

Accounts Receivable

Classic AS/AP™

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PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/APtm** manuals have been structured around the assumption that the user understands the basic conventions of the **AS/APtm** program as described in the System Utilities Manual.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, <A> indicates that the user is to press the *letter* "A". When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "½" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "¼" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu.

If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

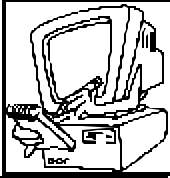
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

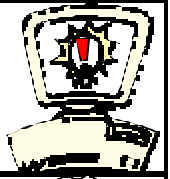
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

 The *Delete* key will delete the character under the cursor, when the key is pressed.

Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



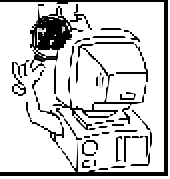
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.



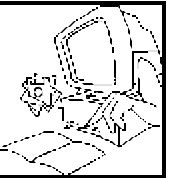
DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.



CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.

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Receivable

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Accounts Receivable

OVERVIEW

The Accounts Receivable system is an easy to use debit/credit posting system for maintaining customer receivable records.

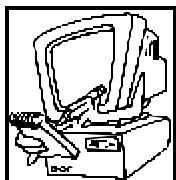
AS/AP™ uses the open-item method of accounting for invoices and receipts; invoices are not cleared from the system when they have a credit or debit balance (i.e. as long as they remain open). The program applies payments to specific invoices or to the oldest items. It allows for partial payments and credit balances. Miscellaneous receipts may also be recorded. It allows for advance payments (deposits), charge backs, bad checks and even a suspense account if the customer is unknown.

Customer records may be added, changed, or deleted. Customer Codes can be changed, if the necessity arises. Customer lists and labels may be run alphabetically, by salesperson, or by zip code, etc. Beginning with version 5.30, a variety of code verifications can, at the users option, be activated. At the time of the printing of this manual, they include: Customer Type, Territory, Salesman, Customer Source And State and Zip Code verification.

A customer's account status can be quickly checked, viewing the account on the screen or printing it. The status shows the customer's credit limit, outstanding balance, open invoices, as well as an account aging. The accounts receivable aging printout allows for four reports: one alphabetically, another by individual salesperson, a third by company (division), and a fourth by company and salesperson.

Open item statements can be prepared. In addition to many other options, the statement program allows a two line message to be printed on all statements for special promotions, season's greetings, etc.

Prior receivables can be input at any time. You may install the system and immediately start posting current sales. Later, on an as-time-allows basis, you can enter the previous balances.



NOTE: *IT IS IMPORTANT TO REMEMBER THAT ENTER PRIOR RECEIVABLES FUNCTION DOES NOT POST TO THE GENERAL LEDGER. IF YOU HAVE THE LEDGER ACTIVATED, YOU MUST MANUALLY POST TO THE LEDGER USING THE GENERAL JOURNAL (REFER TO THE GENERAL LEDGER MANUAL).*

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Accounts Receivable Menu

The Accounts Receivable menu is reached by moving the Light Bar left or right until the following appears:

Util Ledger Payable Receiv Sales Finish Raw Mat'l Payroll E D I

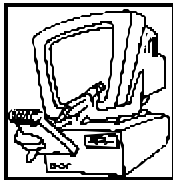
1. Customer Maintenance
2. Check Account Status
3. Receipts and Adjustments
4. Aged Receivables Report
5. Enter Prior Receivables

6. Monthly and Misc. Processes
8. Message System

Your Company

August 19, 1997

In order to access the Receivables functions, you must have activated the Sales option in your company master file (Refer to the Utility Manual). The Receivables Master menu includes all of the functions necessary to operate Accounts Receivable on a day-to-day basis. Some of the less commonly used functions are contained in Function 6 (Monthly and Misc. Processes). As with other *Light Bar menus*, you move the bar to a selection and press <Enter> or you can just press the number associated with the line you wish to select. In the Windows and the newest Visual FoxPro release version, you can click on these selections using your mouse.



NOTE: SOME OPTIONS MAY BE SLIGHTLY DIFFERENT THAN ILLUSTRATED IN THIS MANUAL. PLEASE CONTACT TECH. SUPPORT IF ANY QUESTIONS ARISE THAT ARE NOT COVERED.

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Customer Maintenance

Function 'I' provides access to the functions which permit adding, editing, and listing customers, customer billing and shipping addresses and pertinent customer information.

When you select 'I' from the Receivables menu, the screen will clear and display the following submenu:

```

[Customer Maintenance]
1. Add/Edit Customers
2. Add/Edit Shipping Addresses
3. Print Lists and Labels
4. Change Customer Code
5. Credit Reports
6. AR Control Listing
7. Edit Billing Company Code
8. Mailing List System
9. Lead Tracking System
E. Reserved
G. GEO Code Maintenance
R. Reserved
<Esc> - Return to Previous
Menu

```

Add/Edit Customers

Selection '1' on the Customer Master File submenu allows new customers to be added to the file and existing customers to be changed or deleted.

Customer numbers are assigned manually (or automatically) when the customer information is first entered into the customer master file. Any style numbering system you want may be used - Alpha, Numeric or Alphanumeric. Up to 12 characters may be used for a customer number (code). ***NOTE:*** NO characters other than 0-9 or A-Z should be used!!!

There are two codes that may be necessary for your system. The code CASH must be entered if you intend to use the Point-of-Sale module or have a Miscellaneous Cash Customer for counter invoices. The code FACTOR must be added for systems that will have Accounts Receivable Factoring active.

If you have a lot of revolving credit, you may find that using the Social Security number for the Customer number is a good idea. It will serve both as a unique identifier as well as an instant check on whether the same number has or is being used with an alias. Name changes due to marriage or divorce will also be easily affected.

The customer file contains the customer code, a four or five line company name and address, the name and title of the key contact, the standard terms code, the salesperson code, the territory, the source from which the customer was derived (referral, prospecting, advertising), the industry or type of business, the credit limit, the date of last activity, and status code. Additional fields such as a third address line, country field, and county field can be activated by system flags in certain configurations.

After taking selection '1', your first prompt will be:

There are currently (nn) Customers on File

```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup        <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To

```

The (nn) will display the total number of customers currently in the file.

There are six different searches that can be performed to find the required customer:

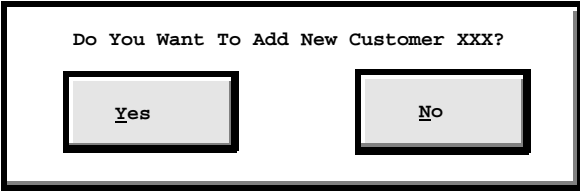
1. The <F5> key searches the customer note pads. The user will be prompted for key word(s) to search for. If customers are found matching the set forth criteria, a list is displayed. Selecting one of the customers and pressing <Enter> will display the customer information.
2. The <F6> key performs a zip code lookup. A prompt will appear requesting the zip code the user wishes to search for. Entering a zip code will display the entire customer list, sorted by zip code. The selected zip code will be highlighted. Again, selecting the desired customer will display the customer information. An option in place of the zip code search, <F6> is a warehouse search.
3. The <F7> key represents a random search. This method searches the Company Name and City based on a particular string (group) of characters. The user can enter a *group of characters*, which can be a complete word or a fragment. This search can take from 5 seconds on a small file to 45 seconds (or longer) on larger files. By nature, the larger your Customer file gets, the slower the search will run.
4. The <F8> key represents an indexed search. This method searches the Company Name based on an alphabetical index. The user can enter the first characters of the company name. This search will find **any** matches in the file within a fraction of a second no matter how many records are in the Customer file.
5. The <F9> key is used for lookups by phone number. The user will be prompted to enter the phone number to search for. Area codes or partial phone numbers may be entered, with the program displaying the closest match. The entire list will be displayed, sorted by phone number. Selecting the desired customer will again display the customer information.
6. Finally, the <F10> key will search by the customer ship to's.

As an alternate, the operator can leave the field blank and press <Enter> to represent automatic numbering. The system will select the next sequential number from the company master file (Refer to the Utility Manual) and assign that number to permit the entry of a *NEW* customer. AS/AP™ will generate codes that are 4, 5, 6, or 7 digits long. This option has to be set by your dealer through a System Flag.

As another option, through a System Flag, the system will prefix the code with a letter corresponding with the first letter of the company name. And yet another option permits the system to add a dash '-' and the 2 character customer type to the end of the number. Again, this option has to be set by your dealer through a system flag.

Add A Customer

When the user enters the number of a customer which is not in the system, the following prompt will appear:



Do You Want To Add New Customer XXX?

Yes No

If you made a mistake in typing the customer's number, a <N>o response returns you to the 'Customer Number' prompt where you can re-enter the number correctly.

If you do want to set this up as a new customer, a <Y>es response will display the following screen allowing you to enter the new customers' data (shown below with sample data):

The prompts at the bottom of the screen will guide you through each field on the screen, the first instruction displayed is:

Leave Customer Name Blank And Press <Enter> To Abort

The system will not permit the operator to continue without a company name. Pressing <F10> or <Enter> will return you to the 'Customer Number' prompt. Typing in a Customer Name will allow access to the remainder of the fields for entry.

Some fields will already be filled in with default values. You can enter all the pertinent customer information by stepping through the fields (i.e. entering the information and then pressing <Enter> to move to the next field). If you notice a mistake in a field you just left, you can back up using the <Backspace> key and make the correction, or else when prompted 'Write Data to File', type <N>. This will allow you to re-enter the fields.

An explanation for most of the fields are listed below:

1. Company This name will be the one which prints out on statements, invoices and reports. Your printed material showing the customer's name will appear in upper case only (for example, JOHNSON MARINE SUPPLY).

Address Line 1 This is usually the primary or street address, but may be left blank. Address lines 1 and 2 both print on mailing labels, monthly statements, invoices and orders.

Address Line 2 This is usually a Post Office Box Number or suite number, but may be left blank. The only important thing to remember is that this line *will* print on Invoices, Statements, and Labels along with the 1st line. It is intended as a continuation of the Address, NOT a different or secondary Address.

State Use the 2-letter Post Office designation for the state. The program forces this to be in uppercase.

Zip The program uses 10 spaces for Zip Code. This is to accommodate the new larger zip code numbers. A typical number would be 12345-6789. The dash (-) counts as a space and should be entered if the operator is entering 'Zip plus 4'. This Field can alternately be used for the Country, if this is a foreign customer. Refer to Appendix D, on page 121, at the end of this manual for more information about this topic.

2. Contact The name of the person you usually contact at your customer's place of business.

Salesman A user defined code for each salesperson. The field is 4 characters long (either alpha or numeric) in which you can enter a code for each salesperson. If you leave this field 'blank', a lookup window will open for your selection of an available Salesman code. We suggest the first, middle, and last initial of each salesperson, or something else equally easy to remember. The three initial methods will correspond to the system used in the payroll module. Although, there is NO current interface between the salesman's commissions and the payroll module, if such an interface is developed, the transition will be smoother if there is some planning ahead. There is an interface between the salesman's commission file and the payables file.

Title The official title (such as manager or owner) of the person named above as contact.

Phone This should be the phone number at which the above contact person can be reached.

3. Buyer This is designed for the person who buys from your company.

Phone This should be the phone number at which the above buyer person can be reached.

Fax This is the fax number for the buyer listed above.

4. Factored If your system has factoring of receivables activated, this question will appear with an additional field for the **Factor Code** which is the code established by the Factor.

5. Terms Code This field will be displayed with a default value. You can replace this with terms that you always give to this customer. It will then be used as a default when invoicing and can also be changed at that time.

If you 'blank' this field, a lookup window will open for your selection of an available Terms Code. Refer to Terms Code for a chart of available terms or you can print a list of your own (Refer to the Utility Manual).

The percentages shown with several of the Terms Codes are Terms Discounts, which are available to the customer if the invoice is paid within the period of time that the discount is valid or available.

Discount This type of Discount is usually called a Trade Discount, which is a discount from the subtotal of an invoice, unlike the Terms discount, which is given for early or timely payment of the invoice.

A 15% discount would be entered as '15.00'. The percentage is automatically calculated at the time of invoicing, and you may either accept it, change it to another amount, or reject it.

There is also a system *flag* which allows the user to enter a zero (0.00) discount at this point and be prompted for the appropriate Trade Discount during Order or Invoice Entry.

High Credit This field is used by the computer for listing the highest credit amount ever used by this customer.

Rating This is for the customer's D&B credit rating. This field is currently used by the program to print on the aging if the flag is activated. Rating codes are set-up by the user in the utility module (refer to Utility Manual).

Credit Limit The customer's credit line. This amount is looked at during invoicing, and if the customer's account balance, plus the new purchases exceeds this limit, the operator will be advised of this with a warning message.

Credit Hold This <T>rue/<F>alse field will place the customers account on credit hold. If <T>rue, you will not be able to create an invoice and you will receive a warning message when entering an order for this customer.

Credit Expiration Date This date field works in relations to the Credit Hold field. The operator will not be able to Invoice or Convert an Order to an Invoice based on the date used in this field.

- 6. Tax#/Ref. 1** You can enter the state sales tax ID number or federal ID number, whichever is applicable, or any other notation. If you use this for the State Sales Tax Number, you will be able to print special reports listing customers who do or don't have numbers, within your base state (Refer to the A/R Manual, "Tax List").

Tax Rate The State Sales Tax. A tax of 5% or .05 is entered as '5.00' and a tax of 5.5% or .055 is entered as '5.50'. If the customer is normally tax exempt, do not enter a rate in this field. For the exempt customer who may have an occasional taxable, the sales tax can be added during the billing process. Conversely, the sales tax can be deleted during the billing process for a customer who is normally taxable, but may have an occasional nontaxable.

During invoice and order entry the system will utilize the tax rate indicated here, unless the customer has a different shipping address, in which case the tax rate from the *Ship-to address* file would be used as the default (Refer to the section on Ship-To's).

- P.O./Ref. 2** Many customers will want you to show a blanket order number on all their invoices. You can enter that number here. Leave this field blank if you don't have a blanket P.O. from this customer.

Customer Priority This is a two character field, intended to indicate the priority the particular customer has. The priority is passed to the Sales Order as it is created. Once the order is added to the system, any change in priority is made on the individual order. Custom applications using the priority are endless in scope. If this field is active, when <Enter> is pressed, if the field is <Blank>, a code table will open allowing for selection from available account priorities.

Department This is used as a default of the department in which shipments for this customer are usually sent. This can be overridden at the time of invoicing, or left blank if not applicable.

Vendor Code This is the vendor code assigned by YOUR customer to YOUR Account in THEIR accounting system. In other words, JC Penney assigns you the Vendor Code, 080810 which they expect to see on all invoices, EDI transmissions, and correspondences. The Vendor Code can then be printed on labels and invoices, as necessary, by special order.

Via Enter the most common way that you ship to this customer. (i.e. 'UPS' or 'Yellow Freight', etc.) This will default in the invoice header and can be changed at that time.

Zone If you have the U.P.S. module active on your system, this field is used to represent whether this customer is a <R>esidential or <C>ommercial 'Type'. If the U.P.S. module is NOT active on your system, this field is used strictly for reference regarding the UPS zone this customer is located in.

- 7. Territory** A user defined code to classify your sales areas into territories. The field is 2 characters long and can be alpha, numeric or alphanumeric. One interesting use is to identify sales areas, in the event that you have turn-over of salesmen or several salesmen in one geographic region of the country. Reports can also be printed by territories.

There is also a system *flag* which will perform a verification of the territory codes entered into the code table through Utilities (refer to the Utility Manual), as well as open a lookup window if you 'blank' this field.

Customer Type A user defined code to classify your customers by industry. The field is 2 characters long and can be alpha, numeric or alphanumeric. Reports can also be printed by customer types.

There is also a system *flag* which will perform a verification of the customer type codes entered into the code table through Utilities (refer to the Utility Manual), as well as open a lookup window if you 'blank' this field.

Source A user defined code denoting how or through what medium the customer was obtained. This field is 8 characters long and can be alpha, numeric or alphanumeric.

There is also a system *flag* which will perform a verification of the customer source codes entered into the code table through Utilities (refer to the Utility Manual), as well as open a lookup window if you 'blank' this field.

Started The date that the customer started doing business with you.

SIC Code Industry-specific code, found in the company's Federal 1040 book for code specification.

Finance This is a "T/F" question used to denote whether the customer is charged 'finance charges' for late payments when you run A/R Finance Charge Function (Refer to Finance Charges). The default is based on a system *flag*. Answer <T>ue if you want the system to calculate finance charges for this customer and <F>alse if you don't want finance charges calculated for this customer.

Detail This field is a "T/F" and provides the opportunity to develop different invoice formats for different customers. The original development of this option provided one of our clients the ability to present a detailed customer invoice (complete size and color breakdown) to those which had a <T>ue in this field. A <F>alse would print the invoice with only the style number, color code, and total units shipped, without breaking down the individual sizes on the invoice.

Another one of our clients requested the ability to provide a complete detailed breakdown (style, color, and size) on customer invoices which had a <T>ue in this field. A <F>alse would print the invoice with only a single entry (style only).

The sample below displays how the detailed entry (True) would appear:

		Small		Med.	Large		
101	Blu	2	5	5	12	2.00	24.00
	Red	4	10	10	24	2.00	48.00
	Wht	1	2	3	6	2.00	12.00
					==		====
					42		84.00

The non-detailed invoice (False) would appear as displayed below:

101				42	2.00	84.00
-----	--	--	--	----	------	-------

Obviously, this option is not necessary for every company. If you do not anticipate requiring this, enter <T>ue and the question will not be asked during invoicing and order conversion.

It is important to remember that this question has no effect on your invoices unless your consultant or software dealer has pre-installed the invoice type that will be needed.

Another option of this selection allows Invoices to be subtotaled by users on an invoice. If you are interested in this option, please consult your software dealer.

Statement This is a "T/F" question. If this customer does not get a printed statement at the end of the month, answer "F"alse in this field. A True in this field will print a normal statement at the end of the month when running the statement function (refer to index).

Multi-Ship This is no longer applicable because the Ship to's can be added on this screen with the <F8> function key - "Add Bill/Ship To" addresses. Ship To's can also be added at the time of Order Entry to the permanent file. This relates to whether the customer you are working with has multiple stores or warehouses and you ship to a variety of these at all times.

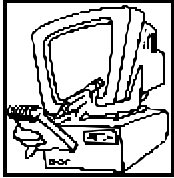
8. Price Level [NOTE: *Beginning with version 5.80.25, this field can be eliminated and the question jumped over during data entry*].

This is a number between 1 and 6 on Standard Systems and 1 to 9 on Apparel Systems. When invoicing or order entry is done with this customer, the correct inventory price level to use is determined by this number. A blank space, or the numbers 7, 8, 9 or 0 are all treated like level 1.

Notice the 36 letter/number codes on the line above the 'Price Level' prompt. Those are the inventory codes. Each inventory item can be assigned one of 36 possible codes. When that item is invoiced or ordered, the customer file is checked to see what price level he should be given for that particular inventory item. For example, suppose you have an inventory item and you've given it code B. For customer 100, if you want him to have price level 2 for code B items, you would place a 2 under the letter B in this field. If you have another customer, and you want him to have a better price on code B items, then you could place a 3 or 4, etc.

under the letter B in his customer file. These code/level relationships can be dynamically changed at the point of invoicing/ordering for any particular session. Also, if you don't put anything in this field, all inventory items will default to price level 1. You can use this field for temporary sales, preferred customers, items on which profit is marginal, etc.

9. YTD Sales When setting up the AS/AP™ system for the first time, you can enter the sales of your existing customers from the beginning of your current year to date. That figure would be entered in this field. All new sales will be added to this field, so you can have a continuous running total for the year. If you have started posting current data before entering the customer's prior information, add the previous year-to-date sales to the amount showing in this field.



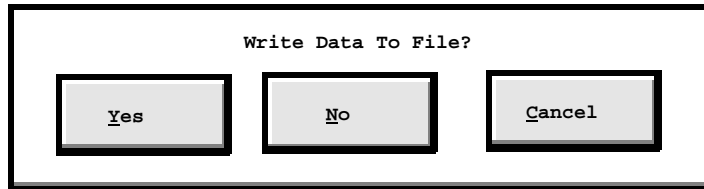
NOTE: This will have to be entered manually if you want a total of prior sales. However, the system will automatically maintain this figure, thereafter.

Last Sale Date From prior records, enter the last sale date to this customer.

Last Year This field is used to keep track of the total sales from the previous year. For the first year that you are running the system, you may want to enter your own total manually. This figure will then be automatically calculated by the system during the Year-End-Closing operation.

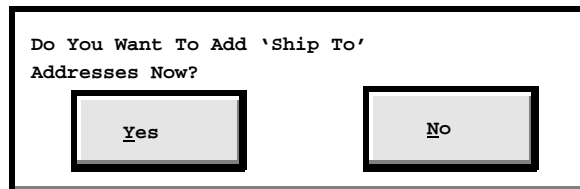
Balance This is simply the total balance on the selected customers account.

After you enter the last field, the next prompt displayed will be:



A <C>ancel will return you to the 'Customer Number' prompt. If you enter <N>o to correct a field, the screen will be cleared and rewritten with the cursor at the 'Company' field. You may then step (repeatedly press <Enter>) to the field you want to change. Make the corrections by simply overwriting whatever is already there. For a numeric field, you will not have to erase the previous entry. For a character field, however, if any characters are left showing from the previous entry, you should use the space bar to 'blank' them out.

A <Y>es will give you the message 'Updating Files', then prompt the following:



A <Y>es will allow the operator to add the Ship To addresses now and then prompt the following. The 'Ship to' code is a 4 character alphanumeric code used to identify the various Ship to/Bill to addresses for one customer code. Although it is generally intended to be the Store Number, this address is actually used for either Bill to or Ship to purposes.

If Store Numbers are not effective for your situation, think of this as a reference number. One way or the other you must assign a unique number or code to each address within a single customer.

Receivable

Since the code is alphanumeric, you are able to enter over 1,000,000 addresses for EACH customer.

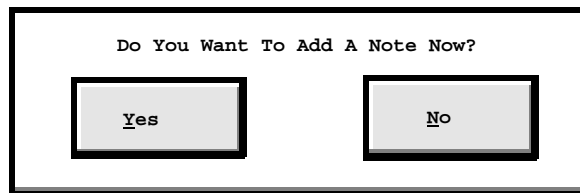
Adding and Editing

New Ship to/Bill to Codes can be entered from the Customer Maintenance screen, from the dedicated menu selection, or during Invoice and Order entry.

Invoice and Order Entry

From both the Invoice and Order entry screens, the operator can select (and add) Ship to/Bill to addresses. When the address first appears on the screen, the operator is able to edit the address selected. Addresses added and edited in the initial selection windows are permanently recorded in the 'Bill to/Ship to' file. If you wish to make a one-time change, select the desired address(s) and wait to edit until the full Invoice/Order header is visible. Information changed in the 'full screen' mode is recorded ONLY for the one-time use in that particular Invoice or Order.

A <N>o, on the other hand, will simply prompt the following, allowing you to enter the Ship To's at a later time:



A screenshot of a dialog box with a black border. The text inside reads "Do You Want To Add A Note Now?". Below the text are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'y' and the "No" button has a small underline under the 'o'.

A <Y>es will allow the operator to enter a note now and will then return to the 'Customer Number' prompt. While a <N>o will simply return the user to the 'Customer Number' prompt.

The Note Pad, option <F5>, is a 'free form' file attached to the Customer Master File, which allows the user to keep information related to the customer for which there is no field provided.

For instance, you wouldn't keep the Open Invoices in the Note Pad because they are already maintained in the Open Item file. However, keeping a note that the customer promised to mail a check on a particular date, would be a very valuable use for the note pad.

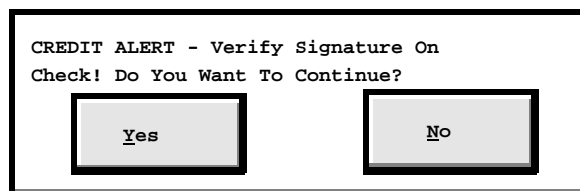
<> - This symbol is used to activate an urgent message that special notes exist. It is particularly useful when a Customer promises a payment by a certain date, or has special invoicing requirements, etc. If the <> symbol is included, an urgent message will display at Order and Invoice entry to bring the operator's attention to the note pad. The message indicates that there is an "Urgent Message".

The following messaging system is activated by a System Flag:

<C< - The program will check the Customer's note pad for a message beginning with '<C<' and ending with '>C>' (without the quotes, of course). A message entered into the note pad as:

<C<Verify signature on check!>C>

will print:



A screenshot of a dialog box with a black border. The text inside reads "CREDIT ALERT - Verify Signature On Check! Do You Want To Continue?". Below the text are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'y' and the "No" button has a small underline under the 'o'.

Each group of fields has a number in the upper left corner of the block. If you want to change the information in one of the fields, enter the number of the field you want to correct. If you choose a number lower than 10, you will have to press <Enter> following your entry. The Command Line will disappear and the Cursor will jump to the Block to be corrected. If any Characters are left showing from the previous entry, you should use the Space Bar to 'BLANK' them out or the <F12> key to erase them.

The Function Keys allow the user to perform many tasks from this one screen. The <F8> key will access the Bill To/Ship To addresses. <F7> will display the customer's credit check screen. <F5> will display the Note Pad for the selected customer. And <F4> will print any notes that are available for the customer.

You can make any necessary changes and press <Enter> when finished. This will file the new information and return you to the 'Group to Edit' prompt. You can change any field except the customer number. When you have made all the desired changes, press <Esc> and you will be prompted:

Choosing either response will return you to the 'Customer Number' prompt, however, responding <Y>es will first update the file with the new customer information.

Delete A Customer

To delete a customer, proceed as in the 'Change Customer' function. At the 'Group to Edit' prompt, press ete. The user will then be prompted to enter a by-pass code.

You will receive the following message and will not be able to delete the customer if the customer has a balance (either credit or debit) which is not equal to 0.00:

This Customer Still Has An Outstanding Balance.
Press Any Key To Continue...

It is possible to change the customer's balance by issuing the appropriate credit (or debit) through the Sales/Invoicing Module. This will give you or your accountant a trail to follow.

If the customer has a zero balance, the next prompt will be:

Do You Really Want To Delete This Customer?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Entering a <N>o will return you to the 'Group to Edit' prompt. A <Y>es will mark the record for deletion and return you to the 'Customer Number' prompt.

When you are finished with the customer maintenance, press <Esc> at the 'Customer Number' prompt. If any Customers were deleted, you will receive the following prompt:

Do You Want To Pack And Reindex The Customer File?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

A <N>o will return you to the Customer Maintenance submenu. A <Y>es, however, will first display the following message and then return you to the submenu:

Updating Files for Deletion...

Pack and Reindex is a function that completes the deletion (permanent removal) of records from a database file and reduces the file size. Depending on which file and indexes are involved this function can cause some delays and should usually be performed at the End of Day if the option to do so is offered.

That is what *Packing and Reindexing* is and that is all that most operators need to know. For those of you interested in a more detailed and thorough explanation, read on.

When a record is deleted from a database file or table, xBase systems merely mark the record as deleted by changing the first byte of the record. There are several possible problems that relate to this process. First, if the programmer neglects to filter out deleted records, they can inadvertently be listed on a report. And secondly, the deleted record occupies the same space that it occupied before it was deleted.

We get around displaying and/or counting deleted records in reports and totals by clearing the records in most instances [see explanation of Blank Records]. In other words, when you delete an order, we replace the Item Number, Salesman, Customer Code, Order Number, and Product Class with blanks, and the Quantity, Price, and Cost with 0.00.

This is why you can occasionally find Sales Orders or Purchase Orders, etc., with the number '000000' or even a blank.

In order to permanently remove the record, a function called '*PACKING*' the file must run. When a file is *PACKED*, the system actually copies the undeleted records to a new file and a fresh spot on the disk.

Of course, nothing is ever that simple. There are three considerations related to this process.

The most important restriction is that the system **MUST** have **EXCLUSIVE** use of the file in order to **PACK**. This means that everyone else is locked out while the file is *PACKED*.

The second problem is that the computer needs a space as large as the original file in order to sort the data. If a file is 40 Mb, it

means that you need at least 40 Mb free in order to *PACK* the file.

The third problem is time. Although the time required is based on the speed of the work station, file server, and hard disk, even the fastest system will experience some delay.

BLANK RECORDS

Beginning with System IV release 1.02, a technique has been employed for deleting records which involves blanking records in order to delay the *Pack and Reindex* function.

There are several advantages to this technique.

1 -- By delaying the *Pack and Reindex* routine, other users encounter a minimum of file locking delays. The xBase *PACK* routine is one of the few functions that still requires exclusive use of a file.

2 -- Since blank records appear at the beginning of an indexed file, it is quick and efficient to detect if a file needs to be packed. In fact, thanks to this new power, you will find that you occasionally will select an option to *Pack and Reindex* a file and the system will inform you that it is NOT necessary.

Add/Edit Shipping Addresses

Upon selecting Function '2', you will receive the following prompt:

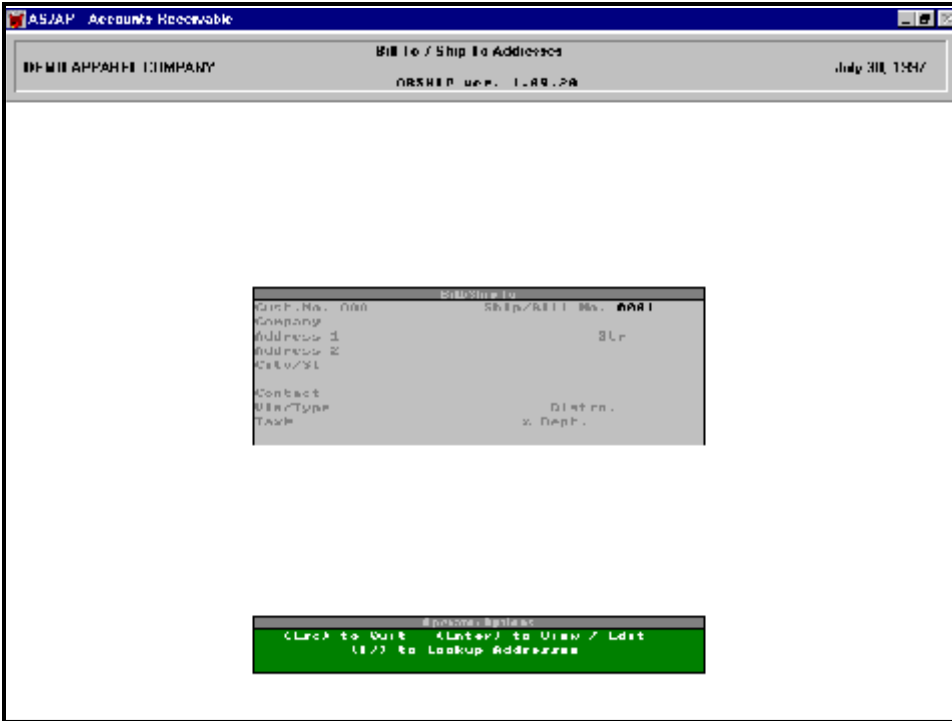
```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
```

If you enter a customer number which is not on file, you will be advised:

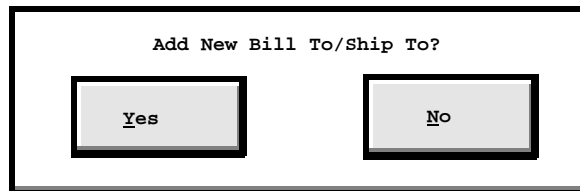
```
Customer XXX Is Not In The File...You Can Add
The Customer Using Selection '1'.

  Ok
```

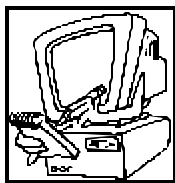
Upon entering a valid customer number, you are then prompted to enter a Ship/Bill to number, <F7> will help you by providing a lookup. The screen that will appear is shown below:



Enter a 4 (four) digit numeric code. (Entering less than four digits will zero-fill to the left, i.e. a '1' becomes '0001'). If you are adding a new number, you will be prompted if the number entered is not found:



A <Y>es will allow you to input the data for the new address, see 'Add A Ship To' option explained below. A <N>o, on the other hand, will return you to the 'Ship/Bill Number' prompt.

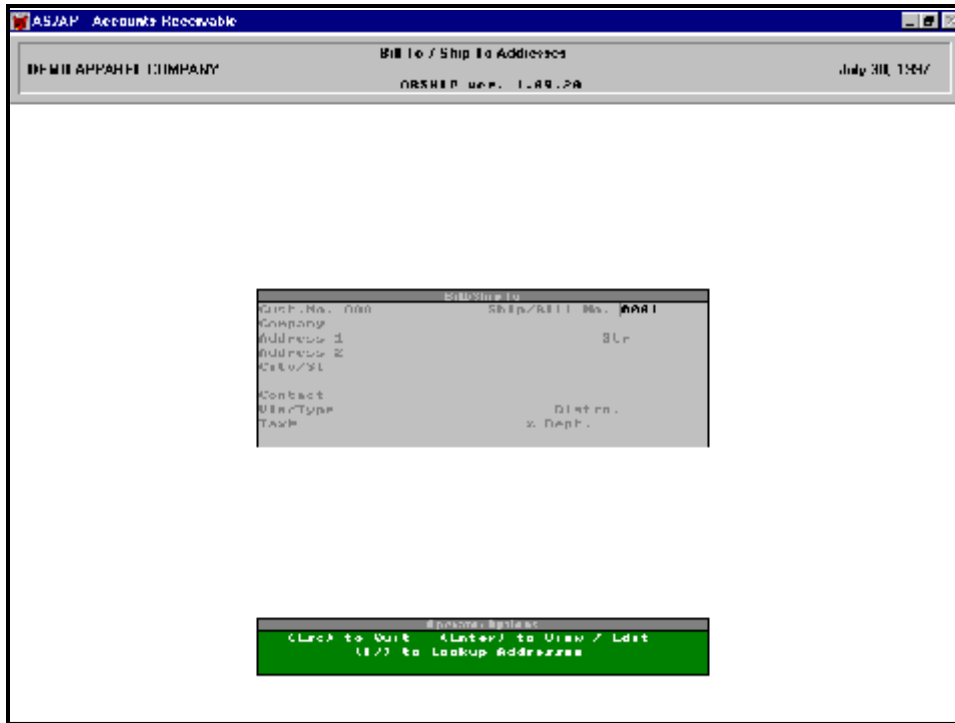


NOTE: THE NUMERIC CODE '0000' IS USED PRIMARILY FOR THE MASTER ADDRESS AND SHOULD NOT BE USED FOR OTHER CUSTOMERS.

Add A Ship To

If you made an error in entering the ship-to number, answer <N>o. You will be returned to the 'Ship/Bill Number' prompt where you can re-enter the number correctly.

If you do want to set up a new ship-to, answer <Y>es. The following screen will appear to allow you to enter the ship-to's information:



Enter the desired bill to/ship to data. Pressing <Ctrl> will delete any information and return the user to the top. Pressing <Ctrl><Q> will abandon any data and return the user to the top.

Once complete, pressing <F10> will save the data that you just entered. Then pressing <Esc> will return you to the 'Customer Number' prompt.

Edit A Ship To

If you want to edit an existing ship-to customer's data, enter the existing ship-to number. The screen will clear and the ship-to customer's master record will be displayed. Enter the customer's Ship To/Bill To number and the remaining data will be added to the screen for any corrections to be made.

You can make any necessary changes and press <Enter> when finished. When you have made all the desired changes, press <F10> to save the information and the <Esc>. You will then be returned to the 'Customer Number' prompt.

Delete A Ship To

To delete a customer ship to, proceed as in the 'Edit Ship To' function. At any point, simply press <Ctrl> while on the Bill/Ship To screen and the record will immediately be deleted, *without prompting anything further*.

Print Lists and Labels

Function '3' prints various customer lists and labels.

When you select Function '3', the screen will clear and the following submenu will be displayed:

```

[Customer Lists and Labels]
1. Brief Customer Listing .....
..
2. Master Customer Listing
3. Customer Mailing Labels
4. Brief Ship-To Listing
5. Master Ship-To Listing
6. Ship-To Mailing Labels
7. Multiple Label for One Company
8. List of Customers With/Without
Tax#
9. Summary Sales by Source
0. Expanded Customer List with
Sales
A. Reserved
E. Export Customer List to UPS
F. Phone/Fax Phone List
S. Mailing Labels - All Ship-To
L. List of Contract Prices
<Esc> - Return to Previous Menu

```

Brief Customer Listing

The brief listing shows only the Company Name, Address Line 1, City, State, Zip, Contact, and Phone Number. All of this information will fit on a single line, when printed. If you need the additional information on each customer, you must use selection '2'.

When you select option '1', you will first be prompted:

```
Enter Customer Type if you want only One .....
```

Pressing <Enter> will give you all types in the user defined code table (refer to the System Utility manual). The next prompt will be:

```
Enter Customer Territory If You Want Only One .....
```

Pressing <Enter> will give you all territories in the user defined code table (refer to the System Utility manual). If your system is not set up for factoring then skip to the next page, to the 'Sort List by:' prompt. If your system is set up for factoring, you will also receive the following prompt:

```
Do You Want <F>actored Accounts, <N>on Factored Accounts, or
<A>ll? ..
```

Select whether you want factored accounts only, non-factored accounts only or both to be included in your printout.

If you're not set up for factoring, the prompt you receive will be:

```
Send List to <P>rinter or <W>ord Processing Program? ..
```

Then the next prompt will be:

Do You Want To Show The Open Orders?

A <Y>es will bypass the 'Second Address Line' prompt. A <N>o will then prompt:

Do You Want To Include The Second
Address Line?

Select whether you want the second address line to appear on the printout.

The next prompt will be:

Sort List By:

Alphabetical by
Name
Customer Number
Salesperson
State
Zip Code
<Esc> to Quit

You can move the light bar up or down to the selection you want, or left-click the mouse, or press <Esc> to end this report.

The first prompt that you will receive, regardless of which sort you chose is:

Do You Want To Include Customers With
Selected Start Dates?

If <Y>es was selected, you will receive the following prompts:

Enter Range of Customer Start Date to Select...

Beginning Date (<Esc> to Quit) \ \

Ending Date (<Esc> to Quit) \ \

Then, after the 'Date' prompts if <Y>es or after <N>o is selected, the following message will appear:

One Moment While Sorting The Customer File

If you selected to sort **Alphabetically by Name**, you will then simply be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Customer Lists and Labels submenu.

If you selected to sort by **Salesperson**, you will also be prompted for the following:

Salesperson's Code (<CR> for All)

Enter the Salesperson's code to get an individual salesperson's customer list or press <Enter> for a listing for all salespersons. You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Customer Lists and Labels submenu.

If you selected to sort by **State**, you will also be prompted for:

State (<CR> for All)

Enter the State code to get an individual state's customer list or press <Enter> for a total state listing. You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Customer Lists and Labels submenu.

If you selected to sort by **Zip Code**, you will also be prompted for:

Beginning Zip Code (<CR> for All)

The zip code works on the first 5 digits only. You can ignore the remaining 4 digits in the zip codes. The zip code numbers need not exist in your database. **AS/AP**TM only uses them to determine when a certain point has been crossed while sorting.

Press <Enter> for all zip codes. If you select to choose a range, enter the beginning zip code and you will also be prompted for:

Ending Zip Code (<CR> for All)

Enter the ending zip code range to sort on.

For example, if you want to print a list for everyone between zip codes 33101 and 33190, you can enter '33100' as the beginning number and '33199' as the ending number.

This will allow you to list customers in a specific geographic area.

You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Customer Lists and Labels submenu.

Master Customer Listing

This selection will print **all** of the information that is in the Customer Master File.

Once you select '2', you will receive the same first three prompts as in the Brief List function, along with the sort selection.

When the printing is complete, you will be returned to the Customer Lists and Labels submenu.

Customer Mailing Labels

Selection '3' can be used to print up to 250 mailing labels for **each** customer. If no number is specified, one label is printed for each customer.

Upon selecting '3', your first prompt will be:

```
Do You Want Standard Mailing Label Layout (Y/N)? Y
('N' will cause system to print File Folder layout)
```

If you select <Y>es you will receive the next prompts:

```
Enter Customer Type if you want only One .....
Enter Customer Territory if you want only One .....
```

```
Sort List By:
Alphabetical by
Name
Customer Number
Salesperson
State
Zip Code
<Esc> to Quit
```

If you select <N>o from the 'Standard Mailing Label' prompt, you will receive the following prompt:

```
Enter the Date to Print on the Labels .....
```

Enter the year that you wish to appear on the labels, the current year is generally the default. You will then be prompted:

```
Ok To Continue?
[ Yes ] [ No ]
```

A <N>o will return you to the Customer Lists and Labels submenu. If you answer <Y>es to continue, you will receive the same first three prompts as you would have if you had selected <Y>es from the 'Standard Mailing Label' prompt (beginning with 'Enter Customer Type'). The user will also be prompted as to if customers with selected start dates are to be included.

After the file has been sorted according to the sort that you selected, you will be prompted:

```
Enter Number of Each Label Desired (1-250 or 0 to Quit) .....
```

Enter any number between 1-250 to continue or '0' (zero) to return you to the Customer Lists and Labels submenu. When you enter the number of labels you want, the following question will be displayed:

Are You Printing On Standard Mailing
Label Stock? (Standard Labels are 3 ½ x
1 5/16)

Yes No

The program assumes the labels are on a continuous form. The program is set for printing at 6 lines per inch, and expects the labels to be 3 1/2" wide by 15/16" high. These labels are available from Avery, Dennison and others.

A <N>o will only print one label across and is used for standard 'box' and shipping labels. A <Y>es will further prompt you:

Are You Using Four Across Labels?

Yes No

A <Y>es will print 4 labels across, a <N>o will print only one across.

The next prompt will be:

Load Your Labels and Press Any Key To Begin Printing...

When the labels are loaded in the printer, pressing any key will print a sample label to allow you to align the labels before beginning the print run. When the sample is printed, you will be prompted:

Would You Like Another Test Label?

Yes No Cancel

You can repeat the alignment procedure as many times as necessary, by selecting <Y>es. When everything is aligned properly, answer <N>o to begin the printing of the labels. Selecting <C>ancel will return you to the submenu, ignoring anything entered.

When printing is complete, you will be returned to the Customer Lists and Label submenu.

Brief Ship-To Listing

The brief listing shows only the Company Number, Ship-To Number and Name, Address Line 1, City, State, Zip, Contact, and Phone Number. All of this information will fit on a single line, when printed. If you need the additional information on each ship-to customer, you must use selection '5'.

When the user selects option '4', the following prompt will appear:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To
```

If the Customer does not exist or is not set up for multi-ship's, the system will advise the user and return them to the Customer Lists and Labels submenu.

When the user enters a valid customer or selects <Enter> for ALL customers, they will be prompted to turn on the printer and press any key to begin printing. When printing of the brief listing is complete, the user will be returned to the Customer Lists and Label submenu.

Master Ship-To Listing

Selection '5' will print **all** of the information in the Ship To Customer Master File.

Once the user selects '5', they will receive the same prompts as in the Brief Ship-To Listing function, option '4'.

When the printing of the master listing, including fields such as Tax Rate, Max Weight, etc., is complete, the user will be returned to the Customer Lists and Labels submenu.

Ship-To Mailing Labels

Selection '6' works the same as Selection '3'-Customer Mailing Labels, except that it will prompt for a customer code after the 'Standard Layout' prompt.

If the Customer does not exist or is not set up for multi-ship's, the system will advise the user and return them to the Customer Lists and Labels submenu.

When a valid customer is entered or <Enter> for ALL customers is selected, the prompts will continue as in selection '3'.

When the printing is complete, the user will be returned to the Customer Lists and Labels submenu.

Multiple Label for One Company

This selection is used to create custom labels. The user types in up to five lines of what they want to appear on the labels. This could be used for printing up return address labels or labels that state 'Handle With Care', etc.

When option '7' is selected, the following screen appears:

```
LINE 1 !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
LINE 2 !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
LINE 3 !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
LINE 4 !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
LINE 5 !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
```

The user enters up to 5 lines of up to 35 characters each of anything they want printed labels for.

After entering the information, the following prompt will appear:

Is Everything Correct?

Yes	No	Cancel
-----	----	--------

A <N>o will return you to the first line to make corrections, a <C>ancel will return you to the Customer Lists and Labels submenu and a <Y>es will further prompt you:

Number of Each Label Desired (1-250 or 0 to Quit)?1

Enter any number between 1-250 to continue or 0 (zero) to return you to the Customer Lists and Labels submenu. When you enter the number of labels you want, you will be prompted:

Load Your Labels and Press any Key to Begin Printing...

When the labels are loaded in the printer, pressing any key will print a sample label to allow you to align the labels before beginning the print run. When the sample is printed, you will be prompted:

Would You Like Another Test Label?

Yes	No	Cancel
-----	----	--------

You can repeat the alignment procedure as many times as necessary, by pressing <Y>es. When everything is aligned properly, answer <N>o to begin the printing of the labels. A <C>ancel will return you to the submenu, ignoring anything entered.

When printing is complete, you will be returned to the Customer Lists and Label submenu.

List of Customers With/Without Tax#

This selection prints various listings for Customers from *your* state that either 1. have or 2. do not have tax numbers on file.

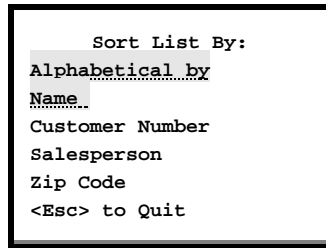
It is important to remember that computers are not especially smart. The computer determines whether or not you have a tax number in the file by testing to see whether the field labeled 'Tax #/Ref.', in the Customer Master File, is empty. If the computer finds anything in that field, it thinks that the data is a tax number.

When you select '8', you will be prompted (xx = your state code will be displayed):

1. List xx Accounts WITH Tax Numbers
2. List xx Accounts WITHOUT Tax Numbers

Enter Selection (or <Esc> to Quit) ..

Regardless of which option you choose, you will then be prompted:

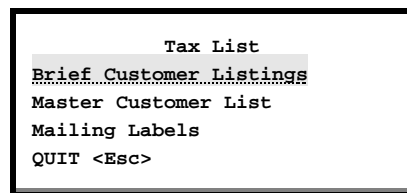


You can move the light bar up or down to the selection you want, or left-click with your mouse, or press <Esc> to end this report.

After making your sort selection and answering the necessary prompts attached to each, the screen will display the following message:

```
One Moment While Sorting The Customer File...
```

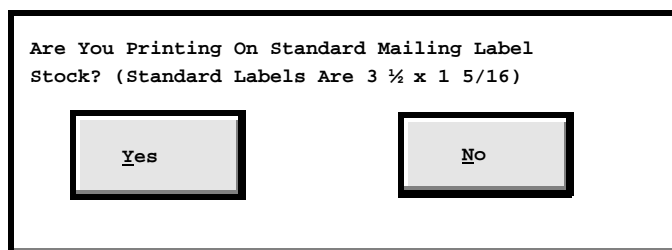
After the sort, you will be prompted:



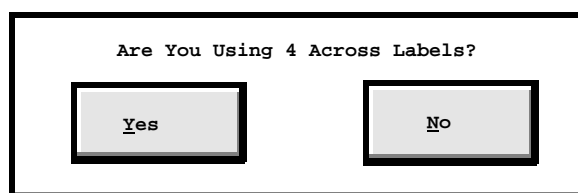
Selecting the brief or master customer listings will continue with prompting you to turn on your printer. If you select to print mailing labels, the following prompt will appear:

```
Number of Each Label Desired (1-250 or 0 to Quit)?
```

Entering <0> will return the user to the Customer Lists and Labels submenu. Any other number will prompt the following:



A <N>o will prompt for the user to turn on the printer and press any key to begin printing. Responding <Y>es, however, will prompt the following:



Regardless of the response, the user will be prompted to turn on the printer and press any key to begin printing.

The user will then be allowed to confirm the specifications of the labels and a test label can be printed, if necessary. Once the printing is complete, the user will be returned to the Customer Lists and Labels submenu.

Summary Sales by Source

This is a summary report sorted by 'Source', refer to the Customer Master File, of last year and the current year. This is a very informative report of how much money is spent from a particular source.

Your only prompt once choosing option '9' from the Customer Lists and Labels submenu will be to turn on your printer and press any key to continue. Once the printing of the amount of sales by source report is complete the user will be returned to the submenu.

Expanded Customer List with Sales

The first prompt that you will receive, upon selecting option '0' from the Customer Lists and Labels submenu is:

```

First Sort By:
Zip Code
City
State
Store (Name)
<Esc> to Quit
  
```

After selecting the first sort that you wish to use the following prompt will appear:

```

Second Sort By:
Zip Code
City
State
Store (Name)
NO Second Sort
<Esc> to Quit
  
```

Once selecting the second sort, or choosing option '5' for none, the following prompt will appear:

```

Do You Want To Subtotal At Each
Break?
  Yes      No
  
```

Regardless of which response you make the following prompt will be displayed:

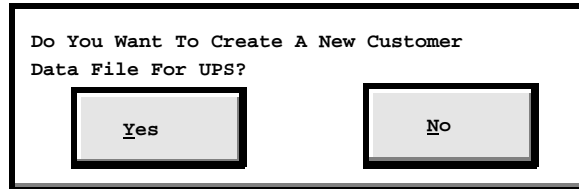
```

ENTER SALESREP FOR REPORT (BLANK FOR ALL <ESC> TO QUIT)
  
```

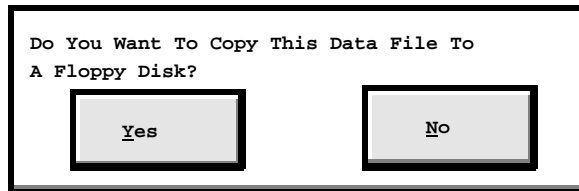
You will then receive a 'Copying Data...' message and be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the 'First Sort by:' prompt. If finished, pressing <Esc> will return you to the Customer Lists and Labels submenu.

Export Customer List to UPS

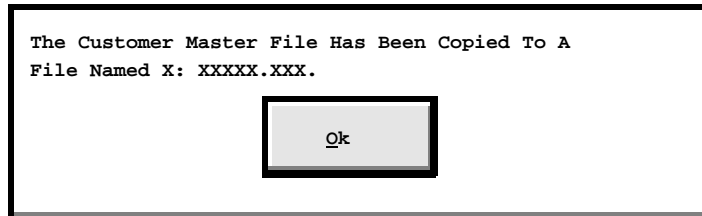
The first prompt that you will receive, upon selecting option 'E' is:



A <N>o will return you to the Customer Lists and Labels submenu. A <Y>es, on the other hand will display a 'Creating Export File...' message and further prompt:



A <Y>es will prompt for you to specify the drive letter to copy to. Both responses, <Y>es and <N>o will prompt that following:



This prompt will tell you either that the file has been copied to the specified drive, or to a drive chosen by the system. Pressing <Enter> to accept the <O>k will then return you to the Customer Lists and Labels submenu.

Phone/Fax Phone List

The only prompt that you will receive upon selecting option 'F' is to turn on your printer and press any key to begin printing. Once the printing of the phone and fax numbers is complete, you will be returned to the Customer Lists and Labels submenu.

Mailing Labels - All Ship-To

The first prompt that you will receive, upon selecting option 'S' is:

Do you want Standard Mailing Label Layout (Y/N)? ..
('N' will cause system to print File Folder layout)

Responding <N>o will further prompt:

Enter the Date to Print on the Labels

Enter the year that you wish to appear on the labels, the current year is generally the default. After the date has been entered, or you selected <Y>es at the first prompt the following prompt will appear:

Do You Want The Labels Printed In Zip Code Order?

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

A <Y>es will display a 'Building Zip Code Index...' message. When finished building index, or if <N>o was selected from the previous prompt you will be prompted:

Enter Number of Each Label Desired (1-250 or 0 to Quit)

Enter any number between 1-250 to continue or '0' (zero) to return you to the Customer Lists and Labels submenu. When you enter the number of labels you want, the following question will be displayed:

Are You Printing On Standard Mailing Label Stock? (Standard Labels Are 3 1/2 x 1 5/16)

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

The program assumes the labels are on a continuous form. The program is set for printing at 6 lines per inch, and expects the labels to be 3 1/2" wide by 15/16" high. These labels are available from Avery, Dennison and others.

A <N>o will only print one label across and is used for standard 'box' and shipping labels. A <Y>es will print standard. Then, regardless of your response to the previous prompt, you will be prompted to turn on your printer and press any key to print a test label. The test label will then print and you will be prompted:

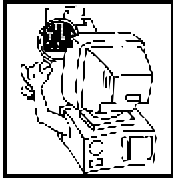
Would You Like Another Test Label?

<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button" value="Cancel"/>
------------------------------------	-----------------------------------	---------------------------------------

You can repeat the alignment procedure as many times as necessary, by selecting <Y>es. When everything is aligned properly, answer <N>o to begin the printing of the labels. Selecting <C>ancel will return you to the submenu, ignoring anything entered.

When printing is complete, you will be returned to the Customer Lists and Label submenu.

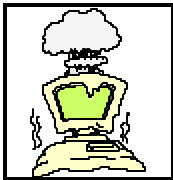
List of Contract Prices



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

Change Customer Code

Function '4' was added, reluctantly, to the system. Over the years, we have dealt with many suppliers who use the telephone number as the customer code. We noticed that, although these suppliers have Main Frame and Mini Computer Installations, when we changed our phone number, they were unable to change our code, and just continued using the original code assigned to us.



WARNING: WE CAN PROVIDE DOZENS OF SCENARIOS WHERE CHANGING THE CUSTOMER CODE OF AN ACTIVE CUSTOMER IS CONFUSING AND POTENTIALLY DANGEROUS. HOWEVER, WE HAVE GIVEN IN TO THE PRESSURE FROM CLIENTS TO PROVIDE THIS FEATURE.

Forewarned, you merely select '4' from the Customer Maintenance submenu and proceed by entering the Current Customer Code followed by the proposed NEW Customer Codes. If there is any conflict, the system will warn you that the new code cannot be used. This process will go through the entire system and change the code under the standard program. However, depending on how your system has been modified, these rules may not apply.

The first prompt that you will receive is:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
```

A note at the top of the screen will inform you that this is the place to enter the customer number that you wish to change. The system will then display the customers name and location for verification:

```
Is This The Customer Who's Code You
Wish To Change?
  Yes      No
```

A <N>o will return you to the first prompt, allowing you to enter a new customer code to change. A <Y>es, on the other hand, will further prompt:

```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To

```

Another note at the top of the screen will inform you that this is the prompt where you want to enter the NEW customer code. After entering the new customer code you will be further prompted:

```

Ok, Last Chance. You Are Changing XXX To YYY.
Is This REALLY What You Want To Do?

```

A <N>o will return you to the original 'Customer Code' prompt allowing for reentry. A <Y>es will proceed with the change, marking the customer code and returning you to the 'Customer Code' prompt. When complete, pressing <Esc> from the 'Customer Code' prompt will further prompt:

```

If No One Else Is On The System, Do You Want
To Process The CODE Change Now?

```

A <N>o will return you to the Customer Maintenance submenu without processing the change. A <Y>es will also return you to the submenu, but will first process the change of code.

Credit Reports

Function '5' contains a group of reports with regards to the Customers' Credit Limit, Credit Hold Status, and Unapplied Credits. When you select '5', the following submenu appears:

```

      [Customer Credit Reports]
1. Customers On Credit Hold.....
2. Customers Over Credit Limit
3. List of Unapplied Credits
4. Automatic Credit Hold Proof
5. Run Automatic Credit Hold
6. Credit Expiration Date
7. List of Credit Limits
<Esc> - Return to Previous
Menu

```

Customers On Credit Hold

When you select option '1', you will first be prompted:

```
Do You Want A <B>rief List, <M>aster List or <L>abels? █
```

If your system is set up for factoring, you will also receive the following prompt:

```
Do You Want <F>actored Accounts, <N>on Factored, or <A>ll? █
```

Select whether you want factored accounts only, non-factored accounts only or both to be included in your printout.

Selecting <M>aster List or <L>abels will bypass the next two prompts. Selecting rief will then prompt you:

```
Send This List To <P>rinter or <W>ord Processing Program? █
```

After answering that prompt, your next will be:

```
Do You Want To Include The Second
Address Line?
  Yes      No
```

Select whether you want the second address line to appear on the printout.

All three selections (,<M>,<L>) will then prompt you:

```
Sort List By:
Alphabetical by
Name
Customer Number
Salesperson
State
Zip Code
<Esc> to Quit
```

You can move the light bar up or down to the selection you want, or press <Esc> to end this report.

If you selected to sort by Salesperson, an additional prompt will be added to the screen:

```
Salesperson's Code (<CR> for All) █
```

Enter the Salesperson's code to get an individual salesperson's customer list or an <Enter> for a listing for each salesperson.

If you selected to sort by State, you will be prompted:

```
State (<CR> for All) █
```

Enter the State code to get an individual state's customer list or a <Enter> for a total state listing.

If you selected to sort by Zip Code, you will also be prompted for:

Beginning Zip Code (<CR> for All)

The zip code works on the first 5 digits only. You can ignore the remaining 4 digits in the new zip codes. The zip code numbers need not exist in your database. **AS/AP™** only uses them to determine when a certain point has been crossed while sorting.

Press <Enter> for all zip codes. If you select to choose a range, enter the beginning zip code and you will also be prompted for:

Ending Zip Code (<CR> for All)

Enter the ending zip code range to sort on.

For example, if you want to print a list for everyone between zip codes 33101 and 33190, you can enter '33100' as the beginning number and '33199' as the ending number.

This will allow you to list customers in a specific geographic area.

After making your selection, the screen will clear and the following message will be displayed:

One Moment While Sorting The Customer File

After the sort is complete, you will then be prompted to turn on your printer. When the listing is finished, you will be returned to the Customer Credit Reports submenu where you may select the listing in another format or press <Esc> to return to the Master Files submenu.

If you chose <L>abels, the prompt after the sort will be:

Enter Number of Each Label Desired (1-250 or 0 to Quit)

Enter any number between 1-250 to continue or '0' (zero) to return you to the Customer Credit Reports submenu. When you enter the number of labels you want, the next prompt will be:

Load Your Labels and Press Any Key To Begin Printing...

When the labels are loaded in the printer, pressing any key will print a sample label to allow you to align the labels before beginning the print run. When the sample is printed, you will be prompted:

Would You Like Another Test Label? (Y/N)

You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

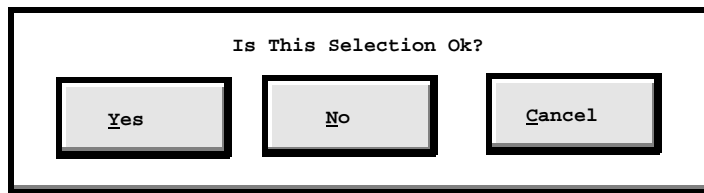
When printing is complete, you will be returned to the Customer Credit Reports submenu.

Customers Over Credit Limit

This Selection works the same as Selection '1'-Customers On Credit Hold, except that you will receive this prompt following the 'Brief, Master, Labels' prompt:

What % Of The Credit Limit Do You Want To Print? 100
(Range Can Be From 75% To 125%)

After entering a range percentage from 75% to 125%, you will then be prompted:



A <N>o will return you to the '%' prompt, a <C>ancel will return you to the Customer Credit Reports submenu and a <Y>es will continue with the prompts as listed in selection '1', starting with the 'Sort by:' prompt.

When the printing is complete, you will be returned to the Customer Credit Reports submenu.

List of Unapplied Credits

Function '3' will print a report of all customers with unapplied credits.

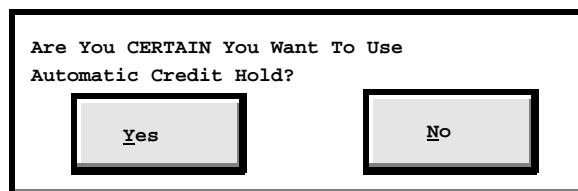
The only prompt you will receive is to turn on your printer. When the printing is complete, you will be returned to the Customer Credit Reports submenu.

Automatic Credit Hold Proof

This function, '4', allows you to automatically apply credit hold to customer's over a certain amount of days. The first prompt that you will receive upon choosing this option from the Credit Limits submenu will be the following:

Apply Credit Holds for how many Days PAST DUE (<Esc> to Quit)?

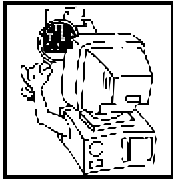
After selecting the number of days after which the credit holds goes into effect you will be prompted:



A <N>o will return you to the Credit Limits submenu, while responding <Y>es will display a 'Mad Scientist At Work...' message. Once complete, you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Credit Limits submenu.

Run Automatic Credit Hold

This option receives the same prompts as option '4' above. It will place a hold on all of the customers that match the above stated criteria.

Credit Expiration Date

THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

List of Credit Limits

This is an Accounts Receivable Control Listing. The question you are prompted to answer is " to list Invoices with a zero balance... <Yes> or <No>. A Yes response will print all open invoices for each customer. A No response will only list those invoices that have a zero balance during the current month.

The first prompt that you will receive upon selecting option '7' is:

Do You Want To Show The Total Of The
Current Open Sales Order For Each
Customer?

Yes

No

Either response will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Credit Limits submenu.

AR Control Listing

The first prompt that you will receive upon selecting option '6' from the main Customer Maintenance submenu will be the following:

List Invoices With A Zero Balance?

Yes

No

Selecting either the default of <N>o or choosing to List Invoices with a Zero Balance will further prompt:

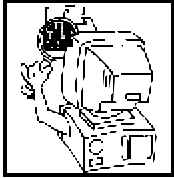
What Order Do You Want The List?

Code

Name

Regardless of which option is selected, you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Customer Maintenance submenu.

Edit Billing Company Code



THIS OPTION, '7', IS ONLY ACTIVE ON SYSTEM'S THAT ARE SETUP FOR MULTIPLE BILLING COMPANIES. SEE UTILITY MANUAL, COMPANY MASTER FILE.

Mailing List System

The mailing list program is designed to permit the user to sort the Customer Master file and retrieve selected names for mailing labels.

The scenario is that you have 7000 Customers and 500 calendars to send for the holidays. You begin by sorting the list and eliminating all Customers who are out of the U.S. This reduces your list to 4500 names.

You then eliminate two of the Salesmen, because they send their own Christmas presents. The list now includes only 3000 names.

Next you delete all companies who spent less than \$1,000 last year. After the last sort you have 1250 companies. So, you sort again and delete anyone who spent less than \$2500 in the last two years.

Eureka, you are left with exactly 500 names.

This selection will display the following submenu:

```
[Mailing List and Label]
1. Sort List [nn Names]
2. Create New Working List
3. Print Mailing Labels
4. Print Mailing List
5. Send List to Word Processor
<Esc> - Return to Previous
Menu
```

You must first create a working file from the Customer Master file using function '2'. Then use function '1' to selectively sort the file as in the example above. The submenu for selection '1' will display the number of records in the working file created by function '2'.

Sort List [(nn) Names]

Selection '1' is basically a **bubble sort** which progressively sorts the same file until the desired count is realized. If you eliminate too many names in one pass, you are able to undo any sort before you accept it.

Selecting '1' will display the following screen:

The Mail List File Now Contains (nn) Customers
Which Can be Eliminated Based on the Following Criteria

<u><Esc></u>	YTD	COMBINE D	
SALES	ONE	TYPE	TERR
SALDATE			

The descriptions of the above selections are as follows:

- YTD: YTD Sales (Greater or Less Than)
- COMBINED: Last Year Plus YTD Sales Combined
- SALES: Eliminate Salesperson(s)
- ONE: Include Only ONE Salesperson
- TYPE: Eliminate Specific Customer Type(s)
- TERR: Eliminate Specific Customer Territory

Both the YTD and COMBINED selections will prompt:

Enter Sales Level to Eliminate (<0> to Quit)

Enter the sales dollar amount for the system to eliminate. Next you will be prompted:

Eliminate Greater Than Or Less Than The
Selected Sales Level?

Greater

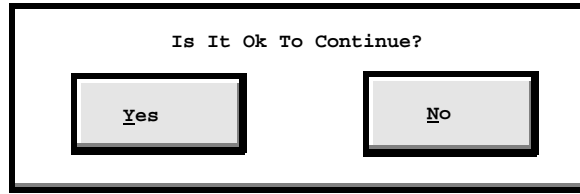
Less Than

Select whether you want to eliminate those customers whose YTD (or COMBINED) sales are greater than or less than the sales amount specified above.

If you select SALES, you will be prompted:

Enter Salesperson's Code to Eliminate (<Esc> to Quit)

After entering a salesman's code that you want to eliminate, you can press <Esc> or you can continue selecting salesman's codes. If you select more than one salesman to eliminate, you will be prompted:



A <N>o will return you to the original selection criteria screen. A <Y>es will continue.

If you select ONE, you will be prompted:

Enter the ONLY Salesperson's Code to Keep (<Esc> to Quit)

Select the salesman's code that you want those customer records kept in the sort file for.

If you select TYPE, you will be prompted:

Enter Customer Type to Eliminate (<Esc> to Quit)

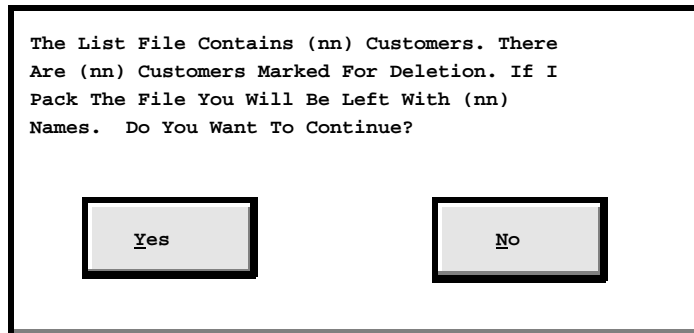
Enter the Customer Type code that you want the system to eliminate.

If you select TERR, you will be prompted:

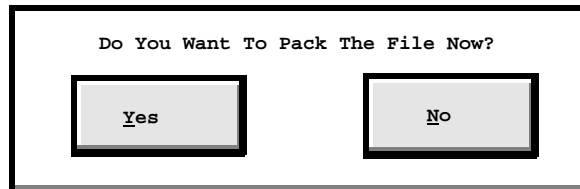
Enter Customer Territory to Eliminate (<Esc> to Quit)

Enter the Customer Territory code that you want the system to eliminate.

Upon making one of the above selections, the next screen displayed will list the results of your selection:



A <N>o at this point will return you to the original selection criteria screen with the sort file intact. A <Y>es will further prompt you:



A <N>o will return you to the original selection criteria screen. A <Y>es will perform the deletions and return to the original

selection criteria screen, displaying the number of records remaining in the sort file.

When you have the sort file the way you want, press <Esc> to return to the Mailing List and Labels submenu where you can print a list of the results or print the labels.

Create New Working List

Selection '2' allows you to create a new file from the Customer Master file or to clear a previous file without creating a new one, if this is necessary for space reasons.

When you select '2', your first prompt will be:

```

Do You Want To Setup New File Or Just Clear
The Old File?

  Setup New      Clear Old      Quit
  
```

Selecting <Q>uit will return you to the Mailing List and Labels submenu. Selecting either <S>etup New or <C>lear Old will further prompt:

```

Are You Certain?

  Yes      No
  
```

If you selected to setup a new file, a <Y>es will create a working file from the Customer Master file. If you selected to clear the old file, a <Y>es will reset the working file back to zero records. A <N>o to either selection will return you to the Mailing List and Label submenu without changing the working file.

Print Mailing Labels

Selection '3' prints mailing labels from the mailing list sort file.

When you select '3', your first prompt will be:

```

Sort List By:
Alphabetical by
Name
Customer Number
Salesperson
Zip Code
<Esc> to Quit
  
```

You can move the light bar up or down to the selection you want, or press <Esc> to end this report.

After making your selection, the screen will clear and the following message will be displayed:

One Moment While Sorting The Customer File...

After the sort is complete, you will be prompted:

Enter Number of Each Label Desired (1-250 or <0> to Quit) 1

Enter any number between 1-250 to continue or '0' (zero) to return you to the Mailing List and Label submenu. When you enter the number of labels you want, the following prompt will be displayed:

Are You Using Standard Mailing Labels?

Yes No

The program assumes the labels are on a continuous form. The program is set for printing at 6 lines per inch, and expects the labels to be 3 1/2" wide by 1 5/16" high. These labels are available from Avery, Dennison and others.

A <Y>es will print one label across and is used for standard mailing labels. A <N>o will print one label across and is used for standard 'box' and shipping labels.

The next prompt will be:

Load Your Labels and Press Any Key To Begin Printing...

When the labels are loaded in the printer, pressing any key will print a sample label to allow you to align the labels before beginning the print run. When the sample is printed, you will be prompted:

Would You Like Another Test Label?

Yes No

You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the printing is finished, you will be returned to the Mailing List and Label submenu.

Print Mailing List

Selection '4' allows you to print either a brief or master list of the mailing sort file. These lists are provided to cross-check the sort.

When you select '4', your first prompt will be:


```

Sort List By:
Alphabetical..by
Name..
Customer Number
Salesperson
Zip Code
<Esc> to Quit

```

You can move the light bar up or down to the selection you want, or press <Esc> to end this report.

After making your selection, the screen will clear and the following message will be displayed:

One Moment While Sorting The Customer File...

After the sort is complete, you will be prompted:

```

Do You Want An Expanded (Detailed)
List?
Yes
No

```

A <Y>es will list **all** the information that is in the customer master file for those customers in the working file. A <N>o will list only the Customer Name, Address Line 1, City, State, Zip, Contact and Phone Number for those customers in the working file.

Next you will be prompted to turn on your printer. When the listing is finished, you will be returned to the Mailing List and Label submenu.

Send List to Word Processor

Selection '5' allows you to print from a word processor instead of using the standard mailing labels. This selection will pass the company name, contact, address, city, state and zip code to any word processing program that can merge a **coma delimited, ASCII data file**.

When you select '5', your first prompt will be:

```

Sort List By:
Alphabetical..by
Name..
Customer Number
Salesperson
Zip Code
<Esc> to Quit

```

After selecting your sort sequence, the system will automatically create a data file. You should record the path and filename for reference!

Lead Tracking System

Lead Tracking is a separate tickler file and is not activated unless requested. If you think your company would be interested in this module, please notify your software dealer.

If interested, the Lead Tracking is also referred to as the Tickler. The Lead Tracking System is an integrated system for tracking sales leads and contacts, attached to the Accounts Receivable, Customer Maintenance Menu and the Apparel Sales Order menu.

Lead Tracking provides a complete system for tracking prospects, and following up on sales leads, or for general contact management.

If both Accounts Receivable and Lead Tracking are active, the Sales Leads in the Tickler can be used to create a new Customer, and the Transaction file is available to both systems.

Beginning with System V, release 2.20.04 the Transaction file can be updated during Order Entry and Invoicing, as well as Customer Service (introduced in release 2.20.01).

GEO Code Maintenance

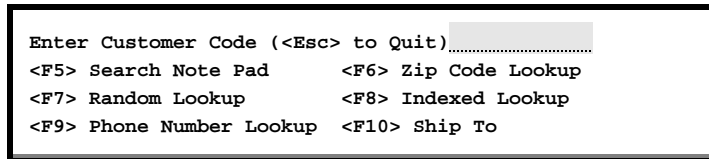


THIS IS A CUSTOM FEATURE. IF OF INTEREST, YOU SHOULD DISCUSS WITH YOUR SOFTWARE VENDOR.

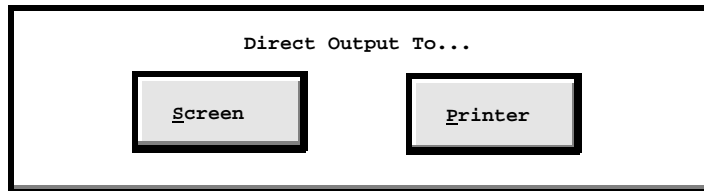
Check Account Status

Function '2' on the Accounts Receivable Main menu will display the customer's current account information on the screen or printer. It will show the customer's credit limit, account balance, amount open to buy, total amount past due, list of open items, and an account aging across the bottom of the screen. One of its primary uses is to allow you to quickly (in a matter of seconds) look at a customer's account. This allows you to make instant decisions about additional sales, new credit lines, etc.

Upon selecting '2', the first prompt will be:

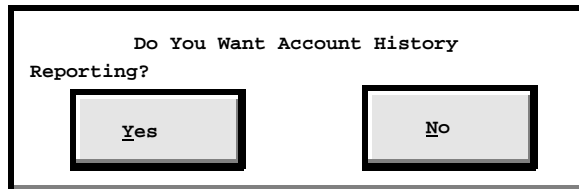


Next you will be prompted:



You can choose between looking at the account on the screen, or printing a 'hard' copy. The screen output is the default.

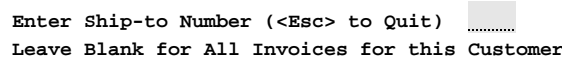
If you have the Optional Account History Reporting activated (refer to the Account History Appendix), you will also be prompted:



A <Y>es will display all the customers history, whereas a <N>o will display the open items history. The <F12> function key will allow you to switch back and forward once on the query screen.

If you entered an invalid customer number above, you will be advised and be returned to the 'Customer Number' prompt.

If the customer selected is set up for ship-to's, you will also receive the following prompt:



A typical account status showing the Open Items history, as it would appear on the screen, with the Operator Options at the bottom, is displayed below (shown with sample data):

Receivable

AS/AP Accounts Receivable									
RUDN APPL ASSOCIATES, INC.		Code AAA	Last Credit		09/10/97				
120 SILVER LAKE		Ship to ALL	VID Sales		291,000.54				
CAMTON, MA 02871		Phone 385 919 3333	Last Year		254,959.67				
Contact JOHNNY APPLICATO		Salesperson AAA1	Open to Buy		71,172.78				
			High Credit		886,889.17				
			Credit Risk		-00-				
Sub: Billed RA291/97 Billing 600 Std Terms: 2 Credit Risk									
Current	1-30	31-60	61-90	Over 90	Total				
M.00	M.00	M.00	M.00	M.00	28,827.98				
Open Items									
Item	Inv Date	T	Doc	Invoice	Discount	Balance	Adm	Datepaid	
00225	07/10/97	17	001000	21700	6294	0001294		08/14/97	
00215	07/28/97	13	001000	35000	8500	00012811		08/24/97	
00214	07/23/97	13	001000	75000	9024	00041341		08/27/97	
00212	07/15/97	17	001000	283000	4715	0001284		09/14/97	
00210	06/21/97	12	002100	47000	300	0001294		08/14/97	
00209	06/18/97	10	001000	286000	8524	0001284		09/14/97	
00207	06/20/97	10	001000	25000	7500	0001294		08/14/97	
00206	06/18/97	10	001000	24000	720	0001284		09/14/97	
00205	06/17/97	12	001000	11000	300	0001294		08/14/97	
00204	06/17/97	10	001000	28000	100	0001284		09/14/97	
00203	06/15/97	15	001000	36000	300	0001294		08/14/97	
00202	06/14/97	11	001000	28000	100	0001284		09/14/97	
00201	06/05/97	12	001000	80000	2000	0001294		08/14/97	
00199	05/29/97	10	001000	26000	904	0001284		09/14/97	
00198	05/29/97	10	001000	25000	2000	0001294		08/14/97	
00197	05/29/97	12	001000	19000	5988	0001284		09/14/97	
00196	05/29/97	10	001000	62000	2225	0001294		08/14/97	
00195	05/29/97	12	001000	22029	7280	0001284		09/14/97	
00194	05/29/97	10	001000	80000	6117	0001294		08/14/97	
00193	05/29/97	12	001000	25000	3287	4800			
00192	05/28/97	10	001000	18000	700	300			

The customer's name and address, ship-to location (if applicable), year to date sales, balance, and amount left open to buy are displayed at the top of the screen or printout.

The center portion lists the customer's open invoices and date of last payment (if any).

If there are no open invoices for the customer, the following message will be displayed in a purple reference block.

There are NO Open Invoices At The Present Time...

Pressing the <F12> function key, will allow you to change screens and view the account with the following Operator Options appearing at the bottom:

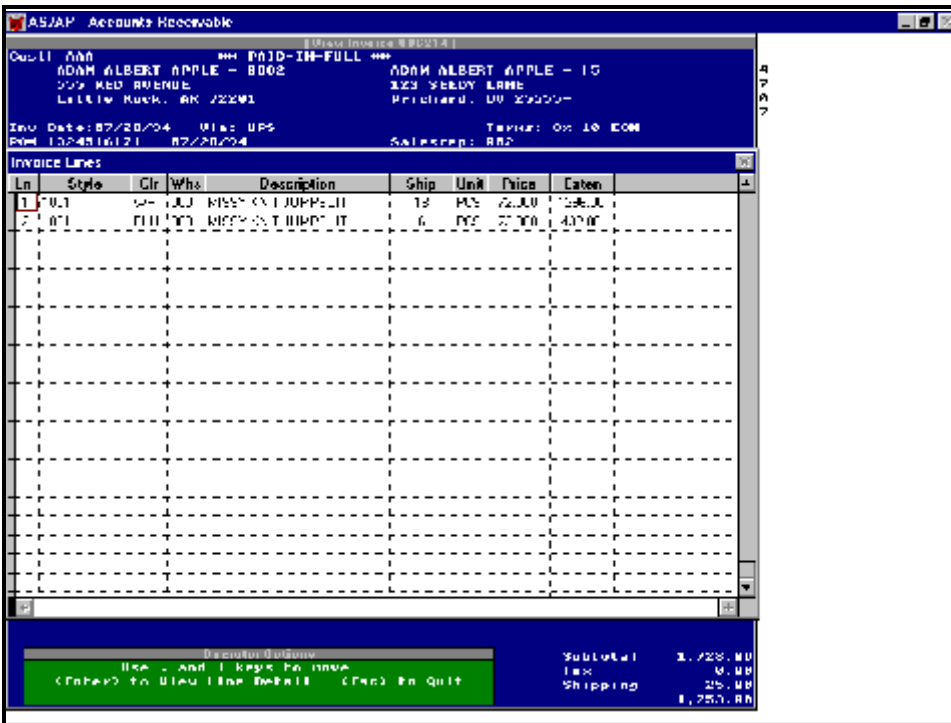
[Operator Options]
View History by <I>nv Number, <S>equence Posted, <P>ayments

These <F12> functions represent different ways to view the history record of a customer. Selecting <I>nv Number will sort the receivables by the invoice number. The <S>equence Posted will sort the receivables by the date they were posted to the customers account. <P>ayments ONLY will list only the payments sorted by the date they were posted/paid. And <O>pen Items by Invoice Number will list all of the customers open items.

If there is a particular Invoice Number or Credit Number that you are searching for, simply press <Ins> and the following screen will prompt you for the number:

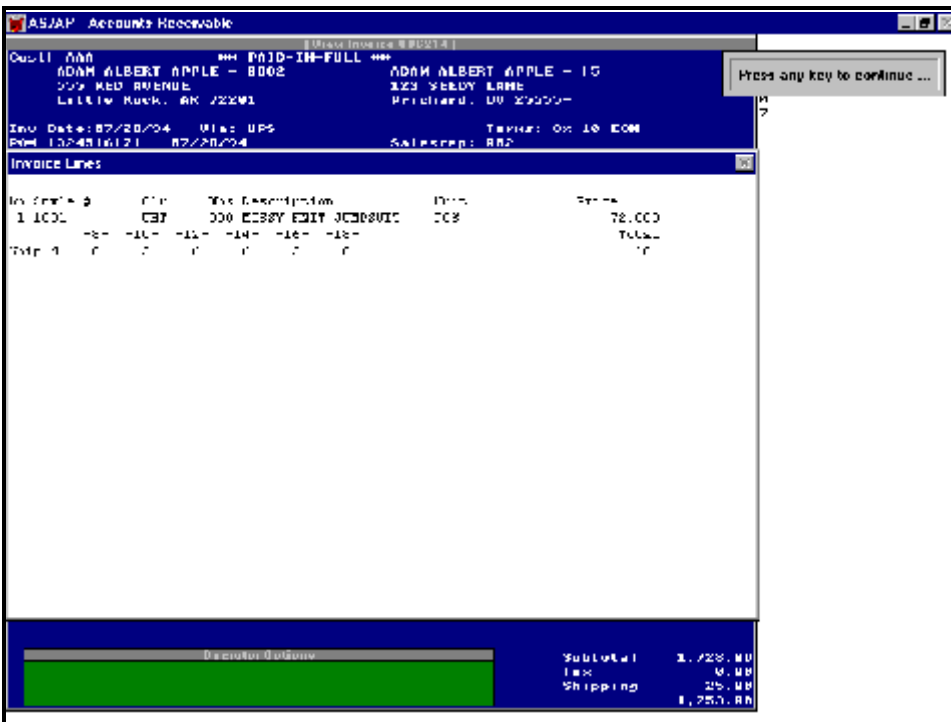
[Operator Options]
Enter # of Items (+/- to Jump)?

Once you have entered a valid Invoice or Credit number the screen will clear and send you directly to that Invoice or Credit Number, as opposed to searching for it through all of the other ones. If you choose to view an invoice, pressing <Enter> to choose a particular invoice will display the following screen, showing a breakdown of the invoice (shown below with sample data):



Finally, pressing <F5> will display the customers note pad, either to view or make any necessary corrections to.

Selecting a line from the invoice and pressing <Enter> will display the following detail (shown below with sample data):



Once complete, pressing <Esc> will return the user to the list of invoices screen. At which point, pressing <Esc> will return the user to the 'Customer Code' prompt. Pressing <Esc> again will then return the user to the Receivables menu.

0

Cash Receipts and Adjustments

Function '3' on the Accounts Receivable menu allows the input of cash receipts to the system. Receipts can be entered by a specific invoice or 'On Account'.

This selection (#3) from the Accounts Receivable Menu offers numerous supplemental options. Which are listed below:

ADVANCED PAYMENTS [Deposits]

This function allows the operator to enter a payment without an invoice to post against. The 'Advance Payment' function actually creates an internal document for the purpose of posting.

BAD CHECKS

Bad Checks can be entered and a debit [invoice] is automatically created against the customer's account.

EDIT CHECK GROUP

This new Cash Receipts option allows the user to edit a Cash Receipts Group, prior to posting. When the operator selects this option, '1', the screen will clear and the operator will be asked for the Group Number to Edit. The Group Number is a sequential number assigned to each group entered into Accounts Receivable during the month. The Group Number is reset during the Account Receivable monthend closing. The system permits the entry of up to 999,999 groups each month. There is no limit to the number of items that may be applied within a single group.

MISC RECEIPTS

This function is designed to allow the operator to accept cash that IS NOT APPLIED AGAINST ACCOUNTS RECEIVABLE.

The receipt might be a refunded utility deposit or a rebate on a purchase. Normally these would be processed through Journal Transactions [GL]. However, by entering them through the MISC RECEIPT function of Receipts and Adjustments, they will also appear on the Cash Receipts Register, which will then balance your bank deposit slip. The system will prompt for the general ledger number to post against.

OPEN ACCOUNT

The Open Account function applies the payment to Open Invoices. This system scans the open items for the selected customer and applies the payments to the oldest items first.

PAY INVOICES

This is the standard method of accepting payments and applying credits.

The operator enters the checks received and the invoices that are being paid. Credits can be issued on the fly and credit documents can be applied to open invoices at the same time.

SUSPENSE ACCOUNT

Payments can be applied against the SUSPENSE account when neither the CUSTOMER nor the INVOICE NUMBER are available, but, the operator wants to post the cash in order to complete a deposit.

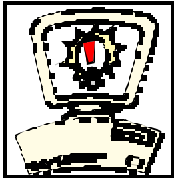
SUSPENSE payments are posted against a CUSTOMER CODE 'SUSPENSE' and can be located and tracked under that CUSTOMER ACCOUNT. Once the correct CUSTOMER CODE is determined, the payment can be applied to that customer.

The SUSPENSE account is NOT intended for use if the correct customer is known, but, the exact invoice is NOT known. In this instance we recommend accepting the payment as an advance payment against the correct CUSTOMER CODE.

The ChargeBack to Customer option basically deals with the Debits (Charge Backs) which are applied to a Customer's account WITHOUT a sale. A Charge Back indicates that a Customer owes the company additional money for some reason, which is usually caused by the fact that the customer deducted money that the company is not allowing.

If you have the Ledger activated, AS/AP™ will check the default posting accounts upon entering selection '3'. If it does not find one of the accounts, you will receive the following message:

```
Ledger Account XXXX XXX for XXXXXXXXXXXXXXXX is NOT Valid.  
This Batch Will NOT Be Posted To The Ledger.  
You Must Manually Post This Entry Using The General Journal,  
And Correct The Account Number Stored In YOUR Company Master File.  
Press Any Key To Continue ...
```



NOTE: THE ABOVE MESSAGE SEEMS TO BE THE MOST IGNORED AND MISUNDERSTOOD MESSAGE IN THE ENTIRE SYSTEM. THE PROGRAM IS TELLING YOU THAT ONE OF THE GL ACCOUNT NUMBERS STORED IN YOUR COMPANY MASTER FILE (REFER TO THE UTILITY MANUAL) IS NOT AN ACTIVE TYPE 2 GL ACCOUNT NUMBER. SINCE THE LEDGER WILL BE THROWN OUT OF BALANCE IF THE SYSTEM TRIES TO POST THE CASH RECEIPTS THAT YOU ARE ABOUT TO ENTER, THE SYSTEM IS REFUSING TO MAKE THE POSTING. IF YOU CONTINUE, THE SYSTEM WILL ACCEPT THE CASH, BUT WILL ONLY PRINT A SUMMARY DISTRIBUTION WITHOUT A BATCH NUMBER! THIS IS THE SYSTEM'S WAY OF TELLING YOU THAT THE 'BATCH' WAS NOT POSTED.

If this occurs, you have two choices. One, you can continue with the entry of the cash receipts or two, you can exit this module without posting any receipts, go to your company master file (Refer to the Utility Manual) and make the necessary correction(s) to the default account(s) and then begin the cash receipts routine again.

Once you have your accounts entered properly in the company file, you will not likely see this error message again.

If there is any data in the temporary file, the first prompt that you will receive is the following:

```
There Is Data In The Temporary File.  
Do You Want To Reset (CLEAR) The  
File?
```

A <N>o will take you right to the Cash Receipts submenu, leaving the temporary file untouched. A <Y>es will further prompt:

```
ARE YOU CERTAIN YOU WANT TO ERASE THIS  
FILE?  
 
```

A <Y>es will delete (clear) the temporary file, clear the screen, and display the Cash Receipts submenu. A <N>o will simply ignore the temporary file and display the Cash Receipts submenu, with the Current Batch Total and Next Check Group # adjusted to the temporary file's records.

The Cash Receipts submenu, as it appears on your system appears as follows:


```

          [Cash Receipts Menu]
1. Enter New Check Group
2. Edit Check Group
3. Apply Open Account Payment
4. Advance Payment [Deposits]
5. Charge Back to Customer
6. Apply Misc Cash Receipt
7. Post Bad / Returned Check
8. Suspense Payment Menu
9. Reset Cash Receipts File
D. Delete An Unposted Group
P. Print Proof and Post Cash
<Esc> - Return to Previous
Menu

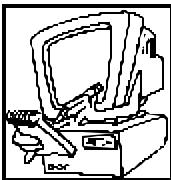
Current Batch Total= $          x,xxx.xx
Next Check Group # =          nn

```

Enter New Check Group

This option is used to create new Check Groups. It is referred to as a Check Group because it can actually be several checks combined into a single entry, or several invoices (debits or credits) paid by a single check or group of checks. In essence a GROUP is a session, and is maintained as a separate entity for editing and reference purposes.

This is the standard method of accepting payments and applying credits. The operator enters the checks received and the invoices that are being paid. Credits can be issued on the fly and credit documents can be applied to open invoices at the same time.



NOTE: THIS IS ALSO WHERE USERS WOULD APPLY CREDITS AGAINST OPEN INVOICES.

The screen will clear and prompt you with the following:

```
Enter Item Number (<Esc> when Finished) .....
```

```
Enter Number or Leave Blank to Enter Check Data First
Enter Invoice Number (<F7> Lookup <Esc> End)
```

If the user has the invoice numbers that require payment, simply enter the first number at the 'Enter Item Number...' prompt and follow the proceeding prompts.

If a number is entered that is not in the file, the following prompt will appear:

```

The Invoice Number Could Not Be Found . Do
You Want To Add This As A Debit/Credit
Memo?

```

Receivable

Responding <Y>es will prompt for the user to enter the desired customer code.

If the invoice number is not known, the user may leave the 'Enter Item Number...' prompt <Blank> and press <Enter>. The user will then be prompted to enter the desired customer code. Once a valid invoice number or customer code has been entered the following screen will appear:

Instructions

DATE PAID / / REFER AMOUNT

[Enter Check Detail and Press <F10> When Finished]

After entering all of the valid data pressing <F10> will clear the screen and display the following:

The screenshot shows the AS/AP Accounts Receivable interface. At the top, it displays 'AS/AP Accounts Receivable' and 'July 31, 1997'. Below this, there are fields for 'Check Amt: 5,000.00', 'Rest Applied: 0.00', 'Date to Apply: 5,000.00', and 'Line Cnt: 0'. The main window is titled 'New Check Group' and contains a table with columns: 'Invc #', 'Invoice', 'Customer', 'Invoice', 'Amount', 'Discount', and 'Credit'. The table is currently empty. At the bottom of the screen, there is an 'Instructions' window with the following text:

Invc #	Customer	Due Date	Invc Bal	Rest Pd	InstDisc	Credit
000001	AAA	04/10/97	1054.00	0000.00		

DISCOUNT ENTERED: 04/10/97 DISC AMOUNT: 200.00 NET THRU: 854.00

Once the date paid/reference/ amount has been entered the operator can press the <F7> key to lookup the customers open invoices.

Once finished entering the data for each of the above open fields and pressing <Enter> the following window will appear in the middle of the screen:

Accept Payment?

Yes

No

Cancel

A <C>ancel will cancel the data and return you to the 'Amount Paid' field above. A <N>o will cancel all of the data and return you to the 'Invoice #' field. And a <Y>es will display the information just entered into the New Check Group screen, as a single line of data.

Once complete, pressing <Esc> will display new instructions at the bottom of the screen (shown below):

```

                Instructions
    Use Cursor Keys to Move Light Bar Up and Down - <Esc> when Finished
    <Home> Beginning of List - <End> End of List - <F10> Jump to Record
    <Enter> Edit Line Item - <Ins> Add Line Item - <Del> Delete Item or
Group
    <F4> Edit Check Data - <F5> Add Credit/Debit Memo - <F6> Change
Customer
  
```

If the user presses the <Enter> key, the following screen will allow the user to edit the data displayed:

```

                Instructions
    Apply to Invoice ..... Discount ..... Credit .....
    .....
DISCOUNT EXPIRED: mm/dd/yy  DISC. AMOUNT: xxx.xx  NET INVOICE:
xxx.xx
                [Press <F10> to Save]
  
```

Pressing <Insert> will allow the user to pay on another invoice. Selecting <Delete> will further prompt:

```

                WHAT DO YOU WANT TO DELETE?
    THIS ITEM
    CANCEL SESSION
  
```

Selecting a line and pressing <F4> will redisplay the check data for any corrections to be made. Pressing <F5> to add a credit or debit memo will prompt the following:

```

ENTER NUMBER TO ASSIGN (LEAVE BLANK FOR COMPUTER NUMBER) .....
  
```

Once pressing <Enter>, after either entering a number or leaving <Blank>, the following will appear:

```

CONFIRM AMOUNT TO APPLY TO A CREDIT/DEBIT MEMO .....
PO/Reference: ..... Ship To: 0000 Salesrep: .....
  
```

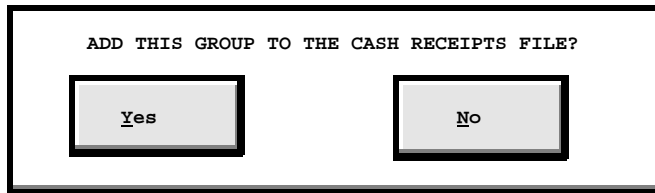
Pressing <F6> will prompt for the user to enter a customer code, to apply against receipts from one customer, for another customer.

When complete and the user presses <Esc>, if there is still an unpaid balance, money left to apply out, on the account, the user will be prompted:

```

    Sorry, the items don't balance. You MUST apply
    the excess money somewhere (anywhere) before
you
    can quit.
    _____
    Press Any Key To Continue...
  
```

Once everything is balanced out and you press <Esc> you will be prompted:



A <Y>es will update the file and return you to the 'Enter Item Number' prompt. A <N>o will ignore anything just entered and return you to the prompt. If finished, pressing <Esc> from the 'Enter Item Number' prompt will return you to the Cash Receipts submenu. The current batch total and next check group number will be updated assuming you responded <Y>es to the last prompt to update the file.

Applying Credits

To apply credits against open invoices, leave the item number field <Blank> and press <Enter>. Enter the customers code. The user can press <F10> to by-pass the check detail or enter the date paid/reference/amount. The reference number, for example could be Applied, Adjusted, Write-Off, etc. The amount field would be left at zero since we are applying credits (not accepting cash). At this point, the user will select the credit(s) that will be used against existing invoices. Then select the invoices that are desired to be paid off. Keep doing this until all credits and invoices have been selected. Once they have all been selected, press the <Esc> key until prompted: 'Do You Want To Add This Group To The Cash Receipts File?' Answer <Y>es. The process will be complete when the user 'prints proof and posts cash.' The items will now be reflected on the Customer Account Status screen as being paid. The above steps are also used to apply credits to write off a partial invoice.

Edit Check Group

This option allows the user to edit a Check Group entered previously through ANY of the other options, but NOT updated (posted). The user is allowed to include additional invoices with the Group, edit the Check data, or delete line items from the Group.

Once selecting option '2' the first prompt that will appear is the following:

```
Enter Group to Edit (<Esc> to Quit)? .....0
```

```
[ Enter Group from Current Batch ]
```

Once the current batch number is selected, the screen will clear and the edit screen will be displayed (shown below with sample data):

Receivable

A <C>ancel will return you to the initial 'Invc #' prompt. A <N>o will return you to the invoice detail line that you were working on last. A <Y>es will enter the payment into a temporary database and continue by returning you to the original instructions box and Group Line Items screen.

Pressing ete will display the following prompt:

WHAT DO YOU WANT TO DELETE?

<u>T</u> HIS I <u>T</u> EM	<u>C</u> ANCEL S <u>E</u> SSION
-------------------------------	---------------------------------

Selecting <C>ancel Session will further prompt:

Do You Really Want To CANCEL This Session?

<u>Y</u> es	<u>N</u> o
-------------	------------

A <Y>es will cancel the session and return you to the Group Line Items screen. A <N>o will simply return you to the Group Line Items screen .

Selecting <T>his Item will display the current invoice number, date, and amount and will further prompt:

Do You Really Want To DELETE This Item?

<u>Y</u> es	<u>N</u> o
-------------	------------

A <Y>es will delete the item and return you to the Group Line Items screen. A <N>o will simply return you to the Group Line Items screen with the selected Invoice # still showing.

Selecting Function '10' (<F10>) from the original screen will display the following prompt in the Instructions box at the bottom of the screen:

Go to Record # (X-XX)

Enter the number of the record wish you wish to go to and the highlighted item will become that record.

Selecting <F4> will display the following in the Instructions box at the bottom of the screen:

Instructions		
DATE PAID	08/16/94	REFER
1000.00		12411
AMOUNT		
[Enter Check Detail and Press <F10> When Finished]		

Once you have entered the data, pressing <F10> will save it and return you to the original Group Line Items screen.

Finally, pressing <F5> will display the following in the box at the bottom of the screen, allowing the user to create a credit or debit memo:

```

                                Instructions
CONFIRM THE AMOUNT TO APPLY TO A CREDIT/DEBIT MEMO  0.00
PO/Reference: ..... Ship To: 0000 Salesrep: ..
.....

```

After entering the last field, and pressing <Enter>, you will be returned to the Group Line Items screen for completion.

Pressing <Esc>, when finished, will return you to the 'Enter Group to Edit' prompt. From here you can either enter a new check group, edit an existing check group, or, if you are finished, exit. To exit simply press <Esc> and you will be returned to the Cash Receipts submenu. The batch total and check group below the menu will be adjusted as well.

Apply Open Account Payment

Payments made in the 'Open Account' mode will be applied to the oldest item in the account. If there is more money received than could be applied to the oldest item, then as much money as remains will be applied to the next oldest item, and so forth, until all the moneys received have been applied.

To use the 'Apply Open Account Payment' feature, select option '3' from the submenu. You will then receive the following prompt inside of an [On Account Payment] box:

```

Enter Customer Code (<Esc> to Quit) .....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup        <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To

```

Entering an invalid customer number (or pressing <Enter>) will prompt you and return you to the same customer code prompt.

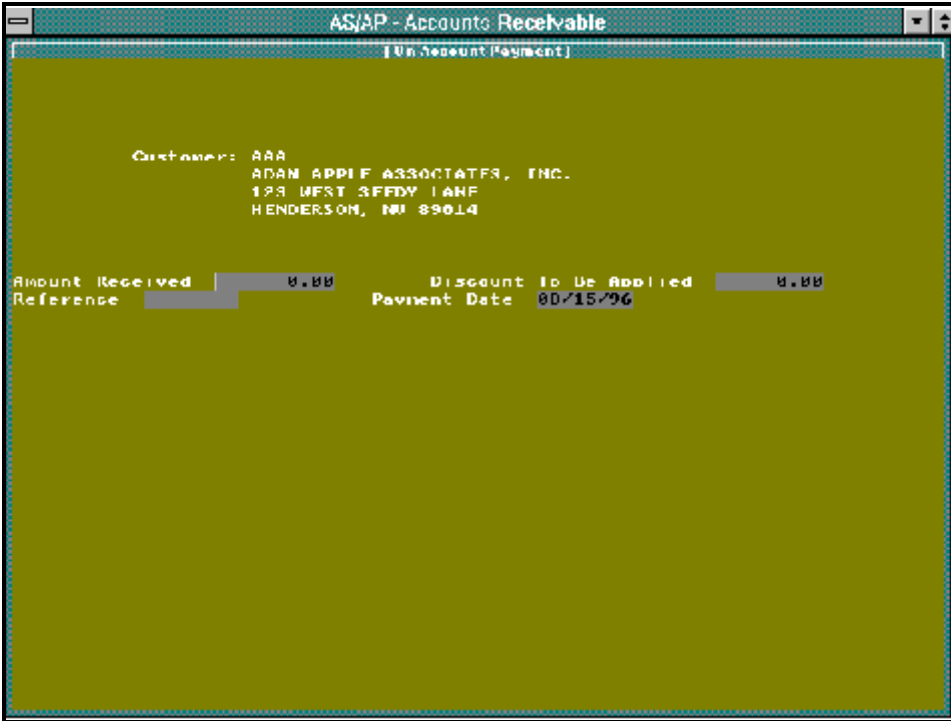
After entering a valid customer code, depending on the customer chosen, the 'Customer Code' prompt will disappear, and the operator may receive a number of 'Warning' prompts, one of which may be the following:

```

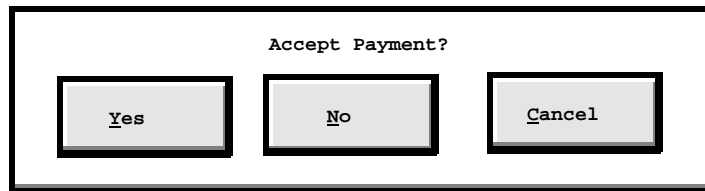
CREDIT ALERT - BOUNCES CHECKS - WATCH
CLOSELY! Do You Want To Continue?
Yes No

```

Answering <N> to any of the warnings will return you to the Customer Code prompt. A <Y>es response will clear the screen and display the following in its place (shown below with sample data):



Enter the cash received in the 'Amount Received' field and any discounts allowed in the 'Discount To Be Applied' field. Continue through the 'Payment Reference' and 'Payment Date' fields. When you complete entering an 'on account' payment, you will get the following prompt before the program begins to apply the payment:



A <N>o will return you to the Amount Received prompt and allow you to reenter the above data. A <C>ancel will ignore the entry just made and return you to the Cash Receipts submenu. A <Y>es will process the records, return you to the Cash Receipts submenu, and display an 'On Account Process Complete' message. Again, the batch total and check group will be adjusted below the submenu.

AS/AP™ is going to the customer's file and locating the oldest invoice and applying all or part of the payment to that invoice. If all the funds are not used, it will locate the next oldest and apply all or part of the remaining 'on account' payment to that invoice. It will continue that process until all funds received are applied (or credited to the customer's account). If there is an overpayment, the credit will appear on the newest (i.e. last) invoice.

Another feature of the Open Accounts payment module allows all invoices to be closed if the account balance plus the amount received (either credit memo or payment) is zero.

Imagine the following scenario. You invoice a customer for \$100. Shortly thereafter, you invoice the same customer for \$50. A little later yet, the customer returns the merchandise from the first sale for a \$100 credit. The two \$100 transactions will balance, leaving only the \$50 open. However, if you run an aging, the report will show all the debits and credits, even though you might expect the two balancing transactions to disappear. When a payment is received or a credit is issued for the \$50 debit, the program will recognize that the account balance is now zero, and will close all entries.

Advance Payment [Deposits]

This function allows the operator to enter a payment without an invoice to post against. The 'Advanced Payment' function actually creates an internal document for the purpose of posting.

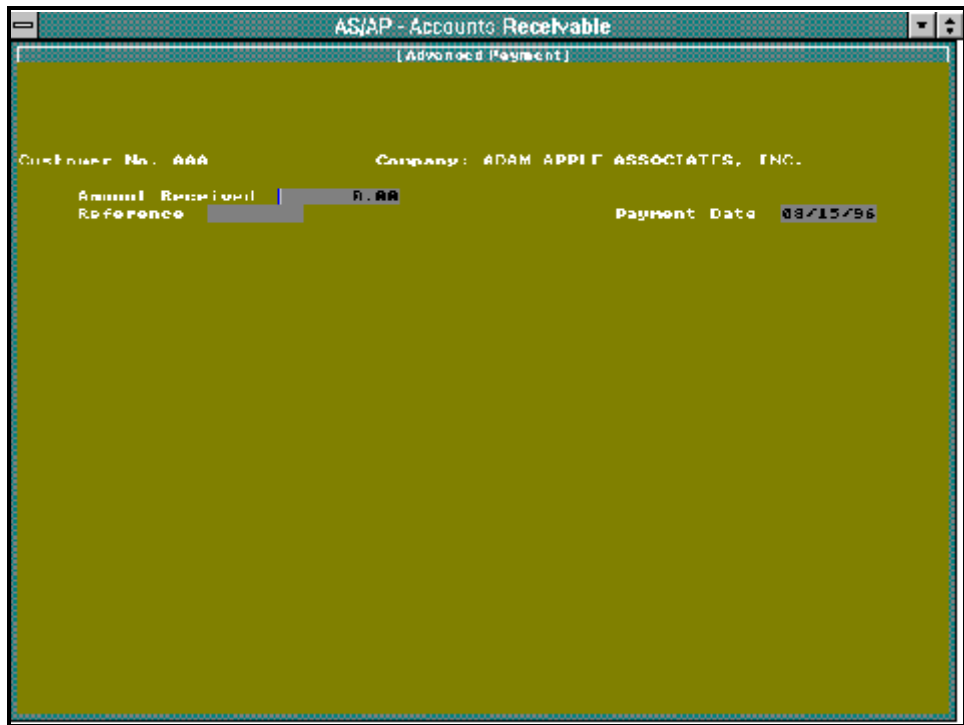
You may request an advance payment on a large order or if a customer has a habit of late payments. You can use this option to apply an advance payment to the customer's account.

To use the 'Advance Payment' feature, select option '4' from the Cash Receipts submenu. You will then receive the following prompt:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup        <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To
```

Entering an invalid customer number (or pressing <Enter>) will prompt you and return you to the Customer Code prompt.

After entering a valid customer code, like with option '2', if the customer that was selected has any type of bad credit history, a number of 'Warning' prompts may appear. Once responding to the warning prompt (if applicable), the following screen will appear:



Enter the cash received in the 'Amount Received' field. Continue through the 'Payment Reference' and 'Payment Date' fields. When you complete entering an 'advance payment', you will get the following prompt before the program begins to apply the payment:



A <N>o will return you to the 'Amount Received' field and allow you to re-enter the information for this Open Account payment. A <C>ancel will ignore the entry just made and return you to the Cash Receipts submenu. A <Y>es will create a credit memo, return you to the Cash Receipts submenu, and display a message stating that a credit # has been assigned to the Advance Payment. Again, the batch total and the check group will be adjusted.

When the invoice is created for which this advance payment is to apply toward, follow the steps for 'applying a credit'.

Charge Back to Customer

This option allows the operator to create a Debit on the customer's account. The system issues one of the Credit Numbers prefixed by the letters 'DB'. This function DOES NOT effect the cash received during the session, since the Charge Back is applied in the Credit column.

During the process the operator can assign the Charge Back to a GL Account, which is generally, but, not always RETURNS AND ADJUSTMENTS.

Upon selecting option '5' from the Cash Receipts submenu the user will receive the following prompt:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
```

Depending on the customer chosen the operator may receive a number of 'Warning' prompts, one of which may be the following:

```
CREDIT ALERT - BOUNCES CHECKS - WATCH
CLOSELY! Do You Want To Continue?

  Yes      No
```

A <N>o will return the user to the Cash Receipts selection screen. A <Y>es will display the following screen (if no 'Warning' prompt appeared then this will be the screen that will appear after the 'Customer Code' prompt):

AS/SP - Accounts Receivable
[Charge Back]

Customer No. AAA Company: ADAM APPIE ASSOCIATES, INC.

Amount to Charge Back 0.00 Chargeback Date 08/13/96

Reference Post Dept

Post Charge Back to BBB Post Dept

(F10) to Process (Esc) to Quit

After inserting the amount, reference, date, and account to post the charge back to, pressing <F10> will process the Charge Back and further prompt:

Accept And Post Charge Back?

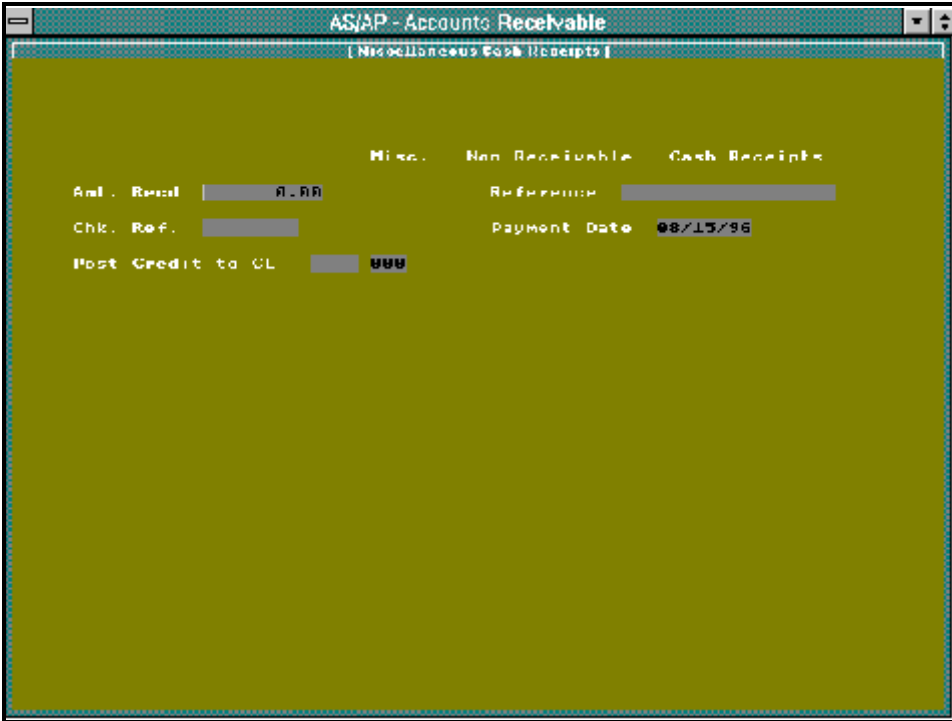
Yes No Cancel

A <C>ancel will return the user to the Cash Receipts submenu. A <N>o will allow the user to reenter the figures. And a <Y>es will update the account, create a debit memo, and return the user to the Cash Receipts submenu, with a message stating that a debit # was assigned.

Apply Misc Cash Receipts

This function is designed to allow the operator to accept cash that IS NOT APPLIED AGAINST ACCOUNTS RECEIVABLE. The receipt might be a refunded utility deposit or a rebate on a purchase. Normally these are Journal Transactions [GL]. However, by entering them through MISC RECEIPT function of Receipts and Adjustments, they will also appear on the Cash Receipts Register, which will then balance with your bank deposit.

Once choosing option '6' from the Cash Receipts submenu the following screen and prompt will appear:



Once the above fields have been entered the following prompt will be displayed in the same Miscellaneous Cash Receipts screen:

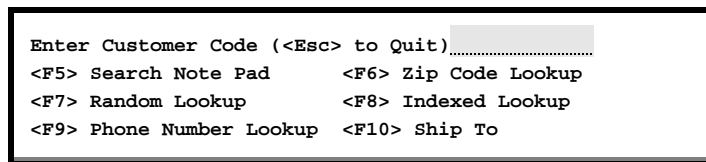


A <C>ancel will ignore anything that was just entered and return you to the Cash Receipts submenu. A <N>o returns you to the Amount Received field allowing you to reenter the above information. And a <Y>es posts to cash receipts, returns you to the Cash Receipts submenu, and displays a message stating that the Miscellaneous Cash Posting is Complete. And, again, the batch total and check group will be adjusted.

Post Bad / Returned Check

Bad Checks can be entered and a debit [invoice] is automatically created against the customer's account. The bad check function creates a debit on the customer account in order to reflect the effect of entering a Bad Check.

The first prompt that you will receive after selecting option '7' from the Cash Receipts submenu will be the following:



The next prompt, depending on the customer chosen, may be a 'Warning' prompt. Relating to the customer's credit history. Once responding to the warning prompt (if applicable), the following fields will open up inside of the existing Bad Check screen:

ASAP - Accounts Receivable
[Bad Check]

Customer No. AAA Company: ADAM APPIE ASSOCIATES, INC.

Amount To Charge Back 0.00

Reference Chargeback Date 08/13/96

The next prompt will, again be the following:

Accept And Post Bad Check?

Yes No Cancel

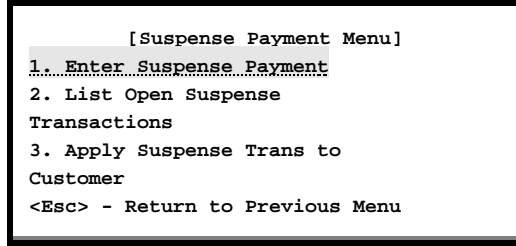
A <C>ancel will ignore anything that was just entered and return you to the Cash Receipts submenu. A <N>o returns you to the Amount to Charge Back field allowing you to reenter the above data. And a <Y>es creates a debit memo, returns you to the Cash Receipts submenu, and displays a message stating that a debit # was assigned. And, again, the batch total and check group will be adjusted.

Suspense Payment

Payments can be applied against the SUSPENSE account when neither the CUSTOMER nor the INVOICE NUMBER are available, but the operator wants to post the cash in order to complete a deposit. SUSPENSE payments are posted against a CUSTOMER CODE 'SUSPENSE' and can be located and tracked under that CUSTOMER ACCOUNT. Once the correct CUSTOMER CODE is determined, the payment can be applied to that customer. The SUSPENSE account is NOT intended for use if the correct customer is known, but the exact invoice is NOT known. In this instance we recommend accepting the payment as an advance payment against the correct CUSTOMER CODE.

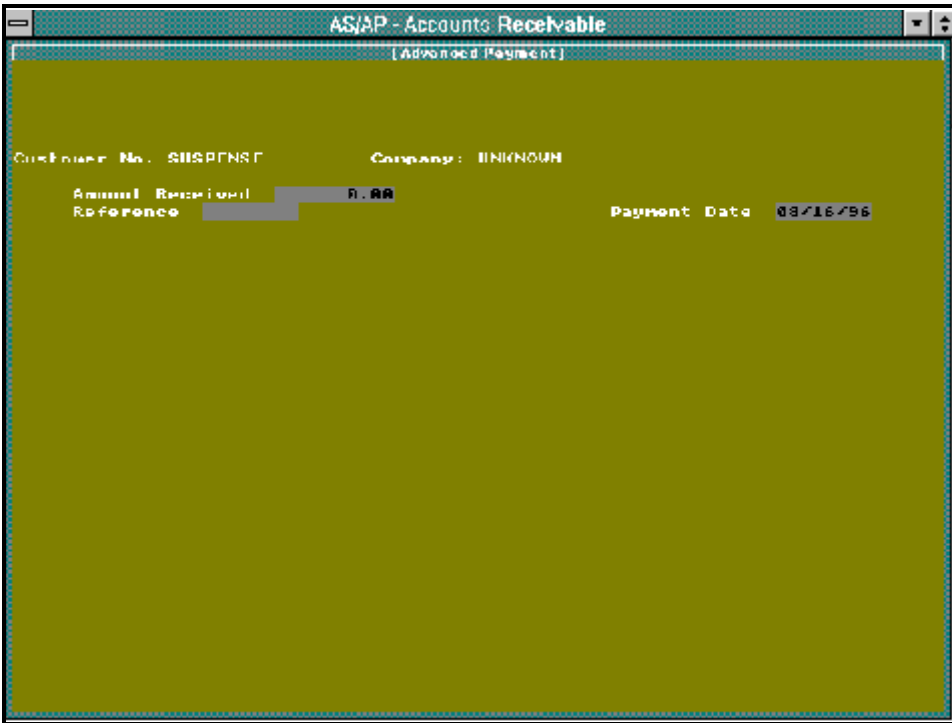
These are payments which are applied against a temporary account (suspense) until the correct Customer Code can be determined.

Once the operator selects option '8' from the Cash Receipts selection screen the following submenu will appear:



Enter Suspense Payment

Option '1' will first display the following:



After entering all of the data the following prompt will appear:



A <C>ancel will return the operator to the Cash Receipts submenu. A <N>o will allow the operator to edit any of the data already on the screen. And a <Y>es will create a suspense credit, return the operator to the Suspense Payment submenu, and state that a credit # has been assigned.

List Open Suspense Transactions

If no Suspense Payments were found then the operator will receive a message stating so and be returned to the Suspense Payment submenu.

If Suspense Payments were found then the operator will be prompted to turn on the printer and press any key to continue. If the report is to be printed wide instead of compressed then <W> needs to be pressed now. The following is an example of the Suspense Payment List that will be printed (shown with sample data):

Date: 08/15/96 OPEN SUSPENSE PAYMENT LIST Page 1

Invoice No	Transaction Date	Amount \$	Reference	Batch #
CR0163	05/01/94	1500.00	TEST1	8
CR0160	08/15/96	100.00	TEST7	8
CR0161	08/15/96	100.00	TEST2	8
CR0162	08/15/96	100.00	TEST	8
CR0164	08/15/96	500.00	XX1	8

		2300.00		

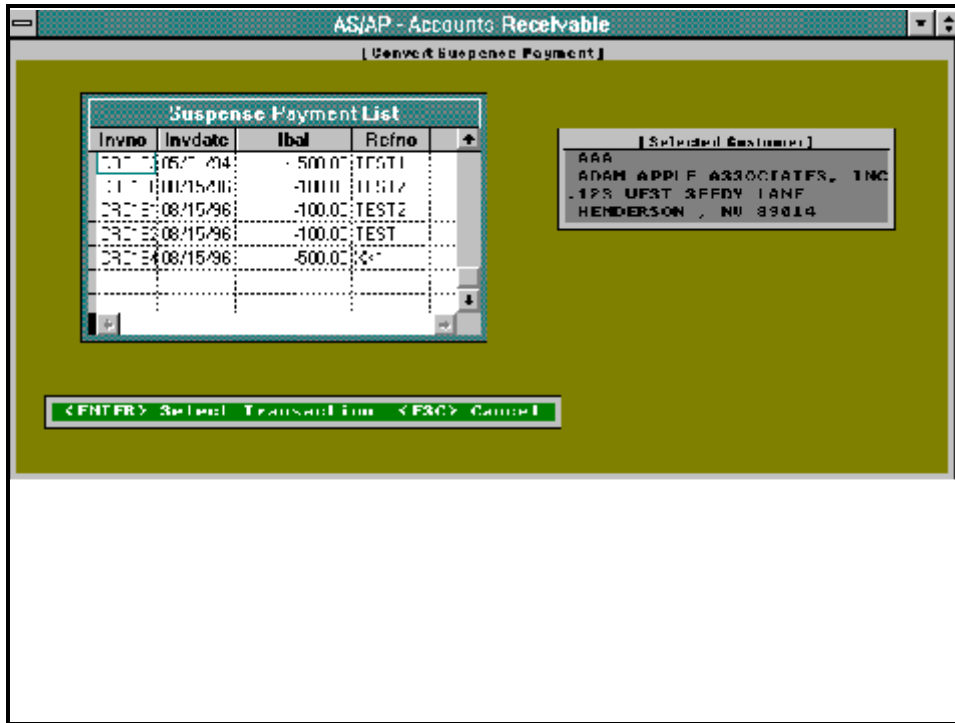
When the printing is complete the user will be returned to the Suspense Payment submenu.

Apply Suspense Trans to Customer

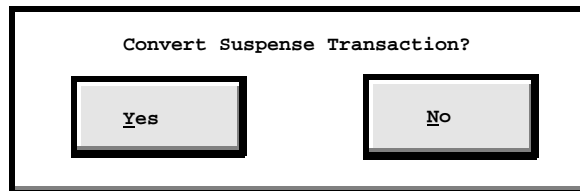
The first prompt that you will receive upon selecting option '3' will be the following:

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad <F6> Search by
Warehouse
<F7> Random Lookup <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To

After entering a valid Customer Code the customer's mailing information will be displayed (as shown below), and assuming that there are Suspense Payments, the following screen will appear:



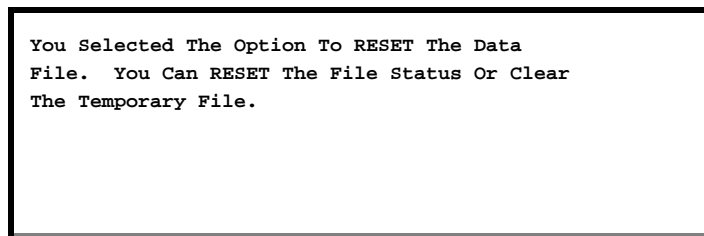
After pressing <Enter> to select the Highlighted transaction the above screen will change and display the selected suspense transaction and selected customer with the following prompt:



A <N>o will ignore any changes made and return the user to the Suspense Payment submenu. A <Y>es will convert the payment to the chosen customer and return the user to the Suspense Payment submenu. Once at the Suspense Payment submenu pressing <Esc> will return the user to the Cash Receipts submenu and update the batch total and check group.

Reset Cash Receipts File

Once you select option '9' from the Cash Receipts submenu the following prompt will appear:



A <Q>uit will return you to the Cash Receipts submenu. Selecting to <R>eset the File will Reset the File Status and return you to the Cash Receipts submenu. And <C>lear File will clear the temporary file and return you to the Cash Receipts submenu. When the

temporary file is cleared and the current batch total will be reset to 0.00 and the next check group # is reset to 1.

Delete an Unposted Group

The first prompt that you will receive upon selecting option 'D' from the Cash Receipts submenu:

Enter Group to Delete (or 0 to Quit)0

Once the group to be deleted has been entered the system will return you to the Cash Receipts submenu with a message stating that the selected group has been deleted.

Print Proof and Post Cash

At the end of the cash receipts input routine, selecting option 'P' from the Cash Receipts submenu will display the following prompt:

Do You Want To Continue And PRINT The
Cash Receipts Proof?

Yes

No

If you choose <N>o, to save for later, the session will be saved until you re-enter Cash Receipts. You will then be returned to the Cash Receipts submenu.

At this point, you will be given an opportunity to change the default posting accounts, if you have the Ledger activated:

Cash Receipts Will Be Posted To These General Ledger Accounts.

	Account	Dept.
Cash Account: (description)	xxxx	xxx
A/R Account: (description)	xxxx	xxx
A/R Discount Account: (description)	xxxx	xxx

Do You Want To Change Theses
Accounts?

Yes

No

This feature allows you to post the receipts to different cash accounts. If you do your work by batch, you can use this means to post receipts for a wide variety of departments and/or companies, should you need that capability.

If you want to change the accounts, enter a <Y>es. The cursor will move into the Cash Account number field and you can type in your new account number. If you want to retain the account which is already there, press <Enter>. Each account is checked for validity, and if the account is not found, you will be allowed to enter the account again. Any changes made are valid for this cash receipts cycle only. When all changes have been made, you will be prompted:

Accept These New Accounts?

<u>Y</u> es	N <u>o</u>
-------------	------------

After you have accepted the posting accounts (either by selecting <N>o to the above 'Change Account' prompt or <Y>es to the 'Accept Changes' prompt), you will receive the following prompt:

Post to Period

The current period will be defaulted to. You can post back to any previous period in the current fiscal period. You will then be prompted:

Is It Ok To Continue?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will allow you to reenter the period to post to. A <Y>es will further prompt:

--- PROOF RUN ---

Turn On Printer and Press Any Key To Begin Printing (<Esc> to Quit)
Printing directed to Printer #X <F9> to Change Selection

This will print a 'Proof Run' of the Cash Receipts Register. Review the 'Proof Run' when the report is finished printing.

If there is an overpayment on an invoice, the proof run (as well as the final or Batch Run) will not show the last invoice as having a credit. This report is only for showing the distribution of funds received. To see the credit on the last invoice, you can either run an aging, or view the customer's account using option '1' from the Cash Receipts submenu.

After the proof run prints, you will receive the following prompt:

Accept Cash Receipts Entered During
This Session And Update Files?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o won't post the cash receipts and will simply return you to the Cash Receipts submenu. A <Y>es will further prompt:

Do You Want To Print The Detail
Again?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will only give you a Summary Distribution report, with a batch number appearing at the top of the printout. A <Y>es will list the same detail as given in the proof run, again a batch number will be printed at the top of the page of the printout. Both options will prompt you to turn on your printer. If you have the ledger active, this run will be a Batch Run and will have a Batch Posting Number in the heading of the report. This FINAL Batch Report should be kept for your records.

0

Aged Receivables Report

The Accounts Receivable Agings are found as an option from the Main Accounts Receivable Menu.

There are a variety of options which include Agings for All Accounts, Aging for one Salesman, or Aging for one Division.

These can be printed by Customer Number or Customer Name. Although the invoices are usually aged by Invoice Due Date, an option exists that produces agings by Invoice Date. Yet another option produces a summary aging that only shows the totals for a customer, instead of the detail.

END OF MONTH

Because of the design of the AS/AP™ Accounting System, it is not relevant whether the Aging is run before or after the End of Month process.

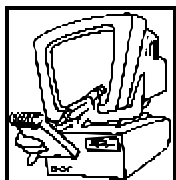
However, it is important to run an aging in conjunction with the closing so that you have a permanent record of the position of the Accounts Receivable at the time of closing.

TRIAL BALANCE

We have heard this report referred to as a 'Trial Balance.' However, it is important to watch your terminology when discussing this report.

In our dictionary, the 'Trial Balance' is one of a group of reports produced by the General Ledger that recap the detail entered for a specified period.

The Accounts Receivable Aging lists ALL Open Items (credits and debits) for all customers. The Aging does NOT show items that have a zero balance although such items may also include COD invoices which do NOT appear on Customer Account Statements.



NOTE: BY SPECIAL REQUEST, CUSTOM AGING REPORTS HAVE BEEN WRITTEN THAT SHOW ONLY SELECTED ITEMS, SUCH AS NET INVOICES. SINCE THESE TYPES OF REPORTS CAN PROVIDE A VERY ERRONEOUS PICTURE WE TRY TO INDICATE THE FACT THAT IT IS A PARTIAL ACCOUNT AGING IN THE REPORT TITLE.

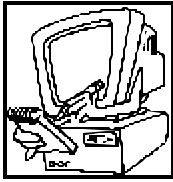
When you select Function '4' on the Accounts Receivable menu, the screen will clear and display the following submenu:

```

[Aging Report]
1. Accounts Receivable Aging.....
2. Aging by Salesrep
3. Aging by Division
4. Aging by Division and
Salesrep
5. Aging of Selected Terms
6. Aging by Customer Type
7. Adjust Break Points
<Esc> - Return to Previous
Menu

```

The selections are essentially the same. They differ only in scope. You CANNOT however, print an aging for a specific date range. In order to print an aging report up to December 31st, you must run this option PRIOR to posting any January information!



NOTE: *DEPENDING ON HOW YOUR SYSTEM WAS SET UP, YOU MAY OR MAY NOT RECEIVE SOME OF THE FOLLOWING PROMPTS.*

Accounts Receivable Aging

Selection '1' will print an aging for all companies and all salespersons.

Upon choosing selection '1', if your system is **not** set up for factoring, your first prompt will be the following:

```
Do You ONLY Want To Report On
Accounts Which Are Past Due?

  Yes      No
```

Responding <Y>es will further prompt:

```
HOW MANY DAYS PAST THE STANDARD DUE DATE? .....
(<F10> TO CONTINUE <ESC> TO QUIT)
```

Enter the number of days and press <F10> and you will receive the next prompt. If you responded <N>o to the 'Past Due' prompt you will skip the preceding 'Days' prompt and proceed directly to the following prompt:

```
Do You Want Totals ONLY And NO
Detail?

  Yes      No
```

If your system is set up for factoring, you will receive the following prompt responding to the previous one:

```
Do You Want The Factored Receivables?

  Yes      No
```

Choose whether you want factored accounts to be included in your printout. A <N>o will exclude all factored items. A <Y>es, on the other hand, will further prompt:

Do You Want To Show ONLY The Factored Items?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

A <Y>es will print in order of customer name and a <N>o will print in order of customer number.

Responding either <Y>es or <N>o to the 'Totals and Detail' prompt will prompt the following:

Do You Want Aging By Invoice DUE Date?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

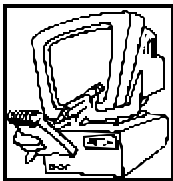
After you have selected either one, you will be prompted to turn on your printer and press any key to continue. When printing is complete you will be returned to the Aging Reports submenu.

Next you will see:

One Moment For File Preparation

During this time, a temporary file is being constructed which has just the desired records. When the file preparation is complete, you will be prompted to turn on your printer. This will print an 'open item' accounts receivable listing. This aging requires 132 print positions, and is printed in compressed mode on 9" carriage printers (narrow). The 120 day aging requires 252 columns and compresses even on wide carriage printers. On a narrow printer, the 120 day aging will "wrap" to the next line at an arbitrary point and will be virtually unusable.

When the report is finished printing, you will be returned to the Aging Report submenu.



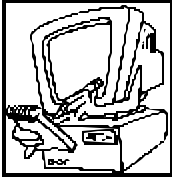
NOTE: PRESS 'F' FOR FILE AND THIS REPORT WILL BE SAVED TO A FILE AND BROUGHT TO THE SCREEN.

Aging By Salesperson

Selection '2' will print an aging by salesperson for all companies.

This Selection works the same as Selection '1', except that it will also prompt you for a salesperson's number:

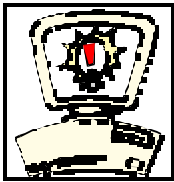
Salesrep (Blank for All <Esc> to Quit)



NOTE: IF ONE SALESREP IS SELECTED, THE AGING WILL BE BASED ON THE SALESREP RECORDED ON THE INVOICE. WHEN PRINTING FOR ALL SALESREPS, THE AGING WILL BE BASED ON THE DEFAULT SALESREP IN THE CUSTOMER MASTER FILE.

Enter a Salesperson's code to get an individual salesperson's aging or press <Enter> for an aging for each salesperson.

When the report is finished printing, you will be returned to the Aging Report submenu.



NOTE: IF YOU DO NOT USE DIVISIONS AND DEPARTMENTS, THE NEXT TWO REPORTS WILL BE OF LITTLE VALUE TO YOU!

Aging By Division

Selection '3' will print an aging for one of your companies (divisions).

This Selection works the same as Selection '1', except that it will also prompt you for a company (division) number:

For Which Division? (<Esc> to Quit) █

Remember that the company code is the first digit of the department number. For example, department '101' really means company '1' (one) and department '01'.

When the report is finished printing, you will be returned to the Aging Report submenu.

Aging By Division and Salesperson

Selection '4' will print an aging for one of your companies (divisions) by salesperson.

This Selection works the same as Selection '1', except that it will first prompt you for a salesperson's code and then for a company (division) number:

Salesrep (Blank for All <Esc> to Quit) █

Enter the Salesperson's code to get an individual salesperson's aging or press <Enter> for an aging for each salesperson. Then:

For Which Division? (<Esc> to Quit) █

Remember that the company code is the first digit of the department number. For example, department '101' really means company '1' (one) and department '01'.

When the report is finished printing, you will be returned to the Aging Report submenu.

Aging of Selected Terms

This is a custom report and will prompt you to enter the Terms Code you wish to select to print an aging.

If you do have this option, '5', available on your system, the following is the first prompt that you will receive:

```
Enter Terms Code to Print █
```

Once a valid terms code has been entered the following prompt will appear on the screen:

```

Do You Want Totals ONLY And NO
Detail?
  Yes      No
  
```

Responding either <Y>es or <N>o will further prompt:

```

Do You Want Aging By Invoice DUE
Date?
  Yes      No
  
```

Either response will then prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Aging submenu.

Aging by Customer Type

The first prompt that you will receive upon selecting option '6' from the Aging submenu is:

```

Do You ONLY Want To Report On
Accounts Which Are Past Due?
  Yes      No
  
```

A <Y>es will prompt the following:

```

HOW MANY DAYS PAST THE STANDARD DUE DATE? .....
(<F10> TO CONTINUE <ESC> TO QUIT)
  
```

After entering the days, or responding <N>o to the previous prompt the following prompt will appear (if you have factoring active on your system):

Do You Want The Factored Receivables?

A <Y>es will further prompt (again, if factoring is active):

Do You Want To Show ONLY The Factored
Items?

Responding <Y>es to this prompt, <N>o to the previous prompt, or if you don't have factoring active on your system the following prompt will appear:

Do You Want Totals ONLY And NO
Detail?

Either a <Y>es or a <N>o will further prompt:

Do You Want Aging By Invoice DUE
Date?

Regardless of what selection you then make you will be prompted:

Customer Type (Blank for All <Esc> to Quit)

Once entering a valid customer type, or pressing <Enter> for all you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Aging submenu.

Adjust Break Points

Break points are now available for you, the end user, to adjust to your requirements.

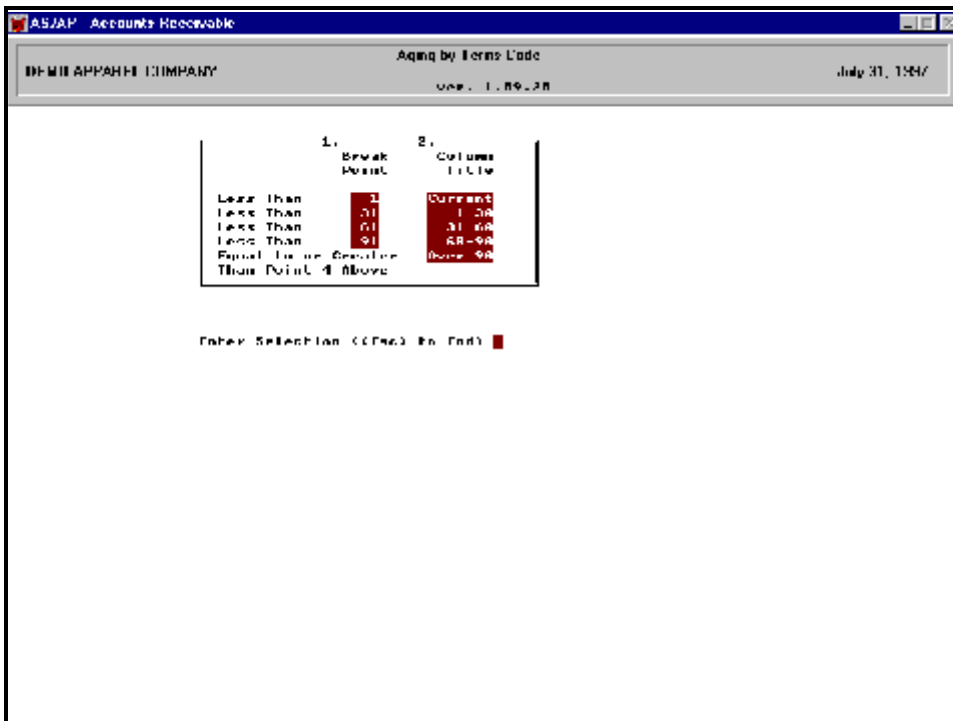
The AR Break Points are the Points at which the various Accounts Receivable Agings will break.

The Break Points are used to calculate the number of days prior to, or past the Invoice DUE date and, therefore, which slot the money falls into in an aging.

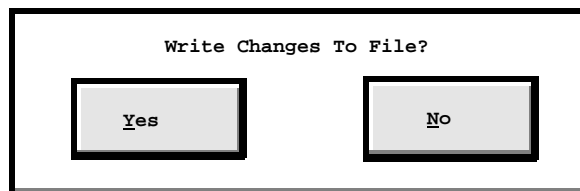
Traditionally these were preset to 1, 30, 60, and 90 days, but, with the advent of faster, more powerful computers and software like AS/AP™, it became possible to allow the operator to select the break points.

The AR Break Points are used in Account Status, Accounts Receivable Aging Reports, Monthly Customer Statements, and the 'Days to Pay' Report.

The first prompt/screen that you will receive upon selecting option '7' is:



Enter the number that you wish to edit, make all of the necessary corrections, and press <Esc> when finished. At that point you will be prompted:



Both responses will return you to the Aging submenu, however, responding <Y>es will first update the file.

0

Enter Prior Receivables

Function '5' on the Accounts Receivable menu allows you to enter the customer's previous open invoices and credit memos without affecting current period data. When you begin using the AS/AP™ Accounting System, you can immediately start recording current transactions and, as time allows, add the prior receivables.

When setting up prior balances, you MUST enter the due date of each invoice. If you do not, the system will age the prior invoices in the 'Over 90' column.

This Function can also be used at any time to enter miscellaneous Credits and/or Debits. **However, it is important to remember that any items entered using this function, must be manually posted to the General Ledger Module.**

When you select '5', if your Company Master File is set up for multiple ship-to's (Refer to the Utility Manual), the screen will clear and prompt you to select the billing company:

```

Default Company No. 0 Your Company Name
Company No. 1 xxxxxxxxxxxxxxxxxxxx
Company No. 2 xxxxxxxxxxxxxxxxxxxx
Company No. 3
Company No. 4
Company No. 5

```

Which Company Is Invoicing (0 for Default Company) 0

After selecting the Company, the next prompt will be:

```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup        <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To

```

Entering a customer number not in the file will display the following message:

```

Customer XYZ Not Found...ADD This Customer?

```

Yes

No

A <N>o will return you to the 'Customer Number' prompt. A <Y>es will display the customer master record for you to add the new customer.

Upon entering a valid customer, the screen will clear and display basic customer information (shown below with sample data):

Prior to entering a valid invoice number, a credit warning for the selected customer will appear. Once a valid invoice number has been entered, or the field has been left <Blank> for automatic numbering, and <Enter> has been pressed, the additional fields, shown in the following screen will appear (shown with sample data):

The invoice date will default in with the system date. You may change it to the date of the invoice for which you're working on. Next enter the amount of the invoice. If it is a credit amount, first enter a 'minus' sign, then the dollar amount. Any money that the user wants to appear on the customers account, without affecting the General Ledger, should be entered here.

The Reference No. field is exactly what it says, a reference for you about this prior receivable. Next is the customer's P.O. number, then a store number.

The salesman code will default in from the customer master record, but may be changed. You can again blank out the field and a window will open and display all of the currently available salesman records. If the salesman that you want is not in the **Salesman Window**, you may add it through the Code Table Maintenance (Refer to the Utility Manual).

The terms code will default in from the customer master record, but may be changed. You can also blank out the field and a

window will open and display all of the currently available sales/invoice terms. If the terms that you want are not in the **Terms Window**, you may add them through the Code Table Maintenance (Refer to the Utility Manual).

After entering the terms, the discount date, discount amount and due date information will be displayed, along with a message to 'Reconfirm Terms and Dates'.

When you have entered all the information, you will then be prompted:

Write Data To File?

Accepting the default of <Y>es stores the information and returns you to the 'Invoice No.' prompt, ready for the next invoice for the same customer. A <N>o will return you to the 'Invoice No.' field where you can start again. Selecting <C>ancel will return you to the 'Customer Number' prompt, ignoring anything just entered.

When all prior period invoices for a particular customer have been entered, press <Esc> to return to the 'Customer Number' prompt. You may select another customer and enter his information (invoices) or press <Esc> to end the session.

When you terminate the prior period routine by pressing <Esc>, the following messages will be displayed on the screen:

Updating A/R Files
Updating the A/R Register File

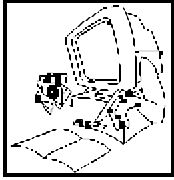
At this time, the prior period invoices you posted are being sorted into their proper sequence in the file. The amount of time for this operation depends upon how many records you entered during the posting routine and the number of records you already have in your main receivables database file. You will then be prompted:

Do You Want To Print A Register?

A <N>o will return you to the Main Receivables menu, a <Y>es will prompt you to turn on the printer. After the report prints, you will be returned to the Main Receivables menu.

When using prior receivables for entering credit memos to customers accounts, it is advised that the numbers be prefixed with 'CM' for Credit Memo. We are recommending the 'CM' because the Sales Invoicing module prefixes Credit Memos with 'CR'. By using 'CM' you can easily differentiate between the various Credit Memos created.

To correct an error in Prior Receivables such as, the wrong date or the wrong amount, you will have to input another invoice number for the same account but with a NEGATIVE amount. In other words you will be making an exact duplicate as the first invoice, but with a NEGATIVE amount. Refer to Cash Receipts for an explanation of how to apply and therefore, remove these invoices from the file.



PSSST!! THE BEST WAY TO CORRECT AN ERROR IN INVOICING AND/OR PRIOR RECEIVABLES IS NOT TO MAKE ONE IN THE FIRST PLACE. EASY FOR ME TO SAY, ISN'T IT !!

Monthly and Misc. Processes

This feature contains various functions which are performed once a month and/or less often than others.

The Commission Processing system is an option which will appear as selection '3' on systems which have the option implemented. Further details can be found in the Commission Processing Appendix.

Upon selecting function '6', the following submenu will appear as follows:

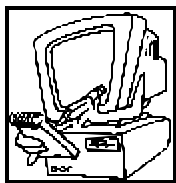
```

[Monthly and Misc. Functions]
1. Monthly Finance/Service Charges.....
.....
2. Collection/Dunning Letters
3. Commission Processing
4. Monthly Statements to Customer
5. Cash Receipts Analysis
6. Auto-Billing Processing
7. Deposit Processing
8. Customer Days-to-Pay
9. Month-End-Closing - AR
C. Code and Lookup Tables
D. Change Working Date
L. List Monthly Activity
H. Search AS/AP Help System
R. Rebuild Receivable Index Keys
T. Terms and Status Changes
S. Message System
<Esc> - Return to Previous Menu

```

Monthly Finance/Service Charges

The Finance Charges module adds late charges to all customers whose invoices are 30 days past due.



NOTE: IT IS POSSIBLE FOR YOUR DEALER TO REINSTALL THE PROGRAM FOR EITHER 30, 45, 60 OR 90 DAY PERIODS BEFORE FINANCE CHARGES ARE APPLIED.

If you don't want a particular customer to get charged finance charges when this option is run, you can enter that information in the customer's master record.

You can run finance charges by Company/Division, or you can run all companies/divisions at one time. The advantage here is that you can alter the receivables posting account, if you have the Ledger activated, so that individual company receivables can be maintained.

Some companies charge a minimum service charge. If you want to use a minimum, you must set it up in the Company Master File (Refer to the Utility Manual). If the calculated finance charge is less than the minimum, the minimum will be substituted.

Selecting function '1' will prompt you:

```
This Option Runs Finance Charges For
This Period. Do You Want To
Continue?
```

A <N>o will return you to the Monthly and Misc. Functions submenu. A <Y>es will further prompt you:

```
THE SYSTEM WON'T COUNT LINE ITEMS THAT
ARE MARKED TO BLOCK FROM AGING. DO YOU
WANT TO SKIP ALL CREDITS WHETHER OR NOT
THEY ARE MARKED?
```

Responding either <Y>es or <N>o MAY further prompt:

```
YOUR SYSTEM FLAGS ARE SET TO CHARGE FINANCE
CHARGES FOR ITEMS PAST DUE MARE THAN (nn) DAYS.
DO YOU WANT TO CONTINUE?
```

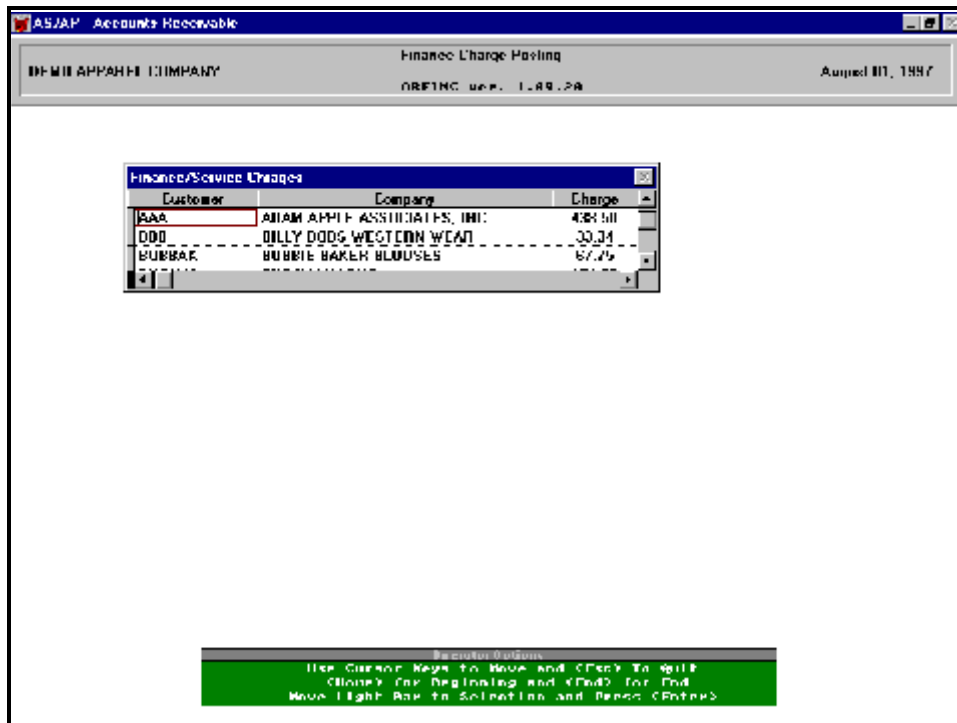
A <N>o will return you to the Monthly and Misc. Functions submenu. A <Y>es will further prompt:

```
For Which Division (<A> for All, <Esc> to Quit)? ..
```

You must enter a one digit company/division number or an <A> for All.

The finance charge routine can only be run once each period, for each company. The End Of Month routine will reset this program so that it can be run again during the following period. If you attempt to run this option twice during the same period (no matter what the date you used to come into the system), you will receive a message and be returned to the Monthly and Misc. Functions submenu.

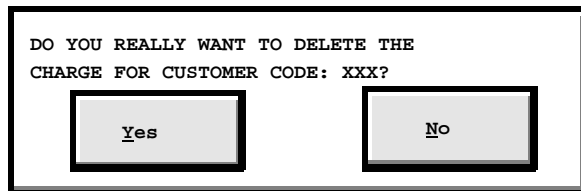
After entering a valid company/ division number you will receive a 'File Preparation...' message. Then the following screen will be displayed (shown below with sample data):



Pressing <Enter> to edit the finance charges of a specific customer further prompts, at the bottom of the screen (in the Operator Options box):

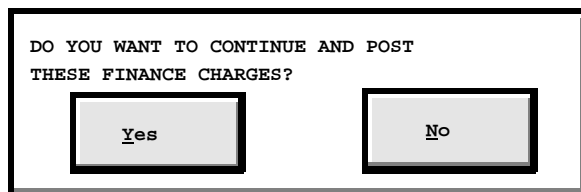
EDIT THE AMOUNT OF FINANCE/SERVICE CHARGE

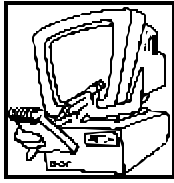
To delete the charge for a customer, select the desired customer and press the ete key. The user will then receive the following prompt:



Both prompts will return the user to the Finance/Service Charges screen, however, <Y>es will first delete the finance/service charge.

Once complete, pressing <Esc> will further prompt:





NOTE: IF ANY MISTAKES WERE MADE, SAY <N>O TO ABORT ANY ADDITIONS/CHANGES/DELETIONS THAT WERE MADE.

A <N>o will return you to the Monthly and Misc. Functions submenu, ignoring anything that was just entered or edited. A <Y>es, on the other hand, will further prompt:

Invoices Will Be Posted To These General Ledger Accounts...

	Account	Dept.
Sales Account: (description)	xxxx	xxx
A/R Account: (description)	xxxx	xxx

Do You Want To Change These Account Numbers?

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

This feature allows you to post the Prior Receivables invoices to different accounts. If you do your own work by batch, you can use this as a means of posting prior invoices for a wide variety of departments and/or companies, should you need that capability.

If you want to change the accounts, enter a <Y>es. The cursor will move into the Sales account number field and you can type in your new account number. If you want to retain the account, which is already there, select <N>o. Each account is checked for validity, and if the account is not found, you will be allowed to enter the account again. Any changes made are valid for this prior receivables cycle only. Once all changes have been made, you will be prompted:

Accept These New Account Numbers?

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

A <Y>es will save the changes that you have made to the existing account numbers for this cycle. Then, or if you responded <N>o to the prompt about changing the account numbers, you will be prompted:

Post To Period 1

Once a valid period has been entered the following prompt will appear:

Is It Ok To Continue?

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

Once <Y>es has been selected, you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Monthly and Misc. Functions submenu.

Collection/Dunning Letters

Sometimes it is necessary to send reminders to customers who have not paid their bills on time. **AS/AP™** allows for 3 different letters to be tailored by you. To save you time, these letters can be automatically processed using this function.

This function ages each (customer) account. If the customer has no invoices over 30 days, then no letter is printed for that customer. If any invoices are over 30 days, (but less than 59 days), then letter #1 will be prepared for him. If any invoices over 60 days (but less than 89 days), then letter #2 will be prepared for him, and if he is over 90 days, then letter #3 will be prepared for him. Each letter can be different. We suggest stronger and stronger language in each of the letters, beginning with a reminder, going to a strong demand in the third letter.

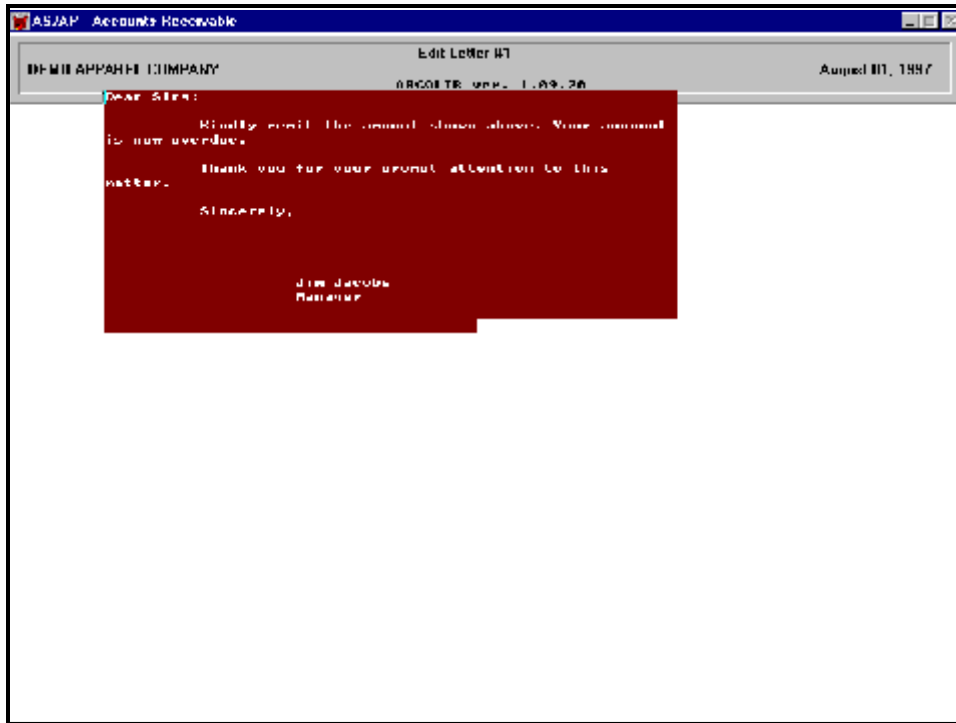
When you select '2', you will receive this submenu:

```
[Collection Letters]
1. Edit Letter #1 [Over 30 Days]
..
2. Edit Letter #2 [Over 60 Days]
3. Edit Letter #3 [Over 90 Days]
4. Print Collection Letters
<Esc> - Return to Previous Menu
```

Edit Letter #1

Letter '1' is to be used for those invoices that are 'Over 30 Days' old. The box at the top of the screen will display which letter you're working on. The procedure for adding a new letter, or editing an existing letter, is the same.

Upon selecting '1', the screen will clear and display a large area into which you can write your letter. For example, a typical letter might be typed as (shown below with sample data):



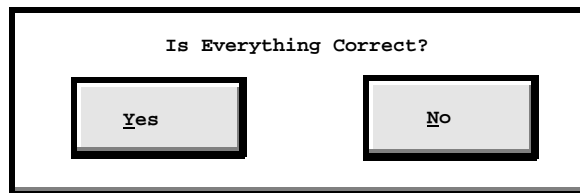
There are some rules to follow in typing in the collection letters.

First, you have 17 lines in which to use, each line being 60 characters wide, except the 17th line which is only 39 characters wide.

Second, **AS/AP™** editing features will work while typing in your letter. You may back up to change anything by writing over the top of what is already there. Your letter will print exactly as you see it on the screen. There are no 'wrap-around' features such as you might find with a word processor. If you come to the end of a line, and break a word in the middle, the program will go right on to the next line. If you do not want to break the word there, then you must stop short of the end of the line and press <Enter> to go to the next line.

And last, **AS/AP™** will **NOT** insert any information into the body of the letter. You cannot use this option to list what invoices are overdue (use Statements for that), or to personalize the letters by addressing them to 'Dear George' etc.

When you have finished entering your letter, you will be prompted:



A <N>o returns you to the top of the letter to make any corrections. A <Y>es will accept the letter and return you to the Collection Letters submenu.

Edit Letter #2

Letter '2' works the same as Selection '1' above, except that it is to be used for those invoices that are 'Over 60 Days' old.

Edit Letter #3

Letter '3' works the same as Selection '1' above, except that it is to be used for those invoices that are 'Over 90 Days' old.

Print Collection Letters

Selection '4' displays another submenu:

```
[Print Letters]
1. Only Letter #1 [30 to 59 Days]
2. Only Letter #2 [60 to 89 Days]
3. Only Letter #3 [Over 90 Days]
4. Print All Collection Letters
<Esc> - Return to Previous Menu
```

The only prompt asked of all four options, above, is:

```
Do You Want To Print Your Return
Address On The Letters?

Yes      No
```

A <Y>es will print your return address in the upper left corner of the letter. A <N>o will NOT print a return address, in the event you wish to copy these letters onto company letterhead.

If your system is set up for factoring, you will also receive this prompt:

```
Do You Want The Factored Receivables
Also?

Yes      No
```

If you do not have factoring active on your system, or after you respond to the previous prompt, the following prompt will appear:

```
Do You Want To List The Individual
Items In The Letter?

Yes      No
```

Responding with either <Y>es or <N>o will further prompt:

```
Do You Only Want To Show Past Due
Items And Amounts?

Yes      No
```

Responding either <Y>es or <N>o will further prompt for you to turn on your printer and press any key to begin printing. Once

the printing is complete, you will be returned to the Monthly and Misc. Functions submenu.

Each letter will print the current date, name and address of the customer to whom the letter is going, a statement (i.e. - RE: Delinquent Account), the body of the letter, and at the bottom of the letter, a summary accounts aging (See "**All Collection Letters**" for a sample letter).

Letter #1 Only

This option will print *all letters* that have past due balances in the 30-59 day range.

Letter #2 Only

This option will print *all letters* that have past due balances in the 60-89 day range.

Letter #3 Only

This option will print *all letters* that have past due balances greater than 90 days.

All Collection Letters

This option prints *all letters* regardless of past due date ranges.

A typical collection letter might look something like the following sample:

Company's Return
Address Printed Here
If Desired

August 1, 1997

RE: Delinquent Account
Account Balance: 915.30

Gentlemen:

Our records show that your payment to us is now
30 days overdue.

If you have already made payment, please disregard
this notice, and accept our thanks.

If you have not yet paid, please send your remit-
tance today.

Thank you,

Nancy B. Smith, Mgr.

The total current amount due is 640.34
Over 30 Days = 274.96
Over 60 Days = 0.00
Over 90 Days = 0.00
Over 120 Days = 0.00

The total delinquent amount is 274.96

There are several variations of the above letter, that the computer *automatically* generates.

- * If there are NO balances over 60, 90 or 120 days, the system will ONLY print the *Over 30 Days* line.
- * If there are NO balances over 90 or 120 days, the system will NOT print the two lines, *Over 90* and *Over 120*.
- * If there are NO balances over 120 days, the system will NOT print the *Over 120* line at the bottom of the letter.
- * Also, if there are no balances in the *Over 120* slot, the system will NOT use the word *Delinquent* at the top and bottom of the letter. The expression *Past Due* will be used instead.

After the last letter has been printed, you will be returned to the Collection Letters submenu.

Commission Processing

Commission Processing is an Optional Module which does not appear on all systems. If it is NOT on your menu, please contact your dealer.

When you select '3' from the Monthly and Misc. Functions submenu, you will receive the following submenu:

```

[Commission Options]
1. Add Commission .....
..
2. Edit/View Commission
3. Pay Commissions
4. Commissions Paid This Period
5. Sales Commission Register
6. Commissions Payable Schedule
7. Commissions Selected for
Payment
8. Update Commission Payments
9. Purge Selected Commissions
<Esc> - Return to Previous Menu

```

This module is fairly easy since most commissions are automatically passed to the commission file from the End of Day process (refer to Sales manual).

Add Commission

Function 1 is designed to supplement the automatic update from the Sales module. It allows you to add line items that did not automatically get passed to the commission file.

Upon selecting '1', you will receive the following prompt:

Enter the Invoice Number (<Esc> to Quit)

Followed by:

Enter the Salesrep's Code (<Esc> to Quit)

After entering a salesman's code, the following screen will appear:

```
Invoice # 001000
Customer.....
Salesrep..... 0001
Inv. Date.... / /
Inv. Net..... 0.00      Inv. Paid.... / /
Commission (%)... 0.00
```

After entering the information requested, the following prompt will be added to the bottom of the screen:

```

      Add This Invoice To File?
  _____
  |  Yes  |  |  No  |  | Cancel |
  |_____|  |_____|  |_____|

```

A <C>ancel will ignore the record just entered and return you to the 'Invoice No.' prompt. A <N>o will return you to the 'Customer' field allowing you to make any necessary corrections to this record. A <Y>es will update the file and return you to the 'Invoice Number' prompt to continue manually entering commissions.

Once complete, pressing <Esc> will further prompt:

```

      Update Commission File?
  _____
  |  Yes  |  |  No  |  | Cancel |
  |_____|  |_____|  |_____|

```

A <C>ancel will return you to the Commission Options submenu without updating the commission file. A <N>o will do the same. But, a <Y>es will update the commission file and return you to the Commission Options submenu.

Edit/View Commission

Function 2 allows you to edit both the automatic and manually added commissions or to simply view them on the screen.

Upon selecting '2', you will receive the following prompt:

```
Salesrep's Code to view just one (<Esc> to Quit)? .....
```

Once entering a valid salesrep code the following prompt will appear:

```
Begin at what Invoice (<Esc> to Quit or blank for All) .....
```

You can select a starting invoice number or select ALL by leaving the field blank and pressing <Enter>. Entering an invalid invoice number will display an error message and return you to the Commission Processing submenu. After making your selection, the commission records will be displayed, as follows:

Line	Invoice	Commission	Slsm	Invoice	Percent	Amount
006288	05/02/97	0.00	R001	062.00	10.00	06.20
006289	05/02/97	0.00	R001	062.00	10.00	06.20
006290	05/05/97	0.00	R001	2212.00	10.00	221.20
006291	05/05/97	0.00	R001	2212.00	10.00	221.20
006292	05/05/97	0.00	R001	2630.00	10.00	263.00
006293	05/05/97	0.00	R001	2630.00	10.00	263.00
006294	05/05/97	0.00	R001	2630.00	10.00	263.00
006295	05/05/97	0.00	R001	2630.00	10.00	263.00
006296	05/05/97	0.00	R001	2630.00	10.00	263.00
006297	05/05/97	0.00	R001	1020.00	10.00	102.00
006298	05/05/97	0.00	R001	1020.00	10.00	102.00
006299	05/05/97	0.00	R001	1020.00	10.00	102.00
006300	05/05/97	0.00	R001	1020.00	10.00	102.00

You can scroll through the screen to edit a commission, simply scroll the light bar to the item and press <Enter> to edit. When <Enter> is pressed the following edit screen will appear for the selected commission:

```

Slsm      Sub Total      Commiss.      Percent      Inv Paid
0001      1020.00      0.00         10.00      08/05/97
    
```

You will be allowed to edit the salesman number, the commission percentage and the invoice paid date. After making any changes, you will be prompted:

Is It Ok To Update The Commission File?

Yes

No

Cancel

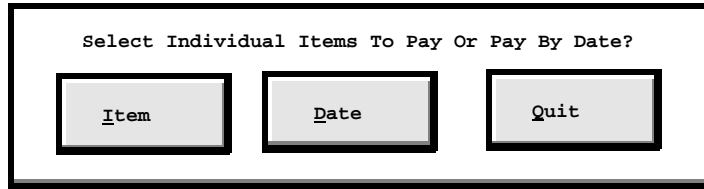
A <N>o will return to the salesman field so that the operator can make any further changes. A <Y>es will update the record and return to the screen so that the operator can scroll through the screen making any additional corrections to the commissions. A <C>ancel will simply return back to the 'Select Line to Edit' screen without updating.

When you are through making changes or viewing the records, press <Esc> to return to the Commission Processing submenu.

Pay Commissions

Function '3' allows you to select those commissions that you want to pay.

Your first prompt, upon selecting '3', will be:



A <Q>uit will return you to the Commission Options submenu. See the next two selections for further information on the other two options, <I>tem and <D>ate.

Pay By Item

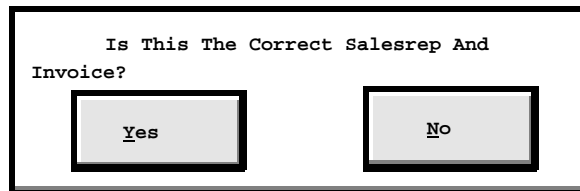
If you choose to select the commissions to be paid per item, select <I>tem and you will be prompted for:

Inv #	Date	Customer #	Slm	Net Invc.	%	Comm Amt	Inv Paid	Comm
.....								

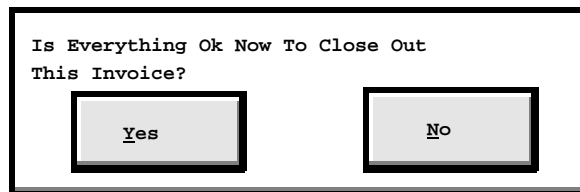
Press <Esc> When Finished

Entering an invalid invoice number will display an error message and return you to the 'Inv #' prompt.

After entering a valid invoice number, the invoice data will be displayed and the cursor will be on the salesman field. After pressing <Enter>, the next prompt will be:



If the invoice/salesman combination selected is NOT the one you want to pay, answer <N>o and you will be returned to the 'Inv. #' prompt. A <Y>es will continue by prompting for the 'Commission' date. The system date will default in as the current date. You can change the date or press <Enter> to accept the default value. The next prompt will be:



A <N>o will reset the invoice as it was and will return you to the 'Inv. #' prompt. A <Y>es will accept the line and return you to the 'Inv. #' prompt to continue manually selecting invoices to pay commissions on.

When you are finished selecting invoices to pay commissions on, press <Esc> at the 'Inv. #' prompt and you will then be prompted:

```

Is Everything Ok To Update The Files?

  Yes           No
  
```

A <N>o will ignore any changes made and returns you to the Commission Options submenu. A <Y>es will update the files, displaying the following messages as it performs the updates:

```

Do You Want To Run The Update To Mark
Commissions Paid Now?

  Yes           No
  
```

A <N>o, at this point, will return you to the Commission Options submenu. A <Y>es will further prompt:

```

Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?
  
```

After the files are updated, you will be prompted to turn on your printer and press any key to continue. This will print a Commission Journal report. When the printing is complete, you will be returned to the Commission Options submenu.

Pay By Date

If you choose to select the commissions to be paid by date, select <D>ate and you will be prompted for:

```

Enter Salesrep's Code  ..... Through What Invoice Date?  .../.../...

<Blank> for All Salesrep's <Esc> to Quit
  
```

The 'Through Date' will default in with the current working date. After entering a salesman number and date, you will be prompted:

```

Is This The Correct Salesrep And
Invoice Date?

  Yes           No
  
```

If the invoice/date combination selected is NOT the one you want to pay, answer <N>o and you will be returned to the 'Salesrep Code' prompt for reentry. A <Y>es will continue by displaying the following prompt:

Mark Date Commissions are Paid mm/dd/yy

Only Pay Commissions For Paid Invoices?

<u>Y</u> es	N <u>o</u>
-------------	------------

The current working date will be displayed as the date that the commissions will be paid. Selecting <Y>es will ONLY mark those records of invoices that have been paid. A <N>o will mark ALL the records for the above salesman/date combination. The next prompt will be:

Is This Data Correct To Proceed?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will ignore any changes made and returns you to the 'Salesman Code' prompt. A <Y>es will update the files, listing the invoices that it is selecting for payment. You will then be returned to the 'Salesman Code' prompt to make further selections for payments.

When you are finished selecting records to pay commissions on, press <Esc> at the 'Salesman Code' prompt and you will then be prompted:

Is Everything Ok To Update The Files?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will ignore any changes made and returns you to the Commission Options submenu. A <Y>es will update the files, displaying the following messages as it performs the updates:

Do You Want To Run The Update To Mark Commissions Paid Now?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will return you to the Commission Options submenu, while a <Y>es will further prompt:

Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?

After the files are updated, you will be prompted to turn on your printer. This will print a Commission Journal report. When the printing is complete, you will be returned to the Commission Options submenu.

Commissions Paid This Period

Function '4' allows you to print a report, either by region or salesrep, of those commissions that were paid using selection '3'.

Your first prompt, upon selecting '4', will be:

Report by <R>egional Office or <S>alesrep, (<Esc> to Quit)?

If <R>egional Office is selected the following prompt will appear:

Do You Want The Paper To EJECT
Between Salesreps?

<u>Y</u> es	<u>N</u> o
-------------	------------

Either response will then prompt:

Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?

You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Commission Options submenu.

If you select by <S>alesrep, you will be prompted:

Do You Want The Paper To EJECT
Between Salesreps?

<u>Y</u> es	<u>N</u> o
-------------	------------

Select whether you want each salesman's figures on separate sheets.

Next you will receive the following prompt:

```
Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?
```

Either response will display the following message:

```
One Moment While Setting Up Files...
```

If there are no paid commission records in the file, you will receive an error and be returned to the Commission Options submenu. After the files are prepared, you will see:

```
A Few More Moments While Indexing The Files...
```

After the files are indexed based on your selection of regional or salesrep, you will be prompted to turn on your printer. When the printing is complete, you will be returned to the Commission Options submenu.

Sales Commission Register

Function '5' allows you to print a report, either by region or salesman, of all the commission records for those invoices which have been paid or for both paid and unpaid invoices, that are still in the Commission File to be paid using selection '3'.

Your first prompt, upon selecting '5', will be:

```
Do You ONLY Want Commissions For PAID
Invoices?
Yes No
```

A <Y>es will only list those invoices from the commission file which have a paid date. A <N>o will list all the records in the file. The next prompt will be:

```
Report by <R>egional Office or <S>alesrep, (<Esc> to <Q>uit) ?
```

If <R>egional Office is selected the following prompt will appear:

```
Do Want The Paper To EJECT Between
Salesreps?
Yes No
```


Either response will then prompt:

Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?

You will then receive the following prompts:

Enter Sort Data as Required (or leave Blank) :

Starting Date / /

Ending Date / /

You will then be prompted to enter the region that you wish to use and then the following:

Are the Dates for Sorting <I>invoice Dates or date invoice is <P>aid? ..

The following prompt will then appear:

Proceed With Processing?

<u>Y</u> es	N <u>o</u>	C <u>a</u> ncel
-------------	------------	-----------------

A <C>ancel will return you to the Commission Processing submenu. A <N>o will return you to the 'Starting Date' field allowing you to re-enter your date ranges. And a <Y>es will continue by setting up and indexing the files. You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Commission Options submenu.

If you select by <S>alesrep, you will be prompted:

Do You Want The Paper To EJECT
Between Salesreps?

<u>Y</u> es	N <u>o</u>
-------------	------------

Select whether you want each salesrep's figures on separate sheets.

Next you will be prompted:

Do You Want To Show Percentages
Rounded To The Nearest Whole Number
(Integer)?

Either response will further prompt:

Enter Sort Data as Required (or leave Blank) :

Starting Date (<Esc> to Quit).... / /

Ending Date (<Esc> to Quit)..... / /

After selecting a valid date range (or selecting ALL by leaving both fields blank), the following prompt will be added to the bottom of the screen:

Enter REGION code to select region, Blank for ALL regions

You will then be prompted:

Proceed With Processing?

Yes	No	Cancel
-----	----	--------

A <C>ancel will return you to the Commission Options submenu. A <N>o will return you to the 'starting date' field to allow you to re-enter your date ranges. A <Y>es will continue with:

One Moment While Setting Up Files...

Followed by:

A Few More Moments While Indexing The Files...

After the files are indexed based on your selection of regional or salesman, you will be prompted to turn on your printer. When the printing is complete, you will be returned to the Commission Options submenu.

Commissions Payable Schedule

Function '6' allows you to print a report, either by region or salesman, of all the commission records for those invoices which have NOT been paid, that are still in the Commission File to be paid using selection '3'.

Selection '6' works the same as selection '4'. Refer to that section for the prompts you will receive.

When the report is finished, you will be returned to the Commission Processing submenu.

AUTOMATIC POSTING TO ACCOUNTS PAYABLE FROM COMMISSION PROCESSING AND UPDATE TO G.L. IS CONTROLLED BY A SYSTEM FLAG.

Commissions Selected for Payment

The first prompt that you will receive upon selecting option '7' is:

```
Do You Want To Show Percentages  
Rounded To The Nearest Whole Number  
(Integer)?
```

After making your selection you will receive the following message:

```
Setting Up Files...
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Commission Options submenu.

Update Commission Payments

Once you have selected this option, '8', the following prompt will appear:

```
Do You Want To Run The Update To Mark  
Commissions Paid Now?  
  
Yes      No
```

A <N>o will return you to the Commission Options submenu. A <Y>es, on the other hand, will further prompt:

```
Do You Want To Show Percentages  
Rounded To The Nearest Whole Number  
(Integer)?
```

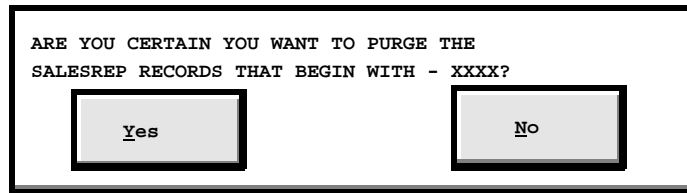
You will then receive a 'Setting Up Files..' message and be prompted to turn on your printer and press any key to begin printing. Once complete you will be returned to the Commission Options submenu.

Purge Selected Commissions

The first prompt that you will receive, upon selecting option '9' from the Commission Options submenu is:

```
Enter the Salesrep to Purge (<Esc> to Quit) .....
```

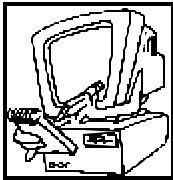
Once a valid salesrep has been entered the following prompt will appear:



A <N>o will return you to the 'Enter Salesrep' prompt where you can choose to either quit (press <Esc>) or enter a new salesrep code. A <Y>es will display the following message:

PURGING SELECTED RECORDS

Once complete, you will be returned to the 'Enter Salesrep' prompt allowing you to continue purging salesrep's or, if finished, quit to the Commission Options submenu.



NOTE: THIS WILL PURGE EVERYTHING IN THE FILE FOR THIS REP! IT'S ALL OR NOTHING IN THIS FILE.

Monthly Statements to Customer

AS/AP™ provides the ability to print Customer Account Statements at any time. Unlike other systems, it is not necessary to print the statements at any particular time such as immediately before or after the End of Month.

When Statements are printed, the system lists all Open Invoices and ONLY Open Invoices for the Customer with the exception of COD Invoices (Terms Codes 'I' or 'S') and factored Invoices.

C.O.D. Invoices are a strange set. The AS/AP™ system reserves 2 Terms Codes for COD. These are 'I' which represents standard COD and 'S' which is used for COD - Cash Only. These codes are also recognized by our UPS Package Manifest system.

Assuming COD is used properly, you would not want an Invoice that was sent UPS - COD to be listed on a Statement because the payment is NOT supposed to be mailed to you. Rather, it is to be paid to UPS when the package is delivered.

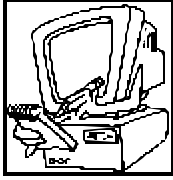
One of the System Flags activates a balance forward Statement System. Unlike the Open Item Statement, Balance Forward Statements must be printed prior to the monthend closing, and must also be mailed every month, whether or not there were new invoices for the customer.

This type of Statement is generally reserved for the Credit Card Companies and Utilities. Manufacturers and Distributors usually try to avoid this method of accounting.

The Aging Break Points and Titles used on the Customer Statements are defined and maintained from the Accounts Receivable Aging Menu. Any changes made in the titles or break points will be immediately reflected in Statement Printing.

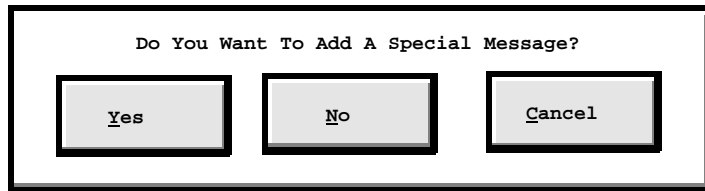
In some cases it is desired to block the printing of statements for certain customers. If you want your customers to receive a statement, enter true to this field.

Function '4' prints an 'Open Item' Statement on preprinted forms. There are currently 4 styles of preprinted statement forms which must be pre-installed by your dealer. These forms may be obtained from **AS/AP™** of Georgia, Inc., MOORE or other computer form suppliers. The program uses statement forms which are compatible with software from Accounting Plus by ASK MICRO Inc. As another option, you can have your printer print them, or you can obtain them through your Computer Consultant. (NOTE : A fifth form can be printed on the HP LaserJet which prints on plain paper or stationary.)



NOTE: IF YOU DO NOT WANT A STATEMENT TO PRINT FOR A CERTAIN CUSTOMER, YOU MUST INDICATE THIS IN THE CUSTOMER MASTER FILE, BY ENTERING <F>ALSO IN THE STATEMENT FIELD.

When you select function '3' (or '4' depending on how your system was set up), you will first be given the chance to select the printer that you will be using from the Printer Selection Window receive the following prompt:



The special message has two lines of up to 40 characters each in which you can thank, advertise, advise, or eulogize. This message is only applicable for this run of statements, and is not stored. If you wish to preset messages, refer to the Utility Manual, Customer Master File.

A <C>ancel will return you to the submenu. A <N>o will take you to the statement printing menu (or the 'Balance Forward' prompt below, depending on your system set-up). A <Y>es will prompt the following:

Enter System Message Code to Use (<0> to Enter You Own)

Either enter <0> for your own message, or enter the number of a pre-established system message. The following lines will then appear, either defaulting in with the selected message, or allowing you to enter it on your own:

Message Line 1
Message Line 2
Message Line 3
Message Line 4

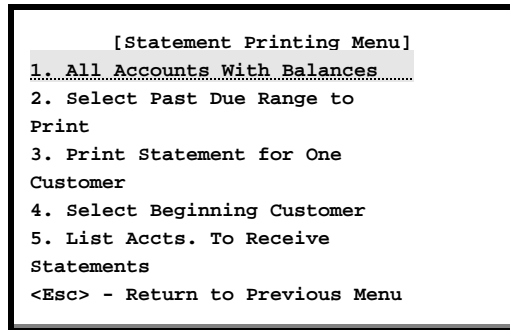
Message Line 2 will NOT print if Auto Billing Code #9 is used.

Type in your message. After you enter the fourth line, you will receive another menu or, depending on your system set-up, you may receive the following prompt:

Do You Want To Print A Balance Forward Statement (Y/N) ..

A <Y>es for Balance Forward Statements will print all of the invoices, payments, credit memos, etc. and display a slightly different 'Statement Printing' menu.

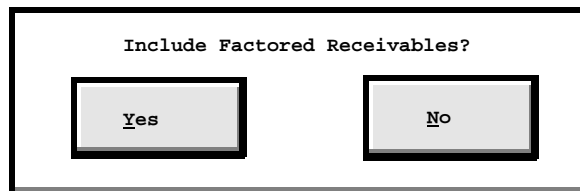
A <N>o will only print the open items and display the following submenu:



All Accounts With Balances

Selection '1' will print statements for all customers that have any type of balance - current or past due. However, COD Invoices are not shown, for obvious reasons. The system identifies the COD Invoices by their terms codes (1 and S). If your company issues COD Invoices that are not truly COD or are handled in a slightly different manner, you can define another Terms Code for these COD Invoices and then the computer will print them on your AR Customer Statements just like any other Invoice.

If your system is set up for factoring some additional questions may appear. Not all factored system are able to list the factored invoices in the same manner although the question will appear on ALL systems that have factoring active. You will receive the following prompt:



Choose whether you want factored accounts to be included in the selection of statements.

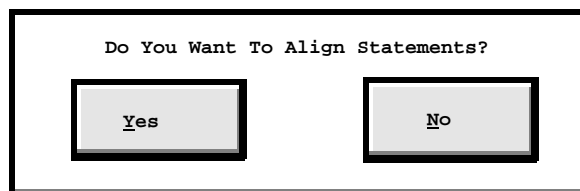
Next you will see:

Setting Up File...

After the file preparation is complete, you will be prompted:

Place Form In Printer, Press Any Key To Begin Printing (<Esc> to Quit)

Press any key **AFTER** you have loaded the statement forms in the printer. You will then be prompted:



If you answer <N>o, you will begin printing statements. However, if you accept the default of <Y>es, a sample statement will print. You will then be prompted:

More Alignment Statements?	
<u>Y</u> es	N <u>o</u>

If the statements are not aligned as you want them, make your adjustments and press <Enter> to run another test copy. Continue this process until the alignment is the way you want it.

After you have the statement forms aligned, enter a <N> at the 'More Alignment' prompt. Printing will then begin and continue until all selected statements have printed. If the number of open items exceeds one page, a message will be printed on the statement telling you that the statement is continued on the next page.

After the last customer's statement has printed, one more statement will print. It will not line up exactly with the preprinted lines, but will show the totals for all the statements which just printed. This is a summary statement for your records.

When the printing is completed, you will be returned to the Monthly and Misc. submenu.

Select Past Due Range to Print

Selection '2' allows you to selectively print statements for only those that have balances between a day range that you choose.

If your system is set up for factoring, you will receive the following prompt:

Include Factored Receivables?	
<u>Y</u> es	N <u>o</u>

Choose whether you want factored accounts to be included in the selection of statements.

The next prompt will be:

Include Balances Older Than (days)0

Followed by:

But Not Older Than (days)? (9999=all)

After selecting the day range, the following message will be displayed:

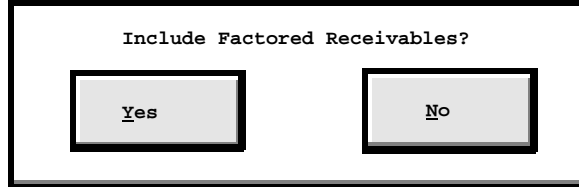
Sorting In Progress...

After the sort is complete, you will receive the printer prompt (Refer to Detailed Printing Instructions).

Print Statement for One Customer

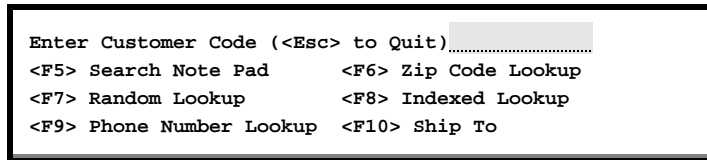
Selection '3' allows you to print a statement for only one client.

If your system is set up for factoring, you will receive the following prompt:



Choose whether you want factored accounts to be included in the selection of statements.

The next prompt will be:



After entering a customer number, the following message will be displayed:

Sorting And Indexing In Progress...

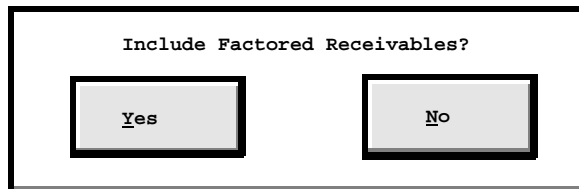
If the Customer does not exist, there are no open invoices for the customer selected, or the clients Master file has a <F>alse in the statement field, you will be advised and be returned to the Monthly and Misc. submenu.

A customer with a balance will be followed by the printer prompt.

Select Beginning Customer

Selection '4' is used to reprint your statements, in the event of a paper jam. It is only intended for someone who selected number '1', but, had a problem and wants to restart.

If your system is set up for factoring, you will again receive the following prompt:



Choose whether you want factored accounts to be included in the selection of statements.

You will then be prompted for the customer number for which to begin the reprinting of statements with:


```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To

```

After entering a customer number, the following message will be displayed:

```
Sorting And Indexing In Progress...
```

If the Customer does not exist, there are no open invoices for the customer selected, or if the customers Master file includes a <F>also in the statement field, you will be advised and be returned to the Monthly and Misc. submenu.

If the Customer has a balance the previous prompt will be followed by the printer prompt.

List Accounts to Receive Statements

Upon selecting option '5' from the Statement Printing submenu the following message will appear:

```
Sorting Data for Report...
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Monthly and Misc. Functions submenu.

Cash Receipts Analysis (Optional)

This selection runs a reports that evaluates the cash receipts for each salesperson.

The first prompt that you will receive, upon selecting option '5' is:

```

List Cash Receipts for Which Dates?

Beginning Date (<Esc> to Quit)  ..\.\.\.
Ending Date (<Esc> to Quit)    ..\.\.\.

```

Both date fields will default in with the current working date. Either accept this date by pressing <Enter> or enter new date(s). Once complete, you will further be prompted:

```

Print Register Sorted By:

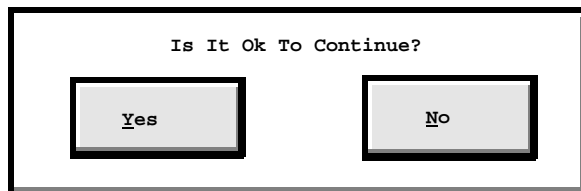
  Date      Salesrep

```

Responding with <S>alesrep will first prompt the following:

Enter Salesrep's Code or Leave Blank For All

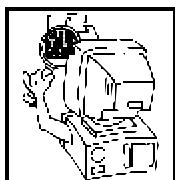
Then either response will further prompt:



A <N>o will return you to the Monthly and Misc. Functions submenu. A <Y>es will display both a 'Sorting Data...' and a 'Building Indexes...' message. You will then be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Monthly and Misc. Functions submenu.

Auto-Billing Processing

The Auto Billing System is a special custom module that will produce repetitive bills to customers on a periodic basis. It is used for Rent Changes, Yearly (or Period) Service and Contract Fees, Monthly Maintenance, etc.

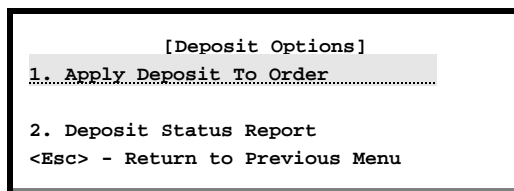


THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Deposit Processing

This Option enables the user of a system with Deposit handling Active, to coordinate deposits to Open Sales Orders.

The first prompt that will appear upon selecting this option is the following submenu:



If you are interested in this available option, or require further documentation, please contact Technical Support.

Customer Days-to-Pay

The Days-to-Pay program gives the operator the option to display on the screen or print the statistics on the selected customer. It is important to remember that the numbers are only as accurate as the people entering the data. If credits are issued or adjustments made, they should be backdated to the date of the original document in order to prevent the Days-to-Pay calculation from being thrown out of position.

The first prompt that will appear, once this option has been selected is the following submenu:

```

[Customer Days-To-Pay]
1. On-Screen Review.....
..
2. Print Days-To-Pay
<Esc> - Return to Previous Menu

```

On-Screen Review

Upon selecting option '1', the following prompt will appear:

```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup        <F8> Indexed Lookup
<F9> Phone Number Lookup  <F10> Ship To

```

Once a valid customer code has been entered, the following screen will be displayed (shown below with sample data):

Days-To-Pay for Customer: AAA - ADAM APPLE ASSOCIATES, INC.

Days To Pay	# Inv	\$ Amt	YTD Avg. Days	Avg. Amt	---LST YR---	# Inv	\$ Amt
On Time	12	35908.00	-3.3	2992.33		0	0.00
1 - 14	3	2173.00	10.0	724.33		0	0.00
15 - 29	4	4506.00	19.2	1126.50		0	0.00
Over 30	141	348105.00	253.8	2468.82		0	0.00
Total:	160	390692.00				0	0.00
Average:			224.13	2441.82			
Average Days-To-Pay - Current Year			210.192	Last Year	0.000		

Press Any Key To Continue...

Once complete, pressing any key will return the user to the 'Customer Code' prompt. If complete, pressing <Esc> from the customer prompt will return the user to the Customer Days-To-Pay submenu.

Print Days-To-Pay

The only prompt that the user will receive, upon selecting option '2' is to turn on the printer and press any key to begin printing. Once the printing is complete, the user will be returned to the Customer Days-To-Pay submenu.

Month-End-Closing - AR

The Accounts Receivable Monthend Closing function archives the Month to Date Cash Receipts, clears the Open Invoice file of any completed (closed) invoices, prints a Detailed Sales Invoice Register for the period and a Cash Receipts Register, and increments the Period Counter.

The Accounts Receivable closing covers Accounts Receivable, Sales Order Processing, and Inventory Control.

This option Closes Receivables and Sales and increments the Period counter for AR.

Source	Report	Status
Sales	1. Sales Detail RegisterY
A/R	2. Cash Receipts RegisterY
A/R	3. Cash Receipts [CASH]Y
I/C	4. Negative Inventory Variance.N

(Refer To Utility Manual - Appendix E End-of-Month)

The first, very important, prompt that you will receive is the following:

This Closes Receivables for Accounting Period X Ending mm/dd/yy

Enter Next Period Closing Date (<Esc> to End) / /

During this Process the Year-to-Date Invoice Archive File
Will Be CLEARED of All PAID Invoices Older Than mm/dd/yy
If you are NOT Certain What This Message Means...
DO NOT CONTINUE!

The user needs to ensure, at this point, that this option is what is intended. If not, DO NOT CONTINUE!

Code and Lookup Tables

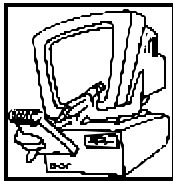
The following familiar Codes Table submenu will be the first prompt that you will receive after selecting option 'C' from the Monthly and Misc. Functions submenu:

```

[Accounts Receivable Codes]
1. Customer Type
.....

2. Invoice Terms
3. Territory
4. Salesrep
5. Source of Customer
6. Credit Rating
7. Account Priority
8. Sales Order Type
9. Ship Via
0. Reason for Credit
<Esc> - Return to Previous
Menu

```



NOTE: FOR FURTHER INFORMATION ON THE CODE AND LOOKUP TABLES, PLEASE REFER TO THE SYSTEM UTILITY MANUAL.

From here simply select the type of table you wish to look-up and it will appear on the screen. Once complete, pressing <Enter> from a table will return you back to this submenu. You can continue looking-up all of the tables you wish. Once complete, pressing <Esc> from this submenu will return you to the Monthly and Misc. Functions submenu.

Change Working Date

The only prompt that you will receive upon selecting option 'D' will be the following:

Enter the date you wish to use or <CR> mm/dd/yy

After entering the new date that your want your system to use, you will be returned to the Monthly and Misc. Functions submenu. **This change will only effect the terminal that was used to change the date.**

List Monthly Activity

The first prompt that you will receive upon selecting option 'L' is:

Enter Date Range for Monthly Activity...

Beginning Date (<Esc> to Quit) / /

Ending Date (<Esc> to Quit) / /

After entering valid dates the following prompt will appear:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Zip Code Lookup
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
```

Once a valid customer code has been entered, you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Monthly and Misc. Functions submenu.

Search AS/AP Help System

The AS/AP™ Help System is intended as a guide to the operation of the AS/AP™ Accounting System.

Our desire is to assist you in finding the location of programs, reports and routines, and to explain what the expected contents of selected data entry fields should be.

Help can be obtained at any time by pressing the <F1> key. You can also search and/or print the Help System for Key Words through a new option under various Utility Menus.

We cannot hope to teach anyone Accounting or Industrial Engineering through several hundred help screens and a little less than 1 million characters, and we make no attempt to do so.

We also try NOT to over simplify our explanations, because that, too, would not be fair to the people who are seeking detailed, accurate instructions and are capable of following and absorbing such instructions.

If you are not able to follow the explanations in some of the more technically oriented areas, either we have failed to explain ourselves adequately or you are in a subject for which you are not qualified.

One way or another it is important to recognize that you have a problem and either seek further advice and training, or the assistance of someone who does understand.

HELP ON HELP

Refer to the FoxPro 'Help System' topic at the end of the help topics (Technical Section) for instructions in the use of the Help System.

USER DEFINED HELP

User defined help can be entered directly through FoxPro.

From the Command Window type:

USE ASAPHELP

which is the AS/AP™ help file that we created to replace FOXHELP.

The BROWSE Command will permit you to browse through the database and view the contents.

When you find the point to add your new topic, press <Esc> which will return you to the Command Window.

From the Command Window, this time, type:

INSERT BEFORE

which will add a record and place the cursor in the TOPIC field.

Once the TOPIC is entered, move the cursor to the CLASS field and enter 'STD APP ALL.' These entries will permit your help to appear at all times when the <F1> key is pressed.

You can then return to the DETAILS field. With the cursor positioned over the word 'memo', press <Ctrl><PgDn> to edit that field.

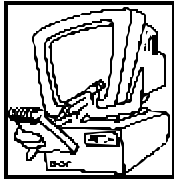
When you are finished, press <Ctrl><W> to close the memo window and <Ctrl><W> again to save the entire Help entry.

This option, 'H', attached to the Accounts Receivable option, as well as the Utility, Additional Utilities selection, displays the following submenu upon selecting it:

```

1. View Help On Screen
2. Print Selected Help
3. Load New Help File
<Esc> - Return to Previous
Menu

```



NOTE: FOR FURTHER INFORMATION ON THE AS/AP HELP SYSTEM, PLEASE REFER TO THE SYSTEM UTILITY MANUAL.

Rebuild Receivable Index Keys

Upon selecting option 'R' from the Monthly and Misc. Functions submenu you will receive a 'Building Index Keys...' message and then be returned to the submenu with a 'Accounts Receivable Indexes...Completed' message.

This function is intended to re-build the index keys in the event that one or more become damaged. You will find a selection on the Utility Menu that permits the operator to re-build all of the indexes throughout the system.

In addition, we have provided more specific re-index functions attached to most menu systems, that are designed to index only the files required by that system.

What is an INDEX?

An index is actually a type of data file that stores information on the location of specific data, from the database to which it is associated.

An example of the purpose and effect of an index is easy to understand.

You have a Customer Master file with 10,000 customers. If you use the XBase command 'LOCATE' to sequentially search for a Customer Code, the further down the file the Code occurs, the longer it will take to find it. This means that you can expect anywhere from one second to several minutes or more for your search, EVERY TIME YOU SEARCH. Obviously, the average is many, many seconds.

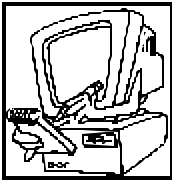
However, if you create an index using the Customer Code as the 'key', the system records the location of each Customer Code in the index file. Creating this index takes a few seconds initially, but, only milliseconds to update when codes are added or changed.

Terms And Status Changes



THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Message System



NOTE: *FOR FURTHER INFORMATION ON THE MESSAGE SYSTEM, PLEASE REFER TO THE GENERAL LEDGER MANUAL.*

Appendix A. Auto Billing

Auto-Billing is an Optional Module which does not appear on all systems. If it is NOT on your menu, and you would like to purchase the module, contact your dealer. Auto Billing, option '6' under the Monthly and Misc. Functions submenu, allows for the automatic billing of customers that are on a periodic service or contract fee basis which is constant from period to period. Such things as monthly service contracts, rental contracts, retainer fees, etc. can be handled with this function.

The Auto-Billing feature actually begins with the entry of certain information in the customer master record.

An explanation for the four fields required for auto billing, 'Auto-Code', 'Period', 'Amt.\$' and 'Acct' (if you have the Ledger active), are listed below:

Auto-Code This field is used to determine which of the 9 different billing descriptions this customer will receive each time an invoice is printed during the auto-billing process. If you want the customer to receive Description #1, then enter a '1' here. If you want this customer to get Description #4, then enter a '4' here, etc.

If you haven't yet entered your descriptions, and you intend to use the auto-billing feature, leave this field blank. You can come back to this customer's record later and make the necessary correction.

Codes '8' and '9' are special codes used for deferred or extended payment plans. The exact workings of these plans will be discussed later on in this chapter. For now all that is necessary to know is that if you enter '8 or 9', you must also enter the total amount the person owes, less the amount that will be billed each cycle. An example of this would be if the person owes \$1000 and you're going to be using an auto billing of \$100 per period. You enter \$100 in the 'Amt \$' field and \$900 in the 'Balance Due' field. The Auto-Billing periods can be chosen the way they are normally chosen. As the Auto-Billing cycle occurs the computer will automatically deduct the amount of the individual invoice from the balance owed, so you will always know how much more is left on the contract.

Period This field is used to specify during which periods this customer will be automatically billed. For example, if you have a service contract with Company B, the terms of the contract might call for you to bill them quarterly. If you are on a 12 period (calendar) year, then you might want to bill during your first, fourth, seventh, and tenth periods. Therefore, you would enter the following in this field: 1, 4, 7, 10 and the program will check to see if your current period is among the periods you listed for this customer (at the time of auto-billing). Notice that the period numbers are separated by commas. You can use a space, comma, period or backslash (/). You do not need any "separator" after the last period number. In the example above, you could also bill during your 2nd, 5th, 8th, and 11th periods. The choice is yours. If you want to bill during every period, leave the field blank (i.e. press <Enter> to accept the blank default).

Amt. \$ This field is used for the amount of the automatic billing. For example, if you run a floor waxing service and you regularly bill this customer \$75.00 per month, then enter \$75.00 in this field. This amount can be changed at any time using the 'Change Customer Data' function.

Acct This field is used for the sales account you want to credit the invoice to when printed using the Auto-Billing feature. If you entered a code of 1 through 9 in the 'Auto-Code' field, this account number is checked for validity. If the 'Auto-Code' is blank, this field can be passed without a valid account number.

Dept This field is used for the three digit department portion of the account number (Refer to the General Ledger Manual).

Balance Due on Contract This field is used in the event that the 'Auto-Code' field contains an '8' or '9'. Enter the amount here of the total amount of the contract, less any amount you entered in the 'Amt \$' field above. The amount shown above plus the amount due on contract is the total amount the person owes at this point.

The Auto Billing feature also provides for nine user-defined billing descriptions to be printed on the auto-billed invoices. These can be changed whenever necessary. When a customer's record is accessed during the billing cycle, the billing description, based on the 'Auto-Code' field for that customer, is what will be printed on the customer's invoice.

Also, based on the 'Period' field in the customer's record, you are allowed to bill during any period(s) you desire. For instance, if you have a customer who should be billed quarterly, then you must set up that customer's file to contain the periods in which he is to be billed. During each billing cycle, your current accounting period is checked against the desired billing period(s) for each customer. If there is a match, then the customer will be billed during that invoicing session.

When you select '6', the following submenu will be displayed:

```
[Auto Billing]
1. Add/Change Auto-Billing Statements
..
2. Run Auto-Billing
<Esc> - Return to Previous Menu
```

Add/Change Auto-Billing Statements

This selection is used to enter or edit the billing descriptions to be printed on the auto-billed invoices. Codes '8' and '9' are special and are to be used for deferred or extended payment plans.

When you select '1' from the Auto-Billing submenu, the following prompt will be displayed:

```
1.
2.
3.
4.
5.
6.
7.
8. Cycle (M)onthly/(Y)early          Credit Toward Balance    0.00
9. Cycle (M)onthly/(Y)early          Credit Toward Balance    0.00

Which Number Would You Like To Change? (<CR> to End) ..
```

Enter the number of the description that you want to enter or edit. The bottom prompt will change to:

```
New Description No. 1 ..
```

When you have completed any changes or additions, you will then be prompted:

```
Do You Want A Printout Of The Current Descriptions? Y
```

A <N>o will return you to the Auto Billing submenu. A <Y>es will prompt you to turn on your printer. When the report is finished printing, you will be returned to the Auto Billing submenu.

Run Auto-Billing

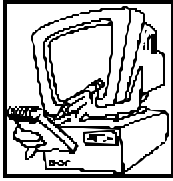
When you select '2', you will be prompted:

```
Run Auto Billing For Which Statement Code (A for All,<Esc> to End) ..
```

You can bill each one of your auto-billing types separately, or you can enter <A>ll and run all customers at one time.

For example, suppose you have more than one company. You may have rentals with some customers through one company, and

a service contract with some customers through another company. If you make billing statement #1 say 'For Rent Due on Your Contract' and billing statement #2 say 'For Your Equipment Service Contract', you can bill these two groups of customer separately. Since you can change the receivables account to which a given billing run is posted, you can, in effect, keep track of the receivables for each company.



NOTE: A GIVEN CUSTOMER CAN ONLY BELONG TO ONE AUTO-BILLING GROUP. USING THE EXAMPLE ABOVE, IF HE IS PLACED IN THE 'RENTAL' BILLING GROUP, THEN HE WOULD HAVE TO BE MANUALLY INVOICED FOR THE 'EQUIPMENT SERVICE CONTRACT'. ONE POSSIBLE 'WORK-AROUND' WOULD BE TO ESTABLISH A NEW AUTO-BILLING CODE WHICH READS: 'EQUIPMENT RENTAL AND SERVICE', ETC. THIS WOULD PERMIT YOU TO BILL BOTH AMOUNTS UNDER THE ONE CODE.

After selecting the Statement code, you will be prompted:

Enter date to go on Auto-Billing/...../.....

The next prompt will be:

Do You Want To Add A Special Message?

<u>Y</u> es	<u>N</u> o	<u>C</u> ancel
-------------	------------	----------------

The special message has two lines of up to 40 characters each in which you can thank, advertise, advise of eulogize. These two lines will print out on each invoice, regardless of the 8 auto-billing descriptions that the customers get. This message is only applicable for this run of invoices, and is not stored.

A <C>ancel, at this point, will return you to the Monthly and Misc. Functions submenu. A <N>o will prompt for if you want to print alignment invoices. And a <Y>es will prompt you for:

Message Line 1
Message Line 2

Type in your message. After entering the second line, or answering the 'Align Invoices' prompt from above, the following message will be displayed:

Please Wait While Processing Customer Records...

During this time, AS/AP™ is placing the necessary information into a temporary file. You will see the message 'Still Working' flash on the screen after each customer is processed.

Following this processing, if no customers were found for the selected auto billing code, you will receive the following warning message:

No Auto-Invoice Customers Were Found. Press Any Key To Continue...

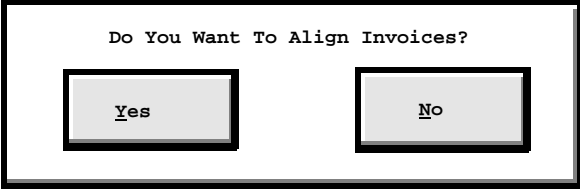
Pressing any key will return you to the Auto Billing submenu.

After the processing has been successfully completed, you will be prompted:

Invoice Preparation Completed. Do You Want To Continue and Print Invoices?

At this point, you have the opportunity to stop, and discard the temporary file. A <N>o will ignore everything just created and

return you to the Auto Billing submenu. A <Y>es will continue with the following prompt:



Do You Want To Align Invoices?

Yes No

This is exactly the same as the invoice routine, or the reprint invoice routine. For a detailed description of the procedures, refer to those sections in the Sales Manual.

Normally, this procedure is only run once per accounting period per billing statement. If you attempt to run the routine a second time for a billing statement which has already been run, you will receive this error message:

```
Auto-Billing For This Period Has Already Been Run. Override (Y/N)? ..
```

This safeguard is provided to prevent accidental multiple billings during a given accounting period. You can run this routine again by entering <Y>es. This override is provided to allow you bill on a monthly basis, even though you may only have four (quarterly) accounting periods per year.

The End-of-Month routine (Refer to the Utility Manual), will reset this program so that it can be run again without an error message.

An unusual feature of this Auto-Billing module is the ability to issue a periodic credit to a customer. If the amount you enter in the customer's master record is a negative number, then that amount will be deducted from his account each time the auto-invoicing routine is run.

Appendix B. Account History

The AS/AP™ Accounting System is designed to operate as an **Open Item** System. In that we mean that Open Invoices are carried until paid. Items that are fully paid-off during the course of the month are dropped from the system at the close of each accounting month/period. Therefore, to recap the entire history of a particular customer, you would have to refer to **Hard Copy** in your files.

Since many companies are familiar with maintaining a Ledger Card on which each Invoice, Credit, Payment and Debit is posted in chronological order, we now offer a similar system. **THIS DOES NOT REPLACE THE STANDARD OPEN ITEM SYSTEM.** The Ledger card is in addition to the Standard Open Item System. By activating the Ledger Card system, you can at any time, demand a screen or printed read-out of that file. The resulting report will list **all** activity that was ever entered into the computer.

The *Catch 22* is that the Ledger Card System will increase the update time required at the end of the Invoicing Process. The amount of time required is determined by the number of invoices entered into the system in the particular session being updated. In general you can estimate that the update time will increase by 7 to 10 %.

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Appendix C. Available Terms Codes

The following chart shows the terms codes included with each new system as of the time of the printing of this manual.

Code	Description	Net Date	Disc. %	Discount Date
0	Cash	Invoice Date	-	none
1	COD	Invoice Date	-	none
2	Net	Invoice Date	-	none
3	8% 10 EOM	End of Month + 10	8	EOM+10 Days
4	Net 10 EOM	End of Month + 10	-	none
5	Net 30	Invc.Date+30 Days	-	none
6	1% 10 Days Net 30	Invc.Date+30 Days	1	Invoice Date+10 Days
7	2% 10 Days Net 30	Invc.Date+30 Days	2	Invoice Date+10 Days
8	2% 20 Days Net 30	Invc.Date+30 Days	2	Invoice Date+20 Days
9	Extended Payment	special	-	usually none
A	Net 60 Days	Invc.Date+60 Days	-	none
B	Net 90 Days	Invc.Date+90 Days	-	none
C	Net 120 Days	Invc.Date+120 Days	-	none
D	1% 20, Net 30	Invc.Date+30 Days	1	Invc.Date+20 Days
E	8% 10EOM+30 Days	End of Month + 40	8	EOM+10 Days
F	1% 10EOM+30 Days	End of Month + 40	1	EOM+10 Days
G	2% 10EOM+30 Days	Invc.Date+30 Days	2	Invoice Date+30 Days
I	Net 15 Days	Invc.Date+15 Days	-	none
J	Net 10 Days	Invc.Date+10 Days	-	none
K	8% 10EOM+60 Days	End of Month + 70	8	Invoice Date+10 Days
L	8% 10EOM+90 Days	End of Month + 100	8	Invoice Date+10 Days
P	Prepaid-In-Full	prepaid	-	none
R	Rec't of Goods	Invc+5 Days	-	none
S	COD Cash Only	Invoice Date	-	none
T	Net 45 Days	Invc+45 Days	-	none
X	No Terms	will not process	-	will not process

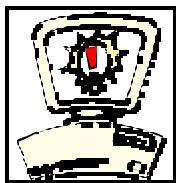
Although the operator has complete control over the code system, a few of these codes trigger special processing features and should not be changed. They are as follows:

- 0 This code indicates "CASH" terms and carries a special significance for the Point-of-Sale system.
- 1 Indicates 'COD' and triggers the printing of UPS - COD tags.
- 2 When you select this term during order entry and invoicing, the system will ask if there is a special due date.

The purpose for this **Special Due Date** is used when the company offers a customer a net date no matter when the order is shipped.

Let's say that to encourage your customer to place an order in October, you offer net April 1, terms. This way the customer may place his order and the invoice is not due until April.

- 9 This is a special term which provides for *credit card like* terms which are activated during invoicing and/or statement printing. This term only functions on systems that have this feature activated.
- P This term code is assumed to indicate Prepaid.
- S This code indicates "COD - Cash Only" and triggers the printing of UPS - COD tags.
- X This code indicates that there are no terms established at the point of entry of the customer or order. You will **NOT** be permitted to convert an order to an invoice, or enter a direct invoice with "X" as the terms.



WARNING: *IT IS IMPERATIVE FOR THE END USER TO CHECK THAT ANY TERMS USED BY YOUR COMPANY ARE TESTED TO ASSURE THAT THE RESULTS ARE IN KEEPING WITH THE CHART ABOVE, AND YOUR EXPECTATION. THE TERMS CHART ABOVE REPRESENTS OUR INTENTIONS AT THE TIME OF THIS REVISION OF THE MANUAL. DUE TO THE POSSIBILITY OF A PROGRAMMING ERROR OR DIFFERENCE IN TECHNIQUE, IT IS IMPORTANT THE END USER CHECK THE DUE DATE, DISCOUNT DATE, AND DISCOUNT AMOUNT, TO INSURE THAT YOUR RESULTS ARE CORRECT.*

There are several codes (described above) that have special meanings and should never be changed. They are '0' - '1' - '2' - '9' - 'P' - 'S' and 'X'. Any attempt to change the title or calculation of these particular codes may cause unexpected results in other modules.

It should not be difficult for you to avoid these codes if they are not important to your system, since, there are 29 additional codes that you can add, delete or change to meet your needs (Refer to the Utility Manual).

Appendix D. Zip/Postal Code Verification

The Zip and Postal Code Verification Tables interactively compares the 5 digit Zip Code (or 6 character Canadian Postal Code) to the City and State/Prov entered by the operator. If a mismatch in the City and/or State/Prov is detected by the program, a window opens and displays the correct data. This message can be bypassed by the operator by pressing <Esc>.

The operator can accept the computer's suggested City and State/Prov by pressing <Enter> or any other key, when the message displays, or override the computer by pressing <Esc>.

BYPASS

The Zip/Postal Code Table is bypassed entirely if the City, State, and Zip/Postal Code are ALL Left blank.

COUNTRY CODES ACTIVE

If your system has the provision to enter COUNTRY codes with the billing and shipping addresses, the Zip/Postal Code verification system is bypassed when the STATE (PROVINCE) and ZIP (POSTAL) CODE fields are left blank. This leaves your system vulnerable to an Operator Error in the event that the Operator inadvertently leaves the STATE/PROVINCE blank and then also forgets the ZIP/POSTAL CODE.

OVERRIDE

The most important thing to remember about overriding the Zip/Postal Code system is the <Esc> key. By pressing the <Esc> for the City, State/Prov, or Zip/Postal Code, the system will accept the operator's entry.

ZIP LOOKUP

If the operator enters a City and State, but, leaves the Zip Code BLANK, the system Looks Up the correct Zip Code, and displays it, if found. This is NOT available for the Canadian Postal Codes since they are tied into the actual street address.

However, it is important to remember that computers are good, but, NOT infallible. Many City and State combinations have multiple Zip Codes and some Zip Codes have multiple Cities. If the operator enters the City and State, the computer will respond with the FIRST Zip Code found in the table. It is MUCH safer to enter the Zip Code and allow the computer to lookup the City and State.

The US zip codes are tested against a table of over 44,000 records compiled by a vendor in Washington, D.C. Since the Post Office makes monthly changes in the Zip Code system, updated lists are available quarterly from your dealer by subscription.

For those clients who use zip+4, we can offer custom designed zip+4 verification systems by special order.

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