

POLYMATRIC COMPUTER CORPORATION

ACCOUNTS RECEIVABLE SYSTEM

Congratulations on the purchase of your **Polymathic Accounts Receivable System**.

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:
 - Polymathic Accounts Receivable Disk 1
 - Polymathic Accounts Receivable Disk 2
 - Polymathic System Disk
 - Example Company
2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.
3. Read the **User's Manual** and follow the **Accounts Receivable Cycle** processing checklists outlined in Chapter 2.
4. Complete and mail the **Software Registration Form**.

ACCOUNTS RECEIVABLE SYSTEM

INSTALLATION GUIDE

COPYING PROGRAMS TO HARD DISK

The **Polymathic Accounts Receivable System** is distributed on four diskettes.

Before using the Accounts Payable programs you should copy all files on these four diskettes on to your hard disk as outlined in the following example. **This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic Accounts Receivable Disk 1** in Drive A:
2. Run the installation procedure by typing:
A:ARINSTAL A: C:
3. Follow the remaining instructions displayed by the installation program.

The **Polymathic Accounts Receivable System** is now ready to be initialized.

INITIALIZING THE POLYMATHIC ACCOUNTS RECEIVABLE SYSTEM

Setting the Drive Search Defaults

The **Polymathic Accounts Receivable System** allows the user to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press **(←Enter)**. The screen will appear as follows:

```
Drives:  A  B  C  D  E  F  G  H  I  J  K  L  M  N  O  P
          N  N  Y  Y  N  N  N  N  N  N  N  N  N  N  N  N
```

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type **(Y)** to set a drive to be searched or **(N)** to exclude a drive from being searched or **(←Enter)** to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files. **You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

POLYMATHIC COMPUTER CORPORATION

SOFTWARE LICENSE AGREEMENT

IMPORTANT! The enclosed materials are provided to you by **Polymathic Computer Corporation** on the express condition that you agree to this **Software License**. By using the enclosed diskette(s), you agree to the following provisions. If you do not agree with these provisions, return these materials to your dealer in original packaging, within three days from receipt, for a refund.

TERMS: This agreement is in effect from the date of receipt of the software and lasts indefinitely **unless cancelled by Polymathic for violation of the terms of the agreement.**

LICENSE: This software, the diskette(s) on which it is contained, the documentation and manuals related thereto (the Licensed Software), is licensed to you, the end user, for your own internal use on **one computer system only**. You do not obtain title to the Licensed Software or any copy rights or proprietary rights in the Licensed Software. You may not transfer, sub license, rent, lease, convey, copy, modify, translate, convert to another programming language, decompile or disassemble the Licensed Software for any purpose.

LIMITED WARRANTY: **The Licensed Software is provided AS IS.** All warranties and representations of any kind with regard to the licensed software are hereby disclaimed, including the implied warranties of merchantability and fitness for a particular purpose. Under no circumstances will the manufacturer or developer of the licensed software be liable for any consequential, incidental, special or exemplary damages even if apprised of the likelihood of such damages occurring.

POLYMATHIC COMPUTER CORPORATION

SOFTWARE REGISTRATION FORM

IMPORTANT! In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

Package Name:	
Serial Number:	Purchase Date:
Contact Name:	
Company:	
Address:	
City:	Province
Postal Code:	Telephone:
Fax Number:	

Instructions For Use:

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.

POLYMATHIC COMPUTER CORPORATION

ACCOUNTS RECEIVABLE USER'S MANUAL

PROPRIETARY RIGHTS NOTICE

All rights reserved. This material contains the valuable properties and trade secrets of **Polymathic Computer Corporation**, an Ontario corporation. The material embodies substantial creative efforts and confidential information, ideas and expressions, no part of which may be reproduced or transmitted in any form or by any means, electronic, mechanical or otherwise, without the express written consent of **Polymathic Computer Corporation**. While reasonable efforts have been made in the preparation of this manual to assure its accuracy **Polymathic** assumes no liability resulting from any errors or omissions in this manual, or from the use of the information contained herein.

Please refer to the **Software License** for limitations on use and reproduction of the software package.

**POLYMATHIC COMPUTER
CORPORATION**

ACCOUNTS RECEIVABLE SYSTEM

USER'S GUIDE

CHAPTER 1: ACCOUNTS RECEIVABLE OVERVIEW 1-1

ACCOUNTS RECEIVABLE FEATURES..... 1-1

CHAPTER 2: ACCOUNTS RECEIVABLE CYCLE..... 2-1

PROCESSING CHECKLISTS..... 2-1
 Initial Set Up Procedures..... 2-1
 Monthly Procedures 2-1
INITIAL SET UP PROCEDURES 2-2
MONTHLY PROCEDURES..... 2-3
MONTHLY PROCESSING CHECKLIST..... 2-4

CHAPTER 3: GENERAL DATA ENTRY..... 3-1

INSTRUCTIONS..... 3-1
 The ENTER Key 3-1
 Menus and Submenus..... 3-1
 Optional Fields 3-2
 Date Fields..... 3-2
 The Decimal Point..... 3-2
EDITOR 3-3
 Rekey From a Field 3-3
 Rekey/Display Line 3-3
 Cancel Processing..... 3-3
F5 LOOKUP FEATURE 3-4

CHAPTER 4: MENUS 4-1

MAIN MENU - ALL SYSTEMS 4-1
MAIN MENU - ACCOUNTS RECEIVABLE SYSTEM 4-1

CHAPTER 5: DAILY PROCESSING..... 5-1

APPLY CASH RECEIPTS 5-1
 Receipt Adjustments..... 5-2
BATCH CASH RECEIPTS 5-4
 Batch Number..... 5-5
 Deposit Date 5-5
 Deposit Slip Total..... 5-5
 First Cheque of Batch 5-5
 Last Cheque of Batch 5-5
 Number of Cheques..... 5-5
 Total Amount of Cheques 5-5
 Balance To Deposit Slip..... 5-6
 Batch Status 5-6
 Function..... 5-6
 Cheque Number..... 5-6
 Customer Number 5-6
 General Ledger Code..... 5-6
 Amount..... 5-7

Branch Number	5-7
Apply To Document.....	5-7
Apply Amount.....	5-8
Discount	5-8
Correcting Cash Receipt Errors.....	5-9
Editor - Amount Field	5-10
Distributing Unapplied Credits.....	5-10
ENTER INVOICES.....	5-11
Customer Number	5-12
Add A Customer.....	5-12
Invoice Number.....	5-12
Invoice Date	5-12
Adjustment	5-12
P.O. Number.....	5-12
Type.....	5-12
Line Description	5-13
Gl Code	5-13
Line Amount	5-13
Goods & Services and Provincial Sales Tax	5-13
Correcting Errors Made While Entering Invoices	5-14

CHAPTER 6: YEARLY PROCESSING.....	6-1
--	------------

ACCOUNTS RECEIVABLE.....	6-1
---------------------------------	------------

CHAPTER 7: REPORTS.....	7-1
--------------------------------	------------

AGED CASH FLOW	7-1
Aging Date	7-2
Average payment terms.....	7-2
Produce summary report	7-2
Produce detail report	7-2
AGED TRIAL BALANCE.....	7-5
Current.....	7-6
Monthly/Yearly Backup.....	7-7
Laser Produced Statements.....	7-8
AGED TRIAL BALANCE - BY SALESMAN	7-14
Aging Period	7-15
Aging Date	7-15
Report Type.....	7-15
CASH RECEIPTS BATCHES	7-19
CASH RECEIPTS JOURNAL	7-22
CUSTOMER MASTER	7-24
CUSTOMER MASTER UPDATES.....	7-27
CUSTOMER OPEN ITEMS	7-29
Criteria Selection	7-30
INACTIVE CUSTOMERS	7-35
INVOICES AND JOURNAL.....	7-37
UNAPPLIED CREDITS	7-40
SALES JOURNAL REPRINT.....	7-43
SALES SUMMARY	7-45
Customer	7-46
Sales Person.....	7-48

G/L Code	7-51
CASH RECEIPTS REPRINT	7-56
INVOICE REPRINT.....	7-58
Month	7-59
Year	7-59
Invoice.....	7-59
FAX TELEPHONE NUMBERS.....	7-60
CUSTOMER STATEMENTS	7-62
Individual Statements	7-63
Laser Statements.....	7-64
Printer Configuration.....	7-65
All Statements	7-66
CUSTOMER SHIP-TO LIST.....	7-67
PAST DUE AMOUNTS	7-69
Print Reports.....	7-70
Fax Letters.....	7-73
Test/Production	7-73
A/R Aging Date.....	7-73
Fax.....	7-73
Export.....	7-73
CASH RECEIPTS SUMMARY	7-74
Cash Receipts analysis Files.....	7-75
Division Selection	7-75
Processing Year	7-75
SYSTEM STATUS	7-77

CHAPTER 8: MAINTENANCE AND INQUIRY.....	8-1
--	------------

BRANCH CODES	8-1
Branch Code	8-2
Branch Name.....	8-2
CUSTOMER MASTER MAINTENANCE.....	8-3
Customer Number	8-4
Division Number	8-4
Customer Name.....	8-4
Address Line 1 to 4	8-5
Postal Code.....	8-5
Customer Phone Number	8-5
Customer Fax Number	8-5
Contact Name	8-5
Salesman Code	8-5
Province Code	8-6
Selling Discount	8-6
Payment Terms.....	8-6
Servicing Branch	8-6
Region (Territory)	8-7
Customer Type	8-7
Shipping Instructions.....	8-8
Bank Name.....	8-8
Bank Address	8-8
Master Account Code.....	8-9
Goods & Services Tax License Number	8-9
Provincial Sales Tax License Number.....	8-9

Price Level.....	8-9
Backorder Flag	8-9
Send Collection Letters	8-9
Interest Exempt.....	8-9
Extra Invoices.....	8-10
Credit Limit	8-10
Date of Last Credit Check	8-10
Credit Suspend Indicator	8-10
Send Customer Statements	8-10
Correcting Errors During Data Entry	8-11
Modify Existing Customer Records	8-11
Memo Field	8-14
CUSTOMER OPEN ITEMS	8-15
Customer Open Items - Selection Criteria.....	8-17
DISCOUNT CODES	8-19
Discount Code	8-20
First Discount Amount	8-20
Second Discount Amount.....	8-20
Third Discount Amount.....	8-20
Fourth Discount Amount.....	8-20
Fifth Discount Amount.....	8-20
PAYMENT TERM CODES.....	8-21
Terms Code	8-22
Short Description.....	8-22
Long Description.....	8-22
PRODUCT PRICING MASTER	8-23
Product Code	8-24
Customer Number	8-24
Product Description	8-24
Price.....	8-24
GI Code	8-24
Quotation Date	8-24
PURGE ACCOUNTS RECEIVABLE.....	8-25
PURGE CASH RECEIPTS BATCHES.....	8-27
REFORMAT CUSTOMER MASTER	8-29
SALESMAN CODES	8-30
Salesperson's Initial or Code	8-31
Last Name.....	8-31
First Name	8-31
Commission Rate.....	8-31
Employee Code (Payroll Number)	8-31
SHIP-TO MASTER MAINTENANCE.....	8-32
Ship-to Number	8-33
Ship-to Alternate	8-33
Ship-to Name.....	8-33
Ship-to Address	8-33
Shipping Instructions.....	8-33
Phone Number.....	8-33
TAX CODES.....	8-34
Province Code	8-35
Province Name	8-35
Tax Rate	8-35
General Ledger Code.....	8-35
G.S.T. Required.....	8-35

REGION TYPE	8-36
Region Code	8-37
Short Description	8-37
Long Description	8-37
CUSTOMER TYPES	8-38
Customer Type	8-39
Short Description	8-39
Long Description	8-39
SIC Code	8-39
PURGE CUSTOMER MASTER UPDATES	8-40
CUSTOMER MEMOS	8-41
Memo Records	8-42
Memo Edit Functions	8-42
PC LINK	8-43
Import Utilities	8-44
Export Utilities	8-44

CHAPTER 9: DATA FILE STATUS	9-1
--	------------

ACCOUNTS RECEIVABLE SYSTEM	9-1
---	------------

CHAPTER 10: COMPANY INFORMATION	10-1
--	-------------

ACCOUNTS RECEIVABLE SYSTEM	10-1
---	-------------

CHAPTER 11: COMPANY SETUP	11-1
--	-------------

ACCOUNTS RECEIVABLE SETUP	11-1
General Ledger Code for Goods & Services Tax	11-4
Goods & Services Tax Rate	11-4
Aged Trial Balance Interest Rate	11-4
Aging Method	11-4
Statement Type	11-4
Invoice Type	11-5
Last Invoice Number Used	11-5
G/L Code For Discounts	11-5
Year End Backup	11-5
Month end Backup	11-5

CHAPTER 12: PRINT REPORTS	12-1
--	-------------

PRINTING SPOOLED REPORTS	12-1
PRINT SCREEN FIELDS	12-3
FUNCTION KEYS AND PRINT COMMANDS	12-4
ZOOMING A REPORT	12-4
Functions	12-5

CHAPTER 13: DAILY STARTUP	13-1
--	-------------

ONE LOGICAL DRIVE	13-1
LOG ON INSTRUCTIONS	13-2
TWO OR MORE LOGICAL DRIVES	13-4

CHAPTER 14: MONTHLY CLOSING 14-1

MONTHLY CLOSING - AUTOMATIC..... 14-2

MONTHLY CLOSING - MANUAL..... 14-3

CHAPTER 1: ACCOUNTS RECEIVABLE OVERVIEW

The P.C.C Interactive Accounts Receivable System offers a complete, easy to use procedure for keeping records of customer's purchases and payments and controlling collections, sales, credit authorization and adjustments.

ACCOUNTS RECEIVABLE FEATURES

- Interacts with General Ledger, Sales Analysis, Accounts Payable, Payroll, Time Accounting, Customer Profile and Order Entry.
- Designed to handle companies in any industry of any size.
- Maximum number of Accounts Receivable Accounts and transactions is limited only by the amount of available disk space.
- Handles open items as well as balance forward.
- Cash received may be applied to individual invoices, series of invoices, or by customer account.
- Cash receipts batch balance controls to ensure that all cash is entered properly before being applied to a customer's account.
- Cash discount display and adjustment.
- Inquiry available by invoice and customer during cash receipt entry.
- Statements available for all accounts, non zero accounts and past due accounts.
- Statement aging, service charge calculation, dunning notices prepared.
- Journals may be printed on demand.
- Special messages on customer statements.
- Optional finance charges.
- Aged trial balance by user specified due dates.
- Aged trial balance detail by invoice.
- Customer mailing labels.
- Customer lists.
- Customer history.
- Credit and collection departments know the status of each account at all times.
- Management is able to determine the profitability of each customer.
- Statements are ready to mail at the appointed time.

CHAPTER 2: ACCOUNTS RECEIVABLE CYCLE

PROCESSING CHECKLISTS

The following is a summary of the major stages in the Accounts Receivable Cycle:

INITIAL SET UP PROCEDURES

	PAGE
1. Enter Tax Table Codes	8-34
2. Enter Branch Codes	8-1
3. Enter Discount Codes	8-19
4. Enter Payment Term Codes	8-21
5. Enter Salesman Codes	8-30
6. Enter Customer Master Updates	8-3
7. Enter Ship to Master Codes	8-32
8. Spool Customer Master updates	7-27

MONTHLY PROCEDURES

	PAGE
1. Enter sales invoices	5-11
2. Enter cash receipts	5-4
3. Spool and purge cash receipts batches	7-19
4. Apply cash receipts to customers accounts	5-4
5. Spool cash receipts journal	7-22
6. Spool sales invoices and journal	7-37
7. Spool aged trial balance	7-5
8. Spool customer statements	7-62
9. Spool collection letters	7-6
10. Calculate interest on overdue accounts	8-9
11. Purge accounts receivable	8-25
12. Close month end	14-1

INITIAL SET UP PROCEDURES

1. **Tax Table Maintenance**
This program is used to set up the various provincial tax rates applicable in each province. It is usually done only once when the company is first set up and then modified only when the government changes tax rates
2. **Branch Codes**
This program is used to set up codes for different division or profit centers within the company.
3. **Discount Codes**
Discount codes are set up to allow you to assign different discount levels to different customers.
4. **Payment Terms**
Payment term codes are set up to allow you to specify the customers payment terms.
5. **Salesman Codes**
This program allows you to set up different codes for the all salesman within the company. You can then specify who the salesman for a particular customer is.
6. **Customer Master Maintenance**
This program is used to set up customer numbers and maintain information relating to customers. The customer data base is set up initially and modified to reflect the addition or deletion of customers and changes to information maintained on the master file.
7. **Ship to Master Maintenance**
This program is used to set up alternate shipping addresses for each customer. It is usually done only once, when the customer master is first set up and then modified only when the ship to address changes.

MONTHLY PROCEDURES

1. Entering Transactions

Debit and credit transactions for all Accounts Receivable activity are entered through the invoicing program (2:3:0), the cash receipts program (2:4:0) or the general journal program.

2. Print Journals and Reports

The Accounts Receivable system accumulates the data needed to produce the following reports for each accounting period:

REPORT	PAGE
Cash receipts batch listings	7-19
Customer master update listing	7-27
Customer listing in alphabetical/numerical order	7-24
Mailing labels	7-24
Inactive customer list	7-35
Open item lists for all or single customers	7-29
Detailed aged trial balance	7-5
Customer statements	7-62
Overdue accounts receivable listing	7-69
Summary aged trial balance	7-6
Collection letters	7-6
Detailed aged projected future cash collections	7-1
Summary aged projected future cash collections	7-2
Cash receipts journal	7-22
Sales journal	7-37
Aged trial balance by salesman	7-14
Unapplied credits list	7-40

3. Closing Out The Period

The Accounts Receivable cycle ends with:

Closing Out

Closing out the current month, by adding all current amounts to year to date amounts, and preparing the data files for the next month.

Backing Up

Backing up the current period data files.

Purging Accounts Receivable

Purging the accounts receivable clears each customer account of all entries that have been completed as of the month end. The accounts receivable file is cleared of the following items:

1. Invoices that have been completely paid. Invoices that have been partially paid are left with the outstanding amount, as well as the original amount.
2. Payments that have been fully applied against invoices.
3. Unapplied credits from previous periods that have been applied in the current period.
4. Journal entries and credit notes that have been applied against invoices.

MONTHLY PROCESSING CHECKLIST

DESCRIPTION OF TASK	ACTION DATE	NAME	DONE	PAGE
1. Cash Receipts				
1. Enter cash receipts	Daily			5-4
2. Spool and purge cash receipts batches	Daily			7-19
3. Apply cash receipts batches to accounts	Daily			5-1
4. Spool cash receipts journal	Monthly			7-22
5. Make bank deposit	Daily			
2. Sales				
1. Enter sales invoices	Daily			5-11
2. Spool sales invoices and journal	Daily			7-37
3. Prepare monthly retainer bills	Monthly			
3. Accounts Receivable				
1. Spool aged trial balance	2nd			7-5
2. Review zero and credit balance list	7th			
3. Match unapplied payments	7th			
4. Enter zero batch	7th			5-4
5. Re-run detailed aged A/R	7th			7-5
6. Print customer statements	7th			7-62
7. Purge accounts receivable	7th			8-25
4. Reports				
1. Alphabetical customer master	As req			7-24
2. Exception list > 60 days	As req			7-35
3. Inactive customer list	As req			7-35
4. Detailed aged cashflow	7th			7-2
5. Summary aged cashflow	7th			7-2
6. Unapplied credits list	7th			7-40

CHAPTER 3: GENERAL DATA ENTRY

INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

THE ENTER KEY

The enter key, **↵** is always pressed after every entry to start processing. The only time you don't press **↵** is when you are using a function key such as **F5**.

MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press **↵**.

For example, the following menu is typical:

```
P.C.P.L          MAIN MENU          MASTER 3.16
RM              Wed MAR 31/93
CRT # 3              15:30:35

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
```

To select Accounts Receivable, type **2**, and press **↵**.

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

For example the following is a typical submenu.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Main Menu	31/03/93
Last month end: 02/93		Last year end: 28/ 2/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select Daily processing you would type **1** and press **↵Enter**.

OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing **↵Enter**.

A number of screen entry fields allow entry of data but also default to a particular value if **↵Enter** is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

- | | |
|---------------------|---|
| For example: | <ul style="list-style-type: none">• A date field will often default to the current date (system date) or the last date entered.• ↵Enter can often be pressed to answer a Yes or No question by default. |
|---------------------|---|

DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

EDITOR

The system includes an Editor utility that allows the user to correct errors made during data entry. The EDITOR can be accessed by pressing **F1**.

Note: Some older versions of the software use **8** or **(Shift) ^** to access the editor. If **F1** is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows:

REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press **←Enter** back to line 6 because **←Enter** will remember what you entered in that field last.

To use this option type **1**, and press **←Enter**.

The system will then display:

[]:Enter [field number] or [ENTER] to return

Type the number of the field that is to be rekeyed and press **←Enter**. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press **←Enter**. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press **←Enter**, the line will be displayed. The system will request that you press **←Enter** to continue where you left off.

CANCEL PROCESSING

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press **F1** and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

F5 LOOKUP FEATURE

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the (F5) lookup feature can be used to display a supplier account code in the following manner:

Press (F5) at the Supplier Number field and the following screen will appear:

P.C.P.L	Accounts Receivable	TLARPO1 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	:	Last Change Date :
2 Div	Customers	
3 Cus	1635-00	PRECISION PACKAGING COMPANY
4 Add	1645-00	PRIOR'S ACTING ACADEMY
5 Add	1650-00	POLYMATHIC COMPUTER CORPORATION
6 Add	1656-00	POLYMATHIC BUSINESS SYSTEMS LTD.
7 Add	1665-00	449852 ONTARIO INC.
8 Pos	1666-00	POLYMATHIC TECHNOLOGIES INC.
9 Cus	1675-00	PROTOLOG SERVICES LIMITED
10 Cus	1695-00	POLITY CORP.
11 Con	1835-00	R.T. KELLY INC.
12 Sal	1840-00	REVERE - SETON
13 Pro		
14 Sel	↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options	
15 Pau		
16 Ser		
17 Reg		
18 Customer Type	:	

The following options are available:

- ↑ Cursor upwards through the data
- ↓ Cursor downwards through the data
- Pg Up Page up one screen of data
- Pg Dn Page down one screen of data
- T Move to the top of the data
- B Move to the bottom of the data
- Esc Exit the lookup feature
- F1 Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press (F1) for Options, then (F3) to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

Press **F1** and the Options screen will appear as follows:

P.C.P.L		Accounts Receivable	TLARP01 5.05
RM		Customer Master Maintenance	31/03/93
1	Customer Number	:	Last Change Date :
2	Div	Customers	
3	Cus	1635-00	PRECISION PACKAGING COMPANY
4	Add	1645-00	
5	Add	1650-00	
6	Add	1656-00	
7	Add	1665-00	
8	Pos	1666-00	
9	Cus	1675-00	PROTOLOG SERVICES LIMITED
10	Cus	1695-00	POLITY CORP.
11	Con	1835-00	R.T. KELLY INC.
12	Sal	1840-00	REVERE - SETON
13	Pro		
14	Sel	↑ ↓ PgUp PgDn Top Botton	ESC-End F1-Options
15	Pay		
16	Ser		
17	Reg		
18	Customer Type	:	

To search by supplier name, press **F3**.

The screen will appear as follows:

P.C.P.L		Accounts Receivable	TLARP01 5.05
RM		Customer Master Maintenance	31/03/93
1	Customer Number	:	Last Change Date :
2	Div	Customers	
3	Cus	1635-00	PRECISION PACKAGING COMPANY
4	Add	1645-00	PRIDR'S ACTING ACADEMY
5	Add	1650-00	POLYMATHIC COMPUTER CORPORATION
6	Add	1656-00	POLYMATHIC BUSINESS SYSTEMS LTD.
7	Add	1665	Enter customer name
8	Pos	1666	
9	Cus	1675	POL
10	Cus	1695	
11	Con	1835	
12	Sal	1840-00	REVERE - SETON
13	Pro		
14	Sel	↑ ↓ PgUp PgDn Top Botton	ESC-End F1-Options
15	Pay		
16	Ser		
17	Reg		
18	Customer Type	:	

Type at least three letters for the supplier you are searching for and press **Enter**.

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP01 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	:	Last Change Date :
2 Div	Customers	
3 Cus	1695-00	POLITY CORP.
4 Add	1656-00	POLYMATHIC BUSINESS SYSTEMS LTD.
5 Add	1650-00	POLYMATHIC COMPUTER CORPORATION
6 Add	1625-00	POLYMATHIC DEVELOPMENT CORP.,
7 Add	16091-00	POLYMATHIC GROUP
8 Pos	1666-00	POLYMATHIC TECHNOLOGIES INC.
9 Cus	1635-00	PRECISION PACKAGING COMPANY
10 Cus	1620-00	PRI-COMP-TISE
11 Con	1645-00	PRIOR'S ACTING ACADEMY
12 Sal	2325-00	PROFESSOR D.C.S. KUHN
13 Pro		
14 Sel	↑ ↓ PgUp PgDn Top Botton ESC-End F1-Options	
15 Pay		
16 Ser		
17 Reg		
18 Customer Type	:	

To select the supplier simply press **Enter** and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing **Esc**. **Esc** will exit one level of the program, therefore if you are in the options section of Lookup you will have to press **Esc** twice to exit completely out of Lookup.

CHAPTER 4: MENUS

MAIN MENU - ALL SYSTEMS

P.C.P.L	MAIN MENU	MASTER 3.16
RN		Wed MAR 31/93
CRT # 3		15:30:35
1 Payroll		
2 Accounts Receivable		
3 Accounts Payable		
4 Sales Analysis		
5 General Ledger		
6 Security		
7 System Utilities		
8 Daily Closing		
9 Monthly Closing		
10 Print Reports		
11 Time Accounting		
12 Fixed Assets		
13 Inventory / Order Entry		
14 Vertical Markets		
Q Query		
S Status		
E Exit		
E Enter selection		

To access *Accounts Receivable*, type **2** and press **←Enter**.

MAIN MENU - ACCOUNTS RECEIVABLE SYSTEM

P.C.P.L	Accounts Receivable	TLARP20 4.12
RN	Main Menu	31/03/93
Last month end: 02/93		Last year end: 28/ 2/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Daily Processing*, type **1** and press **←Enter**.

CHAPTER 5: DAILY PROCESSING

APPLY CASH RECEIPTS

This program allows you to apply the cash receipts posted under *Batch cash receipts* to the customers' accounts. You should spool the *Cash receipts batches* report (page 7-19) to verify that all cash receipt information has been entered correctly before performing this step.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Daily Processing	31/03/93
<p>1 Apply cash receipts 2 Batch cash receipts 3 Enter invoices</p> <p>E Exit</p> <p>E Enter selection</p>		

Type **1** and press **Enter** to select *Apply cash receipts*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP16 2.09
RM	Apply Cash Receipts	31/03/93
<p>1) Batch number 000</p> <p>*A) Batch recording date</p> <p>*B) Total amount in batch</p> <p>*C) Total cheques in batch</p> <p>*D) Total amount applied</p> <p>*E) Total # of cheques applied</p> <hr/> <p>*F) Cheque number</p> <p>*G) Cheque amount</p> <p>*H) Customer number</p> <p>*I) G/L code</p> <p>2) Method of application</p> <hr/> <p style="text-align: center;">A P P L Y T O</p> <p>3) Document number</p> <p>*J) Original document amount</p> <p>*K) Current document amount</p> <p>4) Amt. applied to curr bal</p> <p>*L) New document balance</p> <p>*M) Cheque amount left over</p> <p>*O) Leave as unapplied cash</p> <p>Enter [batch number] [F5]-Lookup [ESC]-Exit</p>		

DAILY PROCESSING

Type the batch number you want to apply and press **Enter**. The system will automatically begin applying the cash receipts to the customer's accounts. **F5** can be used to list the batch numbers.

RECEIPT ADJUSTMENTS

If you did not select a method to apply the cash against when you were entering the cash receipt the system will bring up the following screen.

P.C.P.L	Accounts Receivable	TLARP16 2.09
RM	Apply Cash Receipts	28/06/94
1) Batch number	693	
*A) Batch recording date	28 06 94	
*B) Total amount in batch	.00	*D) Total amount applied .00
*C) Total cheques in batch	1	*E) Total # of cheques applied 0
*F) Cheque number	CK 1130	
*G) Cheque amount	.00	
*H) Customer number	165000	POLYMATHIC COMPUTER CORPORATION
*I) G/L code		
2) Method of application		
A P P L Y T O		
3) Document number		
*J) Original document amount		
*K) Current document amount		
4) Amt. applied to curr bal		
*L) New document balance		
*M) Cheque amount left over		*O) Leave as unapplied cash
Enter [1]-Invoices [2]-Unapplied Cash [3]-Existing U/A Cash [4]-Balance [5]-End		

This program will allow you to select a method to use for applying the cash to the customer's account.

The options are as follows:

INVOICES

Type **A** and press **Enter** to apply the cash receipt against an existing invoice. The system will prompt you to enter the document number. **F5** will list all valid document numbers for the specified customer.

UNAPPLIED CASH

Selecting unapplied cash will apply the cash to the account and list it as a payment.

EXISTING U/A CASH

Selecting this option will apply the cash against any existing unapplied cash.

BALANCE

Type **D** and press **←Enter** to apply the cash receipt amount to all open items that have a document balance greater than zero. For example:

Cash receipt amount = \$100.00

The customer has 3 open items with document balances of \$25.00, \$50.00 and \$100.00. The document balance of \$25.00 will be set to \$0.00. The document balance of \$50.00 will be set to \$0.00. The document balance of \$100.00 will be set to \$75.00.

BATCH CASH RECEIPTS

This program allows you to enter payments or distribute existing unapplied transactions to a customer's account.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Daily Processing	31/03/93

1 Apply cash receipts
 2 Batch cash receipts
 3 Enter invoices

 E Exit

 E Enter selection

Type **2** and press **Enter** to select *Batch cash receipts*

The screen will now appear as follows:

P.C.P.L	Accounts Receivable	TLARP15 3.11
RM	Enter Cash Receipts Batches	31/03/93

Function: _

Date	Ref	Orig	Bal
*A) Batch number			
*B) Deposit date			
1) Deposit slip total			
*C) First cheque of batch ..			
*D) Last cheque of batch ...			
*E) Number of cheques			
*F) Total amount of cheques :			
*G) Balance to deposit slip :			
*H) Batch status			
*I) Last cheque applied			

*J) Cheque number			
*K) Cheque count			
2) Customer number			
3) G/L code			
4) Cheque amount		*L) Balance ..	
5) Branch number		*M) Disp no. :	
6) Apply to document		*N) Details ..	
7) Apply amount		*O) Orig bal :	
8) Discount		*P) Tot disct:	

New Add Delete Balance Inquire Modify date Change G/L End

The functions available are:

- (N) Start a new batch
- (O) Retrieve an old batch
- (D) Delete a batch
- (B) Balance a batch
- (I) Display a batch and its cheque details
- (M) Modify deposit date
- (C) Change general ledger discount posting code
- (E) End program and return to the Accounts Receivable subsystem menu

To start a new batch, type (N) and press (←Enter). Enter the information as follows:

BATCH NUMBER

The system will automatically assign a batch number to a new batch.

DEPOSIT DATE

Press (←Enter) to select the system date which is displayed in top right-hand corner of the screen or type your own date in the following format *ddmmyy*.

DEPOSIT SLIP TOTAL

Enter up to eight numeric characters (999999.99). The decimal point only needs to be entered if there is cents in the deposit slip total.

FIRST CHEQUE OF BATCH

The system will automatically assign a sequential number to the first deposit cheque of the batch. The number is used as an audit trail to refer to this particular cash receipts batch.

LAST CHEQUE OF BATCH

The system will automatically assign a sequential number to each cheque in this particular batch. This number is used both as a reference and a control number.

NUMBER OF CHEQUES

The system will automatically calculate the number of cheques in this batch by subtracting the last cheque number from the first cheque number. The statistic is used for control purposes.

TOTAL AMOUNT OF CHEQUES

The system will automatically keep a running total of the amounts of the cheques entered into the system as you progress through the batch. This total plus the total displayed under Balance To Deposit Slip will equal the grand total of the deposit batch, when you have finished entering all receipts in the batch.

DAILY PROCESSING

BALANCE TO DEPOSIT SLIP

The system automatically keeps a running total of the amount of cheques that have been posted either to customer accounts or to general ledger codes. In this way the operator can see at a glance what the balance of the deposit remaining to be applied is.

BATCH STATUS

The system monitors the status of the batch as you progress along. The batch may not be applied until such time as it has been balanced and is complete.

FUNCTION

The functions available are:

- (N)** Enter new cheque details
- (D)** Delete cheque details
- (M)** Modify cheque details
- (S)** Display cheque details
- (E)** End and return to function

CHEQUE NUMBER

The system shows the number of the cheque which you are currently working on. If you are modifying cheque details, **(F5)** may be used to list all cheques already entered for the batch.

CUSTOMER NUMBER

Enter the customer's number for the customer to whom the receipt is to be posted. **(F5)** can be used to list all customers or you can press **(←Enter)** and type in the customer's name. If you press **(←Enter)** type the first three characters or more of the customer's name and the system will search the customer master file for the closest match to the partial name that you typed in. The system will then display the name, followed by the prompt:

“Enter” to get next, “Y” if OK

If the name which the system has selected is correct, type **(Y)** and press **(←Enter)** and the system will automatically display the customer number. If the name which the system has selected is incorrect, press **(←Enter)** and the system will display the next closest customer name in alphabetical order.

EXAMPLE (Customer Number Known): TYPE *12345* and press **(←Enter)** twice if you wish customer number *12345*, division *00*.

EXAMPLE (Customer Number Unknown): Press **(←Enter)** twice and type *Poly* if you wish to look up Polymathic Computer Corporation's customer account number.

GENERAL LEDGER CODE

If you wish to distribute the cash directly to a general ledger code **other than accounts receivable** press **(←Enter)** three times to bypass the customer number, division number and alpha search features of the customer number field. Then enter the general ledger code that you want to apply the cash to. **(F5)** can be used to list all valid GL codes.

AMOUNT

Enter the amount of the cheque that you are applying to the selected customer or GL code.

BRANCH NUMBER

The system will automatically display the servicing branch as set-up on the customer master file.

APPLY TO DOCUMENT

In this field you are going to apply the entire cheque amount or a portion of the cheque against an existing open item for the customer that you have selected. Enter the document number that you want to apply the amount against.

The following options are available:

- F1** Editor: This functions will allow you to rekey a detail line, change the total, delete the cheque or delete the batch.
- F5** Lookup: This function will allow you to display the open items on file for the customer, display the open items along with the details of the receipts posted to-date, display all non-zero open items, or any cheque details you would like for that customer.
- 1-9** The system will allow you to apply the cash receipt to a range of documents numbered 1 through 9 showing in the top right hand of the screen. For instance if you wish to apply the receipt to documents 1 through 6 simply type **1-6** and press **Enter**.
 In order to use this feature you must display the open items using the **F5** lookup feature first.
- R** Receipt adjustment will allow you to select a method of application during the Apply batch receipt program instead of here.
- U** The system will post the receipt to unapplied cash.
- E** Exit cash receipts.

Type **F5** and the screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP15	3.11
RM Function: N	Enter Cash Receipts Batches		28/06/94
*A) Batch number	:597	Date	Ref
*B) Deposit date	:280694	Orig	Bal
1) Deposit slip total	: 100.00		
*C) First cheque of batch	..:CK 1131		
*D) Last cheque of batch	..:CK 1131		
*E) Number of cheq			
*F) Total amount o			
*G) Balance to dep			
*H) Batch status			
*I) Last cheque ap			.00
Function: N			
*J) Cheque number			
*K) Cheque count			
2) Customer number	: 1666 00	POLYMATI	TECHNOLOGIES INC.
3) G/L code			
4) Cheque amount	: 100.00	*L) Balance	..: 100.00
5) Branch number		*M) Disp no.	..:
6) Apply to document		*N) Details	..:
7) Apply amount		*O) Orig bal	..:
8) Discount		*P) Tot disct	..: .00

Select LOOKUP type

1 - Open items display

2 - Open items w/balances display

3 - Open items lookup

4 - Cheque details

ESC- Exit

Select one of the lookup types.

The screen will appear as follows:

P.C.P.L	Accounts	Receivable	TLARP15	3.11
RM	Function: N	Enter Cash Receipts Batches		28/06/94
*A)	Batch number	:696	Date	Ref
*B)	Deposit date	:280694	1 180594	1093 4044.60
1)	Deposit slip total	: 100.00	2 010694	1100 780.18
*C)	First cheque of batch	..:CK 1131	3 010694	1103 1942.17
*D)	Last cheque of batch	...:CK 1131	4 030694	011240001 -4044.60
*E)	Number of cheques	: 0		
*F)	Total amount of cheques	: .00		
*G)	Balance to deposit slip	: 100.00		
*H)	Batch status	:INCOMPLETE		
*I)	Last cheque applied:CK		
				2722.35
	Function: N	Displaying ALL A/R		
*J)	Cheque number:Ck 1131		
*K)	Cheque count: 1		
2)	Customer number: 1666 00	POLYMATHIC TECHNOLOGIES INC.	
3)	G/L code:		
4)	Cheque amount: 100.00	*L) Balance	..: 100.00
5)	Branch number:	*M) Disp no.	..:
6)	Apply to document:	*N) Details	..:
7)	Apply amount:	*O) Orig bal	..:
8)	Discount:	*P) Tot disct	..: .00
[F1]-Editor	[F5]-Lookup	[F4]-9]	[R]Receipt Adj	[I]Inapplied cash [F2]-End

A list of open items is displayed in the top right hand corner. If the cheque amount is less than the balance of the document you are going to apply the cheque against or if the customer took a discount you must use the reference number instead of the range number. Range numbers can only be used for cheques that are the same amount as the invoice. For example: if the cheque amount was for \$780.18 you could type .2 under the "Apply to document" field and the entire cheque would be applied against invoice 1100. You would not be prompted to enter the amount to apply or a discount amount. The cursor would simply remain at "Apply to document" field for you to continue.

APPLY AMOUNT

Enter the amount that you want applied to the document that you selected. Note that you do not have to apply the entire cheque amount to one document.

DISCOUNT

If the customer has taken a discount on this remittance, enter the discount amount here.

The cursor will now return to the "Apply to Document" Field. If the balance showing in field *L is zero you may exit from the program by typing [E] and pressing [Enter]. If the balance showing in field *L is not zero, continue distributing the amount until the balance is zero. Once the balance is zero, type [E] and the cursor will return to the cheque function field. You may continue entering cheques by typing [N] for new cheque or return the batch function field by typing [E].

Before a batch can be applied it must balance. A batch balances when the Deposit slip total and the amount of the cheques entered are equal. To balance the batch, type [B] and press [Enter].

Once the batch is balanced, type **[E]** at the batch function to return to the Accounts Receivable system menu. You should then print the Cash Receipt Batches report and verify your cheque distribution. If everything is correct, apply the cash receipt against the customer's accounts by running Apply cash receipts from the Daily Processing menu.

- ☛ **If you want to skip spooling the Cash Receipt Batches report and apply your batch automatically you can type **[S]** to spool the Cash Receipts Journal instead of typing **[E]** at the batch function. This will automatically apply your batch and update the journal report.**

CORRECTING CASH RECEIPT ERRORS

Errors made while entering cash receipts may be corrected using the **EDITOR** utility, included in the system. The Editor utility is not available for every field however it will be displayed on the bottom line for the fields that it is available for. To access the Editor utility, press **[F1]**

The system will display the two options with the message:

[] Select: 1-Rekey detail 2-Change total 3-Delete cheque 4-Delete batch

Rekey Detail: This option may only be used to rekey a previously recorded detail line within the existing cheque number.

The system will prompt you with:

[]: Enter [line number] [ESC] to return

Type the dispersion number (there must be at least one dispersion number showing in field *M to invoke this editor option) of the current cheque which is to be rekeyed and press **[Enter]**.

Type system will then prompt you with:

Modify this detail line (Y/N)?

If it is the correct line, type **[Y]** and the system will display the message "Re-entering dispersion 1" "Detail editor" in the top right hand corner of the screen. The system will then return to the Apply to Document field (6) and allow you to re-enter any of the information in fields 6, 7 or 8.

Change Total: This option allows you to change the total in field 4 within the cheque number currently being worked on. To use this option, type **[2]** and press **[Enter]**.

The system will display "New cheque total is". Type the new cheque total and press **[Enter]** and the system will return to field 4 and allow you to re-enter fields six, seven or eight if they choose.

Delete Cheque: This option allows you to delete the current cheque being worked on. It does not allow you to delete previously recorded cheques. To select this option, type **[3]** and press **[Enter]**. The system will display "Are you sure you want to cancel this cheque?". Type **[Y]** and press **[Enter]** for yes and the system will automatically delete the cheque. Press **[Enter]** to return to Function.

DAILY PROCESSING

Delete Batch: This option allows you to delete the current batch number being worked on. To select this option, type **4** and press **↵Enter**. The system will display “Are you sure you want to delete this batch?”. Type **Y** for yes and press **↵Enter**. The system will display “Batch cancelled!”. Press **↵Enter** and the cursor will return to Function.

EDITOR - AMOUNT FIELD

If you press **F1** in the amount field the system will display the message “Do you want the EDITOR?”. Type **Y** and press **↵Enter** and the system will then display the EDITOR options.

DISTRIBUTING UNAPPLIED CREDITS

This program allows you to apply open credits or debits to open invoices within a customer's account. To select this program follow the procedures outlined under Batch Cash Receipts with the following exceptions:

DEPOSIT SLIP TOTAL

The deposit slip total will be zero since you are not entering cash receipts but merely applying previously unapplied amounts.

AMOUNTS - APPLY TO DOCUMENT

Press **F5** then **2** to display a list of open items with balances. Both items that you want to apply against each other should be listed. Using the reference numbers, select the unapplied credit that you want to apply against the open invoice. Make sure that you enter the amount exactly as it appears in the customer's open item record. For instance if the amount appears with a minus (-) sign in the accounts receivable open items, enter the amount in the with a minus sign in front of it. Your balance will now be the negative amount of the credit. Select the invoice that you want to apply the credit against and enter the + amount (or offsetting amount) that is being applied from the invoice. Your balance will now be zero. Before you apply the amount with the Apply batch receipts program, run the Cash receipts report and make sure you distributed everything correctly.

ENTER INVOICES

This program allows you to enter information to print out invoices or post manually prepared invoices to the customer's account.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Daily Processing	31/03/93

1 Apply cash receipts
 2 Batch cash receipts
 3 Enter invoices

 E Exit

 E Enter selection

Type **3** and press **Enter** to select *Enter invoices*.

The screen will appear as follows:

IGL	Accounts Receivable	TLARP07 3.15
LB Typist: 01	Invoice Posting	Port: 7 MAR 31, 1994
1) Customer number:		
2) Province number:		
3) Invoice number :		
4) Invoice date ..:		
5) Adjustment		
*A) Credit limit ...	Document # ddmmyy	Original Balance
*B) Current A/R ...		
D E T A I L L I N E		
*C) Line number ...:	Type	
Description 1 ..:		
Description 2 ..:		
Description 3 ..:		
G/L code		
Line amount ...:		
GST amount	*D) GST rate [3125]:	*E) GST:
Prov. sales tax:	*F) Prov. tax rate :	*G) PST:
*H) Total line ant.:	*I) Total invoice ..:	*J) Net:
	Invoices entered	Total
	0	.00
Enter [CUSTOMER CODE]	[F4]-EDITOR	[F4]-SETUP [F5]-LOOKUP [E]-END

DAILY PROCESSING

Enter the information as follows:

CUSTOMER NUMBER

Enter the customer number for the customer that you want to invoice. If you do not know the customer number you can press **F5** to search for the customer or press **Enter** to bypass the customer and division number and enter the customer's name. Type the first three or four letters of the customer's name. The system will search through the customer master file for the closest matching name and display it in the top right hand corner of the screen. If the name displayed is correct type **A** and press **Enter** to accept it. If the name is incorrect, type **N** for the next customer.

Once you enter the customer's name or number, the system will automatically display the customer's name, address, credit limit and current A/R amount.

ADD A CUSTOMER

The **F4** option allows you to add or modify a customer. Press **F4** and the system will take you to the Customer Master Maintenance program. For more instructions on adding and/or modifying a customer refer to page 8-3.

INVOICE NUMBER

Enter up to ten alphanumeric characters to indicate the invoice number or press **Enter** to accept the default number.

INVOICE DATE

Press **Enter** three times to accept the default system date shown on the screen or enter the desired date in the *ddmmyy* format.

ADJUSTMENT

Indicate whether or not this transaction is an adjustment. For example if the transaction is a credit, type **Y** for this field and the system will prompt you for the original document number to which the credit relates. Enter the original document number and the system will automatically apply the credit note to the original invoice. If you do not wish to apply the adjustment to a specific invoice type **N** and press **Enter** to continue.

P.O. NUMBER

Enter up to ten alpha numeric characters to indicate the customer's purchase order number or press **Enter** to go to the next field.

TYPE

Enter the type of invoice in this field. The following options are available:

- S** Sales (This is the default option.)
- R** Return
- C** Cartage
- M** Miscellaneous
- E** End

LINE DESCRIPTION

Press **Enter** three times to bypass the line description fields if you are merely posting manually prepared invoices or enter up to three (3) lines of thirty five (35) alphanumeric characters for each product or item on the invoice.

GL CODE

Enter the GL code for the general ledger account to which you are going to distribute all or part of this invoice to. **F5** can be used to list all valid GL codes and **F4** can be used to add a new GL code. This account would usually be a sales or sales tax account.

LINE AMOUNT

Enter the distribution amount that you wish to be posted to the general ledger account number entered under the GL code.

GOODS & SERVICES AND PROVINCIAL SALES TAX

The system automatically reads the goods & services tax and provincial sales tax exemption numbers from the customer master and displays an E if tax is eligible or an X if the customer is tax exempt. Press **Enter** to accept the default value.

If you wish to override the default, indicate whether or not the transaction is taxable by typing **E** for yes or **X** for No and pressing **Enter**. If your answer to the prompt is E the system will automatically calculate the amount of tax for this customer based on the information set up under tax table updates (page 8-34). The system will then prompt you with:

[]Select: Accept Cancel

If the information is correct, type **A** and press **Enter** to accept the information as recorded.

Type **C** and press **Enter** if you wish to change any of the recorded information. The cursor will then return to the Type field. Press **Enter** to move through the fields. Pressing **Enter** will retain the same information that you originally recorded. To change information in a specific field simply re-type the data.

After you have accepted the information as recorded the cursor will return to the Type field. If this is the last line of the invoice type **E** and press **Enter** to end the invoice.

You will then be prompted with:

Print Invoice?

Type **Y** and press **Enter** to print the invoice immediately or type **N** and press **Enter** if you wish to print the invoice at a later date.

The system will then prompt you with:

Are you sure you want to post this invoice?

If you type **Y** and press **Enter**, the system will record the invoice in the sales journal and accounts receivable subledger.

DAILY PROCESSING

If you type **(N)** the cursor will return to the Type field at which stage you may invoke the **EDITOR** and make any modifications that are necessary.

Once the invoice has been posted, the cursor will return to the Customer number field. If you wish to continue entering invoices repeat the above process. If you wish to exit from invoicing, type **(E)**, press **(←Enter)** and the system will return to the Accounts Receivable subsystem menu.

CORRECTING ERRORS MADE WHILE ENTERING INVOICES

Errors made while entering invoices may be corrected by using the **EDITOR** utility, included in the system. The utility offers five editing functions and can be invoked by pressing **(F1)**.

The following editing functions are available:

Select: [1]-Rekey from a field [2]-Rekey a line [3]-Cancel this document
 [4]-Display a line [5]-Delete a line

[1] Rekey from a field

This option may be used to rekey any of the data entered in fields 1 through 5. To use this option type **(1)** and press **(←Enter)**. The system will then display **"REKEY from what FIELD?"** Type the number of the field that is to be rekeyed and press **(←Enter)**. The system will then automatically return to this field.

[2] Rekey a line

This option may be used to rekey previously recorded lines. It may not be used to rekey any of the data in the current line number, on which you are working. To use this option, type **(2)** and press **(←Enter)**.

The system will then display **"Rekey which detail line?"** Type the line number which you wish to rekey and press **(←Enter)**. *(The current line is shown under field *C on the Customer invoicing screen.)* Press **(←Enter)** to start the line correction and the system will return to field *C. Enter the corrections in the same manner that you would record an invoice. The system will return to the current line number when you have finished entering corrections for the selected line.

[3] Cancel this document

This option allows you to cancel the current invoice. To use this option, type **(3)** and press **(←Enter)**. The system will display **"Are you sure you want to CANCEL this DOCUMENT?"** Type **(Y)** and press **(←Enter)** for yes.

[4] Display a Line

This option allows you to display previously entered lines. To use this option, type **(4)** and press **(←Enter)**. The system will display **"DISPLAY what LINE?"** Type the number of the line and press **(←Enter)**. The system will automatically display the line details previously recorded. Press **(←Enter)** to return to the current line number.

[5] Delete a Line

This option allows you to delete previously entered lines. To use this option type **(5)** and press **(←Enter)**. The system will prompt **"Line no.?"** Type the line number that you wish to delete and press **(←Enter)**. The system will then prompt **"Are you sure you want to delete this line?"** Type **(Y)** and press **(←Enter)** and the cursor will return to the Type field. Type **(E)** and press **(←Enter)** if you wish to exit from the system.

CHAPTER 6: YEARLY PROCESSING

ACCOUNTS RECEIVABLE

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Main Menu	31/03/93
Last month end: 02/93		Last year end: 28/ 2/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

This selection is not available.

CHAPTER 7: REPORTS

AGED CASH FLOW

This program allows you to project the estimated future cash collections for each open item in the Accounts Receivable file.

```

P.C.P.L          Accounts Receivable          TLARP20  4.15
RM              Reports                      31/07/94

1 Aged cash flow          Run 11 Unapplied credits          Run
2 Aged trial balance      Run 12 Sales journal reprint
3 Aged trial balance/salesperson  Run 13 Sales summary
4 Cash receipts batches   Run 14 Cash receipts reprint
5 Cash receipts journal   Run 15 Invoice reprint
6 Customer master         Run 16 Fax telephone numbers
7 Customer master updates Run 17 Customer statements
8 Customer open items     Run 18 Customer SHIP-TO list
9 Inactive customers      Run 19 Past due amounts
10 Invoices and journal   Run 20 Cash receipts summary
                                                                    Run

                          S System status
                          E Exit
                          E Enter selection
    
```

The Type **(1)** and press **(←Enter)** to select *Aged cash flow*.

The screen will appear as follows:

```

P.C.P.L          Accounts Receivable          TLARP27  1.10
RM              Aged Cash Flow              31/07/94

1 Aging date .....: 31/ 7/94
2 Average payment term in days ...: 60
3 Produce summary report .....: Y
4 Produce detail report .....: Y

Select:  S Start report  M Modify options  X Exit
    
```

Type **(S)** and press **(←Enter)** to generate the report or type **(M)** to modify the report options.

REPORTS

The following report options are available:

AGING DATE

The aging date is the cut off date for which open items are included in the report. The default is the signon date. If you want to enter a different cut off date modify this field and enter the date in the format *ddmmyy*.

AVERAGE PAYMENT TERMS

Enter the average payment terms of your customers. The default is 60 days.

PRODUCE SUMMARY REPORT

The default for this option is to generate the summary report. If you don't want a summary report printed, set this option to No.

PRODUCE DETAIL REPORT

The default is to print the detailed report. If you don't want a detail report generated, set this option to No.

A sample detail Aged Cash Flow report follows:

109/06/94

EXAMPLE COMPANY LIMITED
Accounts Receivable - Aged Cash Flow
Detail Report - Aged 60 Days

EXARR27 1.09
Page 1

Branch 10

Customer number	Customer name	Typ	Date	Document Refer #	0 - 30	31 - 60	61 - 90	91 & over	Total Balance	Prjt Days
325	CUSTOMER NAME	11	9 5 94	1063				522.10	522.10	184
325	CUSTOMER NAME	11	9 5 94	1078				918.85	918.85	189
325	CUSTOMER NAME	11	11 5 94	1081				431.25	431.25	191
325	CUSTOMER NAME	11	16 5 94	R0000955				236.42	236.42	196
325	CUSTOMER NAME	11	30 5 94	1082				1035.00	1035.00	210
325	CUSTOMER NAME	11	30 5 94	1083				2415.00	2415.00	210
325	CUSTOMER NAME	11	30 5 94	1084				2760.00	2760.00	210
325	CUSTOMER NAME	11	30 5 94	1085				2415.00	2415.00	210
325	CUSTOMER NAME	11	1 6 94	1098				2298.85	2298.85	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	13032.47	13032.47	
343	CUSTOMER NAME	30	28 2 93	06536000	-1753.65				1753.65-	0
343	CUSTOMER NAME	30	28 2 93	06537000	-375.00				375.00-	0
343	CUSTOMER NAME	11	29 4 94	1068				171.35	171.35	179
343	CUSTOMER NAME	11	4 5 94	1074				573.85	573.85	184
343	CUSTOMER NAME	11	6 5 94	1075				69.00	69.00	186
343	CUSTOMER NAME	11	9 5 94	1076				296.70	296.70	189
343	CUSTOMER NAME	11	9 5 94	1077				201.25	201.25	189
343	CUSTOMER NAME	21	9 5 94	M0000951	-345.00				345.00-	189
343	CUSTOMER NAME	11	18 5 94	1086				5287.70	5287.70	198
343	CUSTOMER NAME	11	18 5 94	1087				637.10	637.10	198
343	CUSTOMER NAME	11	30 5 94	1088				148.35	148.35	210
343	CUSTOMER NAME	11	30 5 94	1089				343.85	343.85	210
343	CUSTOMER NAME	11	30 5 94	1092				296.70	296.70	210
343	CUSTOMER NAME	11	30 5 94	1094				575.00	575.00	210
343	CUSTOMER NAME	11	30 5 94	1095				1380.00	1380.00	210
343	CUSTOMER NAME	11	30 5 94	1096				345.00	345.00	210
343	CUSTOMER NAME	11	30 5 94	R0000957				69.00	69.00	210
343	CUSTOMER NAME	11	1 6 94	1099				723.35	723.35	212
343	CUSTOMER NAME	11	1 6 94	1101				148.35	148.35	212
343	CUSTOMER NAME	11	1 6 94	M0000961				3745.00	3745.00	212
343	CUSTOMER NAME	11	6 6 94	1106				57.50	57.50	217
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					-2473.65	.00	.00	15069.05	12595.40	
655	CUSTOMER NAME	11	30 5 94	1090				159.32	159.32	210
655	CUSTOMER NAME	21	1 6 94	001090CR	-159.32				159.32-	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					-159.32	.00	.00	159.32	.00	
955	CUSTOMER NAME	11	29 4 94	1070				115.00	115.00	179
955	CUSTOMER NAME	11	2 5 94	M0000949				1391.00	1391.00	182
955	CUSTOMER NAME	11	1 6 94	M0000959				1391.00	1391.00	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	2897.00	2897.00	

REPORTS

109/06/94

EXAMPLE COMPANY LIMITED
Accounts Receivable - Aged Cash Flow
Detail Report - Aged 60 Days

EXARR27 1.09
Page 2

Branch Customer number	Customer name	Typ	Date	Document Refer #	0 - 30	31 - 60	61 - 90	91 & over	Total Balance	Prjt Days
1358	CUSTOMER NAME	11	1 6 94	1102				1942.17	1942.17	212
1358	CUSTOMER NAME	11	1 6 94	1104				2641.63	2641.63	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	4583.80	4583.80	
1635	CUSTOMER NAME	11	11 5 94	1080				431.25	431.25	191
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	431.25	431.25	
1666	CUSTOMER NAME	11	1 6 94	1100				780.18	780.18	212
1666	CUSTOMER NAME	11	1 6 94	1103				1942.17	1942.17	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	2722.35	2722.35	
1688	CUSTOMER NAME	11	1 6 94	M0000960				214.00	214.00	212
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	214.00	214.00	
1902	CUSTOMER NAME	11	2 5 94	M0000950				214.00	214.00	182
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	214.00	214.00	
2068	CUSTOMER NAME	11	8 4 94	1054				2875.00	2875.00	158
2068	CUSTOMER NAME	21	11 5 94	1079	-460.00				460.00-	191
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					-460.00	.00	.00	2875.00	2415.00	
2225	CUSTOMER NAME	11	11 4 94	1052				1150.00	1150.00	161
2225	CUSTOMER NAME	11	11 5 94	M0000953				115.00	115.00	191
2225	CUSTOMER NAME	11	30 5 94	R0000958				230.00	230.00	210
PHONE 905-738-4089										
TOTAL FOR THIS CUSTOMER					.00	.00	.00	1495.00	1495.00	
TOTAL FOR BRANCH					-3092.97	.00	.00	43693.24	40600.27	

109/06/94

EXAMPLE COMPANY LIMITED
Accounts Receivable - Aged Cash Flow
Detail Report - Aged 60 Days

EXARR27 1.09
page 3

Branch Customer number	Customer name	Typ	Date	Document Refer #	0 - 30	31 - 60	61 - 90	91 & over	Total Balance	Prjt Days
10					-3092.97	.00	.00	43693.24	40600.27	
TOTAL COMPANY					-3092.97	.00	.00	43693.24	40600.27	
TOTAL COMPANY †					-7.62	.00	.00	107.62		

*** END OF REPORT ***

AGED TRIAL BALANCE

This program allows you to print an aged summary or detailed listing of all open items in the customer's account. This program automatically spools the customer statements and collection letters and calculates interest on overdue accounts.

P.C.P.L	Accounts Receivable	TLARP20	4.15
RM	Reports		31/07/94
1 Aged cash flow	Run 11 Unapplied credits		Run
2 Aged trial balance	Run 12 Sales journal reprint		
3 Aged trial balance/salesperson	13 Sales summary		
4 Cash receipts batches	Run 14 Cash receipts reprint		
5 Cash receipts journal	Run 15 Invoice reprint		
6 Customer master	Run 16 Fax telephone numbers		
7 Customer master updates	Run 17 Customer statements		
8 Customer open items	Run 18 Customer SHIP-TO list		
9 Inactive customers	Run 19 Past due amounts		
10 Invoices and journal	20 Cash receipts summary		Run
	S System status		
	E Exit		
	E Enter selection		

Type **2** and press **Enter** to select *Aged trial balance*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20	4.12
RM	Reports		31/03/93
1 Aged cash flow	Run 11 Unapplied credits		
2 Aged trial balance	12 Sales journal reprint		
3 Aged trial balance by salesman	13 Sales summary		
4 Cash receipts batches	14 Cash receipts reprint		
5 Cash receipts journal	15 Invoice reprint		
6 Customer master	16 Fax telephone numbers		
7 Customer master updates	17 Customer statements		
8 Customer open items	18 Customer SHIP-TO list		
9 Inactive customers	19 Past due amounts		
10 Invoices and journal	20 Sales by customer receipts summary		
	tatus		

SELECTION MENU

Current

Monthly Backup

Yearly Backup

↑ ↓ [ESC]-exit

REPORTS

CURRENT

Highlight *Current* and press to generate the report from the current open items.

The screen will appear as follows:

P.C.P.L	Accounts	Receivable	TLARP12	4.25
RM	Aged Trial Balance		31/03/93	
1 Aging date	31/ 3/93	2 Days in aging period :	[30]	[30] [30]
3 Report type	D (Detail)	4 Letters	N	
Exception report :	Y	Days: 30	5 Month end indicator :	N
6 Override stat flag:	N	Creditel file	N #	
7 Statement message :				
[_] Select: [S]-Start [M]-Modify [ESC]-Exit				

The following report options are available:

AGING DATE

Enter the date in the format *ddmmyy* for which you wish to perform an aging. All items up to and including the aging date will be included in the report.

DAYS

Enter the number of days to be included in each of the three aging periods.

REPORT TYPE

Type for detailed or for summary. You also have the option of printing an Exception report of all customers that have open items older than the number of days you specify. The default is to print Exception report for any open items that are older than 30 days.

LETTER

You can have Auditor's letters (), Collection letters () or Credited letters () enerated by typing the appropriate letter for the letters you want. The default is to print no letters.

MONTH END INDICATOR

Type and press if you wish to produce statements, collection letters and calculate interest on overdue accounts. This option is set to no because statements, and interest should only be calculated at month-end. The monthly processing program will set this option to yes before the report is generated.

STATEMENT MESSAGE

Type any message that you wish to appear on the statements and press **[Enter]**.

Review the options listed above and type **[S]** and press **[Enter]** to generate the report.

MONTHLY/YEARLY BACKUP

This report can be generated from a monthly or yearly backup file. In order to generate the Aged Trial Balance report from a backup file you must have the backup option set to Yes in Company Information (page 11-5).

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Reports	31/03/93

1 Aged cash flow	Run 11 Unapplied credits
2 Aged trial balance	12 Sales journal reprint
3 Aged trial balance by salesman	13 Sales summary
4 Cash receipts batches	14 Cash receipts reprint
5 Cash receipts journal	15 Invoice reprint
6 Customer master	16 Fax telephone numbers
7 Customer master updates	17 Customer statements
8 Customer open items	18 Customer SHIP-TO list
9 Inactive customers	19 Past due amounts
10 Invoices and journal	20 Sales by customer receipts summary

SELECTION MENU

Current

Monthly Backup

Yearly Backup

↑ ↓ [ESC]-exit

Highlight *Monthly Backup* and press **[Enter]** to generate the report from month end backup files.

Highlight *Yearly Backup* and press **[Enter]** to generate the report from year end backup files.

REPORTS

The *Monthly Backup* screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	05/07/94
Typist 6	AGED TRIAL BALANCE REPORT	
Port 09	<<< From MONTHLY BACKUP Files >>>	
Processing Year : 94		
MONTHLY OPEN ITEMS BACKUP FILES		
■ JUN/94		
[F9]-Selects [F10]-Unselects [] [] [ESC]-End		

Select a single month using **F9** and press **Enter**. Type **S** and press **Enter** to spool the report.

The *Yearly Backup* screen will appear as follows:

POLYMATHIC	Accounts Receivable	TLARP20 4.15
PC	Reports	30/09/93
Typist 6	AGED TRIAL BALANCE REPORT	
Port 09	<<< From YEARLY BACKUP Files >>>	
Processing Year : 93		
BACKUP YEARS		
94		
92		
↑ ↓ PgUp PgDn		
Top Bottom Esc		

Highlight the year you want to generate the report for and press **Enter**.

Type **S** and press **Enter** to spool the report.

LASER PRODUCED STATEMENTS

To print your statements on a Laser printer you must have the **statement type** flag set to **5 - Laser**. This flag can be set through the Company Information program. Please refer to Chapter 11 -- Company Setup for more information.

- ☞ A special word processing package must be purchased for this option. Please contact Polymathic for more details.

Sample detailed, summary and exception Aged Trial Balance reports follows:

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94
 BRANCH 10

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 DETAIL REPORT

EXARR12 4.27
 PAGE 1

CUSTOMER		DOCUMENT			FUTURE					TOTAL	OUT	
NUMBER	CUSTOMER NAME	TYPE	DATE	REFER #	BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	BALANCE CR	DAYS
325	CUSTOMER NAME	L 11	4/ 5/94	1063		522.10					522.10	36
325	CUSTOMER NAME	L 11	9/ 5/94	1078		918.85			918.85		918.85	31
325	CUSTOMER NAME	L 11	11/ 5/94	1081		431.25	431.25				431.25	29
325	CUSTOMER NAME	L 11	16/ 5/94	R0000955		236.42	236.42				236.42	24
325	CUSTOMER NAME	L 11	30/ 5/94	1082		1035.00	1035.00				1035.00	10
325	CUSTOMER NAME	L 11	30/ 5/94	1083		2415.00	2415.00				2415.00	10
325	CUSTOMER NAME	L 11	30/ 5/94	1084		2760.00	2760.00				2760.00	10
325	CUSTOMER NAME	L 11	30/ 5/94	1085		2415.00	2415.00				2415.00	10
325	CUSTOMER NAME	L 11	1/ 6/94	1098		2298.85	2298.85				2298.85	8
PHONE 905-738-4089 CREDIT LIMIT			\$10,000									
TOTAL FOR THIS CUSTOMER					.00	13032.47	11591.52	1440.95	.00	.00	13032.47	
343	CUSTOMER NAME		30 28/ 2/93	06536000		-1753.65				-1753.65	1753.65-	466
343	CUSTOMER NAME		30 28/ 2/93	06537000		-375.00				-375.00	375.00-	466
343	CUSTOMER NAME		11 29/ 4/94	1068		171.35		171.35			171.35	41
343	CUSTOMER NAME		11 4/ 5/94	1074		573.85		573.85			573.85	36
343	CUSTOMER NAME		11 6/ 5/94	1075		69.00		69.00			69.00	34
343	CUSTOMER NAME		11 9/ 5/94	1076		296.70		296.70			296.70	31
343	CUSTOMER NAME		11 9/ 5/94	1077		201.25		201.25			201.25	31
343	CUSTOMER NAME		21 9/ 5/94	M0000951		-345.00		-345.00			345.00-	31
343	CUSTOMER NAME		11 18/ 5/94	1086		5287.70	5287.70				5287.70	22
343	CUSTOMER NAME		11 18/ 5/94	1087		637.10	637.10				637.10	22
343	CUSTOMER NAME		11 30/ 5/94	1088		148.35	148.35				148.35	10
343	CUSTOMER NAME		11 30/ 5/94	1089		343.85	343.85				343.85	10
343	CUSTOMER NAME		11 30/ 5/94	1092		296.70	296.70				296.70	10
343	CUSTOMER NAME		11 30/ 5/94	1094		575.00	575.00				575.00	10
343	CUSTOMER NAME		11 30/ 5/94	1095		1380.00	1380.00				1380.00	10
343	CUSTOMER NAME		11 30/ 5/94	1096		345.00	345.00				345.00	10
343	CUSTOMER NAME		11 30/ 5/94	R0000957		69.00	69.00				69.00	10
343	CUSTOMER NAME		11 1/ 6/94	1099		723.35	723.35				723.35	8
343	CUSTOMER NAME		11 1/ 6/94	1101		148.35	148.35				148.35	8
343	CUSTOMER NAME		11 1/ 6/94	M0000961		3745.00	3745.00				3745.00	8
343	CUSTOMER NAME		11 6/ 6/94	1106		57.50	57.50				57.50	3
PHONE 905-738-4089 CREDIT LIMIT			\$10,000									
TOTAL FOR THIS CUSTOMER					.00	12595.40	13756.90	967.15	.00	-2128.65	12595.40	
655	CUSTOMER NAME		11 30/ 5/94	1090		159.32	159.32				159.32	10
655	CUSTOMER NAME		21 1/ 6/94	001090CR		-159.32	-159.32				-159.32	8
PHONE 905-738-4089 CREDIT LIMIT			\$3,000									
TOTAL FOR THIS CUSTOMER					.00	.00	.00	.00	.00	.00	.00	
955	CUSTOMER NAME		11 29/ 4/94	1070		115.00		115.00			115.00	41
955	CUSTOMER NAME		11 2/ 5/94	M0000949		1391.00		1391.00			1391.00	38
955	CUSTOMER NAME		11 1/ 6/94	M0000959		1391.00	1391.00				1391.00	8
PHONE 905-738-4089 CREDIT LIMIT			\$10,000									
TOTAL FOR THIS CUSTOMER					.00	2897.00	1391.00	1506.00	.00	.00	2897.00	
1358	CUSTOMER NAME		11 1/ 6/94	1102		1942.17	1942.17				1942.17	8
1358	CUSTOMER NAME		11 1/ 6/94	1104		2641.63	2641.63				2641.63	8

REPORTS

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94
 BRANCH 10

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 DETAIL REPORT

EXARR12 4.27
 PAGE 2

CUSTOMER NUMBER	CUSTOMER NAME	TYPE	DOCUMENT DATE	REFER #	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	OUT CR DAYS
PHONE 905-738-4089		CREDIT LIMIT	\$5,000									
TOTAL FOR THIS CUSTOMER												
1635	CUSTOMER NAME	11	11/ 5/94	1080		431.25	431.25				431.25	29
PHONE 905-738-4089		CREDIT LIMIT										
TOTAL FOR THIS CUSTOMER												
1666	CUSTOMER NAME	11	1/ 6/94	1100		780.18	780.18				780.18	8
1666	CUSTOMER NAME	11	1/ 6/94	1103		1942.17	1942.17				1942.17	8
PHONE 905-738-4089		CREDIT LIMIT	\$5,000									
TOTAL FOR THIS CUSTOMER												
1688	CUSTOMER NAME	11	1/ 6/94	M0000960		214.00	214.00				214.00	8
PHONE 905-738-4089		CREDIT LIMIT	\$1,000									
TOTAL FOR THIS CUSTOMER												
1902	CUSTOMER NAME	11	2/ 5/94	M0000950		214.00		214.00			214.00	38
PHONE 905-738-4089		CREDIT LIMIT	\$2,000									
TOTAL FOR THIS CUSTOMER												
2068	CUSTOMER NAME	11	8/ 4/94	1054		2875.00			2875.00		2875.00	62
2068	CUSTOMER NAME	21	11/ 5/94	1079		-460.00	-460.00				460.00-	29
PHONE 905-738-4089		CREDIT LIMIT	\$3,000									
TOTAL FOR THIS CUSTOMER												
2225	CUSTOMER NAME	11	11/ 4/94	1052		1150.00		1150.00			1150.00	59
2225	CUSTOMER NAME	11	11/ 5/94	M0000953		115.00	115.00				115.00	29
2225	CUSTOMER NAME	11	30/ 5/94	R0000958		230.00	230.00				230.00	10
PHONE 905-738-4089		CREDIT LIMIT	\$5,000									
TOTAL FOR THIS CUSTOMER												
TOTAL FOR BRANCH							34575.82	5278.10	2875.00	-2128.65	40600.27	
						40600.27						

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94
 BRANCH

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 DETAIL REPORT

EXARR12 4.27
 PAGE 3

CUSTOMER NUMBER	CUSTOMER NAME	TYPE	DOCUMENT DATE	REFER #	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	OUT CR DAYS
10							34575.82		2875.00		40600.27	
							40600.27	5278.10		-2128.65		
							85.16		7.08			
								13.00		-5.24		
TOTAL COMPANY							34575.82	5278.10	2875.00	-2128.65	40600.27	
11						40600.27						
TOTAL COMPANY %							85.16	13.00	7.08	-5.24		

*** END OF REPORT ***

REPORTS

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 SUMMARY REPORT

EXARR121 4.27
 PAGE 1

BRANCH 10

CUSTOMER NUMBER	CUSTOMER NAME	YTD SALES	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	LAST PAY DATE
325	CUSTOMER NAME Salesman INT.	168048.05	.00	13032.47	11591.52	1440.95	.00	.00	13032.47	
343	CUSTOMER NAME Salesman INT.	255869.75	.00	12595.40	13756.90	967.15	.00	-2128.65	12595.40	
655	CUSTOMER NAME Salesman INT.	10920.80	.00	.00	.00	.00	.00	.00	.00	3 6 94
955	CUSTOMER NAME Salesman INT.	37780.00	.00	2897.00	1391.00	1506.00	.00	.00	2897.00	
1358	CUSTOMER NAME Salesman INT.	18344.06	.00	4583.80	4583.80	.00	.00	.00	4583.80	
1635	CUSTOMER NAME Salesman INT.	14641.00	.00	431.25	431.25	.00	.00	.00	431.25	
1666	CUSTOMER NAME Salesman INT.	44462.65	.00	2722.35	2722.35	.00	.00	.00	2722.35	3 6 94
1688	CUSTOMER NAME Salesman INT.	548.00	.00	214.00	214.00	.00	.00	.00	214.00	
1855	CUSTOMER NAME Salesman INT.	3000.00	.00	.00	.00	.00	.00	.00	.00	3 6 94
1902	CUSTOMER NAME Salesman INT.	3058.00	.00	214.00	.00	214.00	.00	.00	214.00	
2068	CUSTOMER NAME Salesman INT.	5297.00	.00	2415.00	-460.00	.00	2875.00	.00	2415.00	
2225	CUSTOMER NAME Salesman INT.	39127.29	.00	1495.00	345.00	1150.00	.00	.00	1495.00	
TOTAL FOR BRANCH			.00	40600.27	34575.82	5278.10	2875.00	-2128.65	40600.27	
TOTAL CASH FOR BRANCH			.00	-4363.25		.00	-1605.00	.00	5968.25-	

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 SUMMARY REPORT

EXARR121 4.27
 PAGE 2

BRANCH

CUSTOMER NUMBER	CUSTOMER NAME	YTD SALES	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	LAST PAY DATE
10			.00	40600.27	34575.82	5278.10	2875.00	-2128.65	40600.27	
TOTAL COMPANY			.00	40600.27	34575.82	5278.10	2875.00	-2128.65	40600.27	
12	SALESMAN TOTALS	601096.60		40600.27		5278.10		-2128.65		

REPORT DATE : 9/ 6/94
 RUN DATE : 09/06/94

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 SUMMARY REPORT

EXARR121 4.27
 PAGE 3

BRANCH

CUSTOMER NUMBER	CUSTOMER NAME	YTD SALES	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	LAST PAY DATE
10			.00	.00	-4363.25	.00	-1605.00	.00	-5968.25	
TOTAL CASH COLLECTED MTD			.00	.00	-4363.25	.00	-1605.00	.00	-5968.25	

*** END OF REPORT ***

REPORTS

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 1
 REPORT DATE : 9/ 6/94 EXCEPTION REPORT RUN DATE : 09/06/94

BRANCH 10

CUSTOMER NO NAME	TYPE	DATE	DOCUMENT REFER #	31 DAYS & OVER	DAYS
325 CUSTOMER NAME	L 1 1	4/ 5/94	1063	522.10	36
325 CUSTOMER NAME	L 1 1	9/ 5/94	1078	918.85	31
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				1440.95	
343 CUSTOMER NAME	3 0	28/ 2/93	06536000	-1753.65	466
343 CUSTOMER NAME	3 0	28/ 2/93	06537000	-375.00	466
343 CUSTOMER NAME	1 1	29/ 4/94	1068	171.35	41
343 CUSTOMER NAME	1 1	4/ 5/94	1074	573.85	36
343 CUSTOMER NAME	1 1	6/ 5/94	1075	69.00	34
343 CUSTOMER NAME	1 1	9/ 5/94	1076	296.70	31
343 CUSTOMER NAME	1 1	9/ 5/94	1077	201.25	31
343 CUSTOMER NAME	2 1	9/ 5/94	M0000951	-345.00	31
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				-1161.50	
955 CUSTOMER NAME	1 1	29/ 4/94	1070	115.00	41
955 CUSTOMER NAME	1 1	2/ 5/94	M0000949	1391.00	38
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				1506.00	
1902 CUSTOMER NAME	1 1	2/ 5/94	M0000950	214.00	38
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				214.00	
2068 CUSTOMER NAME	1 1	8/ 4/94	1054	2875.00	62
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				2875.00	
2225 CUSTOMER NAME	1 1	11/ 4/94	1052	1150.00	59
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MRS./MR./MS.					
TOTAL FOR THIS CUSTOMER				1150.00	
TOTAL FOR BRANCH				6024.45	
TOTAL FOR COMPANY				6024.45	
TOTAL CUSTOMERS :				6	

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 2
 REPORT DATE : 9/ 6/94 EXCEPTION REPORT RUN DATE : 09/06/94

SUMMARY

Ageing Totals	\$	¢
Future	.00	
0 - 30	34575.82	85.16
31 - 60	5278.10	13.00
61 - 90	2875.00	7.08
91 & OVR	-2128.65	-5.24
Total Due	40600.27	
Total A/R	40600.27	
Total Accts	11	

A sample Laser statement follows:

EXAMPLE COMPANY LIMITED

Street Address, Suite Number
 City, Province Postal Code
 Telephone: 905-738-4089 Fax: 905-738-6209

STATEMENT

DATE
June 10, 1994
ACCOUNT NUMBER
12345-10

Customer Name
 Street Address, Suite Number
 City, Province
 Postal Code

To insure proper credit please check those items being paid in the "✓" column and return a copy of this statement with your payment.

Attention: Contact Name

Page No. 1

Reference	Date	Code	Description	Amount	Balance
2111	02/06/90	INV		131.86	131.86
2112	03/06/90	INV		76.19	76.19
CODES: INV - Invoice GJ - Journal Entry CR - Cash Receipt CN - Credit Note				PLEASE PAY	208.05
30 DAYS		60 DAYS		90 DAYS	
		208.05			
120 DAYS					

AGED TRIAL BALANCE - BY SALESMAN

This program allows you to print an aged summary or detailed aged trial balance sorted by salesman.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

To select *Aged trial balance - by salesman* type **(3)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP26 1.00
RM	Aged Trial Balance by Salesman	31/03/93
1	1st aging period ... : 30 days	
	2nd aging period ... : 30 days	
	3rd aging period ... : 30 days	
	Report title : 0 - 30 31 - 60 61 - 90 91 & over	
2	Aging date (ddmmy) : 31/ 3/93	
3	Report type (S/D) ... : D	
	Exception report ... : N List all outstanding items after — days?	
	Select: S tart M odify X it	

Type **(S)** to start generating the report or **(M)** to modify the report options.

The following report options are available:

AGING PERIOD

Enter the numbers of days to be included in each of the three aging periods.

AGING DATE

The aging date is the cut off date for all open items that are going to be included in the report. The default date is the system sign on date.

REPORT TYPE

Type **D** to generate the detail report or **S** to generate the summary report You also have the option of printing an Exception report of all customers that have open items older that the number of days you specify. The default is to print the Exception report for any open items that are older than 30 days.

REPORTS

A sample detailed and summary Aged Trial Balance by salesman follows:

EXAMPLE COMPANY LIMITED												
ACCOUNTS RECEIVABLE AGED TRIAL BALANCE											EXARR26	1.08
DETAIL REPORT											PAGE 1	
SALESMAN INT.												
DATE 09/06/94												
CUSTOMER	CUSTOMER NAME	TYP	DATE	REFER #	FUTURE BILLING	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER	TOTAL BALANCE	OUT CR DAYS
325	CUSTOMER NAME	L 11	4 5 94	1063		522.10			522.10		522.10	36
325	CUSTOMER NAME	L 11	9 5 94	1078		918.85			918.85		918.85	31
325	CUSTOMER NAME	L 11	11 5 94	1081		431.25	431.25				431.25	29
325	CUSTOMER NAME	L 11	16 5 94	R0000955		236.42	236.42				236.42	24
325	CUSTOMER NAME	L 11	30 5 94	1082		1035.00	1035.00				1035.00	10
325	CUSTOMER NAME	L 11	30 5 94	1083		2415.00	2415.00				2415.00	10
325	CUSTOMER NAME	L 11	30 5 94	1084		2760.00	2760.00				2760.00	10
325	CUSTOMER NAME	L 11	30 5 94	1085		2415.00	2415.00				2415.00	10
325	CUSTOMER NAME	L 11	1 6 94	1098		2298.85	2298.85				2298.85	8
PHONE 905-738-4089 CREDIT LIMIT \$				10000								
TOTAL FOR THIS CUSTOMER						.00	13032.47	11591.52	1440.95	.00	.00	13032.47
343	CUSTOMER NAME	30 28	2 93	06536000		-1753.65				-1753.65	-1753.65	466
343	CUSTOMER NAME	30 28	2 93	06537000		-375.00				-375.00	-375.00	466
343	CUSTOMER NAME	11 29	4 94	1068		171.35		171.35			171.35	41
343	CUSTOMER NAME	11 4	5 94	1074		573.85		573.85			573.85	36
343	CUSTOMER NAME	11 6	5 94	1075		69.00		69.00			69.00	34
343	CUSTOMER NAME	11 9	5 94	1076		296.70		296.70			296.70	31
343	CUSTOMER NAME	11 9	5 94	1077		201.25		201.25			201.25	31
343	CUSTOMER NAME	21 9	5 94	M0000951		-345.00		-345.00			-345.00	31
343	CUSTOMER NAME	11 18	5 94	1086		5287.70	5287.70				5287.70	22
343	CUSTOMER NAME	11 18	5 94	1087		637.10	637.10				637.10	22
343	CUSTOMER NAME	11 30	5 94	1088		148.35	148.35				148.35	10
343	CUSTOMER NAME	11 30	5 94	1089		343.85	343.85				343.85	10
343	CUSTOMER NAME	11 30	5 94	1092		296.70	296.70				296.70	10
343	CUSTOMER NAME	11 30	5 94	1094		575.00	575.00				575.00	10
343	CUSTOMER NAME	11 30	5 94	1095		1380.00	1380.00				1380.00	10
343	CUSTOMER NAME	11 30	5 94	1096		345.00	345.00				345.00	10
343	CUSTOMER NAME	11 30	5 94	R0000957		69.00	69.00				69.00	10
343	CUSTOMER NAME	11 1	6 94	1099		723.35	723.35				723.35	8
343	CUSTOMER NAME	11 1	6 94	1101		148.35	148.35				148.35	8
343	CUSTOMER NAME	11 1	6 94	M0000961		3745.00	3745.00				3745.00	8
343	CUSTOMER NAME	11 6	6 94	1106		57.50	57.50				57.50	3
PHONE 905-738-4089 CREDIT LIMIT \$				10000								
TOTAL FOR THIS CUSTOMER						.00	12595.40	13756.90	967.15	.00	-2128.65	12595.40
655	CUSTOMER NAME	11 30	5 94	1090		159.32	159.32				159.32	10
655	CUSTOMER NAME	21 1	6 94	001090CR		-159.32	-159.32				-159.32	8
PHONE 905-738-4089 CREDIT LIMIT \$				3000								
TOTAL FOR THIS CUSTOMER						.00	.00	.00	.00	.00	.00	.00
955	CUSTOMER NAME	11 29	4 94	1070		115.00		115.00			115.00	41
955	CUSTOMER NAME	11 2	5 94	M0000949		1391.00		1391.00			1391.00	38
955	CUSTOMER NAME	11 1	6 94	M0000959		1391.00	1391.00				1391.00	8
PHONE 905-738-4089 CREDIT LIMIT \$				10000								
TOTAL FOR THIS CUSTOMER						.00	2897.00	1391.00	1506.00	.00	.00	2897.00
1358	CUSTOMER NAME	11 1	6 94	1102		1942.17	1942.17				1942.17	8
1358	CUSTOMER NAME	11 1	6 94	1104		2641.63	2641.63				2641.63	8

REPORTS

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 DETAIL REPORT

DATE 09/06/94 EXARR26 1.08
 PAGE 2

SALESMAN INT. CUSTOMER		DOCUMENT		FUTURE BILLING							TOTAL BALANCE	OUT CR DAYS
NUMBER	CUSTOMER NAME	TYP	DATE	REFER #	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER			
PHONE 905-738-4089 CREDIT LIMIT \$			5000									
TOTAL FOR THIS CUSTOMER					.00	4583.80	4583.80	.00	.00	.00	4583.80	
1635	CUSTOMER NAME	11	11	5 94			1080					
PHONE 905-738-4089 CREDIT LIMIT \$				0								
TOTAL FOR THIS CUSTOMER					.00	431.25	431.25	.00	.00	.00	431.25	29
1666	CUSTOMER NAME	11	1	6 94			1100					
1666	CUSTOMER NAME	11	1	6 94			1103					
PHONE 905-738-4089 CREDIT LIMIT \$				5000								
TOTAL FOR THIS CUSTOMER					.00	2722.35	2722.35	.00	.00	.00	2722.35	8
1688	CUSTOMER NAME	11	1	6 94	M0000960							
PHONE 905-738-4089 CREDIT LIMIT \$				1000								
TOTAL FOR THIS CUSTOMER					.00	214.00	214.00	.00	.00	.00	214.00	8
1902	CUSTOMER NAME	11	2	5 94	M0000950							
PHONE 905-738-4089 CREDIT LIMIT \$				2000								
TOTAL FOR THIS CUSTOMER					.00	214.00	.00	214.00	.00	.00	214.00	38
2068	CUSTOMER NAME	11	8	4 94								
2068	CUSTOMER NAME	21	11	5 94								
PHONE 905-738-4089 CREDIT LIMIT \$				3000								
TOTAL FOR THIS CUSTOMER					.00	2415.00	-460.00	.00	2875.00	.00	2415.00	62
2225	CUSTOMER NAME	11	11	4 94								
2225	CUSTOMER NAME	11	11	5 94	M0000953							
2225	CUSTOMER NAME	11	30	5 94	R0000958							
PHONE 905-738-4089 CREDIT LIMIT \$				5000								
TOTAL FOR THIS CUSTOMER					.00	1495.00	345.00	1150.00	.00	.00	1495.00	59
TOTAL FOR THIS CUSTOMER					.00	115.00	115.00				115.00	29
TOTAL FOR THIS CUSTOMER					.00	230.00	230.00				230.00	10
TOTAL FOR THIS CUSTOMER					.00	1495.00	345.00	1150.00	.00	.00	1495.00	10
-TOTAL FOR SALESMAN INT.					.00		34575.82		2875.00		40600.27	
						40600.27		5278.10		-2128.65		

EXAMPLE COMPANY LIMITED
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
 DETAIL REPORT

DATE 09/06/94 EXARR26 1.08
 PAGE 3

SALESMAN INT. CUSTOMER		DOCUMENT		FUTURE BILLING							TOTAL BALANCE	OUT CR DAYS
NUMBER	CUSTOMER NAME	TYP	DATE	REFER #	NOW DUE	0 - 30	31 - 60	61 - 90	91 & OVER			
					.00	40600.27	34575.82		2875.00		40600.27	
							5278.10					
							85.16		7.08			
								13.00		-5.24		
TOTAL COMPANY					.00		34575.82		2875.00		40600.27	
							5278.10					
							85.16		7.08			
								13.00		-5.24		
TOTAL COMPANY \$												

*** END OF REPORT ***

CASH RECEIPTS BATCHES

This program allows you to print cash receipts batches before applying them to the Accounts Receivable Open Items file. It affords you the opportunity to correct any errors made in entering cash receipts before they are applied to the Accounts Receivable Master files.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **4** and press **←Enter** to select *Cash receipts batches*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP18 2.3
RM	List & Purge of Cash Receipts Batches	31/03/93
	BATCH NUMBER :: A ALL	
	BATCH STATUS :: U UNAPPLIED	
	PURGE BATCHES : N	
	Run status ...:	
Select: Start Modify Exit		

REPORTS

The following report options are available:

- | | | |
|----------------------|------------|-----------------------------|
| Batch Number | S | Single batch |
| | R | Range of batches |
| | A | All batches |
| | ↓ | Move to next report option |
| | Esc | Exit options |
| Batch Status | * | All batches |
| | U | Unapplied batches only |
| | A | Applied batches only |
| | ↑ | Move up one report option |
| | ↓ | Move down one report option |
| | Esc | Exit options |
| Purge Batches | Y | Purge applied batches |
| | N | Suppress purge |
| | ↑ | Move up one report option |
| | Esc | Exit options |

Modify the report options for the information that you require and press **S** to start processing the report.

A sample Cash Receipts Batch report follows:

EXAMPLE COMPANY LIMITED													EXARR18 2.3
LISTING OF CASH RECEIPT BATCHES													PAGE 1
BATCH NUMBER	BATCHING DATE	DEPOSIT SLIP	BATCH TOTAL	BATCH BALANCE	TOTAL APPLD	LAST APPLD	<----- BATCH DETAILS ----->			CHEQUE AMOUNT	CUSTOMER GL NUMBER CODE	BATCH STATUS	
							CHEQUE NO.	DISP NO.	DOCUMENT NO.				
700	JUL 07 94	100.00	100.00	.00	.00		1133			100.00	1650-00	COMPLETE	
								1 UNAPPLD CH		100.00	CUSTOMER NAME		

*** END OF REPORT ***

EXAMPLE COMPANY LIMITED													EXARR18 2.3
LISTING OF CASH RECEIPT BATCHES													PAGE 2

Report options:

1. Process single batch [700]
2. Process UNAPPLIED batch(es) only
3. Do not purge batch(es)

CASH RECEIPTS JOURNAL

This program allows you to print a complete list of the transactions entered in the Batch Cash Receipts program (page5-4). Cash receipts batches must first be applied (page 5-1) before they will appear in the Cash Receipts Journal.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **5** and press **Enter** to select *Cash receipts journal*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP17 4.02
RM	Cash Receipts Journal	31/03/93
Last Month Closed : FEB/93		
[] Select: [S]-Start [ESC]-Exit		

Type **S** and press **Enter** to start generating the report.

A sample Cash Receipts Journal follows:

09/06/94		EXAMPLE COMPANY LIMITED				EXARR17 4.02			
RUN DATE 9/ 6/94		CASH RECEIPTS JOURNAL				PAGE 1			
CUSTOMER		REPER	CHEQUE	ACCOUNTS	OTHER				
NUMBER	CUSTOMER NAME/DESCRIPTION	NUMBER	AMOUNT	RECEIVABLE	GL CODES	GL AMOUNT	GL DESCR/AR	DOCUMENT	LNE
DEPOSIT OF 3/ 6/94 BATCH NO. 689									
655-00	CUSTOMER NAME	CK 1123	318.65	318.65			1097	4	5
1666-00	CUSTOMER NAME	CK 1124	4044.60	4044.60			1093	16	6
1855-00	CUSTOMER NAME	CK 1125	1605.00	1605.00			M0000938	60	7
DEPOSIT TOTALS FOR BATCH 689			5968.25	5968.25		.00			
TOTAL			5968.25	5968.25		.00			

CUSTOMER MASTER

This program allows you to print a listing of all or selected customers in alphabetical or sequential order.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **[6]** and press **[Enter]** to select *Customer master*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP03 3.05
RM	Customer Master Print	31/03/93
Report Sequence	N Numeric	
Report Type	D Detail	
Rolodex form size		
Number of lines on form :		
Include all BRANCHes ...	Y	
Include all SALESMEN ...	Y	
Include all REGIONs ...	Y	
Include all TYPEs	Y	
Starting CUSTOMER	*****	
	from beginning of file	
Ending CUSTOMER	*****	
	to end of file	
[_] Select:	[S]-Start	[M]-Modify
	[ESC]-Exit	

☞ All default report options are displayed on the screen. If you wish to generate a detailed customer list in numeric order for all customers type **[S]** to start and press **[Enter]**.

The following report options are available:

- Report Sequence** **(N)** Numeric order
 (A) Alphabetical order
 (C) Customer type
- Report Type** **(D)** Detailed report
 (N) Name and address report
 (S) Salesman report
 (L) Address mailing labels. You must specify the maximum number of lines per label.
 (R) Rolodex cards
 (M) Print any information entered in memo field
- Rolodex Form Size** You must specify the size of the label you are printing on. There are two options available. **(S)** - 2 1/4 x 4 and **(L)** - 3 1/2 x 5.
- Branch** Press **(←Enter)** for all branches or type **(N)** and enter the branch you want included.
- Salesman** Press **(←Enter)** for all salesmen or type **(N)** and enter the code for the specific salesman.
- Region** Press **(←Enter)** for all regions or type **(N)** and enter the region code for the desired region.
- Type** Press **(←Enter)** for all customer types or type **(N)** and enter the specific customer type you want.
- Starting Customer** If your report is in numeric sequence you must enter the starting customer number. If your report is in alphanumeric sequence you will enter the customers' name. Once you enter a name or number the system will prompt you to accept the entry before you can key in the ending customer information.
- Ending Customer** Enter the ending customer name or number. The system will then prompt you to save the data.

Once all your report options are correct, type **(S)** to start generating the report.

REPORTS

A sample Customer Master report follows:

JUN 09/94

EXAMPLE COMPANY LIMITED
CUSTOMER MASTER LIST
Numeric Sequence

PAGE: 1
EXARR03 3.05

115-00 COMPANY NAME
STREET ADDRESS
CITY, PROVINCE
POSTAL CODE

Business phone : 905-738-4089 FAX number : 905-738-6209
Contact name : CUSTOMER NAME
Bank name : BANK NAME
Bank address : STREET ADDRESS
Shipping instructions :
Salesman : NAME
Servicing branch : 10 HEAD OFFICE
Province : 05 ONT Rate : 8.00 G/L : 3115
Provincial tax number : Price level : 0
Federal tax number : Back order flag :
Region :
Customer type :
Payment terms :
Credit Suspended : N Send Collection Letter : N
Interest Exempt : N Discount code : 01
Credit Limit : \$10,000
Last credit check date: JUN 11/94
Last update : JUN 11/94 Change sequence # : 011

REPORTS

A sample Customer Master Update report follows:

107/07/94

EXAMPLE COMPANY LIMITED
CUSTOMER MASTER UPDATES

PAGE 1
EXARR02 1.11

1650 00 POLYMATHIC COMPUTER CORPORATION	Bus. phone : 905-738-4089
CHANGED 282 NORTH RIVERMEDE ROAD	Salesman :
CONCORD, ONTARIO	Fax number : 905-738-6209
L4K 3N6	Postal code :
	Credit limit: \$ 10000
Send Collection Letter : N	Bank name :
Credit Suspended : N	Address :
Interest Exempt : Y	Contact :
Shipping instructions :	
Provincial tax number : X	Payment terms :
Federal tax number :	Discount % : 00
Last update : 070794	Territory code:
Change seq #: 9	Customer type :
Last used:	

REPORTS

CRITERIA SELECTION

You can select specific criteria so that only items that meet the criteria you select are printed in the report.

Type **C** and the following screen will be displayed.

P.C.P.L	Accounts Receivable	TLARP14 2.07
RM	Customer Open Items	31/03/93
Print.....		16:30:05

Selection criteria:
Select items with same date as:
Select items with date greater than:
Select items with date less than:
Select items with balance equal to:
Select items with balance greater than ..:
Select items with balance less than

When specifying a date use the format *ddmmyy*. Once the criteria is entered, type **S** and press **Enter** to continue.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP14 2.07
RM	Customer Open Items	31/03/93
Print..... All		16:29:05

Report name File name Page
Open item list RMARR14.PRT 0

Select: **A**ll **S**ingle **C**ancel

You can print the open items for all customers, **A** or a single customer, **S**. If you select a single customer, the system will prompt you to enter the customer number.

Type **A** and press **Enter** to print an open item list for all customers.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP14 2.07
RM	Customer Open Items	31/03/93
Print..... All		16:29:05
Report name	File name	Page
Open item list	RMARR14.PRT	5
Journal Totals:		
Current month MSJ	.00	.00
Current month CR	.00	.00
Current month GJ	.00	.00
Not current month	142,118.37	142,118.37
Future billing	.00	.00
Grand total	142,118.37	142,118.37
Report completed. Press any key to continue.		

JUL 07/94
 RUN DATE: 7/ 7/94

EXAMPLE COMPANY LIMITED
 CUSTOMER OPEN ITEM LIST

PAGE 2
 EXARR14 2.07

POSTING DATE	DOCUMENT REFERENCE	DOC TYPE	ORIGINAL AMOUNT	CURRENT BALANCE	APPLIED TO REFERENCE	APPLIED DATE
300594	R0000957	INV	69.00	69.00		
TOTAL			11,849.05	12,595.40		

CUSTOMER NO.		655-00	CUSTOMER NAME			
300594		1090	INV	159.32	159.32	
300594		1097	INV	318.65	.00	011230001 030694
010694		001090CR	C/N	159.32-	159.32-	
030694		011230001	PAY	318.65-	.00	1097 300594
TOTAL				.00	.00	

CUSTOMER NO.		955-00	CUSTOMER NAME		
290494		1070	INV	115.00	115.00
020594		M0000949	INV	1,391.00	1,391.00
010694		M0000959	INV	1,391.00	1,391.00
TOTAL				2,897.00	2,897.00

CUSTOMER NO.		1358-00	CUSTOMER NAME		
010694		1102	INV	1,942.17	1,942.17
010694		1104	INV	2,641.63	2,641.63
TOTAL				4,583.80	4,583.80

CUSTOMER NO.		1635-00	CUSTOMER NAME		
110594		1080	INV	431.25	431.25
TOTAL				431.25	431.25

CUSTOMER NO.		1650-00	CUSTOMER NAME		
280694		011300000	PAY	.00	.00
TOTAL				.00	.00

CUSTOMER NO.		1666-00	CUSTOMER NAME			
180594		1093	INV	4,044.60	.00	011240001 030694
010694		1100	INV	780.18	780.18	
010694		1103	INV	1,942.17	1,942.17	
030694		011240001	PAY	4,044.60-	.00	1093 180594
TOTAL				2,722.35	2,722.35	

REPORTS

JUL 07/94
 RUN DATE: 7/ 7/94

EXAMPLE COMPANY LIMITED
 CUSTOMER OPEN ITEM LIST

PAGE 3
 EXARR14 2.07

POSTING DATE	DOCUMENT REFERENCE	DOC TYPE	ORIGINAL AMOUNT	CURRENT BALANCE	APPLIED TO REFERENCE	APPLIED DATE
--------------	--------------------	----------	-----------------	-----------------	----------------------	--------------

CUSTOMER NO. 1688-00 EXAMPLE COMPANY LIMITED						
010694	M0000960	INV	214.00	214.00		
TOTAL			214.00	214.00		

CUSTOMER NO. 1855-00 EXAMPLE COMPANY LIMITED						
040494	M0000938	INV	3,450.00	.00	011250001	030694
030694	011250001	PAY	1,605.00-	.00	M0000938	040494
TOTAL			1,845.00	.00		

CUSTOMER NO. 1902-00 EXAMPLE COMPANY LIMITED						
020594	M0000950	INV	214.00	214.00		
TOTAL			214.00	214.00		

CUSTOMER NO. 2068-00 EXAMPLE COMPANY LIMITED						
080494	1054	INV	2,875.00	2,875.00		
110594	1079	C/N	460.00-	460.00-		
TOTAL			2,415.00	2,415.00		

CUSTOMER NO. 2225-00 EXAMPLE COMPANY LIMITED						
110494	1052	INV	1,150.00	1,150.00		
110594	M0000953	INV	115.00	115.00		
300594	R0000958	INV	230.00	230.00		
TOTAL			1,495.00	1,495.00		
TOTAL FOR A/R FILE				40,590.27		

JOURNAL TOTALS

CURRENT MONTH MSJ	.00	.00
CURRENT MONTH CR	.00	.00
CURRENT MONTH GJ	.00	.00
NOT CURRENT MONTH	41,688.92	40,590.27
FUTURE BILLING	.00	.00
GRAND TOTAL	41,688.92	40,590.27
TOTAL FOR SUB-LEDGER	40,590.27	

*** END OF REPORT ***

INACTIVE CUSTOMERS

This program allows you to print a list of customers with no activity in their accounts for a specified period.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **9** and press **←Enter** to select *Inactive customers*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP21 1.8
RM	Inactive Customer List	31/03/93
	Number of months inactive : 30	
	Report file name :	
	Page count :	
	Current customer :	
Select: Start Modify Exit		

The default number of months is 30. To modify this, type **M** and press **←Enter**. Type the number of inactive months that you want to list the customers for and type **S** to start generating the report.

REPORTS

A sample report follows:

09/06/94

EXAMPLE COMPANY LIMITED
CUSTOMERS INACTIVE FOR MORE THAN 30 MONTH(S)

EXARR21 1.8
PAGE 1

Cust #	Name	Months Inactive	Last A/R Activity
115-00	CUSTOMER NAME	35	7 91
126-00	CUSTOMER NAME	43	11 90
129-00	CUSTOMER NAME	37	5 91
145-00	CUSTOMER NAME	37	5 91
227-00	CUSTOMER NAME	33	9 91
250-00	CUSTOMER NAME	37	5 91
257-00	CUSTOMER NAME	33	9 91
335-00	CUSTOMER NAME	33	9 91
370-00	CUSTOMER NAME	37	5 91
374-00	CUSTOMER NAME	37	5 91
842-00	CUSTOMER NAME	37	5 91
920-00	CUSTOMER NAME	96	6 86
925-00	CUSTOMER NAME	43	11 90
945-00	CUSTOMER NAME	43	11 90
975-00	CUSTOMER NAME	35	7 91
1050-00	CUSTOMER NAME	43	11 90
1075-00	CUSTOMER NAME	35	7 91
1425-00	CUSTOMER NAME	35	7 91
1615-00	CUSTOMER NAME	69	9 88
1650-00	CUSTOMER NAME	58	8 89
1675-00	CUSTOMER NAME	49	5 90
1845-00	CUSTOMER NAME	37	5 91
1860-00	CUSTOMER NAME	43	11 90
1890-00	CUSTOMER NAME	43	11 90
1943-00	CUSTOMER NAME	37	5 91
1945-00	CUSTOMER NAME	33	9 91
1982-00	CUSTOMER NAME	37	5 91
1985-00	CUSTOMER NAME	35	7 91
2040-00	CUSTOMER NAME	33	9 91
2060-00	CUSTOMER NAME	37	5 91
2070-00	CUSTOMER NAME	37	5 91
3040-00	CUSTOMER NAME	52	2 90
11025-00	CUSTOMER NAME	37	5 91
20815-00	CUSTOMER NAME	69	9 88
27500-00	CUSTOMER NAME	96	6 86

*** END OF REPORT ***

INVOICES AND JOURNAL

This program allows you to print Sales Invoices and a Sales Journal.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TD list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **10** and press **Enter** to select *Invoices and journal*.

The screen will appear as follows:

POLYMATHIC	Accounts Receivable	TLARP09 3.12
PC	Invoice Journal	30/09/93
Last month closed : AUG/93		
S Select: S Start X Exit		

Type **S** and press **Enter** to print the invoices and invoice journal report.

REPORTS

A sample Sales Journal follows:

MAR 04 93			EXAMPLE COMPANY LIMITED				EXARRO9 3.11			
Run date 4/ 3/93			SALES JOURNAL				PAGE 1			
INVOICE	CUSTOMER		LINE			INVOICE		TOTAL		
NUMBER	NUMBER	CUSTOMER NAME	NUMBER	GL-CODE	AMOUNT	DATE	PROV	INVOICE A/R	SOURCE	LINE
010393	325-00	CUSTOMER NAME				1/ 3/93	5	4626.11	1	
			1	4125-10	3799.20					7
			2	8015-10	48.50					8
			3	4120-10	175.00					9
			4	3125-10	281.59					10
			5	3115-10	321.82					11
		GOODS & SERVICES TAX 7.00 %								
		PROVINCIAL SALESTAX 8.00 %								
010393	920-00	CUSTOMER NAME				1/ 3/93	5	905.63	2	
			1	4125-10	787.50					14
			2	3125-10	55.13					15
			3	3115-10	63.00					16
		GOODS & SERVICES TAX 7.00 %								
		PROVINCIAL SALESTAX 8.00 %								
010393	1635-00	CUSTOMER NAME				1/ 3/93	5	452.81	2	
			1	4125-10	393.75					19
			2	3125-10	27.56					20
			3	3115-10	31.50					21
		GOODS & SERVICES TAX 7.00 %								
		PROVINCIAL SALESTAX 8.00 %								
010393	2050-00	CUSTOMER NAME				1/ 3/93	5	159.39	2	
			1	4100-10	138.60					24
			2	3125-10	9.70					25
			3	3115-10	11.09					26
		GOODS & SERVICES TAX 7.00 %								
		PROVINCIAL SALESTAX 8.00 %								
010393	1615-00	CUSTOMER NAME				1/ 3/93	5	1675.00	2	
			1	8189-10	1675.00					29
010393	1637-00	CUSTOMER NAME				1/ 3/93	5	270.13	2	
			1	8140-10	253.98					32
			2	3125-10	16.15					33
		GOODS & SERVICES TAX 7.00 %								
					8089.07			8089.07		

SUMMARY BY SOURCE

SOURCE	DESCRIPTION	NO.OF INVOICES	TOTAL INVOICES A/R
1	OTHER	6	8089.07
7	INTEREST	0	.00
8	MISCELLANEOUS	0	.00
	TOTAL	6	8089.07

END OF REPORT

A sample sales invoice follows:

POLYMATHIC COMPUTER CORPORATION
282 NORTH RIVERMEDE RD.
CONCORD, ONTARIO
L4K 3N6
Vendor GST: R104261490

PAGE 1

Invoice number...: 200479
Invoice date.....: 30 SEP 93

167500
POLYMATHIC COMPUTER PRODUCTS INC.
282 NORTH RIVERMEDE ROAD #3
CONCORD, ONTARIO
L4K 3N6

	100.00

SUB-TOTAL	100.00
GOODS & SERVICES TAX 7.00 %	7.00

TOTAL INVOICE	107.00

If you select **P** to print the Unapplied Credit List report, the system will prompt you to type **S** to start or **E** to exit. To start processing the report, type **S**.

If you selected **D** to display the credit list on the screen, the system will prompt you with:

Display from the start?

Type **Y** to display from the start and the system will start displaying the first customer that has credits outstanding in their account.

To advance to the next customer, **N** is used.

Type **N** if you want to start displaying at a specific customer.

The screen will appear as follows:

P.C.P.L		Accounts Receivable		TLARP34 1.06	
RM		A/R Unapplied Credits List		08/07/94	
Print/Display: D					
Customer no.					
Customer name					
Posting	Document	Doc	Original	Current	Document
Date	Reference	Type	Amount	Balance	Reference
Applied Date					
Enter [customer number] [F3]-customer name [F5]-lookup [ESC]-exit					

You can enter the customer number for the customer you want to display or press **F3** to enter the customers' name. **F5** can be used to list all customers.

Once you have entered the customer, their credit information will be displayed.

REPORTS

A sample Customer Unapplied Credits List report follows:

DATE: JUN 10/94		EXAMPLE COMPANY LIMITED CUSTOMER UNAPPLIED CREDITS LIST			EXARR34 1.06 PAGE 1	
POSTING DATE	DOCUMENT REFERENCE	DOC TYPE	ORIGINAL AMOUNT	CURRENT BALANCE	PAYMENT REFERENCE	PAYMENT DATE
CUSTOMER NUMBER: 343						
CUSTOMER NAME : CUSTOMER NAME						
280293	06536000	G/J	2,500.00-	1,753.65-	009140002	070693
280293	06537000	G/J	375.00-	375.00-		
090594	M0000951	C/N	345.00-	345.00-		
TOTAL			3,220.00-	2,473.65-		
CUSTOMER NUMBER: 655						
CUSTOMER NAME : CUSTOMER NAME						
010694	001090CR	C/N	159.32-	159.32-		
TOTAL			159.32-	159.32-		
CUSTOMER NUMBER: 2068						
CUSTOMER NAME : CUSTOMER NAME						
110594	1079	C/N	460.00-	460.00-		
TOTAL			460.00-	460.00-		
GRAND TOTAL			3,839.32-	3,092.97-		

*** END OF REPORT ***

SALES JOURNAL REPRINT

This program allows you to reprint the sales journal report.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open itens	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **[1]** **[2]** and press **[Enter]** to select *Sales journal reprint*.

P.C.P.L	Accounts Receivable	TLARP29 1.01
RM	Invoice Journal Reprint	08/07/94
Last Year End : 2/94		Last Month Closed : JUN/94
	Enter month (mm) : JUL	
	Enter year: 94	
	[_] Select: [S]-Start [M]-Modify [ESC]-Exit	

Type **[M]** and press **[Enter]** to modify the report options.

Use the arrow keys to select the month that you want to reprint the journal for.

Once you have the right month, press **[Enter]** then type in the year and press **[Enter]**.

Type **[S]** to start reprinting the sales journal.

REPORTS

A sample Sales Journal Reprint report follows:

JUN 10/94		EXAMPLE COMPANY LIMITED							PAGE 1	
Run Date: JUN 10/94		SALES JOURNAL REPRINT for JUN/94							EXARR29 1.01	
INVOICE NUMBER	CUSTOMER NUMBER	CUSTOMER NAME	LINE NUMBER	GL-CODE	AMOUNT	INVOICE DATE	PROV	TOTAL INVOICE A/R	SOURCE	LINE
1098	325-00	CUSTOMER NAME				01/06/94	05	2298.85	1	
800000430910	1999.00	INT.	1	4160-10	1999.00					7
800000430910	1999.00	INT.	2	3115-10	159.92					8
800000430910	1999.00	INT.	3	3125-10	139.93					9
001090CR	655-00	CUSTOMER NAME				01/06/94	05	-159.32	S	
200000467710	148.90	INT.	1	4030-10	-148.90					12
200000467710	148.90	INT.	2	3125-10	-10.42					13
1099	343-00	CUSTOMER NAME				01/06/94	05	723.35	T	
050000775710	129.00	INT.	1	4010-10	129.00					16
050000775710	129.00	INT.	2	3115-10	10.32					17
050000775710	129.00	INT.	3	3125-10	9.03					18
650000456510	425.00	INT.	4	4130-10	425.00					19
650000456510	425.00	INT.	5	3115-10	34.00					20
650000456510	425.00	INT.	6	3125-10	29.75					21
960000447910	75.00	INT.	7	4210-10	75.00					22
960000447910	75.00	INT.	8	3115-10	6.00					23
960000447910	75.00	INT.	9	3125-10	5.25					24
1102	1358-00	CUSTOMER NAME				01/06/94	05	1942.17	S	
800000466710	1815.11	INT.	1	4160-10	1815.11					27
800000466710	1815.11	INT.	2	3125-10	127.06					28
1104	1358-00	CUSTOMER NAME				01/06/94	05	2641.63	T	
800000467010	2468.81	INT.	1	4160-10	2468.81					31
800000467010	2468.81	INT.	2	3125-10	172.82					32
1100	1666-00	CUSTOMER NAME				01/06/94	05	780.18	T	
800000465110	729.14	INT.	1	4160-10	729.14					35
800000465110	729.14	INT.	2	3125-10	51.04					36
1103	1666-00	CUSTOMER NAME				01/06/94	05	1942.17	T	
800000466710	1815.11	INT.	1	4160-10	1815.11					39
800000466710	1815.11	INT.	2	3125-10	127.06					40
1101	343-00	CUSTOMER NAME				01/06/94	05	148.35	T	
050000775710	129.00	INT.	1	4010-10	129.00					43
050000775710	129.00	INT.	2	3115-10	10.32					44
050000775710	129.00	INT.	3	3125-10	9.03					45
M0000959	955-00	CUSTOMER NAME				01/06/94	5	1391.00	S	
**	.00	INT.	1	4198-10	1300.00					48
**	.00	INT.	2	3125-10	91.00					49
M0000960	1688-00	CUSTOMER NAME				01/06/94	5	214.00	T	
**	.00	INT.	1	4198-10	200.00					52
**	.00	INT.	2	3125-10	14.00					53
M0000961	343-00	CUSTOMER NAME				01/06/94	5	3745.00	T	
**	.00	INT.	1	4198-10	3500.00					56

JUN 10/94		EXAMPLE COMPANY LIMITED							PAGE 2	
Run Date: JUN 10/94		SALES JOURNAL REPRINT for JUN/94							EXARR29 1.01	
INVOICE NUMBER	CUSTOMER NUMBER	CUSTOMER NAME	LINE NUMBER	GL-CODE	AMOUNT	INVOICE DATE	PROV	TOTAL INVOICE A/R	SOURCE	LINE
**		.00 INT.	2	3125-10	245.00					5
1106	343-00	CUSTOMER NAME				06/06/94	05	57.50	T	
050000781310	25.00	INT.	1	4010-10	50.00					8
050000781310	25.00	INT.	2	3115-10	4.00					9
050000781310	25.00	INT.	3	3125-10	3.50					10
					15724.88			15724.88		

JUN 10/94		EXAMPLE COMPANY LIMITED							PAGE 3	
Run Date: JUN 10/94		SALES JOURNAL REPRINT for JUN/94							EXARR29 1.01	

SUMMARY BY SOURCE

SOURCE	DESCRIPTION	NO.OF INVOICES	TOTAL INVOICES A/R
1	OTHER	1	2298.85
7	INTEREST	0	.00
8	MISCELLANBOUS	0	.00
	TOTAL	1	2298.85

END OF REPORT

SALES SUMMARY

This program generated a summary of sales for the months that you select. You can sort this report by customer, sales person or GL code.

P.C.P.L	Accounts Receivable	TLARP20	4.15
RM	Reports		31/07/94
1 Aged cash flow	Run 11 Unapplied credits		Run
2 Aged trial balance	Run 12 Sales journal reprint		
3 Aged trial balance/salesperson	13 Sales summary		
4 Cash receipts batches	Run 14 Cash receipts reprint		
5 Cash receipts journal	Run 15 Invoice reprint		
6 Customer master	Run 16 Fax telephone numbers		
7 Customer master updates	Run 17 Customer statements		
8 Customer open itens	Run 18 Customer SHIP-TO list		
9 Inactive customers	Run 19 Past due amounts		
10 Invoices and journal	20 Cash receipts summary		Run
	S System status		
	E Exit		
	E Enter selection		

Type **13** and press **Enter** to select *Sales summary*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20	4.15
RM	Reports		13/06/94
	Sales Summary		
	1 Standard		
	2 by Customer		
	3 by Sales Person		
	4 by G/L Code		
	_ Enter selection		
	[ESC]-Exit		

The *Standard* option is not available at the present time.

REPORTS

CUSTOMER

Type **2** and press **Enter** to select *by Customer*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP300 1.05
RM	SALES by CUSTOMER	JUN 13/94
Typist 04		09:49:02
Port 11		
<hr/>		
Processing Year : 94	Division Selection : A	All Divisions
File Selection : S Single	Customer Selection : A	All Customers
GST G/L Code : 3125	Rate : 7.00	
<hr/>		
SALES JOURNAL ANALYSIS FILES		
<input checked="" type="checkbox"/> JAN/94	JAN/93	
<input type="checkbox"/> FEB/94	FEB/93	
<input type="checkbox"/> MAR/94	MAR/93	
<input type="checkbox"/> APR/94	APR/93	
<input type="checkbox"/> MAY/94	MAY/93	
<input type="checkbox"/> JUN/94	JUN/93	
	JUL/93	
	AUG/93	
	SEP/93	
	OCT/93	
	NOV/93	
	DEC/93	
<hr/>		
F9 -Selects	F10 -Unselects	F U ESC -End

SALES JOURNAL ANALYSIS FILES

A list of all Sales Journal analysis files is displayed. The **F9** key can be used to select the files for the months that you want to report the sales for. **F10** can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press **Esc**.

GST G/L CODE

The system will prompt you for the GST GL code. **F5** can be used to list all valid GL codes, **F3** can be used to set up a new GST code and **F4** can be used to add a new GL code.

DIVISION SELECTION

You can generate this report for a single division, **S** or all divisions, **A**. If you select a single division **F5** can be used to list all divisions and **F4** can be used to set up a new division.

CUSTOMER SELECTION

You can generate this report for a single customer, **S** or all customers, **A**. If you select a single customer **F5** can be used to list all customers and **F4** can be used to set up a new customer.

PROCESSING YEAR

Enter the year you want the sales summary details to be listed for The default is the current year.

Once all your report options are set, type **S** and press **Enter** to start spooling the report.

Three reports are generated from this program. Samples follow.

08 JUL 94 EXAMPLE COMPANY LIMITED EXARR300 1.06
SALES BY CUSTOMER Page: 1
BY G/L CODE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TRANSACTION DATE	CUSTOMER NUMBER	G/L CODE	G/L AMOUNT	GST AMOUNT	PST AMOUNT	PRODUCT CODE	UNIT PRICE	SHIP QTY	SALES PERSON
1100	01-JUN-94	01-JUN-94	1666-00	4160-10	729.14	51.04	.00	800000465110	729.14	1	INT.
1103	01-JUN-94	01-JUN-94	1666-00	4160-10	1815.11	127.06	.00	800000466710	1815.11	1	INT.
Total for JUN/94					2544.25	178.10	.00				
Total for CUSTOMER NAME					2544.25	178.10	.00				
Grand Total					2544.25	178.10	.00				

08 JUL 94 EXAMPLE COMPANY LIMITED EXARR301 1.06
SALES BY CUSTOMER Page: 1
BY DOCUMENT DATE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TOTAL AMOUNT	GST AMOUNT	PST AMOUNT	NET AMOUNT	CUSTOMER NUMBER	CUSTOMER NAME
1100	01-JUN-94	780.18	51.04	.00	729.14	1666-00	CUSTOMER NAME
1103	01-JUN-94	1942.17	127.06	.00	1815.11	1666-00	CUSTOMER NAME
Customer Total		2722.35	178.10	.00	2544.25		
Grand Total		2722.35	178.10	.00	2544.25		

08 JUL 94 EXAMPLE COMPANY LIMITED EXARR302 1.06
SALES BY CUSTOMER Page: 1
SUMMARY REPORT

All Divisions From: JUN/94 To: JUN/94

CUSTOMER NUMBER	CUSTOMER NAME	ACCOUNTS RECEIVABLE	GST AMOUNT	G/L RATE	PST AMOUNT	CODE	G/L RATE	SALES AMOUNT
1666-00	EXAMPLE COMPANY LIMITED	2722.35	178.10	3125 7.00	.00	5	3115 8.00	2544.25
		2722.35	178.10		.00			2544.25

REPORTS

SALES PERSON

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	13/06/94
Sales Summary		
1 Standard		
2 by Customer		
3 by Sales Person		
4 by G/L Code		
_ Enter selection		
[ESC]-Exit		

Type **3** and press **[Enter]** to select *by Sales Person*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP340 1.02
RM	SALES by SALES PERSON	JUN 13/94
Typist 04		09:46:48
Port 11		
<hr/>		
Processing Year : 94	Division Selection : A	All Divisions
File Selection : S	Single	
GST G/L Code : 3125	Rate : 7.00	
<hr/>		
SALES JOURNAL ANALYSIS FILES		
JAN/94	JAN/93	
FEB/94	FEB/93	
MAR/94	MAR/93	
APR/94	APR/93	
MAY/94	MAY/93	
JUN/94	JUN/93	
	JUL/93	
	AUG/93	
	SEP/93	
	OCT/93	
	NOV/93	
	DEC/93	
[F9]-Selects [F10]-Unselects [] [] [ESC]-End		

The report options are documented above under *by Customer* (page 7-46).

Sample Sales Summary reports sorted by sales person follow.

20 JUL 94 EXAMPLE COMPANY LIMITED EXARR340 1.02
 SALES BY SALES PERSON Page: 1
 BY G/L CODE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TRANSACTION DATE	CUSTOMER NUMBER	G/L CODE	G/L AMOUNT	GST AMOUNT	PST AMOUNT	SALES PERSON	PRODUCT CODE	UNIT PRICE	SHIP QTY
1098	01-JUN-94	01-JUN-94	325-00	4160-10	1999.00	139.93	159.92	INT.	800000430910	1999.00	1
1099	01-JUN-94	01-JUN-94	343-00	4010-10	129.00	44.03	50.32	INT.	050000775710	129.00	1
1099	01-JUN-94	01-JUN-94	343-00	4130-10	425.00	.00	.00	INT.	650000456510	425.00	1
1099	01-JUN-94	01-JUN-94	343-00	4210-10	75.00	.00	.00	INT.	960000447910	75.00	1
1101	01-JUN-94	01-JUN-94	343-00	4010-10	129.00	9.03	10.32	INT.	050000775710	129.00	1
M0000961	01-JUN-94	01-JUN-94	343-00	4198-10	3500.00	245.00	.00	INT.	**	.00	0
001090CR	01-JUN-94	01-JUN-94	655-00	4030-10	-148.90	-10.42	.00	INT.	200000467710	148.90	-1
M0000959	01-JUN-94	01-JUN-94	955-00	4198-10	1300.00	91.00	.00	INT.	**	.00	0
1102	01-JUN-94	01-JUN-94	1358-00	4160-10	1815.11	127.06	.00	INT.	800000466710	1815.11	1
1104	01-JUN-94	01-JUN-94	1358-00	4160-10	2468.81	172.82	.00	INT.	800000467010	2468.81	1
1100	01-JUN-94	01-JUN-94	1666-00	4160-10	729.14	51.04	.00	INT.	800000465110	729.14	1
1103	01-JUN-94	01-JUN-94	1666-00	4160-10	1815.11	127.06	.00	INT.	800000466710	1815.11	1
M0000960	01-JUN-94	01-JUN-94	1688-00	4198-10	200.00	14.00	.00	INT.	**	.00	0
1106	06-JUN-94	06-JUN-94	343-00	4010-10	50.00	3.50	4.00	INT.	050000781310	25.00	2
Total for JUN/94					14486.27	1014.05	224.56				
Total for					14486.27	1014.05	224.56				

20 JUL 94 EXAMPLE COMPANY LIMITED EXARR340 1.02
 SALES BY SALES PERSON Page: 2
 BY G/L CODE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TRANSACTION DATE	CUSTOMER NUMBER	G/L CODE	G/L AMOUNT	GST AMOUNT	PST AMOUNT	SALES PERSON	PRODUCT CODE	UNIT PRICE	SHIP QTY
Grand Total					14486.27	1014.05	224.56				

20 JUL 94 EXAMPLE COMPANY LIMITED EXARR341 1.02
 SALES BY SALES PERSON Page: 1
 BY DOCUMENT DATE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TOTAL AMOUNT	GST AMOUNT	PST AMOUNT	NET AMOUNT	SALES PERSON	CUSTOMER NUMBER	CUSTOMER NAME
1098	01-JUN-94	2298.85	139.93	159.92	1999.00	INT.	325-00	CUSTOMER NAME
1099	01-JUN-94	723.35	44.03	50.32	629.00	INT.	343-00	CUSTOMER NAME
1101	01-JUN-94	148.35	9.03	10.32	129.00	INT.	343-00	CUSTOMER NAME
M0000961	01-JUN-94	3745.00	245.00	.00	3500.00	INT.	343-00	CUSTOMER NAME
001090CR	01-JUN-94	-159.32	-10.42	.00	-148.90	INT.	655-00	CUSTOMER NAME
M0000959	01-JUN-94	1391.00	91.00	.00	1300.00	INT.	955-00	CUSTOMER NAME
1102	01-JUN-94	1942.17	127.06	.00	1815.11	INT.	1358-00	CUSTOMER NAME
1104	01-JUN-94	2641.63	172.82	.00	2468.81	INT.	1358-00	CUSTOMER NAME
1100	01-JUN-94	780.18	51.04	.00	729.14	INT.	1666-00	CUSTOMER NAME
1103	01-JUN-94	1942.17	127.06	.00	1815.11	INT.	1666-00	CUSTOMER NAME
M0000960	01-JUN-94	214.00	14.00	.00	200.00	INT.	1688-00	CUSTOMER NAME
1106	06-JUN-94	57.50	3.50	4.00	50.00	INT.	343-00	CUSTOMER NAME
Sales Person Total		15724.88	1014.05	224.56	14486.27			

20 JUL 94 EXAMPLE COMPANY LIMITED EXARR341 1.02
 SALES BY SALES PERSON Page: 2
 BY DOCUMENT DATE

All Divisions From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TOTAL AMOUNT	GST AMOUNT	PST AMOUNT	NET AMOUNT	SALES PERSON	CUSTOMER NUMBER	CUSTOMER NAME
Grand Total		15724.88	1014.05	224.56	14486.27			

REPORTS

20 JUL 94

EXAMPLE COMPANY LIMITED
 SALES BY SALES PERSON
 SUMMARY REPORT
 From: JUN/94 To: JUN/94

EXARR342 1.02
 Page: 1

All Divisions

SALES PERSON NAME	ACCOUNTS <----- GST ----->				<----- PST ----->				SALES AMOUNT
	RECEIVABLE	AMOUNT	G/L	RATE	AMOUNT	CODE	G/L	RATE	
INT.	15724.88	1014.05	3125	7.00	224.56	5	3115	8.00	14486.27
	15724.88	1014.05			224.56				14486.27
	*****	*****			*****				*****

G/L CODE

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	13/06/94
Sales Summary		
1 Standard		
2 by Customer		
3 by Sales Person		
4 by G/L Code		
_ Enter selection		
[ESC]-Exit		

Type **4** and press **[Enter]** to select by G/L Code

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP310 1.02
RM	SALES by G/L CODE	JUN 13/94
Typist 04		09:50:16
Port 11		
Processing Year : 94		
File Selection : S Single		
GST G/L Code : 3125 Rate : 7.00		
Division Selection : A All Divisions		
Customer Selection : A All Customers		
SALES JOURNAL ANALYSIS FILES		
JAN/94	JAN/93	
FEB/94	FEB/93	
MAR/94	MAR/93	
APR/94	APR/93	
MAY/94	MAY/93	
JUN/94	JUN/93	
	JUL/93	
	AUG/93	
	SEP/93	
	OCT/93	
	NOV/93	
	DEC/93	
[F9]-Selects [F10]-Unselects [] [] [ESC]-End		

The report options are documented above under *by Customer* (page 7-46).

REPORTS

Sample Sales Summary reports sorted by G/L code follow.

20 JUL 94

EXAMPLE COMPANY LIMITED
SALES BY G/L CODE

EXARR310 1.02
Page: 1

All Divisions

From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TRANSACTION DATE	CUSTOMER NUMBER	G/L CODE	G/L AMOUNT	SALES JOURNAL	DESCRIPTION
1098	01-JUN-94	01-JUN-94	325-00	3115-10	159.92	800000430910	1999.00 1 INT.
1099	01-JUN-94	01-JUN-94	343-00	3115-10	50.32	050000775710	129.00 1 INT.
1101	01-JUN-94	01-JUN-94	343-00	3115-10	10.32	050000775710	129.00 1 INT.
1106	06-JUN-94	06-JUN-94	343-00	3115-10	4.00	050000781310	25.00 2 INT.
Total for JUN/94					224.56		
Total 3115-10 PROVINCIAL SALES TAX (PST)					224.56		
1098	01-JUN-94	01-JUN-94	325-00	3125-10	139.93	800000430910	1999.00 1 INT.
1099	01-JUN-94	01-JUN-94	343-00	3125-10	44.03	050000775710	129.00 1 INT.
1101	01-JUN-94	01-JUN-94	343-00	3125-10	9.03	050000775710	129.00 1 INT.
M0000961	01-JUN-94	01-JUN-94	343-00	3125-10	245.00	**	.00 0 INT.
001090CR	01-JUN-94	01-JUN-94	655-00	3125-10	-10.42	200000467710	148.90 -1 INT.
M0000959	01-JUN-94	01-JUN-94	955-00	3125-10	91.00	**	.00 0 INT.
1102	01-JUN-94	01-JUN-94	1358-00	3125-10	127.06	800000466710	1815.11 1 INT.
1104	01-JUN-94	01-JUN-94	1358-00	3125-10	172.82	800000467010	2468.81 1 INT.
1100	01-JUN-94	01-JUN-94	1666-00	3125-10	51.04	800000465110	729.14 1 INT.
1103	01-JUN-94	01-JUN-94	1666-00	3125-10	127.06	800000466710	1815.11 1 INT.
M0000960	01-JUN-94	01-JUN-94	1688-00	3125-10	14.00	**	.00 0 INT.
1106	06-JUN-94	06-JUN-94	343-00	3125-10	3.50	050000781310	25.00 2 INT.
Total for JUN/94					1014.05		
Total 3125-10 GST - PAID AND COLLECTED					1014.05		
1099	01-JUN-94	01-JUN-94	343-00	4010-10	129.00	050000775710	129.00 1 INT.
1101	01-JUN-94	01-JUN-94	343-00	4010-10	129.00	050000775710	129.00 1 INT.
1106	06-JUN-94	06-JUN-94	343-00	4010-10	50.00	050000781310	25.00 2 INT.
Total for JUN/94					308.00		
Total 4010-10 ACCESSORIES					308.00		
001090CR	01-JUN-94	01-JUN-94	655-00	4030-10	-148.90	200000467710	148.90 -1 INT.
Total for JUN/94					-148.90		
Total 4030-10 COMMUNICATIONS					-148.90		
1099	01-JUN-94	01-JUN-94	343-00	4130-10	425.00	650000456510	425.00 1 INT.
Total for JUN/94					425.00		

20 JUL 94

EXAMPLE COMPANY LIMITED
SALES BY G/L CODE

EKARR310 1.02
Page: 2

All Divisions

From: JUN/94 To: JUN/94

DOCUMENT NUMBER	DOCUMENT DATE	TRANSACTION DATE	CUSTOMER NUMBER	G/L CODE	G/L AMOUNT	SALES JOURNAL	DESCRIPTION
Total 4130-10 MONITORS					425.00		
1098	01-JUN-94	01-JUN-94	325-00	4160-10	1999.00	800000430910	1999.00 1 INT.
1102	01-JUN-94	01-JUN-94	1358-00	4160-10	1815.11	800000466710	1815.11 1 INT.
1104	01-JUN-94	01-JUN-94	1358-00	4160-10	2468.81	800000467010	2468.81 1 INT.
1100	01-JUN-94	01-JUN-94	1666-00	4160-10	729.14	800000465110	729.14 1 INT.
1103	01-JUN-94	01-JUN-94	1666-00	4160-10	1815.11	800000466710	1815.11 1 INT.
Total for JUN/94					8827.17		
Total 4160-10 PRINTERS					8827.17		
M0000961	01-JUN-94	01-JUN-94	343-00	4198-10	3500.00	**	.00 0 INT.
M0000959	01-JUN-94	01-JUN-94	955-00	4198-10	1300.00	**	.00 0 INT.
M0000960	01-JUN-94	01-JUN-94	1688-00	4198-10	200.00	**	.00 0 INT.
Total for JUN/94					5000.00		
Total 4198-10 CONSULTING - XXXXXXXXXXXXX					5000.00		
1099	01-JUN-94	01-JUN-94	343-00	4210-10	75.00	960000447910	75.00 1 INT.
Total for JUN/94					75.00		
Total 4210-10 VIDBO BOARDS					75.00		
Grand Total					15724.88		

REPORTS

20 JUL 94

EXAMPLE COMPANY LIMITED
 SALES BY G/L CODE
 BY DOCUMENT DATE
 From: JUN/94 To: JUN/94

EXARR311 1.02
 Page: 1

All Divisions

DOCUMENT NUMBER	DOCUMENT DATE	TOTAL AMOUNT	G/L CODE	CUSTOMER NUMBER	CUSTOMER NAME
1098	01-JUN-94	159.92	3115-10	325-00	CUSTOMER NAME
1099	01-JUN-94	50.32	3115-10	343-00	CUSTOMER NAME
1101	01-JUN-94	10.32	3115-10	343-00	CUSTOMER NAME
1106	06-JUN-94	4.00	3115-10	343-00	CUSTOMER NAME
G/L Total		224.56	PROVINCIAL SALES TAX (PST)		
1098	01-JUN-94	139.93	3125-10	325-00	CUSTOMER NAME
1099	01-JUN-94	44.03	3125-10	343-00	CUSTOMER NAME
1101	01-JUN-94	9.03	3125-10	343-00	CUSTOMER NAME
M0000961	01-JUN-94	245.00	3125-10	343-00	CUSTOMER NAME
001090CR	01-JUN-94	-10.42	3125-10	655-00	CUSTOMER NAME
M0000959	01-JUN-94	91.00	3125-10	955-00	CUSTOMER NAME
1102	01-JUN-94	127.06	3125-10	1358-00	CUSTOMER NAME
1104	01-JUN-94	172.82	3125-10	1358-00	CUSTOMER NAME
1100	01-JUN-94	51.04	3125-10	1666-00	CUSTOMER NAME
1103	01-JUN-94	127.06	3125-10	1666-00	CUSTOMER NAME
M0000960	01-JUN-94	14.00	3125-10	1688-00	CUSTOMER NAME
1106	06-JUN-94	3.50	3125-10	343-00	CUSTOMER NAME
G/L Total		1014.05	GST - PAID AND COLLECTED		
1099	01-JUN-94	129.00	4010-10	343-00	CUSTOMER NAME
1101	01-JUN-94	129.00	4010-10	343-00	CUSTOMER NAME
1106	06-JUN-94	50.00	4010-10	343-00	CUSTOMER NAME
G/L Total		308.00	ACCESSORIES		
001090CR	01-JUN-94	-148.90	4030-10	655-00	CUSTOMER NAME
G/L Total		-148.90	COMMUNICATIONS		
1099	01-JUN-94	425.00	4130-10	343-00	CUSTOMER NAME
G/L Total		425.00	MONITORS		
1098	01-JUN-94	1999.00	4160-10	325-00	CUSTOMER NAME
1102	01-JUN-94	1815.11	4160-10	1358-00	CUSTOMER NAME
1104	01-JUN-94	2468.81	4160-10	1358-00	CUSTOMER NAME
1100	01-JUN-94	729.14	4160-10	1666-00	CUSTOMER NAME
1103	01-JUN-94	1815.11	4160-10	1666-00	CUSTOMER NAME
G/L Total		8827.17	PRINTERS		
M0000961	01-JUN-94	3500.00	4198-10	343-00	CUSTOMER NAME
M0000959	01-JUN-94	1300.00	4198-10	955-00	CUSTOMER NAME
M0000960	01-JUN-94	200.00	4198-10	1688-00	CUSTOMER NAME
G/L Total		5000.00	CONSULTING - XXXXXXXXXXXX		
1099	01-JUN-94	75.00	4210-10	343-00	CUSTOMER NAME

20 JUL 94

EXAMPLE COMPANY LIMITED
 SALES BY G/L CODE
 BY DOCUMENT DATE
 From: JUN/94 To: JUN/94

EXARR311 1.02
 Page: 2

All Divisions

DOCUMENT NUMBER	DOCUMENT DATE	TOTAL AMOUNT	G/L CODE	CUSTOMER NUMBER	CUSTOMER NAME
G/L Total		75.00	VIDEO BOARDS		
Grand Total		15724.88	*****		

20 JUL 94

EXAMPLE COMPANY LIMITED

EXARR312 1.02

SALES BY G/L CODE

Page: 1

SUMMARY REPORT

All Divisions

From: JUN/94 To: JUN/94

G/L CODE	G/L DESCRIPTION	G/L AMOUNT
3115-10	PROVINCIAL SALES TAX (PST)	224.56
3125-10	GST - PAID AND COLLECTED	1014.05
4010-10	ACCESSORIES	308.00
4030-10	COMMUNICATIONS	-148.90
4130-10	MONITORS	425.00
4160-10	PRINTERS	8827.17
4198-10	CONSULTING - XXXXXXXXXXXX	5000.00
4210-10	VIDEO BOARDS	75.00

		15724.88

CASH RECEIPTS REPRINT

This program allows you to reprint a cash receipts journal for a specified month and year.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **14** and press **Enter** to select *Cash receipts reprint*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP57 1.05
RM	Cash Receipts Journal Reprint	31/03/93
Enter month : MAR		
Enter [JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC] [ESC]-Exit		

Type the desired month from the list at the bottom of the screen and press **Enter**.

Type the last two digits of the desired year and press **Enter**.

REPORTS

JUN 10/94

EXAMPLE COMPANY LIMITED

EXARR17 1.05

RUN DATE: JUN 10/94

CASH RECEIPTS JOURNAL REPRINT for JUN/94

PAGE 1

CUSTOMER

REFER CHEQUE ACCOUNTS OTHER

NUMBER CUSTOMER NAME/DESCRIPTION

NUMBER AMOUNT RECEIVABLE GL CODES GL AMOUNT GL DESCR/AR DOCUMENT LINE

Deposit of 3/ 6/94 for Batch number 689

655-00	CUSTOMER NAME	CK 1123	318.65	318.65			1097	4	5
1666-00	CUSTOMER NAME	CK 1124	4044.60	4044.60			1093	16	6
1855-00	CUSTOMER NAME	CK 1125	1605.00	1605.00			M0000938	60	7
Deposit totals for batch 689			5968.25	5968.25		.00			

*** END OF REPORT ***

INVOICE REPRINT

This program allows you to reprint a single sales invoice or all sales invoices for a specified month and year.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **(15)** and press **(←Enter)** to select *Invoice reprint*.

The screen will appear as follows:

POLYMATHIC	Accounts Receivable	TLARF04 1.01
PC	Invoice Reprint	JUL 20/94
15:40:17		Last month closed : AUG/93
	ENTER MONTH (mm) : SEP	
	ENTER YEAR : 93	
	INVOICE SELECTION : ALL	
	Current invoice .. :	
	Print file :	
	Page count :	
	Line count :	
	Total pages :	
Select: Start Modify Lookup ESC		

The following report options are available:

MONTH

Enter the month that contains the invoice you wish to reprint. The **←** and **→** can be used to scroll through the various months.

YEAR

Enter the last two digits of the year that contains the invoice you wish to reprint.

INVOICE

You can reprint a single invoice, range of invoices, all invoices for the specified month, or invoices up to a specified cut off date.

Type **S** to print a single invoice or range of invoices. The system will prompt you to enter the invoice number. **F5** can be used to list all invoices for the specified month. When you have finished entering the invoice numbers press **Esc** then **S** to start the reprinting process.

To reprint all invoices for the specified month the invoice selection field should be set to **A** for All. Once it is, type **S** to start reprinting the invoices.

To reprint invoices up to a specific cut off date type **C** and then enter the date in *ddmmyy* format. All invoice equal to or less than the cut off date will be printed.

FAX TELEPHONE NUMBERS

This program generates three different file formats that contain the contact name and fax number of all customers.

ASCII This format places the contact name on one line and the fax number on the second line.

Comma Delimited This format places the contact name, followed by a comma (,) then the customer's fax number.

SDL This format is for special use with a fax card. The customer name and fax number are listed.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **16** and press **Enter** to select *Fax telephone numbers*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARPO1M 1.03
RM	Fax Telephone Numbers	31/03/93
		16:48:53

This program generates specially formatted ASCII files.

[] Select: [S]-Start [ESC]-Exit

Type **[S]** and press **[Enter]** to generate the files.

- ☞ If a record is missing either the contact name or fax number it will not be written out to the fax file. An exception report containing the contact name, fax number and the telephone number will be generated.

A sample report follows:

29/07/94	EXAMPLE COMPANY LIMITED	Page: 1
09:20:53	CUSTOMER FAX TELEPHONE NUMBERS	EXARRO1M 1.03
	EXCEPTION REPORT	
Customer Number/Name	Phone Number	Fax Number
-----	-----	-----
330-00 CUSTOMER NAME	905-738-4089	
380-00 CUSTOMER NAME	905-738-4089	905-738-6209
865-00 CUSTOMER NAME	905-738-4089	905-738-6209
1365-00 CUSOTMER NAME	905-738-4089	905-738-6209
1688-00 CUSTOMER NAME	905-738-4089	905-738-6209
1837-00 CUSTOMER NAME	905-738-4089	905-738-6209
16891-00 CUSTOMER NAME	905-738-4089	905-738-6209
	*** END OF REPORT ***	

CUSTOMER STATEMENTS

This program allows you to generate customer statements for a single customer or all customers.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **17** and press **Enter** to select *Customer statements*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Reports	31/03/93
	Customer Statements	
	1 Individual statements	
	2 All statements	
	_ Enter selection	
	[ESC] -Exit	

INDIVIDUAL STATEMENTS

To print an individual customer statement, type **1** and press **Enter**

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP12 4.25
RM	Aged Trial Balance	31/03/93
1 Customer number...: _____		
2 Aging date	31/ 3/93	3 Days in aging period : [30] [30] [30]
4 Statement message :		
Enter [customer number] [F5]-Lookup [ESC]-End		

The following report options are available:

CUSTOMER NUMBER

Enter the number of the customer you want to generate the statement for. **F5** can be used to list all customers.

AGING DATE

The aging date will default to the sign on date. Open items up to and including this date will appear on the customer statement. To modify this date, select *Modify*, type **2** for the field number and then enter the new date in the format *ddmmyy*.

AGING PERIOD

Three different aging periods are available. The length of each period can be modified to include up to 98 days. The default and standard is 30 days per period.

STATEMENT MESSAGE

A statement message can be printed on the statement. This message can be 2 lines long. The maximum length of the first line is 45 characters. The maximum length of the second line is 35 characters.

Once you have entered the correct report options, type **S** and press **Enter** to generate the statement.

LASER STATEMENTS

☞ If you are generating your customer statements on a Laser printer (ie: you have your statement type set to 5 in Company Information, page 11-4), the following screen will then appear:

P.C.P.L	Accounts Receivable	TLARP12 4.25
RM	Aged Trial Balance	31/03/93
[LPT1:]		
1 Customer number...	127-00 MS. LESLIE PRIOR	
2 Aging date	31/ 3/93	3 Days in aging period : [30] [30] [30]
4 Statement message :		

SELECTION MENU	
Generate another statement	
Print laser statement	
Fax laser statement	
Set printer options	
↑ ↓ [ESC]-exit	

The following options are available:

- Ⓒ This option will return control to the Customer Number field so that you may select another customer for processing.
- ⒫ This option will print the generated laser statement to the attached printer.
- Ⓕ This option will fax the generated laser statement. ☞ Please call Polymathic for more details on this option.
- Ⓖ This option allows you to change the printer configuration.

PRINTER CONFIGURATION

The printer configuration is as follows:

P.C.P.L	Accounts Receivable	TLARP12	4.25
RM	Aged Trial Balance	31/03/93	
[LPT1:]			
1 Customer number...	127-00 MS. LESLIE PRIOR		
2 Aging date	31/ 3/93	3 Days in aging period :	1st 2nd 3rd [30] [30] [30]
PRINTER SELECTION			
Print Device	[LPT1]		
Printer	[DOT MATRIX]		
Status	[NOT AVAILABLE]		
DOT MATRIX			
LASER			
↑ ↓ F1:functions F2:change device			
ESC:exit			

The following options are available:

- F2** This option allows you to select a different printer device.
- F1** This option allows you to change the printer functions. For example, send a font to the printer or reset the printer.
- ↑ ↓** These keys let you choose between the dot matrix printer and a laser printer.

REPORTS

ALL STATEMENTS

To print all customer statements, type **[2]** and press **[Enter]**

The screen will appear as follows:

```
TGL Accounts Receivable TLARP12 4.25
LB Aged Trial Balance 31/03/94
<<< Process All Customer Statements >>>

1 Aging date .....: 31/ 3/94      2 Days in aging period : 1st 2nd 3rd
3 Override stmt flag: N
4 Statement message :

[ ] Select:  [S]-Start  [M]-Modify  [ESC]-Exit
```

The following report options are available:

AGING DATE

The aging date will default to the sign on date. Open items up to and including this date will appear on the customer statement. To modify this date, select *Modify*, type **[2]** for the field number and then enter the new date in the format *ddmmyy*.

AGING PERIOD

Three different aging periods are available. The length of each period can be modified and include up to 98 days. The default and standard is 30 days per period.

STATEMENT MESSAGE

A statement message can be printed on the statement. This message can be 2 lines long. The maximum length of the first line is 45 characters. The maximum length of the second line is 35 characters.

Once you have entered the correct report options, type **[S]** and press **[Enter]** to generate the statements.

☞ All customer statements can also be generated at monthly closing by setting the month end indicator field within the Aged Trial Balance report to **[Y]**.

CUSTOMER SHIP-TO LIST

This program allows you to generate a customer ship-to master report in numeric or alphabetic sequence.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **18** and press **Enter** to select *Customer SHIP-TO list*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP03S 1.00
RM	Customer SHIP-TO Master Print	31/03/93
Report Sequence	N Numeric	
Report Type	D Detail	
Number of lines on form :		
Starting SHIP-TO	*****	
	from beginning of file	
Ending SHIP-TO	*****	
	to end of file	
[_] Select:	[S]-Start	[M]-Modify
	[ESC]-Exit	

PAST DUE AMOUNTS

This program allows you to generate a report listing customers that have outstanding items greater than the aging period that you specify.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **19** and press **Enter** to select *Past due amounts*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Reports	31/03/93
	Past Due Amounts	
	1 Print report	
	2 Fax letters	
	_ Enter selection	
	[ESC]-Exit	

☞ This report can also be generated from the Aged Trial Balance report by setting the Exception indicator to **Y**.

REPORTS

PRINT REPORTS

Type **1** and press **Enter** to print a Past Due Amounts report.

The screen will appear as follows:

```
P.C.P.L          Accounts Receivable          TLARP12  4.25
RM              Aged Trial Balance             31/03/93
              <<< Past Due Amounts Report >>>

1 Aging date .....: 31/ 3/93          2 Days in aging period : [30] [30] [30]
3 Exception period .: 30 (Days)

                                  1st  2nd  3rd

[ ] Select:  [S]-Start  [M]-Modify  [ESC]-Exit
```

The following report options are available:

AGING DATE

The aging date will default to the sign on date. Open items up to and including this date will appear on the report. To modify this date, select *Modify*, type **1** for the field number and then enter the new date in the format *ddmmyy*.

AGING PERIOD

Three different aging periods are available. The length of each period can be modified to include up to 98 days. The default and standard for each period is 30 days.

EXCEPTION PERIOD

The exception period is the number of days after which outstanding items are listed. If the exception period is 30 days that any items still outstanding after 31 days or greater is listed in the report.

Once all your report options are correct, type **S** and press **Enter** to start generating the report.

A sample Aged Trial Balance Exception report follows:

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 1
 REPORT DATE : 21/ 7/94 EXCEPTION REPORT RUN DATE : 21/07/94

BRANCH 10

CUSTOMER			DOCUMENT			
NO	NAME	TYPE DATE	REFER #	31 DAYS & OVER	DAYS	
325	EXAMPLE COMPANY LIMITED	1 1 4/ 5/94	1063	522.10	78	
325	EXAMPLE COMPANY LIMITED	1 1 9/ 5/94	1078	918.85	73	
325	EXAMPLE COMPANY LIMITED	1 1 11/ 5/94	1081	431.25	71	
325	EXAMPLE COMPANY LIMITED	1 1 16/ 5/94	R0000955	236.42	66	
325	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1082	1035.00	52	
325	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1083	2415.00	52	
325	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1084	2760.00	52	
325	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1085	2415.00	52	
325	EXAMPLE COMPANY LIMITED	1 1 1/ 6/94	1098	2298.85	50	
TEL: 905-738-4089 FAX: 905-738-4089			CONTACT: MRS. CONTACT NAME			
TOTAL FOR THIS CUSTOMER			13032.47			

343	EXAMPLE COMPANY LIMITED	3 0 28/ 2/93	06536000	-1753.65	508
343	EXAMPLE COMPANY LIMITED	3 0 28/ 2/93	06537000	-375.00	508
343	EXAMPLE COMPANY LIMITED	1 1 29/ 4/94	1068	171.35	83
343	EXAMPLE COMPANY LIMITED	1 1 4/ 5/94	1074	573.85	78
343	EXAMPLE COMPANY LIMITED	1 1 6/ 5/94	1075	69.00	76
343	EXAMPLE COMPANY LIMITED	1 1 9/ 5/94	1076	296.70	73
343	EXAMPLE COMPANY LIMITED	1 1 9/ 5/94	1077	201.25	73
343	EXAMPLE COMPANY LIMITED	2 1 9/ 5/94	M0000951	-345.00	73
343	EXAMPLE COMPANY LIMITED	1 1 18/ 5/94	1086	5287.70	64
343	EXAMPLE COMPANY LIMITED	1 1 18/ 5/94	1087	637.10	64
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1088	148.35	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1089	343.85	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1092	296.70	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1094	575.00	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1095	1380.00	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1096	345.00	52
343	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	R0000957	69.00	52
343	EXAMPLE COMPANY LIMITED	1 1 1/ 6/94	1099	723.35	50
343	EXAMPLE COMPANY LIMITED	1 1 1/ 6/94	1101	148.35	50
343	EXAMPLE COMPANY LIMITED	1 1 1/ 6/94	M0000961	3745.00	50
343	EXAMPLE COMPANY LIMITED	1 1 6/ 6/94	1106	57.50	45
TEL: 905-738-4089 FAX: 905-738-4089			CONTACT: MR. CONTACT NAME		
TOTAL FOR THIS CUSTOMER			12595.40		

655	EXAMPLE COMPANY LIMITED	1 1 30/ 5/94	1090	159.32	52
655	EXAMPLE COMPANY LIMITED	2 1 1/ 6/94	001090CR	-159.32	50
955	EXAMPLE COMPANY LIMITED	1 1 29/ 4/94	1070	115.00	83
955	EXAMPLE COMPANY LIMITED	1 1 2/ 5/94	M0000949	1391.00	80
955	EXAMPLE COMPANY LIMITED	1 1 1/ 6/94	M0000959	1391.00	50
TEL: 905-738-4089 FAX: 905-738-6209			CONTACT: MR. CONTACT NAME		
TOTAL FOR THIS CUSTOMER			2897.00		

REPORTS

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 2
 REPORT DATE : 21/ 7/94 EXCEPTION REPORT RUN DATE : 21/07/94

BRANCH 10

CUSTOMER NO NAME	TYPE	DATE	DOCUMENT REFER #	31 DAYS & OVER	DAYS
1358 EXAMPLE COMPANY LIMITED	1 1	1/ 6/94	1102	1942.17	50
1358 EXAMPLE COMPANY LIMITED	1 1	1/ 6/94	1104	2641.63	50
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				4583.80	
1635 EXAMPLE COMPANY LIMITED	1 1	11/ 5/94	1080	431.25	71
TEL: 905-738-4089 FAX: 905-738-4089 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				431.25	
1666 EXAMPLE COMPANY LIMITED	1 1	1/ 6/94	1100	780.18	50
1666 EXAMPLE COMPANY LIMITED	1 1	1/ 6/94	1103	1942.17	50
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				2722.35	
1688 EXAMPLE COMPANY LIMITED	1 1	1/ 6/94	M0000960	214.00	50
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT:					
TOTAL FOR THIS CUSTOMER				214.00	
1902 EXAMPLE COMPANY LIMITED	1 1	2/ 5/94	M0000950	214.00	80
TEL: 905-738-4089 FAX: 905-738-4089 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				214.00	
2068 EXAMPLE COMPANY LIMITED	1 1	8/ 4/94	1054	2875.00	104
2068 EXAMPLE COMPANY LIMITED	2 1	11/ 5/94	1079	-460.00	71
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				2415.00	
2225 EXAMPLE COMPANY LIMITED	1 1	11/ 4/94	1052	1150.00	101
2225 EXAMPLE COMPANY LIMITED	1 1	11/ 5/94	M0000953	115.00	71
2225 EXAMPLE COMPANY LIMITED	1 1	30/ 5/94	R0000958	230.00	52
TEL: 905-738-4089 FAX: 905-738-6209 CONTACT: MR. CONTACT NAME					
TOTAL FOR THIS CUSTOMER				1495.00	
TOTAL FOR BRANCH				40600.27	

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 3
 REPORT DATE : 21/ 7/94 EXCEPTION REPORT RUN DATE : 21/07/94

BRANCH 30

CUSTOMER NO NAME	TYPE	DATE	DOCUMENT REFER #	31 DAYS & OVER	DAYS
TOTAL FOR COMPANY				40600.27	
TOTAL CUSTOMERS : 10					

EXAMPLE COMPANY LIMITED EXARR125 4.27
 ACCOUNTS RECEIVABLE AGED TRIAL BALANCE PAGE 4
 REPORT DATE : 21/ 7/94 EXCEPTION REPORT RUN DATE : 21/07/94

SUMMARY

Aging Totals	\$	%
Future	.00	
0 - 30	-10.00	-.02
31 - 60	27897.10	68.73
61 - 90	10806.82	26.62
91 & OVER	1896.35	4.67
Total Due	40590.27	
Total A/R	40590.27	
Total Accts	10	

CASH RECEIPTS SUMMARY

This program allows you to select specific cash receipt analysis files and generate reports that detail the cash receipts received during the months that you selected.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	29/06/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance by salesman	Run 13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	Run 20 Cash receipts summary	Run
	S System status	
	E Exit	
	E Enter selection	

Type **(2)0** and press **(←Enter)** to select *Cash receipts summary*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP320 1.02
RM	CASH RECEIPTS SUMMARY	JUN 29/94
Typist 06		10:51:31
Port 08		Last Year End : FEB 28/94
Processing Year : 94	Division Selection : A	All Divisions
File Selection : S	Single	
CASH RECEIPTS ANALYSIS FILES		
JAN/94	JAN/93	
FEB/94	FEB/93	
MAR/94	MAR/93	
APR/94	APR/93	
MAY/94	MAY/93	
JUN/94	JUN/93	
	JUL/93	
	AUG/93	
	SEP/93	
	OCT/93	
	NOV/93	
	DEC/93	
(F9) -Selects (F10) -Unselects (↑) (↓) (ESC) -End		

The following options are available:

CASH RECEIPTS ANALYSIS FILES

A list of all Cash Receipts analysis files is displayed. The **(F9)** key can be used to select the files for the months that you want to report the cash receipts for. **(F10)** can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press **(Esc)**.

DIVISION SELECTION

You can generate this report for a single division, **(S)** or all divisions, **(A)**. If you select a single division **(F5)** can be used to list all divisions and **(F4)** can be used to set up a new division.

PROCESSING YEAR

Enter the year you want the cash receipt summary details to be listed for. The default is the current year.

Once all your report options are set type **(S)** and press **(←Enter)** to start spooling the report.

SYSTEM STATUS

This option allows you to print a listing of the accounts receivable system parameters and menu selection status indicators.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Reports	31/07/94
1 Aged cash flow	Run 11 Unapplied credits	Run
2 Aged trial balance	Run 12 Sales journal reprint	
3 Aged trial balance/salesperson	13 Sales summary	
4 Cash receipts batches	Run 14 Cash receipts reprint	
5 Cash receipts journal	Run 15 Invoice reprint	
6 Customer master	Run 16 Fax telephone numbers	
7 Customer master updates	Run 17 Customer statements	
8 Customer open items	Run 18 Customer SHIP-TO list	
9 Inactive customers	Run 19 Past due amounts	
10 Invoices and journal	20 Cash receipts summary	Run
S System status		
E Exit		
E Enter selection		

Type **(S)** and press **(Enter)** to produce a report similar to the following:

10/ 6/94 EXAMPLE COMPANY LIMITED TLARP96 1.0
 09:09:53 Accounts Receivable BXARR96.PRT
 System Status Report

A/R System Parameters

 Year end date 28/ 2/94
 Last month closed (System) 05/94 (IDENT)
 Last month closed (A/R) 5/94 (SRM)
 G/L code for federal sales tax 3125
 Federal sales tax rate 7.00
 Aged trial balance interest rate .. 12.0000
 Aging method 0 (by days)
 Statement type ? (** UNKNOWN **)
 Invoice type 7 (Type 7)
 Last invoice number used 300004

Menu Selection Status Indicators

Daily processing	Status
-----	-----
Apply cash receipts	COMPLETED
Batch cash receipts	COMPLETED
Enter invoices	NOT RUN
Report processing	Status
-----	-----
Spool aged cash flow	COMPLETED
Spool aged trial balance	COMPLETED
Spool aged trial balance by salesman	COMPLETED
Spool cash receipts journal	COMPLETED
Spool customer master	COMPLETED
Spool customer master updates	COMPLETED
Spool customer open item	COMPLETED
Spool inactive customers	COMPLETED
Spool invoices and journal	COMPLETED
Spool unapplied credits	COMPLETED
Maintenance processing	Status
-----	-----
Customer master updates	COMPLETED
Purge accounts receivable	COMPLETED

REPORTS

Purge cash receipts batches	COMPLETED
Reformat customer master	NOT RUN
SHIP-TO master updates	NOT RUN
Tax table updates	NOT RUN

Requested by typist 4 : SHAWNA REDMOND

CHAPTER 8: MAINTENANCE AND INQUIRY

BRANCH CODES

This program allows you to set up multiple branches for your company. Branch 00 must be set up as head office.

P.C.P.L	Accounts Receivable	TLARP20 4.15			
RM	Maintenance and Inquiry	31/07/94			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> 1 Branch codes 2 Customer master 3 Customer open items 4 Discount codes 5 Payment term codes 6 Product pricing master 7 Purge accounts receivable 8 Purge cash receipts batches 9 Reformat customer master 10 Salesperson codes </td> <td style="width: 10%; vertical-align: top; text-align: center;"> <ul style="list-style-type: none"> Run Run Run Run Run Run Run Run </td> <td style="width: 40%; vertical-align: top;"> <ul style="list-style-type: none"> 11 Ship-to codes 12 Tax codes 13 Region codes 14 Customer types 15 Purge customer master updates 16 Customer memos 20 PC link E Exit </td> </tr> </table>			<ul style="list-style-type: none"> 1 Branch codes 2 Customer master 3 Customer open items 4 Discount codes 5 Payment term codes 6 Product pricing master 7 Purge accounts receivable 8 Purge cash receipts batches 9 Reformat customer master 10 Salesperson codes 	<ul style="list-style-type: none"> Run Run Run Run Run Run Run Run 	<ul style="list-style-type: none"> 11 Ship-to codes 12 Tax codes 13 Region codes 14 Customer types 15 Purge customer master updates 16 Customer memos 20 PC link E Exit
<ul style="list-style-type: none"> 1 Branch codes 2 Customer master 3 Customer open items 4 Discount codes 5 Payment term codes 6 Product pricing master 7 Purge accounts receivable 8 Purge cash receipts batches 9 Reformat customer master 10 Salesperson codes 	<ul style="list-style-type: none"> Run Run Run Run Run Run Run Run 	<ul style="list-style-type: none"> 11 Ship-to codes 12 Tax codes 13 Region codes 14 Customer types 15 Purge customer master updates 16 Customer memos 20 PC link E Exit 			
E Enter selection					

Type **(1)** and press **(←Enter)** to select *Branch codes*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry Branch Codes	31/03/93
<ul style="list-style-type: none"> 1 Branch code 2 Branch name Last updated Updated by 		
E Select: Add Modify Show Delete Print List Exit		

MAINTENANCE AND INQUIRY

The functions available are as follows:

- (A)** Add a branch code
- (D)** Delete a branch code
- (M)** Modify branch code information
- (S)** Display a branch code - numeric sequence
- (R)** Display a branch code - alpha sequence
- (N)** Get next branch code - only after modify or display function has been selected
- (E)** End

To Add a branch code, type **(A)** and press **(←Enter)**. Enter the information as follows:

BRANCH CODE

This area is coded using two numeric characters. The code may be used to identify a division or profit center within the company.

BRANCH NAME

This area is coded using up to thirty characters of your choice. Enter a description of the branch that you are adding.

Review the information that you have entered and if everything is correct, type **(A)** and press **(←Enter)** to accept and save the information.

CUSTOMER MASTER MAINTENANCE

This program is used to set up new customers and/or to modify customer information previously entered. You may access a customer either by account number or name once they have been set up.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E	Enter selection

Type **(2)** and press **(←Enter)** to select *Customer master*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP01 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	:	Last Change Date :
2 Division Number	:	
3 Customer Name	:	
4 Address Line 1	:	
5 Address Line 2	:	
6 Address Line 3	:	
7 Address Line 4	:	
8 Postal Code	:	
9 Customer Phone Number	:	
10 Customer Fax Number	:	
11 Contact Name	:	
12 Salesman Code	:	
13 Province Code	:	Tax rate: G/L code:
14 Selling Discount	:	Rates :
15 Payment Terms	:	
16 Servicing Branch	:	
17 Region (Territory)	:	
18 Customer Type	:	
[_] Function:	[F1]-Add	[F2]-Modify
	[F3]-Next	[F4]-Previous
	[D]-Delete	[S]-Show
	[Home]-First	[ESC]-Exit
	[End]-Last	

MAINTENANCE AND INQUIRY

The functions available are:

- (A)** Add a new customer
- (M)** Modify an existing customer
- (D)** Delete an existing customer. Deleted customers go to a history file. When you try to re-use the customer number the system will notify you that a deleted customer has that number. You will then be given the option to re-instate the customer or re-use the customer number.
- (S)** Display an existing customer
- (Esc)** Exit from customer master maintenance
- (→)** Display the next customer
- (←)** Display the previous customer
- (Home)** Display the first customer
- (End)** Display the last customer

To Add a new customer, type **(A)** and press **(←Enter)**. Enter the information as follows:

CUSTOMER NUMBER

This area is coded using up to five alphanumeric characters of your choice. The number assigned is used for identification of the customer and for accessing the customer master using the numeric search function. You cannot assign the same code to more than one customer and you cannot change this code once you enter it.

(F5) can be used to list the existing customer numbers so that you can number your new customer accordingly.

EXAMPLE: Type *12345* and press **(←Enter)**.

DIVISION NUMBER

This area is coded using two numeric characters. The number assigned is used to identify operating divisions or branches of the customer. The default value 00 must be used as the head office division. Only after a customer number has been set-up with division 00 can other divisions be set-up. Individual invoices will show the divisional name and address. Customer statements will consolidate all transactions for the various divisions into one statement.

EXAMPLE: Press **(←Enter)** to accept the default value of 00 or type **(0)(5)** to set-up division 5, if you have already set-up division 00.

CUSTOMER NAME

Enter the customer's name in this field. The maximum length of this field is 35 alphanumeric characters. This name will appear on invoices, statements, and various reports exactly as you enter it. The system will not allow you to set up more than one customer with the identical name and division.

(F5) can be used to list the existing customer names if you need to look one up.

EXAMPLE: Type *Polymathic Computer Corporation* and press **(←Enter)**.

ADDRESS LINE 1 TO 4

These four lines are coded using up to thirty five characters per line. This address will print on invoices and statements just as you enter it. You must use the first three address lines.

EXAMPLE LINE 1: Type Suite #3 282 North Rivermede Road and press .

EXAMPLE LINE 2: Type Concord, Ontario and press .

EXAMPLE LINE 3: Type L4K 3N6 and press .

EXAMPLE LINE 4: Type Attn: Mr. C. Parsons and press .

POSTAL CODE

Enter the customer's postal code in this field. This field is used for mass mailing sorts and is not included in the address printed on invoices and statements.

CUSTOMER PHONE NUMBER

Enter up to twelve numeric characters for the area code and telephone number. You may enter the customer's phone number with or without the area code.

or can be used to bypass this field although it is recommended that you enter the customer's phone number as it will appear on the detailed aged trial balance to assist in collections.

EXAMPLE: Type 905-738-4089 and press .

CUSTOMER FAX NUMBER

Enter up to twelve numeric characters for the area code and fax number. You may enter the customer's fax number with or without the area code.

or can be used to bypass this field if the customer does not have a fax number.

CONTACT NAME

Enter the name of the contact person in this field. The maximum field length is 35 alphanumeric characters. or can be used to bypass this field.

SALESMAN CODE

Enter the code for the salesman who is assigned to this customer. can be used to list the existing salesman. If the salesman does not exist, press and the system will allow you to enter a new salesman.

EXAMPLE: Type TRM and press .

Once you enter the salesman's code, the salesman's name will appear to the right of the field.

☞ For more information on adding a salesman code, refer to page 8-30.

MAINTENANCE AND INQUIRY

PROVINCE CODE

Enter the province code that this customer resides in. **F5** can be used to list the existing province codes and **F4** can be used to add a new province code if the one you want does not already exist.

EXAMPLE: Type 05 for Ontario and press Enter.

Once you select a province code, the province name, tax rate and the general ledger code that the tax amount will be distributed to will be displayed. The provincial taxes will be calculated based upon the province code that you select.

☞ For more information on adding a new province code, refer to page 8-34.

SELLING DISCOUNT

Enter the selling discount for this customer. **F5** can be used to list the various discount codes and **F4** can be used to add a new discount code.

EXAMPLE: Type 01 and press Enter.

Once you select a discount, the discount rates will appear to the right of the field.

PAYMENT TERMS

Enter the payment terms code for this customer in this field. **F5** can be used to list the different codes that have been set up. If you need to set up a new payment term, press **F4**.

EXAMPLE: Type 01 for Cash on Delivery and press Enter.

Once you have entered the payment terms code, the system will display the payment description to the right of the field.

SERVICING BRANCH

Enter the branch code that services this customer. All sales revenue and cash receipts for this customer will be automatically posted to the general ledger account bearing this branch number.

☞ You must set-up a separate Accounts Receivable, Bank, Retained Earnings and Revenue general ledger account for each servicing branch code used.

EXAMPLE: Type 10 and press Enter to indicate that the account is being serviced by branch 10.

REGION (TERRITORY)

Enter the region code for the region the customer is located in. **F5** can be used to list all defined region codes. If you need to add a new region, type **F4**. To leave this field blank, press **F10**.

EXAMPLE: Type 00001 and press **Enter to select Eastern Region.**

Once a region code has been entered, the region name will appear to the right of the code.

CUSTOMER TYPE

This field is used to define the type of industry the customer is in. Enter the type code in this field. To list all existing type codes, press **F5** or press **F4** to add a new code. **F10** can be pressed to bypass this field.

EXAMPLE: Type 00001 and press **Enter to select Steel Service Industry.**

Once you have entered a customer type code, the description for the code will appear to the right of the field.

The screen will then appear as follows:

P.C.P.L	Accounts Receivable	TLARP01 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	: 1650	Last Change Date : MAR 30/94
2 Division Number	: 00	
3 Customer Name	: POLYMATHIC COMPUTER CORPORATION	
4 Address Line 1	: 282 NORTH RIVERMEDE ROAD	
5 Address Line 2	: CONCORD, ONTARIO	
6 Address Line 3	: L4K 3A5	
7 Address Line 4	:	
8 Postal Code	:	
9 Customer Phone Number	: 738-4889	
10 Customer Fax Number	: 738-6299	
11 Contact Name	: MR. CAL PARSONS	
12 Salesman Code	: CP	
13 Province Code	: 5 ONT	Tax rate: 8.00 G/L code: 3115
14 Selling Discount	: 00 Rates : .00 .00 .00 .00 .00	
15 Payment Terms	:	
16 Servicing Branch	: 30 DIVISION 30	
17 Region (Territory)	:	
18 Customer Type	:	
[] Select: []-Accept []-Modify [PgDn]-Next screen [ESC]-Exit [F5]-Next/Previous [Home/End]-First/Last [F1]-Options [F8]-MEMO entry		

Review the data that you have entered so far. If everything is correct, type **A** to save the information and continue to the next screen.

If you need to make modifications, type **M** and enter the field number that you want to modify.

Once you have accepted the data, the screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARF01 5.05
RM	Customer Master Maintenance	31/03/93
Customer Number : 1650-00 POLYMATHIC COMPUTER CORPORATION		
1 Shipping Instructions	: SHIP-TO	
2 Bank Name	:	
3 Bank Address	:	
4 Master Account Code	:	
5 GST Exemption Number	:	
6 PST Exemption Number	: X	
7 Price Level	: N	
8 Back Order Flag	: N	
9 Send Collection Letters	: NO	
10 Interest Exemption	: YES	
11 Print Extra Invoices	: 0	
12 Credit Limit	: 10000	
13 Date of Credit Check	: 230786 JUL 23/86	
14 Credit Suspend Indicator	: NO	
15 Send Customer Statements	: YES	Last Change Date : MAR 30/94
Enter	[SHIPPING INSTRUCTIONS] [SHIP-TO Code]	[ESC]-End
	[F5]-LOOKUP [F10]-CLEAR Field	

Continue entering the information as follows:

SHIPPING INSTRUCTIONS

Enter up to thirty five alphanumeric characters if you do not wish to use the ship-to master or seven characters denoting a ship to code previously set-up on the ship to master. (i.e. 1625S0)

[F5] can be pressed to list the existing ship to codes, [F4] can be used to add a new code or [F10] can be pressed to bypass this field.

EXAMPLE: Type *Ship via Polymathic Courier* and press [Enter].

☞ For more information on adding a new ship to code, refer to Chapter 8, Section 11.

BANK NAME

Enter the name of the bank that the customer uses in this field. The maximum length of this field is thirty five characters.

This information is used in the Customer Profile System as well as for reference purposes.

EXAMPLE: Type *Any Bank of Canada* and press [Enter].

BANK ADDRESS

Enter up to thirty five characters for the bank's address.

EXAMPLE: Type *282 North Rivermede Road* and press [Enter].

MASTER ACCOUNT CODE

Enter up to seven alphanumeric characters. The master account code is used to indicate that this particular customer is affiliated with all other customers bearing the same master account code.

GOODS & SERVICES TAX LICENSE NUMBER

If the customer is GST exempt, enter their GST exemption number in this field, otherwise press **F10** to bypass the field.

If this field is bypassed, the accounts receivable invoicing program will calculate the services tax for this customer based on the percentage entered for GST under Company Information.

EXAMPLE: Type R102102101 and press .

PROVINCIAL SALES TAX LICENSE NUMBER

If the customer is PST exempt, enter their PST exemption number in this field, otherwise press **F10** to bypass the field.

EXAMPLE: Type 12345678 and press .

If a PST exemption number is entered, the accounts receivable invoicing program will not calculate PST for this particular customer. If the customer is not exempt, PST will be calculated based on the province code entered for the customer.

PRICE LEVEL

Enter a price level (1 - 5) for this customer.

BACKORDER FLAG

This field is not currently activated.

SEND COLLECTION LETTERS

Enter **Y** for Yes or **N** for No. If you answer No to the response no collection letter will not be printed for this customer.

INTEREST EXEMPT

Enter **Y** for Yes or **N** for No. If you answer Yes to the response, interest will be calculated on overdue balances for this customer.

MAINTENANCE AND INQUIRY

EXTRA INVOICES

Enter a number from 1-9 if you wish extra invoices. The default value is 0.

EXAMPLE: Press and the system will default to 0.

CREDIT LIMIT

Enter up to nine digits to indicate the highest dollar amount of credit available to this customer. When you enter transactions, the system will notify you if a transaction causes this credit limit to be exceeded. You then have the option of either accepting or rejecting the transaction.

EXAMPLE: Type *10000* and press .

DATE OF LAST CREDIT CHECK

Enter the date *ddmmyy* that a credit check was last performed.

CREDIT SUSPEND INDICATOR

Enter for Yes and for No. If you enter then this indicates that the customer's credit has been suspended. The system will not allow you to enter sales transactions for this customer while the credit is suspended.

SEND CUSTOMER STATEMENTS

Enter in this field to generate a customer statement at the end of the month. Enter in this field if you do not want to generate a statement for this customer. Statements are generated for a customer if they have any open items.

The screen will now appear as follows:

P.C.P.L	Accounts Receivable	TLAR01 5.05
RM	Customer Master Maintenance	31/03/93
Customer Number : 1650-00 POLYMATHIC COMPUTER CORPORATION		
1 Shipping Instructions	:	
2 Bank Name	:	ANY BANK COMPANY
3 Bank Address	:	BANK'S ADDRESS
4 Master Account Code	:	
5 GST Exemption Number	:	
6 PST Exemption Number	:	1234567890
7 Price Level	:	1
8 Back Order Flag	:	N
9 Send Collection Letters	:	NO
10 Interest Exemption	:	NO
11 Print Extra Invoices	:	0
12 Credit Limit	:	10000
13 Date of Credit Check	:	23 786 JUL 23/86
14 Credit Suspend Indicator	:	NO
15 Send Customer Statements	:	YES
		Last Change Date : MAR 30/94
[] Select: []-Accept []-Modify [PgUp]-Previous screen [ESC]-Exit [F5]-Next/Previous [Home/End]-First/Last [F1]-Options [F6]-MEMO entry		

Review the data that you have entered and if everything is correct, type **[A]** to save the customer record.

If you need to make modifications, type **[M]** and enter the field number that you want to modify.

Once you have accepted the record, the system will display:

New customer processed. Press any key to continue.

CORRECTING ERRORS DURING DATA ENTRY

Errors made during the set up of new customers may be corrected by using the **[↑]** and **[↓]** keys or through the modify function before you accept the data.

Use the **[↑]** or **[↓]** keys to move to the field that you want to modify. Once you are at the desired field, simply type in the new data and use the arrow keys to move back to the field you left off at.

When the system prompts you to accept and save the data you have entered you also have the option of modifying information. At this stage, type **[M]** for modify, enter the field number you want to change and make your changes.

MODIFY EXISTING CUSTOMER RECORDS

Once a record has been added you must use the modify option to make any changes to the data.

Type **[M]** to modify and the system will prompt you to enter the customer number for the customer that you want to modify. **[F5]** can be used to list all existing customers. The system will then prompt you to enter the division number.

MAINTENANCE AND INQUIRY

Once you have entered the customer and division number, the system will display the following screen.

P.C.P.L	Accounts Receivable	TLARPO1 5.05
RH	Customer Master Maintenance	31/03/93
1 Customer Number	: 99999	Last Change Date : MAR 30/94
2 Division Number	: 00	
3 Customer Name	: NEW COMPANY	
4 Address Line 1	: STREET ADDRESS	
5 Address Line 2	: CITY, PROVINCE	
6 Address Line 3	: POSTAL CODE	
7 Address Line 4	: ATTENTION:CONTACT	
8 Postal Code	: K9K9K9	
9 Customer Phone Number	: 416-000-0000	
10 Customer Fax Number	: 905-000-0000	
11 Contact Name	: ATTENTION:CONTACT	
12 Salesman Code	: LBP PRIOR	LESLIE
13 Province Code	: 5 ONT	Tax rate: 8.00 G/L code: 3115
14 Selling Discount	: 00 Rates : .00 .00 .00 .00 .00	
15 Payment Terms	: 03 CASH ON DELIVERY	
16 Servicing Branch	: 10 HEAD OFFICE	
17 Region (Territory)	:	
18 Customer Type	:	
[_] Enter:	[field number]	[D]-Delete [PgDn]-Next screen [ESC]-Return

From this screen you can, select a field number to modify, delete the customer, review the information on the second screen or exit.

Make your desired modifications and press **(Esc)** to return to the main modify menu.

To save the changes that you just made to the customer on the screen you **MUST** type **(A)** to accept the new data before you move to a different customer. If you don't accept the changes immediately they will not be saved.

A new set of functions is available from the Modify option screen. Through the **F1** options key you can:

- F2** Search for a specific customer.
- F5** Review the customer's open items.
- F6** Review the customer's year-to-date financial data.

If you press **F5** Open Items, the following screen will appear:

P.C.P.L	Accounts Receivable	TLARP01 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	: 99999	Last Change Date : MAR 30/94
2 Div	A/R open items	
3 Cus	Document # ddanyy Type Original Balance Last doc #	
4 Add		
5 Add		
6 Add		
7 Add		
8 Pos		
9 Cus	There are no records for this customer!	
10 Cus		
11 Con		
12 Sal		
13 Pro		
14 Sel		
15 Pay		
16 Ser	↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options	
17 Reg		
18 Customer Type	:	

If you press **F6** Financial Data, the following screen will appear:

P.C.P.L	Accounts Receivable	TLARP01 5.05
RM	Customer Master Maintenance	31/03/93
1 Customer Number	: 99999	Last Change Date : MAR 30/94
2 Division Number	: 00	
3 Customer Name	: NEW COMPANY	
4 Address Line 1	: STREET ADDRESS	
5 Address Line 2	: CITY, PROVINCE	
6 Address Line 3	: POSTAL CODE	
7 Address Line 4	: ATTENTION:CONT	
8 Postal Code	: K9K9K9	
9 Customer Phone Number	: 416-880-8880	
10 Customer Fax Number	: 905-880-8880	
11 Contact Name	: ATTENTION:CONT	
12 Salesman Code	: LBP PRIOR	
13 Province Code	: 5 ONT Tax	
14 Selling Discount	: 00 Rates :	
15 Payment Terms	: 03 CASH ON DEL	
16 Servicing Branch	: 10 HEAD OFFICE	
17 Region (Territory)	:	
18 Customer Type	:	

FINANCIAL DATA	
Credit Limit	: .00
Current A/R	: .00
On Order Balance	: .00
Available Credit	: .00
To-Date Sales	: .00
To-Date Returns	: .00
Past Due Amount	: .00
Last Sale Date	:
Last Change Date	: MAR 30/94
Change Sequence #	: 1

Press any key to continue

CUSTOMER OPEN ITEMS

This program allows you to inquire as to the status of each open item in the customer's file.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		
2 Customer master		
3 Customer open items	Run	Run
4 Discount codes		
5 Payment term codes		
6 Product pricing master	Run	
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		
	11 Ship-to codes	
	12 Tax codes	
	13 Region codes	
	14 Customer types	
	15 Purge customer master updates	
	16 Customer memos	
	20 PC link	
	E Exit	
	E Enter selection	

Type **(3)** and press **(←Enter)** to select *Customer open items*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP141 1.00				
RM	Customer Open Items Inquiry	31/03/93 14:13:22				
Customer Number:	127 00	Name: MS. LESLIE PRIOR				
Posting Date	Document Reference	Doc Typ	Original Amount	Current Balance	Applied to Reference	Applied Date
280293	R0000760	INV	480.65	480.65		
280293	R0000761	INV	3661.60	3661.60		
TOTAL			4142.25	4142.25		
<p>[_] Select: [F1]-Rekey CUSTOMER [F2]-Change CRITERIA [F3]-CLEAR [F4]-PURGE [PgDn/PgUp]-Next/First SCREEN [F5/F6/Home]-Next/Prev/First CUSTOMER [ESC]-Exit</p>						

MAINTENANCE AND INQUIRY

The options available are:

- (R)** Select another customer
- (C)** Change the selection criteria..
- (L)** Clear items for subsequent purging. The system will prompt you to enter the date and document number. You can display a list of selected items by pressing **(F8)** or selecting display selected items before you clear them. Once you clear an item. A reference number is entered in the Apply to Reference field.
- (P)** Clear open items that are eligible for purging. In order to use this option the current balance total must be zero and the items that you want to purge must have an Applied to Reference number.
- (Pg Dn)** Display the next screen of open items for the current customer
- (Pg Up)** Display the previous screen of open items for the current customer
- (→)** Display the next customer's open items
- (←)** Display the previous customers' open items
- (Home)** Display the first customer's open items
- (E)** Return to maintenance and inquiry menu

CUSTOMER OPEN ITEMS - SELECTION CRITERIA

This option allows you to selectively query customer open items. The available selection criteria is shown on the following screen:

P.C.P.L	Accounts Receivable	TLARP141 1.00
RM	Customer Open Items Inquiry	31/03/93 14:17:52
Customer Number:		Name:
Posting Date	Document Reference	Doc Typ
Original Amount	Current Balance	Applied to Reference
		Applied Date
<p>Selection CRITERIA:</p> <p>Select items with SAME DATE as:</p> <p>Select items with DATE GREATER than:</p> <p>Select items with DATE LESS than:</p> <p>Select items with BALANCE EQUAL to:</p> <p>Select items with BALANCE GREATER than ..:</p> <p>Select items with BALANCE LESS than:</p>		

For example, to select all open items with a date equal to 31/07/94 and a balance greater than 1000.00 you would respond to the prompts as follows:

P.C.P.L	Accounts Receivable	TLARP141 1.00
RM	Customer Open Items Inquiry	31/03/93 14:19:16
Customer Number:		Name:
Posting Date	Document Reference	Doc Typ
Original Amount	Current Balance	Applied to Reference
		Applied Date
<p>Selection CRITERIA:</p> <p>Select items with SAME DATE as: 31/07/94 items = 31/07/94</p> <p>Select items with DATE GREATER than:</p> <p>Select items with DATE LESS than:</p> <p>Select items with BALANCE EQUAL to: 1000.00 items = \$ 1000.00</p> <p>Select items with BALANCE GREATER than ..:</p> <p>Select items with BALANCE LESS than:</p>		
<p>[_] Select: [S]-Start [M]-Modify [ESC]-End</p>		

Type [S] and press [Enter].

The screen will appear as follows:

P.C.P.L		Accounts Receivable			TLARP14I 1.00	
RM		Customer Open Items Inquiry			31/03/93	
					14:19:32	
Criteria: Items = 31/07/94 & Amounts = 1000.00						
Customer Number:		Name:				
Posting Date	Document Reference	Doc Typ	Original Amount	Current Balance	Applied to Reference	Applied Date
TOTAL			4142.25	4142.25		
[] Select: [R]-Rekey CUSTOMER [C]-Change CRITERIA [I]-CLEAR [P]-PURGE [PgDn/PgUp]-Next/First SCREEN [F/Home]-Next/Prev/First CUSTOMER [ESC]-Exit						

No customer is listed therefore the criteria was not met.

DISCOUNT CODES

Discount codes can be used to assign different discount levels to customers. The discount is calculated by taking the net invoice amount and multiplying it by the discount percentage. Discounts are only available if the invoice is paid before the discount expiration date. This date is calculated according to the payment terms code that is set up for the customer.

☞ Discount codes are only used when you are invoicing through the Order Entry program.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E Enter selection	

Type **4** and press **←Enter** to select *Discount codes*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry	31/03/93
	Discount Codes	
1 Discount code	:	
2 First discount amount	:	
3 Second discount amount	:	
4 Third discount amount	:	
5 Fourth discount amount	:	
6 Fifth discount amount	:	
Total discount amount	:	
Last updated	:	
Updated by	:	
E Select: Add Modify Show Delete Print List Exit		

MAINTENANCE AND INQUIRY

The functions available are:

- (A)** Add a discount code
- (M)** Modify discount code information
- (S)** Display an existing discount code
- (D)** Delete a discount code
- (P)** Print a list of discount codes
- (L)** Display a list of discount codes on the screen. The system will prompt you to enter the discount codes that you want to start displaying from.
- (E)** Exit discount codes

To add a Discount code, type **(A)** and press **(Enter)**. Enter the information as follows:

DISCOUNT CODE

This area is coded using two numeric characters that will represent the discount code.

FIRST DISCOUNT AMOUNT

Enter the first level discount amount in percentages. 1.00 equals 1%.

SECOND DISCOUNT AMOUNT

Enter the second level discount amount in percentages.

THIRD DISCOUNT AMOUNT

Enter the third level discount amount in percentages.

FOURTH DISCOUNT AMOUNT

Enter the fourth level discount amount in percentages.

FIFTH DISCOUNT AMOUNT

Enter the fifth level discount amount in percentages.

Once all the discount amounts have been entered, review the information and if everything is correct, type **(A)** and press **(Enter)** to accept and save the information.

PAYMENT TERM CODES

Payment term codes are set up to define different payment terms. The payment terms code is entered in the payment terms field in each customer's master record. When an invoice is generated for a customer the payment terms are used to calculate the invoice due date and discount expiration date.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E Enter selection	

Type **5** and press **Enter** to select *Payment term codes*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry	31/03/93
	Payment Terms	
1 Terms code	:	
2 Short description	:	
3 Long description	:	
Last updated	:	
Updated by	:	
E Select: Add Modify Show Delete Print List Exit		

MAINTENANCE AND INQUIRY

The functions available are:

- (A) Add a payment terms code
- (M) Modify an existing code's information
- (S) Display an existing payment terms code
- (D) Delete a payment terms code
- (P) Print a list of payment terms codes
- (L) List payment terms codes and details on the screen
- (E) Exit

To add a Payment terms code, type (A) and press **←Enter**. Enter the information as follows:

TERMS CODE

This area is coded using two numeric characters and will represent the payment terms code.

SHORT DESCRIPTION

Enter a short description for the payment term code. For example: C.O.D.

LONG DESCRIPTION

Enter a longer description for the payment term code. For example: CASH ON DELIVERY

Review the information you entered and if everything is correct, type (A) and press **←Enter** to accept and save payment terms code.

PRODUCT PRICING MASTER

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94

1 Branch codes		11 Ship-to codes	
2 Customer master		12 Tax codes	
3 Customer open items	Run	13 Region codes	Run
4 Discount codes		14 Customer types	
5 Payment term codes		15 Purge customer master updates	
6 Product pricing master	Run	16 Customer memos	
7 Purge accounts receivable	Run		
8 Purge cash receipts batches	Run		
9 Reformat customer master	Run		
10 Salesperson codes		20 PC link	
		E Exit	
	E	Enter selection	

Type **(6)** and press **(←Enter)** to select *Product pricing master*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP23 1.3
RM	Pricing Master Maintenance	31/03/93

1) Product code	:
2) Customer number	:
3) Product description	:
4) Price	:
5) GL code	:
6) Quotation date	:
Last updated	:

E Select: Add Modify Show Delete sPool Exit

MAINTENANCE AND INQUIRY

The functions available are:

- A** Add a product code
- M** Modify product code information
- S** Display a product code's information
- D** Delete a product code
- P** Print all product codes
- E** End

To add a Product pricing code, type **A** and press **←Enter**. Enter the information as follows:

PRODUCT CODE

Type a six digit code that will represent the product code.

CUSTOMER NUMBER

If the price is going to be customer specific, type in the customer's number. **F5** can be used to list all customers or products. Once you press **F5** a second list will come up prompting you to select **1**, product codes or **2**, customer codes.

PRODUCT DESCRIPTION

Type a description for the product. The maximum number of characters is 35.

PRICE

Type in the price of the product.

GL CODE

Type in the GL code this product relates to. **F5** can be used to list all valid GL codes.

QUOTATION DATE

The system will automatically enter the date that this code was added.

Review the information you have entered and if everything is correct type **A** and press **←Enter** to accept and save the information.

PURGE ACCOUNTS RECEIVABLE

Purging accounts receivable clears each customer account of all entries that have been completed as at the month end. The accounts receivable file is cleared of the following items:

1. Invoices that have been completely paid. Invoices that have been partially paid are left with the outstanding amount, as well as the original amount.
2. Payments that have been fully applied against invoices.
3. Unapplied credits from previous periods that have been applied in the current period.
4. Journal entries and credit notes that have been applied against invoices.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E Enter selection	

Type **7** and press **Enter** to select *Purge accounts receivable*.

MAINTENANCE AND INQUIRY

The screen will appear as follows:

P.C.P.L.	Accounts Receivable	TLARP19 1.8
RM	Accounts Receivable Purge	31/03/93
<div style="border: 2px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>The purge will delete all zero balances from your accounts receivable subledger.</p> </div>		
<p>Select: Start Exit</p>		

Type **S** to start the purge process.

An Accounts receivable purge report listing all purged items is generated. A sample follows.

25 07 94	EXAMPLE COMPANY LIMITED	EXARR19 1.8
	ACCOUNTS RECEIVABLE PURGE	Page: 1

Customer Number	Posting Date	Document Reference	Doc Type	Original Amount	Current Balance	Applied to Reference	Applied Date
12700	25 07 94	M0000964	INV	.00	.00		
12900	28 06 94	011260000	PAY	.00	.00	P0000001	22 07 94
12900	28 06 94	011270000	PAY	.00	.00	P0000001	22 07 94
12900	28 06 94	011290000	PAY	.00	.00	P0000001	22 07 94
12900	22 07 94	011350001	PAY	.00	.00	P0000002	22 07 94
34300	30 05 94	1091	INV	148.35	.00	P0000001	07 06 94
34300	30 05 94	001091CR	C/N	-148.35	.00	P0000001	07 06 94
65500	30 05 94	1097	INV	318.65	.00	011230001	03 06 94
65500	03 06 94	011230001	PAY	-318.65	.00	1097	30 05 94
165000	28 06 94	011300000	PAY	.00	.00	P0000001	20 07 94
166600	18 05 94	1093	INV	4044.60	.00	011240001	03 06 94
166600	03 06 94	011240001	PAY	-4044.60	.00	1093	18 05 94
185500	04 04 94	M0000938	INV	3450.00	.00	011250001	03 06 94
185500	03 06 94	011250001	PAY	-1605.00	.00	M0000938	04 04 94

25 07 94	EXAMPLE COMPANY LIMITED	EXARR19 1.8
	ACCOUNTS RECEIVABLE PURGE	Page: 2

Customer Number	Posting Date	Document Reference	Doc Type	Original Amount	Current Balance	Applied to Reference	Applied Date
TOTAL ORIGINAL AR AMOUNT				41692.37			
TOTAL AR AMOUNT				40593.72			
TOTAL SECURITY DEPOSIT				.00			
TOTAL PURGED AMOUNT				-1845.00			

*** END OF REPORT ***

PURGE CASH RECEIPTS BATCHES

Purging cash receipts batches clears the system of all batches that have been applied or cancelled.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open itens	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E	Enter selection

Type **(8)** and press **(←Enter)** to select *Purge cash receipts batches*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP18 2.3
RM	List & Purge of Cash Receipts Batches	31/03/93
	BATCH NUMBER .: A ALL	
	BATCH STATUS .: A APPLIED	
	PURGE BATCHES : Y	
	Run status ...:	
Select: Start Modify Exit		

MAINTENANCE AND INQUIRY

The following options are available:

- Batch Number:**
- S** Single batch: The system will prompt you to enter the batch number. **F5** can be used to list the batches.
 - R** Range of batches: The system will prompt you to enter a starting and ending batch number.
 - A** All batches

- Batch Status:**
- *** Process all batches
 - U** Process only unapplied batches. ☞ You cannot purge unapplied batches.
 - A** Process only applied batches

Purge Batch: Type **Y** to purge the batches. If you don't want to purge the batches, type **N**.

Once you have made your modifications, type "S" to start the purging process.

A report is generated listing all cash receipts batches that were purged. A sample report follows:

DATE: JUL 25 94		POLYMATHIC COMPUTER PRODUCTS LIMITED										RMARR18 2.3	
		LISTING OF CASH RECEIPT BATCHES										PAGE 1	
		<----- BATCH DETAILS ----->											
BATCH NUMBER	BATCHING DATE	DEPOSIT SLIP	BATCH TOTAL	BATCH BALANCE	TOTAL APPLD	LAST APPLD	CHEQUE NO.	DISP NO.	DOCUMENT NO.	CHEQUE AMOUNT	CUSTOMER NUMBER	GL CODE	BATCH STATUS
699	JUL 06 94	100.00	100.00	.00	.00		1132			100.00	1650-00	POLYMATHIC COMPUT	COMPLETE
								1 UNAPPLD CH		100.00			
700	JUL 07 94	100.00	100.00	.00	.00		1133			100.00	1650-00	POLYMATHIC COMPUT	COMPLETE
								1 UNAPPLD CH		100.00			
701	JUL 13 94	100.00	100.00	.00	.00		1134			100.00	1650-00	POLYMATHIC COMPUT	COMPLETE
								1 UNAPPLD CH		100.00			
*** END OF REPORT ***													

DATE: JUL 25 94		POLYMATHIC COMPUTER PRODUCTS LIMITED										RMARR18 2.3
		LISTING OF CASH RECEIPT BATCHES										PAGE 2

- Report options:

 1. Process all batches
 2. Process UNAPPLIED batch(es) only
 3. Purge batch(es)

REFORMAT CUSTOMER MASTER

This program reduces the amount of disk space used by the customer master. It should be used when customers have been added or deleted.

```

P.C.P.L          Accounts Receivable          TLARP20  4.15
RM              Maintenance and Inquiry      31/07/94

1 Branch codes                11 Ship-to codes
2 Customer master              12 Tax codes
3 Customer open items          Run  13 Region codes                Run
4 Discount codes                14 Customer types
5 Payment term codes           15 Purge customer master updates
6 Product pricing master        Run  16 Customer menus
7 Purge accounts receivable     Run
8 Purge cash receipts batches   Run
9 Reformat customer master      Run
10 Salesperson codes           20 PC link
                                E Exit
                                E Enter selection
    
```

Type **9** and press **Enter** to select *Reformat customer master*.

The screen will appear as follows:

```

P.C.P.L          Accounts Receivable          TLARP24  1.06
RM              Reformat Customer Master     31/03/93

                *** WARNING ***
ALL users must be prohibited from entering the ACCOUNTS RECEIVABLE system
                while this program is running.
Failure to comply with this warning, may result in a damaged and unuseable
                CUSTOMER MASTER file!!!

                [ ] Select:  [S]-Start  [ESC]-Exit
    
```

Press **S** to start the format.

SALESMAN CODES

This program allows you to set up codes for all sales people.

```

P.C.P.L          Accounts Receivable          TLARP20  4.15
RM              Maintenance and Inquiry      31/07/94

1 Branch codes                11 Ship-to codes
2 Customer master              12 Tax codes
3 Customer open items          Run 13 Region codes                Run
4 Discount codes                14 Customer types
5 Payment term codes           15 Purge customer master updates
6 Product pricing master        Run 16 Customer menus
7 Purge accounts receivable     Run
8 Purge cash receipts batches  Run
9 Reformat customer master      Run
10 Salesperson codes           20 PC link
                                E Exit
                                E Enter selection
    
```

Type **10** and press **Enter** to select *Salesman codes*.

The screen will appear as follows:

```

P.C.P.L          System Table Information      TLSGP090 1.14
RM              Maintenance and Inquiry      31/03/93
                Salesmen Codes and Commissions

1 Salesman's initial or code :
2 Last name .....:
3 First name .....:
4 Commission rate .....:
5 Employee code(Payroll no.) :
  Last updated .....:
  Updated by .....:

E Select:  Add  Modify  Show  Delete  Print  List  Exit
    
```

The following options are available:

- A** Add a salesperson
- M** Modify an existing salesperson
- S** Display a salesperson's information
- D** Delete a salesperson
- P** Print a list of all salespersons
- L** Display a list of all salespersons on the screen.
- E** Exit

To Add a Salesperson, type **A** and press **Enter**. Enter the information as follows:

SALESPERSON'S INITIAL OR CODE

A two digit code is entered here. You can enter a numeric code or an alpha numeric code. This code will be used to represent the salesperson.

LAST NAME

Type the last name of the salesperson here. There are 16 characters available for the last name field.

FIRST NAME

Type the first name of the salesperson here. There are 16 characters available for the first name as well.

COMMISSION RATE

Enter the commission rate for this particular salesperson. This rate will be used to calculate a salesman commission based on the net sales amount.

EMPLOYEE CODE (PAYROLL NUMBER)

Enter the sales persons employee code. You will only be able to enter an employee code if you have the Polymathic Payroll system installed.

To save the information, type **A** and press **Enter**.

SHIP-TO MASTER MAINTENANCE

This program is used to set up alternate shipping addresses for each customer.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer news
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E	Enter selection

Type **(11)** and press **(Enter)** to select *Ship-to master maintenance*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP25 1.0
RM	Ship-to Master Maintenance	31/03/93
1 Ship-to no.:		
2 Ship-to alternate ..		
Name		
Address Line 1:		
Address Line 2:		
Address Line 3:		
Address Line 4:		
3 Ship-to name		
4 Ship-to address 1 ..		
5	2 ..	
6	3 ..	
7	4 ..	
8 Shipping instruct ..		
9 Phone		
Last change date ..		
Change sequence # ..		
Last used date:		
E Select: Add Modify Delete Show Reveal Exit		

The functions available are:

- (A)** Add a ship-to code
- (M)** Modify a ship-to code
- (D)** Delete a ship-to code
- (S)** Display an existing ship-to code
- (R)** Display a ship-to code by entering the company name
- (E)** Exit

To add a ship-to code, type **(A)** and press **(←Enter)**. Enter the information as follows:

SHIP-TO NUMBER

This area is coded using up to five alphanumeric characters of your choice. However we recommend that you code this area with the customer number for which the shipping record is to be set-up. The system will automatically display the name and address if an existing customer number is input.

SHIP-TO ALTERNATE

This area is coded using two alphanumeric characters. The system automatically assigns the letter S to the first character.

SHIP-TO NAME

This area is coded using up to thirty five alphanumeric characters of the users choice. The name coded will appear on the bills of lading, customer invoice and various reports exactly as you enter it.

SHIP-TO ADDRESS

These four lines are coded using up to thirty five characters per line. This address will print on invoices and statements just as you enter it. You must use the first three lines of the ship-to address.

SHIPPING INSTRUCTIONS

This area is coded using up to thirty five alphanumeric characters. Enter any description that you wish. For example **“Fragile Handle With Care”**

PHONE NUMBER

Enter up to twelve numeric characters for the area code and telephone number of the ship-to address.

To save the information, type **(A)** and press **(←Enter)**.

TAX CODES

This program is used to set up a tax record for each province/state where you must report goods & services and sales tax.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E	Enter selection

Type **12** and press **Enter** to select *Tax codes*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry	31/03/93
	Province/State Codes	
1 Province code	:	
2 Province name	:	
3 Tax rate	:	
4 G/L code	:	
5 GST required	:	
GST indicator	:	
Last updated	:	
Updated by	:	
E Select: I dd M odify S how D elete P rint L ist E xit		

The functions available are:

- (A)** Add a tax code
- (M)** Modify a tax code
- (S)** Display a tax code
- (D)** Delete a tax code
- (P)** Print a list of all existing tax codes
- (L)** Display a list of all existing tax codes on the screen.
- (E)** End program and return to Accounts Receivable subsystem menu

To add a tax code, type **(A)** and press **←Enter**. Enter the information as follows:

PROVINCE CODE

This field is made up of two numeric characters. Assign each province a two digit numeric code.

EXAMPLE: Type **05** and press **←Enter**.

PROVINCE NAME

Enter up to thirty five characters to identify the province where you will report sales and tax for this record.

EXAMPLE: Type *Ontario* and press **←Enter**.

TAX RATE

Enter up to six numeric characters excluding the decimal point to indicate the percentage for this province.

EXAMPLE: Type *7.0000* and press **←Enter**.

GENERAL LEDGER CODE

Enter up to four numeric characters to indicate the General Ledger code to which you want sales tax for this particular province to be automatically posted. **F5** can be used to list all codes.

EXAMPLE: Type **3205** and press **←Enter**.

G.S.T. REQUIRED

Type **(Y)** to have G.S.T. calculated for the specific province you are setting up. If G.S.T. is not required, type **(N)**. Once you have entered as response for this field, the system will prompt you with the following:

Enter **(A)** to calculate PST AFTER GST or **(B)** to calculate PST BEFORE GST.

Type **(A)** to calculate the provincial sales tax after the goods and services tax of **(B)** to calculate the PST before the GST.

Type **(A)** and press **←Enter** to accept and save the information entered.

REGION TYPE

This program is used set up different region codes. The region code is used to specify the region a customer resides in.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E Enter selection	

Type **13** and press **Enter** to select *Region Codes*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	25/07/94
	Region Codes	
1 Region code	:	
2 Short description	:	
3 Long description	:	
Last updated	:	
Updated by	:	
E Select: Add Modify Show Delete Print List Exit		

The functions available are:

- (A)** Add a region code
- (M)** Modify a region code
- (S)** Display a region code
- (D)** Delete a region code
- (P)** Print a list of all region codes
- (L)** List all region codes on the screen
- (E)** End program and return to Accounts Receivable subsystem menu

To add a region code, type **(A)** and press **(Enter)**. Enter the information as follows:

REGION CODE

Enter up to 5 alphanumeric characters to designate a code for a region. **(F5)** can be used to list all existing codes.

SHORT DESCRIPTION

Enter a short description for the region. The maximum length of this field is 15 characters.

LONG DESCRIPTION

Enter a long description for the region. The maximum length of this field is 35 characters. This is a mandatory field therefore it must be entered.

Once you have entered the following information, review the data and if everything is correct, type **(A)** and press **(Enter)** to accept and save the data.

CUSTOMER TYPES

This program is used set up different industry classifications.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		
2 Customer master		
3 Customer open items	Run	
4 Discount codes		
5 Payment term codes		
6 Product pricing master	Run	
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		
	11 Ship-to codes	
	12 Tax codes	
	13 Region codes	Run
	14 Customer types	
	15 Purge customer master updates	
	16 Customer menus	
	20 PC link	
	E Exit	
	E Enter selection	

Type **14** and press **Enter** to select Customer types.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry	31/03/93
	Customer Type Codes	
1 Customer type	:	
2 Short description	:	
3 Long description	:	
4 SIC code	:	
Last updated	:	
Updated by	:	
E Select: Add Modify Show Delete Print List Exit		

The functions available are:

- (A)** Add a customer type
- (M)** Modify a customer type
- (S)** Display a customer type
- (D)** Delete a customer type
- (P)** Print a list of all customer types
- (L)** List all customer types on the screen
- (E)** End program and return to Accounts Receivable subsystem menu

To add a customer type, type **(A)** and press **(←Enter)**. Enter the information as follows:

CUSTOMER TYPE

Enter up to 5 alphanumeric characters to designate a code for the type of customer you are setting up. **(F5)** can be used to list the existing codes.

SHORT DESCRIPTION

Enter up to 15 characters as a short description for the customer type.

LONG DESCRIPTION

Enter up to 35 characters of a description for the customer type. This is a mandatory field.

SIC CODE

Enter up to a 10 character code for the type of service industry. This field is optional.

Once you have entered the following information, review the data and if everything is correct, type **(A)** and press **(←Enter)** to accept and save the data.

PURGE CUSTOMER MASTER UPDATES

This program deletes the audit trail file that keeps track of the changes made to the customer master file.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
	E	Enter selection

Type **15** and press **Enter** to select *Purge customer master updates*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP02 1.11
RM	Customer Master Update Print	31/03/93
<p>Do you want to purge the audit trail file (Y/N) ?</p>		

Type **Y** to delete the file or **N** exit this option.

CUSTOMER MEMOS

A memo record can contain specific information about a customer that does not fit into any of the fields within the customer master record. Details such as directions to the customers, key contact names, cellular phone number etc... can be listed in the memo record and shared by anyone who has access to the Customer Master program. The Memo function can also be accessed from the Customer Master Maintenance program by pressing **F8**.

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Maintenance and Inquiry	31/07/94
1 Branch codes		11 Ship-to codes
2 Customer master		12 Tax codes
3 Customer open items	Run	13 Region codes
4 Discount codes		14 Customer types
5 Payment term codes		15 Purge customer master updates
6 Product pricing master	Run	16 Customer memos
7 Purge accounts receivable	Run	
8 Purge cash receipts batches	Run	
9 Reformat customer master	Run	
10 Salesperson codes		20 PC link
		E Exit
		E Enter selection

Type **F6** and press **Enter** to select *Customer memos*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP400 1.01
RM	Typist: 06	CUSTOMER MEMO MAINTENANCE
	Port: 09	JUL 25/94
CUSTOMER :	<input type="text"/>	F5 -CUSTOMER Lookup
		F8 -MEMO Lookup
		ESC -End

Enter the customer number for the customer you want to create the memo entry for. **F5** can be used to list all customer and **F8** can be used to list all memo entries.

MEMO RECORDS

A memo record consists of 16 lines. You can enter up to 75 characters per line. Once you have finished entering text in the memo record press **Esc** and type **Y** to record the entry.

MEMO EDIT FUNCTIONS

The following keys can be used to aid you in editing your memo entries.

- ↑/↓** Moves the cursor up or down through the memo lines
- Pg Up/Pg Dn** Positions the cursor on the first line or the last line of the memo record
- F9** Deletes the text on the line the cursor is on
- F10** Cancels memo modifications
- Esc** Ends editing session

PC LINK

This program allows you to access file import and export utilities.

```

P.C.P.L          Accounts Receivable          TLARP20 4.15
RM              Maintenance and Inquiry          31/07/94

1 Branch codes                11 Ship-to codes
2 Customer master              12 Tax codes
3 Customer open items          Run 13 Region codes                Run
4 Discount codes                14 Customer types
5 Payment term codes            15 Purge customer master updates
6 Product pricing master        Run 16 Customer memos
7 Purge accounts receivable     Run
8 Purge cash receipts batches  Run
9 Reformat customer master      Run
10 Salesperson codes            20 PC link
                                E Exit
                                E Enter selection
    
```

Type **20** and press **←Enter** to select *PC link*.

The screen will appear as follows:

```

P.C.P.L          Accounts Receivable          TLARP20 4.12
RM              Maintenance and Inquiry          31/03/93

1 Branch codes                11 Ship-to codes                Run
2 Customer master              12 Tax codes                    Run
3 Customer open items          Run 13 Region codes                Run
4 Discount codes                14 Customer types
5 Payment term codes            15 Purge customer master updates
6 Product pricing master        Run 16 Customer memos
7 Purge accounts receivable     Run
8 Purge cash receipts batches  Run
9 Reformat customer master      Run
10 Salesman codes              20 PC link
                                E Exit
    
```

SELECTION MENU

Import utilities
 Export utilities

↑ ↓ **[ESC]**-exit

IMPORT UTILITIES

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Maintenance and Inquiry	31/03/93

1 Branch codes		11 Ship-to codes	Run
2 Customer master		12 Tax codes	Run
3 Customer open items	Run	13 Region codes	
4 Discount codes		14 Customer types	Run
5 Payment term codes		15 Purge customer master updates	
6 Product pricing master	Run	16 Customer memos	
7 Purge accounts receivable	Run		
8 Purge cash receipts batches	Run		
9 Reformat customer master	Run		
10 Salesman codes		20 PC link	
		E Exit	

SELECTION MENU

Import utilities

Export utilities

↑ ↓ [ESC]-exit

☞ This selection is not available at the present time.

EXPORT UTILITIES

Highlight *Export utilities* and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Maintenance and Inquiry	31/03/93

1 Branch codes		11 Ship-to codes	Run
2 Customer master		12 Tax codes	Run
3 Customer open items	Run	13 Region codes	
4 Discount codes		14 Customer types	Run
5 Payment term codes		15 Purge customer master updates	
6 Product pricing master	Run	16 Customer memos	
7 Purge accounts receivable	Run		
8 Purge cash receipts batches	Run		
9 Reformat customer master	Run		
10 Salesman codes		20 PC link	
		E Exit	

SELECTION MENU

Customer master

Open items file

↑ ↓ [ESC]-exit

This selection will export the customer master file or customer open item file to .dbf format. Highlight the file you want and press **[Enter]**. Type **(S)** and press **[Enter]** to export the file.

CHAPTER 9: DATA FILE STATUS

ACCOUNTS RECEIVABLE SYSTEM

This program allows you to determine which sales and cash receipts analysis files are on the disk drives, which cash receipts and sales journals have not been printed, which cash receipts and sales journals have been printed but not closed and the date of the last month closed.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Main Menu	31/03/93
Last month end: 02/93		Last year end: 28/ 2/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry .		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

Type **5** and press **Enter** to select *Data file status*.

DATA FILE STATUS

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Data File Status	31/03/93
1 Accounts receivable system status		
E Exit		
E Enter selection		

Type **1** and press **Enter**.

Enter the year you want to review the files for and press **Enter**.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Data File Status	27/07/94
Enter fiscal year : 94	[ESC]-Exit	

Enter the year that contains the files that you want to view the status on.

Type **C** and press **Enter** to view the status of the cash receipts files.

Type **S** and press **Enter** to view the status of the sales journal files.

A sample status file screen for the 1994 cash receipts files follows:

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Data File Status	27/07/94
Enter fiscal year : 94	[ESC]-Exit	
Checking file=> MARCR93.ARM	53	Closed
Checking file=> APRCR93.ARM	35	Closed
Checking file=> MAYCR93.ARM	59	Closed
Checking file=> JUNCR93.ARM	51	Closed
Checking file=> JULCR93.ARM	47	Closed
Checking file=> AUGCR93.ARM	31	Closed
Checking file=> SEPCR93.ARM	26	Closed
Checking file=> OCTCR93.ARM	61	Closed
Checking file=> NOVCR93.ARM	47	Closed
Checking file=> DECCR93.ARM	45	Closed
Checking file=> JANCR94.ARM	49	Closed
Checking file=> FEBCR94.ARM	60	Closed
Current CR details to print	1	Unlocked
Current CR details printed	0	Unlocked
Last month closed : 6/94		
[_] Select: [F1]-Modify [ESC]-End		

You can modify the last month closed here. If you change this indicator you must exit the system and sign back on with the month-end date.

CHAPTER 10: COMPANY INFORMATION

ACCOUNTS RECEIVABLE SYSTEM

This program allows you to display and/or modify any of the system information set up when the Accounts Receivable System was first installed.

P.C.P.L	Accounts Receivable	TLARP20 4.12
RM	Main Menu	31/03/93
Last month end: 02/93		Last year end: 28/ 2/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

Type **6** and press **Enter** to select *Company information*.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP20 4.15
RM	Company Information	27/07/94
1 General company information 6		
E Exit		
_ Enter selection		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Enter Password <div style="border: 1px solid black; width: 50px; height: 15px; margin: 5px auto;"></div><div style="border: 1px solid black; width: 50px; height: 15px; margin: 5px auto;"></div>ESC-Exit</div>		

Enter you password here. You must have access to the Security section in order to gain access to Company Information.

COMPANY INFORMATION

The screen will appear as follows:

P.C.P.L	ACCOUNTS RECEIVABLE	INITAR 1.17
	System Information	Wed JUL 27,1994
GENERAL COMPANY INFORMATION		
Company initials: RM		
Short company name ...: P.C.P.L		
Long company name: POLYMATHIC COMPUTER PRODUCTS LIMITED		
ACCOUNTS RECEIVABLE - GENERAL INFORMATION		
1) G/L code for Goods & Services tax: 3125 GST - PAID AND COLLECTED		
2) Goods & Services tax rate: 7.00		
3) Aged Trial Balance Interest Rate : 12.0000		
4) Ageing Method: 0 (Age by days)		
5) Statement Type: 5 (LASER output)		
6) Invoice Type: 7 (UNKNOWN)		
7) Last invoice number used: 300004		
8) G/L code for discounts:		
9) Year end BACKUP: Y YES		
10) Month end BACKUP: Y YES		
Last month end backup : JUN/1994 Typist: 06 Run date: JUL 05,1994		
[] Select: [] Modify [ESC]-Exit		

Refer to Chapter 11, Company Setup for definitions of the fields.

CHAPTER 11: COMPANY SETUP

ACCOUNTS RECEIVABLE SETUP

To set up the Accounts Receivable system log on to the directory containing the POLYMATHIC program files.

Type *POLYSYS* and press **↵** to start the Polymathic Accounting System.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **1** or press **↵** to *Sign on to an existing company.*

COMPANY SETUP

The screen will appear as follows:

```

POLYMATHIC COMPUTER CORPORATION 3.04
APRIL 4, 1994 SIGNON PROCESSING Crt # 3
07:57:34
Typist # :
Last signon date: Last month closed:
Company : Last year end :
Booted drive : P:\DEMO\RM Prior year status:

1 User Number : --
2 Password :
3 Company :

Enter [typist number] [F6]-Help

[F10]-Exit to operating system [ESC]-Exit to menu
    
```

Enter your typist number. The default value is 1.

Enter your password. The default is .

Enter the Company number or initials.

The screen will appear as follows:

```

POLYMATHIC COMPUTER CORPORATION 3.04
APRIL 4, 1994 SIGNON PROCESSING Crt # 3
07:57:48
Typist # : 4 SHAWNA REDMOND
Last signon date: MAR 31/93 Last month closed: FEB/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 28/93
Booted drive : P:\DEMO\RM Prior year status: CLOSED

PPPPP CCCC P P P P LLL
P P C C P P L
P P C P P L
PPPPP C P P P P L
P ** C ** P ** L
P **** C C **** P **** L
P ** CCCC ** P ** LLLL

PROCESSING DATE : 31/03/93 [MAR 31/93]

S Select: Start Modify Cancel Exit D/S
    
```

Type **S** and press to start.

The main menu will now appear as follows:

```

P.C.P.L          MAIN MENU          MASTER  3.16
RM              Wed MAR 31/93
CRT # 3          15:30:35

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
    
```

Select the *Accounts Receivable* by typing **2** and pressing **Enter**.

The following screen will appear:

```

TGL          ACCOUNTS RECEIVABLE          INITAR  1.16
              System Information          05/04/94

GENERAL COMPANY INFORMATION
Company initials .....: LB
Short Company name ...: TGL
Long Company name ....:          TEST COMPANY - GL

      There is no ACCOUNTS RECEIVABLE SYSTEM
      set up for this company!!

      Do you want to set up a
      ACCOUNTS RECEIVABLE SYSTEM ? (Y/N) ↓
    
```

Type **Y** and press **Enter** to setup the *Accounts Receivable* system.

COMPANY SETUP

The following screen will then appear:

TGL	ACCOUNTS RECEIVABLE	INITIAL	1.16
System Information		05/04/94	
GENERAL COMPANY INFORMATION			
Company initials: LB			
Short Company name ...: TGL			
Long Company name: TEST COMPANY - GL			
ACCOUNTS RECEIVABLE - GENERAL INFORMATION			
1) G/L code for Goods & Services tax: █			
2) Goods & Services tax rate			
3) Aged Trial Balance Interest Rate :			
4) Ageing Method			
5) Statement Type			
6) Invoice Type			
7) Last invoice number used			
8) G/L code for discounts			
9) Year end BACKUP			
10) Month end BACKUP			
Enter GST [G/L code] [F4]-Add code [F5]-Lookup			

Enter the information as follows:

GENERAL LEDGER CODE FOR GOODS & SERVICES TAX

This is the general ledger code that the system will automatically post the goods and services tax that is computed during invoice entry to. Type a valid GL code here. **(F5)** can be used to list all valid codes and **(F4)** can be used to add a new code.

GOODS & SERVICES TAX RATE

Enter the current goods and services tax rate. For instance type *7.00* and **(Enter)**. This percentage rate will be used to calculate the amount of GST due per invoice.

AGED TRIAL BALANCE INTEREST RATE

Enter the interest rate that you wish to be charged on all accounts that become overdue. Customers can be exempt from interest by setting the interest exempt field found in the customer master record to No (page 8-9).

AGING METHOD

You can age open items by days, **(0)** or by months, **(1)**. Type the number of the desired aging method and press **(Enter)**.

STATEMENT TYPE

Various statement styles are available. Select the number corresponding to the type of statements you are using and press **(Enter)**. The statement type can be temporarily changed when the statement are generated but to make the change permanently you must modify this field.

INVOICE TYPE

Various invoice styles are available. Select the number corresponding to the type of invoices you are using and press **↵Enter**. The invoice style can be temporarily changed when the invoices are generated but to make the change permanently you must modify this field.

LAST INVOICE NUMBER USED

Enter the number of the last invoice number used on your manual system or press **↵Enter** to bypass. The system will automatically begin numbering invoices with the next number following the number entered in this field. The default value is 0.

G/L CODE FOR DISCOUNTS

Enter the GL code that is being used for customer discounts. Any discounts recorded while entering cash receipts will automatically be posted to this account.

YEAR END BACKUP

If this field is set to yes year end backup files of the Customer Master and Open Items files will be generated when the General Ledger year end roll has been run.

MONTH END BACKUP

If this field is set to yes monthly backup files for the Customer Master and Open Items files will be generated from the Monthly Closing program.

Review the information which you have just entered and if it is correct type **(A)** and press **↵Enter** to accept and save the information. The system will then ask "On what drive do you want to set up the A/R files for this company?" Type the drive letter on which the company was set up and press **↵Enter** or press **↵Enter** to set the company up on the default drive.

The Accounts Receivable System is now ready for use. Proceed according to the Accounts Receivable Cycle outlined in the user's manual.

CHAPTER 12: PRINT REPORTS

PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.

```
P.C.P.L                MAIN MENU                MASTER 3.16
RM                    Sun FEB 28/93
CRT # 7                14:01:27

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
```

To select *Print Reports* type **10**, and press **↵Enter**.

PRINT REPORTS

The screen will appear as follows:

P.C.P.L	MAIN MENU	MASTER 3.16			
RM		Wed MAR 31/93			
CRT # 8		11:42:01			
<p>1 Payroll 2 Accounts Receivable 3 Accounts Payable 4 Sales Analysis 5 General Ledger 6 Security 7 System Utilities 8 Daily Closing 9 Monthly Closing 10 Print Reports 11 Time Accounting 12 Fixed Assets 13 Inventory / Order Entry 14 Vertical Markets</p>					
<p>Q Query S Status E Exit 10 Enter selection</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PRINT Reports</td> </tr> <tr> <td style="text-align: center;">FAX Reports</td> </tr> <tr> <td style="text-align: center;">↑ ↓ [ESC]-exit</td> </tr> </table>	PRINT Reports	FAX Reports	↑ ↓ [ESC]-exit
PRINT Reports					
FAX Reports					
↑ ↓ [ESC]-exit					

To print a report press **[Enter]**.

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:

P.C.P.L	POLYMATHEIC COMPUTER CORPORATION	PCPRINT 2.33
Typist: 06 Port: 06	Print Reports	Wed MAR 09, 1994
LPT1:		11:19:44
<p>..... Report name copy D/K page</p> <p>HP-LJ2 SMALL PRINT</p> <p>CHEQUE PRINT SETUP (HP LASER)</p> <p>CHEQUE PRINT SETUP CODES EPSON</p> <p>HP-LJ2 66 LINES/PAGE</p> <p>PURCHASE JOURNAL</p> <p>PURCHASE JOURNAL - GST -Llet</p> <p>CASH DISBURSEMENTS</p> <p>A/P CHEQUE LINEUP</p> <p>CHEQUES</p> <p>ACCOUNTS PAYABLE PURGE</p> <p>A/P OPEN ITEMS - NARROW</p> <p>A/P AGED TRIAL BALANCE</p> <p>A/P DETAILED AGED T/B</p> <p>A/P DEBIT AGED LIST</p> <p>FUTURE DATED CHEQUES</p> <p>FUTURE DATED PAID INVOICES</p> <p>CUSTOMER FAX NUMBER EXCEPTIONS</p> <p>SALES JOURNAL</p>	<p style="text-align: center;">Start Status</p> <p style="text-align: center;">Copy Page Messages</p>	
<p>[P]-print [D]-delete [S]-start printing [Z]-zoom [F4]-functions [F5]-scroll [ESC]-exit</p>		

PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

- Report name:** This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
- cpy:** This column is used to indicate the number of copies of the individual report which are to be printed.
- D/K:** This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
- Start page:** This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
- Status:** The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the **F1** key. If you wish to print the first report do not move the cursor at all.
2. Type **P** on the highlighted report which you wish to print. If you wish to accept the system to defaults of **1** for number of copies, **D** for delete report after printing, and **1** for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press **←Enter**.
 - a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press **←Enter** or simply press **←Enter** to accept the system default of **1**.
 - b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press **←Enter** to accept system default. To keep the report after printing type **K** and press **←Enter**.
 - c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press **←Enter** or press **←Enter** to accept the system default of **1**.
3. Press **S** to start printing the desired reports.

PRINT REPORTS

A sample print screen follows:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06		Port: 06		Print Reports	
LPT1:				Wed MAR 09, 1994 11:20:22	
Report name	copy	D/K	Start page	Status	Copy Page Messages
p HP-LJ2 SMALL PRINT	1	D	1		
p CHEQUE PRINT SETUP (HP LASER)	1	D	1		
p CHEQUE PRINT SETUP CODES EPSON	1	D	1		
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST -Llet					
CASH DISBURSEMENTS					
A/P CHEQUE LINEUP					
CHEQUES					
ACCOUNTS PAYABLE PURGE					
A/P OPEN ITEMS - NARROW					
A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

P-print **D**-delete **S**-start printing **Z**-zoom **F4**-functions **↑↓**-scroll **ESC**-exit

FUNCTION KEYS AND PRINT COMMANDS

- P** marks a report for printing
- D** marks a report for deleting
- S** start printing or deleting the selected reports
- Z** view the details of the report on the screen. Press **F5** to view the actual report.
- F4** change the printer defaults
- ↑** moves highlight up one line allowing you to scroll through the reports
- ↓** moves highlight down one line allowing you to scroll through the reports
- Esc** exit the print reports screen without printing anything

ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type **Z**. You can use the arrow keys to move through the report. **Home** will take you to the beginning of the report and **End** will take you to the end of the report. When you have finished viewing the report, type **Esc** to exit.

FUNCTIONS

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press **F4** and the screen will appear as follows:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 05 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name	copy D/K	Start page Status	Copy Page Messages	
HP-LJ2 SMALL PRINT					
PRINTER SELECTION					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
P-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit					

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

F1 FUNCTIONS

To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press **Enter**. Once you have selected a printer you can send commands to the printer by pressing **F1**.

If you have a Dot Matrix printer selected, the following screen will appear:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 05 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name	copy D/K	Start page Status	Copy Page Messages	
HP-LJ2 SMALL PRINT					
PRINTER SELECTION					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
DOT MATRIX PRINTER FUNCTIONS					
Reset Printer					
Condensed Print					
Cancel Condensed Print					
Setup 8-1/2" Cheques - EPSON					
Form Feed					
↑ ↓ ←:send to printer					
ESC:exit					
P-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit					

PRINT REPORTS

If you a Laser printer selected, the following screen will appear:

P. C. P. L		POLYATHIC COMPUTER CORPORATION		PCPRINT 2.33																																							
Typist: 06		Port: 08		Print Reports																																							
LPT1:				Mon MAR 14, 1994																																							
				11:42:18																																							
..... Report name		copy D/K		Start Status																																							
HP-LJ2 SMALL PRINT				Copy Page Messages																																							
<table border="1"> <tr><th colspan="2">PRINTER SELECTION</th></tr> <tr><td>Print Device [LPT1]</td><td></td></tr> <tr><td>Printer [LASER]</td><td></td></tr> <tr><td>Status [NOT AVAILABLE]</td><td></td></tr> <tr><td colspan="2">DOT MATRIX</td></tr> <tr><td colspan="2">LASER</td></tr> <tr><td colspan="2">↑ ↓ F1:functions F2:change device</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			PRINTER SELECTION		Print Device [LPT1]		Printer [LASER]		Status [NOT AVAILABLE]		DOT MATRIX		LASER		↑ ↓ F1:functions F2:change device		ESC:exit		<table border="1"> <tr><th colspan="2">LASER PRINTER FUNCTIONS</th></tr> <tr><td colspan="2">Reset Printer</td></tr> <tr><td colspan="2">Landscape 16.66 - LETTER</td></tr> <tr><td colspan="2">Landscape 16.66 - LEGAL</td></tr> <tr><td colspan="2">Landscape TMS RMN 6 point</td></tr> <tr><td colspan="2">Portrait - small print</td></tr> <tr><td colspan="2">Landscape - small print</td></tr> <tr><td colspan="2">Portrait - large print</td></tr> <tr><td colspan="2">Form Feed</td></tr> <tr><td colspan="2">↑ ↓ ←:send to printer</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			LASER PRINTER FUNCTIONS		Reset Printer		Landscape 16.66 - LETTER		Landscape 16.66 - LEGAL		Landscape TMS RMN 6 point		Portrait - small print		Landscape - small print		Portrait - large print		Form Feed		↑ ↓ ←:send to printer		ESC:exit	
PRINTER SELECTION																																											
Print Device [LPT1]																																											
Printer [LASER]																																											
Status [NOT AVAILABLE]																																											
DOT MATRIX																																											
LASER																																											
↑ ↓ F1:functions F2:change device																																											
ESC:exit																																											
LASER PRINTER FUNCTIONS																																											
Reset Printer																																											
Landscape 16.66 - LETTER																																											
Landscape 16.66 - LEGAL																																											
Landscape TMS RMN 6 point																																											
Portrait - small print																																											
Landscape - small print																																											
Portrait - large print																																											
Form Feed																																											
↑ ↓ ←:send to printer																																											
ESC:exit																																											
FUTURE DATED CHEQUES FUTURE DATED PAID INVOICES CUSTOMER FAX NUMBER EXCEPTIONS SALES JOURNAL																																											
P-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit																																											

To send the command to the printer use one of the cursor keys to highlight the command and press **Enter**.

F2 CHANGE DEVICE

To change the printer port press **F2** and the following screen will appear:

P. C. P. L		POLYATHIC COMPUTER CORPORATION		PCPRINT 2.33																											
Typist: 06		Port: 08		Print Reports																											
LPT1:				Mon MAR 14, 1994																											
				13:14:42																											
..... Report name		copy D/K		Start Status																											
HP-LJ2 SMALL PRINT				Copy Page Messages																											
<table border="1"> <tr><th colspan="2">PRINTER SELECTION</th></tr> <tr><td>Print Device [LPT1]</td><td></td></tr> <tr><td>Printer [LASER]</td><td></td></tr> <tr><td>Status [NOT AVAILABLE]</td><td></td></tr> <tr><td colspan="2">DOT MATRIX</td></tr> <tr><td colspan="2">LASER</td></tr> <tr><td colspan="2">↑ ↓ F1:functions F2:change device</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			PRINTER SELECTION		Print Device [LPT1]		Printer [LASER]		Status [NOT AVAILABLE]		DOT MATRIX		LASER		↑ ↓ F1:functions F2:change device		ESC:exit		<table border="1"> <tr><th colspan="2">PRINTER DEVICES</th></tr> <tr><td>LPT1</td><td></td></tr> <tr><td>LPT2</td><td></td></tr> <tr><td>LPT3</td><td></td></tr> <tr><td colspan="2">↑ ↓ ESC:end</td></tr> </table>			PRINTER DEVICES		LPT1		LPT2		LPT3		↑ ↓ ESC:end	
PRINTER SELECTION																															
Print Device [LPT1]																															
Printer [LASER]																															
Status [NOT AVAILABLE]																															
DOT MATRIX																															
LASER																															
↑ ↓ F1:functions F2:change device																															
ESC:exit																															
PRINTER DEVICES																															
LPT1																															
LPT2																															
LPT3																															
↑ ↓ ESC:end																															
FUTURE DATED CHEQUES FUTURE DATED PAID INVOICES CUSTOMER FAX NUMBER EXCEPTIONS SALES JOURNAL																															
P-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit																															

Highlight the correct printer device and press **Enter**.

CHAPTER 13: DAILY STARTUP

To start using your accounting system for daily use follow the steps outlined below:

ONE LOGICAL DRIVE

At the operating system prompt type *POLYSYS* and press **↵**.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F1]-Help [ESC]-exit
```

Type **1** or press **↵** to sign on to an existing company.

The following screen will appear:

POLYATHIC COMPUTER CORPORATION 3.04	
APRIL 4, 1994	SIGNON PROCESSING
07:57:34	Crt # 3
Typist # :	
Last signon date:	Last month closed:
Company :	Last year end :
Booted drive : P:\DEMO\RM	Prior year status:
1 User Number : _	
2 Password : _	
3 Company :	
Enter [typist number] [F3]-Help	
[F10]-Exit to operating system [ESC]-Exit to menu	

LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is **(1)**.
2. Enter your password. The default is **(←Enter)**.
3. Enter the Company number.

The screen will appear as follows:

```

POLYMATIHC COMPUTER CORPORATION 3.04
APRIL 4, 1994 SIGNON PROCESSING Crt # 3
07:57:48
Typist # : 4 SHAWNA REDMOND
Last signon date: MAR 31/93 Last month closed: FEB/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 28/93
Booted drive : P:\DEMO\RM Prior year status: CLOSED

```

PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P ***	C ***	P ***	L
P *****	C C *****	P *****	L
P ***	CCCC ***	P ***	LLLL

PROCESSING DATE : 31/03/93 [MAR 31/93]

S Select: Start Modify Cancel Exit D/S

Change the processing date so it is not more than one month later than the date of last month.

Type **(S)** and press **(←Enter)**.

The screen will now appear as follows:

```

P.C.P.L          MAIN MENU          MASTER 3.16
RM              Wed MAR 31/93
CRT # 3        15:30:35

```

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

Q Query
S Status
E Exit
E Enter selection

The main menu will now appear.

Type **(2)** and press **(←Enter)** to select Accounts Receivable.

TWO OR MORE LOGICAL DRIVES

1. At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under "INITIALIZING THE POLYMATHIC GENERAL LEDGER SYSTEM" For instance type **D:** and press **↵Enter**. Next type **cd \\EXAMPLE** and press **↵Enter**. These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive **d**. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED**.
2. Instruct the operating system to use the master programs which you installed following the **INSTALLATION PROCEDURES** under "COPYING THE PROGRAMS TO HARD DISK". To do this type **c:polysys c:answer** and press **↵Enter**. Make sure that you are still in the data file directory logged on to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive **C**. If the master programs were installed on another drive replace the letter **C** with the letter of the drive on which the master programs were installed.
 - ☞ If you have two or more logical drives set up on your hard disk you must always log on to the drive containing the data files for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them before spooling any reports.
3. Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

CHAPTER 14: MONTHLY CLOSING

```

P.C.P.L          MAIN MENU          MASTER  3.16
RM              Wed MAR 31/93
CRT # 3              15:30:35

                1 Payroll
                2 Accounts Receivable
                3 Accounts Payable
                4 Sales Analysis
                5 General Ledger
                6 Security
                7 System Utilities
                8 Daily Closing
                9 Monthly Closing
               10 Print Reports
               11 Time Accounting
               12 Fixed Assets
               13 Inventory / Order Entry
               14 Vertical Markets

                Q Query
                S Status
                E Exit
                E Enter selection
    
```

Type **9** and press **←Enter** to select *Monthly closing*.

The screen will appear as follows:

```

P.C.P.L          Monthly Closing    TLAUTO  3.07
RM              Signon date: MAR 31/93
Last month closed: 02/93 [FEB/93]  Today's date: MAR 30/94
CRT # 3              Year end date: FEB 28/93

ACCOUNTS PAYABLE          PAYROLL
Purchases journal.....  Payroll MTD register.... NOT INSTALLD
Cash disbursements jrnل.  Payroll MTD update..... NOT INSTALLD
A/P open items list.....  Payroll journal..... NOT INSTALLD
A/P aged trial balance..

ACCOUNTS RECEIVABLE      TIME ACCOUNTING
Cash receipts journal...  Apply time sheets..... NOT INSTALLD
Sales journal.....       Apply cash receipts.... NOT INSTALLD
A/R open items list.....  Apply client billings... NOT INSTALLD
A/R aged trial balance..  Apply client expenses... NOT INSTALLD
                          Apply WIP adjustments... NOT INSTALLD
                          Detailed client history. NOT INSTALLD

GENERAL LEDGER
General journal.....
Trial balance.....
Financial statements...
G/L report.....

                          Indicate month closed...

[ ] Select:  [F] Automatic  [M] Manual  [ESC] Exit
    
```

MONTHLY CLOSING - AUTOMATIC

The automatic closing function will automatically identify the modules that your company uses and all the relevant journals and reports will be generated without stopping between the selected options.

Type **(A)** and press **(←Enter)** to select *Auto*.

The screen will appear as follows:

P.C.P.L	Monthly Closing	TLAUTO	3.07
RM		Signon date: MAR 31/93	
Last month closed: 02/93	[FEB/93]	Today's date: MAR 30/94	
CRT # 3		Year end date: FEB 28/93	
ACCOUNTS PAYABLE		PAYROLL	
Purchases journal.....		Payroll MTD register....	NOT INSTALLED
Cash disbursements jrnl.		Payroll MTD update.....	NOT INSTALLED
A/P open items list.....		Payroll journal.....	NOT INSTALLED
A/P aged trial balance..			
ACCOUNTS RECEIVABLE		TIME ACCOUNTING	
Cash receipts journal...		Apply time sheets.....	NOT INSTALLED
Sales journal.....		Apply cash receipts....	NOT INSTALLED
A/R open items list.....		Apply client billings...	NOT INSTALLED
A/R aged trial balance..		Apply client expenses...	NOT INSTALLED
		Apply WIP adjustments...	NOT INSTALLED
		Detailed client history.	NOT INSTALLED
GENERAL LEDGER			
General journal.....			
Trial balance.....			
Financial statements....			
G/L report.....			
		Indicate month closed...	
[_] Select:	[S]-Start	[M]-Modify	[A]-All
	[C]-Cancel		

The functions available are as follows:

- (S)** Start closing
- (M)** Modify option selections
 - (F9)** Select option
 - (F10)** Unselect option
 - (↑↓)** Used to move through options
 - (Esc)** Exit Modify function
- (S)** Select all options
- (C)** Cancel closing

Once you have selected the options that you want closed, type **(S)** and press **(←Enter)** to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

MONTHLY CLOSING - MANUAL

The manual closing function allows you to close one option at a time.

Type **(M)** and press **(←Enter)** to select *Manual*.

The screen will appear as follows:

P.C.P.L	Monthly Closing	TLAUTO 3.07
RM		Signon date: MAR 31/93
Last month closed: 02/93 [FEB/93]		Today's date: MAR 30/94
CRT # 3		Year end date: FEB 28/93
ACCOUNTS PAYABLE	PAYROLL	
Purchases journal.....	Payroll MTD register....	NOT INSTALLED
Cash disbursements jrnl.	Payroll MTD update.....	NOT INSTALLED
A/P open items list....	Payroll journal.....	NOT INSTALLED
A/P aged trial balance..		
ACCOUNTS RECEIVABLE	TIME ACCOUNTING	
Cash receipts journal...	Apply time sheets.....	NOT INSTALLED
Sales journal.....	Apply cash receipts....	NOT INSTALLED
A/R open items list....	Apply client billings...	NOT INSTALLED
A/R aged trial balance..	Apply client expenses...	NOT INSTALLED
	Apply WIP adjustments...	NOT INSTALLED
GENERAL LEDGER	Detailed client history.	NOT INSTALLED
General journal.....		
Trial balance.....		
Financial statements....		
G/L report.....	Indicate month closed...	
(F9) -Selects (F10) -Cancels (↑) (↓) (ESC) -End		

The functions available are as follows:

- (F9)** Select option
- (F10)** Unselect option
- (↑)****(↓)** Used to move through options
- (Esc)** Exit Closing function

Once you have selected an option the following options are available:

- (S)** Start closing
- (C)** Cancel closing

Type **(S)** to start closing the option you select. Once the option is closed, the appropriate report will be available for printing and the Closing screen will display "Completed" beside that selection.

A

Accounts Receivable Cycle	
Initial setup procedure.....	2-1
Monthly procedures	2-1
Summary of major stages.....	2-2
ASCII Fax File	7-60

B

Backups	11-5
Branch Codes.....	8-1

C

Cash Receipts	
Entry screen.....	5-4
Cash Receipts Application	
Applying to customer accounts.....	5-1
Entry screen.....	5-1
Cash Receipts Entry	
Amount	5-7
Apply receipt to a range of documents.....	5-7
Balance a batch	5-5
Branch number	5-7
Change general ledger discount posting code	5-5
Correcting cash receipt error	5-10
Customer number	5-7
Customer number known	5-6
Customer number unknown	5-6
Delete a batch	5-5
Delete batch.....	5-10
Deposit slip total	5-5
Discount	5-9
Distributing unapplied credits	5-10
Editor.....	5-7
General ledger code-direct distribution	5-7
Inquire about a batch.....	5-5
Lookup feature	5-7
Modify deposit date	5-5
Payment on account	5-7
Retrieve an old batch.....	5-5
Start a new batch	5-5
Collection Letter	
Customer master indicator.....	8-9
Comma Delimited Fax File	7-60
Company Information	10-1
Credit Limit	
Date of last credit check	8-10
Entering.....	8-10
Suspend.....	8-10
Customer Discounts.....	8-19
Customer Master Maintenance	8-3
Add a customer	8-4
Backorder flag.....	8-9
Collection letter.....	8-9

Contact name	8-5
Correcting errors during entry	8-11
Credit limit.....	8-10
Credit suspend indicator	8-10
Customer address.....	8-5
Customer name	8-4
Customer number	8-4
Customer type.....	8-7
Customer's bank.....	8-8
Customer's bank address.....	8-8
Date of last credit check.....	8-10
Delete a customer	8-4
Division number	8-4
Extra invoices	8-10
Fax number.....	8-5
Goods & services tax license number.....	8-9
Interest charge indicator	8-9
Master account code	8-9
Modify a customer.....	8-4
Modify existing records.....	8-11
Payment terms	8-6
Postal code.....	8-5
Price level	8-9
Province code	8-6
Provincial sales tax license number	8-9
Region code	8-7
Salesman code	8-5
Selling discount	8-6
Send customer statements.....	8-10
Servicing branch.....	8-6
Shipping instructions	8-8
Telephone number	8-5
Customer Memos	8-41
Customer Name	
Entering	8-4
Customer Number	
Entering	8-4
Customer Open Items	
Selection criteria.....	7-30, 8-17
Customer Statements.....	7-62, 8-10
Customer Type.....	8-38

D

Daily Startup	
One logical drive	13-1
Two or more logical drives.....	13-4
Discount Amount.....	8-20
Discount Code.....	8-20
Entering	8-6
Discounts	
General ledger code	5-5
Division Number	
Entering	8-4

E

Editor	3-3
--------------	-----

Cancel processing.....	3-3
Rekey from a field.....	3-3
Rekey/display a line.....	3-3

F

F5 Lookup Feature.....	3-4
Fax Cards.....	7-60
Fax Numbers.....	7-60
Fax Past Due Account Letters.....	7-73
Features.....	1-1

G

General Data Entry	
Date fields.....	3-2
Decimal points.....	3-2
Instructions.....	3-1
Menus and submenus.....	3-1
Optional fields.....	3-2
The ENTER key.....	3-1
General Ledger Code	
Goods and services tax.....	11-4
Goods & Services Tax License Number	
Entering.....	8-9

I

Interest Charge	
Customer master indicator.....	8-9
Interest On Overdue Accounts	
Calculating.....	7-6
Invoice Entry	
Adjustment of previously entered invoice.....	5-13
Correcting mistakes during entry.....	5-14
Customer number.....	5-12
General ledger account distribution.....	5-13
Invoice date.....	5-13
Invoice number.....	5-12
Line description.....	5-13
Taxable item.....	5-14

L

Log On Instructions.....	13-2
Lookup Feature.....	3-4

M

Menus	
Accounts receivable subsystem.....	4-1
Menus SUBENTRY Main.....	4-1
Monthly Closing	
Automatic.....	14-2
Manual.....	14-3
Monthly Procedures	

Backing up.....	2-3
Closing out month.....	2-3
Printing journals and reports.....	2-3
Purging accounts receivable.....	2-3, 8-25, 8-29
Purging cash receipts batches.....	8-27
Monthly Procedures	
Entering transactions.....	2-3
Monthly Processing Checklist.....	2-4

O

Open Items	
Displaying.....	7-29, 8-15
Overdue Account.....	7-73
Overview.....	1-1

P

Past Due Amounts.....	7-69
Payment Term Codes.....	8-21
Payment Terms	
Entering.....	8-6
Payment Terms Code.....	8-22
Payment Terms Description.....	8-22
Printing.....	12-3
Function keys and print commands.....	12-4
Sample print screen.....	12-1
Spooled reports.....	12-1
Product Code.....	8-24
Customer number.....	8-24
Product Description.....	8-24
Product GL Code.....	8-24
Product Price.....	8-24
Product Pricing Master.....	8-23
Product Quotation Date.....	8-24
Province Code	
Entering.....	8-6
Provincial Sales Tax License Number	
Entering.....	8-9
Purge Customer Master Audit Trail.....	8-40

R

Region Type.....	8-36
Reports	
Aged trial balance - by salesman.....	7-14
Aged trial balance - summarized and detailed.....	7-6
Cash receipts batches.....	7-19
Cash receipts journal.....	7-22
Cash receipts summary.....	7-75
Collection letters.....	7-7
Customer master.....	7-24
Customer master updates.....	7-27
Customer statements.....	7-7
Dunning letters.....	7-8
Interest on overdue accounts.....	7-7
Laser statements.....	7-7

Sales invoices and journal	7-37
Sales summary by customer	7-46
Ship-to master	7-24
Reports - Creating	
Aged cash flow	7-1
Inactive customer list	7-35

S

Salesman Code	8-31
Salesman Codes	8-30
Salesman Commission Rate	8-31
Shipping Instructions	
Entering	8-8
Ship-To Master	
Add a ship to code	8-33
Add a ship-to number	8-33
Alter ship-to code	8-33
Display a ship-to code - alpha sequence	8-33
Display a ship-to code - numeric sequence	8-33
Modify ship-to code	8-33
Phone number	8-33
Shipping instructions	8-33
Ship-to address	8-33
Ship-to alternate	8-33
Ship-to name	8-33

Ship-to-List	7-67
Single Customer Statement	7-62
System Information	
Aging method	11-4
GL discount code	11-5
Goods and services tax	11-4
Interest rate	11-4
Invoice type	11-5
Last invoice	11-5
Month end backup	11-5
Statement type	11-4
Year end backup	11-5

T

Tax Codes	8-34
Add a tax code	8-35
Delete a tax code	8-35
Display a tax code	8-35
General ledger code	8-35
Modify a tax code	8-35
Province code	8-35
Province name	8-35
Tax rate	8-35
Tax Rate	
Goods and services tax	11-4