ACCOUNTS RECEIVABLE

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TAKESTOCK®
DISTRIBUTION SOFTWARE

inFoR

Contents

	Preface

Welcome to TakeStock

Welcome to *TakeStock*®, the product that provides information management to the wholesale distribution marketplace through the use of leading-edge technology! *TakeStock* is one of the first products to marry the needs of the distribution industry with the tremendous advances that are now taking place in the world of computers. *TakeStock* is designed to operate using client/server architecture in the increasingly familiar Windows® environment.

TakeStock takes advantage of these technical advances to provide a full-featured software solution for asset management, financial management, and customer service that is presented in an intuitive, easy to use, graphical format. *TakeStock* does exactly what the name implies—accounts for the current conditions and assists the distributor in directing a course of company profitability. *TakeStock* is designed with the features most requested by distributors.

Efficient Access—Lookups let you easily locate the customer, vendor, item, or any other information without memorizing codes.

Productivity Tools—The Filter Manager and Template Manager, for example, let you select just the data you want to view or print, then the system remembers frequently used selections by letting you save your filters and templates to use over and over.

Flexible Operation—*TakeStock* lets you access several functions at once. For example, while entering a customer order, you can quickly enter an address change using the Maintenance icon to access the CUSTOMER Table from order entry.

Better Communication—The Notes Manager lets you maintain notes on customers, vendors, items, and even individual sales orders. Must Read notes are automatically displayed. Having a central place for everyone to share information improves communication all around.
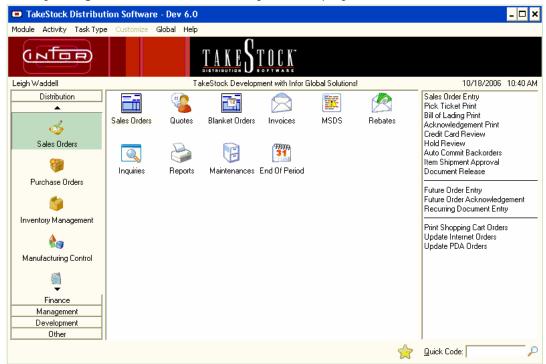
Secured Information—Log-in codes can be associated with up to twenty different security groups to let you tailor access to menus or specific programs. *TakeStock* supports security at program level throughout the system and at field level for costs.

As we continue to find further ways to expand *TakeStock*'s capabilities, we welcome your suggestions. Our goal is to provide the solutions you need for mission-critical business information.

TakeStock Main Menu

Once you sign on to *TakeStock*, the system displays the *TakeStock* main menu:

From this menu, you can open any of the *TakeStock* modules using several methods:

- Select the desired module from the Module menu on the menu bar.
- Click the appropriate module menu button.
- Type in the code for the module in the *Quick Code* box, and press **Enter.**

The module codes are:

SO	Sales Orders	**IM**	Inventory Management
PO	Purchase Orders	**SA**	Sales Analysis
AR	Accounts Receivable	**AP**	Accounts Payable
SM	System Management	**GL**	General Ledger
SF	Sales Force InterLink	**MC**	Manufacturing Control
EI	EDI InterLink	**ED**	e-distribution

Additional codes can be set up by your system administrator.

TakeStock—The Basics

The TakeStock Basics users guide covers many system-wide types, features and procedures that you may find useful while working through the system. You can access this manual from the TakeStock Basics bookmark on the TakeStock PDF Library page. Use this guide for information on the following:

System Topics

Menu Bar Options	Other Menu Conventions	Buttons and Special Keys

System Features

TakeStock provides additional functionality through system features. Some of these features are listed below:

Lookup	Filters	Templates
Updates	Print Setup	Notes Manager
Customer QuickSearch	Document QuickSearch	Item QuickSearch
Bin Allocation	Lot Allocation	Serial Number Allocation
Stock Reservations	Help	

System Procedures and Instructions

The procedures below to provide step-by-step instructions to complete any of the following tasks:

Creating Suggested POs

Creating Suggested Transfers

Creating Suggested Production Orders

How to select print and update options

How to Break a Stock Reservation

How to Enter a Stock Reservation

About Your TakeStock User Guide

This user guide is one in a series of manuals that document *TakeStock*. Each major component (module) within *TakeStock* is presented in a separate user guide. In addition, there is online Help to assist you.

Each user guide includes these elements:

Element ...	Provides ...
Table of Contents	A listing of all chapters and the major topics included in each.
Preface	A welcome and general introduction.
Introduction	An overview of the functions the module and submodules. Any prerequisites for using the module, interactions with other modules and the entire system, policies and procedures, processing flow diagram, and overall processing information.
Separate chapters for each major sub-menu	A discussion of the sub-modules included in *Manufacturing Control*, includes an overview of the menu and detailed instructions for using each menu selection.
Terms	A Glossary of Terms and Calculations is provided in Appendix A to list and detail the definition of terms, concepts, and calculations used in *TakeStock*. Other parts of the appendix may offer specialized information that is related to the module.
Index	An index of topics, terms, fields, menu items, and other information in the user guide, including page numbers for quick reference.

Conventions Used in this Manual

Please review the following conventions used in this manual. Understanding these convention will make the manual much easier to use.

Convention ...	Purpose ...
➔	Indicates a series of selections you are to make to reach a menu item. **Example:** You reach this menu item by choosing *Inventory Management* ➔ *Physical Inventory* ➔ *Print Count Sheets/Capture Quantities*.
italics	Indicates the name of a program or a field. **Example:** For *Item*, select an item from the drop-down list.
bold	Indicates emphasis. **Example:** Use this command **only** when you want to delete.
Buttons	Indicates a command button, checkbox, or radio button you can click. **Buttons** are shown in bold type and a different type face. **Example:** Choose **Ok** to save your selections.
📌 TIP: 📌 HINT:	Indicates important information or a note about a specific step or process. **Example:** ➢ 📌 TIP: If you choose **Print/Updt** before **Ok**, the report is produced without saving your current settings. You must choose the **Ok** button to save new or modified settings.
TABLES	Indicates a table that contains multiple records, such as the ITEM TABLE or CUSTOMER TABLE. **Example:** During the update, the GL information is written to the LEDGER TABLE.

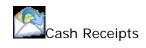| Chapter 1	Introduction

Accounts Receivable Introduction

The *TakeStock® Accounts Receivable* module is a system, which maintains accurate customer and receivables information, provides complete audit trails and optionally posts to *General Ledger*. Interaction with *General Ledger* can be automatic and allows great flexibility. *TakeStock* gives you the ability to have multiple Sold To customers within each Bill To, or parent, company. The open AR document record contains both customer codes, permitting inquiry and reporting by either Sold To or Bill To customer.

The system has been designed so that all transactions will produce a printed audit trail. This provides the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and on-line help promote both operator efficiency and comfort in using the system.

Accounts Receivable is broken down into the following menus:
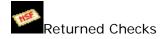
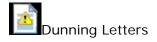| Submodule	Description
Cash Receipts	Cash Receipts is available to enter payments, discounts and adjustments to open documents for your customers. You can also enter adjustments to past documents, change information for open documents, apply credits to open documents, and manually place documents on hold or release them from hold.
	While posting payments, you can create on account credit documents, and apply credit documents to customer invoices. And, the system allows you to automatically apply all open credits for a customer to the customer's open receivables. You can also post miscellaneous cash directly to a GL account, whether the cash is from a customer or other source, such as a refund on your insurance premium.
	Payments and credits are entered in a batch that is identified with a batch number. When a batch is complete, you will update it using the *Cash Receipts & Adj. Register* to have the cash receipts update your customers' open documents and account balances.
Returned Checks	Returned checks may be entered as first or second time returns. On first time returns, the check prints on the *Returned Check Register* as an audit trail for re-deposit but does not update any tables. A check entered as a first time return is not posted as an open document and is expected to be re-deposited.

Submodule	Description
	First time returns are removed by the optional update. On second time returns, a returned check charge may be added and the invoice will go back into the customer's open account as an open document.
Dunning Letters	This program allows you of the system to print an edit list of customers who are due to receive dunning letters. This report gives you the opportunity to see which customers will need to have dunning letters printed, and includes an optional update to increment the *Dunning Letter Count* for customers that are to receive Dunning Letters. A reset option resets the customer's *Dunning Letter Count* to zero (0) for customers that are no longer past due. This program reviews open invoices that are older than the *Dunning Past Due Date* and summarizes these invoices by customer.
End of Period	This menu offers four programs which should be run at the end of each Accounts Receivable period to close it correctly: These programs provide a complete audit trail of the AR balance: *Close Paid Documents, Statement Print, Service Charge Register*, and *Customer Ledgercards Removal*.
Inquiries	The *Inquiries* menu in *Accounts Receivable* lets you select to sort and view information that was entered by users, as well as information generated by the system during routine processing. You can select the records on which to inquire by using a filter in combination with an inquiry. The system then searches for records that match the conditions described by the filter settings and displays them for you to view. You may find it helpful to open *Customer Inquiry* so you can view information about a customer as you enter sales documents, cash receipts, or any other type of entry.
Reports	The options for *Accounts Receivable Reports* allow you to print a wide range of information about your outstanding customer balances and payment history, in addition to customer Ship To information. All Accounts Receivable reports have the option of printing in customer number, alphabetic, alternate sort, salesperson or customer category order. In addition to the order, you may choose the range of records to print.
Maintenances	*Maintenances* are used to select the controls that tailor *Accounts Receivable* for the way your company does business. You will also use maintenances to set up and maintain information for your customers. You

Submodule	Description
	can use the maintenances to make changes at any time after you have set up *TakeStock*.

Chapter Contents

Reference Information

Program	Description
Cash Receipts & Adjustments Entry	Using this program, you can: • Enter cash receipts from customers and apply them to open or past documents. • Enter an adjustment to the amount of a document. • Enter a deposit or prepayment as an on account credit. • Apply open credits to open receivables. • Post miscellaneous cash to GL accounts.
Cash Receipts & Adjustments Register	Using this program, you can: • Print a Register of all cash receipt transactions for one or more batches. • Print the GL Distribution showing the effect of cash receipts on GL accounts. • Optionally print a deposit ticket. • Update the cash receipts so they will be applied against your customers' open receivables.
Document Change Maintenance	Creates and deletes open AR documents as well as change limited information for an open document, such as due date, discount amount, and discount due date.
Credit Posting Update	Applies all open credits against a customer's open receivables.
AR Hold Selection	Places an open document on hold, or releases an open document from hold.
Dunning Letter Edit List	This program: • Prints a list of customers due to receive dunning letters. • Runs an optional update to increment the *Dunning Letter Count* for customers that are to receive Dunning Letters. • Optionally resets the customer's *Dunning Letter*

Program	Description
	Count to zero for customers that are no longer past due.
Returned Check Entry	Using this program, you can: • Enter first or second time returned check. • Add a returned check charge to the customer's account for second time returned checks.
Returned Check Register	Using this program, you can: • Print a register of all returned checks entered since the last register was run. • Post second time returned checks to General Ledger. • Update customer balances with check charges for second time check returns.
Close Paid Documents	Prints a report of all documents where the balance is paid down to zero. Optionally updates document status to **Closed**.
Statement Print	Prints statements for any group of customers that match the selected statement codes.
Service Charge Register	Prints a register of service charges based on the information in *AR Control Maintenance*. Updates the service charges to the customer accounts in the OPEN INVOICES table and to General Ledger (optional).
Customer Ledgercards Removal	Prints customer ledger cards. If the optional update is selected, you may select the number of ledger cards per customer to keep.
Customer Inquiry	Allows you to view various types of information about a customer and their payment history, past sales, open AR, etc.
SO Document Inquiry	Allows you to view open or past Sales Order documents for the current customer.
Price Inquiry	Allows you to view the available prices for a customer and item/ warehouse combination.
Aged Trial Balance	Prints a report detailing the outstanding and aging receivables from information stored in the OPEN DOCUMENTS table.

Program	Description
Open Receivables Report	Prints a list of documents from the AR OPEN INVOICE table for the selected customers to review the status of the open documents.
Payment History Report	Prints a report of payment history using the information stored in the PAYMENT HISTORY table.
Ship To Report	Prints a report of customers with Ship To addresses from the AR SHIP TO table.
Ship To Label Print	Prints labels for Ship To addresses from the AR SHIP TO table.
Register History Report	Prints a report of all registers affecting the Accounts Receivable balance. This provides a trace of what transpired to obtain the current AR balance. The optional update will remove the records just printed through the current period without affecting any balance.
Customer Maintenance	Maintains the detail and processing information for each of your customers.
Ship To Maintenance	Maintains additional shipping locations where you alternately ship merchandise for a customer.
Payment History Maintenance	Maintains payment history for a customer.
Customer Aging Recalc	Recalculates aging information for all customers. This option should be run every night or every morning to be sure all customer documents are aged properly.
Setup	Opens the Maintenances Setup submenu.
Salesperson Maintenance	Maintains the salespeople who get credit or commissions for sales to your customers.
Customer Category Maintenance	Maintains categories to assign to customers for grouping them on reports.
Customer Price Class Maintenance	Maintains price classes for assigning to price schedules and customers. Price schedules can define a contract or special price on item sales to your customers.
AR Adjustment Code Maintenance	Maintains the adjustment codes you will use for adjusting customer balances.
Region Maintenance	Maintains region codes for assigning to your customers for grouping them on reports by region.
Register History Maintenance	Maintains the history of registers that affect the AR Balance.
AR GL Table	Maintains the GL accounts in tables that you will

Program	Description
Maintenance	assign to customers for posting receivables activity to GL.
AR Control Maintenance	Maintains processing controls for the overall behavior of *Accounts Receivable* and the other modules to which it interfaces.

AR End of Period Checklist

Use the following checklist to close the end of a period in *Accounts Receivable*.
You should follow the procedures in the order presented to properly close a period.

	Procedure	Options	Required
1.	Post all cash and print and update the last *Cash Receipts Register* for the period.		Yes
2.	Print and update the *Service Charge Register.*		Yes
3.	Print the *Open Receivables Report*.	Print detail with transactions	Yes
4.	Print the *Aged Trial Balance*.	Print detail with transactions	Yes
5.	Run *Statement Print*.		Yes
6.	Print and update the *Register History Report.*		No
7.	Print the *GL Sub Ledger Report* to save as your audit trail of transactions that post to GL for the current period.		Yes
8.	Perform the *End of Period Close* in *General Ledger* for the AR module*.*		Yes
9.	Run *Close Paid Documents*.		No

Policies and Setup

Before you can use the *Accounts Receivable* module, you must complete the policy setup in other TakeStock modules. The following policies affect the way the AR module functions and the way you can process parent items. For additional policies and setup information, refer to the Policies and Setup section of the appropriate modules user's guide and see your system administrator.

Before you begin using *Cash Receipts*, there may be policies and other information that must be previously set up. The following lists those that apply.

Cash Receipts Policies

The following policies affect the processing of *Cash Receipts*. They are chosen using *Maintenances* ➔ *Setup* ➔ *AR Control Maintenance*. You may wish to review these policies with your system administrator.

- Whether to use document due dates or invoice dates for aging.

- Indicate how credit documents are to be aged.

- Define the number of aging breaks (columns) to use.

- Indicate the maximum days a document can be past its due or invoice date to be included in each aging break.

- Determine whether parent companies are used so an invoice can have items sold to one customer, but billed to a different customer.

- Determine whether a batch amount must be entered for cash receipts before the batch can be saved.

- When entering payments, indicate whether credit documents are to appear in the transaction list along with open invoices.

- Indicate whether payment history for past due payments is based on the invoice date or the due date.

- Determine whether to print a deposit ticket for each batch of cash receipts when printing the *Cash Receipts & Adj. Register*.

- Determine whether the register is run by branch.

Previously Set Up

You must set up adjustment codes in *AR Adjustment Code Maintenance* to use with cash receipts before you enter an adjustment in *Cash Receipts & Adj. Entry*.

Before you begin using *Returned Checks*, there may be policies and other information that must be previously set up. The following lists those that apply.

Returned Checks Policies

The following policies affect the processing of *Returned Checks.* They are chosen using *Maintenances* ➔ *Setup* ➔ *AR Control Maintenance.* You may wish to review these policies with your system administrator.

- The amount of the returned check charge.

- On a second time returned check, the number of days from returned check date to the due date of the returned document and the returned check charge.

- Optional override of returned check charges.

Before you begin using the *Dunning Letter Edit List* there may be policies and other information that must be previously set up. The following lists those that apply.

Dunning Letters Policies

The following policies affect the processing of the *Dunning Letter Edit List.* They are chosen using *Maintenances* ➔ *Setup* ➔ *AR Control Maintenance.* You may wish to review these policies with your system administrator.

- Limiting the quantity of different Dunning Letters.

- Indicating whether to use the *Due Date* or the *Invoice Date* when determining the Past Due Status.

- Optional override of returned check charge.

- Indicating whether to *Subtract* or *Ignore* Credit Memos when generating the customer's balance.

- Storing the number of days an invoice must be past due before the first Dunning Letter is sent.

- Storing the number of days an invoice must be past due before the invoice will be used when calculating the *Past Due Amount*.

- Whether to continue or not after the last *Dunning Letter* is sent but the account is still Past Due.

Reports Policies

The following policies affect the processing of *Reports.* They are chosen using *Maintenances* ➔ *Setup* ➔ *AR Control Maintenance.* You may wish to review these policies with your system administrator.

- Whether to use Invoice Date or Due Date for aging.

- How to age credit invoices.

- Number of Aging Breaks to use (up to 5).

- Number of days old to include invoice in corresponding age bucket.

- Whether parent companies are used in the system.

- The minimum amount a customer must owe before a Dunning Letter is sent.

Maintenances Policies

The following policies are chosen using *Maintenances* ➜ *Setup* ➜ *AR Control Maintenance.*

AR Control Maintenance ➜ General view

- Whether the parent customer feature of the system is to be activated.

AR Control Maintenance ➜ Aging view

- Whether aging headings are to be printed on the statement.

AR Control Maintenance ➜ Post GL view

- Whether or not the GL distribution is used, printed only, or printed and posted.

AR Control Maintenance ➜ Forms view

- Whether statements are printed on a prepreprinted form.

- Whether a tear-off return section of the statement is printed and used.

- The minimum amount below which you do not want to print positive balance statements.

- The number of message lines on each statement.

AR Control Maintenance ➜ Svc Chg view

- The number of service charges per year.

- Basis date for service charges.

- Method for including credit memos in service charges.

- Whether service charges are to be computed on previous, unpaid service charges.

- Minimum and maximum days between service charges.

- Number of days from service charge date to due date.

- Minimum number of days overdue before charging service charges.

- Annual percentage rate to charge for the service charge.

- Whether On Hold documents are to be included in the Service Charge Register.

- Minimum service charge amount to be billed. (If a service charge is computed as a lower amount, the minimum amount will be used instead.)

- Minimum overdue balance before charging a service charge.

AR Control Maintenance ➜ Registers view

- Whether registers are maintained by Branch or by Company.

- Storing the last Service Charge Register Number and Document Number used.

- Storing the current user/status of the Service Charge Register.

- Before you begin using *Reports,* there may be policies and other information that must be previously set up. The following lists those that apply.

End of Period Policies

Before you begin using *End of Period*, there may be policies and other information that must be previously set up. You may wish to review these policies with your system administrator.

Multiple Part Form Policies

Multiple part forms allow you to define the number of parts you want to produce for invoices and statements (such as original, numerical file, customer file, and so on). This feature automates document management by keeping track of the printed status of each form part. This is an optional feature. If these setup steps are not performed, then invoices and statements process as single-part forms. The following policies affect the processing of Multiple Part Forms.

(For Statements) AR➔Maintenances➔AR Control Maintenance➔Forms view➔ Multiple Part Forms Setup dialog box

- Specify the number of invoice parts used, from 1 to 6. For example, if the distributor wants to print (1) Original (2) Customer File (3) Numerical File, and (4) Salesperson copies, then the number of parts prompt should be set to 4 and each part should be given an appropriate description.

SM➔Configuration➔Printer Preferences Maintenance

- For any records with program name soinvpmn.w (invoice print) or arrstmmn.w (statement print), individual drop down selections are available to specify default TakeStock printer records for each part. This allows you to route different document parts to different printers. For example, the invoice print numerical file and customer file copies could be routed to a printer in the accounting office, while the salesperson copies could be routed to a printer in the sales office.

(For Statements) AR➔End of Period➔Statement Print➔Template Print Setup dialog box➔Multiple Part Form Selection dialog box

- Specify which part(s) are to be printed. This dialog also inherits the default printers for each part from Printer Preferences Maintenance; however, selected printers can be changed. The printer for the first part is set by the Original Copy – Print To setting on the main Print Setup dialog box.

Chapter 2	Cash Receipts

AR Cash Receipts

You will use *Cash Receipts* to enter payments, discounts and adjustments to open documents for your customers. You can also enter adjustments to past documents, change information (due date, discount, discount date) for open documents, apply credits to open documents, and manually place documents on hold or release them from hold.

During normal processing, you will use *Cash Receipts & Adjustment Entry* on a daily basis to post cash and checks received from customers and make adjustments to open or past receivables. While posting payments, you can create on account credit documents, and apply credit document (credit memos or on account credits) to customer invoices. You can also post miscellaneous cash directly to a GL account, whether the cash is from a customer or other source, such as a refund on your insurance premium.

These payments and credits are entered in a batch that is identified with a batch number. The entries in a batch do not change the customer's invoices or account balance so you can add to the batch or make adjustments to it before updating. When a batch is complete, you will update it using the *Cash Receipts & Adj. Register* to have the cash receipts update your customers' open documents and account balances.

Document Change Maintenance is available so you can change a document's due date, discount amount, discount due date, customer's PO number, or Ship To customer. You can use *AR Hold Selection* to manually place a document on hold or release a document from hold. And, the *Credit Posting Update* allows you to automatically apply all open credits for a customer to the customer's open receivables.

Program	Description
Cash Receipts & Adjustments Entry	Using this program, you can:
	Enter cash receipts from customers and apply them to open or past documents.
	Enter an adjustment to the amount of a document.
	Enter a deposit or prepayment as an on account credit.
	Apply open credits to open receivables.
	Post miscellaneous cash to GL accounts.

Program	Description
Cash Receipts & Adjustments Register	Using this program, you can: Print a Register of all cash receipt transactions for one or more batches. Print the GL Distribution showing the effect of cash receipts on GL accounts. Optionally print a deposit ticket. Update the cash receipts so they will be applied against your customers' open receivables.
Document Change Maintenance	Creates and deletes open AR documents as well as change limited information for an open document, such as due date, discount amount, and discount due date.
Credit Posting Update	Applies all open credits against a customer's open receivables.
AR Hold Selection	Places an open document on hold, or releases an open document from hold.

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Cash Receipts Processing

The following diagram illustrates the process for receiving and posting cash receipts.
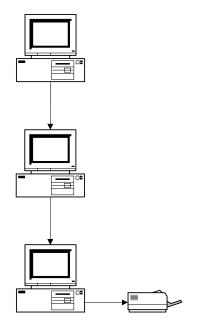
Use **Cash Receipts & Adj. Entry** to enter all deposits, prepayments, and cash receipts against open invoices or past documents. If a customer has open credits, they can be applied to open invoices. You can also post miscellaneous cash directly to GL accounts.

Use **Credit Posting Update** to create a batch of cash receipt transactions that apply all open credits for a customer against their open receivables.

Use **Cash Receipts & Adj. Register** to print and update the cash receipts for one or more batches.

1. Print the Cash Receipts & Adj. Register and GL Distribution and review for accuracy.
2. If needed, enter adjustments to a batch to correct any errors. Then print the Register and GL Distribution again as your audit trail.
3. Optionally print a depost ticket.
4. When the batch is correct, perform the update of open receivables for your customers and post the affect of the batch to the AR RECEIVABLES TABLE and the LEDGER TABLE. The batch is then deleted.

When necessary, use **AR Hold Selection** to place documents on hold or release them from hold, and use **Document Change Maint.** when you need to change information on a document.

Cash Receipts & Adjustment Entry

Use *Cash Receipts & Adjustment Entry* to post a batch of payments, discounts and adjustment to a customer's open or past documents, or to view or edit a batch of cash receipt transactions created by *Credit Posting Update*. You can also post miscellaneous cash (such as a tax refund) from sources other than customers directly to GL accounts. The cash receipt entries do not update customer documents or balances until the update in *Cash Receipts & Adj. Register* is complete.

First, enter the information for the batch and press **Enter**. Then, enter the customer and check information or miscellaneous cash information. Choose the **Apply** button to post the checks, discounts or adjustments to the customer's documents, or to post miscellaneous cash. The **Save** button is available to save changes to an existing transaction, or to save a new transaction that you will apply at a later time.

The transaction list shows all current check and miscellaneous cash distributions in the batch. You can highlight an existing distribution and then choose **Apply** to open it for changing or reviewing. Choose the **Add** button to add another check or miscellaneous cash distribution in the current batch. Choose the **Delete** button to remove the currently highlighted check distribution from the batch.

Apply Cash Auto Apply Sort Options

Customer invoices are currently sorted by invoice number in the Apply Cash browser. When you use the Auto Apply feature in Apply Cash, unapplied cash is applied to open invoices in invoice number order, by default. Based on the setting for the Select Invoices for Auto-Apply by option in AR Control Maintenance--–Receipt view, you can select from three options to Auto Apply Cash. These options are:

Invoice number order (default),

Due date order,

Discount due date/ due date order. If the third option is chosen but an open item does not have a discount due date, then the due date is used for sorting that item.

The Auto Apply feature currently continues to search for open credits to auto-apply even after it has used up the initial amount to apply. Use the Continue to select credits when available in AR Control Maintenance-–Receipt view to indicate you want to continue selecting credits after the initial amount to apply is used up (the default). If you unselect this box, Auto Apply will still use open credits encountered before the amount to apply is used up, but once the amount to apply is zero no additional credits will be applied.

AR Control Maintenance will allow the TakeStock distributor to continue to use the Auto Apply feature the way it used to work, or to take advantage of these new options. The initial controls will default to the way that the TakeStock software currently works; the distributor will have to go to AR Control Maintenance and change the settings in order to take advantage of these new options.

This new features provides more flexible options so you can take advantage of the Auto Apply feature more often and apply cash in a more consistent manner to avoid mistakes, thereby improving customer service.
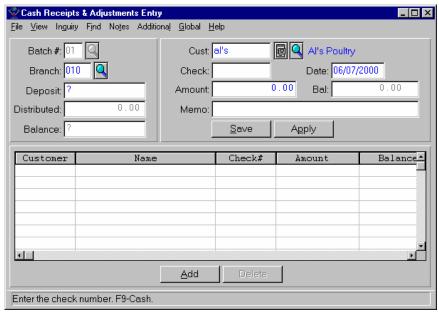
Setup:

Accounts Receivable, Maintenances, Setup, AR Control Maintenance, Receipts.

Cash Receipts & Adjustment Entry Hints and Examples

- Use the *Past Documents* option from the Find menu to reopen past documents.

- If you want to view all documents, select *All Documents* from the View menu. The system accesses the screen in the *Receivables Only* view as the default.

- If you want to be sure all open credits for a customer are included when you auto apply a check, select *Credits Only* from the View menu. Run the auto apply to add the balance of all credit documents to the balance to distribute. Then, remove the *Credits Only* selection and run the auto apply again to apply the balance that includes all the open credits to the open documents. You can also use *Credit Posting Update* to apply all open credits against open documents for one or more customers.

- Options from the View menu allow you to select to apply the cash receipts to the customer on the invoice as the *Bill To Customer* or the *Ship To Customer*.

Technical Information

Cash Receipts & Adjustment Entry uses the arCheck table for check number validation. The system displays validation as a warning only. You can still use duplicate check numbers. To ensure uniqueness in the check table, the system issues a check sequence number during the cash receipts register for the check and stores the same sequence in the arTran table records that were paid with that check.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Batch   The number (from 1 to 99) to identify the batch, or press **F9** to automatically assign the first available batch number beginning with 1. Typically, you will enter cash receipts once a day and run the *Cash Receipts and Adj. Register* to update the batch. Once a batch is updated, the batch number is then available for re-use. Therefore, you can use the number 1 for the batch number each day.

Branch   The branch for which you are posting cash receipts, cash adjustments, discounts, or miscellaneous cash. The branch from your user profile appears as the default.

Deposit   The total amount of the deposit. If you select *Require Cash Receipts Batch Total* in *AR Control Maintenance*, then you cannot save the batch without entering the total deposit amount. When you exit, the system will warn you if the distributed amount does not equal the batch total you enter here. If you did not select to require the batch total, you can leave this field set to a question mark (?). Press **Enter** for a new batch or **Tab** for an existing batch to begin distributing the deposit. When you exit this field for a new batch or open an existing batch, the *Balance* to be distributed for the total deposit appears. As you distribute cash, the *Balance*

	and *Distributed* amounts of the deposit are updated. You can press **F9** to add a check or cash amount to an existing deposit.
Distributed	This field is updated by the system to show the total amount of the deposit that has been distributed.
Balance	This field is updated by the system to show the total amount of the deposit that is not yet distributed.
Customer	The number of the customer for whom you are posting a cash receipt, a cash adjustment, or a discount. You can select *Customer Inquiry* from the Inquiries menu to view receivables information for a customer while you are posting cash. Press **F9** if you want to enter miscellaneous cash to post directly to a GL account.
Check	The number of the check you are distributing. If you are entering miscellaneous cash that does not have a check number, you can press **F9** to assign the next cash number for identifying the miscellaneous cash.
Amount	The amount of the check or cash that you are posting.
Memo	A memo (up to 30 characters) to print for the check or cash. The memo prints on the *Cash Receipts & Adj. Register*.
Date	The date you are posting the cash. The current date appears in this field as the default.
Balance	This field is updated by the system to show the total amount of the deposit that is not yet distributed. You must distribute a cash receipt in full in order for it to be updated by the *Cash Receipts & Adj. Register.*
Save	Saves a new cash entry without applying it, or to save changes to an existing cash transaction.
Apply	Applies the cash or check to documents for a customer, or to post-miscellaneous cash to GL accounts.
Add	Returns you to the Customer field to add another cash posting for the current batch.
Delete	Deletes the currently highlighted check or cash distribution from the batch.

Menus

File

Menu Selection	Function
New Batch	Ends the current batch and begins entry of a new batch. Ends the current batch and begins entry of a new batch.
Delete Batch	Deletes the current batch. A dialog box appears to ask if you are sure you want to delete this batch.
Preferences	Accesses the Tab Order and Browse Columns menu options. Select the **Browse Columns** menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them during the current session. Select the **Tab Order** menu option to access the *Tab Order* dialog box, which is used to set the tab order by user for the entry fields on the screen.
Exit	Exits the current program.

View

Menu Selection	Function
Bill To Customer	Display documents in the transaction list for which the customer you select is the Bill To customer on the document.
Sold To Customer	Display documents in the transaction list for which the customer you select is the Sold To customer on the document.
Documents	Determines the type of documents to display. Select **Credit Only** to display only credit documents (credit memos and on accounts) in the transaction list, **Receivables Only** to display only credit documents (credit memos and on accounts) in the transaction list, or **All Documents** to display both types of documents in the transaction list

Inquiry

Menu Selection	Function
Customer Inquiry	Accesses the Customer Inquiry program to display customer information.

Find

| Menu Selection	Function
Batch Lookup	Opens the Lookup for *Batch* field.
Open Document	Opens the Open Document dialog box so you can enter the number of an open document that you want to locate in the transaction list. This option is available only when you are applying cash receipts.
Past Documents	Opens the Past Documents dialog box to view or open a past document (a document that has a zero balance but has not yet been removed from the system). This option is available only when you are applying cash receipts
Document/ Customer	Accesses the Find Document Customer dialog box, which is used to allow you to enter the number of an open document that you want to display in the transaction list for the current customer.

Notes

Menu Selection	Function
Customer	Accesses the *Notes Manager* to view or enter notes for the current customer.
Document	Accesses the *Notes Manager* to view or enter

notes for the selected document.

Additional

Menu Selection	Function
Maintain Customer	Opens the *Customer Maintenance* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.

Screen Help   Accesses online Help for the current
                     screen.

About   Displays release, licensing, and support
TakeStock   information about TakeStock.

Special Keys   Accesses the *Special Keys* dialog box,
                     which lists the function keys for the current
                     screen.

See Also

How to enter cash receipts and adjustments

How to post miscellaneous cash

How to post a check as an open credit
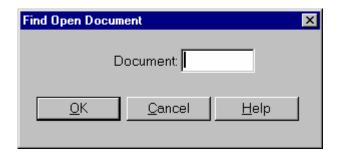
How to post a check to an open invoice

How to post an adjustment to a past document

How to post an adjustment to an open document

How to apply open credits to open invoices
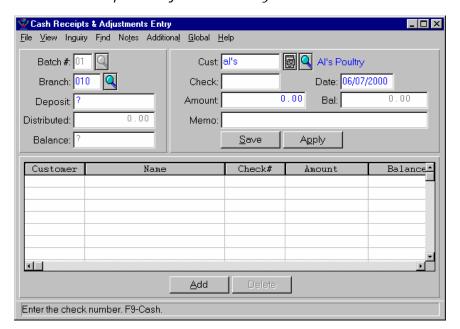
Find Open Document Dialog Box

This dialog box allows you to enter the number of an open document that you want to display in the transaction list for the current customer. Enter the document number and choose **OK**. You return to the transaction list, and if the document is found it will be highlighted in the transaction list. You can also choose **Cancel** to exit without entering the number of a document to find.

Find Open Document	✕
Document:	
OK	Cancel	Help

How to enter cash receipts and adjustments

1. Access the *Cash Receipts & Adjustment Entry* program. The complete path is *Accounts Receivable→ Cash Receipts & Adjustment Entry*. The system displays the *Cash Receipts & Adjustment Entry* screen.

2. Enter an existing batch to open, or enter a new batch number to process a new batch. You can press F9 to have the system assign the first available batch number. Once a batch is updated, the batch number is then available for re-use. If you post cash receipts and update them each day, you can use the number 1 for the batch number each day.

3. In the *Branch* field, enter the branch to which you are posting the cash receipts. The default is the branch from your user profile.

4. In the *Deposit* field, enter the total cash you are entering for this batch. If you select *Require Cash Receipts Batch Total* in *AR Control Maintenance*, then you must enter the total amount of cash you will post in the batch. You cannot save the batch without entering this total. When you exit, the system will warn you if the distributed amount does not equal the batch total you enter here. If you did not select to require the batch total, you can leave this field set to a question mark (?). You can press **F9** to add a check or cash amount to an existing deposit.

5. The *Distributed* and *Balance* fields are updated by the system as you apply checks and credits to open documents. For a new batch, you must press **Enter** to update this information and move to the *Customer* field. If you are editing an existing batch, press **Tab** to continue.

6. Enter the number of the *Customer* for whom you are entering a check. Or, press **F9** to enter miscellaneous cash to post directly to a GL account.

7. Enter the number of the *Check* you are distributing. If you are entering miscellaneous cash that does not have a check number, press **F9** to assign the next cash number for identifying miscellaneous cash.

8. Enter the check receipt *Date* and check amount. The *Balance* field is updated by the system to show the balance of the check that needs to be applied. The *Memo* field is optional, and if entered it will print on the register.

    *   **Apply** to apply the check now. For a customer's check, the Customer Check Apply window opens. For miscellaneous cash, the Miscellaneous Cash dialog box opens.

    *   **Save** to save the check information and apply it to open documents at a later time.

    *   **Add** to enter another customer and check information for this batch.

    *   **Delete** to remove the currently highlighted check from the batch.

10. When all checks and cash have been entered or applied, choose *File ➔ Exit.*

How to apply open credits to open invoices

When you need to apply open credits to a customer's open invoices, follow these steps:
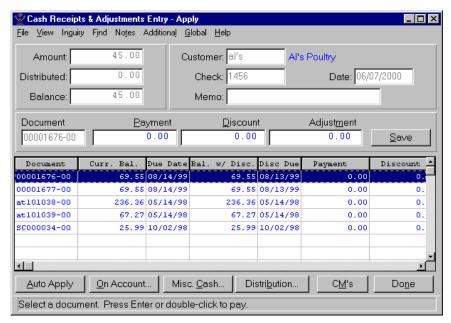
1. Use Credit Posting Update to post all open credits (credit memos and on account documents) to a customer's open invoices. This program will automatically create a batch of cash receipt transactions to pay open invoices with the credit amounts. You can view or make changes to the transactions in the batch with Cash Receipts & Adj. Entry. The customer's open invoices and account balance are not updated until you run the update in Cash Receipts & Adj. Register.

2. You can also use Cash Receipts & Adj. Entry to apply open credits to invoices. You will enter the batch and customer information. If you are also applying a check for the customer, enter the check information. If you are not applying a check at this time, you must still enter a check number, but you can leave the check amount blank. Choose the **Apply** button to open the transaction list for the customer.

3. From the *View* menu, select the *Credits Only* option to display only credit documents in the transaction list. Now, choose the **Auto Apply** button to have the system apply all the open credit balances to the *Payment* field. All credit balances for the customer are then available to apply to open documents.

4. From the *View* menu, remove your selection for the *Credits Only* option. All open invoices are now available in the transaction list. You can selectively apply payment to invoices, or choose the **Auto Apply** button to have the system apply the credits and/or payments to invoices beginning with the oldest invoice first.

5. Run the Cash Receipts & Adj. Register and select to update the batch so the credit postings will take affect.

Cash Receipts & Adjustment Entry Apply Customer Check Dialog Box

Use Cash Receipts & Adjustment Entry Apply Customer Check window to apply the customer's check and open credits to open invoices. Choose the **Apply** button on the *Cash Receipts & Adjustment Entry Apply* screen to apply the check now. For a customer's check, the *Customer Check Apply* window opens. For miscellaneous cash, the *Miscellaneous Cash* dialog box opens.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Amount	The amount of the check that you are posting.
Distributed	This field is updated by the system to show the total amount of the deposit that is not yet distributed.
Balance	This field is updated by the system to show the total amount of the deposit that is not yet distributed. You must distribute a cash receipt in full in order for it to be updated by the *Cash Receipts & Adj. Register.*
Customer	The number of the customer for whom you are posting a cash receipt, a cash adjustment, or a discount. You can select *Customer Inquiry* from the Inquiries menu to view receivables information for a customer while you are posting cash. Press **F9** if you want to enter miscellaneous cash to post directly to a GL account.
Check	The number of the check you are distributing. If you are entering miscellaneous cash that does not have

	a check number, you can press **F9** to assign the next cash number for identifying the miscellaneous cash.
Amount	The amount of the check that you are posting.
Memo	A memo (up to 30 characters) to print for the check or cash. The memo prints on the *Cash Receipts & Adj. Register*.
Date	The date you are posting the check. The current date appears in this field as the default.
Document	This field displays the number of the currently selected document for reference.
Payment	The amount of the payment to apply to this document or press **F9** to pay the balance due for the highlighted document. You can also double-click on a document to enter the document's current balance for payment. If the document's current balance is more than the available payment, the payment balance is entered as the payment amount for the document.
Discount	The amount of any discount you offer on the document being paid, or press **F9** to enter the current available discount for the highlighted document in the transaction list. If a payment is being entered after the discount available date, the system will not automatically allow the discount. However, you can override the system and enter a discount amount for the document. If you double-click to select to pay a document that has an available discount, the available discount amount will appear in this field.
Adjustment	The amount of any adjustment to the document. Enter a positive number to increase the document balance due, or a negative number to decrease the balance due. Press **F9** to enter the balance of the currently highlighted document as a negative adjustment.
Save	Saves a new cash entry without applying it, or to save changes to an existing cash transaction.
Auto Apply	The system automatically applies the payment to invoices. Invoices are paid in the order of oldest to newest until the invoice balance to distribute is zero. Any documents for which you have manually entered a payment, discount or adjustment are not included in the selection for auto apply. If a document to pay is on hold, the system will prompt you whether to pay the document or skip the

document.

If a document has cash applied to it in other open batches, the balance to be paid during the auto apply includes the previous cash applied. Available discounts are also considered when determining the balance to pay on a document in the current batch.

Credit documents are included in the auto apply if their document date falls in the range of documents being paid. The negative balance of a credit document is added to the check amount for distribution to open invoices. If the last document paid is not paid in full and was a document on hold, the system will ask if you want to place the document back on hold.

If you want to be sure all open credits for a customer are included when you auto apply, select *Credits Only* from the *View* menu. Run the auto apply to add the balance of all credit documents to the current payment amount. Then, remove the Credits Only selection and run the auto apply again to apply the payment amount that includes all the open credits to the open documents.

You can also use Credit Posting Update to apply all open credits against open documents for one or more customers.

On Account	Accesses the On Account dialog box, which is used to apply the current payment balance as an open On Account credit document.
Misc Cash	Accesses the Miscellaneous Cash dialog box, which is used to post the current payment balance as miscellaneous cash.
Distribution	Accesses the Distribution dialog box, to view a list of the documents to which the check payment has been distributed.
CMs	Accesses the Credit Memo Apply dialog box, to view available credit memos and documents for distribution.
Done	Saves the cash posting for the current check. You will then return to the entry screen to continue posting cash for other checks in the current batch.

Menus

File

Menu Selection	Function
New Batch	Ends the current batch and begins entry of a new batch. Ends the current batch and begins entry of a new batch.
Delete Batch	Deletes the current batch. A dialog box appears to ask if you are sure you want to delete this batch.
Preferences	Accesses the Tab Order and Browse Columns menu options. Select the **Browse Columns** menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them during the current session. Select the **Tab Order** menu option to access the *Tab Order* dialog box, which is used to set the tab order by user for the entry fields on the screen.
Exit	Exits the current program.

View

Menu Selection	Function
Bill To Customer	Display documents in the transaction list for which the customer you select is the Bill To customer on the document.
Sold To Customer	Display documents in the transaction list for which the customer you select is the Sold To customer on the document.
Documents	Determines the type of documents to display. Select **Credit Only** to display only credit documents (credit memos and on accounts) in the transaction list,

Receivables Only to display only credit documents (credit memos and on accounts) in the transaction list, or **All Documents** to display both types of documents in the transaction list

Inquiry

Menu Selection	Function
Customer Inquiry	Accesses the Customer Inquiry program to display customer information.

Find

Menu Selection	Function
Batch Lookup	Opens the Lookup for *Batch* field.
Open Document	
Past Documents	Opens the Past Documents dialog box to view or open a past document (a document that has a zero balance but has not yet been removed from the system). This option is available only when you are applying cash receipts
Document/ Customer	Accesses the Find Document Customer dialog box, which is used to allow you to enter the number of an open document that you want to display in the transaction list for the current customer.

Notes

Menu Selection	Function
Customer	Accesses the *Notes Manager* to view or enter notes for the current customer.

Document   Accesses the *Notes Manager* to view or enter
notes for the selected document.

Additional

Menu Selection	Function
Maintain Customer	Opens the *Customer Maintenance* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.

Screen Help   Accesses online Help for the current
                         screen.

About   Displays release, licensing, and support
TakeStock   information about TakeStock.

Special Keys   Accesses the *Special Keys* dialog box,
                         which lists the function keys for the current
                         screen.

See Also

How to apply the check

How to post a check as an open credit
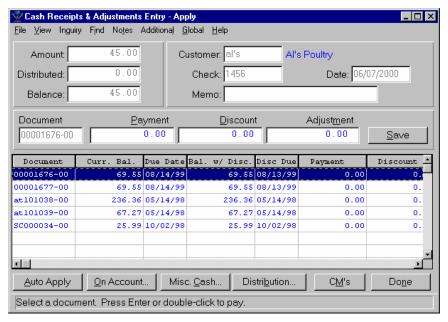
How to post a check to an open invoice

How to post an adjustment to a past document

How to post an adjustment to an open document

How to apply open credits to open invoices

How to apply the check

1. Access the Cash Receipts & Adjustment Entry program. The complete path is Accounts Receivable→ Cash Receipts & Adjustment Entry. The system displays the Cash Receipts & Adjustment Entry screen.
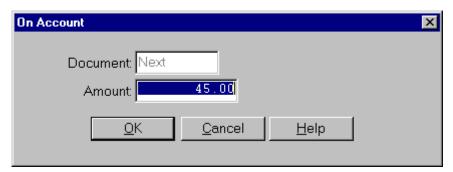
2. Select the **Apply** button to apply the check now. For a customer's check, the Customer Check Apply window opens. For miscellaneous cash, the Miscellaneous Cash dialog box opens.

3. For the highlighted document in the transaction list, you can enter the amount of the payment, discount to apply, and/or adjustment to the document total. You can also press **F9**, press **Enter** or double-click on a transaction to apply the check to that document. If you are in the Adjustment field and press **F9**, the lesser of the check amount or document amount is entered as a negative adjustment to decrease the invoice amount.

   - If the check amount is less than the document amount, a partial payment is applied and the document will have an open balance. If the check amount is more than the document amount, the remaining balance can be applied to other documents.

   - You can select to pay an open credit document. This will add the amount of the open credit to the Payment amount so it can be applied against open invoices.

   - The Payment amount you enter will decrease the invoice balance. You can enter the Discount amount with or without a negative sign to decrease the invoice balance. For an Adjustment, enter a positive amount to increase the invoice balance, or a negative amount to decrease the invoice balance.

4. When the information to apply to the document is complete, you can select:

   - **Save** to save it and continue applying the check to open documents.

- **Done** to begin applying another check in the batch.

5. There are additional buttons on the Apply window to help you distribute checks:

    - Choose **Auto Apply** to have the system automatically apply the check to open documents in the order of oldest to newest until the check is distributed. Any documents with a manually entered payment, discount or adjustment are skipped. Discounts not past their due date are applied. If an open credit is found in the range of documents being paid, it is added to the check amount for applying to open invoices. If a document to pay is on hold, the system will prompt you whether to skip the document or pay the document. If the last document is not paid in full and you selected to remove it from hold, the system will ask if you want to place the document back on hold.

    - Choose **On Account** to open a On Account dialog box where you can post a cash deposit, prepayment or overpayment as a credit to be applied against future invoices. The system assigns the next available On Account document number, which begins with the letters OA.

    - Choose **Misc. Cash** to open the Miscellaneous Cash dialog box where you can apply the cash for this customer directly to GL accounts.

    - Choose **CMs** to open the Credit Memos dialog box where you can apply the credit memos for this customer directly to GL accounts.

    - Choose **Distribution** to open the Distribution dialog box that displays the distribution of the current check for your review.

On Account Dialog Box

Use the *On Account* dialog box to post a cash deposit, prepayment or overpayment as a credit to be applied against future invoices.

```
┌─────────────────────────────────────────────────┐
│ On Account                                    [X] │
├─────────────────────────────────────────────────┤
│                                                   │
│        Document: │Next          │                 │
│          Amount: │        45.00│                  │
│                                                   │
│              ┌────────┐ ┌────────┐ ┌────────┐     │
│              │   OK   │ │ Cancel │ │  Help  │     │
│              └────────┘ └────────┘ └────────┘     │
│                                                   │
└─────────────────────────────────────────────────┘
```
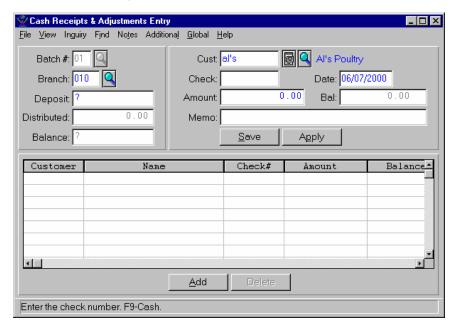
In the Document field, the system assigns the next available On Account document number to the document. (These document numbers begin with the letters OA.) Enter the amount of cash to apply to the On Account document. Choose **OK** to create the document, or choose **Cancel** to exit without creating the document. The new On Account document will not appear in the transaction list for the customer until you run the update in *Cash Receipts & Adj. Register*.
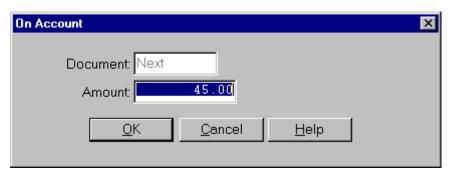
How to post a check as an open credit

When you need to post a check to a customer's account as an open credit (deposit or prepayment), follow these steps:

1. Use Cash Receipts & Adj. Entry to enter the batch information. Enter the customer number, check number, current date and amount of the check. Choose the **Apply** button to open the transaction list for the customer.

2. Choose the **On Account** button to open the On Account dialog box. The next available number for an on account document is assigned by the system. On account document numbers always begin with the letters OA.
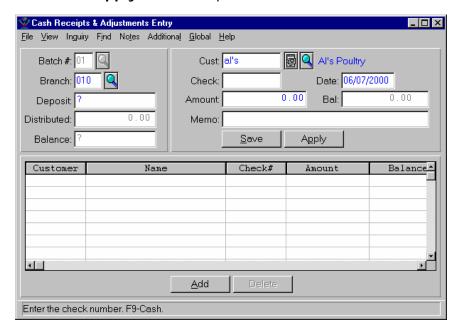
3. Enter the amount you want to post to the customer's account for the on account document. Choose the **OK** button to create the document.

4. Run the Cash Receipts & Adj. Register and select to update the batch so the on account credit document will be available in the customer's account.

How to post a check to an open invoice

When you need to post a check to an open invoice, follow these steps:
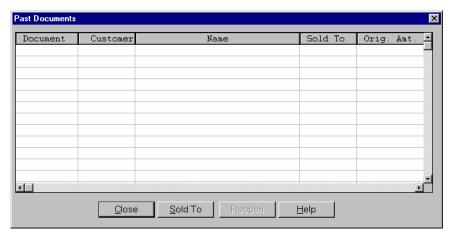
1. Use Cash Receipts & Adj. Entry to enter the batch information. Enter the customer number, check number, current date and amount of the check. Choose the **Apply** button to open the transaction list for the customer.

2. From the transaction list, select (highlight) the open invoice to which you are posting the check. You can press **Enter** or double-click on the open invoice to apply the total check amount to the invoice. If the invoice amount is less than the check, then only the unpaid amount of the invoice is applied. If a discount is available, it will be taken when you apply the check amount. Choose the **Save** button to save the check transaction applied to the invoice.

3. If the check is to pay more than one invoice, continue to enter payments against open invoices. When all payments are complete, choose the **Done** button to exit the transaction list for the current customer.

4. Run the Cash Receipts & Adj. Register and select to update the batch so the check postings will take affect.

Past Documents Dialog Box

Use the *Past Documents* dialog box to open a past document that has a zero balances so you can enter an adjustment against the document. For example, if you applied payment to the wrong invoice, you can reopen it and adjust the balance back to the original invoice amount. Then, apply the payment to the correct invoice.
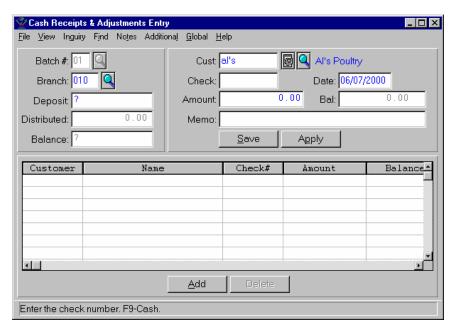
Highlight the past document you want to reopen and then choose the **Reopen** button to reopen the currently highlighted past document so that it is available in the open document transaction list. You can click the **Sold To** button to view past documents for sold to customer only. Choose the **Close** button when you are ready to exit. The past document is now available in the transaction list so you can enter an adjustment against it.

How to post an adjustment to a past document
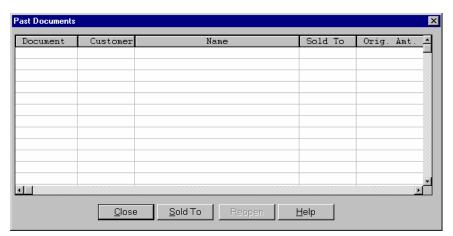
There may be times when you need to adjust the amount of a past document. For example, if you applied a check to the wrong invoice, you would need to reopen the invoice and remove the payment.

When you need to make an adjustment to a past document, follow these steps:

1. Use Cash Receipts & Adj. Entry to enter the batch and customer information. If you are also applying a check for the customer, enter the check information. If you are not applying a check at this time, you must still enter a check number and the amount of the adjustment. Choose the **Apply** button to open the transaction list for the customer.

2. From the *Find* menu, select the *Past Documents* option to open the Past Documents dialog box. Select (highlight) the past document you want to reopen. Choose the **Reopen** button to open the document and add it back to the open document transaction list for the customer.

3. From the transaction list, select (highlight) the past document that is now open. Enter a positive amount in the *Adjustment* field to increase the amount of the invoice, or enter a negative adjustment amount to decrease the invoice amount.

4. Run the Cash Receipts & Adj. Register and select to update the batch so the adjustment to the past document will take affect.

Adjustment Code Dialog Box
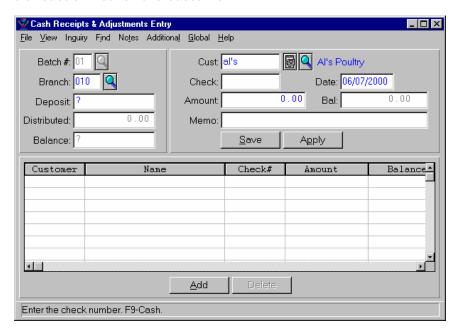
This dialog box opens when you save a transaction that includes an adjustment amount. Enter the adjustment code to use for the adjustment and choose **OK** to return to the transaction list. You can also choose **Cancel** to exit without entering an adjustment code. However, you cannot save an adjustment that does not have an adjustment code assigned to it.

How to post an adjustment to an open document

There may be times when you need to adjust the amount of an open document. For example, if you forget to add freight charges to an invoice, you can increase the invoice amount to include the freight charge. If you forgot to enter a discount on the invoice, you can add a discount amount for the invoice.

When you need to make an djustment to an open document, follow these steps:
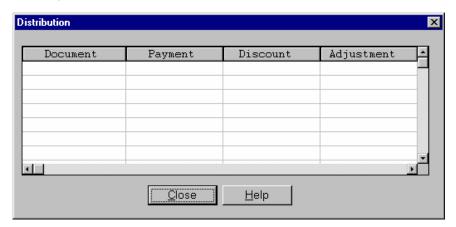
1. Use Cash Receipts & Adj. Entry to enter the batch and customer information. If you are also applying a check for the customer, enter the check information. If you are not applying a check at this time, you must still enter a check number and the amount of the adjustment. Choose the **Apply** button to open the transaction list for the customer.

2. From the transaction list, select (highlight) the open document you want to adjust. Enter a positive amount in the Adjustment field to increase the amount of the invoice, or enter a negative adjustment amount to decrease the invoice amount.

3. Run the Cash Receipts & Adj. Register and select to update the batch so the adjustment will take affect.

Distribution Dialog Box

This dialog box displays the distribution of the current check for your review. After viewing the distribution, choose **Close** to exit.

Document	Payment	Discount	Adjustment

[Close] [Help]
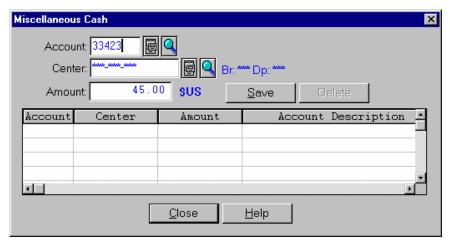
Cash Receipts & Adjustment Entry Apply Miscellaneous Cash Dialog Box

Use the C*ash Receipts & Adjustment Entry Apply Miscellaneous Cash* dialog box to apply miscellaneous cash from a customer or other source directly to one or more GL accounts

Enter the information for posting miscellaneous cash and then choose **Save** to add it to the transaction list. The **Delete** button is available to delete the currently highlighted transaction in the list. When the distribution of miscellaneous cash is complete, choose the **Close** button to save it and exit.

You can also apply negative cash to an account, by entering a negative number in this program. This occurs if a customer has taken a credit on a payment being applied, and there is no credit on file that matches the credit being taken. You can record the credit as a negative cash on account until a later time when the credit can be properly identified and handled accordingly.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Account	The account to which you want to post the miscellaneous cash.
Center	The profit or cost center to which you want to post the miscellaneous cash.
Balance	This field is updated by the system to show the total amount of the deposit that is not yet distributed. You must distribute a cash receipt in full in order for it to be updated by the *Cash Receipts & Adj. Register.*
Amount	The number of the customer for whom you are posting a cash receipt, a cash adjustment, or a discount. You can select *Customer Inquiry* from the Inquiries menu to view receivables information for a customer while you are posting cash. Press **F9** if you

	want to enter miscellaneous cash to post directly to a GL account.
Check	The amount of the miscellaneous cash to post to this account and profit or cost center.
Amount	The amount of the check that you are posting.
Save	Saves a new cash entry without applying it, or to save changes to an existing cash transaction.
Close	Closes the Apply Miscellaneous dialog box and returns you to the Cash Receipts & Adjustment Entry screen.
Help	Accesses online help for the screen.
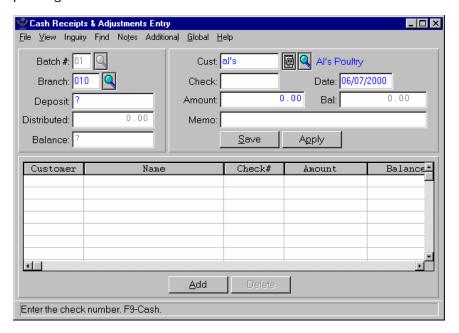
See Also

How to post miscellaneous cash
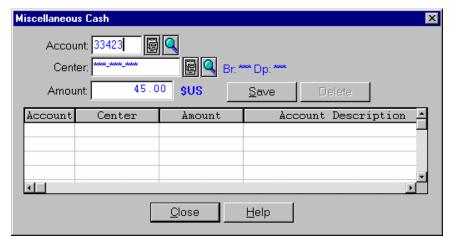
How to post miscellaneous cash

When you need to post a check that is not from a customer, follow these steps:

1. Use Cash Receipts & Adj. Entry to enter the batch information. At the customer number field, press **F9** to let the system know you are posting miscellaneous cash. For the check number, you can enter a number or press **F9** to assign the next miscellaneous cash document number to the transaction. Enter the date, amount of miscellaneous cash to post, and any memo to explain why you are posting miscellaneous cash.

2. Choose the **Apply** button to open the Miscellaneous Cash dialog box. Enter the GL account number to which you are posting the miscellaneous cash, the cost or profit center to which it will post, and the amount to post. Choose the **Save** button to update the cash in the transaction list.
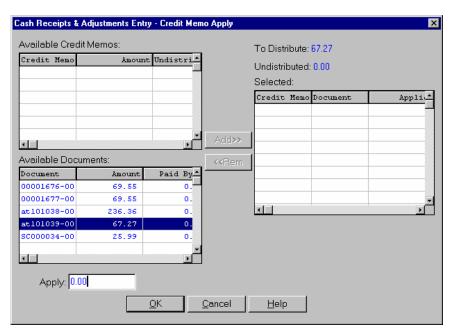
3. If you are applying the cash to more than one GL account, enter the information for the next account. When the miscellaneous cash has been completely distributed and saved, choose the **Close** button to exit.

4. Run the Cash Receipts & Adj. Register and select to update the batch so the miscellaneous cash is posted to the proper accounts for GL.

Cash Receipts & Adjustment Entry Credit Memo Apply Dialog Box

Use the C*ash Receipts & Adjustment Entry Credit Memo Apply* dialog box to apply credit memos from a customer or other source directly to one or more GL accounts.
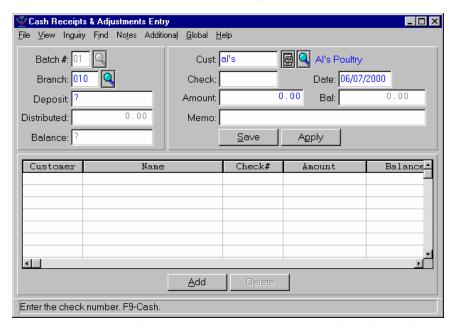
The system displays the available credit memos in the upper left corner of the screen and the available documents in the lower left corner of the screen. Use the **Add>>** and **Rem>>** buttons to select and deselect credit memos and documents to apply. In the *Apply* field, enter the amount to apply for each credit memo. The system displays running amounts for the *To Distributed* and *Undistributed* fields. When you have finished applying credit memos, select the **OK** button. Select the **Cancel** button to exit the screen without applying credit memos.

See Also

How to apply credit memos

How to apply credit memos
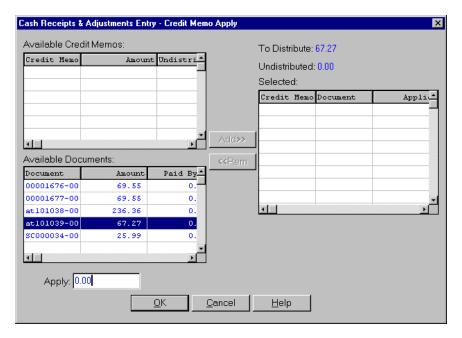
1. Access the *Cash Receipts & Adjustment Entry* program. The complete path is *Accounts Receivable→ Cash Receipts & Adjustment Entry*. The system displays the *Cash Receipts & Adjustment Entry* screen.

  Enter an existing batch to open, or enter a new batch number to process a new batch. You can press F9 to have the system assign the first available batch number. Once a batch is updated, the batch number is then available for re-use. If you post cash receipts and update them each day, you can use the number 1 for the batch number each day.

3. In the *Branch* field, enter the branch to which you are posting the cash receipts. The default is the branch from your user profile.

4. In the *Deposit* field, enter the total cash you are entering for this batch. If you select *Require Cash Receipts Batch Total* in *AR Control Maintenance*, then you must enter the total amount of cash you will post in the batch. You cannot save the batch without entering this total. When you exit, the system will warn you if the distributed amount does not equal the batch total you enter here. If you did not select to require the batch total, you can leave this field set to a question mark (?). You can press **F9** to add a check or cash amount to an existing deposit.

5. The *Distributed* and *Balance* fields are updated by the system as you apply checks and credits to open documents. For a new batch, you must press **Enter** to update this information and move to the *Customer* field. If you are editing an existing batch, press **Tab** to continue.

6. Enter the number of the *Customer* for whom you are entering a check or credit memo.

7. Enter the number of the *Check* you are distributing.

8. Enter the credit *Date* and amount. The *Balance* field is updated by the system to show the balance of the check that needs to be applied. The *Memo* field is optional, and if entered it will print on the register.

9. The transaction list displays the checks and miscellaneous cash that have been applied in the current batch. You can select **Apply** to apply the check now. For a customer's check, the Customer Check Apply window opens.

10. For credit memos select the **CMs** button to access the Cash Receipts & Adjustment Entry Credit Memo Apply dialog box. The system displays the available credit memos in the upper left corner of the screen and the available documents in the lower left corner of the screen.

Cash Receipts & Adjustments Entry - Credit Memo Apply					☒

Available Credit Memos:

Credit Memo	Amount	Undistri

To Distribute: 67.27

Undistributed: 0.00

Selected:

Credit Memo	Document	Appli

Add>>

<<Rem

Available Documents:

Document	Amount	Paid By
00001676-00	69.55	0.
00001677-00	69.55	0.
at101038-00	236.36	0.
at101039-00	67.27	0.
SC000034-00	25.99	0.

Apply: 0.00

OK	Cancel	Help

Cash Receipts & Adjustments Register

Use the Cash Receipts & Adjustments Register to:

- Print the Cash Receipts & Adj. Register.

- Print the GL Distribution.

- Optionally print a deposit ticket for each batch.

- Update cash receipts posted to customer accounts and update the LEDGER table for later posting to GL.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Cash Receipts & Adjustments Register: Untitled* dialog box.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Hints and Examples

- You should save the Cash Receipts & Adj. Register and GL Distribution as an audit trail of the cash receipts and miscellaneous cash postings.

- If you run the register for all batches, a range of batches, or use a batch filter, any batch in use by other users is skipped. If you select individual batches in the Limit By, a message will display if the batch is in use and you can select to **Skip**, **Retry** or **Cancel**. If the register is running in the background, the **Skip** option will be performed automatically.

Technical Information

The *Cash Receipts & Adjustments Register* creates new arCheck records from the data stored in arCashHdr. The program obtains the check sequence number assigned to the arCheck record and to all of the arTran records that are associated with that check.

```
┌─────────────────────────────────────────────────────────────────┐
│ Cash Receipts & Adj. Register: Untitled                      [X]  │
│                                                                   │
│   Sort By: [Customer        ▼]     Branch: [    ] [🔍]            │
│   AR Period: [Current       ▼]  06/2000    ☑ User Profile        │
│                                                                   │
│  ┌─ Limit By ──────────────────────────────┐  ┌──────────┐      │
│  │ Batch          - All                     │  │ Select... │      │
│  │                                          │  ├──────────┤      │
│  │                                          │  │ Filter... │      │
│  │                                          │  ├──────────┤      │
│  │                                          │  │ Profile   │      │
│  │                                          │  ├──────────┤      │
│  │                                          │  │ No Limit  │      │
│  └──────────────────────────────────────────┘  └──────────┘      │
│                                                                   │
│  ┌─ Options ───────────────────────────────┐  ┌──────────┐      │
│  │  Deposit Date: [Today      ] [±] 06/07/2000│ │ OK       │      │
│  │                                          │  ├──────────┤      │
│  │  Deposit #: [Next   ]  ☑ Next            │  │ Cancel   │      │
│  │     Bank: [01    ] [🔍] FUNB-Atlanta     │  ├──────────┤      │
│  │                                          │  │ Print    │      │
│  │                                          │  ├──────────┤      │
│  │                                          │  │ Setup... │      │
│  │                                          │  ├──────────┤      │
│  │                                          │  │ Help     │      │
│  └──────────────────────────────────────────┘  └──────────┘      │
└─────────────────────────────────────────────────────────────────┘
```

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Customer, Check Date** and **Amount**.

Branch   The *Branch* option appears only if you select to *Run Registers by Branch* in *AR Control Maint.* You can enter a branch for running the register, or you can select the **User Profile** option to run the register for the branch set up in your user profile.

AR Period   This is the GL period to which the cash receipts and adjustments will post. The Sort By options are: **Next, Current** and **Prior**. For example, you can select to post to the previous period, current period, or next period.

Limit By   You can select to limit the information for printing the Register, GL Distribution, Deposit Ticket and for performing the update with choices from the Limit By options. For example, you can select to include only one batch or a group of batches.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the Register and
            update are as follows. You can enter the following:

            Deposit Date The date of the deposit for the checks
            posted in the batch or batches. The default is the
            current system date. This date is used as the
            transaction date for all transactions updated in the
            batch.

            Deposit #/Next   The deposit number to print on
            the deposit ticket, or choose the Next option to have
            the system assign the next available deposit number. If
            you are not printing deposit tickets, this number is
            printed on the register to identify the deposit for a
            batch.

            Bank   The bank to which the deposit is made. The
            bank you enter determines the GL account for posting
            cash for the batch.

            Department   The department to use for posting the
            cash receipt and adjustment transactions to General
            Ledger by profit and cost centers. You can select the
            User Profile option to always post to the department
            set up for the user who runs and updates the register.

🔍   Lookup icon, which runs the Lookup for the current
            fields. For example, if the current field is the
            Warehouse entry, this icon displays the Warehouse
            Lookup. If the current field is Unit of Measure, this
            icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the
            screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to
            select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print the Cash Receipts & Adjustments Register and perform the update

Cash Receipts & Adj. Register

The following is a sample of a *Cash Receipts & Adj. Register*. The legend at the bottom of the Register lists the settings you selected and a description of the fields and column title abbreviations used.

```
Date: 03/20/1998                        TakeStock Development, Inc.                              Page:    1
Time:  9:24 AM                Cash Receipts & Adjustments Register #000007 - Untitled: Temp      User: leigh

            Original     Current    Due     --------Discount--------                         Adj        New
Document     Amount      Amount     Date        Amount    Date       Payment   Discount  Adjustment  Code     Balance
==================================================================================================================
Batch # 20
Miscellaneous Cash
Check: 27452         Date Applied: 01/29/1998    Memo:

                                                           ----------- ----------- -----------
           Check Amount:      0.00                Check Total  $     0.00        0.00        0.00
                                                           ----------- ----------- -----------
       Batch Check Total:     0.00  Checks:    1     Batch Total  $  0.00        0.00        0.00 *

Date: 03/20/1998                        TakeStock Development, Inc.                              Page:    2
Time:  9:24 AM                Cash Receipts & Adjustments Register #000007 - Untitled: Temp      User: leigh

            Original     Current    Due     --------Discount--------                         Adj        New
Document     Amount      Amount     Date        Amount    Date       Payment   Discount  Adjustment  Code     Balance
==================================================================================================================
Batch # 21
Customer Test000105 AAA Technical Support, Inc.
Check: 3342          Date Applied: 12/16/1997    Memo:

                                                           ----------- ----------- -----------
           Check Amount:    100.00                Check Total  $     0.00        0.00        0.00 *
                                                           ----------- ----------- -----------
       Batch Check Total:   100.00  Checks:    1     Batch Total  $  0.00        0.00        0.00

Date: 03/20/1998                        TakeStock Development, Inc.                              Page:    3
Time:  9:24 AM                Cash Receipts & Adjustments Register #000007 - Untitled: Temp      User: leigh

            Original     Current    Due     --------Discount--------                         Adj        New
Document     Amount      Amount     Date        Amount    Date       Payment   Discount  Adjustment  Code     Balance
==================================================================================================================
```

-- omitted information --

```
==================================================================================================================
Batch # 56
Customer M&FSupply M and F Supply
Check: 123           Date Applied: 12/09/1997    Memo:

                                                           ----------- ----------- -----------
           Check Amount:      0.00                Check Total  $     0.00        0.00        0.00
                                                           ----------- ----------- -----------
       Batch Check Total:     0.00  Checks:    1     Batch Total  $  0.00        0.00        0.00 *
                                                           ----------- ----------- -----------
      Report Check Total:   430.00  Checks:   10    Report Total  $ 160.00       0.00        0.00

Recap:
  Beginning AR Balance   6,385,966.06                    Payments            0.00
            -Payments            0.00       +On Accounts Created          60.00
           -Discounts            0.00       -On Accounts Applied           0.00
         +Adjustments            0.00       -Credit Memos Applied          0.00
 -On Accounts Created           60.00                             -----------------
  +On Accounts Applied           0.00       Cash Applied To AR           60.00
 +Credit Memos Applied           0.00       +Customer Misc. Cash        100.00
                      -----------------           +Misc. Cash            0.00
     Ending AR Balance   6,385,906.06             +Cash Sales            0.00
                                                  +Deposits              0.00
                                                             -----------------
                                            Deposit Total             160.00
                                            +Undistributed            270.00 *
                                                             -----------------
                                            Check Total               430.00

Legend:
  Adj Code = Adjustment Code
  * = Check or Batch not fully distributed.  Update will be skipped.

Selections for Cash Receipts & Adjustments Register - Untitled: Temp:
GL Period        : 10/1997
Batch            : All
Branch           : 001
Deposit Date     : 03/20/1998
Deposit Number   : 000010
Bank             : Ch
```

Receipts & Adj. GL Distribution

The following is a sample of a *Cash Receipts & Adj. GL Distribution.*

```
Date: 03/20/1998                          TakeStock Development, Inc.                              Page:    1
Time:  9:29 AM            Cash Receipts & Adjustments Register GL Distribution #000007            User: leigh

Profit/Cost
Center              Customer  Name                   Check    *        Debit          Credit            Net
=================================================================================================================
GL#: 11110 Payroll Cash
DAL                 Test000110 AAA Technical Support, Inc.   887    *       100.00
                    Test000109 AAA Technical Support, Inc.   765    *        10.00
                    Test000107 AAA Technical Support, Inc.    14    *        50.00
                                                              ----------------  ----------------  ------------------
                                                    Center Total          160.00            0.00            160.00
                                                              ----------------  ----------------  ------------------
                                                   Account Total          160.00            0.00            160.00
GL#: 12350 Accounts Receivable
001                 Test000110 AAA Technical Support, Inc.   887    *                        100.00
                    Test000109 AAA Technical Support, Inc.   765    *                         10.00
                    Test000107 AAA Technical Support, Inc.    14    *                         50.00
                                                              ----------------  ----------------  ------------------
                                                    Center Total            0.00          160.00 (         160.00)
                                                              ----------------  ----------------  ------------------
                                                   Account Total            0.00          160.00 (         160.00)
                                                              ----------------  ----------------  ------------------
                                                          Total          160.00          160.00              0.00

Number of accounts: 2

Legend:
  * = Check or Batch not fully distributed.  Update will be skipped.
```

Receipts & Adj. Deposit Slip

The following is a sample of a *Cash Receipts & Adj. Deposit Slip.*

```
Date: 04/08/1997    QA's Primary Test Co.      Page:    1
Time:  8:41 AM        Deposit Ticket          User: susan

                Deposit # 000048

Bank  01 FUNB-Atlanta
Account #  1234-4495-8555

Check     Name                          Amount
=========================================================
Batch # 03
016413    Paige's Pets, Inc.            500.00
                                        --------------
                        Batch Total  $  500.00
                                        --------------
                      Deposit Total  $  500.00
```
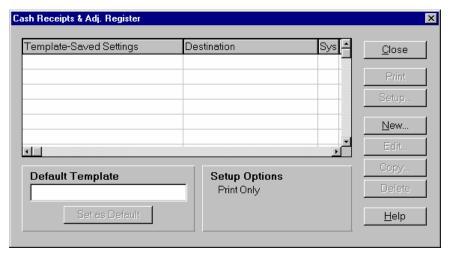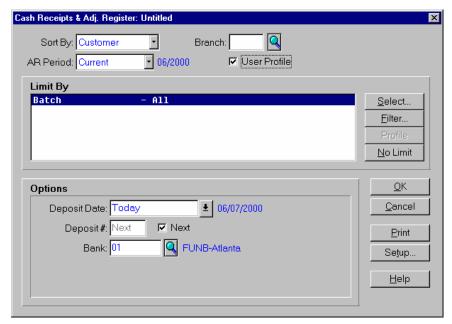
How to print the Cash Receipts & Adjustments Register and perform the update

1. Access the *Cash Receipts & Adjustments Register.* The complete path is *Accounts Receivable➔ Cash Receipts ➔ Cash Receipts & Adjustments Register.* The system displays the Template-Saved Settings dialog box of the *Cash Receipts & Adjustments Register.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Cash Receipts & Adjustments Register: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

      Sort By   Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The

	Sort By options are: **Customer**, and **Vendor/Customer/Item**.
Branch	The *Branch* option appears only if you select to *Run Registers by Branch* in *AR Control Maint.* You can enter a branch for running the register, or you can select the **User Profile** option to run the register for the branch set up in your user profile.
AR Period	This is the GL period to which the cash receipts and adjustments will post. For example, you can select to post to the previous period, current period, or next period.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Batch**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- *Deposit Date*--The date of the deposit for the checks posted in the batch or batches. The default is the current system date. This date is used as the transaction date for all transactions updated in the batch.

- *Deposit #/Next*--The deposit number to print on the deposit ticket, or choose the Next option to have the system assign the next available deposit number. If you are not printing deposit tickets, this number is printed on the register to identify the deposit for a batch.

- *Bank*--The bank to which the deposit is made. The bank you enter determines the GL account for posting cash for the batch.

- *Department*--The department to use for posting the cash receipt and adjustment transactions to General Ledger by profit and cost centers. You can select the *User Profile* option to always post to the department set up for the user who runs and updates the register.

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

7. (**Optional**) If you are printing and updating, a dialog box displays each time the Register, GL Distribution, and deposit ticket are complete. You can:

- Choose **Cancel** if you decide not to continue with the update at this time.

- Choose **OK** if you want to continue with the update.

Document Change Maintenance

Use *Document Change Maintenance* to add and delete open documents and change information for an open document, such as discount amount and due date, invoice due date or memo.

Note: You cannot change the amount of a document with this program. To adjust the amount of an open or past document, use *Cash Receipts & Adj. Entry*.

There are two views available for changing document information:

- The General view, which is used to add and delete open documents.

- The Source view, which is used to change information for an open document, such as Ship To customer or customer PO number.

Hints and Examples

- Use the *Past Documents* option from the Find menu to reopen past documents.

- If you want to view all documents, select *All Documents* from the View menu. The system accesses the screen in the *Receivables Only* view as the default.

- If you want to be sure all open credits for a customer are included when you auto apply a check, select *Credits Only* from the View menu. Run the auto apply to add the balance of all credit documents to the balance to distribute. Then, remove the *Credits Only* selection and run the auto apply again to apply the balance that includes all the open credits to the open documents. You can also use *Credit Posting Update* to apply all open credits against open documents for one or more customers.

- Options from the View menu allow you to select to apply the cash receipts to the customer on the invoice as the *Bill To Customer* or the *Ship To Customer*.

If you need help on how to use maintenances, see How to Use Maintenances and Maintenance Toolbar.

See Also

Maintenance Views

Maintenance Windows

Maintenance Modes

Menu Options

File

Menu Selection	Function
New	Adds a new record. When new is active, *End New* displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.
Exit	Exits the current program.

View

Menu Selection	Function
General	Displays the General view.
Source	Displays the Source view.

Find

Menu Selection	Function
AR Open Document Lookup	Accesses the *Lookup* feature for AR open documents for the selected customer.
Customer	Opens the Lookup feature for the customer or

Lookup	brings it to the front if it is already open.
Filter	Opens the *Filter Manager* to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

<u>Options</u>

Menu Selection	**Function**
Toolbar	Toggles the display of the toolbar on and off.
Defaults	Displays the Default Values dialog box, which is used to enter and save the default values you want to use for all views in a maintenance program.
User Preferences	Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.
System Preferences	Select **Required Views** to access the *Required Views* dialog box, which is used to select the views of the program where you required data entry. Select **Field Audit Control** to access the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

<u>Additional</u>

Menu Selection	Function
Maintain	Opens the maintenance program for the current field.
Notes	Accesses the *Notes Manager* to view or enter notes for the current record.
Audit History	Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

<u>Global</u>

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

<u>Help</u>

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.

Search for Help on   Accesses the Help system index.

Screen Help   Accesses online Help for the current screen.

About TakeStock   Displays release, licensing, and support information about TakeStock.

Special Keys   Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

Document Change Maintenance--General View

Use the General view of Document Change Maintenance to maintain information for an open document, such as changing a discount amount and due date, invoice due date, memo, Ship To customer, or customer purchase order number. The document amount cannot be changed using this program.

If you need help on how to use maintenances, see How to Use Maintenances and Maintenance Toolbar.

To change a document amount, use Cash Receipts & Adj. Entry.

When you first open this program, the General view is available. After you enter information for this view, select the Source view to continue changing document information. When you save a document record, it is saved in the AR DOCUMENTS table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Customer   Enter the customer for whom you are changing document information.

Document   Enter the number of the document and the document continuation number for which you are entering a change.

Document Type	The two-character document type appears in this field for your information. You cannot change the document type. The document types in TakeStock are: **AD** (Adjustment), **OA** (On Account), **CM** (Credit Memo), **PY** (Payment), **DI** (Discount), **RC** (Returned Check), **In** (Invoice), **SC** (Service Charge).
Memo	The memo assigned to the document appears in this field. You can enter up to 30 characters to change the memo here.
Branch	The branch assigned to the document appears in this field. You cannot change the branch.
Entered	The date the document was entered appears in this field. You can enter a different entry date for this document.
Promised to Pay	The customer's promise to pay date. Collections personnel may use this field to enter the payment date promised by the customer during collection calls.
Period	The period when the document was originally entered appears in this field and cannot be changed.
Amount	The original amount and current amount of the document appear in the fields for this line and cannot be changed. You can change the due date for the document in the *Due* field on this line.
Discount	The original discount amount appears in the *Original* field for this line and cannot be changed. You can change the amount of the discount and the due date of the discount in the *Discount* and *Due* fields on this line.
Cost	The cost of the items on the document appear in this field and cannot be changed.
On Hold	This option will appear checked if the document is currently on hold. You cannot change the hold status of the document here. Use *AR Hold Selection* to change the hold status of a document.
Hold Memo	If the document is on hold and there is a memo about the hold status, it appears in this field. You cannot change the hold memo here. Use *AR Hold Selection* to change the hold memo for a document.

Menus

File	Options
View	Additional
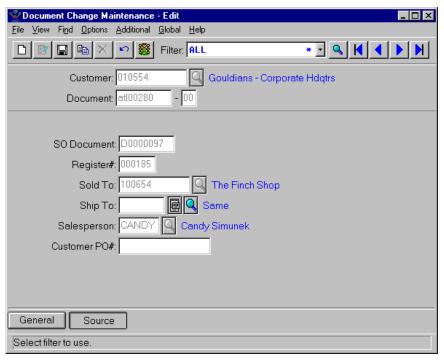
Find

Help

Global

Document Change Maintenance--Source View

Use the Source view of Document Change Maintenance to maintain information for an open document, such as changing a discount amount or due date. The document amount cannot be changed using this program. To change a document amount, use Cash Receipts & Adj. Entry.   The document amount cannot be changed using this program.

When you first open this program, the General view is available. After you enter information for this view, select the Source view to continue changing document information. When you save a document record, it is saved in the AR DOCUMENTS table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

SO Document	The sales order number assigned to this document in *Sales Orders* appears in this field. You cannot change this number here.
Register	The register number from the *Daily Sales Register* that updated this document appears in this field. You cannot change this number here.
Sold To	The Sold To customer for this document appears in this field. You cannot change this customer here.

Ship To	The Ship To customer for this document appears in this field. You can change the Ship To customer for this document.
Salesperson	The salesperson assigned to this document appears in this field. You cannot change the salesperson assigned to the document.
Customer PO#	The customer's purchase order number assigned to the document appears in this field. You can assign a different PO # to the document for this customer.

Menus

File	Options
View	Additional
Find	Help
Global	

See Also
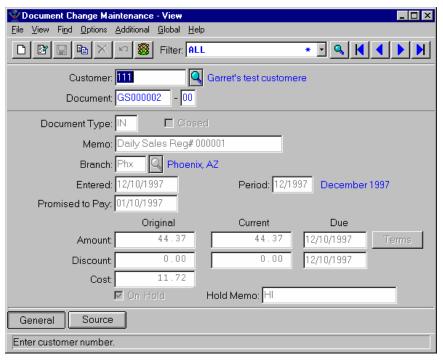
How to enter Document Change Maintenance information

Document Change Maintenance--General

Document Change Maintenance--Source

How to enter Document Change Maintenance information

1. Access the *Document Change Maintenance* program. The complete path is *Accounts Receivables➔Cash Receipts➔ Document Change Maintenance.* The system displays the *Document Change Maintenance* screen.

2. Select the **New** or **Edit** icon as necessary.

3. In the *Customer* field, enter the *customer* for whom you are entering or changing a document. Then, enter the number of the to change or create in the *Document* field.

4. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Document Type	The two-character document type appears in this field for your information. You cannot change the document type. The document types in TakeStock are: **AD** (Adjustment), **OA** (On Account), **CM** (Credit Memo), **PY** (Payment), **DI** (Discount), **RC** (Returned Check), **In** (Invoice), **SC** (Service Charge).
Memo	The memo assigned to the document appears in this field. You can enter up to 30 characters to change the memo here.
Branch	The branch assigned to the document appears in this field. You cannot change the branch.
Entered	The date the document was entered appears in this field. You

can enter a different entry date for this document.

Promised to Pay	The customer's promise to pay date. Collections personnel may use this field to enter the payment date promised by the customer during collection calls.
Period	The period when the document was originally entered appears in this field and cannot be changed.
Amount	The original amount and current amount of the document appear in the fields for this line and cannot be changed. You can change the due date for the document in the *Due* field on this line.
Discount	The original discount amount appears in the *Original* field for this line and cannot be changed. You can change the amount of the discount and the due date of the discount in the *Discount* and *Due* fields on this line.
Cost	The cost of the items on the document appear in this field and cannot be changed.
On Hold	This option will appear checked if the document is currently on hold. You cannot change the hold status of the document here. Use *AR Hold Selection* to change the hold status of a document.
Hold Memo	If the document is on hold and there is a memo about the hold status, it appears in this field. You cannot change the hold memo here. Use *AR Hold Selection* to change the hold memo for a document.

5. Access the Source view of the *Document Change Maintenance* screen by selecting the **Source** button or *View*➜*Source* from the menu bar. The system displays the Source view.

6. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

SO Document	The sales order number assigned to this document in *Sales Orders* appears in this field. You cannot change this number here.
Register	The register number from the *Daily Sales Register* that updated this document appears in this field. You cannot change this number here.
Sold To	The Sold To customer for this document appears in this field. You cannot change this customer here.
Ship To	The Ship To customer for this document appears in this field. You can change the Ship To customer for this document.
Salesperson	The salesperson assigned to this document appears in this field. You cannot change the salesperson assigned to the document.
Customer PO#	The customer's purchase order number assigned to the document appears in this field. You can assign a different PO # to the document for this customer.

7. Save your work, and exit the program.

How to delete open documents

1. Access the *Document Change Maintenance* program. The complete path is *Accounts Receivables➜Cash Receipts➜ Document Change Maintenance.* The system displays the *Document Change Maintenance* screen.

2. Select the **New** or **Edit** icon as necessary, then complete the following in the General view.

3. Enter the *Customer* for whom you are deleting a document. Then, enter the number of the *Document* to delete.

4. Select the **Delete** icon or *File ➜Delete*. The responds with the message: "Are you sure you want to delete this AR Open Document?" Select **Yes** to delete the document, or **No** to leave the document in the system.

5. Exit the program
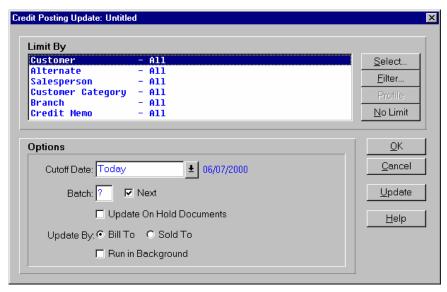
Credit Posting Update

Use the Credit Posting Update to automatically create a batch of cash receipt transactions for credit memos that are applied to open invoices. You can select too apply open credits for one or more customers. For each customer you select to include in the batch, the system combines all open credits and on account balances. This combined credit balance is then applied to open documents you selected to include in the update, beginning with the oldest document first. The credit balance is applied until it is depleted. For each document that has a credit applied in the batch, a cash receipt transaction is created.

When the update is complete, you can view or edit the cash receipt transactions in the batch using *Cash Receipts & Adj. Entry*. The customer's balance and open documents are not updated until you run the update for the batch using *Cash Receipts & Adj. Register.*

When you access this program, the system displays the Template-Saved Settings dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Cash Receipts & Adjustments Register: Untitled* dialog box.

Credit Posting Update: Untitled

Limit By

Customer	– All	Select...
Alternate	– All	Filter...
Salesperson	– All	Profile
Customer Category	– All	No Limit
Branch	– All	
Credit Memo	– All	

Options

Cutoff Date: Today ± 06/07/2000

Batch: ? ☑ Next

☐ Update On Hold Documents

Update By: ⦿ Bill To   ○ Sold To

☐ Run in Background

OK
Cancel
Update
Help

Hints and Examples

- When the update is complete, you can view or change the cash receipt transactions in the batch using *Cash Receipts & Adj. Entry.*

- You must update the *Cash Receipts & Adj. Register* for the batch created before the customer accounts will reflect the application of credits against open invoices.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Limit By   You can select to limit the information for printing Credit Posting Update. You can select: **Customer**, **Alternate**, **Salesperson**, **Customer Category**, **Branch**, and **Credit Memo**.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the Register and update are as follows. You can enter the following:

Cutoff Date--The due date of the documents for updating. Any documents with a due date after this date are not included in the update.

Batch/Next--The batch number to assign to the cash receipt transaction created during the update. You can select the *Next* option to have the system automatically assign the batch number. When the update is complete, you can view or change the transactions in the batch using *Cash Receipts & Adj. Entry*.

Update On Hold Documents   Applies credit memos to documents that are on hold.
Update by--Select whether to apply the credit memo to the **Bill To** customer or to the **Sold To** customer on the invoice.

Run in Background--Indicates you want to run the update in the background while you continue working in the foreground.

🔍   Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Update   Updates the program.

Setup   Accesses the Print Setup dialog box, which is used to
   select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to post credit documents to open invoices

How to post credit documents to open invoices

1. Access the *Credit Posting Update.* The complete path is *Accounts Receivable*➔ *Cash Receipts* ➔ *Credit Posting Update.* The system displays the Template-Saved Settings dialog box of the *Credit Posting Update.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Credit Posting Update: Untitled* dialog box.

3. Select settings for the Limit By setting for new or modified templates. Use the table below to guide you in your selections.

Limit By	You can select to limit the information for printing Credit Posting Update. You can select: **Customer**, **Alternate**, **Salesperson**, **Customer Category**, **Branch**, and **Credit Memo**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

In the Options section of the form, selections for the update are as follows:

Cutoff Date--The due date of the documents for updating. Any documents with a due date after this date are not included in the update.

Batch/Next--The batch number to assign to the cash receipt transaction created during the update. You can select the *Next* option to have the system automatically assign the batch number. When the update is complete, you can view or change the transactions in the batch using *Cash Receipts & Adj. Entry*.

Update On Hold Documents   Applies credit memos to documents that are on hold.

Update by--Select whether to apply the credit memo to the **Bill To** customer or to the **Sold To** customer on the invoice.

Run in Background--Indicates you want to run the update in the background while you continue working in the foreground.

5. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Update** to update the program without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Customer Aging Recalc
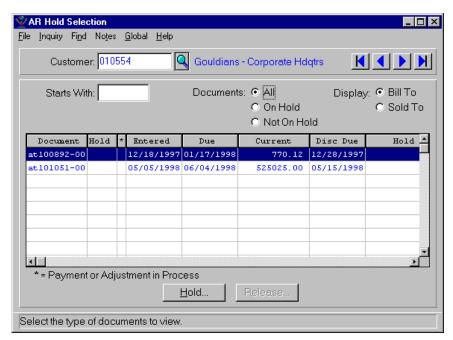
Use the *Customer Aging Recalc* function to recalculate the aging for all customers. This option should be run every night or early each morning so that all aging values are correct and ready for processing during the day. Note that aging is updated whenever a document is created or there is a transaction against a document.

TakStock now allows negative AR Aging Days. This allows for future receivables to be available to the Aging routines.

When you choose the **OK** command button, the aging begins to process and updates all receivables documents into the correct aging break columns. Choose the **Cancel** button to exit without running the aging recalculation. In the *Aging Date* field the current date appears in this field as the default date on which to base the aging. You can use this date or enter a different aging date. Select the **Run in Background** checkbox to run the aging recalculation in the background while you continue working in the foreground.

AR Hold Selection

Note: If you place a document on hold, a dialog box opens so you can enter a hold memo. If you release a document from hold, a dialog box opens so you can enter a new document due date and a new discount due date.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Customer   The number of the customer for whom you are reviewing or changing the hold status of open documents.

Starts With   The number of the document on which to start the display of documents in the transaction list. For example, if you want to display only invoices, you could enter **IN** for the *Starts With* to begin the display with the first document number that begins with IN.

Documents   In the Documents section of the form, indicate which documents to display in the transaction list. You can select to display **All** documents, **On Hold** to display only the documents that are currently on hold, or **Not on Hold** to only display the documents that are currently not on hold.

Display   In the Display section of the form, indicate whether to display documents for which the current customer

	is the **Bill To** customer on the document or the **Sold To** customer.
Hold	Places the currently highlighted document on hold. A dialog box opens so you can enter a hold memo. You cannot place a document on hold if the document has a payment or adjustment that has not yet been updated.
Release	Releases a document from hold. A dialog box open so you can enter the document due date and discount due date. You cannot release a document from hold if the document has a payment or adjustment that has not yet been updated.

Menus

File

Menu Selection	Function
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Customer Inquiry	Accesses the Customer Inquiry program to display customer information.

Find

Menu Selection	Function
Customer Lookup	Opens the Lookup for *Customer* field.

Notes

Menu Selection	Function
Customer	Accesses the *Notes Manager* to view or enter

notes for the current customer.

Document   Accesses the *Notes Manager* to view or enter
                    notes for the selected document.

Global

Menu Selection	**Functions**
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	**Functions**
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current

screen.

See Also

How to change the hold status of open documents
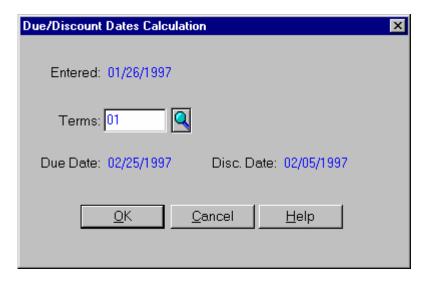
Hold Memo

This dialog box allows you to enter a hold memo for the document you are placing on hold. Enter up to 30 characters as a memo of why the document is being placed on hold.
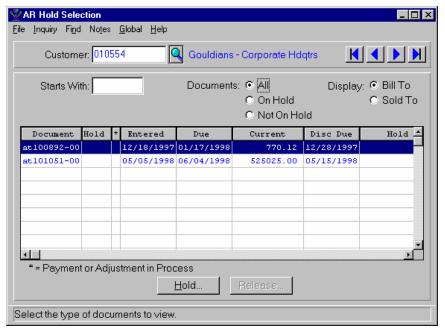
Due Dates

This dialog box allows you to enter a new document due date and a new discount due date for the document being released from hold. If the document has been on hold for a long period of time, you may want to extend these dates for the customer.

How to change the hold status of open documents

1. Access the *AR Hold Selection.* The complete path is *Accounts Receivable➔ Cash Receipts ➔ AR Hold Selection.*

2. In the *Customer* field, enter the number of the customer for whom you are reviewing or changing the hold status of open documents in the *Customer* field. All open documents for the customer appear in the selection list.

   - The word *YES* appears in the Hold column in the selection list if the document is currently on hold.

   - If an asterisk (*) appears in the * column for a document, a payment or adjustment has been entered for the document but has not yet been updated. You cannot place these documents on hold or release them from hold until all open transactions for the document are updated.

3. The following options are available to help you limit the documents displayed in the selection list.

   - Use *Starts With* to enter the document number you want to find, or the beginning characters of the document number. The document number you enter will be the first document displayed in the list. For example, to begin the list with open invoices, you could enter **IN**. The display would show the first open document beginning with IN and followed by all other open documents in alphanumeric order.

   - For the *Documents* option, you can select whether to display in the list all open documents, only documents currently on hold, or only documents that are currently not on hold.

- For the *Display* option, you can select whether to display documents for which the current customer is the *Bill To* customer on the document or the *Sold To* customer.

4. To place a document on hold or release a document from hold, highlight the document in the list and choose the **Hold** or **Release** button. You can also double-click on the document or highlight it and press **Enter** to change its status to on hold, or from on hold to released.

   - When you place a document on hold, a dialog box opens so you can enter a hold memo that will appear in the selection list for the document.

   - When you release a document from hold, a dialog box opens so you can enter a new document due date and a new discount due date. If the document has been on hold for a long period of time, you may want to extend these dates for the customer.

5. When you have finished changing the hold status for all documents, choose *File* ➔ *Exit.*
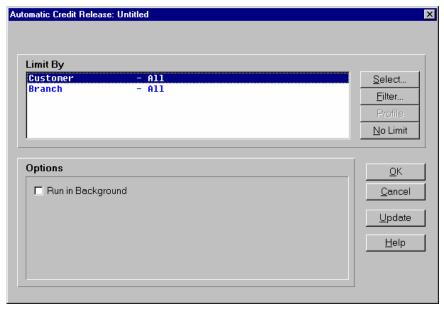
Automatic Credit Release

Use the *Automatic Credit Release* program to automatically release credit type holds for over credit limit, past dues invoices, or number of days hold types. The system first performs a credit check for the customer record and determines if any sales orders could be automatically released due to a change in the credit situation of the customer. The system releases the over credit limit, past dues invoices, or number of days credit hold types for the appropriate customers. Service and Override holes are not affected by this processing.

If you set the flag in SO Control Maintenance to assign serial/lot number at SO entry, this program automatically backorders the ordered quantities requiring the allocation. (This is the same functionality as is used by the Document Release program.

When you access this program, the system displays the Template-Saved Settings dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Automatic Credit Release: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Limit By   You can select to limit the information for printing Credit Posting Update. You can select: **Customer** and **Branch**.

Select   Displays the *Selection* dialog box, which is used to set

a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the report are as follows. You can enter the following:

                 Run in Background--Indicates you want to run the update in the background while you continue working in the foreground.

      Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Update   Updates the program.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
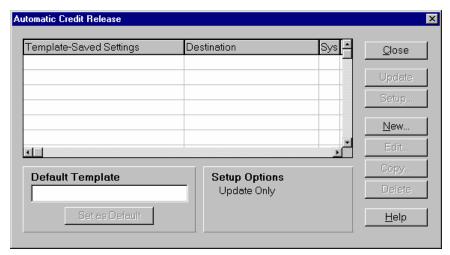
Help   Accesses online Help for this screen.

See Also
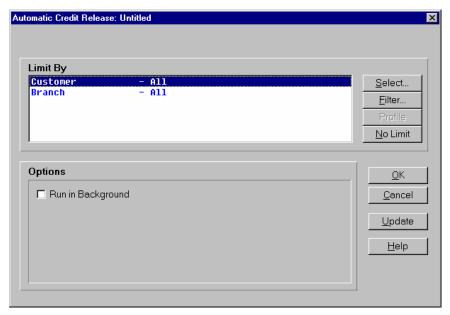
How to perform automatic credit releases for customers

How to perform automatic credit releases for customers

1. Access the *Automatic Credit Release.* The complete path is *Accounts Receivable*➔ *Cash Receipts* ➔ *Automatic Credit Release.* The system displays the Template-Saved Settings dialog box of the *Automatic Credit Release.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Automatic Credit Release: Untitled* dialog box.

3. Select settings for the Limit By setting for new or modified templates. Use the table below to guide you in your selections.

   Limit   You can select to limit the information for
   By   printing Credit Posting Update. You can select:
             Customer and **Branch**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

In the Options section of the form, selections for the update are as follows:

Run in Background--Indicates you want to run the update in the background while you continue working in the foreground.

6. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

   - **Update** to update the program without saving your current selections.

   - **Cancel** to print nothing and exit without saving your selections.

   - **Help** to access the online Help for this screen.

AR Dunning Letters

This program allows you to print an edit list of customers who are due to receive dunning letters and general information about the customer. This report gives you the opportunity to see which customers will need to have dunning letters printed.

This report includes an optional update to increment the *Dunning Letter Count* for customers that are to receive Dunning Letters. The reset option is disabled unless you are performing this optional update. The reset option resets the customer's *Dunning Letter Count* to zero for customers that are no longer past due. This program reviews open invoices that are older than the *Dunning Past Due Date* and summarizes these invoices by customer. If *Receive Dunning Letters* in *Customer Maint.* is not selected, then that customer is omitted from the list.

Entries for the Dunning Letters menu are:

Program	Description
Dunning Letter Edit List	This program: • Prints a list of customers due to receive dunning letters. • Runs an optional update to increment the *Dunning Letter Count* for customers that are to receive Dunning Letters. • Optionally resets the customer's *Dunning Letter Count* to zero for customers that are no longer past due.
Dunning Letter Print	The Dunning Letter Print program prints the appropriate dunning level letter, the customer's unpaid invoices if the setting in Customer Maintenance indicates to do so, and places the customer on hold if the setting in Customer Maintenance is indicated for the level letter being printed (or lower).

Chapter Contents

Dunning Letter Edit List Processing
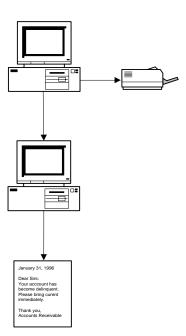
The following diagram illustrates the process for using the Dunning Letter Edit List.

Print the **Dunning Letter Edit List** to obtain a list
of customers who are due to receive dunning
letters.
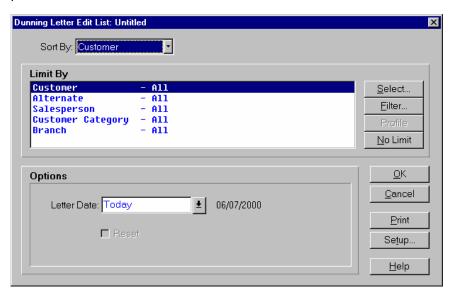
After the list has printed, run the optional update
to increment the *Dunning Letter Count* for the
customers on the list.

Manually prepare dunning letters and send to
the customers on the list.

Dunning Letter Edit List

Use the Dunning Letter Edit List to print a list of customers who are due to receive a dunning letter, and increment the dunning letter count for customers who receive dunning letters or reset the count to zero for customers who are no longer past due.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which will print on the Dunning Letters Edit List. You can select to have customers print in order by **Customer**, **Customer Name**, **Alternate**, **Salesperson**, **Customer Category**, or **Zip Code**.

Limit By   You can select to limit the information for printing the report. You can select to limit by: **Customer**, **Alternate**, **Salesperson**, **Customer Category**, or **Branch**.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the report are as follows.

Letter Date--The dunning letter date. The default is the current system date. This date is used when determining whether or not invoices are past due

Reset—Indicates you want to have the dunning letter count reset to zero for customers that are no longer past due. (This option is available only if you are performing the optional update.)

Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print the Dunning Letter Edit List

Dunning Letter Edit List

The following is a sample of a *Dunning Letter Edit List .*The legend at the bottom lists the settings you selected and a description of the fields and column title abbreviations used.

```
Date: 03/23/1998                     TakeStock Development, Inc.                          Page:     1
Time: 10:29 AM                     Dunning Letter Edit List - Manual1                     User: leigh

                               Current  On     Last     Last         10 Days -----Letter-----
Customer   Name                Balance Hold    Sale     Payment      Past Due Last  #Days Next
=====================================================================================================
C100       Southeastern Industrial Supply  536,225.46  No  03/04/1998 02/26/1997  522,203.07   5    73    5
C102       AAA Technical Support, Inc.     156,836.61  No  12/30/1997 03/20/1997  156,836.61   5    73    5
C103       Taggart Transcontinental         10,639.06  No  07/15/1992 11/20/1997   10,639.06   5    73    5
C104       Barnes Machinery & Equipment      3,396.56  Yes 10/21/1990 09/07/1990    3,396.56   4    73    5
C108       Sims Hardware                    13,218.39  No  07/04/1997 07/23/1996   13,218.39   5    73    5
C109       Southcentral Plumbing             1,381.00  No  09/30/1990 02/21/1996    1,381.00   5    73    5
C111       Cowboy World                     39,830.48  No  08/31/1992 07/23/1996   39,830.48   5    73    5
C112       Central Valley Water Company     32,373.28  No  08/01/1992 07/17/1996   32,373.28   5    73    5
C114       S.E. Exterminating Company       41,009.10  No  08/31/1992 07/17/1996   41,009.10   5    73    5
C116       Packaging Systems Corp.          58,831.35  No  08/15/1992 02/18/1997   58,831.35   5    73    5
C121       Flags, Flags, Flags, Inc.         9,413.48  No  09/28/1990 08/03/1995    7,758.61   5    73    5
MComp      Mark's Computer Store             1,024.17  No  11/10/1997    None      430,774.67   0     0    1
T001       Northwestern Industrial Supply    3,782.80  No    None     04/28/1997    3,782.80   4    73    5
T002       Powdermilk Biscuits                  90.52  No    None     11/20/1995       90.52   4    73    5
T003       Bertha's Kitty Boutique              37.29  No  03/01/1997    None           37.29   0     0    1
Test000106 AAA Technical Support, Inc.          59.11  No  11/21/1997    None           59.11   0     0    1
Test000107 AAA Technical Support, Inc.         570.21  No  12/16/1997    None          570.21   0     0    1
                                           -------------                        -------------
                         Report Total  $  908,718.87                            1322,792.11

Number of Customers: 17


Legend:
Letter - Last  = Last Letter Number sent to the Customer
Letter - #Days = Number of Days since the last Dunning Letter
Letter - Next  = Next Letter Number to be sent to the Customer

Selections for Dunning Letter Edit List - Manual1:
Letter Date    : 02/01/98
Customer       : All
Alternate      : All
Salesperson    : All
Branch         : All
Customer Category: All
```

How to print the Dunning Letter Edit List

1. Access the *Dunning Letter Edit List.* The complete path is *Accounts Receivable*➔ *Dunning Letters* ➔ *Dunning Letter Edit List.* The system displays the Template-Saved Settings dialog box of the *Dunning Letter Edit List.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Dunning Letter Edit List: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which will print on the Dunning Letters Edit List. You can select to have customers print in order by **Customer**, **Customer Name**, **Alternate**, **Salesperson**, **Customer Category**, or **Zip Code**
Limit	You can select to limit the information for

By   printing the report. You can select to limit by:
Customer, **Alternate**, **Salesperson**, **Customer Category**, or **Branch**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- *Letter Date*--The dunning letter date. The default is the current system date. This date is used when determining whether or not invoices are past due

- **Reset**—Indicates you want to have the dunning letter count reset to zero for customers that are no longer past due. (This option is available only if you are performing the optional update.)

6. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Dunning Letter Print

Use the Dunning Letter Print program to print dunning letters. The Dunning Letter Print program prints the appropriate level dunning letter and places the customer on hold if the flag in Customer Maintenance is set for the level letter being printed (or lower). The program also prints the customer's unpaid invoices if the Include Invoices with Dunning Letters checkbox is selected on the Dunning view of the Customer Maintenance program. The output of the dunning letter (and invoices if that option is selected) will go the destination specified for the Dunning Letter document type on the Documents view of the Customer Maintenance program.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order for the print of the
             Dunning Letters. You can select to have dunning
             letters print in order by **Customer**, **Customer
             Name**, **Alternate**, **Salesperson**, **Customer
             Category**, or **Zip Code**.

Limit By   You can select to limit the information for printing
             dunning letters. You can select to limit by:
             Customer, **Alternate**, **Salesperson**, **Customer
             Category**, or **Branch**.

Select   Displays the *Selection* dialog box, which is used to
             set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used
             select filter parameters for the highlighted Limit By
             option.

Fields, Buttons, Checkboxes, & Icons

Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to **All** for the selected option.
Options	The **Options** you can select for the report are as follows. *Letter Date*--The dunning letter date. The default is the current system date. This date is used when determining whether or not invoices are past due *Letter 1-5*— The directory path and filename of each dunning letter. You may include up to 5 dunning letter files/locations.

	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Dunning Letter: Print Setup dialog box, which is used to select settings for printing and updating.
Field Mapping	Accesses the Dunning Letter Print: Field Mapping dialog box which allows you to control which information in TakeStock maps to corresponding mail merge fields in the MS word document. Fields in the letter document (in MS Word, Insert ->Field, select MergeField and enter a name) will be replaced with data from TakeStock as specified in this dialog box.
Help	Accesses online Help for this screen.

See Also
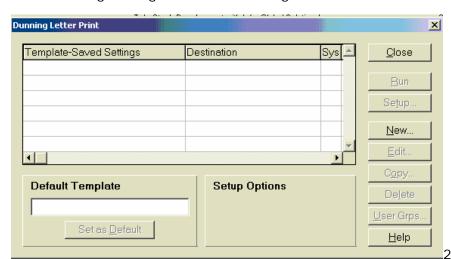
How to print Dunning Letters

Dunning Letter Print: Field Mapping Dialog Box
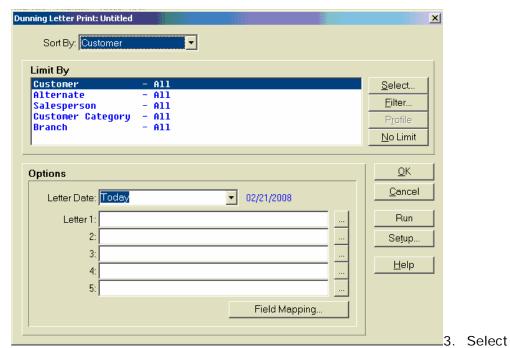
Dunning Letter: Print Setup Dialog Box

How to print Dunning Letters

1. Access the *Dunning Letter Print.* The complete path is *Accounts Receivable➜ Dunning Letters ➜ Dunning Letter Print.* The system displays the Template-Saved Settings dialog box of the *Dunning Letter Print.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Dunning Letter Print: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order to use when printing dunning letters. You can select to have customers print in order by **Customer**, **Customer Name**, **Alternate**, **Salesperson**,

Customer Category, or **Zip Code**

Limit
By

You can select to limit the information for printing the report. You can select to limit by: **Customer**, **Alternate**, **Salesperson**, **Customer Category**, or **Branch**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- *Letter Date*--The dunning letter date. The default is the current system date. This date is used when determining whether or not invoices are past due.

- *Letter 1-5*— The directory path and filename of each dunning letter. You may include up to 5 dunning letter files/locations.

6. The information for the print is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup for Dunning Letter Print dialog box where you can change the print or update settings.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Field Mapping** to allow you to control which information in TakeStock maps to corresponding mail merge fields in the MS word document. Fields in the letter document (in MS Word, Insert ->Field, select MergeField and enter a name) will be replaced with data from TakeStock as specified in this dialog box.

- **Help** to access the online Help for this screen.

Dunning Letter Print: Field Mapping Dialog Box

Use the *Dunning Letter Print: Field Mapping* dialog box to control which information in TakeStock maps to corresponding mail merge fields in the MS word document. Fields in the letter document (in MS Word, Insert-->Field, select MergeField and enter a name) will be replaced with data from TakeStock as specified in this dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

In the upper portion of the screen select the type of field you are mapping. You can select from:

Constant   Select the **Constant** radio button to indicate you want to enter a constant value for field mapping. In the *Constant* field, enter the value you want to display.

Field   Select the **Field** radio button to indicate you want to select a TakeStock data table and field for field mapping. In the Table dropdown list select the TakeStock table you want to use. In the Field dropdown list, select the field from the specified TakeStock data table. The value pulled from the field in the data table is the value that will be displayed.

Calculated   Select the **Calculated Value** radio button to enter a
Value   calculated value for field mapping. In the Value drop down list you can select:

Letter No—The number of the dunning letter you are sending. You can send up to 5 dunning letters.

Letter Date—The dunning letter date entered on the main Dunning Letter Print screen.

10 Days Past Due—The dunning letters that are 10 days past their due date or invoice date, depending on the Base On setting on the Dunning view of *AR Control Maintenance*.

Fields, Buttons, Checkboxes, & Icons

Detail Section	Select the Detail Section radio button to indicate you want to include a detail section following the dunning letter print. In the Section dropdown list you can select **Aging** or **Open Invoices** to include at the end of the dunning letter.
	The Aging information includes the Aging columns set up on the Aging View of *AR Control Maintenance*. The Open Invoices information includes the invoice date, invoice number, due date and balance.
Merge Field Name	The name of the mail merge field in the MS Word document that is used is the dunning letter word document template.
Add Map	Adds the map to the browser list.
Remove Map	Removes the map from the browser list.
<<>>	Accesses the Build List function, which reads all MergeField fields from the specified MS Word document. After performing this function, pressing cursor-down and cursor-up on the Merge Field Name field will allow you to select a MergeField name from a list of actual MergeFields in the document.
OK	Saves the field mapping information.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.

See Also
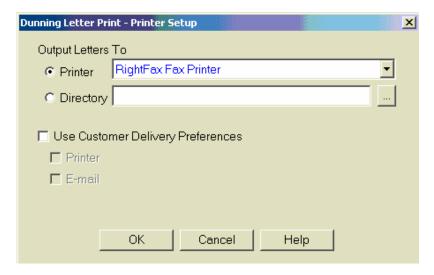
Dunning Letter Print

Dunning Letter Print: Printer Setup Dialog Box

Use the *Dunning Letter Print: Printer Setup* dialog box to specify print settings for the dunning letters.

Form Contents

Fields, Buttons, Checkboxes, & Icons

In the Output Letters To section of the screen, specify the output type for the dunning letters. You can select from the following radio buttons:

Printer	The windows client printer. Use the dropdown list to select from the available printers on your system
Directory	The network directory and path to use for outputting the dunning letters to a file. Select the … button to display a browser to navigate to the folder you want to use.
	When Dunning Letters are stored in a directory, the file name of each dunning letter will be the value of the field specified in the sort order for the *Dunning Letter Print* program, followed by the customer number of the customer.
Use Customer Delivery Preferences	Indicates you want to use the customer's delivery preferences for outputting dunning letters. The settings specified below override the information entered in the Output Letters To section of the screen in the upper portion of the screen.
Printer	Indicates you want to output dunning letters to the printer specified above. This checkbox is only available if you select the Use **Customer Delivery Preferences** checkbox.

Email	Indicates you want to output dunning letters as email. This checkbox is only available if you select the **Use Customer Delivery Preferences** checkbox.
OK	Saves the field mapping information.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.

See Also

Dunning Letter Print

Chapter 4	Returned Checks

AR Returned Checks

Returned Check Entry allows you to enter returned checks as first or second time returns. The *Returned Check Register* should be run after entering the checks. On a first time return, the check prints on the *Returned Check Register* as an audit trail for redeposit, but does not update any tables. A check entered as a first time return is expected to be re-deposited. An optional update in the register allows you to remove first time returned checks.

A second time returned check creates a document beginning with RC and six digits (for example: RC000015) and updates the document in the OPEN DOCUMENTS table. For second time returns, a returned check charge may be added and the invoice(s) that were paid by the check will go back into the customer's account as an open document.

Entries for the Returned Check menu are:

Program	Description
Returned Check Entry	Using this program, you can:
	• Enter first or second time returned check.
	• Add a returned check charge to the customer's account for second time returned checks.
Returned Check Register	Using this program, you can:
	• Print a register of all returned checks entered since the last register was run.
	• Post second time returned checks to General Ledger.
	• Update customer balances with check charges for second time check returns.

Chapter Contents

Returned Checks Processing
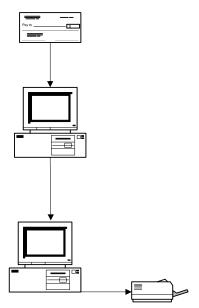
The following diagram illustrates the process for returned checks.

Returned Checks is used when a check is rejected by the bank and sent back to the depositor.

Use **Returned Check Entry** to enter all returned checks. **Returned Check Entry** is used for first or second time returns.

Use **Returned Check Register** to print the register and GL Distribution and update the customer balances (second time returns).

1. Print the Returned Check Register.
2. Perform the update to add returned check charges to your customers and post the effect to the AR RECEIVABLES TABLE and the LEDGER TABLE.
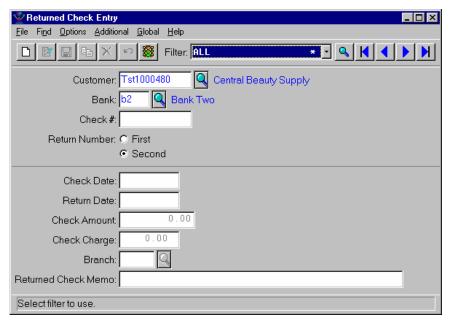
Returned Check Entry

Use *Returned Check Entry* to enter a first or second time returned customer's check that the bank would not accept.

Enter the information for the returned check. When the entry is complete, choose Save from the File menu to save the entry. First time returns will print on the register and are expected to be re-deposited. Second time entries create a new AR invoice with an RC prefix rather than reopen the original invoice for the check amount plus the return check amount.

Hints and Examples

- Run the *Returned Check Register* after entering first and/or second time returned checks to save as an audit trail, and to update any second time returns.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Customer   The number of the customer for whom you are entering a return check.

Bank   The code of the bank from which the check was returned. You can enter the code, or accept the default bank for the check entry.

Check #   The number of the check that has been returned.

Return   Indicates whether the check is a first time return that

Number	will be re-deposited, or whether it is a second time return and will have a return check charge and cause the invoices that it paid to be re-opened in the customer's account.
Check Date	The date of the check.
Return Date	The date on which the check was returned to you.
Check Amount	The total amount of the check.
Check Charge	The check charge you set up in *AR Control Maint.* appears in this field as the default check charge. You can use this amount as the return check charge or enter a different amount. This charge is applied to a customer's account only if the check is a second time return.
Branch	The branch for which you are posting the returned check.
Return Check Memo	The memo (up to 50 characters) for the returned check. This memo will print on the Return Check Register. You may want to enter the reason for the check return or any comment from your customer as to the status of the returned check.

Menus

File

Menu Selection	Function
New	Adds a new record. When new is active, *End New* displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.

Exit	Exits the current program.

Find

Menu Selection	**Function**
Returned Check Lookup	Accesses the *Lookup* feature for returned checks for the selected customer.
Customer Lookup	Opens the Lookup feature for the customer or brings it to the front if it is already open.
Filter	Opens the *Filter Manager* to select or maintain a filter.
First Record	
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection	**Function**
Toolbar	Toggles the display of the toolbar on and off.
Defaults	Displays the Default Values dialog box, which is used to enter and save the default values you want to use for all views in a maintenance program.
User	Opens the *Preferences* dialog box where you can set the status of the Lookup window,

Preferences	AutoAdd Mode, and Toolbar each time you open the maintenance program.
System Preferences	Select **Required Views** to access the *Required Views* dialog box, which is used to select the views of the program where you required data entry. Select **Field Audit Control** to access the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

Additional

Menu Selection	**Function**
Maintain	Opens the maintenance program for the current field.
Audit History	Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

Global

Menu Selection	**Functions**
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to enter returned checks

How to enter returned checks

Program Information

1. Access the *Returned Check Entry* program. The complete path is *Accounts Receivables*➔*Returned Checks*➔ *Returned Check Entry.* The system displays the *Returned Check Entry* screen.

2. Enter the number of the customer whose check is being returned in the *Customer* field.

3. If other than the default bank, enter the in which this check was deposited in the *Bank* field.

4. Enter the of the returned check in the *Check Number* field.

5. For *Return Number*, indicate if this is the first or second time this check has been returned.

6. Enter the original check date, return date, and check amount in the *Check Date*, the *Return Date* and the *Check Amount* fields.

7. For second time returned checks, enter the amount of the returned check charges in the *Check Charge* field, or accept the default that is set up in *AR Control Maint*.

8. Enter the branch to which you are posting the returned check in the *Branch* field.

9. Enter any *Returned Check Memo* (maximum 50 characters) you would like associated with this returned check, such as any comments you might have from the customer as to its status or reason for being returned.

10. After each returned check has been entered, choose the **Save** button.

11. When all returned checks have been entered and saved, choose *File* ➔ *Exit.*
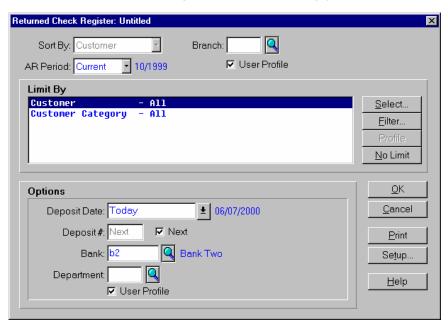
Return Check Register

Use the *Return Check Register* to print a register of returned checks and optionally apply a return check charge to customer accounts that have a second-time return.

The register prints using the options you have selected. If the template includes the optional update, the system asks you if you want to update when the register is complete.

The update processing posts return check charges to your customer accounts for second-time returned checks and creates a new AR invoice with an RC prefix for the invoices that were originally paid by the returned check. If the returned check paid several invoices, the update creates a single consolidated RC document for the customer. The program also prints a GL Distribution, and the update posts the transactions to General Ledger.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the register without saving your current selections.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the returned checks will print on the register. This option is set to print in order by customer number and cannot be changed.

Branch   The *Branch* option appears only if you select to *Run Registers by Branch* in *AR Control Maint.* You can enter

a branch for running the register, or you can select the **User Profile** option to run the register for the branch set up in your user profile.

AR Period
This is the GL period to which the returned check charges will post. For example, you can select to post to the previous period (**Prior**), current period (**Current**), or next period (**Next**).

Limit By
You can select to limit the information for printing the Register and for performing the update with choices from the Limit By options. For example, you can select to include the **Customer** or **Customer Category**.

Select
Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter
Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile
Accesses the settings from your user profile for the highlighted Limit By option.

No Limit
Resets Limit By options to **All** for the selected option.

Options
The **Options** you can select for the Register and update are as follows. You can enter the following:

Deposit Date—The date on which you will re-deposit the returned checks. The default is the current system date.

Deposit Number--The deposit ticket number or choose the *Next* option to have the system assign the next available deposit number. The number is printed on the register to identify the deposit for the checks.

Bank--The bank to which the deposit is made. The bank you enter determines the GL account for posting returned checks.

Department--The department to use for posting returned check transactions to General Ledger by profit and cost centers. You can select the *User Profile* option to always post to the department set up for the user who runs and updates the register.

The Department field may or may not display based on whether certain GL numbers on the GL screen in the Control Maintenance has the Department flagged.

Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this

icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print the Returned Checks Register and perform the update

Returned Check Register
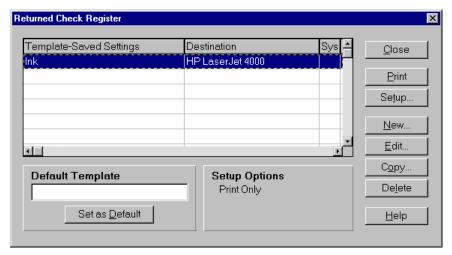
The following is a sample of a *Returned Check Register* and the *GL Distribution* that prints. The legend at the bottom of the Register lists the settings you selected and a description of the fields and column title abbreviations used.

```
Date: 04/16/1997                        QA's Primary Test Co.                        Page:    1
Time:  3:00 PM              Returned Check Register #000001 - all customers          User: candy

                                              Check       Return           Check      Return
      Customer   Name                Check      Date        Date          Amount      Charge
==================================================================================================
First Time Returns

      FallsCust  Falls Gallery Inc.   1423    04/16/1997 04/16/1997       920.00        0.00
                 Memo: Returned for insufficient funds
                                                                     ------------ ---------
                        * Add to deposit total *        First Returns Total  $    920.00        0.00

Second Time Returns

      FallsCust  Falls Gallery Inc.   1423    04/16/1997 04/16/1997       920.00        0.00
                 Memo: Returned for insufficient funds
                                                                     ------------ ---------
                                                       Second Returns Total  $    920.00        0.00
                                                                     ------------ ---------
                                                         Report Total  $  1,840.00        0.00
Number of Returned Checks: 2

Selections for Returned Check Register - all customers:
GL Period         : 04/1997
Customer          : All
Customer Category : All
Branch            : 010
Bank              : 01
Deposit Date      : 04/16/1997
Deposit Number    : 48
```
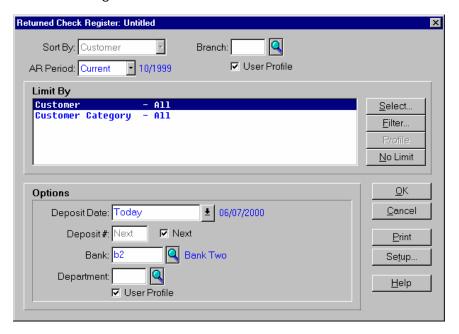
```
Date: 04/16/1997                             QA's Primary Test Co.
Page:    1
Time:  3:00 PM                    Returned Check Register GL Distribution #000001
User: candy

Profit/Cost
Center                    Customer   Name                Check          Debit          Credit
Net
====================================================================================================
==========
GL#: 12300 Accts Rec
MASTER                   FallsCust   Falls Gallery Inc.   1423          920.00
                                                         ---------------- ---------------- --------
----------
                                                         Center Total    920.00            0.00
920.00
                                                         ---------------- ---------------- --------
----------
                                                         Account Total   920.00            0.00
920.00

GL#: 13088 Cash In Bank
010                      FallsCust   Falls Gallery Inc.   1423                            920.00
                                                         ---------------- ---------------- --------
----------
                                                         Center Total      0.00          920.00 (
920.00)
                                                         ---------------- ---------------- --------
----------
                                                         Account Total     0.00          920.00 (
920.00)

GL#: 22301 Returned Checks
MASTER                   FallsCust   Falls Gallery Inc.   1423            0.00
                                                         ---------------- ---------------- --------
----------
                                                         Center Total      0.00            0.00
0.00
                                                         ---------------- ---------------- --------
----------
                                                         Account Total     0.00            0.00
0.00
                                                         ---------------- ---------------- --------
----------
                                                         Total           920.00          920.00
0.00

Number of accounts: 3
```

How to print the Returned Checks Register and perform the update

1. Access the *Cash Receipts & Adjustments Register.* The complete path is *Accounts Receivable➔ Cash Receipts ➔ Returned Check Register.* The system displays the Template-Saved Settings dialog box of the *Returned Check Register.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Returned Check Register: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By | This defines the sort order in which the returned checks will print on the register. This option is set to print in order by customer number and

cannot be changed.

Branch	The *Branch* option appears only if you select to *Run Registers by Branch* in *AR Control Maint.* You can enter a branch for running the register, or you can select the **User Profile** option to run the register for the branch set up in your user profile.
AR Period	This is the GL period to which the returned check charges will post. For example, you can select to post to the previous period, current period, or next period.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Customer** or **Customer Category**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- *Deposit Date*—The date on which you will re-deposit the returned checks. The default is the current system date.

- *Deposit Number*--The deposit ticket number or choose the *Next* option to have the system assign the next available deposit number. The number is printed on the register to identify the deposit for the checks.

- *Bank*--The bank to which the deposit is made. The bank you enter determines the GL account for posting returned checks.

- *Department*--The department to use for posting returned check transactions to General Ledger by profit and cost centers. You can select the *User Profile* option to always post to the department set up for the user who runs and updates the register.

  Note: The Department field may or may not display based on whether certain GL numbers on the GL screen in the Control Maintenance has the Department flagged.

6. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

   - **Print** to print the report without saving your current selections.

   - **Cancel** to print nothing and exit without saving your selections.

   - **Help** to access the online Help for this screen.

7. (**Optional**) If you are printing and updating, a dialog box displays each time the register is complete. You can:

   - Choose **Cancel** if you decide not to continue with the update at this time.

   - Choose **OK** if you want to continue with the update.

AR Reports

The options for Accounts Receivable reports allow you to print a wide range of information about your outstanding customer balances and payment history, in addition to customer Ship To information. All accounts receivable reports have the option of printing in customer number, alphabetic, alternate sort, salesperson or customer category order. In addition to the order, you may choose the range to print. For example, if the order chosen is customer number, the beginning and ending customer number is asked for.

Entries for the Reports menu are:

Program	Description
Aged Trial Balance	Prints a report detailing the outstanding and aging receivables from information stored in the OPEN DOCUMENTS table.
Open Receivables Report	Prints a list of documents from the AR OPEN INVOICE table for the selected customers to review the status of the open documents.
Payment History Report	Prints a report of payment history using the information stored in the PAYMENT HISTORY table.
Ship To Report	Prints a report of customers with Ship To addresses from the AR SHIP TO table.
Ship To Label Print	Prints labels for Ship To addresses from the AR SHIP TO table.
Register History Report	Prints a report of all registers affecting the Accounts Receivable balance. This provides a trace of what transpired to obtain the current AR balance. The optional update will remove the records just printed through the current period without affecting any balance.

Chapter Contents

Aged Trial Balance

Use the Aged Trial Balance program to print a report detailing the outstanding and aging receivables from information stored in the Open Documents table.

You can print this report in Summary, Detail, or Detail with Transactions format. The Detail version of the Aged Trial Balance Report includes the invoice date, discount due date, and due date for the open items; this provides basic information necessary for AR management. The Detail also includes the balance of each document. The balance is the aged balance amounts that are spread across multiple aging bucket columns. This will provide accumulated balance amounts by report sort orders. For delinquent documents the aging is based upon the Due Date.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.
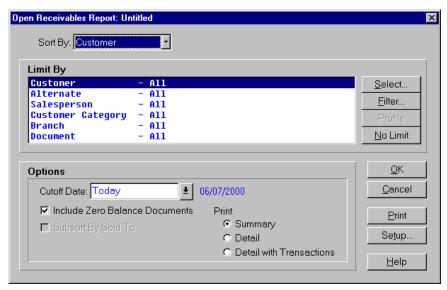
MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Aged Trial Balance, three report Include options are ignored: 1) Primary Contact, 2) Sales Information, and 3) On Hold Total By Customer. To see the data related to these three options, you must choose other printing destinations. The Print Option "Detail with Transactions" will not print transaction data in Excel.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will
           print. This field can be set to print in order by
           Customer, **Alternate**, **Name**, **Salesperson** or
           Customer Category.

Limit By   You can select to limit the information that appears on
           a report or register, or that is included in an update,
           with choices from the Limit By options. You can select:
           Customer, **Alternate**, **Salesperson, Customer
           Category, Branch,** or **Open Document**.

           For example, if an option to limit by vendors is
           available, you may select to include only a particular
           vendor on a report. When you create a new template,
           the default is *No Limits* for any of the available Limit By
           options.

Select   Displays the *Selection* dialog box, which is used to set
           a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to
           select filter parameters for the highlighted Limit By
           option.

Profile   Accesses the settings from your user profile for the
           highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each record that
           prints on the report.
           Select:

        Primary Contact to print contact and phone number on report.

        Sales Information to include month to date and year to date sales.

        On Hold Total by Customer to include a total of each customer's on hold documents.

        Print Delinquents Only to include only documents that are delinquent. Enter a value for number of *Days Delinquent,* and check if to *Print Credits* (credit documents). Note: When printing delinquent docs, the aging is based on the due date, not the invoice date.

        Next Period Transactions to print transactions posted for next period.

        Current Zero Balance Docs to print documents with a zero balance.

        When backdating, including or not including zero balance docs is based on whether the *current* status of the doc is zero balance, not the status from the backdated time.

Options   The Options you can select are as follows. You can enter the following:

        Aging Date--The date on which to base the aging of documents.

        Subsort By Sold To to sort by *Sold To Customer* within the option selected in *Sort By* above. (This option is only available if parent companies are used and **Summary** is not the selected report format.)

        Print Select the report format*:* **Summary** (customer and their balance), **Detail** (customer and information on each document for the customer) or **Detail with Transactions** (customer and document and all transactions against that document).

        Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
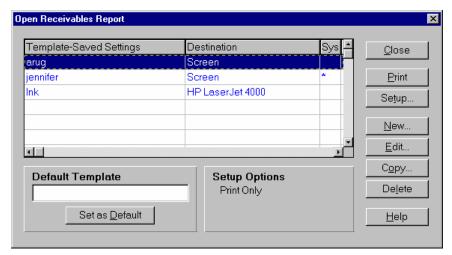
Help   Accesses online Help for this screen.

See Also

How to the Aged Trial Balance report
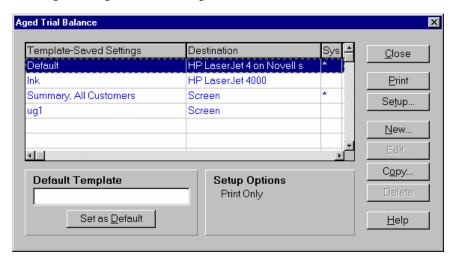
Aged Trial Balance

The following is a sample of an *Aged Trial Balance*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

```
Date: 03/23/1998                        TakeStock Development, Inc.
Page:    1
Time:  3:18 PM                          Aged Trial Balance - ug1
User: leigh
                                              Summary

                          Last                ---------------------As of 03/23/1998-------------
-----------
Customer   Name                     Payment       Balance      Current     1 - 30       31-60      61-90
90+
================================================================================================================
============
111        Garret's Test Customer   02/16/1998     350.79         0.00      199.27       74.08       1.45
75.99
C102       AAA Technical Support, Inc. 03/20/1997  156,836.61  ( 34,908.61)    0.00        0.00       0.00
191,745.22
                                                ------------- ------------ ------------ ------------ ------------ -
-----------
                                    Report Total  $  157,187.40 ( 34,908.61)  199.27       74.08       1.45
191,821.21

Number of Customers: 2

Selections for Aged Trial Balance - ug1:
Customer         : 111, C10, C102
Alternate        : All
Salesperson      : All
Customer Category : All
Branch           : All
Open Document    : All
Cutoff Date      : 03/23/1998
Include Zero Balance Documents
```

How to print the Aged Trial Balance report

1. Access the *Aged Trial Balance.* The complete path is *Accounts Receivable*➔ *Reports* ➔ *Aged Trial Balance.* The system displays the Template-Saved Settings dialog box of the *Aged Trial Balance.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Aged Trial Balance: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Alternate**, **Name**, **Salesperson** or **Customer Category**.
Limit	You can select to limit the information that appears on a report or register, or that is included in an update, with

By   choices from the Limit By options. You can select:
          Customer, **Alternate**, **Salesperson, Customer
          Category, Branch,** or **Open Document**.

          For example, if an option to limit by vendors is available,
          you may select to include only a particular vendor on a
          report. When you create a new template, the default is *No
          Limits* for any of the available Limit By options.

4. You can select:

    - **Select** to display the *Selection* dialog box so you can set a range for the
      highlighted **Limit By** option.

    - **Filter** to display the Filter Manager dialog box so you can select filter
      parameters for the highlighted **Limit By** option.

    - **Profile** to display the settings from your user profile for the highlighted
      Limit By option.

    - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, selections for the report are as follows:

    - Primary Contact to print contact and phone number on report.

    - Sales Information to include month to date and year to date sales.

    - On Hold Total by Customer to include a total of each customer's on hold
      documents.

    - Print Delinquents Only to include only documents that are delinquent. Enter a
      value for number of *Days Delinquent,* and check if to *Print Credits* (credit
      documents).

    - Next Period Transactions to print transactions posted for next period.

    - Current Zero Balance Docs to print documents with a zero balance.

      When backdating, including or not including zero balance docs is based on
      whether the *current* status of the doc is zero balance, not the status from
      the backdated time.

6. In the Options section of the form, selections for the report are as follows:

    - Aging Date--The date on which to base the aging of documents.

    - Subsort By Sold To--to sort by *Sold To Customer* within the option selected in
      Sort By above. (This option is only available if parent companies are used and
      Summary is not the selected report format.)

    - Print--Select the report format*:* **Summary** (customer and their balance),
      Detail (customer and information on each document for the customer) or
      Detail with Transactions (customer and document and all transactions
      against that document).

7. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Open Receivables Report

Use the *Open Receivables Report* to print a list of documents from the AR Open Invoice table for the selected customers to review the status of the open documents.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Open Receivables Report, the report Include option, Subsort By Sold To, is ignored. The Print Option "Detail with Transactions" will not print transaction data in Excel.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will
              print. This field can be set to print in order by
              Customer, **Alternate**, **Name**, **Salesperson** or
              Customer Category.

Limit By   You can select to limit the information that appears on
              a report or register, or that is included in an update,
              with choices from the Limit By options. You can select:
              Customer, **Alternate**, **Salesperson, Customer
              Category, Branch,** or **Document**.

              For example, if an option to limit by vendors is
              available, you may select to include only a particular
              vendor on a report. When you create a new template,
              the default is *No Limits* for any of the available Limit By
              options.

Select   Displays the *Selection* dialog box, which is used to set
              a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to
              select filter parameters for the highlighted Limit By
              option.

Profile   Accesses the settings from your user profile for the
              highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The Options you can select for the report are as
              follows:

              Next Period Transactions to print transactions
              posted for next period.

Subsort By Sold To to sort by Sold To Customer within the option selected in *Sort By* above. (This option is only available if parent companies are used and *Summary* is not the selected report format.)

Print Select the report format*:* **Summary** (customer and their balance), **Detail** (customer and information on each document for the customer) or **Detail with Transactions** (customer and document and all transactions against that document).

	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Open Receivables Report

Open Receivables Report
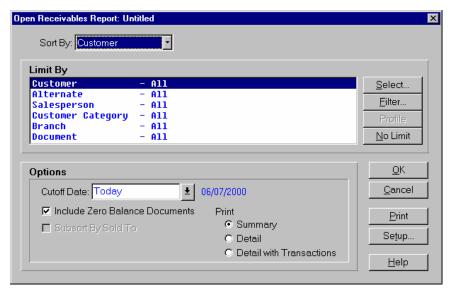
The following is a sample of an *Open Receivables Report*. The legend at the
bottom of the report lists a description of the fields and column title abbreviations
used. The selections you chose for the report are also listed.

```
Date: 03/23/1998          TakeStock Development, Inc.              Page:    1
Time:  3:36 PM            Open Receivables Report - arug          User: leigh
                                   Summary


Customer    Name                                Balance
================================================================================
111         Garret's Test Customer              350.79
C100        Southeastern Industrial Supply   536,225.46
C112        Central Valley Water Company      32,373.28
                                            ------------
                              Report Total  $   568,949.53

Number of Customers: 3

Selections for Open Receivables Report - arug:
Customer         : 111, C10, C100, C112
Alternate        : All
Salesperson      : All
Customer Category : All
Branch           : All
Open Document    : All
Cutoff Date      : 03/23/1998
Include Zero Balance Documents
```

How to print the Open Receivables Report

1. Access the *Open Receivables Report.* The complete path is *Accounts Receivable*➔ *Reports* ➔ *Open Receivables Report.* The system displays the Template-Saved Settings dialog box of the *Open Receivables Report.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Open Receivables Report: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Alternate**, **Name**, **Salesperson** or **Customer Category**.
Limit By	You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Customer**, **Alternate**, **Salesperson, Customer**

Category, Branch, or **Document**.

For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- **Next Period Transactions** to print transactions posted for next period.

- **Subsort By Sold To** to sort by Sold To Customer within the option selected in *Sort By* above. (This option is only available if parent companies are used and *Summary* is not the selected report format.)

- Print   Select the report format*:* **Summary** (customer and their balance)*,* **Detail** (customer and information on each document for the customer) or **Detail with Transactions** (customer and document and all transactions against that document).

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Payment History Report

Use the Payment History Report to print a report of payment history using the information stored in the Payment History table.

The payment history control record determines the format of information on the *Payment History Report.* The *Cash Receipts and Adjustments Register* updates each customer's payment history and thereby makes information available for printing on this report.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Payment History Report, the report Include option, Accumulation Periods, is ignored. The Print Option "Detail with Transactions" will not print transaction data in Excel. You can select multiple accumulation periods, but only the first period is used.

Hints and Examples

- The *Cash Receipts and Adjustments Register* updates each customer's payment history and thereby makes information available for printing on

this report. The report information may also be affected by manually changing the customer's payment history using *Payment History Maint.*

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Name**, **Alternate**, **Salesperson** or **Customer Category**.

Limit By   You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Customer**, **Alternate**, **Salesperson, Branch,** or **Customer Category**.

            For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each record that prints on the report:
            Accumulation PeriodsAccumulate payment history for **3**,**6**,**9** and/or **12** period*s*.

     Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.
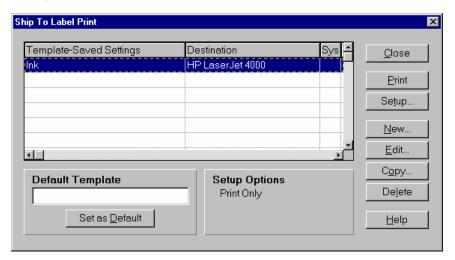
See Also

How to print the Payment History Report

Payment History Report

The following is a sample of a *Payment History Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

```
Date: 04/21/1997                          QA's Primary Test Co.
Page:    1
Time: 11:15 AM                    Payment History Report - Untitled: Temp
User: candy

                           Last      Last      Date      Current  Last ---------Paid-------- -----
Days Late-----
Customer   Name            Sale     Payment   Opened     Balance # Pds Invoices   Dollars
Average    Wtd Avg
=====================================================================================================
=============
010554     Gouldians - Corporate Hdqt      01/26/1997 01/09/1997  36,667.94   3       0        0.00
0.00       0.00
                                                                               6       1     6,698.00
0.00       0.00
                                                                               9       1     6,698.00
0.00       0.00
                                                                              12       1     6,698.00
0.00       0.00
070290     Mason's Toys, Inc.   04/03/1997            03/21/1997  11,724.41   3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
1          willie's                                   03/13/1997      0.00    3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
100654     The Finch Shop       02/11/1997            01/25/1997     63.70-   3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
2          New customer                               03/13/1997      0.00    3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
8000       Books For Pets - Corporate 02/11/1997 07/31/1996 05/20/1996 151,542.96  3    0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       6      792.00
23.67      27.52
80000500   Everything for Birds & Pet 02/14/1997 03/19/1997 05/20/1996 496,369.04  3   21   177,559.00
68.81      78.04
                                                                               6      39   195,748.00
92.59      84.41
                                                                               9      39   195,748.00
92.59      84.41
                                                                              12      54   198,927.00
67.41      83.09
80000501   Gouldians & More     08/22/1996            05/20/1996      0.00    3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
80000502   The Doggy Store      03/18/1997            05/20/1996      0.00    3       0        0.00
0.00       0.00
                                                                               6       0        0.00
0.00       0.00
                                                                               9       0        0.00
0.00       0.00
                                                                              12       0        0.00
0.00       0.00
80000900   Boxer Shorts         04/21/1997 04/21/1997 05/20/1996 593,893.63   3       0        0.00
```
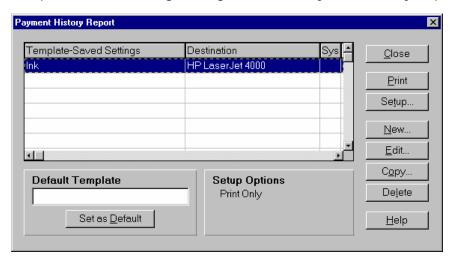
```
0.00      0.00
                                                                    6    13    16,545.00
72.15     28.20
                                                                    9    13    16,545.00
72.15     28.20
                                                                   12    21    18,332.00
51.95     27.01
80001   Those Crazy Cats, Inc.   11/25/1996 11/25/1996 05/20/1996 121,577.83   3    0       0.00
0.00      0.00
                                                                    6    0       0.00
0.00      0.00
                                                                    9    0       0.00
0.00      0.00
                                                                   12    0       0.00
0.00      0.00
84Lumber  84,Lumber             02/06/1997            08/22/1996    969.99   3    0       0.00
0.00      0.00
                                                                    6    0       0.00
0.00      0.00
                                                                    9    0       0.00
0.00      0.00
                                                                   12    0       0.00
0.00      0.00
92188   Paige's Pets, Inc.       04/04/1997 03/17/1997 02/21/1997 149,457.69   3    0       0.00
0.00      0.00
                                                                    6    0       0.00
0.00      0.00
                                                                    9    0       0.00
0.00      0.00
                                                                   12    0       0.00
0.00      0.00
```

omitted information
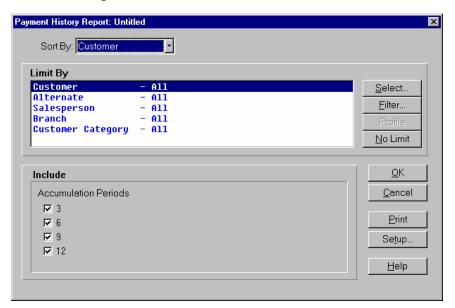
```
Spike    Spike's buddy          03/06/1997 04/16/1997 05/20/1996  49,542.85   3   10    6,592.00
306.30    304.41
                                                                    6   10    6,592.00
306.30    304.41
                                                                    9   10    6,592.00
306.30    304.41
                                                                   12   10    6,592.00
306.30    304.41
Visa     It's Everywhere You Want T            06/11/1996    339.14   3    0       0.00
0.00      0.00
                                                                    6    0       0.00
0.00      0.00
                                                                    9    0       0.00
0.00      0.00
                                                                   12    0       0.00
0.00      0.00
whippets The Whippet Babies      04/03/1997 12/11/1996 10/08/1996  74,949.64   3    0       0.00
0.00      0.00
                                                                    6    1     921.00
30.00     30.00
                                                                    9    1     921.00
30.00     30.00
                                                                   12    1     921.00
30.00     30.00

Number of Customers: 31

Legend:
Wtd Avg = Weighted Average Days to pay past due date
# Pds = Number of periods

Selections for Payment History Report - Untitled: Temp
Customer          : All
Alternate         : All
Salesperson       : All
Branch            : All
Customer Category  : All
```

How to print the Payment History Report

1. Access the *Payment History Report.* The complete path is *Accounts Receivable*➜ *Reports* ➜ *Payment History Report.* The system displays the Template-Saved Settings dialog box of the *Payment History Report.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Payment History Report: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Name**, **Alternate**, **Salesperson** or **Customer Category Order**.
Limit By	You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select:

Customer, **Alternate**, **Salesperson, Branch,** or **Customer Category**.

For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, select the information to include for each record that prints on the report.   Accumulation Periods to accumulate payment history for **3**,**6**,**9** and/or **12** period*s.*

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Ship To Report

Use the *Ship To Report* to print a report of customers with ship-to addresses in the AR Ship To table.
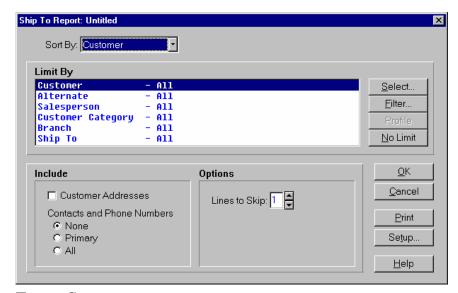
Permanent secondary ship tos are customer addresses that are subsidiary to the customer's main address.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

The report prints these ship tos based on your selections. Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Hints and Examples

- The customer's main address (or "same address) is that which is stored in the CUSTOMER table, along with the primary Ship To address. Permanent secondary Ship Tos are customer addresses that are subsidiary to the customer's main address. Secondary Ship-To addresses are maintained in the SHIP TO table if permanent or in the SALES ORDER DOCUMENT table by document if temporary. An unlimited number of permanent Ship To addresses may be entered for each customer.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Name**, **Alternate**, **Salesperson** or **Customer Category**.

Limit By   You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Customer**, **Alternate**, **Salesperson, Customer Category, Branch,** or **Ship To**.

For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each record that prints on the report. You can select from:

Customer Addresses Print the customer's 'same' and secondary ship to addresses.

Contacts and Phone Numbers   Indicate if contact and phone number information are to print on report. Select:
None (no contacts or phone numbers will print),
Primary (the primary contacts and phone numbers for the customer and ship to) or *All* (print all contacts and phones for printing). Contacts and phone numbers are from the SMPONE table.

Options   The Options you can select for the report are as follows:

# of Lines to Skip--The number of lines to skip between ship to's.

     Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to
select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print the Ship To Report
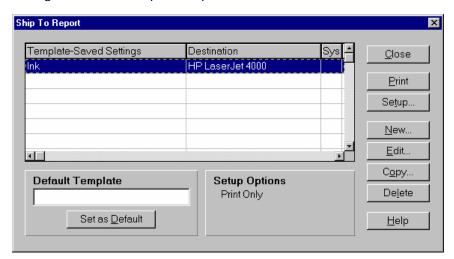
Ship To Report

The following is a sample of a *Ship To Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.
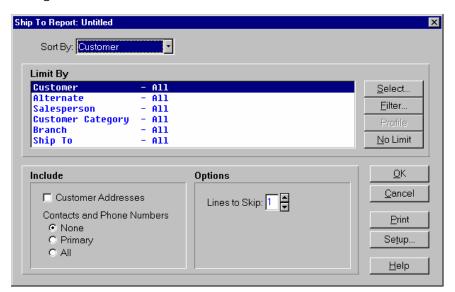
```
Date: 04/21/1997                      QA's Primary Test Co.                             Page:     1
Time: 11:19 AM                    Ship To Report - Untitled: Temp                       User: candy

Customer   Name                        Cat  Slsp  ShipTo Name                       Slsp  Tax Code
==================================================================================================
80000502   The Doggy Store             BST  CANDY 502a   Love Your Whippets         CANDY GA000081

                                                  502b   Lane's Bones               LISA  GA000067

                                                  502c   Koko's Kutie Klothes       JANIE TN000006


80000900   Boxer Shorts                BST  CANDY 901    Nikki's Shorts, Inc.       CANDY GA000067

                                                  902    Boxer Pups, Inc.           CANDY GA000081


80001      Those Crazy Cats, Inc.      BST  CANDY 81     Cornish Rex & More         JANIE GA000060


92188      Paige's Pets, Inc.          ART  mks   001    Added Ship To from Temp    mks   GA000067


FallsCust  Falls Gallery Inc.          ART  Marin miash2 Alt Ship to for FallsCust  ANGIE FL


Horse1     Love to Ride, Inc.          BST  Tina  101    Horse Country, Inc.        Tina  TN000049


Spike      Spike's buddy               BST  CANDY spike8 Spike Buddy's Cat House    JANIE FL

                                                  spike9 Spike's other address      JANIE FL



Number of Customers: 7

Legend:
Cat  = Customer Category
Slsp = Salesperson

Selections for Report Name - Untitled: Temp:
Customer        : All
Alternate       : All
Salesperson     : All
Customer Category: All
Branch          : All
Ship To         : All
```

How to print the Ship To Report

1. Access the *Ship To Report.* The complete path is *Accounts Receivable*➔ *Reports*➔ *Ship To Report.* The system displays the Template-Saved Settings dialog box of the *Ship To Report.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Ship To Report: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Alternate**, **Name**, **Salesperson** or **Customer Category**.
Limit By	You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Customer**, **Alternate**, **Salesperson, Customer**

Category, Branch, or **Ship To**.

For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

4. You can select:

    - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

    - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

    - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

    - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. Select the information to include for each record that prints on the report. You can select from:

    - Customer Addresses to print the customer's 'same' and secondary ship to addresses.

    - Contacts and Phone Numbers to indicate if contact and phone number information are to print on report. Select:
      None (no contacts or phone numbers will print),
      Primary *(*the primary contacts and phone numbers for the customer and ship to) or *All* (print all contacts and phones for printing). Contacts and phone numbers are from the SMPONE table.

6. The Options you can select for the report are as follows:

    - # of Lines to Skip--The number of lines to skip between ship to's.

7. The information for the report and update is complete. Now, you can select:

    - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

    - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

    - **Print** to print the report without saving your current selections.

    - **Cancel** to print nothing and exit without saving your selections.

    - **Help** to access the online Help for this screen.

Ship To Label Print

Use *Ship To Label Print* to print labels for ship to addresses from the AR Ship To table.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Alternate**, **Name**, **Salesperson, Customer Category** or **Postal Code**.

Limit By   You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Customer**, **Alternate**, **Salesperson, Branch, Ship To,** or **Customer Category**.

For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each record that prints on the report. Select from:

            Customer/Contact to indicate the customer contact information to be included: **None** *(*no contact information), **Customer #** (the customer number and the ship to code), or **Primary Contact** (labels will include the primary contact for the customer and ship to addresses).

Options   The Options you can select are as follows. You can enter the following:

            Customer's Same Address—to print the customer's main address, which is stored in the Customer Master table.

            Ship To Address   Select, if any, ship to addresses will print on the report: *None (*no ship to addresses will print*)*, **Primary** *(*only the primary ship to) or **All** (the primary and all secondary ship to addresses).

            # of Labels Across indicate how may labels to print across the page: **1**, **2** or **3** (4 x 1-7/16 inch labels).

            # of Labels--The number of labels to print per customer or contact, from 1 to 99. Per customer if not printing a contact line or per contact if the option to print primary contacts is selected.

            Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to

select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print labels from ship-to addresses

Ship To Label Print

The following is a sample of a *Ship To Label Print*.
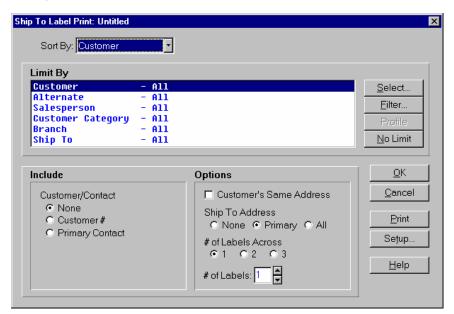
```
Gouldians - Corporate Hdqtrs
1496 State Bridge Road
Alpharetta, GA 30202-




The Finch Shop
2978 Crooked Mile
San Francisco, CA 94854-




New customer
123 south Main STreet




Books For Pets - Corporate Hdq
3080 Peachtree Street
Suite 3500
Atlanta, GA 60454-
United States



Everything for Birds & Pets
1451 Medlock Bridge Road
Suite 150
Alpharetta, GA 3022 -
United States



Gouldians & More
1556 North Michigan Avenue
Suite 9500
Lauderdale, TN 59184
United States



Love Your Whippets
3058 Needle Street
Valdosta, GA 39146-
United States



Boxer Pups, Inc.
3940 Island Road
Tybee Island, GA 39645-
United States
```

How to print labels from ship-to addresses

1. Access the *Ship To Label Print.* The complete path is *Accounts Receivable*➔ *Reports* ➔ *Ship To Label.* The system displays the Template-Saved Settings dialog box of the *Ship To Label.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Ship To Label: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field can be set to print in order by **Customer**, **Alternate**, **Name**, **Salesperson, Customer Category** or **Postal Code**.
Limit By	You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select:

Customer, **Alternate**, **Salesperson, Branch, Ship To,**
or **Customer Category**.

For example, if an option to limit by vendors is available,
you may select to include only a particular vendor on a
report. When you create a new template, the default is *No
Limits* for any of the available Limit By options.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the
  highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter
  parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted
  Limit By option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, select the information to include for each
   record that prints on the report. Select from:

- Customer/Contact to indicate the customer contact information to be
  included: **None** *(no contact information)*, **Customer #** (the customer
  number and the ship to code), or **Primary Contact** (labels will include the
  primary contact for the customer and ship to addresses).

6. The Options you can select are as follows. You can enter the following:

- Customer's Same Address—to print the customer's main address that is stored
  in the Customer Master table.

- Ship To Address Select, if any, ship to addresses will print on the report: *None
  (*no ship to addresses will print*)*, **Primary** *(*only the primary ship to) or **All**
  (the primary and all secondary ship to addresses).

- # of Labels Across indicate how may labels to print across the page: **1**, **2** or **3**
  (4 x 1-7/16 inch labels).

- # of Labels--The number of labels to print per customer or contact, from 1
  to 99. Per customer if not printing a contact line or per contact if the option
  to print primary contacts is selected.

7. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the
  system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print
  or update settings as described in the *TakeStock Basics* manual. These
  settings determine where the report prints and whether the report is a print,
  an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

Register History Report

Use the *Register History Report* to print a report of all registers affecting the accounts receivable balance. This provides a trace of what transpired to obtain the current AR balance. The optional update will remove the records just printed through the current period without affecting any balance.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Registers that appear on this report include, the Daily Sales Register, Cash Receipts & Adjustments Register, Returned Check Register and Service Charge Register. It is suggested the report be printed as part of the end-of-period procedures. These records should be removed on a regular basis. The update cannot be run from the Settings dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the Template-Saved Settings dialog box. Choose the **Print** button on this screen to print the register without saving your current selections.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Hints and Examples

- Registers that appear on this report include, the Daily Sales Register, Cash Receipts & Adjustments Register, Returned Check Register and Service Charge Register.

- We suggest you print the report as part of the end-of-period procedures. These records should be removed on a regular basis.

```
Register History Report: Untitled                               ☒

    Sort By: Trace #            ▼

   Limit By
   ┌─────────────────────────────────────┐   ┌──────────┐
   │ Period              - All           │   │ Select...│
   │                                     │   ├──────────┤
   │                                     │   │ Filter...│
   │                                     │   ├──────────┤
   │                                     │   │ Profile  │
   │                                     │   ├──────────┤
   │                                     │   │ No Limit │
   └─────────────────────────────────────┘   └──────────┘

   Include                                    ┌──────────┐
   ┌─────────────────────────────────────┐   │    OK    │
   │  ☐ Recap                            │   ├──────────┤
   │                                     │   │  Cancel  │
   │                                     │   ├──────────┤
   │                                     │   │  Print   │
   │                                     │   ├──────────┤
   │                                     │   │  Setup...│
   │                                     │   ├──────────┤
   └─────────────────────────────────────┘   │   Help   │
                                              └──────────┘
```

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the report will print. This field is set to print in **Trace #** order and cannot be changed.

Limit By   You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Period**.

               For example, if an option to limit by vendors is available, you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each record that prints on the report:

               Recap--Includes a recap summarized by register type.

🔍   Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse

Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.

See Also

How to print the Register History Report

Register History Report
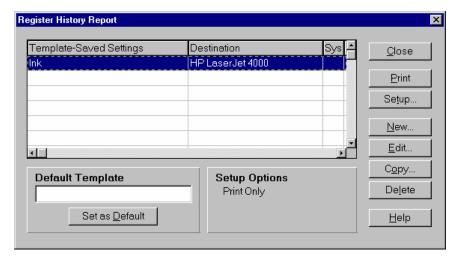
The following is a sample of a *Register History Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.
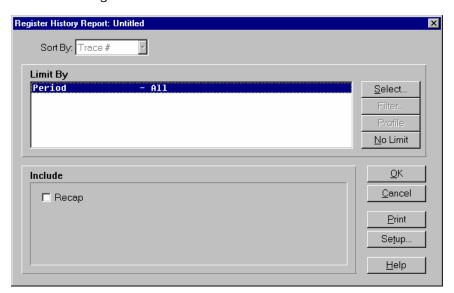
```
Date: 04/21/1997                            QA's Primary Test Co.
Page:    1
Time: 11:38 AM                        Register History Report - Untitled: Temp
User: candy

                                              Beginning
Ending
Trace#  Date    Period    Reg# Type          Br    AR Balance    Receivables    Discounts    Adjustments    AR
Balance
================================================================================================================
=========
0208  02/06/1997 02/1997  000192 Daily Sales    010    1,680,383.54       54,681.63         0.00           0.00
1,735,065.17
0209  02/10/1997 02/1997  000193 Daily Sales    010    1,735,065.17        2,414.83         0.00           0.00
1,737,480.00
0212  02/10/1997 02/1997  000196 Daily Sales    010    1,741,853.02        4,433.69         0.00           0.00
1,746,286.71
0213  02/10/1997 02/1997  000197 Daily Sales    010    1,746,286.71        1,825.52         0.00           0.00
1,748,112.23
0214  02/10/1997 02/1997  000198 Daily Sales    010    1,748,112.23       77,286.65         0.00           0.00
1,825,398.88
0215  02/11/1997 02/1997  000199 Daily Sales    010    1,825,398.88        2,295.45         0.00           0.00
1,827,694.33
0216  02/11/1997 02/1997  000200 Daily Sales    010    1,827,769.50           75.17         0.00           0.00
1,827,844.67
0217  02/13/1997 02/1997  000038 Cash Receipts  010    1,827,844.67       15,500.00-        0.00           0.00
1,812,344.67
0218  02/13/1997 02/1997  000039 Cash Receipts  010    1,812,344.67      125,000.00-        0.00           0.00
1,687,344.67
0219  02/13/1997 02/1997  000040 Cash Receipts  010    1,687,344.67       50,000.00-        0.00           0.00
1,637,344.67
0220  02/19/1997 02/1997  000001 Daily Sales    010    1,637,439.41        1,870.40         0.00           0.00
1,639,309.81
0221  02/20/1997 02/1997  000002 Daily Sales    010    1,639,139.90       10,227.17         0.00           0.00
1,649,367.07
0222  02/20/1997 02/1997  000003 Daily Sales    010    1,649,367.07        6,643.15         0.00           0.00
1,656,010.22
0223  02/20/1997 02/1997  000004 Daily Sales    010    1,656,010.22        1,859.44         0.00           0.00
1,657,869.66
0224  02/21/1997 02/1997  000005 Daily Sales    010    1,657,869.66          466.60         0.00           0.00
1,658,336.26
0225  02/21/1997 02/1997  000006 Daily Sales    010    1,658,336.26        3,475.29         0.00           0.00
1,661,811.55
0226  02/21/1997 02/1997  000007 Daily Sales    010    1,661,811.55        1,773.14         0.00           0.00
1,663,584.69
0227  02/27/1997 02/1997  000008 Daily Sales    010    1,663,584.69        3,215.65         0.00           0.00
1,666,800.34
0228  02/27/1997 02/1997  000009 Daily Sales    010    1,666,800.34        1,341.99         0.00           0.00
1,668,142.33
0232  03/04/1997 02/1997  000014 Daily Sales    010    1,669,648.77        1,785.03         0.00           0.00
1,671,433.80
0240  03/06/1997 02/1997  000001 Daily Sales    050    1,689,276.02        4,728.64         0.00           0.00
1,694,004.66
0294  04/01/1997 02/1997  000072 Daily Sales    010    2,997,739.36        7,739.29         0.00           0.00
3,005,478.65
0296  04/01/1997 02/1997  000074 Daily Sales    010    3,014,930.84        4,363.84         0.00           0.00
3,019,294.68
0298  04/01/1997 02/1997  000009 Daily Sales    333    3,020,216.24          258.89         0.00           0.00
3,020,475.13

                                              Period   --------------- --------------- ---------------
Change
                                      Total  02/1997  $      2,261.46         0.00           0.00
2,261.46

Number of Registers Run: 24

Legend:
  Reg# = Register Number
  Type = Register Type
  Br   = Branch

Selections for Register History Report - Untitled: Temp:
Period    : 1997/02
```

How to print the Register History Report

1. Access the *Register History Report.* The complete path is *Accounts Receivable*➔ *Reports* ➔ *Register History Report.* The system displays the Template-Saved Settings dialog box of the *Register History Report*

2. Select the **New**, **Edit**, or **Copy** button to access the *Register History Report: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the report will print. This field is set to print in **Trace #** order and cannot be changed.
Limit By	You can select to limit the information that appears on a report or register, or that is included in an update, with choices from the Limit By options. You can select: **Period**.
	For example, if an option to limit by vendors is available,

you may select to include only a particular vendor on a report. When you create a new template, the default is *No Limits* for any of the available Limit By options.

4. You can select:

    - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

    - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

    - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

    - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, select the information to include for each record that prints on the report:

    - **Recap**--Includes a recap summarized by register type.

6. The information for the report and update is complete. Now, you can select:

    - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

    - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

    - **Print** to print the report without saving your current selections.

    - **Cancel** to print nothing and exit without saving your selections.

    - **Help** to access the online Help for this screen.

Chapter 6	Inquiries

AR Inquiries

The *Inquiries* menu in *Accounts Receivable* lets you select to sort and view information that you and other users have entered, as well as information generated by the system during routine processing.

You can select the records on which to inquire by using a filter in combination with an inquiry. The system then searches for records that match the conditions described by the filter settings and displays them for you to view. For example, you may want to view the records for customers for a specific salesperson. For detailed instructions on setting up filters, see the *TakeStock Basics* booklet.

Information for each record you select is displayed in multiple *views*. Each view is grouped to provide detailed information on a particular topic or type of information. For example, *Customer Inquiry* includes the following views: General, Receivables, Sales and Open SO.

Within each view, information is further divided into topics, which are represented as folder tabs. In the General view for *Customer Inquiry,* the topics included are: General, Contact, Codes, Taxes, History, and Ship To.

You may find it helpful to open *Customer Inquiry* so you can view information about a customer as you enter sales documents, cash receipts, or any other type of entry. For example, you may want to view open payment history as you enter sales orders. If the customer has a large outstanding balance, you can easily assign special payment terms for the sales order.

Entries for the AR Inquiries menu are:

Customer Inquiry	View various types of information about a customer and their payment history, past sales, open AR, etc.
SO Document Inquiry	View open or past Sales Order documents for the current customer.
Price Inquiry	View the available prices for a customer and item/warehouse combination.

Chapter Contents

How to Use Inquiries

The following provides a general description of how Inquiries work throughout *TakeStock*. Sample screens from *Customer Inquiry* are used to illustrate basic inquiry operations. Specific names of fields, views, and other selections will be different for other inquiry selections.

Inquiry Main Window

When you open an inquiry, the *Main* window opens to select the record for which you want to view information. The *Secondary* dialog box also opens and displays the first *View* available in the inquiry by default.

The Main window and Secondary dialog box are independent of each other as far as bringing them to the front or moving them around on your screen. This allows you to keep a Secondary dialog box open and in the foreground as you run other options, such as entering a sales order.

When multiple Secondary dialog boxes are open, you can click on the title bar of the dialog box you want to view to bring it to the front. You can also select which dialog box to view or bring to the front from the Window menu on the Main Inquiry Window.

Selecting a view
from this menu
brings that view
to the front.
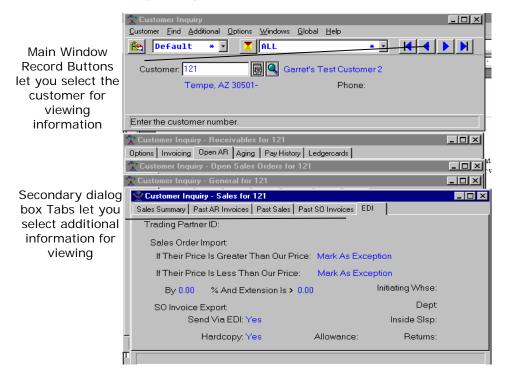
Other menu options available for Inquiries allow you to:

- exit and close all view Secondary dialog boxes
- find a specific document
- view or enter notes for an item
- open the Maintenance for a detail field
- display custom user fields

Inquiry Secondary Dialog Boxes or Windows
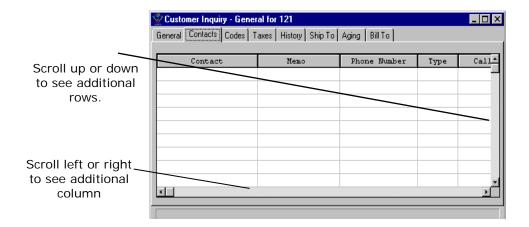
As you open Secondary dialog boxes or windows, they will cascade in front of any other view dialog boxes already open. The following is an example of an inquiry with multiple views or Secondary dialog boxes open.

Main Window Record Buttons let you select the customer for viewing information

Secondary dialog box Tabs let you select additional information for viewing
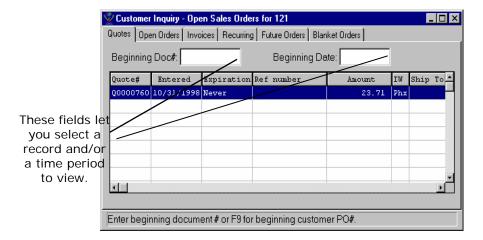
When multiple Secondary dialog boxes are displayed, you can click on the title bar of the view you want to bring to the front. When a Secondary dialog box is open, you can close it by choosing it from the View menu, or by choosing the close command as you would for any other dialog box.

The information for each Secondary dialog box is divided into topics. Each topic has a tab that you can select to view the information for that topic. Simply click on a tab to open it. Topic information may be displayed in columns or in fields.
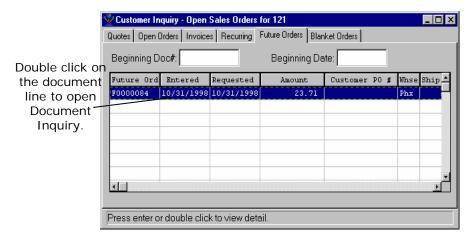
When information is displayed in columns, the up and down scroll arrows let you scroll to see additional rows of information. The left and right scroll arrows let you scroll sideways to see additional columns of information.

Scroll up or down to see additional rows.

Scroll left or right to see additional column
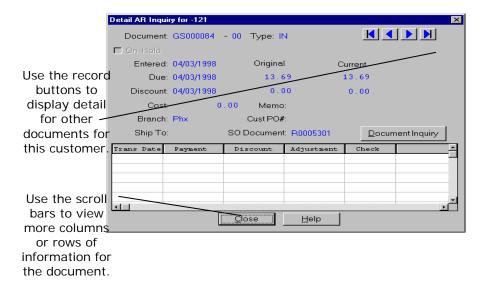
Some fields let you select the record you want to view, the time period you want to view, or similar information, as shown in the following example.

These fields let you select a record and/or a time period to view.

In some views, you can double click on the document line and open a Document Inquiry dialog box:

Double click on the document line to open Document Inquiry.

The *Document Inquiry* dialog box contains detailed receivables and sales information about the document:

Use the record buttons to display detail for other documents for this customer.

Use the scroll bars to view more columns or rows of information for the document.

Detail AR Inquiry for -121

Document: GS000084   - 00   Type: IN

☐ On Hold

		Original	Current
Entered: 04/03/1998			
Due: 04/03/1998		13.69	13.69
Discount: 04/03/1998		0.00	0.00
Cost:	0.00	Memo:	
Branch: Phx		Cust PO#:	
Ship To:		SO Document: R0005301	Document Inquiry

Trans Date	Payment	Discount	Adjustment	Check	

Close   Help

Customer Inquiry

Use the *Customer Inquiry* program to view customer information that you have entered or that is maintained by the system.

When you first open Customer Inquiry, the General view opens by default. From the View menu, you can select other views of information to open. As you open multiple views, they will cascade in front of other open views. Click on the title bar of a view dialog box that you want to bring to the front or foreground. You can also bring a view to the front by selecting it from the Window menu.

General View	The General view offers six topic tabs for viewing information that is set up in *Customer Maint*.
Receivables View	Information for the Receivables view comes from the OPEN INVOICE TABLE, the CUSTOMER table and the PAYMENT HISTORY table.
Sales View	Information for the Sales view comes from the PAST DOCUMENTS table and OPEN DOCUMENTS table.
Open SO View	Information for the Open SO view comes from the OPEN SALES ORDER table.

When you are ready to exit the inquiry, choose *Exit* from the File menu. This will close all open view dialog boxes and then close the inquiry.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Purchase	Select the **Current** radio button to display current purchase orders, the **Rcpt** radio button to display received purchase orders, the **Past** radio button to displays past purchase orders. The system displays the screen with the **Open** radio button selected as the default.

See Also

How to view customer information

Menu Options

<u>Customer</u>

Menu Selection	Function
Most Recently Used	Displays the most recently used customer number for the inquiry.
Exits	Exits the inquiry.

<u>Find</u>

Menu Selection	Function
Lookup	Opens the Lookup feature for the current field, or brings it to the front if it is already open.
Filter	Opens the *Filter Manager* to select or maintain a filter.
Document	Accesses the Document Finder dialog box, which is used to locate a customer record based on an open document number.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

<u>Options</u>

Menu Selection	**Function**
Toolbar	Toggles the display of the toolbar on and off.
Customize	This menu option is currently not available for all users except system administrators.

<u>Additional</u>

Menu Selection	**Function**
Maintain Customer	Opens the maintenance program for the current customer.
Customer Notes	Accesses the *Notes Manager* to view or enter notes for the current customer.
Custom Fields	Accesses the User Fields - Entry dialog box, which is used to set up and enter your own information to use with filters, for printing on reports, or for custom modifications.
Price Find	Opens the Price Inquiry dialog box, so you can select customer, item and warehouse combinations for inquiry, enter a quantity for quantity discount inquiry, or enter a target gross margin for inquiry.
Phone Book Maintenance	Open Phone Book Maint. to add or change a customer's phone book record.
Phone Book Query	Open the Phone Book Query to view phone book information for a customer.
Web Page	This feature is not yet activated.

Windows

Menu Selection	Function
Main	
General	Displays the General window of *Customer Inquiry*.
Open Sales Orders	Displays the Open Sales Orders window of *Customer Inquiry*.
Receivables	Displays the Receivables window of *Customer Inquiry*.
Sales	Displays the Sales window of *Customer Inquiry*.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

Customer Inquiry--General View

The General view offers six topic tabs for viewing information that is set up in *Customer Maintenance*. Click on the folder tab for the information to view.

The information is sorted into six topic tabs.

Topic Tab	Topic Information
General	Includes the Bill To and Ship To addresses and AR and SO balances, DUNS number and the customer's Web Site (if available). Information comes from the General view in Customer Maintenance.
Contacts	Includes name, phone number and memos for each contact linked to the specified customer.
Codes	Information from the Codes view in *Customer Maintenance*.
Taxes	Sales tax information, including rates and exemption numbers, from the Taxes view in *Customer Maintenance*.
History	A summary of receivables and sales history. Information comes from the History view in *Customer Maintenance.*
Ship To	Primary and secondary Ship To detail, including Ship To code, address and contact name. Double click in a line item to display shipping line details.
Aging	Displays credit limit, balance, and on-hold information for the selected vendor. From this tab you can access aging credit information for current account as well as accounts that are overdue. Overdue accounts are placed in 30, 60, 90, and so on overdue buckets. Select the appropriate button to display aging details for the selected timeframe.
Bill To	Displays the bill to code, name and whether this is the primary bill to.
CPA	Displays Customer Profitability information such as Branch Number, Rank Number, Rank Code, Profit (Gross Margin less the seven activity costs), Sales, Cost of Sales, Gross Margin

Topic Tab	Topic Information
	(Sales – Cost of Sales), Gross Margin Percentage (100 x (sales – cost of sales) / sales), Sales (activity) Cost, Sales Support Costs, Office Costs, Administration Costs, Handling, Costs, Delivery Costs, Storage Costs, Periods, Rank Type ("Sold To" or "Bill To."), Sales Rep, Customer Class, and Customer Name. You can right-click to access the 'export to Excel' feature.

See Also

How to view customer information

Customer Inquiry--Sales View

Information for the Sales view comes from the PAST DOCUMENTS table and OPEN DOCUMENTS table.

The information is sorted into five topic tabs. For the *Past AR* and *Past SO* tabs, you can click your right mouse button and then select whether to list documents in ascending or descending date order.
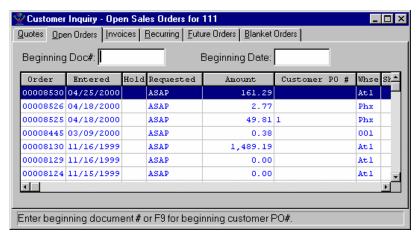
Topic Tab	Topic Information
Sales Summary	Displays sales, cost, and gross margin for the customer for the current period, current year, and prior year.
Past AR Invoices	Displays the document number, date entered, type, amount due and original amount. The information includes discount, adjustment, and payment transaction dates for each past AR invoice. Also displays salesperson, cost, last transactions, discounts, adjustments, and payment register number. You can enter a beginning document number and date to locate your information in the browser.
Past Sales	Shows each time a particular item has been sold to this customer. Includes invoice number and price per selling unit of measure. You can enter an item number to locate your information in the browser. The rebate cost also appears in the last column of the browser.
Past SO Invoices	Includes header and footer information for past sales order invoices including the amount, terms, freight, ship via, salesperson, and tax code. You can enter a beginning document number and date to locate your information in the browser.
EDI	The system displays exception information about SO import documents and about sending SO invoice exports via EDI and printing a copy of the SO invoice that was send via EDI for the trading partner.

See Also

How to view customer information

Customer Inquiry--Open SO View

Information for the Open SO view comes from the OPEN SALES ORDER table.
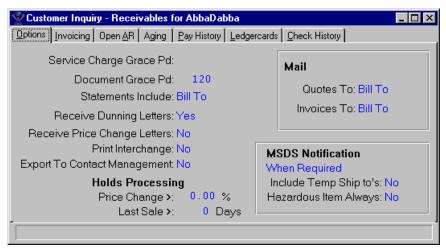
The Open SO information is sorted into six topic tabs. For each topic, you can enter the beginning document number to list and the beginning date of the documents. To display the detail of an open document for a customer, you can double click on the document to open the *Document Inquiry* dialog box. For all six tabs, you can click your right mouse button and then select whether to list documents in ascending or descending date order.

Topic Tab	Topic Information
Quotes	Header and footer detail for quotes beginning with the number and/or date you specify.
Open Orders	Header and footer detail for open orders beginning with the number and/or date you specify. Detailed information includes the date the order was entered, hold status, shipping terms, tax and salesperson information.
Invoices	Document header and footer detail for invoices beginning with the number and/or date you specify.
Recurring	Recurring document header and footer information starting with the specified number and/or date.
Future Orders	Header and footer detail for future orders.
Blanket Orders	Header and footer information for each blanket document for this customer, starting with the document number and/or document date you specify.

Customer Inquiry --Receivables View

Information for the Receivables view comes from the OPEN INVOICE table, the CUSTOMER table and the PAYMENT HISTORY table.

The information is sorted into six topic tabs. For the *Open AR* tab, you can click your right mouse button and then select whether to list documents in ascending or descending date order.

Topic Tab	Topic Information
Options	Displays the service charge grace period, the Bill To or Ship To mailing options for statements, invoices, and quotes, and whether the customer information is exported to the contact management system. Information comes from the Options view in *Customer Maintenance*. You can enter a beginning document number and date to locate your information in the browser.
Invoicing	Information pulled from the Customer table is summarized, including credit limit, commission, ship via, shipping warehouse, routing, and invoice content information, including whether the original item number prints along with the substitute or superseding item on quotes, pick tickets, sales orders, invoices, and so on when the original item is out of stock, and a substitute item is shipped in its place or is superseded by a new item.
Open AR	Displays a summary of open receivables based on information from the OPEN INVOICE table.
Aging	Current aging amounts. Also displays current balance, credit limit, and, if using parent companies, the balances for the Sold To locations. Information for this topic is from the CUSTOMER table. From this tab you can access aging credit information for current account as well as accounts that are overdue. Overdue accounts

are placed in 30, 60, 90, and so on overdue buckets. Select the appropriate button to display aging details for the selected timeframe.

Pay History   Summary of payment history broken down into periods. Information is from the PAYMENT HISTORY table.

Ledgercards   Recap of sales and payment activity for a customer.

Check History   Displays summary check history, including payment date, check number and amount, document number, original, discount and applied amounts, the current amount due, the date to be paid, the check memo and the return number for all documents. This tab also has a search feature. You can select the Check or Invoice radio button and enter a check number or invoice to locate in the browser in the lower portion of the screen.
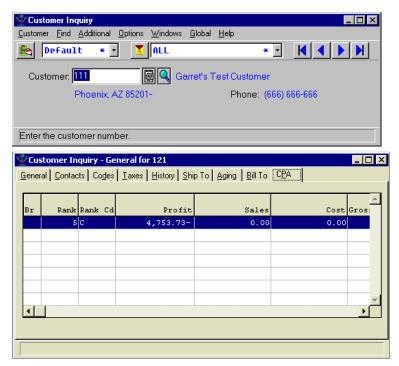
See Also

How to view customer information

How to view customer information

1. Access the *Customer Inquiry* program. The complete path is *Accounts Receivables➔Inquiries➔ Customer Inquiry*. The system displays the Main window and the General tab as the default.

2. In the *Customer* field, enter the customer for whom you want to view information. Select a filter if you want to limit the customer records for which you are viewing information.

3. Use the **Record** buttons to scroll through customer records, or to jump to the first or last customer based on the filter you are using.

4. From the View menu, select which view dialog box you want to open. You can select from the following views:

General View	The General view offers six topic tabs for viewing information that is set up in *Customer Maintenance*.
Receivables View	Information for the Receivables view comes from the OPEN INVOICE table, the CUSTOMER table and the PAYMENT HISTORY table.
Sales View	Information for the Sales view comes from the PAST DOCUMENTS table and OPEN DOCUMENTS table.
Open SO View	Information for the Open SO view comes from the OPEN SALES ORDER table.
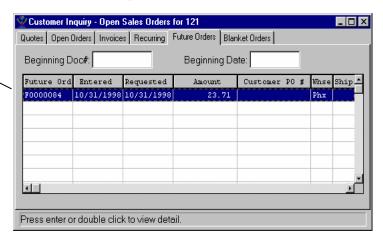
5. If multiple views are already open, from the Window menu select which view to bring to the front.
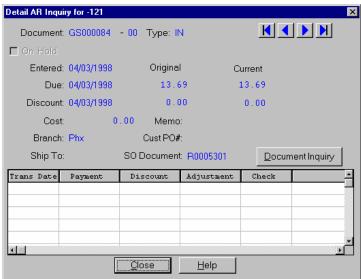
6. After choosing a view, click on the topic tab to open the topic information that you want to view.

Document Inquiry

The *Document Inquiry* will display detailed information on sales order and receivables documents. You reach the *Document Inquiry* window by double clicking on any document listed. You can reach the SO Document Inquiry by choosing *Document Inquiry* from the AR Inquiry menu.

Double click on the document to open the *Document Inquiry.*

Use the **Record** buttons to scroll to other documents for this customer. When you are finished viewing the information, choose the **Close** button to return to the Secondary dialog box.

SO Document Inquiry

Using the *SO Document Inquiry* program, you can access more information about the document. Select whether to view *Open* or *Past* documents. You can enter the number of the document to view. You can enter partial numbers and the system pads with zeros between any leading alpha characters and number. The system pads up to the total number of places in the document number. For example, if you enter an invoice number of 123, the system will pad this to 00000123. If you enter ABC123, the system will pad this to ABC00123.

You can change the sort order of the SO documents in the browser by right-clicking the browser and selecting between the **Sort by Order Entered** and **Sort By Primary Bin** options.

This screen shows whether a document was sent via EDI. For EDI documents, the document number begins with **E**.

The total order gross weight displays in the document totals section at the bottom of the main screen.

You can also print open or past sales order documents from this screen. For substituted or superceded items, the system also prints the original item number.

Container Items

The system includes the deposit amounts of containers for containerized items to the totals. The container deposit displays on the main screen. In the browser on the main screen, the system displays the container amount and the line extension plus container costs.

Returns Document Processing

At any time after you create a Customer Return document via the Document Options dialog box in SO Entry, a customer may call to inquire on the status of the credit associated with the return. You can inquire on the status of the credit through the SO Document inquiry by filtering to use the Return document toggle and selecting a column for the RMA# field or via document lookup. The SO Document Inquiry program displays the RMA# and Invoice # as entered on the Document Options dialog in SO Entry.
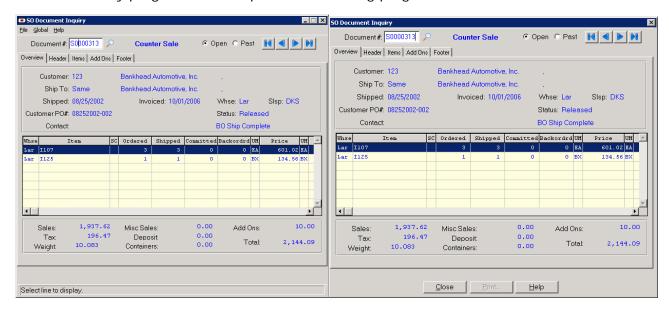
Past Manufacturing Representative Document Print

You can print an MR document for a past document by going into the SO Document Inquiry pulling up the document and selecting the Print button on the bottom of the screen.

SO Document Inquiry Window or Dialog Box Display

TakeStock displays SO PO and MC Document Inquiry programs in either a window or dialog box format. The TakeStock Document Inquiries (SO, PO, and MC) can be displayed from within Customer, Item, and Vendor Inquiry when "drilling" into open and past transactions. TakeStock uses the window format to allow you to get back to the Customer, Item or Vendor Inquiry window without closing the Document Inquiry first. As you modify the selected record in the Customer, Item,

and Vendor Inquiry programs, the system also refreshes the display in the SO Document Entry program to correspond to the calling program information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Document #   The sales document number.

Open   Displays open sales order documents. The system displays the screen with the Open radio button selected as the default.

Past   Displays past sales order documents.

Invoice #   The invoice document number. Note: The system displays this field only when you select the Past radio button. Use the [buttons] buttons to scroll through invoices.

Overview Tab

The Overview tab displays the customer name and number, the ship-to location, the invoice and shipped dates, the shipping warehouse and salesperson, customer PO, and SO document status in the upper portion of the screen.

In the browser in the center of the screen, the program displays the item for the sale, the ordered, committed and backordered quantities, selling unit of measure, and the price and pricing unit of measure.

In the lower portion of the screen, the program displays, the program

displays the sales amount, any add-on charges, deposits, taxes, credit card information, miscellaneous sales, or container information and document total for the sales order.

Header Tab

The Header tab displays the customer name and number, the ship-to location, the entered, requested and promised dates, the shipping warehouse, salesperson, customer PO, freight code, ship via code, department code, route, and stop information, the terms code, bill-to customer code, the person who entered the order, sales order contact information, and the manufacturing representative reference number if any.

Pick Tickets	Accesses the Pick Ticket Print Info dialog box, which is used to display the last 10 pick ticket prints from the Sales Order document Header information.

Pick Ticket Print Date and Time Stamp

The date and time that the pick ticket printed and printer name used to print the pick ticket also print on the document. This helps warehouse and customer service personnel to identify the latest version of a document and avoid operational mistakes. In addition, this information is stored in the database. You can view pick ticket print history in SO Document Inquiry, Header Tab, Pick Tickets browser.

Print and Export Options

From the Pick Ticket Print Info dialog box you can right-click in the Browser section of the Inquiry window and display both **Print** and **Export** options. The **Export** option displays the Browse Export Options dialog box. The **Print** option displays the Print Setup dialog box.

Notes	Accesses the Notes dialog box, which is used to review document note for the currently selected sales document.
Custom	Accesses the User Fields dialog box, which displays custom field information for the currently selected document.
Commission	Accesses commission information for the currently selected document.
EDI	For documents sent via EDI, displays the *Turnaround Fields* for the document header.

Items Tab

The Items tab displays the line item detail of an SO document for a customer. The system displays the first (or selected) line item on the document along with the detail of the line item. You can use the buttons to

view other items on the document. You can also use the buttons to view serial or lot allocations, BOM components if you update component quantities when you enter a parent item, or to view custom field information. The system also displays notes for the item, and shipping status, as well as pricing, discount, commission and tax information

Rsvd	Accesses the Reserved Stock Overview dialog box, which displays reservation details for the selected item.
Serial/ Lot	Accesses the *Serial Numbers/Lot Numbers* dialog box to display serial/lot information about the item. The system enables this button for documents with items that contain serial or lot numbers.
Custom	Accesses the *Custom Fields* dialog box, which is used to display any custom, user-defined, component line fields.
Bins	Accesses the *Bins Numbers* dialog box to display bin numbers, shipped quantities, and committed quantities for the item. The system enables this button for open sales orders with line items that contain bin numbers.
BOM	Accesses the Actual SO Components Inquiry screen to view component information for BOM items on sales order documents.
Compo- nents	Accesses the component items for a parent item. The system enables this button for parent items.
EDI	Displays the *Turnaround Fields* for the document detail if the document was sent via EDI.
Cntnrs	Accesses the Container Numbersscreen to view the container numbers assigned for the container item on sales order documents.

Add Ons Tab

The Add Ons tab displays the add-on charges for sales documents, defined in *Add On Default Maint.* in System Management. The add-ons you define and their default amounts or percentages display on the Footer screen.

For each of the available Add On entries that are set to "Use Cost" in the Add On Maintenance program, the system displays cost factor information. The system displays the cost type (dollar amount or percent) based the percentage of the add on, itself, or the cost percentage on the document total for the current sales order.

Refer to the SO Cost Add-ons information in the Add Ons Processing Details topic for details.

Footer Tab

The Footer tab displays the add-on charges, taxes, and deposits along with payment terms and payment type information, and total cost for a sales document. You can choose the **Tax** button to view the tax entity detail, the **Shipping** button to view shipping information, or choose the **Deposit** button to view deposit detail.

For the Verisign credit card processing integration *only*; the *Card or Check #* field displays the last four digits of the credit card associated with the SO document.

If you have credit card security for Sales Order Entry, you can select the **Card Trans** button to access the Verisign *Credit Card Transaction* dialog box, which displays the transaction type (Authorization, Void, Delayed Capture, Sale and Credit), transaction date, status (Pass/Fail), amount, transaction ID, authorization code, payment code, credit card#, expiration date, address, zip code and message for the SO document.
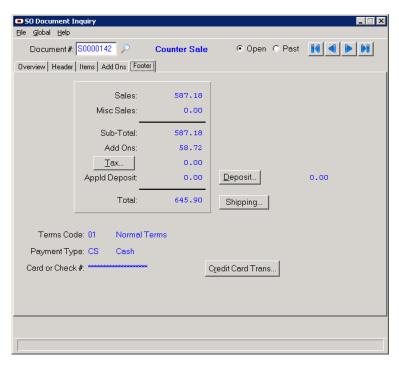
Tax	Accesses the SO Document Inquiry - Sales Tax dialog box, which is used to view the detail of the tax entities and charges per entity.
Deposit	Accesses deposit information for the current sales document.
Shipping	Accesses the shipping information for the current sales document.

Buttons

When SO Document Inquiry is run as a dialog box, the following buttons are available at the bottom of the Overview View:

Close	Exits the SO Document Inquiry screen.
Print	Accesses the Print Document dialog box, which is used to print the sales document.
Help	Accesses the online Help for this screen.

Menu Options

When SO Document Inquiry is run as a window, the following menu options are available:

File

Menu Selection	Function
Print	Accesses the Print Document dialog box, which is used to print the sales document.
Close	Exits the SO Document Inquiry screen.

Find

Menu Selection	Function
Sales Order Lookup	Displays the Lookup screen for sales orders.
Document Quicksearch	Displays the SO Document Quicksearch program to quickly locate a document for a customer based on a keyword search of the customer and specific document information, such as salesperson and customer PO number.
Find Detail Line	Displays the Find Item Dialog box, where you can enter the tem number. The system then displays the SO Document inquiry Items tab with the item information.

Global

Menu Selection	Functions
User Profile	Accesses your user profile information.
Note Pad	Accesses the Notes dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the Program Locator dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the Special Keys dialog, which lists the function keys for the current screen.

See Also

How to use the So Document Inquiry screen

How to use the SO Document Inquiry screen

1. Access the *Where Used Inquiry* program. The complete path is *Sales Orders➔Inquiries➔SO Document Inquiry*.

2. In the *Document* field, enter the number of the sales document to view and press **Tab**.

3. To review past sales documents, select the **Past** radio button, in the *Invoice #* field, enter the past sales document number to review, and press **Tab**.

4. Use the icons in the upper right portion of the screen to scroll to other SO documents for this customer.

5. On the Overview tab, you can double click the item to view the Items tab.

6. Choose one of the following tabs to access other views containing document details. Select the:

   - **Overview** tab to access the SO Document Inquiry – Overview Detail view, which displays general information about the sales document.

   - **Header** tab to access the SO Document Inquiry - Header Detail view, which displays information about the sales document header.

   - **Items** tab to access the SO Document Inquiry – Items Detail view, which displays information about the sales document line items.

   - **Add On** tab to access the SO Document Inquiry - Add On Detail, which displays information about the sales document footer.

   - **Footer** tab to access the SO Document Inquiry - Footer Detail, which displays information about the sales document footer.

   - **Print** button or menu option to access the Print Document dialog box, which is used to print the sales document.

   - **Help** button or menu option to access the online Help for this screen.

See Also

SO Document Inquiry

Price Inquiry Dialog Box

Using this dialog box, you can select customer, item and warehouse combinations for inquiry, enter a quantity for quantity discount inquiry, or enter a target gross margin for inquiry. After you enter information in this dialog box and select **OK**, the system accesses the *Price Selection* dialog box, which us used to view all pricing levels and schedules for all unit of measure for a particular item.

Form Contents

Buttons, Checkboxes, & Icons

Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this menu offers the Warehouse Lookup. If the current field is Unit of Measure, this menu offers the Unit of Measure Lookup.

Cancel   Exits the screen without printing.

OK   Prints the current document.

Help   Accesses online Help for the screen.

Entry Fields

Item   The item number for the price inquiry.

Customer   The customer number for the price inquiry.

Warehouse   The warehouse number for the price inquiry.

Quantity   The quantity for the price inquiry.

Target GM   The target gross margin percent for the price inquiry.

See Also

How to use the *Price Inquiry* screen

How to use the Price Inquiry screen

1. Access the *Price Inquiry* screen. The complete path is *Sales Orders* ➜ *Inquiries* ➜ *Price Inquiry.*

2. In the *Item* field, enter the item for the price inquiry.

3. In the *Customer* field, enter the customer for the price inquiry.

4. In the *Warehouse* field, enter the warehouse for the price inquiry.

5. In the *Quantity* field, enter the quantity for the price inquiry.

    HINT: For example, if you want to view the quantity level discount for 100 of the item, enter 100 and select **OK**. The system accesses the *Price Selection* dialog box and displays the level discount price for 100 of the item. Use the **Record** buttons to scroll through customer records, or to jump to the first or last customer based on the filter you are using.

6. Enter the *Target Gross Margin percent* for the item and warehouse. You can use this gross margin to calculate a price. When you select **OK**, the system accesses the *Price Selection* dialog box, which allows you to view and manipulate the price for the item and warehouse.

7. Choose **OK** when your selections are complete to access the *Price Selection* dialog box. You can also choose **Cancel** to exit without opening the *Price Selection* dialog box.

AR Maintenances

When you first set up *Accounts Receivable*, you will use *maintenances* to select the controls that tailor it for the way your company does business. You will also use maintenances to set up and maintain information for your customers.

The maintenance selections that are used more frequently are listed on the Maintenances menu first. The selections listed on the *Setup* submenu are used when you first set up *TakeStock*, and only rarely thereafter.

You can use the maintenances to make changes at any time after you have set up *TakeStock*. However, keep in mind that the changes you make can have a deep effect on the information you have developed and on how *TakeStock* handles the information. Changes will effect future transactions, but will not effect any existing transactions. You should be very cautious about changing processing options after initial set up.

Each record you add using maintenances is identified with a unique code or key to that record. These codes cannot contain leading or trailing spaces. If you enter a leading or trailing space, the system will remove it when you save the record.

Entries for the AR Maintenances menu are:

Customer Maintenance	Maintain the detail and processing information for each of your customers.
Ship To Maintenance	Maintain additional shipping locations where you alternately ship merchandise for a customer.
Payment History Maintenance	Maintain payment history for a customer.
Customer Aging Recalc	Recalculate aging information for all customers. This option should be run every night or every morning to be sure all customer documents are aged properly.
Setup	Open the Maintenances Setup submenu.
Salesperson Maintenance	Maintain the salespeople who get credit or commissions for sales to your customers.
Customer Category Maintenance	Maintain categories to assign to customers for grouping them on reports.
Customer Price Class	Maintain price classes for assigning to price schedules and customers. Price schedules can define a contract

Maintenance	or special price on item sales to your customers.
AR Adjustment Code Maintenance	Maintain the adjustment codes you will use for adjusting customer balances.
Region Maintenance	Maintain region codes for assigning to your customers for grouping them on reports by region.
Register History Maintenance	Maintain the history of registers that affect the AR Balance.
AR GL Table Maintenance	Maintain the GL accounts in tables that you will assign to customers for posting receivables activity to GL.
AR Control Maintenance	Maintain processing controls for the overall behavior of Accounts Receivable and the other modules to which it interfaces.

Chapter Contents

How To Use Maintenances

It is important that you understand how to use maintenances before you begin entering or changing information. All maintenances perform in the same manner, so once you learn one maintenance you can easily use any maintenance.

Maintenance Windows

Every maintenance opens as a window with common elements. There is a menu bar, toolbar, record code or number, and detail fields.

Menu Bar   Toolbar

Record
Number or
Code Field

Record
Detail
Field

As you work with the maintenances, you will find the icons on the toolbar very helpful as a shortcut to selecting options. Each of the icons has a corresponding option available from a menu. The following is a sample of a maintenance toolbar showing the location of the icon buttons.

Maintenance Toolbar Icons

The following explains the purpose or function of each of the icon buttons.

Button	Purpose
	New icon, which makes the entry fields active so that you can enter a new maintenance record. When the system is in Active mode, the purpose of this button changes to *End New.* If you are editing an maintenance record, your system will have the **Edit** icon instead of the **New** icon.
	Edit icon, which makes the entry fields active so that you can make changes to an existing maintenance record. If you are entering a new maintenance record, your system will have the New icon instead of the Edit icon.
	Save icon, which saves a new record or save the changes to an existing record.
	Copy icon, which saves a copy of an existing record with a different record code or number.
	Delete icon, which deletes an existing record.
	Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.
	Go icon, which allows you to view a record that matches the entry in the record code or number field(s).
	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this menu offers the Warehouse Lookup. If the current field is Unit of Measure, this menu offers the Unit of Measure Lookup.
	Maintain icon, which run the maintenance option for the current field. You can add, change, or delete records for the current field from the appropriate maintenance program.
	First Record icon, which allows you to view the first record in table, using the current filter.
	Previous Record icon, which allows you to view the previous record in table, using the current

filter.

▶   **Next Record** icon, which allows you to view the
next record in table, using the current filter.

▶▶   **Last Record** icon, which allows you to view the
last record in table, using the current filter.
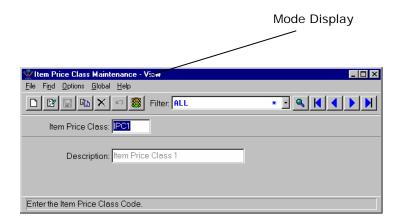
Control Maintenance Toolbar

The control maintenance toolbar offers shortcuts to the following menu options.

Button   **Purpose**

📝   **Edit** icon, which makes the entry fields active so
that you can make changes to an existing Control
record. If you are entering a new control record,
your system will have the New icon instead of the
Edit icon.

💾   **Save** icon, which saves a new record or save the
changes to an existing record.

🔄   **Reset** icon, which sets all fields to the original
defaults for a new record and restores all fields to
the values when the record was opened for an
existing record.

Maintenance Modes

There are several modes or states in which to work with maintenances. These modes are View, Edit, New, and AutoAdd. When you open a maintenance program, the cursor is in the first field of the record code or number. At this point there is no active mode. When you choose a mode, it displays in the title bar as a reference.

Mode Display

View Mode

To view an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to access the record. You can choose *Find* ➔ *Record Lookup* or choose the *Record Lookup* icon button to open the Lookup for locating records. The *Record* buttons (First, Next, Previous, Last) are also available to display records. The *Filter* works in conjunction with the *Record* buttons by defining which records you can view, as described in the *TakeStock Basics* chapter.

Some maintenances have more than one field in the record code or number. For example, *Warehouse/Item Maintenance* uses both the warehouse code and item number as the record code.

Record Code
with Multiple
Fields

You must enter a value for both fields in order to access a record. You can use **Tab** to move among the fields in the record code, and then press **Enter** to access the record.

The View mode is available so you can view the detail of a record without locking the record. This allows other users to access the record even though you are viewing it. If you edit a record, it is locked from other users. You should make any changes and save the record as quickly as possible so you do not interfere with the work of other users.

Edit Mode

To change an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to open the record. Then, choose *File ➜ Edit* or choose the *Edit* icon button. Make any necessary changes to the record and then choose *File ➜ Save* or choose the *Save* icon button. The changes for the record are saved, and the maintenance returns to the View mode. Before saving, you can choose the *Reset* icon button to remove any changes to the detail since you selected to edit the record.

New Mode

To add a new record, choose *File ➜ New* or choose the *New* icon button. The *File ➜ New* menu option and the *New* icon button changes to *End New*. Enter the information for the new record and choose *File ➜ Save* or choose the *Save* icon button. The new record is saved, and the maintenance returns to the View mode. You can also choose *End New* to end without saving the new record. The *Reset* icon button is available to return the detail fields to their default values after you have entered new detail.

AutoAdd Mode

To add and save multiple records without being placed in View mode, choose *Options ➜ AutoAdd* to toggle the AutoAdd mode as active. You will remain in Add mode until you choose *File ➜ End New* or the *End New* icon button, or toggle the AutoAdd mode off. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

Copy a Record

To copy an existing record, choose *File ➜ Save As* or choose the *Save As* icon button. A copy of the current record is created with a blank record code or number. Enter the code or number for the new record and choose *File ➜ Save* or choose the *Save* icon button. You may need to add or change some of the detail for the new record before saving it.
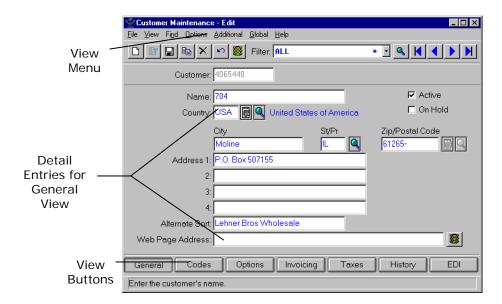
Delete a Record

To delete a record, open the record in either View mode or Edit mode. Then, choose *File ➜ Delete* or choose the *Delete* icon button. You will be asked to confirm that you want to delete the record.
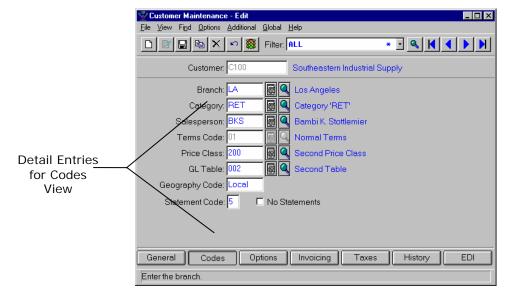
Maintenance Views

Some maintenances have multiple views for entering or displaying specific details. A View menu and a group of *View* buttons that appear at the bottom of the window are both available to access the different detail views. The detail portion of the maintenance window changes as you switch views, but the menu, toolbar, record number or code fields and View buttons remain the same. You can open or add a new record while in any of the views.

The following is an example of a *Customer Maintenance* window that uses multiple views. This first example is showing the *General* view.

The following example shows how only the detail changes when you select the *Codes* view.

There are four ways you can select a view.

- Choose the *View* button at the bottom of the screen.

- Select a view from the View menu.

- From the keyboard, press and hold the **Alt** key and use the **left** and **right arrow keys**.

- From the keyboard, press and hold the **Ctrl** key and press the **number** that corresponds to the view's position. For example, **Ctrl+2** would select *Codes* and **Ctrl+6** would select *History*.

Default Values

Many fields in each maintenance have preset default values. These values appear when you choose to add a new record. For fields that often have the same value assigned, you may want to set the default value that is used. For example, if all customers you enter are assigned to the same price class, you may want to set that class as the default value. That class is then assigned to all new customers as you add them.

To assign your own default values, choose *Options* ➔ *Defaults.* Then enter and save the default values you want to use for all views in the maintenance.

Maintenance Menus

All maintenances have a similar menu bar and menu options. Some maintenances have additional options beyond those explained here. The additional options that are unique to a specific maintenance are discussed in detail in the on-line help.

File Menu

The *File* menu offers options for changing modes and maintaining records. Each menu option has a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
New	Create new records.
Edit	Change the detail for existing records.
Save	Save a new record or the changes to an existing record.
Save As	Save the detail for an existing record with a new record number or code.
Delete	Delete the currently selected record.
Reset	In New mode, reset all detail to original defaults. In Edit mode, reset all detail before any changes were made.
Transfer/Change Codes	Accesses the *Transfer/Changes Codes* dialog box, which is used to change values for the record information. Note this menu option only displays for certain maintenance programs. Refer to the

Option	Select To...
	Transfer/Change Code Dialog Box topic at the end of this section for details.
Exit	Exit the maintenance and return to the menu.

View Menu

The *View* menu offers options for changing detail views. This menu is available only for maintenances that have multiple views. The options on this menu correspond to the views available in the maintenance.

Find Menu

The *Find* menu offers options to help you locate records. Most of these menu options have a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
Record Lookup	Open the Lookup for the maintenance records.
Lookup	Open the Lookup for a single field in the record number or code or for a detail field that has a Lookup.
Filter	Open the Filter Manager to select or maintain a filter as described in the *TakeStock Basics* chapter.
First	View the first record in the table, using the current filter.
Next	View the next record in the table, using the current filter.
Previous	View the previous record in the table, using the current filter.
Last	View the last record in the table, using the current filter.

Options Menu

The *Options* menu offers options to let you customize how the maintenance will work for you. You can customize each maintenance separately as the options you choose do not have an affect on any other maintenances. The options available on this menu are:

Option	Select To...
Toolbar	Toggle the display of the toolbar on and off.
AutoAdd Mode	Toggle the AutoAdd mode on or off. When the mode is on, you will be in continuous add mode each time you select *File* ➔ *New* or the *New* icon button.
Defaults	Opens the *Default Record* where you can enter the defaults for each field. These are then the defaults used when you add new records.
User Preferences	Opens a dialog box where you can set preferences for the state of the maintenance each time you open it. You can select to have the *Record Lookup* open and remain open while the maintenance is opened, have the AutoAdd mode toggled on, and have the toolbar displayed. You can also select which views must be selected when records are added before a Save of the record is allowed. You can select the *Auto Add Phone Book* option on appropriate records to automatically add the information to the *TakeStock* Phone Book.
System Preferences	Accesses the *Required Views* dialog box and the *Field Audit Control* dialog box. You can use the *Required Views* dialog box to select which views the user must access when adding new records before the system allows you to save the new record, and the *Field Audit Control* dialog box to indicate which fields on the screen you want to track for audit purposes.

Additional Menu
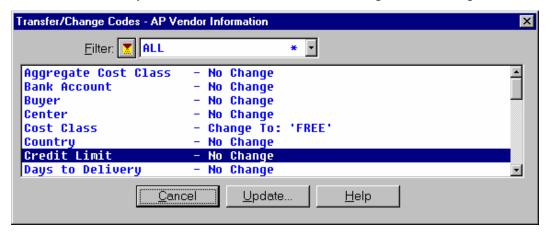
The *Additional* menu lets you choose to open the maintenances for other fields used in the current maintenance. You can also select to open the Notes manager. Other options may be available depending on which maintenance you are using.

Transfer/Change Code Dialog Box

Use the Transfer/Change Codes dialog box to globally change or transfer code values to specific maintenance records defined by a search filter. You reach this dialog box by selecting File→Transfer Change/Codes from certain Maintenance programs within the TakeStock system.

For each type of maintenance record that contains this option, the dialog box displays all the available types of codes.

To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the *Transfer/Change Code* dialog box.

Transfer/Change Codes - AP Vendor Information		■
Filter: ALL * ▼		

```
Aggregate Cost Class    – No Change                         ▲
Bank Account            – No Change
Buyer                   – No Change
Center                  – No Change
Cost Class              – Change To: 'FREE'
Country                 – No Change
Credit Limit            – No Change
Days to Delivery        – No Change                         ▼
```

[Cancel]   [Update...]   [Help]

Customer Maintenance

Use *Customer Maintenance* to enter and maintain the detail and processing information for each of your customers.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

There are eight views for entering customer maintenance information:

- The General view, which is used to maintain customer name, address and general information.

- The Codes view, which is used to set up the codes for the customer branch, category, salesperson, terms, and so on.

- The Options view, which is used to setup customer grace periods, statement information, hold processing, as well as mailing defaults for quotes and invoices.

- The Invoicing view, which is used to enter credit limit, commission, ship via, shipping warehouse, routing, and invoice content information.

- The Taxes view, which is used to enter tax code and entity information.

- The History view, which is maintain or view the history information for a customer.

- The Credit Check view, which is used to control credit checks on a customer level.

- The EDI view, which is used to maintain controls for EDI processing for a customer.

- The Documents view, which is used to include send type preferences for invoices and statements.

- The Man Rep view, which is used to enter manufacturing representative commission information for a customer.

- The e-wms view, which is used to enter e-wms processing information for a customer.

If you need help on how to use maintenances, see How to Use Maintenances and Maintenance Toolbar.

See Also

Maintenance Views

Maintenance Windows

Maintenance Modes

How to Use Maintenances

Maintenance Toolbar

How-to enter customer maintenance information

Customer Maintenance General view

Customer Maintenance Codes view

Customer Maintenance Options view

Customer Maintenance Invoicing view

Customer Maintenance Taxes view

Customer Maintenance History view

Customer Maintenance Credit Check view

Customer Maintenance EDI view

Customer Maintenance Manufacturing Representative view

Customer Maintenance—General View

Use the General view of *Customer Maintenance* to maintain customer name, address and general information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Customer   The number (up to 5 characters) to use for this customer. If you are automatically assigning customer numbers, press F9 to assign the next number in sequence to this customer. The word NEXT appears in this field until you save the customer record.

Name   The name (up to 30 characters) for the name. This name will appear on entry screens (such as Order Entry, Invoice Entry, etc.) and print on forms (pick tickets, sales orders, invoices, statements, etc.) exactly as you enter it here.

City   The city name (up to 20 characters) for the customer's address.

St/Pr   The 2-character abbreviation for the state or province in the customer's address

Fields, Buttons, Checkboxes, & Icons

Country   The country name or abbreviation (up to 5 characters) in the customer's address. The country you set up for your company in *Country Maintenance* in *SM* appears in this field as the default.

Zip/Postal   The zip code or postal code in the customer's address.
Code   The format for this code is determined by the *Country* code you enter for this customer.

Address 1 – 4   There are four lines available for entering the address to display on screens and print on forms, such as invoice, statements, etc. Use as many of these lines as you need to enter the customer's mailing address or location where you ship merchandise.

                   TIP: After you enter the previous city, state or province, and zip or postal code fields, you can press **F9** to automatically insert them on an address line. You can also press **F10** to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vise versa. If an address changes, you must change it in both places. Any blank lines you leave in the address will appear as blank lines on screen displays, but will be suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (Order Entry, Invoice Entry, etc.) will show the address with two blank lines in the middle. However, forms (sales orders, invoices, etc.) will print the address without blank lines.

Alternate Sort   The alternate sort name (up to 30 characters) for this customer. The customer's name appears in this field as the default. In many reports and Lookups, you can use the Alternate Sort to help you locate a customer's record. If you use your customers' names for the Alternate Sort, then you can sort and list customers alphabetically by name instead of listing them by customer number.

Web Page   The URL (address) for this customer's web page.
Address

DUNS   The DUNS number for this customer. DUNS refers
Number   to the Dun and Bradstreet Universal Numbering System. Most businesses have a DUNS number.

                    Aperum™ anticipates that the DUNS number will be used to identify trading partners in future business-to-business e-commerce over the Internet and are providing this database field now so that TakeStock distributors can begin to collect

Fields, Buttons, Checkboxes, & Icons

this information in their database and be ready for e-commerce.

Active   Indicates this is an active customer who purchases merchandise from you. You cannot process sales orders or invoices for an inactive customer, but you can process payments and adjustments. If a customer is no longer purchasing from you, remove the active status so you can print reports that include only active customers.

On Hold   Indicates you want to place the customer temporarily on hold so that sales orders and invoices cannot be processed. You can still process payments and adjustments for customers who are on hold.

Customer Maintenance—Codes View

Use the Codes view of *Customer Maintenance* to set up the codes for the customer branch, category, salesperson, terms, and so on*.*

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Branch   The branch to which this customer belongs. Most reports allow you to print customers grouped by branch.

Category   The customer category for grouping this customer on reports.

Salesperson   The salesperson for this customer. This is the primary salesperson who gets credit or commissions for sales to this customers. The salesperson you enter here appears as the default salesperson when you enter sales documents for this customer.

Terms Code   The terms code that defines the terms for sales to this customer. This is the default terms code used when you

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

	enter sales documents for this customer. Note: The system checks to ensure that you do not enter a terms code that is valid only for the AP module.
Price Class	The price class to which this customer belongs. The price class is used when entering the sale of an item for a customer. If the price class assigned to the customer matches a price class in a price schedule, that price schedule is included in the hierarchy that determines the default price of the item. Price schedules can be for contract or quantity price breaks, and are set up in *Price Schedule Maintenance* in *IM.*
GL Table	The GL Table to use for posting receivables activity to GL for this customer. The GL Table you enter here is used for any of the accounts set up in *AR Control Maint-Post GL.* view that are set to use the GL Table assigned to the customer's record.
Geography Code	The geography code (up to 5 characters) to use for this customer. Geography codes can be any codes you want to use to group customers by geographic areas. These codes are not pre-defined. Some reports allow you to sort and print customers grouped by geographic area.
Statement Code	One character that defines the statement code for this customers. You can enter this value or select the **No Statements** checkbox.
No Statements	Indicates that the customer never gets a statement. You can use all other one character codes any way you wish. When you run *Statement Print* in *AR End of Period*, you must enter which statement codes to print. For example, if you send statements to all customers once a month, assign all customers a statement code of 1. Then, each month enter 1 for the statement code to print. If you send statements to a select group of customers only once a quarter, assign those customers a statement code of 2. At the end of each quarter, you would want to print monthly statements for customer's with a statement code of 1, and print quarterly statements for customers with a statement code of 2.

Customer Maintenance—Options View

Use the Options view of *Customer Maintenance* to setup customer grace periods, statement information, hold processing, as well as mailing defaults for quotes and invoices.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Service Charge Grace Pd.	The number of days in the grace period for this customer.
Statements Include	Indicate whether you want invoices to appear on the statements sent to this customer This option is available only if you select to **Allow Parent Companies** in *AR Control Maintenance.* Select **Bill To** to include on statements only the invoices for which this customer is the Bill To customer, **Sold To** to include on statements only the invoices for which this customer is the Sold To customer, or **Both** to include on statements all invoices for which this customer is either the Bill To or the Sold

Fields, Buttons, Checkboxes, & Icons

	To customer.
Mail Quotes To	Indicates whether to mail quotes to the customer on the quote as the **Sold To** customer or the **Bill To** customer. This option is available only if you select to *Allow Parent Companies* in *AR Control Maintenance.*
Mail Invoices To	Select whether to mail invoices to the customer on the invoice as the **Sold To** customer or the **Bill To** customer. This option is available only if you select to **Allow Parent Companies** in *AR Control Maintenance*
Receive Dunning Letters	Select this option if you want this customer to receive dunning letters. If you select this option, the customer is included when you run the *Dunning Letter Edit List.*
Receive Price Change Letters	Select this option if you want this customer to receive price change letters. If you select this option, the customer is included when you run the Price Change Letter Report.
Print Interchange	Select this option to print an item's interchange number along with your item number on forms such as pick tickets, sales orders, invoices, etc.
Export to Contact Management	This option is available only if you have the SF Interlink feature turned on. After you select this option and save the record, you can access the *Transfer/Change Code* dialog box from *File➔ Transfer Change Codes.* The system displays the *Transfer/Change Code* dialog box. To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the *Transfer/Change Code* dialog box.
Price Change >	The percentage of price deviation allowed before the system places a document on hold.
Last sale >	The number of days to be used in the credit check routine for holds processing.
MSDS Notification	In the MSDS Notification section of the form, indicate how the customer receives MSDS information. Select: **Always** to indicate the customer wants MSDS information forwarded to them, regardless of

Fields, Buttons, Checkboxes, & Icons

historical activity or ship to location

Never to indicate the customer never wants to receive MSDS information regardless of historical activity or ship to location, but only upon special request.

When Required to indicate the customer wants MSDS information distributed to ship to locations based on OSHA regulations; either upon shipment of an item where an MSDS has never been distributed or if a revision has occurred for the MSDS.

Include Temporary Ship to's indicates you want to include temporary ship to locations when you select the **When Required** option.

Always for Hazardous Items to indicate you want to always send an MSDS for hazardous items regardless of the MSDS history status.

Customer Maintenance—Invoicing View

Use the Invoicing view of *Customer Maintenance* to enter credit limit, commission, ship via, shipping warehouse, routing, and invoice content information.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Primary Bill To   The Bill To customer code for this customer. This is the customer who receives and pays the invoices for this customer; this can be the same customer or a different (parent) customer. This field is available only if you select **Use Parent Companies** in *AR Control Maintenance.*   If you are adding a new customer and automatically assigning the customer number, you can leave this field blank. The system will default to SAME to use the automatically assigned customer number for the Bill To Customer.

Ship To   The primary Ship To location where you ship merchandise purchased by this customer. This can be the same customer or a different customer. The Ship To you enter here is the default Ship To location when you

Fields, Buttons, Checkboxes, & Icons

enter sales documents. If you have other Ship To locations for a customer, they must be set up in *Ship To Maintenance* You can then select which Ship To customer to use at the time you enter the sales document. If you are adding a new customer and automatically assigning the customer number, you can leave this field blank. The system will default to Same to use the automatically assigned customer number for the Ship To customer.

Credit Limit   The dollar amount of the credit limit for this customer. The credit limit is checked when you enter sales orders and invoices based on the method of credit checking you set up in *AR Control Maintenance.*

Price Level   The price level (from 0 to 9) to use when determining the price of an item for this customer. Price levels can be for contract or special pricing for a customer. The price levels are set up in the *Suggested Cost/Price Entry* and the *Create Suggested Costs/Prices* programs in *IM*

Commission   The commission percent for calculating salespeople's commissions on sales to this customer, if you use commissions assigned by customer. In *Company Control Maintenance* in *SM*, you can set the commission hierarchy for calculating commissions based on the percentage assigned to an item, customer or salesperson.

No Priority   Indicates you want the hierarchy to skip the customer when determining which percentage to use to calculate commissions. If you do not set commissions by customer, select the **No Priority** checkbox. If you use commissions by customer and do not enter a commission percent, the percent used to calculate commissions will be zero.

Ship Via   The method of shipping merchandise to this customer. This method is used as the default Ship Via when you enter sales documents for this customer.

Shipping Warehouse   The default shipping warehouse for the customer's invoices.

Default Freight Code   The freight code to use as the default in Sales Order Entry programs for the specified customer.

Route   The route for delivering merchandise to this customer. This field is available only if your company is set up to use routes.

Stop # On Route   The two-character code to identify the stop on the route for this customer, if your company uses routes. If

Fields, Buttons, Checkboxes, & Icons

your company is not set up to use routes, this field is not available.

BO Fill Priority The code (from A to J) to designate the priority for filling backorders for this customer. The codes are used in the order of A being filled first and J last. This code is used when filling backorders in *Auto Commit Backorders* in *IM*. For example, you might assign your best customers a BO Fill Priority of A. When you commit backorders, all customers with a Priority of A have their backorders filled first. If there is not a sufficient quantity of an item to fill all backorders, you would be sure that your best customers were taken care of first.

Target Svc Level % | The target service level percent value for the system to use in determining if Target Service Levels have been achieved for a customer.

PO # Required | Indicates that the customer requires that his purchase order # be printed on your documents. If you select this checkbox, you must enter the customer's PO # on quotes, sales orders, invoices, etc. before you can save the document.

Allow Backorders | Indicates that the customer allows you to process backorders. If you do not select this checkbox, you cannot enter a backorder line on sales orders for this customer. If an item does not have sufficient stock to fill the order, you can enter the insufficient quantity as a lost sale, or you can change the ordered quantity of the item to a lesser amount.

Print Original Item | Indicates that you want to print the original item number along with the substitute or superseding item on quotes, pick tickets, sales orders, invoices, and so on when the original item is out of stock, and a substitute item is shipped in its place or is superseded by a new item.

Price by Bill To | Indicates that you want to allow pricing by Bill To customer.

Check Duplicate PO | Indicates that you want to require each customer Sales Order document to reference a different purchase order. If you select this checkbox, the system displays a warning message in the following entry programs in the Sales Orders module: Sales Order Entry, Direct Invoice Entry, Counter Sale Entry, Credit Memo Entry, Miscellaneous Invoice Entry, Blanket Order Entry, Future Order Entry, Quote Entry, and Recurring Document Entry. Note that the message is only a warning only, you can select the OK button on the message and still choose to use the same PO# again.

Fields, Buttons, Checkboxes, & Icons

Ship
Complete

The default to use when confirming shipments for this customer. This sets a default for the customer that you can change on the sales order or when confirming a shipment. Select **No** to allow partial shipments when confirming shipment of a sales order, **Yes** to not allow partial shipments, or **Backorders** to not allow a backorder or second shipment on a sales order to have a partial shipment.

Customer Maintenance--Taxes View

Use the Taxes view of *Customer Maintenance* to enter tax code and entity information.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Tax Code	The tax code to identify the tax entities for this customer. This tax code defines the default tax entities used for charging and reporting sales taxes.
Tax ID	The Tax ID Number that you use for reporting sales taxes, for each tax entity listed for the tax code. This number prints on tax reports.
Exempt	., Indicates the customer is exempt from sales taxes, for each tax entity listed for the tax code. Sales taxes will not be charged on sales to your customers for any tax entities where they are exempt.
Tax Exemption	The customer's tax-exempt number. This field is accessible only if a tax entity is exempt from sales tax.

Fields, Buttons, Checkboxes, & Icons

Number   This number prints on tax reports for this customer.

Resale   Indicates this customer is to use the resale rates for the
Customer   tax entities. Each tax code is set up with two tax rates,
               one for resale customers and one for non-resale
               customers.

Allow Tax   Indicates that you want to be able to override the tax
Override   entities and calculated taxes when entering a quote,
                order or invoice. If you do not select this option, sales
                taxes are calculated based on the tax code assigned to
                the customer and cannot be changed on a sales
                document.

Customer Maintenance--History View

Use the History view of *Customer Maintenance* to maintain or view the history information for a customer.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Opened   The date the customer opened their account with you. The current system date appears in this field as the default. You can enter data in this field only at the time you add a new customer.

Created By The user code for the person who created this customer record. This field is display-only and is automatically updated by the system when a new customer record is entered.

Last Sale   The date of the last sale to this customer. You can leave this field blank. This field is automatically updated by the *Daily Sales Register* in *SO*. You can enter data in this field only at the time you add a new

Fields, Buttons, Checkboxes, & Icons

customer.

Last Payment   The date of the last payment from this customer or leave this field blank. The Cash Receipts & Adjustments Register updates this field. You can enter data in this field only at the time you add a new customer.

High Balance Date   The date on which the customer reached his highest outstanding balance. This field is automatically updated each time the customer reaches a new high balance. You can enter data in this field only at the time you add a new customer.

Last Aging Date   This field is updated by *Customer Aging Update* to show the last time the customer's documents were aged. Leave this field blank when adding a new customer.

Last Svc. Chrg. Date   The date of the last service charge for this customer. You can leave this field blank when adding a new customer. This field is updated each time you run the *Service Charge Register.*

Last Dunning Letter   The number of the last dunning letter for this customer or leave this field blank. This field is updated each time the customer is included on the *Dunning Letter Edit List.*

Date   The date of the last dunning letter for this customer or leave this field blank. This field is updated each time the customer is included on the *Dunning Letter Edit List.*

Balance   The system maintains and displays the current outstanding balance for the customer. You cannot enter or change this balance. When you add a new customer that already has a balance, you can enter each outstanding document, or enter one document for the total open balance to establish the customer's beginning balance.

Transferred Balance   This field is used only if you select **Use Parent Companies** in *AR Control Maintenance*, and this customer is set to have their invoices mailed to a Bill To customer for payment. This field displays the Bill To customer's open balance for sales to this Sold To customer. You cannot enter or change this balance. When you enter an invoice, credit document, or cash receipt for the Bill To customer, the balance in this field for the Sold To customer is updated.

Amount On Hold   The system maintains and displays the current amount of all on hold documents for the customer. You cannot

Fields, Buttons, Checkboxes, & Icons

enter or change this amount. The amount in this field is updated when you enter an order and it is placed on hold for failing the credit check, when you manually place a document on hold, and when you remove a document from hold.

Highest   The customer's highest balance to date. After initial
Balance   set up, you cannot change this field. The system updates this field each time the customer reaches a new highest balance.

Customer Maintenance--EDI View

Use the EDI view of *Customer Maintenance* to maintain controls for EDI processing for a customer.

Note: This view is available only if you have the EDI feature activated.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Trading Partner ID	The trading partner ID code to identify this customer as an EDI trading partner.
If Their Price Is Greater Than Our Price	Select the default action when the EDI price is more than the system price. Select **Use Our Price** to use your company's price for the item, **Use Their Price** to use the trading partner's price for the item, or **Mark As Exception** to place the items that differ in price in an exception table where they can be reviewed and priced manually.
If Their Price Is Less Than	The percentage by the EDI prices less than the system price.

Our Price By

And Extension The minimum extended price to activate the **If Their**
Is >   **Price Is Less Than Our Price By** checkbox.

Use Our Price	Indicates you want to use your company's price for the item. **Note**: You can select the **Use Our Price** checkbox or the **Mark As Exception** checkbox but not both.
Mark As Exception	Indicates to place the items that differ in price in an exception table where they can be reviewed and priced manually. **Note**: You can select the **Use Our Price** checkbox or the **Mark As Exception** checkbox but not both.

In the SO Invoice Export section of the screen, select the settings for
SO invoice exports.

Send Via EDI	Indicates you want to send invoices via EDI.
Version	The version (up to 10 characters) for the SO Invoice Export records for this customer.
Hardcopy	Indicates you want to print the invoices that the system sends via EDI.
Send Mode	Indicate whether this customer is in **testing** or **production** mode when sending invoices via EDI.
Defaults	In the Defaults section of the screen, enter the default setting for EDI processing.
Initiating Whse	The default, initiating warehouse for this EDI customer.
Department	the default department code for this EDI customer.
Inside Slsp	The default salesperson code for this EDI customer.
Returns	The default Returns code for this EDI customer.
Allowance	The default Allowance code for this EDI customer.

Customer Maintenance—Credit Check View

Use the Credit Check view of Customer Maintenance to control credit checks on a customer level. For new customers the initial values displayed on this view default from the Credit Check view of AR Control Maintenance.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the Control Maintenance Program Icons topic.

Document Grace Pd.	The number of grace days (from 0 to 999) you allow your customers before an invoice is considered past due and this customer fails the system credit check. Entering a zero indicates that there is no grace period allowed. For example, if an invoice is due in 30 days, it is consider past due on the 31st day. If you allow a 5 day document grace period, the invoice would not be considered past due until the 36th day.

In the Hold processing complete the following:

Price Change >	The percentage of price deviation allowed before the system places a document on hold.

Fields, Buttons, Checkboxes, & Icons

Last sale >   Indicates you place customers on credit hold if the days since the last sale is greater than the number you enter in the days field.

Credit   Select how credit checking is to be used for this customer during
Check   the entry of a sales order or invoice. You can select from:
                  None to not use credit checking. If selected, the remaining entries for this view are not used.

                  Message Only to display a message if the customer fails the credit check, but allow the entry of the sales order or invoice.

                  On Hold to place the sales order or invoice on hold if the customer fails the credit check, but commit the inventory quantities to reserve the stock for the customer.

                  Refuse to not allow the entry of a sales order or invoice without a password.

Check   Select the customers for whom to check credit.   You can select
Credit For   from:
                  Sold To Customers to perform the credit check only for the Sold To customer on sales orders or invoices.

                  Bill To Customers to perform the credit check only for the Bill To customer on sales orders or invoices.
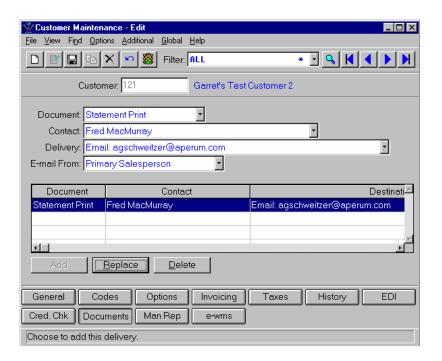
                  Both to perform the credit check for both the Sold To and Bill To customers on sales orders or invoices.

                  If you want customers to have credit checked regardless of their origination on the sales order, then you must setup the customer record with **Both** on for the Credit Check For setting. The Sold To Customer option will only check customers on orders where they are the sold to. Likewise, Bill To will only check customers on orders where they are the bill to.

                  For Example: Customer X has the Credit Check For option set to **Bill To Customers**. Customer Y and Customer Z are setup with Customer X as the primary Bill To on the customer record.

                  Only sales orders entered for Customer Y and Z will check credit balance on Customer X. If Customer X is entered as a customer, their balance will never be checked because in this case they are not considered a Bill To but instead are a Sold To.

Menus

File   View   Find   Options   Additional   Global   Help

See Also

Maintenance Views

Maintenance Windows

Maintenance Modes

How to Use Maintenances

Maintenance Toolbar

How-to enter customer maintenance information

Customer Maintenance General view

Customer Maintenance Codes view

Customer Maintenance Options view

Customer Maintenance Invoicing view

Customer Maintenance Taxes view

Customer Maintenance History view

Customer Maintenance Credit Check view

Customer Maintenance EDI view

Customer Maintenance Manufacturing Representative view

Customer Maintenance e-wms view

Customer Maintenance—Documents View

Use the Documents view of Customer Maintenance to include send type preferences for invoices and statements. You can set up customer preferences for e-mail or fax distribution invoices and statements. Note: These settings are optional; if no settings are present, then the customer's documents will be printed as usual.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents
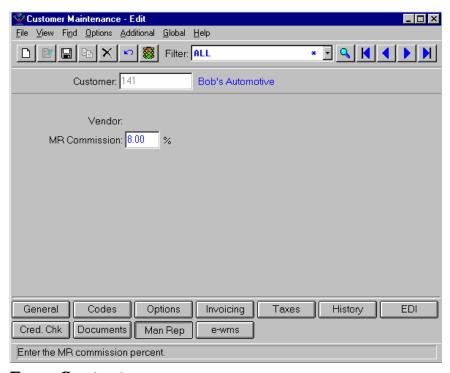
Fields, Buttons, Checkboxes, & Icons	
For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.	
Document	Select a document type. You can select from: Invoice or Statement.
Contact	Select a contact. The system displays the primary contact designated for the customer record as the default. The drop down list for Contact is populated from the TakeStock phone book contacts for the customer. When you select a contact, the system populates the Delivery list with e-mail and fax numbers listed for that contact in the phone book.

Delivery	Select a delivery destination. You can s elect from email, fax number or address enter for the customer record in
Email From	For email delivery, select an email from option.
	Note: The values for this field will vary by document type. For Statements the values are Default or Primary Salesperson. For Invoices the values will be Default, Primary Salesperson, Inside Salesperson, or Document Salesperson. Your selection determines the 'from' line on the email sent. If Default is selected the 'from' line is used from the SO Control Record or the AR Control Record for Invoices and Statements, respectively.
Add	Allows you to add new contact and delivery information for the document type you specify.
Edit	Allows you to edit the contact and delivery information for the document type you have highlight in the browser in the lower portion of the screen.
Delete	Allows you to delete the contact and delivery information for the document type you have highlight in the browser in the lower portion of the screen.

Customer Maintenance—Manufacturing Representative View

Use the Man Rep view of *Customer Maintenance* to maintain or view the history information for a customer.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Vendor   The vendor code linked to this customer. This is a display only field.

MR Commission %   The manufacturing rep commission percentage.
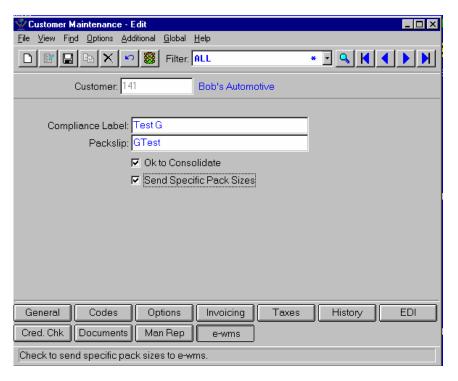
Customer Maintenance—e-wms View

Use the e-wms view of Customer Maintenance to maintain or view the customer-specific information for e-wms processing. This view is only available if your system is authorized to use e-wms.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering customer information. When you save a customer record, it is saved in the CUSTOMER table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Program Icons* topic in the *How to Use Maintenance* section of this chapter.

Vendor   The vendor code linked to this customer. This is a
                display only field.

The system uses the entries in these fields as defaults for the Document e-wms Options dialog box, which is used view and modify e-wms information for sales orders.

Compliance   The customer compliance label that indicates to the e-
Label   wms system that a special label needs to be printed for
                packages sent to this customer.

Packslip   The customer packslip label that indicates to the e-wms
                system that a special packing slip need to be printed

Fields, Buttons, Checkboxes, & Icons

       and included in packages for this customer.

OK to consolidate Indicates to the e-wms system that multiple sales orders or the same sales order with different e-wms backorder numbers can be shipped together.

Send specific pack sizes Indicates whether TakeStock sends pack sizes to the e-wms system for this customer.

How to enter customer maintenance information
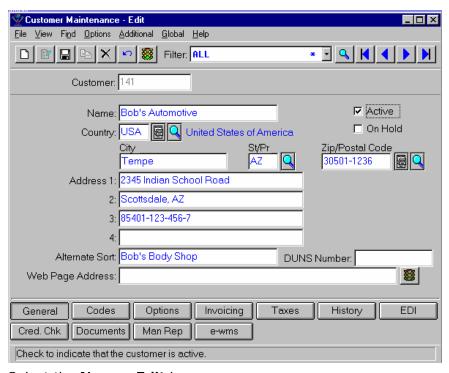
1. Access the *Customer Maintenance* program by selecting
    Maintenances➔Customer Maintenance from the AR main menu. The system
    displays the General view of the *Customer Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as
    necessary. Refer to the table below to guide you in your entries:

Customer	The number (up to 5 characters) to use for this customer. If you are automatically assigning customer numbers, press F9 to assign the next number in sequence to this customer. The word NEXT appears in this field until you save the customer record.
Name	The name (up to 30 characters) for the name. This name will appear on entry screens (such as Order Entry, Invoice Entry, etc.) and print on forms (pick tickets, sales orders, invoices, statements, etc.) exactly as you enter it here.
City	The city name (up to 20 characters) for the customer's address.
St/Pr	The 2-character abbreviation for the state or province in the customer's address
Country	The country name or abbreviation (up to 5

characters) in the customer's address. The country you set up for your company in Country Maintenance in SM appears in this field as the default.

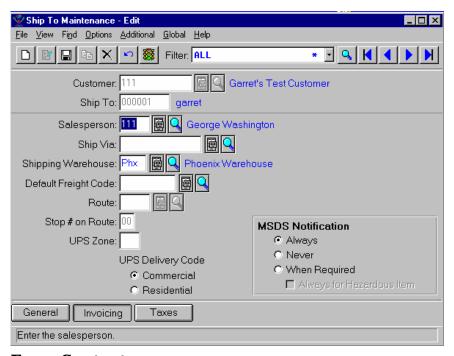|	
Zip/Postal Code	The zip code or postal code in the customer's address. The format for this code is determined by the Country code you enter for this customer.
Address 1 – 4	There are four lines available for entering the address to display on screens and print on forms, such as invoice, statements, etc. Use as many of these lines as you need to enter the customer's mailing address or location where you ship merchandise. **TIP:** After you enter the previous city, state or province, and zip or postal code fields, you can press **F9** to automatically insert them on an address line. You can also press **F10** to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vise versa. If an address changes, you must change it in both places. Any blank lines you leave in the address will appear as blank lines on screen displays, but will be suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (Order Entry, Invoice Entry, etc.) will show the address with two blank lines in the middle. However, forms (sales orders, invoices, etc.) will print the address without blank lines.
Alternate Sort	The alternate sort name (up to 30 characters) for this customer. The customer's name appears in this field as the default. In many reports and Lookups, you can use the Alternate Sort to help you locate a customer's record. If you use your customers' names for the Alternate Sort, then you can sort and list customers alphabetically by name instead of listing them by customer number.
Web Page Address	The URL (address) for this customer's web page.
DUNS Number	The DUNS number for this customer. DUNS refers to the Dun and Bradstreet Universal Numbering System. Most businesses have a DUNS number. Aperum anticipates that the DUNS number will be used to identify trading partners in future business-to-business e-commerce over the Internet and are providing this database field now so that TakeStock distributors can begin to collect this information in their database and be ready for
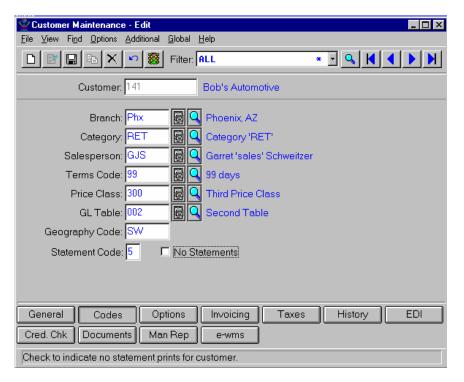
e-commerce.

Active   Indicates this is an active customer who purchases merchandise from you. You cannot process sales orders or invoices for an inactive customer, but you can process payments and adjustments. If a customer is no longer purchasing from you, remove the active status so you can print reports that include only active customers.

On Hold   Indicates you want to place the customer temporarily on hold so that sales orders and invoices cannot be processed. You can still process payments and adjustments for customers who are on hold.

4. Access the Code view of the *Customer Maintenance* screen by selecting the **Codes** button or *View➔Codes* from the menu bar. The system displays the Codes view.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Branch   The branch to which this customer belongs. Most reports allow you to print customers grouped by branch.

Category   The customer category for grouping this customer on reports.

Salesperson   The salesperson for this customer. This is the primary salesperson who gets credit or commissions for sales

to this customers. The salesperson you enter here appears as the default salesperson when you enter sales documents for this customer.

Terms Code

The terms code that defines the terms for sales to this customer. This is the default terms code used when you enter sales documents for this customer. Note: The system checks to ensure that you do not enter a terms code that is valid only for the AP module.

Price Class

The price class to which this customer belongs. The price class is used when entering the sale of an item for a customer. If the price class assigned to the customer matches a price class in a price schedule, that price schedule is included in the hierarchy that determines the default price of the item. Price schedules can be for contract or quantity price breaks, and are set up in Price Schedule Maintenance in IM.

GL Table

The GL Table to use for posting receivables activity to GL for this customer. The GL Table you enter here is used for any of the accounts set up in AR Control Maint- Post GL. view that are set to use the GL Table assigned to the customer's record.

Geography Code

The geography code (up to 5 characters) to use for this customer. Geography codes can be any codes you want to use to group customers by geographic areas. These codes are not pre-defined. Some reports allow you to sort and print customers grouped by geographic area.

Statement Code

One character that defines the statement code for this customers. You can enter this value or select the **No Statements** checkbox.

No Statements

Indicates that the customer never gets a statement. You can use all other one character codes any way you wish. When you run Statement Print in AR End of Period, you must enter which statement codes to print. For example, if you send statements to all customers once a month, assign all customers a statement code of 1. Then, each month enter 1 for the statement code to print. If you send statements to a select group of customers only once a quarter, assign those customers a statement code of 2. At the end of each quarter, you would want to print monthly statements for customer's with a statement code of 1, and print quarterly statements for customers with a statement code of 2.

6. Access the Options view of the *Customer Maintenance* screen by selecting the **Options** button or *View➔Options* from the menu bar. The system displays the Options view.

7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Service Charge Grace Pd.	The number of days in the grace period for this customer.
Statements Include	Indicate whether you want invoices to appear on the statements sent to this customer This option is available only if you select to **Allow Parent Companies** in AR Control Maintenance. Select **Bill To** to include on statements only the invoices for which this customer is the Bill To customer, **Sold To** to include on statements only the invoices for which this customer is the Sold To customer, or **Both** to include on statements all invoices for which this customer is either the Bill To or the Sold To customer.
Mail Quotes To	Indicates whether to mail quotes to the customer on the quote as the **Sold To** customer or the **Bill To** customer. This option is available only if you select to Allow Parent Companies in AR Control Maintenance.
Mail Invoices	Select whether to mail invoices to the customer

To	on the invoice as the **Sold To** customer or the **Bill To** customer. This option is available only if you select to **Allow Parent Companies** in AR Control Maintenance
Receive Dunning Letters	Select this option if you want this customer to receive dunning letters. If you select this option, the customer is included when you run the Dunning Letter Edit List.
Receive Price Change Letters	Select this option if you want this customer to receive price change letters. If you select this option, the customer is included when you run the Price Change Letter Report.
Print Interchange	Select this option to print an item's interchange number along with your item number on forms such as pick tickets, sales orders, invoices, etc.
Export to Contact Management	This option is available only if you have the SF Interlink feature turned on. After you select this option and save the record, you can access the Transfer/Change Code dialog box from File➔ Transfer Change Codes. The system displays the Transfer/Change Code dialog box. To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the Transfer/Change Code dialog box.
Price Change >	The percentage of price deviation allowed before the system places a document on hold.
Last sale >	The number of days to be used in the credit check routine for holds processing.
MSDS Notification	In the MSDS Notification section of the form, indicate how the customer receives MSDS information. Select: **Always** to indicate the customer wants MSDS information forwarded to them, regardless of historical activity or ship to location **Never** to indicate the customer never wants to receive MSDS information regardless of historical activity or ship to location, but only upon special request. **When Required** to indicate the customer wants MSDS information distributed to ship to locations based on OSHA regulations; either upon shipment

of an item where an MSDS has never been distributed or if a revision has occurred for the MSDS.

Include Temporary Ship to's indicates you want to include temporary ship to locations when you select the **When Required** option.

Always for Hazardous Items to indicate you want to always send an MSDS for hazardous items regardless of the MSDS history status.

8. Access the Invoicing view of the *Customer Maintenance* screen by selecting the **Invoicing** button or *View➔Invoicing* from the menu bar. The system displays the Invoicing view.

9. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Primary Bill To	The Bill To customer code for this customer. This is the customer who receives and pays the invoices for this customer; this can be the same customer or a different (parent) customer. This field is available only if you select **Use Parent Companies** in AR Control Maintenance. If you are adding a new customer and automatically assigning the customer number, you can leave this field blank. The system will default to SAME to use the automatically assigned customer number for the Bill To Customer.

Ship To   The primary Ship To location where you ship
merchandise purchased by this customer. This
can be the same customer or a different
customer. The Ship To you enter here is the
default Ship To location when you enter sales
documents. If you have other Ship To locations
for a customer, they must be set up in Ship To
Maintenance You can then select which Ship To
customer to use at the time you enter the sales
document. If you are adding a new customer
and automatically assigning the customer
number, you can leave this field blank. The
system will default to Same to use the
automatically assigned customer number for the
Ship To customer.

Credit Limit   The dollar amount of the credit limit for this
customer. The credit limit is checked when you
enter sales orders and invoices based on the
method of credit checking you set up in AR
Control Maintenance.

Price Level   The price level (from 0 to 9) to use when
determining the price of an item for this
customer. Price levels can be for contract or
special pricing for a customer. The price levels
are set up in the Suggested Cost/Price Entry
and the Create Suggested Costs/Prices
programs in IM

Commission   The commission percent for calculating
salespeople's commissions on sales to this
customer, if you use commissions assigned by
customer. In Company Control Maintenance in
SM, you can set the commission hierarchy for
calculating commissions based on the
percentage assigned to an item, customer or
salesperson.

No Priority   Indicates you want the hierarchy to skip the
customer when determining which percentage
to use to calculate commissions. If you do not
set commissions by customer, select the **No
Priority** checkbox. If you use commissions by
customer and do not enter a commission
percent, the percent used to calculate
commissions will be zero.

Ship Via   The method of shipping merchandise to this
customer. This method is used as the default
Ship Via when you enter sales documents for
this customer.

Shipping   The default, shipping warehouse for the

Warehouse	customer's invoices.
Default Freight Code	The freight code to use as the default in Sales Order Entry programs for the specified customer.
Route	The route for delivering merchandise to this customer. This field is available only if your company is set up to use routes.
Stop # On Route	The two-character code to identify the stop on the route for this customer, if your company uses routes. If your company is not set up to use routes, this field is not available.
BO Fill Priority	The code (from A to J) to designate the priority for filling backorders for this customer. The codes are used in the order of A being filled first and J last. This code is used when filling backorders in Auto Commit Backorders in IM. For example, you might assign your best customers a BO Fill Priority of A. When you commit backorders, all customers with a Priority of A have their backorders filled first. If there is not a sufficient quantity of an item to fill all backorders, you would be sure that your best customers were taken care of first.
Target Svc Level %	The target service level percent value for the system to use in determining if Target Service Levels have been achieved for a customer.
PO # Required	Indicates that the customer requires that his purchase order # be printed on your documents. If you select this checkbox, you must enter the customer's PO # on quotes, sales orders, invoices, etc. before you can save the document.
Allow Backorders	Indicates that the customer allows you to process backorders. If you do not select this checkbox, you cannot enter a backorder line on sales orders for this customer. If an item does not have sufficient stock to fill the order, you can enter the insufficient quantity as a lost sale, or you can change the ordered quantity of the item to a lesser amount.
Print Original Item	Indicates that you want to print the original item number along with the substitute or superseding item on quotes, pick tickets, sales orders, invoices, and so on when the original item is out of stock, and a substitute item is shipped in its place or is superseded by a new item.
Price by Bill	Indicates that you want to allow pricing by Bill

To	To customer.
Check Duplicate PO	Indicates that you want to require each customer Sales Order document to reference a different purchase order. If you select this checkbox, the system displays a warning message in the following entry programs in the Sales Orders module: Sales Order Entry, Direct Invoice Entry, Counter Sale Entry, Credit Memo Entry, Miscellaneous Invoice Entry, Blanket Order Entry, Future Order Entry, Quote Entry, and Recurring Document Entry. Note that the message is only a warning only, you can select the OK button on the message and still choose to use the same PO# again.
Ship Complete	The default to use when confirming shipments for this customer. This sets a default for the customer that you can change on the sales order or when confirming a shipment. Select **No** to allow partial shipments when confirming shipment of a sales order, **Yes** to not allow partial shipments, or **Backorders** to not allow a backorder or second shipment on a sales order to have a partial shipment.
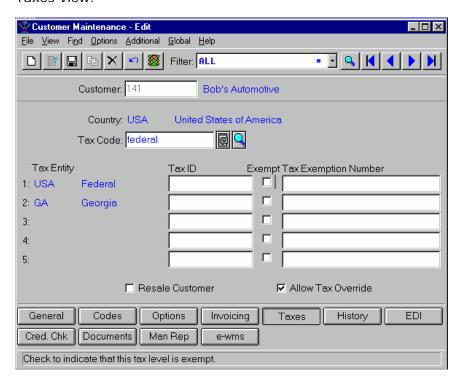
10. Access the Taxes view of the *Customer Maintenance* screen by selecting the **Taxes** button or *View➔Taxes* from the menu bar. The system displays the Taxes view.

11. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Tax Code	The tax code to identify the tax entities for this customer. This tax code defines the default tax entities used for charging and reporting sales taxes.
Tax ID	The Tax ID Number that you use for reporting sales taxes, for each tax entity listed for the tax code. This number prints on tax reports.
Exempt	Indicates the customer is exempt from sales taxes, for each tax entity listed for the tax code. Sales taxes will not be charged on sales to your customers for any tax entities where they are exempt.
Tax Exemption Number	The customer's tax-exempt number. This field is accessible only if a tax entity is exempt from sales tax. This number prints on tax reports for this customer.
Resale Customer	Indicates this customer is to use the resale rates for the tax entities. Each tax code is set up with two tax rates, one for resale customers and one for non-resale customers.
Allow Tax Override	Indicates that you want to be able to override the tax entities and calculated taxes when entering a quote, order or invoice. If you do not select this option, sales taxes are calculated based on the tax code assigned to the customer and cannot be changed on a sales document.
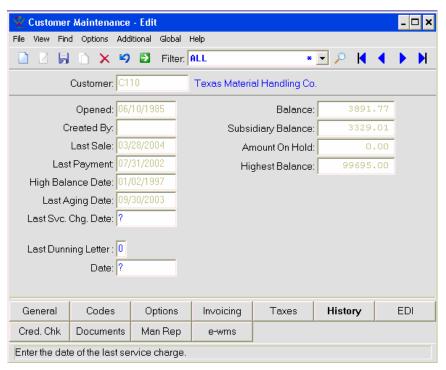
12. Access the History view of the *Customer Maintenance* screen by selecting the **History** button or *View➔History* from the menu bar. The system displays the History view.

13. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Opened	The date the customer opened their account with you. The current system date appears in this field as the default. You can enter data in this field only at the time you add a new customer.
Created By	The user code for the person who created this customer record. This field is display-only and is automatically updated by the system when a new customer record is entered.
Last Sale	The date of the last sale to this customer or leave this field blank. This field is automatically updated by the Daily Sales Register in SO. You can enter data in this field only at the time you add a new customer.
Last Payment	The date of the last payment from this customer or leave this field blank. The Cash Receipts & Adjustments Register updates this field. You can enter data in this field only at the time you add a new customer.
High Balance Date	The date on which the customer reached their highest outstanding balance. You can leave this field blank. This field is updated each time the customer reaches a new high balance. You can enter data in this field only at the time you add a new customer.

Last Aging Date	This field is updated by Customer Aging Update to show the last time the customer's documents were aged. Leave this field blank when adding a new customer.
Last Svc. Chrg. Date	The date of the last service charge for this customer or leave this field blank when adding a new customer. This field is updated each time you run the Service Charge Register.
Last Dunning Letter	The number of the last dunning letter for this customer or leave this field blank. This field is updated each time the customer is included on the Dunning Letter Edit List.
Date	The date of the last dunning letter for this customer or leave this field blank. This field is updated each time the customer is included on the Dunning Letter Edit List.
Balance	The system maintains and displays the current outstanding balance for the customer. You cannot enter or change this balance. When you add a new customer that already has a balance, you can enter each outstanding document, or enter one document for the total open balance to establish the customer's beginning balance.
Transferred Balance	This field is used only if you select **Use Parent Companies** in AR Control Maintenance, and this customer is set to have their invoices mailed to a Bill To customer for payment. This field displays the Bill To customer's open balance for sales to this Sold To customer. You cannot enter or change this balance. When you enter an invoice, credit document, or cash receipt for the Bill To customer, the balance in this field for the Sold To customer is updated.
Amount On Hold	The system maintains and displays the current amount of all on hold documents for the customer. You cannot enter or change this amount. The amount in this field is updated when you enter an order and it is placed on hold for failing the credit check, when you manually place a document on hold, and when you remove a document from hold.
Highest Balance	The customer's highest balance to date. After initial set up, you cannot change this field. The system updates this field each time the customer reaches a new highest balance.

14. Access the EDI view of the *Customer Maintenance* screen by selecting the **EDI** button or *View➜EDI* from the menu bar. The system displays the EDI view.

15. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Trading Partner ID	The trading partner ID code to identify this customer as an EDI trading partner.
If Their Price Is Greater Than Our Price	Select the default action when the EDI price is more than the system price. Select **Use Our Price** to use your company's price for the item, **Use Their Price** to use the trading partner's price for the item, or **Mark As Exception** to place the items that differ in price in an exception table where they can be reviewed and priced manually.
If Their Price Is Less Than Our Price By	The percentage by the EDI prices less than the system price.
And Extension Is >	The minimum extended price to activate the **If Their Price Is Less Than Our Price By** checkbox.
Use Our Price	Indicates you want to use your company's price for the item. **Note**: You can select the **Use Our Price** checkbox or the **Mark As Exception** checkbox but not both.
Mark As Exception	Indicates to place the items that differ in price in an exception table where they can be reviewed and priced manually. **Note**: You can select the **Use Our Price** checkbox or the **Mark As**

Exception checkbox but not both.

In the SO Invoice Export section of the screen, select the settings for SO invoice exports.

Send Via EDI	Indicates you want to send invoices via EDI.
Version	The version (up to 10 characters) for the SO Invoice Export records for this customer.
Hardcopy	Indicates you want to print the invoices that the system sends via EDI.
Send Mode	Indicate whether this customer is in **testing** or **production** mode when sending invoices via EDI.
Defaults	In the Defaults section of the screen, enter the default setting for EDI processing.
Initiating Whse	The default initiating warehouse for this EDI customer.
Department	the default department code for this EDI customer.
Inside Slsp	The default salesperson code for this EDI customer.
Returns	The default Returns code for this EDI customer.
Allowance	The default Allowance code for this EDI customer.

16. Access the Credit Check view of the Customer Maintenance screen by selecting the **Cred. Chk** button or View→Credit Check from the menu bar. The system displays the Credit Check view.

17. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Document Grace Pd.	The number of grace days (from 0 to 999) you allow your customers before an invoice is considered past due and this customer fails the system credit check. Entering a zero indicates that there is no grace period allowed. For example, if an invoice is due in 30 days, it is consider past due on the 31st day. If you allow a 5 day document grace period, the invoice would not be considered past due until the 36th day.

In the Hold processing complete the following:

Price Change >	The percentage of price deviation allowed before the system places a document on hold.
Last sale >	Indicates you place customers on credit hold if the days since the last sale is greater than the number you enter in the days field.
Credit Check	Select how credit checking is to be used for this customer during the entry of a sales order or invoice. You can select from: None to not use credit checking. If selected, the remaining entries for this view are not used.
	Message Only to display a message if the

customer fails the credit check, but allow the entry of the sales order or invoice.

On Hold to place the sales order or invoice on hold if the customer fails the credit check, but commit the inventory quantities to reserve the stock for the customer.

Refuse to not allow the entry of a sales order or invoice without a password.

Check Credit For	Select the customers for whom to check credit. You can select from: **Sold To** Customers to perform the credit check only for the Sold To customer on sales orders or invoices.

Bill To Customers to perform the credit check only for the Bill To customer on sales orders or invoices.

Both to perform the credit check for both the Sold To and Bill To customers on sales orders or invoices.

If you want customers to have credit checked regardless of their origination on the sales order, then you must setup the customer record with **Both** on for the Credit Check For setting. The Sold To Customer option will only check customers on orders where they are the sold to. Likewise, Bill To will only check customers on orders where they are the bill to.

For Example: Customer X has the Credit Check For option set to **Bill To** Customers. Customer Y and Customer Z are setup with Customer X as the primary Bill To on the customer record.

Only sales orders entered for Customer Y and Z will check credit balance on Customer X. If Customer X is entered as a customer, their balance will never be checked because in this case they are not considered a Bill To but instead are a Sold To.

18. Access the Documents view of the Customer Maintenance screen by selecting the Documents button or View→Documents from the menu bar. The system displays the Documents view.

19. Use the **Add**, **Edit** or **Delete** buttons to enter, modify, or remove contact/delivery information for document types as necessary. Refer to the table below to guide you in your entries:

Document	Select a document type. You can select from: Invoice or Statement.
Contact	Select a contact. The system displays the primary contact designated for the customer record as the default. The drop down list for Contact is populated from the TakeStock phone book contacts for the customer. When you select a contact, the system populates the Delivery list with e-mail and fax numbers listed for that contact in the phone book.
Delivery	Select a delivery destination. You can s elect from email, fax number or address enter for the customer record in
Email From	For email delivery, select an email from option.

Note: The values for this field will vary by document type. For Statements the values are Default or Primary Salesperson. For Invoices the values will be Default, Primary Salesperson, Inside Salesperson, or Document Salesperson. Your selection determines the 'from' line on the email sent.   If Default is selected the 'from' line is used from the SO Control Record or the AR Control Record for Invoices and Statements, respectively. |

20. Access the Man Rep view of the *Customer Maintenance* screen by selecting the **Man Rep** button or *View➔Man Rep* from the menu bar. The system displays the Man Rep view.

21. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Vendor	The vendor code linked to this customer. This is a display only field.
MR Commissi on %	The manufacturing rep commission percentage.
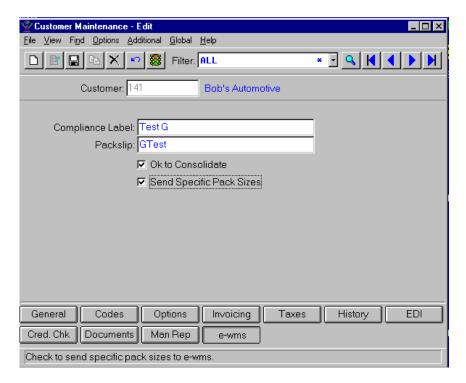
22. Access the e-wms view of the Customer Maintenance screen by selecting the e-wms button or View➔e-wms from the menu bar. The system displays the e-wms view.

23. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Compliance Label	The customer compliance label that indicates to the e-wms system that a special label needs to be printed for packages sent to this customer.
Packslip	The customer packslip label that indicates to the e-wms system that a special packing slip need to be printed and included in packages for this customer.
OK to consolidate	Indicates to the e-wms system that multiple sales orders or the same sales order with different e-wms backorder numbers can be shipped together.
Send specific pack sizes	Indicates whether TakeStock sends pack sizes to the e-wms system for this customer.

24. Save your work, and exit the program.

Ship To Maintenance

Use *Ship To Maintenance* to maintain ship-to information that is different from the customer's sold-to information.

There are three views available for entering ship-to information:

- The General view, which is used to maintain Ship To addresses that are different from the customer's Sold To address.

- The Invoicing view, which is used to maintain invoicing information for a Ship To customer.

- The Taxes view, which is used to maintain the tax entities for a Ship To customer.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering Ship To customer information. When you save a Ship To customer record, it is saved in the SHIP TO CUSTOMER table.

If you need help on how to use maintenances, see How to Use Maintenances and Maintenance Toolbar.

See Also

Maintenance Views

Maintenance Windows

Maintenance Modes

Ship To Maintenance--General view

Ship To Maintenance--Invoicing view
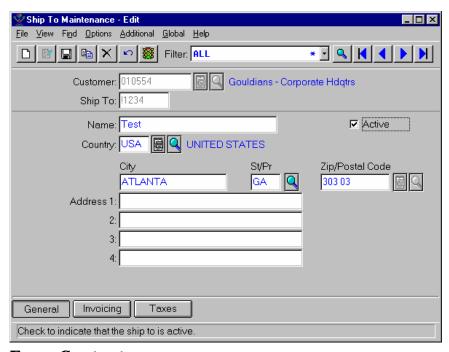
Ship To Maintenance--Taxes view

How-to enter ship to maintenance information

Ship To Maintenance--General View

Use the General view of *Ship To Maintenance* to Ship To addresses that are different from the customer's Sold To address.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering Ship To customer information. When you save a Ship To customer record, it is saved in the SHIP TO CUSTOMER table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Customer   The customer for whom you are adding a Ship To address. There is no limit to the number of Ship To locations you can set up for a customer.

Ship To   The code or number (up to 6 characters) to identify the Ship To location. You can use any type of code you like. You can use a duplicate Ship To code as long as it is entered for a different customer.

Name   The name (up to 30 characters) for the Ship To customer. This name appears on entry screens (such as Order Entry, Invoice Entry, etc.) and print on forms (pick tickets, sales orders, invoices, statements, etc.) exactly as you enter it here..

Active   Indicates whether this ship to location is active for this customer.

City   The city (up to 20 characters) in the Ship To customer's address.

State   The 2-character abbreviation for the state (or province) in the Ship To customer's address.

Country   The abbreviation (up to 5 characters) for the country in the Ship To customer's address. The country you set up for your company in *Country Maintenance* in *SM* appears in this field as the default.

Zip Code   The zip code in the Ship To customer's address. The format for this code is determined by the country code you enter for this Ship To customer.

Address 1 – 4 There are four lines available for entering the address to display on screens and print on forms, such as invoice, statements, etc. Use as many of these lines as you need to enter the customer's mailing address or location where you ship merchandise.

After you enter the previous city, state, and zip code fields, you can press **F9** to automatically insert them on an address line. You can also press **F10** to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vise versa. If an address changes, you must change it in both places.

Any blank lines you leave in the address will appear as blank lines on screen displays, but will be suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (Order Entry, Invoice Entry, etc.) will show the address with two blank lines in the middle. However, forms (sales orders, invoices, etc.) will print the address without blank lines.

Ship To Maintenance--Invoicing View

Use the Invoicing view to *Ship To Maintenance* to maintain invoicing information for a Ship To customer.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering Ship To customer information. When you save a Ship To customer record, it is saved in the SHIP TO CUSTOMER table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Salesperson   The salesperson for this Ship To customer. This is the primary salesperson who gets credit or commissions for sales to this Ship To customer. The salesperson you enter appears as the default salesperson when you enter sales documents for the Ship To customer.

Ship Via   The method of shipping merchandise to this Ship To customer. This method is used as the default Ship Via when you enter sales orders for this Ship To customer.

Shipping Warehouse   The default shipping warehouse for the EDI invoices. You can leave this field blank to indicate that there is no default value.

Default   The freight code to use as the default in Sales Order

Fields, Buttons, Checkboxes, & Icons

Freight Code Entry programs for the specified ship to address.

You can set the fright code at the ship-to location, customer, or SO control maintenance level. The system searches for and displays the default freight code using the following program hierarchy: *AR Ship-to Maintenance*, then *AR Customer Maintenance*, then *SO Control Maintenance*.

Route The route for delivering merchandise to this Ship To customer. This field is available only if your company is set up to use routes.

Stop # On Route The two characters to identify the stop on the route for this Ship To customer, if your company is using routes. If your company is not set up to use routes, this field is not available.

UPS Zone The UPS Zone for shipping merchandise to this Ship To customer.

UPS Delivery Code The UPS Delivery Code for shipping merchandise to this Ship To customer.

MSDS Notification In the MSDS Notification section of the form, indicate how the customer receives MSDS information.

Select:

Always to indicate the customer wants MSDS information forwarded to them, regardless of historical activity or ship to location

Never to indicate the customer never wants to receive MSDS information regardless of historical activity or ship to location, but only upon special request.

When Required to indicate the customer wants MSDS information distributed to ship to locations based on OSHA regulations; either upon shipment of an item where an MSDS has never been distributed or if a revision has occurred for the MSDS.

Always for Hazardous Items to indicate you want to always send an MSDS for hazardous items regardless of the MSDS history status.

Ship To Maintenance--Taxes View

Use the Taxes view of Ship To Maintenance to maintain the tax entities for a Ship To customer

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering Ship To customer information. When you save a Ship To customer record, it is saved in the SHIP TO CUSTOMER table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Tax Code	The tax code to identify the tax entities for this Ship To customer. This tax code is the default for charging sales taxes on sales to this Ship To customer.
Tax ID	The Tax ID Number that you use for reporting sales taxes for this Ship To customer, for each entity in the Tax Code. This number prints on tax reports.
Exempt	The corresponding option in this column if the Ship To customer is exempt from sales taxes, for each entity. Sales taxes will not be charged on sales to your customers for any tax entities where they are exempt.
Tax Exempt Number	The Ship to customer's tax exempt number, if a tax entity is exempt from sales tax. This number prints on

Fields, Buttons, Checkboxes, & Icons

tax reports for this Ship To customer.
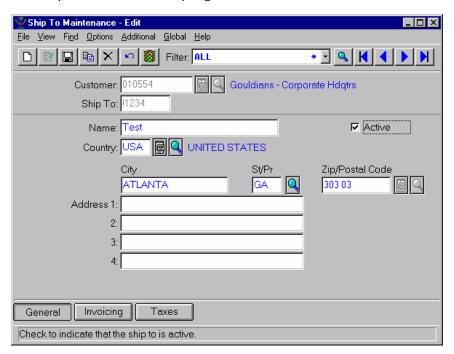
Resale Customer   Indicates that this Ship To customer is to use the resale rates for the tax entities. Each tax code is set up with two tax rates, one for resale customers and one for non-resale customers.

Allow Tax Override   Indicates you want to be able to override the tax entities and calculated taxes when entering a quote, sales order or invoice. If you do not select this option, sales taxes are calculated based on the tax code assigned to the Ship To customer and cannot be changed on sales documents.

How to enter ship to maintenance information

1. Access the *Ship To Maintenance* program by selecting *Maintenances➔Ship To Maintenance* from the AR main menu. The system displays the General view of the *Ship To Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Customer	The customer for whom you are adding a Ship To address. There is no limit to the number of Ship To locations you can set up for a customer.
Ship To	The code or number (up to 6 characters) to identify the Ship To location. You can use any type of code you like. You can use a duplicate Ship To code as long as it is entered for a different customer.
Name	The name (up to 30 characters) for the Ship To customer. This name appears on entry screens (such as Order Entry, Invoice Entry, etc.) and print on forms (pick tickets, sales orders, invoices, statements, etc.) exactly as you enter it here..
City	The city (up to 20 characters) in the Ship To customer's address.
State	The 2-character abbreviation for the state (or province) in the Ship To customer's address.

Country	The abbreviation (up to 5 characters) for the country in the Ship To customer's address. The country you set up for your company in Country Maintenance in SM appears in this field as the default.
Zip Code	The zip code in the Ship To customer's address. The format for this code is determined by the country code you enter for this Ship To customer.
Address 1 – 4	There are four lines available for entering the address to display on screens and print on forms, such as invoice, statements, etc. Use as many of these lines as you need to enter the customer's mailing address or location where you ship merchandise. After you enter the previous city, state, and zip code fields, you can press F9 to automatically insert them on an address line. You can also press F10 to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vise versa. If an address changes, you must change it in both places. Any blank lines you leave in the address will appear as blank lines on screen displays, but will be suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (Order Entry, Invoice Entry, etc.) will show the address with two blank lines in the middle. However, forms (sales orders, invoices, etc.) will print the address without blank lines.

4. Access the Invoicing view of the *Ship To Maintenance* screen by selecting the **Invoicing** button or *View→Invoicing* from the menu bar. The system displays the Invoicing view.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Salesperson	The salesperson for this Ship To customer. This is the primary salesperson who gets credit or commissions for sales to this Ship To customer. The salesperson you enter appears as the default salesperson when you enter sales documents for the Ship To customer.
Ship Via	The method of shipping merchandise to this Ship To customer. This method is used as the default Ship Via when you enter sales orders for this Ship To customer.
Default Freight Code	The freight code to use as the default in Sales Order Entry programs for the specified ship to address. You can set the fright code at the ship-to location, customer, or SO control maintenance level. The system searches for and displays the default freight code using the following program hierarchy: *AR Ship-to Maintenance*, then *AR Customer Maintenance*, then *SO Control Maintenance*.
Shipping	The default shipping warehouse for the EDI
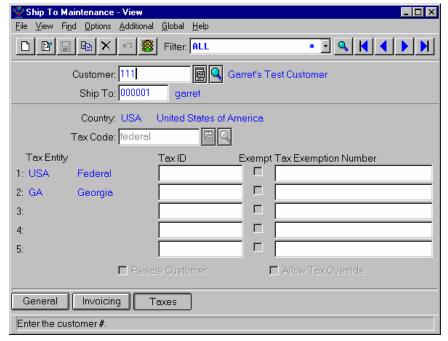
Warehouse	invoices. You can leave this field blank to indicate that there is no default value.
Route	The route for delivering merchandise to this Ship To customer. This field is available only if your company is set up to use routes.
Stop # On Route	The two characters to identify the stop on the route for this Ship To customer, if your company is using routes. If your company is not set up to use routes, this field is not available.
UPS Zone	The UPS Zone for shipping merchandise to this Ship To customer.
UPS Delivery Code	The UPS Delivery Code for shipping merchandise to this Ship To customer.

6. Access the Taxes view of the *Shop To Maintenance* screen by selecting the **Taxes** button or *View➜Taxes* from the menu bar. The system displays the Taxes view.

7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Tax Code	The tax code to identify the tax entities for this Ship To customer. This tax code is the default for charging sales taxes on sales to this Ship To customer.

Tax ID   The Tax ID Number that you use for reporting
                sales taxes for this Ship To customer, for each
                entity in the Tax Code. This number prints on tax
                reports.

Exempt   The corresponding option in this column if the Ship
                To customer is exempt from sales taxes, for each
                entity. Sales taxes will not be charged on sales to
                your customers for any tax entities where they are
                exempt.

Tax   The Ship to customer's tax exempt number, if a
Exempt   tax entity is exempt from sales tax. This number
Number   prints on tax reports for this Ship To customer.

Resale   Indicates that this Ship To customer is to use the
Customer   resale rates for the tax entities. Each tax code is
                set up with two tax rates, one for resale customers
                and one for non-resale customers.

Allow Tax   Indicates you want to be able to override the tax
Override   entities and calculated taxes when entering a
                quote, sales order or invoice. If you do not select
                this option, sales taxes are calculated based on the
                tax code assigned to the Ship To customer and
                cannot be changed on sales documents.

MSDS   In the MSDS Notification section of the form, indicate
Notification   how the customer receives MSDS information.

                Select:

                Always to indicate the customer wants MSDS
                information forwarded to them, regardless of
                historical activity or ship to location

                Never to indicate the customer never wants to
                receive MSDS information regardless of historical
                activity or ship to location, but only upon special
                request.

                When Required to indicate the customer wants
                MSDS information distributed to ship to locations
                based on OSHA regulations; either upon shipment of
                an item where an MSDS has never been distributed
                or if a revision has occurred for the MSDS.

                Always for Hazardous Items to indicate you want
                to always send an MSDS for hazardous items
                regardless of the MSDS history status.

8. Save your work, and exit the program.

Payment History Maintenance

Use *Payment History Maintenance* to maintain payment history for a customer.

When you save a new record or changes to an existing record, the information is saved in the PAYMENT HISTORY table. During normal processing, the payment history is automatically updated by the *Cash Receipts Register*.

```
Payment History Maintenance - View                                    _ □ X
File  Find  Options  Additional  Global  Help

 [D] [☐] [☐] [☐] [X] [↻] [▓]  Filter: [ALL                    * ▾] [🔍] [◄◄] [◄] [►] [►►]

            Customer: [121        ] [▤][🔍] Garret's Test Customer 2
                Year: [1998]

                      Days      Invoices    Dollars    Dollar Days
          January:   [    0]    [    0]    [    0]    [      0]
         February:   [    0]    [    0]    [    0]    [      0]
            March:   [    0]    [    0]    [    0]    [      0]
            April:   [    0]    [    0]    [    0]    [      0]
              May:   [    0]    [    0]    [    0]    [      0]
             June:   [    0]    [    0]    [    0]    [      0]
             July:   [    0]    [    0]    [    0]    [      0]
           August:   [  917]    [    4]    [   39]    [   9084]
        September:   [    0]    [    0]    [    0]    [      0]
          October:   [    0]    [    0]    [    0]    [      0]
         November:   [    0]    [    0]    [    0]    [      0]
         December:   [    0]    [    0]    [    0]    [      0]

 Enter customer #.
```

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Customer	The customer for whom you are maintaining payment history.
Year	The year for which you are maintaining payment history. The number of years available for viewing or maintaining payment history is selected in *Years to Store Payment History* set in *AR Control Maintenance - Receipts View*.
Days	The total number of days that all payments in that period were past the due date, for each of the periods in the year. For early payments, enter a negative number of days from the receipt of the payment to the due date.
Invoices	The total number of invoices that were paid in that period, for each of the periods in the year
Dollars	The total dollar amount of all invoices paid in that period, for each of the periods in the year

Dollar Days   The dollar days for all payments in that period. Dollar days are calculated as total dollars paid times total days past due and before due, for each of the periods in the year. For example, the following payments were received from a customer during one period.

Invoice #

(A) Dollars

(B) Days Past Due

(A) x (B) Dollar Days

101

100

5

500

102

1000

6

6000

103

1200

-3

-3600

Period Totals:
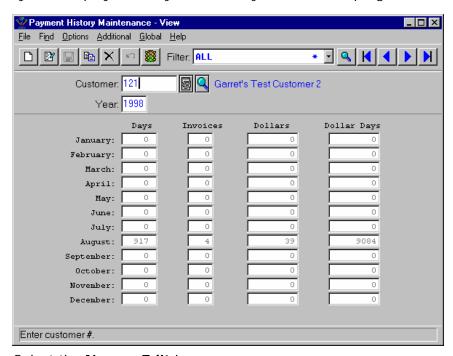
Invoices=3, Dollars=2300, Days Past Due=8, Dollar Days=2900

How to enter payment history maintenance information

1. Access the *Payment History Maintenance* program by selecting *Maintenances➔Payment History Maintenance* from the AR main menu. The system displays the *Payment History Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Customer	The customer for whom you are maintaining payment history.
Year	The year for which you are maintaining payment history. The number of years available for viewing or maintaining payment history is selected in Years to Store Payment History set in AR Control Maintenance - Receipts View.
Days	The total number of days that all payments in that period were past the due date, for each of the periods in the year. For early payments, enter a negative number of days from the receipt of the payment to the due date.
Invoices	The total number of invoices that were paid in that period, for each of the periods in the year
Dollars	The total dollar amount of all invoices paid in that period, for each of the periods in the year
Dollar	The dollar days for all payments in that period. Dollar

Days   days are calculated as total dollars paid times total days past due and before due, for each of the periods in the year. For example, the following payments were received from a customer during one period.

Invoice #

(A) Dollars

(B) Days Past Due

(A) x (B) Dollar Days

101

100

5

500

102

1000

6

6000

103

1200

-3

-3600

Period Totals:
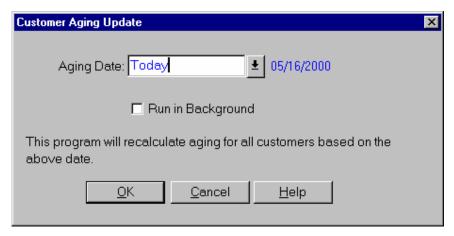
Invoices=3, Dollars=2300, Days Past Due=8, Dollar Days=2900

4. Save your work, and exit the program.

Customer Aging Recalc

Use *Customer Aging Recalc* to recalculate the aging for all customers.

TakStock now allows negative AR Aging Days. This allows for future receivables to be available to the Aging routines.

Hints and Examples

- This option should be run every night or early each morning so that all aging information is correct and ready for processing during the business day.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Aging Date   The current date appears in this field as the default on which to base the aging. You can use this date or enter a different aging date.

Run in Background Indicates you want to run the aging update in the background while you continue working in the foreground.

OK   Recalculates the aging.

Cancel   Exits the program without recalculating the aging.

Help   Accesses online for the screen.

How to calculate customer aging

1. Access the *Customer Aging Update* program by selecting *Maintenances*➔ *Customer Aging Update* from the AR main menu. The system displays the *Customer Aging Update* program.

2. The current date appears in the *Aging Date* field as the default on which to base the aging. You can use this date or enter a different aging date.

3. Select the **Run in Background** option to run the aging update in the background while you continue working in the foreground.

4. When the aging information is complete, you can:

   - Choose **OK** to begin the aging recalculation.

   - Choose **Cancel** to exit without running the recalculation.

Salesperson Maintenance

Use *Salesperson Maintenance* to maintain information for your salespeople. You may want to set up one false salesperson record to use for transferring sales history to when you delete a real salesperson.

You may want to set up one false salesperson record to use for transferring sales history to when you delete a real salesperson.

When you save a new record or changes to an existing record, the information is saved in the SALESPERSON table.

There are three views available for entering ship-to information:

- The General view, which is used to maintain the salesperson name, region, branch, and salesperson type.

- The Commission view, which commission information for salespeople.

If you need help on how to use maintenances, see How to Use Maintenances and Maintenance Toolbar.

See Also

Maintenance Views

Maintenance Windows

Maintenance Modes
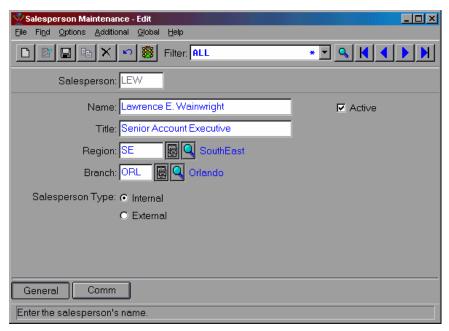
How-to enter salesperson maintenance information

Salesperson Maintenance—General view

Salesperson Maintenance—Commission view

Salesperson Maintenance--General View

Use the General view of *Salesperson Maintenance* to maintain the salesperson name, region, branch, and salesperson type.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Salesperson　The salesperson code (up to 5 characters). When you initially set up your system, you may want to set up one false salesperson record to use for transferring sales history to when you delete a real salesperson.

Name　The name (up to 30 characters) of the salesperson. This name will display on screens and print on reports exactly as you enter it here.

Title　The title of the salesperson. You can select (via the Price Change Letter Report program) to include this title in the closing of Price Change letters for customers.

Region　The region for this salesperson. Regions are used for sorting and printing reports for salespeople.

Branch　The branch for this salesperson. Branches are used for sorting and printing reports for salespeople, in particular the Salesperson Sales Report in *SA*.

Active   Indicates that this is an active salesperson. You cannot
                 assign an inactive salesperson to new sales orders,
                 invoices, and so on.

Salesperson   Indicates the type of position the salesperson
Type   holds—**Internal** or **External**.

              The Salesperson Type is used in commission
              processing for sales order documents. External
              salespeople are typically eligible for commissions.
              Inside salespeople are usually inside order takers
              who are not eligible for commissions. Based on
              settings in SO Control Maintenance you can allow
              commissions for multiple salespeople, including as
              an Inside Salesperson and/or Additional Salespeople.

Salesperson Maintenance--Commission View

Use the Commission view of *Salesperson Maintenance* to maintain commission information for your salespeople.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Commission   In *Company Maintenance* in *SM*, you can set the commission hierarchy for calculating commissions based on the percentage assigned to an item, customer or salesperson. If you use commissions assigned by salesperson, enter the normal percentage for calculating commissions for this salesperson.

No Priority   If you do not set commissions by salesperson, select the **No Priority** checkbox and the hierarchy will skip the salesperson when determining which percentage to use to calculate commissions.   If you use commissions by salesperson and do not enter a commission percent, the percent used to calculate commissions will be zero.

Inside Sales Person Commission   The inside salesperson's commission percentage.

Sales Manager   The code for the sales person's sales manager.

Manager Override %.   The percentage for the manager's override.

Post Commissions Payable to AP   The commission interface to the account payable type for the AP commission invoices. Select **No** for no commission interface, **Summary** to provide summary information to the commission interface, or **Detail** to provide detail information to the commission interface

Vendor   The vendor for the AP commission invoices.

How to enter salesperson maintenance information

1. Access the *Salesperson Maintenance* program by selecting *Maintenances*➔*Salesperson Maintenance* from the AR main menu. The system displays the General view of the *Salesperson Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Salesperson	The salesperson code (up to 5 characters). When you initially set up your system, you may want to set up one false salesperson record to use for transferring sales history to when you delete a real salesperson.
Name	The name (up to 30 characters) of the salesperson. This name will display on screens and print on reports exactly as you enter it here.
Title	The title of the salesperson. You can select (via the Price Change Letter Report program) to include this title in the closing of Price Change letters for customers.
Region	The region for this salesperson. Regions are used for sorting and printing reports for salespeople.
Branch	The branch for this salesperson. Branches are used

for sorting and printing reports for salespeople, in particular the Salesperson Sales Report in SA.

Active   Indicates that this is an active salesperson. You cannot assign an inactive salesperson to new sales orders, invoices, and so on.

Salesper son Type   Indicates the type of position the salesperson holds—Internal or External.

The Salesperson Type is used in commission processing for sales order documents. External salespeople are typically eligible for commissions. Inside salespeople are usually inside order takers who are not eligible for commissions. Based on settings in SO Control Maintenance you can allow commissions for multiple salespeople, including as an Inside Salesperson and/or Additional Salespeople.

4. Access the Commission view of the *Salesperson Maintenance* screen by selecting the **Salesperson** button or *View➜Salesperson* from the menu bar. The system displays the Salesperson view.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Commission   In Company Maintenance in SM, you can set the commission hierarchy for calculating commissions based on the percentage assigned to an item, customer or salesperson. If you use

	commissions assigned by salesperson, enter the normal percentage for calculating commissions for this salesperson.
No Priority	If you do not set commissions by salesperson, select the **No Priority** checkbox and the hierarchy will skip the salesperson when determining which percentage to use to calculate commissions. If you use commissions by salesperson and do not enter a commission percent, the percent used to calculate commissions will be zero.
Inside Sales Person Commission	The inside salesperson's commission percentage.
Sales Manager	The code for the sales person's sales manager.
Manager Override %.	The percentage for the manager's override.
Post Commissions Payable to AP	The commission interface to the account payable type for the AP commission invoices. Select **No** for no commission interface, **Summary** to provide summary information to the commission interface, or **Detail** to provide detail information to the commission interface
Vendor	The vendor for the AP commission invoices.

6. Save your work, and exit the program.

Customer Category Maintenance

Use *Customer Category Maintenance* to maintain customer categories you define for grouping customers on reports.

You can define any type of categories for grouping customers. For example, retail, wholesale, in state, out of state, etc. If you do not want to group customers, you can set up one customer category and assign it to all of your customers. When you save a new record or changes to an existing record, the information is saved in the CUSTOMER CATEGORY table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Customer Category   The customer category code (up to 5 characters) you want to use.

Description   The description (up to 30 characters) of the customer category.

Default GL Table   The code of the GL Table for printing and posting receivables activity for customers assigned to this category. When you add a customer and assign this category to their record, the GL Table you enter here becomes the default GL Table assigned to a customer record.

How to enter customer category information

1. Access the *Customer Category Maintenance* program by selecting *Maintenances*➔ *Customer Category Maintenance* from the AR main menu. The system displays the *Customer Category Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Customer Category	The customer category code (up to 5 characters) you want to use.
Description	The description (up to 30 characters) of the customer category.
Default GL Table	The code of the GL Table for printing and posting receivables activity for customers assigned to this category. When you add a customer and assign this category to their record, the GL Table you enter here becomes the default GL Table assigned to a customer record.
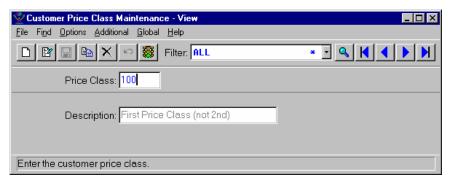
4. Save your work, and exit the program.

Customer Price Class Maintenance

Use *Customer Price Class Maintenance* to maintain customer price classes to assign to customers and price schedules

When you sell an item to the customer, if the customer's price class matches a price class assigned to a price schedule, then that price schedules is including when determining the price of the item.

When you save a new record or changes to an existing record, the information is saved in the PRICE CLASS table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Price Class The code (up to 5 characters) for the price class. You can enter as many different price classes as you need for assigning to price schedules and customers. *Price Schedule Maintenance* in *IM* is used to set up quantity break or special pricing for a customer or a group of customers.
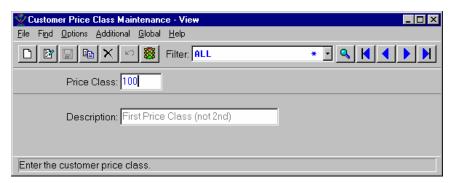
Description A brief description (up to 30 characters) to identify the price class.

How to enter customer price class information

1. Access the *Customer Price Class Maintenance* program by selecting *Maintenances➜ Customer Price Class Maintenance* from the AR main menu. The system displays *Customer Price Class Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Price Class	The code (up to 5 characters) for the price class. You can enter as many different price classes as you need for assigning to price schedules and customers. Price Schedule Maintenance in IM is used to set up quantity break or special pricing for a customer or a group of customers.
Description	A brief description (up to 30 characters) to identify the price class.
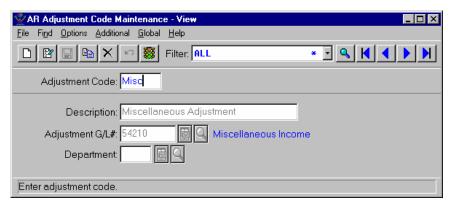
4. Save your work, and exit the program.

AR Adjustment Code Maintenance

Use *AR Adjustment Code Maintenance* to maintain adjustment codes used in *Cash Receipts & Adj. Entry* to adjust a customer's balance.

When you save a new record or changes to an existing record, the information is saved in the AR ADJUSTMENT CODE table.

Form Contents
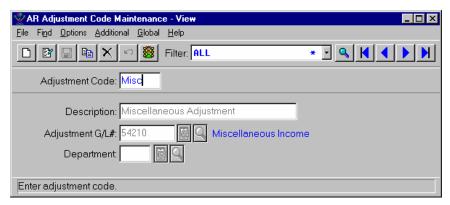
Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Adjustment Code   The adjustment code (up to 5 characters).

Description   A brief description (up to 30 characters) to identify the adjustment code.

Adjustment GL #   The GL account number for posting adjustments that have been assigned this adjustment code. This GL account number is used for posting only if the *Source* for the *Adjustments* account set in *AR Control Maintenance-Post GL View* is set to *Adjustment Code.*

Department   The code of the department to use for the current adjustment code when posting adjustment transactions to General Ledger by profit and cost centers.

How to enter adjustment code information

1. Access the *AR Adjustment Code Maintenance* program by selecting *Maintenances*➔ *AR Adjustment Code Maintenance* from the AR main menu. The system displays *AR Adjustment Code Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Adjustment Code	The adjustment code (up to 5 characters).
Description	A brief description (up to 30 characters) to identify the adjustment code.
Adjustment GL #	The GL account number for posting adjustments that have been assigned this adjustment code. This GL account number is used for posting only if the *Source* for the *Adjustments* account set in *AR Control Maintenance-Post GL View* is set to *Adjustment Code.*
Department	The code of the department to use for the current adjustment code when posting adjustment transactions to General Ledger by profit and cost centers.
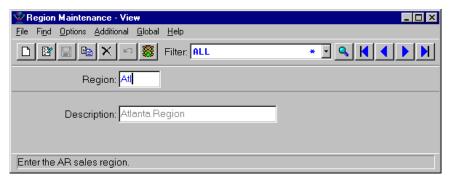
4. Save your work, and exit the program.

Region Maintenance

Use *Region Maintenance* to maintain regions for assigning to salesperson records

Regions are used in *SA* to print some reports by salesperson or by region. If your salespeople are not divided into regions, enter one region and assign it to all salespeople.

When you save a new record or changes to an existing record, the information is saved in the REGION table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Region	The code (up to 5 characters) for the region. You can set up as many regions as you want for assigning salespeople to sales regions.
Description	A brief description (up to 30 characters) to help you identify the region.
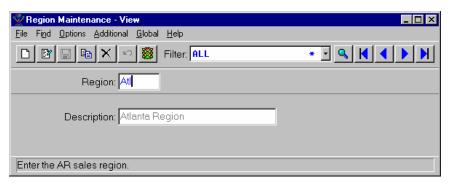
How to enter region information

1. Access the *Region Maintenance* program by selecting *Maintenances➔ Region Maintenance* from the AR main menu. The system displays *Region Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Region	The code (up to 5 characters) for the region. You can set up as many regions as you want for assigning salespeople to sales regions.
Description	A brief description (up to 30 characters) to help you identify the region.
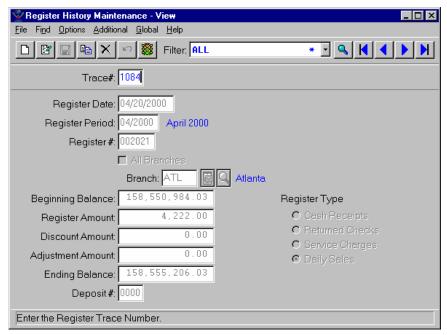
4. Save your work, and exit the program.

Register History Maintenance

Use *Register History Maintenance* to maintain history records for all registers that affect the AR balance.

During initial set up, you should not enter any register history records. During normal processing, use the *Register History Report* to print a report of these records as a complete audit trail of the AR balance, which is maintained by the system.

You can view or make changes to the existing record in the REGISTER HISTORY table. However, changing these records may have an affect on the accuracy of your AR Balance audit trail.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Trace#   A trace number is assigned by the system for every register that affects the AR Balance as the register is being updated. Trace numbers are assigned to records in the order that the registers are run. You can enter a trace number to view or change an existing register history trace record.

Register Date   The date the register is updated appears in the field. If necessary, you can change this date.

*Register   The period when the register was updated appears in
Period*   this field. If necessary, you can change this period.

Fields, Buttons, Checkboxes, & Icons

Register #   The register number appears in this field. If necessary,
                 you can change this number.

All   If you select the **Run Registers by Branch** checkbox
Branches/   in *AR Control Maintenance-Registers View*, then the
Branch   branch for which the register was updated appears in
                 the *Branch* field. If you did not select this option, then
                 the register was updated for all branches and the **All**
                 Branches checkbox for this trace record is checked
                 and the branch field is blank.

Beginning   This field displays the beginning AR Balance before the
Balance   register for this trace number was run. If necessary,
                 you can change this amount.

Register   This field displays the amount of the register for this
Amount   trace number. If necessary, you can change this
                 amount.

Discount   This field displays any discount amounts that were
Amount   taken when the register was updated. If necessary, you
                 can change this amount.

Adjustment   This field shows any adjustment amounts for the
Amount   register. If necessary, you can change this amount.

Ending   This field shows the ending AR Balance after the
Balance   register, discount and adjustment amounts have been
                 applied to the beginning AR Balance. If necessary, you
                 can change this amount.

Deposit #   If the register had a deposit number, it appears in this
                 field. Otherwise, this field will be blank. If necessary,
                 you can change the number in this field.

Register   The type of register for this trace number. If necessary,
Type.   you can change the register type. You can select from
                 Cash Receipts, **Returned Checks**, **Service Charges**,
                 or **Daily Sales**.

How to enter register history information

1. Access the *Register History Maintenance* program by selecting *Maintenances*➔
   Register History Maintenance from the AR main menu. The system displays
   Register History Maintenance program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as
   necessary. Refer to the table below to guide you in your entries:

Trace#	A trace number is assigned by the system for every register that affects the AR Balance as the register is being updated. Trace numbers are assigned to records in the order that the registers are run. You can enter a trace number to view or change an existing register history trace record.
Register Date	The date the register is updated appears in the field. If necessary, you can change this date.
Register Period	The period when the register was updated appears in this field. If necessary, you can change this period.
Register #	The register number appears in this field. If necessary, you can change this number.
All Branches/ Branch	If you select the **Run Registers by Branch** checkbox in AR Control Maintenance-Registers View, then the branch for which the register was updated appears in the Branch field. If you did not select this option, then the register was

updated for all branches and the **All Branches** checkbox for this trace record is checked and the branch field is blank.

Beginning Balance	This field displays the beginning AR Balance before the register for this trace number was run. If necessary, you can change this amount.
Register Amount	This field displays the amount of the register for this trace number. If necessary, you can change this amount.
Discount Amount	This field displays any discount amounts that were taken when the register was updated. If necessary, you can change this amount.
Adjustment Amount	This field shows any adjustment amounts for the register. If necessary, you can change this amount.
Ending Balance	This field shows the ending AR Balance after the register, discount and adjustment amounts have been applied to the beginning AR Balance. If necessary, you can change this amount.
Deposit #	If the register had a deposit number, it appears in this field. Otherwise, this field will be blank. If necessary, you can change the number in this field.
Register Type.	The type of register for this trace number. If necessary, you can change the register type. You can select from **Cash Receipts**, **Returned Checks**, **Service Charges**, or **Daily Sales**.

4. Save your work, and exit the program.

AR GL Table Maintenance

NOTE: Setting up your GL Tables to post properly is extremely critical. You may want to review the discussion on using GL Tables in the AR GL Table Maintenance Hints and Examples and AR GL Table Example Items topics before you begin setting up your GL information.

Use *AR GL Table Maintenance* to set up the GL Tables for posting receivables activity to GL.

When you save a new GL Table or changes to an existing GL Table, the information is saved in the GL POSTING table.

There are two views available for entering the AR GL Table information.

- The General view of *AR Control Maintenance*, which is used to enter/view the current the AR balance, the date of last EOP update, and system–assigned numbers

- The Consign view of *AR Control Maintenance,* which is used to set up the credit checking information for all customers.

AR GL Table Maintenance Hints and Examples

- GL Tables are used throughout TakeStock to determine the accounts for posting, whether you post to a manual general ledger or automatically to the TakeStock GL. A valid GL Table is assigned to each customer to determine the proper accounts for posting receivables activity.

- The account numbers in a Customer GL Tables can also be used in other modules for posting GL activity. For example, in *SO Control - Post GL View*, you can set up the Sales posting account to use the Default account number assigned in that view, or use the Sales account number in a GL Table assigned to a Customer or to an Item. If you select Customer, then all SO activity will use the Sales account in Customer GL Tables for posting sales activity to GL. If you select Item, then all SO activity is posted to GL based on the Sales account assigned to Item GL Tables.

- GL activity is updated when registers are run. The following chart lists each GL account number set up in the AR GL Tables, and the registers throughout TakeStock that use these account numbers for processing item activity.

- Several of the accounts from the GL Table are used only if their corresponding account in *AR Control Maintenance* is set to use the *Customer GL Table*. These accounts are noted in the chart.

Account Number	Registers That Use the Account Number
Accounts Receivable	Cash Receipts & Adj. Register (if *AR Control* option for *GL Source* is set to *Customer GL Table)*
	SO Daily Sales Register (if *SO Control* option for *Accounts Receivable GL Source* is set to *Customer*)

Discounts	Cash Receipts & Adj. Register (if *AR Control* option for *GL Source* is set to *Customer GL Table)*
Adjustments	Cash Receipts & Adj. Register (if *AR Control* option for *GL Source* is set to *Customer GL Table)*
Ret. Check Charges	Returned Check Register (if *AR Control* option for *GL Source* is set to *Customer GL Table)*
Service Charges	Service Charge Register (if *AR Control* option for *GL Source* is set to *Customer GL Table)*
Sales	SO Daily Sales Register (if *SO Control* option for *Sales GL Source* is set to *Customer*)
Miscellaneous Sales	SO Daily Sales Register (if *SO Control* option for *Misc. Sales GL Source* is set to *Customer*)
Deposits	Cash Receipts & Adj. Register
	SO Daily Sales Register (if *SO Control* option for *Accounts Receivable GL Source* is set to *Customer*)
Inter-branch AR	SO Daily Sales Register (if *SO Control* option for *Multiple Warehouses on an Order* is set to *Yes*, and the *Inter-branch AR GL Source* is set to *Customer*)

GL Posting Examples for AR GL Table Maintenance

Now, let's look at how these accounts are actually used when posting via the different registers. In the following examples, we use two types of customers to post to different accounts in GL. This allows us to produce separate financial statements for each customer type. The two customer types are **Wholesale** and **Retail**.

GL Table: Ret

Description: Retail Customers

Account Field	Account	Description
Accounts Receivable	120-00	Accounts Receivable - Retail
Discounts	490-00	Discounts - Retail
Adjustments	420-00	Adjustments - Retail
Service Charges	440-00	Service Charges - Retail
Returned Checks	430-00	Returned Checks - Retail
Sales	410-00	Sales - Retail
Misc. Sales	450-00	Misc. Sales - Retail
Inter-branch AR	130-00	Inter-branch Accounts Receivable - Retail

GL Table: Whs

Description: Wholesale Customers

Account Field	Account	Description
Accounts Receivable	125-00	Accounts Receivable - Wholesale
Discounts	495-00	Discounts - Wholesale
Adjustments	425-00	Adjustments - Wholesale
Service Charges	445-00	Service Charges - Wholesale
Returned Checks	435-00	Returned Checks - Wholesale
Sales	415-00	Sales - Wholesale
Misc. Sales	455-00	Misc. Sales - Wholesale
Inter-branch AR	130-00	Inter-branch AR - Wholesale

AR GL Table Maintenance Example Items

The following examples use two customers who are assigned to the Customer GL Tables to show how these GL accounts are used in the registers. The first customer is Wilbur Wholesale who is assigned to the WHS table and the other is Reggie Retail who is assigned to the RET table.

Cash Receipts & Adjustments Register

Wilbur Wholesale make a payment of $504.70 and takes a discount of $5.30. Reggie Retail makes a payment of $225.00 for $225.02 in invoices, which leaves a balance of $.02. The balance for the invoice is adjusted down to zero. Using the GL Tables assigned to these two customers, the GL Distribution is as follows.

		Debit	Credit
100-00	*Cash in Bank	729.70	
120-00	AR-Retail		225.02
125-00	AR-Wholesale		510.00
420-00	Adjustments-Retail	.02	
495-00	Discounts-Wholesale	5.30	23.00
		735.02	735.02

*The **Cash in Bank** account number is pulled from the bank making the deposit.

Adjustments may be posted to GL by the adjustments GL number assigned to the GL Table, by the account number assigned to the Adjustment Code, or by the Default account number entered in *AR Control Maintenance*

Service Charge Register

Because of past due invoices, Wilbur Wholesale is charged a $2.35 service charge and Reggie Retail is charged a $1.70 service charge. Using the GL Tables, the GL Distribution for service charges is as follows.

		Debit	**Credit**
120-00	AR-Retail	1.70	
125-00	AR-Wholesale	2.35	
440-00	Finance Charge-Retail		1.70
445-00	Finance Charge-Wholesale		2.35
		4.15	4.15

Returned Check Register

A returned check is entered for Wilbur Wholesale for $524.70. A return check fee of $15 is charged. Using the GL Tables, the GL Distribution for the returned check is as follows.

		Debit	**Credit**
100-00	*Cash in Bank		524.70
125-00	AR-Wholesale	539.70	
435-00	Returned Check-Wholesale	23.00	
		138.00	138.00

*The **Cash in Bank** account number is pulled from the bank returning the check.
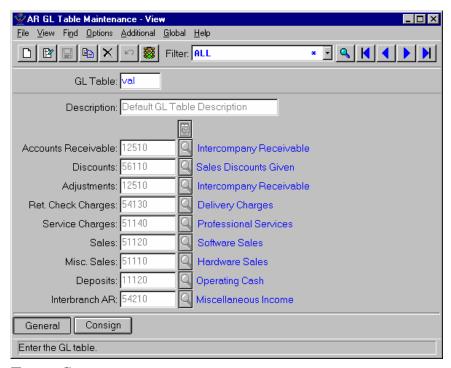
SO Daily Sales Register

An invoice is entered for Wilbur Wholesale for $320. Of this $300 is for a stocked item and $20 of for a miscellaneous item. There are no add on charges for the invoice. The miscellaneous item is set up (in *Item Maintenance*) to post to miscellaneous sales account instead of sales account. Using the GL Tables, the GL Distribution for the invoice is as follows.

		Debit	Credit
125-00	AR-Wholesale	320.00	
415-00	Sales-Wholesale		300.00
455-00	Misc. Sales-Wholesale		20.00
		320.00	320.00

AR GL Table Maintenance—General View

Use the General view of *AR GL Table Maintenance* to set up the GL Tables for posting receivables activity to GL.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

GL Table	The code (up to 5 characters) to identify the GL Table. You can set up as many different GL Tables as you need for posting receivables activity.
Description	A brief description (up to 30 characters) to further identify the GL Table.
Accounts Receivable	The account number for posting accounts receivable activity to GL.
Discounts	The account number for posting discounts to GL.
Adjustments	The account number for AR adjustments to GL.
Ret. Check Charges	The account number for posting returned check charges to GL.
Service Charges	The account number for posting service charges to GL.

Fields, Buttons, Checkboxes, & Icons

Sales   The account number for posting sales to GL.

Misc. Sales   The account number for posting miscellaneous sales to
               GL.

Deposits   The account number for posting deposits to GL.
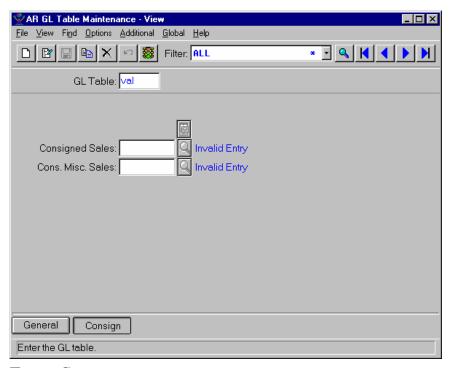
Inter-branch The account number for posting inter-branch accounts
AR   receivable activity to GL.

Consign   Accesses the Consign view of *AR GL Table Maintenance*.

AR GL Table Maintenance—Consign View

Use the Consign view of *AR GL Table Maintenance* to set up the GL Tables for consigned sales activity to GL.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

GL Table   The code (up to 5 characters) to identify the GL Table. You can set up as many different GL Tables as you need for posting receivables activity. The GL table account number that you entered on the General view appears by default.

Consigned Sales   The account number for posting consigned sales activity to GL.
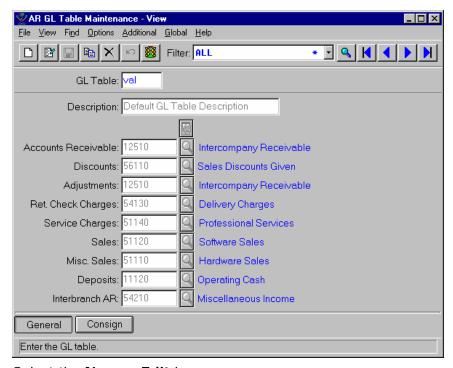
Cons. Misc. Sales   The account number for posting miscellaneous consigned sales activity to GL.

General   Accesses the General view of *AR GL Table Maintenance*.

How to enter AR GL Table Maintenance information

1. Access the *AR GL Table Maintenance* program by selecting *Maintenances*➔ *AR GL Table Maintenance* from the AR main menu. The system displays the General view of *AR GL Table Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

GL Table	The code (up to 5 characters) to identify the GL Table. You can set up as many different GL Tables as you need for posting receivables activity.
Description	A brief description (up to 30 characters) to further identify the GL Table.
Accounts Receivable	The account number for posting accounts receivable activity to GL.
Discounts	The account number for posting discounts to GL.
Adjustments	The account number for AR adjustments to GL.
Ret. Check Charges	The account number for posting returned check charges to GL.

Service Charges	The account number for posting service charges to GL.
Sales	The account number for posting sales to GL.
Misc. Sales	The account number for posting miscellaneous sales to GL.
Deposits	The account number for posting deposits to GL.
Inter-branch AR	The account number for posting inter-branch accounts receivable activity to GL.
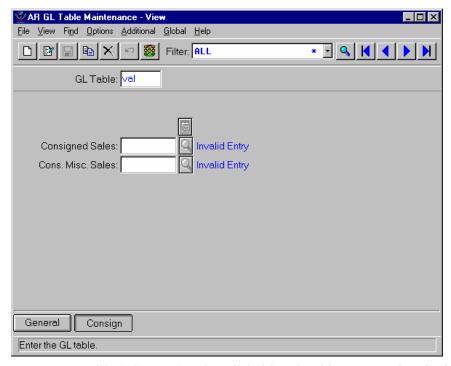
4. Access the Consign view of the *AR GL Table Maintenance* screen by selecting the **Consign** button or *View➔Consign* from the menu bar. The system displays the Consign view.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Consigned Sales	The account number for posting consigned sales activity to GL.
Cons. Misc. Sales	The account number for posting miscellaneous consigned sales activity to GL.

6. Save your work, and exit the program.

AR Control Maintenance

CAUTION. Aperum strongly advises that high security be placed on *AR Control Maintenance* Make any changes to processing options with extreme caution.

Use *AR Control Maintenance* to set up controls for the overall behavior of *Accounts Receivable* and other modules to which it interfaces.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering control information. When you save the control information, it is saved in the AR CONTROL table.

Because *AR Control Maintenance* contains only one record, the performance of this maintenance is slightly different than most other maintenances.

There are eleven views available for entering the AR control information.

- The General view of *AR Control Maintenance*, which is used to enter/view the current the AR balance, the date of last EOP update, and system–assigned numbers

- The Credit Check view of *AR Control Maintenance*, which is used to set up the credit checking information for all customers.

- The Aging view of *Customer Maintenance,* which is used to set up aging controls to use with the Aged Trial Balance and customer statements.

- The Post GL view of *AR Control Maintenance*, which is used to set up GL posting information for all receivables activity.

- The Dunning view of *AR Control Maintenance*, which is used to set up information for producing customer dunning letters.

- The Forms view of *AR Control Maintenance*, which is used to set up controls for the forms you will use for your company.

- The Statement Messages view of *AR Control Maintenance,* which is used to set up the controls for producing customer statements.

- The Service Charge view of *AR Control Maintenance,* which is used to set up the controls for producing service charges.

- The Returned Checks view of *AR Control Maintenance,* which is used to set up the controls for processing returned checks.

- The Receipts view of *AR Control Maintenance,* which is used to set up the controls for processing receipts against a customer's receivables balance

- The Registers view of *AR Control Maintenance,* which is used to set up the controls for processing registers in Accounts Receivable.

See Also

Maintenance Windows

Maintenance Modes

How to Use Maintenances

Maintenance Toolbar

How-to enter AR control maintenance information

AR Control Maintenance--General view

AR Control Maintenance--Credit Check view

AR Control Maintenance--Aging view

AR Control Maintenance--Post GL view

AR Control Maintenance--Dunning view

AR Control Maintenance--Forms view

AR Control Maintenance--Statement Messages view

AR Control Maintenance--Service Charge view
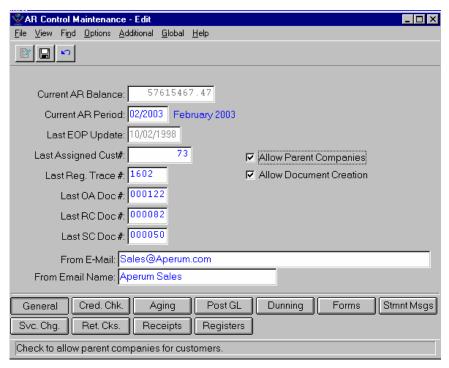
AR Control Maintenance--Returned Checks view

AR Control Maintenance--Receipts view

AR Control Maintenance--Registers view

AR Control Maintenance--General View

Use the General view of *AR Control Maintenance* to enter/view the current the AR balance, the date of last EOP update, and system–assigned numbers, such as customer, register trace, and On Account, Returned Check, and Service Charge document numbers.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Current AR Balance	This field displays the current balance for all Accounts Receivable. You cannot enter or change this balance. All sales and receipts activity in AR will update this balance. During initial set up, you can enter beginning customer balances by entering all open documents for each customer, or enter only one document for each customer's current open balance.
Current Period	The month and year of the current AR period for GL posting, or the period when you will begin using *TakeStock*. During the final close of the GL period, the system automatically resets this date for the new AR period.
Last EOP Update	The date of the last *AR End of Period Update* appears in this field. This date is maintained by the system and you cannot change it here.

Last Assigned Cust #	An option in *Customer Maintenance* allows you to have the system automatically assign customer number in numeric sequence. If you use this feature, the last number assigned to a customer record by the system appears in this field. You can enter or change the last customer number to have the system assign customer numbers beginning with the next number in sequence. If you manually assign a number to a customer record, the system will not be able to track it. When the system attempts to automatically assign a number that you have manually assigned, an error message will appear and the automatic assigning of numbers will not work. You can correct the problem by changing the last number assigned in this field to the last number you have manually assigned to a customer record.
Last Reg Trace #	The system uses trace numbers to trace the occurrence of all registers that affect the AR Balance. Trace numbers are assigned to the trace records in the order that the registers are run. The *Register History Report* prints these trace numbers as your audit trail of the registers that change the AR Balance. You can view or change trace number records in *Register History Maintenance* You can enter or change the last register trace number here to have the system begin assigning numbers using the next number in sequence.
Last OA Doc #	The last On Account document number automatically assigned by the system appears in this field. You can enter or change the last OA Doc # here to have the system begin assigning numbers using the next number in sequence.
Last RC Doc #	The last Returned Check document number automatically assigned by the system appears in this field. You can enter or change the last RC Doc # here to have the system begin assigning numbers using the next number in sequence.
Last SC Doc #	The last Service Charge document number automatically assigned by the system appears in this field. You can enter or change the last SC Doc # here to have the system begin assigning numbers using the next number in sequence.
From Email Address	The default From email address for sending AR forms available for email to this customer. You can use the email address you enter here or the customer's primary salesperson email address as the From email address in Customer Maintenance. If you select Default the system uses the From Email Address and Name entered here as the default for Customer Maintenance.

From Email Name   The default From email name for AR forms available for email.

Allow Parent Companies   Indicates you allow your customers to use parent companies. If so, the system will track who placed the order (the Sold To customer) and who pays the bill (the Bill To customer) for each purchase. If you use this option, merchandise will ship to the Sold To customer, but the invoice will be mailed to the Bill To customer for payment. Each Sold To customer can also have multiple Ship To customers so that orders can be placed by one customer and shipped to multiple locations. An example of a parent company could be Wal-Mart. The individual stores (Sold To) purchase merchandise from you and you ship to them directly, but the invoices and statements are mailed to their main headquarters (Bill To) for payment. If the customer has regional purchasing centers, they would be your Sold To customers and the individual stores would be assigned as Ship To customers.

Allow Document Creation   Indicates you allow users to create AR documents using the *Document Change Maintenance* program.

AR Control Maintenance--Credit Check View

Use the Credit Check view of *AR Control Maintenance* to set up the default credit checking information for all customers. The information you enter on this view of AR Control Maintenance defaults to the Credit Check view of Customer Maintenance for new customers.

Credit checking is based on the credit limit you set for each customer and the document grace days you enter on the Credit Check view of Customer Maintenance.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Credit Check   Select how credit checking is to be used by the system during the entry of a sales order or invoice.

> You can select from:
> **None** to not use credit checking. If selected, the remaining entries for this view are not used.
> **Message Only** to display a message if the customer fails the credit check, but allow the entry of the sales order or invoice.
> **On Hold** to place the sales order or invoice on hold if the customer fails the credit check, but commit the inventory quantities to reserve the stock for the customer.
> **Refuse** to not allow the entry of a sales order or

invoice without a password.

Set Override Opens a dialog box where you can enter a password
Password that will override a failed credit check during the entry
of a sales order or invoice. Because the password does
not appear on the screen as you type it, you are asked
to enter the password a second time to confirm that it
is correct.

Check Credit   Select the customers for whom to check credit.   You
For   can select from:
Sold To Customers to perform the credit check only for
the Sold To customer on sales orders or invoices.
Bill To Customers to perform the credit check only for
the Bill To customer on sales orders or invoices.
Both to perform the credit check for both the Sold To
and Bill To customers on sales orders or invoices.

If you want customers to have credit checked
regardless of their origination on the sales order, then
you must setup the customer record with **Both** on for
the Credit Check For setting. The Sold To Customer
option will only check customers on orders where they
are the sold to. Likewise, Bill To will only check
customers on orders where they are the bill to.

For Example: Customer X has the Credit Check For
option set to **Bill To Customers**. Customer Y and
Customer Z are setup with Customer X as the primary
Bill To on the customer record.

Only sales orders entered for Customer Y and Z will
check credit balance on Customer X. If Customer X is
entered as a customer, their balance will never be
checked because in this case they are not considered a
Bill To but instead are a Sold To.

Document   The number of grace days you (from 0 to 999) allow
Grace Days   your customers before an invoice is considered past
due. Entering a zero indicates that there is no grace
period allowed. For example, if an invoice is due in 30
days, it is consider past due on the 31st day. If you
allow a 5 day document grace period, the invoice would
not be considered past due until the 36th day.

Exclude   Indicates you want to exclude the documents on hold
Docs On   for a customer from their credit check.
Hold

SO credit Indicates you place customers on credit hold if the days
hold if last since the last sale is greater than the number you enter
sale >   in the *days* field.

AR Control Maintenance--Aging View

Use the Aging view of *Customer Maintenance* to set up aging controls to use with the Aged Trial Balance and customer statements.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Base Aging On.
Indicate whether to base the aging of open receivables on the due date of the document (**Due Date**), or on the original invoice date (**Invoice Date**).

Age Credits.
Indicate how credits (credit memos and on account documents) are to be handling when aging documents for a customer. You can select from:

> **Subtract From Oldest** to subtract credits from the oldest aged invoices. When aging credits, any invoices on hold will be skipped and will not have a credit applied against them. If a credit is on hold, it will be aged by its due (or invoice) date instead of being applied against an invoice.

> **Age Normally** to age credits based on the date of the credit document.

Subtract From Current to subtract credits from the most current aged invoices.

Aging Columns   The number (from 2 to 5) of aging columns you want to use on the Aged Trial Balance and customer statements.

Days (1-5)   The maximum number of days past the due (or invoice) date for a document to fall into each of the aging columns. For the last aging column, the system displays 9999; you cannot modify this number. This number indicates that all documents past due longer than the previous column are included in the last aging.

You can enter (in ascending order of value) negative aging days in the 2 to 5 aging breaks. TakeStock allows negative AR Aging Days so that future receivables are available to the Aging routines. For example, if you enter 0 for the first column, an invoice that is not yet over due (current) would fall into this column. If you enter 30 for the second column, all invoices that are 1 to 30 days past due would fall into this column. If you are only using three aging columns, then 9999 would be entered for the third column to indicate that all invoices over 30 days past due fall into this last aging column.

Column Heading (1-5)   The heading to print that corresponds to the number of days for that column. For example, if the first column has 0 days to show current invoices, you would want to use Current as the heading for that column. If the second column is set to 30 days, the heading you want to use is probably 1-30 days.

AR Control Maintenance--Post GL view

Use the Post GL view of *AR Control Maintenance* to set up GL posting information for all receivables activity.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

GL Distribution Indicate how *Accounts Receivable* is to post to GL. You can select from:
No GL Distribution to not print or post any GL activity for receivables,
Print Only to print a GL Distribution for manual posting to GL, or
Print and Post to print a GL Distribution and post the receivables activity to the TakeStock GL.

Source For each of the accounts in the *Source* column, select from their drop-down selection list whether to post to the account number in the GL Table assigned to each customer, or to the default account you enter here in the *GL #* field.   For the *Adjustments* account number, there is an additional option to post adjustment activity to the account number assigned to the Adjustment code.

Branch For each account, this checkbox indicates that you

Fields, Buttons, Checkboxes, & Icons

want to have post to GL profit and cost centers by individual branch.

Department For each account except Accounts Receivable, this checkbox indicates you want to post to GL profit and cost centers by individual department.
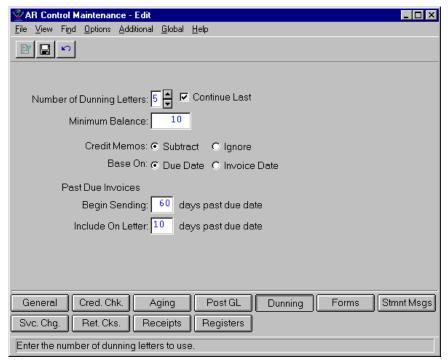
GL # The default account number for posting each of the accounts. The default account number is used only if you select Default in the corresponding *Source* column.

AR Control Maintenance--Dunning View

Use the Dunning view of *AR Control Maintenance* to set up information for producing customer dunning letters.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Number of Dunning Letters	The number (from 0 to 5) of dunning letters you want to use. Entering a zero indicates that you are not using dunning letters and the remaining fields for this view are not used.
Continue Last	Indicates you want to continue sending the last dunning letter to a customer after it has been sent but the customer's account has not been cleared.
Minimum Balance	The minimum amount (up to 99999) a customer must owe in order for a dunning letter to be sent. For example, if you set the minimum amount to $100, only the customers with a past due balance of $100 or more will receive a dunning letter.
Credit Memos	Select how you want to handle credit memos with dunning letters. You can select from: **Subtract** to subtract all credit memos from the over due balance or **Ignore** to ignore credit memos for all dunning letters.

Base On   Select whether invoices listed on dunning letters are considered past due based on the due date (by selecting **Due Date**) or the invoice date (by selecting **Invoice Date**).

Begin   The number of days after an invoice is past due before
Sending   you send the first dunning letter. For example, to send a dunning letter to a customer only when their account is 30 days or more past due, you would enter 30 for this field.

Include On   The number of days after an invoice is considered past
Letter   due before you want to include the invoice on the dunning letter. For example, for the *Begin Sending* option, you enter 30 days. When the customer's account is 30 days past due, the first dunning letter is sent. The entry for this field selects which past due invoices to include on the dunning letter. If you enter 10 here, all invoices that are 10 days or more past due will print on the first dunning letter.

AR Control Maintenance--Forms View

Use the Forms view of *AR Control Maintenance* to set up controls for the forms you will use for your company.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Form Type   The only type of form you can set up for *Accounts Receivable* is a **Statement**. You cannot make any other selections for this option.

Form   The form specifications are preset and cannot be
Specification changed here. You can use the Lookup to select the form specification for the type of statement you want to use for your company, or enter a valid form specification.

PDF Format   Use the Browse button and choose from the enabled
File   .cfg files.

              Note this field is only available for Statement form types. The file selected provides the configuration information for the invoice to be converted from a text file to a PDF file. This field should be configured if using Email, Fax Print or Archive. Three CFG files are provided with TakeStock, ts17cpi.cfg (17 CPI),

ts12cpi.cfg (12 CPI), and ts10cpi.cfg (10 CPI). If you do not select a CFG file, the system uses the default text2pdf.p.

The default text2pdf.p format is defined as portrait oriented printing with 60 lines per page printing in Courier 12 CPI. Left margin and top margin are defined as 50 and 20 respectively.

Name   The name you want to print on the form, if the name of the statement is not preprinted.

Print on Form   Indicate what to print on the form. You can select Company Name and/or Address to print these items on the form. If your statement has a preprinted company name and address, do not select either of these options. These two options are available if your statements are not preprinted and you want to print your company name and/or address on the form.

Source of   If you select to print the address, you can also select the
Address   source of the address. You can select **Company** to print the address set up for your company. The **Branch**, or **Warehouse**. radio buttons are not available for printing the address on statements

Min. Amt. to The minimum dollar amount a customer owes in order
Print   to print a statement. For example, if you enter $100 here, only the customers who owe $100 or more will receive a statement.

Include Zero Indicates you want to print zero balance documents
Balance   (documents which have been paid and the balance due
Documents   is 0) on the statements.

Include   Indicates you want to print credit documents (credit
Credits   memos and on account documents) on the statements.

Lines Per   The number of lines per page to use for new templates
Page   you create for the selected form. This entry can be from 20 to 99 lines per page.

Multiple   Accesses the Multiple Part Form Setup dialog box, which
Parts   is used to enter setup information for multiple part forms. Note: This button only appears for form types (or programs) that are enabled for multiple part forms.

Multiple Part Form Setup Dialog Box

Multiple part forms allow you to define the number of parts you want to produce for invoices or statements documents (e.g., original, numerical file, customer file, etc.). This feature automates document management by keeping track of the printed status of each form part.

The system displays the *Multiple Part Form Setup* dialog box when you press the Multiple Parts button located on the Forms View SO Control Maintenance or AR Control Maintenance. Use this dialog box to enter setup information for multiple part forms.

You can specify the number of parts used for that form. The minimum number of parts is 1, which is also the default, and the maximum number of parts is 6.

Form Contents
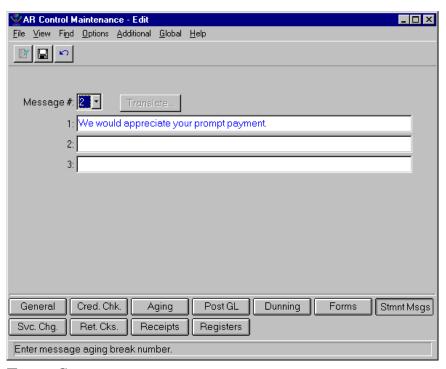
Fields, Buttons, Checkboxes, & Icons

Form	The only type of form you can set up for Accounts Receivable is a Statement. The system displays Statement as the default.
Number of Parts	The number of parts for the form. You can select from 1-6. The default value for the number of parts is 1.
Part Description	For each part you specified above, enter the description for each portion of the form. For one-part forms the default description is 'Original Copy'.
Collate Parts	The Collate Parts check box is used by the print program to print all parts for each document in turn. For example, if 10 statements are selected to print, and statements are set up to use 2 parts, then the Collate Parts option would cause all 2 parts of the first statement to print, followed by all 2 parts of the next statement, and so on. If the

	Collate Parts option is not selected, then the first part will be printed for all 10 statements, followed by the second part for all 10 statements, and so on. The default setting is with the Collate Parts option unselected (turned off). The Collate Parts checkbox is available if the number parts is greater than 1.
Print On Form	For each part you specified, indicate whether to print the part description you enter here on the form.
OK	Saves your changes and returns you to the calling maintenance program—either SO Control Maintenance or AR Control Maintenance.
Cancel	Returns you to the calling maintenance program—either SO Control Maintenance or AR Control Maintenance— without saving your changes.
Help	Displays online help for this program.

AR Control Maintenance--Statement Messages View

Use the Statement Messages view of *AR Control Maintenance* to set up the controls for producing customer statements.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Message #   The message number for entering or changing a statement message. The message numbers correspond to the number of aging columns you are using (selected in the Aging view). The message number that corresponds to the oldest document on the statement aging determines the message that prints on the statement. For example, if the oldest document on a statement appears in aging column 2, then the message you enter for Message 2 prints on the statement.
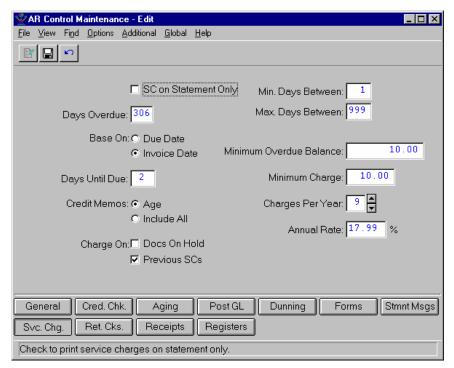
Message Lines 1-3   There are three lines available for entering a message to print on statements. For each of the message numbers you will use for statements, enter the statement message you want to print.

Translate   This button is reserved for future use.

AR Control Maintenance--Service Charge View

Use the Service Charge view of *AR Control Maintenance* to set up the controls for producing service charges.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

SC on Statement Only — Indicates you want to print the service charge only on the statement. **NOTE:** If you set this flag the Service Charge Register does not run.

Min. Days Between — The minimum days (from 0 to 999) before running the *Service Charge Register* since the last time it was run.

Max. Days Between — The maximum days (from 0 to 999) before running the *Service Charge Register* since the last time it was run.

Days Overdue — The number of days a document must be past the due date to be available for a service charge. For example, you may want to extend a 5 day period after the due date before charging a customer a service charge.

Base On — Select whether a document is considered past due for service charges based on the due date (**Due Date**) or invoice date (**Invoice Date**).

Minimum — The minimum overdue balance for a customer in order

Overdue Balance	to charge service charges. For example, you may not want to charge a service charge if the overdue balance for a customer is less than $10.00.
Days Until Due	The number of days (from 0 to 99) from the date the service charges are applied until the date the service charge is due. Entering 0 indicates that the service charge is due the day they are applied to the customer's account by the *Service Charge Register.*
Credit Memos	Indicate how credit memos apply to receivables for a customer in terms of service charges. You can select from: **Age** to age credit memos so they apply to the documents in their age period. The total amount of the documents and credit memos determines the basis of the service charge for that period. **Include All** to include all credit memos and apply to the total overdue balance. The total amount of all documents and credit memos determines the basis of the service charge.
Charge On	Indicate if you charge service charges on the following. Select: **Doc On Hold** to charge service charges on documents that are on hold, but based on their date they are considered past due. and/or **Previous SCs** to charge service charges on previously charged service charges that are now past due.
Minimum Charge	The minimum dollar amount to charge for a service charge. For example, if you enter $1.00 as the minimum charge and the calculated service charge is $.75, then the minimum amount of $1.00 is used for the service charge.
Charges Per Year	The number (from 1 to 99) of service charges you apply per year. For example, if you apply service charges once a month, you would have 12 charges per year. If you apply service charges once a week, you would have 52 charges per year.
Annual Rate	The annual percentage rate of the service charge. The percentage used to calculate service charges each time the *Service Charge Register* is run is determined by dividing the annual rate you enter here by the number of charges per year you also enter for this view.
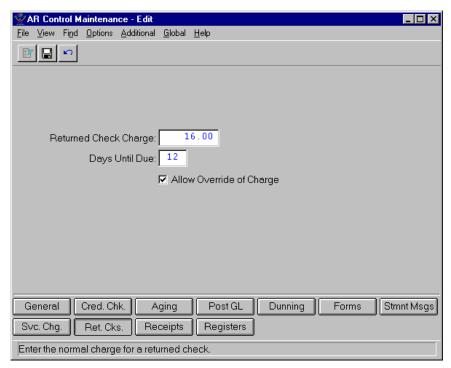
AR Control Maintenance--Returned Checks View

Use the Returned Checks view of *AR Control Maintenance* to set up the controls for processing returned checks.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Returned Check Charge — The dollar amount to charge a customer when you process a returned check against their account.

Days Until Due — The number of days (up to 999) from the date of the returned check to the due date of the check charge that is created by the *Returned Check Register*. You can enter a negative number of days to age the check charge as past due.
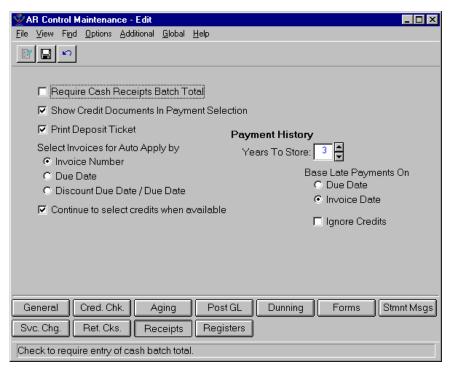
Allow Override of Charge — Indicates you want to be able to override the standard returned check charge during *Returned Check Entry*.

AR Control Maintenance--Receipts View

Use the Receipts view of *AR Control Maintenance* to set up the controls for processing receipts against a customer's receivables balance

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Require Cash Receipts Batch Total   Indicates you want to require the entry of a Batch Total that includes all cash receipts you will enter at one time in *Cash Receipts & Adj. Entry*. If you select to use this option, all cash receipt entries you make must equal the Batch Total before you can exit *Cash Receipts & Adj. Entry*. This is a control to help you make sure that all cash is distributed in the batch before you can exit.

Show Credit Documents in Payment Selection   Indicates you want to include credit memos and on account documents in the selection list of open documents in *Cash Receipts & Adj. Entry*. This option allows you to apply credit documents to open invoices in *Cash Receipts & Adj. Entry.*

Print Deposit Ticket   Indicates you want to print a deposit ticket when you print the *Cash Receipts & Adj. Register*. You can use the deposit ticket for making a bank deposit, or keep

the deposit ticket for your internal records.

Select Invoices for Auto-Apply by
Indicate how to use the Auto Apply feature in Apply Cash processing when unapplied cash is applied to open invoices. In the Apply Cash browser of Cash Receipts ad Adjustments Entry, you can auto-apply cash in the following sort orders:

- ♦ Invoice number order (default),

- ♦ Due date order,

- ♦ Discount due date/ due date order. If you select this option but an open item does not have a discount due date, then the due date is used for sorting that item.

The Auto Apply feature currently continues to search for open credits to auto-apply even after it has used up the initial amount to apply; this functionality is based on the Continue to select credits when available option, defined below.

Continue to select credits when available
Indicates you want to continue selecting credits after the initial amount to apply is used up (the default). If you unselect this box, Auto Apply will still use open credits encountered before the amount to apply is used up, but once the amount to apply is zero no additional credits will be applied.

Years to Store The number (from 1 to 99) of years to store payment history. Payment history for a customer is available for viewing in *Customer Inquiry*, and can be maintained in *Payment History Maintenance.*

Base Late Payments On
Determines whether payment history is stored based on the invoice date (**Invoice Date**) or due date (**Due Date**) of documents.

Ignore Credits
Indicates you want to store payment history without including credits (credit memos and on account documents) as part of the payment. Selecting this option makes sure that payment history includes only cash receipts.

AR Control Maintenance--Registers View

Use the Registers view of *AR Control Maintenance* to set up the controls for processing registers in Accounts Receivable.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Run Registers by Branch Indicates you want to run registers by branch. The register information for all of Accounts Receivable is then maintained in *Branch Maintenance* in *SM* and the remaining fields in this view are not used. If you do not run registers by branch, the following information is maintained for each of the registers in *Accounts Receivable*.

Last Reg # Each of the registers display the last register number used. Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated here. These numbers are tracked by the system but can be changed here. During initial setup, leave the register numbers blank.

Curr. User This field shows the user code of the person currently running this register. This field is maintained by the system and cannot be entered or changed.

Status   The register status: **Not Running** - If selected,
          indicates that this register is not currently being run.
          This field is maintained by the system and cannot be
          entered or changed. **Printing** - If selected, indicates
          that this register is printing. This field is maintained by
          the system and cannot be entered or changed.
          Updating - If selected, indicates that this register is
          updating. This field is maintained by the system and
          cannot be entered or changed.

How to enter AR control maintenance information

1. Access the *AR Control Maintenance* program by selecting *Maintenances*➔ *AR Control Maintenance* from the AR main menu. The system displays the General view of the *AR Control Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Current AR Balance	This field displays the current balance for all Accounts Receivable. You cannot enter or change this balance. All sales and receipts activity in AR will update this balance. During initial set up, you can enter beginning customer balances by entering all open documents for each customer, or enter only one document for each customer's current open balance.
Current Period	The month and year of the current AR period for GL posting, or the period when you will begin using TakeStock. During the final close of the GL period, the system automatically resets this date for the new AR period.
Last EOP Update	The date of the last AR End of Period Update appears in this field. This date is maintained by the system and you cannot change it here.
Last Assigned Cust #	An option in Customer Maintenance allows you to have the system automatically assign customer number in numeric sequence. If you use this feature, the last number assigned

to a customer record by the system appears in this field. You can enter or change the last customer number to have the system assign customer numbers beginning with the next number in sequence.   If you manually assign a number to a customer record, the system will not be able to track it. When the system attempts to automatically assign a number that you have manually assigned, an error message will appear and the automatic assigning of numbers will not work. You can correct the problem by changing the last number assigned in this field to the last number you have manually assigned to a customer record.

Last Reg Trace #	The system uses trace numbers to trace the occurrence of all registers that affect the AR Balance. Trace numbers are assigned to the trace records in the order that the registers are run. The Register History Report prints these trace numbers as your audit trail of the registers that change the AR Balance. You can view or change trace number records in Register History Maintenance You can enter or change the last register trace number here to have the system begin assigning numbers using the next number in sequence.
Last OA Doc #	The last On Account document number automatically assigned by the system appears in this field. You can enter or change the last OA Doc # here to have the system begin assigning numbers using the next number in sequence.
Last RC Doc #	The last Returned Check document number automatically assigned by the system appears in this field. You can enter or change the last RC Doc # here to have the system begin assigning numbers using the next number in sequence.
Last SC Doc #	The last Service Charge document number automatically assigned by the system appears in this field. You can enter or change the last SC Doc # here to have the system begin assigning numbers using the next number in sequence.
From Email Address	The default From email address for AR forms available for email to this customer. You can use the email address you enter here or the customer's primary salesperson email address as the From email address in Customer Maintenance. If you select Default the system uses the From Email Address and Name entered here as the default for Customer Maintenance.
From Email Name	The default From email name for AR forms available for email.
Allow Parent Companies	Indicates you allow your customers to use parent companies. If so, the system will track who placed the order (the Sold To customer) and who pays the bill (the Bill To customer) for each purchase. If you use this option, merchandise will ship to the Sold To customer, but the

invoice will be mailed to the Bill To customer for payment. Each Sold To customer can also have multiple Ship To customers so that orders can be placed by one customer and shipped to multiple locations.   An example of a parent company could be Wal-Mart. The individual stores (Sold To) purchase merchandise from you and you ship to them directly, but the invoices and statements are mailed to their main headquarters (Bill To) for payment. If the customer has regional purchasing centers, they would be your Sold To customers and the individual stores would be assigned as Ship To customers.

Allow Document Creation

Indicates you allow users to create AR documents using the Document Change Maintenance program.

4. Access the Credit Check view of the *AR Control Maintenance* screen by selecting the **Cred Chk** button or *View➔Credit Check* from the menu bar. The system displays the Credit Check view.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Credit Check   Select how credit checking is to be used by the system during the entry of a sales order or invoice.

You can select from:
None to not use credit checking. If selected, the

remaining entries for this view are not used.
Message Only to display a message if the customer
fails the credit check, but allow the entry of the sales
order or invoice.
On Hold to place the sales order or invoice on hold if
the customer fails the credit check, but commit the
inventory quantities to reserve the stock for the
customer.
Refuse to not allow the entry of a sales order or
invoice without a password.

Set Override Password	Opens a dialog box where you can enter a password that will override a failed credit check during the entry of a sales order or invoice. Because the password does not appear on the screen as you type it, you are asked to enter the password a second time to confirm that it is correct.
Check Credit For	Select the customers for whom to check credit. You can select from: **Sold To** Customers to perform the credit check only for the Sold To customer on sales orders or invoices. **Bill To** Customers to perform the credit check only for the Bill To customer on sales orders or invoices. **Both** to perform the credit check for both the Sold To and Bill To customers on sales orders or invoices.
	If you want customers to have credit checked regardless of their origination on the sales order, then you must setup the customer record with **Both** on for the Credit Check For setting. The Sold To Customer option will only check customers on orders where they are the sold to. Likewise, Bill To will only check customers on orders where they are the bill to.
	For Example: Customer X has the Credit Check For option set to **Bill To** Customers. Customer Y and Customer Z are setup with Customer X as the primary Bill To on the customer record.
	Only sales orders entered for Customer Y and Z will check credit balance on Customer X. If Customer X is entered as a customer, their balance will never be checked because in this case they are not considered a Bill To but instead are a Sold To.
Document Grace Days	The number of grace days you (from 0 to 999) allow your customers before an invoice is considered past due. Entering a zero indicates that there is no grace period allowed. For example, if an invoice is due in 30 days, it is consider past due on the 31st day. If you allow a 5 day document grace period, the invoice would not be considered past due until the 36th day.

Exclude Docs On Hold	Indicates you want to exclude the documents on hold for a customer from their credit check.
SO credit hold if last sale >	Indicates you place customers on SO credit hold if the days since the last sale is greater than the number you enter in the *days* field.

6. Access the Aging view of the *AR Control Maintenance* screen by selecting the **Aging** button or *View➔Aging* from the menu bar. The system displays the Aging view.

7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Base Aging On.	Indicate whether to base the aging of open receivables on the due date of the document (**Due Date**), or on the original invoice date (**Invoice Date**).
Age Credits.	Indicate how credits (credit memos and on account documents) are to be handling when aging documents for a customer. You can select from: **Subtract From Oldest** to subtract credits from the oldest aged invoices. When aging credits, any invoices on hold will be skipped and will not have a credit applied against them. If a credit is on hold, it will be aged by its due (or invoice) date instead of being applied against an invoice.

Age Normally to age credits based on the date of the credit document.

Subtract From Current to subtract credits from the most current aged invoices.

Aging Columns	The number (from 2 to 5) of aging columns you want to use on the Aged Trial Balance and customer statements.
Days (1-5)	The maximum number of days past the due (or invoice) date for a document to fall into each of the aging columns. For the last aging column, the system displays 9999; you cannot modify this number. This number indicates that all documents past due longer than the previous column are included in the last aging. For example, if you enter 0 for the first column, an invoice that is not yet over due (current) would fall into this column. If you enter 30 for the second column, all invoices that are 1 to 30 days past due would fall into this column. If you are only using three aging columns, then 9999 would be entered for the third column to indicate that all invoices over 30 days past due fall into this last aging column.
Column Heading (1-5)	The heading to print that corresponds to the number of days for that column. For example, if the first column has 0 days to show current invoices, you would want to use Current as the heading for that column. If the second column is set to 30 days, the heading you want to use is probably 1-30 days.
Translate	This button is reserved for future use.

8. Access the Post GL view of the *AR Control Maintenance* screen by selecting the **Post GL** button or *View➔Post GL* from the menu bar. The system displays the Post GL view.

9. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

GL Distribution	Indicate how *Accounts Receivable* is to post to GL. You can select from: **No GL Distribution** to not print or post any GL activity for receivables, **Print Only** to print a GL Distribution for manual posting to GL, or **Print and Post** to print a GL Distribution and post the receivables activity to the TakeStock GL.
Source	For each of the accounts in the *Source* column, select from their drop-down selection list whether to post to the account number in the GL Table assigned to each customer, or to the default account you enter here in the *GL #* field. For the *Adjustments* account number, there is an additional option to post adjustment activity to the account number assigned to the Adjustment code.
Branch	For each account, this checkbox indicates that you want to have post to GL profit and cost centers by individual branch.
Department	For each account except Accounts Receivable, this checkbox indicates you want to post to GL profit and cost centers by individual department.
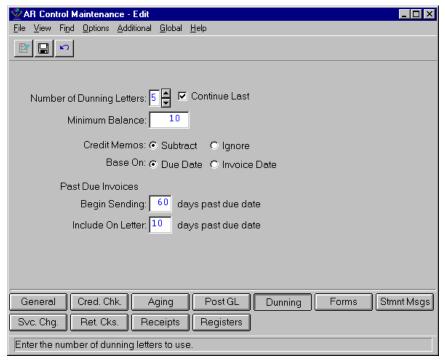
GL #   The default account number for posting each of
the accounts. The default account number is
used only if you select Default in the
corresponding *Source* column.

10. Access the Dunning view of the *AR Control Maintenance* screen by selecting the
Dunning button or *View*➜*Dunning* from the menu bar. The system displays
the Dunning view.

11. Enter or modify information for all fields, checkboxes, and radio buttons as
necessary. Refer to the table below to guide you in your entries:

Number of Dunning Letters	The number (from 0 to 5) of dunning letters you want to use. Entering a zero indicates that you are not using dunning letters and the remaining fields for this view are not used.
Continue Last	Indicates you want to continue sending the last dunning letter to a customer after it has been sent but the customer's account has not been cleared.
Minimum Balance	The minimum amount (up to 99999) a customer must owe in order for a dunning letter to be sent. For example, if you set the minimum amount to $100, only the customers with a past due balance of $100 or more will receive a dunning letter.
Credit Memos	Select how you want to handle credit memos with dunning letters. You can select from: **Subtract** to

subtract all credit memos from the over due balance or **Ignore** to ignore credit memos for all dunning letters.

Base On	Select whether invoices listed on dunning letters are considered past due based on the due date (by selecting **Due Date**) or the invoice date (by selecting **Invoice Date**).
Begin Sending	The number of days after an invoice is past due before you send the first dunning letter. For example, to send a dunning letter to a customer only when their account is 30 days or more past due, you would enter 30 for this field.
Include On Letter	The number of days after an invoice is considered past due before you want to include the invoice on the dunning letter. For example, for the Begin Sending option, you enter 30 days. When the customer's account is 30 days past due, the first dunning letter is sent. The entry for this field selects which past due invoices to include on the dunning letter. If you enter 10 here, all invoices that are 10 days or more past due will print on the first dunning letter.

12. Access the Forms view of the *AR Control Maintenance* screen by selecting the **Forms** button or *View➜Forms* from the menu bar. The system displays the Forms view.

13. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Form Type	The only type of form you can set up for *Accounts Receivable* is a **Statement**. You cannot make any other selections for this option.
Form Specification	The form specifications are preset and cannot be changed here. You can use the Lookup to select the form specification for the type of statement you want to use for your company, or enter a valid form specification.
PDF Format File	Use the **Browse** button and choose from the enabled .cfg files. The .cfg files (also used for Invoice/Statement) format the conversion from text to PDF. A file must be specified into those forms.

This option is only enabled for email/fax distribution. This .cfg file is also needed for Archive and/or email/fax. |
Name	The name you want to print on the form, if the name of the statement is not preprinted.
Print on Form	Indicate what to print on the form. You can select Company Name and/or Address to print these items on the form. If your statement has a preprinted company name and address, do not select either of these options. These two options are available if your statements are not preprinted and you want to print your company name and/or address on the form.
Source of Address	If you select to print the address, you can also select the source of the address. You can select **Company** to print the address set up for your company. The **Branch**, or **Warehouse**. radio buttons are not available for printing the address on statements
Min. Amt. to Print	The minimum dollar amount a customer owes in order to print a statement. For example, if you enter $100 here, only the customers who owe $100 or more will receive a statement.
Include Zero Balance Documents	Indicates you want to print zero balance documents (documents which have been paid and the balance due is 0) on the statements.
Include Credits	Indicates you want to print credit documents (credit memos and on account documents) on the statements.
Lines Per Page	The number of lines per page to use for new templates you create for the selected form. This entry can be from 20 to 99 lines per page.
Multiple	Accesses the *Multiple Part Setup* dialog box, which is used
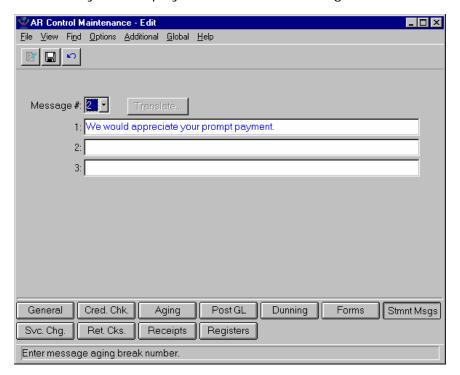
Parts   to enter setup information for multiple part forms. Note: This button only appears for form types (or programs) that are enabled for multiple part forms.

14. Access the Statement Messages view of the *AR Control Maintenance* screen by selecting the **Stmnt Msgs** button or *View➜Statement Messages* from the menu bar. The system displays the Statement Messages view.

15. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Message #	The message number for entering or changing a statement message. The message numbers correspond to the number of aging columns you are using (selected in the Aging view). The message number that corresponds to the oldest document on the statement aging determines the message that prints on the statement. For example, if the oldest document on a statement appears in aging column 2, then the message you enter for Message 2 prints on the statement.
Message Lines 1-3	There are three lines available for entering a message to print on statements. For each of the message numbers you will use for statements, enter the statement message you want to print.

Translate

16. Access the Service Charges view of the *AR Control Maintenance* screen by selecting the **Svc. Chg.** button or *View➔Service Charges* from the menu bar. The system displays the Service Charges view.

17. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

SC on Statement Only	Indicates you want to print the service charge only on the statement. **NOTE:** If you set this flag the Service Charge Register does not run.
Min. Days Between	The minimum days (from 0 to 999) before running the *Service Charge Register* since the last time it was run.
Max. Days Between	The maximum days (from 0 to 999) before running the *Service Charge Register* since the last time it was run.
Days Overdue	The number of days a document must be past the due date to be available for a service charge. For example, you may want to extend a 5 day period after the due date before charging a customer a service charge.
Base On	Select whether a document is considered past due for service charges based on the due date (Due Date) or invoice date (Invoice Date).
Minimum Overdue Balance	The minimum overdue balance for a customer in order to charge service charges. For example, you may not want to charge a service charge if the overdue balance for a customer is less than $10.00.
Days Until	The number of days (from 0 to 99) from the date the service

Due   charges are applied until the date the service charge is due. Entering 0 indicates that the service charge is due the day they are applied to the customer's account by the *Service Charge Register.*

Credit   Indicate how credit memos apply to receivables for a
Memos   customer in terms of service charges.
               You can select from:

               Age to age credit memos so they apply to the documents in their age period. The total amount of the documents and credit memos determines the basis of the service charge for that period.

               Include All to include all credit memos and apply to the total overdue balance. The total amount of all documents and credit memos determines the basis of the service charge.

Charge On   Indicate if you charge service charges on the following.

               Select:
               Doc On Hold to charge service charges on documents that are on hold, but based on their date they are considered past due. and/or Previous SCs to charge service charges on previously charged service charges that are now past due.

Minimum   The minimum dollar amount to charge for a service charge.
Charge   For example, if you enter $1.00 as the minimum charge and the calculated service charge is $.75, then the minimum amount of $1.00 is used for the service charge.

Charges   The number (from 1 to 99) of service charges you apply per
Per Year   year. For example, if you apply service charges once a month, you would have 12 charges per year. If you apply service charges once a week, you would have 52 charges per year.

Annual   The annual percentage rate of the service charge. The
Rate   percentage used to calculate service charges each time the *Service Charge Register* is run is determined by dividing the annual rate you enter here by the number of charges per year you also enter for this view.

18. Access the Returned Checks view of the *AR Control Maintenance* screen by selecting the **Ret. Cks.** button or *View➔Returned Checks* from the menu bar. The system displays the Returned Checks view.
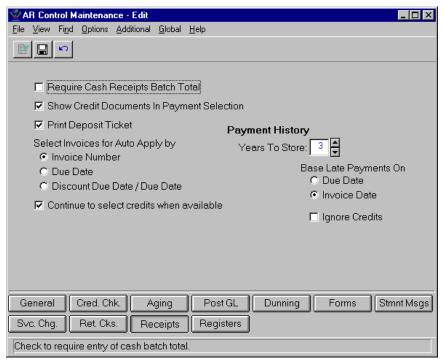
19. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Returned Check Charge	The dollar amount to charge a customer when you process a returned check against their account.
Days Until Due	The number of days (up to 999) from the date of the returned check to the due date of the check charge that is created by the Returned Check Register. You can enter a negative number of days to age the check charge as past due.
Allow Override of Charge	Indicates you want to be able to override the standard returned check charge during Returned Check Entry.

20. Access the Receipts view of the *AR Control Maintenance* screen by selecting the **Receipts** button or *View➔Receipts* from the menu bar. The system displays the Receipts view.

```
AR Control Maintenance - Edit                    _ □ ×
File  View  Find  Options  Additional  Global  Help

 [□] Require Cash Receipts Batch Total
 [☑] Show Credit Documents In Payment Selection
 [☑] Print Deposit Ticket                    Payment History
 Select Invoices for Auto Apply by         Years To Store: [3] [▲▼]
   (●) Invoice Number
   (○) Due Date                             Base Late Payments On
   (○) Discount Due Date / Due Date           (○) Due Date
 [☑] Continue to select credits when available  (●) Invoice Date

                                              [□] Ignore Credits

 [ General ] [ Cred. Chk. ] [ Aging ] [ Post GL ] [ Dunning ] [ Forms ] [ Stmnt Msgs ]
 [ Svc. Chg. ] [ Ret. Cks. ] [ Receipts ] [ Registers ]
 Check to require entry of cash batch total.
```

21. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Require Cash Receipts Batch Total	Indicates you want to require the entry of a Batch Total that includes all cash receipts you will enter at one time in *Cash Receipts & Adj. Entry*. If you select to use this option, all cash receipt entries you make must equal the Batch Total before you can exit *Cash Receipts & Adj. Entry*. This is a control to help you make sure that all cash is distributed in the batch before you can exit.
Show Credit Documents in Payment Selection	Indicates you want to include credit memos and on account documents in the selection list of open documents in *Cash Receipts & Adj. Entry*. This option allows you to apply credit documents to open invoices in *Cash Receipts & Adj. Entry.*
Print Deposit Ticket	Indicates you want to print a deposit ticket when you print the *Cash Receipts & Adj. Register*. You can use the deposit ticket for making a bank deposit, or keep the deposit ticket for your internal records.
Select Invoices for Auto-Apply by	Indicate how to use the Auto Apply feature in Apply Cash processing when unapplied cash is applied to open invoices. In the Apply Cash browser of Cash Receipts ad Adjustments Entry, you can auto-apply cash in the following sort orders:

♦ Invoice number order (default),

♦ Due date order,

♦ Discount due date/ due date order. If you select this option but an open item does not have a discount due date, then the due date is used for sorting that item.

The Auto Apply feature currently continues to search for open credits to auto-apply even after it has used up the initial amount to apply; this functionality is based on the Continue to select credits when available option, defined below.

Continue to select credits when available	Indicates you want to continue selecting credits after the initial amount to apply is used up (the default). If you unselect this box, Auto Apply will still use open credits encountered before the amount to apply is used up, but once the amount to apply is zero no additional credits will be applied.
Years to Store	The number (from 1 to 99) of years to store payment history. Payment history for a customer is available for viewing in *Customer Inquiry*, and can be maintained in *Payment History Maintenance.*
Base Late Payments On	Determines whether payment history is stored based on the invoice date (Invoice Date) or due date (Due Date) of documents.
Ignore Credits	Indicates you want to store payment history without including credits (credit memos and on account documents) as part of the payment. Selecting this option makes sure that payment history includes only cash receipts.

22. Access the Registers view of the *AR Control Maintenance* screen by selecting the **Registers** button or *View➔Registers* from the menu bar. The system displays the Registers view.

23. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below to guide you in your entries:

Run Registers by Branch	Indicates you want to run registers by branch. The register information for all of Accounts Receivable is then maintained in *Branch Maintenance* in *SM* and the remaining fields in this view are not used. If you do not run registers by branch, the following information is maintained for each of the registers in *Accounts Receivable*.
Last Reg #	Each of the registers displays the last register number used. Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated here. These numbers are tracked by the system but can be changed here. During initial setup, leave the register numbers blank.
Curr. User	This field shows the user code of the person currently running this register. This field is maintained by the system and cannot be entered or changed.
Status	The register status: Not Running - If selected, indicates that this register is not currently being run. This field is maintained by the system and cannot be entered or changed. Printing - If selected, indicates that this register is printing. This field is maintained by the system and cannot be entered or changed. Updating - If selected, indicates that this register is updating. This field is maintained by the system and cannot be entered or changed.

24. Save your work, and exit the program.

AR End of Period

End of Period consists of four programs, which should be run at the end of each Accounts Receivable period to close it correctly. These programs provide you with a complete audit trail of the AR balance: *Close Paid Documents, Statement Print, Service Charge Register*, and *Customer Ledgercards Removal*.

Close Paid Documents allows you to print a report of all documents where the balance is paid down to zero, and to optionally update the document status to *Closed.*

The *Statement Print* program prints customer statements. You may print statements for any group of customers by selecting to print for a specific statement code, or you can enter the beginning and ending statement codes to print. Only customers with the chosen statement code will have a statement printed.

The *Service Charge Register* allows you to print a register of service charges based on the information set up in *AR Control Maint*. The optional update posts the service charges to the customer accounts in the OPEN INVOICES table and to General Ledger. For each customer who receives a service charge, a document is created and assigned a type of *Service Charge*.

Customer Ledgercards Removal allows you to print customer ledgercards. You can select the print order, date range and transaction types to print. If the optional update is selected, you may select the number of ledgercards per customer to keep.

Entries for the AP End of Period menu are:

Program.	Description
Close Paid Documents	Prints a report of all documents where the balance is paid down to zero. Optionally updates document status to **Closed**.
Statement Print	Prints statements for any group of customers that match the selected statement codes.
Service Charge Register	Prints a register of service charges based on the information in *AR Control Maintenance*. Updates the service charges to the customer accounts in the OPEN INVOICES table and to General Ledger (optional).
Customer Ledgercards Removal	Prints customer ledgercards. If the optional update is selected, you may select the number of ledgercards per customer to keep.

Chapter Contents

How to close an AR period (overview procedure)

To close a period in Accounts Receivable, follow these steps in the order given:
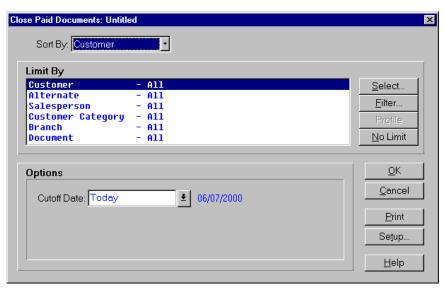
1. Run the Cash Receipts & Adj. Register and post all cash for the period.

2. Run the Service Charge Register and select to print and update the register.

3. Print the Open Receivables Report for the period. Be sure to print the report to include detail with the transactions.

4. Print the Aged Trial Balance for the period. Be sure to print the report to include detail with the transactions.

5. Run Statement Print and print your customer statements for the current period.

6. Run the Register History Report and select to print and update the history.

7. Print the AR Sub Ledger Report for the current period. You should save the report as your audit trail of transactions that post to General Ledger for the current period.

8. In General Ledger, perform the *Final AR End of Period Close*. This will update AR for the current period and set processing to begin the next period.

9. Run Close Paid Documents and print a report of the documents with a balance that has been paid down to zero, and select to update the status of the zero balance documents to *Closed.*

Close Paid Documents

Use *Close Paid Documents* to print a report of documents with a balance that has been paid down to zero, and optionally update the status of the documents to **Closed**.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the report without saving your current selections.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   Defines the sort order in which the customers will print on the report. You can select to print in order by: **Customer Number**, **Customer Name**, **Alternate Sort**, **Salesperson** assigned to the customer, or **Customer Category**.

Limit By   You can select to limit the customers that print on the report and are included in the optional update with choices from the Limit By options. For example, you can limit the customers that print to only one or a range of **customers**. You can also select to limit the customers to a specific or range of **branches** or **customer categories**. The Limit By also lets you select to limit customers by alternate sort or salesperson..

Select   Displays the *Selection* dialog box, which is used to set
              a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to
              select filter parameters for the highlighted Limit By
              option.

Profile   Accesses the settings from your user profile for the
              highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the Register and
              update are as follows. You can enter the following:

              Cutoff Date--The cutoff date for printing and optionally
              changing the status of paid documents. The default is
              the current system date. Documents that have been
              paid in full (have a zero balance) will print on the
              report, and if you choose to update the status of the
              paid documents will be changed to **Closed**.

     Lookup icon, which runs the Lookup for the current
              fields. For example, if the current field is the
              Warehouse entry, this icon displays the Warehouse
              Lookup. If the current field is Unit of Measure, this
              icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the
              screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to
              select settings for printing and updating.

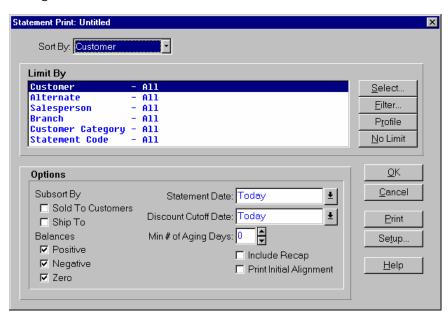Help   Accesses online Help for this screen.
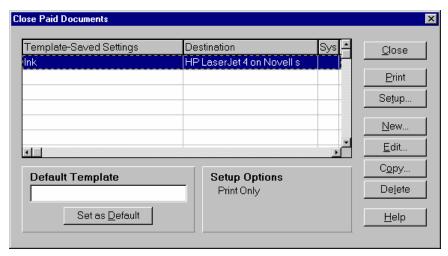
Close Paid Documents Report

The following is a sample of a *Close Paid Documents Report*. The legend at the bottom of the report lists the settings you selected and a description of the fields and column title abbreviations used.
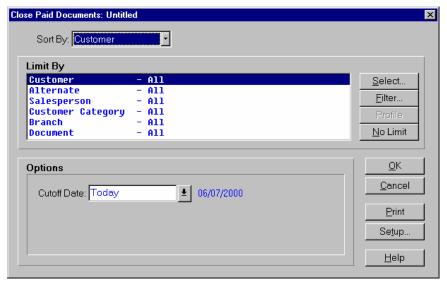
```
Date: 04/16/1997                         QA's Primary Test Co.                              Page:    1
Time:  3:23 PM                    Close Paid Documents - Untitled: Temp                     User: candy

            ------Entry-------   Original  -----------------------Transaction----------------------    Current
Document TP Period    Date        Amount     Date      Reg#     Payment    Discount    Adjustment      Balance
===================================================================================================================
Customer 010554 Gouldians - Corporate Hdqtrs
at100280 IN 01/1997 01/26/1997   6,698.39  01/26/1997   185    1,200.00       0.00         0.00
                                            01/26/1997    36    5,434.69      63.70         0.00          0.00

Customer 8000 Books For Pets - Corporate Hdq
at100011 IN 06/1996 06/10/1996     103.63  06/24/1996     1      103.63       0.00         0.00          0.00
at100015 IN 06/1996 06/10/1996      37.08  06/24/1996     1       37.08       0.00         0.00          0.00
at100022 IN 06/1996 06/11/1996     135.42  06/24/1996     1        9.29       0.00         0.00
                                            07/17/1996     5      126.13       0.00         0.00          0.00
at100041 IN 06/1996 06/12/1996      34.49  07/17/1996     6       34.49       0.00         0.00          0.00
at100058 IN 06/1996 06/17/1996     439.90  06/17/1996    44        7.99       0.00         0.00
                                            07/17/1996     6      431.91       0.00         0.00
at100107 IN 07/1996 07/18/1996      42.04  07/18/1996    74      159.00       0.00         0.00
                                            07/31/1996     7      116.96-      0.00         0.00          0.00

Customer 80000500 Everything for Birds & Pets
at100355 IN 03/1997 03/04/1997   2,878.64  03/13/1997    40    2,878.64       0.00         0.00          0.00
at100388 CM 03/1997 03/13/1997   2,878.64- 03/13/1997    40    2,878.64-      0.00         0.00          0.00

Customer duck Duck Unlimited
at100360 IN 03/1997 03/05/1997      74.82  03/05/1997    42       74.82       0.00         0.00          0.00

Customer FallsCust Falls Gallery Inc.
at100338 IN 02/1997 02/27/1997     795.51  04/14/1997     4      795.51       0.00         0.00          0.00
at100339 IN 02/1997 02/28/1997     402.77  04/14/1997     4      402.77       0.00         0.00          0.00
at100340 IN 02/1997 02/28/1997     586.75  04/14/1997     4      586.75       0.00         0.00          0.00
at100378 IN 03/1997 03/13/1997     192.02  04/14/1997     4      192.02       0.00         0.00          0.00
at100381 IN 03/1997 03/13/1997     879.98  04/14/1997     4      879.98       0.00         0.00          0.00
at100400 IN 03/1997 03/17/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100401 IN 03/1997 03/17/1997     113.74- 04/14/1997     4      113.74-      0.00         0.00          0.00
at100408 IN 03/1997 03/20/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100409 IN 03/1997 03/24/1997     268.46  03/24/1997    55      268.46       0.00         0.00          0.00
at100427 IN 03/1997 03/11/1997     321.68  04/14/1997     4      321.68       0.00         0.00          0.00
at100428 IN 03/1997 03/13/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100429 IN 03/1997 03/14/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100430 IN 03/1997 03/20/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100431 IN 03/1997 03/20/1997      39.14  04/14/1997     4       39.14       0.00         0.00          0.00
at100432 IN 03/1997 03/18/1997     451.84- 04/14/1997     4      451.84-      0.00         0.00          0.00
at100448 IN 03/1997 03/11/1997      28.63  04/14/1997     4       28.63       0.00         0.00          0.00
at100453 CM 04/1997 04/02/1997     152.88- 04/14/1997     4      152.88-      0.00         0.00          0.00
at100462 IN 04/1997 04/07/1997  60,000.00  04/07/1997    80   60,000.00       0.00         0.00          0.00
at100463 IN 04/1997 04/07/1997     580.00  04/07/1997    80      580.00       0.00         0.00          0.00
at100465 IN 04/1997 04/07/1997     632.83  04/14/1997     4      626.90       5.93         0.00          0.00
at100466 IN 04/1997 04/07/1997     764.49  04/14/1997     4      757.24       7.25         0.00          0.00
at100468 IN 04/1997 04/07/1997     613.34  04/14/1997     4      607.54       5.80         0.00          0.00
at100475 IN 04/1997 04/07/1997   3,519.49  04/14/1997     4    3,484.69      34.80         0.00          0.00
at100478 IN 04/1997 04/08/1997  16,954.41  04/08/1997    85   16,954.00       0.00         0.00
                                            04/14/1997     4      168.13-    168.54         0.00          0.00
at100479 IN 04/1997 04/08/1997     243.91  04/14/1997     4      241.62       2.29         0.00          0.00
MIA00018 CM 03/1997 03/19/1997      58.00- 03/19/1997     4       58.00-      0.00         0.00          0.00
MIA00025 IN 03/1997 03/20/1997   1,082.41  03/26/1997     5    1,082.41       0.00         0.00          0.00
MIA00028 IN 03/1997 03/21/1997     466.14  03/26/1997     5      466.14       0.00         0.00          0.00

Customer FCUST Non-Resale Falls Customer
MIA00043 IN 04/1997 04/02/1997     367.29  04/02/1997    14      367.29       0.00         0.00          0.00

Customer Firehorse The Wild West Store, Inc.
at100141 IN 10/1996 10/04/1996     232.14  11/05/1996    10      232.14       0.00         0.00          0.00

Customer whippets The Whippet Babies
at100195 IN 11/1996 11/11/1996     921.07  12/11/1996    20      921.07       0.00         0.00          0.00

Number of Documents: 43

Legend:
  TP    = Document Type (IN=Invoice, CM=Credit Memo, SC=Service Charge, RC=Returned Check Charge)
  Reg# = Register Number

Selections for Close Paid Documents - Untitled: Temp:
Customer        : All
Alternate       : All
Salesperson     : All
Customer Category : All
Branch          : All
Document        : All
Cutoff Date     : 04/16/1997
```

How to print the Close Paid Documents report and perform the update

1. Access the *Closed Paid Documents.* The complete path is *Accounts Receivable →End of Period→Close Paid Documents.* The system displays the Template-Saved Settings dialog box of the *Close Paid Documents.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Close Paid Documents: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By   Defines the sort order in which the customers will print on the report. You can select to print in order by: **Customer Number**, **Customer Name**, **Alternate Sort**, **Salesperson** assigned to the customer, or **Customer Category**.

Limit   You can select to limit the customers that print on the

By   report and are included in the optional update with choices from the Limit By options. For example, you can limit the customers that print to only one or a range of **customers**. You can also select to limit the customers to a specific or range of **branches** or **customer categories**. The Limit By also lets you select to limit customers by alternate sort or salesperson..

4. You can select:

5. **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

    - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

    - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

    - **No Limit** to reset the **Limit By** options to **All** for the selected option.

6. In the Options section of the form, selections for the Register and update are as follows:

    - *Cutoff Date*--The cutoff date for printing and optionally changing the status of paid documents. The default is the current system date. Documents that have been paid in full (have a zero balance) will print on the report, and if you choose to update the status of the paid documents will be changed to **Closed**.

7. The information for the report and update is complete. Now, you can select:

    - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

    - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

    - **Print** to print the report without saving your current selections.

    - **Cancel** to print nothing and exit without saving your selections.

    - **Help** to access the online Help for this screen.

8. (**Optional**) If you are printing and updating, a dialog box displays each time the Register, GL Distribution, and deposit ticket are complete. You can:

    - Choose **Cancel** if you decide not to continue with the update at this time.

    - Choose **OK** if you want to continue with the update.

Statement Print

Use *Statement Print* to print statements for a group of customers that have been assigned a statement code that matches the statement code you enter.

The statements print based on the options you have chosen. Many options in the system determine what and where information prints on the statements.

The forms may print on plain paper or pre-printed forms as defined in *AR Control Maint.*, Forms view. Options in this view can also be set for the minimum amount of a statement to print, whether to include zero balance documents, and whether to print credits. If you are using *Parent Companies*, options in *Customer Maint.* define who will receive the statement, either the Sold To customer or Bill To customer.

If you chose to print an alignment, the alignment will print and then a dialog box opens where you can select to print another alignment, cancel the print, or continue to print the forms. Choosing the **Print** button on this screen prints the forms without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

Hints and Examples

- Statements include invoices, aging for documents, and predefined messages.

- Statements may be printed at any time, but should be included as part of the end of period procedures.

Statement Distribution by Print/Fax/Email

You can deliver statements automatically by email or fax. Each customer can be set up with distribution information for statements so that they are automatically delivered by the appropriate method. These important collection documents can also be printed for those customers who are unable to accept documents by fax or email. By using fax or email delivery you can save on postage expense for important business documents that might otherwise be sent by mail and speed up collection of receivables through much faster delivery of documents.

This feature works with the TakeStock Viper Forms Integration and/or standard non-preprinted forms. It does not work with the TakeStock Optio Forms Integration.

Multiple Part Forms

Multiple part forms allow you to define the number of parts you want to produce for statements (such as original, numerical file, customer file, and so on). This

feature automates document management by keeping track of the printed status of each form part.

Statement Print can generate multiple part forms and distribute the first copy by the customer's preferred method of print, e-mail, or fax. Statement Print must be used to print parts 2 – 6 that you enter in the Multiple Part Form Setup dialog box accessible from the Forms view of SO Control Maintenance or AR Control Maintenance. You must have the appropriate software installed for faxing and e-mail in order to use these document send methods.

This feature works with the TakeStock Viper Forms integration as well as standard preprinted and non-preprinted forms. It does not work with the TakeStock Optio Forms integration.

Batch Printing for Invoices and Statements

The Fax/E-Mail/Print and Multiple Part Forms features in *TakeStock* require that the *Invoice/Credit Memo Print* and *Statement Print* programs generate separate print jobs for each document. If another user sends a print job to the same printer that is printing a batch of invoices or statements, then output from the second print job may appear in the middle of the invoice or statement print job. Additionally, users will not be able to use Invoice/Credit Memo Print program for a selected salesperson and send a batch of invoices to that salesperson via the VSI-Fax or WinFax printer transport as a single fax print job. In this scenario, the system prompts you using the Send Fax dialog box for each document in the batch, and each invoice would be sent as a separate fax job.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   Defines the sort order in which the statements will print on the report. You can select to print in order by **Customer Number**, **Alternate Sort**, **Salesperson** assigned to the **Customer**, **Customer Category** or **Zip Code**.

Limit By   You can select to limit the statements that print with choices from the Limit By options. For example, you can limit the statements that print to a specific **customer** or a range of customers. You can also select to limit the statements for one or more **statements codes**. The Limit By also lets you select to limit the statements that will print by **customer alternate sort**, **salesperson** or **customer category**.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for printing are as follows:

Subsort By--Select **Sold To** customers if you have parent companies and want to sort customers on the statements by Sold To customers. Select **Ship To** to sort documents by Ship To location on the statements.

Balances--Select the type of customers to print on the statement; customers with **Positive** balances, **Negative** balances or **Zero** balances.

Statement Date--Select or enter the date to print on the statements and to use for aging the document that print. The system defaults to the current date.

Discount Cutoff Date--Select or enter the cutoff date for discounts to be eligible for the documents that print on the statements. The system defaults to the current system date.

Min # of Aging Days--Enter from 0 to 999 for the minimum number of days a document can be past due to be included in the document aging.

Include Recap   Select this option to print a recap of the statements that print.

Print Initial Alignment   Select this option to have the system print an initial alignment to check positioning of the forms in the printer. A dialog box then opens that allows you to print another alignment, cancel printing, or continue with printing the forms.

      Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.

Statement Print

The following is a sample of a plain paper form for the *Statement Print.*
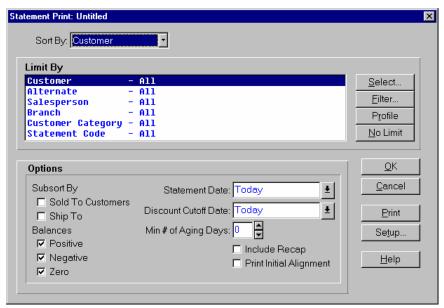
```
                                                                    1

                                                              04/16/1997

To:       T102
          Emory University
          Emory University
          P.O. Box 199
          Norcross, Ga. 30071


12/31/1994 2    2989897222    01/12/1995    985.00                    985.00
12/30/1994 00   5463          01/15/1995    398.00                    398.00
10/31/1994 01   5460          11/15/1994     26.00                     26.00

















   Current        1 – 30        31 – 60        61 – 90       over 90

        0.00          0.00          0.00          0.00       1409.00        1409.00


-----------------------------------------------------------------------------------------------------------------
------------
                                                                    1

                                                              04/23/1996

To:       RECAP
          Total Statements Printed:     1

   Current        1 – 30        31 – 60        61 – 90       over 90

        0.00          0.00          0.00          0.00       1409.00        1409.00
```

How to print statements

1. Access the *Statement Print.* The complete path is *Accounts Receivable*→*End of Period* →*Statement Print.* The system displays the Template-Saved Settings dialog box of the *Cash Statement Print.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Statement Print: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the statements will print on the report. You can select to print in order by **Customer Number**, **Alternate Sort**, **Salesperson**

assigned to the **Customer**, **Customer Category** or **Zip Code**.

Limit By | You can select to limit the statements that print with choices from the Limit By options. For example, you can limit the statements that print to a specific **customer** or a range of customers. You can also select to limit the statements for one or more **statements codes**. The Limit By also lets you select to limit the statements that will print by **customer alternate sort**, **salesperson** or **customer category**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- Subsort By--Select **Sold To** customers if you have parent companies and want to sort customers on the statements by Sold To customers. Select **Ship To** to sort documents by Ship To location on the statements.

- Balances--Select the type of customers to print on the statement; customers with **Positive** balances, **Negative** balances or **Zero** balances.

- *Statement Date*--Select or enter the date to print on the statements and to use for aging the document that print. The system defaults to the current date.

- *Discount Cutoff Date*--Select or enter the cutoff date for discounts to be eligible for the documents that print on the statements. The system defaults to the current system date.

- *Min # of Aging Days*--Enter from 0 to 999 for the minimum number of days a document can be past due to be included in the document aging.

- **Include Recap**   Select this option to print a recap of the statements that print.

- **Print Initial Alignment**   Select this option to have the system print an initial alignment to check positioning of the forms in the printer. A dialog box then opens that allows you to print another alignment, cancel printing, or continue with printing the forms.

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

7. (**Optional**) If you are printing and updating, a dialog box displays each time the Register, GL Distribution, and deposit ticket are complete. You can:

- Choose **Cancel** if you decide not to continue with the update at this time.

- Choose **OK** if you want to continue with the update.

Service Charge Register

Use the *Service Charge Register* to calculate and print a service charge register for past due documents, and optionally create service charge transactions for customers and post the service charges to General Ledger.
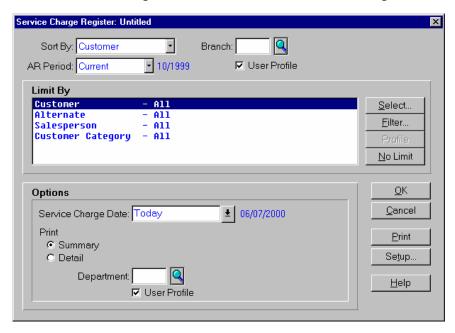
The register will print using the options you have selected. If the template includes the optional update, you will be asked if you want to update when the register is complete. The update will post the service charge transactions to the customer's accounts. A GL Distribution is also printed and the update will post the transactions to General Ledger.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the register without saving your current selections.

Hints and Examples

- The first printout is the register.

- The second printout is the GL Distribution, which will print the service charge distribution for each customer (if optional update is selected).

- Following all printouts the optional update will be performed. It will create service charge documents for each service charge calculated.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the service charges
             will print on the register. You can select to print in
             order by customer number, customer name, alternate
             sort code, or customer category.

GL   Select the GL period to which the service charge
Period   transactions will post. You can select the current
             period, next period or prior period.

Branch   This option is available only if you selected to *Run
             Registers by Branch* in *AR Control Maint*. You can enter
             the branch for which to run the register, or select the
             User Profile option to run the register for the branch in
             your user profile. If you are not running the AR
             Registers by Branch, the Branch option is available in
             the Limit By.

User   Select this option if you want the branch to always be
Profile   set to the branch selected in your user profile.
             Whatever branch is set each time you run the register
             is the branch used for posting.

Limit By   You can select to limit the customers for which you are
             printing the register and creating service charge
             transactions. For example, you can limit the service
             charges to a specific customer or a range of customers.
             If you are not running AR registers by branch, then the
             branch option is available in the Limit By.

Select   Displays the *Selection* dialog box, which is used to set
             a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to
             select filter parameters for the highlighted Limit By
             option.

Profile   Accesses the settings from your user profile for the
             highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Options   The **Options** you can select for the Register. You can
             enter the following:

             Service Charge Date--The date through which service
             charges are to be calculated. The default is the current
             system date

             Print Format--Determines whether to print the register
             in *Summary* or *Detail*. Summary shows the
             accumulated total balance for all documents for a
             customer and the accumulated service charge for the

customer. Detail shows each document and service charge for each document by customer.

Department--The department to use for posting the service charge transactions to General Ledger by profit and cost centers. You can select the *User Profile* option to always post to the department set up for the user who runs and updates the register.

Note: The Department field may or may not display based on whether certain GL numbers on the GL screen in the Control Maintenance has the Department flagged.

	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

Service Charge Register
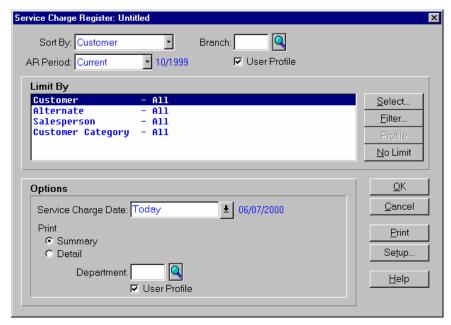
The following is a sample of a *Service Charge Register.* The legend at the bottom of the Register lists the settings you selected and a description of the fields and column title abbreviations used.

```
Date: 03/23/1998                 TakeStock Development, Inc.                    Page:    1
Time: 10:38 AM             Service Charge Register #000002 - guide              User: leigh
                                         Summary

                              Days  # of  ---------Amount----------        Service
Customer    Name              Grace Docs     Original        Current        Charge
=============================================================================================
AbbaDabba   Abba Dabba's        6    1  (    500.00) (     500.00) (       9.99)*
M&FSupply   M and F Supply      6    1  (    100.00) (     100.00) (       2.00)*
                                                      ------------ -------------
                                        Report Total  $ (    600.00)        0.00

Number of Customers: 2

Legend:
  * = Below minimum overdue balance for service charge.

Selections for Service Charge Register - guide:
Branch             : 001 - 001 branch
GL Period          : 10/1997
Customer           : All
Alternate          : All
Salesperson        : All
Customer Category   : All
Service Charge Date : 03/23/1998
```

How to print the Service Charge Register and perform the update

1. Access the *Service Charge Register.* The complete path is *Accounts Receivable→.End of Period→Service Charge Register.* The system displays the Template-Saved Settings dialog box of the *Service Charge Register.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Service Charge Register: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By — This defines the sort order in which the service charges will print on the register. You can select to print in order by customer number, customer name, alternate sort code, or customer category.

GL Period	Select the GL period to which the service charge transactions will post. You can select the current period, next period or prior period.
Branch	This option is available only if you selected to *Run Registers by Branch* in *AR Control Maint*. You can enter the branch for which to run the register, or select the *User Profile* option to run the register for the branch in your user profile. If you are not running the AR Registers by Branch, the Branch option is available in the Limit By.
User Profile	Select this option if you want the branch to always be set to the branch selected in your user profile. Whatever branch is set each time you run the register is the branch used for posting.
Limit By	You can select to limit the customers for which you are printing the register and creating service charge transactions. For example, you can limit the service charges to a specific customer or a range of customers. If you are not running AR registers by branch, then the branch option is available in the Limit By.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- Service Charge Date--The date through which service charges are to be calculated. The default is the current system date

- Print Format--Determines whether to print the register in *Summary* or *Detail*. Summary shows the accumulated total balance for all documents for a customer and the accumulated service charge for the customer. Detail shows each document and service charge for each document by customer.

- Department--The department to use for posting the service charge transactions to General Ledger by profit and cost centers. You can select the *User Profile* option to always post to the department set up for the user who runs and updates the register.

  Note: The Department field may or may not display based on whether certain GL numbers on the GL screen in the Control Maintenance has the Department flagged.

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.

- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

7. (**Optional**) If you are printing and updating, a dialog box displays each time the Register is complete. You can:

- Choose **Cancel** if you decide not to continue with the update at this time.

- Choose **OK** if you want to continue with the update.

Customer Ledgercard Removal
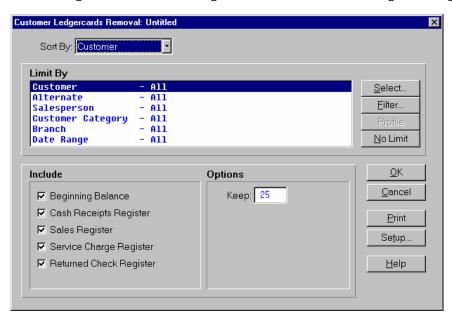
Use *Customer Ledgercard Removal* to print customer ledgercards and optionally to remove old ledgercards.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the Template-Saved Settings dialog box, see the TakeStock Basics manual or the Template-Saved Settings topic in the online Help.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the register without saving your current selections.

Hints and Examples

- If you choose to update and remove the ledgercards, the date range must begin with the first ledgercard and include all ledgercard types.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By   This defines the sort order in which the ledgercards will print on the report. You can select to print in order by **Customer Number**, **Customer Name**, **Alternate Sort Code**, **Salesperson** assigned to the **Customer** or **Customer Category**.

Limit By   You can select to limit the ledgercards that print on the report and are optionally removed by the update. For example, you can limit the ledgercards that are removed to a specific C or a range of customers.

Note: If you choose to update and remove the ledgercards, the date range set in the Limit By must begin with the first ledgercard and include all ledgercard types.

Select   Displays the *Selection* dialog box, which is used to set a range for the highlighted Limit By option.

Filter   Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted Limit By option.

Profile   Accesses the settings from your user profile for the highlighted Limit By option.

No Limit   Resets Limit By options to **All** for the selected option.

Include   Select the information to include for each customer's ledgercards that print on the report.
Note: If you choose to update and remove the ledgercards, the date range set in the Limit By must begin with the first ledgercard and include all ledgercard types.

Beginning Balance--Print the beginning balance for each customer.

Cash Receipts Register--Print and optionally remove transactions from each customer that were updated by the *Cash Receipts Register*.

Sales Register--Print and optionally remove transactions from each customer that were updated by the *Sales Register*.

Service Charge Register--Print and optionally remove transactions from each customer that were updated by the *Service Charge Register*.

Returned Check Register--Print and optionally remove transactions from each customer that were updated by the *Returned Check Register*.

Options   The Options you can select are as follows. You can enter the following:

Keep--The minimum number of the most recent ledgercards to keep for each customer.
For example, if you enter 25 and a customer has 100 ledgercard records, the oldest 75 cards are moved. If a customer has only 20 ledgercard records, then none of the records for that customer would be removed.

 Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

OK   Saves the new or modified template and exits the screen.

Cancel   Exits the screen without saving any changes.

Print   Prints the register or report.

Setup   Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help   Accesses online Help for this screen.

Customer Ledgercard Removal

The following is a sample of a *Customer Ledgercard Removal* report. The legend at the bottom of the report lists the settings you selected and a description of the fields and column title abbreviations used.

```
Date: 04/16/1997                        QA's Primary Test Co.                        Page:
1
Time:  3:46 PM                   Customer Ledgercard Removal - test                     User:
candy


Customer   Name                Date      Transaction      Debit      Credit      Balance  Document
Reg#
================================================================================================
=====
80001      Those Crazy Cats, Inc.  11/22/1996  Sales Reg    60,198.92             60,198.92  atl00204-00
000123
                                11/22/1996  Sales Reg    52,681.99            112,880.91  atl00205-00
000124
                                11/25/1996  Sales Reg     2,424.23            115,305.14  atl00211-00
000129
                                11/25/1996  Sales Reg     2,424.23            117,729.37  atl00213-00
000132
                                11/25/1996  Sales Reg     2,424.23            120,153.60  atl00214-00
000132
                                11/25/1996  Sales Reg     2,424.23            122,577.83  atl00215-00
000133
                                11/25/1996  Cash Receipts          1,000.00   121,577.83  atl00215-00
000133
84Lumber   84,Lumber          02/06/1997  Sales Reg       969.99                969.99  atl00303-00
000192
92188      Paige's Pets, Inc.  02/21/1997  Sales Reg       466.60                466.60  atl00332-00
000005
                                02/21/1997  Sales Reg     3,475.29              3,941.89  atl00333-00
000006
                                02/21/1997  Sales Reg     1,773.14              5,715.03  atl00334-00
000007
                                02/27/1997  Cash Receipts            100.00     8,858.08  atl00336-00
000008
                                02/27/1997  Sales Reg     1,391.99             10,250.07  atl00337-00
000009
                                02/27/1997  Cash Receipts             50.00    10,200.07  atl00337-00
000009
                                03/03/1997  Sales Reg       490.88             10,690.95  atl00341-00
000010
                                03/03/1997  Cash Receipts            100.00    10,590.95  atl00341-00
000010
                                03/03/1997  Sales Reg       374.13             10,965.08  atl00342-00
000011
FallsCust  Falls Gallery Inc.  02/27/1997  Sales Reg       795.51                795.51  atl00338-00
000014
                                02/28/1997  Sales Reg       586.75              1,382.26  atl00340-00
000014
                                02/28/1997  Sales Reg       402.77              1,785.03  atl00339-00
000014
                                03/13/1997  Sales Reg       192.02              1,977.05  atl00378-00
000031
                                03/13/1997  Sales Reg       879.98              2,857.03  atl00381-00
000033
                                03/14/1997  Sales Reg         0.00              2,857.03  atl00397-00
000048
                                03/03/1997  Sales Reg       237.04              3,094.07  MIA00004-00
000001
                                03/13/1997  Sales Reg       329.14              3,423.21  MIA00011-00
000001
                                03/13/1997  Sales Reg                 792.01    2,631.20  MIA00012-00
000001
                                03/13/1997  Sales Reg         0.00              2,631.20  MIA00013-00
000001
                                03/13/1997  Sales Reg                 200.69    2,430.51  MIA00014-00
000001
                                03/13/1997  Sales Reg    312,646.95            315,077.46  MIA00008-00
000001
                                03/13/1997  Sales Reg    781,522.80          1,096,600.26  MIA00009-00
000001
                                03/13/1997  Sales Reg       326.09          1,096,926.35  MIA00010-00
000001
                                03/17/1997  Sales Reg        39.14          1,096,965.49  MIA00015-00
000002
                                03/17/1997  Sales Reg                  73.86 1,096,891.63  MIA00016-00
000002
```

----

omitted information

```
Date: 04/16/1997                        QA's Primary Test Co.                        Page:
14
Time:  3:46 PM                   Customer Ledgercard Removal - test                     User:
candy


Customer   Name                Date      Transaction      Debit      Credit      Balance  Document
Reg#
```

```
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
=================================================================================================================================
=====
whippets   (Continued)                02/20/1997  Sales Reg       1,207.98              70,699.40  atl00352-00
000072
                                       02/20/1997  Sales Reg       2,346.58              73,045.98  atl00349-00
000072
                                       04/03/1997  Sales Reg         988.34              74,034.32  atl00457-00
000079
                                       04/03/1997  Sales Reg         422.44              74,456.76  atl00461-00
000079
                                       04/03/1997  Sales Reg          69.82              74,526.58  chi00017-00
000001
                                       04/03/1997  Sales Reg         143.76              74,670.34  sfc00026-00
000002
                                       04/03/1997  Sales Reg         119.12              74,789.46  chi00018-00
000002
                                       04/03/1997  Sales Reg          55.04              74,844.50  sfc00029-00
000004
                                       04/03/1997  Sales Reg          45.18              74,889.68  sfc00030-00
000005
                                       04/03/1997  Sales Reg          59.96              74,949.64  sfc00031-00
000006

Number of Customers: 22

Legend:
  Reg# = Register Number that posted this ledgercard.
  Debits add to the balance, and Credits reduce the balance.

Selections for Customer Ledgercard Removal - test:
Customer        : All
Alternate       : All
Salesperson     : All
Customer Category: All
Branch          : All
Date Range      : All
Include Beginning Balance, Cash Receipts Register, Sales Register, Service Charge Register, Returned Check Register.
25 Ledgercards kept for each customer.
```

How to print and optionally remove customer ledgercards

1. Access the *Customer Ledgercard Removal.* The complete path is *Accounts Receivable→End of Period →Customer Ledgercard Removal.* The system displays the Template-Saved Settings dialog box of the *Customer Ledgercard Removal.*

2. Select the **New**, **Edit**, or **Copy** button to access the *Customer Ledgercard Removal: Untitled* dialog box.

3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	This defines the sort order in which the ledgercards will print on the report. You can select to print in order by **Customer Number**, **Customer Name**, **Alternate Sort Code**,

> **Salesperson** assigned to the **Customer** or **Customer Category**.

| Limit By | You can select to limit the ledgercards that print on the report and are optionally removed by the update. For example, you can limit the ledgercards that are removed to a specific C or a range of customers. **Note:** If you choose to update and remove the ledgercards, the date range set in the Limit By must begin with the first ledgercard and include all ledgercard types. |

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.

- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, selections for the Register and update are as follows:

- Keep   Enter the minimum number of the most recent ledgercards to keep for each customer. For example, if you enter 25 and a customer has 100 ledgercard records, the oldest 75 cards are moved. If a customer has only 20 ledgercard records, then none of the records for that customer would be removed.

6. In the Include section of the form, select the information to include for each customer's ledgercards that print on the report:

Note: If you choose to update and remove the ledgercards, the date range set in the Limit By must begin with the first ledgercard and include all ledgercard types.

Beginning Balance--Print the beginning balance for each customer.

Cash Receipts Register--Print and optionally remove transactions from each customer that were updated by the *Cash Receipts Register*.

Sales Register--Print and optionally remove transactions from each customer that were updated by the *Sales Register*.

Service Charge Register--Print and optionally remove transactions from each customer that were updated by the *Service Charge Register*.

Returned Check Register--Print and optionally remove transactions from each customer that was updated by the *Returned Check Register*.

7. The information for the report and update is complete. Now, you can select:

    - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.

    - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

    - **Print** to print the report without saving your current selections.

    - **Cancel** to print nothing and exit without saving your selections.

    - **Help** to access the online Help for this screen.

8. (**Optional**) If you are printing and updating, a dialog box displays each time the ledgercard print is complete. You can:

    - Choose **Cancel** if you decide not to continue with the update at this time.

    - Choose **OK** if you want to continue with the update.

Appendix A	Glossary

AR

Accounts Receivable

AR Document

An invoice or credit memo to a customer.

Batch

A group of checks to be deposited together. A batch is identified by a batch number.

Batch Number

The number used to identify each deposit entered through Cash Receipts.

Bill To customer

The parent company of the customer to whom the merchandise was sold; the customer who will receive and be responsible for paying the invoice.

Check

A payment received. Checks may or may not be from a customer. If from a customer, they may be for the payment of an invoice, a deposit to be used against future invoices, miscellaneous cash, or a combination. Checks not from customers must be entered in *TakeStock* as miscellaneous cash.

Closed Document

A document which is marked as closed. These documents are kept for historical purposes and do not appear on most reports and inquiries. Closed documents always have a zero balance.

Commission Hierarchy

The order in which commissions are prioritized, as set up in *SM Company Maint*. If the commission priority structure is set to Salesperson #-Customer- Item, and customer C100 buys item I100 from salesperson ABC, the system first looks at ABC's commission rate, if any, and uses this to calculate the commission on the sale. If ABC's commission is set to 'No Priority', the system looks instead at the rate assigned to customer C100. Finally, if both the salesperson and customer have commission rates set to 'No Priority', the system looks at the commission rate assigned to the item.

Credit Memos

Documents with a negative balance. Includes Credit Memos and On Account

documents.

Customer Category

A sub-grouping of all customers for assigned default prices for items and to allow reporting to be done at a summary level. For example, each customer must be assigned a category: retail, wholesale, in state, out of state, etc.

Customer Price Class

A sub-grouping of all customers to allow summary reporting and maintenance of customer pricing information.

Dunning Letters

Past due notices wirtten by the user and sent to customers with delinquent accounts.

First Time Return

The check received from a customer has been returned to depositor one time. No Check Charge is posted, and the check is re-deposited.

G.M. %

Gross Margin %

Invoice

Open invoice documents with positive balance.

Ledgercards

Customer ledgercards provide a detailed history of every transaction for a customer.

Miscellaneous Cash

Payment (whether or not from a customer) which is not to be posted to a customer's account. For example, an insurance refund is miscellaneous cash.

MTD

Month To Date

No Priority

During the commission calculation, if the commission rate associated with any level is 'No Priority', that level is skipped and the system proceeds to look at the following level.

On Account Document

A credit-balance document to be applied against future invoices.

Open Document

A document which is not closed because it has an open balance.

Parent Company

Customer who will receive and be responsible for paying the invoice. Parent company is another term for Bill To. A flag in *AR Control Maint.* indicates whether Parent companies are used.

Past Document

A document which has been completely paid (has a zero balance) and has been marked as complete during *AR End of Period Update*.

Permanent Ship To's

Customer addresses that are subsidiary to the customer's main address. The customer's main address is stored in the Customer table. Ship To addresses are maintained in the SHIP TO TABLE if they are permanent or in the SALES ORDER DOCUMENT TABLE by document if temporary. You may add an unlimited number of permanent Ship To addresses for each customer.

PYR

Prior Year To Date

Second Time Return

The check received from a customer has been returned to depositor two times. A Returned Check Charge is posted against the customer's account. A receivable invoice is created for the amount of the check that was returned and for the amount of the Returned Check Charge.

Ship To Code

Code of the location to which the order is shipped.

Sold To Customer

The customer who placed the order and to whom the merchandise was sold.

Statement Code

    A one-character (alphanumeric, user-defined) code assigned to each customer for statement printing. Used during *Statement Print* to specify the customers for whom you want to print statements.

Transaction Amount

Transaction Payment Amount + Transaction Discount Amount - Transaction Adjustment Amount

Transaction Code

A 3-character code used to identify the transaction source in the GL module. The transaction codes for the AR module are:

    Code   Register_____

ARC	Cash Receipts Register
ARS	Service Charge Register
ARR	Returned Check Register

YTD

Year To Date

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Receipts View

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