

A C C O U N T F L E X

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:



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.

			actscrc
ACCOUNTEI	LEX CHANGE MODE Customer	Entry Screen	DATE: 07/23/2007
Customer	r Code 1 v Entry Date Billing Address	By Shipping	Inactive 🗍
Company Name	ACME	Gerard Menic	ucci
Addr1 Addr2 Addr3	875 Mahler Road #261	1015 Atwater	
City	Burlingame	Burlingame	
State Source	CAM Zip 94010 V Cnty V	State <u>CAM Zip</u> Tax Code 1 <u>v</u>	SalesRep 1 v
Contact	Test Company	Title	
Phone	(800)343-0180 x Fax (65	0)6977696	
E-mail	sales	Resa	le#
Method	0 Finance Charge N Invoices	Y Statements	Y BackOrders
Terms		Cre	dit Limit
Price	M	Bal	lance Due
Enter the	Customer's code to identify this	Customer through	qhout the system
F1 F2	F3 F4 F5 F6 F7 F8 F9	F10 F11 F1	2 ^F3 ^F4 ^F5 ^F6
Save Help	Add Srch Qry Prev Next Fr	st Last Del	l Note Pric Ship Ach

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 Company Name Addr1 Addr2 Addr3 City State v Zip v Cnty v State v Zip v Cnty v State v Zip v Cnty v
Contact Title Phone x E-mail Resale# Method Finance Charge N Invoices Y Statements Y BackOrders Credit Limit Price y
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.

						actarvc
ACCOUNTFLEX	CHANGE MODE	Account	Entry/I	nquiry	DA	TE: 07/23/07
Account	Description			Туре	D∕C	Inactive
101-000 102-000 103-000 107-000 108-000 109-000 110-000 120-000 121-000 130-000 130-000 130-000 150-000 155-000	Cash in Bank Payroll Cash Account Cash in Hand Petty Cash Prepaid Expenses Adv EIC Payment Account Receivable Jobs-in-Progress(M) Jobs-in-Progress(L) Inventory Inventory Whs A Inventory Whs B Land Buildings Software				ם חם חם חם חם חם חם	
F1 F2 F3 Save Help	F4 F5 F6 F7 Add Srch Qry Prev	F8 F9 Next Frst	F10 F Last	'11 F12 Del	^F3 ·	^F4 ^F5 ^F6

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.

													nen	
ACCO	OUNTE	LEX	CH	IANGE	MODE		Divis	sion	Entry	Scree	≥n	DATE:	07/23	⁄07
Div	visio	on 1	⊻ N A A A	lame Iddres Iddres Iddres	sl ado s2 ado s3 ci	vision dress dress ty	n #1 1 2				=			
									-Accol	unt Ov	verlav-	-		
Ali	ias	Descr	iptic	n		Accou	int	1	Whse	Grou	ıp Cat	:	Tax	
\$ AR B C CGI D F IN PRI	D	Cash Accou Bank Credi Cost Disco Freig Inven Advan	Recei nts F Check t Car of Go of De unts ht tory ce Pa	pts Receiv S S S S S S S S S S S S S S S S S S S	able old Goods ed	101-(110-(101-(500-(505-(560-(570-(130-(230-(200 200 200 200 200 200 200 200 200 200	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
F1 Save	F2 Help	FЗ	F4 Add	F5	F6 Qry	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12 Del	`F3 ^F4	^F5	^F6

actboth

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.

			acthelp
ACCOUNTFLEX CHANG	E MODE Div:	ision Entry Screen	DATE: 07/23/07
Division <mark>1 v</mark> Name Addı Addı Addı	e Division #1 ress1 address1 ress2 address2 ress3 city Select G/L	Account Code	
Alias Description	101-000 102-000	Cash in Bank Payroll Cash Acco	ount A
S <u>Cash Receipts</u>	103-000	Cash in Hand	A
AR Accounts Rece	viva 107-000	Petty Cash	A
B Bank Checks	108-000	Prepaid Expenses	A
C Credit Cards		Adv EIC Payment	A
CG Cost of Goods	s So 110-000	Account Receivabl	le A
CGD Cost of Defec	t G 120-000	Jobs-in-Progress((M) A
D Discounts All	.owe 121-000	Jobs-in-Progress((L) A
F Freight	130-000	Inventory	A
IN Inventory PREPAY Advance Payme	ent Press SAVE to	o Select or ESCAPE to	exit
F1 F2 F3 F4 F5	5 F6 F7 F8	F9 F10 F11 F12	^F3 ^F4 ^F5 ^F6
Save Help S1	rch Qry Prev Next	t 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.

		Compatable
Operator	Operator Name	Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
\Leftrightarrow	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.

corporation
 IBM Corporation
 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.

							acto	arv
ACCOUNTFLEX	QUERY	MODE	Customer	Entry	Screen	DATE :	07/23/2	007
Customer C Bi Company *C Name Addr1 18 Addr2 Addr3 City B7 State Source	ode 11ing Addre ME* 51*mahler* ?lingame v Zip y	행 Ent: 88 행 C:	nty Date	State	By Shipping e v Zip Code	g Address p j SalesF	Inacti v Cnty Rep	ve [
Contact Phone E-mail Method Terms Price	Finance C V V	x harge	Fax Invoices	Title Sta	Resa atements Cre Ba	ale# BackO edit Limit alance Due	Orders	
inter the Cu 71 F2 F3 Run Help Or	stomer's co F4 F5 un Clr	de to ide: F6 F7 Exit	ntify this F8 F9	Custor F10	m <mark>er thro</mark> u F11 F:	i <mark>ghout the</mark> 12 ^F3 ^	<mark>system</mark> F4 ^F5	^F6

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 Destinati Report Copies Report Title Pag Report Detail	on <mark>Sana</mark> (S=Screen, Pn=Printe: <u>1</u> (1 - 10) e Ň (Y=Yes, N=No) Ň (Y=Yes, N=No)	r, Dn=Disk, A=Aux)
Date Ran Account Ran	ge 07/01/07 to 07/23/07 ge vto v	
Show ZERO Balance	es 🗌	
Report Destinations: (D)i:	sk, (E)mail, (F)ax, (P)rint, (S)cree	en, (A)ux.
F1 F2 F3 F4 F5 : Run Help	F6 F7 F8 F9 F10 F11 F12 ·	^F3 ^F4 ^F5 ^F6 Kill

actrnt

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
ACCOUNTFLE	X	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 FRS	ST 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 Divisions 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 Version 3.4	Widget Company Master Menu (M)	DATE: 07/23/07
	Welcome to ACCOUNTFLEX	
1. Acc 2. Acc 3. Gen 4. Pay 5. Ban 6. Inv 7. Bil	ount Receivable 8. Sales ount Payable 9. Purchase Order aral Ledger 10. Job Cost roll 11. Point-of-Sales k Reconciliation 12. System-Wide Con entory 13. Queryflex Report l of Material 14. Test System	trol t Writer
	"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.

		svsfile
ACCOUNTFLEX Sys	tem-Wide Control File	Date: 07/23/07
Company Widget Company Addr1 1000 Technology Addr2 City Burlingame State CAy Zip 94010	Way Version Phone Fax TaxII Country V E-Mail	(415)340-0220 (415)340-0220 (info@infoflex.com
Modules: AR AP GL Installed Y Y Y Multiple(Y/N) Divisions Y Warehouses Y Customer Subs N Vendor Subs N Code Formats: G/L Accou	SALES PO INVENTORY F V V V Format Default Ref L A Wa L L nt 3 3 0 0	PAYROLL BOM JOBCOST V V N Terence Name Reference Abbrev vision prehouse Delimiter
Customer L Ven Invoice R Inventory Costing Meth	dor L Employee L Purchase Order R od W (R=Replacement,S=S	Inventory L Job R A/P Invoice L Standard,W=Weighted Average)
F1 F2 F3 F4 F5 F Save Help	6 F7 F8 F9 F10 Prev Next Frst Last	F11 F12 ^F3 ^F4 ^F5 ^F6 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

How to Get Started

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 Version	Widget Company Account Receivable Menu (R)	DATE: 07/23/07
INVOICES 1. Enter Invoice 2. Print Batch 3. Post Batch 4. Print Journal ADJUSTMENTS 5. Enter Adjustment 6. Print Batch 7. Post Batch 8. Print Journal RECEIPTS 9. Enter Receipt 10. Print Batch 11. Print Checks 12. ACH Withdrawals 13. Post Batch 14. Print Journal	AUTOMATIC CHARGES 15. Enter Recurring Invoice 16. Copy Recurring Invoice 17. Generate Finance Charge REPORTS/INQUIRY 19. Inquire Customer 20. Inquire Invoice 21. Aged Trial Balance 22. Cash Flow Analysis 23. Statement 24. Receipt Register 25. Invoice Journal 26. Distribution Journal 27. Customer Journal 28. Commission Report	TABLE MAINTENANCE 30. Enter Customer 31. Print Customer 32. Enter Account 33. Print Account 34. Enter Division 35. Print Division 36. Enter Subsidiary 37. Print Subsidiary 38. Enter Terms 39. Enter Salesman 40. Enter Tax Code 41. Enter Control 42. Purge
	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.

AC	COUNTH	TLEX		Accou	nts	Receiv	zable	Conti	col F	ile		Date:	07/2	24/07	
Frita	Enter Enter Enter Retain Send Age by Age by Aging Financ Allow Phone Date 1	Custo Invoi Recun Finan Tran Tran (T)ran (T)n perio ce Cha Multi Forma Colera	omer : ice P: rring nce Cl isact: aipt l isact: ransac ods by arge l iple l ance	Starti refix Invoin harge i ion Di Regist ion or ction, y numb Percen Batche 999	ng N ce P Pref stri er ((S) (P) er o t s days	umber refix butior Y/N)? eriod, f days 2.000	REC INT when Y (D)	Star Star Star n post Iransa ue, or D 3	cting cting cting actio c (X)	Numb Numb (Y/N) ns to Disco	er er ? Y G/L unt D 90	when ate I	2007 1 10 posti	ing S	
F1 Save	F2 Help	F3	F4	F5	F6	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12	^F3	^F4	^F5	^F6

arctl

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:

ACCOUNTFLEX Print Chart of Accounts DATE: 07/ Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A Report Copies 1 (1 - 10) Report Title Page N (Y=Yes, N=No) Account Range Show Accounts to Level 9 Show Accounts only Show Inactive Accounts 9 Show Inactive Accounts 9 S	lcoar	
Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A Report Copies 1 (1 - 10) Report Title Page N (Y=Yes, N=No) Account Range vito vi(wild cards * Show Accounts to Level 9 Show Accounts only Show Inactive Accounts 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 ^F Run Help	23/07	
Account Range 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 ^F Run Help	-Aux)	
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 ^F Run Help	or ?)	ļ
<mark>Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.</mark> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F Run Help		
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F Run Help		
	5 ^F6 Kil	5 L 1

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:

Туре	Code
Assets	А
Expenses	Е
Liabilities	L
Income	I.
Capital	С

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.

Туре	Debit/Credit
Assets	D
Expenses	D
Liabilities	С
Income	С
Capital	С

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:

			ardiv
ACCOUNTFLEX CHANGE	E MODE Division Entry Screen	DATE :	07/24/07
Division 1 y Name Addre Addre City	Division #1 address1 address2 city	M	
Description	Account		
Accounts Receivable Bank Discounts Allowed Finance Charge Advance Payments	110-000 v 101-000 v 560-000 v 483-000 v 230-000 v v v v v v v		
Enter the G/L account o	zode		
F1 F2 F3 F4 F5 Save Help	F6 F7 F8 F9 F10 F11 F12 Qry Prev Next Frst Last	^F3 ^F4	^F5 ^F6

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

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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	<u> </u>
ACCOUNTFLEX	CHANGE MODE	Tax Code Entry Sc	reen D	ate: 07/23/0)7
Tax Code 1 v	State CAy Descr the SAVE functio	iption San Francis n key to enter tax	co distributi	on	
Description	Rate				
Bart Tax County Tax State Tax	0.250 0.250 6.750				
	Total 7.250				
Enter Description 71 F2 F3 F4 Save Help Ad	4 F5 F6 F7 ld Qry Prev	F8 F9 F10 F1 Next Frst Last	l1 F12 ^F3 Del	3 ^F4 ^F5	^F6

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.

								slsa	le
ACCOUN	TFLEX	CHANGE	MODE	Salesma	n Entry S	creen	Date:	07/23/	07
Code	Salesm	an Name		Title		Commi	ss Use	r Code	
1	Joe Sa	lesman							
<u> </u>	<u> </u>			<u> </u>					
Enter S F1 F2 Save He	Salesman 2 F3 ∍1p	Code F4 F5 Add	F6 F7 Qry Pre	F8 F9 ev Next Fr	F10 F st Last	11 F12 Del	^F3 ^F	4 ^F5	^F6

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.



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.

				arc	us
ACCOUNTE	.EX CHANGE MODE Cu	ustomer Entry	Screen	DATE: 07/23/2	007
Customen Company Name Addr1 Addr2 Addr3 City State	Code 1 Entry I Billing Address ACME 875 Mahler Road #261 Burlingame CAy Zip 94010 y Cnty	Date Gera 1015 Burl State	By Shipping Adv ard Menicucc 5 Atwater lingame > CAy Zip 94	Inacti dress i 010 v Cnty SalasPon 1	
Contact Phone E-mail Method Terms Price	Test Company (800)343-0180 x 1 sales O Finance Charge N Inv 1 y y	Title Fax (650)69776 voices Y Sta	596 Resale# atements Y Credit Balan	BackOrders Limit ce Due	
Enter the F1 F2 Save Help	Customer's code to identia F3 F4 F5 F6 F7 I Add Srch Qry Prev 1	f <u>y this Custo</u> n F8 F9 F10 Next Frst Last	n <mark>er througho</mark> F11 F12 Del	<mark>ut the system</mark> ^F3 ^F4 ^F5 Note Prid Ship	^F6 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.

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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 popul 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.

		arcusr
ACCOUNTFLEX	Print Customers by Code	Date: 07/23/07
Report Destination Report Copies	S (S=Screen, Pn=Pri 1 (1 - 10)	nter, Dn=Disk, A=Aux)
Customer Range	v to v	
Report Destinations: (D)isk F1 F2 F3 F4 F5 F6 Run Help	, (E)mail, (F)ax, (P)rint, (S F7 F8 F9 F10 F11 F	S)creen, (A)ux. 512 ^F3 ^F4 ^F5 ^F6 <u>Kill</u>

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.

ACCOUNTF	LEX Customer Listing	by Code 12:55a	arcusr PAGE: 1 05/25/99
Code	Billing Address	Contact	Account Method
1	ACME 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	0
2	CLOROX 840 Hinckley Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340–022(B)
3	Customware Computing 800 Airport Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0224	B
NOF	NOT-ON-FILE		0

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 SAVE HELP ADD QRY PREV NEXT FR:	F10 F11 F12 F13 F14 F15 F16 ST 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 Version	Widget Company Account Receivable Menu (R)	DATE: 07/23/07
INVOICES 1. Enter Invoic 2. Print Batch 3. Post Batch 4. Print Journa ADJUSTMENTS 5. Enter Adjust 6. Print Batch 7. Post Batch 8. Print Journa RECEIPTS 9. Enter Receip 10. Print Batch 11. Print Checks 12. ACH Withdrawn 13. Post Batch 14. Print Journa	AUTOMATIC CHARGES 15. Enter Recurring Invoice 16. Copy Recurring Invoice 17. Generate Finance Charge 1 REPORTS/INQUIRY ment 19. Inquire Customer 20. Inquire Invoice 21. Aged Trial Balance 22. Cash Flow Analysis 23. Statement t 24. Receipt Register 25. Invoice Journal 26. Distribution Journal 28. Commission Report 1	TABLE MAINTENANCE 30. Enter Customer 31. Print Customer 32. Enter Account 33. Print Account 34. Enter Division 35. Print Division 36. Enter Subsidiary 37. Print Subsidiary 38. Enter Terms 39. Enter Salesman 40. Enter Tax Code 41. Enter Control 42. Purge
	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.

										ai	IIIV
ACCO	UNTFLEX		ADD 1	MODE	A∕R	Invoice	Batch	Entry	DATE	: 07/24	∕07
	Batch	n	3v	Entry	Date	07/24/03	7		Tota	1	
Ir Dis I	Invoice nvoice Date scount Date PO Description Division	***/ * 07/2 * 1 1 1	\UTO*: 24∕07	**v Cus Period	tomer Date	07/24/03	Disc	Due ount All Jok	Date .owed		
Acc	count	Accou	int T	itle			Descr	iption		A	mount
									Total		
Entor	Customer	Codo	(nno)	DO HELD	kov, tr	a coo lic	s + - 3				
F1	F2 F3	F4	F5	F6 F7	F8	F9 H	710 F	11 F12	^F3 ^	F4 ^F5	^F6

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.

				arinv1
ACCOUNTFLEX	ADD MODE	A/R Invoice	Batch Entry	DATE: 07/24/07
Batch	3v Entry	Date 07/24/07	7	Total 20900.00
Invoice Invoice Date Discount Date PO# Description Division 1	2007v Cust 07/24/07 Period 08/03/07	comer CSCO Date 07/24/07	y Cisco S Due Da Discount Allow Job N	ystems te 08/23/07 ed 209.00
Account Ac	count Title		Description	Amount
420-000 vHa 410-000 vSc 482-000 vRe v	ardware Sales oftware Sales ental Income		 T	2800.00 17500.00 600.00
Enter G/L Account F1 F2 F3 F4 Save Help Ad	<mark>: Code (press HEI</mark> 4 F5 F6 F7 1d Qry Pre	. <mark>P key to see</mark> F8 F9 F ev Next Frst I	<mark>list)</mark> 710 F11 F12 ^ .ast Del	F3 ^F4 ^F5 ^F6

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) - 10) Report Copies 1 Report Title Page (Y=Yes, N=No) N (Y=Yes, N=No) Report Detail Y v v Batch Range to v v Invoice Range to v v Customer Range to Destinations: (D)isk, (P)rint, (S)creen, (E)mail, (F)ax, (A)ux F1 F2 FЗ F 4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Run Help Kill

arinvr1

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.

							â	arınvr	1
07/24/07 7:29am		A	Wi R Invo	dget bice E	Company Batch Lis	ting		Page	1
======================================									======
Dat cn .		Entry Date	. 07724	+/0/			101a1.	20,	900.00
Invoice-#	Custo	ome r	Name		Invoice	Period	Due/Discoun	t .	Amount
2007	CSCO		Cisco	Syst	07/24/07	07/24/07	08/23/07	20,	900.00
							08/03/07	209.0	0
		Account	Desc	ript	ion				Amount
		420-000	Hard	lware	Sales			2,	800.00
		410-000	Soft	ware	Sales			17,	500.00
		482-000	Rent	al li	ncome				600.00
						Invoic		20	900 00
						Invorc		20,	500.00
						======		=====	=====
						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.

										ari	nvn
ACCOUNTFL	EX		Post	A/R Invo	ices			I	Date:	07/2	4/07
		Before 1) 2)	Posting y Backup d Print Ba	ou should ata. tch Listin	do the ng.	follo	owing				
		Enter B	atch Rang	e to Post		vto		Ĭ	1		
	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.											
Sou	rce	- Ba	tch	Inv	voice			Cus	stome:	r	
Enter firs	t batc	h number	to POST	or leave l	olank t	o POST	[all	(press	HEL	P for	list)
F1 F2 Save Help	F3 F	4 F5	F6 F7	F8 F9	F10	F11	F12	^F3	^F4	^F5	^F6

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.

								arir	nvpr1
ACCOUNTFLEX	A∕R In	nvoice H	Posting	Jour	mal		DATE:	07/24	/07
Report Destinatio Report Copies Report Title Page Report Detail	n S 1 N Y	(1 - 3 (Y=Yes (Y=Yes	(S=Scre 10) s, N=No) s, N=No)	een,))	Pn=P:	rinter,	Dn=Dis	k, A=A	ux)
Post N Batc Invoice Rang Customer Rang	0 h e	5 <u>0</u> 9	to to		<u>v</u>	V			
Report Destinations: (D)i	∍k, (E`	mail,	(F)ax,	(P)ri	.nt,	(S)cree	n, (A)u:	٤.	
F1 F2 F3 F4 F5 Run Help	F6 F3	7 F8	F9 H	710	F11	F12 ^1	F3 ^F4	^F5	^F6 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

Operations/Reference Section

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 7:31am	A/ PostNo	Widge R Invoice 5	et Company Posting Jo PostDate (ournal 07/24/07		Page	1
Invoice-#	Customer		Invoice	Period	Due	Amou	un t
2007	CSCO Cisco R - I 3 Account 420-000 410-000 482-000	Systems 1 Descr Hardwa Softwa Renta	07/24/07 iption are Sales are Sales I Income	07/24/07 	08/23/07 e Total:	20,900 Amo 2,800 17,500 600 20,900.	. 00 un t . 00 . 00 . 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	1 Entry	Date 07/24/07	Total	-900.00
Invoice Adjust Date Description Invoice Date Discount Date PO# Division	07/24/07 Period Change Fields belo	omer y Date 07/24/07 w to overide origin Discount	al Invoice Due Date Allowed	_
Account .	Account Title	Descrip	tion	Amount
			Total	
Enter Invoice n F1 F2 F3 Save Help	umb <mark>er (press HELP k</mark> F4 F5 F6 F7 Chg	ey to see list) F8 F9 F10 F11	F12 ^F3 ^F	4 ^F5 ^F6 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.

				aradi1
ACCOUNTFLEX	CHANGE MODE	A/R Adjustment	: Batch Entry	DATE: 07/24/07
Batch	1v Entr	y Date 07/24/0	7	Total -900.00
Invoice Adjust Date Description Invoice Date Discount Date PO# Division	2007y Cu 07/24/07 Peric Change Fields be 07/24/07 08/03/07 1 y Job No.	stomer CSCO d Date 07/24/0 low to overide D:	vCisco Systems original Invoir Due Date scount Allowed	ce 08/23/07 209.00
Account A	Account Title	1	escription	Amount
420-000 v 410-000 v v	Hardware Sales Software Sales		T	-800.00 -100.00 otal -900.00
Enter G/L Accour F1 F2 F3 I Save Help	n <mark>t Code (press HE</mark> F4 F5 F6 F7 Add Qry Pr	LP key to see : F8 F9 F ev Next Frst La	<mark>list)</mark> 10 F11 F12 ^1 ast Del	F3 ^F4 ^F5 ^F6

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.

			aradir1
ACCOUNTFLEX	A∕R Adjustment B	atch Listing	DATE: 07/24/07
Report Destinatic Report Copies Report Title Page Report Detail	n S (S 1 (1 - 10) N (Y=Yes, 1 Y (Y=Yes, 1)	=Screen, Pn=Printer, N=No) N=No)	Dn=Disk, A=Aux)
Batch Rang Invoice Rang Customer Rang	e v t e v t	0 <u>v</u> 0 <u>v</u> 0 <u>v</u>	
Report Destinations: (D)i F1 F2 F3 F4 F5	<u>sk, (E)mail, (F)</u> F6 F7 F8 F	ax, (P)rint, (S)cree 9 F10 F11 F12 ^	n, (A)ux. F3 ^F4 ^F5 <u>^F6</u>
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.

07/24/07 7:33am	A	Widget Compan /R Adjustment Batch	y Listing		aradjr1 Page	1
Batch:	1 Entry Da	te: 07/24/07		Total:	- 900	.00
Invoice-#	Customer	Name	Adjust	Period	Amou	unt
2007	CSCO	Cisco Systems	07/24/07	07/24/07	- 900	. 00
	Invoice Date: Discount: 08/ Account 420-000 410-000	07/24/07 Div 03/07 Discount: Description Hardware Sales Software Sales	1 209.00 Due:	: 08/23/07	Amo - 800 - 100	un t . 00 . 00
			Invoice	e Total:	-900.	. 00
			====== Batch 1	 Fotal:	- 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.

										arad	n
ACCOUNTFL	EX		Post A	∕R Adjust	ments			I	Date:	07/2	4⁄07
		Before 1) 2)	Posting y Backup d Print Ba	ou should ata. tch Listi	do the ng.	foll:	owing				
		Enter B	atch Rang	e to Post	_	vto		5	/		
			Press SA	VEKEY to : - OR s FSCAPFK	begin F - FV to F	OSTIN	3				
So	urce	After P 1) 2) Process - B	osting do Print Po Compare ing Stati atch	the foll sting Jou Batch Lis stics I	owing rnal. ting wi nvoice	th Po	sting	Journ Cu	nal. istom	ər	
Enter firs F1 F2 Save Help	t batch F3 F4	<u>i number</u> 4 F5	F6 F7	or léave F8 F9	blank t F10	F11	F12	°F3	^F4	^F5	list ^F6

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.

						aradipr1
ACCOUNTFLEX	A/1	R Adjustment	Posting Jor	urnal	DATE: 0	7/24/07
Report Report Report Report	Destination Copies Title Page Detail	S 1 (1 - N (Y=Yes Y (Y=Yes	(S=Screen, 10) s, N=No) s, N=No)	Pn=Printer,	Dn=Disk,	A=Aux)
Iı Cu:	Post No Batch nvoice Range stomer Range	6 <u>v</u> v	to to	<u>v</u>		
Report Destina F1 F2 F3	tions: (D)is F4 F5 F0	<mark>(, (E)mail,</mark> 5 F7 F8	(<u>F)ax, (P)</u> r: F9 F10	int, (S)cree: F11 F12 ^1	n, <u>(A)ux.</u> 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.

07/24/07 7:34am	Wid A/R Adjustm PostNo	get Company ent Posting Journal 6 PostDate 07/24/07	aradjpr1 Page 1
Invoice-# Custor	ner Name	Invoice Period	Due Amount
2007 CSC R -	O Cisco Systems A 1 1 Account Desc 420-000 Hard	07/24/07 07/24/07 ription ware Sales	08/23/07 -900.00 Amount -800.00
	410-000 5010	Adjustment	t Total: -900.00
		Grand	Total: -900.00

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

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

Post A/R Adjustments has been completed successfully

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 MO	DE RECEIPT ENTRY SCREEN	DATE: 07/24/07
Batch 1v Type R Bank 101-000 v	Entry Date 07/24/07 Pe	eriod Date 07/24/07 Totals 28,150.00
Customer	Check No Date	Amount Unapplied
CSCO vCisco Systems AT&T vAT&T Company DELL vDell Computers v v v v v v v v v v v v v v v v v v v		4000.00 0.00 14800.00 0.00 9350.00 0.00
Enter Receipt Amount F1 F2 F3 F4 F5 F	6 F7 F8 F9 F10 F11	F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Srch 0	rv Prev Next Frst Last G/1	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

Operations/Reference Section

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:

		archkrev
ACCOUNTFLEX CHANGE MOD	E RECEIPT ENTRY SCREI	EN DATE: 07/24/07
Batch 1v Type R Bank 101-000 v	Entry Date 07/24/07 1	Period Date 07/24/07 Totals 28,150.00
Customer	Check No Date	Amount Unapplied
CSCO vCisco Systems AT&T Select Receipt DELL G/L Account 101- Check No Customer Code Receipt Date Amount	to Reverse	07 4000.00 0.00 0.00 0.00
Press SAVE function	key to Reverse Receipt o:	r ESCAPE key to exit
F1 F2 F3 F4 F5 F6 Save Help	F7 F8 F9 F10 F1	1 F12 ^F3 ^F4 ^F5 ^F6

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.

	archkgl
ACCOUNTFLEX CHANGE MODE RECEIPT ENTR	Y SCREEN DATE: 07/24/07
Batch 1 Type R Entry Date 07/24/07 Bank 101-000 v	Period Date 07/24/07 Totals 28,150.00
Customer Check No	Date Amount Unapplied
CSCO VCis AT&T VAT& DELL VDel V V V V V V V V V V V V V V V V V V V	0.00 Date 07/24/07 Amount 14800.00 -14804.20 4.20 Unapplied 0.00
Enter G/L Account Code (press HELP key to see F1 F2 F3 F4 F5 F6 F7 F8 F9 F Save Help Add Qry Prev Next Frst L	list) 10 F11 F12 ^F3 ^F4 ^F5 ^F6 ast 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.



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.

						archknav
ACCOUNTFLEX	CHANGE	MODE	INVOICE PAYM	ENT SCREEN	Date:	07/24/07
Customer AT	ЪТ.		Check	No	Date	07/24/07
Invoice No.	Invoice Date	Discount Date	Orig Amount	Due Amount	To apply Discount	0.00 Paid
2000 2003 2003 2004 2005 2006	03/05/07 05/10/07 06/23/07 07/05/07 07/24/07 07/24/07	03/15/07 05/20/07 07/03/07 07/15/07 08/03/07 08/03/07	8,600.00 3,000.00 875.00 3,200.00 420.00 7,200.00	0.00 0.00 3,200.00 5,290.80	4.20	8,600.00 3,000.00 875.00 415.80 1,909.20
Discount Ta	ken			Totals	4.20	14,800.00
Enter Invoice F1 F2 F3 Save Help	# or PREPA F4 F5 Add	A <mark>Y (to pre</mark> F6 F7 Qry Pre	p <mark>ay specific</mark> F8 F9 F V Next Frst L	<mark>order⁄invoi</mark> 10 F11 F1 ast De	<mark>ce prepend</mark> 2 ^F3 ^H 1 S€	<mark>. '≻')</mark> 74 ^F5 ^F6 ≥1

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:

	archk2
ACCOUNTFLEX CHANGE MODE RECEIPT ENTRY SCREEN DATE: 07.	/24/07
Batch1vTypeREntry Date07/24/07Period Date07/24/07Bank101-000vTotals24	07 9,150.00
Customer Check No Date Amount Un	napplied
CSCO ATST DELL Division ATST Invoice Date Range Due Date Cutoff Auto Pay(Y/N) Y Auto Discount(Y/N) Y Auto Discount(Y/N) Y Press SAVE function key to Pay Invoices or ESCAPE key to exit	0.00 0.00 0.00 0.00
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^ Save Help	^F5 ^F6

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:

		archk3
ACCOUNTFLEX CHANGE MODE	INVOICE PAYMENT S	CREEN Date: 07/24/07
Customer AT&T	Check No	Date 07/24/07
Invoice Invoice Discount No. Date Date	Orig Amount An	Due To apply 0.00 mount Discount Paid
2004 07/05/07 07/15/07 Delete Invoice Paymen Invoice Range Invoice Date Range Press SAVE function key	3,200.00 3,1	00.00 100.00 4 or ESCAPE key to exit
Discount Orig 32.00 Discount Taken	Tot	als 0.00 100.00
F1 F2 F3 F4 F5 F6 F7 Save Help	F8 F9 F10 F	11 F12 ^F3 ^F4 ^F5 ^F6

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 Report Copies Report Title Page Report Detail	S (S=Screen, Pn=Printer, 1 (1 - 10) N (Y=Yes, N=No) Y (Y=Yes, N=No)	Dn=Disk, A=Aux)
Batch Range G/L Account Receipt Date Range Check Number Range Customer Range	v to v to v to v v to v	
Perent Dectinations: (D)is	c (F)mail (F)ay (B)mint (S)groo	» (A)
F1 F2 F3 F4 F5 F Run Help	5 F7 F8 F9 F10 F11 F12 ^	F3 ^F4 ^F5 ^F6 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.

07/24/07 7:47am		A/R	Widget Compa Receipt Batch	ny Listing		archkr1 Page 1
	Batch N	D:	1 Period: 07/	24/07 G/L	Account: 101.	- 000
Check-#	Date Invoice	Customer Inv-date	Orig Amount	Discount	Amount-paid	Amount
	07/24/07 2007	CSCO 07/24/07	Cisco Systems 20,900.00		4,000.00	4,000.00
	07/24/07 2000 2002 2003 2005 2006	AT&T 03/05/07 05/10/07 06/23/07 07/24/07 07/24/07 Totals:	AT&T Company 8,600.00 3,000.00 875.00 420.00 7,200.00 20,095.00	4.20	8,600.00 3,000.00 875.00 415.80 1,909.20 14,800.00	14,800.00
	07/24/07 2001	DELL 05/05/07	Dell Computer 9,350.00	S	9,350.00	9,350.00
	07/24/07 MISC:	AT&T 620-000	AT&T Company Advertising		1,000.00	1,000.00
Batch T	otals:		======================================	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.

archkw

ACCOL	INTFLEX	Print Checks DATE: 07/24/07												
	This pr enter t Numbers or paym You may become	ogram he Bat will ents h also destro Pre	will ch a be a lavin ente yed	pri nd C ssig g ch r a : as a he S	nt Che heck r ned to eck nu range resul AVEKEY	ecks numbe pay mber of C .t of .t of	for an r rang ments s with heck h print start	ny ba je to havi: nin t Jumbe: cer a or E	tch of assig ng no he rar rs to lignme SCAPEF	paym n. Th Check ige. VOID ent or KEY to	ents. ese C Numb shoul pape exit	Bel heck ers d che r jam	ow cks s.	
	Chec	k Dest Check	inat For Bə	ion mat tch	3	v	(S=9	Cree:	n, Pn= s HELB	Print key	er, D to VI	n=Dis EW Ba	k, A= <i>i</i> tches	Aux))
Pri VOJ	Run Test int Check ID Check	Check Numbe Numbe (: Num er Ra er Ra !urre	ber nge nge ncy		_	to to	E		_				
<mark>Report</mark> F1 H Run H	t Destina 72 F3 Help	tions: F4	(D) F5	<mark>isk,</mark> F6	<mark>(E)</mark> ma F7	il, F8	<mark>(F)</mark> ax. F9	(P) F10	rint, F11	<mark>(S)</mark> cr F12	een, ^F3	(A)ux ^F4	• ^F5	^F6 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.

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:286to287VOID Check Number Range:282to283

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

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 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 40.00 0.00 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. <mark>Generate ACH file</mark> 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.

							arachb
ACCOUNTFLEX	x	Generate	ACH File			Date:	07/24/07
	Effecti ACH Di	SELECT Batch ACH FILE ve Date Type 1 rectory (two	TONS v OPTIONS				
	C A	PROCESSING S Pass ustomer CH Path	TATISTICS				
Enter batch	to generat	e ACH file (press HELP	for lis	st)		
F1 F2 F3 Save Help	3 F4 F5	F6 F7	F8 F9	F10 F1	l1 F12 ^	F3 ^F4	^F5 ^F6

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.

.

						aracht
ACCOUNTFLEX	Generate,	Report Test	ACH Withdra	wals	DATE: 07	/24/07
Report Report	Destination Title	S N (Y=Yes	(S=Screen, s, N=No)	Pn=Printer	, Dn=Disk	, A=Aux)
Cu: Bank Info L	stomer Range ast Modified	SELECTIONS vto to	<u> </u>			
 Shi	DIRECT DEF Path ow on Report	POSIT FILE OF /tmp/achtest Y	TIONS ar			
Report Destina F1 F2 F3 Run Help	tions: (D)isk F4 F5 F6	<mark>c, (E)</mark> mail, 5 F7 F8	(F)ax, (P)ri F9 F10	nt, (S)cree: F11 F12 ^1	n <u>, (A)ux.</u> F3 ^F4	^F5 ^F6 <u>Kill</u>

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.

											arc	tlach
AC	COUNTH	FLEX		A∕R	ACH I	Receipt	Control	File		Date:	07/24/	′07
]	Bank 7 Bar	Iransi Bank nk Ser Your Your	Bank 1 t/ABA nu Assigned vice All Company 1 Company	Name I nber ID# owed Name ID#	BANK	OF AMER	ICA Usually (Usuall preceed preceed preceed	Bank] y EIN, EIN w DUNS User	Transit/ DUNS, with '1' with '3 specifi	ABA, E or Use	IN, or r specf h '9')	DUNS)
Ente: F1	r com F2	pany I F3	D# for F F4 F5	ile He F6	eader F7	(usual F8	ly EIN c F9 F10	r DUNS F11	F12 1	F3 ^F	4 ^F5	^F6
Save	Help				Pre	v Next	Frst Las	t				

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.

											arch	ıkn
ACCOUNTFL	.EX			Post A	∕R Rec	eipts			D	ate:	07/24	ł∕07
		Befor	e Posti 1) Back 2) Prin	ng you up dat t Batc	shoul a. h List	d do th ing.	ne foll	owing				
		Enter	Batch	Range	to Pos	t 📃	vto		v			
			Pres	s SAVE Press	KEY to - OR ESCAPE	begin - KEY to	POSTIN Exit	ſĠ				
Sou	Ince	After Proce	Postin 1) Prin 2) Comp ssing S Batch	g do t t Post are Ba tatist	he fol ing Jo tch Li ics	lowing urnal. sting w	with Pc	sting	Journ Invoi	al.		
Enter firs F1 F2 Save Help	s <mark>t bato</mark> F3 I	z <mark>h numb</mark> 74 F5	<u>er to P</u> F6	OST or F7	<mark>leave</mark> F8 F	blank 9 F1(to POS) F11	T all F12	(press ^F3	HELI ^F4	<mark>° for</mark> ^F5	list ^F6

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.

				ar	chkprl
ACCOUNTFLEX	A/R Receipt	Posting Jour	rnal	DATE: 07/	24/07
Report Destination Report Copies Report Title Page Report Detail	$\begin{array}{c} \mathbf{N} \\ \mathbf{N} \\ \mathbf{N} \\ \mathbf{V} \\ \mathbf{Y} \\ \mathbf{Y} \end{array} \begin{pmatrix} 1 \\ - \\ \mathbf{Y} \\ Y$	(S=Screen, 10) es, N=No) es, N=No)	Pn=Printer,	Dn=Disk, A	=Aux)
Post No Batch Range G/L Accoun Check Date Range Check Number Range Customer Range	2 7 9 2	to v to to to	<u>v</u>		
Report Destinations: (D)is	sk, (E)mail,	(F)ax, (P)ri	int, (S)cree	n, (A)ux.	
F1 F2 F3 F4 F5 I Run Help	6 F7 F8	F9 F10	F11 F12 ^:	F3 ^F4 ^F	5 ^F6 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.

07/24/0 7:53a	07 am A≀ PostN	Widget Company A/R Receipt Posting Journal PostNo 7 PostDate						
Custor	me r	G/L Accou	int Chec	k-# Received	Amoun t			
AT&T	AT&T Company Invoice 2000 2002 2003 2005 2006 Totals:	101-000 Inv-date 03/05/07 05/10/07 06/23/07 07/24/07 07/24/07	Discount 4.20 4.20	07/24/07 Amount - paid 8,600.00 3,000.00 875.00 415.80 1,909.20 14,800.00	14,800.00			
AT&T	AT&T Company G/L: 620-000 Totals:	101-000 1,000.00 1,000.00		07/24/07	1,000.00			
CSCO	Cisco Systems Invoice 2007 Totals:	101-000 Inv-date 07/24/07	Discount	07/24/07 Amount-paid 4,000.00 4,000.00	4,000.00			
DELL	Dell Computers Invoice 2001 Totals:	101-000 Inv-date 05/05/07	Discount	07/24/07 Amount-paid 9,350.00 9,350.00	9,350.00			
	****************	* * * * * * * * * * * * * * * *	* * * * * * * * * * * *	* * * * * * * * * * * * * * * * *	*****			
	Grand Totals:	1,000.00	4.20	28,150.00	29,150.00			
Posting	g Log #7: 07/24/07	07:52:38						
Post A/	/R Receipts has been	completed suc	cessfully					

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.

														arre	c
ACCOL	UNTFL	.EX	CH	IANGE	MODE	i	A∕R ∶	Recurr	ing]	Invoice	es	:	Date:	07/24	4⁄07
D€	escri Divi	RefNo ption sion	Comp 1 V	WEEKI outer	LYv Rent	Custon al	mer	AT&T	V	V	AT&T	Compa:	ny		
Accou	unt-#	ŧ	Accou	int T:	itle									Amo	ount
482- 480-	-000 -000		Renta Inter	al Ind rest :	come Incom	e								2801 201	0.00
												Tota	1	3,000	0.00
Enter	G/L	Accou	int. Co	ude (1	ress	HELP	kev	for 1	ist)						
F1 H Save H	F2 Help	FЗ	F4 Add	F5	F6 Qry	F7 Prev	F8 Nex	F9 t Frst	F10 Last	F11	F12 Del	^FЗ	^F 4	^F5	^F6

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 description 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.

									arr	ecb
ACCOUNTFLEX	C	lopy Recu	cring A/R	Invoice	*S		D	ate:	07/24	/07
This pro Las Your and Dates an Pa Your and Recurrin Cust	ogram will : Date Run swers to th re assigned roice Date ariod Date swers to th ag Invoices omer Range	copy Recu te follow: to recu 07/24/07 07/24/07 te follow: are cop	urring Inv ing prompt rring Invo ing prompt ied.	oices t s will ices. s will	to an I determ determ	invoi uine uine	ce Ba which which	tch.		
Drogoo	Press Press Pre	SAVEKEY 1 - (ss ESCAPI	y to to begin C DR - EKEY to Ex	OPYING it	<u>v</u>					
Source	ssing stati	atch	Cu	sno		Refn	0			
			· • •							
Assign this 11 F1 F2 F3 Save Help	F4 F5	F6 F7	F8 F9	F10	F11	F12	^F3	^F4	^F5	^F6

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

				arfinn
ACCOUNTFLEX	Generate F	inance Charges	Date:	07/24/07
This progra Charg Invoi Perio Finan Minim Finan	am will create an I e Finances for invo ce date to assign t d date to assign to ce Charge Percent um Finance Charge ce G/L Code 4	nvoice Batch fo ices prior to t o generated invo 2.000 0.01 83-000	r Finance Charges. his date <mark>07/24/07</mark> oices 07/24/07 ices 07/24/07	
Source	Press SAVEKE - O Press ESCAPE - Batch	Y to Start R - KEY to Exit Cusno	Refno	
Invoices prior F1 F2 F3 Save Help	to this date will F4 F5 F6 F7	be charged for F8 F9 F10	finances F11 F12 ^F3 ^F4	^F5 ^F6

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 MT&T Company Contact Tom Jackson Tel (908)221-2000 Terms 1 1% NET 30 Credit Code Credit Limit	
Invoice Date Description	Amount Due
2000 03/05/07 2002 05/10/07 2003 06/23/07 2004 07/05/07 2005 07/24/07 2006 07/24/07	0.00 0.00 3,200.00 0.00 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 ^F Save Help Srch Qry Prev Next Frst Last Zoom In	4 ^F5 ^F6

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 M AT&T Company Contact Tom Jackson Tel (908)221-2000 Terms 1 1% NET 30 Credit Code Credit Limit
I AGED BALANCE 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 Tel
Customer AT&T vAT&T Company Invoice 2003 Date D6/23/07 Source R I Batch 1 Desc 1 Desc <td< td=""></td<>
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.

ai	ropen
ACCOUNTFLEX VIEW MODE A/R Invoice Inquiry Date: 07/2	4/07
Invoice 2007 Customer CSCO 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#	
Date Source Batch Description Discount A	mount
07/24/07 R I 3 20,9 07/24/07 R A -9 -9 07/24/07 R C 1 Chk#: G/L:101-000 0.00 -4,0	00.00
Invoices + Adjustments - Discounts - Receipts = 20,900.00 + -900.00 - 0.00 - 4,000.00 = 16,00 Latest Transaction Date 07/24/07 07/24/07 Div 1 Source R I	Due 0.00 3
Enter Entry Date F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F Save Help Ory Prev Next Frst Last Zoom Inv	5 ^F6

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 2007y Customer CSC0 Invoice Date 07/24/07 Period Date 07/24 Discount Date 08/03/07 Disc Allowed Desc	v Cisco System /07 Due 08/23/07 209.00 P0#	5
Account Account Title	Description	Amount
420-000 vHardware Sales 410-000 vSoftware Sales 482-000 vRental Income v v		2800.00 17500.00 600.00
	Total	20,900.00
20,900.00 + -900.00 - 0.00 Latest Transaction Date 07/24/07 07/24/07	- 4,000.00 = 1 Div 1 Source R I	6,000.00
Enter Account Code:		
F1 F2 F3 F4 F5 F6 F7 F8 F9 Save Help Qry Prev Next Frst	F10 F11 F12 ^F3 ^F4 Last	^F5 ^F6

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.
		artrial
ACCOUNTFLEX	A/R Aging Report	Date: 07/24/07
Report Destination Report Copies Report Title Page Report Detail Transaction Date Range Ignore Transactions after Ignore Balances between Show Balances over Customer Range	S (S=Screen, Pn=Printer, 1 (1 - 10) N (Y=Yes, N=No) Y (Y=Yes, N=No) 07/24/07 to 07/24/07 07/24/07 -0.01 to 0.01 days old V to V to	, Dn=Disk, A=Aux)
Salesman Age by (T)ransaction, (Aging periods by days	P)eriod, (D)ue, or (X)Discount Date 0 30 60 90	a I
F1 F2 F3 F4 F5 F6 Run Help	F7 F8 F9 F10 F11 F12 ^F	73 ^F4 ^F5 ^F6 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 8:01am	Statement Dates	Widget Compa A/R Aging Rep 07/24/07 to 0	ny ort 7/24/07 Cus	tomers:	artrial Page 1		
			* * * *	AGE	D BALANC	E	* * * *
Cust-#	Name/Contact Limit	Amoun t	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.



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
ACCO	UNTFLEX	ADD MODE	CASH FLO	W - A∕R Adjus	tments	Date: 07/24/07
Cu	ustomer	Invoice	Due Date	Description		Amount
	Customer					
Enter	. Customer	Code (press HELP	key to se	e list)		
F1 Save	F2 F3 Help	F4 F5 F6 F Add Srch Qry P	7 F8 F Prev Next F	9 F10 F11 rst Last	F12 ^F3 Del	^F4 ^F5 ^F6

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

cfarr1

ACCOUNTFLEX		A∕R Cash	Flow Report	Da	ate: 07/24/07
Report Report Report Report Report	Destination S Copies 1 Title Page N Detail Y Export Type	(1 - (Y=Y (Y=Y (C=Comm	(S=Screen, 10) es, N=No) es, N=No) a Delimited,	Pn=Printer, Dn=D T=Tab Delimited))isk, A=Aux)
Sta Due peri	rt Due Date (ods by days Report Type	0 7	14 21	28 60 90	90
F1 F2 F3 Run Help	F4 F5 F6	F7 F8	F9 F10	F11 F12 ^F3 ^	°F4 ^F5 ^F6 <u>Kill</u>

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

07/24 8:0	4/07 D3am	Widget A/R Cash F Due Date:	Company Iow Report 07/24/07		ctarr1 Page	1				
Star	ndard Transactions	Amoun t	Past Due	7 days	14 days	21 days	28 days	60 days	90 days	90+ day
1	ACME		(800)343-0180	Test Comp	bany					
	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 Co	ompany					
	BAL FWRD	60.00	60.00							
	Total:	60.00	60.00							
AT&T	AT&T Company		(908)221-2000	Tom Jacks	on					
	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 Char	mbers					
	2007 08/23/07	16,000.00						16,000.00		
	Total:	16,000.00						16,000.00		
AT 0 T	IUIALS:	24,698.06	60.00	Tem leaks	3,200.00			21,438.06		
AIQI	AT&T Company	coo oo	(908)221-2000	TOM JACKS	on			000 00		
	2006 08/24/07	600.00						600.00		
	iotai.	000.00						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.

arstmnt

ACCOUNTFLEX	Prin	t Statements		DATE :	07/24/07
Report D Report C Report T	estination <mark>P</mark> opies 1 itle Page N	*For lase (1 - 10) (Y=Yes, N=No)	r printers on	ly	
Transaction Ignore Transact Ignore Balanc Show Bal Cust	Date Range 07/24 ions after 07/24 es between ances over d omer Range	/07 to 07/ /07 0.00 to ays old v to	24/07 0.00		
Age by (T)ran Aging perio Show Yo Li:	Message saction, (P)eric ds by days 0 FORMAT ur Address Y ne Spacing	d, (D)ue, or (X 30 60 9 TING OPTIONS Shading 5)Discount Dat 0 Separate Ema	e T ils Y	
Report Destinatio F1 F2 F3 F4 Run Help	n <mark>s: (D)isk, (E)</mark> m F5 F6 F7	ail, (F)ax, (P) F8 F9 F10	rint, (S)cree F11 F12 ^	n <mark>, (A)ux</mark> F3 ^F4	^F5 ^F6 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 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.



STATEMEÑŤ

Widget Company 1000 Technology Way Burlingame, CA 94010

a<u>rstm</u>ntl

F	hone:(415)340-	0220				Phone: (415)340	0-0220	
E	E-mail: info@in	foflex.com			ACCOUNT NO.	STATEMENT DA	TE ACCOUNT NO).
					AT&T	07/24/07	AT&T	
AT&T 100 M Bedmi	Company lary Road inster, NJ 07921				STATEMENT DATE 07/24/07	PLEASE RETU WITH YO	RN THIS PORTION UR PAYMENT	
				L		IF PAYING BY INVO INDIVIDUAL INVO	DICE - CHECK (x) ICES PAID	
DATE PAID		CHECK NO.	AN	MOUNT		AMOUNT REMITTE	D	_
DATE	INVOICE NO.	DESCRIPTION		AMOUNT	BALANCE	INVOICE NO.	AMOUNT DUE	x
03/05/07 07/24/07 05/10/07 07/24/07 07/24/07 07/24/07 07/24/07 07/24/07 07/24/07 07/24/07	2000 2002 2002 2003 2003 2004 2005 2006 2006	INVOICE PAYMENT INVOICE PAYMENT INVOICE PAYMENT INVOICE PAYMENT INVOICE PAYMENT		8,600.00 -8,600.00 3,000.00 -3,000.00 -875.00 3,200.00 420.00 -420.00 7,200.00 -1,909.20		2000 2002 2002 2003 2003 2004 2005 2005 2006 2006	8,600.00 -8,600.00 3,000.00 -3,000.00 875.00 3,200.00 420.00 -420.00 7,200.00 -1,909.20	
AGE	Current	30 days	60 days	90+days	TOTAL DUE	TO	TAL DUE	
AMOUNT	8,490.80	0.00	0.00	0.00	8,490.80	8,	490.80	<u></u>

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
AT8 100 Bec	T Company)Mary Road Iminster, N	J 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.

arstmnt

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

					arregr2
ACCOUNTFLEX	A/R Recei	pt Register		Date: 07	7/24/07
Report Destination Report Copies Report Title Page	<u>S</u> 1 (1 - N (Y=Ye	(S=Screen, 10) s, N=No)	Pn=Printer,	Dn=Disk,	, A=Aux)
G/L Bank Account Check Number Range Customer Range Check Date Range Statement Date Range List G/L Amounts List Invoices	<u>N</u> (Y=Ye N (Y=Ye	to to to s, N=No) s, N=No)	<u></u>		
Report Destinations: (D)is1	;, (E)mail,	(F)ax, (P)r:	int, (S)cree	n, (A)ux.	I
F1 F2 F3 F4 F5 F6 Run Help	F7 F8	F9 F10	F11 F12 ^	F3 ^F4	^F5 ^F6 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.

07/24/07 8:07am		A/F	Widget Comp R Receipt Regi	any ster		arregr2 Page	1
G/L Accoun	t: 101-000	Cas	sh in Bank				
Check No	o Date	Status	Customer	Bate	ch	Ar	mount
123456	07/24/07		CSCO	Cisco Sy R C	1	4,0	00.00
123800	07/24/07		AT&T	AT&T Com R C	1	14,80	00.00
123950	07/24/07		DELL	Dell Com R C	1	9,3	50.00
130567	07/24/07		AT&T	AT&T Com R C	1	1,00	00.00
				G/L Account	Total:	29,1	===== 50.00

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.

aropenr1

ACCOUNTFLEX	A∕R I	nvoice	Journal		DATE:	07/24/	07
Report Destinatio: Report Copies Report Title Page Report Detail	n <u>S</u> 1 N Y	(1 - (Y=Ye (Y=Ye	(S=Screen, 10) s, N=No) s, N=No)	Pn=Printer,	Dn=Disk	, A=Au	1X)
Customer Rang Transaction Date Rang Period Date Rang Invoice Number Rang Sourc Include Receipts (Y/N	e e e e) N		to to to Batch	v Postno			
		Nue 11					
Report Destinations: (D)1 1 F2 F3 F4 F5 Run Help	sk, (E F6 F)mail, 7 F8	(F)ax, (P)r: F9 F10	Int, (S)cree: F11 F12 ^1	n, (A)ux F3 ^F4	^F5	^F6 Kil

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 8:09am		Widget Company A/R Invoice Journal to	á	aropenr1s Page	1
Invoice-#	Customer	Name	Date	Period	Amount
1000	1	ACME			
	11		07/23/07	07/23/07	115.08
1001	1 2 1	ACME	07/23/07	07/23/07	32.18
1002	2	CLOROX			
2000	2 I	AT&T Company	07/23/07	07/23/07	60.00
2000	1 1	Arer company	03/05/07	03/05/07	8,600.00
2001	DELL	Dell Computers	05/05/07	05/05/07	0 050 00
2002	AT&T	AT&T Company	05/05/07	05/05/07	9,350.00
	1 I		05/10/07	05/10/07	3,000.00
2003	AT&T	AT&T Company	06/23/07	06/23/07	875 00
2004	AT&T	AT&T Company	00/20/01	00720701	070.00
0005	1 I		07/05/07	07/05/07	3,200.00
2005	2 I	AT&T Company	07/24/07	07/24/07	420.00
2006	AT&T	AT&T Company			
2007	2 I CSCO	Cisco Systems	07/24/07	07/24/07	7,200.00
2007	3 1		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

07/24/07 8:09am		Wid A/R In	get Company voice Journal	a I	ropenr1d Page	1	
			to				
Invoice-#	Custo	omer Name		Date	Period		Amoun t
1000	1	ACME					
	1	1		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		5.0	08	
1001	1	ACME		07/00/07	07/00/07		22.40
	2		Inventory	07/23/07	07/23/07	00	32.18
		G/L: 500-000	Cost of Goods Sold		3.	00	
		G/L: 500-000	Hardware Sales		-3.	00	
		G/L: 220-000	Sales Tax Liability		2.	18	
1002	2	CLOROX					
	2	1		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	1		03/05/07	03/05/07		8,600.00
		G/L: 410-000	Software Sales		1,800.	00	
2004	DELL	G/L: 420-000	Hardware Sales		6,800.	00	
2001	DELL 1	Dell Computers		05/05/07	05/05/07		0 350 00
	1	G/L · 482-000	Rental Income	05/05/07	9 350	00	9,350.00
2002	AT&T	AT&T Company	Rentar meone		3,330.	00	
2002	1	l		05/10/07	05/10/07		3,000,00
		G/L: 401-000	Software Consulting		3,000.	00	-,
2003	AT&T	AT&T Company	5				
	1	1		06/23/07	06/23/07		875.00
		G/L: 420-000	Hardware Sales		875.	00	
2004	AT&T	AT&T Company					
	1	1		07/05/07	07/05/07		3,200.00
		G/L: 410-000	Software Sales		3,200.	00	
2005	AI&I	AI&I Company		07/04/07	07/04/07		400.00
	2	C/L + 482 000	Einenee Charges	07/24/07	07/24/07	00	420.00
2006	AT 8 T	0/L. 403-000	Finance Charges		420.	00	
2000	2			07/24/07	07/24/07		7 200 00
	2	G/L: 401-000	Software Consulting	01724701	7.200.	00	7,200.00
2007	CSCO	Cisco Systems	g		.,		
	3	1		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	lotal:		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.

aropenr2

ACCOUNTFLEX	A∕R D	istribution	Journal		DATE:	07/24/0	7
Report Destinatio Report Copies Report Title Page Report Detail	n <mark>S</mark> 1 Y	(1 - 10) (Y=Yes, N= (Y=Yes, N=	Creen, F No) No)	on=Printer,	Dn=Disk	, A=Aux)
Customer Rang Transaction Date Rang Period Date Rang Invoice Number Rang G/L Account Rang Source - Batc Include Descriptio	e e e h n	y to to y to y to Postno		<u>v</u> <u>v</u> v			
Report Destinations: (D)i	sk, (E)mail, (F)ax	;, (P)rin	t, (S)creen	1, (A)ux		
71 F2 F3 F4 F5 Run Help	F6 F	7 F8 F9	F10 F	'11 F12 ^H	73 ^F4	^F5 ^ K	F6

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 8:10am		Widget Cor A/R Distribution to	mpany on Journal	aropenr2s Page 1
G/L Account	Invoice	Customer	Batch	Amount
130-000 220-000 401-000 410-000 420-000 482-000 483-000 500-000			Account Total: Account Total: Account Total: Account Total: Account Total: Account Total: Account Total: Account Total:	$\begin{array}{c} 20.00\\ 7.26\\ 10,200.00\\ 22,400.00\\ 9,875.00\\ 9,950.00\\ 420.00\\ -20.00\end{array}$
			Grand Total:	52,852.26

Detail Report Example

07/24/07 8:10am		Wid A/R Dist	get Company ribution Journa to	al		aropenr2d Page	1
G/L Account	Invoice	Customer			Batch	Amo	un t
130-000	1000	1	ACME		1	11	.00
130-000	1001	1	ACME		2	3	.00
130-000	1002	2	CLOROX		2	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	7,200	.00
401-000				Account	Total:	10,200	. 00
410-000	2000	AT&T	AT&T Company		1	1,800.	.00
410-000	2004	AT&T	AT&T Company		1	3,200	.00
410-000	2007	CSCO	Cisco Systems		3	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	110	. 00
420-000	1001	1	ACME		2	30	.00
420-000	1002	2	CLOROX		2	60	.00
420-000	2000	AT&T	AT&T Company		1 I	6,800.	.00
420-000	2003	AT&T	AT&T Company		1	875.	.00
420-000	2007	CSCO	Cisco Systems		3	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	6	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	420	.00
483-000				Account	Total:	420	. 00
500-000	1000	1	ACME		1 I	- 1 1	. 00
500-000	1001	1	ACME		2 1	- 3	. 00
500-000	1002	2	CLOROX		2	- 6	.00
500-000				Account	Total:	-20	. 00

* *	* *	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Gr	an	d		т	o	t	а	I	:									5	2	,	8	5	2		2	6

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.

aropenr3

ACCOUNTFLEX	A/R Custome	r Journal		DATE: 0	07/24/07
Report Destinatior Report Copies Report Title Page Report Detail	$\begin{array}{c} 1 \\ \hline 1 \\ \hline N \\ \hline Y \\ Y \\$	(S=Screen, 10) es, N=No) es, N=No)	Pn=Printer,	Dn=Disk,	, A=Aux)
Customer Range Transaction Date Range Period Date Range Invoice Number Range Source - Batch Include Receipts (Y/N)	* * * 1 F	to to to vto ostno	<u>v</u>		
eport Destinations: (D)is 1 F2 F3 F4 F5 F	s <mark>k, (E)mail,</mark> 36 F7 F8	(F)ax, (P)r F9 F10	Int, (S)cree F11 F12 ^1	n, (A)ux F3 ^F4	^F5 ^F

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 8:12am		Widget Compan A/R Customer Jour to	y na	I		aropenr3s Page	1
Customer	/Invoice	Batch		Date	Period	Amou	unt
1	ACME 1000 1001	1 2	 	07/23/07 07/23/07	07/23/07 07/23/07	115 32	.08 .18
				Customer	Total:	147.	. 26
2	CLOROX 1002	2	I	07/23/07 Customer	07/23/07 Total:	60 60	. 00
AT&T	AT&T Company 2000 2002 2003 2004 2005 2006	1 1 1 2 2		03/05/07 05/10/07 06/23/07 07/05/07 07/24/07 07/24/07	03/05/07 05/10/07 06/23/07 07/05/07 07/24/07 07/24/07	8,600 3,000 875 3,200 420 7,200	. 00 . 00 . 00 . 00 . 00 . 00
CSCO	Cisco Systems 2007	3 1	I A	07/24/07 07/24/07 Customer	07/24/07 07/24/07 Total:	20,900 -900 20,000	.00
DELL	Dell Computers 2001	1	I	05/05/07 Customer	05/05/07 Total:	9,350 9,350	.00

*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
G	r	а	n	d		т	o	t	а	ı										5	2		8	5	2		2	6	

Detail Report Example

B:12am A/R Customer Journal to Customer // Invoice Batch Date Period Amount ACME 1 ACME 1 07/23/07 07/23/07 115.08 1000 130-000 Inventory 5.08 2.00 220-000 Sales Tax Lia 5.08 3.00 32.18 1001 130-000 Inventory 3.00 32.18 1002 21 07/23/07 07/23/07 60.00 420-000 1002 130-000 Inventory 6.00 2000 1000 Software Sale 1.800.00 2000 410-000 Software Sale 1.800.00 2002 1 05/10/07 03/05/07 3.600.00 2004 1 05/23/07 06/23/07 3.200.00 2005 2 07/24/07 07/24/07 7.20	07/24/07		Wi	daet Company			aropenr3 Page	d 1
To Batch Date Period Amount 1 ACME 1 07/23/07 07/23/07 115.08 1000 130-000 Inventory 11.00 15.08 1001 220-000 Sales Tax Lia 5.08 2 1001 130-000 Inventory 3.00 32.18 1001 21 07/23/07 07/23/07 32.18 3.00 2000 Sales Tax Lia 5.08 3.00 21 07/23/07 07/23/07 60.00 22.18 Customer Total: 147.26 2 CLOROX 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 420-000 Hardware Sale 6.00 2000 10.000 Software Sale 6.00.00 2001 10.000 Software Sale 1.800.00 2002 11 03/05/07 03/05/07 8.600.00 2003 401-000 Software Sale 7.800.00 2004 10 000 Softwar	8:12am		A/R Cu	stomer Journal				
Customer/Invoice Batch Date Period Amount 1 ACME 1 07/23/07 07/23/07 115.08 1000 100 - 000 Cost of Goods -11.00 420-000 Hardware Sale 110.00 1001 220-000 Sales Tax Lia 5.08 1001 130-000 Cost of Goods -3.00 1001 20-000 Hardware Sale 30.00 220-000 Sales Tax Lia 2.18 Customer Total: 147.26 2 CLOROX 2 07/23/07 07/23/07 60.00 1002 130-000 Inventory 6.00 1002 2 07/23/07 03/05/07 8.600.00 420-000 Hardware Sale 6.00 2000 100-000 Software Sale 1.800.00 2000 1 03/05/07 03/05/07 8.600.00 2001 401-000 Software Sale 8.800.00 2003 401-000 Software Sale 3.000.00 2004 1 05/10/07 05/10/07 03.200.00 2.20.00				t o				
1 ACME 1 07/23/07 07/23/07 115.08 1 1 07/23/07 07/23/07 115.08 1 000 Cost of Goods -11.00 420-000 1 130-000 Sales Tax Lia 5.08 1 130-000 Cost of Goods -3.00 1001 130-000 Cost of Goods -3.00 20:000 Hardware Sale 30.00 22.18 CLOROX 2 107/23/07 07/23/07 60.00 20:000 130-000 Inventory 6.00 60.00 1002 2 107/23/07 07/23/07 60.00 20:000 130-000 Inventory 6.00 60.00 20:00 10:000 Cost of Goods -6.00 60.00 20:00 10:000 Software Sale 6.800.00 20.00 20:00 410-000 Software Sale 6.800.00 20.00 20.01 1 100/21/07 07/24/07 3.200.00 20.07/20.00 20.07/20.00	Customer	/Invoice		Batch	Date	Period	Ar	noun t
1 1 07/23/07 07/23/07 115.08 1000 130-000 Cost of Goods 11.00 220-000 Sales Tax Lia 2.107/23/07 07/23/07 3.00 20.000 Sales Tax Lia 2.18 Customer Total: 147.26 CLOROX 1002 130-000 10ventory 6.00 200 200 200 200 2107/23/07 07/23/07 6.00 Cost of Goods -6.00 420-000 Hardware Sale 0.00 Customer Total: 60.00 10ventory 6.00 Customer Total: 60.00 Customer Total: 200 200 200 200 200 200 200 200 200 20	1							
130-000 Inventory 11.00 11.00 500-000 Cost of Goods 11.00 1001 220-000 Sales Tax Lia 5.08 1001 130-000 Cost of Goods -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 2.107/23/07 07.23/07 1002 10-000 Cost of Goods -6.00 500-000 Cost of Goods -6.00 420-000 Hardware Sale 6.00.00 420-000 Hardware Sale 6.00.00 410-000 Software Sale 1.800.00 420-000 Hardware Sale 6.800.00 2000 1.105/10/07 05/10/07 3.000.00 2000 1.105/10/07 05/10/07 3.000.00 2001 1.105/10/07 07/24/07 07/24/07 420.00 2002 1.105/10/07 07/24/07 07/24/07 7.200.00 2004 410-00	I	1000		1	07/23/07	07/23/07	1	15.08
500-000 220-000 3 ales Tax Lia -11.00 5.08 2107/23/07 07/23/07 1001 220-000 500-000 220-000 Sales Tax Lia 1001 10×0107 y 3.00 200-000 3.00 200 00 200-000 220-000 Sales Tax Lia 2.18 2.18 Customer Total: 1002 2.107/23/07 07/23/07 500-000 60.00 200 1002 2.107/23/07 07/23/07 60.00 60.00 20.000 1002 2.107/23/07 07/23/07 60.00 60.00 20.00 1002 10×000 y 10×000 6.00 Cost of Goods 60.00 6.00 20.00 410-000 Software Sale 6.800.00 1 l 06/23/07 08/23/07 8.600.00 8.600.00 2003 1 l 05/10/07 03/05/07 410-000 8.600.00 50 tware Cons 2004 875.00 1 l 06/23/07 08/23/07 8.600.00 2003 2004 1 l 05/10/07 05/10/10/07 3.200.00 2 l 07/24/07 07/24/07 7.200.00 2 l 07/24/07 07/24/07 9.00.00 2 l 07/24/07 07/24/07 1 0.00 2 l 00/24/07		1000	130-000	Inventory	01720701	11.00	•	
420-000 Hardware Sale 110.00 220-000 Sales Tax Lia 5.08 1001 130-000 Inventory 3.00 500-000 Cost of Goods -3.00 420-000 Bales Tax Lia 2.18 20-000 Sales Tax Lia 2.18 Customer Total: 147.26 2 CLOROX 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 2.107/23/07 07/23/07 60.00 1002 1.007/05/07 8,600.00 0.00 420-000 Hardware Sale 1.800.00 1.00/07/07 2000 1.007/05/07 3,000.00 1.00/20/07 3,000.00 2001 1.007/24/07 07/24/07 7,200			500-000	Cost of Goods	5	-11.00		
220-000 Sales Tax Lia 5.08 1001 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 2.107/23/07 60.00 420-000 Hardware Sale 60.00			420-000	Hardware Sale	•	110.00		
1001 130-000 500-000 420-000 Inventory Cost of Goods 220-000 3.00 Sales Tax Lia 2.18 2 CLOROX 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 03/05/07 8,600.00 420-000 Hardware Sale 6,800.00 2000 1 03/05/07 03/05/07 8,600.00 2000 1 05/10/07 05/10/07 3,000.00 2001 1 05/10/07 07/05/07 3,200.00 2003 1 05/10/07 07/05/07 3,200.00 2004 1 06/23/07 06/23/07 875.00 1 07/05/07 07/05/07 3,200.00 2 07/24/07 07/24/07 2006 2 07/24/07 07/24/07 7,200.00 2006 2 07/24/07 07/24/07 20,900.00 410-000			220-000	Sales Tax Lia		5.08		
130-000 Cost of Goods -3.00 420-000 Hardware Sale 30.00 220-000 Sales Tax Lia 2.18 Customer Total: 147.26 2 CLOROX 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 420-000 Hardware Sale 60.00 Cost of Goods 420-000 Hardware Sale 2000 1 03/05/07 03/05/07 2000 410-000 2001 1 03/05/07 03/05/07 2002 1 03/05/07 03/05/07 2003 1 06/23/07 06/23/07 2004 1 07/05/07 07/05/07 2004 1 07/05/07 07/24/07 07/24/07 2005 2 07/24/07 07/24/07 2006 2 07/24/07 07/24/07 2007 483-000 2 07/24/07 07/24/07 20,900.00 2006 2 07/24/07 07/24/07 2007 3 07/24/07 07/24/07 20,900.00 4		1001	120 000	2 I	07/23/07	07/23/07		32.18
420-000 Hardware Sale 30.00 220-000 Sales Tax Lia 2.18 Customer Total: 147.26 2 CLOROX 2 07/23/07 07/23/07 60.00 1002 2 07/23/07 07/23/07 60.00 420-000 Inventory 6.00 420-000 Hardware Sale 60.00 420-000 Hardware Sale 6.00 420-000 Hardware Sale 6.800.00 2000 1 03/05/07 03/05/07 8,600.00 2000 1 05/10/07 05/10/07 3,000.00 2001 1 05/10/07 05/10/07 3,000.00 2002 1 05/10/07 05/10/07 3,200.00 2003 1 07/24/07 07/24/07 875.00 2004 1 07/24/07 07/24/07 420.00 2005 2 07/24/07 07/24/07 420.00 2006 2 07/24/07 07/24/07 7.200.00 2006 2 07/24/07 07/24/07 7.200.00 2007 3 07/24/07 07/24/07 7.200.00 401-000 Software Sale 2.800.00 410			500-000	Cost of Goods		-3 00		
220-000 Sales Tax Lia 2.18 Customer Total: 147.26 2 CLOROX 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 1002 2 1 07/23/07 07/23/07 60.00 420-000 Hardware Sale 410-000 Software Sale 2000 1 1 03/05/07 03/05/07 8,600.00 2002 1 1 05/10/07 03/10/07 3,000.00 2003 401-000 2004 1 1 05/10/07 07/05/07 3,200.00 2004 1 1 07/05/07 07/05/07 3,200.00 2005 3 2 00.00 2006 2 1 07/24/07 07/24/07 7,200.00 2007 3 1 07/24/07 07/24/07 7,200.00 410-000 Software Sale 2,800.00 401-000 Software Sale 2,800.00 2006 2 1 07/24/07 07/24/07 07/24/07 -20.900.00 401-000 Software Sale 2,800.00			420-000	Hardware Sale)	30.00		
Customer Total: 147.26 2 CLOROX 1002 2 1 07/23/07 07/23/07 60.00 130-000 Lost of Goods -6.00 420-000 Hardware Sale 60.00 2000 1 1 03/05/07 03/05/07 8,600.00 410-000 Software Sale 1,800.00 2002 1 1 05/10/07 05/05/07 8,600.00 420-000 Hardware Sale 6,800.00 2002 1 1 05/10/07 05/07/03,000.00 2003 420-000 Hardware Sale 6,800.00 2004 1 1 06/23/07 06/23/07 875.00 2004 21 07/24/07 07/24/07 420.00 2005 21 07/24/07 07/24/07 7,200.00 2006 21 07/24/07 07/24/07 7,200.00 2007 3 1 07/24/07 07/24/07 7,200.00 Customer Total: 23,295.00 CSCO Cisco Systems 2007 420-000 Hardware Sale 2,800.00 410-000 Software Sale 17,500.00 401-000 Software Sale 17,500.00 402-000 Hardware Sale 800.00 2007 3 1 07/24/07 07/24/07 -900.00 410-000 Software Sale 17,500.00 410-000 Software Sale -100.00 1 1 05/05/07 05/05/07 9,350.00 Customer Total: 20,000.00 1 1 05/05/07 05/05/07 9,350.00 Customer Total: 9,350.00 201 1 1 05/05/07 05/05/07 9,350.00 Customer Total: 9,350.00			220-000	Sales Tax Lia		2.18		
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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.

arcomr1 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 v v Salesman Range to G/L Account Range v to v v Customer Range v to Invoice Range v v to Include A/R Invoices $\overline{\underline{Y}}$ Include Sales Invoices $\overline{\underline{Y}}$ Press G/L function key to define commissionable accounts Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. ^F6 ^F5 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 Gl 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 is a sample report.

07/24/07 8:03am	Widget A/R Cash Fl Due Date:	Company Iow Report 07/24/07		arcomr1 Page	1				
Standard Transactions	Amoun t	Past Due	7 days	14 days	21 days	28 days	60 days	90 days	90+ days
1 ACME 1000 08/22/07 1001 08/22/07 Total:	115.08 32.18 147.26	(800)343-0180	Test Compa	any			115.08 32.18 147.26		
2 CLOROX BALFWRD Total:	60.00 60.00	(800)340-0990 60.00 60.00	Clorox Cor	npany					
AT&T AT&T Company 2004 08/04/07 2006 08/23/07 Total:	3,200.00 5,290.80 8,490.80	(908)221-2000	Tom Jackso	n 3,200.00 3,200.00			5,290.80 5,290.80		
CSCO Cisco Systems 2007 08/23/07 Total:	16,000.00 16,000.00	(408)526-4000	John Cham	bers			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.

					arnurge
ACCOUNTFLEX	A	∕R Purge		Da	te: 07/24/07
This program is are purged if al 'New Purge Date' transaction date specified below. Before runni	run to Purge l related tr as specifie is less tha ng this prog	Paid Invo ansactions d below. R n or equal ram make s	ices and Re are less f eceipts wil to the 'Ne ure BACKUPS	eceipts. Pai than or equa 11 be purged ew Purge Dat 5 have been	d Invoices 1 to the 1 where the 2e' as done
Purge Pa Purge Recei Purge above	id Invoices pt Register for Customer	Pur before before s from to	ge Date	Previou	s Purge Date
Pre	ss SAVEKEY t - O Press ESCAPE	o begin Pr R - KEY to Exi	ocessing t		
Processing Statist	ics	Custom	ər		
F1 F2 F3 F4 F Save Help	5 F6 F7	F8 F9	F10 F11	F12 ^F3	^F4 ^F5 ^F6

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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