how to print your Customers Account.

The first step in reviewing your Customers Account is to select option 25 **Print Customer**. Upon making this selection the Report Selection screen will appear.

```
ACCOUNTFLEX                Print Customers by Code              Date: 07/23/07


            Report Destination S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
            Report Copies      1     (1 - 10)


            Customer Range         v     to        v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                  Kill
```

When this screen appears enter **"P"** for the report destination and then press the **RUN** function key to send the report to the printer. The Customer Table Listing will appear as shown below.

```
                                                          arcusr
ACCOUNTFLEX            Customer Listing by Code            PAGE:    1
                                                    12:55a   05/25/99
================================================================================
                                                          Account
Code   Billing Address              Contact              Method
------ ----------------------------- ----------------------------- ------
1      ACME                          Gerard Menicucci             O
       875 Mahler Road #261              Tel: (415)340-0220
       Burlingame, CA    94010




2      CLOROX                        Gerard Menicucci             B
       840 Hinckley Road #261            Tel: (415)340-0220
       Burlingame, CA    94010




3      Customware Computing          Gerard Menicucci             B
       800 Airport Road #261             Tel: (415)340-0220
       Burlingame, CA    94010




NOF    NOT-ON-FILE                                                O
```

Review the Customer Accounts for completeness and if any additions or changes need to be performed select option 24 Enter Customer.

When the printing has been completed, press the **ESCAPE** key to return to the menu.

3.12 Setup Customers Subsidiaries

This section describes how to set up your customer subsidiaries. Customer subsidiaries can be anything from multiple jobs, properties, or locations that you or your customer want differentiated on reports and/or statements. If you do not have customer subsidiaries you may skip this section. To use subsidiaries you should have already set the System-wide control parameter for Customer Subsidiaries to "Y".

The first step in setting up your customer's subsidiaries is to select the **Enter Subsidiaries** option from the menu. Upon making this selection the Customer Subsidiary Entry Screen will appear as shown below.

```
                                                              arsub

ACCOUNTFLEX      CHANGE MODE              Entry Screen      DATE: 05/25/99

  Customer Code  : 1         ACME
  Subsidiary Code: S1

 _____  _____
          Billing Address            |       Shipping Address
 _____  _____
Company: SUB CUSTOM 1                |
   Name:                             |
  Addr1: 8 Mahler                    |
  Addr2:                             |
  Addr3:                             |
   City: Burlingame                  |
  State: CA  Zip: 94010              |      Zip:
                                     | Tax Code:
                                     | SalesRep:

 _____  _____
Contact: G. Menicucci                Tel:
Fax:
_____
Enter company
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15  F16
SAVE HELP ---- ADD  ---- QRY  PREV NEXT FRST LAST ---- DEL  ---- ---- SHIP ----
```

This screen is very similar in content and operation to the Customer entry screen.

3.13 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

This chapter gives instructions for the Accounts Receivable Work Cycle. The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps for Invoices, Receipts, and Adjustments.

1) **Enter Invoices** into the Invoice file, using the enter invoice menu selection.

2) **Check Invoices** by printing the batch listing and comparing it with the original documents.

3) **Correct Mistakes** if necessary, by using the change function while in the invoice screen.

4) **Backup Data** You can use the backup data base onto floppy function on the master menu.

5) **Post Invoices** from the transaction file to the general ledger.

6) **Review Posting Journal** to ensure that all invoices were posted correctly.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Accounts Receivable function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Accounts Receivable menu.

The Accounts Receivable menu appears as follows.

```
                                                        armenu
ACCOUNTFLEX                  Widget Company            DATE: 07/23/07
Version                 Account Receivable Menu (R)

      INVOICES            AUTOMATIC CHARGES         TABLE MAINTENANCE
 1. Enter Invoice       15. Enter Recurring Invoice  30. Enter Customer
 2. Print Batch         16. Copy Recurring Invoice   31. Print Customer
 3. Post Batch          17. Generate Finance Charge  32. Enter Account
 4. Print Journal                                    33. Print Account
    ADJUSTMENTS             REPORTS/INQUIRY           34. Enter Division
 5. Enter Adjustment    19. Inquire Customer         35. Print Division
 6. Print Batch         20. Inquire Invoice          36. Enter Subsidiary
 7. Post Batch          21. Aged Trial Balance       37. Print Subsidiary
 8. Print Journal       22. Cash Flow Analysis       38. Enter Terms
    RECEIPTS            23. Statement                39. Enter Salesman
 9. Enter Receipt       24. Receipt Register         40. Enter Tax Code
10. Print Batch         25. Invoice Journal          41. Enter Control
11. Print Checks        26. Distribution Journal     42. Purge
12. ACH Withdrawals     27. Customer Journal
13. Post Batch          28. Commission Report
14. Print Journal

                  Enter Selection >  1 _
```

5.1 Enter Invoices

This section describes the process of entering invoices into your Accounts Receivable program.

Invoices may be entered in groups or batches. Each batch may consist of one or more invoices; each invoice may have any number of distributions. Enabling multiple batches is done via the A/R Control file.

To enter invoices select option 1 on the Accounts Receivable menu. The A/R invoice batch entry screen will appear as shown below.

```
                                                                       arinv
ACCOUNTFLEX        ADD MODE      A/R Invoice Batch Entry      DATE: 07/24/07

         Batch       3v     Entry Date 07/24/07              Total

      Invoice ***AUTO***v  Customer _____v
 Invoice Date 07/24/07   Period Date 07/24/07         Due Date _____
Discount Date _____                           Discount Allowed _____
         PO#  _____
 Description  _____
    Division 1   v                                  Job No.  _____v

  Account       Account Title           Description              Amount




                                               Total

Enter Customer Code (press HELP key to see list)
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Chg                                                       Nof         Cus
```

Below is a description of each field relating to the Batch.

Batch Screen *(SINGLE-RECORD)*

Batch

The batch number is automatically assigned. This number serves to identify a group of invoices for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Total

The total field will display the total amount of all invoices within the batch.

The invoice and distribution information appears below the batch information.

```
ACCOUNTFLEX        ADD MODE      A/R Invoice Batch Entry      DATE: 07/24/07

              Batch     3v    Entry Date 07/24/07             Total    20900.00

         Invoice      2007v  Customer CSCO     v       Cisco Systems
    Invoice Date 07/24/07  Period Date 07/24/07      Due Date 08/23/07
   Discount Date 08/03/07              Discount Allowed       209.00
            PO# [                    ]
    Description [                              ]
       Division 1   v                          Job No. [        ]v

   Account        Account Title             Description           Amount

   420-000     vHardware Sales          [              ]        2800.00
   410-000     vSoftware Sales          [              ]       17500.00
   482-000     vRental Income           [              ]         600.00
   _           v                        [              ]
               v                        [              ]
                                                  Total     20,900.00

  Enter G/L Account Code (press HELP key to see list)
  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help      Add       Qry  Prev Next Frst Last      Del
```

Below is a description of each field for the Invoice portion.

Invoice Screen *(SINGLE-RECORD)*

Invoice

The invoice number may or may not be automatically assigned. It will be automatically assigned if the value of the starting invoice number in the control file is non-zero. The invoice number represents a number assigned to an invoice made up of possibly several distributions. The invoice field can accept a maximum of 10 alphanumeric characters.

Customer Code

The customer code is a required entry field. The maximum entry is 6 alphanumeric characters. This code must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Invoice Date

The invoice date will default to the system date. The invoice date represents the date that the invoice commenced.

Period Date

The period date will also default to the system date The period date represents the period that the invoice should be posted.

Discount Date

This is not a required entry field. If the invoice is paid by the discount date the discount allowed will be deducted from the amount due.

Discount Allowed

This is not a required entry field. The discount is the amount that should be deducted from the invoice if paid by the discount date. The field allows a 9-character numeric entry.

Due Date

This is not a required entry field. The due date represents the date that the invoice must be paid before it becomes past due.

Description

This is not a required entry field. The description allows you to describe the type of invoice. The field holds a maximum of 40 characters.

Once the data has been entered correctly, press the **SAVE** function key to Save the Invoice screen. The cursor will then jump to the distribution screen where the distributions relating to the invoice should be entered.

Below is a description of each field.

Distribution Screen *(MULTI-RECORD)*

Account #

Enter the Account Code. You can use up to 12 characters including the delimeter. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 digits.

A positive value will credit the G/L Account and a negative value will debit it.

Total

The Total field will display the total amount of all Distributions within this Invoice.

Once the data has been entered correctly, press the **SAVE** function key to Save the distribution screen. The cursor will then jump back to the invoice screen to enter another invoice. If there are no more invoices to be entered, you may return to the batch screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the batch screen will return you to the Accounts Receivable menu.

5.2 Print Invoice Batches

This section describes how to print your invoice batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print batches select option 2 and the Report Selection screen will be displayed as shown below.

```
ACCOUNTFLEX              A/R Invoice Batch Listing           DATE: 07/24/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1     (1 - 10)
        Report Title Page   N     (Y=Yes, N=No)
        Report Detail       Y     (Y=Yes, N=No)


            Batch Range  _____ v   to  _____ v
          Invoice Range  _____ v   to  _____ v
         Customer Range  _____ v   to  _____ v





Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                             Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/R invoice batch Listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Customer Range

Enter the range of customer codes you would like to print. If you do not enter a customer range the computer will print all customers. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/R Invoice Batch Listing** Report as shown below.

```
                                                 arinvr1
07/24/07                    Widget Company              Page     1
   7:29am                A/R Invoice Batch Listing
==========================================================================
Batch:     3   Entry Date: 07/24/07            Total:     20,900.00
--------------------------------------------------------------------------
  Invoice-# Customer        Name      Invoice  Period   Due/Discount    Amount
--------------------------------------------------------------------------
     2007 CSCO            Cisco Syst 07/24/07 07/24/07 08/23/07    20,900.00
                                                       08/03/07      209.00
              Account       Description                         Amount
              420-000       Hardware Sales                    2,800.00
              410-000       Software Sales                   17,500.00
              482-000       Rental Income                        600.00
                                              ----------------------------
                                              Invoice Total:     20,900.00

                                              ============================
                                              Batch Total:       20,900.00
```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.3 Post Invoice Batches

This section describes how to post your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Receivable. It is important that your invoices be correctly entered before posting. This is because once your data has been posted it can no longer be modified unless you enter and post an adjustments using option 5 on the menu.

To post batches select option 3 on the Accounts Receivable menu. The A/R invoice posting screen will appear as shown below.
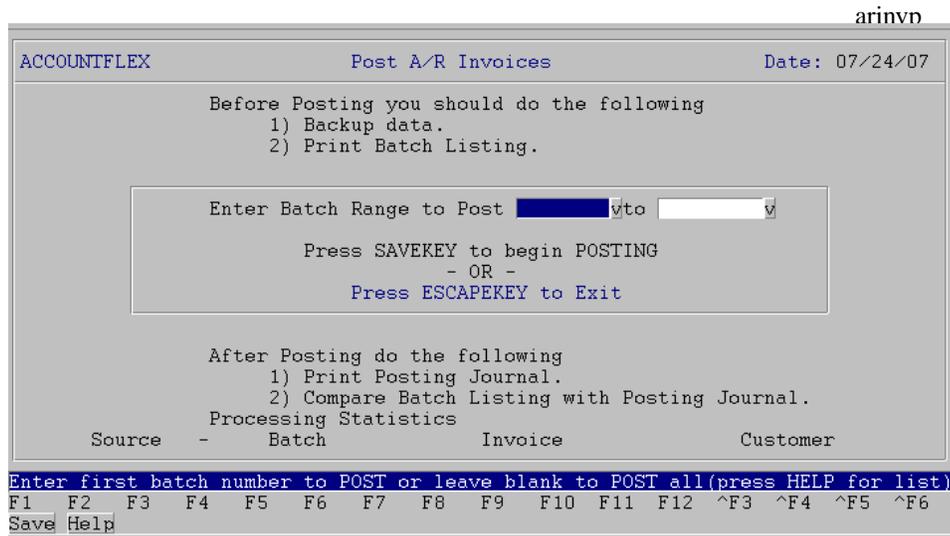
You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

   Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Invoice

The invoice number that is currently being posted will be displayed here.

When the posting has been completed you will see the following message:

```
Posting has been Successfully Completed.
```

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.4 Print Invoice Journal

This section describes how to print the Posting Journal Report. This report will print the posted invoice batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 4 on the Accounts Receivable menu. The Report Selection screen will appear as shown below.

```
                                                        arinvpr1
ACCOUNTFLEX              A/R Invoice Posting Journal        DATE: 07/24/07

         Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies        1     (1 - 10)
         Report Title Page    N     (Y=Yes, N=No)
         Report Detail        Y     (Y=Yes, N=No)


              Post No        5v
              Batch
        Invoice Range             v   to             v
       Customer Range           v     to           v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5   ^F6
Run  Help                                                                  Kill
```

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Customer Range

Enter the range of customer codes you would like to print. If you do not enter a customer range the computer will print all customers. These codes must exist in the customer Table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/R Invoice Posting Journal** Report as shown below.

```
                                                arinvpr1
07/24/07                    Widget Company              Page       1
  7:31am                 A/R Invoice Posting Journal
                   PostNo      5 PostDate 07/24/07
--------------------------------------------------------------------
Invoice-#   Customer              Invoice  Period   Due          Amount
--------------------------------------------------------------------
   2007  CSCO      Cisco Systems  07/24/07 07/24/07 08/23/07    20,900.00
          R - I     3  1
                  Account     Description                   Amount
                  420-000     Hardware Sales              2,800.00
                  410-000     Software Sales             17,500.00
                  482-000     Rental Income                 600.00
                                          ----------------------------
                                          Invoice Total:    20,900.00


                                          ****************************
                                          ****************************
                                          Grand Total:      20,900.00

Posting Log #5:  07/24/07   07:30:00

Post A/R Invoices has been completed successfully
```

When the printing is complete press the **ESCAPE** key to return to the Accounts Receivable menu.

5.5 Enter Adjustments

This section describes the process of entering adjustments for invoices into your Accounts Receivable program. Adjustments are entered to alter an existing invoice amount.

Adjustments are entered in groups or batches. Each batch may consist of one or more adjustments; each adjustment may have one or more distributions.

To enter adjustments select option 5 on the Accounts Receivable menu. The A/R Adjustment batch entry screen will appear as shown below.

```
                                                                    aradi
 ACCOUNTFLEX       ADD MODE     A/R Adjustment Batch Entry   DATE: 07/24/07

              Batch      1v      Entry Date 07/24/07          Total    -900.00

         Invoice                 v    Customer            v
      Adjust Date 07/24/07    Period Date 07/24/07
      Description
              Change Fields below to overide original Invoice
      Invoice Date                                    Due Date
      Discount Date                             Discount Allowed
              PO#
         Division 1   v Job No.              v

    Account       Account Title              Description              Amount



                                                     Total

 Enter Invoice number (press HELP key to see list)
 F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12  ^F3   ^F4   ^F5   ^F6
 Save  Help        Chg                                                             Cus
```

Below is a description of each field relating to the batch.

Batch Screen *(SINGLE-RECORD)*

Batch

The batch number is automatically assigned. This number serves to identify a group of adjustments for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date The entry date represents the date the batch was entered into the computer.

Total

The total field will display the total of all adjustments within the batch.

The adjustment and distribution screen appears below the batch information.

```
ACCOUNTFLEX      CHANGE MODE    A/R Adjustment Batch Entry    DATE: 07/24/07

          Batch      1v    Entry Date 07/24/07          Total     -900.00

        Invoice      2007v   Customer CSCO    vCisco Systems
   Adjust Date 07/24/07   Period Date 07/24/07
   Description
              Change Fields below to overide original Invoice
  Invoice Date 07/24/07                        Due Date 08/23/07
 Discount Date 08/03/07              Discount Allowed       209.00
          PO#
      Division 1   v Job No.        v

   Account       Account Title          Description             Amount

  420-000     vHardware Sales                                  -800.00
  410-000     vSoftware Sales                                  -100.00
             v                                          Total  -900.00

Enter G/L Account Code (press HELP key to see list)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Add       Qry  Prev Next Frst Last      Del
```

Below is a description of each field for the adjustment transaction.

Adjustment Invoice Screen *(SINGLE-RECORD)*

Invoice

The invoice number is a required entry field. This is the invoice that you will be adjusting. The field is alphanumeric and accepts a maximum of 10 characters.

Customer

The customer code is a required entry field. The maximum entry is 6 alphanumeric characters. This code must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Adjustment Date

The Adjustment date will default to the system date. The adjustment date represents the date that the adjustment took place.

Period Date

The period date will also default to the system date. The period date represents the period that the invoice should be posted.

Invoice Date

The field will default to the original Invoice Date. Changing this date will override the original Invoice Date.

Description

This field is a non-enterable field. The original Invoice description will appear here.

Discount Date

The field will default to the original Invoice Discount Date. Changing this date will override the original Invoice Discount Date.

Discount Allowed

The field will default to the original Invoice Discount Allowed amount. Changing this amount will override the

---

original Invoice Discount Allowed amount.

Due Date

The field will default to the original Invoice Due Date. Changing this amount will override the original Invoice Due Date.

Once the data has been entered correctly, press the **SAVE** function key to save the Adjustment Invoice screen. The cursor will then jump to the distribution screen where the distributions relating to the invoice should be entered.

Below is a description of each field.

Distribution Screen *(MULTI-RECORD)*

Account #

Enter the Account Code. You can use up to 12 characters including the delimeter. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 numeric characters.

A positive value will credit the G/L Account and a negative value will debit it.

Total

The Total field will display the total of all Distributions within this Adjustment.

Once the data has been entered correctly, press the **SAVE** function key to save the distribution screen. The cursor will then jump back to the Adjustment Invoice screen to enter another adjustment. If there are no more adjustments to be entered, you may return to the batch screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the batch screen will return you to the Accounts Receivable menu.

5.6 Print Adjustment Batches

This section describes how to print your adjustment batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print batches select option 6 and the Report Selection screen will be displayed as shown below.

```
ACCOUNTFLEX              A/R Adjustment Batch Listing            DATE: 07/24/07

            Report Destination  S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
            Report Copies         1     (1 - 10)
            Report Title Page     N     (Y=Yes, N=No)
            Report Detail         Y     (Y=Yes, N=No)


               Batch Range               v    to              v
             Invoice Range               v    to              v
            Customer Range               v    to              v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                          Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/R adjustment batch listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Customer Range

Enter the range of customer codes you would like to print. If you do not enter a customer range the computer will print all customers. These codes must exist in the customer Table. You may press the **HELP** function key to see a list of valid entries.

When you run the A/R Adjustment batch Listing report it will appear as shown below.

```
                                                      aradjr1
07/24/07                  Widget Company              Page      1
  7:33am            A/R Adjustment Batch Listing
===============================================================================
Batch:      1   Entry Date: 07/24/07              Total:       -900.00
-------------------------------------------------------------------------------
Invoice-#  Customer     Name              Adjust   Period      Amount
-------------------------------------------------------------------------------
    2007 CSCO          Cisco Systems      07/24/07 07/24/07    -900.00

         Invoice Date: 07/24/07   Div        1
         Discount: 08/03/07  Discount:    209.00 Due: 08/23/07
                Account      Description                    Amount
                420-000      Hardware Sales                -800.00
                410-000      Software Sales                -100.00
                                                  ----------------------------
                                             Invoice Total:  -900.00

                                             ============================
                                             Batch Total:    -900.00
```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.7 Post Adjustment Batches

This section describes how to **Post** your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Receivable. It is important that your adjustments be correctly entered before posting. This is because once your data has been posted it can no longer be modified.

To post batches select option 7 on the Accounts Receivable menu. The A/R Adjustment Posting screen will appear as shown below.

You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place.

Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

Transaction

The invoice number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last invoice posted.

When the Posting has been completed you will see the following message:

    Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.8 Print Adjustment Journal

This section describes how to print the Posting Journal Report. This report will print the posted invoice adjustment batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 8 on the Accounts Receivable menu. The Report Selection screen will appear as shown below.

```
                                                               aradjpr1
ACCOUNTFLEX          A/R Adjustment Posting Journal        DATE: 07/24/07

         Report Destination  S         (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies        1        (1 - 10)
         Report Title Page    N        (Y=Yes, N=No)
         Report Detail        Y        (Y=Yes, N=No)

                 Post No      6v
                  Batch
           Invoice Range              v   to              v
          Customer Range             v        to          v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5   ^F6
Run  Help                                                                 Kill
```

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of posted Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all posted Invoices.

Customer Range

Enter the range of customer codes you would like to print Invoices for. If you do not enter a customer range the computer will print all customers Invoices. These codes must exist in the customer Table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/R Adjustment Posting** Report as shown below.

```
                                                    aradjpr1
07/24/07                       Widget Company               Page      1
  7:34am                   A/R Adjustment Posting Journal
                        PostNo        6 PostDate 07/24/07
--------------------------------------------------------------------------------
Invoice-#  Customer   Name              Invoice  Period  Due           Amount
--------------------------------------------------------------------------------
       2007  CSCO      Cisco Systems   07/24/07 07/24/07 08/23/07       -900.00
           R - A      1  1
                     Account      Description                       Amount
                     420-000      Hardware Sales                   -800.00
                     410-000      Software Sales                   -100.00
                                                        ------------------------------
                                              Adjustment Total:      -900.00


                                    ****************************
                                    ****************************
                                    Grand Total:             -900.00

Posting Log #6:  07/24/07   07:33:52

Post A/R Adjustments has been completed successfully
```

When the printing is complete press the **ESCAPE** key to return to the Accounts Receivable menu.

5.9 Enter Receipts

This section describes the process of entering receipts into your Accounts Receivable program.

Receipts are entered in groups or batches; each batch consisting of one or more receipts. Each receipt may be applied to specific invoices and/or G/L Accounts. To enter a receipt batch select option 9 on the Accounts Receivable menu. The A/R receipts batch entry screen will appear as shown below.

```
                                                                      archk
  ACCOUNTFLEX     CHANGE MODE     RECEIPT ENTRY SCREEN      DATE: 07/24/07

    Batch        1v   Type R    Entry Date 07/24/07    Period Date 07/24/07
     Bank  101-000       v                                Totals     28,150.00

  Customer                            Check No Date          Amount   Unapplied

  CSCO     vCisco Systems                      07/24/07     4000.00       0.00
  AT&T     vAT&T Company                       07/24/07    14800.00       0.00
  DELL     vDell Computers                     07/24/07     9350.00       0.00
           v
           v
           v
           v
           v
           v
           v
           v

  Enter Receipt Amount
  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help      Add  Srch Qry  Prev Next Frst Last G/l  Del  Zoom Sel  Rev  Misc
```

Below is a description of each field.

Batch Screen *(SINGLE-RECORD)*

Batch

The batch number is automatically assigned. This number serves to identify a group of adjustments for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the period that the receipt should be posted.

G/L Account

This field is the General Ledger account number to which the receipts will be

debited (usually a bank). This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Total

The total field will display the total amount of all receipts within the batch.

Once the data has been entered correctly, press the **SAVE** function key to save the batch screen. The cursor will then jump to the customer detail screen.

Receipt Entry Screen *(MULTI-RECORD)*

Customer Name

Enter the customer code and the customer name will then be displayed. This field allows a maximum of 6 alphanumeric characters.

Bank Ctl

This is not a required entry field and can be used to store the bank control number or ABA number. This field allows a maximum of 10 alphanumeric characters.

Check Number

This is not a required entry field and can be used to store the check number. This field allows a maximum of 10 alphanumeric characters.

Date

Enter the Date of the Receipt. This date will be used to calculate aging.

Amount

Enter the Receipt Amount. This field is numeric and allows a maximum of 9 digits.

A positive value will debit the G/L Account entered above and a negative value will credit it.

Unapplied

This is not an entry field, but will display the amount of funds you have NOT applied to Invoices (via the ZOOM function key) or G/L Accounts (via the G/L function key). ALL Receipts MUST have Unapplied amounts of zero in order to be Posted. Posting Receipts will be discussed in a later section.

While on the Receipt entry of the screen you may Reverse previously posted receipts or enter receipts manually line by line.

If you elected to retain a Receipt Register in the Control File, you will be able to REVERSE previously posted Receipts that have NOT been purged. Reversing Receipts is done by pressing the **REV** function key while on the Customer Receipt screen. Upon pressing this function key the popup screen for Reversing Receipts will appear as follows:

```
ACCOUNTFLEX      CHANGE MODE       RECEIPT ENTRY SCREEN         DATE: 07/24/07

   Batch       1v   Type R    Entry Date 07/24/07      Period Date 07/24/07
   Bank 101-000      v                                    Totals      28,150.00

Customer                               Check No Date       Amount   Unapplied

CSCO     vCisco Systems                    07/24/07     4000.00        0.00
AT&T        Select Receipt to Reverse                                 0.00
DELL       G/L Account 101-000                                        0.00
              Check No
        Customer Code            v
        Receipt Date
              Amount

        Press SAVE function key to Reverse Receipt or ESCAPE key to exit




        v
        v                             _____ _____ _____


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

After entering the appropriate information on this screen, you will press the **SAVE** function key to Reverse the selected Receipts.

With the manual method of entering Receipts, you will enter them line by line. The manual method is also how you will edit the results from your automatic selections. When using the manual method of entering Receipts, you may apply Receipt amounts to invoices and/or any G/L Accounts. To apply a Receipt amount to G/L Accounts you will press the G/L function key and the following screen will appear.

```
ACCOUNTFLEX      CHANGE MODE       RECEIPT ENTRY SCREEN         DATE: 07/24/07

   Batch       1v   Type R    Entry Date 07/24/07      Period Date 07/24/07
   Bank 101-000      v                                    Totals      28,150.00

Customer                               Check No Date       Amount   Unapplied

CSCO     vCis                                                         0.00
AT&T     vAT&  Customer AT&T      AT&T Company          Date 07/24/07  0.00
DELL     vDel  Account-#      Account Title                 Amount    0.00
         v
         v     101-000                                    14800.00
         v     A/R                                        -14804.20
         v     Discounts                                      4.20
         v
         v            v
         v            v
         v                                      Unapplied      0.00
         v

Enter G/L Account Code (press HELP key to see list)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Add      Qry  Prev Next Frst Last      Del
```

While on this screen you may apply the Receipt Amount across any number of G/L Accounts. A positive value will debit the G/L Account and a negative value will credit it.

It is also possible to enter receipts where there is no previously entered invoice and/or customer. Pressing the **MISC** will bring up the following screen for this purpose.

```
ACCOUNT──────Enter Miscellaneous Receipt─────────────────────/07
              Customer    Company
 Batch       AT&T      v  AT&T Company
  Bank            Name                                            50.00
                 Addr1  100 Mary Road
 Custome          Addr2                                          plied
                  Addr3
 CSCO             City  Bedminster                                0.00
 AT&T            State  NJv    Zip  07921       v          v      0.00
 DELL          Contact  Tom Jackson         Phone (908)221-2000   0.00
 AT&T         Check No
             Check Date  07/24/07
            Description
             Account-#     Account Title              Amount
             620-000   vAdvertising                   1000.00
                       v
                       v
                                      Total Check     1000.00



Enter G/L Account Code (press HELP key to see list)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

As you enter Receipts manually, you will encounter additional entry screens for those customers who are **Open Item** (customers where receipts are applied to specific Invoices). The rest of this section on Receipt Entry deals with the additional screens encountered for **Open Item** customers. If all of your customers are **Balance Forward** you need not read any further.

The additional screens for **Open Item** customers enable you to easily apply receipts to specific invoices. The first of these screens is the **Invoice Payment** screen. The **Invoice Payment** screen will appear automatically whenever you enter an amount for an Open Item customer. You may also gain access to the Invoice Payment screen by pressing the **ZOOM** function key while positioned on an Open Item customer's Receipt line. The Invoice Payment Screen appears as follows.

```
ACCOUNTFLEX    [CHANGE MODE]    INVOICE PAYMENT SCREEN    Date: 07/24/07

 Customer AT&T              Check No            Date 07/24/07

  Invoice    Invoice  Discount     Orig      Due To apply        0.00
   No.        Date     Date       Amount    Amount Discount       Paid

      2000   03/05/07 03/15/07    8,600.00      0.00            8,600.00
      2002   05/10/07 05/20/07    3,000.00      0.00            3,000.00
      2003   06/23/07 07/03/07      875.00      0.00              875.00
      2004   07/05/07 07/15/07    3,200.00   3,200.00
      2005   07/24/07 08/03/07      420.00      0.00     4.20      415.80
      2006   07/24/07 08/03/07    7,200.00   5,290.80          1,909.20




 Discount Orig       86.00
 Discount Taken                            Totals    4.20    14,800.00

Enter Invoice # or PREPAY (to prepay specific order/invoice prepend '>')
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Add        Qry  Prev Next Frst Last     Del      Sel
```

While on the Invoice Payment screen you may select a group of invoices to pay, by pressing the **SEL** function key. Upon pressing the **SEL** function key the following selection screen will popup in the middle of the Invoice Payment screen:

```
ACCOUNTFLEX      CHANGE MODE      RECEIPT ENTRY SCREEN        DATE: 07/24/07

   Batch        1v  Type R    Entry Date 07/24/07     Period Date 07/24/07
   Bank  101-000         v                            Totals        29,150.00

Customer                               Check No Date      Amount   Unapplied

CSCO         ┌──Select Customers to be Paid──────────────────┐       0.00
AT&T         │      Customer Range                v  to           v  │   0.00
DELL         │          Division           v                        │   0.00
AT&T         │  Invoice Date Range             to                   │   0.00
             │     Due Date Cutoff                                  │
             │        Auto Pay(Y/N) Y                               │
             │   Auto Discount(Y/N) Y   After  07/24/07             │
             │   ACH Customers Only N                               │
             │                                                      │
             │ Press SAVE function key to Pay Invoices or ESCAPE key to exit │
             └──────────────────────────────────────────────────────┘

             v                        

F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save  Help
```

The Selection screen allows you to enter a range of invoices to select for payment. If you do not enter an invoice range all invoices with a non-zero amount due will be selected. After entering the appropriate information on this screen, you will press the **SAVE** function key to start the selection process.

Prepayments may be recorded on this screen by entering **PREPAY** for the Invoice number or entering an Invoice number that does not exist. Upon entering the latter, you will be informed that the Invoice number does not exist and asked if you wish to prepay the Invoice.

You may also delete a group of invoices while on the Invoice Payment screen by pressing the **DEL** function key. Upon pressing this function key the following Deletion screen will popup in the middle of the Invoice Payment screen:

```
ACCOUNTFLEX      CHANGE MODE      INVOICE PAYMENT SCREEN     Date: 07/24/07

   Customer AT&T                        Check No             Date 07/24/07

   Invoice        Invoice  Discount       Orig       Due To apply       0.00
     No.           Date     Date         Amount    Amount Discount      Paid

       2004      07/05/07 07/15/07    3,200.00     3,100.00            100.00
             ┌──Delete Invoice Payments──────────┐                      00
             │      Invoice Range     2004 to      2004 │
             │  Invoice Date Range        to            │
             │                                          │
             │ Press SAVE function key to Delete Payments or ESCAPE key to exit │
             └────────────────────────────────────────┘



   Discount Orig       32.00
   Discount Taken                                  Totals     0.00      100.00

F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save  Help
```

The Deletion screen allows you to enter a range of invoices to remove from the list of invoices to pay. If you do not enter an invoice range all invoices will be deleted. After entering the appropriate information on this screen, you will press the **SAVE** function key to start the deletion process.

5.10 Print Receipt Batch Listing

This section discusses how to print your receipt batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print batches select option 10 and the Report Selection screen will be displayed as shown below.

```
                                                           archkr1
ACCOUNTFLEX                 Receipt Batch Listing           DATE: 07/24/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1    (1 - 10)
        Report Title Page   N    (Y=Yes, N=No)
        Report Detail       Y    (Y=Yes, N=No)


           Batch Range         v   to          v
           G/L Account
      Receipt Date Range             to
      Check Number Range             to
         Customer Range        v   to          v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5   ^F6
Run │ Help                                                              Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/R receipt batch listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

G/L Account

This is not a required entry field because the system will default and print all General Ledger accounts. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Receipt Date Range

Enter the range of Receipt Dates you would like to print. If you do not enter a date range the computer will print all Receipts.

Check Number Range

Enter the range of check numbers you would like to print. If you do not enter a check number range the computer will print everything.

Customer

> This is not a required entry field because the system will default and print all the customers. This code must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

When you run the A/R Receipt batch listing report it will appear as shown below.

```
                                                  archkr1
07/24/07                   Widget Company            Page     1
  7:47am               A/R Receipt Batch Listing
            Batch No:    1  Period: 07/24/07  G/L Account: 101-000
---------------------------------------------------------------------
  Check-#  Date     Customer                                 Amount
           Invoice Inv-date  Orig Amount  Discount   Amount-paid
---------------------------------------------------------------------
           07/24/07  CSCO     Cisco Systems                 4,000.00
             2007 07/24/07   20,900.00              4,000.00

           07/24/07  AT&T     AT&T Company                 14,800.00
             2000 03/05/07    8,600.00              8,600.00
             2002 05/10/07    3,000.00              3,000.00
             2003 06/23/07      875.00                875.00
             2005 07/24/07      420.00      4.20       415.80
             2006 07/24/07    7,200.00              1,909.20
                     Totals:  20,095.00     4.20     14,800.00

           07/24/07  DELL     Dell Computers               9,350.00
             2001 05/05/07    9,350.00              9,350.00

           07/24/07  AT&T     AT&T Company                  1,000.00
             MISC: 620-000    Advertising           1,000.00

    =================================================================
    Batch Totals:             50,345.00     4.20     28,150.00   29,150.00
```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.11 Print Checks

This section discusses how to print Checks. These checks are to reimburse Customers.

Select the **Print Checks** menu option 11 and the **Report Selection** screen will appear as shown below.

```
ACCOUNTFLEX              Print Checks                    DATE: 07/24/07

      This program will print Checks for any batch of payments.  Below
      enter the Batch and Check number range to assign. These Check
      Numbers will be assigned to payments having no Check Numbers
      or payments having check numbers within the range.
      You may also enter a range of Check Numbers to VOID should checks
      become destroyed as a result of printer alignment or paper jams.

                Press the SAVEKEY to start or ESCAPEKEY to exit

             Check Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
                Check Format     
                       Batch            v   (Press HELP key to VIEW Batches)

       Run Test Check Number     
     Print Check Number Range          to        
     VOID  Check Number Range          to        
                    Currency     

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                Kill
```

This screen has a number of entry fields which you will need to complete with appropritate values.

Below is a description of each field.

Check Destination

This is equivalent to the **Report Destination** prompt on report selection screens.

Check Format

Enter 'Y' if you are printing checks on a page printer such as a laser or deskjet printer. If you are using a tractor feed printer leave this prompt empty or enter 'N'.

Batch

This is a required entry field. Enter the number of the Batch to print checks for. You may press the **HELP** function key to see a list of valid Batches.

Run Test Check number

This is an optional entry and only used if you need to align the printer for the check form. To use this feaure, enter the check number that will be used to test printer alignment. After you enter the test check number, press **RUN** to print the test check. The test check number will be printed with X's where the data is to appear. The test check number will also be voided in the check register.

Print Check Number Range

Enter the check number range that you want to assign to the printed checks. The program will assign these check numbers to all checks within the batch that do not already have a check number assigned to them. You must enter a beginning range for check numbers to be assigned.

VOID Check Number Range

Enter the check number range that you want to VOID. The program will VOID these checks numbers and enter the VOID checks into the Check Register. You will want to use this option if checks were destroyed due to a paper jam or paper misalignment.

Currency

This is an optional entry for printing a currency description on the check. Enter the currency description exactly as you would like it to appear on the check.

If some of the checks are damaged, for example checks 282-283 of the check run 275-285, you may VOID and reprint the damaged checks only or VOID and reprint all checks starting with 282.

To VOID and reprint just the damaged checks you would enter the following:

    Print Check Number Range:[286] to [287]
    VOID Check Number Range:[282] to [283]

The program will reprint checks 282-283 as 286-287. Checks 282-283 will be assigned a VOID status in the Check Register.

To VOID and reprint ALL checks starting with the damaged check 282 you would enter the following:

    Print Check Number Range:[286] to [   ]
    VOID Check Number Range:[282] to [   ]

The program will reprint checks starting with 282 using check numbers starting with 286. Pre-existing checks starting with 282 will be assigned a VOID status in the Check Register.

NOTE: When reruning check run be sure to use all the same selections for Source and Batch on the Report Selection screen.

When you are sure all your entries are correct press the **RUN** function key to print the checks.

A sample of the printed checks is shown below:

```
                                                    archkw




                                05/24/99                260.00

     Two Hundred Sixty and 00/100*************************************


        ACME
        875 Mahler Road #261
        Burlingame, CA    94010




Vendor: ACME                        1               Check No:      1000
Transaction Date Reference      Gross Amount     Deduction     Net Amount
_____
     05/24/99            1                           0.00          10.00
     05/24/99            2                           0.00          20.00
     05/24/99            3                           0.00          30.00
     05/24/99            4                           0.00          40.00
     05/24/99            5                           0.00          50.00
     05/24/99          123                           0.00         110.00




    Check Date   Check Number    Total Gross   Total Deduction  Check Amount
_____
     05/24/99         1000                           0.00         260.00
```

5.12 ACH Withdrawals

This menu option (12) is for processing ACH Direct Withdrawals.

Upon selecting this option, the following popup menu will appear.

```
                                              armenuach
  ┌──────────────────────────────────────────┐
  │  1.  Generate ACH file                    │
  │  2.  Customer Table Test                  │
  │  3.  Enter Control                        │
  │                                           │
  │                                           │
  │  Enter >   1_                             │
  └──────────────────────────────────────────┘
```
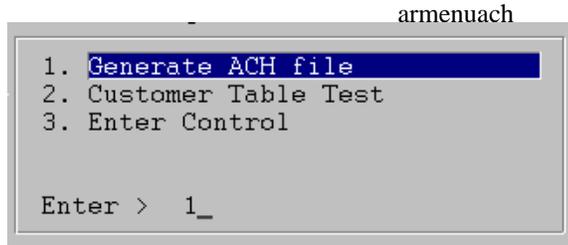
The following describes each of the above direct withdrawal menu choices.

The **Generate ACH file** option is for generating the ACH withdrawal file for the current payroll run. After selecting this option the following screen will appear.
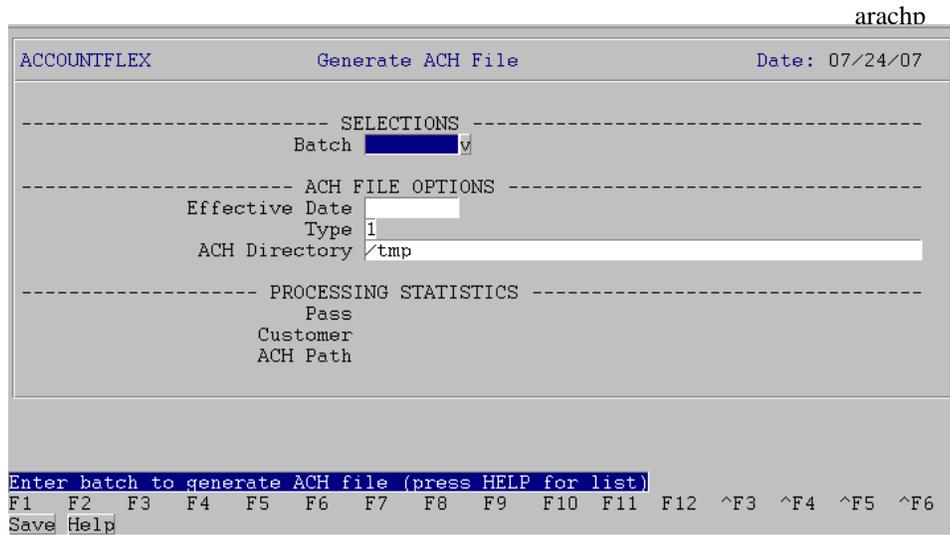
```
                                                        arachp
 ACCOUNTFLEX              Generate ACH File              Date: 07/24/07


 ------------------------ SELECTIONS ----------------------------------
                    Batch  ██████████ v
 --------------------- ACH FILE OPTIONS -------------------------------
           Effective Date  _____
                    Type  1
           ACH Directory  /tmp
 ------------------- PROCESSING STATISTICS ----------------------------
                     Pass
                 Customer
                 ACH Path




 Enter batch to generate ACH file (press HELP for list)
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Save Help
```

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Customer Table Test** menu option is for generating an ACH withdrawal file useful for verifying Customer direct withdrawal banking information. After selecting this option the following screen will appear.

```
ACCOUNTFLEX     Generate/Report Test ACH Withdrawals       DATE: 07/24/07

        Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Title        N       (Y=Yes, N=No)

        ------------------- SELECTIONS --------------------
            Customer Range           vto           v
   Bank Info Last Modified           to

        ----------- DIRECT DEPOSIT FILE OPTIONS ------------
                     Path  /tmp/achtestar
            Show on Report Y

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2    F3    F4    F5    F6    F7    F8    F9    F10   F11  F12   ^F3   ^F4   ^F5   ^F6
Run  Help                                                                          Kill
```

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Enter Control** menu option is for setting up parameters needed by your ACH files. This should be done before generating ACH withdrawal files. After selecting this option the following screen will appear.

```
ACCOUNTFLEX            A/R ACH Receipt Control File          Date: 07/24/07


                 Bank Name  BANK OF AMERICA
   Bank Transit/ABA number
          Bank Assigned ID#              (Usually Bank Transit/ABA, EIN, or DUNS)
      Bank Service Allowed
         Your Company Name
          Your Company ID#              (Usually EIN, DUNS, or User specfied
                                         preceed EIN with '1'
                                         preceed DUNS with '3'
                                         preceed User specified with '9')

Enter company ID# for File Header (usually EIN or DUNS)
F1   F2    F3    F4    F5    F6    F7    F8    F9    F10   F11  F12   ^F3   ^F4   ^F5   ^F6
Save Help                          Prev  Next  Frst  Last
```

When you are satisfied with your entries, press the **RUN** function key to save the information.

5.13 Post Receipt Batches

This section describes how to **Post** your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Receivable. It is important that your receipts be correctly entered before posting. This is because

---

once your data has been posted it can no longer be modified.

To post batches select option 13 on the Accounts Receivable menu. The A/R Receipt Posting screen will appear as shown below.
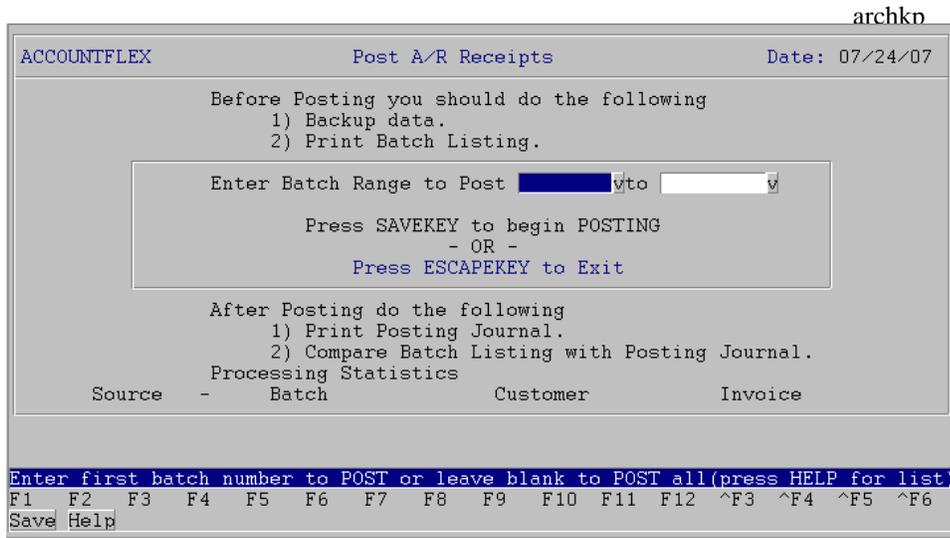
```
                                                              archkp
ACCOUNTFLEX                Post A/R Receipts              Date: 07/24/07
                    Before Posting you should do the following
                         1) Backup data.
                         2) Print Batch Listing.

                    Enter Batch Range to Post ███████▽to [        ▽]

                        Press SAVEKEY to begin POSTING
                                   - OR -
                         Press ESCAPEKEY to Exit

                    After Posting do the following
                         1) Print Posting Journal.
                         2) Compare Batch Listing with Posting Journal.
                    Processing Statistics
           Source   -     Batch              Customer          Invoice



Enter first batch number to POST or leave blank to POST all(press HELP for list)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

Invoice

The invoice number that the receipt is being posted to will be displayed here. The message displayed in this field once posting has been completed will reflect the last receipt posted.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.14 Print Receipt Journal

This section describes how to print the Posting Journal Report. This report will print the posted receipt batches. This report

should match with the batch report printed prior to posting.

To print the Posting Journal select option 14 on the Accounts Receivable menu. The Report Selection screen will appear as shown below.

```
ACCOUNTFLEX              A/R Receipt Posting Journal          DATE: 07/24/07

        Report Destination  S        (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies        1       (1 - 10)
        Report Title Page    N       (Y=Yes, N=No)
        Report Detail        Y       (Y=Yes, N=No)


              Post No         7v
           Batch Range               to
            G/L Account             v
      Check Date Range         to
    Check Number Range               to
        Customer Range        v      to         v




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3   ^F4   ^F5   ^F6
Run   Help                                                                         Kill
```

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Customer Range

Enter the range of customer codes you would like to print. If you do not enter a customer range the computer will print all customers. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the A/R Receipt Posting Journal Report as shown below.

```
                                                                    archkpr1
07/24/07                      Widget Company                   Page      1
  7:53am                   A/R Receipt Posting Journal
                         PostNo      7 PostDate
-------------------------------------------------------------------------
  Customer                  G/L Account    Check-# Received      Amount
-------------------------------------------------------------------------

  AT&T      AT&T Company     101-000            07/24/07   14,800.00
            Invoice        Inv-date  Discount  Amount-paid
              2000         03/05/07              8,600.00
              2002         05/10/07              3,000.00
              2003         06/23/07                875.00
              2005         07/24/07     4.20       415.80
              2006         07/24/07              1,909.20
              Totals:                   4.20   14,800.00

  AT&T      AT&T Company     101-000            07/24/07    1,000.00
         G/L: 620-000       1,000.00
              Totals:       1,000.00

  CSCO      Cisco Systems    101-000            07/24/07    4,000.00
            Invoice        Inv-date  Discount  Amount-paid
              2007         07/24/07              4,000.00
              Totals:                           4,000.00

  DELL      Dell Computers   101-000            07/24/07    9,350.00
            Invoice        Inv-date  Discount  Amount-paid
              2001         05/05/07              9,350.00
              Totals:                           9,350.00




            ****************************************************************
            ****************************************************************
            Grand Totals:    1,000.00         4.20    28,150.00   29,150.00

Posting Log #7:  07/24/07   07:52:38

Post A/R Receipts has been completed successfully
```

When the printing is complete press the **ESCAPE** key to return to the Accounts Receivable menu.

5.15 Enter Recurring Invoices

This section describes the process of **Entering Recurring Invoices** into your Accounts Receivable program.

Recurring Invoices are entered individually. Each Invoice may have any number of distributions.

To Enter Recurring Invoices select option 15 on the Accounts Receivable menu. The A/R Recurring Invoices screen will appear as shown below.

```
                                                                    arrec
 ACCOUNTFLEX      CHANGE MODE     A/R Recurring Invoices      Date: 07/24/07

          RefNo      WEEKLYv  Customer AT&T      v     vAT&T Company
    Description Computer Rental
       Division 1   v

 Account-#      Account Title                                     Amount

    482-000    vRental Income                                   2800.00
    480-000    vInterest Income                                  200.00
               v
               v
               v

                                              Total        3,000.00



 Enter G/L Account Code (press HELP key for list)
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Save Help      Add      Qry  Prev Next Frst Last      Del
```

Below is a description of each field.

Customer Screen *(SINGLE-RECORD)*

Customer

The customer code is a required entry field. The maximum entry is 6 alphanumeric characters. This code must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

RefNo

This is not a required entry field. The reference number allows you to group recurring invoices. The field holds a maximum of 10 alphanumeric characters.

Description

This is not a required entry field. The desription allows you to describe the type of invoice. The field holds a maximum of 40 alphanumeric characters.

Once the data has been entered correctly, press the **SAVE** function key to Save the customer screen. The cursor will then jump to the distribution screen where the distributions relating to the recurring invoice should be entered.

Below is a description of each field.

Distribution Screen *(MULTI-RECORD)*

Account #

Enter the Account Code. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 digits.

Once the data has been entered correctly, press the **SAVE** function key to Save the distribution screen. The cursor will then jump back to the customer screen to enter another recurring invoice. If there are no more recurring invoices to be entered, you may return to the customer screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the customer screen will return you to the Accounts Receivable menu.

5.16 Copy Recurring Invoices

This section describes how to copy recurring invoices. Copying recurring invoices will create a batch of invoices. These invoices can be reviewed and posted in the same manner as invoices that are manually entered.

To copy recurring invoices select option 16 on the Accounts Receivable menu. The copy recurring invoice screen will appear as shown below.

arrecp

```
ACCOUNTFLEX           Copy Recurring A/R Invoices              Date: 07/24/07

        This program will copy Recurring Invoices to an Invoice Batch.
            Last Date Run
        Your answers to the following prompts will determine which
        Dates are assigned to recurring Invoices.
            Invoice Date 07/24/07
             Period Date 07/24/07
        Your answers to the following prompts will determine which
        Recurring Invoices are copied.
        Customer Range            v   to            v
          Refno Range             v to            v

                  ┌──────────────────────────────────────┐
                  │    Press SAVEKEY to begin COPYING     │
                  │               - OR -                  │
                  │      Press ESCAPEKEY to Exit          │
                  └──────────────────────────────────────┘

        Processing Statistics
        Source    -       Batch             Cusno          Refno

Assign this invoice date to all copied Invoices
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help
```

Press the **SAVE** key to begin to **Copy** or Press the **ESCAPE** key to EXIT.

Below is a description of each field.

Customer Range

Enter the range of customer codes you would like to copy invoices for. If you do not enter a customer range the computer will copy all customer's Invoices. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Refno Range

Enter the range of refno's you would like to copy invoices for. If you do not enter a refno range the computer will copy everything.

As the copying takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are two passes that will take place. **pass 1** verifies the data and **pass 2** will copy the data.

Batch

The batch number that is created while copying will be displayed here.

Customer

The customer number that is currently being processed will be displayed here.

Refno

The reference number that is currently being processed will be displayed here.

When the copying has been completed you will see the following message:

Copying has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.17 Generate Finance Charges

arfnp

```
ACCOUNTFLEX           Generate Finance Charges           Date: 07/24/07

     This program will create an Invoice Batch for Finance Charges.

          Charge Finances for invoices prior to this date  07/24/07
          Invoice date to assign to generated invoices      07/24/07
          Period date to assign to generated invoices       07/24/07
          Finance Charge Percent      2.000
          Minimum Finance Charge       0.01
          Finance G/L Code           483-000

                     +-----------------------------------+
                     |     Press SAVEKEY to Start        |
                     |            - OR -                  |
                     |     Press ESCAPEKEY to Exit       |
                     +-----------------------------------+

          Source    -     Batch          Cusno          Refno



Invoices prior to this date will be charged for finances
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

5.19 Inquire Customer History

This section describes the customer inquiry screen. With this screen, you can view customer invoices and balances. You will not be allowed to make changes while on this screen.

Select inquire customer history option 19 and the customer inquiry screen will appear as shown below.

```
                                                                          arcusi
ACCOUNTFLEX      VIEW MODE       Customer Inquiry Screen      DATE: 07/24/07

   Customer AT&T      v       AT&T Company
     Contact Tom Jackson                   Tel (908)221-2000
       Terms 1   v1% NET 30          Credit Code      Credit Limit

    Invoice     Date        Description                         Amount Due

        2000 03/05/07                                                0.00
        2002 05/10/07                                                0.00
        2003 06/23/07                                                0.00
        2004 07/05/07                                            3,200.00
        2005 07/24/07                                                0.00
        2006 07/24/07                                            5,290.80




    Last Post Date 07/24/07   07/24/07             Total Due      8,490.80


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help            Srch Qry  Prev Next Frst Last         Zoom Inv
```

When the screen appears, enter the customer you would like to view. The information about that customer will immediately appear. While on this screen you can display the customer's Aging amounts by pressing the function key labeled **AGE**. The Aging Screen will popup as follows.

```
                                                                         arcusi2
ACCOUNTFLEX      VIEW MODE       Customer Inquiry Screen      DATE: 07/24/07

   Customer AT&T      v       AT&T Company
     Contact Tom Jackson                   Tel (908)221-2000
       Terms 1   v1% NET 30          Credit Code      Credit Limit
   I                    A G E D   B A L A N C E                            e

       Balance       Current      30 days      60 days     90+ days
      8,490.80      8,490.80

                     Press ESCAPEKEY to exit   ▌




    Last Post Date 07/24/07   07/24/07             Total Due      8,490.80


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

Press the **ESCAPE** key to return from the Aging screen.

To view the list of invoices with balances due for this customer, press the **SAVE** function key. The invoices will be displayed in the *MULTI-RECORD* portion of the screen. While on the Invoice portion of the screen you may press the **ZOOM** key to

display detail information about any invoice that the cursor is positioned on. The Invoice Detail screen will appear as follows.

```
                                                            arcusi1
┌─────────────────────────────────────────────────────────────────────┐
│ ACCOUNTFLEX      VIEW MODE      Customer Inquiry Screen    DATE: 07/24/07 │
│                                                                       │
│  Customer AT&T      v        AT&T Company                              │
│  Contact  Tom Jackson                    Tel (908)221-2000            │
│                                                                       │
│   Customer AT&T    vAT&T Company           Invoice      2003  Date 06/23/07│
│   Source R  I    Batch       1   Desc                                 │
│                                                                       │
│   Date       Source Batch  Description          Discount      Amount  │
│                                                                       │
│  06/23/07   R  I    1                                          875.00 │
│  07/24/07   R  C    1 Chk#: G/L:101-000            0.00      -875.00  │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│     Invoices  + Adjustments  -   Discounts  -   Receipts  =     Due  │
│       875.00  +              -      0.00   -     875.00  =      0.00  │
│                                                                       │
│ Enter Entry Date                                                      │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6 │
│ Save Help               Qry  Prev Next Frst Last          Zoom Inv   │
└─────────────────────────────────────────────────────────────────────┘
```

Again, to return to previous screens, press the **ESCAPE** key.

5.20 Inquire Invoice History

This section describes the Inquire Invoice History screen. With this screen, you can view invoices and their detail. You will NOT be allowed to make changes while on this screen.

Select the Inquire Invoice History option 20 and the Invoice Inquiry screen will appear as shown below.

```
                                                            aropen
┌─────────────────────────────────────────────────────────────────────┐
│ ACCOUNTFLEX      VIEW MODE      A/R Invoice Inquiry     Date: 07/24/07 │
│                                                                       │
│      Invoice       2007v    Customer CSCO    v      Cisco Systems     │
│   Invoice Date 07/24/07   Period Date 07/24/07   Due 08/23/07        │
│   Discount Date 08/03/07   Disc Allowed    209.00  PO#               │
│        Desc                                                           │
│                                                                       │
│   Date       Source Batch  Description          Discount      Amount  │
│                                                                       │
│  07/24/07   R  I    3                                       20,900.00 │
│  07/24/07   R  A    1                                         -900.00 │
│  07/24/07   R  C    1 Chk#: G/L:101-000            0.00    -4,000.00  │
│                                                                       │
│                                                                       │
│                                                                       │
│     Invoices  + Adjustments  -   Discounts  -   Receipts =      Due  │
│     20,900.00 +   -900.00   -      0.00   -   4,000.00  =  16,000.00 │
│   Latest Transaction Date 07/24/07   07/24/07   Div 1   Source R I      3│
│                                                                       │
│ Enter Entry Date                                                      │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6 │
│ Save Help               Qry  Prev Next Frst Last          Zoom Inv   │
└─────────────────────────────────────────────────────────────────────┘
```

When the screen appears, enter the **Invoice** and customer you would like to view. The information about this invoice will

immediately appear.

To view the list of transactions (invoices, adjustments, and receipts) for this invoice, press the **SAVE** function key. The transactions will be displayed in the *MULTI-RECORD* portion of the screen. While on the Transaction portion of the screen you may press the **ZOOM** key in order to display detail information about any transaction that the cursor is positioned on. The Transaction Detail screen will appear as follows.

```
                                                              aropen1
  ACCOUNTFLEX        VIEW MODE      A/R Invoice Inquiry        Date: 07/24/07

          Invoice          2007v    Customer CSCO     v     Cisco Systems
     Invoice Date 07/24/07      Period Date 07/24/07    Due 08/23/07
   Discount Date 08/03/07    Disc Allowed        209.00  PO#
            Desc

     Account      Account Title              Description              Amount

    420-000    vHardware Sales                                       2800.00
    410-000    vSoftware Sales                                      17500.00
    482-000    vRental Income                                         600.00
               v
               v

                                                    Total        20,900.00

      20,900.00  +    -900.00   -          0.00  -    4,000.00  =    16,000.00
    Latest Transaction Date 07/24/07   07/24/07   Div 1     Source R I         3

  Enter Account Code:
  F1   F2   F3   F4   F5    F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help                 Qry  Prev Next Frst Last
```

Again, to return to previous screens, press the **ESCAPE** key.

5.21 Aged Trial Balance

This section describes how to print your **Aged Trial Balance**

Select the Aged Trial Balance option 21 and the Report Selection Screen will appear as shown below.

```
ACCOUNTFLEX                    A/R Aging Report                    Date: 07/24/07

            Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
            Report Copies        1     (1 - 10)
            Report Title Page    N     (Y=Yes, N=No)
            Report Detail        Y     (Y=Yes, N=No)

     Transaction Date Range 07/24/07     to    07/24/07
  Ignore Transactions after 07/24/07
      Ignore Balances between       -0.01   to        0.01
         Show Balances over     days old
            Customer Range            v  to            v
                                                   to
              Salesman          v
  Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date T
      Aging periods by days    0     30     60     90


F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                            Kill
```

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Transaction Date Range

All transactions having a transaction date between the specified range will be printed. Transactions prior to the starting date will be summarized as beginning balances. If you do not enter a date range the computer will print all transactions.

Ignore Customers with Balances between

Enter the customer balance range that you would like to omit. If you do not enter a Balance range the computer will print all customers.

Customer Range

Enter the customer range that you want to print. If you do not enter a customer range the computer will default and print everything. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date

Enter the date you would like used when aging invoices.

Aging periods by number of days

Enter the aging periods in number of days. You are provided with up to 5 aging periods. These aging periods should be entered in ascending order. Periods assigned a value of 0 or blank (other than the first one) will be ignored.

When you are sure all of your entries are correct press the **RUN** function key to run the Aged Trial Report as shown below.

```
07/24/07                    Widget Company            Page     1
  8:01am                   A/R  Aging Report
           Statement Dates: 07/24/07 to 07/24/07   Customers:        to
---------------------------------------------------------------------------------------------
                                    * * * *    A G E D   B A L A N C E    * * * *
Cust-#  Name/Contact Limit      Amount    Current     30 days     60 days    90+ days     Balance
---------------------------------------------------------------------------------------------
1         ACME                                  (800)343-0180   Test Company
          1000 INV 07/23/07      115.08     115.08                                          115.08
          1001 INV 07/23/07       32.18      32.18                                          147.26
          Total:                 147.26     147.26

2         CLOROX                                (800)340-0990   Clorox Company
          BAL 07/23/07            60.00                                                      60.00
          Total:                  60.00      60.00

AT&T      AT&T Company                          (908)221-2000   Tom Jackson
          2000 INV 03/05/07    8,600.00                                                   8,600.00
          2000 PAY 07/24/07   -8,600.00
          2002 INV 05/10/07    3,000.00                                                   3,000.00
          2002 PAY 07/24/07   -3,000.00
          2003 INV 06/23/07      875.00                                                     875.00
          2003 PAY 07/24/07     -875.00
          2004 INV 07/05/07    3,200.00    3,200.00                                       3,200.00
          2005 INV 07/24/07      420.00                                                   3,620.00
          2005 PAY 07/24/07     -420.00                                                   3,200.00
          2006 INV 07/24/07    7,200.00                                                  10,400.00
          2006 PAY 07/24/07   -1,909.20    5,290.80                                       8,490.80
          Total:               8,490.80    8,490.80

CSCO      Cisco Systems                         (408)526-4000   John Chambers
          2007 INV 07/24/07   20,900.00                                                  20,900.00
          2007 ADJ 07/24/07     -900.00                                                  20,000.00
          2007 PAY 07/24/07   -4,000.00   16,000.00                                      16,000.00
          Total:              16,000.00   16,000.00


          =========================================================================================
          =========================================================================================
          GRAND  TOTALS:     24,698.06   24,698.06
```

When the printing is complete press the **ESCAPE** key to return to the Accounts Receivable menu.

5.22 Cash Flow

This menu option (22) is for analyzing Cash Flow.

Upon selecting this option, the following popup menu will appear.

```
                                        armenucash
        ┌─────────────────────────────────────────┐
        │  1. Enter Adjustments                     │
        │  2. Print Cash Flow Report                │
        │                                           │
        │                                           │
        │  Enter >  1_                              │
        └─────────────────────────────────────────┘
```

The following describes each of the above cash flow menu choices.

The **Enter Adjustments** option is for entering cash flow adjustments to the cash flow analysis report (next menu choice). After selecting this option the following screen will appear.

```
                                                                cfar
 ┌──────────────────────────────────────────────────────────────────────┐
 │ ACCOUNTFLEX       ADD MODE      CASH FLOW - A/R Adjustments   Date: 07/24/07 │
 │                                                                        │
 │    Customer          Invoice    Due Date  Description         Amount   │
 │                                                                        │
 │   AT&T      v       2006       08/24/07                       600.00   │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │             v                                                          │
 │       Customer                                                         │
 │                                                                        │
 │ Enter Customer Code (press HELP key to see list)                       │
 │ F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3  ^F4  ^F5  ^F6 │
 │ Save  Help        Add   Srch  Qry   Prev  Next  Frst  Last       Del  │
 └──────────────────────────────────────────────────────────────────────┘
```

The **Print Cash Flow Report** menu option is for printing the Cash Flow Analysis Report. After selecting this option the following screen will appear.

```
ACCOUNTFLEX              A/R Cash Flow Report              Date: 07/24/07


        Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1    (1 - 10)
        Report Title Page   N     (Y=Yes, N=No)
        Report Detail       Y     (Y=Yes, N=No)
        Report Export Type        (C=Comma Delimited, T=Tab Delimited)


        Start Due Date  07/24/07
     Due periods by days    0     7    14    21    28    60    90    90
        Report Type


 F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12   ^F3   ^F4   ^F5   ^F6
 Run   Help                                                                            Kill
```

When you are satisfied with your entries, press the **RUN** function key. Below is an example of the report.

```
                                              cfarr1
07/24/07                   Widget Company          Page      1
  8:03am                 A/R Cash Flow Report
                         Due Date: 07/24/07
-------------------------------------------------------------------------------------------------------
  Standard Transactions     Amount    Past Due   7 days   14 days   21 days   28 days   60 days   90 days   90+ days
-------------------------------------------------------------------------------------------------------
1       ACME                          (800)343-0180   Test Company
        1000 08/22/07    115.08                                                          115.08
        1001 08/22/07     32.18                                                           32.18
               Total:    147.26                                                          147.26

2       CLOROX                        (800)340-0990   Clorox Company
   BAL FWRD             60.00          60.00
               Total:    60.00          60.00

AT&T    AT&T Company              (908)221-2000   Tom Jackson
        2004 08/04/07  3,200.00                          3,200.00
        2006 08/23/07  5,290.80                                                        5,290.80
               Total:  8,490.80                          3,200.00                      5,290.80

CSCO    Cisco Systems            (408)526-4000   John Chambers
        2007 08/23/07  16,000.00                                                      16,000.00
               Total:  16,000.00                                                      16,000.00

        ------------------------------------------------------------------------------------------
           TOTALS:    24,698.06       60.00               3,200.00                     21,438.06
AT&T    AT&T Company              (908)221-2000   Tom Jackson
   2006        08/24/07   600.00                                                         600.00
               Total:     600.00                                                         600.00

        ------------------------------------------------------------------------------------------
           TOTALS:       600.00                                                          600.00

        ==========================================================================================
        GRAND TOTALS:  25,298.06       60.00               3,200.00                     22,038.06
```

5.23 Statements

This section discusses how to print your **Customer Statements**.

Select Customer Statements option 23 and the **Report Selection** screen will appear as shown below.

```
ACCOUNTFLEX              Print Statements              DATE: 07/24/07

        Report Destination P          *For laser printers only
        Report Copies       1    (1 - 10)
        Report Title Page   N      (Y=Yes, N=No)


     Transaction Date Range 07/24/07    to    07/24/07
  Ignore Transactions after 07/24/07
     Ignore Balances between        0.00  to          0.00
       Show Balances over     days old
          Customer Range          v    to          v

                   Message
  Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date T
     Aging periods by days  0    30    60    90
                        FORMATTING OPTIONS
       Show Your Address Y
          Line Spacing         Shading 5     Separate Emails Y

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                Kill
```

This screen has a number of entry fields which you will need to complete with appropritate values.

Below is a description of each field.

> The first 3 fields are standardized on the **Report Selection** screen, and described in Chapter 2 **General Operational Procedures**.

> **Transaction Date Range**

> Enter the Transaction date range that you want to print. All transactions will print that have a transaction date between the specified range. Balances will print for all transactions less than the date range. If you do not enter a date range the computer will default and print everything.

> **Ignore Customers with Balances between**

> Enter the customer balance range that you would not like to print. If you do not enter a date range the computer will default and print everything.

> **Customer Range**

> Enter the customer range that you want to print. If you do not enter a customer range the computer will default and print everything. These codes must exist in the Customer Table. You may press the **HELP** function key to see a list of valid entries.

> **Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date**

> Enter the date you would like used when aging invoices.

> **Aging periods by number of days**

> Enter the aging periods in number of days. You are provided with up to 5 aging periods. These aging periods should be entered in ascending order. Periods assigned a value of 0 or blank (other than the first one) will be ignored.

When you are sure all your entries are correct press the **SAVE** key to run the **Customer Statement** report as shown below.

STATEMENT

Widget Company
1000 Technology Way
Burlingame, CA 94010

Phone:(415)340-0220
E-mail: info@infoflex.com

AT&T Company
100 Mary Road
Bedminster, NJ 07921

Widget Company
1000 Technology Way
Burlingame, CA 94010

Phone:(415)340-0220

ACCOUNT NO.
AT&T

STATEMENT DATE	ACCOUNT NO.
07/24/07	AT&T

PLEASE RETURN THIS PORTION
WITH YOUR PAYMENT

STATEMENT DATE
07/24/07

IF PAYING BY INVOICE - CHECK (x)
INDIVIDUAL INVOICES PAID

DATE PAID _____   CHECK NO. _____   AMOUNT _____

AMOUNT REMITTED _____

DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
03/05/07	2000	INVOICE	8,600.00	
07/24/07	2000	PAYMENT	-8,600.00	
05/10/07	2002	INVOICE	3,000.00	
07/24/07	2002	PAYMENT	-3,000.00	
06/23/07	2003	INVOICE	875.00	
07/24/07	2003	PAYMENT	-875.00	
07/05/07	2004	INVOICE	3,200.00	
07/24/07	2005	INVOICE	420.00	
07/24/07	2005	PAYMENT	-420.00	
07/24/07	2006	INVOICE	7,200.00	
07/24/07	2006	PAYMENT	-1,909.20	

INVOICE NO.	AMOUNT DUE	x
2000	8,600.00	
2000	-8,600.00	
2002	3,000.00	
2002	-3,000.00	
2003	875.00	
2003	-875.00	
2004	3,200.00	
2005	420.00	
2005	-420.00	
2006	7,200.00	
2006	-1,909.20	

AGE	Current	30 days	60 days	90+ days	TOTAL DUE
AMOUNT	8,490.80	0.00	0.00	0.00	**8,490.80**

TOTAL DUE
8,490.80

A Finance Charge of 2.00 % Per Month (ANNUAL RATE of 24.00 %) will be charged on any items that are Past Due.

The non-graphical version of the Statement is as follows.

AT&T   07/24/07   AT&T

AT&T Company
100 Mary Road
Bedminster, NJ   07921

07/24/07

03/05/07	2000	INVOICE	8,600.00	2000	8,600.00
07/24/07	2000	PAYMENT	-8,600.00	2000	-8,600.00
05/10/07	2002	INVOICE	3,000.00	2002	3,000.00
07/24/07	2002	PAYMENT	-3,000.00	2002	-3,000.00
06/23/07	2003	INVOICE	875.00	2003	875.00
07/24/07	2003	PAYMENT	-875.00	2003	-875.00
07/05/07	2004	INVOICE	3,200.00	2004	3,200.00
07/24/07	2005	INVOICE	420.00	2005	420.00
07/24/07	2005	PAYMENT	-420.00	2005	-420.00
07/24/07	2006	INVOICE	7,200.00	2006	7,200.00
07/24/07	2006	PAYMENT	-1,909.20	2006	-1,909.20

Current	30 days	60 days			
8,490.80			8,490.80		8,490.80

Once the report is complete then press the **ESCAPE** key to return to the Accounts Receivable Menu.

5.24 Receipt Register

This section describes how to print your **Receipt Register**. In order to print a Receipt Register you must have selected the option to Retain a Receipt Register in the control file.

Select Receipt Register option 24 and the Report Selection screen will appear as shown below.

arregr2

```
ACCOUNTFLEX                    A/R Receipt Register              Date: 07/24/07

            Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
            Report Copies      1     (1 - 10)
            Report Title Page  N     (Y=Yes, N=No)

            G/L Bank Account          v
            Check Number Range            to
              Customer Range         v   to          v
             Check Date Range            to
          Statement Date Range           to
            List G/L Amounts   N     (Y=Yes, N=No)
               List Invoices   N     (Y=Yes, N=No)




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                 Kill
```

This screen has a number of entry fields which you will need to complete with appropriate values.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

G/L Account

Enter an account code range. You may press the **HELP** function key to see a list of valid entries.

Check Number Range

Enter the check number range that you want to print. If you do not enter a check number range the computer and print all checks by default. You may press the **HELP** function key to see a list of valid entries.

Customer Range

Enter the customer range that you want to print. If you do not enter a customer range the computer will print everything by default. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Check Date Range

Enter the Check date range that you want to print. All transactions will print that have a Check date between the specified range. If you do not enter a date range the computer will default and print everything.

When you are sure all your entries are correct press the **RUN** function key to run the **Receipt Register** report as shown below.

```
                                                arregr2
07/24/07                    Widget Company          Page      1
  8:07am                  A/R Receipt Register
===============================================================================
G/L Account: 101-000      Cash in Bank
-------------------------------------------------------------------------------
   Check No Date     Status        Customer      Batch            Amount
-------------------------------------------------------------------------------
   123456   07/24/07               CSCO     Cisco Sy R C      1      4,000.00
   123800   07/24/07               AT&T     AT&T Com R C      1     14,800.00
   123950   07/24/07               DELL     Dell Com R C      1      9,350.00
   130567   07/24/07               AT&T     AT&T Com R C      1      1,000.00
                                            ================================
                                            G/L Account Total:     29,150.00
```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Receivable menu.

5.25 Invoice Journal

This section describes how to print the **Invoice Journal**.

When you select the **Invoice Journal** menu choice the following report selection screen will appear.

```
ACCOUNTFLEX              A/R Invoice Journal              DATE: 07/24/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1    (1 - 10)
        Report Title Page   N    (Y=Yes, N=No)
        Report Detail       Y    (Y=Yes, N=No)


            Customer Range            v  to             v
    Transaction Date Range               to
        Period Date Range               to
     Invoice Number Range             vto             v
                  Source    -        Batch          Postno
    Include Receipts (Y/N) N




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                           Kill
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

```
-------------------------------------------------------------------------------------
 Invoice-# Customer Name                          Date      Period          Amount
-------------------------------------------------------------------------------------
     1000   1        ACME
               1  I                              07/23/07 07/23/07          115.08
     1001   1        ACME
               2  I                              07/23/07 07/23/07           32.18
     1002   2        CLOROX
               2  I                              07/23/07 07/23/07           60.00
     2000   AT&T     AT&T Company
               1  I                              03/05/07 03/05/07        8,600.00
     2001   DELL     Dell Computers
               1  I                              05/05/07 05/05/07        9,350.00
     2002   AT&T     AT&T Company
               1  I                              05/10/07 05/10/07        3,000.00
     2003   AT&T     AT&T Company
               1  I                              06/23/07 06/23/07          875.00
     2004   AT&T     AT&T Company
               1  I                              07/05/07 07/05/07        3,200.00
     2005   AT&T     AT&T Company
               2  I                              07/24/07 07/24/07          420.00
     2006   AT&T     AT&T Company
               2  I                              07/24/07 07/24/07        7,200.00
     2007   CSCO     Cisco Systems
               3  I                              07/24/07 07/24/07       20,900.00
               1  A                              07/24/07 07/24/07         -900.00


                                 *****************************
                                 Grand Total:      52,852.26
```

Detail Report Example

```
                                                              aropenr1d
07/24/07                        Widget Company               Page      1
 8:09am                       A/R Invoice Journal
                                       to
---------------------------------------------------------------------------------
 Invoice-# Customer Name                        Date     Period        Amount
---------------------------------------------------------------------------------
    1000   1      ACME
           1   I                              07/23/07 07/23/07         115.08
             G/L: 130-000    Inventory                       11.00
             G/L: 500-000    Cost of Goods Sold            -11.00
             G/L: 420-000    Hardware Sales               110.00
             G/L: 220-000    Sales Tax Liability            5.08
    1001   1      ACME
           2   I                              07/23/07 07/23/07          32.18
             G/L: 130-000    Inventory                       3.00
             G/L: 500-000    Cost of Goods Sold             -3.00
             G/L: 420-000    Hardware Sales                30.00
             G/L: 220-000    Sales Tax Liability             2.18
    1002   2      CLOROX
           2   I                              07/23/07 07/23/07          60.00
             G/L: 130-000    Inventory                       6.00
             G/L: 500-000    Cost of Goods Sold             -6.00
             G/L: 420-000    Hardware Sales                60.00
    2000   AT&T     AT&T Company
           1   I                              03/05/07 03/05/07       8,600.00
             G/L: 410-000    Software Sales             1,800.00
             G/L: 420-000    Hardware Sales             6,800.00
    2001   DELL     Dell Computers
           1   I                              05/05/07 05/05/07       9,350.00
             G/L: 482-000    Rental Income              9,350.00
    2002   AT&T     AT&T Company
           1   I                              05/10/07 05/10/07       3,000.00
             G/L: 401-000    Software Consulting        3,000.00
    2003   AT&T     AT&T Company
           1   I                              06/23/07 06/23/07         875.00
             G/L: 420-000    Hardware Sales               875.00
    2004   AT&T     AT&T Company
           1   I                              07/05/07 07/05/07       3,200.00
             G/L: 410-000    Software Sales             3,200.00
    2005   AT&T     AT&T Company
           2   I                              07/24/07 07/24/07         420.00
             G/L: 483-000    Finance Charges              420.00
    2006   AT&T     AT&T Company
           2   I                              07/24/07 07/24/07       7,200.00
             G/L: 401-000    Software Consulting        7,200.00
    2007   CSCO     Cisco Systems
           3   I                              07/24/07 07/24/07      20,900.00
             G/L: 420-000    Hardware Sales             2,800.00
             G/L: 410-000    Software Sales            17,500.00
             G/L: 482-000    Rental Income                600.00
           1   A                              07/24/07 07/24/07        -900.00
             G/L: 420-000    Hardware Sales              -800.00
             G/L: 410-000    Software Sales              -100.00


                                        ****************************
                                        Grand Total:      52,852.26
```

5.26 Distribution Journal

This section describes how to print your **Distribution Journal**.

When you select the **Distribution Journal** menu choice the following report selection screen will appear.

```
ACCOUNTFLEX              A/R Distribution Journal            DATE: 07/24/07

        Report Destination  S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies         1     (1 - 10)
        Report Title Page     N     (Y=Yes, N=No)
        Report Detail         Y     (Y=Yes, N=No)


           Customer Range  [        ]v  to  [        ]v
   Transaction Date Range  [        ]   to  [        ]
       Period Date Range  [        ]   to  [        ]
     Invoice Number Range  [        ]v  to  [        ]v
       G/L Account Range  [        ]vto  [        ]v
         Source  [ ] - [ ]   Batch  [        ]   Postno  [        ]
      Include Description  [ ]




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                            Kill
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

```
-------------------------------------------------------------------------------
G/L Account      Invoice  Customer                    Batch        Amount
-------------------------------------------------------------------------------
130-000                                        Account Total:        20.00
220-000                                        Account Total:         7.26
401-000                                        Account Total:    10,200.00
410-000                                        Account Total:    22,400.00
420-000                                        Account Total:     9,875.00
482-000                                        Account Total:     9,950.00
483-000                                        Account Total:       420.00
500-000                                        Account Total:       -20.00


                                        ****************************
                                        Grand Total:     52,852.26
```

Detail Report Example

```
07/24/07                        Widget Company                      Page      1
  8:10am                    A/R Distribution Journal
                                     to
--------------------------------------------------------------------------------
G/L Account     Invoice  Customer                    Batch          Amount
--------------------------------------------------------------------------------
130-000          1000   1        ACME                 1  I           11.00
130-000          1001   1        ACME                 2  I            3.00
130-000          1002   2        CLOROX               2  I            6.00
                                                     ------------------------------
130-000                                  Account Total:              20.00

220-000          1000   1        ACME                 1  I            5.08
220-000          1001   1        ACME                 2  I            2.18
                                                     ------------------------------
220-000                                  Account Total:               7.26

401-000          2002   AT&T     AT&T Company         1  I         3,000.00
401-000          2006   AT&T     AT&T Company         2  I         7,200.00
                                                     ------------------------------
401-000                                  Account Total:          10,200.00

410-000          2000   AT&T     AT&T Company         1  I         1,800.00
410-000          2004   AT&T     AT&T Company         1  I         3,200.00
410-000          2007   CSCO     Cisco Systems        3  I        17,500.00
410-000          2007   CSCO     Cisco Systems        1  A          -100.00
                                                     ------------------------------
410-000                                  Account Total:          22,400.00

420-000          1000   1        ACME                 1  I           110.00
420-000          1001   1        ACME                 2  I            30.00
420-000          1002   2        CLOROX               2  I            60.00
420-000          2000   AT&T     AT&T Company         1  I         6,800.00
420-000          2003   AT&T     AT&T Company         1  I           875.00
420-000          2007   CSCO     Cisco Systems        3  I         2,800.00
420-000          2007   CSCO     Cisco Systems        1  A          -800.00
                                                     ------------------------------
420-000                                  Account Total:           9,875.00

482-000          2001   DELL     Dell Computers       1  I         9,350.00
482-000          2007   CSCO     Cisco Systems        3  I           600.00
                                                     ------------------------------
482-000                                  Account Total:           9,950.00

483-000          2005   AT&T     AT&T Company         2  I           420.00
                                                     ------------------------------
483-000                                  Account Total:             420.00

500-000          1000   1        ACME                 1  I           -11.00
500-000          1001   1        ACME                 2  I            -3.00
500-000          1002   2        CLOROX               2  I            -6.00
                                                     ------------------------------
500-000                                  Account Total:             -20.00


                                     ****************************
                                     Grand Total:           52,852.26
```

5.27 Customer Journal

This section describes how to print your **Customer Journal**.

When you select the **Customer Journal** menu choice the following report selection screen will appear.

```
ACCOUNTFLEX               A/R Customer Journal              DATE: 07/24/07

         Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies        1      (1 - 10)
         Report Title Page    N      (Y=Yes, N=No)
         Report Detail        Y      (Y=Yes, N=No)


            Customer Range  _____  v   to  _____  v
   Transaction Date Range  _____      to  _____
        Period Date Range  _____      to  _____
     Invoice Number Range  _____     vto  _____     v
        Source  _  -  _    Batch _____     Postno _____
   Include Receipts (Y/N) N




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                       Kill
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

```
07/24/07                    Widget Company               Page       1
   8:12am                  A/R Customer Journal
                                   to
-----------------------------------------------------------------------
Customer/Invoice             Batch   Date     Period         Amount
-----------------------------------------------------------------------

  1        ACME
           1000              1  I  07/23/07 07/23/07         115.08
           1001              2  I  07/23/07 07/23/07          32.18
                                 --------------------------------
                                 Customer Total:             147.26


  2        CLOROX
           1002              2  I  07/23/07 07/23/07          60.00
                                 --------------------------------
                                 Customer Total:              60.00


AT&T       AT&T Company
           2000              1  I  03/05/07 03/05/07       8,600.00
           2002              1  I  05/10/07 05/10/07       3,000.00
           2003              1  I  06/23/07 06/23/07         875.00
           2004              1  I  07/05/07 07/05/07       3,200.00
           2005              2  I  07/24/07 07/24/07         420.00
           2006              2  I  07/24/07 07/24/07       7,200.00
                                 --------------------------------
                                 Customer Total:          23,295.00


CSCO       Cisco Systems
           2007              3  I  07/24/07 07/24/07      20,900.00
                             1  A  07/24/07 07/24/07        -900.00
                                 --------------------------------
                                 Customer Total:          20,000.00


DELL       Dell Computers
           2001              1  I  05/05/07 05/05/07       9,350.00
                                 --------------------------------
                                 Customer Total:           9,350.00



                             ****************************
                             Grand Total:           52,852.26
```

Detail Report Example

```
                                                          aropenr3d
07/24/07                    Widget Company              Page      1
 8:12am                 A/R Customer Journal
                                to
--------------------------------------------------------------------------
Customer/Invoice                   Batch   Date    Period        Amount
--------------------------------------------------------------------------
  1      ACME
         1000                      1 I 07/23/07 07/23/07         115.08
                   130-000    Inventory          11.00
                   500-000    Cost of Goods     -11.00
                   420-000    Hardware Sale     110.00
                   220-000    Sales Tax Lia       5.08
         1001                      2 I 07/23/07 07/23/07          32.18
                   130-000    Inventory           3.00
                   500-000    Cost of Goods      -3.00
                   420-000    Hardware Sale      30.00
                   220-000    Sales Tax Lia       2.18
                                           -----------------------------
                                   Customer Total:              147.26

  2      CLOROX
         1002                      2 I 07/23/07 07/23/07          60.00
                   130-000    Inventory           6.00
                   500-000    Cost of Goods      -6.00
                   420-000    Hardware Sale      60.00
                                           -----------------------------
                                   Customer Total:               60.00

 AT&T    AT&T Company
         2000                      1 I 03/05/07 03/05/07       8,600.00
                   410-000    Software Sale    1,800.00
                   420-000    Hardware Sale    6,800.00
         2002                      1 I 05/10/07 05/10/07       3,000.00
                   401-000    Software Cons    3,000.00
         2003                      1 I 06/23/07 06/23/07         875.00
                   420-000    Hardware Sale      875.00
         2004                      1 I 07/05/07 07/05/07       3,200.00
                   410-000    Software Sale    3,200.00
         2005                      2 I 07/24/07 07/24/07         420.00
                   483-000    Finance Charg      420.00
         2006                      2 I 07/24/07 07/24/07       7,200.00
                   401-000    Software Cons    7,200.00
                                           -----------------------------
                                   Customer Total:           23,295.00

 CSCO    Cisco Systems
         2007                      3 I 07/24/07 07/24/07      20,900.00
                   420-000    Hardware Sale    2,800.00
                   410-000    Software Sale   17,500.00
                   482-000    Rental Income      600.00
                                   1 A 07/24/07 07/24/07        -900.00
                   420-000    Hardware Sale     -800.00
                   410-000    Software Sale     -100.00
                                           -----------------------------
                                   Customer Total:           20,000.00

 DELL    Dell Computers
         2001                      1 I 05/05/07 05/05/07       9,350.00
                   482-000    Rental Income    9,350.00
                                           -----------------------------
                                   Customer Total:            9,350.00


                                   ***************************
                                   Grand Total:            52,852.26
```

5.28 Commission Report

This section describes how to print your **Commission Report**.

When you select the **Commission Report** menu choice the following report selection screen will appear.

```
ACCOUNTFLEX              Commission Report           DATE: 07/24/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Test Mode              (Y=Yes, N=No)

        Payment Date Range                    to
           Salesman Range           v         to           v
        G/L Account Range                     v  to              v
          Customer Range                v     to         v
           Invoice Range              v     to         v

      Include A/R Invoices Y
    Include Sales Invoices Y

        Press G/L function key to define commissionable accounts


Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                 G1          Kill
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below is a sample report.

```
                                          arcomr1
07/24/07                  Widget Company              Page     1
 8:03am               A/R Cash Flow Report
                     Due Date: 07/24/07
-----------------------------------------------------------------------------------------------
 Standard Transactions      Amount   Past Due   7 days   14 days   21 days   28 days   60 days   90 days   90+ days
-----------------------------------------------------------------------------------------------
1       ACME                         (800)343-0180   Test Company
        1000 08/22/07    115.08                                                        115.08
        1001 08/22/07     32.18                                                         32.18
                Total:   147.26                                                        147.26

2       CLOROX                       (800)340-0990   Clorox Company
    BAL FWRD             60.00          60.00
                Total:   60.00          60.00

AT&T    AT&T Company                 (908)221-2000   Tom Jackson
        2004 08/04/07  3,200.00                               3,200.00
        2006 08/23/07  5,290.80                                                      5,290.80
                Total: 8,490.80                               3,200.00              5,290.80

CSCO    Cisco Systems                (408)526-4000   John Chambers
        2007 08/23/07 16,000.00                                                    16,000.00
                Total:16,000.00                                                    16,000.00

        ------------------------------------------------------------------------------
        TOTALS:  24,698.06    60.00                   3,200.00                21,438.06
```

5.30 Enter Customer

This menu option is described in Chapter 3, **How to Get Started**.

5.31 Print Customer

This menu option is described in Chapter 3, **How to Get Started**.

5.32 Enter Account

This section is discussed in Chapter 3, **How to Get Started**.

5.33 Print Account

This menu option is described in Chapter 3, **How to Get Started**.

5.34 Enter Division

This menu option is described in Chapter 3, **How to Get Started**.

5.35 Print Division

This menu option is described in Chapter 3, **How to Get Started**.

5.36 Enter Subsidiary

This menu option is described in Chapter 3, **How to Get Started**.

5.37 Print Subsidiary

This menu option is described in Chapter 3, **How to Get Started**.

5.38 Enter Terms

This menu option (38) is for entering Terms. This option is described in the Setup Chapter.

5.39 Enter Salesman

This menu option (39) is for entering salesman. This option is described in the Setup Chapter.

5.40 Enter Tax Code

This menu option (40) is for entering tax codes. This option is described in the Setup Chapter.

5.41 Enter Control

This menu option is described in Chapter 3, **How to Get Started**.

5.42 Purge

This section describes the process of **Purging Data** from the Accounts Receivable system.

To Purge Data, select option 42 on the Accounts Receivable menu. The A/R Purge screen will appear as shown below.

Press the **SAVE** key to begin **PURGING** or press the **ESCAPE** key to EXIT. Please make a note of the instructions displayed on the screen.

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All invoices paid prior to this date will be purged.

Customer Range

Enter the customer range. If you do not enter a range the computer will default and print all customers. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

As the Purging takes place, the screen fields will display the following information:

Customer

The customer number that is currently being processed will be displayed here.

When the Purging has been completed you will see the following message:

`Purging has been Successfully Completed`

Once this message appears you may press the **ESCAPE** key to return to the Accounts Receivable menu.

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