



Infor10 ERP Discrete iEnterprise (XA)

Account Management Accounts Receivable User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

For a complete list of the books in the XA library, see the bibliography on the XA documentation CD.

Before you begin

If you are not familiar with the System i, please complete the System i education for the basic operating concepts of the System i.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

Summary of changes

No major technical changes were made for this release.

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Chapter 1. Introducing Accounts Receivable

This chapter contains general information you need to know about what Accounts Receivable does and how it works on the System i.

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Some concepts and features that are common to most of the XA applications are discussed in two other books: *Getting Started with Infor ERP XA* and *Planning and Installing Infor ERP XA*.

- Menus and displays
- Group Job support
- Master file searches
- Audits and controls
- Security.

What Accounts Receivable does

A manufacturer normally has a significant investment in receivables, and keeping an accurate account of this asset is essential. A company's cash flow, its ability to react to business cycles and to extend credit, and ultimately, its profit picture are directly affected by the accuracy of receivables accounting.

To help manage this important asset and keep tight controls on customer accounts, the XA Accounts Receivable (AR) application on the System i makes it possible to do the following:

- Automatically check if customer orders are entered using the Customer Order Management (COM) application
- Apply payments immediately to a customer account using work station displays
- Inquire into customer account records to obtain information for making credit decisions
- Prepare neat, accurate, and timely statements
- Improve collection of customer accounts and reduce losses from bad debts through automatic aging, accounts receivable reports, and delinquency notices
- Reduce clerical efforts and improve accuracy through the system's input-checking and accounting control features.

The Accounts Receivable application can use summaries of invoices and credit memos created by COM to apply charges directly to customer accounts. You can also enter invoice summary information directly through AR. You can enter payments and adjustments with immediate updating to reflect the most current accounts receivable balance. Also, one or more work station operators can enter invoice summaries concurrently.

The system supports both open-item and balance-forward customers. A code in each customer record indicates which type of accounting is in effect for the customer. This code can be changed at appropriate points in the accounting cycle from one type to the other.

For balance-forward accounts, Accounts Receivable can:

- Apply payments from the oldest to the most current aging period
- Apply cash directly to any period.

For open-item accounts, Accounts Receivable can:

- Enter a payment or adjustment to be applied directly to an invoice if the invoice number is known
- Enter a payment or adjustment if the invoice number is not known by:
 - Entering the gross amount of the customer's payment. A display shows the outstanding invoices for that customer.
 - Selecting from this display the items to be paid. After you have selected the items, the application shows you the amount remaining to be applied to this account and creates a record for any unapplied cash that remains after the payment.

For either open-item or balance-forward customers, Accounts Receivable can:

- Enter a payment for the entire amount due
- Use the adjustment facility during cash application to eliminate agreed-to discrepancies.

At month end closing, AR prepares customer statements. To help balance the accounts receivable during the month end close cycle, you can print an Aged Trial Balance Report, which shows account status for all customers.

Accounts Receivable History enables you to inquire into current and/or restored history, and to archive, restore, and delete history.

Accounts Receivable supports multi-currency and multi-language processing. This allows you to do the following:

- Maintain files so that amounts are shown in both your local currency and the customer's trading currency
- Print receivables reports showing local currency or trading currency
- Print reports showing transaction and revaluation gains and losses
- Print statements containing message text in the customer's language
- Print delinquency notices with captions and message text in the customer's language.

Accounts Receivable also supports the new euro currency that was introduced in Europe in January 1999. There will be a transition period during which both the euro and the local currency of the participating countries can be used as legal tender. By July 2002 the euro will become the sole legal currency in those countries. Exchange rates between euro and other currencies have strict conversion and rounding rules set by the European Economic and Monetary Union (EMU). Within the EMU there is no direct conversion between the national currencies. All conversions must first be converted to the euro and then to the national currency. This is known as triangulation. Triangulation is to convert a foreign currency (e.g., US dollars) to the local currency (e.g., French francs) by first converting the foreign currency to euro. The conversion rates are not rounded or truncated when making conversions.

For Release 5 and later Installations, currency tables must be maintained to define the euro currency and the euro-participating currencies. See the *CAS User's Guide* for more information on creating and defining currencies and entering exchange rates.

The Accounts Receivable application allows a customer to have only one primary currency, which cannot be changed. If a customer is using a euro-participating currency, a new customer master with a different customer number must be created for euro currency when that customer decides to conduct business in euro currency. A copy function to create the new euro customer master is available.

The transactions generated in Accounts Receivable are based on the currency defined in the customer master at the time of generation. The currency toggling options now allow you to toggle to the euro currency for euro participating customers. Printing documents in euro currency is also available.

For more detailed information on the effects of converting to euro, see the Overview of XA Euro Currency Support at the end of this chapter.

How Accounts Receivable works with other applications

If you are using other XA applications, Accounts Receivable can be the source of information for General Ledger and Sales Analysis, thus eliminating the duplicate effort of entering this information. The information from cash receipts, adjustments, and service charges is used to update accounts in the General Ledger application, if general ledger distribution was selected during application tailoring. The information from invoice summaries can update various Sales Analysis files if Sales Analysis is installed and interfacing to Accounts Receivable.

The following table shows the other XA applications from which Accounts Receivable (AR) receives data and to which AR provides data.

Accounts Receivable interfaces

AR sends information to ...

- AP** Deposits added directly to the bank account file.
- COM** Updates customer balance information in the Customer Master file when cash receipts are posted at month end.
- GL** Cash receipt and adjustment transactions; gain/loss information when using multiple currencies.
- SA** Updates the Customer Interface or Salesrep Interface file during transaction processing.

AR receives information from ...

- COM** Invoice and credit memo summary records; customer information.
- EC** Payments/remittance advice.
 - If Customer Order Management (COM) is installed and interfacing with Accounts Receivable, AR accepts invoice and credit memo summary records from COM. The records are used to update the amount due for the customer invoiced. Accounts Receivable passes credit information about a customer's balance to COM.
 - If Sales Analysis (SA) is installed and interfacing with Accounts Receivable, AR passes information about customer and sales representative transactions to SA.
 - If General Ledger (GL) distribution is requested, Accounts Receivable passes information about cash receipt and adjustment transactions to GL.
 - If Accounts Payable (AP) is installed and interfacing with Accounts Receivable, AR passes deposits to AP and automatically updates the bank account file maintained by AP whenever a cash receipt is entered in AR.

How information flows within Accounts Receivable

The figure below shows how information flows through the Accounts Receivable application.

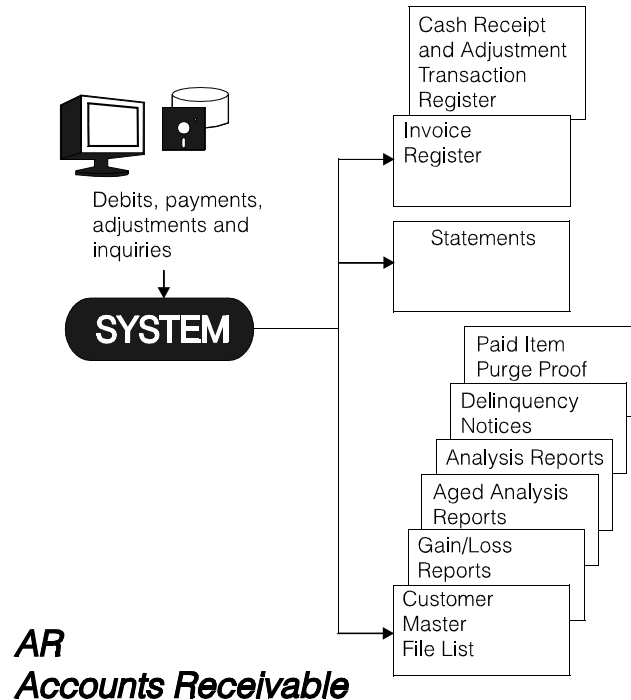


Figure 1-1. Accounts Receivable information flow

In the Accounts Receivable transaction processing cycle, invoice summaries, payments, and adjustments are entered into the system. You can inquire about a customer's status in detail to see certain current information.

A Cash Receipt and Adjustment Transaction Register and an Invoice Register are printed.

At month end closing, accounts are aged and statement records are created for later printing.

Accounts Receivable History enables you to inquire into current and/or restored history, archive, restore and delete history.

The Accounts Receivable application supports multi-currency processing. The files maintain amounts in both the trading currency and the local currency. A function key on many displays allows you to toggle between local, trading, and euro currency. Reports can be selected to print in the trading currency or local currency. Also, reports to monitor transaction and revaluation gains/losses are available.

The Accounts Receivable application allows you to transition individual customer accounts from a national currency to euro currency. AR is designed for one currency per customer number. The transition of an individual customer account from its existing currency to euro currency requires the creation of a new euro currency customer number for that original customer number. The Customer Master Maintenance function has an option to assist in accomplishing this.

Statements can contain message text in the customer's language. Delinquency notices can have captions and messages in the customer's language.

On request, you can print the following:

- Aged Multiple Currency report
- Aged Receivables report
- Aged Trial Balance report
- AR Revaluation Transaction Report
- Customer Master File Listing
- Delinquency Caption Master file listing
- Delinquency Message Master file listing
- Delinquency Notices
- Gain/Loss By Period report
- General Ledger Chart of Accounts (if General Ledger distribution was selected)
- Multi-Currency report
- Paid Item Purge Proof
- Receivables Analysis report
- Statement Message Master file listing
- Statements (after month end close)
- Temporary General Ledger Listing (if General Ledger distribution was selected)
- Transaction Gain/Loss report.

Accounts Receivable menus and displays

A menu is a list of choices, referred to in this book as options. The first menu in Accounts Receivable is called the Main Menu.

```
AMRM00           Accounting Management Accounts Receivable           *****
                                     Main Menu

Type option or command; press Enter.

1. Transaction Processing >>
2. Month End Closing
3. Statements
4. Delinquency Notices
5. Reports >>
6. Customer Inquiry
7. Master File Processing >>
8. Revaluation
9. History >>

==> _____

F3=Exit           F4=Prompt       F9=Retrieve      F10=Actions
F11=Job status   F12=Return      F22=Messages
```

The Accounts Receivable Main Menu has nine options; four of these options (1, 5, 7, and 9) lead to secondary menus, which offer additional options. The five remaining options (2, 3, 4, 6, and 8) do not have secondary menus.

After you use one or more menus to tell Accounts Receivable exactly what you want to do, you are ready to enter the information for that task. You then enter accounts receivable information on one or more displays.

Starting with Chapter 3 and continuing through Chapter 11, each Main Menu option is explained along with any secondary menu and displays that you use to complete the tasks for that menu option. For instance, Chapter 3 discusses option 1 of the Main Menu, which includes a secondary menu, Transaction Processing (AMRM10), and the displays associated with the options on the secondary menu. Chapter 4 explains option 2 of the Main Menu, Month End Closing; chapter 5 explains option 3 of the Main Menu, Statements; and so forth.

Files

The Accounts Receivable (AR) application uses four types of files:

- System Control
- Master
- Code
- Temporary.

System Control file

This is the major system file for XA. It shows relatively unchanging information that is used by more than one application or operation. When you install an application and enter responses to the Questionnaire, the information is stored in SYCTL. It contains the functional options and the report options, and any constant information entered (such as company name) during application tailoring. To change information in the System Control file, answer the Questionnaire again or use Cross Application Support file maintenance. For more information about the Accounts Receivable Questionnaire, see the *Planning and Installing XA* manual.

Master files

Master files in AR are created during application tailoring. They contain two types of information:

- *Static* information, which is information that rarely changes, such as a customer's name and address in the Address Master file.
- *Dynamic* information, which is information that the computer updates, such as outstanding balances.

The Accounts Receivable application uses the following master files:

- Customer (MBBFREP)
- Address Master (MBALREP)
- Customer A/R Extension (MBEKREP)
- Open Receivables Detail (OPENAR)

- Edited Receivables Transaction (ARTRAN)
- Edited Receivables Transaction Control (ARTRAC)
- Salesrep Master (SLSMAS); used only if Sales Analysis is installed and interfacing with Accounts Receivable
- General Ledger Master (GELMAS); used only if general ledger distribution was chosen during application tailoring
- Accounts Receivable Gain/Loss Summary file (ARGLSU); used only if multi-currency support is active
- Accounts Receivable Transaction Gain/Loss file (ARTRGL); used only if multi-currency support is active
- Bank Account file (BANKAB); used only if Accounts Payable is installed and interfacing with Accounts Receivable
- Statement Message file (STMMSG)
- Delinquency Message file (DELMSG)
- Delinquency Caption file (DELCAP); used only if customizing was selected during application tailoring
- Current Paid Item History (ARHSTS)
- Restored Paid Item History (ARHRSS).

Customer

This file contains one record for each customer. For this file, the company and customer numbers form the key for locating and storing information.

Address Master

This file contains a record for each customer in the Customer Master file. The record contains address, phone, and customer contact information.

Customer A/R Extension

This file contains A/R balance amounts and other information pertaining to a customer's accounts receivables.

Customer Euro XREF

This file contains a record for each customer in the Customer Master file. The record contains the currency ID of the customer, an optional alternate currency ID and a euro cross reference customer number, if the customer is a euro participating currency customer, and a euro customer number record has been created in Customer Master for this original customer.

Open Receivables Detail

This file contains one record for each cash receipt, adjustment, invoice summary, or credit memo entered for a customer. The records remain in this file while they are open and after they are paid until month end closing or until the Paid Item Purge procedure is run. The records in this file are sequenced in descending age code and ascending invoice number sequence for each customer.

Edited Receivables Transaction

This file contains invoice/credit memo batches and cash receipt/adjustment batches. An invoice/credit memo batch contains one record for each invoice or credit memo. A cash receipt/adjustment batch contains one record for each cash receipt and one record for each detail distribution of the receipt. The batch also contains one record for any adjustment entry, as well as one record for each detail distribution of the adjustment.

Edited Receivables Transaction Control

This file holds the batch number and the hash totals for all transaction details.

Salesrep Master

This file contains one record for each sales representative. These records hold information such as sales representative name, year-to-date figures, and past sales. The sales representative number is the key for locating and storing information in this file.

General Ledger Master

This file contains at least two records for each account in a chart of accounts. There can be three records for each account: one for current year information, one for budget year, and one for the previous year (history). The budget year record is optional.

Accounts Receivable Gain/Loss Summary

This file is used when multi-currency support is support is active. This file contains summaries of transaction gains/losses by company, currency, and customer.

Accounts Receivable Transaction Gain/Loss

This is used when multi-currency support is active. This file contains monthly gain/loss records which are summarized by company, currency, and customer. These records are then posted to the Accounts Receivable Gain/Loss Summary file.

Bank Account Master file

This file contains records for each bank account and payment method. The records contain bank balances and other information. Companies having multiple bank accounts can use multiple payment methods they define, and have multiple accounts denominated in any currency.

Statement Message file

This file contains the messages to be printed on a customer's statements. Up to three lines of message text can be entered. The records in this file are keyed on the language code. A language code of 000 indicates a default language. A language code of 001 indicates the local language.

Delinquency Message file

This file contains the messages printed on a customer's delinquency notice. The records in this file are keyed on the language code. A language code of 000 indicates a default language. A language code of 001 indicates the local language.

Delinquency Caption file

This file contains delinquency captions in multiple languages. It is used only if the customized captions option was selected during application tailoring. The captions in the local language are stored in this file and used by the system as prompts for entering the foreign language captions. The records in this file are keyed on the language code. A language code of 000 indicates a default language. A language code of 001 indicates the local language.

Current Paid Item History

This file is used only if saving paid item information to history was selected during application tailoring. The file contains records created during the month end closing procedure or purge processing. An invoice may cause several records to be created in the Current Paid Item History files reflecting the transactions that occurred for that invoice.

Restored Paid Item History

This file is used only if saving paid item information to history was selected during application tailoring. Information in the Current Paid Item History file may be archived and saved to tape. The archived files may be restored to the system when required. When archived files are restored to the system, the information is placed in the Restored Paid Item History file.

Code files

Code files consist of a code and a code description for each record in the file. Code file maintenance allows you to name and describe the values your company uses for these codes. Think of code values as descriptions for abbreviations your company uses for specific fields.

Temporary files

Temporary files are used by the Accounts Receivable application as work files when you perform tasks in the application.

Master file searches

Use master file searches to look up information in various master files. You begin a search by typing a question mark (?) in a field that supports a search, using the **Field Exit** and pressing **Enter**. In Chapters 3 through 11, fields supporting a master file search have [?] after the field name following each display.

Multi-selection lists

Several XA displays allow you to use a range of company numbers, customer numbers, sales representative IDs, or currency IDs to display information or print reports. The multi-selection list function allows you to create lists that you can use in place of ranges.

The major difference between using a range of numbers and using a selection list is that a selection list allows you to select nonsequential numbers, which ranges do not allow. One selection list can replace several ranges and can be used many times.

Only one list for each of the four categories (company number, customer number, sales representative ID, and currency ID) can be used at a time, but you can use a list for each of the four at one time. That is, a company list, customer list, sales representative list, and a currency list can be used at the same time to provide data for a report or to process delinquency notices.

To select, create, update, or delete a list, you type a question mark (?) in the appropriate **SELECT LIST** field. This field is not the same as the master file search fields marked with a [?] in this book.

For more information about using multi-selection lists, see Appendix D, "Using multi-selection lists".

Reports

The major reports printed by this application are:

- **Aged Receivables.** This report shows customer invoices, payments, adjustments, discounts allowed, and discounts taken by aging date or age code.
- **Aged Trial Balance.** This report shows all customers within a company and their open receivables by age code.
- **Aged Multiple Currency.** This report is available only when multi-currency support is active. This report shows summarized open accounts receivable balances by currency and aging period. Use this report to evaluate overall credit risks by currency.
- **Delinquency Notice.** This report can be printed for all or selected customers with past-due accounts.
- **Gain/Loss by Period.** This report is available only when multi-currency support is active. This report summarizes transaction gains and losses by customer and period. Use this report to get an overview of how your company is being impacted by exchange rate changes.
- **Invoice Register–Accounts Receivable.** This report is a record of all invoices and credit memos accepted by AR.
- **Multiple Currency.** This report is available only when multi-currency support is active. This report shows open accounts receivable invoices and payments by customer in both trading currency and local currency. Use this report to evaluate credit risks of a specific foreign currency customer.
- **Paid Item Purge Proof.** This report is a record of all items cleared by payments or adjustments in open-item accounts.

- **Receivables Analysis.** This report shows customer invoices, payments, adjustments, discounts allowed, and discounts taken in a non-aged format.
- **Statement.** This report can be printed for all or selected customers.
- **Transaction Gain/Loss.** This report is available only when multi-currency support is active. This report shows how transaction gain/loss amounts were calculated by customer and invoice for the current month. Use this report to analyze gain/loss amounts recorded in your general ledger.

You can also print the following reports on request:

- Customer Master File List
- Delinquency Caption Master File
- Delinquency Message Master File
- Chart of Accounts (if general ledger distribution was selected)
- Statement Message Master File
- Temporary General Ledger Listing–Print Option (if general ledger distribution was selected).

Inquiry

During the daily Accounts Receivable cycle, many situations may arise that require a prompt, convenient way of retrieving information. You can interrupt whatever application task you are doing to make an inquiry into the status of any customer on file. When you make an inquiry, the requested information appears.

The kinds of information may include:

- Company number
- Customer number
- Aged and current accounts receivable balances
- Invoices, credit memos, cash receipts and adjustments for the customer
- Current and/or archived Paid Item History.

Using eWorkPlace with XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

| Documentation instructions | eWorkPlace actions |
|---|---|
| To change the details of a vendor, type 2 next to the vendor and press Enter . | Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button. |
| To create a vendor, use F6 . | Select Create on the Functions menu or click the Create button. |
| Position to command. If you want to skip to a particular command, type the full or partial command. | Type the full or partial command in the position to entry field and click the Position button. |
| Type the information requested and press Enter . | Type values in or select values for the entry fields and click the OK button. |
| Type the information requested and use a function key. | Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down. |
| Use the Item Master maintenance display to..... | Use the Item Master maintenance window to..... |

For more information about eWP, see *Getting Started with eWorkPlace*.

Overview of euro currency support

As of January 1, 2002, the euro currency became effective and replaced the following European currencies:

- **ATS** Austria, Schilling
- **BEF** Belgium, Franc
- **DEM** Germany, Deutsche Mark
- **ESP** Spain, Peseta
- **FIM** Finland, Markka
- **FRF** France, Franc
- **GRD** Greece, Drachma
- **IEP** Ireland, Pound
- **ITL** Italy, Lira
- **LUF** Luxembourg, Franc
- **NLG** The Netherlands, Guilder (also called Florin)
- **PTE** Portugal, Escudo
- **VAL** Vatican City, Lira

For possible new EU members, the European Monetary Union (EMU) regulations provide for a *transition phase* during which the currencies are said to be *euro-participating*. During this time EMU regulations state that members can comply with governmental reporting requirements in either their national currency or in euros. Your company's employees have the right to be paid in your national currency and government payroll reports must be in that currency once the transition phase is over.

Ensure that your business is completely ready to convert to euros before you attempt this effort. Be aware, though, that the actual conversion process is lengthy, so do not wait to begin the planning process.

Warning: Convert all your systems, offline files, and spreadsheets at the same time. You risk contamination of your data if your conversion is incomplete.

Warning: These XA applications do not support the conversion of local currency amounts to euros:

- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable
- Accounting Management General Ledger
- Financial Analysis
- Payroll

XA provides two types of assistance to help you deal with euro currency:

- Application functional enhancements: XA provides enhancements to help you manage trading currency amounts when your trading partners start doing business in euros in:
 - Customer Order Management (COM)
 - Purchasing/Procurement Management (PUR/PM)
 - International Financial Management (IFM)
 - Accounting Management Accounts Payable (AP)
 - Accounting Management Accounts Receivable (AR).
- Local currency conversion tool: For companies within euro-participating countries, XA provides a tool to convert your local currency when your organization converts your books to euros. Use this tool only once.

The tool, the Euro Currency Conversion Aid (ECCA), is available to all XA Release 5 and later customers. Use the *Euro Currency Conversion Aid Guide* to help plan and implement your conversion efforts. ECCA converts the local currency values from a euro-participating currency to the euro in one or more of the following:

- Local currency values in a Infor environment
- IFM financial divisions in a Infor or non-Infor administrative division
- IFM cash books in a Infor or non-Infor administrative division.

XA provides these functions in support of euro conversion:

- The ability to:
 - Convert current currency through triangulation
 - Print alternate currencies on trading partner documents and reports
 - Toggle between currencies: local, trading, or an alternate
- Additional customer and vendor capabilities for multiple currencies
- Additional COM price book capabilities through offline load and euro price book generation
- Additional IFM capabilities for multiple currencies.

See the XA user's guides for information about euro support for the following specific applications:

- Cross Application Support
- Customer Order Management
- International Financial Management
- Procurement Management
- Purchasing
- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable.

This table shows how XA applications are affected by conversion to euro:

Table 1-1. XA applications affected by euro

| Application | Functional changes | Local conversion |
|---|---------------------------|-------------------------|
| Accounting Management Accounts Payable | Yes | No |
| Accounting Management Accounts Receivable | Yes | No |
| Accounting Management General Ledger | No | No |
| Capacity Requirements Planning | No | No |
| Contract Accounting | No | Yes |
| Cross Application Support | Yes | No |
| Customer Order Management | Yes | Yes |
| EDI support (pre-EC) | Yes | No |
| Electronic Commerce | No | Yes |
| Enterprise Product Data Management | No | Yes |
| Estimate and Quote Management | No | Yes |
| Executive Information System | Yes | Yes |
| Financial Analysis | No | No |
| Finite Capacity Planning/Scheduling | No | No |
| Forecasting | No | Yes |
| International Financial Management | Yes | Yes |
| InterSite Logistics | No | Yes |
| Inventory Management | No | Yes |
| Knowledge-Based Configurator | Yes | Yes |
| Maintenance Management System | No | No |
| Manufacturing Performance Analysis | No | Yes |
| Infor Browser | No | No |
| Marketing Monitoring and Analysis | Yes | No |
| Master Production Schedule Planning | No | Yes |
| Material Requirements Planning | No | No |
| Materials Management | No | No |
| Multiple Environment InterSite Logistics | No | Yes |
| Order-Based Production Management | No | No |
| Payroll | No | No |
| PowerVision | No | No |
| Procurement Management | Yes | No |
| Production Control and Costing | No | Yes |
| Product Data Management | No | Yes |
| <i>PDMPlus</i> | No | No |
| Production Monitoring and Control | No | Yes |
| Purchasing | Yes | Yes |
| Repetitive Manufacturing | Yes | No |
| Sales Analysis | No | Yes |

Application functional enhancements

These functional enhancements are used by many XA applications:

- Alternate currency printing
- Toggle between currencies
- Support for financials, depending on which of the following is installed:
 - XA Accounting Management financials
 - XA IFM
 - Third-party financials
- Currency conversion routines
- Currency exchange rate overrides
- Trading partner reports.

Alternate currency printing

Documents you send to your trading partners can be printed with the details in euro-participating currency or in euro. Where applicable, you can print the totals in both euro-participating currencies and euros. These include:

- Customer quotes
- Invoices
- Purchase orders
- Debit memos
- Shipping schedules
- Order acknowledgements
- Customer statements
- Delinquency notices
- Collection letters
- Audit confirmation letters.

Toggle among currencies

With the introduction of the euro, your customers and vendors may convert to the euro at any point of time during the transition period. They may have orders, quotes, invoices, and so forth, denominated in both euro-participating currencies and the euro. The toggling enhancement modifies the current toggling function available in Infor. This function allows a users to view a euro-participating order, quote, invoice, and so forth, in euro and is intended to help you handle inquiries about the status of a trading partner's account.

IFM installations

You can toggle between euro-participating amounts and the euro. Depending on the inquiry you use, if the ledger, entity, or transaction is denominated in a currency that is euro participating, the toggle to euro is available. The following inquiries are included:

- Online Business inquiry
- Personal Ledger inquiry
- Cashbook inquiry.

Non-IFM installations

You can see the amounts of a transaction in up to three currencies: local, trading, and alternate. The alternate currency is available as an alternative to the trading currency

when the trading currency is either euro or euro-participating. Toggling capabilities allow you to see amounts in all three currencies when they are different. This provides the ability to work with transactions in currencies other than the currency in which they were entered. This is especially useful during the euro transition period when transactions are sometimes viewed in the national currency and sometimes need to be looked at in the euro currency.

As an example, a payment is made in euros but the quote, contract, order, or invoice is denominated in a euro-participating currency. You can view the original transaction in euro even though it was entered in the national currency. You define the transaction's alternate currency as the euro in order to toggle.

Another example is one in which a euro-denominated order or invoice will be paid in a euro-participating currency. In this case, you define the alternate currency as the national currency and toggle from euro to the national currency.

The following XA applications use this feature:

- COM
- Purchasing/Procurement Management
- AP
- AR.

Euro support with Accounting Management financials installed

A customer or vendor can only have one primary currency. You cannot change the currency ID for these customers and vendors. If a customer or vendor uses a euro-participating currency, you must create a new customer or vendor for the trading partner when the trading partner converts to euro. You can copy an existing customer or vendor record and change the currency to euro.

- **COM Customer Copy:** This function copies all default customer information such as ship-to and tax registration to the new customer number. It defines a reference between the newly created customer number and the old customer number. Use credit checking to account for the new customer number you created.
- **Purchasing Vendor Copy:** This function copies all default vendor information and, optionally, all vendor/items records. It also optionally updates the Item Master and Item Balance files with the new vendor number.

Warning: Accounting Management Accounts Payable and Accounting Management Accounts Receivable do not support the conversion of local currency amounts to euro.

Euro support with IFM installed

Multiple currency vendors

If you use IFM financial applications, you may change the currency ID in the vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Multiple currency customers

When IFM and COM are both installed, the IFM financial division is the same as a COM company. The customer number created in COM is a combination of an IFM entity and a two-digit suffix derived from the personal ledger defined for the customer.

You can define a personal ledger on the customer master file. This is the default on order entry. You can override the personal ledger on the customer master on order entry to any valid personal ledger. A personal account data record must exist for the personal ledger override.

Personal accounts

Once you create personal ledgers for IFM accounts receivable and accounts payable for the euro in each financial division, you can “mass create” personal account records for each entity identified. The defaults from the personal ledger are used to create the personal accounts.

Credit check

You can credit check IFM entities within a financial division. In COM, any customers within a COM company for the associated entity can be credit checked in the entity currency.

IFM accounts receivable cash receipt

You may receive a cash payment that is different than the invoice amount because of rounding differences. Because these differences can have a major impact on IFM cash receipt processing, IFM supports both positive or negative adjustments to invoices to allow for efficient processing of cash receipts.

IFM alternate currency automated payments

IFM can automatically generate payments using Payment List and Notes Collection Lists in a currency different from the invoice's transaction or cash book currency. You can:

- Enter an exchange rate override if either the payment currency or the financial division currency are non-euro participating.
- Use a payment currency different than the cash book or invoice currency. Payment lists are generated based on the selection criteria and the personal ledgers you select.
- Check to ensure valid exchange rates exist for a split payment list. In they exist, the payment currency is the same as the original payment list.

Payment list reports and lists identify the payment currency. Any gain or loss is based on the payment currency. The generic payment file records show the payment currency amounts.

Euro support with third-party financials installed

If you use third-party financial applications, you may change the currency ID in the customer or vendor master file when the trading partner converts to euro. This

currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Currency conversion routine

The Infor currency conversion routine supports the euro. After you establish any currency as euro participating, no direct exchange rate is recognized between a euro-participating currency and any currency other than euro. All currency conversions between euro-participating currencies and all other non-euro currencies are done via the euro in a process known as triangulation.

Currency exchange rate override

Exchange rates between the euro and euro-participating currencies will be established. These exchange rates will be fixed and will not change throughout the transition period. When you set an exchange rate between the currency of the euro-participating countries and the euro, you cannot change this rate, nor can you create a new effective exchange rate. All Infor orders or transactions ensure the exchange rate cannot be overridden between the euro and the euro-participating currency, and between two euro-participating currencies during:

- COM order entry
- Purchasing order entry
- IFM transaction processing.

Trading partner reports

During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for analyzing trading partner performance and account status, and are not intended to be sent to your trading partners.

Chapter 2. Managing Accounts Receivable

This chapter contains information you need to know about Accounts Receivable functions and how to use them for processing your company's accounts receivables.

| | |
|---|------|
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Before you begin Accounts Receivable operations

Before you begin:

- Analyze the tasks involved in managing this application.
- Establish which entry method or combination of methods you will use.
- Examine the source material you receive and determine how you will group this information into batches.
- Establish the accounting controls to be used and determine who will be responsible for applying them.
- Understand the calculations performed by Accounts Receivable (AR) and other features of the application.
- Determine what documents you will use in operating Accounts Receivable.
- Set the sequence for performing your operations.
- Schedule the work.

A discussion of each of these tasks follows.

Analyze the tasks

First, examine the operation. Then, divide the work into several major tasks and decide who is to do them. This activity helps you to organize your entire operation so you can focus on one major task at a time. For example, in Accounts Receivable you can:

- Receive payments
- Enter cash and adjustments
- Enter invoices and credit memos
- Update files
- Close files at month end closing
- Print statements
- Maintain the control forms.

Choose an entry method

The system accepts information entered directly from a work station and from offline files. To use offline entry, you must have access to the offline media support. You must decide which method or combination of the two is best for your operation. Cash and adjustments must be entered from a work station.

Determine how to group source material into batches

Efficient data entry requires that all the information you need is in the source material or is readily available. You may want to review each of the displays for transaction processing and the data entry forms (Chapter 13 “Forms”) to determine what information is required.

You should also review the ways that cash, adjustments, and invoices come in to determine if all the information will be available. In many cases, a cash receipt requires additional information, for example, customer/company number, discounts taken, and so forth, that must be entered before the receipt can be entered. Decide how all this material will be handled and how missing information will be supplied. Also decide if the material will affect how you set up batches. For example, if you batch by customer/company, you may find that the batches are a mixture, and you will need to sort and group them.

Establish controls

Accounting controls are critical to your business not only for accurate reporting of income and taxes, but also for maintaining efficiency and guarding against erroneous information.

For example, comparing the control totals taken on each batch of invoices or cash receipts to the totals determined by the Accounts Receivable (AR) application eliminates errors early in the cycle. Some errors could be detrimental to the company, such as entering the wrong amount or discount for an invoice, allowing the wrong discount, or posting to a wrong customer. Determine who is to provide the batch totals to use in filling out control forms. Use of control forms and examples of their completion are described in Chapter 14 “Accounting controls and audits”.

Also, your operating procedures should include the use of inquiry displays and other features of the application to check the information being entered or already on file.

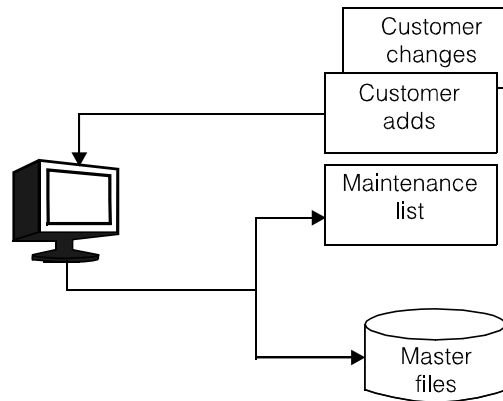
Set the sequence

The sequence in which Accounts Receivable options are selected is determined largely by your needs. An inquiry can occur at any time, and you can request certain reports at any time. Nevertheless, it is important to establish a cycle of operations for AR. If, for example, you request a report before the information in a master file is updated, the report may be worthless. The following figures and accompanying text should help you establish a cycle of AR operations.

Maintaining master files

Each day you should ensure that master file records are current. New accounts, changes, and deletions are entered by a work station operator using the master file processing option.

Accounts Receivable has the option of producing a record of the changes as it modifies the master files.

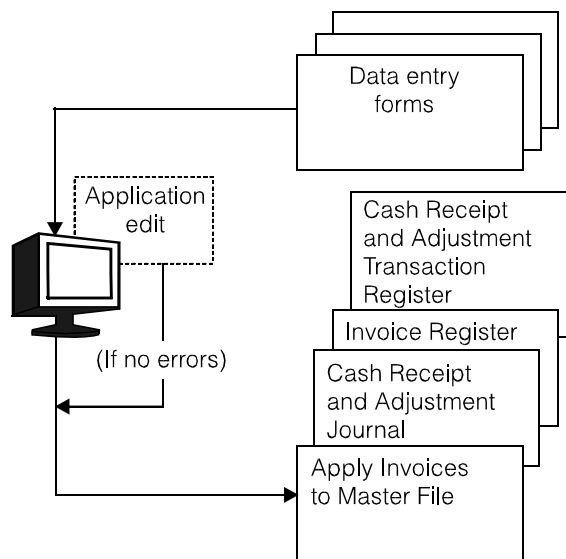


Entering transactions online

Every day you will have invoices, cash receipts, and adjustments to apply to customer accounts. This data is entered from these documents or from data entry forms on which the information has been collected.

Accounts Receivable edits the data and allows you to make corrections.

The appropriate transaction registers are printed to provide a permanent record.



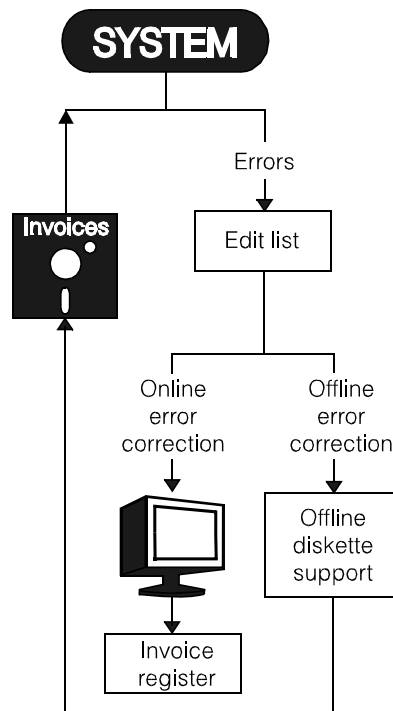
Entering invoices from offline media

If you have offline media support, invoice data can be recorded on diskette or loaded to a disk file on the System i instead of entering data at a work station.

Accounts Receivable prints a list of errors it detects, and these can be corrected either by a work station operator, or by correcting the data offline.

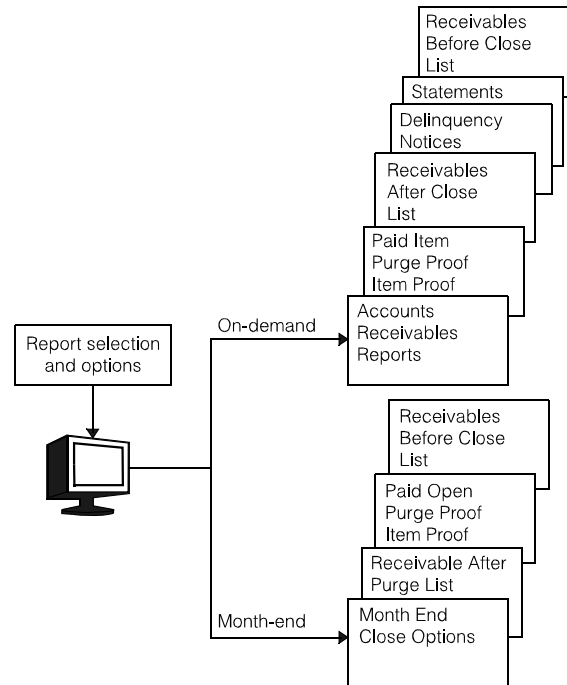
Accounts Receivable prints a permanent record of the invoices that were entered.

Note: Cash receipts and adjustments cannot be entered from offline media



Printing reports

Reports are selected through a work station. Options that were chosen during application tailoring appear and can be changed.



Schedule the work

If Accounts Receivable (AR) is the first application you are installing, you probably will have no trouble getting all the work done during the normal work day. Even in this case, though, it is a good idea to schedule the various procedures and set deadlines for receiving worksheets and delivering completed reports. Then as you add new applications, you will be able to plan your work day in an orderly manner. Because you have other duties besides running Accounts Receivable, careful scheduling allows you to use your time efficiently. Other departments that use this information can benefit, too. They can better plan their work load.

The first step in scheduling is to determine the order in which the operations are to be accomplished. In some cases, there is only one acceptable sequence (master files must be updated before transactions are applied to them); in others there is a choice available, but one option may be more desirable than another for your particular operation. In any case, set up an appropriate schedule for running the procedures based on the operating cycles discussed earlier. Remember, your monthly report cycle must allow for daily activities and saving files as well. If any of the on-request reports are to be produced regularly, include them in your schedule. Try to run unscheduled work after required processing is completed to minimize interruptions and to have the most current information.

Once you have a schedule, review it with everyone affected to make sure it is as reasonable to them as it appears to you.

Finally, do not consider your schedule to be fixed. You may be forced to make changes because of changing requirements, such as adding new applications.

Daily operations

At the start of each day's work, certain activities should be done before entering the first batch of transactions:

- Determine the status of the previous day's work. Check yesterday's reports for any outstanding work that must be done before entering new batches.
- Plan the day's work:
 - Are there batches not entered from yesterday?
 - Are there transactions not yet batched?
 - Do all batches have control totals?
 - Is customer maintenance needed?
 - Is there to be any special processing today? Is it scheduled?
 - What reports are to be run today?
 - Is there any preparation for month end or period end processing or other work in the schedule?
- Check the other departments or applications. Conditions in other parts of the company or in the system could affect your work for the day. If you know about them, you can better plan the work you need to get done and make adjustments.

Accounts Receivable functions and calculations

Understanding the calculations and other features

You need to understand several calculations and other features of the application so you can make better judgments during daily operations. These calculations and features are discussed on the following pages.

Assigning company and customer numbers

Note: When AR uses the CAS Tax Routine, the company number entered for a transaction is used. The CAS Tax Routine looks for a VAT/Sales Tax file record that matches company record. If a record is not found, the tax routine calculates the tax using the record for company 01. However, the results are returning to AR without a warning.

If tax processing is the same for all your companies, set up a VAT/Sales Tax file record for company 01 and use the default built into the tax routine. If you need to have unique tax processing for a company, set up a separate VAT/Sales Tax file record for that company.

Company number. The company number is used to assign certain customers to an operating company. If you have one company, the company number is 01. If multiple company support was selected during application tailoring, you can use company numbers 01-89. Your reports reflect the company information.

Customer number. The customer number is the key Accounts Receivable (AR) uses to identify a particular account. Whether you are building a master file or entering adjustments, invoices, or cash receipts, the customer number tells AR which account is to be processed.

The customer number must be from one to eight digits in length and must be between 1 and 99999999. A customer number can be created in the customer master file as one of five customer types:

- Regular customer
- Consolidated HEADQUARTERS customer
- Non-consolidated HEADQUARTERS customer
- Consolidated BRANCH customer
- Non-consolidated BRANCH customer.

AR is designed for one currency per each customer number account. The transition of an individual customer number account from its existing currency to the new euro currency requires the creation of a new customer number for that currency. A function for copying original customer number accounts to create the euro currency customer number is available. For more information, see the discussion on the Customer Master Maintenance option of the Master File Processing menu (AMRM20) in "Master File Processing" on page 9-1.

Notes:

1. Consolidated headquarters accounting allows you to enter invoices against a branch or its headquarters. Branch invoices are posted to the headquarters customer account but are identified by branch. Payments and adjustments are posted using the headquarters account number.
2. For non-consolidated headquarters accounts, you can post invoices and transactions to a branch account, but not a headquarters account. If a non-consolidated headquarters account must have invoices and transactions, it must be assigned another customer number as a branch of its self.
3. If branches of a headquarters have different currencies, the branches and the headquarters can not be setup as consolidated. They must be setup as non-consolidated headquarters and branches.
4. While you can assign a customer number any way you like, you may want to follow an alphabetic scheme. For example, all customers whose names begin with A will have numbers between 1 and 999; those beginning with B will have numbers between 1000 and 1999; those beginning with C, between 2000 and 2999, and so forth. You may want to start out by numbering them consecutively or skip from 1 to 5 to 10, for example. Skipping allows you to insert new customer numbers in approximately alphabetic order.
5. You may want to use numbers 99999800 and 99999900 for miscellaneous cash and COD sales. These appear on your cash receipts and invoice registers but not as entries in your accounts receivable files, because cash and COD transactions are not updated by Accounts Receivable.
6. Non-consolidated headquarters customer numbers are used for printing the consolidated summary statement for a customer.
7. If you will be assigning headquarters and branches, you may want to group all the branches of a headquarters within a range of the headquarters customer number.

Assigning reference numbers for invoices, unapplied cash, and unapplied adjustments

You should assign these numbers carefully to avoid duplication between numbers for invoices and numbers for unapplied cash or adjustments. If a reference number for an unapplied transaction is the same as that for an invoice, the unapplied transaction becomes part of the invoice transaction set (see “Transaction sets” on page 2-11). In becoming part of the set, the unapplied transaction is no longer unapplied but is applied to that invoice transaction set.

To avoid duplication among these members, consider assigning numbers for invoices from the range 000001 through 899999 and numbers for unapplied transactions from the range 900000 through 999999. Invoices are placed in the file in ascending invoice number sequence within descending age period.

Balance-forward and open-item accounting

Accounts Receivable supports both the balance-forward and open-item methods of receivables accounting. Furthermore, you can classify some of your customers as open-item and others as balance-forward. Because the method of processing is controlled by a code in the customer master record, you can also change a customer’s classification from balance-forward to open-item or from open-item to balance-forward. The code can be changed in Customer Master maintenance at any time.

Monthly purge or open-item daily purge. Using the open-item method, the unpaid (open-item) invoices are maintained as separate transactions until cleared by a cash receipt and/or adjustment transaction. Statements sent to customers show each open invoice (no matter how old it is). Accounts Receivable can show the open-items to assist you in applying cash and entering adjustments to customer accounts.

Balance-forward method. Using the balance-forward method, detailed transaction records are kept only for the current period and are printed on the customer’s statement as with the open-item method. However, at month end closing, all transactions are summarized into the aging period amount fields. Unless an age code is entered to apply the entry to a specific age period, the transaction is applied to the current period.

Month end closing

A closing occurs once a month to age balances, calculate service charges, and create files for printing statements. This closing is independent of the accounting cycle you are using (see “Month or period accounting”). Statements are printed using a 12-month cycle. All companies or only selected companies can be closed. Paid items are saved to the history file.

Month or period accounting

The Accounts Receivable questionnaire asks whether or not your company wants 13-period accounting. If you chose both 13-period accounting and general ledger distribution during application tailoring, you are prompted to enter the period number for posting service charges during cash and adjustment entry and during month end closing. If you did not choose 13-period accounting, 12-month accounting is used by default. If you chose general ledger distribution, you are prompted to enter the posting month and year.

Note: Only cash, adjustments, and service charges are distributed to general ledger, but if multi-currency support is active, gains and losses are also distributed to general ledger.

Accounts receivable aging

The Accounts Receivable application classifies balances due in four aging periods. These are used to reflect monthly aging periods of 30, 60, 90, and 120 or more days. Transaction age codes are incremented by the month end close process regardless of the transaction date.

Monthly aging

If a customer buys goods in mid-June, the charge goes into their account and is current as of the next statement date. The Aged Trial Balance report and the June 30 statement show the amount as current. After month end closing, the amount is rolled into the age period 1 amount, and an Aged Trial Balance Report printed on July 1 shows the invoice amount in the age period 1 column. It retains this status until the next month end closing, when it is then moved (rolled) into the age period 2, 60 days. This rolling of unpaid amounts continues until the amount is paid or until it reaches age period 4, which contains an accumulation of all amounts 120 or more days old.

| | Current Balance | Age Period 1 Balance (+30) | Age Period 2 Balance (+60) | Age Period 3 Balance (+90) | Age Period 4 Balance (+120) | Total Amount Due |
|---|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------|
| Month end account status before statement time (6/30/**) | 480.98 | 5/31/** 120.98 | 4/30/** 85.95 | 3/31/** 40.48 | 2/28/** 20.13 | 748.52 |
| Account status after statements | 0.00 | 6/30/** 480.98 | 5/31/** 120.98 | 4/30/** 85.95 | 3/31/** 60.61 | 748.52 |

Age periods do not always provide an exact picture of the age of invoices. For example, an Aged Trial Balance Report run after month end close on the first of the month would show invoices entered on the third and the 27th of the previous month as both being over 30 days old. In fact, the first invoice is 31 days old and the second one really only five days old. The Aged Receivables Report allows you to use the Aging Date to precisely calculate in which period the account falls. You can also simulate your own aging periods, which need not be 30, 60, 90, and 120 day intervals.

Note: The Aged Receivables Report simulates invoice aging. Actual aging occurs only when you run month end close.

Future aging

Future aging is the advance dating of invoices. With future aging, the customer is not required to pay for merchandise for several months after the goods are delivered. For example, you may want to even out the demand for seasonal items (such as toys) by extending interest-free credit to the purchaser. You can print an invoice at the time of sale (September, perhaps) showing that it will become current at some future time (such as January). If this customer has an amount due in the future, it prints the following words on the statement: FUTURE AR AMT DUE.

Service charges

In Accounts Receivable, service charges are computed at month end closing for those customers who are designated to be assessed charges. You must indicate which customers are liable for service charges by entering a code in the service charge code field in the customer record in the Customer A/R Extension file. The service charges assessed are saved from the last statement period in the customer record for balance-forward customers, and in a separate service charge record for open-item customers.

The service charge percentage is stored in the customer A/R extension record and is applied to the overdue balances of a customer coded as liable for service charges. The service charge point (the first age period subject to late charges) must be specified during application tailoring. A minimum service charge can also be specified during application tailoring, in which case the larger of either the minimum or calculated amount is applied. Both these figures can be changed as business conditions warrant.

For both open-item and balance-forward customers, the newly calculated service charge amount appears as a separate line item, notifying the customer that a service charge has been incurred. For each open-item account, the individual unpaid service charges from prior statements appear. Previous service charges for each balance-forward account have been incorporated into one or more age periods and, thus, into the total amount due; they are not tracked separately. In the service charge record, the transaction date is the same as the statement date on which it first appeared. If you elect to age service charges, the system ages the service charge each month until it is cleared. Service charges that remain unpaid are included in the amount subject to further service charges, and eventually are consolidated into one service charge amount in the oldest aging period.

Note: The system can compound service charges. Such charges, under certain laws, must be considered finance charges and are thus limited in their usage. It is your responsibility to evaluate the laws and to determine the applicability of the service charge method, its limits, and its disclosure requirements.

Credit limit checking

You can assign a credit limit for each customer. When you use customer inquiry, Accounts Receivable (AR) shows you the current AR balance and the credit limit assigned. As a warning, the word EXCEEDED appears for those customers who have gone over their assigned credit limit.

Transaction sets

As invoices, unapplied cash, and unapplied adjustments are entered into the system, they are grouped by the ascending reference number within descending age periods. This group is called a transaction set or transaction group. The reference number is the invoice number or the unapplied cash or adjustment reference number. When a cash receipt, adjustment, or credit memo is applied to the Open Receivables Detail file, it is added to this group of transactions.

The cash receipt posting, adjustment posting, and customer inquiry displays show a summary line item for each group. The details can be seen by printing the Receivable Analysis report, the Age Receivables report, or the Aged Trial Balance report.

Transaction entry for credit memos, cash, and adjustments includes a reference number field. When a reference number is entered, the transaction set is located using this number.

Paid item purge

This operation deletes paid items from the Open Receivables Detail file for open item customers that are considered for purge on demand. If these totals do not agree with the totals in the Customer A/R Extension file, a warning is issued to indicate that the detail does not match the master. You will then have to review the transactions for this customer and evaluate what adjustments, if any, are needed to reestablish this customer's account.

When the condition is found and the warning is issued, the Customer A/R Extension file is updated with the totals in the detail file. This ensures that the Customer A/R Extension file agrees with detail records. If an account does not have the balance you expect, you must use the invoice or cash-receipt and adjustment entry display to adjust the account to bring it into the proper balance.

History

The paid-item history function captures paid invoice details during the execution of the paid-item purge function and stores the records in a new history file. Paid-item history can be archived, restored, and deleted. Inquiry allows you to retrieve information from current history, restored history, or both.

Printing statements

During month end closing a Statement Master file and a Statement Detail file are created for those customers coded to receive statements. The statements are selected by company number, a range of customer numbers, only those with past due balances, only those considered delinquent, or all customers in the file for whom statements have not been printed.

Statements for consolidated and non-consolidated headquarters customers

Headquarters and Branch accounts are identified as consolidated or non-consolidated by a code entered in the Customer Master file. If an account is coded as a consolidated headquarters, one statement is printed with the headquarters address. This statement lists all transactions for all branches for that headquarters sorted by branch number. If an account is coded as a non-consolidated headquarters, statements are printed for each branch. The first line in the body of the statement shows the account number and name of the headquarters. The mailing address includes the branch name and the headquarters address. A summary statement showing the accumulated totals for all branches is printed with the headquarters name and address.

Interface to Accounts Payable bank account balances

Accounts Payable (AP) maintains a ledger that tracks bank account balances by bank account number and payment method. If both AP and Accounts Receivable (AR) are installed and interfacing, cash receipts entered in AR are posted to a bank account record in AP.

When you select this option, the Cash Receipt/Adjustment Selection (Enter) display (AMR201) prompts you to type in the bank account and payment method each time you enter an AR Cash Receipt or a Miscellaneous Cash Receipt.

When you have finished entering the cash receipt, AR updates the bank account balance files in AP to reflect the cash received. The Bank Reconciliation Deposits file is also updated. Using this feature gives you an up-to-the-minute picture of your cash position.

Promissory notes

You may use the interface to AP to handle situations where your customer settles an open receivable by giving you a promissory note.

- Define a dummy bank account and payment method in AP.
- When you receive a note payable from a customer, enter it in the same way you would enter a regular cash receipt. Ensure you reference the dummy bank account and payment method you defined for this purpose and enter your notes payable account in the cash account field.
- Use AP Bank Reconciliation transactions to record your sale of the note to the bank or the repayment of the note by your customer.

Multiple company support

The Accounts Receivable application is designed to support up to 89 separate companies for reporting purposes. Totals by company are available on the Accounts Receivable analysis reports and the AR Cash Receipt and Adjustment Journal. As noted earlier, statements can be selected by company number.

Multi-currency support

The Accounts Receivable (AR) application can record customer invoices and the payments and adjustments against invoices in multiple currencies. It also provides inquiries and reports that show the status of customer accounts in both your (local) currency and the customer's (trading) currency, as well as in euro currency.

The AR application is designed for one currency per each customer number account and cannot support multiple currency transactions for one customer number. The transition of an individual customer account from its existing currency to the new euro currency requires the creation of a new euro currency customer number. A function for copying original customer number accounts and creating new euro currency customer number accounts is provided in the Customer Master Maintenance option of the Master File Processing menu. The transition functions will not be in effect until the currencies in the currency file have been identified as to the euro currency, local currency, and euro participating currencies. For more information on this transitioning, see the *CAS User's Guide*.

Foreign currency invoices and payments

Accounts Receivable (AR) accepts foreign currency invoices from Customer Order Management (COM) and allows you to enter foreign currency invoices with online transactions. Accounts Receivable processes payments in your own (local) currency, your customer's (trading) currency, or a third currency. AR calculates, records, and reports transaction gains and losses. It also allows you to revalue open accounts receivable to reflect the latest exchange rates.

Inquiry

Accounts Receivable allows you to switch between trading, local, and euro currency on displays, if the customer is a euro-participating enterprise.

Reports

Accounts Receivable allows you to tailor several of the reports, such as the Receivables Analysis report and the Aged Receivables Report, to show amounts in trading and local currency. Other reports, such as the Multiple Currency Report and the Aged Multiple Currency Report, show amounts in both local and trading currencies.

Accounts Receivable to Accounts Payable interface

If the Accounts Payable (AP) interface is active, the AP bank account can be automatically updated when cash receipts are entered in AR. Multi-currency support translates the currency of the cash receipt to the currency of the bank account.

Accounting for foreign currency invoices

Before discussing multi-currency processing in XA, you should review the key accounting concepts that apply to foreign currency transactions.

Invoices

When you issue foreign currency invoices, you track them in two currencies. The trading currency amount is the face value of the invoice in your customer's currency and is the amount the customer owes you. It does not change as exchange rates fluctuate.

The local currency amount is the value of the invoice in your national currency. Unless you have hedged your risks, the amount you receive in local currency varies as exchange rates fluctuate. For example, if a U.S. company issues an invoice for 1000 French francs and the applicable exchange rate is 5 francs to the U.S. dollar, the trading currency value of the invoice is 1000 French francs and its local currency value is 200 U.S. dollars.

When you issue a foreign currency invoice, you calculate its local currency value and pass this information to General Ledger (GL) and Accounts Receivable (AR). Generally, foreign currency invoices are converted to local currency using the exchange rate in effect on the date of the sale. Hedged transactions (for example, sales against bank drafts or letters of credit) are an important exception. In these cases, the hedged exchange rate is used instead of the exchange rate that applied on the date of the sale.

Note: XA does not create ledger entries to record manually entered invoices in GL. Invoices originating in COM are processed by COM.

Payments

When you receive payment against a foreign currency invoice, the exchange rate you use for the payment may be different from the exchange rate you use when you record the invoice. As a result, you may have either a transaction gain or loss that must be recorded in the general ledger. For example, if a French customer pays the 1000 French franc invoice from the previous example and the exchange rate is 4 francs to the dollar, 250 U.S. dollars is recorded for the 1000 French franc payment. Events can be summarized like this:

| | Trading currency | Local currency |
|------------------|-------------------------|-----------------------|
| Invoice | 1000.00 FF | 200.00 US\$ |
| Payment | 1000.00- FF | 250.00- US\$ |
| | ----- | ----- |
| Transaction Gain | | 50.00- |

When this transaction is entered in the general ledger, the entries in U.S. dollars are:

| | Debit | Credit |
|--------------------|--------------|---------------|
| Cash | 250.00 | 200.00 |
| Account Receivable | | 250.00 |
| Account Receivable | 50.00 | |
| Transaction Gain | | 50.00 |

Partial payments

If you receive a partial payment against a foreign currency invoice, calculate a gain or loss for the payment like this:

- Calculate an effective exchange rate for the invoice by dividing the invoice amount in trading currency by the invoice amount in local currency. For example, if the trading currency amount is 1000 and the local currency amount is 200, the effective exchange rate is 5.
- Calculate the value of the payment at the effective exchange rate. For example, if a payment for 600 French francs is received, its value at the effective exchange rate of 5 is 120 U.S. dollars.
- The gain or loss is the difference between the value of the payment at the effective exchange rate and the actual local currency value of the payment. For example, if the bank gives 150 U.S. dollars for the 600 French franc payment, the gain is 30 U.S. dollars.

Revaluations

Accounting practices generally require you to revalue the local currency amounts for your open accounts receivable at month end or year end to reflect the latest exchange rates. The difference between the old local currency amount and the new local currency amount is recorded as a transaction gain or loss. When the invoice is paid, the gain or loss is calculated from the revalued invoice amount. For example, an invoice for 1000 French francs is initially recorded as being worth 200 U.S. dollars. If exchange rate changes make the invoice worth 220 U.S. dollars at month end, its value increases in AR to 220 U.S. dollars and a 20 U.S. dollar gain is recorded in the general ledger like this:

| | Debit | Credit |
|--------------------|-------|--------|
| Account Receivable | 20.00 | |
| Transaction Gain | | 20.00 |

For the payment that converted to 250 U.S. dollars, the gain recognized at payment time is 30 U.S. dollars, the difference between the amount of the payment and the revalued amount of the invoice.

Revaluations can also be done without changing the local currency open accounts receivable balances. In this case, calculate the gain or loss as previously described, make summary entries to record the gain or loss in the general ledger, and reverse the summary entries at the start of the next month.

Multi-currency processing

Accounts Receivable (AR) implements the accounting concepts described previously. As a result, AR handles foreign currency invoices and payments and lets you revalue open accounts receivable to reflect the latest exchange rates.

Invoices

There are two ways for an invoice to enter Accounts Receivable (AR):

- If Customer Order Management (COM) is installed and interfacing to AR, invoices issued by COM are automatically passed to AR.
- Invoices may be entered directly into AR via the Invoice/Credit Memos Entry menu option on the Transaction Processing menu (AMRM10).

Invoices from Customer Order Management. When COM processes foreign currency invoices, it converts them to local currency. These invoices are recorded in Accounts Receivable (AR) using the local currency amounts calculated by COM.

There is one exception to this rule. If you issue a credit memo against a foreign currency invoice and the exchange rate for the credit memo is different from the exchange rate for the invoice, AR adjusts the local currency value of the credit memo so it has the same effective exchange rate as the original invoice. The difference is recorded as a transaction gain or loss. For example, if COM issues a credit memo for 200 French francs that is valued at 50 U.S. dollars against an invoice for 1000 French francs that is valued at 200 U.S. dollars, AR adjusts the local currency value of the invoice to 40 U.S. dollars and records a 10 U.S. dollar transaction loss like this:

| | Debit | Credit |
|---------------------|-------|--------|
| Accounts Receivable | | 10.00 |
| Transaction Loss | 10.00 | |

The data on the Open Accounts Receivable File looks like this:

| | Trading currency | Local currency |
|------------------|------------------|----------------|
| Original Invoice | 1000.00 FF | 200.00 US\$ |
| Credit Memo | 200.00- FF | 40.00- US\$ |
| | ----- | ----- |
| Net balance | 800.00 FF | 160.00 US\$ |

Invoices entered directly into Accounts Receivable. The Invoice Entry (Enter, Review) display (AMR083) is used to enter invoices directly into AR.

When multi-currency support is active, the Invoice Entry (Enter, Review) display (AMR083) shows you the customer's currency ID and other prompts such as rate date, exchange rate, and local currency amount. When you enter a foreign currency invoice, use these fields in the following way:

- Currency ID: The information in this field comes from the Customer Master file based on the customer number you entered. You may change the customer's currency ID to any other currency ID within the same local currency.

- Invoice Amount: Type in the invoice amount in trading currency.

Note: If you do nothing more, Accounts Receivable converts the invoice to local currency using the exchange rate in effect on the invoice date.

- Rate Date: Type in the date the exchange rate is effective for AR to convert the invoice to local currency. The invoice date is the default.
- Local Currency Amount and Exchange Rate: If you are selling against bank draft or letter of credit, you may want to lock in the converted amount by typing in either the local currency amount or the exchange rate as well as the trading currency amount of the invoice.

If you enter data in the tax amount, discount allowed, net sales, special charge, freight charge, or trade discount fields, use the trading currency amounts from the invoice.

If you use the invoice cost field, type in a local currency amount.

Note: There are changes in the way invoice entry is handled when the customer currency is euro or euro-participating. For more information, see the discussion on this in “AMR083—Invoice Entry (Enter, Review) (initial file load)”.

Cash receipts

Cash receipts processing follows the three-step approach previously discussed.

- Use the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to identify the company, customer, and type of receipt or adjustment you are processing.
- Use an entry display to record the total amount of the cash receipt or adjustment you are entering.
- If you are entering a cash receipt or an adjustment, post the amount entered to specific invoices.

With multi-currency support, Accounts Receivable handles the following situations:

- You issue an invoice in your currency and the customer pays you in a foreign currency.
- You issue an invoice in a foreign currency and the customer pays you in that currency.
- You issue an invoice in a foreign currency and the customer pays you in your currency.
- You issue an invoice in a foreign currency and the customer pays you in a third currency.

Establish the value of each payment or adjustment in both the trading currency and your local currency. This is done via the entry displays that give you two ways to establish the value of the payment.

Note: It is better to type in the exact amounts, if known, because this avoids discrepancies you have to adjust when you reconcile your bank account.

- If you know how much you will receive for the foreign currency payment from the bank, type in that amount.
- If you do not know the exact amount, leave the amount blank; the system calculates it for you.

Once you have established the value of the payment or adjustment in trading currency and local currency, the next step is to post it to specific invoices. All postings are based on trading currency amounts. When you finish posting a payment or adjustment, the system calculates the transaction gains and losses. The ledger entries and reports created at the end of the session reflect the gain and loss amounts.

Note: There are changes in the way cash receipts are handled when the customer currency is euro or euro-participating. For more information, see the discussion on this in “AMR203—Cash Receipt Entry (Enter)”.

Entering cash receipts. When you select the AR Cash Receipt option on the Cash Receipt/Adjustment Selection (Enter) display (AMR201), the Cash Receipt Entry (Enter) display (AMR203) appears.

The way you use this display depends on the customer’s currency, the payment currency, and whether or not you know the exchange rate you will receive from the bank. AR accepts the amounts you enter in the trading, local, and other currency fields. If you leave them blank and an amount is required, AR calculates the result. This figure summarizes the fields you should enter for specific payment situations. The fields entered vary depending on which exchange rates are known or unknown.

Table 2-1. Amounts entered for payments from customers

| Cust. Currency | Payment Currency | | | Exchange Rate | | Fields Entered | | | |
|-------------------|------------------|-------|-------|---------------|---------|----------------|-------|-------|-----|
| | Local | Trade | Other | Known | Unknown | Trade | Local | Other | |
| Yes | | Yes | | | N/A | N/A | Yes | No | No |
| Yes | | | | Yes | | | Yes | No | Yes |
| Yes | | | | Yes | Yes | | No | Yes | Yes |
| | Yes | Yes | | | Yes | | Yes | Yes | No |
| | Yes | Yes | | | | Yes | No | Yes | No |
| | Yes | | Yes | | Yes | | Yes | Yes | No |
| | Yes | | Yes | | | Yes | No | Yes | No |
| | Yes | | | Yes | Yes | | Yes | Yes | Yes |
| | Yes | | | Yes | | Yes * | No | No | Yes |
| | Yes | | | Yes | | Yes * | No | Yes | Yes |
| | Yes | | | Yes | | Yes * | Yes | No | Yes |

Bank charges

In many cases, your bank charges a fee for converting foreign currency into your local currency. It collects the fee by reducing the amount they credit to your bank account. Type in the full amount of the payment in the upper part of the display and the bank charges amount and account number in the lower part of the display. AR automatically makes ledger entries to record the bank charges. For example, if a payment for 1000 French francs is received from a customer, the bank converts it at a rate of 5 francs to the dollar and deducts a 5 U.S. dollar service charge. The amount credited is 195 U.S. dollars.

| | Trading currency | Local currency |
|----------------|------------------|----------------|
| Cash received | 1000.00 | 200.00 |
| Discount | .00 | .00 |
| Gross received | 1000.00 | 200.00 |
| Bank charges | .00 | 5.00 |

Accounts Receivable makes the following entries to record the cash receipt, ignoring transaction gains and losses.

| | Debit | Credit |
|----------------------|--------|--------|
| Cash in bank | 195.00 | |
| Bank charges expense | 5.00 | |
| Accounts receivable | | 200.00 |

Miscellaneous cash receipts

If you sell against a letter of credit, it is possible to have situations where the bank credits your account for the payment before the invoices are recorded in Accounts Receivable. When this happens, record the payment as a miscellaneous cash receipt and use adjustment transactions to apply the payment to the invoices when they are recorded in AR. Handling payments in this way ensures that your cash balances are correct.

You may use the same unapplied payment reference number for two or more miscellaneous cash receipts. You may then use a single adjustment transaction to apply the combined miscellaneous cash receipt amount to invoices.

Adjustments

When you are processing an adjustment against a foreign currency invoice, you can enter the adjustment amount in three ways:

- Type in both the trading and local currency amount
- Type in the trading currency amount and let the system calculate its local currency value
- Type in the local currency amount and let the system calculate its trading currency value.

Accounts Receivable calculates a transaction gain or loss when it posts the adjustment to your invoices. If you want to avoid this, enter a separate adjustment for each invoice and ensure the trading and local currency values you assign to the adjustment amount reflect the effective exchange rate for the invoice. In most cases, the transaction gain/loss amounts are too small to justify this extra effort.

Note: There are changes in the way adjustments are handled when the customer currency is euro or euro-participating. For more information, see the discussion on this in “AMR204—Adjustment Entry (Enter)”.

Revaluation

When multi-currency support is active, you may have Accounts Receivable calculate the local currency value of your open accounts receivable to reflect the latest exchange rates.

When you select the Revaluation option on the Main Menu, the Revaluation Request (Options) display (AMR971) appears.

This display lets you select the companies and currency IDs to be revalued, the date used for revaluation purposes, and the revaluation mode that defines how the revaluation is done.

There are two revaluation modes:

- The no-update mode calculates local currency values for your open accounts receivable and produces reports that show how the revaluation would affect your open accounts receivable. The no-update mode does not change the balances on your open accounts receivable file (OPENAR) or create ledger entries posted to the Temporary General Ledger file (TEMGEN).
- The update mode calculates local currency values for your open accounts receivable, produces reports that show the result of the revaluation, updates your open accounts receivable file (OPENAR) to reflect the change, and creates ledger entries posted to the Temporary General Ledger file (TEMGEN).

Each mode has its advantages and drawbacks:

- The no-update mode lets you retain the original local currency value of each invoice and see the full amount of the transaction gain or loss when you process the payment. It also lets you measure the impact of exchange rate changes at any time without creating unwanted ledger entries or changes to your open accounts receivable file. Its chief drawback is that you must manually enter (and reverse) entries to record transaction gains and losses each month.
- The update mode ensures that the local currency balances on your open accounts receivable file reflect current exchange rates and avoids the extra work that preparing and reversing manual ledger entries requires. The original local currency value of an invoice is lost and the transaction gain or loss recorded at payment time only reflects exchange rate changes that have occurred since the last revaluation.

Extended tax processing

When you enter invoices directly into Accounts Receivable (AR) via the Invoice Entry (Enter, Review) display (AMR083), you may enter sales and value added tax (VAT) data for invoices and have this data reported in the same way that tax data from COM is reported.

When you enter an invoice directly into AR, you are entering summary data about an invoice already sent to your customer. Extended tax processing in AR assumes that you have correctly calculated the applicable taxes for this invoice and provides you a way to record those taxes for reporting purposes. You may also record data about invoice amounts that are not taxed because of exemptions in the tax law.

The Invoice Entry (Enter, Review) display (AMR083) has an Enter Tax function key, **F09**. When you use **F09**, the Invoice Tax Detail display (AMR085) appears.

This display shows critical information about the invoice you are entering and prompts you to enter details about the taxes that apply to the invoice.

When you enter taxes on the Invoice Tax Detail display (AMR085), the system gets the customer's tax suffix from the Customer Master file. Enter the tax indicators, tax codes, and tax amounts that apply to the invoice. The system calculates the tax base amount for each tax. For example, if an invoice is entered on which the customer had \$160 of Georgia State sales tax and \$40 of Fulton County sales tax, the tax files contain the following data:

| Tax suffix | Tax indicator | Tax code | Tax rate | Tax description |
|------------|---------------|----------|----------|------------------|
| GAFUL | TAX | GA | 4.00 | Georgia State |
| GAFUL | TAX | GAFUL | 1.00 | GA Fulton County |
| GAFUL | NTX | GA | 0.00 | Georgia State |
| GAFUL | NTX | GAFUL | 0.00 | GA Fulton County |

Record the tax by entering the following data:

| Tax suffix | Tax indicator | Tax code | Tax amount |
|------------|---------------|----------|------------|
| GAFUL | TAX | GA | 160.00 |
| GAFUL | TAX | GAFUL | 40.00 |

The system calculates the tax rate and the tax base amount (tax amount/tax rate).

| Tax suffix | Tax indicator | Tax code | Tax rate | Tax base amount | Tax amount | Tax description |
|------------|---------------|----------|----------|-----------------|------------|-----------------|
| GAFUL | TAX | GA | 4.00 | 4000.00 | 160.00 | Georgia State |

| Tax suffix | Tax indicator | Tax code | Tax rate | Tax base amount | Tax amount | Tax description |
|------------|---------------|----------|----------|-----------------|------------|------------------|
| GAFUL | TAX | GAFUL | 1.00 | 4000.00 | 40.00 | GA Fulton County |

In many jurisdictions, it is important to record invoices or invoice line items not taxed. Type in the tax suffix, tax indicator, and tax code as previously described, and type in the invoice amount not taxed in the tax amount field. Be sure that the tax information entered references tax records that have a zero tax rate in the tax file.

When AR references a zero tax rate, it treats the tax amount field as the invoice amount and creates a zero tax record for the CAS tax files. Continuing the previous example, if the invoice has a \$500.00 item not subject to sales tax, the following data is recorded:

| Tax suffix | Tax indicator | Tax code | Tax base amount |
|------------|---------------|----------|-----------------|
| GAFUL | NTX | GA | 500.00 |
| GAFUL | NTX | GAFUL | 500.00 |

The system calculates the following:

| Tax suffix | Tax indicator | Tax code | Tax rate | Tax base amount | Tax amount | Tax description |
|------------|---------------|----------|----------|-----------------|------------|------------------|
| GAFUL | NTX | GA | 0.00 | 500.00 | 0.00 | Georgia State |
| GAFUL | NTX | GAFUL | 0.00 | 500.00 | 0.00 | GA Fulton County |

Note: If you type in tax data for a foreign currency invoice, type in amounts as they appear on the invoice. The system calculates the local currency equivalent at the same rate it uses to convert your invoice.

Multilingual support

Statements and Delinquency Notices allow you to communicate with customers in their local language. The messages on the Statement report and the Delinquency Notice can be varied according to the customer's language by including a language code for the customer in the Customer Master file. You can also vary the delinquency captions according to the customer's language.

You may also use this feature to vary the messages you send to different groups of domestic customers.

Multilingual support works in the following way:

- Assign language codes to your customers on the Customer Master file. Use language code 000 as the default language code and code 001 for the local language code.

- If no language code is entered on the Statement Request (Options) display (AMR701) or the Delinquency Notices (Options) display (AMR951), the system looks for the message for the default language code (000). If none is found, the message for the local language code (001) is used. If you have not defined a message in the local language, no message is printed.
- Define the required foreign language text in the new Statement Message, Delinquency Message, and Delinquency Caption files. New File Maintenance menu options support these activities.
- When you create Statements or Delinquency Notices, the system checks each customer's language code.

Note: This is the same as multilingual support in Customer Order Management

Customer inquiry

The Accounts Receivable Customer Inquiry displays are designed to show both open accounts receivable and accounts receivable history in several ways:

- The AR Inquiry–Customer Summary (Inquiry) display (AMR902) gives you an overview of the customer's account that shows data from the Customer Master file, Customer AR Extension file, and the Address file. When multi-currency support is active, the display shows both trading currency and local currency amounts. If the customer currency is euro or euro-participating, you also can toggle to that currency.
- The AR Inquiry–Transaction Summary (Inquiry) display (AMR903) summarizes each invoice and its related payments, credit memos, and adjustments on a single line. If you want to see the individual transactions that make up the summary totals, type in the invoice line number at the top of the display and press **Enter**. The AR Inquiry–Transaction Detail (Inquiry) display (AMR904) appears. When multi-currency support is active, you can switch between trading currency and local currency amounts by using a function key. If the customer currency is euro or euro-participating, you also can toggle to that currency.
- The AR Inquiry–Transaction Detail (Inquiry) display (AMR904) shows the individual invoice, payment, credit memo, and adjustment transactions that make up the outstanding balance for the invoice. When multi-currency support is active, you can switch between trading currency and local currency amounts by using a function key. If the customer currency is euro or euro-participating, you also can toggle to that currency.
- The AR History–Transaction Summary (Inquiry) display (AMR531) gives an overview of the paid item history of a customer's transactions. The HISTORY field on the AR Customer Inquiry (Select) display (AMR901) and the AR Inquiry–Customer Summary (Inquiry) display (AMR902) allows you to select current paid item history, restored paid item history, or both. The heading on display AMR531 indicates which option you selected. When multi-currency support is active, you can switch between trading currency and local currency amounts by using a function key. If the customer currency is euro or euro-participating, you also can toggle to that currency.
- The AR History–Transaction Detail (Inquiry) (AMR532) shows detailed history of the transaction set you selected on the AR History–Transaction Summary (Inquiry) display (AMR531). The heading on display AMR532 indicates whether you are viewing current paid item history, restored paid item history, or both. When multi-currency support is active, you can switch between trading currency and local currency amounts by using a function key. If the customer currency is euro or euro-participating, you also can toggle to that currency.

Note: If both current paid item history and restored paid item history transactions are displayed, the restored paid item history transactions are highlighted.

Account receivable inquiries are available at any point in processing by using group job support. Press the **Attn** key and select the AR Inquiry option from the group job menu.

Chapter 3. Transaction Processing

When you select option 1 on the Main Menu (AMRM00), the Transaction Processing menu (AMRM10) appears. This menu allows you to apply invoices, credit memos, cash receipts, and adjustments to various master files.

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Option 1. Receipts/Adjustment Entry (AMRM10) 3-3

Option 2. Invoice/Credit Memo Entry (AMRM10) 3-38

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```

AMRM10           Accounting Management Accounts Receivable       *****
                   Transaction Processing

Type option or command; press Enter.

1. Receipts/Adjustments Entry
2. Invoice/Credit Memos Entry
3. Process Unposted Transactions
4. Invoice Edit from Offline Files - List All
5. Invoice Edit from Offline Files - Errors Only

==> _____

F3=Exit          F4=Prompt          F9=Retrieve          F10=Actions
F11=Job status   F12=Return          F22=Messages
    
```

Option 1. Receipts/Adjustments Entry. Use this option to enter, edit and immediately update cash receipts and adjustments from a work station. The customer balance is updated in the Customer AR Extension file, and the invoice record is immediately updated in the Open Receivables Detail file and a record is written to an active transaction batch. If general ledger distribution was selected during application tailoring, the information is posted to the Temporary General Ledger file during the batch update procedure.

Note: You can also enter miscellaneous cash receipts that do not affect customer accounts.

Option 2. Invoice/Credit Memos Entry. Use this option to enter and edit invoice summaries and credit memos. Entries are processed to an active transaction batch that posts these transactions to the Open Receivables Detail file.

Option 3. Process Unposted Transactions. Use this option to process closed transaction batches. This operation includes updating the Open Receivables Detail, Customer Master file, and Customer AR Extension file for invoices and credit memos; updating the Sales Analysis interface files (if Sales Analysis is installed and interfacing with Accounts Receivable); updating the Temporary General Ledger file with cash and adjustments; printing the Cash Receipt and Adjustment Transaction Register and Cash Receipts and Adjustment Journal; and printing the Invoice Register.

Option 4. Invoice Edit from Offline Files - List All. Use this option to edit invoice summaries and credit memos entered from offline files, list them all, and process them to an active transaction batch.

Option 5. Invoice Edit from Offline Files - Errors Only. Use this option to edit invoice summaries and credit memos entered from offline files, list only those with errors, and process them to an active transaction batch.

Note: When you select option 1 or 2, displays appear. When you select the other options, the actions described take place and the Transaction Processing menu (AMRM10) appears again.

Tailoring and processing options

The following options affecting transaction processing are set during application tailoring:

- **Multiple company support:** If you do not have multiple company support, no references are made to company number. Displays that are specifically designed for entering multiple company data are not shown, and references to company number on displays and reports are omitted.
- **General Ledger posting:** If you are posting transactions to General Ledger from Accounts Receivable for the cash receipts and adjustments, General Ledger account numbers are requested during application tailoring for Accounts Receivable, cash in bank, discounts, adjustments, miscellaneous cash, service charges, and cash-posting adjustments (write-offs). If you are not posting transactions to General Ledger, account number fields do not appear on the cash receipt and adjustment entry displays.
- **Sales Analysis posting:** If you are posting to Sales Analysis from Accounts Receivable, the sales representative number is verified against the Salesrep Master file. If you are not posting to Sales Analysis, the sales representative number can be entered, but it is not verified.
- **Multi-currency support:** If you do not have multi-currency support, local currency amounts always equal the trading currency amounts. Displays that are specifically designed for entering multi-currency data are not shown, and references to currency ID, local, trading, and other currency on displays and reports are omitted.
- **Accounts Receivable to Account Payable interface:** If the AR to AP interface is selected during application tailoring, Accounts Receivable automatically updates the Accounts Payable bank account whenever a cash receipt is entered in AR. The amount by which the Bank Account Balance file (BANKAB) is updated is the net amount of the payment less any bank charges. The Bank Reconciliation Deposits file (CHECKA) is also updated.

If multi-currency support is active, the AP bank account file is updated in the bank account currency, regardless of the currency of the cash receipt.

For more information about these options, see *Planning and Installing XA*.

Option 1. Receipts/Adjustment Entry (AMRM10)

Use this option anytime you need to enter cash receipts, adjustments, and miscellaneous cash from a work station. The customer balance is updated in the Customer AR Extension file and the invoice balance is immediately updated in the Open Receivables Detail file. If the AR interface with Accounts Payable (AP) is active, the bank account file in AP is automatically updated when cash receipts are entered in AR.

What information you need:

- The company number for the transactions you are going to enter, if this application is installed for more than one company.
- The bank account number, if the AR interface with AP is active.

What reports are printed: None.

What forms you need: Accounts Receivable Accounting Control Sheet—AR-22.

AMVBA1–Data Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, or suspended batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select option 1 on the Payables Processing menu (AM6M20).

```

DATE **/**/**                                AMVBA1  **
                                DATA ENTRY CONTROL
ENTER BATCH NUMBER nnn                    BATCHES CURRENTLY IN USE ***
BATCH      *--ORIGINAL--*                LOCATE BATCH nnn
NO.   TYPE  WSID    OPID  WSID    OPID  STATUS  DATE  USED  ERRORS
***   ****  ****    ****  ****    ****  *--RECORDS--*
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
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***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****
***   ****  ****    ****  ****    ****  ***** **/** *****

                                USE ROLL UP/DOWN
                                F04 NEW BATCH
                                F24 CANCEL THE JOB
    
```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
 - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.
 - To locate a particular batch beyond the next group of batches, type the batch number in the **LOCATE BATCH** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the **ENTER BATCH NUMBER** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

WORK STATION IDENTIFICATION (WSID): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

OPERATOR IDENTIFICATION (OPID): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WORK STATION IDENTIFICATION (WSID): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPERATOR IDENTIFICATION (OPID): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE

The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch.

You can select this batch for further entry and review from any workstation.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected.

AMR201—Cash Receipt/Adjustment Selection (Enter)

Use this display to enter the posting period or the month and year for the general ledger, the company number, the customer number, Accounts Payable bank account number, and the payment method. Also, use this display to indicate whether the transactions are cash receipts, adjustments, or miscellaneous cash.

This display appears when you select a batch on the Accounts Receivable Data Entry Control display (AMVBA1) and multiple companies and/or general ledger distribution is supported.

For accounting purposes, you should enter transaction data for only one company per batch. This allows you to use batch totals as company totals from the Cash Receipt and Adjustment Transaction Register. There are no company totals on the Cash Receipt and Adjustment Transaction Register.

The **Company Number** field appears only if multiple companies were defined during application tailoring. The **Bank Account** and **Payment Method** fields appear only if the AR to AP interface was selected during application tailoring.

If you select option 2 (AR Adjustment) and the AR to AP interface is active, the system ignores any data you enter in the **Bank Account** and **Payment Method** fields.

Valid entries for posting period are 1 through 13; valid entries for posting month are 1 through 12; valid entries for posting year are 00 through 99. Valid entries for company number are 1 through 89, but only numbers for companies defined during application tailoring are accepted.

```

DATE **/**/**      Cash Receipt/Adjustment Selection      Enter      AMR201  **

Posting Month  <1-12>      nn
Posting Year           nn
Company Number  <1-89>      nn
Customer                nnnnnnnn
Option            <1-3>      n
  1  AR Cash Receipt
  2  AR Adjustment
  3  Miscellaneous Cash
Default Transaction Date  nnnnnn
Bank Account          aA3
Payment Method        A

F17=Accept  24=Status
    
```

What to do

- To enter cash receipts, type **1** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR203.

- To enter adjustments, type **2** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR204.
- To enter miscellaneous cash, type **3** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR202.
- To see the status of this session or to suspend or close the session, use **F24**.

Function keys

F17 ACCEPT continues processing without correction of the warning condition. **F17** appears on the display only when the warning condition occurs.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. No processing occurs. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

POSTING MONTH <1-12>

POSTING PERIOD <1-13> (GLPRD). Required. This field appears as either Posting Month or Posting Period depending on the accounting options selected during application tailoring. Type in the period or month for which transactions are to be posted to the Temporary General Ledger file. This field appears only if general ledger distribution was selected during application tailoring.

POSTING YEAR (GLYER). Required if this field appears on the display. This field appears only if general ledger distribution and 12-month accounting options were selected during application tailoring. Type in the last two digits of the year for which the posting month applies.

COMPANY NUMBER <1-89> (COMNO). Required if this field appears on the display. Type in the company number associated with the transactions you are going to enter. This field is edited to verify that the number you type in is within the range of companies chosen during application tailoring. This field appears only if multiple company support was selected during application tailoring.

CUSTOMER (CUSNO) [?]. Type in the customer number associated with the cash receipt or adjustment transactions you are entering. This field must be blank to enter miscellaneous cash.

OPTION <1 - 3> (OPTION). Required. Type in one of the following codes:

- 1 AR Cash Receipt
- 2 AR Adjustment
- 3 Miscellaneous Cash.

DEFAULT TRANSACTION DATE (TRNDT). The system date appears in this field. Type in another date if you do not want the system date to be the default transaction date. The date in this field is used until you return to the Transaction Processing Menu (AMRM10) unless you change it for other transactions.

BANK ACCOUNT (BANKA). This field is required if the AR interface to AP is active. The default is 001. You can override the default, but your entry must match a record in the Bank Account Balance file (BANKAB). This field is defined by your company. See the *Accounts Payable User's Guide* for more information about this account code.

Note: If you selected option 2 above, this field is ignored by the system.

PAYMENT METHOD (PAYME). This field is required if the AR interface to AP is active. The default is 1. You can override the default, but your entry must match a record in the Bank Account Balance file (BANKAB). This field is defined by your company. See the *Accounts Payable User's Guide* for more information about payment methods.

Note: If you selected option 2 above, this field is ignored by the system.

AMR202—Miscellaneous Cash Receipt Entry (Enter)

Use this display to enter miscellaneous cash receipts. Cash that does not apply to a particular customer account is called miscellaneous cash receipts.

This display appears when you select option 3 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

If multi-currency support is active, you may enter cash in the local currency as well as a trading currency. Trading currencies must be accompanied by a valid currency ID code. If you do not enter a foreign currency, the cash received amount is placed in both the **Trading Currency** and **Local Currency** fields. If you enter both local and foreign currencies, type the foreign currency in the **Trading Currency** field and the local currency amount in the **Local Currency** field. If you enter only the foreign currency, the amount is placed in the **Trading Currency** field and the system calculates the local currency amount from the foreign currency. The journal entry reflects the local currency amounts.

You are allowed to override the currency ID from the Customer Master file (CUSMAS) with a currency ID that has the same primary currency. A primary currency links currency IDs to an actual national currency. For example, the secondary currency IDs US1 and US2 might be associated with a primary currency ID called US\$, which is US dollars. This allows you the flexibility of multiple exchange rates for a national currency while giving the applications that use multi-currency support a way to verify that they are working with the same national currency. You cannot override a currency ID with a code that has a different primary currency. For instance, a secondary currency ID linked to French francs cannot be replaced with a currency ID linked to British pounds.

```

DATE **/**/**      Miscellaneous Cash Receipt Entry      Enter      AMR202  **

Company  **      Company Name  *****

Cash Received      Trading Currency      Local Currency
Currency ID        nnnnnnnnnnnn.nn      nnnnnnnnnnnn.nn
                   aA3
Bank Charges       nnnnnnnnnnnn.nn      nnnnnnnnnnnn.nn

Check Number       nnnnnnnn      Deposit Number      nnnnnnnnnn
Transaction Date   nnnnnn      Description         aaaaaaaaaaaaA15
Exchg Rate Date   nnnnnn

                                General Ledger Account Numbers
Debit              aaaaaaaaaaaaA15      Credit              aaaaaaaaaaaaA15
Bank Charges       aaaaaaaaaaaaA15

F12=Cancel      F24=Status
    
```

What to do

- To enter miscellaneous cash receipts, type in the information requested and press **Enter**. The information you typed in is entered in the transaction file and the Cash Receipt/Adjustment Selection display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

COMPANY NAME (COMNM). The company name associated with the company number you entered on display AMR201.

TRADING CURRENCY

LOCAL CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with the customer you entered on display AMR201. Local currency is the currency you use to record transactions in your general ledger.

If you leave the Currency ID field blank, you cannot use the Local Currency fields and the information you type in the Trading Currency fields defaults to local currency.

If you type a valid ID in the Currency ID field, you can enter information in either the Trading Currency fields, the Local Currency fields, or both. If you type information in only one of the currency fields, the system calculates the appropriate information for the other currency.

CASH RECEIVED (AMTRC): Required. Type in the cash amount received.

CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency that you use in dealing with this company. If you leave this field blank, you cannot use the Local Currency fields; the information you type in the Trading Currency fields defaults to local currency.

BANK CHARGES (BKCHG): Type in the amount of bank charges.

Note: You cannot enter a negative amount in this field.

CHECK NUMBER (CKNUM). Type in the customer's check number. This field is for audit use only.

Note: Only the rightmost six digits are passed to the Temporary General Ledger file (TEMGEN).

DEPOSIT NUMBER (DPSNO). Type in the deposit number that includes the customer's check. This field is for audit use only.

TRANSACTION DATE (TRNDT). Required. The date you entered on the Default TRANSACTION DATE field on display AMR201 appears here. Type in another date if you do not want to use the date currently on the display.

DESCRIPTION (DSCR). Type in a description for the transaction you are entering.

EXCHG RATE DATE (EXODT). Type in the date the exchange rate is effective. The transaction date is the default. This field appears only when multi-currency support is active.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

DEBIT (GLANC) [?]: Type in the account number to be debited for the transactions you are going to enter. The general ledger account number for cash appears on the display as the default.

CREDIT (GLAMN) [?]: Type in the account number to be credited for the transactions you are entering. The general ledger account number for miscellaneous cash appears on the display as the default.

BANK CHARGES (GLANB) [?]: Type in the general ledger account number for bank charges. The general ledger account number for bank charges is the default. This field is required if you are entering bank charges on this display.

AMR203—Cash Receipt Entry (Enter)

Use this display to enter cash receipts.

This display appears when you select option 1 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

The upper section of this display shows general information, such as company name, address, phone, currency, customer type, and totals from the Customer Master file, Customer AR Extension file, and the Address file. The purpose of this section of the display is to verify the customer status. It also allows you to verify that the proper customer was selected.

If multi-currency support is active, three separate currencies can be entered: trading currency, local currency, and other currency (a third type of currency a customer can use). You must enter at least one currency, but you can enter all three currencies. If the customer currency ID is not blank, the display shows amounts for the local currency and the other currency. When the customer's currency is local, you may enter cash received, discount, and gross received in trading or other currency. If the customer's currency is foreign, you may enter the same three fields in three different currencies: trading, local, and other. The other currency ID is required when you enter other currencies. The trading currency ID defaults to the currency ID in the Customer Master file (CUSMAS), but you may override this with another currency ID for the same primary currency. You can enter all of the fields or any combination as long as one Cash Received field has been entered. The currency ID is verified against the CURRID file.

When you use foreign currencies, you may enter an optional exchange rate date or use the transaction date as the default. If you enter the exchange rate date, it is used as the conversion date in the interface to the currency conversion routine.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), both amounts cannot be entered because the exchange rate is a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), one or both amounts can be entered.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), one or both amounts can be entered.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are involved. Both amounts cannot be entered because the exchange rates are a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.

- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.

The following fields are required:

- **Cash Received.**
- **Transaction Date.**
- **General Ledger Account Numbers**, if General Ledger is installed and interfacing. These fields appear with the account numbers assigned during application tailoring, but they can be overridden.
- **Deposit Number**, if Accounts Payable is installed and interfacing. Once you have entered a deposit number, it remains for the rest of the session, but you can change it at any time.
- **Gross Received**, if you enter an amount in the **Discount** field. Cash Received plus Discount taken must equal Gross Received.
- If you do not type in an amount in the **Discount** field, the amount in the **Cash Received** field is placed in the **Gross Received** field.
- **Salesrep**, if Sales Analysis is installed and interfacing.

The **Reference Number** field may be left blank, contain an outstanding invoice reference number, or contain DIST (for distribute) or ALL (for all outstanding invoices). How the field is used depends on what you enter:

- Blank. Leave the field blank if you want to disperse the Gross Received amount over various outstanding transactions on the Cash Receipt Posting display (AMR208).
- ALL. If you type in ALL and the **Gross Received** field equals the customer total amount due, all outstanding transactions for the customer are marked paid and the Cash Receipt/Adjustment Selection display (AMR201) appears.
- If you enter a discount and it does not exceed the total discount allowed, the discount is applied sequentially through the invoices being paid, starting with the oldest invoice and progressing (as long as it lasts) through the newest invoice.
- If you type in ALL and the **Gross Received** field is not equal to the customer total amount due, the Cash Receipt Posting display (AMR208) appears with the cash distributed from the oldest to the newest unpaid transactions. You can either post or change the information on display AMR208.
- DIST. If you enter DIST, the Cash Receipt Posting (Enter) display (AMR208) appears with the cash distribution from the oldest to the newest unpaid transaction. You can either post or change the information on display AMR208.
- Invoice Number. If you type in a specific invoice reference number, the number is used to search the Open Receivables Detail file (OPENAR). If a match is found and the outstanding balance of the invoice is equal to the amount in the Gross Received field, the transaction is marked paid. The Cash Receipt/Adjustment Selection (Enter) display appears (AMR201).

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents access to that customer record by any other work station or access by any other customer record updates, such as Customer Master Maintenance or Order Entry Batch Update procedures.

```

DATE **/**/**          Cash Receipt Entry          Enter          AMR203  **
                                                                @

Company                *****          City/St        *****  **
Customer               *****          Country       ***   Postal *****

Headquarters           *****          Phone         *****
Open Item              *****          Currency     ***   *****
Suspended

Trading Amounts
Current ***** **   Over 30 ***** **   Over 60 ***** **
Over 90 ***** **   Over 120 ***** **   Total ***** **
Trading Currency     Local Currency     Other Currency
nnnnnnnnnnn.nn     nnnnnnnnnnn.nn     nnnnnnnnnnn.nn
Discount + nnnnnnnnnn.nn + nnnnnnnnnnn.nn + nnnnnnnnnnn.nn
Gross Received nnnnnnnnnnn.nn nnnnnnnnnnn.nn nnnnnnnnnnn.nn
Currency ID aA3 aA3 aA3
Bank Charges nnnnnnnnnnn.nn nnnnnnnnnnn.nn nnnnnnnnnnn.nn

Reference Number nnnnnn Check No aaaaA6 Deposit Number nnnnnnnnn
Transaction Date nnnnnn Salesrep nnnnn Adjustment Number nnnnnn
Exchg Rate Date nnnnnn

General Ledger Account Numbers
Cash aaaaaaaaaA15 Discount aaaaaaaaaA15 Adjustment aaaaaaaaaA15
AR aaaaaaaaaA15 Bank Charges aaaaaaaaaA15 Write-Off aaaaaaaaaA15

F07=Full address F12=Cancel F15=Notes F24=Status
    
```

What to do

- To enter cash receipts, type in the information requested and press **Enter**. Depending on what you entered in the **Reference Number** field, one of the following situations will occur:
 - If the **Reference Number** field is blank, the Cash Receipt Posting (Enter) display (AMR208) appears.
 - If the **Reference Number** field contains DIST, the Cash Receipts Posting (Enter) display (AMR208) appears with cash distributed from the oldest to the newest unpaid transactions.
 - If the **Reference Number** field contains ALL and the Gross Received amount is equal to the total amount due, and discount taken does not exceed total discount amount allowed, the Open Receivables Detail and Customer AR Extension file are immediately updated, and all open transactions for the customer are marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
 - If the **Reference Number** field contains ALL and the Gross Received field is not equal the customer total amount due, the Cash Receipt Posting display (AMR208) appears with the cash distributed from the oldest to the newest unpaid transactions.
 - If the **Reference Number** field contains a valid invoice number and the Gross Received amount is equal to the invoice amount, the Open Receivables Detail and Customer AR Extension file are immediately updated, and the invoice is marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F07 FULL ADDRESS causes the pop-up panel to appear that contains the entire name and address information for this customer.

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

CUSTOMER (CUSNO). The customer number you entered on display AMR201.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of Company and Customer and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OFF *****. This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

OPEN ITEM

BALANCE FORWARD. This field appears as either Open Item or Balance Forward depending on the account type specified for this customer in the Customer AR Extension file.

PHONE. The customer's telephone number.

SUSPENDED

HELD. One of these may appear on the display to indicate if the customer's record has been suspended or put on hold.

CURRENCY (CURID). The ID and description of the currency associated with this customer in the Customer Master file. This field appears only when multi-currency support is active.

TRADING AMOUNTS. The aged account receivable amounts for this customer shown in trading currency. When multi-currency support is not active, these amounts are shown in local currency. This heading appears only when multi-currency support is active.

CURRENT: The amount due from this customer for the current period.

OVER 30: The amount due from this customer that is 30 days past due.

OVER 60: The amount due from this customer that is 60 days past due.

OVER 90: The amount due from this customer that is 90 days past due.

OVER 120: The amount due from this customer that is 120 days past due.

TOTAL The total amount due from this customer.

TRADING CURRENCY

LOCAL CURRENCY

OTHER CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with this company. Local currency is the currency you use to record transactions in your general ledger. Other currency is an optional third currency you can use to calculate this transaction into another foreign currency.

If you type a valid ID in the Other Currency ID field, you can enter information in any of the currency fields. If you leave the Other Currency ID field blank, you cannot use the Other Currency fields.

If you type information in only one of the currency fields, the system calculates the other currencies.

See the discussion above concerning euro and euro-participating currencies.

CASH RECEIVED (AMTRC): Required. Type in the cash amount received from the customer.

DISCOUNT (CDSAM): Type in the cash discount amount taken for prompt payment. When you apply a receipt to all invoices for a customer, the discount taken must not exceed the total of discounts allowed for all invoices for the customer.

GROSS RECEIVED (TTLCR): Type in the total amount credited to the customer's account. Gross received equals cash received plus any discount taken. This field is required if you type in a discount. If you leave this field blank, the gross received defaults to the cash received.

TRADING CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency associated with this receipt. The default is the currency ID associated with this customer in the Customer Master file. If you type an ID in this field, it must be compatible with the primary currency for this customer in the Customer Master file.

Note: Currencies are compatible if they represent the same national currency.

OTHER CURRENCY ID (CURID): This field only appears if multi-currency support is active. Type in the ID of the optional third foreign currency in which you want to calculate this receipt. This field is required if you want to use the Other Currency fields.

BANK CHARGES (GLANB): Type in the amount of bank charges for this receipt.

REFERENCE NUMBER (INVNR). Use this field to credit a cash receipt to a specific open-item, to all invoices for a customer, or to distribute to multiple invoices.

CHECK NO (CKNUM). Type in the customer's check number. This field is for audit use only.

Note: Only the rightmost six digits are passed to the TEMGEN file.

DEPOSIT NUMBER (DPSNO). Type in the deposit number that includes the customer's check. This field is for audit use only.

TRANSACTION DATE (TRNDT). Required. The date you entered in the Default Transaction Date field on the Cash Receipt/Adjustment Selection display (AMR201) appears here. Type in another date if you do not want to use the date currently on the display.

SALESREP (SLSNO) [?]. Type in the number of the sales representative associated with this receipt. The default is the sales representative number associated with this customer in the Customer Master file. If the Sales Analysis interface is active, any override to this field is validated against the Salesrep Master file.

ADJUSTMENT NUMBER. Type in a number by which you can identify the adjustment. This field is used for audit purposes.

EXCHG RATE DATE (EXODT). Type in the date the exchange rate is effective. The transaction date is the default. This field only appears if multi-currency support is active.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

CASH (General Ledger Cash) (GLANC) [?]: Type in an account number for cash if you do not want to use the default account number. The account number chosen during application tailoring is the default if general ledger distribution was selected.

DISCOUNT (General Ledger Discount) (GLAND) [?]: Type in an account number for discounts if you do not want to use the default account number. The account number chosen during application tailoring is the default if general ledger distribution was selected.

ADJUSTMENT [?]: Type in an account number for adjustments if you do not want to use the default account number.

AR [?]: Type in an account number for accounts receivable if you do not want to use the default account number.

BANK CHARGES (GLANB) [?]: Type in an account number for bank charges if you do not want to use the default account number.

WRITE-OFF [?]: Type in an account number for write-offs if you do not want to use the default account number.

AMR204—Adjustment Entry (Enter)

Use this display to enter adjustments to transactions in the Open Receivables Detail file. The upper part of this display is the same as that described for the Cash Receipt Entry (Enter) display (AMR203).

This display appears when you select option 2 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

The **Adjustment Amount**, **Adjustment Number**, and **Transaction Date** fields are required. If General Ledger is installed and interfacing, the General Ledger adjustment account number (Adjustment) that was entered during application tailoring appears. You can override the account number by typing in a new account number.

The **Reference Number** field must be blank, ALL, or a valid number in the Open Receivables Detail file. If you leave the field blank and the **Unapplied Reference Number** field is blank, the Adjustment Posting (Enter) display (AMR205) appears. The first line item on that display is the first unpaid item in the Open Receivables Detail file for this customer.

If you enter **ALL** in the **Reference Number** field, the adjustment amount must be an amount equal the customer total due amount. If they are equal, all transactions for this customer are marked as paid. If the adjustment amount does not equal the customer total due, an error message appears.

If the customer uses a foreign currency, you may enter the adjustment amount in either trading or local currency. The trading currency ID defaults to the primary currency as defined in the Customer Master file (CUSMAS), but it may be overridden with an associated secondary currency ID (a currency ID with same national currency ID as the primary currency). You can enter both **Adjustment Amount** fields (Trading and Local Currency), but at least one must be entered. The **Currency ID** field is verified against the CURRID file. When foreign currencies are used, you can enter an optional exchange rate date. If you enter an exchange rate date, it is used as the conversion date. The default is the transaction date.

When you use foreign currencies, you may enter an optional exchange rate date or use the transaction date as the default. If you enter the exchange rate date, it is used as the conversion date in the interface to the currency conversion routine.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), both amounts cannot be entered because the exchange rate is a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), one or both amounts can be entered.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), one or both amounts can be entered.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are

involved. Both amounts cannot be entered because the exchange rates are a set value. An error message appears if both amounts are entered.

- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.
- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.

If you enter a reference number, the number is used to search the Open Receivables Detail file. If a match occurs and the amount due equals the adjustment amount, the transaction is marked as paid. If a match is found and the total due does not equal the adjustment amount, this display appears again with an error indicated. If no match is found for the reference number, this display appears again with an error message.

To enter an unapplied adjustment, you must enter the unapplied reference number on this display. It is then posted to the Open Receivables Detail file. The reference number and unapplied reference number are mutually exclusive. If unapplied adjustment aging is allowed, an **Unapplied Age Code** field appears on this display, allowing you to enter any valid age period (0, 1, 2, 3, or 4).

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents access to that customer record by any other work station or access by any other customer record updates, such as Customer Master Maintenance or Order Entry Batch Update procedures.

```

DATE **/**/**          Adjustment Entry          Enter          AMR204  **
                                     @

Company                ***** City/St ***** **
Customer               ***** Country *** Postal *****

Headquarters          ***** Phone *****
Open Item             ***** Currency *** *****
Suspended

                                Trading Amounts
Current *****.** Over 30 *****.** Over 60 *****.**
Over 90 *****.** Over 120 *****.** Total *****.**

Adjustment Amount      Trading Currency      Local Currency
Currency ID           nnnnnnnnnn.nn       nnnnnnnnnn.nn
                       aA3

Adjustment Number      aaaaA6              Reference Number    aaaaA6
Unapplied Reference Number nnnnnn              Unapplied Age Code  A
Transaction Date      nnnnnn              Exchange Rate Date  nnnnnn

                                General Ledger Account Numbers
Adjustment            nnnnnnnnnnnnnnnnn Accounts Receivable nnnnnnnnnnnnnnn

F07=Full Address F12=Cancel F15=Notes F24=Status
    
```

What to do

- To enter an adjustment, type in the information requested and press **Enter**. Depending on what you enter in the **Reference Number** field, one of the following situations will occur:
 - If the **Reference Number** and **Unapplied Reference Number** fields are blank, the Adjustment Posting (Enter) display (AMR205) appears.
 - If the **Reference Number** field contains ALL and the **Adjustment Amount** is an amount equal to the total amount due, the Open Receivables Detail and Customer AR Extension file are immediately updated, and all open transactions for the customer are marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
 - If the **Reference Number** field contains a valid invoice number and the **Adjustment Amount** is an amount equal to the invoice amount, the Open Receivables Detail and Customer AR Extension file are immediately updated, and the invoice is marked paid; the Cash Receipt/Adjustments Selection (Enter) display (AMR201) appears.
 - If the **Unapplied Reference Number** field is used, the adjustment amount is moved to the Open Receivables Detail file and the transaction is marked unapplied. The Cash Receipt/Adjustments Selection (Enter) display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F07 FULL ADDRESS causes a pop-up panel to appear that contains the entire name address information for this customer.

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

CUSTOMER (CUSNO). The customer number you entered on display AMR201.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of COMPANY and CUSTOMER but has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

OPEN ITEM

BALANCE FORWARD. The type of customer account. This field appears as either OPEN ITEM or BALANCE FORWARD depending on the account type specified in the Customer AR Extension file.

PHONE. The customer's telephone number.

SUSPENDED

HELD. One of these may appear on the display to indicate if the customer's record has been suspended or put on hold.

CURRENCY (CURID). The ID and description of the currency associated with the customer in the Customer Master file.

TRADING AMOUNTS. The aged account receivable amounts for this customer shown in trading currency. When multi-currency support is not active, these amounts are shown in local currency. This heading appears only when multi-currency support is active.

CURRENT: The amount due from this customer for the current period.

OVER 30: The amount due from this customer that is 30 days past due.

OVER 60: The amount due from this customer that is 60 days past due.

OVER 90: The amount due from this customer that is 90 days past due.

OVER 120: The amount due from this customer that is 120 days past due.

TOTAL: The total amount due from this customer.

TRADING CURRENCY

LOCAL CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with this customer. Local currency is the currency you use to record transactions in your general ledger. See the discussion above concerning euro and euro-participating currencies.

You can enter information in either the **Trading Currency** field, the **Local Currency** field, or both. If you type information in only one of the currency fields, the system calculates the other currency.

ADJUSTMENT AMOUNT (ARADJ): Required. Type in the total amount of the adjustment. Use the Field Minus key to reduce the amount due; use the Field Exit key to increase the amount due.

CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency associated with this adjustment. The default is the currency ID associated with this customer in the Customer Master file. If you type an ID in this field, it must be compatible with the primary currency for this customer in the Customer Master file.

Note: Currencies are compatible if they represent the same national currency. See the discussion above concerning euro and euro-participating currencies.

ADJUSTMENT NUMBER (ADJNR): Required. Type in an adjustment number. Use this field to assign an adjustment number to adjustment records. This field is used for audit purposes.

REFERENCE NUMBER (INVNR): Use this field to credit an adjustment to a specific open-item invoice or to all invoices for a customer.

If you type in an invoice number and the Adjustment Amount field is an amount equal to the amount of the invoice, the transaction is marked as paid.

If you type in **ALL** and the Adjustment Amount field is an amount equal to the customer amount due, all transactions for the customer are marked paid.

If you leave this field blank and the **Unapplied Reference Number** field blank, the Adjustment Posting (Enter) display (AMR205) appears.

UNAPPLIED REFERENCE NUMBER (UAPNO): Use this field to assign a reference number to identify the unapplied adjustment transaction. The adjustment amount is moved to the Open Receivables Detail file and the transaction is marked unapplied.

UNAPPLIED AGE CODE (AGECD). Use this field along with **Unapplied Reference Number** to post the unapplied adjustment to any valid age period. Type in one of the following codes:

- 0 Current period
- 1 Over 30 days
- 2 Over 60 days
- 3 Over 90 days
- 4 Over 120 days.

The default value is 0.

This field appears for all balance-forward customers. It also appears for open-item customers if the question, "Do you want to age unapplied cash and adjustments for open item customers?" was answered YES during application tailoring.

TRANSACTION DATE (TRNDT). Required. The date you entered in the Default Transaction Date field on the Cash Receipt/Adjustment Selection display (AMR201) appears here. Type in another date if you do not want to use the date currently on the display.

EXCHANGE RATE DATE. This field appears only when multi-currency support is active. Type in the date the exchange rate is effective. The system date is the default.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

ADJUSTMENT (GLANA) [?]: Type in a general ledger account number for adjustments if you do not want to use the default account number. The default is the account number chosen during application tailoring if general ledger distribution was selected.

ACCOUNTS RECEIVABLE [?]: Type in an account number for accounts receivable if you do not want to use the default account number.

AMR205—Adjustment Posting (Enter)

Use this display to review and apply adjustments to transactions for the selected customer.

This display appears when you press **Enter** on the Adjustment Entry (Enter) display (AMR204).

Up to 15 lines of transaction sets appear on a display at one time. A transaction set can be an invoice plus any cash receipts and/or adjustments that have been applied, unapplied cash or adjustments, balance-forward, or service charge records. An adjustment application can be made against any of these transaction sets. The unpaid items shown on the Adjustment Posting display, are presented with the oldest age period first followed by the next oldest and continuing through current and future age periods. This arrangement helps you apply adjustments to the oldest unpaid transactions without paging through the transactions randomly.

Information shown for these transaction sets includes:

- Invoice reference number
- Transaction date
- Original due
- Debit/credit to date
- Amount due
- Applied adjustments.

Each time an adjustment amount is applied to a line item, the amount is used to decrease the **Unapplied Adjustments** field and increase the **Applied Adjustment** field. These fields are running totals of the amount left to be applied and the amount that has been applied for this transaction.

Each time you press **Enter**, the entries are edited and any errors are shown. For faster entry, type in all the adjustment amounts you want to enter in the **Applied Adjs** lines before you press **Enter**. An adjustment can be applied to any or all of the lines shown on this display.

When all adjustments have been entered for the line items, use **F06** to end transaction entry. If the amount unapplied is zero, all of the entered adjustment lines are updated in the Open Receivables Detail file. If the amount unapplied for an adjustment is greater than zero, this display appears again with the error message **E AM-3611 UNAPPLIED AMOUNT MUST EQUAL ZERO**.

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents the access to that customer record by any other work station.

Each time a particular transaction is posted, the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears again. You can enter a new customer number and request the Cash Receipt Entry (Enter) display (AMR203), the Adjustment Entry (Enter) display (AMR204), or the Miscellaneous Cash Receipt Entry (Enter) display (AMR202) to enter another transaction, or use **F24** to go to the Accounts Receivable (Status) display (AMR206) to review the batch status or to close or suspend this session.


```

DATE **/**/** A                Adjustment Posting          Enter          AMR205  **
Co/Customer ** ***** @
Position To: nnnnnn            Adjustments            Applied          Unapplied
***** **                      ***** **      ***** **

Ref No Date  Original Due  Dr/Cr To Date  Amount Due  Applied Adjs
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
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***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn
***** **    ***** **    ***** **    ***** **    nnnnnnnnnn.nn

F06=Post  F12=Cancel  F15=Notes  F18=Review Unposted Changes
    
```

What to do

- To enter an adjustment amount for a transaction set, type in the amount in the **Applied Adjs** field. To decrease the customer’s total due, use the **Field Minus** key for a negative adjustment. To increase the customer’s total due, use the **Field Exit** key for a positive adjustment. Press **Enter**.
- To position the list of transaction sets to a specific set, type the reference number in the **Position To** field and press **Enter**. The transaction set you requested appears at the top of the list.
- To process the entries you have made, use **F06**. Go to display AMR201.
- To see only the entries you have made on this display, use **F18**. You can change any of the entries shown on the display. To see all the transaction sets, use **F18** again.
- To cancel this entry without any processing and enter the adjustment record again, use **F12**. Go to display (AMR204).

Function keys

F06 POST causes all adjustment entries you have made to be posted to the master files. The Cash Receipts/Adjustment Selection (Enter) display (AMR201) appears.

F12 CANCEL causes the Adjustment Entry (Enter) display (AMR204) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F18 REVIEW UNPOSTED CHANGES causes this display to appear again with only those transaction sets against which you have entered adjustments. To see all the transaction sets, use **F18** again.

Fields

CO/CUSTOMER (COMNO/CUSNO). The company and customer you entered on display AMR201.

CUSTOMER NAME (CUSNM). This field appears to the right of **Co/Customer** and has no heading. It shows the name of the customer.

CURR ID (CURID). The ID and description of the currency associated with this customer in the Customer Master file. This field appears only when multi-currency support is active and the currency associated with this customer is not the local currency.

POSITION TO. Use this field to go directly to a particular reference number. Type in the reference number of an invoice to which you want to apply an adjustment. The information for this invoice appears on the top line of the list of invoices. If the reference number you type in does not exist, error message **E AM-3553 INVOICE NUMBER NOT FOUND** appears. Type in the correct number or blank out the field.

ADJUSTMENTS.

APPLIED (ARADJ): The total adjustment amount that has been applied to transactions.

UNAPPLIED (ARADJ): The total adjustment amount that remains to be applied to transactions.

REF NO. (INVNR). The reference number of the transaction set. The number that appears represents one of the following:

- Invoice reference number
- Age period (balance forward customers)
- Service charge.
- Unapplied reference number

DATE. The date of the original transaction.

ORIGINAL DUE (INVAM). The amount of the original transaction before payments or adjustments.

DR/CR TO DATE. The amount of payments and adjustments made to the transaction set to date.

AMOUNT DUE. The current amount due for the transaction set.

APPLIED ADJS. Type in the adjustment amount to be applied to this transaction set. To decrease the customer's total due, type in the adjustment amount and use the **Field Minus** key. To increase the customer's total due, type in the adjustment amount and use the **Field Exit** key.

AMR206—Accounts Receivable (Status)

Use this display to view the status of the batch being entered and the control totals for the batch and to close or suspend a batch.

This display appears when you use **F24** on any of the following displays:

- Cash Receipt/Adjustment Selection (AMR201)
- Miscellaneous Cash Receipt Entry (AMR202)
- Cash Receipt Entry (AMR203)
- Adjustment Entry (AMR204).

The status information includes the number of records, the amounts, and the customer hash totals for cash receipts, adjustments, and control totals for the batch you are entering. This number includes all the cash receipts and adjustments that have just been entered.

The cash receipt posting shows all information in the trading currency only. When trading currency posting is done, the system posts the cash receipt to the local currency fields using the invoice exchange rate and calculates the transaction gain/loss amount. If different currencies are used within a single batch, message **W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS** appears to warn you that totals should only be used for verification purposes.

On display AMR206, the Total AR amount is the sum of all receipts and adjustments. The Total Cash Deposit amount is the cash portion of the receipts plus the remainder of the miscellaneous cash minus bank charges.

The Customer AR Extension file is also updated using the new totals that are indicated by the transactions being entered through cash receipts and adjustments posting. The following fields in the Customer AR Extension records are updated:

- **Customer total due**
- **Credits to date**
- **Adjustments to date**
- **Current billing period amount**
- **First age period amount**
- **Second age period amount**
- **Third age period amount**
- **Fourth age period amount**
- **Future amount due.**

| Date **/**/** | Accounts Receivable | Status | AMR206 ** |
|--------------------|---------------------|-----------------|----------------------|
| Batch Number *** | | | |
| | Records | Trading Amounts | Local Amounts |
| | | | Customer Hash Totals |
| 1. Receipts | ***** | *****. ** | *****. ** |
| Discounts | | *****. ** | *****. ** |
| Write-Offs | | *****. ** | *****. ** |
| Bank Charges | | *****. ** | *****. ** |
| 2. Adjustments | ***** | *****. ** | *****. ** |
| 3. Misc Cash | ***** | *****. ** | *****. ** |
| Total AR | ***** | *****. ** | *****. ** |
| Total Cash Deposit | | *****. ** | *****. ** |

F23=Suspend F24=Close

What to do

- To suspend the batch, use **F23**. This prevents the batch from being processed. You may enter the batch at a later time to make corrections or additions.
- To close the batch, use **F24**. This allows the batch to be updated.
- To return to the display on which you used **F24**, press **Enter**.

Note: Cash receipt batches cannot be deleted.

Function keys

F23 SUSPEND suspends the current transaction batch and causes the Transaction Processing menu (AMRM10) to appear.

F24 CLOSE closes the current transaction batch and causes the Transaction Processing menu (AMRM10) to appear.

Fields

BATCH NUMBER. The number assigned by Accounts Receivable to identify the batch.

RECORDS. The number of valid records.

TRADING AMOUNTS: The total amounts of all transactions entered. When multi-currency support is active, the amounts may be in combined currencies.

LOCAL AMOUNTS: The total amounts in the local currency. This heading and field appear only when multi-currency support is active.

CUSTOMER HASH TOTALS: The total of the valid customer numbers.

RECEIPTS: The total cash receipts for this batch and a hash total of all customer numbers for which receipts were entered.

DISCOUNTS: The amount of discounts applied in this batch.

WRITE-OFFS: The amount of write-offs entered in this batch.

BANK CHARGES: The amount of bank charges entered in this batch.

ADJUSTMENTS: The amount of adjustments applied to this batch and a hash total of all customers for which adjustments were entered.

MISC CASH: The amount of cash receipts applied to this batch.

TOTAL AR (Accounts Receivable): The total of the receipts including adjustments and write-offs and a hash total of all customer numbers for which transactions were entered.

TOTAL CASH DEPOSIT: The total of the cash receipts and miscellaneous cash. Write-offs and adjustments are not included in this total.

AMR208—Cash Receipt Posting (Enter)

Use this display to review and apply cash transactions and adjustments for the selected customer.

This display appears when you type in valid data and press **Enter** on the Cash Receipt Posting (Enter) display (AMR203)

Up to eleven transaction sets are shown on the display. If there are more than eleven, the **Roll** keys allow you to view the other transaction sets. A transaction set is an invoice plus any cash receipts or adjustments that have been applied to it, any unapplied cash receipt or adjustments, and any balance-forward or service charge records. A cash application can be made against any of these transaction sets.

The cash receipt posting shows all information in trading currency only. Entries are not modified and all calculations remain the same.

The unpaid items, shown on the Cash Receipt Posting (Enter) display (AMR208), appear with the oldest age period first, followed by the next oldest and continuing through current and future age periods. This arrangement helps you apply cash to the oldest unpaid transactions without paging through the transactions randomly.

Information shown for these transaction sets includes the following:

- Invoice reference number
- Original transaction date
- Balance due for this transaction.

If you use **F20 (Unfold)**, the following fields also appear on the display for this transaction:

- **Original amount due**
- **Total debits/credits to date**
- **Discount allowed**
- **Discount percentage.**

To process a transaction set, type the data on the same line as the transaction set in all or one of the four input data fields:

- **Gross Received**
- **Discounts**
- **Adjs/Write-Off.**

The options are:

- 1 Pay balance with discount
- 2 Pay balance with no discount
- 3 Write off
- 4 Clear payment.

To pay an invoice transaction balance in full with the discount applied, use option 1. To pay an invoice transaction balance in full without a discount applied, use option 2. Accounts Receivable places the transaction amount due in the **Gross Received** field and the discount amount allowed in the **Discounts** field. Any amounts you type in these fields are ignored.

To make a partial payment with or without a discount, type in the amount to be applied in the **Gross Received** field for the transaction set and leave the **Option** field blank. Type in any discount amount in the **Discounts** field.

To enter a write-off amount in addition to a partial or full payment, use option 3. Type in the amount received in the **Gross Received** field, any discount in the **Discounts** field and the write-off amount in the **Adjs/Write-Off** field. To decrease the customer's total due—a negative write-off amount—use the **Field Minus** key. To increase the customer's total due—a positive write-off amount—use the **Field Exit** key.

Note: Type in **all** appropriate amounts in the **ADJs/WRITE-OFF** fields **before** you press **Enter**.

To enter an adjustment, leave the **Option** field blank and type the adjustment amount in the **Adjs/Write-Off** field. To decrease the customer's total due, a negative adjustment amount, use the **Field Minus** key. To increase the customer's total due, a positive adjustment amount, use the **Field Exit** key.

If you did not enter an adjustment number on the Cash Receipt Entry display (AMR203), a window appears with the **Adjustment Number Required** field (see the display on the next page).

To clear a payment or adjustment you entered previously, use option 4. The fields are set to zero.

Each time cash is applied to a line item, the amount is used to decrease the **Unapplied Cash Received** field and increase the **Applied Cash Received** field. These fields are running totals of the amount left to be applied and the amount that has been applied for this transaction.

When you have entered all cash receipts or adjustment amounts for the line items, use **F06** to process the transactions. If the unapplied cash and unapplied adjustments are zero, the master files are updated and the Cash Receipt/Adjustment Selection display (AMR201) appears. Any General Ledger and Accounts Payable information is entered in the Accounts Receivable Transaction file for processing.

When you use **F06** and the unapplied adjustment amount is not zero, an error message appears. You must apply the unused adjustment amount before you can post to the master files.

When you use **F06** and the unapplied cash amount is not zero, a window appears with two fields, **Unapplied Reference Number**, which is required, and **Unapplied Age Code**, which is optional. Type in a reference number against which you want the unapplied cash to be posted (see the display on the next page).

```

DATE **/**/** A          Cash Receipt Posting          Enter          AMR208 **
Co/Customer ** *****
*****
Curr ID *** *****
Position To: nnnnnn
Options
1=Pay Bal With Disc  2=Pay Bal  No Disc  3=Write Off  4=Clear Payment  - +
Ref No  Date  Balance Due  Gross Received  Discounts  Adjs/Write-Off
n ***** ***** ***** ** nnnnnnnnnnnn.nn nnnnnnnnnn.nn nnnnnnnnnnnn.nn
n ***** ***** ***** ** nnnnnnnnnnnn.nn nnnnnnnnnn.nn nnnnnnnnnnnn.nn
n ***** ***** ***** ** nnnnnnnnnnnn.nn nnnnnnnnnn.nn nnnnnnnnnnnn.nn
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n ***** ***** ***** ** nnnnnnnnnnnn.nn nnnnnnnnnn.nn nnnnnnnnnnnn.nn
n ***** ***** ***** ** nnnnnnnnnnnn.nn nnnnnnnnnn.nn nnnnnnnnnnnn.nn

F06=Post  F12=Cancel  F15=Notes  F17=Accept  F18=Review Unposted Chg  F20=Unfold

```

What to do

- To post the cash receipts, type in the option number and the amounts for each transaction set you want to post and press **Enter**. For faster entry, type in option selections and amounts for all the transactions you want to post on this display before you press **Enter**. Use **Field Exit** to advance to the next field.
- To post all entries and end this session, use **F06**. If unapplied cash is zero, the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
- If unapplied cash is greater than zero and the applied and unapplied adjustment amounts are equal to zero, a window appears on the display showing the **Unapplied Reference Number** and **Unapplied Age Code** fields. Type in a reference number for the unapplied cash and an age code, if one is appropriate, and press **Enter**.
- If you enter an adjustment, but you did not enter an adjustment number on the Cash Receipt Entry (Enter) display (AMR203), a window appears on the display showing the **Adjustment Number Required** field. Type in an adjustment number and press **Enter**.
- To review the unposted changes you have entered, use **F18**. The display appears again showing only those transaction sets against which you have entered changes. To see all the transaction sets, use **F18** again.
- To see more information about the transaction sets, use **F20**. Four additional fields appear on the display. To see the transaction sets without these four fields, use **F20** again.

Function keys

F06 POST causes all entries you have made on this display to be immediately posted to the Open Receivables Detail and Customer AR Extension file. If unapplied cash is zero, display AMR201 appears. If unapplied cash is greater than zero, using **F04** causes a window to appear for you to enter a reference number and an age code to the unapplied cash.

F12 CANCEL causes the Cash Receipt Entry (Enter) display (AMR203) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F17 ACCEPT allows processing to continue without correction of the warning condition. **F17** appears on the display only when the warning condition occurs.

F18 REVIEW UNPOSTED CHANGES/DISPLAY ALL allows you to see and change only those invoices against which you have typed in payments and adjustments. To see all open invoices, use **F18** again.

F20 UNFOLD/FOLD causes the *Original Due, Dr/Cr To Date, Disc Allowed, and Disc %* fields for each transaction set to appear on the display. To see the display without these four fields, use **F20** again.

Fields

CO/CUSTOMER. The company and customer numbers you entered on display AMR201.

CUSTOMER NAME. This field appears below *Co/Customer* and has no heading. It contains the name of the customer.

CURR ID (Currency ID). The currency ID and description associated with this customer in the Customer Master file. This field appears only when multi-currency support is active.

APPLIED. Running totals showing amounts applied.

UNAPPLIED. Running totals showing amounts that have not been applied.

GROSS RECEIVED: The amount, including discount, to be credited. As you apply cash receipts to invoices, the amount of the applied gross received increases and the amount of the unapplied gross received decreases.

CASH RECEIVED: The cash amount to be credited. As you apply cash receipts to invoices, the amount of the applied cash increases and the amount of the unapplied cash decreases.

DISCOUNTS: The discount amount to be credited. As you apply cash receipts to invoices, the amount of the applied discounts increases and the amount of the unapplied discounts decreases.

ADJUSTMENTS: The adjustment amounts associated with these invoices. As you apply adjustments to invoices, the amounts in the *Applied* and *Unapplied Adjustments* fields change. The *Unapplied Adjustments* field must equal zero to end cash posting.

Note: A window appears if you did not enter an adjustment number on the Cash Receipt Entry display (AMR203). Type in an adjustment number on the window and press **Enter**.

WRITE-OFFS: The write-off amounts associated with these invoices. As you apply write-offs to invoices, the amount in the **Applied Write-offs** field changes.

POSITION TO. Use this field to go directly to a particular reference number. Type in the reference number of a transaction against which you want to post a cash receipt or an adjustment. The information for this invoice appears on the top line of the list of invoices. If the reference number you type in does not exist, error message **E AM-3553 INVOICE NUMBER NOT FOUND** appears. Type in the correct number or blank out the field.

OPTIONS. A code that indicates the type of transaction being posted:

- 1 Full payment with discount—fast path: no amount needs to be entered; any amount you type in is ignored.
- 2 Full payment without discount—fast path: no amount needs to be entered; any amount you type in is ignored.
- 3 Write off—allows you to enter a write-off amount in the **Adjs/Write-Off** field.
- 4 Clear payment—allows you to clear an amount you typed in previously; the fields are set to zero.

Blank Entered amounts are accepted; the amount in the **Adjs/Write-Off** field is considered an adjustment amount.

OPTION ENTRY. This field is to the left of the invoice reference number and has no heading. Use this field to type in one of the option codes that indicate the type of transaction being posted. This field is not required; transactions can be posted with this field left blank.

REF NO (Reference Number). The reference number of the transaction set. The number that appears represents one of the following:

- Invoice number
- Age period (balance-forward customers)
- Service charge
- Unapplied reference number.

DATE. The date the original transaction was entered.

BALANCE DUE. The amount due for the transaction set.

GROSS RECEIVED. Type in the amount, including any discount, to be applied to this transaction set.

DISCOUNTS. Type in the discount amount to be applied to this transaction set.

ADJS/WRITE-OFF. Type in the adjustment or write-off amount to be applied to this transaction set. This does not affect the cash unapplied amount.

Notes:

1. To enter a write-off amount, type **3** in the **Option Entry** field.
2. You cannot enter an adjustment and a write-off to the same transaction set during one posting.
3. If the amount in this field is positive, the amount of the invoice is increased. If the amount is negative, the amount of the invoice is decreased.
4. If you enter a write-off without an amount in the **Gross Received** field, the write-off amount is handled as gross received unapplied.
5. Type in **all** appropriate amounts in the **Adjs/Write-Off** field before you press **Enter**.

UNAPPLIED REFERENCE NUMBER. Required. Use this field to assign a reference number to identify the unapplied cash transaction.

UNAPPLIED AGE CODE. Use this field to enter the age period to which you want the unapplied cash to be posted. This field appears only if aging was selected during application tailoring. Type in one of the following:

- | | |
|----------|----------------|
| 0 | Current period |
| 1 | Over 30 days |
| 2 | Over 60 days |
| 3 | Over 90 days |
| 4 | Over 120 days. |

The default is 0.

ADJUSTMENT NUMBER. Required. Type in an adjustment number. Use this field to assign an adjustment number to adjustment records. This field is used for audit purposes.

The following fields appear on the display when you use **F20=Unfold**.

ORIGINAL DUE. The amount of the original invoice before payments or adjustments.

DR/CR TO DATE. The amount of payments and adjustments made against the transaction set to date.

DISC ALLOWED. The cash discount amount allowed for prompt payment.

DISC %. The original discount amount allowed shown as a percentage of the original amount due.

Option 2. Invoice/Credit Memo Entry (AMRM10)

Use this option anytime you need to enter (add) a new invoice or credit memo to the active transaction batch or to review (look at, change, or delete) an invoice or credit memo already in the batch.

Invoice/credit memo entry, referred to as invoice entry, accepts transactions entered either from work stations, through Customer Order Management (COM), or through offline data entry. Processing these transactions begins with selecting an existing batch or creating a new batch on the Accounts Receivable Data Entry Control display (AMVBA1). Then, depending on whether multiple company support is active, either the Invoice Entry (Enter) display (AMR082) or the Invoice Entry (Enter/Review) display (AMR083) appears. Display AMR082 appears only when multiple company support is active.

Offline invoice batches

Invoices that are entered offline are transferred from a diskette or disk file to a batch transaction file by selecting either option 4 or option 5 on the Transaction Processing menu (AMRM10) see "Option 4. Invoice Edit from Offline Files—List All (AMRM10)" and "Option 5. Invoice Edit from Offline Files—Errors Only (AMRM10)". This batch transaction file is placed in SUSPND (suspended) status by Accounts Receivable. To work on an offline invoice batch (to correct, close, or delete it), you must first select the batch using the Accounts Receivable—Data Entry Control display (AMVBA1).

What information you need:

The company number for each invoice or credit memo, if multiple company support is active.

What reports are printed: None.

What forms you need:

Invoice Entry—Transaction Processing/Workstation Initial File Load—AR-33.

AMR082—Invoice Entry (Enter) (initial file load)

Use this display to specify the posting period or month and year, company number, and customer number for the invoices you are going to enter.

This display appears when you select a batch on the Accounts Receivable Data Entry Control display (AMVBA1) and multiple companies are supported. This display also appears when you use **F01** on the Invoice Entry (Review) display (AMR083) or when you use **F08** on the Invoice Tax Detail display (AMR085).

For accounting purposes, it is suggested that data entry of transaction batches be restricted to one company per batch. This allows you to use batch totals as company totals from the Invoice Register. There are no company totals on the Invoice Register.

```

Date **/**/**          Invoice Entry          Enter          AMR082  **
Posting Month  <1-12>   nn
Posting Year           nn
Company Number <1-89>  nn
Customer          nnnnnnnn
```

```

F03 Page Backward
F17 Accept W/Error
F24 Display Status
```

What to do

- To enter an invoice, type in the information requested for the record you are adding and press **Enter**. Go to display AMR083.
- To see the invoice or credit memo you entered previously, use **F03**.
- To accept the invoice with the error, use **F17**.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F03 PAGE BACKWARD causes the last active invoice in the transaction batch to appear on display AMR082. If the batch shows no active invoices, message W AM-0703 END OF DATA appears.

F17 ACCEPT W/ERROR accepts an invoice that contains an error. The record is flagged as an error and stored in the file, but it is not updated during the update run or printed on the Invoice Register. The invoice is included on the Apply Invoices to Master File report as an error. The batch totals do not include the invoices that were flagged with errors.

F24 DISPLAY STATUS causes the Accounts Receivable Status display (AMR084) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

POSTING MONTH <1-12>

POSTING PERIOD <1-13> (GLPRD). Required if this field appears on the display. This field appears as either Posting Month or Posting Period depending on the accounting options selected during application tailoring. Type in the period or month for which gains and losses are to be reported to General Ledger. This field appears only if general ledger distribution was selected during application tailoring and multi-currency support is active.

POSTING YEAR (GLYER). Required if this field appears on the display. This field appears only if general ledger distribution and 12-month accounting options were selected during application tailoring and multi-currency support is active. Type in the last two digits of the year for which gains and losses are to be reported to General Ledger.

COMPANY NUMBER <1-89> (COMNO). Required. Type in the company number associated with the transaction. This field is edited to verify that the number you type in is within the range of companies chosen during application tailoring. This field appears only when multiple company support is active.

CUSTOMER (CUSNO) [?]. Required. Type in the customer number associated with the transaction.

AMR083—Invoice Entry (Enter, Review) (initial file load)

Use this display to enter and review invoice data.

This display appears when you type in a valid customer number on the Invoice Entry (Enter) display (AMR082) or when you use **F03** on an entry display and have active records in the batch.

If multi-currency support is active, the following fields appear on the display:

- Country
- Currency
- Rate Date
- Exchange Rate
- Local Currency.

The currency ID and description are obtained from the Customer Master file.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), the exchange rate and local currency fields are display only fields and cannot be changed. Amounts cannot be entered because the exchange rate is a set value.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), you can enter amounts in the exchange rate and local currency fields.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), you can enter amounts in the exchange rate and local currency fields.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are involved. The exchange rate and local currency fields are display only fields and cannot be changed.
- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.
- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.
- If you enter an exchange rate override, it will be treated as a derived exchange rate for the currency conversion of the invoice amount to local currency, and triangulation cannot be used.

If a sales representative number is in the selected Customer Master record, it appears and can be overridden in **Enter** mode. If future aging of invoices was selected during application tailoring, the **Closes** field (closings till current) appears.

In Review mode, information appears for the selected invoice. The required fields for entry on this display are **Date** and **Invoice Amount**.

Some of the editing that occurs for this display includes:

- The invoice amount must equal the sum of the tax amount, special charges, freight charges, and net sales.
- The **Inv Ref** (invoice reference) and **Agecd** (age code) fields are mutually exclusive.
- The **Agecd** (age code) and **Closes** fields are mutually exclusive.
- The **Inv Ref** (invoice reference) field is valid only for referring to existing invoices when you are entering credit memos.

The **Trtyp** (transaction type) field indicates whether the record being entered is a previous service charge, current service charge, balance-forward, invoice, or credit memo.

Note: **Trtyp** appears only when you select option 5, Initial File Load–Balances, on the Master File Processing Menu (AMRM20).

A negative invoice amount indicates a credit memo. You can tie a credit memo to a specific invoice only by entering the existing invoice number in the **Inv Ref** field. This number must match an unpaid invoice in the Open Receivables Detail file, or an error is indicated. You must apply a credit memo to each age period (balance-forward customers) or invoice (open-item customers) one at a time. The system does not provide automatic posting to the oldest age period followed by the next oldest.

The tax information on invoices from Accounts Receivable is not reported on the Taxing Body report from the Customer Order Management (COM) application.


```

Date **/**/**                Invoice Entry                *****  AMR083  **
                                Open Item                    @

Company *****                City/St *****  **
Customer *****                Country ***  Postal *****

Headquarters *****                Phone *****

Rate Date nnnnnn *****                Currency aA3 *****

Inv/Cr Memo  Date  Trtyp  Invoice Amount  Exchange Rate  Local Currency
nnnnnnn     nnnnnn  n      nnnnnnnnnnn.nnn  nnnnnn.nnnnnn  nnnnnnnnnnn.nnn

Aged  Salcd  Tax Amount  Disc Alld  Net Sales  Special Chg
A      A      nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn

Freight Chg  Trade Disc  Invoice Cost  Salesrep
nnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnn

Weight  Inv Ref  Terms  Closes  Aging Date
nnnnnnn.n  nnnnnn  aA3    n      nnnnnn

                                F01 Resume Entry
                                F02 Page Forward
                                F03 Page Forward
                                F05 Page Forward
                                F07 Enter Taxes
                                F08 Enter Customer
                                F15 Note Tasks
                                F17 Accept W/ Error
                                F20 Delete Record
                                F24 Display Status

                                F09 Full Address
    
```

What to do

- To enter an invoice, type in the information requested and press **Enter**. The information you entered is added to the batch to await posting and this display appears again.
- If any of the data is in error, it is highlighted and none of the data is accepted. To accept the data with the error, use **F17**.
- To go into Review mode and see the next record in the batch, use **F02**. Use **F02** again to return to Enter mode.
- To go into Review mode and see the preceding record in the batch, use **F03**. Use **F03** again to return to Enter mode.
- To go into Review mode and see the fifth record in the batch from the one that currently appears, use **F05**.
- To enter tax information, use **F07**. Go to display AMR085.
Note: **F07** does not appear on the display until after you have entered the first invoice record.
- To change the customer number, use **F08**. Go to display AMR082.
- To delete, suspend, or close a batch, use **F24**. Go to display AMR084.

Function keys

F01 RESUME ENTRY causes the Invoice Entry (Enter) display (AMR082) or this display to appear.

F02 PAGE FORWARD places you in Review mode, showing the next record in the batch.

F03 PAGE BACKWARD places you in Review mode, showing the preceding record in the batch.

F05 PAGE FORWARD 5 places you in Review mode, showing you the fifth record in the batch from the one that is on the display. Each use of the key pages forward five records.

F07 FULL ADDRESS causes the pop-up panel to appear that contains the entire name and address information for this customer.

F08 ENTER CUSTOMER causes the Invoice Entry (Enter) display (AMR082) to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book. You must have OS/400 Office Vision* to use this feature.

F17 ACCEPT W/ERROR accepts an invoice that contains an error. The record is flagged as an error and stored in the file, but it is not updated during the update run nor is it printed on the Invoice Register. The invoice is included on the Apply Invoices to Master File report as an error. The batch totals do not include the invoices that are flagged with errors.

F20 DELETE RECORD (valid only in Review mode) causes the current record to be deleted from the transaction batch and the Invoice Entry display (AMR083) to appear again.

F24 DISPLAY STATUS causes the Accounts Receivable (Status) display (AMR084) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

OPEN ITEM

BALANCE FORWARD. The type of customer account. This field appears as either Open Item or Balance Forward depending on the account type specified in the Customer AR Extension file.

COMPANY (COMNO). The company number associated with the invoices you are going to enter or review.

CUSTOMER (CUSNO). The customer number associated with the invoices you are going to enter or review.

CUSTOMER NAME and ADDRESS. This field appears to the right of **Company** and **Customer** and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch.

PHONE. The customer's telephone number.

RATE DATE (EXODTX). The date the exchange rate is effective. The default date is the system date. You can type in another date if you do not want to use the default date. This field appears only when multi-currency support is active.

CURRENCY (CURID). Type in the ID of the currency associated with this invoice. The default is the currency associated with this customer in the Customer Master file. The description of the currency appears to the right of the currency ID. This field appears only when multi-currency support is active.

INV/CR MEMO (INVNR). Required. Type in the invoice or credit memo number for the transaction.

DATE (TRNDT). Required. Type in the transaction date. The system date is the default.

TRANSACTION TYPE (TRTYP). Enter one of the following:

- 1 Invoice/credit memo
- 4 Current service charge
- 6 Balance forward
- 8 Previous service charge.

Transaction type restrictions:

- Service charge records (transaction type 4 or 8):
 - Invoice number/credit memo number must be zeros
 - Age code must be zero if service charge aging is not supported
 - Age code must be zero for current service charges
 - A balance-forward account cannot contain aged service charges (age 1, 2, 3, or 4)
 - Future aging is not allowed.
- Balance-forward records (transaction type 6):
 - Invoice number/credit memo number must be zeros
 - Only age codes 1, 2, 3, or 4 are allowed.

Note: This field appears only when you select option 5, Initial File Load–Balances, on the Master File Processing Menu (AMRM20).

INVOICE AMOUNT (INVAM). Required. Type in the total amount of the invoice. This amount must equal the sum of taxes, special charges, freight charges and net sales minus the trade discount. A negative amount indicates a credit memo.

If you enter an invoice amount and leave the Exchange Rate and Local Currency fields blank, the system calculates the exchange rate based on the currency ID and the exchange rate date.

EXCHANGE RATE (EXRAT). Type in the rate used to convert trading currency to local currency or vice versa. If you enter an exchange rate and leave the Local Currency field blank, the system automatically calculates the local currency amount. This field appears only when multi-currency support is active. See the discussion above on euro currency and euro-participating currency for when this field is a display field only and cannot be changed.

LOCAL CURRENCY. Type in the amount of the invoice expressed in the currency you use to record transactions in your general ledger. If you type in a local currency amount and leave the **Exchange Rate** field blank, the system automatically calculates the exchange rate. This field appears only when multi-currency support is active. See the discussion above on euro currency and euro-participating currency for when this field is a display field only and cannot be changed.

AGE CODE (AGECD). The aging period for the invoice. Type in one of the following codes or leave the field blank:

Blank or 0 Current period
1 Over 30 days
2 Over 60 days
3 Over 90 days
4 Over 120 days.

The age date is calculated using the age code and the transaction date. If the age code is 0, the age date is equal to the transaction date. If the transaction date is not equal to the system date, the age date is equal to the transaction date. If the transaction date is equal to the system date and the age code is greater than 0, the age date is the transaction date minus the number of periods the age code represents.

For future aging, leave the **age code** blank. The system calculates the age code from the number of month end closings you type in the **Closes** field.

Note: The **Closes** field (closings til current) produces a negative age code value used for future aging (tailoring question R06).

SALES CODE (SALCD). The invoice type. Type in one of the following codes or leave the field blank:

Blank or R Charge invoice
C Cash sale invoice
D C.O.D. invoice.

Note: Cash and C.O.D. invoices are not posted to the Customer AR Extension file and the Open Accounts Receivable file.

TAX AMOUNT (TXAMT). Type in the total amount of taxes for this invoice.

DISCOUNT ALLOWED (CDSAL). Type in the cash discount amount allowed for prompt payment.

NET SALES (CNSAM). Type in the total amount of the line items on the invoice. This field is required if entries are made in any of the following fields: **Tax Amount**, **Special Chg**, or **Trade Disc**.

SPECIAL CHG (INSCA). Type in any special charges or credits for this invoice.

FREIGHT CHG (INVFR). Type in the freight charge for this invoice.

TRADE DISC (DAINT). Type in the total invoice discount amount based on the net sales amount of this invoice.

INVOICE COST (INCST). Type in the total cost of the items on the invoice. This field is used by Sales Analysis to calculate the gross profit and is always entered in the local currency.

SALESREP (SLSNO) [?]. Type in the number of the sales representative responsible for this invoice. The sales representative number associated with this customer in the Customer Master file is the default. If the Sales Analysis interface is active, any number you type in this field is validated against the Salesrep Master file.

WEIGHT (SHPWT). Type in the shipping weight.

INV REF (CRMNR). Use this field to tie a credit memo to an existing invoice. Type in the number of the existing invoice. If you do not reference an existing transaction, the record is recorded as an unapplied transaction with its own age code.

TERMS (TRMCD). A code defined by your company.

CLOSES (Closings till Current) (CLTCR). This field appears only if future aging was selected during application tailoring. For future invoices, type in the number of month end closings that should occur before the invoice becomes current. The maximum number of closings is 9.

AGING DATE (AGEDT). For future invoices, type in the date this invoice will become due. For past due invoices, type in the date this invoice became due. If this field is left blank, the system calculates the date based on the closings till current (Closes) or the age code (Agecd). The aging date is used by the Aged Receivables Report if you choose to simulate invoice aging As of Specific Date.

AMR084—Accounts Receivable (Status) (initial file load)

Use this display to review the status of the transaction batch and to delete, suspend, or close the batch.

This display appears when you select **F24** on display AMR082, AMR083, or AMR085.

The status information includes valid records, error records, and records deleted. The control totals include record count, amount, customer number hash, and invoice number hash, for both invoices and credit memos. The control totals on this display should agree with your manually prepared totals.

After all the invoices and service charges have been entered, Initial File Load Update (option 7 from the Master File Processing menu — AMRM20) must be run before entering cash receipts and adjustments.

```

Date **/**/**           Accounts Receivable           Status      AMR084  **
Batch Number   ***

Batch Status -- Valid Records           *****
                Error Records           *****
                Records Deleted         *****

                Records           Amount           Customer
                Invoices          *****      Hash Totals      Invoice
                Credit Memos      *****      Hash Totals      Hash Totals
                Totals            *****      Hash Totals      Hash Totals

                *****      Hash Totals      Hash Totals

Enter To Continue
F20 Delete Batch
F23 Suspend Batch
F24 Close Batch
    
```

What to do

- To return to the previous display, press **Enter**.
- To delete this batch, use **F20**. The Transaction Processing menu (AMRM10) appears.
- To suspend this batch, use **F23**. The batch cannot be posted to the Open Receivables Detail file. The Transaction Processing menu (AMRM10) appears.
- To close the batch, use **F24**. The Transaction Processing menu (AMRM10) appears. The batch can be posted to the Open Receivables Detail file.

Function keys

F20 DELETE BATCH causes message AM-3693 USE F20 TO DELETE RECORD to appear. To delete the batch, use **F20** again. The batch is then deleted and the Transaction Processing menu (AMRM10) appears.

F23 SUSPEND BATCH causes the current transaction batch to be suspended and the Transaction Processing menu (AMRM10) to appear.

F24 CLOSE BATCH causes the current transaction batch to be closed and the Transaction Processing menu (AMRM10) to appear.

Fields

BATCH NUMBER. The number assigned by Accounts Receivable (AR) to identify the batch.

BATCH STATUS.

VALID RECORDS: The number of records that contain no errors detected by AR.

ERROR RECORDS: The number of records you asked AR to accept with errors. Error records should be corrected before the batch is processed. The batch totals do not include the invoices that were flagged with errors.

RECORDS DELETED The number of records you entered and then deleted in this session. Deleted records cannot be reactivated.

INVOICES

CREDIT MEMOS

TOTALS. The control totals for this batch. A separate total is shown for all invoices and all credit memos. A combined total is shown for all valid records in the batch.

RECORDS: The individual and combined totals for the number of invoice records and credit memo records entered in this batch.

AMOUNT: The individual and combined totals of invoice amounts and credit memo amounts entered in this batch.

CUSTOMER HASH TOTALS: The individual and combined totals of all customer numbers for invoices and credit memos entered in this batch.

INVOICE HASH TOTALS: The individual and combined totals of all invoice and credit memo numbers entered in this batch.

AMR085—Invoice Tax Detail

Use this display to enter and review tax detail information. You can enter up to nine lines of tax detail information on one display.

This display appears when you use **F07** on the Invoice Entry (Review) display (AMR083).

The upper section of this display shows the company/customer name and invoice number selected for tax entry. The invoice date and the tax amount you entered on AMR083 also appear.

The tax date defaults to the invoice date. The tax suffix defaults to the suffix in the Customer Master file. You can update both these fields. You can enter up to nine detail tax amounts on one display.

```

Date **/**/**          Invoice Tax Detail          AMR085  **
Co/Customer  ** ***** *****                    Inv/Cr Memo *****
Inv Date **/**/** Totl Tax *****.** Tax Date nn/nn/nn Tax Suffix aaaA5

D Tax      Tax
L Ind      Code  Tax Amount      Item Number      Item Description
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A aA3      aaaA5  nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30

F01 Resume Entry
F08 Enter Customer
F15 Note Tasks
F17 Accept W/Warning
F19 Refresh Screen
F20 Delete Taxes
F24 Display Status

```

What to do

- Type in the information requested and press **Enter**. The information you entered is added to the batch to await posting and this display appears again.
- If any of the data is in error, it is highlighted and none of the data is accepted. To accept the data with the error, use **F17**.
- To delete all taxes associated with this invoice, use **F20**. Go to display AMR083.
- To see the status of this session or to close or suspend the session, use **F24**. Go to display AMR084.

Function keys

F01 RESUME ENTRY causes the Invoice Entry (Review) display (AMR083) to appear.

F08 ENTER CUSTOMER causes the Invoice Entry (Enter) display (AMR082) to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F17 ACCEPT W/WARNING accepts a tax record that contains an error.

F19 REFRESH SCREEN causes AMR085 to display again with the original data.

F20 DELETE TAXES deletes all associated taxes for a particular invoice.

F24 DISPLAY STATUS causes the Accounts Receivable (Status) display (AMR084) to appear.

Fields

CO/CUSTOMER (COMNO/CUSNO). The company and customer numbers associated with the transaction.

CUSTOMER NAME. This field appears to the right of **CO/CUSTOMER** and has no heading. It shows the name of the customer.

INV/CR MEMO (Invoice/Credit Memo). The invoice or credit memo number for the transaction.

INV DATE (TRNDT). The transaction date of this invoice or credit memo.

TOTAL TAX (TXAMI). The total amount of the taxes due for this invoice.

TAX DATE (TXDAT). Type in the tax date. The invoice date is the default.

TAX SUFFIX (TXSUF). Required. This field classifies the customer for tax purposes. The tax suffix associated with this customer in the Customer Master file is the default. See the *CAS User's Guide* for more tax information.

DL (Delete) (DELCX). Type in **D** to delete a tax line.

TAX INDICATOR (TXIND). Required. This field classifies the item for tax purposes. See the *CAS User's Guide* for more tax information.

TAX CODE (TXCOD). Required. Type in a valid tax code for the transaction to identify the type of tax being applied (for example, state, city, or local tax).

TAX AMOUNT (TXAMT). Type in the amount of tax for this indicator and code combination.

ITEM NUMBER (TXITN). Type in the number of the item for which the taxes apply.

ITEM DESCRIPTION (ITDSC). Type in the description of the item.

Option 3. Process Unposted Transactions (AMRM10)

Use this option when you are ready to process all closed and deleted transaction batches that you entered using option 1 or 2 on the Transaction Processing menu (AMRM10).

No secondary menu or display is associated with this option. When you select option 3 and press **Enter**, all closed transaction batches are processed.

This option does the following:

- Extracts all closed batches
- Updates the Open Receivables Detail and Customer AR Extension files for invoice batches
- Prints a cash receipt and adjustment journal (AMR361) if general ledger is being posted
- Prints a cash receipt and adjustment transaction register (AMR401) if any cash receipt and adjustment batches were extracted
- Prints an Invoice Register (AMV451) if any invoice batches were extracted
- Prints a report of any batches marked for deletion
- Prints an AR Transaction Gain/Loss Journal (AMR381)
- Prints an Apply Invoices to Master File report (AMV34)

Extracting transaction file batches

Only closed batches are read from the Accounts Receivable Transaction file. As the batches are extracted, a count is kept of all records that are to be placed in the Temporary General Ledger file. In addition, an indicator of the types of batches extracted (invoice, cash receipt, or both) is set, so later only the appropriate types of reports are printed.

Sorting transactions

Sorting places the transactions in customer number sequence so they can be used easily to update the Open Receivables Detail file and the Customer AR Extension file. All transactions for a given customer are combined under that customer number. The transactions are also sorted by age code in descending sequence, so that the oldest transaction is first, followed by the next oldest, and so forth.

Batch updating of invoices

Transactions for invoices are used to update the Open Receivables Detail file, the Customer AR Extension file, and, if Sales Analysis is installed and interfacing with Accounts Receivable, the Sales Analysis interface files.

If Customer Order Management (COM) is installed and interfacing with Accounts Receivable or Sales Analysis, COM uses this procedure to process invoice summary records.

All cash receipt and adjustment transactions are bypassed. Invoice records that contain errors are printed with an error indication. The number of error records are counted, but the totals are not added into the control figures for updating the file. Any cash or COD invoice is not posted to the Open Receivables Detail file or the Customer AR Extension file. The total invoice amount for cash and COD records is accumulated and printed by company and for final totals. Each new customer number and each new company number are verified against the master files.

Updating Accounts Receivable

If a duplicate invoice number is being added to the Open Receivables Detail file, it is added immediately following the transactions that have the same invoice number within the same age period. The total amount of the new invoice is added to the amount outstanding for the old invoice. If a new invoice is being added, it is placed in the transaction set according to its age code and invoice number.

When a credit memo is entered, it is applied against a particular invoice transaction set. The amount of the credit memo is subtracted from the amount outstanding in the invoice record for this transaction set. If the amount outstanding equals zero, a purge code is placed in each record for this transaction set.

Amounts are accumulated for updating the Customer AR Extension file for each age period and future aged amount. These figures are also accumulated for printing company and final totals.

Posting Sales Analysis

If Accounts Receivable (AR) is posting Sales Analysis (SA) with a batch of transactions created by AR, the transactions are posted using the current sales analysis period number. If the batch was created by Customer Order Management (COM), and COM is interfacing with SA, the transactions are posted using the period number supplied by COM. If a period close has occurred and the period number supplied by COM cannot be found, the transactions are posted using the current sales analysis period number. The following fields are updated when a record is found:

- Month-to-date sales
- Period-to-date sales
- Month-to-date cost
- Period-to-date cost
- Number of invoices and credit memos.

If COM and SA interface with AR and if the COM application tailoring option to pass special charge 3 sales and costs to SA is in effect, a note should be taken of the COM invoice summary record. (The use of special charge 3 is defined by your company; refer to the *Customer Order Management User's Guide* for additional information if this function applies to your installation.) If there is an amount in either of the special charge 3 fields of the invoice summary, it is added to the net sales amount or the invoice amount, and the special charge 3 sales field is added to the month-to-date sales and period-to-date sales. The special charge 3 cost field is added to the month-to-date cost and period-to-date cost fields. These fields are any miscellaneous amounts that are to be reflected in sales analysis reporting from the COM application.

The same technique used for posting the Customer Sales Interface file is used for posting invoices to the Salesrep Sales Interface file. Special charge 3 sales and costs are also added to sales and costs to update month-to-date sales, period-to-date sales, month-to-date cost, and period-to-date cost for the COM transactions.

Updating the Customer AR Extension file

After the customer's records in the Open Receivables Detail file have been updated, the following fields in the Customer AR Extension file are updated:

- Future accounts receivable amount
- Customer amount due
- Charges to date
- Credits to date
- Current period amount
- First age period amount
- Second age period amount
- Third age period amount
- Fourth age period amount.

The report produced shows each invoice record that was processed with an error indication. It also shows company totals for the transactions. Cash and COD invoice summaries, the special charge 3 sales, and costs are accumulated and printed. Final totals are also accumulated and printed in the same way that company totals are shown.

Sorting transactions for the AR Cash Receipt and Adjustment Journal

If General Ledger is being posted using cash receipt and adjustment batches, this sort creates a file in a sequence using customer, company, and general ledger period number. It includes cash receipts with transaction type 6 and adjustment records with transaction type 7 and adjustment amounts not equal to zero.

AR Cash Receipt and Adjustment Journal

Following the sort, the procedure prints an AR Cash Receipt and Adjustment Journal and posts transactions to the Temporary General Ledger file (TEMGEN). Only cash receipt and adjustment records are processed. Refer to AR Cash Receipt and Adjustment Journal (AMR361) for the format of this report. The journal reference number printed to the left of each line is maintained by company. There is a journal number in each company account number control record in the System Control file. Each time the company number changes, the new journal reference number for that company is retrieved. A sequential line number, incremented by one for each line printed within the company number, is appended to this journal number and printed on the same line. This number is reset to zero each time the company number changes. The following fields appear on the report as they appear in the detail records:

- Customer number
- Check/adjustment number
- Accounts receivable amount
- Adjustment amount
- Customer number
- Discount taken
- Amount received.

The customer name is taken from the Customer Address file on the first record after a customer number change. The general ledger account number and amount are also printed. The general ledger account number is taken from the detail transaction record. This number is either the general ledger account number that was entered during application tailoring or the general ledger account number entered with the transaction. Company totals are accumulated for debit amounts and credit amounts for each general ledger account number. Final totals for the same amounts are also accumulated and printed.

If Accounts Receivable is interfaced to Accounts Payable, the cash account is taken from Accounts Payable Bank Accounts Master. If AR is not interfaced to AP, the cash account default is in the questionnaire.

Updating General Ledger

A record is added to the Temporary General Ledger (TEMGEN) file for each detail record with an account number and one for the accounts receivable account number (the number from application tailoring). The posting period or month and year entered during transaction processing is used to distribute the transaction to the proper accounting periods.

Sorting transactions for registers

This sort produces a file of cash receipts, adjustments, and invoices in invoice-number sequence within batch number sequence. All error records are omitted from this file. Following the sort, the AR Cash Receipt and Adjustment Transactions Register is printed if cash receipt transactions exist; otherwise, the Invoice Register is printed.

AR Cash Receipt and Adjustment Transactions Register

The AR Cash Receipt and Adjustment Transactions Register shows all cash receipts and adjustments by batch. Batch totals and final totals are accumulated during the run. Invoices and credit memos are omitted from this run.

The customer number is verified against the Customer Master file, and any errors are indicated. If a general ledger number was entered with the transaction, overriding the one entered during application tailoring, it is printed immediately under the corresponding general ledger amount. If the customer's receivable amount due is greater than the credit limit, a line is printed that indicates that this customer exceeds the credit limit. If cash or an adjustment is unapplied, the word UNAPPLIED appears immediately to the right of that transaction line. For each transaction in which the discount taken exceeds the discount allowed, an asterisk is printed next to the discount amount field. A count of the number of discounts taken exceeding discount allowed is accumulated and printed with the batch totals. The next function in this sequence is printing the Invoice Register.

After the AR Cash Receipt and Adjustment Transactions Register has been printed, the cash receipt batches in the Edited Receivables Transaction file are given a new status, which depends on an application tailoring option: either the space occupied by the batches becomes available for reuse immediately, in which case information in the batch is no longer available, or the batches are given the status FINISH.

Invoice Register

The Invoice Register is printed if any invoice transactions were extracted from the transaction file. It includes all invoices and shows batch and final totals. It also shows where the credit limit is reached or exceeded, includes both trading currency and local currency amounts, and reflects the tax elements and tax item detail. The batch totals indicate whether this is an Accounts Receivable batch or an Customer Order Management (COM) batch. The batch number is the Accounts Receivable batch number for updating the Open Receivables Detail file, not the COM batch number. The invoice profit is calculated by subtracting invoice cost from invoice total. The invoice profit percent is calculated by the method selected during application tailoring.

- In method 1, gross profit percent is calculated using net sales. The formula is:

Gross profit percent = (invoice net sales amount - invoice cost) / invoice net sales amount * 100.

- In method 2, gross profit percent is based on invoice cost. The formula is:

Gross profit percent = (invoice net sales amount - invoice cost) / invoice cost * 100.

After the Invoice Register has been printed, the invoice batches in the Edited Receivables Transaction file are given a new status, which depends on an application tailoring option: either the space occupied by the batches becomes available for reuse immediately, in which case information in the batch is no longer available, or the batches are given the status FINISH.

The next operation in this sequence is to print the Deleted Batch List.

Deleted Batch List

This report shows the batch numbers of the batches marked for deletion. This is the last step in processing unposted transactions.

What information you need: None.

What reports are printed: Apply Invoices to Master File (AMV34).

What forms you need: None.

Option 4. Invoice Edit from Offline Files–List All (AMRM10)

Use this option anytime you need to edit invoice summaries entered on a diskette or disk, to list them all, and to process them to an active transaction batch.

Display AXVOL1 that appears offers a selection of options for processing offline files.

What information you need:

The diskette or disk file containing the recorded Accounts Receivable invoice transactions.

What reports are printed: Transaction Edit List–List Errors Only (AMR101).

What form you need: None.

AXVOL1—Copy Offline File (Options)

Use this display to load new Item Master file records and to apply changes to existing records from offline files.

This display appears when you select option 1 or 2 and press **Enter** on display AMEP55 or when you select option 2 on the IM Transaction Processing menu (AMIM30) or when you select option 4 on the AR Transaction Processing menu (AMRM10) or option 2 on the GL Journal Processing menu (AMGM10).

```

DATE *****          COPY OFFLINE FILE          OPTIONS  AXVOL1  **

ERRORS ONLY LISTING? <Y/N>          A

OFFLINE FILE NAME                    aaaaaaaA10
OFFLINE FILE LOCATION <1/2>          n
    1 - DISKETTE
    2 - DISK

DISKETTE DEVICE OR DISK LIBRARY NAME aaaaaaaA10
IF DISK - DELETE OFFLINE FILE? <Y/N> A

                                         F24 CANCEL THE JOB

```

What to do

To process offline files, type in your selections and press **Enter**. One of the following happens:

- If you are loading files from diskette, you see a series of displays. Follow the instructions on the displays. When the process has been completed, the menu from which you started the process appears again.
- If you are loading a file from disk, the system loads the file from the disk. When the process has been completed, the menu from which you started appears again.

Function keys

F24 CANCEL THE JOB cancels the job and returns you to the menu on which you selected an offline file.

Fields

ERRORS ONLY LISTING? <Y/N>. This field appears only during selected initial file load tasks. Type in **Y** (yes) to print a listing of only the errors. Type in **N** (no) to print a listing of all the records in the file.

OFFLINE FILE NAME. Type in the name of the offline file that you are copying.

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Note: If you are using this display from Inventory Management and loading the 128-byte diskette data entry format, you must type in **INVENT** (Inventory Transaction Entry) as the offline file name.

OFFLINE FILE LOCATION <1/2>. Type in **1** if the offline file is on diskette. Type in **2** if the offline file is on disk.

DISKETTE DEVICE OR DISK LIBRARY NAME. If the file is on diskette, type in the name of the diskette device you want to use. If the file is on disk, type in the disk library name for the file.

IF DISK - DELETE OFFLINE FILE? <Y/N>. If you are copying the file from disk, type in **Y** (yes) if you want to delete the file after you copy it. Type in **N** (no) if you want to keep the file on disk.

Option 5. Invoice Edit from Offline Files—Errors Only (AMRM10)

Use this option anytime you need to edit invoice summaries entered on diskette or disk, to list those with errors, and to process them to an active transaction batch.

What information you need:

The diskette or disk file containing the recorded Accounts Receivable invoice transactions.

What reports are printed: Transaction Edit List—List Errors Only (AMR101).

What form you need: None.

AXVOL1—Copy Offline File (Options)

Use this display to edit invoice summaries entered from diskette or disk, to list only those with errors, and to process them to an active transaction batch.

```
DATE *****          COPY OFFLINE FILE          OPTIONS  AXVOL1  **

OFFLINE FILE NAME          aaaaaaaaaA10
OFFLINE FILE LOCATION <1/2>      n
    1 - DISKETTE
    2 - DISK

DISKETTE DEVICE OR DISK LIBRARY NAME  aaaaaaaaaA10
IF DISK - DELETE OFFLINE FILE? <Y/N>  A

F24 CANCEL THE JOB
```

For more information about this display, see "Option 5. Invoice Edit from Offline Files—Errors Only (AMRM10)".

Chapter 4. Month End Closing

When you select option 2 on the Main Menu (AMRM00) a series of displays appear that allow you to perform month end closing. There is no year end closing for Accounts Receivable.

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Use this option when you are closing accounts receivable at month end. Before you close the month, be sure you do the following:

- Save your master files
- Clear the old statement files
- Print the Aged Trial Balance report.

The Month End Closing option:

- Calculates service charges
- Posts service charges to the Open Receivables Detail file and the Temporary General Ledger file, if applicable
- Creates statement files if any records are found for printing
- Updates the Customer Master file and the Customer AR Extension file
- Prints a Paid Item Proof and purges items paid
- Saves purged records to the History file
- Prints a record before close list and a record after close list.

All companies can be closed or just selected companies.

Month end closing can be run once a month for a company. It allows you to enter the period or month/year for which transactions are posted to the Temporary General Ledger file, if applicable. It examines the Customer AR Extension file and calculates service charges according to the specifications provided during application tailoring.

When multi-currency support is active, Month End Closing options are changed to include prompts to specify which currency will be used on the month end reports.

After service charges have been calculated, Accounts Receivable prints a Paid Item Proof or a Receivable Before Close List and creates a Statement Customer Master file (STATCM) and a Statement Detail file (STATMT). These files are used to print statements. The paid items are deleted from the file as they are processed, and optionally placed into the History file (ARHSTS).

For open-item customers, or customers converting from open-item to balance-forward accounting, the following occurs:

- The appropriate transactions are aged.
- Service charges are aged, if so designated by the Customer AR Extension
- Unapplied cash and adjustments are aged, if so designated during application tailoring.

- The balance-forward/open-item code (BFOIC) in the Customer AR Extension record is changed to B for all customers with a BFOIC of 8 or 9.

Note: The BFOIC code in the Customer AR Extension record is O, P, 8, or 9.

For balance-forward customers or customers converting from balance-forward to open item accounting, all transactions are aged and combined into a balance-forward record with the following exceptions:

- Service charge records are not aged, if this is designated in the Customer AR Extension record.
- Unapplied cash and adjustments are always aged, but do not become part of a balance-forward record.
- Any future aged transactions are aged and treated as open items until they become one age period old.
- Balance-Forward records do not retain any cash discounts.
- The BFOIC code in the Customer AR Extension records is changed to O or P for all customers with a BFOIC code of 1 or 2.

Note: BFOIC code in the Customer AR Extension record is B, 1, or 2.

The Customer AR Extension file is updated using the totals from the detail records. If a detail record does not match the master file, the master file totals are replaced with the detail totals, thereby ensuring that the customer AR extension information agrees with the detail information related to it. In addition, an error is indicated. You must analyze the error and determine whether transactions were lost. Any aged analysis reports that you have printed, invoice registers, and cash and adjustment registers for the customer will help you in this analysis.

There are three displays for month end closing:

- Month End Closing–Options display (AMR492), which is used if General Ledger is being posted
- Month End Closing–Options display (AMR493), which is used if General Ledger is not being posted
- Month End Closing–Company Selections display (AMR494), which is used to close one or more companies.

Four operations are involved:

- Calculating service charges
- Creating statement files
- Purging the paid items
- Saving the paid items to the History file.

All statements from the previous month end closing must have been printed. As the initial step of the closing routine, XA checks for the existence of old statement files and issues message EAM3727 "STATCM file already exists" if it detects any, and cancels the procedure. To remove them, select option 4, Clear Old Statement Files, on the Master File Processing Menu (AMRM20), then proceed with the Month End Closing.

Calculating service charges

This operation calculates the service charges for balance-forward and open-item customers and prints a report showing totals for the service charges it calculated. When multi-currency support is active, service charge amounts are maintained in both trading currency and local currency and are calculated based on trading currency amounts. If you have multiple companies, totals are accumulated for each company. It also posts transactions to General Ledger if that option was selected during application tailoring.

Service charges are not calculated for a customer if:

- The interest/service charge code in the Customer AR Extension record is zero.
- The amount due for the customer is zero or negative.
- The aging period chosen during application tailoring for calculating service charges, and all older periods, contain no amounts due. For example, if you chose to add service charges for amounts due for 60 days or more, no service charge is calculated if only the current period contains an amount due.

If the calculated service charges are less than the minimum service charge, the minimum is used. Any service charges existing before this calculation become the previous charges, and the calculated charges become the current service charges. The service charge record is written to the Open Receivables Detail file.

The Service Charge Control Totals report shows the total service charges by company (if applicable), the general ledger account number and amount, the journal sequence number for each company, and the total service charges for this month or period close.

Aging and creating statement files

All transactions are aged into the proper aging periods.

The statement files used for printing statements are then created. Finally, the procedure prints a detailed list of all the detail in the Open Receivables Detail file or prints a Paid Open-Item Proof.

The Customer AR Extension file is processed, and any unpaid transactions for each customer are saved.

Statement transactions are saved for all customers that are to receive statements. In addition to the transactions saved, the corresponding customer master record is also saved. The customer master record shows the status of the customer account at the time the statement file is created. Should the total amounts accumulated from the detail transactions not equal the total amounts accumulated from the Customer AR Extension file, an error indication is noted on the report. You must analyze the error to determine whether transactions were lost. Any reports that you have printed, invoice registers, and cash and adjustment registers for the customer will help you in this analysis.

The customer master record and the customer AR extension record is deleted and the customer number is available for use again if the following conditions exist:

- The customer master record is in a hold status

- The statement code indicates that the statement is not to be prepared
- The amount due, charges to date, credits to date, adjustments to date, and the open order count are zero
- There are no open orders (if Customer Order Management is installed).

The period balances are aged as they are saved. All records are aged into the next oldest age period. For open-item customers, unapplied cash and unapplied adjustments are aged only if this was selected during application tailoring. If you selected future aging of invoices during application tailoring, the amounts from the invoices being transferred from the future aging period to the current aging period are accumulated and printed on either the Paid Item Purge Proof or Receivable Detail List report (the printed report depends upon the option selected for prompt 1 on display AMR492 or AMR493). Service charges are aged based on a code in the Customer AR Extension file record.

Note: The system can compound service charges. Such charges must, under certain laws, be considered finance charges and thus must be limited in their scope of usage. It is your responsibility to evaluate all laws to which compliance is required and to determine if the service charge method, its limits, and disclosure requirements apply.

The Paid Item Purge Proof indicates all transactions that have been paid in full; they are deleted after printing. If you elect to print all transactions (prompt 1 of display AMR492 or AMR493), both paid and unpaid items appear on the report. Paid items are deleted from the file.

If you have multiple companies, company totals are printed for both balance-forward and open-item customers.

Reporting open receivables

As indicated by prompt 2 on display AMR492 or display AMR493, two reports are available: either customer and company totals for all unpaid records are printed or, if you select the TOTALS ONLY option, only the company totals for unpaid records are printed.

If any errors or warnings are encountered during this procedure, they are also printed on the report. Should the amount calculated for the detail not equal the amount in the Customer AR Extension file, the two accounts receivable amounts (customer AR extension amount and the calculated detail amount) are printed for the review, and the Customer AR Extension file is updated with the calculated detail amount.

Printing reports

Reports are printed for month end closing using the data entered with the Month End Closing–Options (with general ledger posting) display (AMR492) and the Month End Closing–Options (without General Ledger posting) display (AMR493).

- Paid Item Purge Detail Report (AMR551). This report is printed from the Master File Processing menu (AMRM20) menu option 3, Paid Item Purge. This report contains all detail information about an invoice that is recorded in the Open Accounts Receivable Detail file. It contains invoices that have been purged and invoices that have not yet been paid.

If multi-currency support is active, the amounts reported can be in either trading currency or local currency. If both currencies are selected, two reports are printed.

- Month End Close Detail List Report (AMR552). This report is printed from Main Menu option 2, Month End Closing. It is a result of the purge function during month end close. The information on the report is the same as that contained on the Paid Item Purge Detail Report (AMR551).
- Month End Close/Paid Item Purge Options (AMR553). This report prints the options selected by the user during month end close or paid item purge.
- Receivables After Close List Report (AMR651). This report lists all unpaid open receivables after the purge function completes. If multi-currency support is active, this report prints open receivables in either local currency, trading currency, or both, based on the options you select.

Paid Item Purge–Write Off Report (AMR554)

This report only prints if multi-currency support is active. This report documents transaction sets that are purged because they meet the purging criteria based on their trading currency balances, but have a local currency outstanding balance that is not zero.

What information you need: None.

What reports are printed:

- Month End Close Detail List (AMR552)
- Month End Close Options (AMR553)
- Month End Close Write-Off Report (AMR554)
- Receivables After Close List (AMR651)
- Service Charge Control Totals (AMR501)

What forms you need: None.

The basic steps to complete month end closing are listed below the displays.

AMR492—Month End Closing—Options (with General Ledger distribution)

Use this display when you want to do month end closing.

This display appears when you select option 2 on the Main Menu (AMRM00) if General Ledger distribution was selected during application tailoring.

The Month End Closing—Option display (AMR492) allows you to do the following:

- Calculate service charges
- Post service charges to the Open Receivables Detail and Temporary General Ledger files
- Update the Customer AR Extension file
- Create the Statement files if any are found for printing
- Print a Paid Item Purge Proof report
- Delete items paid
- Save paid items to the History file.

When multi-currency support is active, you can specify which currency is to be used on your month end reports. Service charge amounts are maintained in both trading currency and local currency. Purging decisions are based on trading currency balances. A Transaction Gain/Loss Journal is created if a transaction set is purged with a local currency balance that is not zero. Month end reports are available in trading currency and local currency.

Use the **BEFORE CLOSE CURRENCY** prompt to specify which currencies are reported on the Paid Item Purge Proof report (AMR551) and the Month End Close Detail List report (AMR552). This field appears only when multi-currency support is active.

Use the **AFTER CLOSE CURRENCY** prompt to specify which currencies are reported on the Receivables After Close List report (AMR651). This field appears only when multi-currency support is active.

```
DATE **/**/**          MONTH END CLOSING          AMR492  **
                        OPTIONS
RECEIVABLES BEFORE CLOSE <1-2>  n  BEFORE CLOSE CURRENCY <1-3>  n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. PAID ITEM PROOF PRINTED      2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES
RECEIVABLES AFTER CLOSE <1-2>  n  AFTER CLOSE CURRENCY <1-3>  n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. TOTALS ONLY                  2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES

POSTING PERIOD <1-13>          nn
POSTING YEAR                    nn

                                   F17 ACCEPT WARNING
                                   F24 CANCEL THE JOB
```

What to do

To close the month or period, type in the information requested and press **Enter**. Go to display AMR494.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition. You must correct the warning condition before posting.

When you use **F17**, the Month End Closing Company Selections display (AMR494) appears.

F24 CANCEL THE JOB causes the job to be cancelled and the Main Menu (AMRM00) to appear.

Fields

RECEIVABLES BEFORE CLOSE <1-2> (UNLDO). This field allows you to specify whether you want all records or just purged records to be printed when the Open Receivables Detail file is aged and purged. Type in one of the following:

- 1 All records printed
- 2 Paid item proof printed.

BEFORE CLOSE CURRENCY <1-3> (UNLDOC). This field appears only when multi-currency support is active. It allows you to specify whether you want the amounts to be printed in the customer's currency (trading), the local currency, or in both currencies after aging and purging. The currency you specify is reported on the Paid Item Purge and Month End Close reports. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

RECEIVABLES AFTER CLOSE <1-2> (RELDO). This field allows you to specify whether you want to print a listing of all records or only totals in the Open Receivable Detail file after month end close processing. Type in one of the following:

- 1 All records printed
- 2 Totals only.

AFTER CLOSE CURRENCY <1-3> (RELD0C). This field appears only when multi-currency support is active. It allows you to specify whether you want the amounts to be printed in the customer's currency (trading), the local currency, or a report for both currencies for the Receivables After Close Listing. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

POSTING MONTH <1-12>

POSTING PERIOD <1-13> (POSTDT). Required. Either period or month appears. Type in the month or period want associated with the service charges placed in the Temporary General Ledger file. For month accounting, valid entries are 1–12; for period accounting, valid entries are 1–13.

POSTING YEAR (GLYER). This field appears only if monthly accounting was selected during application tailoring. Type in the last two digits of the year.

AMR493—Month End Closing—Options (without General Ledger distribution)

Use this display to do month end closing.

This display appears when you select option 2 on the Main Menu (AMRM00) if General Ledger distribution was not selected during application tailoring.

Month end closing can be run only once a month.

The Month End Closing—Option display (AMR493) allows you to do the following:

- Calculate service charges
- Post service charges to the Open Receivables Detail file
- Update the Customer AR Extension file
- Create the Statement files if any are found for printing
- Print a Paid Item Purge Proof report
- Delete items paid
- Save paid items to the History file.

When multi-currency support is active, you can specify which currency will be used on your month end reports. Service charge amounts are maintained in both trading currency and local currency. Purging decisions are based on trading currency balances. A Transaction Gain/Loss Journal is created if a transaction set is purged with a local currency balance that is not zero. Month end reports are available in trading currency and local currency.

Use the **BEFORE CLOSE CURRENCY** prompt to specify which currencies are reported on the Paid Item Purge Proof report (AMR551) and the Month End Close Detail List report (AMR552). This field appears only when multi-currency support is active.

Use the **AFTER CLOSE CURRENCY** prompt to specify which currencies are reported on the Receivables After Close List report (AMR651). This field appears only when multi-currency support is active.

```

DATE **/**/**                MONTH END CLOSING                AMR493  **
                                OPTIONS

RECEIVABLES BEFORE CLOSE <1-2>  n    BEFORE CLOSE CURRENCY <1-3>    n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. PAID ITEM PROOF PRINTED      2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES

RECEIVABLES AFTER CLOSE <1-2>   n    AFTER CLOSE CURRENCY <1-3>    n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. TOTALS ONLY                  2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES

                                   F17 ACCEPT WARNING
                                   F24 CANCEL THE JOB

```

What to do

To close the month or period, type in the information requested and press **Enter**. Go to display AMR494.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition. You must correct the warning condition before posting.

When you use **F17**, the Month End Closing Company Selections display (AMR494) appears.

F24 CANCEL THE JOB causes the job to be cancelled and the Main Menu (AMRM00) to appear.

Fields

RECEIVABLES BEFORE CLOSE <1-2> (UNLDO). This field allows you to specify whether you want all records or just purged records to be printed when the Open Receivables Detail file is aged and purged. Type in one of the following:

- 1 All records printed
- 2 Paid item proof printed.

BEFORE CLOSE CURRENCY <1-3> (UNLDOC). This field appears only when multi-currency support is active. It allows you to specify whether you want the amounts to be printed in the customer's currency (trading), the local currency, or both currencies after aging and purging. The currency you specify is reported on the Paid Item Purge and Month End Close reports. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

RECEIVABLES AFTER CLOSE <1-2> (RELDO). This field allows you to specify whether you want to print a listing of all records or only totals in the Open Receivable Detail file after month end close processing. Type in one of the following:

- 1 All records printed
- 2 Totals only.

AFTER CLOSE CURRENCY <1-3> (RELDOC). This field appears only when multi-currency support is active. It allows you to specify whether you want the amounts to be printed in the customer's currency (trading), the local currency, or a report in each currency for the Receivables After Close Listing. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

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Fields

POSTING MONTH <1-12>

POSTING PERIOD <1-13>. Required. Either **MONTH** or **PERIOD** appears, depending on the accounting system selected during application tailoring.

YEAR. Required if field appears on the display. This field appears if the 12-month accounting system was selected during application tailoring. Type in the last two digits of the year for the posting month.

SEL (Select) <Y/N>. Required. Type in **Y** to select a company for closing. Type in **N** if you do not want a company included in month end closing.

CO NO (Company Number) (COMNO). The company number.

COMPANY NAME (COMNM). The company name.

DATE OF LAST STMT (Date of Last Statement). The last statement date for this company.

STMT DATE (Statement Date) (SMDTE). Required. Type in the date that is to appear on all statements for this company. The valid range of dates is shown. These dates are calculated using the last month end close date, the minimum days between statements, and the maximum days between statements. The original statement dates are updated by the Accounts Receivable each time the month end closing is run.

RANGE OF VALID STATEMENT DATES. The valid range of dates. These dates are calculated using the last month end close date, the minimum days between statements, and the maximum days between statements.

Chapter 5. Statements

When you select option 3 on the Main Menu (AMRM00), a display appears that allows you to print select statements for printing.

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The Statements option allows you to select all statements that have not been printed or ranges of statements to be printed and the language in which you want the statement message printed.

The Statements option may be run at any time after month end closing. Keep in mind that any time you run the Statements option after month end closing, the date that appears on your statements is the date month end closing was run. Statements can be printed when time is available, as opposed to printing them all one at a time, which may delay other activity. Before requesting statements, you should estimate how long it takes to run the statements. The time required depends on the number of statements being printed. You should also determine what the distribution might be on the statements. If you are printing statements for more than one company, you may want to print them separately by company so they are easy to bundle and mail.

Because statements require a preprinted form, other printing operations must be stopped while the system operator changes the forms and starts the statement program. Other printing cannot be started until after the statements have been printed and the statement forms removed from the printer.

Note: If some circumstance occurs that you need to reprint the statements, you can use option 18 on the Master File Processing menu (AMRM20) to reset the print flags and then return to this option to reprint.

The **LANGUAGE CODE** field on the Statement Request (Options) display (AMR701) allows you to control which statements are printed. Only those statements with the language code entered on the display are printed. Statements for all language codes are printed if **ALL** is typed in the **LANGUAGE CODE** field. The language code is also used to change the language in which messages are printed on the statements.

The AR month end closing accomplishes many tasks; among them is the creation of the statement work files STATCM and STATMT. Because these files are newly generated with each close, the previous month's statement files must be removed from the system before XA allows you to close the current month. As the initial step of the closing routine, XA checks for the existence of old statement files; if detected, message EAM3727 "STATCM file already exists" is issued, and the procedure is cancelled.

You can clear the statement files either by printing all the statements in the files, or by clearing the files manually through XA. After printing all statements, XA automatically deletes the files from the system. If you do not print your statements, remove them by taking option 4 "Clear Old Statement Files" from the AR Master File Processing menu (AMRM20). After eliminating the old statement files from the system, proceed with the month end close.

Printing statements

Statements are printed using the criteria and message entered with the Statements Request (Options) display (AMR701). The format of the statement that is printed is determined by the statement type selected during application tailoring. See the Planning and Installing XA manual for formats of the various statement types.

Note: Only customers flagged to receive statements are included in this printing. This flag is contained in the Customer Master file.

The information printed on statements includes:

- For balance-forward customers, the previous balance for each aging period, followed by the current month's transactions for the aging period
- For open-item customers, all open items
- For both balance-forward and open-item statements, amounts outstanding for the four aging periods
- For multi-currency support statements, the customer's trading currency, currency ID, currency ID description, and the amounts reflecting trading currency balances
- For a customer coded as a consolidated headquarters, one statement is printed with the headquarters name and address. This statement lists all transactions for all branches for that headquarters, sequenced by branch number.
- If the customer is coded as a non-consolidated headquarters, statements are printed for each branch. The mailing address includes the branch name and the headquarters address. A summary statement showing the accumulated totals for all branches is printed with the headquarters name and address.
Note: If the branches have different primary currencies, one statement per primary currency is printed for the headquarters.
- A total for the future aging amount.

All statements that have been printed previously are bypassed and those that meet the selection criteria are printed.

Using preprinted forms

Printing statements requires using preprinted forms. You may wish to have different statements for different companies; therefore, you need to assign an identification or form number to each one of the forms. The form number is used for prompting the system operator to load the correct forms before printing the statements. For example, if form number C01 is for company number 1, the system operator is prompted to load form C01 before printing the statements for company 1.

For any of the report content options, only the statements that have not already been printed are printed. The Statement files, which are created during month end close, are retained until all the statements are printed. Statement messages can be printed in your local language or another language. If you enter a language code other than all blanks or 001 or 000, all the records in the Statement file that contain the same language code as the one you entered are selected for printing. All blanks or code 001 will select local language only. Code 000 will select the default language only. If you enter the language code as **ALL**, all records in the Statement file are selected for printing. The request is placed in the job queue for the system operator to load the forms and print the statements.

Note: You must do the month end close tasks before you do this task.

What information you need:

- The customer number or range of customers you want to print
- The company number or range of companies, if multiple company support was selected during application tailoring.

What reports are printed:

- Statement Type 1 (Standard) (AMRP75)
- Statement Type 2 (Spread Statement) (AMR75).

What forms you need: None.

AMR701—Statement Request (Options)

Use this display to enter options to print statements. You can select which statements are printed and the language in which you want the message statement message printed. You can print statement messages in your native language or other languages.

This display appears when you select option 3 on the Main Menu (AMRM00).

This display allows you to enter options for printing statements. You can specify which statements are printed, a range of company and customer numbers, a statement form number, a specific language code. The statement options selected during application tailoring for the first three prompts are shown; these can be changed. Message text for the Statement Message file local language code appear for lines 1, 2, and 3 (prompt 6). The **LANGUAGE CODE** field is 001 (the code for your local language). A different message may be printed by entering a valid language code. To add or change a statement message, use option 12, Statement Message File Maintenance, on the Master File Processing Menu (AMRM20).

- Use prompt 1 to select the report content for this run. Option 1 prints all statements in the Statement file that have not been printed. Option 2 prints all unprinted statements that are in age periods 1, 2, 3, or 4. Option 3 prints all unprinted statements that are delinquent. (The delinquent period is defined during application tailoring.)
- Use prompt 2 to select a range of customer numbers; it works in conjunction with prompt 3. If you selected option 1 (ALL CUSTOMERS) of prompt 2, statements for all customers are printed by the report sequence selected in prompt 4. If you selected option 2 (LIMITED RANGE), statements for a range of customers are printed for the group selected in prompt 3.
- Use prompt 3 to specify the customer range if option 2 (LIMITED RANGE) of prompt 2 was selected. The valid range for company numbers is 1 through the highest company number that was entered during application tailoring.
- Use prompt 4 to specify the sequence in which the statements are to print. Use option 1 to print statements in the following sequence: language code/company/customer number. Use option 2 to print statements in the following sequence: language code/salesrep/company/customer. Use option 3 to print statements in the following sequence: language code/company/customer name.
- Use prompt 5 to enter a statement form number. It is used to tell the system operator what forms to load on the printer before printing the statements.
- Prompt 6 shows the statement message on lines 1, 2, and 3 in your local language. The message is taken from the Statement Message file. If you enter a different language code, the message associated with it appears on lines 1, 2, and 3 when you press **Enter**.
- Use prompt 7 to enter the three-character language code. The local language code (001) is the default when the display first appears.
- Use prompt 8 to print a statement message.
- Use prompt 9 to select the type of currency you want to print for euro participating customers.
- Use prompt 10 to select the type of currency you want to print for euro customers.

When statements are selected, the statement select program retrieves the message record from the Statement Message file (STMMSG) associated with the language

code entered on display AMR701. If no record is found for that language code, the system looks for the message record for the default language code (000). If none is found, the record for the local language code (001) is used. If this record is not found, no statement message is printed.

Notes:

1. Statements are printed only for the language code entered. The language code ALL causes all statements to print.
2. The first time statement message file maintenance is done, the message for the local language code is created by the system. This message (001) can then be changed to the one you wish to appear on statements.

```

DATE **/**/**          STATEMENT REQUEST          OPTIONS    AMR701  **

1- REPORT CONTENT SELECTION <1-3>  n          2- REPORT RANGE SELECTION <1-2>  n
   1- ALL UNPRINTED CUSTOMERS          1- ALL CUSTOMERS
   2- UNPRINTED PAST DUE                2- LIMITED RANGE
   3- UNPRINTED DELINQUENT

3- CUSTOMER RANGE  COMPANY/CUSTOMER          4- REPORT SEQUENCE <1-3>  n
   LOWEST  nn  nnnnnnnn          1- COMPANY/CUSTOMER NUMBER
   HIGHEST nn  nnnnnnnn          2- SALEREP/COMPANY/CUSTOMER
                                   3- COMPANY/CUSTOMER NAME

5- STATEMENT FORM NUMBER  aaaaaaaaaA3

6- STATEMENT MESSAGES          LINE 1  *****
                                   LINE 2  *****
                                   LINE 3  *****

7- LANGUAGE CODE          aA3          8- PRINT STATEMENT MESSAGE? Y/N  A

9- EURO PARTICIPATING CUSTOMERS <1-2>  n    10- EURO CUSTOMERS <1-2>  n
   1- PRINT CUSTOMER CURRENCY          1- PRINT CUSTOMER CURRENCY
   2- PRINT ALTERNATE CURRENCY          2- PRINT ALTERNATE CURRENCY
W AM-3692 NO STATEMENT MESSAGE FOR LANGUAGE CODE          F17 ACCEPT WARNING
                                   F18 REFRESH SCREEN          F24 CANCEL REQUEST
    
```

What to do

To print statements, type in the information requested and press **Enter**. The statements are scheduled for printing.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition.

F18 REFRESH SCREEN causes the display to appear again with the values specified during application tailoring.

Note: F18 appears only when Euro is not active.

F24 CANCEL REQUEST causes the job to be cancelled and the Main Menu (AMRM00) to appear.

Fields

REPORT CONTENT SELECTION <1-3> (STCTL). The type of statements to be printed. For any of the report content options, only the statements that have not already been printed are printed. When all statements have been printed, the statement file, which was created during month end close, is cleared. Type in one of the following:

- 1 All unprinted customers
- 2 Unprinted past due
- 3 Unprinted delinquent.

REPORT RANGE SELECTION <1-2> (RPTTY). This field further defines **REPORT CONTENT SELECTION** options 1, 2, and 3. For example, you can print statements for all customers with past due balances or for a limited range of customers with past due balances.

- 1 All customers
- 2 Limited range.

CUSTOMER RANGE COMPANY/CUSTOMER (LOWKY/HIKY). This field specifies the first and last statements of a range of statements. It applies only if you chose option 2 for **REPORT RANGE SELECTION**. Type in the lowest and highest company and customer numbers to be included.

Note: If you have non-consolidated headquarters and branches set up, the headquarters customer number controls the range selection. If a headquarters customer number is within the range, statements for all branches will print. Individual branches can not be selected. This is done so that a valid headquarters summary statement can be printed.

REPORT SEQUENCE <1-3> (SEQOPT). This field specifies the sequence of statements printed. Type in one of the following selections:

- 1 Company/customer number
- 2 Salesrep/company/customer
- 3 Company/customer name.

STATEMENT FORM NUMBER (FORMNO). This field tells the system operator which statement forms to mount on the printer. See *Planning and Installing XA* for alignment procedures.

STATEMENT MESSAGES (LINE01, LINE02, LINE03). Three lines of information that print on the statements. The information lines that you see are those that were entered during a previous session.

Note: There is only one message record stored in the system for each language code. Therefore, if you are executing multiple statement requests use the Master File Processing Menu, option 12, each time to change the message text. You must wait for the first request to print statements before you change the statement message and execute the next statement request.

LANGUAGE CODE (LANCD). Type in the code that identifies the language in which you want to print the statement message.

The language code determines what messages are printed. Only statements for the language code you enter are printed. If the language code you type in does not exist, the default language code is used. If the default language code is not defined, the local language code is used. If no local language code exists, the message is not printed. If blanked out, the local language code 001 will be used.

To print statements for all language codes, type **ALL** in the language code field.

PRINT STATEMENT MESSAGES? Y/N (PRTSTM). Type in **Y** to print the message on the statements. Type in **N** if you do not want the message printed.

EURO PARTICIPATING CUSTOMERS (EUOPT). Type in **1** to print the statements in customer currency for euro participating customers. Type in **2** to print the statements in alternate currency for these customers.

EURO CUSTOMERS (EUOPT). Type in **1** to print the statements in customer currency for euro customers. Type in **2** to print the statements in alternate currency for these customers.

Chapter 6. Delinquency Notices

When you select option 4 on the Main Menu (AMRM00) a display appears that allows you to select delinquency notices for printing. Delinquency notices are used to notify customers of overdue balances and can be printed at any time.

Delinquency notices are printed using the criteria entered with the Delinquency Notices (Options) display (AMR951). The aging period in which you want to have accounts considered delinquent is specified during application tailoring. All accounts having a due balance in that aging period or an older aging period receive delinquency notices.

Using preprinted or customized delinquency notice captions is specified during application tailoring. The text for the delinquency notice captions resides in the Delinquency Caption file (DELCAP).

When multi-currency support is active, the customer's trading currency is shown on the delinquency notice, the customer's country is part of the mailing address, and the amounts shown reflect trading currency balances. Delinquency notices can be printed in the customer's language.

When delinquency notices are printed, the delinquency notice print program retrieves the message record from the Delinquency Message file (DELMSG) associated with the language code entered on display AMR951. If no record is found for that language code, the system looks for the message record for the default language code (000). If none is found, the record for the local language code (001) is used. If this record is not found, no delinquency message is printed. The language code is also used to select the delinquency notice captions, if this option was selected during application tailoring. If no captions are found for the language code entered on display AMR951, the system looks for the caption record for the default language code (000). If none is found, the captions for the local language code are printed.

For a consolidated headquarters customer, one delinquency notice is printed with the headquarters name and address. For a non-consolidated headquarters, a delinquency notice is printed for each branch with only the branch name and no address. A summary notice is printed with the headquarters name and address. All delinquency notices for the branches are sent to the headquarters office, along with the headquarters summary.

When multi-currency support is active, display AMR951 allows a range of currency IDs to be specified for a customer with multiple branches where the branches have different currencies.

When multiple-branch delinquency notices are printed and all branches for the headquarters have the same currency ID, a single summary delinquency notice is created. If the branches have different primary currencies, separate summary delinquency notices are created for each primary currency ID for the headquarters office.

What information you need:

- The customer number or range of customers you want to print
- The company number or range of companies, if multiple company support was selected during application tailoring.

What report is printed: Delinquency Notice (AMR84).

What forms you need: None.

AMR951—Delinquency Notices (Options)

Use this display to enter options for printing delinquency notices.

This display appears when you select option 4 on the Main Menu (AMRM00).

If multi-currency support is active, all the delinquency notices show the customer's trading currency. The amounts shown reflect trading currency balances.

The fields on the top part of the display are used to define company criteria. The **SELECT LIST** fields allow you to select several companies, customers, sales representatives, and currency IDs.

You can select whether the report is printed in company/customer or sales representative/company/customer sequence. You can also specify if you want a delinquency message to appear on the report.

| DATE **/**/** | DELINQUENCY NOTICES | OPTIONS | AMR951 ** |
|--------------------------------------|---------------------|--------------------|-------------|
| SELECTION CRITERIA | | | |
| COMPANY | nn nn | SELECT LIST | aaaaaaaaA10 |
| CUSTOMER | nnnnnnnn nnnnnnnn | | aaaaaaaaA10 |
| SALESREP | nnnnn nnnnn | | aaaaaaaaA10 |
| CURRENCY | aA3 aA3 | | aaaaaaaaA10 |
| LANGUAGE CODE | aA3 | | |
| REPORT SEQUENCE <1-2> n | | | |
| 1. COMPANY/CUSTOMER | | | |
| 2. SALESREP/COMPANY/CUSTOMER | | | |
| PRINT DELINQUENCY MESSAGES? Y/N A | | | |
| EURO PARTICIPATING CUSTOMERS <1-2> n | | | |
| 1. PRINT CUSTOMER CURRENCY | | | |
| 2. PRINT ALTERNATE CURRENCY | | | |
| EURO CUSTOMERS <1-2> n | | | |
| 1. PRINT CUSTOMER CURRENCY | | | |
| 2. PRINT ALTERNATE CURRENCY | | | |
| | | F17 ACCEPT WARNING | |
| | | F18 REFRESH SCREEN | |
| | | F24 CANCEL REQUEST | |

What to do

To print delinquency notices, type in the information requested and press **Enter**. The notices are scheduled for printing.

Function keys

F18 REFRESH SCREEN causes the Delinquency Notices (Options) display (AMR951) to appear again.

F24 CANCEL REQUEST causes the job to be canceled and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

The **SELECT LIST** field is marked with a **[?]** to indicate that any of the fields shown below it on the display can be used to select, create, change or delete a selection list. This list can be used in place of one or more ranges for the fields shown under **SELECTION CRITERIA** on the display.

SELECTION CRITERIA

SELECT LIST (LSTNM) [?]. The following fields allow you to use ranges or lists to tailor this report. To use a list instead of a range, type in the list name under **SELECT LIST** or type a **?** in the appropriate field under **SELECT LIST** to select a list.

Note: The **SELECTION CRITERIA** and **SELECT LIST** fields are mutually exclusive. That is, if you enter a range of numbers, you cannot enter a list name also. If you have non-consolidated headquarters and branches set up, the headquarters customer number controls the range selection. If headquarters customer number is within range, all branches will print even if out of range. Individual branches cannot be selected. This is done so that a valid headquarters summary delinquency notice can be printed.

COMPANY (COMNO): The company number associated with the transactions you are going to enter.

Note: This field appears only when you have multiple companies.

CUSTOMER (CUSNO) [?]: The customer number associated with the transactions you are going to enter.

SALESREP (SLSNO) [?]: The sales representative number from the Customer Master file appearing on the display can be overridden. If the Sales Analysis interface is active, any number you type in this field is validated against the Salesrep Master file.

CURRENCY (CURID) [?]: This field allows you to enter one currency or a range of currencies to be included on the delinquency notice. If these fields are left blank, all possible values are selected.

LANGUAGE CODE (LANCD). Type in the code that identifies the language in which you want to print the delinquency notice.

The language code determines what messages are printed. Only delinquency notices for the language code you enter are printed. If the language code you type in does not exist, the default language code is used. If the default language code is not defined, the local language code is used. If no local language code exists, the message is not printed. If blanked out, the local language code 001 will be used.

To print delinquency notices for all language codes, type **ALL** in the language code field.

REPORT SEQUENCE <1-2> (SEQOPT). This field specifies the sequence in which the delinquency notices are printed. Type in one of the following:

- 1 Company/customer
- 2 Salesrep/company/customer.

PRINT DELINQUENCY MESSAGES? Y/N (PRTOPT). Specifies whether the delinquency messages are to appear on the report.

| |
|--------------------------|
| Contents |
|--------------------------|

| |
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EURO PARTICIPATING CUSTOMERS (EUOPT). Type in **1** to print the notices in customer currency for euro participating customers. Type in **2** to print the notices in alternate currency for these customers.

EURO CUSTOMERS (EUROPT). Type in **1** to print the notices in customer currency for euro customers. Type in **2** to print the notices in alternate currency for these customers.

Chapter 7. Reports

When you select option 5 on the Main Menu (AMRM00), the Reports menu (AMRM50) appears. This menu allows you to print aged and non-aged reports, including aged and non-aged multi-currency reports. You can also print multi-currency gain/loss reports.

| | |
|---|------|
| Option 1. Receivables Analysis (AMRM50)..... | 7-3 |
| Option 2. Aged Receivables (AMRM50)..... | 7-10 |
| Option 3. Aged Trial Balance (AMRM50) | 7-13 |
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| Option 6. Transaction Gain/Loss (AMRM50)..... | 7-20 |
| Option 7. Gain/Loss by Period (AMRM50) | 7-23 |
| Option 8. Actual Aged Receivables (AMRM50)..... | 7-26 |

These reports are clearly focused on specific business needs. They can be tailored in a variety of ways:

- What level of invoice information is detailed
 - Which customer balances are included
 - What minimum balance is printed
 - Which companies, customers, sales representatives and currencies are included
 - What sort sequence is used
 - How much customer information is printed and the format in which it is printed.
- For aged reports, the aging dates also can be tailored.

```

AMRM50                Accounting Management Accounts Receivable      *****
                        Reports Menu

Type option or command; press Enter.

    1. Receivables Analysis
    2. Aged Receivables
    3. Aged Trial Balance
    4. Multiple Currency
    5. Aged Multiple Currency
    6. Transaction Gain/Loss
    7. Gain/Loss By Period
    8. Actual Aged Receivables

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option 1. Receivables Analysis. Use this option to print the Receivables Analysis report (AMR801), which shows invoice information in a non-aged format. This report is designed to show the status of customer balances.

Option 2. Aged Receivables. Use this option to print the Aged Receivables report (AMR802), which shows invoice information in an aged format. This report is designed to help identify customers that have significant overdue balances and to help set up realistic bad-debt reserves. It can also be used to answer question about the status of specific invoices and to simulate transaction aging by age date. This report shows aged balances by customer.

Option 3. Aged Trial Balance. Use this option to print the Aged Trial Balance report (AMR803), which shows aged invoice information. This report is designed to provide a picture of your receivables at anytime during the month or before you do month end close. This report allows you to verify that the balances in the Open Accounts Receivables file (OPENAR) agree with the balances in the Customer AR Extension file and support the balances in the general ledger. This report should be run immediately before Month End Closing for audit purposes.

Note: The following four options are available only when multi-currency support is active.

Option 4. Multiple Currency. Use this option to print the Multiple Currency report (AMR881), which shows balances in both trading and local currency. This report is designed to help you monitor the Open Accounts Receivables file (OPENAR) balances in both trading and local currencies.

Option 5. Aged Multiple Currency. Use this option to print the Aged Multiple Currency report (AMR871), which shows balances in both trading and local currency. This report is designed to assist you to project cash receipts in both trading and local currencies by age period.

Option 6. Transaction Gain/Loss. Use this option to print the Transaction Gain/Loss report (AMR891), which shows detail information about how gains and losses were calculated. This report is designed to help you verify that the balances in the Gain/Loss Summary file are correct and to show how exchange rate changes have affected gains and losses.

Option 7. Gain/Loss by Period. Use this option to print the Gain/Loss by Period report (AMR911), which shows summary information about transaction gains and losses by period. This report is designed to help you track exchange rate trends. It shows gains and losses from transaction processing and revaluation activity.

Option 8. Actual Aged Receivables. Use this option to print the Actual Aged Receivables report (AM48A8), which shows invoice information in an aged format under three possible aging schema: Age Date, Invoice Date, and Due Date. The periods into which outstanding receivables can fall are customizable. This report is designed to help identify customers that have significant overdue balances and to help set up realistic bad-debt reserves. It also can be used to answer question about the status of specific invoices and to simulate transaction aging. This report shows aged balances by customer.

Option 1. Receivables Analysis (AMRM50)

Use this option to print the Receivables Analysis report (AMR801), which shows invoice information in a non-aged format.

- **Report options**

- **Invoice Information.** This prompt allows you to select the amount of invoice information printed on the report.

- Option 1 prints all invoice amounts (including service charges, balances forward and credit memos), payments, and adjustments are printed as separate line items. An aging code and an aging date are printed. Invoice, check, adjustment, and credit memo numbers are printed below the aging date. Transaction dates are printed for all entries. Purchase order numbers are also printed. Purge and unapplied line items are indicated by a P or U respectively in the first column.

Detail transaction amounts are printed on the report to the right of the transaction dates under the following headings:

- Total due
- Invoice amount
- Payment amount
- Discount allowed
- Discount taken
- Adjustment amount.

Field lengths for totals are 17.2 characters long. As a result, the customer totals are printed alternately on two lines. For example if the total amount due is printed on line 29, the total amount for invoices is printed on line 30, the payments total is on line 29, and so forth. The column alignments do not change.

The unapplied payments and adjustments appear below the customer totals followed by the customer's credit limit and the amount by which the credit limit is exceeded if any.

- Option 2 prints transaction summary amounts with a single line for each invoice number. The invoice number is followed by the aging code and date, transaction date, and the six balance columns discussed option 1. The rest of the report information is the same as that which appears on a detail report.
- Option 3 prints a single line of information appears for each customer, showing the customer's number and name and the six total columns discussed under option 1. Option 3 is the application default.
- **Report Limits.** The ranges of values or selection lists entered for this prompt determine which companies, customers, sales representatives, and currencies are included on the report. A single company, customer, and so forth can be printed by entering the value in both **RANGE** fields on the display. Leaving all the **RANGE** fields on the display blank causes all values to be printed on the report. This is the application default. The **SELECT LIST** fields allow you to use lists (one list for each category) in place of a range of values. Typing a question mark in a **SELECT LIST** field causes a Multi-Selection List display (AMVL*1) to appear.
- **Balance Options.** The options for this prompt determine which customers are included on the report. When you select Option 1. All Balances, all balances including zero balances are printed. Option 2. Customers With Balances prints all customers with nonzero balances.

- **Minimum Balance To Print.** This prompt allows you to set the minimum balance that is printed on the report. Only balances equal to or greater than the amount entered on the report options display are printed. However, if a negative minimum balance is entered on the display, only balances equal to or less than the minimum balance are included on the report. For example, if a negative balance of -100.00 is entered, balances of -100.00, -101.00, -102.00, and so forth are printed. Balances of -99.99, -98.00, 10.00, 50.00, and so forth are not printed.

Notes:

1. The minimum balance refers to the customer's total due amount, except when you select Option 3 or Option 4 for the **BALANCE OPTIONS** prompt. For these options, the minimum balance refers to the past due or delinquent amount.
2. The minimum balance must be entered in local currency even when multi-currency support is active and trading currency has been selected for printing the report (see **F02** under Function keys).

- **Customer Information.**

- Option 1 prints the customer number and name, sales representative number, and the customer's telephone number are printed on two lines.
- Option 2 prints the same information as option 1 on one line, with one exception. When you select option 3 for the **INVOICE INFORMATION** field, only the customer number and name are printed. Printing the customer number and name, sales representative number, and the customer's telephone number on one line is the application default. See Chapter 12, "Report descriptions" for a sample of a receivables report printed with this option.
- Option 3 prints a full customer profile on eight lines. The full profile includes the same information as option 1 and 2 plus the customer's address, balances, and other customer information from the Customer Master file, the Customer AR Extension file, and the Address file. See Chapter 12, "Report descriptions" for samples of receivables reports printed with this option.

- **Report Sequence.** This prompt allows you to select the sort sequence that will be used for printing the report.

- Option 1 prints the company number and name and the number of the customer on each page of the report. This is the application default.
- Option 2 prints the number and name of the sales representative and the company number and name each page. The receivables information is printed by company for each sales representative. If a sales representative sells for more than one company, the receivables information for the next company starts on a new page. Once the receivables and totals for each company are printed for a sales representative, a separate page of totals of all companies for that sales representative is printed. This page is printed in place of the company totals page that is printed for the other three report sequence options.
- Option 3 prints the customers in alphabetic order by name for each company.
- Option 4 prints the amounts due in descending order, from largest to smallest for each company.

If multi-currency support is active, currency is sorted within each company. The sort sequence when multi-currency support is active is:

- 1 Company/currency/customer number
- 2 Salesrep/company/currency/customer
- 3 Company/currency/customer name
- 4 Company/currency/amount due.

However, **CURRENCY** does not appear on the display or on the report in the sequence options when multi-currency support is active.

- **Report format**

The first page of the report, the SELECTED OPTIONS page, shows which options selected on the report option display. The receivables information begins on the second page.

Starting with the second page, each page shows the report sequence, whether report limits or a select list was used, the level of invoice detail printed, and the balance options at the top of the page followed by the receivables information.

After all the requested customer receivables information for a company is printed, the company totals are printed on a separate page.

If option 2 was selected for the report sequence, the company totals page is replaced by a page of company totals for each sales representative.

The last page of the report shows final totals. These are printed under the same headings as the company totals.

This report can be printed in local or trading currency if multi-currency support is active.

Note: If multi-currency support is active and you elect to print the Receivables Analysis Report (or the Aged Receivables Report) using trading currency, no company totals or final totals are printed. No sales representative totals are printed for the sales representative/company report sequence option. Currency totals are printed for each currency ID selected. These totals are printed for each company.

Options entered in the **REPORT LIMITS** fields on the options display are printed after the last set of totals.

What information you need:

Company, customer, and sales representative numbers and currency IDs if multi-currency support is active.

What report is printed: Receivables Analysis (AMR801).

What forms you need: None.

AMR8A1—Receivables Analysis (Options)

Use this display to print the Receivables Analysis report (AMR801). This display appears when you select Option 1 on the Reports Menu (AMRM50).

Depending on the balance option you select, the minimum balance is compared to the sum of the aging periods or the recalculated aging periods in the Customer AR Extension file regardless of the amount due. This comparison is determined by the delinquent age code set up in the SYSCTL file. No customer will be considered delinquent if the amount due is zero or less, or if the amount due is equal to or less than any future due amount. The comparison is made to recalculated aging periods, amount due, and future due.

Because minimum balance must be entered in local currency, it will always be checked against local currency aging periods and amount due amounts even if report has been selected in trading currency.

```

DATE **/**/**          RECEIVABLES ANALYSIS          OPTIONS  AMR8A1  **
INVOICE INFORMATION <1-3>      n  REPORT LIMITS          RANGE  SELECT LIST
1.  DETAIL                    COMPANY      nn      nn  aaaaaaaA10
2.  SUMMARY                   CUSTOMER    nnnnnnnn nnnnnnnn aaaaaaaA10
3.  TOTALS                    SALESREP    nnnnnn  nnnnnn  aaaaaaaA10
                              CURRENCY    aA3     aA3     aaaaaaaA10

BALANCE OPTIONS <1-5>         n  FOR BALANCE OPTIONS 2-5:
1.  ALL BALANCES              MINIMUM BALANCE TO PRINT nnnnnnnnnnnn.nn-
2.  CUSTOMERS WITH BALANCES
3.  PAST DUE CUSTOMERS        CUSTOMER INFORMATION <1-3>      n
4.  DELINQUENT CUSTOMERS      1. LIMITED (BLOCKED)  2. LIMITED (LINE)
5.  BALANCE FORWARD CUSTOMERS 3. FULL

REPORT SEQUENCE <1-4>         n
1.  COMPANY/CUSTOMER NUMBER
2.  SALESREP/COMPANY
3.  COMPANY/CUSTOMER NAME
4.  COMPANY/AMOUNT DUE

CURRENCY IS:  TRADING          F02 LOCAL CURRENCY      F19 REFRESH SCREEN
                              F18 SAVE DEFAULTS      F24 CANCEL REQUEST

```

What to do

To print the Receivables Analysis report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, sales representatives, and currencies are selected.

Note: If you select option 1. ALL BALANCES for the **BALANCE OPTIONS** prompt, you cannot enter a minimum balance amount in the **MINIMUM BALANCE TO PRINT** field to be saved as a default.

Function keys

F02 LOCAL/TRADING CURRENCY causes the currency used on the report to be the currency shown in the lower left corner of the display. To switch to the other currency, use **F02** again. This key is used only when multi-currency support is active.

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using F18, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

The **SELECT LIST** field is marked with a [?] to indicate that any of the fields shown below it on the display can be used to select, create, change or delete a selection list. This list can be used in place of one or more ranges for the fields shown under **RANGES** on the display. For more information about selection lists, see Appendix D, "Using multi-selection lists".

INVOICE INFORMATION <1-3>. Specifies the level of detail that is printed on the report from just totals to all account information. Type in one of the following selections:

- 1 DETAIL—All invoice amounts, discounts, payments, adjustments, and credit memos are printed on separate lines.
- 2 SUMMARY—A single total line is printed for each invoice reference.
- 3 TOTALS—A single total line is printed for each customer.

REPORT LIMITS

RANGE

SELECT LIST [?]. The following fields allow you to use ranges or lists to tailor this report. To use a list instead of a range, type in the list name under **SELECT LIST** or type ? in the appropriate field under **SELECT LIST** to select a list.

Note: The **RANGE** and **SELECT LIST** fields are mutually exclusive. That is, if you enter a range of numbers, you cannot enter a list name also.

COMPANY: Type in two company numbers to indicate a range of company numbers or the name of a list of company numbers to be included on the report. If these fields are left blank, all possible values are selected. If you want information on only one company, type the company number in both **RANGE** fields.

Note: This field appears only when you have multiple companies.

CUSTOMER [?] Type in two customer numbers to indicate a range of customer numbers or the name of a list of customer numbers to be included on this report. If these fields are left blank, all possible values are selected. If you want information on only one customer, type the customer number in both **RANGE** fields. Type ? in a field under **RANGE** to search for a customer number.

SALESREP [?] Type in two sales representative numbers to indicate a range of numbers or the name of a list of sales representative numbers to be included on this report. If these fields are left blank, all possible values are selected. If you want information on only one sales representative, type the sales representative number in both **RANGE** fields. Type ? in a field under **RANGE** to search for a sales representative number.

CURRENCY [?] Type in two currency IDs to indicate a range of currency IDs or the name of a list of currency IDs to be included on this report. If these fields are left blank, all possible values are selected. If you want information on only one currency, type the currency ID in both **RANGE** fields. Type ? in a field under **RANGE** to search for the currency ID. These fields appear only when multi-currency support is active.

BALANCE OPTIONS <1-5>. Specifies which customer balances are printed on the report. Type in one of the following:

- 1 ALL BALANCES—All balances are printed, including zero balances.
- 2 CUSTOMERS WITH BALANCES—All customers with either a debit or credit balance are printed. (Customers with a zero balance are not printed.)

Note: Only those accounts with balances at the time you select the report are printed. Therefore, this option should not be used audit the accounts receivables.

- 3 PAST DUE CUSTOMERS—Customers with balances other than current or future due are printed if the balances in age periods 1–4 do not total zero or less (a credit).
- 4 DELINQUENT CUSTOMERS—Customers with balances in an age period identified as delinquent are printed. (Customers with credit balances are not printed.)
- 5 BALANCE FORWARD CUSTOMERS—Balance forward customers are printed.

FOR BALANCE OPTIONS 2-5

MINIMUM BALANCE TO PRINT. Type in the minimum currency amount to be included on the report.

If you enter a negative minimum balance, only balances equal to or less than the minimum balance are included on the report. For example, if you enter a negative balance of -100.00, balances of -100.00, -101.00, -102.00, and so forth are printed. Balances of -99.99, -98.00, 10.00, 50.00, and so forth are not printed.

Notes:

1. The minimum balance refers to the customer's total due amount, except when you select Option 3 or Option 4 for the **BALANCE OPTIONS** prompt. For these options, the minimum balance refers to the past due or delinquent amount.
2. You must enter the minimum currency amount in local currency even when multi-currency support is active and you have chosen to print the report in trading currency.

CUSTOMER INFORMATION <1-3>. Specifies if only a limited amount of customer information or the customer's full profile appears on the report. Type in one of the following:

- 1 LIMITED (BLOCKED)—includes the customer number and name, sales representative number, and the customer's telephone number on two lines at the left margin of the report
- 2 LIMITED (LINE)—includes the customer number and name, sales representative number, and the customer's telephone number on one line at the top of the report for that customer

Note: If you select this option when you have selected Option 3 for the **INVOICE INFORMATION** field, only the customer number and name are printed.

- 3 FULL—includes the above information plus the customer address, balances and other customer information.

REPORT SEQUENCE <1-4>. Specifies the sequence of statements in which you want the report to print. Type in one of the following selections:

- 1 Company/customer number
- 2 Salesrep/ Company
- 3 Company/customer name
- 4 Company/amount due.

Note: If multi-currency support is active, currency is sorted within each company. The sort sequence when multi-currency support is active is as follows:

- 1 Company/currency/customer number
- 2 Salesrep/company/currency/customer
- 3 Company/currency/customer name
- 4 Company/currency/amount due.

However, **CURRENCY** does not appear on the display in the sequence options when multi-currency support is active.

CURRENCY IS. This field appears only when multi-currency support is active. It shows whether the report is printed using the customer's currency (trading) or your currency (local). Trading currency is the application default. To switch from one currency to the other, use **F02**.

Option 2. Aged Receivables (AMRM50)

Use this option to print the Aged Receivables report (AMR802), which shows invoice information in an aged format.

- **Report Options**

This display is similar to the Receivables Analysis display (AMR8A1). For a discussion of all the prompts except **DATE SELECTION**, refer to this display description in this section.

- **Date selection.** This prompt allows you to select which dates are used for printing accounts receivable balances.
 - Option 1 prints balances as they appear now.
 - Option 2 prints balances as they would appear after the next month end close.
 - Option 3 prints balances as they would appear on the five specific dates you enter the display. Enter these dates in descending sequence, from most recent to oldest.

Note: When you use Option 3, the invoice selection is determined by the aging date that is before or the same as the dates you enter.

- **Report format**

The format of the Aged Receivables Report (AMR802) is similar to the Receivables Analysis Report (AMR801) except that the DATE SELECTION option is printed after the REPORT SEQUENCE option on the first page and invoice amounts are shown in five aging columns on the second page and subsequent pages. Transaction amounts are printed in the first column to the right of the transaction date. The five aging columns are to the right of the transaction amounts. Unless you select five specific dates, the five aging columns have the following headings:

- Current
- 30 days
- 60 days
- 90 days
- 120 days.

Otherwise, the five specific dates you enter appear as the column headings. See page 7-5 for a description of the rest of the report.

This report can be printed in local or trading currency if multi-currency support is active.

What information you need:

Company, customer, and sales representative numbers and currency IDs if multi-currency support is active.

What report is printed: Aged Receivables (AMR802).

What forms you need: None.

AMR8A2—Aged Receivables (Options)

Use this display to print the Aged Receivables report (AMR802). This display appears when you select Option 2 on the Reports Menu (AMRM50).

This display allows you to tailor the Aged Receivables report in the same way the Receivables Analysis report (AMR801) is tailored, plus you can select which dates to use for printing the aged receivables.

Depending on the balance option you select, the minimum balance is compared to the sum of the aging periods or the recalculated aging periods in the Customer AR Extension file regardless of the amount due. This comparison is determined by the delinquent age code set up in the SYSCTL file. No customer will be considered delinquent if the amount due is zero or less, or if the amount due is equal to or less than any future due amount. The comparison is made to recalculated aging periods, amount due, and future due.

Because the minimum balance must be entered in local currency, it will always be checked against local currency aging periods and amount due amounts even if report has been selected in trading currency.

```

DATE **/**/**                AGED RECEIVABLES                OPTIONS  AMR8A2  **
INVOICE INFORMATION <1-3>    n  REPORT LIMITS                RANGE  SELECT LIST
 1. DETAIL                    COMPANY                nn      nn  aaaaaaaA10
 2. SUMMARY                   CUSTOMER              nnnnnnnn nnnnnnnn aaaaaaaA10
 3. TOTALS                    SALESREP              nnnnnn  nnnnnn  aaaaaaaA10
                               CURRENCY              aA3     aA3     aaaaaaaA10

BALANCE OPTIONS <1-5>       n  FOR BALANCE OPTIONS 2-5:
 1. ALL BALANCES              MINIMUM BALANCE TO PRINT nnnnnnnnnnnn.nn-
 2. CUSTOMERS WITH BALANCES
 3. PAST DUE CUSTOMERS        CUSTOMER INFORMATION <1-3>    n
 4. DELINQUENT CUSTOMERS      1. LIMITED (BLOCKED)  2. LIMITED (LINE)
 5. BALANCE FORWARD CUSTOMERS 3. FULL

REPORT SEQUENCE <1-4>       n  DATE SELECTION <1-3>                n
 1. COMPANY/CUSTOMER NUMBER    1. AS OF CURRENT STATEMENT
 2. SALESREP/COMPANY           2. AS OF NEXT STATEMENT
 3. COMPANY/CUSTOMER NAME      3. AS OF SPECIFIC: CUR  nnnnnn
 4. COMPANY/AMOUNT DUE         PER 1  nnnnnn   PER 2  nnnnnn
                               PER 3  nnnnnn   PER 4  nnnnnn

CURRENCY IS:  TRADING                F02 LOCAL CURRENCY        F19 REFRESH SCREEN
                               F18 SAVE DEFAULTS        F24 CANCEL REQUEST

```

What to do

To print the Aged Receivables report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, sales representatives, and currencies are selected.

Note: If you select Option 1 for the **BALANCE OPTIONS** prompt, you cannot enter a minimum balance amount in the **MINIMUM BALANCE TO PRINT** field to be saved as a default.

Function keys

F02 LOCAL/TRADING CURRENCY causes the currency used on the report to be the currency shown in the lower left corner of the display. To switch to the other currency, use **F02** again. This key is used only when multi-currency support is active.

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-5 for descriptions of the fields that appear on this display other than those that follow.

DATE SELECTION <1-3>. Specifies the date for which the aging of invoices is effective. These dates override **Balance Options** "Past Due Customers" and "Delinquent Customers". Type in one of the following:

- 1 AS OF CURRENT STATEMENT—All balances are printed as they appear now.
- 2 AS OF NEXT STATEMENT—All balances are printed as they would appear after the next month end close, including service charges.
- 3 AS OF SPECIFIC—Balances are printed as they would appear on the five specific dates you enter on the display. This option simulates invoice aging by age date. Type in the five dates in descending sequence (current to oldest) to replace the standard aging period dates.

Option 3. Aged Trial Balance (AMRM50)

Use this option to print the Aged Trial Balance report (AMR803), which shows aged invoice information.

This report is intended to be used as an audit document. It shows all accounts receivable activity for a company since the last month end close. All customers for each company selected are included in the report.

- **Report options**

You can select which company or companies are included in the report, the amount of invoice detail that is printed, and the amount of customer information that is printed.

- **Report format**

The format of this report is the similar to the Aged Receivables report (AMR802) (see page 7-10). This report shows aged balances by customer as they appear in the Customer AR Extension file and the Open Accounts Receivable file (OPENAR). It shows all customers as of the current date and is always printed in local currency.

What information you need: Company numbers.

What report is printed: Aged Trial Balance (AMR803).

What forms you need: None.

AMR8A3—Aged Trial Balance (Options)

Use this display to print the Aged Trial Balance report (AMR803). This display appears when you select option 3 on the Reports Menu (AMRM50).

This display allows you to tailor the degree of detail on the Aged Trial Balance report in the same way the Receivables Analysis report (AMR801) is tailored, but with fewer prompts.

```

DATE **/**/**          AGED TRIAL BALANCE          OPTIONS          AMR8A3  **

RANGE                SELECT LIST
COMPANY nn  nn        COMPANY aaaaaaaaaA10

INVOICE INFORMATION  <1-3>    n
1. DETAIL
2. SUMMARY
3. TOTALS

CUSTOMER INFORMATION <1-3>    n
1. LIMITED (BLOCKED)
2. LIMITED (LINE)
3. FULL

F18 SAVE DEFAULTS          F19 REFRESH SCREEN
                          F24 CANCEL REQUEST
    
```

What to do

To print the Aged Trial Balance report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all companies are selected.

Function keys

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-10 for descriptions of the fields that appear on this display.

Option 4. Multiple Currency (AMRM50)

Use this option to print the Multiple Currency report (AMR881), which shows balances in both trading and local currency.

This option is available only when multi-currency support is active.

- **Report options**

This display is similar to the Receivables Analysis display (AMR8A1) except that there are only two options for the **INVOICE INFORMATION** field and **F02** does not appear.

The minimum balance you enter for the MINIMUM BALANCE TO PRINT prompt must be in local currency.

For a discussion of the prompts, see page 7-10.

For the **REPORT SEQUENCE** options, currency is sorted within each company, but currency does not appear on the display. The sort sequence is:

- 1 Company/Currency/Customer number
- 2 Salesrep/Company/Currency/Customer
- 3 Company/Currency/Customer name
- 4 Company/Currency/Amount due

- **Report format**

This report is similar to the other receivables reports in that it has a SELECTION OPTIONS page and closing pages showing company totals and final (report) totals.

This report shows amounts by customer and currency within each company. The total due, debit amounts (new invoices), and credit amounts (payments, adjustments, discounts, and credit memos) for each invoice reference number in trading and local currency.

The currency, company, and final total amounts printed include the following:

- Previous balance
- Current charges
- Current payments
- Current adjustments
- Payment amount
- Discount taken
- Adjustment amount
- Debit amount
- Service charges
- Unapplied payments
- Unapplied adjustments.

Except for company and final totals, all amounts are shown in local and trading currency. Company and final totals are shown in local currency only.

What information you need:

Company, customer, and sales representatives numbers and currency IDs.

What report is printed: Multiple Currency (AMR881).

What forms you need: None.

AMR8A4—Multiple Currency (Options)

Use this display to print the Multiple Currency report (AMR881). This display appears when you select option 4 on the Reports Menu (AMRM50).

This display allows you to tailor the Multiple Currency report in the same way the Receivables Analysis report (AMR801) is tailored.

Depending on the balance option you select, any minimum balance value is considered as a local currency value and is compared to amount due, past due, and delinquent amounts in local currency only. If past due customer report is selected and a minimum balance is entered, the minimum balance is compared to the sum of the aging periods in the Customer AR Extension file regardless of the amount due. The delinquent customer report minimum balance is compared to the sum of the aging periods in the Customer AR Extension file as determined by the delinquent age code set up in the SYCTL file. No customer will be considered delinquent if the amount due is zero or less, or if the amount due is equal to or less than any future due amount.

```

DATE **/**/**          MULTIPLE CURRENCY          OPTIONS  AMR8A4  **
INVOICE INFORMATION <1-2>      n  REPORT LIMITS          RANGE  SELECT LIST
 1. SUMMARY                    COMPANY          nn      nn  aaaaaaaA10
 2. TOTALS                      CUSTOMER        nnnnnnnn  nnnnnnnn  aaaaaaaA10
                                SALESREP        nnnnnn   nnnnnn   aaaaaaaA10
                                CURRENCY        aA3      aA3     aaaaaaaA10

BALANCE OPTIONS <1-5>          n  FOR BALANCE OPTIONS 2-5:
 1. ALL BALANCES                MINIMUM BALANCE TO PRINT nnnnnnnnnnnn.nn-
 2. CUSTOMERS WITH BALANCES
 3. PAST DUE CUSTOMERS          CUSTOMER INFORMATION <1-3>      n
 4. DELINQUENT CUSTOMERS        1. LIMITED (BLOCKED)  2. LIMITED (LINE)
 5. BALANCE FORWARD CUSTOMERS  3. FULL

REPORT SEQUENCE <1-4>          n
 1. COMPANY/CUSTOMER NUMBER
 2. SALESREP/COMPANY
 3. COMPANY/CUSTOMER NAME
 4. COMPANY/AMOUNT DUE

                                F18 SAVE DEFAULTS          F19 REFRESH SCREEN
                                F24 CANCEL REQUEST

```

What to do

To print the Multiple Currency report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, sales representatives, and currencies are selected.

Note: If you select Option1 for the **BALANCE OPTIONS** prompt, you cannot enter a minimum balance amount in the **MINIMUM BALANCE TO PRINT** field to be saved as a default.

Function keys

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

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F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-10 for descriptions of the fields that appear on this display.

Option 5. Aged Multiple Currency (AMRM50)

Use this option to print the Aged Multiple Currency report (AMR871), which shows balances in both trading and local currency.

This option is available only when multi-currency support is active.

- **Report options**

This display allows you to select which companies, customers, and currencies are to be printed on the report and which aging dates are used.

- **Report format**

This report is similar to the other receivables reports in that it has a SELECTED OPTIONS page and closing pages showing company totals and report totals. The remainder of the report shows receivables balances in local and trading currencies by aging period for each currency. Company and report totals are shown in local currency only.

What information you need:

Company and customer numbers and currency IDs.

What report is printed: Aged Multiple Currency (AMR871).

What forms you need: None.

AMR8A5—Aged Multiple Currency (Options)

Use this display to print the Multiple Currency report (AMR871). This display appears when you select option 5 on the Reports Menu (AMRM50).

This display allows you to tailor range of companies, customers, and currencies and the aging dates.

```

DATE **/**/**          AGED MULTIPLE CURRENCY          OPTIONS  AMR8A5  **

REPORT LIMITS          RANGE  SELECT LIST
COMPANY                nn      aaaaaaaA10
CUSTOMER  nnnnnnnn    nnnnnnnn  aaaaaaaA10
CURRENCY                nn      aaaaaaaA10

DATE SELECTION  <1-3>          n
1. AS OF CURRENT STATEMENT
2. AS OF NEXT STATEMENT
3. AS OF SPECIFIC: CUR  nnnnnn
   PER 1  nnnnnn  PER 2  nnnnnn
   PER 3  nnnnnn  PER 4  nnnnnn

                                     F18 SAVE DEFAULTS  F19 REFRESH SCREEN
                                     F24 CANCEL REQUEST
    
```

What to do

To print the Aged Multiple Currency report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, and currencies are selected.

Function keys

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-10 for descriptions of the fields that appear on this display.

Option 6. Transaction Gain/Loss (AMRM50)

Use this option to print the Transaction Gain/Loss report (AMR891), which shows detail information about how gains and losses were calculated.

This option is available only when multi-currency support is active.

- **Report options**

This display allows you to select which companies, customers, and currencies, which types of gains/losses are printed, and the minimum amount of gains/losses printed on the report.

- Types of gains/losses reported. This prompt allows you to select any or all of the four following types of gains or losses to be printed on the report:
 - Payments. Amounts received that are credited to the customer's account.
 - Adjustments. Amounts applied to the customer's account that are neither accounts received nor credit.
 - Credit memos. Non-cash received amounts that are credited to the customer's account. An example would be a trade discount or a credit for early payment.
 - Revaluation. Local currency revalued to reflect currency exchange rates.
- Minimum balance to print. This prompt allows you to set the minimum gain/loss that is printed on the report. Only gains/losses equal to or greater than the amount entered on the report options display are printed. However, if a negative minimum amount is entered on the display, only amounts equal to or less than the minimum amount are included on the report. For example, if a negative amount of -100.00 is entered, amounts of -100.00, -101.00, -102.00, and so forth are printed. Amounts of -99.99, -98.00, 10.00, 50.00, and so forth are not printed.

- **Report format**

The format of this report includes a **SELECTED OPTIONS** page and **COMPANY TOTALS** and **REPORT TOTALS** pages.

This report shows gains/losses by customer for each company. Totals are shown by customer, currency, and company in addition to report totals. Totals as well as gain/losses are shown in local currency. A DR next to an amount in the **TRANSACTION GAIN/LOSS** column indicates a loss. CR next to an amount indicates a gain.

What information you need:

Company and customer numbers and currency IDs.

What report is printed: Transaction Gain/Loss (AMR891).

What forms you need: None.

AMR8A6—Transaction Gain/Loss (Options)

Use this display to print the Transaction Gain/Loss report (AMR891). This display appears when you select option 6 on the Reports Menu (AMRM50).

This display allows you to tailor range of companies, customers, and currencies and to select which type of gains/losses are printed.

This report shows up to four types of gains and losses. Any combination of the four can be printed on the report.

| | | | |
|----------------------------------|------------------------|--|-----------|
| DATE **/**/** | TRANSACTION GAIN/LOSS | OPTIONS | AMR8A6 ** |
| REPORT LIMITS | RANGE | SELECT LIST | |
| COMPANY nn | nn | aaaaaaaaA10 | |
| CUSTOMER nnnnnnnn | nnnnnnnn | aaaaaaaaA10 | |
| CURRENCY nnn | nnn | aaaaaaaaA10 | |
| TYPE OF GAIN/LOSS REPORTED <Y/N> | MIN GAIN/LOSS REPORTED | nnnnnnnnnnnnnn.n- | |
| PAYMENT | A | | |
| ADJUSTMENT | A | | |
| CREDIT MEMO | A | | |
| REVALUATION | A | | |
| F18 SAVE DEFAULTS | | F19 REFRESH SCREEN F24 CANCEL REQUEST | |

What to do

To print the Transaction Gain/Loss report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, and currencies are selected.

Function keys

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-10 for descriptions of the fields that appear on this display other than those that follow.

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TYPE OF GAIN/LOSS REPORTED <Y/N>. These fields allow you to determine the types of transaction amounts that will appear on the report. Type in **Y** (Yes) to include this amount or **N** (No) to omit this amount for each of the following fields:

- ***PAYMENT (PMT)***
- ***ADJUSTMENT (ADJ)***
- ***CREDIT MEMO (CRM)***
- ***REVALUATION (REV)***.

All four types of gains and losses or any combination of the four can be printed on the report.

Option 7. Gain/Loss by Period (AMRM50)

Use this option to print the Gain/Loss by Period report (AMR911), which shows summary information about transaction gains and losses by period.

This option is available only when multi-currency support is active.

- **Report options**

This display allows you to select which companies, customers, and currencies and which types of gains/losses are printed on the report.

- **Types of gains/losses reported.** This prompt allows you to select either or both of the following types of gains/losses to be printed on the report by period or month:

- Transactions
- Revaluations

- **Report format**

The format of this report includes a **SELECTED OPTIONS** page and **COMPANY TOTALS** and **REPORT TOTALS** pages.

Revaluation gains/losses are printed separately from transaction gains/losses, with each type being printed by month or period. Currency totals are printed separately for each company. All amounts on this report are printed in local currency.

What information you need:

Company and customer numbers and currency IDs.

What report is printed: Gain/Loss by Period (AMR911).

What forms you need: None.

AMR8A7—Gain/Loss by Period (Options)

Use this display to print the Gain/Loss by Period report (AMR911). This display appears when you select option 7 on the Reports Menu (AMRM50).

This display allows you to tailor range of companies, customers, and currencies and to select which type of gains/losses are printed.

This report shows one or two types of gains and losses. Either or both types can be printed on the report. This report is printed in local currency only.

```

DATE **/**/**                GAIN/LOSS BY PERIOD                OPTIONS    AMR8A7  **
REPORT LIMITS                RANGE  SELECT LIST
COMPANY          nn          nn  aaaaaaaA10
CUSTOMER  nnnnnnnn  nnnnnnnn  aaaaaaaA10
CURRENCY        nnn          nnn  aaaaaaaA10

TYPE OF GAIN/LOSS REPORTED <Y/N>
TRANSACTION          A
REVALUATION          A

                                F18 SAVE DEFAULTS      F19 REFRESH SCREEN
                                F24 CANCEL REQUEST

```

What to do

To print the Gain/Loss by Period report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, and currencies are selected.

Function keys

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

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Fields

See page 7-10 for descriptions of the fields that appear on this display other than those that follow.

TYPE OF GAIN/LOSS REPORTED <Y/N>. These fields allow you to determine the type of amounts that will appear on the report. Type in **Y** (Yes) to include this amount or **N** (No) to omit this amount for each of the following fields:

TRANSACTION: Includes payments, adjustments, and credit memos.

REVALUATION: Includes transactions that have been revalued.

Option 8. Actual Aged Receivables (AMRM50)

Use this option to print the Actual Aged Receivables report (AMR808), which shows invoice information in an aged format.

- **Report Options**

This display is similar to the Receivables Analysis display (AMR8A1). For a discussion of all the prompts except **DATE SELECTION**, refer to that display description in this section.

- **Date selection.** This prompt allows you to select which dates are used for printing accounts receivable balances.
 - Option 1 prints balances by Invoice Date.
 - Option 2 prints balances by Age Date.
 - Option 3 prints balances by Due Date.

Note: PER1 though PER4 allows report periods to be customized by defining the number of days in each specific aging period. Enter these days in ascending sequence, from most recent to oldest.

- **Report format**

The format of the Actual Aged Receivables Report (AMR808) is similar to the Aged Receivables Report (AMR802). The DATE SELECTION on the cover page bears the description of one of the three aging schema you specified: Age Date, Invoice Date, or Due Date. The five aging columns are to the right of the transaction amounts. The five aging columns have the headings of the periods you have specified:

- Current
- <PER 1> days
- <PER 2> days
- <PER 3> days
- <PER 4> days.

The PER have defaults 30, 60, 90, 120.

This report can be printed in local or trading currency if multi-currency support is active.

What information you need:

Company, customer, and sales representative numbers and currency IDs if multi-currency support is active.

What report is printed: Actual Aged Receivables (AMR808).

What forms you need: None.

AMR8A8—Actual Aged Receivables (Options)

Use this display to print the Actual Aged Receivables report (AMR808). This display appears when you select Option 8 on the Reports Menu (AMRM50).

This display allows you to tailor the Actual Aged Receivables report in the same way the Receivables Analysis report (AMR801) is tailored, plus you can select the period sizes to use for printing the aged receivables.

```

DATE **/**/**          ACTUAL AGED RECEIVABLES          OPTIONS  AMR8A8  **
INVOICE INFORMATION <1-3>      n  REPORT LIMITS          RANGE  SELECT LIST
1.  DETAIL                    nn  COMPANY                nn  aaaaaaaA10
2.  SUMMARY                   nnnnnnnn  nnnnnnnn  aaaaaaaA10
3.  TOTALS                    nnnnnn   nnnnnn   aaaaaaaA10
                                CURRENCY          aA3      aA3      aaaaaaaA10

                                CUSTOMER INFORMATION <1-3>      n
                                1. LIMITED (BLOCKED)  2. LIMITED (LINE)
                                3. FULL

REPORT SEQUENCE <1-4>          n  DATE SELECTION <1-3>          n
1.  COMPANY/CUSTOMER NUMBER    1.  BY INVOICE DATE
2.  SALESREP/COMPANY           2.  BY AGE DATE
3.  COMPANY/CUSTOMER NAME      3.  BY DUE DATE
4.  COMPANY/AMOUNT DUE         PER 1  nnnnnn   PER 2  nnnnnn
                                PER 3  nnnnnn   PER 4  nnnnnn

CURRENCY IS:  TRADING          F02 LOCAL CURRENCY          F19 REFRESH SCREEN
                                F18 SAVE DEFAULTS          F24 CANCEL REQUEST

```

What to do

To print the Actual Aged Receivables report, type in the information requested and press **Enter**. If you leave the **REPORT LIMITS** fields blank, all possible values for companies, customers, sales representatives, and currencies are selected.

Function keys

F02 LOCAL/TRADING CURRENCY causes the currency used on the report to be the currency shown in the lower left corner of the display. To switch to the other currency, use **F02** again. This key is used only when multi-currency support is active.

F18 SAVE DEFAULTS causes the selections on the display to be saved for the next time you choose this menu option. Using **F18** overrides the application defaults.

F19 REFRESH DISPLAY causes the display to appear again with the defaults you saved by using **F18**, or if you have not used **F18** previously, the display appears with the application defaults. Any selections you typed in are ignored.

F24 CANCEL REQUEST causes the session to end and the Reports menu (AMRM50) to appear.

Fields

See page 7-5 for descriptions of the fields that appear on this display other than those that follow.

DATE SELECTION <1-3>. Specifies the schema for which the aging of invoices is to be processed. Aging configurations follow from one of the three choices:

- 1** BY INVOICE DATE—Aging based on the invoice dates recorded on open receivable invoices.
- 2** BY AGE DATE—Aging based on the age dates recorded on open receivable invoices.
- 3** BY DUE DATE—Aging based on the age dates recorded on open receivable invoices.

PER1 - 4. These fields are required for any of the date selections above. The report defaults to 30, 60, 90, 120, or you can customize the report periods to suit your AR analysis needs. The following rules apply to period specification:

- Period number can be from 0 - 999
- At least one non-zero period must be specified
- A period must have a greater number than the period before, unless it is zero on periods 2-4
- You cannot specify a non-zero period after a zero period. That is, once an empty period is entered, aging calculations will occur only up to that bucket. For example, you can define two aging buckets- 30, 90. This report has aging in first period 30 - 89 days, second period 90 days and above.

Chapter 8. Customer Inquiry

When you select option 6 on the Main Menu (AMRM00), several displays appear that allow you to look at customer master data and transaction data from the Customer Master file, Customer AR Extension file, the Address file, and the Paid Item History file.

Customer Inquiry can be used at any time to review the status of customer transactions. The detail displays reflect all invoices, credit memos, cash receipts, and adjustments that have been entered, but they do not reflect any invoices or credit memos entered and not updated.

You can make inquiries from the Customer Inquiry menu (AMR901) or the Group Job Menu display (AMZGJ1). Some inquiry options may not be available to you if your company has tailored the standard Group Job menu.

Resolving special situations

If the totals for a customer's accounts receivable do not match a manual total you have, remember that any cash receipts or adjustments entered since you established your total have already been updated in the detail file and are reflected in the amounts shown on the displays. Any invoices or credit memos entered and processed through Option 3. Process Unposted Transactions, on the Transaction Processing Menu (AMRM10) are also included in the customer totals and should be added to your control number. Any reference number appearing on the Transaction Summary display shows only one line per reference number for all adjustments, receipts, and invoices for that reference number. If you need further detail on transactions for a given customer, type in the corresponding line number on the Transaction Summary display or request an Aged Receivables report for the customer in question.

The Inquiry display also has various error detection functions to assist you in determining the status of the Customer AR Extension and Open Receivables Detail files. The Customer AR Extension amount fields are cross-footed to **TOTAL DUE**, and the fields appear on the display in reverse image if an error is detected. When **END OF DETAIL** is reached on the Transaction Summary display, the Open Receivables Detail transaction amounts are compared to the Customer AR Extension file total due, and the detail total appears if they do not agree. The Open Receivables Detail file is in order by company/customer/descending age code/ascending invoice number. If this sequence is out of order, those records in error are highlighted on the AR Inquiry–Customer Summary (Inquiry) display (AMR902). Paid item purge must be run again to resequence the transactions.

What information you need:

- The customer number for each customer you want to see
- The company number for each customer, if multiple company support was chosen during application tailoring
- The invoice number for each invoice you want to see for the customer.

What reports are printed: None.

What forms you need: None.

AMR290—Aged Receivables by Customer

Use this display to view a graphic summary of a customer's aged receivables. The fields on this display are represented in a pie chart as percentages of the total receivables.

This display appears when you use **F01** on display AMR902.

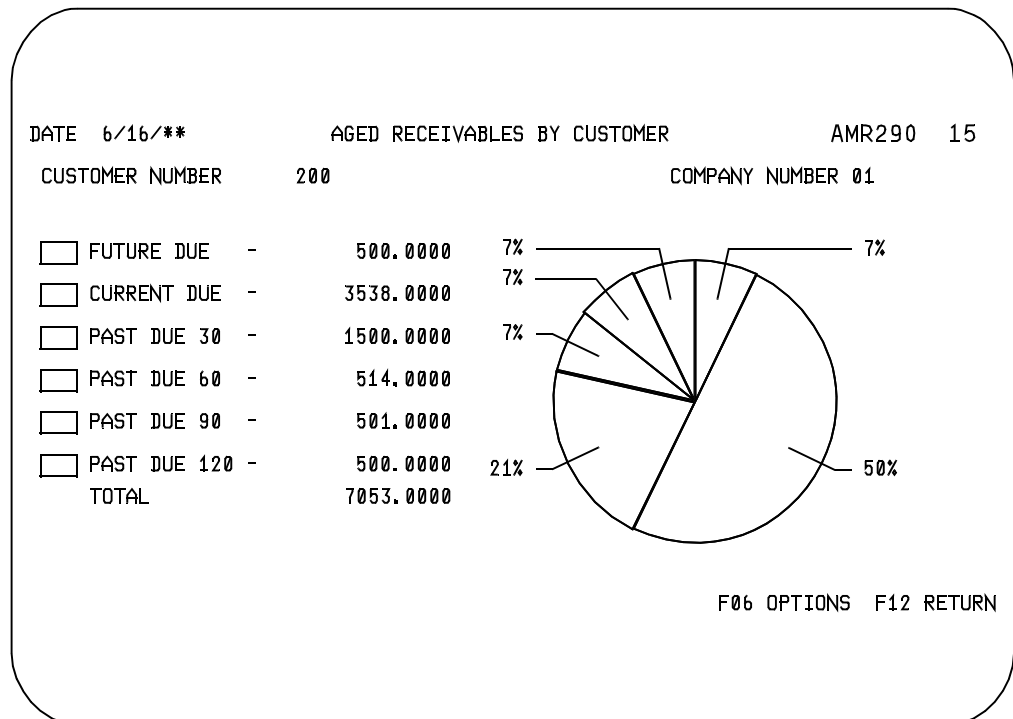
Note: Your system must have graphics capability for display AMR290 to appear. For more information about graphics support requirements, see *Planning and Installing XA*.

The Aged Receivables by Customer display shows a pie chart that consists of six segments. These segments represent the following six values:

- Future amount due
- Current amount due
- Past due 30 days
- Past due 60 days
- Past due 90 days
- Past due 120 days.

The amounts are taken from display AMR902.

Note: For a customer with a negative value in one or more fields or zeros in all fields, the amounts appear on the display, but the chart that shows the amounts by percentages does not appear. An error message also appears on the display.



What to do

To save or print the graph, use **F06**. The Graphics Options display (AXVGO0) appears.

Function keys

F06 OPTIONS shows you the Graphics Options display (AXVGO0) so you can send the graph to a printer or save it in a graphics data file. See the *Getting Started with XA* manual for more information about using graphics.

F12 RETURN shows you the AR Inquiry–Customer Summary display (AMR902).

Fields

CUSTOMER NUMBER. The customer number specified on display AMR902.

COMPANY NUMBER. The company number specified on display AMR902.

FUTURE DUE. The amount due at some future time for this customer.

CURRENT DUE. The sum of all postings to Accounts Receivable during the current period.

PAST DUE 30. The amount 30 days past due.

PAST DUE 60. The amount 60 days past due.

PAST DUE 90. The amount 90 days past due.

PAST DUE 120. The amount 120 days past due.

TOTAL. The Accounts Receivable total for this customer.

AMR531—AR History—Transaction Summary (Inquiry)

Use this display to view a summary of the transaction history for a customer. You can access summary information for other customer transaction histories directly from this display. You can also specify a particular transaction for which you want to see detail information.

This display appears when you use **F06** on either display AMR901, AMR902, AMR903, or AMR904.

The HISTORY field on display AMR901 and AMR902 has three options, which affect the heading on this display as well as the transaction information that you see. If you selected option 1 for the HISTORY field on display AMR901 or AMR902, CURRENT HISTORY appears as part of the heading on this display; if you selected option 2, RESTORED HISTORY appears; and if you selected Option 3, CURRENT/RESTORED HISTORY appears. These headings indicate the type of transaction history you are viewing on the display.

The AR History—Transaction Summary (Inquiry) display is divided into two sections. The upper section shows the company number, customer-related information, and line request. The lower section shows transaction summary information for this customer.

If the Customer Master file record has been held or suspended, the word HELD or SUSPEND appears under the Address fields.

The detail that is combined to create each summary line can be viewed on the AR History—Transaction Detail (Inquiry) display (AMR532).

When you press **Enter** after changing the company and customer number on this display, information for the new customer appears on the display.

If multi-currency support is active, you can view the information in either trading, local, euro or original currency.

When this display appears, the message "TRADING CURRENCY AMOUNTS SHOWN" appears on the lower left side of the display. If the customer currency, the local currency, or if the customer is euro currency with an original currency, using successive selections of F02 will toggle between trading, local, and either euro or the original currency. The currency is identified in the message.

```

DATE **/**/**      AR HISTORY - TRANSACTION SUMMARY      INQUIRY      AMR531  **
*****
COMPANY            ***** CITY/ST ***** @
CUSTOMER          ***** COUNTRY ***  POSTAL *****
HEADQUARTERS      ***** PHONE *****
LINE              ***** CURRENCY *** *****
FIND INVOICE:     *****

----- DATES ----- INVOICE/CREDIT   PAYMENTS AND
LINE  REF NO  FIRSTACT  LAST ACT  MEMO AMOUNTS  DISCOUNTS      ADJUSTMENTS
*****
***** **/**/** **/**/** ***** ** ***** **
***** **/**/** **/**/** ***** ** ***** **
***** **/**/** **/**/** ***** ** ***** **
***** **/**/** **/**/** ***** ** ***** **
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***** **/**/** **/**/** ***** ** ***** **
***** **/**/** **/**/** ***** ** ***** **
***** CURRENCY AMOUNTS SHOWN      F02 CURRENCY TOGGLE
          F07 FULL ADDRESS          F06 OPEN ITEM      F15 NOTE TASK
                                                                F19 RETURN TO SELECT
                                                                F24 END OF INQUIRY

```

What to do

- To see summary information for an invoice, type the invoice reference number in the **FIND INVOICE** field and press **Enter**.
- To see detail information for an invoice, type in the line number of the invoice in the **LINE** field and press **Enter**. Go to display AMR532.
- To see summary information of another company’s transaction history, type in another company number and press **Enter**.
- To see summary information of another customer’s transaction history, type in another customer number and press **Enter**.

Function keys

F02 CURRENCY TOGGLE allows you to switch between trading, local, and euro or original currencies. This function key appears only when multi-currency support is active. See the discussion above for more information on this function

F06 OPEN ITEM causes the previous open item display to appear. If you entered an invoice on display AMR901 or AMR902, **F06** does not appear on the display.

F07 FULL ADDRESS allows you to display a popup panel that contains the entire name and address information for this customer.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see *Planning and Installing XA*.

F19 RETURN TO SELECT causes the A/R Customer Inquiry display (AMR901) to appear.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number that you specified on display AMR901, ARM902, ARM903, or ARM904 is shown. You can view the summary of another company's transaction history by typing the company number in this field.

CUSTOMER (CUSNO) [?]. The customer number that you specified on display AMR901, AMR902, AMR903, or AMR904 is shown. You can view a summary of another customer's transaction history by typing the new customer number in this field.

LINE (L). Type in the line number of a specific transaction set for which you want to see detailed information.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of **COMPANY** and **CUSTOMER** and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF *****. This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

PHONE. The customer's telephone number.

CURRENCY (CURID). The customer's currency ID and description. This field appears only when multi-currency support is active.

FIND INVOICE. Use this field to go directly to a particular invoice reference number. Type in the reference number of an invoice for which you want to see summary information. The information appears on the top line of the list of invoices. If the reference number you type in does not exist, error message E AM-3553 INVOICE NUMBER NOT FOUND appears. Type in the correct number or blank out the field.

LINE. The line number associated with a transaction set. Type this number in **LINE** to specify a transaction for which you want to see detailed information.

REF NO (INVNR). Any of the following can be used as a reference number for this transaction:

- Invoice number
- Credit memo number
- Unapplied cash number
- Unapplied adjustment number
- Balance forward
- Service charge.

The service charge is shown as the total for the current period.

DATES FIRSTACK. The date of the first activity for this transaction set.

DATES LAST ACT. The date of the last activity for this transaction set.

INVOICE/CREDIT MEMO AMOUNTS. The total invoices or credit memos amounts for the current period.

PAYMENTS AND DISCOUNTS. The total amount of payments and discounts applied to this transaction set.

ADJUSTMENTS. The total amount of adjustments applied to this transaction set.

Function keys

F02 CURRENCY TOGGLE allows you to switch between trading, local, and euro or original currencies. This function key appears only when multi-currency support is active. See the discussion above for more information on this function

F06 OPEN ITEM causes the previous open item display to appear. If you entered an invoice on display AMR901 or AMR902, **F06** does not appear on the display.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see *Planning and Installing XA*.

F19 RETURN TO SELECT causes the A/R Customer Inquiry display (AMR901) to appear.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear.

Fields

CO/CUSTOMER (COMNO/CUSNO) [?]. The company and customer number you specified on display AMR531 is shown. You can view a summary of another company and customer's transaction history by typing the new company and customer numbers in these fields.

CURRENCY (CURID). The customer's currency ID and description. This field appears only when multi-currency support is active.

PO NO. The purchase order number for the transaction associated with the line you specified on display AMR531.

ORDER NUMBER. The number assigned to the customer order associated with this invoice. The number contains the company number, 'CO' for a customer order or 'CM' for a credit memo, and the 7 position order number.

Note: This field appears only if the invoice was created by the Customer Order Management application.

REF NO (Reference Number) (INVNR). Any of the following can be used for this transaction:

- Invoice number
- Credit memo number
- Unapplied cash number
- Unapplied adjustment number
- Balance forward
- Service charge.

The service charge is shown as the total for the current period.

AGE DATE (Aging Date) (AGEDT). The aging date for this invoice. For future invoices, it is the date the invoice becomes due. For past due invoices, it is the date the invoice became due. If no aging date was entered, it was calculated by the system.

INVOICE. The total amount of this invoice.

PAYMENTS. The total amount paid for this invoice.

ADJUST (Adjustment). The total amount of adjustments applied to this transaction set.

DISC TAKEN (Discount Taken). The total amount of discounts applied to this transaction.

BALANCE. The total balance of this transaction set.

DATE (TRD). The transaction date.

CHECK CM/ADJ (INV). Any of the following can appear for this transaction:

- Adjustment number for adjustments
- Check number for payments
- Credit memo number for credits
- Invoice number
- CURR for current service charges
- PREV for previous service charges.

TYPE (TYP). The type of transaction entered:

| | |
|-----------|-------------------------|
| IN | Invoice |
| AD | Adjustment |
| PM | Payment |
| CM | Credit memo |
| SC | Service charge |
| BL | Balance toward customer |

INVOICE/CR MEMO (Invoice/Credit Memo). The invoice or credit memos amounts that were entered.

AMOUNT RECEIVED. The total amount received that is applied to this transaction set.

DISCOUNT. The amount of discount applied to a specific invoice.

ADJUSTMENT. The total amount of adjustments applied to this transaction set.

AMR901—A/R Customer Inquiry (Select)

Use this display to select a customer for inquiry. You also can specify a particular invoice for inquiry.

This display appears when you select Option 6 on the Main Menu (AMRM00). If you request information on a specific invoice, it is shown on display AMR904. Otherwise, customer information is shown on display AMR902.

If multiple company support was selected during application tailoring, the company entry line appears on the display, and you can enter a company number from 1 through the highest company number entered during application tailoring. If multiple company support was not selected, company 1 is assumed and the field for company number does not appear.

Any valid customer number can be entered. The customer number and the summary data for this customer is retrieved from the Customer Master file, Customer AR Extension file, and the Address file and appears on the AR Inquiry—Customer Summary (Inquiry) display (AMR902). If you also enter an invoice number, the invoice detail information appears on the AR Inquiry—Transaction Summary (Inquiry) display (AMR903).

Current history is retrieved from the Current Paid Item History file. Restored history is retrieved from the Restored Paid Item History file.

When Paid Item History support is active and the invoice number does not exist in the Open Accounts Receivables file, the Current/Restored History file is searched.

```

DATE **/**/**                A/R CUSTOMER INQUIRY                SELECT    AMR901  **

COMPANY <1-89>                nn

CUSTOMER                      nnnnnnnnn

INVOICE/REFERENCE            nnnnnn

VALIDATE MASTER VS DETAIL <Y/N> A

CURRENCY <1-2>                n
1. TRADING CURRENCY
2. LOCAL CURRENCY

HISTORY <1-3>                 n
1. CURRENT HISTORY
2. RESTORED HISTORY
3. CURRENT AND RESTORED HISTORY

                                F06 PAID ITEM HISTORY
                                F11 TRANSACTION SUMMARY
                                F24 END OF INQUIRY

```

What to do

- To inquire about a specific customer, type in the company number (if multiple company support is active), and the customer number. Leave the **INVOICE/REFERENCE** field blank. Type in any other necessary information and press **Enter**. Go to display AMR902.

- To inquire into a specific invoice, type in the company number, if multiple company support is active, the customer number, and the invoice number and press **Enter**. Go to display AMR904.

Function keys

F06 PAID ITEM HISTORY causes the AR History–Transaction Summary display (AMR531) to appear with history information.

F11 TRANSACTION SUMMARY causes the AR Inquiry–Transaction Summary (Inquiry) display (AMR903) to appear with transaction summary information.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear. This function key can be used to end the inquiry any time during entry to this display.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY <1-89> (COMNO). Required. Specify the company number about which you want information. This field appears only when multiple companies are supported.

CUSTOMER (CUSNO) [?]. Required. Type in the customer number for which you want information.

INVOICE/REFERENCE (INVNR). If you are inquiring about a specific invoice, type that invoice number in this field. If you are inquiring about a specific credit memo, type the invoice reference number in this field. If the invoice or invoice reference number does not exist in the Current file, the Current/Restored History file is searched.

VALIDATE MASTER VS DETAIL <Y/N>. Use this field to indicate if you want to have the totals in the Open Accounts Receivable file (OPENAR) validated against the totals in the Customer AR Extension file.

CURRENCY <1-2> (CURID). This field appears only when multi-currency support is active. Leave the default 1 to view information in the trading currency. Type in 2 to view information in the local currency.

- 1 Trading currency
- 2 Local currency.

Note: Both local and trading currency appear on the AR Inquiry–Customer Summary (Inquiry) display (AMR902) if multi-currency support is active.

HISTORY <1-3> (HSTOPT). This field allows you to specify the paid invoice information you want. Current history is shown from the Current Paid Item History file. Restored history is shown from the Restored Paid Item History file. You can look at information from files by selecting option 3, CURRENT AND RESTORED HISTORY.

- 1 Current history
- 2 Restored history
- 3 Current and restored history.

| | |
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AMR902—AR Inquiry—Customer Summary (Inquiry)

Use this display to view information about a customer from the Customer Master file. The display shows detail and transaction summary information.

This display appears when you press **Enter** on display AMR901 without specifying an invoice number and when you use **F10** on display AMR903.

If the Customer Master file record has been held or suspended, the word HELD or SUSPENDED appears below the **ADDRESS** fields. The lower section shows totals and monetary information from the Customer AR Extension file. The word EXCEEDED appears below the credit limit when the customer has gone beyond the established credit limit that is shown in the **CREDIT LIMIT** field.

If multi-currency support is active, the amounts are shown in either trading, local, or euro currency. If multi-currency support is not active, the **TRADING CURRENCY** heading and the entire **LOCAL CURRENCY** column do not appear. These totals are cross-footed to **TOTAL DUE** to detect out-of-balance conditions.

When this display appears, the message "TRADING CURRENCY AMOUNTS SHOWN" appears on the lower left side of the display. If **F02** is selected and the customer currency or local currency is not euro currency, but is euro-participating, the trading currency amounts will be converted to euro currency and the *** CURRENCY AMOUNTS SHOWN message will show the euro currency ID. If **F02** is selected and the customer currency is euro currency and the customer exists in the Customer Euro XREF file, the trading currency amounts will be converted to the customer original currency and the *** CURRENCY AMOUNTS SHOWN message will show the original currency ID. Using **F02** again will switch amounts back to the customer trading currency.

```

DATE **/**/**          AR INQUIRY - CUSTOMER SUMMARY          INQUIRY  AMR902  **
                                                                @
COMPANY                ***** CITY/ST ***** **
CUSTOMER               ***** COUNTRY ***  POSTAL *****

HEADQUARTERS          ***** PHONE *****
INVOICE              ***** CURRENCY *** *****
HISTORY <1-3>n        ***** TERMS 00 0000000000000000000000

SERVICE CHGS         TRADING CURRENCY  LOCAL CURRENCY  ACCOUNT TYPE  OPEN ITEM
CURRENT CHGS          ***** **          ***** **          STATEMENT CODE *
CURRENT PMTS          ***** **          ***** **          SALESREP      *****
CURRENT ADJS          ***** **          ***** **          SVC CHARGE CODE *
PREVIOUS BAL         ***** **          ***** **          SVC CHARGE PCT 0%
CURRENT              ***** **          ***** **          LAST PAYMENT  **/**/**
30 DAY               ***** **          ***** **
60 DAY               ***** **          ***** **
90 DAY               ***** **          ***** **
120 DAY             ***** **          ***** **
FUTURE DUE          ***** **          ***** **
CREDIT LIMIT        ***** **          ***** **

                                                                F01 DISPLAY CHART
                                                                F02 CURRENCY TOGGLE
                                                                F05 CREDIT INFORMATION
                                                                F06 PAID ITEM HISTORY

                                                                F07 FULL ADDRESS
                                                                F11 TRANSACTION SUMMARY
                                                                F15 NOTE TASKS
                                                                F24 END OF INQUIRY

EXCEEDED              EXCEEDED
TOTAL DUE            ***** **          ***** **
***** CURRENCY AMOUNTS SHOWN

```

What to do

When you are finished viewing the information currently on the display, do one of the following:

- To look at a specific invoice number for this customer, type the invoice number you want to see in the **INVOICE** field, press **Field Exit**, and then press **Enter**. Go to display AMR904.
- To see information for another customer, type over the number shown in the **COMPANY** and **CUSTOMER** fields and press **Enter**.

Function keys

F01 DISPLAY CHART causes the Aged Receivables by Customer pie chart (AMR290) to appear, if your system has graphics capability.

F02 CURRENCY TOGGLE allows you to switch between trading, local, and euro currencies. This function key appears only when multi-currency support is active. See the discussion above for more information on this function.

F06 PAID ITEM HISTORY causes the AR History–Transaction Summary (Inquiry) display (AMR531) to appear.

F07 FULL ADDRESS causes a popup panel to appear that contains the entire name and address information for this customer.

F11 TRANSACTION SUMMARY causes the AR Inquiry–Transaction Summary (Inquiry) display (AMR903) to appear with transaction summary formation.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see *Planning and Installing XA*.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number that you specified on display AMR901. When you type in new company and customer numbers and press **Enter**, new information from the Customer Master file, Customer AR Extension file, and the Address file appears.

CUSTOMER (CUSNO) [?]. The customer number that you specified on display AMR901. When you type in new company and customer numbers and press **Enter**, new information from the Customer Master file, Customer AR Extension file, and the Address file appears.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of **COMPANY** and **CUSTOMER** and has no heading. It contains the name and address of the customer.

INVOICE (INVNR). Required. Type in the invoice number associated with this inquiry.

HISTORY <1-3> (HSTOPT). This field is required if History is installed. This field allows you to specify the paid invoice information you want. Current history is shown from the Current Paid Item History file. Restored history is shown from the Restored Paid Item History file. You can look at information from both files by selecting option 3, CURRENT AND RESTORED HISTORY.

- 1 Current history
- 2 Restored history
- 3 Current and restored history.

CITY. The city where the customer is located.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

PHONE. The customer's telephone number.

CURRENCY (CURID). The customer's currency ID and description. This field appears only when multi-currency support is active.

TRADING CURRENCY. The currency that you use for customer transactions. This currency may be either a foreign currency or your local currency. If multi-currency support is not active, this heading and column does not appear. The field definitions are the same as for the local currency heading.

LOCAL CURRENCY. The currency that you use to record transactions in the general ledger; usually your local currency. If multi-currency support is not active, this heading and column do not appear.

SERVICE CHGS (Service Charges) (ILCLS ILCAM): The total of the customer's current and previous service charges.

CURRENT CHGS (Current Charges) (CHGTD): The total charges for this customer for the current period.

CURRENT PMTS (Current Payments) (CRDTD): The total of payments made by this customer during the current billing period.

CURRENT ADJS (Current Adjustments) (ADJTD): The total adjustments applied to this customer for the current period.

PREVIOUS BAL (Previous Balance) (PRBAL): This customer's balance for the previous month.

CURRENT (BPAMT): The amount due from this customer for the current period.

30 DAY (AGEP1): The amount due from this customer that is 30 days past due.

60 DAY (AGEP2): The amount due from this customer that is 60 days past due.

90 DAY (AGEP3): The amount due from this customer that is 90 days past due.

120 DAY (AGEP4): The amount due from this customer that is more than 120 days past due.

FUTURE DUE (FARAM): The amount due from this customer at some future date.

CREDIT LIMIT (CRLAM): The maximum amount of credit to be extended to this customer.

TOTAL DUE (AMDUE): The total amount due from this customer.

ACCOUNT TYPE (ACTYP). This field appears as either OPEN ITEM or BALANCE FORWARD depending on the account type specified for this customer in the Customer AR Extension file.

STATEMENT CODE (WTSTFQ). This field indicates whether a monthly statement is sent to the customer. One of the following appears:

0 Do not print statement
1 Print statement

SALESREP (SLSNO). The number of the sales representative assigned to this customer.

SVC CHARGE CODE (Service Charge Code) (ILCCD). This field indicates whether the customer is subject to service charges for past due amounts. Type in one of the following:

0 Service charges do not apply (default)
1 Service charges do apply

SVC CHARGE PCT (Service Charge Percent) (SLPCT). The service charge percent that applies to this customer.

LAST PAYMENT (DLTPM). The date of the last payment received from this customer.

AMR903—AR Inquiry—Transaction Summary (Inquiry)

Use this display to view transaction summary information for a specific customer. You can access summary information for other customers directly from this display. You can also specify a particular transaction for which you want to see detailed information.

This display appears when you use **F11** on display AMR901, display AMR902, or display AMR904.

If multi-currency support is active, you can view the information in either trading or local currency.

The upper section of this display contains the same data as display AMR902, except that the LINE field appears instead of the **INVOICE** field. All customer-related information is shown in the same manner as on display AMR902.

If the reference number is zero, as in the case of balance-forward or service charge transactions, the word BALFWD or SVCCHG will appear in the reference number field.

HELD or SUSPENDED appears below the **ADDRESS** fields if the customer's master record is not active.

When this display appears, the message "TRADING CURRENCY AMOUNTS SHOWN" appears on the lower left side of the display. If the customer currency, the local currency, or if the customer is euro currency with an original currency, using successive selections of F02 will toggle between trading, local, and either euro or the original currency. The currency is identified in the message.

```

DATE **/**/**      AR INQUIRY - TRANSACTION SUMMARY      INQUIRY      AMR903  **
COMPANY            ***** CITY/ST ***** @
CUSTOMER           ***** COUNTRY ***** POSTAL *****

HEADQUARTERS      ***** PHONE *****
LINE              ***** CURRENCY *****
FIND INVOICE:     *****

                      TERMS 00 000000000000000000000000
          ----- DATES ----- INVOICE/CREDIT PAYMENT/ADJUST-   OUTSTANDING
          AG REF NO TRANSACT LAST ACT  MEMO AMOUNTS  MENTS/DISCOUNTS  BALANCE
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
** * ***** **/**/** **/**/** ***** . ** ***** . ** ***** . **
***** CURRENCY AMOUNTS SHOWN
          F02 CURRENCY TOGGLE      F05 CREDIT INFORMATION      F06 PAID ITEM HISTORY
          F07 FULL ADDRESS          F10 CUSTOMER SUMMARY        F15 NOTE TASKS
                                   F19 RETURN TO SELECT        F24 END OF INQUIRY
    
```

What to do

When you are finished viewing the information on the display, do one of the following:

- To see summary information for an invoice, type the invoice reference number in the **FIND INVOICE** field and press **Enter**.
- To look at a specific invoice number for this customer, type the line number of the invoice you want to see in the **LINE** field, press **Field Exit**, and then press **Enter**. Go to display AMR904.
- To look at information for another customer, type over the **CO/CUSTOMER** fields and press **Enter**.

Function keys

F02 CURRENCY TOGGLE allows you to switch between trading, local, and euro currencies. This function key appears only when multi-currency support is active. See the discussion above for more information on this function.

F07 FULL ADDRESS causes a popup panel to appear that contains the entire name and address information for this customer.

F06 PAID ITEM HISTORY causes the Accounts Receivable History–Transaction Summary display (AMR531) to appear.

F10 CUSTOMER SUMMARY causes the AR Inquiry–Customer Summary (Inquiry) display (AMR902) to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see *Planning and Installing XA*.

F19 RETURN TO SELECT causes the A/R Customer Inquiry (Select) display (AMR901) to appear.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number that you entered on display AMR901, display AMR902, or display AMR904. When you type in new company and customer numbers and press **Enter**, new information from the Customer Master file, Customer AR Extension file, and the Address file appears.

CUSTOMER (CUSNO) [?]. The customer number you entered on either display AMR901, AMR902, or AMR904. When you type in new company and customer numbers and press **Enter**, new information from the Customer Master file, Customer AR Extension file, and the Address file appears.

LINE (L). Type in the line number associated with a transaction set for which you want to see detailed information.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of COMPANY and CUSTOMER and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

PHONE. The customer's telephone number.

CURRENCY (CURID). The currency ID and description used in transactions with this customer. This field appears only when multi-currency support is active.

FIND INVOICE. Use this field to go directly to a particular invoice reference number. Type in the reference number of an invoice for which you want to see summary information. The information appears on the top line of the list of invoices. If the reference number you type in does not exist, error message **E AM-3553 INVOICE NUMBER NOT FOUND** appears. Type in the correct number or blank out the field.

LINE NUMBER. The line number for a transaction set. No heading appears for this field.

AG (Age Code) (AGECD). The aging period for the transaction.

Blank or 0 Current period

- 1** Over 30 days
- 2** Over 60 days
- 3** Over 90 days
- 4** Over 120 days.

REF NO (Reference Number) (INVNR). The invoice number, credit memo number, unapplied cash number, unapplied adjustment number, balance-forward, or service charge for this transaction.

DATES TRANSACT (Transaction Date). The date the original transaction was entered or the date the balance-forward or service charge was created.

DATES LAST ACT (Last Activity). The date of the customers last transaction.

INVOICE/CREDIT MEMO AMOUNTS. The invoice or credit memo amount for this transaction.

PAYMENT/ADJUSTMENTS/DISCOUNTS. The amount of payments, adjustments, and discounts applied to this transaction set.

OUTSTANDING BALANCE. The total amount due from this customer for this transaction set.

AMR904—AR Inquiry—Transaction Detail (Inquiry)

Use this display to view detail information for a specific customer’s transactions. You can access customer or transaction summary information from this display. You can also view Paid Item History file information for transactions you specify.

This display appears when you specify an invoice number on display AMR901 or display AMR902, or when you specify a line number on display AMR903.

When this display appears, the message “TRADING CURRENCY AMOUNTS SHOWN” appears on the lower left side of the display. If the customer currency, the local currency, or if the customer is euro currency with an original currency, using successive selections of F02 will toggle between trading, local, and either euro or the original currency. The currency is identified in the message.

The information shown is a transaction record in the Open Receivables Detail file. Detail information for a single invoice is shown, along with the summary information for that invoice.

```

DATE **/**/**          AR INQUIRY - TRANSACTION DETAIL          INQUIRY    AMR904  **
                                                                @
CO/CUSTOMER nn nnnnnnnn ***** CURRENCY *** *****
PO NO ***** ORDER NUMBER **-*****
REF NO ***** ** ** AGE DATE **/**/** AGE CODE *
INVOICE *****.** PAYMENTS *****.** ADJUST *****.**
DISC ALL *****.** DISC TAKEN *****.** BALANCE *****.**

CHECK
DATE CM/ADJ TYP INVOICE/CR MEMO AMOUNT RECEIVED DISCOUNT ADJUSTMENT
***** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **
***** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **
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***** ** ** **^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^
***** ** ** **^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^
***** CURRENCY AMOUNTS SHOWN
                                                                F02 CURRENCY TOGGLE
                                                                F10 CUSTOMER SUMMARY
                                                                F06 PAID ITEM HISTORY
                                                                F11 TRANSACTION SUMMARY
                                                                F15 NOTE TASKS
                                                                F24 END OF INQUIRY
    
```

What to do

To look at information for another customer, type over the number shown in the **COMPANY** and **CUSTOMER** fields and press **Enter**. Go to display AMR531.

Function keys

F02 CURRENCY TOGGLE allows you to switch between trading, local, and euro currencies. This function key appears only when multi-currency support is active. See the discussion above for more information on this function

F06 PAID ITEM HISTORY causes the AR History—Transaction Summary (Inquiry) (AMR531) to appear.

F10 CUSTOMER SUMMARY causes the AR Inquiry—Customer Summary (Inquiry) display (AMR902) to appear.

F11 TRANSACTION SUMMARY causes the AR Inquiry–Transaction Summary (Inquiry) display (AMR903) to appear with transaction summary information.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon appears in the upper right corner of the display. For more information on this function, see *Planning and Installing XA*.

F24 END OF INQUIRY causes the inquiry to end and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO/CUSTOMER (COMNO/CUSNO) [?]. The company and customer number associated with this inquiry. When you type in new company and customer numbers and press **Enter**, new information from the Customer Master file, Customer AR Extension file, and the Address file appears

CUSTOMER NAME (CUSA1). This field appears to the right of **CO/CUSTOMER** and has no heading. It contains the name of the customer.

CURRENCY (CURID). The customer's currency ID and description. This field appears only when multi-currency support is active.

PO NO (Purchase Number). The purchase order number associated with this transaction.

ORDER NUMBER. The number assigned to the customer order associated with this invoice. The number contains the company number, 'CO' for a customer order or 'CM' for a credit memo, and the 7 position order number.

Note: This number appears only if invoice was created by the Customer Order Management application.

REF NO (Reference Number) (INVNR). The invoice number, credit memo number, unapplied cash number, unapplied adjustment number, balance-forward, or service charge for this customer.

AGE DATE (Aging Date) (AGEDT). The aging date for this invoice. For future invoices, it is the date the invoice becomes due. For past due invoices, it is the date the invoice became due. If you did not enter an aging date, it was calculated by the system. The transaction date is the default.

AGE CODE. The age code associated with this transaction set.

| | |
|----------|----------------|
| 0 | Current period |
| 1 | Over 30 days |
| 2 | Over 60 days |
| 3 | Over 90 days |
| 4 | Over 120 days. |

INVOICE. The total amount of this invoice.

PAYMENTS. The total amount paid for this invoice.

ADJUST (Adjustment). The total amount of adjustments applied to this transaction set.

DISC ALL (Discount Allowed). The amount of discount allowed on this invoice group.

DISC TAKEN (Discount Taken). The total amount of discounts applied to this transaction set.

BALANCE. The total balance of this transaction set.

DATE (TRD). The transaction date.

CHECK CM/ADJ (Credit Memo/Adjustment) (INV). Any of the following can appear for this transaction:

- Adjustment number for adjustments
- Check number for payments
- Credit memo number for credits
- Invoice number
- CURR for current service charges
- PREV for previous service charges.

TYPE (TYP). The type of transaction entered:

| | |
|-----------|---------------------------|
| IN | Invoice |
| AD | Adjustment |
| PM | Payment |
| CM | Credit memo |
| SC | Service charge |
| BL | Balance forward customer. |

INVOICE/CR MEMO (Invoice/Credit Memo). The invoice or credit memos amounts that were entered.

AMOUNT RECEIVED. The total amount received that is applied to this transaction set.

DISCOUNT. The amount of discount applied to a specific invoice.

ADJUSTMENT. The total amount of adjustments applied to this transaction set.

Chapter 9. Master File Processing

When you select option 7 on the Main Menu, the Master File Processing menu (AMRM20) appears. Use this menu to perform general maintenance to print master files and to load the initial files for invoice summaries, credit memos, and cash receipts and adjustments.

| | |
|--|--------|
| Option 1. Customer Master Maintenance (AMRM20) | 9--3 |
| Option 2. Code Files (AMRM20) | 9--29 |
| Option 3. Paid Item Purge (AMRM20)..... | 9--40 |
| Option 4. Clear Old Statement Files (AMRM20)..... | 9--46 |
| Option 5. Initial File Load--Balances (AMRM20)..... | 9--47 |
| Option 6. Initial File Load--Cash/Adjustments (AMRM20) | 9--61 |
| Option 7. Initial File Load--Update (AMRM20)..... | 9--96 |
| Option 8. General Ledger Master Maintenance (AMRM20)..... | 9--101 |
| Option 9. Print General Ledger Chart of Accounts (AMRM20)..... | 9--109 |
| Option 10. Print Temporary General Ledger (AMRM20) | 9--110 |
| Option 11. Print/Clear Temporary General Ledger (AMRM20)..... | 9--113 |
| Option 12. Statement Message File Maintenance (AMRM20) | 9--116 |
| Option 13. Print Statement Message Master (AMRM20) | 9--119 |
| Option 14. Delinquency Message File Maintenance (AMRM20)..... | 9--120 |
| Option 15. Print Delinquency Message Master (AMRM20)..... | 9--123 |
| Option 16. Delinquency Caption File Maintenance (AMRM20)..... | 9--124 |
| Option 17. Print Delinquency Caption Master (AMRM20)..... | 9--129 |
| Option 18. Reset Statements for Reprint (AMRM20) | 9--130 |

Note: When you select options 4, 7, 13, 15, 17, and 18, no displays appear; the action described takes place when you press **Enter** and you are returned to the Master File Processing menu (AMRM20).

```

AMRM20                Accounting Management Accounts Receivable      *****
                        Master File Processing Menu

Type option or command; press Enter.

    1. Customer Master Maintenance
    2. Code Files >>
    3. Paid Item Purge
    4. Clear Old Statement Files
    5. Initial File Load - Balances
    6. Initial File Load - Cash / Adjust.
    7. Initial File Load - Update
    8. General Ledger Master Maintenance
    9. Print G/L Chart of Accounts
   10. Print Temporary General Ledger
   11. Print / Clear Temporary General Ledger
   12. Statement Message File Maintenance
   13. Print Statement Message Master

==> _____+

F3=Exit      F4=Prompt      F7=Backward  F8=Forward   F9=Retrieve
F10=Actions  F11=Job status  F12=Return   F22=Messages
    
```

Option 1. Customer Master Maintenance. Use this option to update information about customers. The option takes you to a list of customers, which is your starting point for adding, changing, or deleting customer information.

Option 2. Code Files. Use this option to add, change, or delete the code values your company uses for certain data fields. This option takes you to the Code File Maintenance menu (AMRM22). The fields for which you define code values appear as options on the Code File Maintenance menu.

Option 3. Paid Item Purge. Use this option to remove all paid items for daily purge customers or to list the Paid Open Item Proof for all items. Account balances are also recalculated.

Option 4. Clear Old Statement Files. Use this option to clear the Statements file after you have listed all required customer statements.

Option 5. Option 5. Initial File Load - Balances. Use this option to enter invoice summaries and balance forward and service charge transactions for initial file loading.

Option 6. Initial File Load - Cash/Adjustments. Use this option to enter cash receipts and adjustments for initial file loading.

Option 7. Initial File Load - Update. Use this option to process closed transaction batches. The Customer AR Extension file and Open Receivables Detail file are updated for all transactions and posted to Sales Analysis (SA) if SA is installed and interfacing with Accounts Receivable. The Cash Receipt and Adjustment Journal and the Transaction Register are printed, and the general ledger is updated if general ledger distribution was selected during application tailoring.

Option 8. General Ledger Master Maintenance. Use this option to add, delete, or change information in the General Ledger Master file if General Ledger is not installed and interfacing.

Option 9. Print General Ledger Chart of Accounts. Use this option to print a range of accounts or the entire General Ledger Chart of Accounts.

Option 10. Print Temporary General Ledger. Use this option to print temporary general ledger Accounts Receivable entries.

Option 11. Print and Clear Temporary General Ledger. Use this option to print and delete temporary general ledger Accounts Receivable entries if General Ledger is not installed and interfacing.

Option 12. Statement Message File Maintenance. Use this option to add, change, or delete information in the Statement Message file.

Option 13. Print Statement Message Master. Use this option to print the Statement Message file.

Option 14. Delinquency Message File Maintenance. Use this option to add, change, or delete information in the Delinquency Message file.

Option 15. Print Delinquency Message master. Use this option to print the Delinquency Message file.

Option 16. Delinquency Caption File Maintenance. Use this option to add, change, or delete information in the Delinquency Caption file.

Option 17. Print Delinquency Caption Master. Use this option to print the Delinquency Caption file.

Option 18. Reset Statements for Reprint. Use this option to reset all statements to unprinted status so you can reprint the statements.

Option 1. Customer Master Maintenance (AMRM20)

Use this option to add, change, or delete information in the Customer Master file. The Customer Master file contains information your company uses for entering, shipping, and billing customer orders. You can:

- Add new records to the Customer Master file.
- Change information already in this file.
- Change the status of customer records.
 - You can suspend a record you are phasing out of your system. Outstanding processing can be done against this record but no new orders can use it.
 - You can activate an record that was previously suspended.
 - You can delete a record.

When you enter information for a customer in the Customer Master file, you enter information on address, billing and pricing, credit, and shipping logistics. You can also enter comments, which are instructions, greetings or other text that appear on the customer's orders. You can enter shipping address information, if the destination for the customer's orders is different from the customer's address. You can enter tax information, which includes the code for the agency or authority that collects taxes from the customer and the number that identifies the customer to the taxing agency or authority.

Note: AR is designed for one currency per each customer number account. The transition of an individual customer account from its existing currency to euro currency requires the creation of a new euro currency customer number for that original customer number. AR provides a function for selecting original customer numbers and copying them to create new euro currency customer account numbers. Refer to the discussion on this transition function in "To transition customer number accounts to euro currency".

Before you begin Customer Master maintenance, make sure you have all your entry information at hand. You need:

- Company number
- Credit limits
- Customer number
- Customer address information
- Headquarters number, if customer is a branch
- Pricing information
- Service charge information
- Shipping address information for shipping destination
- Tax registration numbers.

How you start customer master maintenance

| Menu | Option |
|--|--|
| Accounts Receivable Main Menu (AMRM00) | File Maintenance option |
| File Maintenance menu (AMRM20) | Customer Master option |
| Maintain Customer panel (AMVA0DFR) | Options on the panel 2=Change 4=Delete 5=Display 6=Print 8=Note tasks 13=Comments 15=Ship-to 40=Tax data |

Customer maintenance panels

When you start customer file maintenance, you select a company for which you want to maintain customer information. The next panel shows you a list of customers for the company you selected. You have several ways to move through the list of customers.

Note: You have an option to select customer records you want to use to copy to create euro customer number accounts. Refer to the discussion on this transition function in “To transition customer number accounts to euro currency”.

```
AMVAPPVR                Specify a Company                ENTER
Type information, press Enter.

Company number . . . . . nnnnnnn
Customer transition to Euro . n 0=No
                             1=Yes

F3=Exit      F11=Job status      F12=Return
```

Scrolling the customer list

The company you selected may have more customers than can be shown on the panel at one time. In that case, a plus sign (+) appears at the bottom of the list. Use **F7=Backward**, **F8=Forward**, **roll keys**, or **page keys** to scroll through the list of customers.

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                               number . . . . . : nnnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
  2=Change 4=Delete 5=Display 6=Print
  8=Note tasks 13=Comments 15=Ship to 20=Addresses

Opt Name/                               Customer/ Class/ Territory/ Rep/
City                                     Status  State  Postal code  Country
A2 ***** ***** ** ***** ****
***** ** ***** **
A2 ***** ***** ** ***** **
***** ** ***** **
A2 ***** ***** ** ***** **
***** ** ***** **
A2 ***** ***** ** ***** **
***** ** ***** **
+
F3=Exit F6=Add F7=Backward F8=Forward
F11=Job status F12=Return F17=Subset F21=Print F23=More options

```

When you use **F8=Forward**, the next customers appear in the list.

```

AMVA0DFR                               Maintain Customer                               DISPL
AY
                               New mail waiti
ng
Company . . . . . : 1 Equipment Inc.
Position to customer . . . . . : _____
Type options; press Enter.
  2=Change 4=Delete 5=Display 6=Print 8=Note tasks
  13=Comments 15=Ship-to 40=Tax data
Opt Customer Name Class Territory Salesrep
--- 401 Branch 401 - HDQTRS 400 GA USA
Active Duluth area
--- 500 NPF Company 1248
Active 13970 York Ave. PA USA

```

Position to field

You can also move through the list by typing the customer you want to see in the **Position to** field at the top of the panel.

```

AMVA0DFR                               Maintain Customer                               DISPLA
Y                                                                                               New mail waitin
g
Company . . . . . : 1 Equipment Inc.
Position to customer . . . . . 55
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print      8=Note tasks
 13=Comments  15=Ship-to   40=Tax data
Opt  Customer  Name                               Class  Territory  Salesrep
---  ---      ---
Active  10      Gordon's Print Shop                    NY  USA  10109
Held    20      Quaker City Foundry                    PA  USA  19136      55555
Active  55      Hardy's Tool Repair                      SC  USA  29209
Active  300     Houston Equipment Co.                   SW  USA  30302
Active  400     Endsley Supply Corp.                    SE
Active  2550    Roswell Rd. NE                          GA  USA  30052      9
+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status  F12=Cancel  F17=Subset   F21=Print

```

When you type a customer in the **Position to** field and press **Enter**, the system moves the list so that the customer you typed is at the top of the list. If none of the customers match the one you typed, the list begins with the entry immediately following the customer you want.

```

AMVA0DFR                               Maintain Customer                               DISPLAY
                                                                                               New mail waiting
Company . . . . . : 1 Equipment Inc.
Position to customer . . . . . 55
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print      8=Note tasks
 13=Comments  15=Ship-to   40=Tax data
Opt  Customer  Name                               Class  Territory  Salesrep
---  ---      ---
Active  55      Hardy's Tool Repair                      SC  USA  29209      61
Active  300     Houston Equipment Co.                   SW  USA  30302
Active  1234    Northside Drive                          GA  USA

```

To return to the original list, blank out the value in the **Position to** field and press **Enter**.

Options

The options listed at the top of the panel show you the actions you can take for customer information. To the left of each entry in the list is the **Opt** column. You type the number of the option you want to use next to the customer you want.

```

AMVA0DFR                               Maintain Customer                               DISPLAY
                                          New mail waiting
Company . . . . . :      1 Equipment Inc.
Position to customer . . . . . :      nnnnnnnn
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print      8=Note tasks
 13=Comments  15=Ship-to  40=Tax data
Opt  Customer  Name                Class  Territory  Salesrep
aA3      10    Gordon's Print Shop              NY   USA    10109
      Active  304 East Dodson St.
aA3      20    Quaker City Foundry             PA   USA    19136      55555
      Held   874 Meadow Street
5        55    Hardy's Tool Repair             SC   USA    29209
      Active  919 Richardson Ave.
aA3      300   Houston Equipment Co.          SW   USA
      Active  1234 Northside Drive
aA3      400   Endsley Supply Corp.          SE
      Active  2550 Roswell Rd. NE          GA   USA    30052      9      +

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status  F12=Cancel  F17=Subset   F21=Print

```

When you press **Enter**, you see the next panel for the option you entered. For example, when you use **option 5=Display**, you see the first panel in the series of panels that contain the detailed information for a customer.

```
AMVADD1R                Display Customer Address                *****
                                                                    *
Company number . . . : **      *****      Page 1 of 4
Customer number . . . : ***** *****
Addressee name . . . : *****
Address line 1 . . . : *****
                2 . . . : *****
                3 . . . : *****
                4 . . . : *****
                5 . . . : *****
City . . . . . : *****
State code . . . . . : **      *****
Postal/Country . . . : ***** ** Tax city/
county ***** *****
Address format . . . : *      *****
Contact name . . . . : *****
Telephone/Fax number : ***** ***** More? A
Shipping instructions : *****
```

You can type the same option number next to more than one customer in the list. You can also type different options next to different customers. When you press **Enter**, Accounts Receivable processes the options you typed in top-to-bottom order.

When the options finish processing, you return to the list of customers on the Maintain Customer panel.

Subset

If you want to limit the list of customers to a list showing only those with certain values, use **F17=Subset**. The Subset Customer window appears.

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                             number . . . . . : nnnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print
  8=Note tasks 13=Comments 15=Ship to 20=Addresses

Opt Name/                               Customer/ Class/ Territory/ Rep/
City                               Status      State      Postal code  Country
A2 *****                               ***** ** *****
*****                               ***** ** *****
A2 *****                               ***** ** *****
*****                               ***** ** *****
A2 *****                               ***** ** *****
*****                               ***** ** *****
*****                               ***** ** *****
*****                               ***** ** *****
*****                               ***** ** *****
*****                               ***** ** *****
*****                               ***** ** *****

+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status F12=Return  F17=Subset  F21=Print  F23=More options

```

You type the values you want to use to limit the customers in the list.

```

AMVA0DFR                               Maintain Customer                               DISPLAY
Company . . . . . : 1 Equipment Inc.                               New mail waiting
Position to customer . . . . . :
.....

Type options; press :                               Subset Customer
:
:   2=Change      4= :
:
:   13=Comments 15= : Type choices; press Enter.
:
:
: Opt Customer : Company . . . . . _
:
:           10 : Customer . . . . . _____
:
:   Active    : Name . . . . . Mc
:
:           20 : Telephone . . . . . _____
:
:   Held      : City . . . . . _____
:
:           55 : State . . . . . GA
:
:   Active    :
:
:           200 : F3=Exit  F12=Cancel
:
:

```


You see the Edit Customer panels in Change mode when you use **option 2=Change** on the Maintain Customer panel. In Change mode, you can type over the current customer information with a new information. An exception is the customer number; you cannot change it.

```

AMVACE1R                       Edit Customer Address                       CHANGE
Company number . . . : **      *****                               Page 1 of 4
Customer number . . . : *****
You must press Enter on Page 4 to add a customer.
Addressee name . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
2 . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
3 . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
4 . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
5 . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State code . . . . A2 *****
Postal/Country . . . . aaaaaaaA10 aA3 Tax city/county aaaaaaaA10 aaaaaaaA10
Address format . . . . n *****
Contact name . . . . aaaaaaaaaaaaaaaaaaaaaA25
Telephone/Fax number . nnnnnnnnnnnnnnnnnnnn nnnnnnnnnnnnnnnnnnnnn More? A
Shipping instructions . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
Shipping location . . . aaaaaaaA9 *****
Zone . . . . A2 *****
Customer status . . . . A *****

F2=Update & exit  F3=Exit  F4=Prompt  F11=Job status  F12=Return

```

Press **Enter** to move to the next Edit Customer panel for the customer you are maintaining.

```

AMVA6E1R                       Edit Customer -                       CHANGE
Logistics
Company . . . . . : 1           Equipment Inc.
Customer . . . . . :           55 Hardy's Tool Repair
Backorders . . . . . : Y
Partial ship . . . . . : Y

```

```

AMVA5E1R                       Edit Customer -                       CHANGE
Credit
Company . . . . . : 1           Equipment Inc.
Customer . . . . . :           55 Hardy's Tool Repair
Credit limit . . . . . : 20000  Credit rating . . . . .
1

```

```

AMVA4E1R                       Edit Customer - Billing/Pricing       CHANGE
Company . . . . . : 1           Equipment Inc.
Customer . . . . . :           55 Hardy's Tool Repair
Price book ID . . . . . : STD     Standard discount
Price code . . . . . : 00        Base price

```

When you see the Edit Customer - Logistics panel, you have reached the end of the detailed customer information. Pressing **Enter** returns you to the Maintain Customer panel, unless you entered an option next to another customer. In that case, you go to the panels associated with that option.

The Edit Customer panels in Add mode work like the Edit Customer panels in Change mode. You type the information for the customer you want to add then press **Enter** to move to the next Add mode panel.

When you reach the Edit Customer - Logistics panel, you have reached the end of the detailed information you can add for a customer. Pressing **Enter** returns you to the Maintain Customer panel or to the next customer for which you entered an option.

Display panel. The Display Customer panels appear when you type **option 5=Display** on the Maintain Customer panel. These panels contain the fields that make up the detailed record for a customer.

The Display Customer panels are like inquiry panels. You can see information, but you cannot change it. For example, in the following panel, you see all of the fields that contain customer address information.

```

AMVADD1R                Display Customer Address                *****
                                                                    *
Company number . . . : **          *****          Page 1 of 4
Customer number . . . : *****          *****
Addressee name . . . : *****
Address line 1 . . . : *****
                    2 . . . : *****
                    3 . . . : *****
                    4 . . . : *****
                    5 . . . : *****
City . . . . . : *****
State code . . . . . : **          *****
Postal/Country . . . : ***** ** Tax city/
county ***** *****
Address format . . . : *          *****
Contact name . . . . . : *****
Telephone/Fax number : ***** ***** More? A
Shipping instructions : *****
    
```

You press **Enter** to move to the next Display Customer panel for the customer you are reviewing. When you reach the Display Customer - Logistics panel, you have reached the end of the detailed customer information. Pressing **Enter** returns you to the Maintain Customer panel or to the next customer for which you entered an option.

Other Customer panels. Just as you use options 2 and 5 on the Maintain Customer panel to reach the Edit Customer and Display Customer panels, you use other options to maintain information associated with a customer. For example, you enter **option 13=Comments** next to a customer to add, change, or delete order comments for that customer.

Customer reports

Customer maintenance provides two methods for printing reports on customer information.

When **option 6=Print** appears on a panel that contains a list, you can print a report showing information for an entry in the list by entering **6** next to the entry you want to use. For example, entering option 6 next to an entry in the list of customers on the Maintain Customer panel causes the Customer Detail report (AMVAVPFR) to print. This report shows the detailed information for the selected customer.

On the Maintain Customers panel, you can use **F21=Print** to create a report showing detailed information for all of the entries in the list. For example, using **F21** on the Maintain Customer panel causes the Customer Listing report (AMVEEPFR) to print. This report shows you detailed customer information for a range of customers.

Example: Maintain customer information

The rest of this section demonstrates customer maintenance.

To see a list of customers

When you select the Customer option on the File Maintenance menu (AMRM20) and enter the number of the company you want to use, the Maintain Customer panel appears.

This panel shows you the list of customers already defined for the company you selected. The panel also shows the options available for you to use with the customers in the list. The options work the same way; you enter the number of an option you want to use in the **Opt** field next to an entry in the list. (See "Options" on page 9-8 for information on how to use the **Opt** field.)

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
number . . . . . : nnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
2=Change 4=Delete 5=Display 6=Print
8=Note tasks 13=Comments 15=Ship to 20=Addresses

Opt Name/                               Customer/ Class/ Territory/ Rep/
City                                     Status/   State/   Postal code Country
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****

+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset  F21=Print  F23=More options

```

Another important field on this panel is the customer status, which can be either Active, Held, or Suspend. If the status is Active, you can enter and process orders for the customer.

If the status is Held, no new orders can be processed for the customer. In addition, when the customer no longer has any open orders, has an accounts receivable balance of zero, and has no activity for any open accounts receivable sales period, the record is marked for deletion from the Customer Master files.

If the status is Suspend, no new orders can be processed for the customer. The suspended customer record remains in the Customer Master files. You reactivate it by changing the status to Active.

To see detailed customer information

To see address, billing and pricing, credit, or shipping logistics information for a customer, type **5** in the **Opt** field next to the customer you want to use.

```

AMVA0DFR                               Maintain Customer                               DISPLAY
                                                                                   New mail waiting
Company . . . . . : 1 Equipment Inc.
Position to customer . . . . . : nnnnnnnn
Type options; press Enter.
  2=Change      4=Delete      5=Display  6=Print  8=Note tasks
 13=Comments  15=Ship-to  40=Tax data
Opt  Customer  Name                               Class  Territory  Salesrep
---  ---      ---
   10  Active  Gordon's Print Shop                       NY  USA  10109
   20  Held    304 East Dodson St.
   55  Active  Quaker City Foundry                       PA  USA  19136
   55  Active  874 Meadow Street
   300  Active  Hardy's Tool Repair                        SC  USA  29209
   300  Active  919 Richardson Ave.
   400  Active  Houston Equipment Co.                     SW  USA  30302
   400  Active  1234 Northside Drive
   400  Active  Endsley Supply Corp.                      SE
   400  Active  2550 Roswell Rd. NE                       GA  USA  30052
+
F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status  F12=Cancel  F17=Subset   F21=Print
  
```

When you press **Enter**, the Display Customer - Address panel appears.

The Display Customer - Address panel is the first of four panels that contain detailed information for a customer. The other panels, in the order you see them, are:

- Display Customer - Billing/Pricing (AMVADD1R)
- Display Customer - Credit (AMVAED1R)
- Display Customer - Logistics (AMVAGD1R)

To see the next Display Customer panel, press **Enter**. To return to the Maintain Customer panel when you finish reviewing the detailed customer information, press **Enter** on the Display Customer - Logistics panel. Or, use **F3** on any of the Display Customer panels.

To change customer information

To change information about customer address, billing and pricing, credit, or shipping logistics, type **2** in the **Opt** field next to the customer you want to use. Press **Enter**. The Edit Customer - Address panel appears in Change mode.

```

AMVACE1R                                 Edit Customer Address                                CHANGE

Company number . . . : **                *****
Customer number . . . : *****
  You must press Enter on Page 4 to add a customer.
Addressee name . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                    2 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                    3 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                    4 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                    5 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State code . . . . . : A2                *****
Postal/Country . . . : aaaaaaaA10 aA3 Tax city/county aaaaaaaA10 aaaaaaaA10
Address format . . . : n                *****
Contact name . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Telephone/Fax number . : nnnnnnnnnnnnnnnnnnnnnn nnnnnnnnnnnnnnnnnnnnnn
Shipping instructions . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30

Shipping location . . . : aaaaaaaA9 *****
Zone . . . . . : A2                *****
Customer status . . . . : A                *****

F2=Update & exit    F3=Exit    F4=Prompt    F11=Job status    F12=Return

```

Type over the information you want to change, or type in new information, and press **Enter**. The system accepts the changes you typed and takes you to the next Edit Customer panel.

The Edit Customer - Address panel is the first of four panels that contain detailed customer information you can change. The other panels, in the order you see them, are:

- Edit Customer - Billing/Pricing (AMVA4E1R)
- Edit Customer - Credit (AMVA5E1R)
- Edit Customer - Logistics (AMVA6E1R)

To return to the Maintain Customer panel when you finish making changes, press **Enter** on the Edit Customer - Logistics panel. To return to the Maintain Customer panel without making any changes, use **F3** on any of the Edit Customer panels.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Cancel** before you press **Enter**. Once you press **Enter**, the changes are committed to the system.

To add customers

From the Maintain Customer panel, use **F6=Add. Next**, type the number of the customer you want to add and press **Enter**. The Edit Customer - Address panel appears in Add mode.

```

AMVACE1R                               Edit Customer Address                               CHANGE
Company number . . . . : **              *****                                Page 1 of 4
Customer number . . . . : *****
You must press Enter on Page 4 to add a customer.
Addressee name . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
      2 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
      3 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
      4 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
      5 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State code . . . . . : A2 *****
Postal/Country . . . . : aaaaaaaA10 aA3 Tax city/county aaaaaaaA10 aaaaaaaA10
Address format . . . . : n *****
Contact name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaA25
Telephone/Fax number . : nnnnnnnnnnnnnnnnnnnnnn nnnnnnnnnnnnnnnnnnnnn More? A
Shipping instructions . : aaaaaaaaaaaaaaaaaaaaaaaaaaA30
Shipping location . . . : aaaaaaaA9 *****
Zone . . . . . : A2 *****
Customer status . . . . : A *****

F2=Update & exit  F3=Exit  F4=Prompt  F11=Job status  F12=Return

```

When you finish adding customer address information, press **Enter**. The next Edit Customer panel appears. Remember, the detailed customer information covers the same four panels you use when you change customer information.

When you press **Enter** on the Edit Customer - Logistics panel, you return to the Maintain Customer panel. The customer you added now appears in the list.

To delete customers

You can delete only inactive customers. For a customer to be inactive, several conditions must be met:

- No orders exist for the customer.
- If the Sales Analysis interface is active, no Sales Analysis records exist for the customer.
- If the Accounts Receivable interface is active, no amount due or open AR records exist for the customer.

If a customer is inactive and you delete the customer, all records associated with the customer are deleted. To restore the customer, you have to add all of the customer information again. If you do not want to be able to enter orders for a customer, but you do not want to delete the customer, you can change the customer status to Suspend on the Maintain Customer panel.

To delete a customer, type **4** in the **Opt** column next to the customer you want to delete.

```
AMVAODFR                               Maintain Customer                               DISPLAY
                                                                                               New mail waiting
Company . . . . . : 1 Equipment Inc.
Position to customer . . . .
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print      8=Note tasks
 13=Comments   15=Ship-to   40=Tax data
Opt  Customer  Name                               Class  Territory  Salesrep
-----
Active 10      Gordon's Print Shop                       NY     USA       10109
        20      Quaker City Foundry                       PA     USA       19136
        Held   874 Meadow Street
        55      Hardy's Tool Repair                       SC     USA       29209
Active 230      McRae Mechanics                           SE
        300     354 Maple Street                          GA     USA       30348
Active 300     Houston Equipment Co.                     SW
        1234 Northside Drive                 GA     USA       30302
+
F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status F12=Cancel  F17=Subset   F21=Print
```

After you type **4** next to all of the customers you want to delete, press **Enter**. The system deletes those customers marked with 4. The list appears again without the deleted customers.

To transition customer number accounts to euro currency

The transition of an individual customer account from its existing currency to euro currency requires the creation of a new euro currency customer number for that original customer number. A euro currency must exist in the currency file for the company.

To transition a customer number to euro currency, type Y in the Customer transition to Euro field on the Specify a Company display (AMVAPPVR). The Select Customer Transition to Euro display (AMVCNDFR) appears.

```

AMVCNDFR                               Select Customer Transition to Euro          DISPLAY
Company . . . . . : ***** *****
Position to name . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                        number . . . : nnnnnnnn
Subset currency . . . : aA3

Type options; press Enter.
  1=Transition  3=Transition and "Hold"  5=Display  52=Deselect

Assigned Current                                Hdqtrs-
Branch
Opt Euro no. customer Curid Name
Consolidated
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **
A2 nnnnnnnn ***** ** ***** ***** **

F3=Exit F4=Prompt F7=Backward F8=Forward F12=Return

```

To select a current customer and copy the customer information to a new euro customer number for that customer, type 1 in the Opt field next to that customer and type the new euro customer number in the Assigned Euro no. field. All the current customer data from the customer master, address, ship to, etc., files will be copied to the new euro customer number.

To copy the current customer information to the new euro customer number and then change the current customer number to "Hold" status, type 3 in the Opt field next to that customer and type the new euro customer number in the Assigned Euro no. field. The "Hold" status prevents entering new orders and automatically removes the current customer number when all existing orders have been invoiced and the customer's AR balance goes to zero. A cross reference record is created in the Euro Customer XREF file linking the current customer number to the new euro customer number.

Branch customer numbers will be grouped with their headquarters customer number and, if specified as consolidated, the headquarters and all branches must be selected concurrently. A consolidated headquarters and all its branches must have the same currency.

To see what customer numbers already are in use, press **F4**.

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When you press Enter after typing in a selection, the Confirm Euro Transition display (AMVCMDFR) appears so you can confirm your selections or return to the Select panel to change your selections.

To print customer reports

Customer maintenance provides several different reports to show you information about customers.

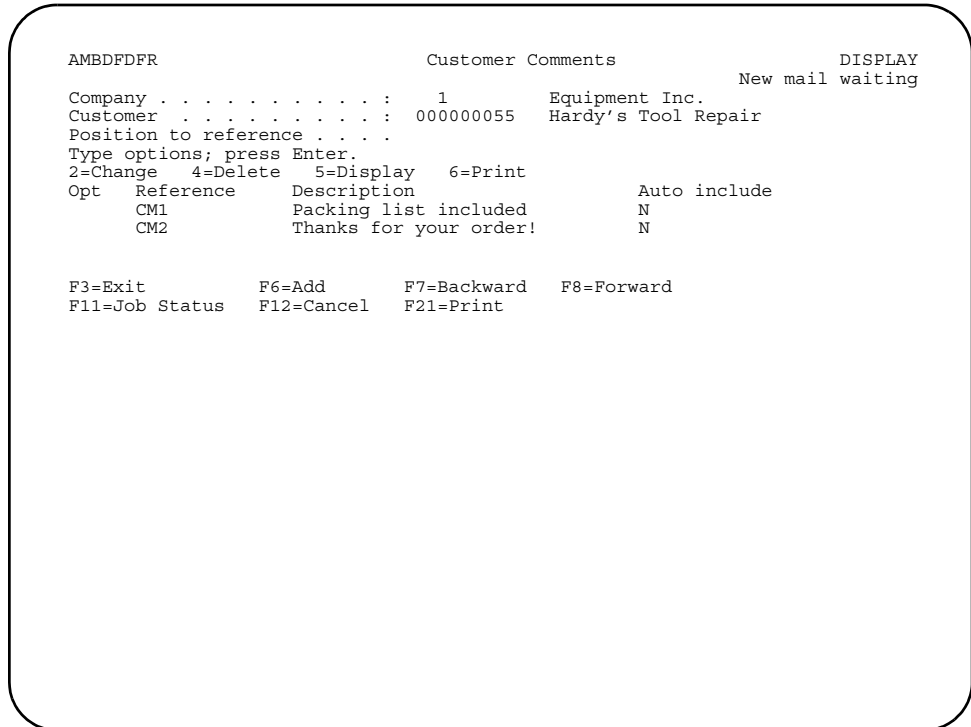
CUSTOMER DETAIL REPORT. To create a report showing all of the detailed information for a customer, enter **6** in the Opt field next to the customer in the list on the Maintain Customer panel. The Customer Detail report (AMVAVPFR) prints for that customer. This report shows you the same information you see if you enter 5 in the ***Opt*** field next to a customer on the Maintain Customer panel.

CUSTOMER LISTING REPORTS. To print a report showing detailed information for a range of customers, use **F21=Print** on the Maintain Customer panel. The Customer Listing report (AMVAVPFR) prints.

To maintain customer comments

Customer comments are pieces of text you enter that apply to a selected customer. You can use customer comments for information you want to appear on a customer's order documents, such as acknowledgments and invoices.

To maintain comments for a customer, start on the Maintain Customer panel. Type **13** in the **Opt** field next to the customer you want to use. Press **Enter**. The Customer Comments panel appears.



This panel works like the Maintain Customer panel. It shows you a list of comments defined for the selected customer. It also shows you options and function keys you can use to maintain the comments.

To add a new comment, use **F6=Add**. The Comment Details window appears. You enter the user reference code and the text of the comment. The user reference code is required if you have more than one comment for a customer.

To change the comments in the list, type **2** in the **Opt** field next to the comment you want to use. You go to the Comment Details window, where you change the current comment information by typing over it with new information and pressing **Enter**.

To delete comments from the list, type **4** in the **Opt** field next to the comments you want to remove. Pressing **Enter** removes the comment. The list of comments reappears without the deleted comment.

To see detailed information for a comment, type **5** in the **Opt** field next to the comment you want to use. The Display Customer Details window appears, showing you additional information for the selected comment, such as comment class and language code.

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To print a report showing detailed information for one comment, type 6 in the **Opt** field next to the comment you want to use. Pressing **Enter** causes the Customer Comment report (AMBCPPFR) to print. To print a report showing detailed information for all comments in the list, use **F21=Print**. The Customer Comments List report (AMBCQPFR) prints.

To maintain customer ship-to addresses

The ship-to address identifies where a customer wants an order or order shipment sent. You enter the same information for the ship-to address and ship-to details as you enter for the customer address and customer shipping logistics.

To maintain ship-to information for a customer, start on the Maintain Customer panel. Type **15** in the **Opt** field next to the customer you want to use. Press **Enter**. The Maintain Ship-to Addresses panel appears.

```

AMVBRDFR                               Maintain Ship To Addresses                               DISPLAY
                                                                                               New mail waiting
Company . . . . . : 1      Equipment Inc.
Customer . . . . . :      400  Endsley Supply Corp.
Position to ship to number .
Type options; press Enter.
  2=Change   4=Delete   5=Display
Opt   Ship to   Ship to   City   Default
      number   name
R1    Endsley Supply Corp.   Atlanta   No
R2    Endsley Supply Corp.   Columbus  No
R3    Endsley Supply Corp.   Macon     No
R4    Endsley Supply Corp.   Savannah  No

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status  F12=Cancel  F21=Print
  
```

This panel works like the Maintain Customer panel. It shows you a list of ship-to addresses defined for the selected customer. It also shows you options and function keys you can use to maintain the ship-to addresses.

To add a new ship-to address, use **F6**. Type the number of the ship-to address you want to add, and press **Enter**. The Edit Customer - Ship to Address panel appears. Type the ship-to address information and press **Enter**. The Edit Customer - Ship to Detail panel appears. Type the detailed shipping information you want to use for the ship-to address and press **Enter**.

To change any of the ship-to addresses in the list, type **2** in the **Opt** field next to the ship-to address you want to use and press **Enter**. The Edit Customer - Ship to Address panel appears. Type over the current address information with the new information and press **Enter**.

To delete ship-to addresses from the list, type **4** in the **Opt** field next to the ship-to addresses you want to remove. Pressing **Enter** removes the ship-to address. The list of ship-to addresses reappears without the deleted address.

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To see detailed information for a ship-to address, type **5** in the **Opt** field next to the ship-to address you want to use and press **Enter**. The Display Customer - Address panel appears. To see the second panel of ship-to address information, press **Enter**. The Display Customer - Ship to Details panel appears.

To maintain customer tax registration

The tax registration number identifies the customer to a specific taxing body. The tax code represents the taxing body.

To maintain tax registration information for a customer, start on the Maintain Customer panel. Type **40** in the **Opt** field next to the customer you want to use. Press **Enter**. The Edit Customer Tax Registration panel appears.

```
AMVBVEFR                      Edit Customer Tax Registration                      CHANGE
                                                                    New mail waiting
Company . . . . . : 1                      Equipment Inc.
Customer . . . . . : 55 Hardy's Tool Repair
Type options; press Enter.
4=Delete
Opt  Tax code   Registration number
      SCSTE     L45-23908

F3=Exit      F4=Prompt   F6=Add   F7=Backward  F8=Forward
F11=Job status  F12=Cancel
```

This panel shows you a list of tax registration numbers currently defined for the customer.

To add new tax registration numbers, use **F6**. The Edit Customer Tax Registration panel appears in Add mode. Type the tax code and the tax registration number information and press **Enter**.

To change any of the tax registration information shown on the Edit Customer Tax Registration panel, type over the existing information with new information and press **Enter**.

To delete tax registration information, type **4** in the **Opt** field next to the tax registration you want to remove. Pressing **Enter** removes the tax registration and causes the list to appear again without the deleted tax registration.

To maintain customer notes

Notes are comments you use to supplement the information in the Customer Master files. You use notes for customer information, for customer order information, or for customer invoice information. Notes are similar to customer comments, but you use notes only within Accounts Receivable. Notes do not print on the customer's order documents.

To maintain notes for a customer, type **8** in the **Opt** field next to the customer you want to use. The Note Task window appears with a list of customer note options.

```

AMVA0DFR                               Maintain Customer                               DISPLAY
Company . . . . . : 1 Mapi ..... New mail waiting
Position to customer . . . . : Note Tasks :
Type options; press Enter. : Select one of the following: :
  2=Change      4=Delete      5=Display : :
  13=Comments   15=Ship-to   40=Tax dat : 1. Customer Notes :
Opt Customer Name : 2. Customer Order Notes :
  10 Gordon's Print Shop : 3. Invoice Notes :
Active 20 304 East Dodson St. : 9. Note Options :
Held 55 Quaker City Foundry : Selection: :
Active 874 Meadow Street : :
300 Hardy's Tool Repair : :
8 Active 919 Richardson Ave. : :
Active 1234 Northside Drive : F3=Exit :
400 Endsley Supply Corp. SE : :
Active 2550 Roswell Rd. NE GA USA 30052 :
+
F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job Status  F12=Cancel  F17=Subset  F21=Print

```

Running H/F 1-#Title of book

Chapter 9. Master File Processing Running H/F 1-#

You go to an OfficeVision/400 panel when you select one of the options on the Note Tasks window. For information on how to use Note Tasks, see *Planning and Installing XA*.

To end customer file maintenance

When you have finished maintaining customers, use **F3=Exit** on the Maintain Customer panel to return to the File Maintenance menu (AMRM20).

Option 2. Code Files (AMRM20)

Use this option to define information for codes you use with Accounts Receivable. Code files consist of a code and a code description for each record in the file. Code file maintenance allows you to name and describe the values your company uses for these codes. Think of code values as abbreviations your company uses for specific fields.

Before you begin code file maintenance, make sure you have all your entry information at hand. You might find following a pattern is useful for setting up some codes. For example, each Territory code might begin with a letter representing a region of the country, such as “S” for all territories in the “South.”

How you start code file maintenance

| Menu | Option |
|--|-------------------------|
| Accounts Receivable Main Menu (AMRM00) | File Maintenance option |
| File Maintenance menu (AMRM20) | Code Files option |
| Code File Maintenance menu (AMRM22) | Options 1–13 |

Code file maintenance panels

The code file maintenance panels show you a list of codes or show you entry fields for adding new codes to the list. You have several ways to move through the list of codes.

Scrolling the code list

Your company may have more codes than can be shown on the panel at one time. In that case, a plus sign (+) appears at the bottom of the list. Use **F7=Backward**, **F8=Forward**, **roll keys**, or **page keys** to scroll through the list of codes.

```

AMVAJDFR                               Display Countries                               DISPLAY
                                                                                   New mail waiting
Position to code . . . . . aA3
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code   Name
ARG   Argentina
AST   Austria
AUS   Australia
BRZ   Brazil
CAN   Canada
CZC   Czechoslovakia
DNM   Denmark
FRN   France
GBR   Great Britain
GER   Germany
GRC   Greece
ITY   Italy
JAM   Jamaica
JPN   Japan
+

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F12=Cancel   F21=Print

```

When you use **F8=Forward**, the next country codes appear in the list.

```

AMVAJDFR                               Display Countries                               DISPLAY
                                                                                   New mail waiting
Position to code . . . . . aA3
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code   Name
MEX   Mexico
NTH   Netherlands
POL   Poland
PRT   Portugal

```

Position to field

You can also move through the list by typing the code you want to see in the **Position to** field at the top of the panel.

```
AMVAJDJR                               Display Countries                               DISPLAY
New mail waiting

Position to code . . . . . GER
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code   Name
ARG   Argentina
AST   Austria
AUS   Australia
BRZ   Brazil
CAN   Canada
CZC   Czechoslovakia
DNM   Denmark
FRN   France
GBR   Great Britain
GER   Germany
GRC   Greece
ITY   Italy
JAM   Jamaica
JPN   Japan                                     +

F3=Exit   F6=Edit   F7=Backward   F8=Forward
F12=Cancel F21=Print
```

When you type a code in the **Position to** field and press **Enter**, the system moves the list so that the code you typed is at the top of the list. If none of the codes match the one you typed, the list begins with the entry immediately following the code you want.

```
AMVAJDJR                               Display Countries                               DISPLAY
New mail waiting

Position to code . . . . . GER
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code   Name
GER   Germany
GRC   Greece
ITY   Italy
JPN   Japan
MEX   Mexico
```

To return to the original list, blank out the value in the **Position to** field and press **Enter**.

Subset by field

If you want to limit the list of codes to only those with a certain description, you can type the string of letters or numbers you want to match in the **Subset by** field.

```
AMVAJDFR                      Display Countries                      DISPLAY
                                                                    New mail waiting
Position to code . . . . . aA3
Subset by name . . . . . Austr

Code   Name
ARG    Argentina
AST    Austria
AUS    Australia
BRZ    Brazil
CAN    Canada
CZC    Czechoslovakia
DNM    Denmark
FRN    France
GBR    Great Britain
GER    Germany
GRC    Greece
ITY    Italy
JAM    Jamaica
JPN    Japan
+

F3=Exit   F6=Edit   F7=Backward  F8=Forward
F12=Cancel F21=Print
```

When you press **Enter**, only those codes that match the string you enter appear in the list.

```
AMVAJDFR                      Display Countries                      DISPLAY
                                                                    New mail waiting
Position to code . . . . . aA3
Subset by name . . . . . Aus

Code   Name
AST    Austria
AUS    Australia
```

To return to the original list, blank out the value in the **Subset by** field and press **Enter**.

Types of code file maintenance panels

You use two types of panels when you maintain code files: the Display panel and the Edit panel. Both panels show the list of codes. Each entry in the list contains a code and a name or description for that code.

Display panel. This panel is your starting point for code file maintenance. It is the first panel that appears when you choose an option on the Code File Maintenance menu.

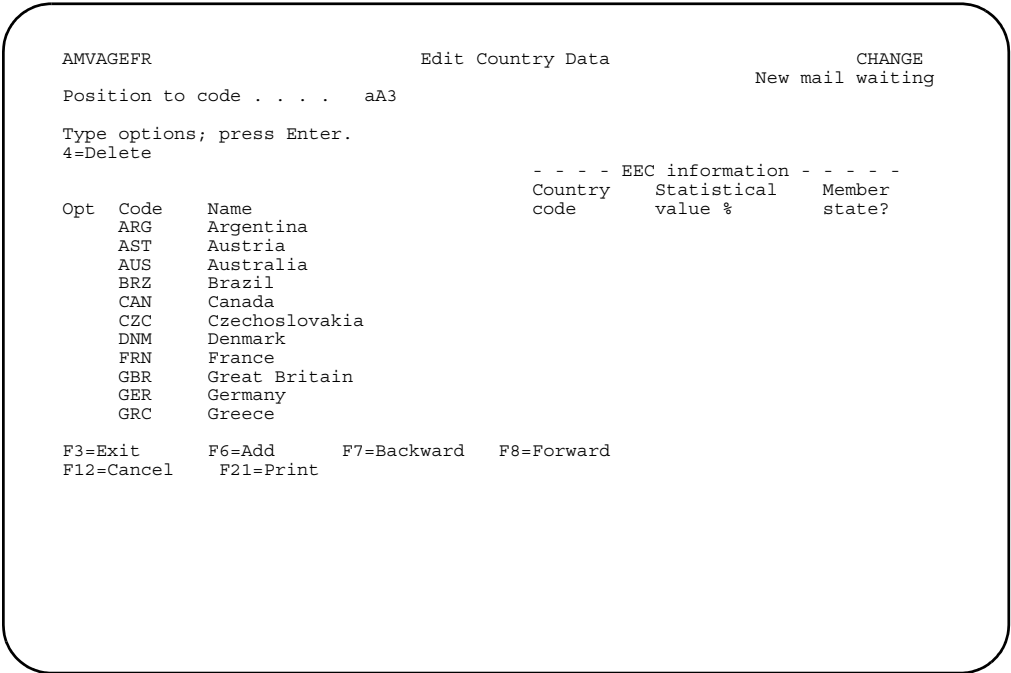
The Display panel is like an inquiry panel. You can see information, but you cannot change it. For example, in the following panel, you see a list of three-position country codes and the names of the countries.

```
AMVAJDFR                      Display Countries                      DISPLAY
                                                                    New mail waiting
Position to code . . . . . aA3
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code   Name
ARG   Argentina
AST   Austria
AUS   Australia
BRZ   Brazil
CAN   Canada
ITY   Italy
CZC   Czechoslovakia
DNM   Denmark
FRN   France
GBR   Great Britain
GER   Germany
GRC   Greece
JAM   Jamaica
JPN   Japan

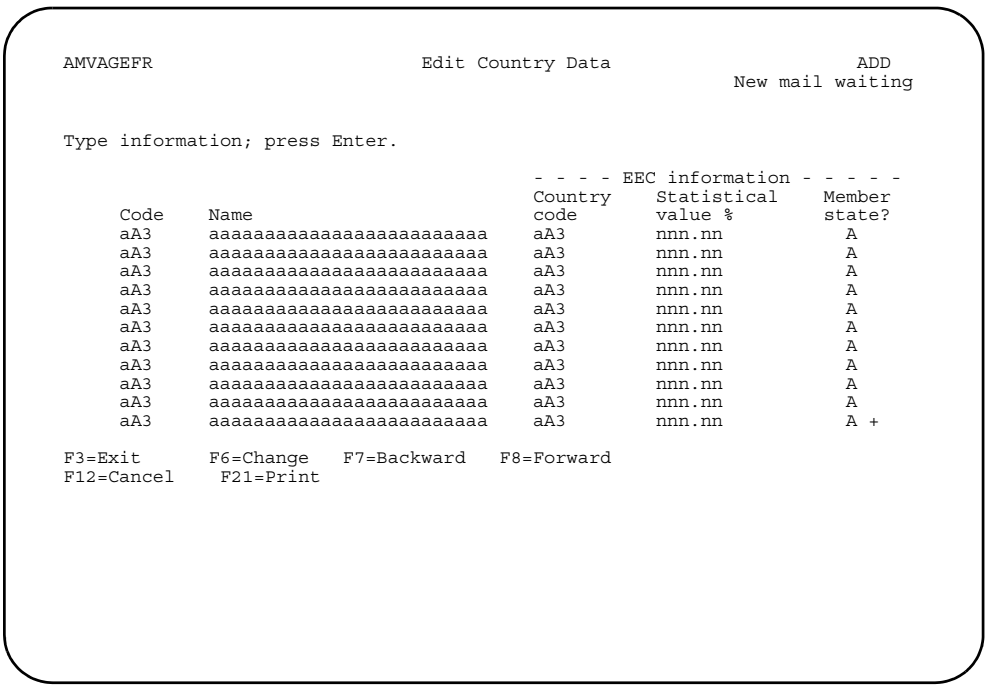
F3=Exit      F6=Edit      F7=Backward  F8=Forward
F12=Cancel   F21=Print
```

Edit panel. This panel appears when you use **F6=Edit** on the Display panel. It contains the same list of codes and code descriptions as the Display panel. It also contains an **Opt** field. Enter the number in this field that corresponds to the action you want to take against an entry in the list. The action available in code file maintenance is 4=Delete.



The Edit panel has two modes, Change and Add. In Change mode, you can type over the code name or description with a new name or description. You cannot change the code itself.

Use **F6=Add** to switch from Change mode to Add mode so that you can enter new codes and descriptions.



Use **F6=Change** to switch back to Change mode. Or, use **F12=Cancel** to return to the Display panel.

Code file report

If you want a report showing all codes defined in a code file, use **F21=Print**. The List Detail report prints for that code file. For example, using **F21** on the Display Country or Edit Country Data panels causes the List Country Detail report (AMVADPFR) to print.

```
AMVADPFR  SPELL  List Country Detail
                                     7/12/**  Page 1
                                     08:13:51 ATLA1035 50
- - - EEC information - - -
Country  Statistical  Member
code     value %     state?
Code     Name
ARG     Argentina      .00
AST     Austria         .00
AUS     Australia       .00
BRZ     Brazil          .00
CAN     Canada          .00
CZC     Czechoslovakia .00
DNM     Denmark         .00
FRN     France          .00
GBR     Great Britain   .00
GER     Germany         .00
```

Example: Maintain code files

Code file maintenance works the same way regardless of the code you want to add, change, or delete. When you first begin code file maintenance, the Display and Edit panels do not contain any code information. Use the Edit panel in Add mode to enter the code values your company uses. These code values make up the lists you see on the Display panel and Edit panel in Change mode.

You may have a long list of code values for some codes and a short list for others, depending on the number of different values your company uses for each code. Once you have added code information, you can change code names and descriptions and delete codes in the list.

The rest of this section demonstrates code file maintenance using one example: the Country code. Remember that you use the same types of panels and take the same actions to maintain information for any code.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Cancel** before you press **Enter**. Once you press **Enter**, the changes are committed to the system.

To see a list of codes. When you select an option on the Code File Maintenance menu, the Display panel appears. This display panel shows you the list of codes already defined.

```

AMVAJDFR                               Display Countries                               DISPLAY
                                                                                   New mail waiting

Position to code . . . . . _____
Subset by name . . . . . _____

Code   Name
ARG    Argentina
AST    Austria
AUS    Australia
BRZ    Brazil
CAN    Canada
ITY    Italy
CZC    Czechoslovakia
DNM    Denmark
FRN    France
GBR    Great Britain
GER    Germany
GRC    Greece
JAM    Jamaica
JPN    Japan                                     +

F3=Exit   F6=Edit   F7=Backward  F8=Forward
F12=Cancel F21=Print

```

To change, delete, or add code information, use **F6=Edit**. The Edit panel appears in Change mode.

To return to the Code File Maintenance menu, use **F3=Exit**.

To change code information. The Edit panel in Change mode contains the same list of codes and code descriptions as the Display panel. To change the name or description for a code, type over the existing information and press **Enter**.

You cannot change the values in the **Code** column. To change a code value, you must first delete the existing code, using **option 4=Delete**, then add a new code.

```

AMVAGEFR                               Edit Country Data                               CHANGE
                                                                 New mail waiting
Position to code . . . . .  ____

Type options; press Enter.
4=Delete

                                     - - - - EEC information - - - - -
Country      Statistical      Member
code         value %         state?

Opt  Code   Name
ARG   ARG   Argentina
AST   AST   Austria
AUS   AUS   Australia
BRZ   BRZ   Brazil
CAN   CAN   Canada
CZC   CZC   Czechoslovakia
DNM   DNM   Denmark
FRN   FRN   France
GBR   GBR   Great Britain
GER   GER   Germany
GRC   GRC   Greece

F3=Exit      F6=Add      F7=Backward  F8=Forward
F12=Cancel   F21=Print

```

For example, if you need to change the name of code CZC from “Czechoslovakia” to “Czech Republic,” you type the new name over the current name and press **Enter**.

```

AMVAGEFR                               Edit Country Data                               CHANGE
                                                                 New mail waiting
Position to code . . . . .  ____

Type options; press Enter.
4=Delete

                                     - - - - EEC information - - - - -
Country      Statistical      Member
code         value %         state?

Opt  Code   Name
ARG   ARG   Argentina
AST   AST   Austria
AUS   AUS   Australia
BRZ   BRZ   Brazil
CAN   CAN   Canada
CZC   CZC   Czech Republic
DNM   DNM   Denmark
FRN   FRN   France

```

To add a new code, use **F6=Add**. The Edit Data (Change) panel changes to Edit Data (Add).

To add codes. Use the Edit panel in Add mode to enter new codes with their descriptions. Type the information for the codes you want to add. The **Code** field is required.

```
AMVAGEFR                      Edit Country Data                      ADD
                               New mail waiting

Type information; press Enter.

                               - - - - EEC information - - - - -
                               Country   Statistical   Member
                               code      value %      state?

Code   Name
BEL    Belgium

F3=Exit   F6=Change   F7=Backward   F8=Forward
F12=Cancel F21=Print

+

```

When you finish adding code information, press **Enter**. The Edit panel returns to Change mode, and the codes you added now appear in the list.

```
AMVAGEFR                      Edit Country Data                      CHANGE
                               New mail waiting

Position to code . . . .   ____

Type options; press Enter.
4=Delete

                               - - - - EEC information - - - - -
                               Country   Statistical   Member
                               code      value %      state?

Opt   Code   Name
      ARG   Argentina
      AST   Austria
      AUS   Australia
      BEL   Belgium
      BRZ   Brazil

```

To delete codes. Type **4** in the **Opt** column next to the codes you want to delete.

```

AMVAGEFR                               Edit Country Data                               CHANGE
                                           New mail waiting

Position to code . . . . .  _____

Type options; press Enter.
4=Delete

Opt  Code  Name
4   ARG  Argentina
    AST  Austria
    AUS  Australia
    BEL  Belgium
    BRZ  Brazil
    CAN  Canada
    CZC  Czech Republic
    DNM  Denmark
    FRN  France
    GER  Germany
    GRC  Greece
+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F12=Cancel   F21=Print
    
```

After you type 4 next to all of the codes you want to delete, press **Enter**. The system deletes those codes marked with 4. The list appears again without the deleted codes.

```

AMVAGEFR                               Edit Country Data                               CHANGE
                                           New mail waiting

Position to code . . . . .  _____

Type options; press Enter.
4=Delete

Opt  Code  Name
    ARG  Argentina
    AST  Austria
    AUS  Australia
    BRZ  Brazil
    CAN  Canada
    CZC  Czech Republic
    DNM  Denmark
    FRN  France
    GBR  Great Britain
    GER  Germany
    GRC  Greece

F3=Exit      F6=Add      F7=Backward  F8=Forward
F12=Cancel   F21=Print
    
```

To end code file maintenance. When you have finished maintaining codes, use **F3=Exit** to return to the Code File Maintenance menu. If you are on an Edit panel, you return to the Display panel. Use **F3=Exit** again to return to the menu.

Option 3. Paid Item Purge (AMRM20)

Use this option anytime you want to delete paid items from the Open Receivables Detail file for purge on demand customers only.

The Paid Item Purge option prints and deletes paid items for open-item purge on demand customers. The Customer AR Extension file is updated using the totals from the detail records. If a detail record does not match the master file, the master file totals are replaced with the detail totals, thereby ensuring that the customer master information agrees with the detail information related to it. In addition, an error is indicated. You must analyze the error to determine whether transactions were lost. Any aged trial balance report you have printed, invoice registers, and cash and adjustment registers for the customer information can help you in this analysis. Paid Item Purge can be run on demand to reconcile the Customer AR Extension file and the Open Accounts Receivable file (OPENAR) and also to resequence detail records.

Purging decisions are based on trading currency balances. Purge reports are available in trading currency and local currency. If multi-currency support is not active, local currency is used as the trading currency.

What information you need: None.

What reports are printed:

- Paid Item Purge Proof (AMR551)
- Paid Item Purge Options (AMR553)
- Paid Item Purge Write-Off (AMR554, available only when multi-currency support is active).
- Receivables After Close List (AMR651).

What forms you need: None.

AMR491—Paid Item Purge—Options

Use this display to select options for running the Paid Item Purge procedure.

The display allows you to do the following:

- Remove paid items from the Open Receivables Detail file
- Print a paid item report
- Save paid items to the History file.

This display appears when you select option 3 on the Master File Processing Menu (AMRM20).

Several actions occur:

- The Customer AR Extension file is updated
- The Paid Item Purge Proof is printed
- Items paid are purged (if the **BFOIC** field in the Customer AR Extension file is updated with P)
- Purged items are saved in the History file
- A Transaction Gain/Loss Journal is created if a transaction set is purged with a local currency balance that is not zero, if multi-currency support is active.

Deleting open receivables

This operation prints a detail list of all unpaid transactions or a paid item proof. The Customer Master file is processed, and any paid transactions for each open-item purge on demand customer are printed and moved to the Accounts Receivable History file if history was selected during application tailoring.

Should the total amounts accumulated from the detail transactions not equal the total amounts accumulated from the Customer AR Extension file an error indication is noted on the report. If there are multiple companies, company totals are printed for both balance-forward and open-item customers. When all transactions still required have been saved, the old transactions are deleted.

Reconciling open receivables

This operation reads each transaction that has not been paid from the Open Receivables Detail file and prints a listing of the open receivables. It accumulates totals, and if these totals do not agree with the Customer AR Extension file as it exists, a warning is issued to indicate that the detail does not match the master. Review the transactions for this customer and evaluate what adjustments, if any, are needed to balance this customer's account.

When the condition is found and the warning is issued, the Customer AR Extension file is updated with the totals in the detail file. This ensures that the Customer AR Extension file agrees with detail records. If an account does not have the balance you expect, use the invoice or cash-receipt and adjustment entry display to adjust the account in whatever fashion is necessary to bring it into balance.

If you select the **TOTAL ONLY** option, company totals are printed. If multi-currency support is active, reports may be printed in either local currency or trading currency, or one report in each currency may be printed. Also, a Transaction Gain/Loss Journal is created if a transaction set is purged with a local currency balance that is not zero.

```

DATE **/**/**                PAID ITEM PURGE          AMR491  **
                               OPTIONS

RECEIVABLES BEFORE PURGE <1-2>  n    BEFORE PURGE CURRENCY <1-3>    n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. PAID ITEM PROOF PRINTED      2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES

RECEIVABLES AFTER PURGE <1-2>   n    AFTER PURGE CURRENCY <1-3>    n
  1. ALL RECORDS PRINTED          1. TRADING CURRENCY
  2. TOTALS ONLY                 2. LOCAL CURRENCY
                                   3. BOTH CURRENCIES

                                   F17 ACCEPT WARNING
                                   F24 CANCEL THE JOB

```

What to do

Type in the information requested and press **Enter**. One of the following occurs:

- If multiple company support is active, display AMR495 appears.
- If multiple company support is not active, the purge procedure is placed in the job queue and the reports are scheduled for printing. The Master File Processing menu appears (AMRM20).

Function keys

F17 ACCEPT WARNING continues processing without correcting the warning condition.

F24 CANCEL cancels the job and shows you the Master File Processing Menu (AMRM20).

Fields

RECEIVABLES BEFORE PURGE <1-2> (UNLDO). This field allows you to specify whether you want all records or just purged records to be printed when the Open Receivables Detail file is purged. Type in one of the following:

- 1 All records printed
- 2 Paid item proof printed.

BEFORE PURGE CURRENCY <1-3> (UNLDOC). This field appears only when multi-currency support is active. You can specify amounts to print in the customer currency (trading), the local currency, or both currencies after purging for the Paid Item Purge. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

RECEIVABLES AFTER PURGE <1-2> (RELDO). This field allows you to specify whether you want a listing of all records in the Open Receivables Detail file or only total after purge processing. Type in one of the following:

- 1 All records
- 2 Totals only.

AFTER PURGE CURRENCY <1-3> (RELDOC). This field appears only when multi-currency support is active. You can specify amounts to print in the customer currency (trading), the local currency, or both currencies. This occurs after aging and purging at the completion of Open Receivable Detail processing for the Paid Item Purge and Month End Close reports. Type in one of the following:

- 1 Trading currency
- 2 Local currency
- 3 Both currencies.

AMR495—Paid Item Purge—Company Selections

Use this display to choose the companies for which you want to have paid items purged. If the companies will not fit on the first display, use **ROLL UP** to see more companies. Repeat the process until you have seen all the companies.

This display appears when you press **Enter** on display AMR491 and multiple company support is active. This display allows you to select which companies are to have paid items purged.

```

DATE **/**/**                                AMR495  **
A
                                PAID ITEM PURGE
                                COMPANY SELECTIONS

SEL    CO    COMPANY NAME    DATE OF
<Y/N> NO    COMPANY NAME    LAST STMT
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
A      **    *****
                                USE ROLL UP/DOWN
                                F18 REFRESH SCREEN
                                F19 RESELECT
                                F24 CANCEL

```

What to do

Select the companies for which purging is to occur and press **Enter**. The purge procedure is placed in the job queue and the reports are scheduled for printing. The Master File Processing menu appears (AMRM20).

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of companies on the displays.

F18 REFRESH SCREEN causes this display to appear again in its original form. Any data you typed in is ignored.

F19 RESELECT causes the original display to appear. This allows you to start over again.

F24 CANCEL causes the Master File Processing menu (AMRM20) to appear. No processing occurs.

[Contents](#)

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Fields

SEL <Y/N>. Required. Type in **Y** for each company you want to be purged. Type in **N** for each company you do not want purged.

CO NO (COMNO). The company number.

COMPANY NAME (COMNM). The company name.

DATE OF LAST STMT. The last statement date for this customer.

Option 4. Clear Old Statement Files (AMRM20)

Use this option to clear the Statement Detail file and the Statement Customer Master file after you have printed all required customer statements and you no longer want to print any other statements.

No secondary menu or display is associated with this option on the Master File Processing menu (AMRM20). When you select the option and press **Enter**, a confirmation display appears so you can choose to continue or cancel the request.

If you choose to continue, both the Statement Detail file and the Statement Customer Master file are deleted without regard as to whether or not all transactions have been printed on a statement. Ensure that only authorized personnel run this procedure.

What information you need: None.

What reports are printed: None.

What forms you need: None.

Option 5. Initial File Load–Balances (AMRM20)

Use this option anytime you need to enter initial balances through a work station for invoices, credit memos, aged balance-forward records, and current or aged service charges. Aged service charges are valid only for open-item accounts.

No secondary menu is associated with option 5 on the Master File Processing menu. The displays that appear offer a selection of options for invoice entry.

Note: Even though the displays for this option are very similar to those used for transaction processing in Chapter 3 “Transaction Processing”, you must use option 5 on the Master File Processing Menu (AMRM20) for initial file load. The option for transaction processing does not allow the entry of aged balance-forward summaries or the entry of service charges.

The online initial file load uses the displays to get batches of balances into the system. The first entry display is the Invoice Entry (Enter) display (AMR082). The next display to appear is the Invoice Entry (Enter, Review) display (AMR083) to enter invoices and credit memos or the Accounts Receivable (Status) display (AMR084) to review the status of the batch being entered into the file.

When multi-currency support is active, the Invoice Entry (Enter, Review) display (AMR083) shows the customer’s currency ID and description from the Customer Master file. If the currency **ID** field (CURRENCY) is blank, the trading currency is the local currency. In this case, no currency data is shown, and all local currency amounts are equal to the trading currency amounts. If the currency **ID** field is not blank, the trading currency is a foreign currency, and the system calculates the local currency amounts.

When an invoice or credit memo is entered directly into Accounts Receivable from either online or offline, the Invoice Tax Detail display (AMR085) is used. The system processes the data you type in on this display and the resulting information is added to the data you entered to complete the tax data for the invoice. **CO/CUSTOMER**, **TAX SUFFIX**, **TAX IND**, **TAX CODE**, and **TAX DATE** are used for tax processing. If multi-currency support is active, all tax processing is done in trading currency, and is then converted to local currency.

Note: When you are finished entering all invoices and service charges, your next step should be to select option 7, Initial File Load Update, on the Master File Processing menu (AMRM20).

What information you need:

The company number for the transactions you are going to enter during initial file load.

What reports are printed: None.

What forms you need:

“Invoice Entry–Transaction Processing/Initial Workstation File Load (AR-33)” on page 13-11.

AMR082—Invoice Entry (Enter) (initial file load)

Use this display to specify the posting period or month and year, company number, and customer number for the invoices you are going to enter.

This display appears when you select a batch on the Accounts Receivable Data Entry Control display (AMVBA1) and multiple companies are supported. This display also appears when you use **F01** on the Invoice Entry (Review) display (AMR083) or when you use **F08** on the Invoice Tax Detail display (AMR085).

For accounting purposes, it is suggested that data entry of transaction batches be restricted to one company per batch. This allows you to use batch totals as company totals from the Invoice Register. There are no company totals on the Invoice Register.

```

Date **/**/**          Invoice Entry          Enter          AMR082  **
Posting Month  <1-12>   nn
Posting Year           nn
Company Number <1-89>  nn
Customer          nnnnnnnn

```

```

F03 Page Backward
F17 Accept W/Error
F24 Display Status

```

What to do

- To enter an invoice, type in the information requested for the record you are adding and press **Enter**. Go to display AMR083.
- To see the invoice or credit memo you entered previously, use **F03**.
- To accept the invoice with the error, use **F17**.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F03 PAGE BACKWARD causes the last active invoice in the transaction batch to appear on display AMR082. If the batch shows no active invoices, message W AM-0703 END OF DATA appears.

F17 ACCEPT W/ERROR accepts an invoice that contains an error. The record is flagged as an error and stored in the file, but it is not updated during the update run or printed on the Invoice Register. The invoice is included on the Apply Invoices to Master File report as an error. The batch totals do not include the invoices that were flagged with errors.

F24 DISPLAY STATUS causes the Accounts Receivable Status display (AMR084) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

POSTING MONTH <1-12>

POSTING PERIOD <1-13> (GLPRD). Required if this field appears on the display. This field appears as either Posting Month or Posting Period depending on the accounting options selected during application tailoring. Type in the period or month for which gains and losses are to be reported to General Ledger. This field appears only if general ledger distribution was selected during application tailoring and multi-currency support is active.

POSTING YEAR (GLYER). Required if this field appears on the display. This field appears only if general ledger distribution and 12-month accounting options were selected during application tailoring and multi-currency support is active. Type in the last two digits of the year for which gains and losses are to be reported to General Ledger.

COMPANY NUMBER <1-89> (COMNO). Required. Type in the company number associated with the transaction. This field is edited to verify that the number you type in is within the range of companies chosen during application tailoring. This field appears only when multiple company support is active.

CUSTOMER (CUSNO) [?]. Required. Type in the customer number associated with the transaction.

AMR083—Invoice Entry (Enter, Review) (initial file load)

Use this display to enter and review invoice data.

This display appears when you type in a valid customer number on the Invoice Entry (Enter) display (AMR082) or when you use **F03** on an entry display and have active records in the batch.

If multi-currency support is active, the following fields appear on the display:

- Country
- Currency
- Rate Date
- Exchange Rate
- Local Currency.

The currency ID and description are obtained from the Customer Master file.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), the exchange rate and local currency fields are display only fields and cannot be changed. Amounts cannot be entered because the exchange rate is a set value.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), you can enter amounts in the exchange rate and local currency fields.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), you can enter amounts in the exchange rate and local currency fields.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are involved. The exchange rate and local currency fields are display only fields and cannot be changed.
- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.
- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.
- If you enter an exchange rate override, it will be treated as a derived exchange rate for the currency conversion of the invoice amount to local currency, and triangulation cannot be used.

If a sales representative number is in the selected Customer Master record, it appears and can be overridden in **Enter** mode. If future aging of invoices was selected during application tailoring, the **Closes** field (closings till current) appears.

In Review mode, information appears for the selected invoice. The required fields for entry on this display are **Date** and **Invoice Amount**.

Some of the editing that occurs for this display includes:

- The invoice amount must equal the sum of the tax amount, special charges, freight charges, and net sales.
- The **Inv Ref** (invoice reference) and **Agecd** (age code) fields are mutually exclusive.
- The **Agecd** (age code) and **Closes** fields are mutually exclusive.
- The **Inv Ref** (invoice reference) field is valid only for referring to existing invoices when you are entering credit memos.

The **Trtyp** (transaction type) field indicates whether the record being entered is a previous service charge, current service charge, balance-forward, invoice, or credit memo.

Note: **Trtyp** appears only when you select option 5, Initial File Load–Balances, on the Master File Processing Menu (AMRM20).

A negative invoice amount indicates a credit memo. You can tie a credit memo to a specific invoice only by entering the existing invoice number in the **Inv Ref** field. This number must match an unpaid invoice in the Open Receivables Detail file, or an error is indicated. You must apply a credit memo to each age period (balance-forward customers) or invoice (open-item customers) one at a time. The system does not provide automatic posting to the oldest age period followed by the next oldest.

The tax information on invoices from Accounts Receivable is not reported on the Taxing Body report from the Customer Order Management (COM) application.

```

Date **/**/**          Invoice Entry          *****  AMR083  **
Open Item @

Company *****  City/St *****  **
Customer *****  Country ***  Postal *****

Headquarters *****  Phone *****

Rate Date nnnnnn *****  Currency aA3 *****

Inv/Cr Memo  Date  Trtyp  Invoice Amount  Exchange Rate  Local Currency
nnnnnnn     nnnnnn  n      nnnnnnnnnnn.nnn  nnnnnn.nnnnnn  nnnnnnnnnnn.nnn

Aged  Salcd  Tax Amount  Disc Alld  Net Sales  Special Chg
A      A      nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn

Freight Chg  Trade Disc  Invoice Cost  Salesrep
nnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnnnnnnn.nnn  nnnnnn

Weight  Inv Ref  Terms  Closes  Aging Date
nnnnnnn.n  nnnnnn  aA3    n      nnnnnn

F01 Resume Entry
F02 Page Forward
F03 Page Forward
F05 Page Forward
F07 Enter Taxes
F08 Enter Customer
F15 Note Tasks
F17 Accept W/ Error
F20 Delete Record
F24 Display Status

F09 Full Address
    
```

What to do

- To enter an invoice, type in the information requested and press **Enter**. The information you entered is added to the batch to await posting and this display appears again.
- If any of the data is in error, it is highlighted and none of the data is accepted. To accept the data with the error, use **F17**.
- To go into Review mode and see the next record in the batch, use **F02**. Use **F02** again to return to Enter mode.
- To go into Review mode and see the preceding record in the batch, use **F03**. Use **F03** again to return to Enter mode.
- To go into Review mode and see the fifth record in the batch from the one that currently appears, use **F05**.
- To enter tax information, use **F07**. Go to display AMR085.
Note: **F07** does not appear on the display until after you have entered the first invoice record.
- To change the customer number, use **F08**. Go to display AMR082.
- To delete, suspend, or close a batch, use **F24**. Go to display AMR084.

Function keys

F01 RESUME ENTRY causes the Invoice Entry (Enter) display (AMR082) or this display to appear.

F02 PAGE FORWARD places you in Review mode, showing the next record in the batch.

F03 PAGE BACKWARD places you in Review mode, showing the preceding record in the batch.

F05 PAGE FORWARD 5 places you in Review mode, showing you the fifth record in the batch from the one that is on the display. Each use of the key pages forward five records.

F07 FULL ADDRESS causes the pop-up panel to appear that contains the entire name and address information for this customer.

F08 ENTER CUSTOMER causes the Invoice Entry (Enter) display (AMR082) to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book. You must have OS/400 Office Vision* to use this feature.

F17 ACCEPT W/ERROR accepts an invoice that contains an error. The record is flagged as an error and stored in the file, but it is not updated during the update run nor is it printed on the Invoice Register. The invoice is included on the Apply Invoices to Master File report as an error. The batch totals do not include the invoices that are flagged with errors.

F20 DELETE RECORD (valid only in Review mode) causes the current record to be deleted from the transaction batch and the Invoice Entry display (AMR083) to appear again.

F24 DISPLAY STATUS causes the Accounts Receivable (Status) display (AMR084) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

OPEN ITEM

BALANCE FORWARD. The type of customer account. This field appears as either Open Item or Balance Forward depending on the account type specified in the Customer AR Extension file.

COMPANY (COMNO). The company number associated with the invoices you are going to enter or review.

CUSTOMER (CUSNO). The customer number associated with the invoices you are going to enter or review.

CUSTOMER NAME and ADDRESS. This field appears to the right of **Company** and **Customer** and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch.

PHONE. The customer's telephone number.

RATE DATE (EXODTX). The date the exchange rate is effective. The default date is the system date. You can type in another date if you do not want to use the default date. This field appears only when multi-currency support is active.

CURRENCY (CURID). Type in the ID of the currency associated with this invoice. The default is the currency associated with this customer in the Customer Master file. The description of the currency appears to the right of the currency ID. This field appears only when multi-currency support is active.

INV/CR MEMO (INVNR). Required. Type in the invoice or credit memo number for the transaction.

DATE (TRNDT). Required. Type in the transaction date. The system date is the default.

TRANSACTION TYPE (TRTYP). Enter one of the following:

- 1 Invoice/credit memo
- 4 Current service charge
- 6 Balance forward
- 8 Previous service charge.

Transaction type restrictions:

- Service charge records (transaction type 4 or 8):
 - Invoice number/credit memo number must be zeros
 - Age code must be zero if service charge aging is not supported
 - Age code must be zero for current service charges
 - A balance-forward account cannot contain aged service charges (age 1, 2, 3, or 4)
 - Future aging is not allowed.
- Balance-forward records (transaction type 6):
 - Invoice number/credit memo number must be zeros
 - Only age codes 1, 2, 3, or 4 are allowed.

Note: This field appears only when you select option 5, Initial File Load–Balances, on the Master File Processing Menu (AMRM20).

INVOICE AMOUNT (INVAM). Required. Type in the total amount of the invoice. This amount must equal the sum of taxes, special charges, freight charges and net sales minus the trade discount. A negative amount indicates a credit memo.

If you enter an invoice amount and leave the Exchange Rate and Local Currency fields blank, the system calculates the exchange rate based on the currency ID and the exchange rate date.

EXCHANGE RATE (EXRAT). Type in the rate used to convert trading currency to local currency or vice versa. If you enter an exchange rate and leave the Local Currency field blank, the system automatically calculates the local currency amount. This field appears only when multi-currency support is active. See the discussion above on euro currency and euro-participating currency for when this field is a display field only and cannot be changed.

LOCAL CURRENCY. Type in the amount of the invoice expressed in the currency you use to record transactions in your general ledger. If you type in a local currency amount and leave the **Exchange Rate** field blank, the system automatically calculates the exchange rate. This field appears only when multi-currency support is active. See the discussion above on euro currency and euro-participating currency for when this field is a display field only and cannot be changed.

AGE CODE (AGECD). The aging period for the invoice. Type in one of the following codes or leave the field blank:

Blank or 0 Current period
1 Over 30 days
2 Over 60 days
3 Over 90 days
4 Over 120 days.

The age date is calculated using the age code and the transaction date. If the age code is 0, the age date is equal to the transaction date. If the transaction date is not equal to the system date, the age date is equal to the transaction date. If the transaction date is equal to the system date and the age code is greater than 0, the age date is the transaction date minus the number of periods the age code represents.

For future aging, leave the **age code** blank. The system calculates the age code from the number of month end closings you type in the **Closes** field.

Note: The **Closes** field (closings til current) produces a negative age code value used for future aging (tailoring question R06).

SALES CODE (SALCD). The invoice type. Type in one of the following codes or leave the field blank:

Blank or R Charge invoice
C Cash sale invoice
D C.O.D. invoice.

Note: Cash and C.O.D. invoices are not posted to the Customer AR Extension file and the Open Accounts Receivable file.

TAX AMOUNT (TXAMT). Type in the total amount of taxes for this invoice.

DISCOUNT ALLOWED (CDSAL). Type in the cash discount amount allowed for prompt payment.

NET SALES (CNSAM). Type in the total amount of the line items on the invoice. This field is required if entries are made in any of the following fields: **Tax Amount**, **Special Chg**, or **Trade Disc**.

SPECIAL CHG (INSCA). Type in any special charges or credits for this invoice.

FREIGHT CHG (INVFR). Type in the freight charge for this invoice.

TRADE DISC (DAINT). Type in the total invoice discount amount based on the net sales amount of this invoice.

INVOICE COST (INCST). Type in the total cost of the items on the invoice. This field is used by Sales Analysis to calculate the gross profit and is always entered in the local currency.

SALESREP (SLSNO) [?]. Type in the number of the sales representative responsible for this invoice. The sales representative number associated with this customer in the Customer Master file is the default. If the Sales Analysis interface is active, any number you type in this field is validated against the Salesrep Master file.

WEIGHT (SHPWT). Type in the shipping weight.

INV REF (CRMNR). Use this field to tie a credit memo to an existing invoice. Type in the number of the existing invoice. If you do not reference an existing transaction, the record is recorded as an unapplied transaction with its own age code.

TERMS (TRMCD). A code defined by your company.

CLOSES (Closings till Current) (CLTCR). This field appears only if future aging was selected during application tailoring. For future invoices, type in the number of month end closings that should occur before the invoice becomes current. The maximum number of closings is 9.

AGING DATE (AGEDT). For future invoices, type in the date this invoice will become due. For past due invoices, type in the date this invoice became due. If this field is left blank, the system calculates the date based on the closings till current (Closes) or the age code (Agecd). The aging date is used by the Aged Receivables Report if you choose to simulate invoice aging As of Specific Date.

AMR084—Accounts Receivable (Status) (initial file load)

Use this display to review the status of the transaction batch and to delete, suspend, or close the batch.

This display appears when you select **F24** on display AMR082, AMR083, or AMR085.

The status information includes valid records, error records, and records deleted. The control totals include record count, amount, customer number hash, and invoice number hash, for both invoices and credit memos. The control totals on this display should agree with your manually prepared totals.

After all the invoices and service charges have been entered, Initial File Load Update (option 7 from the Master File Processing menu — AMRM20) must be run before entering cash receipts and adjustments.

```

Date **/**/**           Accounts Receivable           Status      AMR084  **
Batch Number   ***

Batch Status -- Valid Records           *****
                Error Records           *****
                Records Deleted         *****

                Records           Amount           Customer
                Invoices          ***** ***,***,***,***,***.** ***,***,***,***,** *
                Credit Memos      ***** ***,***,***,***,***.** ***,***,***,***,** *
                Totals            ***** ***,***,***,***,***.** ***,***,***,***,** *

                Enter To Continue
                F20 Delete Batch
                F23 Suspend Batch
                F24 Close Batch
    
```

What to do

- To return to the previous display, press **Enter**.
- To delete this batch, use **F20**. The Transaction Processing menu (AMRM10) appears.
- To suspend this batch, use **F23**. The batch cannot be posted to the Open Receivables Detail file. The Transaction Processing menu (AMRM10) appears.
- To close the batch, use **F24**. The Transaction Processing menu (AMRM10) appears. The batch can be posted to the Open Receivables Detail file.

Function keys

F20 DELETE BATCH causes message AM-3693 USE F20 TO DELETE RECORD to appear. To delete the batch, use **F20** again. The batch is then deleted and the Transaction Processing menu (AMRM10) appears.

F23 SUSPEND BATCH causes the current transaction batch to be suspended and the Transaction Processing menu (AMRM10) to appear.

F24 CLOSE BATCH causes the current transaction batch to be closed and the Transaction Processing menu (AMRM10) to appear.

Fields

BATCH NUMBER. The number assigned by Accounts Receivable (AR) to identify the batch.

BATCH STATUS.

VALID RECORDS: The number of records that contain no errors detected by AR.

ERROR RECORDS: The number of records you asked AR to accept with errors. Error records should be corrected before the batch is processed. The batch totals do not include the invoices that were flagged with errors.

RECORDS DELETED The number of records you entered and then deleted in this session. Deleted records cannot be reactivated.

INVOICES

CREDIT MEMOS

TOTALS. The control totals for this batch. A separate total is shown for all invoices and all credit memos. A combined total is shown for all valid records in the batch.

RECORDS: The individual and combined totals for the number of invoice records and credit memo records entered in this batch.

AMOUNT: The individual and combined totals of invoice amounts and credit memo amounts entered in this batch.

CUSTOMER HASH TOTALS: The individual and combined totals of all customer numbers for invoices and credit memos entered in this batch.

INVOICE HASH TOTALS: The individual and combined totals of all invoice and credit memo numbers entered in this batch.

AMR085—Invoice Tax Detail

Use this display to enter and review tax detail information. You can enter up to nine lines of tax detail information on one display.

This display appears when you use **F07** on the Invoice Entry (Review) display (AMR083).

The upper section of this display shows the company/customer name and invoice number selected for tax entry. The invoice date and the tax amount you entered on AMR083 also appear.

The tax date defaults to the invoice date. The tax suffix defaults to the suffix in the Customer Master file. You can update both these fields. You can enter up to nine detail tax amounts on one display.

```

Date **/**/**          Invoice Tax Detail                      AMR085  **
Co/Customer  ** ***** *****                               Inv/Cr Memo *****
Inv Date **/**/** Totl Tax *****.** Tax Date nn/nn/nn  Tax Suffix aaaA5

D Tax      Tax
L Ind      Code   Tax Amount      Item Number      Item Description
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30
A aA3      aaaA5   nnnnnnnnnnn .nn  aaaaaaaaaaaaaA15  aaaaaaaaaaaaaA30

F01 Resume Entry
F08 Enter Customer
F15 Note Tasks
F17 Accept W/Warning
F19 Refresh Screen
F20 Delete Taxes
F24 Display Status

```

What to do

- Type in the information requested and press **Enter**. The information you entered is added to the batch to await posting and this display appears again.
- If any of the data is in error, it is highlighted and none of the data is accepted. To accept the data with the error, use **F17**.
- To delete all taxes associated with this invoice, use **F20**. Go to display AMR083.
- To see the status of this session or to close or suspend the session, use **F24**. Go to display AMR084.

Function keys

F01 RESUME ENTRY causes the Invoice Entry (Review) display (AMR083) to appear.

F08 ENTER CUSTOMER causes the Invoice Entry (Enter) display (AMR082) to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F17 ACCEPT W/WARNING accepts a tax record that contains an error.

F19 REFRESH SCREEN causes AMR085 to display again with the original data.

F20 DELETE TAXES deletes all associated taxes for a particular invoice.

F24 DISPLAY STATUS causes the Accounts Receivable (Status) display (AMR084) to appear.

Fields

CO/CUSTOMER (COMNO/CUSNO). The company and customer numbers associated with the transaction.

CUSTOMER NAME. This field appears to the right of **CO/CUSTOMER** and has no heading. It shows the name of the customer.

INV/CR MEMO (Invoice/Credit Memo). The invoice or credit memo number for the transaction.

INV DATE (TRNDT). The transaction date of this invoice or credit memo.

TOTAL TAX (TXAMI). The total amount of the taxes due for this invoice.

TAX DATE (TXDAT). Type in the tax date. The invoice date is the default.

TAX SUFFIX (TXSUF). Required. This field classifies the customer for tax purposes. The tax suffix associated with this customer in the Customer Master file is the default. See the *CAS User's Guide* for more tax information.

DL (Delete) (DELCX). Type in **D** to delete a tax line.

TAX INDICATOR (TXIND). Required. This field classifies the item for tax purposes. See the *CAS User's Guide* for more tax information.

TAX CODE (TXCOD). Required. Type in a valid tax code for the transaction to identify the type of tax being applied (for example, state, city, or local tax).

TAX AMOUNT (TXAMT). Type in the amount of tax for this indicator and code combination.

ITEM NUMBER (TXITN). Type in the number of the item for which the taxes apply.

ITEM DESCRIPTION (ITDSC). Type in the description of the item.

Option 6. Initial File Load–Cash/Adjustments (AMRM20)

Use this option anytime you need to enter cash receipts, adjustments, and miscellaneous cash for initial file load through a workstation.

You must have completed at least one of the following tasks before you select this option:

- Enter an invoice summary for initial file load
- Enter a service charge transaction for initial file load
- Enter a balance-forward record for initial file load.

No secondary menu is associated with option 6 on the Master File Processing menu. The displays that appear offer a selection of options for entering cash and adjustments.

When you are finished entering all invoices and service charges, your next step should be to select option 7 Initial File Load Update, on the Master File Processing menu (AMRM20).

What information you need:

The company number for the transactions you are going to enter during initial file load.

What reports are printed: None.

What forms you need: None.

AMVBA1—Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, suspended, or recurring batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select the following:

- option 1 on the AP or PUR Payables Processing menu
- option 1 OR 4 on the GL Journal Processing menu or option 3 on the GL Post Journal Transactions menu
- option 1 on the AR Transaction Processing menu or option 6 on the AR Master File Processing menu
- option 1 on the PR Time/Adjustment Entry menu or option 1 on the PR Payoffs menu.

```

DATE **/**/**                                AMVBA1  **

                                DATA ENTRY CONTROL

ENTER BATCH NUMBER nnn                      BATCHES CURRENTLY IN USE ***
BATCH    *--ORIGINAL--* *---LAST---*      LOCATE BATCH nnn
NO.   TYPE  WSID   OPID  WSID   OPID  STATUS DATE   USED  ERRORS
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***
***   ***  ***    ***   ***    ***   ***    **/**  ***  ***

                                USE ROLL UP/DOWN
                                F04 NEW BATCH
                                F24 CANCEL THE JOB
  
```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
 - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.
 - To locate a particular batch beyond the next group of batches, type the batch number in the **LOCATE BATCH** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the **ENTER BATCH NUMBER** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

WSID (Work Station Identification): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WSID (Work Station Identification): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch. Errors exist in the batch and must be corrected.

You can select this batch for further entry and review from any workstation.

RECURS Batch has been created as a recurring batch. All transactions within this batch are subject to the effective dates specified within. For purposes of data entry, the system treats a RECURS batch the same as a suspended batch; however, they cannot be processed like regular batches; they are templates used to create regular batches. Recurring batches are used only by Accounts Payable.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected. Warning messages also appear as errors.

AMR201—Cash Receipt/Adjustment Selection (Enter)

Use this display to enter the posting period or the month and year for the general ledger, the company number, the customer number, Accounts Payable bank account number, and the payment method. Also, use this display to indicate whether the transactions are cash receipts, adjustments, or miscellaneous cash.

This display appears when you select a batch on the Accounts Receivable Data Entry Control display (AMVBA1) and multiple companies and/or general ledger distribution is supported.

For accounting purposes, you should enter transaction data for only one company per batch. This allows you to use batch totals as company totals from the Cash Receipt and Adjustment Transaction Register. There are no company totals on the Cash Receipt and Adjustment Transaction Register.

The **Company Number** field appears only if multiple companies were defined during application tailoring. The **Bank Account** and **Payment Method** fields appear only if the AR to AP interface was selected during application tailoring.

If you select option 2 (AR Adjustment) and the AR to AP interface is active, the system ignores any data you enter in the **Bank Account** and **Payment Method** fields.

Valid entries for posting period are 1 through 13; valid entries for posting month are 1 through 12; valid entries for posting year are 00 through 99. Valid entries for company number are 1 through 89, but only numbers for companies defined during application tailoring are accepted.

```

DATE **/**/**      Cash Receipt/Adjustment Selection   Enter   AMR201  **

Posting Month  <1-12>   nn
Posting Year   nn
Company Number <1-89>   nn
Customer      nnnnnnnn
Option        <1-3>    n
  1 AR Cash Receipt
  2 AR Adjustment
  3 Miscellaneous Cash
Default Transaction Date nnnnnn
Bank Account   aA3
Payment Method A

F17=Accept  24=Status

```

What to do

- To enter cash receipts, type **1** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR203.

- To enter adjustments, type **2** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR204.
- To enter miscellaneous cash, type **3** in the **Option** field, type appropriate information in the other fields, and press **Enter**. Go to display AMR202.
- To see the status of this session or to suspend or close the session, use **F24**.

Function keys

F17 ACCEPT continues processing without correction of the warning condition. **F17** appears on the display only when the warning condition occurs.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. No processing occurs. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

POSTING MONTH <1-12>

POSTING PERIOD <1-13> (GLPRD). Required. This field appears as either Posting Month or Posting Period depending on the accounting options selected during application tailoring. Type in the period or month for which transactions are to be posted to the Temporary General Ledger file. This field appears only if general ledger distribution was selected during application tailoring.

POSTING YEAR (GLYER). Required if this field appears on the display. This field appears only if general ledger distribution and 12-month accounting options were selected during application tailoring. Type in the last two digits of the year for which the posting month applies.

COMPANY NUMBER <1-89> (COMNO). Required if this field appears on the display. Type in the company number associated with the transactions you are going to enter. This field is edited to verify that the number you type in is within the range of companies chosen during application tailoring. This field appears only if multiple company support was selected during application tailoring.

CUSTOMER (CUSNO) [?]. Type in the customer number associated with the cash receipt or adjustment transactions you are entering. This field must be blank to enter miscellaneous cash.

OPTION <1 - 3> (OPTION). Required. Type in one of the following codes:

- 1 AR Cash Receipt
- 2 AR Adjustment
- 3 Miscellaneous Cash.

DEFAULT TRANSACTION DATE (TRNDT). The system date appears in this field. Type in another date if you do not want the system date to be the default transaction date. The date in this field is used until you return to the Transaction Processing Menu (AMRM10) unless you change it for other transactions.

BANK ACCOUNT (BANKA). This field is required if the AR interface to AP is active. The default is 001. You can override the default, but your entry must match a record in the Bank Account Balance file (BANKAB). This field is defined by your company. See the *Accounts Payable User's Guide* for more information about this account code.

Note: If you selected option 2 above, this field is ignored by the system.

PAYMENT METHOD (PAYME). This field is required if the AR interface to AP is active. The default is 1. You can override the default, but your entry must match a record in the Bank Account Balance file (BANKAB). This field is defined by your company. See the *Accounts Payable User's Guide* for more information about payment methods.

Note: If you selected option 2 above, this field is ignored by the system.

AMR202—Miscellaneous Cash Receipt Entry (Enter)

Use this display to enter miscellaneous cash receipts. Cash that does not apply to a particular customer account is called miscellaneous cash receipts.

This display appears when you select option 3 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

If multi-currency support is active, you may enter cash in the local currency as well as a trading currency. Trading currencies must be accompanied by a valid currency ID code. If you do not enter a foreign currency, the cash received amount is placed in both the **Trading Currency** and **Local Currency** fields. If you enter both local and foreign currencies, type the foreign currency in the **Trading Currency** field and the local currency amount in the **Local Currency** field. If you enter only the foreign currency, the amount is placed in the **Trading Currency** field and the system calculates the local currency amount from the foreign currency. The journal entry reflects the local currency amounts.

You are allowed to override the currency ID from the Customer Master file (CUSMAS) with a currency ID that has the same primary currency. A primary currency links currency IDs to an actual national currency. For example, the secondary currency IDs US1 and US2 might be associated with a primary currency ID called US\$, which is US dollars. This allows you the flexibility of multiple exchange rates for a national currency while giving the applications that use multi-currency support a way to verify that they are working with the same national currency. You cannot override a currency ID with a code that has a different primary currency. For instance, a secondary currency ID linked to French francs cannot be replaced with a currency ID linked to British pounds.

```

DATE **/**/**      Miscellaneous Cash Receipt Entry      Enter      AMR202  **

Company  **      Company Name  *****

Cash Received      Trading Currency      Local Currency
Currency ID        nnnnnnnnnnnn.nn      nnnnnnnnnnnn.nn
                   aA3
Bank Charges       nnnnnnnnnnnn.nn      nnnnnnnnnnnn.nn

Check Number       nnnnnnnn      Deposit Number      nnnnnnnnnn
Transaction Date   nnnnnn      Description         aaaaaaaaaaaaA15
Exchg Rate Date   nnnnnn

                                General Ledger Account Numbers
Debit              aaaaaaaaaaaaA15      Credit              aaaaaaaaaaaaA15
Bank Charges       aaaaaaaaaaaaA15

F12=Cancel      F24=Status
    
```

What to do

- To enter miscellaneous cash receipts, type in the information requested and press **Enter**. The information you typed in is entered in the transaction file and the Cash Receipt/Adjustment Selection display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

COMPANY NAME (COMNM). The company name associated with the company number you entered on display AMR201.

TRADING CURRENCY

LOCAL CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with the customer you entered on display AMR201. Local currency is the currency you use to record transactions in your general ledger.

If you leave the Currency ID field blank, you cannot use the Local Currency fields and the information you type in the Trading Currency fields defaults to local currency.

If you type a valid ID in the Currency ID field, you can enter information in either the Trading Currency fields, the Local Currency fields, or both. If you type information in only one of the currency fields, the system calculates the appropriate information for the other currency.

CASH RECEIVED (AMTRC): Required. Type in the cash amount received.

CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency that you use in dealing with this company. If you leave this field blank, you cannot use the Local Currency fields; the information you type in the Trading Currency fields defaults to local currency.

BANK CHARGES (BKCHG): Type in the amount of bank charges.

Note: You cannot enter a negative amount in this field.

CHECK NUMBER (CKNUM). Type in the customer's check number. This field is for audit use only.

Note: Only the rightmost six digits are passed to the Temporary General Ledger file (TEMGEN).

DEPOSIT NUMBER (DPSNO). Type in the deposit number that includes the customer's check. This field is for audit use only.

TRANSACTION DATE (TRNDT). Required. The date you entered on the Default TRANSACTION DATE field on display AMR201 appears here. Type in another date if you do not want to use the date currently on the display.

DESCRIPTION (DSCR). Type in a description for the transaction you are entering.

EXCHG RATE DATE (EXODT). Type in the date the exchange rate is effective. The transaction date is the default. This field appears only when multi-currency support is active.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

DEBIT (GLANC) [?]: Type in the account number to be debited for the transactions you are going to enter. The general ledger account number for cash appears on the display as the default.

CREDIT (GLAMN) [?]: Type in the account number to be credited for the transactions you are entering. The general ledger account number for miscellaneous cash appears on the display as the default.

BANK CHARGES (GLANB) [?]: Type in the general ledger account number for bank charges. The general ledger account number for bank charges is the default. This field is required if you are entering bank charges on this display.

AMR203—Cash Receipt Entry (Enter)

Use this display to enter cash receipts.

This display appears when you select option 1 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

The upper section of this display shows general information, such as company name, address, phone, currency, customer type, and totals from the Customer Master file, Customer AR Extension file, and the Address file. The purpose of this section of the display is to verify the customer status. It also allows you to verify that the proper customer was selected.

If multi-currency support is active, three separate currencies can be entered: trading currency, local currency, and other currency (a third type of currency a customer can use). You must enter at least one currency, but you can enter all three currencies. If the customer currency ID is not blank, the display shows amounts for the local currency and the other currency. When the customer's currency is local, you may enter cash received, discount, and gross received in trading or other currency. If the customer's currency is foreign, you may enter the same three fields in three different currencies: trading, local, and other. The other currency ID is required when you enter other currencies. The trading currency ID defaults to the currency ID in the Customer Master file (CUSMAS), but you may override this with another currency ID for the same primary currency. You can enter all of the fields or any combination as long as one Cash Received field has been entered. The currency ID is verified against the CURRID file.

When you use foreign currencies, you may enter an optional exchange rate date or use the transaction date as the default. If you enter the exchange rate date, it is used as the conversion date in the interface to the currency conversion routine.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), both amounts cannot be entered because the exchange rate is a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), one or both amounts can be entered.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), one or both amounts can be entered.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are involved. Both amounts cannot be entered because the exchange rates are a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.

- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.

The following fields are required:

- **Cash Received.**
- **Transaction Date.**
- **General Ledger Account Numbers**, if General Ledger is installed and interfacing. These fields appear with the account numbers assigned during application tailoring, but they can be overridden.
- **Deposit Number**, if Accounts Payable is installed and interfacing. Once you have entered a deposit number, it remains for the rest of the session, but you can change it at any time.
- **Gross Received**, if you enter an amount in the **Discount** field. Cash Received plus Discount taken must equal Gross Received.
- If you do not type in an amount in the **Discount** field, the amount in the **Cash Received** field is placed in the **Gross Received** field.
- **Salesrep**, if Sales Analysis is installed and interfacing.

The **Reference Number** field may be left blank, contain an outstanding invoice reference number, or contain DIST (for distribute) or ALL (for all outstanding invoices). How the field is used depends on what you enter:

- Blank. Leave the field blank if you want to disperse the Gross Received amount over various outstanding transactions on the Cash Receipt Posting display (AMR208).
- ALL. If you type in ALL and the **Gross Received** field equals the customer total amount due, all outstanding transactions for the customer are marked paid and the Cash Receipt/Adjustment Selection display (AMR201) appears.
- If you enter a discount and it does not exceed the total discount allowed, the discount is applied sequentially through the invoices being paid, starting with the oldest invoice and progressing (as long as it lasts) through the newest invoice.
- If you type in ALL and the **Gross Received** field is not equal to the customer total amount due, the Cash Receipt Posting display (AMR208) appears with the cash distributed from the oldest to the newest unpaid transactions. You can either post or change the information on display AMR208.
- DIST. If you enter DIST, the Cash Receipt Posting (Enter) display (AMR208) appears with the cash distribution from the oldest to the newest unpaid transaction. You can either post or change the information on display AMR208.
- Invoice Number. If you type in a specific invoice reference number, the number is used to search the Open Receivables Detail file (OPENAR). If a match is found and the outstanding balance of the invoice is equal to the amount in the Gross Received field, the transaction is marked paid. The Cash Receipt/Adjustment Selection (Enter) display appears (AMR201).

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents access to that customer record by any other work station or access by any other customer record updates, such as Customer Master Maintenance or Order Entry Batch Update procedures.

```

DATE **/**/**          Cash Receipt Entry          Enter          AMR203  **
                                                                @

Company                *****          City/St ***** **
Customer               *****          Country  ***  Postal *****

Headquarters          *****          Phone    *****
Open Item             *****          Currency *** *****
Suspended

                                Trading Amounts

Current ***** ** Over 30 ***** ** Over 60 ***** **
Over 90 ***** ** Over 120 ***** ** Total ***** **

Cash Received          Trading Currency Local Currency Other Currency
nnnnnnnnnnn.nn       nnnnnnnnnnn.nn  nnnnnnnnnnn.nn  nnnnnnnnnnn.nn
Discount + nnnnnnnnnn.nn + nnnnnnnnnnn.nn + nnnnnnnnnnn.nn
Gross Received        nnnnnnnnnnn.nn nnnnnnnnnnn.nn nnnnnnnnnnn.nn
Currency ID           aA3                aA3
Bank Charges          nnnnnnnnnnn.nn   nnnnnnnnnnn.nn   nnnnnnnnnnn.nn

Reference Number      nnnnnn   Check No   aaaaA6   Deposit Number   nnnnnnnnn
Transaction Date     nnnnnn   Salesrep   nnnnn   Adjustment Number nnnnnn
Exchg Rate Date     nnnnnn

                                General Ledger Account Numbers
Cash aaaaaaaaaaA15   Discount   aaaaaaaaaaA15   Adjustment aaaaaaaaaaA15
AR   aaaaaaaaaaA15   Bank Charges aaaaaaaaaaA15   Write-Off   aaaaaaaaaaA15

F07=Full address F12=Cancel F15=Notes F24=Status
    
```

What to do

- To enter cash receipts, type in the information requested and press **Enter**. Depending on what you entered in the **Reference Number** field, one of the following situations will occur:
 - If the **Reference Number** field is blank, the Cash Receipt Posting (Enter) display (AMR208) appears.
 - If the **Reference Number** field contains DIST, the Cash Receipts Posting (Enter) display (AMR208) appears with cash distributed from the oldest to the newest unpaid transactions.
 - If the **Reference Number** field contains ALL and the Gross Received amount is equal to the total amount due, and discount taken does not exceed total discount amount allowed, the Open Receivables Detail and Customer AR Extension file are immediately updated, and all open transactions for the customer are marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
 - If the **Reference Number** field contains ALL and the Gross Received field is not equal the customer total amount due, the Cash Receipt Posting display (AMR208) appears with the cash distributed from the oldest to the newest unpaid transactions.
 - If the **Reference Number** field contains a valid invoice number and the Gross Received amount is equal to the invoice amount, the Open Receivables Detail and Customer AR Extension file are immediately updated, and the invoice is marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F07 FULL ADDRESS causes the pop-up panel to appear that contains the entire name and address information for this customer.

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

CUSTOMER (CUSNO). The customer number you entered on display AMR201.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of Company and Customer and has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OFF *****. This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

OPEN ITEM

BALANCE FORWARD. This field appears as either Open Item or Balance Forward depending on the account type specified for this customer in the Customer AR Extension file.

PHONE. The customer's telephone number.

SUSPENDED

HELD. One of these may appear on the display to indicate if the customer's record has been suspended or put on hold.

CURRENCY (CURID). The ID and description of the currency associated with this customer in the Customer Master file. This field appears only when multi-currency support is active.

TRADING AMOUNTS. The aged account receivable amounts for this customer shown in trading currency. When multi-currency support is not active, these amounts are shown in local currency. This heading appears only when multi-currency support is active.

CURRENT: The amount due from this customer for the current period.

OVER 30: The amount due from this customer that is 30 days past due.

OVER 60: The amount due from this customer that is 60 days past due.

OVER 90: The amount due from this customer that is 90 days past due.

OVER 120: The amount due from this customer that is 120 days past due.

TOTAL The total amount due from this customer.

TRADING CURRENCY

LOCAL CURRENCY

OTHER CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with this company. Local currency is the currency you use to record transactions in your general ledger. Other currency is an optional third currency you can use to calculate this transaction into another foreign currency.

If you type a valid ID in the Other Currency ID field, you can enter information in any of the currency fields. If you leave the Other Currency ID field blank, you cannot use the Other Currency fields.

If you type information in only one of the currency fields, the system calculates the other currencies.

See the discussion above concerning euro and euro-participating currencies.

CASH RECEIVED (AMTRC): Required. Type in the cash amount received from the customer.

DISCOUNT (CDSAM): Type in the cash discount amount taken for prompt payment. When you apply a receipt to all invoices for a customer, the discount taken must not exceed the total of discounts allowed for all invoices for the customer.

GROSS RECEIVED (TTLCR): Type in the total amount credited to the customer's account. Gross received equals cash received plus any discount taken. This field is required if you type in a discount. If you leave this field blank, the gross received defaults to the cash received.

TRADING CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency associated with this receipt. The default is the currency ID associated with this customer in the Customer Master file. If you type an ID in this field, it must be compatible with the primary currency for this customer in the Customer Master file.

Note: Currencies are compatible if they represent the same national currency.

OTHER CURRENCY ID (CURID): This field only appears if multi-currency support is active. Type in the ID of the optional third foreign currency in which you want to calculate this receipt. This field is required if you want to use the Other Currency fields.

BANK CHARGES (GLANB): Type in the amount of bank charges for this receipt.

REFERENCE NUMBER (INVNR). Use this field to credit a cash receipt to a specific open-item, to all invoices for a customer, or to distribute to multiple invoices.

CHECK NO (CKNUM). Type in the customer's check number. This field is for audit use only.

Note: Only the rightmost six digits are passed to the TEMGEN file.

DEPOSIT NUMBER (DPSNO). Type in the deposit number that includes the customer's check. This field is for audit use only.

TRANSACTION DATE (TRNDT). Required. The date you entered in the Default Transaction Date field on the Cash Receipt/Adjustment Selection display (AMR201) appears here. Type in another date if you do not want to use the date currently on the display.

SALESREP (SLSNO) [?]. Type in the number of the sales representative associated with this receipt. The default is the sales representative number associated with this customer in the Customer Master file. If the Sales Analysis interface is active, any override to this field is validated against the Salesrep Master file.

ADJUSTMENT NUMBER. Type in a number by which you can identify the adjustment. This field is used for audit purposes.

EXCHG RATE DATE (EXODT). Type in the date the exchange rate is effective. The transaction date is the default. This field only appears if multi-currency support is active.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

CASH (General Ledger Cash) (GLANC) [?]: Type in an account number for cash if you do not want to use the default account number. The account number chosen during application tailoring is the default if general ledger distribution was selected.

DISCOUNT (General Ledger Discount) (GLAND) [?]: Type in an account number for discounts if you do not want to use the default account number. The account number chosen during application tailoring is the default if general ledger distribution was selected.

ADJUSTMENT [?]: Type in an account number for adjustments if you do not want to use the default account number.

AR [?]: Type in an account number for accounts receivable if you do not want to use the default account number.

BANK CHARGES (GLANB) [?]: Type in an account number for bank charges if you do not want to use the default account number.

WRITE-OFF [?]: Type in an account number for write-offs if you do not want to use the default account number.

AMR204—Adjustment Entry (Enter)

Use this display to enter adjustments to transactions in the Open Receivables Detail file. The upper part of this display is the same as that described for the Cash Receipt Entry (Enter) display (AMR203).

This display appears when you select option 2 on the Cash Receipt/Adjustment Selection (Enter) display (AMR201).

The **Adjustment Amount**, **Adjustment Number**, and **Transaction Date** fields are required. If General Ledger is installed and interfacing, the General Ledger adjustment account number (Adjustment) that was entered during application tailoring appears. You can override the account number by typing in a new account number.

The **Reference Number** field must be blank, ALL, or a valid number in the Open Receivables Detail file. If you leave the field blank and the **Unapplied Reference Number** field is blank, the Adjustment Posting (Enter) display (AMR205) appears. The first line item on that display is the first unpaid item in the Open Receivables Detail file for this customer.

If you enter **ALL** in the **Reference Number** field, the adjustment amount must be an amount equal the customer total due amount. If they are equal, all transactions for this customer are marked as paid. If the adjustment amount does not equal the customer total due, an error message appears.

If the customer uses a foreign currency, you may enter the adjustment amount in either trading or local currency. The trading currency ID defaults to the primary currency as defined in the Customer Master file (CUSMAS), but it may be overridden with an associated secondary currency ID (a currency ID with same national currency ID as the primary currency). You can enter both **Adjustment Amount** fields (Trading and Local Currency), but at least one must be entered. The **Currency ID** field is verified against the CURRID file. When foreign currencies are used, you can enter an optional exchange rate date. If you enter an exchange rate date, it is used as the conversion date. The default is the transaction date.

When you use foreign currencies, you may enter an optional exchange rate date or use the transaction date as the default. If you enter the exchange rate date, it is used as the conversion date in the interface to the currency conversion routine.

When the customer currency is euro or euro-participating, the following changes apply to this display. Currency conversion symbols used are E=euro currency, P=euro-participating currency, O=Other currency.

- If the customer currency or the local currency is euro and the other one is euro-participating (the currency conversion is E to P or P to E), both amounts cannot be entered because the exchange rate is a set value. An error message appears if both amounts are entered.
- If the customer currency or the local currency is euro and the other one is non-euro-participating (the currency conversion is E to O or O to E), one or both amounts can be entered.
- If both the customer currency and the local currency are neither euro or euro-participating (the currency conversion is O to O), one or both amounts can be entered.
- If the customer currency and the local currency are unequal euro-participating (the currency conversion is P to E to P), two permanent value exchange rates are

involved. Both amounts cannot be entered because the exchange rates are a set value. An error message appears if both amounts are entered.

- If the customer currency or the local currency is euro-participating and the other one is any other currency (the currency conversion is P to E to O or O to E to P), two exchange rates are involved. The rates are one between the euro-participating currency and the euro currency, and one between the euro currency and any other currency (triangulation). Both amounts can be entered.
- If both the trading currency and the local currency are entered, the exchange rate for the transaction will be a derived exchange rate of the two amounts entered and triangulation cannot be used.

If you enter a reference number, the number is used to search the Open Receivables Detail file. If a match occurs and the amount due equals the adjustment amount, the transaction is marked as paid. If a match is found and the total due does not equal the adjustment amount, this display appears again with an error indicated. If no match is found for the reference number, this display appears again with an error message.

To enter an unapplied adjustment, you must enter the unapplied reference number on this display. It is then posted to the Open Receivables Detail file. The reference number and unapplied reference number are mutually exclusive. If unapplied adjustment aging is allowed, an **Unapplied Age Code** field appears on this display, allowing you to enter any valid age period (0, 1, 2, 3, or 4).

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents access to that customer record by any other work station or access by any other customer record updates, such as Customer Master Maintenance or Order Entry Batch Update procedures.

```

DATE **/**/**          Adjustment Entry          Enter          AMR204  **
                                     @

Company ***** City/St ***** **
Customer ***** Country *** Postal *****

Headquarters ***** Phone *****
Open Item ***** Currency *** *****
Suspended

                                Trading Amounts
Current *****.** Over 30 *****.** Over 60 *****.**
Over 90 *****.** Over 120 *****.** Total *****.**

Adjustment Amount      Trading Currency      Local Currency
Currency ID           nnnnnnnnnn.nn      nnnnnnnnnn.nn
                       aA3

Adjustment Number      aaaaA6      Reference Number      aaaaA6
Unapplied Reference Number nnnnnn      Unapplied Age Code      A
Transaction Date       nnnnnn      Exchange Rate Date      nnnnnn

                                General Ledger Account Numbers
Adjustment             nnnnnnnnnnnnnnn      Accounts Receivable      nnnnnnnnnnnnnnn

F07=Full Address F12=Cancel F15=Notes F24=Status
    
```

What to do

- To enter an adjustment, type in the information requested and press **Enter**. Depending on what you enter in the **Reference Number** field, one of the following situations will occur:
 - If the **Reference Number** and **Unapplied Reference Number** fields are blank, the Adjustment Posting (Enter) display (AMR205) appears.
 - If the **Reference Number** field contains ALL and the **Adjustment Amount** is an amount equal to the total amount due, the Open Receivables Detail and Customer AR Extension file are immediately updated, and all open transactions for the customer are marked paid; the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears.
 - If the **Reference Number** field contains a valid invoice number and the **Adjustment Amount** is an amount equal to the invoice amount, the Open Receivables Detail and Customer AR Extension file are immediately updated, and the invoice is marked paid; the Cash Receipt/Adjustments Selection (Enter) display (AMR201) appears.
 - If the **Unapplied Reference Number** field is used, the adjustment amount is moved to the Open Receivables Detail file and the transaction is marked unapplied. The Cash Receipt/Adjustments Selection (Enter) display (AMR201) appears.
- To see the status of this session or to close or suspend the session, use **F24**.

Function keys

F07 FULL ADDRESS causes a pop-up panel to appear that contains the entire name address information for this customer.

F12 CANCEL causes the Cash Receipt/Adjustment Selection (Enter) display (AMR201) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F24 STATUS causes the Accounts Receivable (Status) display (AMR206) to appear. Close or suspend this session from display AMR206.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY (COMNO). The company number you entered on display AMR201.

CUSTOMER (CUSNO). The customer number you entered on display AMR201.

CUSTOMER NAME and ADDRESS (CUSA1, 2, 3). This field appears to the right of COMPANY and CUSTOMER but has no heading. It contains the name and address of the customer.

CITY. The city where the customer is located.

STATE. The state where the customer is located.

POSTAL. The postal or zip code assigned to your company's location.

COUNTRY. The country where the customer is located.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

OPEN ITEM

BALANCE FORWARD. The type of customer account. This field appears as either OPEN ITEM or BALANCE FORWARD depending on the account type specified in the Customer AR Extension file.

PHONE. The customer's telephone number.

SUSPENDED

HELD. One of these may appear on the display to indicate if the customer's record has been suspended or put on hold.

CURRENCY (CURID). The ID and description of the currency associated with the customer in the Customer Master file.

TRADING AMOUNTS. The aged account receivable amounts for this customer shown in trading currency. When multi-currency support is not active, these amounts are shown in local currency. This heading appears only when multi-currency support is active.

CURRENT: The amount due from this customer for the current period.

OVER 30: The amount due from this customer that is 30 days past due.

OVER 60: The amount due from this customer that is 60 days past due.

OVER 90: The amount due from this customer that is 90 days past due.

OVER 120: The amount due from this customer that is 120 days past due.

TOTAL: The total amount due from this customer.

TRADING CURRENCY

LOCAL CURRENCY. These field headings appear only when multi-currency support is active. Trading currency is the currency you use in dealing with this customer. Local currency is the currency you use to record transactions in your general ledger. See the discussion above concerning euro and euro-participating currencies.

You can enter information in either the **Trading Currency** field, the **Local Currency** field, or both. If you type information in only one of the currency fields, the system calculates the other currency.

ADJUSTMENT AMOUNT (ARADJ): Required. Type in the total amount of the adjustment. Use the Field Minus key to reduce the amount due; use the Field Exit key to increase the amount due.

CURRENCY ID (CURID): This field appears only when multi-currency support is active. Type in the ID of the currency associated with this adjustment. The default is the currency ID associated with this customer in the Customer Master file. If you type an ID in this field, it must be compatible with the primary currency for this customer in the Customer Master file.

Note: Currencies are compatible if they represent the same national currency. See the discussion above concerning euro and euro-participating currencies.

ADJUSTMENT NUMBER (ADJNR): Required. Type in an adjustment number. Use this field to assign an adjustment number to adjustment records. This field is used for audit purposes.

REFERENCE NUMBER (INVNR): Use this field to credit an adjustment to a specific open-item invoice or to all invoices for a customer.

If you type in an invoice number and the Adjustment Amount field is an amount equal to the amount of the invoice, the transaction is marked as paid.

If you type in **ALL** and the Adjustment Amount field is an amount equal to the customer amount due, all transactions for the customer are marked paid.

If you leave this field blank and the **Unapplied Reference Number** field blank, the Adjustment Posting (Enter) display (AMR205) appears.

UNAPPLIED REFERENCE NUMBER (UAPNO): Use this field to assign a reference number to identify the unapplied adjustment transaction. The adjustment amount is moved to the Open Receivables Detail file and the transaction is marked unapplied.

UNAPPLIED AGE CODE (AGECD). Use this field along with **Unapplied Reference Number** to post the unapplied adjustment to any valid age period. Type in one of the following codes:

- 0 Current period
- 1 Over 30 days
- 2 Over 60 days
- 3 Over 90 days
- 4 Over 120 days.

The default value is 0.

This field appears for all balance-forward customers. It also appears for open-item customers if the question, "Do you want to age unapplied cash and adjustments for open item customers?" was answered YES during application tailoring.

TRANSACTION DATE (TRNDT). Required. The date you entered in the Default Transaction Date field on the Cash Receipt/Adjustment Selection display (AMR201) appears here. Type in another date if you do not want to use the date currently on the display.

EXCHANGE RATE DATE. This field appears only when multi-currency support is active. Type in the date the exchange rate is effective. The system date is the default.

GENERAL LEDGER ACCOUNT NUMBERS. If general ledger distribution was selected during application tailoring, the default account numbers entered at that time appear on this display.

ADJUSTMENT (GLANA) [?]: Type in a general ledger account number for adjustments if you do not want to use the default account number. The default is the account number chosen during application tailoring if general ledger distribution was selected.

ACCOUNTS RECEIVABLE [?]: Type in an account number for accounts receivable if you do not want to use the default account number.

AMR205—Adjustment Posting (Enter)

Use this display to review and apply adjustments to transactions for the selected customer.

This display appears when you press **Enter** on the Adjustment Entry (Enter) display (AMR204).

Up to 15 lines of transaction sets appear on a display at one time. A transaction set can be an invoice plus any cash receipts and/or adjustments that have been applied, unapplied cash or adjustments, balance-forward, or service charge records. An adjustment application can be made against any of these transaction sets. The unpaid items shown on the Adjustment Posting display, are presented with the oldest age period first followed by the next oldest and continuing through current and future age periods. This arrangement helps you apply adjustments to the oldest unpaid transactions without paging through the transactions randomly.

Information shown for these transaction sets includes:

- Invoice reference number
- Transaction date
- Original due
- Debit/credit to date
- Amount due
- Applied adjustments.

Each time an adjustment amount is applied to a line item, the amount is used to decrease the **Unapplied Adjustments** field and increase the **Applied Adjustment** field. These fields are running totals of the amount left to be applied and the amount that has been applied for this transaction.

Each time you press **Enter**, the entries are edited and any errors are shown. For faster entry, type in all the adjustment amounts you want to enter in the **Applied Adjs** lines before you press **Enter**. An adjustment can be applied to any or all of the lines shown on this display.

When all adjustments have been entered for the line items, use **F06** to end transaction entry. If the amount unapplied is zero, all of the entered adjustment lines are updated in the Open Receivables Detail file. If the amount unapplied for an adjustment is greater than zero, this display appears again with the error message **E AM-3611 UNAPPLIED AMOUNT MUST EQUAL ZERO**.

Note: Access to a customer's record for the purpose of updating is restricted to one work station at a time. A work station that is currently updating a customer record should not be left unattended, as this prevents the access to that customer record by any other work station.

Each time a particular transaction is posted, the Cash Receipt/Adjustment Selection (Enter) display (AMR201) appears again. You can enter a new customer number and request the Cash Receipt Entry (Enter) display (AMR203), the Adjustment Entry (Enter) display (AMR204), or the Miscellaneous Cash Receipt Entry (Enter) display (AMR202) to enter another transaction, or use **F24** to go to the Accounts Receivable (Status) display (AMR206) to review the batch status or to close or suspend this session.

Fields

CO/CUSTOMER (COMNO/CUSNO). The company and customer you entered on display AMR201.

CUSTOMER NAME (CUSNM). This field appears to the right of **Co/Customer** and has no heading. It shows the name of the customer.

CURR ID (CURID). The ID and description of the currency associated with this customer in the Customer Master file. This field appears only when multi-currency support is active and the currency associated with this customer is not the local currency.

POSITION TO. Use this field to go directly to a particular reference number. Type in the reference number of an invoice to which you want to apply an adjustment. The information for this invoice appears on the top line of the list of invoices. If the reference number you type in does not exist, error message **E AM-3553 INVOICE NUMBER NOT FOUND** appears. Type in the correct number or blank out the field.

ADJUSTMENTS.

APPLIED (ARADJ): The total adjustment amount that has been applied to transactions.

UNAPPLIED (ARADJ): The total adjustment amount that remains to be applied to transactions.

REF NO. (INVNR). The reference number of the transaction set. The number that appears represents one of the following:

- Invoice reference number
- Age period (balance forward customers)
- Service charge.
- Unapplied reference number

DATE. The date of the original transaction.

ORIGINAL DUE (INVAM). The amount of the original transaction before payments or adjustments.

DR/CR TO DATE. The amount of payments and adjustments made to the transaction set to date.

AMOUNT DUE. The current amount due for the transaction set.

APPLIED ADJS. Type in the adjustment amount to be applied to this transaction set. To decrease the customer's total due, type in the adjustment amount and use the **Field Minus** key. To increase the customer's total due, type in the adjustment amount and use the **Field Exit** key.

AMR206—Accounts Receivable (Status)

Use this display to view the status of the batch being entered and the control totals for the batch and to close or suspend a batch.

This display appears when you use **F24** on any of the following displays:

- Cash Receipt/Adjustment Selection (AMR201)
- Miscellaneous Cash Receipt Entry (AMR202)
- Cash Receipt Entry (AMR203)
- Adjustment Entry (AMR204).

The status information includes the number of records, the amounts, and the customer hash totals for cash receipts, adjustments, and control totals for the batch you are entering. This number includes all the cash receipts and adjustments that have just been entered.

The cash receipt posting shows all information in the trading currency only. When trading currency posting is done, the system posts the cash receipt to the local currency fields using the invoice exchange rate and calculates the transaction gain/loss amount. If different currencies are used within a single batch, message **W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS** appears to warn you that totals should only be used for verification purposes.

On display AMR206, the Total AR amount is the sum of all receipts and adjustments. The Total Cash Deposit amount is the cash portion of the receipts plus the remainder of the miscellaneous cash minus bank charges.

The Customer AR Extension file is also updated using the new totals that are indicated by the transactions being entered through cash receipts and adjustments posting. The following fields in the Customer AR Extension records are updated:

- **Customer total due**
- **Credits to date**
- **Adjustments to date**
- **Current billing period amount**
- **First age period amount**
- **Second age period amount**
- **Third age period amount**
- **Fourth age period amount**
- **Future amount due.**

| Date **/**/** | Accounts Receivable | Status | AMR206 ** |
|--------------------|---------------------|-----------------|----------------------|
| Batch Number *** | | | |
| | Records | Trading Amounts | Local Amounts |
| | | | Customer Hash Totals |
| 1. Receipts | ***** | *****. ** | *****. ** |
| Discounts | | *****. ** | *****. ** |
| Write-Offs | | *****. ** | *****. ** |
| Bank Charges | | *****. ** | *****. ** |
| 2. Adjustments | ***** | *****. ** | *****. ** |
| 3. Misc Cash | ***** | *****. ** | *****. ** |
| Total AR | ***** | *****. ** | *****. ** |
| Total Cash Deposit | | *****. ** | *****. ** |

F23=Suspend F24=Close

What to do

- To suspend the batch, use **F23**. This prevents the batch from being processed. You may enter the batch at a later time to make corrections or additions.
- To close the batch, use **F24**. This allows the batch to be updated.
- To return to the display on which you used **F24**, press **Enter**.

Note: Cash receipt batches cannot be deleted.

Function keys

F23 SUSPEND suspends the current transaction batch and causes the Transaction Processing menu (AMRM10) to appear.

F24 CLOSE closes the current transaction batch and causes the Transaction Processing menu (AMRM10) to appear.

Fields

BATCH NUMBER. The number assigned by Accounts Receivable to identify the batch.

RECORDS. The number of valid records.

TRADING AMOUNTS: The total amounts of all transactions entered. When multi-currency support is active, the amounts may be in combined currencies.

LOCAL AMOUNTS: The total amounts in the local currency. This heading and field appear only when multi-currency support is active.

CUSTOMER HASH TOTALS: The total of the valid customer numbers.

RECEIPTS: The total cash receipts for this batch and a hash total of all customer numbers for which receipts were entered.

DISCOUNTS: The amount of discounts applied in this batch.

WRITE-OFFS: The amount of write-offs entered in this batch.

BANK CHARGES: The amount of bank charges entered in this batch.

ADJUSTMENTS: The amount of adjustments applied to this batch and a hash total of all customers for which adjustments were entered.

MISC CASH: The amount of cash receipts applied to this batch.

TOTAL AR (Accounts Receivable): The total of the receipts including adjustments and write-offs and a hash total of all customer numbers for which transactions were entered.

TOTAL CASH DEPOSIT: The total of the cash receipts and miscellaneous cash. Write-offs and adjustments are not included in this total.

AMR208—Cash Receipt Posting (Enter)

Use this display to review and apply cash transactions and adjustments for the selected customer.

This display appears when you type in valid data and press **Enter** on the Cash Receipt Posting (Enter) display (AMR203)

Up to eleven transaction sets are shown on the display. If there are more than eleven, the **Roll** keys allow you to view the other transaction sets. A transaction set is an invoice plus any cash receipts or adjustments that have been applied to it, any unapplied cash receipt or adjustments, and any balance-forward or service charge records. A cash application can be made against any of these transaction sets.

The cash receipt posting shows all information in trading currency only. Entries are not modified and all calculations remain the same.

The unpaid items, shown on the Cash Receipt Posting (Enter) display (AMR208), appear with the oldest age period first, followed by the next oldest and continuing through current and future age periods. This arrangement helps you apply cash to the oldest unpaid transactions without paging through the transactions randomly.

Information shown for these transaction sets includes the following:

- Invoice reference number
- Original transaction date
- Balance due for this transaction.

If you use **F20 (Unfold)**, the following fields also appear on the display for this transaction:

- **Original amount due**
- **Total debits/credits to date**
- **Discount allowed**
- **Discount percentage.**

To process a transaction set, type the data on the same line as the transaction set in all or one of the four input data fields:

- **Gross Received**
- **Discounts**
- **Adjs/Write-Off.**

The options are:

- 1 Pay balance with discount
- 2 Pay balance with no discount
- 3 Write off
- 4 Clear payment.

To pay an invoice transaction balance in full with the discount applied, use option 1. To pay an invoice transaction balance in full without a discount applied, use option 2. Accounts Receivable places the transaction amount due in the **Gross Received** field and the discount amount allowed in the **Discounts** field. Any amounts you type in these fields are ignored.

To make a partial payment with or without a discount, type in the amount to be applied in the **Gross Received** field for the transaction set and leave the **Option** field blank. Type in any discount amount in the **Discounts** field.

To enter a write-off amount in addition to a partial or full payment, use option 3. Type in the amount received in the **Gross Received** field, any discount in the **Discounts** field and the write-off amount in the **Adjs/Write-Off** field. To decrease the customer's total due—a negative write-off amount—use the **Field Minus** key. To increase the customer's total due—a positive write-off amount—use the **Field Exit** key.

Note: Type in **all** appropriate amounts in the **ADJs/WRITE-OFF** fields **before** you press **Enter**.

To enter an adjustment, leave the **Option** field blank and type the adjustment amount in the **Adjs/Write-Off** field. To decrease the customer's total due, a negative adjustment amount, use the **Field Minus** key. To increase the customer's total due, a positive adjustment amount, use the **Field Exit** key.

If you did not enter an adjustment number on the Cash Receipt Entry display (AMR203), a window appears with the **Adjustment Number Required** field (see the display on the next page).

To clear a payment or adjustment you entered previously, use option 4. The fields are set to zero.

Each time cash is applied to a line item, the amount is used to decrease the **Unapplied Cash Received** field and increase the **Applied Cash Received** field. These fields are running totals of the amount left to be applied and the amount that has been applied for this transaction.

When you have entered all cash receipts or adjustment amounts for the line items, use **F06** to process the transactions. If the unapplied cash and unapplied adjustments are zero, the master files are updated and the Cash Receipt/Adjustment Selection display (AMR201) appears. Any General Ledger and Accounts Payable information is entered in the Accounts Receivable Transaction file for processing.

When you use **F06** and the unapplied adjustment amount is not zero, an error message appears. You must apply the unused adjustment amount before you can post to the master files.

When you use **F06** and the unapplied cash amount is not zero, a window appears with two fields, **Unapplied Reference Number**, which is required, and **Unapplied Age Code**, which is optional. Type in a reference number against which you want the unapplied cash to be posted (see the display on the next page).

F12 CANCEL causes the Cash Receipt Entry (Enter) display (AMR203) to appear. No processing occurs.

F15 NOTES allows you to access the Note Tasks function. If a note exists, an icon, @, appears in the upper right corner of the display. For more information on this function, see the *Getting Started with XA* manual.

F17 ACCEPT allows processing to continue without correction of the warning condition. **F17** appears on the display only when the warning condition occurs.

F18 REVIEW UNPOSTED CHANGES/DISPLAY ALL allows you to see and change only those invoices against which you have typed in payments and adjustments. To see all open invoices, use **F18** again.

F20 UNFOLD/FOLD causes the *Original Due, Dr/Cr To Date, Disc Allowed, and Disc %* fields for each transaction set to appear on the display. To see the display without these four fields, use **F20** again.

Fields

CO/CUSTOMER. The company and customer numbers you entered on display AMR201.

CUSTOMER NAME. This field appears below *Co/Customer* and has no heading. It contains the name of the customer.

CURR ID (Currency ID). The currency ID and description associated with this customer in the Customer Master file. This field appears only when multi-currency support is active.

APPLIED. Running totals showing amounts applied.

UNAPPLIED. Running totals showing amounts that have not been applied.

GROSS RECEIVED: The amount, including discount, to be credited. As you apply cash receipts to invoices, the amount of the applied gross received increases and the amount of the unapplied gross received decreases.

CASH RECEIVED: The cash amount to be credited. As you apply cash receipts to invoices, the amount of the applied cash increases and the amount of the unapplied cash decreases.

DISCOUNTS: The discount amount to be credited. As you apply cash receipts to invoices, the amount of the applied discounts increases and the amount of the unapplied discounts decreases.

ADJUSTMENTS: The adjustment amounts associated with these invoices. As you apply adjustments to invoices, the amounts in the *Applied* and *Unapplied Adjustments* fields change. The *Unapplied Adjustments* field must equal zero to end cash posting.

Note: A window appears if you did not enter an adjustment number on the Cash Receipt Entry display (AMR203). Type in an adjustment number on the window and press **Enter**.

WRITE-OFFS: The write-off amounts associated with these invoices. As you apply write-offs to invoices, the amount in the **Applied Write-offs** field changes.

POSITION TO. Use this field to go directly to a particular reference number. Type in the reference number of a transaction against which you want to post a cash receipt or an adjustment. The information for this invoice appears on the top line of the list of invoices. If the reference number you type in does not exist, error message **E AM-3553 INVOICE NUMBER NOT FOUND** appears. Type in the correct number or blank out the field.

OPTIONS. A code that indicates the type of transaction being posted:

- 1 Full payment with discount—fast path: no amount needs to be entered; any amount you type in is ignored.
- 2 Full payment without discount—fast path: no amount needs to be entered; any amount you type in is ignored.
- 3 Write off—allows you to enter a write-off amount in the **Adjs/Write-Off** field.
- 4 Clear payment—allows you to clear an amount you typed in previously; the fields are set to zero.

Blank Entered amounts are accepted; the amount in the **Adjs/Write-Off** field is considered an adjustment amount.

OPTION ENTRY. This field is to the left of the invoice reference number and has no heading. Use this field to type in one of the option codes that indicate the type of transaction being posted. This field is not required; transactions can be posted with this field left blank.

REF NO (Reference Number). The reference number of the transaction set. The number that appears represents one of the following:

- Invoice number
- Age period (balance-forward customers)
- Service charge
- Unapplied reference number.

DATE. The date the original transaction was entered.

BALANCE DUE. The amount due for the transaction set.

GROSS RECEIVED. Type in the amount, including any discount, to be applied to this transaction set.

DISCOUNTS. Type in the discount amount to be applied to this transaction set.

ADJS/WRITE-OFF. Type in the adjustment or write-off amount to be applied to this transaction set. This does not affect the cash unapplied amount.

Notes:

1. To enter a write-off amount, type **3** in the **Option Entry** field.
2. You cannot enter an adjustment and a write-off to the same transaction set during one posting.
3. If the amount in this field is positive, the amount of the invoice is increased. If the amount is negative, the amount of the invoice is decreased.
4. If you enter a write-off without an amount in the **Gross Received** field, the write-off amount is handled as gross received unapplied.
5. Type in **all** appropriate amounts in the **Adjs/Write-Off** field before you press **Enter**.

UNAPPLIED REFERENCE NUMBER. Required. Use this field to assign a reference number to identify the unapplied cash transaction.

UNAPPLIED AGE CODE. Use this field to enter the age period to which you want the unapplied cash to be posted. This field appears only if aging was selected during application tailoring. Type in one of the following:

- | | |
|----------|----------------|
| 0 | Current period |
| 1 | Over 30 days |
| 2 | Over 60 days |
| 3 | Over 90 days |
| 4 | Over 120 days. |

The default is 0.

ADJUSTMENT NUMBER. Required. Type in an adjustment number. Use this field to assign an adjustment number to adjustment records. This field is used for audit purposes.

The following fields appear on the display when you use **F20=Unfold**.

ORIGINAL DUE. The amount of the original invoice before payments or adjustments.

DR/CR TO DATE. The amount of payments and adjustments made against the transaction set to date.

DISC ALLOWED. The cash discount amount allowed for prompt payment.

DISC %. The original discount amount allowed shown as a percentage of the original amount due.

Option 7. Initial File Load–Update (AMRM20)

Use this option when you have completed all initial file load tasks.

No secondary menu or display is associated with option 7 on the Master File Processing menu (AMRM20). When you select option 7 and press **Enter**, the system updates the master files and schedules the reports for printing.

This option:

- Extracts all closed batches
- Updates the Open Receivables Detail and Customer AR Extension files for invoice batches
- Prints a cash receipt and adjustment journal if General Ledger is being posted
- Prints a cash receipt and adjustment register if any cash receipt and adjustment batches were extracted
- Prints an invoice register if any invoice batches were extracted
- Prints a report of any batches marked for deletion.

Extracting transaction file batches

Only closed batches are read from the Accounts Receivable Transaction file. In addition, an indication of the types of batches extracted (invoice, cash receipt, or both) is set, so that later only the appropriate types of reports are printed.

Sorting transactions

Sorting places the transactions in customer number sequence so they can be used easily to update the Open Receivables Detail file and the Customer AR Extension file. All transactions for a given customer are combined under that customer number. The transactions are also sorted by age code in descending sequence, so that the oldest transaction is first, followed by the next oldest, and so forth.

Batch updating of invoices

Transactions for invoices are used to update the Open Receivables Detail file, the Customer AR Extension file, and, if Sales Analysis is installed and interfacing with Accounts Receivable, the Sales Analysis interface files.

If Customer Order Management (COM) is installed and interfacing with Accounts Receivable or Sales Analysis, COM uses this procedure to process invoice summary records.

All cash receipt and adjustment transactions are bypassed. Invoice records that contain errors are printed with an error indication. The number of error records are counted, but the totals are not added into the control figures for updating the file.

Any cash or C.O.D. invoice is not posted to the Open Receivables Detail file or the Customer AR Extension file. The total invoice amount for cash and C.O.D. records is accumulated and printed by company and for final totals. Each new customer number and each new company number is edited against the master files to see that they are valid.

Updating accounts receivable

If a duplicate invoice number is being added to the Open Receivables Detail file, it is added immediately following the transactions that have the same invoice number within the same age period. The total amount of the new invoice is added to the amount outstanding for the old invoice. If a new invoice is being added, it is placed in the transaction set according to its age code and invoice number.

When a credit memo is entered, it is applied against a particular invoice transaction set. The amount of the credit memo is subtracted from the amount outstanding in the invoice record for this transaction set. If the amount outstanding equals zero, a purge code is placed in each record for this transaction set.

Amounts are accumulated for updating the Customer AR Extension file for each age period and future aged amount. These figures are also accumulated for printing company and final totals.

Posting Sales Analysis

If Sales Analysis is posted with a batch of transactions created by Accounts Receivable, the transactions are posted using the current sales analysis period number. If the batch was created by Customer Order Management (COM) and COM is interfacing with Sales Analysis, the transactions are posted using the period number supplied by COM. If a period close has occurred and the period number supplied by COM cannot be found, the transactions are posted using the current Sales Analysis period number. The following fields are updated when a record is found:

- Month-to-date sales
- Period-to-date sales
- Month-to-date cost
- Period-to-date cost
- Number of invoices and credit memos.

If COM and Sales Analysis interface with Accounts Receivable and if the COM application tailoring option to pass special charge 3 sales and costs to Sales Analysis is in effect, special note should be taken of the COM invoice summary record. (The use of special charge 3 is defined by your company. Refer to the *Customer Order Management User's Guide* for additional information, if this function applies to your installation.) If there is an amount in either of the special charge 3 fields of the invoice summary, it is added to the net sales amount or the invoice amount, and the **special charge 3 sales** field is added to the month-to-date sales and period-to-date sales. The **special charge 3** cost field is added to the month-to-date cost and period-to-date cost fields. These fields are any miscellaneous amounts that are to be reflected in sales analysis reporting from the COM application.

The same technique used for posting the Customer Sales Interface file is used for posting invoices to the Salesrep Sales Interface file. Special charge 3 sales and costs are also added to sales and costs to update month-to-date sales, period-to-date sales, month-to-date cost, and period-to-date cost for the COM transactions.

Updating the Customer AR Extension file

After the customer's records in the Open Receivables Detail file have been updated, the following fields in the Customer AR Extension file are updated:

- Future accounts receivable amount
- Customer amount due
- Charges to date
- Credits to date
- Billing period amount
- First age period amount
- Second age period amount
- Third age period amount
- Fourth age period amount.

The report produced shows each invoice record processed with an error indication. It also shows company totals for the transactions. Cash and C.O.D. invoice summaries, the special charge 3 sales, and costs are accumulated and printed. Final totals are also accumulated and printed in the same way that company totals are shown.

Sorting transactions for the AR Cash Receipt and Adjustment Journal

If general ledger is being posted using cash receipt and adjustment batches, this sort creates a file in a sequence using customer, company, and general ledger period numbers. It includes cash receipts with transaction type **6**. It also includes adjustment records with transaction type **7** and adjustment amount not equal to zero.

AR Cash Receipt and Adjustment Journal

Following the sort, the procedure prints an AR Cash Receipt and Adjustment Journal and posts transactions to the Temporary General Ledger (TEMGEN) file. Only cash receipt and adjustment records are processed. Refer to the Cash Receipt and Adjustment Journal report (AMR361) in Chapter 12 "Report descriptions" of this manual for the format of this report. The journal reference number printed to the left of each line is maintained by company. There is a journal number in each company account number control record in the System Control file. Each time the company number changes, the new journal reference number for that company is retrieved. A sequential line number, incremented by 1 for each line printed within the company number, is appended to this journal number and printed on the same line. This number is reset to zero each time the company number changes. The following fields appear on the report as they appear in the detail records:

- **Customer number**
- **Check/adjustment number**
- **Accounts receivable amount**
- **Adjustment amount**
- **Discount taken**
- **Amount received.**

The customer name is taken from the Address file on the first record after a customer number change. The general ledger account number and amount are also printed. The general ledger account number is taken from the detail transaction record. This number is either the general ledger account number that was entered during application tailoring or the general ledger account number entered with the transaction. Company totals are accumulated for debit amounts and credit amounts for each general ledger account number. Final totals for the same amounts are also accumulated and printed.

Updating General Ledger

Records are added to the Temporary General Ledger (TEMGEN) file for each detail record with an account number and for the accounts receivable account number (the number from application tailoring). The posting period or month and year entered during transaction processing are used to distribute the transaction to the proper accounting periods.

Sorting transactions for registers

This sort produces a file of cash receipts, adjustments, and invoices in invoice number sequence within batch number sequence. All error records are omitted from this file. Following the sort, the Cash Receipt Register is printed if cash receipt transactions exist; otherwise, the Invoice Register is printed.

AR Cash Receipt and Adjustment Transaction Register

The AR Cash Receipt and Adjustment Transaction Register shows all cash receipts and adjustments by batch. Batch totals and final totals are accumulated during the run. Invoices and credit memos are omitted from this run.

The customer number is verified against the Customer Master file, and any errors are indicated. If a general ledger number was entered with the transaction, overriding the one supplied during application tailoring, it is printed immediately under the corresponding general ledger amount. If the customer's receivable amount due is greater than the credit limit, a line is printed that indicates that this customer exceeds the credit limit. If cash or an adjustment is unapplied, the word **UNAPPLIED** appears immediately to the right of that transaction line. For each transaction in which the discount taken exceeds the discount allowed, an asterisk is printed in the right-hand margin of the line. A count of the number of discounts taken exceeding discount allowed is accumulated and printed with the batch totals. The next function in this sequence is printing the Invoice Register.

After the AR Cash Receipt and Adjustment Transaction Register has been printed, the cash receipt batches in the Edited Receivables Transaction file are given a new status, which depends on an application tailoring option. Either the space occupied by the batches becomes available for reuse immediately, in which case information in the batch is no longer available, or the batches are given the status **FINISH**.

Invoice Register

The Invoice Register is printed if any invoice transactions were extracted from the transaction file. It includes all invoices and shows batch and final totals. It also shows where the credit limit is reached or exceeded. The batch totals indicate whether this is an Accounts Receivable batch or an Customer Order Management (COM) batch. The batch number is the Accounts Receivable batch number for updating the Open Receivables Detail file, not the COM batch number.

The invoice profit is calculated by subtracting invoice cost from invoice total. The invoice profit percent is calculated by the method selected during application tailoring.

- In method 1, gross profit percent is calculated using net sales. The formula is:

Gross profit percent equals (invoice net sales amount minus invoice cost) divided by invoice net sales amount times 100.

- In method 2, gross profit percent is based on invoice cost. The formula is:

Gross profit percent equals (invoice net sales amount minus invoice cost) divided by invoice cost times 100.

After the Invoice Register has been printed, the invoice batches in the Edited Receivables Transaction file are given a new status, which depends on an application tailoring option. Either the space occupied by the batches becomes available for reuse immediately, in which case information in the batches is no longer available, or the batches are given the status **FINISH** and are held until after the information has been copied into a backup file.

The next operation in this sequence is to print the Deleted Batch List.

Deleted Batch List

This report shows the batch number of the batches marked for deletion. This is the last step in processing unposted transactions.

What information you need: None.

What reports are printed:

- AR Cash Receipt and Adjustment Journal (AMR361)
- Apply Invoices to Master File (AMV34)
- AR Transaction Gain/Loss Journal (AMR381)
- AR Cash Receipt and Adjustment Transaction Register (AMR401)
- Batch Segment Extract Error List (AMR301)
- Deleted Batch List (AMR92)
- Invoice Register–Accounts Receivable (AMV451)

What forms you need: None.

Option 8. General Ledger Master Maintenance (AMRM20)

Use this option anytime you need to add, change, or delete a general ledger account to the General Ledger Master file (GELMAS). This option is available only if General Ledger is not installed. If General Ledger is installed, refer to the General Ledger User's Guide for information on modifying the chart of accounts.

No secondary menu is associated with option 8 on the Master File Processing menu. The displays that appear offer a selection of options for updating the chart of accounts.

At the end of the session, a General Ledger Master Entry/Change Listing is printed, if this was chosen during application tailoring. You can also print the chart of accounts using the Master File Processing menu (AMRM20).

- Chart of accounts. The General Ledger application processes journal entries and produces financial reports. The journal entries are accounting transactions that apply debits and credits to accounts in a company's chart of accounts. The charts of accounts are maintained in the General Ledger Master file. Each account's record contains the following information:
 - Account number
 - Account description
 - Account type (asset, liability, expense, or income).

This descriptive information is static data and is rarely, if ever, changed once the account is established.

To create a chart of accounts for a company, you can load the accounts for all companies by using the offline file load procedures discussed in Planning and Installing XA and the CAS User's Guide. You can also enter and change account information by updating the General Ledger Master file interactively.

Once a chart of accounts is entered through offline media, it cannot be updated through offline entry.

- Prerequisite operations. Before updating the General Ledger Master file, the following operations must be performed:
 - Establish a chart of accounts for all companies. You can use the sample chart of accounts in Planning and Installing XA to assist you in this effort. Your accountant should also be consulted.
 - Determine how you will load your file.
 - Transcribe your chart of accounts onto the General Ledger Master File Maintenance form (AR-12). A sample of this form is on page 13-5.
 - Refer to the *CAS User's Guide* if you are doing offline file load.
- Special considerations. When updating the General Ledger Master file, keep the following in mind:
 - You can load a chart of accounts from offline media only once for all companies using Accounts Receivable.
 - You must use General Ledger file maintenance if General Ledger is installed.
 - You must use online master file maintenance (not offline media) if Accounts Payable, Payroll, or General Ledger is installed and the files are loaded.
 - You must load all of your charts of accounts for all applications at one time if you are planning to use the offline load option.

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- How to resolve special situations. If a situation occurs in which you are attempting to post General Ledger using an account number of zero, account number 9999996 is assigned to the debit or credit amount, and a message is printed at the end of the journal.

What information you need:

The company number for each general ledger account, if multiple company support was chosen during application tailoring.

What reports are printed: General Ledger Master Entry/Change Listing (AMV04)

What forms you need:

General Ledger Master File Maintenance—AR-12 or your own company's general ledger account records for each general ledger account you want to add, change, or delete.

AMV041—General Ledger Maintenance (Select)

Use this display to choose the company and account you want to maintain and to indicate the type of action you want to perform. This is the first display to appear when you are maintaining the General Ledger Master file.

This display appears when you select option 5 on the Inventory Management General Ledger Management menu (AMIMB3), option 11 on the Purchasing File Maintenance menu, option 1 on the Accounts Payable File Maintenance menu (AMAM70), and option 8 on the Accounts Receivable Master File Processing menu (AMRM20).

```

DATE **/**/**                GENERAL LEDGER MAINTENANCE                SELECT    AMV041  **
                                COMPANY NUMBER                nn
                                ACCOUNT NUMBER                aaaaaaaaaaaaA15
                                ACTION CODE <A/C/D>          A

                                F24 DISPLAY STATUS
  
```

What to do

- To add or update or delete a record in the General Ledger Master file (GELMAS), type in the information requested and press **Enter**. The General Ledger Maintenance display (AMV042) appears.
- To review the status of the changes you have made during this session, use **F24**. The General Ledger Maintenance display (AMV043) appears.

Function keys

F24 DISPLAY STATUS causes the General Ledger Maintenance (Status) display (AMV043) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required if the field appears on the display. Type in the company number (1-89) for the general ledger record. This field appears only if multiple companies are supported.

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ACCOUNT NUMBER [?]. Required. Number used to classify business activity for financial purposes. Enter the number for the account you want to maintain.

ACTION CODE <A/C/D>. Type in one of the following:

- A** Add a record
- C** Change an existing record
- D** Delete an existing record.

AMV042—General Ledger Maintenance (Add, Change, or Delete)

Use this display to add, change, or delete a general ledger record.

This display appears when you press **Enter** with no errors on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**                                ***** AMV042 **
                                GENERAL LEDGER MAINTENANCE
COMPANY      **                                *****
ACCOUNT      *****                          *****
TYPE CODE    * *****                          ACCOUNT TYPE  a2
                                DESCRIPTION  aaaaaaaaaaaaaaaaaaaaaA25

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT
```

What to do

Type in the information requested and press **Enter**. The General Ledger Master file is updated and display (AMV041) appears again.

Function keys

F18 REFRESH SCREEN causes this display to appear again in its original form. Any data that you typed is ignored.

F19 RETURN TO SELECT causes the General Ledger Maintenance (Select) display (AMV041) to appear. Any data that you typed is ignored.

Fields

COMPANY. The company number and name that you entered on display AMV041. It appears only if multiple companies are supported.

ACCOUNT. The account number that you entered on display AMV041.

DESCRIPTION. Required for a new record. Type in the description of the account. For an existing record, change the description by typing over the old description.

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TYPE CODE. Code indicating the accounting year for the record. Type in one of the following:

- 1** Current year
- 2** Budget year
- 3** Previous year (history).

ACCOUNT TYPE. Required for a new record. You can change the account type of an existing record. Type in one of the following to show the type of account:

- AS** Asset
- LI** Liability
- IC** Income
- EX** Expense.

AMV043—General Ledger Maintenance (Status)

Use this display to view the status of the General Ledger Master File maintenance session and to end the job. You cannot enter or change any fields. The General Ledger Master Entry/Change Listing (AMV04) is printed if you chose this option during application tailoring.

This display appears when you use **F24 DISPLAY STATUS** on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**          GENERAL LEDGER MAINTENANCE      STATUS      AMV043  **

SESSION STATUS
RECORDS ADDED          *,***,***          RECORDS DELETED  *,***,***
RECORDS CHANGED       *,***,***

ENTER TO CONTINUE
F24 END OF JOB
```

What to do

- To update more records in the General Ledger Master file, press **Enter**. The General Ledger Maintenance (Select) display (AMV041) appears.
- To end the session, use **F24**. The system schedules the General Ledger Master Ledger Entry/Change Listing (AMV04) for printing.

Function keys

F24 END OF JOB causes the session to end and status information shown on the display to print. If specified during application tailoring, before and after images of the record changes are also printed.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

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RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

Option 9. Print General Ledger Chart of Accounts (AMRM20)

Use this option anytime you need a listing of the accounts in your General Ledger Master file. Use this option only when the General Ledger application is not installed.

No secondary menu is associated with option 9 on the Master File Processing menu. The display that appears offers a selection of options for printing the chart of accounts.

The chart of accounts contains all account numbers for a company. Account users need to know what those accounts are, and you can provide them with this list by selecting option 9 (Print G/L Chart of Accounts) on the Master File Processing menu (AMRM20). The Chart of Accounts listing contains the following:

- General ledger account numbers
- Account descriptions
- Account types (asset, liability, income, or expense)
- Account codes (indicating current, budget, or last year)
- Currency IDs
- Consolidated company numbers
- Consolidated account numbers.

What information you need:

- The company number for each general ledger chart of accounts you want to print, if this application is installed for more than one company.
- The beginning and ending general ledger account number of the accounts you want printed, if you are not printing all General Ledger Master file records.

What reports are printed: General Ledger Chart of Accounts (AMV03)

What forms you need: None.

Option 10. Print Temporary General Ledger (AMRM20)

Use this option anytime you need a listing of the general ledger entries created by AR in the Temporary General Ledger Master file (TEMGEN).

This option is available only if General Ledger distribution was selected during application tailoring.

No secondary menu is associated with option 10 on the Master File Processing menu. The display that appears offers a selection of options for printing the listing.

When you select option 10 on the Master File Processing menu (AMRM20), display AMV601 appears. Depending on whether 12-month or 13-period processing was chosen during application tailoring, you are prompted to enter the month and year or the period to be processed.

Printing the Temporary General Ledger does not modify the master files. If you make an error, you can select the same menu option again.

What information you need:

The accounting month and year or the accounting period of the transactions you want to print. If you want to print more than one accounting month or period, run the procedure once for each different month and year or period number.

What reports are printed: Temporary General Ledger Listing–Print Option (AMV61)

What forms you need: None.

AMV601–Temporary General Ledger Print

Use this display to select the transaction records to list from the Temporary General Ledger file.

This display appears if you select the appropriate option on General Ledger menus in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing.

If IFM is installed, this display does not appear.

```
DATE **/**/**                *****
                                TEMPORARY GENERAL LEDGER
                                PRINT
                                OPTIONS   AMV601  **

INCLUDE ALL COMPANIES <Y/N>    A
OR ENTER COMPANY NUMBER      nn

MONTH TO BE PROCESSED <01-12> nn
YEAR TO BE PROCESSED <00-99> nn

                                F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type in **Y** to print and clear for all companies. Type in **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed N in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

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PERIOD TO BE PROCESSED <01-13> or
MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print the Temporary General Ledger file. The year that you enter will not be edited.

Option 11. Print/Clear Temporary General Ledger (AMRM20)

Use this option anytime you want to print a listing of the general ledger entries in the Temporary General Ledger Master file (TEMGEN) and clear the file of the entries created by AR.

No secondary menu is associated with option 11 on the Master File Processing menu. The display that appears offers a selection of options for printing the listing.

Because this option eliminates all the Accounts Receivable entries in the file, make sure you have processed all transactions for the period or month selected.

This option is available only if General Ledger distribution was selected during application tailoring.

When you select option 11 on the Master File Processing menu (AMRM20), display AMV601 appears. Depending on whether 12-month or 13-period processing was chosen during application tailoring, you are prompted to enter the month and year or the period to be processed.

Be sure you are using the correct accounting month and year or period. If the wrong accounting period is typed in, the transactions listed on the Temporary General Ledger file will no longer be in the system. The system can be restored to the status it had prior to running this operation. Ask the system operator to run recovery. You and the system operator must evaluate whether recovery can be run without affecting other users. If recovery is initiated, all tasks performed since your files were last saved must be repeated, in the sequence in which they were originally performed. The system operator can provide information as to what jobs must be run. You must supply the source documents for typing in the data.

As an alternate procedure, you may save your listing and then run this operation again after the remainder of the transactions for the accounting period have been posted to the Temporary General Ledger file. By combining the totals from the two reports, you obtain the general ledger activity for the accounting period.

This option is not available if the General Ledger application is installed and interfacing or if general ledger distribution was not selected during application tailoring.

What information you need:

The accounting month and year or the accounting period of the transactions you want to print. If you want to print more than one accounting month or period, run the procedure once for each different month and year or period number.

What reports are printed: Temporary General Ledger Listing--Print Option (AMV61)

What forms you need: None.

AMV601–Temporary General Ledger Print and Clear

Use this display to select the transaction records to list and clear all transactions associated with a general ledger account number for the period or month selected from the file. You must run this option from the General Ledger main menu if the General Ledger application is installed and interfacing.

This display appears if you select the appropriate option on the General Ledger menu in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing. The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

Before you continue this task, make sure you have processed all entries for the period or month. This option eliminates all transactions from the file for the period or month selected. You can no longer print these transactions.

```
DATE **/**/**          *****  
                        TEMPORARY GENERAL LEDGER  
                        PRINT AND CLEAR  
                        OPTIONS    AMV601  **  
  
INCLUDE ALL COMPANIES <Y/N>      A  
OR ENTER COMPANY NUMBER      nn  
  
MONTH TO BE PROCESSED  <01-12> nn  
YEAR TO BE PROCESSED   <00-99> nn  
  
F24 CANCEL THE JOB
```

What to do

To clear the general ledger entries and print the report, type in the information requested and press **Enter**. The file is cleared.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type **Y** to print and clear for all companies. Type **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed **N** in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13>

MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print and clear the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print and clear the Temporary General Ledger file.

Option 12. Statement Message File Maintenance (AMRM20)

Use this option anytime you need to add, change or delete the message in the Statement Message file. These messages are printed on your statements.

No secondary menu is associated with option 12 on the Master File Processing menu. The display that appears offers a selection of options for updating the Statement Message file.

The records in this file are keyed by a language code. A language code of 000 indicates the default language. A language code of 001 indicates the local country language.

Note: There must always be a message in the local country language; you cannot delete the local country language record. This record must be entered in the Statement Messages file before any foreign language records can be added.

What information you need:

The language code and message text in the appropriate language.

What reports are printed: Statement Message File Maintenance Report (AMR721)

What forms you need: None.

Fields

ACTION (ACTCD). This field allows you to specify whether you want to add, change, or delete a message record. Type in one of the following:

- A** Add a message
- C** Change an existing message
- D** Delete an existing message.

LANGUAGE (LANCD). Type in the code that identifies the language in which the message is to be printed.

TEXT (TXTxx). Type in the message that is to be printed on statements.

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Option 13. Print Statement Message Master (AMRM20)

Use this option anytime you need a listing of the statement message entries created by Accounts Receivable in the Statement Message Master file.

No secondary menu or display is associated with option 13 on the Master File Processing menu. When you select the option and press **Enter**, the request is immediately sent to the printer.

What information you need: None.

What reports are printed: Statement Message Master File Report (AMRP733)

What forms you need: None.

Option 14. Delinquency Message File Maintenance (AMRM20)

Use this option to add, change or delete the message in the Delinquency Message file. These messages are printed on your delinquency notices.

No secondary menu is associated with option 14 on the Master File Processing menu. The display that appears offers a selection of options for updating the Delinquency Message file.

The records in this file are keyed by a language code. A language code of 000 indicates the default language. A language code of 001 indicates the local country language.

Note: There must always be a message in the local country language; you cannot delete the local country language record. This record must be entered in the Delinquency Messages file before any foreign language records can be added.

What information you need:

The language code and the message text in the appropriate language.

What reports are printed: Delinquency Message File Maintenance Report (AMR722).

What forms you need: None.

Fields

ACTION (ACTCD). This field allows you to specify whether you want to add, change, or delete a message record. Type in one of the following:

- A** Add a message
- C** Change an existing message
- D** Delete an existing message.

LANGUAGE (LANCD). Type in the code that identifies the language in which the message is to be printed.

TEXT (TXTxx). Type in the message that is to be printed on statements.

Option 15. Print Delinquency Message Master (AMRM20)

Use this option anytime you need a listing of the delinquency message entries created by Accounts Receivable in the Delinquency Message Master file.

No secondary menu or display is associated with option 15 on the Master File Processing menu. When you select the option and press **Enter**, the request is immediately sent to the printer.

What information you need: None.

What reports are printed: Delinquency Message Master File (AMRP732)

What forms you need: None.

Option 16. Delinquency Caption File Maintenance (AMRM20)

Use this option anytime you need to add, change or delete the message in the Delinquency Caption file. These captions are printed on your delinquency notices.

No secondary menu is associated with option 16 on the Master File Processing menu. The display that appears offers a selection of options for updating the Delinquency Caption file.

Note: If the question DO YOU WANT TO CUSTOMIZE DELINQUENCY NOTICE CAPTIONS was answered NO during application tailoring, this option is not available.

The records in this file are keyed by a language code. A language code of 000 indicates the default language. A language code of 001 indicates the local country language.

Note: There must always be captions in the local country language; you cannot delete the local country language record. This record must be entered in the Delinquency Caption file before any foreign language records can be added.

What information you need:

The language code and the captions in the appropriate language.

What reports are printed: Delinquency Caption File Maintenance Report (AMR941)

What forms you need: None.

AMR941—Delinquency Caption File Maintenance (Enter)

Use this display to add, change or delete captions in the Delinquency Caption file.

This display appears when you select option 16 on the Master File Processing menu (AMRM20), showing the statement captions that have been previously defined.

When you type in the action code and the language code the upper section of the display and press **Enter**

, the captions appear in the lower section of the display, with the captions in the local country language on the left and the foreign language on the right.

The **ACTION CODE** field allows you to indicate what maintenance is to be done:

- A** Add. Only the local country text is shown; the foreign language text must be entered or the local language text is used.
- C** Change. The captions are shown in both the local language and the foreign language.
- D** Delete. The captions are shown in both the local language and the foreign language. Using **F20** is required to delete the captions for the language code specified.

```

DATE                DELINQUENCY CAPTION FILE MAINTENANCE      ENTER      AMR941
OPTIONS  A = ADD   C = CHANGE D = DELETE
ACTION CODE A   LANGUAGE CODE      aa3
ENTER FOREIGN LANGUAGE CAPTIONS:
DATE            DATE
CO / CUSTOMER  _CO / CUSTOMER
CURRENCY        CURRENCY
CURRENT         CURRENT
PAST 30         PAST_30
PAST 60         PAST_60
PAST 90         PAST_90
PAST 120        PAST_120
TOTAL DUE       TOTAL_DUE
DELINQUENT AMT. DELINQUENT_AMT.
MORE...
ROLL UP/DOWN
F18 REFRESH SCREEN
F20 DELETE RECORD
F24 DISPLAY STATUS
ROLL UP/DOWN PAST THE FIRST OR LAST RECORD IN FILE

```

What to do

- To add or change a caption record, type in an action code, a language code, and the message text. Press **Enter**.
- You must enter text in each of the caption fields. You may type in new data over the existing data on the display.
- To delete a message, type **D** next to the caption set and the language ID and use **F20**.
- To view the status of the changes made to the Delinquency Caption file, use **F24**. Go to display AMR942.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of captions on the displays.

F18 REFRESH SCREEN shows you the Delinquency Caption File Maintenance display (AMR941) again in its original form.

F20 DELETE deletes the selected record(s) and causes the Delinquency Caption File Maintenance display (AMR941) to appear again for further processing.

F24 DISPLAY STATUS shows you the Delinquency Caption File Maintenance (Status) display (AMR942).

Fields

ACTION CODE (ACTCD). Required. This field allows you to specify whether you want to add, change, or delete a caption record. Type in one of the following:

- A** Add a caption
- C** Change an existing caption
- D** Delete an existing caption.

LANGUAGE CODE (LANCD). This field allows you to specify the language in which the message will be printed.

DATE (TXTDT). Type in the caption for the date.

CO/CUSTOMER (TXTCO). Type in the caption for the company/customer number.

CURRENCY (TXTCN). Type in the caption for currency.

CURRENT (TXTCU). Type in the caption for the current amount due.

PAST 30 (TXT30). Type in the caption for the amount 30 days past due.

PAST 60 (TXT60). Type in the caption for the amount 60 days past due.

PAST 90 (TXT90). Type in the caption for the amount 90 days past due.

PAST 120 (TXT12). Type in the caption for the amount 120 days past due.

TOTAL DUE (TXTTD). Type in the caption for the total amount due.

DELINQUENT AMT. (TXTDA). Type in the caption for the total delinquent amount due.

AMR942—Delinquency Caption File Maintenance (Status)

Use this display to see the status of the Delinquency Caption file and the maintenance session. Use this display also to end the session.

This display appears when you use **F24 DISPLAY STATUS** on display AMR941. Use the information shown to verify the number of changes.

```
DATE **/**/** DELINQUECNY CAPTION FILE MAINTENANCE STATUS AMR942 **

SESSION STATUS
RECORDS ADDED ***** RECORDS DELETED *****
RECORDS CHANGED *****

ENTER TO CONTINUE
F24 END OF JOB
```

What to do

- To end the session and schedule the Delinquency Caption File Maintenance report to print, use **F24**.
- To continue updating the Delinquency Caption file, press **Enter**.

Function keys

F24 END OF JOB causes the session to end and the Master File Processing menu (AMRM20) to appear. The Delinquency Caption File Maintenance Report (AMR941) is scheduled for printing if it was specified during application tailoring.

Fields

All the fields on this display are informational only.

SESSION STATUS. A summary of the maintenance for this session.

RECORDS ADDED: The number of records you placed in the file during the session.

RECORDS DELETED: The number of records you marked for deletion during the session. These records are ignored by any operation that uses the Customer Master file.

| | |
|--------------------------|-----------------------|
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RECORDS CHANGED: The number of existing records you changed during the session.

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Option 17. Print Delinquency Caption Master (AMRM20)

Use this option anytime you need a listing of the caption entries created by Accounts Receivable in the Delinquency Caption Master file.

No secondary menu or display is associated with option 17 on the Master File Processing menu. When you select the option and press **Enter**, the request is immediately sent to the printer.

What information you need: None.

What reports are printed: Delinquency Caption Master File Report (AMRP731)

What forms you need: None.

Option 18. Reset Statements for Reprint (AMRM20)

Use this option anytime you need to reset all statements to unprinted status so you can reprint the statements. You then must choose option 3 on the AR Main Menu (AMRM00) to continue with printing the statements.

No secondary menu or display is associated with this option on the Master File Processing menu. When you select the option and press **Enter**, a confirmation display appears so you can choose to continue or cancel the request.

What information you need: None.

What reports are printed: None.

What forms you need: None.

Chapter 10. Revaluation

When you select option 8 on the Main Menu (AMRM00), a display appears that allows you to revalue local currency amounts to reflect changes in currency exchange rates.

This option is available only when multi-currency support is active. When you use this option, the local currency accounts receivable invoice amounts are revalued to reflect changes in the currency exchange rates. Journal entries are created to record the increase or decrease (gain/loss) in the local currency value of the receivable in the general ledger.

Revaluation is necessary because changes in exchange rates affect the local currency value of receivables that are recorded in a foreign currency. For example, if a U.S. company had a 10,000 French franc receivable that was due from a French customer and the exchange rate was five French francs to the U.S. dollar, the U.S. company would value the receivable at 2,000 U.S. dollars (10,000 divided by 5). If the exchange rate changes from 5 francs to 5.5 francs to the dollar, value of the receivable declines to 1,818 U.S. dollars (10,000 divided by 5.5). When this happens, the U.S. dollar value of the receivable is reduced, and the transaction loss is 182 U.S. dollars (2,000 - 1,818).

There are two revaluation modes:

- No update: Calculates local currency values for your open accounts receivable and produces reports that show how the revaluation would affect these accounts. This mode does not change the balances in your Open Receivables Detail file (OPENAR) or create ledger entries that are posted to the Temporary General Ledger file (TEMGEN).
- Update: Calculates local currency values for the open accounts receivable. Produces reports that show the result of the revaluation. Updates the Open Accounts Receivable file to reflect the change. Creates ledger entries that are posted to the Temporary General Ledger file.

What information you need:

The company number, currency ID, and revaluation date selection criteria.

What reports are printed:

- AR Revaluation Options Chosen (AMR981)
- AR Revaluation Transaction Report (AMR982)
- AR Transaction Gain / Loss Journal (AMR381).

What forms you need: None.

AMR971—Revaluation Request (Options)

Use this display to enter options for printing a revaluation request.

This display appears when you choose option 8 on the Main Menu (AMRM00).

For any of the request content options, only the statements that have not already been printed are printed. The revaluation file created during month end close is deleted for each statement that you print.

This display allows you to specify whether you want to revalue all companies or a specific number of companies using a range of company numbers or a list of numbers. This display also allows you to specify whether the revaluation is to be done using all currency IDs or specific currency IDs using a range of IDs or a list of IDs. For any of the request content options, only those statements that have not already been printed are printed now. The revaluation file created during month end closing is deleted for each statement that is printed.

```

DATE **/**/**                REVALUATION REQUEST                OPTIONS    AMR971  **

SELECTION CRITERIA                SELECT LIST
COMPANY NUMBER   nn      nn      aaaaaaaaaA10
CURRENCY ID      aA3    aA3      aaaaaaaaaA10
REVALUATION DATE                nnnnnn
REVALUATION MODE <1-2>          n
1. NO UPDATE
2. UPDATE

F18 REFRESH SCREEN
F24 CANCEL THE REQUEST

```

What to do

To print the revaluation reports, type in the requested information and press **Enter**.

Function keys

F18 REFRESH SCREEN causes the display to appear again in its original form.

F24 CANCEL THE REQUEST causes the job to be cancelled and the Main Menu (AMRM00) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

The **SELECT LIST** field is marked with [?] to indicate that any of the fields shown below it on the display can be used to select, create, change or delete a selection list. This list can be used in place of one or more ranges for the fields shown under **SELECTION CRITERIA** on the display.

SELECTION CRITERIA

SELECT LIST (?). The following fields allow you to use ranges or lists to tailor this report. To use a list instead of a range, type in the list name under **SELECT LIST** or type ? in the appropriate field under **SELECT LIST** to select a list.

Note: The **SELECTION CRITERIA** and **SELECT LIST** fields are mutually exclusive. That is, if you enter a range of numbers, you cannot enter a list name also.

COMPANY NUMBER (COMNO): The company number associated with the transaction. You can specify one customer number or a range of customer numbers to be revalued. If these fields are left blank, all company numbers are selected.

CURRENCY ID (CURID)[?]: The currency associated with the transaction. You can specify one currency ID or a range. If these fields are left blank, all currency IDs are selected for revaluation. This field appears only when multi-currency support is active.

REVALUATION DATE (REVLDT). The date used as the effective date for the revaluation.

REVALUATION MODE <1-2> (REVLMD). This field allows you to specify whether the local currency amounts for open invoices are updated in the general ledger. The default 1 allows you to see the impact revaluation would have. Leave the default 1 if you do not want to update the general ledger. Type in 2 if you want to update the general ledger.

- | | |
|---|-----------|
| 1 | No update |
| 2 | Update. |

Chapter 11. History

When you select option 9 on the Main Menu (AMRM00), the History menu (AMRM30) appears. This menu allows you to save, delete, archive, and restore Paid Item History records.

- Option 1. Archive Current History (AMRM30) 11-3
- Option 2. Delete Current History (AMRM30) 11-6
- Option 3. Restore Archived History (AMRM30)..... 11-9
- Option 4. Delete Archived History (AMRM30) 11-12
- Option 5. Delete Restored History (AMRM30) 11-15

During each Month End Close or Paid Item Purge, records marked for deletion in the Open Receivables Detail file (OPENAR) are copied to the Current Paid Item History file (ARHSTS). Once the OPENAR records are copied to ARHSTS, the records are available for inquiry.

Records can be archived and deleted from ARHSTS. Records can also be selectively archived by ranges of company numbers and translation dates. These archived records are saved and later can be restored to the Restored Paid Item History file.

Archiving history is an independent process and is not affected by saving and restoring master files. If you restore master files, archived history files are not restored; you should manually delete files archived on tape since the last save. This prevents duplicate archived history files.

```

AMRM30                Accounting Management Accounts Receivable      *****
                        History

Type option or command; press Enter.

    1. Archive Current History
    2. Delete Current History
    3. Restore Archived History
    4. Delete Archived History
    5. Delete Restored History

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option 1. Archive Current History. Use this option to save the current Paid Item History file on tape. Specific ranges of company numbers and transaction dates can be selected for archiving. The records saved may also be removed from the Current Paid Item History file.

Note: A sufficient quantity of blank tapes should be available. The tapes do not have to be initialized before this procedure.

Option 2. Delete Current History. Use this option to delete the current Paid Item History file when it is no longer required. Specific ranges of company numbers and transaction dates can be selected for deleting.

Note: For options 1 and 2, when you specify a transaction date range, a complete reference number set of transactions is selected based on the transaction date of the most current transaction in the set.

Option 3. Restore Archived History. Use this option to restore archived Paid Item History files that were saved to tape through option 1 on the History menu. The archived files are restored into the Restored Paid Item History file.

Note: The system operator should have available the tapes containing the archived files that are to be restored.

Option 4. Delete Archived History. Use this option to delete archived Paid Item History files. When an archived file is deleted using option 4, it can no longer be restored to the system through option 3 (Restore Archived History).

Option 5. Delete Restored History. Use this option to delete the restored Paid Item History file.

How to resolve special situations

If an abnormal situation occurs (such as a power failure) during archiving, deleting, or restoring, return to the History menu and select the option again. Enter the range of company numbers and transaction dates that you entered previously.

If you were restoring archived history records (option 3), return to the History menu (AMRM30) and select Delete Restored History (option 5). This removes restored paid item history records from the system and resets the indicators that identify whether or not an archived file is in the Restored Paid Item History file. Then select Restore Archived History (option 3) and choose all of the archived files that you wish to restore to the system.

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Option 1. Archive Current History (AMRM30)

Use this option when you are ready to archive current paid item history to tape.

What information you need: None.

What report is printed: "Archive/Delete AR Paid Item History (AMR9B)".

What forms you need: None.

AMR9A1—Archive Current History (Options)

Use this display to transfer the current Paid Item History file records to tape. You can specify a range of company numbers and transaction dates to be archived.

This display appears when you select option 1 on the History menu (AMRM30).

```

DATE **/**/**          ARCHIVE CURRENT HISTORY          OPTIONS  AMR9A1  **

BEGINNING COMPANY NUMBER          nn
ENDING COMPANY NUMBER             nn
BEGINNING TRANSACTION DATE        nnnnnn
ENDING TRANSACTION DATE           nnnnnn

DELETE FROM CURRENT HISTORY <Y/N>  A

F24 CANCEL THE JOB
    
```

What to do

Type in the range of company numbers and payment dates for the records that are to be saved to tape and **Y** (Yes) or **N** (No) to delete the current invoice payment history records after they are archived. Press **Enter**.

- If there are errors, the display appears again with a message. Correct the errors and press **Enter** again.
- Follow the instructions for the tapes. These instructions are designed to be self-explanatory and are not described in this book. The tapes will be initialized with the required volume labels.

The Archive/Delete Paid Item History report (AMR9B) is printed.

Function keys

F24 CANCEL THE JOB causes the session to end and the History menu (AMRM30) to appear.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. Type in a range of company numbers whose paid item records you want to archive. The **BEGINNING COMPANY NUMBER** must be less than, or equal to, the **ENDING COMPANY NUMBER**.

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BEGINNING TRANSACTION DATE

ENDING TRANSACTION DATE: . Type in the range of transaction dates for which history records are to be archived. The ***BEGINNING TRANSACTION DATE*** must be earlier than, or equal to, the ***ENDING TRANSACTION DATE***.

Note: History records for an entire invoice record group are archived and, if you select, deleted from the Current History file based on the transaction date for the most current record of the group. This record should be the payment, adjustment, or credit memo transaction record that set the balance of the group to zero. This prevents the groups from being split in the Current History file and the Archived file.

DELETE FROM CURRENT HISTORY <Y/N>. Type in **Y** (Yes) to delete the current Paid Item History records from the file after they are archived. Leave the default **N** (No) to retain the current Paid Item History records in the file.

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Option 2. Delete Current History (AMRM30)

Use this option when you want to delete current paid item history.

What information you need: None.

What report is printed: Archive/Delete Paid Item History (AMR9B).

What forms you need: None.

AMR9A2—Delete Current History (Options)

Use this display to select options for deleting the current Paid Item History file records. You can specify a range of company numbers and transaction dates to be deleted.

This display appears when you select option 2 on the History menu (AMRM30).

```
DATE **/**/**          DELETE CURRENT HISTORY          OPTIONS  AMR9A2  **

BEGINNING COMPANY NUMBER          nn
ENDING COMPANY NUMBER             nn
BEGINNING TRANSACTION DATE        nnnnnn
ENDING TRANSACTION DATE           nnnnnn

F24 CANCEL THE JOB
```

What to do

Type in the range of company numbers and transaction dates for the records that are to be deleted. Press **Enter**. The records are deleted and the Archive/Delete Paid Item History report (AMR9B) is printed. If there are errors, the display appears again with a message. Correct the error and press **Enter** again.

Function keys

F24 CANCEL THE JOB causes the session to end and the History menu (AMRM30) to appear.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. Type in a range of company numbers whose paid item records you want to delete. The ***BEGINNING COMPANY NUMBER*** must be less than, or equal to, the ***ENDING COMPANY NUMBER***.

BEGINNING TRANSACTION DATE

ENDING TRANSACTION DATE. Type in the range of transaction dates for which history records are to be deleted. The ***BEGINNING TRANSACTION DATE*** must be earlier than, or equal to, the ***ENDING TRANSACTION DATE***

Note: History records for an entire invoice reference group are deleted from the Current History file based on the transaction date of the most current record in the group. This record should be the payment, adjustment, or credit memo transaction record that set the balance of the group to zero. This prevents incomplete invoice reference groups being left in the Current History file.

Option 3. Restore Archived History (AMRM30)

Use this option when you want to restore paid item history that has been archived to tape. The archived files are restored into the Restored Paid Item History file.

The system operator should have available the tapes containing the archived files that are to be restored.

What information you need:

The tapes containing the previously saved current paid item history.

What reports are printed: None.

What forms you need: None.

AMR9G1—Restore Archived History (Select)

Use this display to select archived Paid Item History files to be restored.

This display appears if you select option 3 on the History menu, AMRM30.

You cannot select any archived files that are already in the Restored Paid Item History file. The system operator loads the tapes when prompted by the system.

| DATE **/**/** | RESTORE ARCHIVED HISTORY | | | | | SELECT | AMR9G1 ** |
|---------------|--------------------------|------------------|---------------|------------------|--------------|------------------|-----------------|
| SEL | ARCHIVED FILE NAME | COMPANY BEGIN | NUMBER END | PAYMENT BEGIN | DATES END | CREATION DATE | RECORD COUNT |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |

TYPE IN AN 'R' BESIDE EACH ARCHIVED HISTORY FILE TO
BE RESTORED. PRESS F20 TO RESTORE THE FILES.

USE ROLL UP/DOWN
F20 RESTORE FILES
F24 CANCEL THE JOB

What to do

Type **R** in the **SEL** field for each archived file you wish to restore and use **F21**. The Restore History File from Tape display (AXZRH2) appears. Type in the requested information and press **Enter**.

The Load Tape display (AXZ865) appears. For more information about using this display, see the *CAS User's Guide*.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of information on the displays.

F20 RESTORE FILES restores the archived history files you selected and causes the History menu (AMRM30) to appear.

F24 CANCEL THE JOB causes the session to end and the History menu (AMRM30) to appear.

Fields

SEL (Select). Type **R** beside each archived history file to be restored.

ARCHIVED FILE NAME. The file name of an archived Paid Item History file.

COMPANY NUMBER BEGIN

COMPANY NUMBER END. These fields show the range of company numbers in the archived file.

PAYMENT DATES BEGIN

PAYMENT DATES END. These fields show the range of payment dates in the archived file.

CREATION DATE. The date the Paid Item History file was archived.

RECORD COUNT. The number of records in the archived Paid Item History file.

Option 4. Delete Archived History (AMRM30)

Use this option when you want to delete all reference to one or more archived history files. When you delete an archived file using option 4, it can no longer be restored to the system through option 3 (Restore Archived History).

What information you need: None.

What reports are printed: None.

What forms are needed: None.

AMR9D1—Delete Archived History (Select)

Use this display to select archived Paid Item History files for deletion.

This display appears if you select option 4 on the History menu, AMRM30.

| DATE **/**/** | DELETE ARCHIVED HISTORY | | | | | SELECT | AMR9D1 ** |
|---------------|-------------------------|------------------|---------------|------------------|--------------|------------------|-----------------|
| SEL | ARCHIVED FILE NAME | COMPANY BEGIN | NUMBER END | PAYMENT BEGIN | DATES END | CREATION DATE | RECORD COUNT |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |
| A | APHS** | ** | ** | ***** | ***** | ***** | ***** |

TYPE IN A 'D' BESIDE EACH ARCHIVED HISTORY FILE TO
BE DELETED. PRESS F20 TO DELETE THE FILES.

USE ROLL UP/DOWN
F20 DELETE FILES
F24 CANCEL THE JOB

What to do

Type **D** in the **SEL** field for each archived file you wish to delete and use **F20**.

Function keys

USE ROLL UP/DOWN scrolls up and down through the list of information on the displays.

F20 DELETE FILES deletes the archived history files you selected and causes the History menu (AMRM30) to appear.

F24 CANCEL THE JOB ends the job and causes the History menu (AMRM30) to appear.

Fields

SEL (Select). Type **D** beside each archived history file to be deleted.

ARCHIVED FILE NAME. The file name of an archived Paid Item History file.

COMPANY NUMBER BEGIN

COMPANY NUMBER END. These fields show the range of company numbers in the archived file.

PAYMENT DATES BEGIN

PAYMENT DATES END. These fields show the range of payment dates in the archived file.

CREATION DATE. The date the Paid Item History file was archived.

RECORD COUNT. The number of records in the archived Paid Item History file.

Option 5. Delete Restored History (AMRM30)

Use this option when you want to delete the contents of the Restored Paid Item History file.

No display appears when option 5 is selected. A message appears warning that restored history is about to be deleted. You may choose to delete the restored history or cancel the job.

Chapter 12. Report descriptions

This chapter contains samples of the major reports that the Accounts Receivable application produces. The reports are presented here in alphabetical order. Depending on what functions are chosen during application tailoring, you may not need some of the reports described. Each report has a unique identification number in the upper right corner. You can use either the identification number or the report name to identify a report.

Table 12-1. Reports sorted by ID

| ID | Report | See page |
|-----------|---|-----------------|
| AMKR71 | Offline Initial File Load List Edit Only–Open Receivables | 12-73 |
| AMR66 | Transaction Gain/Loss Summary Report | 12-16 |
| AMRP731 | Delinquency Caption Master File | 12-42 |
| AMRP732 | Delinquency Message Master File | 12-44 |
| AMRP733 | Statement Message Master File | 12-92 |
| AMRP75 | Statement Type 1 Standard | 12-93 |
| AMR101 | Transaction Edit List–List All | 12-101 |
| AMR301 | Batch Segment Extract Error List | 12-35 |
| AMR361 | AR Cash Receipt and Adjustment Journal | 12-5 |
| AMR381 | AR Transaction Gain / Loss Journal | 12-14 |
| AMR401 | AR Cash Receipt and Adjustment Transaction Register | 12-7 |
| AMR501 | Service Charge Control Totals | 12-90 |
| AMR551 | Paid Item Purge Detail List | 12-76 |
| AMR551 | Paid Item Purge Proof | 12-78 |
| AMR552 | Month End Close Detail List | 12-60 |
| AMR552 | Month End Close Purge Proof | 12-63 |
| AMR553 | Month End Close Options | 12-67 |
| AMR553 | Paid Item Purge Options | 12-81 |
| AMR554 | Month End Close Write-Off Report | 12-68 |
| AMR554 | Paid Item Purge Write-Off Report | 12-82 |
| AMR651 | Receivables After Close List | 12-83 |
| AMR721 | Statement Message File Maintenance Report | 12-91 |
| AMR722 | Delinquency Message File Maintenance Report | 12-43 |
| AMR75 | Statement Type 2 (Spread Statement) | 12-96 |
| AMR84 | Delinquency Notice | 12-45 |
| AMR801 | Receivables Analysis | 12-86 |
| AMR802 | Aged Receivables Analysis | 12-21 |

Table 12-1. Reports sorted by ID

| ID | Report | See page |
|--------------|--|-----------------|
| AMR803 | Aged Trial Balance | 12-28 |
| AMR871 | Aged Multiple Currency | 12-18 |
| AMR881 | Multiple Currency | 12-69 |
| AMR891 | Transaction Gain/Loss | 12-106 |
| AMR9B | Archive/Delete AR Paid Item History | 12-34 |
| AMR9D | Deleted Archived AR Paid Item History | 12-38 |
| AMR92 | Deleted Batch List | 12-39 |
| AMR911 | Gain/Loss by Period | 12-48 |
| AMR941 | Delinquency Caption File Maintenance Report | 12-40 |
| AMR981 | AR Revaluation Options Chosen | 12-11 |
| AMR982 | AR Revaluation Transaction Report | 12-12 |
| AMVBJP FP | Euro Cross Reference List | 12-47 |
| AMV03 | General Ledger Chart of Accounts | 12-36 |
| AMV04 | General Ledger Master Entry/Change Listing | 12-55 |
| AMV34 | Apply Invoices to Master File | 12-51 |
| AMV451 | Invoice Register–Accounts Receivable | 12-57 |
| AMV61 | Accounts Receivable–Temporary General Ledger Listing– Print | 12-98 |

Table 12-2. Reports, sorted by Report Name

| Report | ID | See page |
|---|--------------|-----------------|
| AR Cash Receipt and Adjustment Journal | AMR361 | 12-5 |
| AR Cash Receipt and Adjustment Transaction Register | AMR401 | 12-7 |
| AR Revaluation Options Chosen | AMR981 | 12-11 |
| AR Revaluation Transaction Report | AMR982 | 12-12 |
| AR Transaction Gain / Loss Journal | AMR381 | 12-14 |
| AR Transaction Gain/Loss Summary Report | AMR66 | 12-16 |
| AR Temporary General Ledger Listing–Print Option | AMV61 | 12-98 |
| Aged Multiple Currency | AMR871 | 12-18 |
| Aged Receivables Analysis | AMR802 | 12-21 |
| Aged Trial Balance | AMR803 | 12-28 |
| Apply Invoices to Master File | AMV34 | 12-51 |
| Archive/Delete AR Paid Item History | AMR9B | 12-34 |
| Batch Segment Extract Error List | AMR301 | 12-35 |
| General Ledger Chart of Accounts | AMV03 | 12-36 |
| Deleted Archived AR Paid Item History | AMR9D | 12-38 |
| Deleted Batch List | AMR92 | 12-39 |
| Delinquency Caption File Maintenance Report | AMR941 | 12-40 |
| Delinquency Caption Master File | AMRP731 | 12-42 |
| Delinquency Message File Maintenance Report | AMR722 | 12-43 |
| Delinquency Message Master File | AMRP732 | 12-44 |
| Delinquency Notice | AMR84 | 12-45 |
| Euro Cross Reference List | AMVBJP FP | 12-47 |
| Gain/Loss by Period | AMR911 | 12-48 |
| General Ledger Master Entry/Change Listing | AMV04 | 12-55 |
| Invoice Register–Accounts Receivable | AMV451 | 12-57 |
| Month End Close Detail List | AMR552 | 12-60 |
| Month End Close Options | AMR553 | 12-67 |
| Month End Close Purge Proof | AMR552 | 12-63 |
| Month End Close Write-Off Report | AMR554 | 12-68 |
| Multiple Currency | AMR881 | 12-69 |
| Offline Initial File Load List Edit Only–Open Receivables | AMKR71 | 12-73 |
| Paid Item Purge Detail List | AMR551 | 12-76 |

Table 12-2. Reports, sorted by Report Name

| Report | ID | See page |
|---|-----------|-----------------|
| Paid Item Purge Options | AMR553 | 12-81 |
| Paid Item Purge Proof | AMR551 | 12-78 |
| Paid Item Purge Write-Off Report | AMR554 | 12-82 |
| Receivables After Close List | AMR651 | 12-83 |
| Receivables Analysis | AMR801 | 12-86 |
| Service Charge Control Totals | AMR501 | 12-90 |
| Statement Message File Maintenance Report | AMR721 | 12-91 |
| Statement Message Master File | AMRP733 | 12-92 |
| Statement Type 1 Standard | AMRP75 | 12-93 |
| Statement Type 2 Spread Statement | AMR75 | 12-96 |
| Transaction Edit List–List All | AMR101 | 12-101 |
| Transaction Gain/Loss | AMR891 | 12-106 |

AR Cash Receipt and Adjustment Journal (AMR361)

| REFERENCE | BATCH | ADJ | NO | GL ACCOUNT | AR OR MISC | DISCOUNT TAKEN | ADJ/ | DR |
|--|-------|------|----|------------------|------------|----------------|------|----------|
| NORTHCREEK IND. NO. 01 AR CASH RECEIPT AND ADJUSTMENT JOURNAL DATE 1/01/ | | | | | | | | |
| ** TIME 12.55.09 PAGE 1 AMR361 | | | | | | | | |
| POSTING PERIOD 01 | | | | | | | | |
| JOURNAL CHECK/ | | | | | | | | |
| 1 | 02 | 1100 | | APOLLO SUPPLY CO | | | | |
| | | | | CR | | | | |
| CR16-0001 | 02 | | | 1200000000000000 | | | | 2,992.00 |

| REFERENCE | BATCH | ADJ | NO | GL ACCOUNT | AR OR MISC | DISCOUNT TAKEN | ADJ/ | DR |
|--|-------|------|----|------------------|------------|----------------|------|----------|
| NORTHCREEK IND. NO. 01 AR CASH RECEIPT AND ADJUSTMENT JOURNAL DATE 1/01/ | | | | | | | | |
| ** TIME 12.55.09 PAGE 1 AMR361 | | | | | | | | |
| POSTING PERIOD 01 | | | | | | | | |
| JOURNAL CHECK/ | | | | | | | | |
| 1 | 02 | 1100 | | APOLLO SUPPLY CO | | | | |
| | | | | CR | | | | |
| CR16-0001 | 02 | | | 1200000000000000 | | | | 2,992.00 |

| REPORT TOTALS: | DEBIT | CREDIT |
|-----------------------|----------|----------|
| AR AMOUNT | .00 | 3,291.00 |
| CASH | 3,291.00 | .00 |
| ADJUSTMENTS/WRITEOFFS | .00 | .00 |
| DISCOUNTS | .00 | .00 |
| MISC CASH RECEIVED | .00 | .00 |
| BANK CHARGES | .00 | .00 |
| REPORT TOTALS | 3,291.00 | 3,291.00 |

This report is generated from option 1 on the Accounts Receivable Main Menu (AMRM00). To select this report, choose option 1 on the Accounts Receivable Main Menu (AMRM00) and then choose option 3 on the Accounts Receivable Transaction Processing menu (AMRM10).

Fields

COMPANY NAME and NUMBER. The name and number of the company associated with the information and the customer name and number shown.

POSTING PERIOD. The accounting period for which transaction gains and losses are being posted. This field is **POSTING MONTH** if 12-month accounting was selected during application tailoring.

JOURNAL REFERENCE. Indicates the line number associated with the journal number. This number is assigned by the system for each customer and is incremented for each transaction.

BATCH. Indicates the batch number associated with the journal number.

CHECK/ADJUST NUMBER. The number of the customer's check used to make this payment.

GL ACCOUNT. The General Ledger account number to which the amounts are being distributed.

AR or MISC (Accounts receivable or miscellaneous amount). The amount credited with this payment.

DISCOUNT TAKEN. The amount credited to this customer for prompt payment.

ADJ/WRITEOFFS (Adjustment amount). The amount applied to this customer's account that is not a discount or a payment.

BANK CHARGES. The bank charges associated with the transaction in trading and local currency.

AMOUNT RECEIVED. The amount received from the customer in the form of cash or check.

DR/CR (Debit/Credit). Whether the transaction resulted in a debit (DR) or credit (CR) to the customer's account.

The following fields are for the company and report totals:

AR AMOUNT. Indicates the general ledger amount and whether it is a debit or credit to the account.

CASH. The debit and credit amount of cash for this company totals.

ADJUSTMENTS/WRITEOFFS. The debit and credit for adjustments/write-off for this company totals.

DISCOUNTS. The debit and credit discounts applied for this company totals.

MISC CASH RECEIVED. The debit and credit miscellaneous cash received for this company totals.

BANK CHARGES. The debit and credit bank charges for this company totals.

REPORT TOTALS. This field indicates final totals for listed fields.

AR Cash Receipt and Adjustment Transaction Register (AMR401)

BATCH 9 AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 1 AMR401

TRANSACTION SUMMARY: LOCAL CURRENCY AT EFFECTIVE RATE FRF FRANCS - 1F LOCAL CURRENCY

| | | | |
|--|----------------|---------|------|
| COMPANY- CUSTOMER 1 00001100 GORDONS PRINT SHOP | CASH RECEIVED | 100.00 | .67 |
| TRANS TYPE-DATE 6 3/03/ | | | |
| ** CHECK NUMBER | CASH DISCOUNT | .00 | .00 |
| SALESREP NUMBER | DEPOSIT NUMBER | | |
| POSTING MONTH-YEAR 03/** | WRITEOFF | .00 | .00 |
| | GROSS RECEIVED | 100.00- | .67- |
| | BANK CHARGES | .00 | .00 |

TRANSACTION DETAIL: LOCAL CURRENCY AT INVOICE RATE

| REF NUMBER | AR OR MISC | DISCOUNT TAKEN | ADJ/ |
|--------------|-----------------|----------------|------|
| WRITEOFF | AMOUNT RECEIVED | | |
| SVCCHG LOCAL | 17.80- | | |
| | .00 | 17.80 | |
| TRADE FRF | 31.12- | | |
| | .00 | 31.12 | |

CURRENCY FRF TOTAL

| | |
|----------------------------|---------|
| A/R RECEIPTS (1) | 100.00- |
| DISCOUNTS | .00 |
| WRITE-OFF ADJ (4) | .00 |
| CASH RECEIVED (5) | 100.00 |
| APPLIED | 100.00 |
| UNAPPLIED | .00 |
| A/R ADJUSTMENTS (2) | .00 |
| APPLIED | .00 |
| UNAPPLIED | .00 |
| MISCELLANEOUS CASH (3) | .00 |
| BANK CHARGES (6) | .00 |
| TOTAL A/R AMOUNT (1+2) | 100.00- |
| TOTAL ADJUSTMENTS (2+4) | .00 |
| TOTAL CASH DEPOSIT (3+5-6) | 100.00 |

BATCH 9 AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 2 AMR401

CURRENCY FRI TOTAL

| | |
|----------------------------|---------|
| A/R RECEIPTS (1) | 150.00- |
| DISCOUNTS | .00 |
| WRITE-OFF ADJ (4) | .00 |
| CASH RECEIVED (5) | 150.00 |
| APPLIED | 150.00 |
| UNAPPLIED | .00 |
| A/R ADJUSTMENTS (2) | .00 |
| APPLIED | .00 |
| UNAPPLIED | .00 |
| MISCELLANEOUS CASH (3) | .00 |
| BANK CHARGES (6) | .00 |
| TOTAL A/R AMOUNT (1+2) | 150.00- |
| TOTAL ADJUSTMENTS (2+4) | .00 |
| TOTAL CASH DEPOSIT (3+5-6) | 150.00 |

**** EXCEEDS CREDIT LIMIT ****

BATCH 9 AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 3 AMR401

| | | |
|----------------------------|-------|--|
| BATCH 9 TOTAL | | |
| A/R RECEIPTS (1) | 4.83- | |
| DISCOUNTS | .00 | |
| WRITE-OFF ADJ (4) | .00 | |
| CASH RECEIVED (5) | 4.83 | |
| APPLIED | 4.83 | |
| UNAPPLIED | .00 | |
| A/R ADJUSTMENTS (2) | .03 | |
| APPLIED | .03 | |
| UNAPPLIED | .00 | |
| MISCELLANEOUS CASH (3) | .00 | |
| BANK CHARGES (6) | .00 | |
| TOTAL A/R AMOUNT (1+2) | 4.80- | |
| TOTAL ADJUSTMENTS (2+4) | .03 | |
| TOTAL CASH DEPOSIT (3+5-6) | 4.83 | |

AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 4 AMR401

| | | |
|----------------------------|-------|--|
| TRANSACTION REPORT TOTALS | | |
| A/R RECEIPTS (1) | 4.83- | |
| DISCOUNTS | .00 | |
| WRITE-OFF ADJ (4) | .00 | |
| CASH RECEIVED (5) | 4.83 | |
| APPLIED | 4.83 | |
| UNAPPLIED | .00 | |
| A/R ADJUSTMENTS (2) | .03 | |
| APPLIED | .03 | |
| UNAPPLIED | .00 | |
| MISCELLANEOUS CASH (3) | .00 | |
| BANK CHARGES (6) | .00 | |
| TOTAL A/R AMOUNT (1+2) | 4.80- | |
| TOTAL ADJUSTMENTS (2+4) | .03 | |
| TOTAL CASH DEPOSIT (3+5-6) | 4.83 | |

This report is generated from option 3 on the Accounts Receivable Transaction Processing menu (AMRM10). Fields related to foreign currency appear only when multi-currency support is active.

Fields

TRANSACTION SUMMARY. Indicates what currency was used for the transaction and what exchange rate was used.

COMPANY-CUSTOMER (Company/Customer Number). The company number of the company associated with this customer number. The customer number identifies the customer in the Customer Master file.

TRANS TYPE-DATE (Transaction Type and Date). Either 6 to indicate total cash receipt amount entered or 7 to indicate total adjustment amount entered followed by the date of the transaction.

CUSTOMER NAME. The name of the customer associated with the information and the company/customer number shown.

CHECK NUMBER. The number of the customer's check used to make this payment.

CASH RECEIVED. The amount received from this customer.

CASH DISCOUNT. The amount credited to this customer for prompt payment.

SALES REP NUMBER. The number that identifies the sales representative assigned to this customer.

DEPOSIT NUMBER. The deposit number that includes this payment.

WRITEOFF. The amount that reduces the amount due for a transaction set.

POSTING MONTH/POSTING PERIOD. The posting month or period is being used, depending on what accounting method you chose at tailoring.

GROSS RECEIVED. The amount credited to the customer's account that includes cash received plus any discount taken.

BANK CHARGES. The amount of bank charges for this transaction.

TRANSACTION DETAIL. Indicates what currency was used for the transaction and what exchange rate was used.

REF NUMBER. The reference number for this transaction.

SVCCHG (Service Charge). The service charge associated with the transaction.

AR or MISC. The amount received for this transaction.

DISCOUNT TAKEN. The amount credited to this customer for prompt payment.

ADJ/WRITEOFF (Adjustment amount). The amount applied to this customer's account that is not a discount amount or a cash amount.

AMOUNT RECEIVED. The net amount received. The formula is:
 $AR \text{ or } MISC + DISCOUNT TAKEN - ADJ/WRITEOFF = AMOUNT RECEIVED.$

A/R RECEIPTS. The total of all accounts receivable cash receipts.

DISCOUNTS. The total amount of discounts that have been applied.

WRITE-OFF ADJ. The total amount of write-offs or adjustments.

CASH RECEIVED. The total applied and unapplied cash received.

AR ADJUSTMENTS. The total of all accounts receivable applied and unapplied adjustments.

MISCELLANEOUS CASH. The cash receipts that do not apply to the customer's accounts.

BANK CHARGES. The amount of bank charges for this customer.

TOTAL AR AMOUNT. The total amount applied to Accounts Receivable for this batch. It is the sum of AR receipts and A/R adjustments.

TOTAL ADJUSTMENTS. The total amount applied as an adjustment. It is the sum of write-off adjustments (found under AR receipts) and the A/R adjustments total.

TOTAL CASH DEPOSIT. The sum of miscellaneous cash and cash receipts.

AR Revaluation Options Chosen (AMR981)

| | | | | | | | | |
|----|------|----------|------|---|------------------|-------------------------------|------|-------|
| ** | TIME | 13:09:33 | PAGE | 1 | AMR981 | AR REVALUATION OPTIONS CHOSEN | DATE | 1/01/ |
| | | | | | SELECTIONS: | | | |
| | | | | | REVALUATION DATE | 1/01/** | | |
| | | | | | REVALUATION MODE | 1 NO UPDATE | | |

This report is generated from the Revaluation Request (Options) display (AMR971). The information printed on this report is retrieved from the Revaluation files that were created during month end close. The second page of this report is the AR Revaluation Transaction Report (AMR982). This report is available only when multi-currency support is active.

Fields

REVALUATION DATE. The date the revaluation is done.

REVALUATION MODE. The mode of update for the revaluation request. The options are as follows:

No update Allows you to see the effect revaluation would have without updating the general ledger.

Update Updates the general ledger.

AR Revaluation Transaction Report (AMR982)

| REVALUATION | | REF NBR | TRADING CURRENCY | EXCHANGE | LOCAL CURRENCY AMT |
|-----------------------------|-----------|----------|------------------|----------|--------------------|
| CUSTOMER | RATE | AGE | BALANCE | RATE | AT EXCHANGE RATE |
| 6800 MICOR, INC. | INVOICE | 96 | 14,212.12 | .154600 | 2,197.19 |
| .19 DR | EFFECTIVE | 4 | | .154600 | 2,197.00 |
| 6.73 CR | INVOICE | 97 | 11,456.32 | .153999 | 1,764.27 |
| | EFFECTIVE | 4 | | .154600 | 1,771.00 |
| .15 CR | INVOICE | SRV CHG | 102.67 | .154378 | 15.85 |
| | EFFECTIVE | 0 | | .154600 | 16.00 |
| .154600 | INVOICE | 98 | 7,777.77 | .155000 | 1,205.55 |
| | EFFECTIVE | 2- | | | |
| | | 1,202.00 | | 3.55 DR | |
| .154600 | INVOICE | 99 | 4,595.46 | .154600 | 710.46 |
| | EFFECTIVE | 3- | | | |
| | | 710.00 | | .46 DR | |
| CUSTOMER TOTAL | INVOICE | | 38,144.34 | | 5,893.32 |
| 2.68 CR | EFFECTIVE | | | | 5,896.00 |
| CURRENCY ID TOTAL / COMPANY | INVOICE | | 38,144.34 | | 5,893.32 |
| 2.68 CR | EFFECTIVE | | | | 5,896.00 |

This report is generated from the Revaluation Request (Options) display (AMR971). The information printed on this report is retrieved from the Revaluation files which were created during month end close. This report prints as the second page of the AR Revaluation Options Chosen report (AMR981). This report is available only when multi-currency support is active.

Fields

COMPANY (Company Number and Name). A number that associates this company followed by the company name.

CURRENCY. The ID and type of currency used in transactions with this customer. The local currency is the default.

EFFECTIVE DATE. The date the revaluation becomes effective.

LOCAL CURRENCY. The currency used to record transactions in the general ledger.

CUSTOMER (Customer Number and Name). A number that identifies the customer in the Customer Master file followed by the customer's name.

RATE. The rate that was used to convert trading currency to local currency or vice versa.

INVOICE: The exchange rate in effect when the invoice was entered

EFFECTIVE: The exchange rate in effect as of the date entered on display AMR971.

REF NBR (Reference Number). The number of the invoice or the revaluation transaction.

AGE. The aging period for the invoice.

Blank or 0 Current period

- 1 Over 30 days
- 2 Over 60 days
- 3 Over 90 days
- 4 Over 120 days.

SRV CHG (Service Charge). The service charge associated with the transaction set.

TRADING CURRENCY BALANCE. The customer's invoice balance in trading currency.

EXCHANGE RATE. The percent rate of exchange between trading currency and local currency at the invoice date and at the effective date of revaluation.

LOCAL CURRENCY AMT AT EXCHANGE RATE. The equivalent value in local currency at the invoice date and at the effective date of revaluation.

REVALUATION GAIN / LOSS. The amount of revaluation gain or loss in local currency between the invoice date and the revaluation effective date, expressed as a debit (DR) or a credit (CR).

TOTAL. The totals for the customer and currency ID total for the company.

AR Transaction Gain / Loss Journal (AMR381)

| NORTHCREEK IND. NO. 01 AR TRANSACTION GAIN / LOSS JOURNAL | | | | | | | DATE 1/01/ |
|---|-------------|------------------|-------------|-------------|-------|--|------------|
| ** TIME 12.55.13 PAGE 1 AMR381 | | | | | | | |
| POSTING PERIOD 01 | | | | | | | |
| JOURNAL INV/CHECK/ | | | | | | | |
| REFERENCE | ADJUST NO | AR GL ACCOUNT | GAIN - / | | | | DR/ |
| LOSS + | CREDIT MEMO | CASH RECEIPTS | ADJUSTMENTS | REVALUATION | CR | | |
| DM1 DEUSTCHE MARKS | | | | | | | |
| 1- 4700 BRIDGE DIST CO. | | | | | | | |
| CR17- | | | | | | | |
| 0001 | | 1200000000000000 | 25.00 | | | | |
| | | DR | | | | | |
| CR17- | | | | | | | |
| 0002 | | 6150000000000000 | | | 25.00 | | |
| | | CR | | | | | |
| CURRENCY DM1 TOTALS (IN LOCAL CURRENCY): DEBIT CREDIT | | | | | | | |
| AR GAIN / LOSS | | | 25.00 | | .00 | | |
| CREDIT MEMO GAIN/LOSS | | | .00 | | .00 | | |
| ADJUSTMENT GAIN/LOSS | | | .00 | | .00 | | |
| CASH RECEIPT GAIN/LOSS | | | .00 | | 25.00 | | |
| REVALUATION GAIN/LOSS | | | .00 | | .00 | | |
| CURRENCY TOTALS | | | 25.00 | | 25.00 | | |

| NORTHCREEK IND. NO. 01 AR TRANSACTION GAIN / LOSS JOURNAL | | | | | | | DATE 1/01/ |
|---|--|--|-------|--|-------|--|------------|
| ** TIME 12.55.13 PAGE 2 AMR381 | | | | | | | |
| POSTING PERIOD 01 | | | | | | | |
| COMPANY 01 TOTALS: | | | | | | | |
| AR GAIN / LOSS | | | 25.00 | | .00 | | |
| CREDIT MEMO GAIN/LOSS | | | .00 | | .00 | | |
| ADJUSTMENT GAIN/LOSS | | | .00 | | .00 | | |
| CASH RECEIPT GAIN/LOSS | | | .00 | | 25.00 | | |
| REVALUATION GAIN/LOSS | | | .00 | | .00 | | |
| COMPANY TOTALS | | | 25.00 | | 25.00 | | |

| AR TRANSACTION GAIN / LOSS JOURNAL | | | | | | | DATE 1/01/ |
|------------------------------------|--|--|-------|--|-------|--|------------|
| ** TIME 12.55.13 PAGE 3 AMR381 | | | | | | | |
| REPORT TOTALS: | | | | | | | |
| AR GAIN / LOSS | | | 25.00 | | .00 | | |
| CREDIT MEMO GAIN/LOSS | | | .00 | | .00 | | |
| ADJUSTMENT GAIN/LOSS | | | .00 | | .00 | | |
| CASH RECEIPT GAIN/LOSS | | | .00 | | 25.00 | | |
| REVALUATION GAIN/LOSS | | | .00 | | .00 | | |
| REPORT TOTALS | | | 25.00 | | 25.00 | | |

This report is available only when multi-currency support is active.

This report is generated from option 3 on the Accounts Receivable Transaction Processing menu (AMRM10).

The second page of the report describes company totals expressed as debit and credit.

The third page of the report describes report totals expressed as debit and credit.

Fields

COMPANY NAME and NUMBER. The company name followed by the company number.

POSTING PERIOD. The accounting period for which transaction gains and losses are being posted. This field is **POSTING MONTH** if 12-month accounting was selected during application tailoring.

JOURNAL REFERENCE. A reference number assigned by your company for the journal entry.

INV/CHECK/ADJUST NO. The number of the invoice, check, or adjustment transaction.

GL ACCOUNT. The general ledger account number to which these transactions are posted.

AR GAIN - / LOSS +. The amount of the accounts receivable gain or loss, expressed with a minus (-) or plus (+) sign respectively.

CREDIT MEMO. The amount credited to the customer's account.

CASH RECEIPTS. The amount received that is credited to the customer's account.

ADJUSTMENTS. The amount applied to the customer's accounts that are neither credits nor cash receipts.

REVALUATION. Changes made to the customer's account balance because of changes in the exchange rate between trading currency and local currency.

DR/CR (Debit/Credit). Indicates whether the transaction resulted in a debit (DR) or credit (CR) to the customer's account.

CURRENCY. The ID and type of currency used in transactions with this customer. The local currency is the default.

COMPANY NUMBER. The company number associated with this customer.

CUSTOMER NUMBER and NAME. A number that identifies the customer in the Customer Master file followed by the customer's name. The fields describe trading currency totals, in local currency, expressed as debit and credit.

AR GAIN/LOSS. The gain or loss in the accounts receivable amount.

CREDIT MEMO GAIN/LOSS. The gain or loss resulting from a credit memo.

ADJUSTMENT GAIN/LOSS. The gain or loss resulting from an adjustment.

CASH RECEIPT GAIN/LOSS. The gain or loss resulting from cash received.

REVALUATION GAIN/LOSS. The gain or loss resulting from currency revaluation.

CURRENCY TOTALS. The total of currency amounts involved in gains and losses.

AR Transaction Gain/Loss Summary Report (AMR66)

This report is generated from the Transaction Gain/Loss Analysis (options) display (AMR553). This report is available only when multi-currency support is active.

| A/R TRANSACTIONS GAIN/LOSS SUMMARY REPORT | | | | | | DATE | 3/03/ |
|---|---------------|------------------|--------------|--------------------|------------------|------|-------|
| ** | TIME | 12.45.23 | PAGE | 1 | AMR66 | | |
| | | | | AMR803 | SELECTED OPTIONS | | |
| | POSTING MONTH | 2 | POSTING YEAR | 0 | | | |
| COMPANY 01 NORTHCREEK IND. CURRENCY FRA FRANCS - 1A | | | | | | | |
| TRANSACTION | REF NBR | TRADING CURRENCY | EXCHANGE | LOCAL CURRENCY AMT | | | |
| CUSTOMER | RATE | TYPE | BALANCE | RATE | AT EXCHANGE | RATE | |
| GAIN / LOSS | | | | | | | |
| 2200 STEPHENS BUILDING SUPPLY | INVOICE | 67.40 | 31.792453 | 2.12 | | | |
| 1.66 DR | EFFECTIVE REV | | 145.000000 | .46 | | | |
| CUSTOMER 2200 TOTAL | INVOICE | 67.40 | | 2.12 | | | |
| 1.66 DR | EFFECTIVE | | | .46 | | | |
| CURRENCY / COMPANY TOTALS | INVOICE | 67.40 | | 2.12 | | | |
| 1.66 DR | EFFECTIVE | | | .46 | | | |

| A/R TRANSACTIONS GAIN/LOSS SUMMARY REPORT | | | | | | DATE | 3/03/ |
|---|---------------|------------------|--------------|--------------------|------------------|------|-------|
| ** | TIME | 12.45.23 | PAGE | 2 | AMR66 | | |
| | | | | AMR803 | SELECTED OPTIONS | | |
| | POSTING MONTH | 2 | POSTING YEAR | 0 | | | |
| COMPANY 01 NORTHCREEK IND. CURRENCY FRD FRANCS - 1D | | | | | | | |
| TRANSACTION | REF NBR | TRADING CURRENCY | EXCHANGE | LOCAL CURRENCY AMT | | | |
| CUSTOMER | RATE | TYPE | BALANCE | RATE | AT EXCHANGE | RATE | |
| GAIN / LOSS | | | | | | | |
| 1200 QUAKER CITY FOUNDRY | INVOICE | 73.88 | 41.740113 | 1.77 | | | |
| 1.27 DR | EFFECTIVE REV | | 148.000000 | .50 | | | |
| CUSTOMER 1200 TOTAL | INVOICE | 73.88 | | 1.77 | | | |
| 1.27 DR | EFFECTIVE | | | .50 | | | |
| CURRENCY / COMPANY TOTALS | INVOICE | 73.88 | | 1.77 | | | |
| 1.27 DR | EFFECTIVE | | | .50 | | | |
| COMPANY TOTAL | INVOICE | 73.88 | | 1.77 | | | |
| 1.27 DR | EFFECTIVE | | | .50 | | | |
| REPORT TOTAL | INVOICE | 73.88 | | 1.77 | | | |
| 1.27 DR | EFFECTIVE | | | .50 | | | |

Fields

COMPANY NAME and NUMBER. The company name followed by the company number.

CURRENCY. The ID and type of currency used in transactions with this customer. The local currency is the default.

CUSTOMER (Customer Number and Name). A number that identifies the customer in the Customer Master file followed by the customer's name.

RATE. The rate that was used to convert trading currency to local currency or vice versa.

Invoice The exchange rate in effect when the invoice was entered

Effective The exchange rate in effect as of the date the report is printed.

REF NBR TYPE (Reference Number Type). One of the following appears:

| Code | Meaning |
|------|--------------------|
| PMT | Payment record |
| ADJ | Adjustment record |
| CRM | Credit memo record |
| REV | Revaluation record |

TRADING CURRENCY BALANCE. The customer's invoice balance in trading currency.

EXCHANGE RATE. The percent rate of exchange between trading currency and local currency at the invoice date and at the effective date of revaluation.

LOCAL CURRENCY AMT AT EXCHANGE RATE. The equivalent value in local currency at the invoice date and at the effective date of revaluation.

TRANSACTION GAIN / LOSS. The net gain or loss resulting from the transaction expressed in local currency as a debit (DR) or a credit (CR).

CURRENCY / COMPANY TOTALS. The totals for currency and company.

TOTAL. The totals for the company and the report.

Aged Multiple Currency (AMR871)

AGED MULTIPLE CURRENCY REPORT DATE 1/01/
 ** TIME 13.07.49 PAGE 1 AMR871
 AMR871 SELECTED OPTIONS

REPORT LIMITS:
 COMPANY (1 1)
 CUSTOMER (1 99999)
 CURRENCY ()
 SELECT LIST:
 COMPANY
 CUSTOMER
 CURRENCY
 DATE SELECTION AS OF CURRENT

COMPANY: 01 NORTHCREEK IND AGED MULTIPLE CURRENCY DATE 1/01/
 ** TIME 13.07.49 PAGE 1 AMR871

AGED AS OF CURRENT
 TRADING CURRENCY LOCAL CURRENCY

| | | |
|-------------------------------|---------------|---------------|
| CURRENCY DM DEUTSHE MARK | | |
| CURRENT | 23,418.58 | 23,086.84 |
| OVER 30 | .00 | .00 |
| OVER 60 | 2,530.87 | 2,530.87 |
| OVER 90 | 3,437.12 | 2,337.72 |
| OVER 120 | 4,006,321.09- | 4,070,942.46- |
| FUTURE A/R | .00 | .00 |
| TOTAL DUE | 4,036,934.52- | 4,042,986.93- |

CURRENCY GBA POUNDS SECONDARY

| | | |
|------------|-----------|-----------|
| CURRENT | 9,285.00- | 2,633.27- |
| OVER 30 | .00 | .00 |
| OVER 60 | .00 | .00 |
| OVER 90 | .00 | .00 |
| OVER 120 | 8,950.45 | 2,538.43 |
| FUTURE A/R | .00 | .00 |
| TOTAL DUE | 334.55- | 94.84- |

CURRENCY GB1 POUNDS PRIMARY

| | | |
|------------|----------|----------|
| CURRENT | .00 | .00 |
| OVER 30 | 8,944.98 | 1,366.28 |
| OVER 60 | .00 | .00 |
| OVER 90 | .00 | .00 |
| OVER 120 | .00 | .00 |
| FUTURE A/R | .00 | .00 |
| TOTAL DUE | 8,944.98 | 1,366.28 |

CURRENCY RUB RUSSIAN RUBLES

| | | |
|------------|-----------|----------|
| CURRENT | 600.00 | 151.32 |
| OVER 30 | 10,294.12 | 2,596.34 |
| OVER 60 | 1,982.42 | 500.00 |
| OVER 90 | .00 | .00 |
| OVER 120 | 9,314.19 | 2,349.18 |
| FUTURE A/R | .00 | .00 |
| TOTAL DUE | 22,190.73 | 5,596.84 |

COMPANY: 01 NORTHCREEK IND AGED MULTIPLE CURRENCY DATE 1/01/
 ** TIME 13.07.49 PAGE 2 AMR871

| | AGED AS OF CURRENT TRADING CURRENCY | LOCAL CURRENCY |
|----------------|--|----------------|
| COMPANY TOTALS | | |
| CURRENT | | 20,604.99 |
| OVER 30 | | 3,962.62 |
| OVER 60 | | 3,030.87 |
| OVER 90 | | 2,337.72 |
| OVER 120 | | 4,066,054.85- |
| FUTURE A/R | | .00 |
| TOTAL DUE | | 4,036,118.65- |

COMPANY: 01 NORTHCREEK IND AGED MULTIPLE CURRENCY DATE 1/01/
 ** TIME 13.07.49 PAGE 5 AMR871

| | AGED AS OF CURRENT TRADING CURRENCY | LOCAL CURRENCY |
|---------------|--|----------------|
| REPORT TOTALS | | |
| CURRENT | | 187,554.89 |
| OVER 30 | | 25,782.34 |
| OVER 60 | | 11,567.22 |
| OVER 90 | | 2,337.72 |
| OVER 120 | | 2,364,003.92- |
| FUTURE A/R | | 119,328.27 |
| TOTAL DUE | | 2,017,433.48- |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 5, Aged Multiple Currency, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Aged Multiple Currency (Options) display (AMR8A5).

Note: This report is available only when multi-currency support is active.

Fields

The fields on the **SELECTED OPTIONS** page are described on page 12-23.

The first two lines of each page show the company number and name and the date selection.

The following fields are printed for each currency and every company.

TRADING CURRENCY. The currency used by the customer.

LOCAL CURRENCY. The currency used by the company.

CURRENCY. The ID and description of the trading currency.

CURRENT. The current amount due for this customer shown in trading and local currency.

OVER 30. The amount that is 30 days past due shown in trading and local currency.

OVER 60. The amount that is 60 days past due shown in trading and local currency.

OVER 90. The amount that is 90 days past due shown in trading and local currency.

Over 120. The amount that is 120 days past due shown in trading and local currency.

FUTURE A/R. The amount that is due at some future date shown in trading and local currency.

TOTAL. The total Accounts Receivable amount due shown in trading and local currency.

The **COMPANY TOTALS** fields show the totals of all accounts receivables due for all currencies used by the company. These amounts are shown in local currency only. These fields are the same as those described for each currency.

The **REPORT TOTALS** fields show the totals of all accounts receivables due for all companies selected for the report. These amounts are shown in local currency only. These fields are the same as those described for each currency.

Aged Receivables Report (AMR802)

** TIME 9.50.48 PAGE 1 AMR802
AMR802 SELECTED OPTIONS

AGED RECEIVABLES REPORT

DATE 7/21/

REPORT LIMITS:

COMPANY ()
CUSTOMER ()
SALESREP ()

SELECT LIST:

COMPANY
CUSTOMER
SALESREP

INVOICE INFORMATION INVOICE DETAIL

BALANCE OPTION CUSTOMERS WITH BALANCES

MINIMUM BALANCE TO PRINT: .50-

CUSTOMER INFORMATION LIMITED (LINE)

REPORT SEQUENCE COMPANY/AMOUNT DUE

DATE SELECTION AS OF CURRENT STATEMENT

| COMPANY: | | 3 | BLANCHARD AND CO | | AGED RECEIVABLES REPORT | | DATE 7/21/ | |
|--------------------|----------------|----------|------------------|-------------------------|-------------------------|------------------|-----------------|----------|
| ** TIME | | 9.50.48 | PAGE | 1 | AMR802 | | | |
| AMOUNT DUE: | | 2556- | | AS OF CURRENT STATEMENT | | INVOICE DETAIL | | |
| | | | | CUSTOMERS WITH BALANCES | | MINIMUM BALANCE: | | |
| REF NO | AGING | ADJ/CHK/ | AMOUNT | CURRENT | OVER 30 | OVER 60 | OVER 90 | OVER 120 |
| CRM TRN | DATE | | | | | | | |
| 100 | WINDYHILL INC. | | | SALESREP 695 | PHONE 215-555-7764 | | HEADQUARTERS | |
| 1 | 4 | 4/03/** | 4/03/** | | | | | |
| | INV | 1 | 4/03/** | 1.00 | | | | |
| | | | * | | | | | |
| | 1.00 | | | | | | | |
| 335 | 4 | 2/05/** | 2/05/** | | | | | |
| | PMT | | 2/05/** | 3205.13- | | | | |
| | WAJ | | 2/05/** | 2000.00 | | | | |
| | | | * | | | | | |
| | 1205.13- | | | | | | | |
| 555 | 4 | 4/14/** | 2/14/** | | | | | |
| | INV | 555 | 2/14/** | 555.00 | | | | |
| | | | * | | | | | |
| | 555.00 | | | | | | | |
| 666 | 4 | 3/14/** | 2/14/** | | | | | |
| | INV | 666 | 2/14/** | 666.00 | | | | |
| | | | * | | | | | |
| | 666.00 | | | | | | | |
| U 501 | 1 | 2/06/** | 2/06/** | | | | | |
| | ADJ | PAUL01 | 2/06/** | 5000.00- | | | | |
| U | ADJ | PAUL02 | 2/06/** | 4000.00 | | | | |
| | | | * | | | | | |
| | 123789 | 1 | 2/06/** | 2/06/** | | | 1000.00- | |
| U | PMT | | 2/06/** | 6410.26- | | | | |
| | | | * | | | | | |
| | 987123 | 1 | 2/06/** | 2/06/** | | | 6410.26- | |
| U | ADJ | PAUL30 | 2/06/** | 3000.00- | | | | |
| | | | * | | | | | |
| | 987654 | 0 | 2/05/** | 2/05/** | | | 3000.00- | |
| U | ADJ | 121212 | 2/05/** | 1282.05 | | | | |
| | | | * | | | | | |
| | 1 | 3- | 4/03/** | 4/03/** | | | | |
| | INV | 1 | 4/03/** | 1.00 | | | | |
| | | | * | | | | | |
| | 5 | 3- | 4/03/** | 4/03/** | | | | |
| | INV | 5 | 4/03/** | 5.00 | | | | |
| | | | * | | | | | |
| | 335 | 3- | 1/27/** | 1/27/** | | | | |
| | INV | 335 | 1/27/** | 6549.00 | | | | |
| | | | * | | | | | |
| ----- | | | | | | | | |
| TOTAL AMOUNT DUE - | | | | 2,556.34- | 1,282.05 | 10,410.26- | .00 | .00 |
| FUTURE AR- | | | | 6,555.00 | UNAPPLIED PMTS- | 6,410.26- | UNAPPLIED ADJS- | |
| 16.87 | | | | | | | | |
| 2,717.95- | | | | | | | | |
| ----- | | | | | | | | |

| COMPANY: | | 3 | BLANCHARD AND CO | | AGED RECEIVABLES REPORT | | DATE 7/21/ | |
|----------------|--------|----------------|------------------|-------------------------|-------------------------|-------------------------|------------|------------------|
| ** TIME | | 9.50.48 | PAGE | 2 | AMR802 | | | |
| | | | | AS OF CURRENT STATEMENT | | CUSTOMERS WITH BALANCES | | MINIMUM BALANCE: |
| INVOICE DETAIL | | | | | | | | |
| COMPANY | TOTALS | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD | | |
| JMNTS | | 2,556.34- | 2,556.34- | | | | | |
| | | .00 | .00 | .00 | | | | |
| | | CURRENT AMOUNT | OVER 30 | OVER 60 | OVER 90 | OVE | | |
| R 120 | | 1,282.05 | 10,410.26- | | | | | |
| | | .00 | .00 | 16.87 | | | | |
| | | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | | | |
| | | 6,555.00 | .00 | 6,410.26- | 2,717.95- | | | |

| INVOICE DETAIL | | CUSTOMERS WITH BALANCES | | | MINIMUM BALANCE: |
|----------------|----------------|-------------------------|----------------|----------------|------------------|
| FINAL | TOTALS | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 2,556.34- | 2,556.34- | | | |
| | .00 | .00 | .00 | | |
| R 120 | CURRENT AMOUNT | OVER 30 | OVER 60 | OVER 90 | OVE |
| | 1,282.05 | 10,410.26- | | | |
| | .00 | .00 | 16.87 | | |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 6,555.00 | .00 | 6,410.26- | 2,717.95- | |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 2, Aged Receivables, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Aged Receivables (Options) display (AMR8A2).

Note: The amounts on this report are shown in either local currency or trading currency if multi-currency support is active.

Fields

The following fields appear on the **SELECTED OPTIONS** page of the report and show what options were selected on display AMR8A2.

REPORT LIMITS

SELECT LIST. A range of numbers or the name of a list of numbers can be shown for each of the following fields. If any of these fields is blank, the report includes all possible values.

COMPANY: The range of company numbers or the list of company numbers included in the report.

CUSTOMER: The range of customer numbers or the list of customer numbers included in the report.

SALESREP: The range of sales representative number or the list of sales representative numbers included in the report.

CURRENCY: The range of currency IDs or the list of currency IDs included in the report.

INVOICE INFORMATION. The level of detail shown on the report:

INVOICE DETAIL. All invoice amounts, discounts, payments, adjustments, and credit memos are printed on separate lines.

INVOICE SUMMARY. A single total line is printed for each invoice reference.

CUSTOMER TOTALS. A single line is printed for each customer.

BALANCE OPTION. The customer balances printed on the report:

ALL BALANCES. All balances are printed, including zero balances.

CUSTOMERS WITH BALANCES—All customers with either a debit or a credit balance are printed. (Customers with a zero balance are not printed.)

PAST DUE CUSTOMERS. Customers with balances other than current or future due are printed if the balances in age periods 1–4 do not total zero or less (a credit).

DELINQUENT CUSTOMERS. Customers with balances in an age period identified as delinquent are printed.

BALANCE FORWARD CUSTOMERS. Balance forward customers are printed.

MINIMUM BALANCE TO PRINT. The minimum balance printed on the report. Only balances equal to or greater than this amount are printed. If this field shows a negative amount, only balances equal to or less than this amount are printed. For example, if an amount of -100.00 is shown in this field, balances of -100.00, -101.00, -102.00, and so forth are printed. Balances of -99.99, -98.00, 10.00, 50.00, and so forth are not printed.

This amount refers to the customer's total amount due, except for past due or delinquent customers (see **BALANCE OPTION** above). For these customers, the minimum balance indicates the past due or delinquent amount. This amount is always shown in local currency, even if the report is printed in trading currency when multi-currency support is active.

CUSTOMER INFORMATION. The format and level of detail of customer information shown on the report.

LIMITED (BLOCKED). The customer's number and name, the sales representative's number, and the customer's telephone number are printed on two lines.

LIMITED (LINE). The same information as for **LIMITED (BLOCKED)** is printed, but on one line.

FULL. A full customer profile is printed on eight lines. This information includes the items printed for the **LIMITED** options plus other customer data taken from the Customer Master file (CUSMAS).

REPORT SEQUENCE. The sort sequence used for printing the report:

Company/Customer number
Salesrep/Company
Company/Customer name
Company/Amount due.

If multi-currency support is active, currency is sorted within each company. For multi-currency support, the sort sequence is:

Company/currency/customer number
Salesrep/company/currency/customer
Company/currency/customer name
Company/currency/amount due.

However, the sort selection printed on this page does not show currency.

DATE SELECTION. The date or dates selected for printing account balances.

AS OF CURRENT STATEMENT. Current balances are printed.

AS OF NEXT STATEMENT. Balances are printed as they would appear after the next month end close.

AS OF SPECIFIC. Balances are printed as they would appear on or before the four dates shown on the report.

CURRENCY. The type of currency, **TRADING** or **LOCAL**, used on the report. This field appears only when multi-currency support is active.

The first two lines of each page show the company number and name and the following option selections:

- Range
- Report sequence
- Date selected
- Invoice information
- Balance
- Minimum balance.

The following fields are printed for each customer of each company:

REF NO. The reference number of the invoice.

AGING. The age code and date for the transaction set.

Blank or 0 Current period

- 1** Over 30 days
- 2** Over 60 days
- 3** Over 90 days
- 4** Over 120 days.

The due date of the invoice appears next to the aging code.

ADJ/CHK/CRM. The type of transaction. One of the following appears:

- ADJ** Adjustment
- CRM** Credit memo
- INV** Invoice
- PMT** Payment
- PSC** Service charge
- WAJ** Write off.

A **U** appears to the left of the transaction type indicates that the amount is not applied to a specific invoice.

TRN DATE. The date of the transaction.

AMOUNT. The total amount of the transaction.

CURRENT. The amount due for the current billing period.

OVER 30. The amount that is 30 days past due.

OVER 60. The amount that is 60 days past due.

OVER 90. The amount that is 90 days past due.

OVER 120. The amount that is 120 days past due.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

TOTAL AMOUNT DUE. The total amounts for this customer in each of the following categories:

- Total
- Current
- Over 30 days past due
- Over 60 days past due
- Over 90 days past due
- Over 120 days past due.

FUTURE AR. The total amount due at some future date for this customer.

UNAPPLIED PMTS. The total amount of payments not applied to specific invoices.

UNAPPLIED ADJS. The total amount of adjustments not applied to specific invoices.

The following **COMPANY TOTALS** fields are printed for each company:

TOTAL DUE. The total amount due to this company.

PREV BAL (Previous Balance). The total amount previously owed to this company.

CURR CHGS (Current Charges). The total account receivable charges added during the current billing period.

CURR PMTS (Current Payments). The total amount of payments made during the current billing period.

CURR ADJMNTS (Current Adjustments). The total amount of adjustments made during the current billing period.

CURRENT AMOUNT. The total net amount due for the current billing period.

OVER 30. The total amount that is over 30 days past due.

OVER 60. The total amount that is over 60 days past due.

OVER 90. The total amount that is over 90 days past due.

OVER 120. The total amount that is over 120 days past due.

FUTURE AR (Future Account Receivables). The total amount due at some future date.

SERVICE CHGS (Service Charges). The total amount of service charges paid.

UNAPPLIED PMTS (Unapplied Payments). The total amount of payments not applied to specific invoices.

UNAPPLIED ADJS. The total amount of adjustments not applied to specific invoices.

The **FINAL TOTALS** fields are totals for all the companies selected. This page of the report is printed only if multiple company support was selected during application tailoring. The fields are the same as on the **COMPANY TOTALS** page of this report.

Aged Trial Balance Report (AMR803)

** TIME 10.09.39 PAGE 1 AMR803
AMR803 SELECTED OPTIONS

AGED TRIAL BALANCE REPORT DATE 7/13/

REPORT LIMITS:
COMPANY (1 1)
SELECT LIST:
COMPANY
CUSTOMER INFORMATION FULL PROFILE

[Contents](#)

[Index](#)

| COMPANY: | | 1 | NORTHCREEK IND | | AGED TRIAL BALANCE REPORT | | DATE 7/13/ | |
|----------------------|-----------------|----------|----------------|--------------|---------------------------|------------------|-------------------------|----------------|
| ** TIME | 10.09.39 | PAGE | 1 | AMR803 | RANGE | | AS OF CURRENT STATEMENT | |
| INVOICE DETAIL | | | | | | | | |
| 2910 | HEADQUARTERS | | SALESREP | 595 | CHARGES TO DATE | .00 | PREVIOUS BAL | |
| | 11.00 | | | | | | | |
| RANDALL INC. | | | TERRITORY | 99 | CREDITS TO DATE | .00 | CURRENT AMOUNT | |
| | .00 | | | | | | | |
| 3200 | WINDY HILL PKWY | | STATEMENT | N | ADJUST TO DATE | .00 | 30 DAY AMOUNT | |
| | 11.00 | | | | | | | |
| SUITE 130 | | | SERVICE CHARGE | N | CURRENT SVC CHG | .00 | 60 DAY AMOUNT | |
| | .00 | | | | | | | |
| ATTN: BOB RANDALL | | | USA | AGE SVC CHG | N | PREVIOUS SVC CHG | .00 | 90 DAY AMOUNT |
| | .00 | | | | | | | |
| MARIETTA | GA 30188-0001 | | INT/SVC/ | | 120 DAY AMOUNT | .00 | | |
| CHG% .00% | BANK ACCT 0 | | | | | | | |
| 404-555- | | | | | | | | |
| 7764 | *HELD | | CREDIT CODE | | CREDIT LIMIT | 0 | FUTURE DUE | |
| | .00 | | | | | | | |
| US DOLLARS | | | BF/OPEN ITEM | O | DATE OF LAST PAYMENT | 6/12/ | | |
| ** TOTAL DUE | | | | | | | | 11.00 |
| AGING | | | | | | | | |
| REF NO | ADJ/CHK/ | | AMOUNT | CURRENT | OVER 30 | OVER 60 | OVER 90 | OVER 120 |
| CRM TRN DATE | | | | | | | | |
| 1 | 1 | 4/23/** | 4/23/** | | | | | |
| | INV | 1 | 4/23/** | 86249074.01 | | | | |
| | PMT | 1 | 4/23/** | 86249074.01- | | | | |
| | INV | 1 | 5/21/** | 11.00 | | | | |
| | | | * | | | 11.00 | | |
| ----- | | | | | | | | |
| TOTAL AMOUNT DUE - | | | | 11.00 | .00 | 11.00 | .00 | .00 |
| | .00 | | | | | | | |
| ----- | | | | | | | | |
| 2920 | HEADQUARTERS | | SALESREP | 595 | CHARGES TO DATE | .00 | PREVIOUS BAL | |
| | 89999996204.55 | | | | | | | |
| BELLAMY BICYCLES INC | | | TERRITORY | 00 | CREDITS TO DATE | .00 | CURRENT AMOUNT | |
| | .00 | | | | | | | |
| 7070 | YALE DR | | STATEMENT | Y | ADJUST TO DATE | .00 | 30 DAY AMOUNT | |
| | 5291.83 | | | | | | | |
| SUITE 910 | | | SERVICE CHARGE | N | CURRENT SVC CHG | .00 | 60 DAY AMOUNT | |
| | 450.00 | | | | | | | |
| | | | AGE SVC CHG | N | PREVIOUS SVC CHG | 15.00 | 90 DAY AMOUNT | |
| | 772.00 | | | | | | | |
| MARIETTA | GA 30066 | | INT/SVC/ | | 120 DAY AMOUNT | 89999989690.72 | | |
| CHG% .00% | BANK ACCT 0 | | | | | | | |
| | .00 | | CREDIT CODE | | CREDIT LIMIT | 100000000 | FUTURE DUE | |
| ** TOTAL DUE | | | BF/OPEN ITEM | O | DATE OF LAST PAYMENT | 5/06/ | | 89999996204.55 |
| AGING | | | | | | | | |
| REF NO | ADJ/CHK/ | | AMOUNT | CURRENT | OVER 30 | OVER 60 | OVER 90 | OVER 120 |
| CRM TRN DATE | | | | | | | | |
| 4 | 0/00/00 | | 0/00/00 | | | | | |
| | PSC | | 0/00/00 | 15.00 | | | | |
| | | | * | | | | | |
| | 15.00 | | | | | | | |
| 892 | 4 | 12/19/91 | 2/19/** | | | | | |
| | CRM | | 2/19/** | 1000.00- | | | | |
| | ADJ | 1 | 4/24/** | 15.00 | | | | |
| | PMT | | 4/29/** | 5.00 | | | | |
| | | | * | | | | | |
| | 980.00- | | | | | | | |
| 6778 | 4 | 11/19/91 | 2/19/** | | | | | |
| | INV | 6778 | 2/19/** | 777.52 | | | | |
| | ADJ | 1 | 4/24/** | 30.00- | | | | |
| | PMT | | 4/29/** | 5.00- | | | | |
| | PMT | | 4/29/** | 5.00- | | | | |
| | PMT | | 4/29/** | 5.00- | | | | |
| | PMT | | 5/05/** | 55.55- | | | | |
| | PMT | | 5/06/** | 212.00- | | | | |
| | | | * | | | | | |
| | 464.97 | | | | | | | |
| 7878 | 4 | 2/19/** | 2/19/** | | | | | |
| | INV | 7878 | 2/19/** | 1000.00 | | | | |
| | PMT | | 4/24/** | 5.00- | | | | |
| | | | * | | | | | |
| | 995.00 | | | | | | | |

| | | | | | |
|----------------|--------------------|--------------------|---------------------------|-------------------------|---------------|
| COMPANY: | 1 | NORTHCREEK IND | AGED TRIAL BALANCE REPORT | DATE | 7/13/ |
| ** TIME | 10.09.39 | PAGE 38 AMR803 | RANGE | AS OF CURRENT STATEMENT | |
| INVOICE DETAIL | | | | | |
| COMPANY | TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 190,002,591,927.60 | 190,002,591,662.65 | 264.95 | .00 | |
| | .00 | | | | |
| R 120 | CURRENT AMOUNT | OVER 30 | OVER 60 | OVER 90 | OVE |
| 97.60 | 37,677.94 | 68,586.66 | 36,719.74 | 38,959.36 | 190,002,406,9 |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 2,986.30 | 517,353.33 | 515.67- | 8,789.00 | |
| REPORT LIMITS: | | SELECT LIST: | | | |
| COMPANY | (1 | 1) | | | |

| | | | | | |
|----------------|--------------------|--------------------|---------------------------|----------------|---------------|
| ** TIME | 10.09.39 | PAGE 39 AMR803 | AGED TRIAL BALANCE REPORT | DATE | 7/13/ |
| INVOICE DETAIL | | | | | |
| FINAL | TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 190,002,591,927.60 | 190,002,591,662.65 | 264.95 | .00 | |
| | .00 | | | | |
| R 120 | CURRENT AMOUNT | OVER 30 | OVER 60 | OVER 90 | OVE |
| 97.60 | 37,677.94 | 68,586.66 | 36,719.74 | 38,959.36 | 190,002,406,9 |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 2,986.30 | 517,353.33 | 515.67- | 8,789.00 | |
| REPORT LIMITS: | | SELECT LIST: | | | |
| COMPANY | (1 | 1) | | | |

| | | | | | |
|----------------|----------------|----------------|---------------------------|----------------|---------|
| ** TIME | 10.09.39 | PAGE 39 AMR803 | AGED TRIAL BALANCE REPORT | DATE | 7/13/ |
| INVOICE DETAIL | | | | | |
| FINAL | TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 7,281.65 | 4,266.65 | 7,000.00 | 3,905.00 | |
| 80.00- | | | | | |
| R 120 | CURRENT AMOUNT | OVER 30 | OVER 60 | OVER 90 | OVE |
| | 5,031.65 | 200.00 | 3,000.00 | 950.00- | |
| | .00 | | | | |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | .00 | .00 | .00 | .00 | |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 3, Aged Trial Balance, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Aged Trial Balance (Options) display (AMR8A3).

Note: The amounts on this report are shown in local currency only.

Fields

The fields on the SELECTED OPTIONS page are described on page 12-23.

The first two lines of each page show the company number and name and the following option selections:

- Range

- As of current statement
- Invoice information

The following fields are printed for each customer of each company if full customer profile was selected.

CUSTOMER NUMBER

NAME

ADDRESS

TELEPHONE. These fields have no headings. The number, name, address, and telephone number associated with the information and company number shown.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

SALESREP. The number that identifies the sales representative assigned to this customer.

CHARGES TO DATE. The charges added during the current billing period.

PREVIOUS BAL. The amount previously owed by this customer.

TERRITORY. A code defined by your company that describes the customer's geographic location.

CREDITS TO DATE. Credits applied to the customer's previous balance.

CURRENT AMOUNT. The amount that is currently due from the customer.

STATEMENT. Indicates whether or not the customer is to receive a statement.

ADJUST TO DATE (Adjustments to Date). Adjustments made to the customer's previous balance.

30 DAY AMOUNT. The amount that is 30 days past due.

SERVICE CHARGE. Indicates whether or not a service charge is applicable for this customer.

CURRENT SVC CHG (Current Service Charge). Amount of the service charge added to the customer's current balance.

60 DAY AMOUNT. The amount that is 60 days past due.

AGE SVC CHG (Age Service Charge). Indicates whether or not the service charges are to be aged.

90 DAY AMOUNT. The amount that is 90 days past due.

INT/SVC/CHG% (Interest/Service Charge Percent). The rate of the service charge to be levied on the overdue balance of the customer's account.

BANK ACCT (Bank Account). Indicates whether or not the direct payment method is used, followed by the bank account number if direct payment is used. One of the following appears:

- 0** Direct payment is not used
- 1** Payment is made by direct bank debit to the customer's bank account.

120 DAY AMOUNT. The amount that is 120 days past due.

CREDIT CODE. A code defined by your company that indicates the type of credit the customer has with the company.

FUTURE DUE. The amount due at some future date.

BF/OPEN ITEM (Balance Forward/Open Item). Indicates the type of customer account:

- B** Balance-forward.
- P** Open-item, delete paid items when Paid Item Purge is run at month end closing.
- O** Open-item, delete paid items only at month end closing.
- 1** Type B, convert to type O at month end closing.
- 2** Type B, convert to type P at month end closing.
- 8** Type O, convert to type B at month end closing.
- 9** Type P, convert to type B at month end closing.

DATE OF LAST PAYMENT. The date when the last payment from the customer was posted to the Open Receivables Detail file.

TOTAL DUE. The total amount due from this customer.

The remaining fields on this report are the same as the fields on the Aged Receivables Analysis report (AMR802).

General Ledger Chart of Accounts (AMV03)

| NORTHCREEK IND. NO. 01 | | CHART OF ACCOUNTS | | | DATE 1/09/ | |
|---------------------------|--------------------------|-------------------|--------------|-------------|-----------------------------|-----------------------------|
| ** | TIME 8.21.32 | PAGE 1 | AMV03 | | | |
| GL ACCOUNT NUMBER | DESCRIPTION | ACCOUNT TYPE | ACCOUNT CODE | CURRENCY ID | CONSOLIDATED COMPANY NUMBER | CONSOLIDATED ACCOUNT NUMBER |
| 1000 | PETTY CASH | AS | 1 | | 8 | 102030405060708 |
| 1000 | PETTY CASH | AS | 3 | | | |
| 1050 | CASH-IN-BANK - GENERAL | AS | 1 | | | |
| 1050 | CASH-IN-BANK - GENERAL | AS | 3 | | | |
| 1060 | CASH-IN-BANK - PAYROLL | AS | 1 | | | |
| 1060 | CASH-IN-BANK - PAYROLL | AS | 3 | | | |
| 1070 | CASH-IN-BANK - OTHER | AS | 1 | | | |
| 1070 | CASH-IN-BANK - OTHER | AS | 3 | | | |
| 1080 | CREDIT UNION DEPOSITS | AS | 1 | | | |
| 1080 | CREDIT UNION DEPOSITS | AS | 3 | | | |
| 1100 | SHORT TERM INVESTMENTS | AS | 1 | | | |
| 1100 | SHORT TERM INVESTMENTS | AS | 3 | | | |
| 1200 | ACCTS REC - TRADE | AS | 1 | | | |
| 1200 | ACCTS REC - TRADE | AS | 3 | | | |
| 1220 | ACCTS REC - EMPLOYEES | AS | 1 | | | |
| 1220 | ACCTS REC - EMPLOYEES | AS | 3 | | | |
| 1230 | INTERCOMPANY PAYROLL REC | AS | 1 | | | |
| 1230 | INTERCOMPANY PAYROLL REC | AS | 3 | | | |
| 1240 | ACCTS REC SERVICE CHARGE | AS | 1 | | | |
| 1240 | ACCTS REC SERVICE CHARGE | AS | 3 | | | |
| 1260 | NOTES RECEIVABLE | AS | 1 | | | |
| 4000 | SALES | IC | 1 | USF | | |
| 4000 | SALES | IC | 2 | USF | | |
| TOTAL ACTIVE ACCOUNTS- 23 | | | | | | |

Use option 6 on the File Listings menu (AMPM11) to print this report. No monetary information appears.

Fields

GL ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

ACCOUNT TYPE. Description of an account using the following values:

- AS** Asset account
- LI** Liability account
- IC** Income or revenue account
- EX** Expense account

ACCOUNT CODE. Code indicating the account type:

- 1** Current
- 2** Budget
- 3** Last Year

CURRENCY ID. Code identifying the currency used for translation purposes for a parent or foreign subsidiary.

CONSOLIDATED COMPANY NUMBER. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATED ACCOUNT NUMBER. Account number by which accounts are grouped for consolidation purposes.

TOTAL ACTIVE ACCOUNTS. Count of the number of active records.

Deleted Archived AR Paid Item History (AMR9D)

| | | | |
|------------------|------|--|-------------|
| ** TIME 15.06.55 | PAGE | DELETED ARCHIVED A/R PAID ITEM HISTORY | DATE 10/29/ |
| | 1 | AMR9D | |

| ARCHIVED HISTORY FILE NAME | CREATION DATE | BEGINNING COMPANY NUMBER | ENDING COMPANY NUMBER | BEGINNING TRANSACTION DATE | ENDING TRANSACTION DATE |
|----------------------------|---------------|--------------------------|-----------------------|----------------------------|-------------------------|
| ARH501 | 10/29/** | 01 | 89 | 11/11/** | 11/30/ |

This report is generated from the Delete Archived History display (AMR901).

Fields

ARCHIVED HISTORY FILE NAME. The names of the Archived Paid Item History file requested on the Archive Current History (Options) display (AMR9A1) or the name of the deleted Paid Item History file requested on the Delete Current History (Options) display (AMR9A2), for deleted files, the field is **DELETED HISTORY FILE NAME**.

CREATION DATE. The date the report was created.

BEGINNING COMPANY NUMBER. The beginning company number entered on display AMR9A1 or AMR9A2. This field and the **ENDING COMPANY NUMBER** field show the range of company numbers archived or deleted.

ENDING COMPANY NUMBER. The ending company number entered on display AMR9A1 or AMR9A2.

BEGINNING TRANSACTION DATE. The beginning date entered on display AMR9A1 or AMR9A2. This field and the **ENDING TRANSACTION DATE** field show the range of dates for which transactions records were archived or deleted.

ENDING TRANSACTION DATE. The ending date entered on display AMR9A1 or AMR9A2.

Delinquency Caption File Maintenance Report (AMR941)

** TIME 13:09:07 PAGE 1 AMR941 DELINQUENCY CAPTION FILE MAINTENANCE REPORT DATE 7/11/

| ACTION XT | LANGUAGE CODE | CAPTION | TEXT | ACTION | LANGUAGE CODE | CAPTION | TE |
|----------------|------------------|---|--|--------|------------------|--|--|
| ADD | | DATE CO / CUSTOMER CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | DATE CO / CUSTOMER CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | | | | |
| ADD | FRN | DATE CO / COMPANY CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | DATE COMP/CLIENT MONNAIE COURANT 30 JOURS EN RET 60 JOURS EN RET 90 JOURS EN RET 120 JOURS EN RE SOMME DUE SOMME EN RETARD | | | | |
| BEFORE ECHA | SPN | DATE CO / CUSTOMER CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | FECHA COMP/CLIENTE MONEDA CORRIENTE 30 DIAS DE ASTR 60 DIAS DE ASTR 90 DIAS DE ASTR 120 DIAS DE AST SUMA A PAGAR SUMA ASTRASADA | AFTER | SPN | DATE CO / CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | F M CO 30 DIA 60 DIA 90 DIA 120 DI SUMA SUMA |
| DELETE | CFR | DATE CO / COMPANY CURRENCY CURRENT PAST 30 PAST 60 PAST 90 PAST 120 TOTAL DUE DELINQUENT AMT. | DATE COMP/CLIENT MONNAIE COURANT 30 JOURS EN RET 60 JOURS EN RET 90 JOURS EN RET 120 JOURS EN RE SOMME DUE SOMME EN RETARD | | | | |

** TIME 13:09:07 PAGE 2 AMR941 DELINQUENCY CAPTION FILE MAINTENANCE REPORT DATE 7/11/

MAINTENANCE STATUS ADDED 2 DELETED 1 CHANGED 1

This report is generated from the Delinquency Caption File Maintenance (Enter) display (AMR941).

Fields

ACTION. Indicates whether a caption record is added, changed, or deleted. Captions that are changed are shown with **BEFORE** and **AFTER** in this field.

LANGUAGE CODE. The code that identifies the language in which the caption is printed.

CAPTION. The captions shown in the local language.

TEXT. The caption shown in the foreign language.

MAINTENANCE STATUS. A summary of maintenance for this session.

ADDED. The number of records added.

DELETED. The number of records deleted.

CHANGED. The number of records changed.

Delinquency Caption Master File (AMRP731)

NORTHCREEK IND. NO. 01 DELINQUENCY CAPTION MASTER FILE DATE 7/11/
 ** TIME 13:09:07 PAGE 1 AMRP731

| | |
|----------|-----------------|
| LANGUAGE | DELINQUENCY |
| CODE | CAPTIONS |
| | DATE |
| | CO / CUSTOMER |
| | CURRENCY |
| | CURRENT |
| | PAST 30 |
| | PAST 60 |
| | PAST 90 |
| | PAST 120 |
| | TOTAL DUE |
| | DELINQUENT AMT. |
| FRN | DATE |
| | COMP/CLIENT |
| | MONNAIE |
| | COURANT |
| | 30 JOURS EN RET |
| | 60 JOURS EN RET |
| | 90 JOURS EN RET |
| | 120 JOURS EN RE |
| | SOMME DUE |
| | SOMME EN RETARD |
| SPN | FECHA |
| | COMP/CLIENTE |
| | MONEDA |
| | CORRIENTE |
| | 30 DIAS DE ATRA |
| | 60 DIAS DE ATRA |
| | 90 DIAS DE ATRA |
| | 120 DIAS DE ATR |
| | SUMA A PAGAR |
| | SUMA ASTRASADA |

TOTAL CAPTION RECORDS - 003

This report is generated from option 17 (Print Delinquency Caption Master) on the Accounts Receivable Master File Processing menu display (AMRM20).

Fields

LANGUAGE CODE. The code that identifies the language in which the caption is printed.

DELINQUENCY CAPTIONS. The captions, shown in the language specified by the language code, that are printed on delinquency notices.

Delinquency Message File Maintenance Report (AMR722)

| | | | | |
|--------|---------------|---|---------------------------|------------|
| | | DELINQUENCY MESSAGE FILE MAINTENANCE REPORT | | DATE 7/11/ |
| ** | TIME 13:09:07 | PAGE 1 | AMR722 | |
| ACTION | LANGUAGE CODE | TEXT | | |
| ADD | FRN | VOTRE COMPTE EST MAINTENANT EN RETARD. | | |
| DELETE | CFR | VOTRE COMPTE EST MAINTENANT EN RETARD. | | |
| CHANGE | SPN | BEFORE | AFTER | |
| | | SU CUENTA ESTA AHORA ASTR | SU CUENTA ESTA AHORA | |
| | | POR FAVOR HAGA SU PAGO DE | ATRASADA. POR FAVOR HAGA | |
| | | DE 5 DIAS. | SU PAGO CENTRO DE 5 DIAS. | |

| | | | | |
|--------------------|---------------|---|---------|------------|
| | | STATEMENT MESSAGE FILE MAINTENANCE REPORT | | DATE 7/11/ |
| ** | TIME 13:09:07 | PAGE 2 | AMR722 | |
| MAINTENANCE STATUS | ADDED | CHANGED | DELETED | |
| | 1 | 1 | 1 | |

This report is generated from the Delinquency Message File Maintenance (Enter) display (AMR722).

Fields

ACTION. Indicates whether a message record is added, changed, or deleted. Changed records are shown under **BEFORE** and **AFTER**.

LANGUAGE CODE. The code that identifies the language in which the message is printed.

TEXT. The delinquency message shown in the language specified by the language code.

MAINTENANCE STATUS. A summary of maintenance for this session.

ADDED. The number of records added.

DELETED. The number of records deleted.

CHANGED. The number of records changed.

Delinquency Message Master File (AMRP732)

```

NORTHCREEK IND. NO. 01 DELINQUENCY MESSAGE MASTER FILE DATE 7/11/
** TIME 13:09:07 PAGE 1 AMRP732

LANGUAGE DELINQUENCY
CODE MESSAGE

YOUR ACCOUNT IS NOW
PAST DUE. PLEASE MAKE
PAYMENT WITHIN 5 DAYS.

FRN VOTRE COMPTE EST
MAINTENANT EN RETARD.

SPN SU CUENTA ESTA AHORA
ATRASADA. POR FAVOR HAGA
SU PAGO DENTRO DE 5 DIAS.

TOTAL DELINQUENCY MESSAGE RECORDS- 003

```

This report is generated when you choose option 15 on the Accounts Receivable Master File Processing menu (AMRM20).

Fields

LANGUAGE CODE. The code that identifies the language in which the message is printed.

DELINQUENT MESSAGE. The message, shown in the language specified by the language code, that is printed on delinquency notices.

Delinquency Notice (AMR84)

| | | | | |
|---|----------|----|------------|-----------------|
| THIS IS A DEL INQUENCY NOTICE APOLLO SUPPLY CO. 625 WEST OGLETHORPE AVE. ATLANTA GA 30301-2976 | DATE | CO | CUSTOMER | CURRENCY |
| | 01/29/** | 1 | 100 | |
| | CURRENT | | PAST 30 | PAST 60 |
| | 35.40 | | .00 | 200.00 |
| | PAST 90 | | PAST 120 | TOTAL DUE |
| | .00 | | 50.00 | 285.40 |
| | | | | DELINQUENT AMT. |
| | | | | 250.00 |
| | | | EURO TOTAL | 3,456.78 |

This report is generated from the Delinquency Notices (Options) display (AMR951).

Fields

DATE. The date the delinquency notice is printed.

CO/CUSTOMER (Company/Customer Number). The company number followed by the customer number. Note that company number is printed outside of the box right before customer number.

CURRENCY. The type of currency used for this customer.

CURRENT. The amount of money now due to the company by the customer.

PAST 30. The amount of money 30 days past due.

PAST 60. The amount of money 60 days past due.

PAST 90. The amount of money 90 days past due.

PAST 120. The amount of money 120 days past due.

TOTAL DUE. The total amount due from this customer, that has to be paid for the account be considered paid-in-full.

MESSAGE AREA. The area above the customer name and address used to print up to 75 characters of message text that you want to appear on all customer delinquency notices. This message text is entered at the time statements are selected.

CUSTOMER NAME and ADDRESS. The name and address of the customer for whom this delinquency notice applies. If for a non-consolidated branch customer, only the branch customer name prints. A headquarter summary notice for all the branches will also print.

DELINQUENT AMT. The portion of amount due that is considered delinquent, as specified during application tailoring.

***** TOTAL.** If the currency of the report is a euro-participating currency, an additional euro currency total is printed. If the currency of the report is euro and a cross reference record exists in the Customer Euro XREF file, an additional euro-participating currency total is printed.

Euro Cross Reference Listing (AMVBJPFP)

```

AMVBJPFP          EURO CROSS REFERENCE LISTING          DATE 7/11/
**      TIME 13:09:02      PAGE 1
COMPANY      1 XXXXXXXXXX
ORIGINAL     CURRENCY  NAME          EURO      HDQTRS/
CUSTOMER                                CUSTOMER  BRANCH    CONSOLIDAT
ED
    
```

This report is generated when you choose **F21=Print** on the Euro Customer Cross Reference Select display (AMVBMSRR).

Fields

ORIGINAL CUSTOMER. The original customer number for the customer.

CURRENCY. The currency ID.

NAME. The customer name.

EURO CUSTOMER. The customer number associated with the euro currency.

HDQTRS/BRANCH. The identifier of the headquarters or branch associated with this customer.

CONSOLIDATED. The code that indicates whether or not this is a consolidated headquarters.

| COMPANY: 03 BLANCHARD AND CO | | | | GAIN/LOSS BY PERIOD REPORT | | | | DATE 7/21/ | |
|-------------------------------|-------------|------------------|-------|---|-------|--------------------|----|------------|--|
| ** TIME 9.36.25 PAGE 6 AMR911 | | | | | | | | | |
| CURRENCY: YN1 JAPANESE YEN1 | | | | GAIN/LOSS TYPE: TRANSACTIONS, REVALUATION | | | | | |
| CUSTOMER | MONTH | TYPE | MONTH | GAIN/LOSS AMOUNT | MONTH | GAIN/ | | | |
| LOSS AMOUNT | MONTH | GAIN/LOSS AMOUNT | | | | | | | |
| 100 | REVALUATION | 01 | | 327,459.70 | 05 | .00 | 09 | | |
| .00 | | | | | | | | | |
| WINDYHILL INC | | 02 | | .00 | 06 | .00 | 10 | | |
| .00 | | | | | | | | | |
| | | 03 | | .00 | 07 | .00 | 11 | | |
| .00 | | | | | | | | | |
| | | 04 | | .00 | 08 | .00 | 12 | | |
| .00 | | | | | | | | | |
| CURRENCY / | | | | | | | | | |
| COMPANY TOTALS | | 01 | | 327,459.70 | 05 | .00 | 09 | | |
| .00 | | | | | | | | | |
| | | 02 | | .00 | 06 | .00 | 10 | | |
| .00 | | | | | | | | | |
| | | 03 | | .00 | 07 | .00 | 11 | | |
| .00 | | | | | | | | | |
| | | 04 | | .00 | 08 | .00 | 12 | | |
| .00 | | | | | | | | | |
| COMPANY TOTAL | | 01 | | 327,459.70 | 05 | .00 | 09 | | |
| .00 | | | | | | | | | |
| | | 02 | | .00 | 06 | .00 | 10 | | |
| .00 | | | | | | | | | |
| | | 03 | | .00 | 07 | .00 | 11 | | |
| .00 | | | | | | | | | |
| | | 04 | | .00 | 08 | .00 | 12 | | |
| .00 | | | | | | | | | |
| REPORT TOTAL | | 01 | | 28,990,875.11CR | 05 | 9,752,659,635.57CR | 09 | | |
| .00 | | | | | | | | | |
| | | 02 | | .00 | 06 | .00 | 10 | | |
| .00 | | | | | | | | | |
| | | 03 | | .00 | 07 | .00 | 11 | | |
| .00 | | | | | | | | | |
| | | 04 | | 374.96 | 08 | .00 | 12 | | |
| .00 | | | | | | | | | |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 7, Gain/Loss by Period, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Gain/Loss by Period (Options) display (AMR8A7).

This report is available only when multi-currency support is active.

Fields

The fields on the SELECTED OPTIONS page are described on page 12-23 except for the following:

RECORD TYPES SELECTED. Either or both of the following can be printed:

TRANSACTION: Includes payments, adjustments, and credit memos.

REVALUATION: Includes transactions that have been revalued.

The following fields appear on each page of the report.

COMPANY. The company number and name.

CURRENCY. The ID and descriptions of the currency used for this customer.

GAIN/LOSS TYPE. Indicates the type of gains and losses printed, either **TRANSACTIONS**, **REVALUATION**, or both.

CUSTOMER. The number and name of the customer.

TYPE. The type of gains and losses printed, either **TRANSACTION** or **REVALUATION**.

MONTH or PERIOD. The reporting period or month for which the gain or loss is shown. MONTH appears if 12-month reporting was selected during application tailoring.

GAIN/LOSS AMOUNT. The net amount of the gain or loss resulting from the transaction, expressed in local currency as a debit or a credit (CR) for the customer.

CURRENCY / COMPANY TOTALS. The net gain or loss for each month or period for each currency used by the company.

The following fields appear on the last page of the report.

COMPANY TOTAL. The net gain or loss for each month or period for all currencies used by the company.

REPORT TOTAL. The net gain or loss for each month or period for all companies. This field does not appear if multiple company support was not selected during application tailoring.

Apply Invoices to Master File (AMV34)

| REPORT TOTALS | | APPLY INVOICES TO MASTER FILE | | DATE | 7/17/ |
|------------------|------------------------|-------------------------------|--------------|------|----------------|
| ** TIME 16:13:18 | PAGE 4 | AMV34 | | | |
| | AR INVOICE/CREDIT MEMO | | CASH AND COD | | TOTAL |
| INV-CSH- | | | | | |
| TOT | 100,109,395.01 | | 67,157.89 | | 100,176,552.90 |
| TRADE DISCOUNT | 137.51 | | .00 | | 13 |
| 7.51 | | | | | |
| SPECIAL CHARGE | 15.88 | | .04 | | 1 |
| 5.92 | | | | | |
| FREIGHT CHARGE | .00 | | .00 | | |
| .00 | | | | | |
| TAX AMOUNT | 10,599.41 | | 5,157.77 | | 15,75 |
| 7.18 | | | | | |
| INVOICE COST | 50,065,881.40 | | 26,282.95 | | 50,092,16 |
| 4.35 | | | | | |
| NET SALES | 100,098,917.24 | | 62,000.08 | | 100,160,91 |
| 7.32 | | | | | |
| DISCOUNT ALLOWED | 543.12- | | | | |
| | 73.75 | | 469.37- | | |
| NBR INVOICES | 20 | | 4 | | 2 |
| 4 | | | | | |
| FUTURE A/R DUE - | .00 | | | | |
| SPECIAL CHG 3 | | | | | |
| SALES - | .00 | | | | |
| COST - | .00 | | | | |
| ERROR RECORDS - | 0 | | | | |
| CUSTOMER NUMBER | | | | | |
| HASH TOTALS - | 2,993,600 | | | | |
| INVOICE NUMBER | | | | | |
| HASH TOTALS - | 2,910 | | | | |

| NORTHCREEK IND | | NO. 1 | APPLY INVOICES TO MASTER FILE | | DATE | 7/17/ |
|------------------|------------------------|-------|-------------------------------|--|----------------|-------|
| ** TIME 16:13:18 | PAGE 3 | AMV34 | | | | |
| COMPANY | | | | | | |
| COMPANY 1 | | | | | | |
| 1 | TOTALS: | | | | | |
| | TOTALS: | | | | | |
| | AR INVOICE/CREDIT MEMO | | CASH AND COD | | TOTAL | |
| INV-CSH- | | | | | | |
| TOT | 100,109,395.01 | | 67,157.89 | | 100,176,552.90 | |
| TRADE DISCOUNT | 137.51 | | .00 | | 1 | |
| 37.51 | | | | | | |
| SPECIAL CHARGE | 15.88 | | .04 | | | |
| 15.92 | | | | | | |
| FREIGHT CHARGE | .00 | | .00 | | | |
| .00 | | | | | | |
| TAX AMOUNT | 10,599.41 | | 5,157.77 | | 15,7 | |
| 57.18 | | | | | | |
| INVOICE COST | 50,065,881.40 | | 26,282.95 | | 50,092,1 | |
| 64.35 | | | | | | |
| NET SALES | 100,098,917.24 | | 62,000.08 | | 100,160,9 | |
| 17.32 | | | | | | |
| DISCOUNT ALLOWED | 543.12- | | | | | |
| | 73.75 | | 469.37- | | | |
| NBR INVOICES | 20 | | 4 | | | |
| 24 | | | | | | |
| FUTURE A/R DUE - | .00 | | | | | |
| SPECIAL CHG 3 | | | | | | |
| SALES - | .00 | | | | | |
| COST - | .00 | | | | | |
| ERROR RECORDS - | 0 | | | | | |
| CUSTOMER NUMBER | | | | | | |
| HASH TOTALS - | 2,993,600 | | | | | |
| INVOICE NUMBER | | | | | | |
| HASH TOTALS - | 2,910 | | | | | |

REPORT TOTALS

This report is generated from option 1 on the Accounts Receivable Main Menu (AMRM00). To select this report, choose option 1 on the Accounts Receivable Main Menu (AMRM00) and then choose option 3 on the Accounts Receivable Transaction Processing menu (AMRM10).

If multi-currency support is active, this report shows accounts receivable amounts by currency and company.

Fields

AR INVOICE/CREDIT MEMO. Accounts receivable invoice or credit memo totals.

TRADING CURRENCY ID and DESCRIPTION: This field has no heading. The currency ID and description of totals printed in this column

LOCAL CURRENCY: The total shown in local currency.

If multi-currency support is not active, these two column headings do not appear and only one column of totals is printed.

CASH AND COD. Payments received in cash and C.O.D..

TRADING CURRENCY ID and DESCRIPTION: This field has no heading. The currency ID and description of totals printed in this column

LOCAL CURRENCY: The total shown in local currency.

If multi-currency support is not active, these two column headings do not appear and only one column of totals is printed.

TOTALS. The total account receivable amounts due.

TRADING CURRENCY ID and DESCRIPTION: This field has no heading. The currency ID and description of totals printed in this column

LOCAL CURRENCY: The total shown in local currency.

If multi-currency support is not active, these two column headings do not appear and only one column of totals is printed.

INV-CSH-TOT (AR amount). The total amount due on invoices.

TRADE DISCOUNT. The total discount calculated by using the invoice discount codes or fixed discounts given for the orders.

SPECIAL CHARGE. The total value of special charge codes 2 and 3.

FREIGHT CHARGE. The total value of special charge code 1.

TAX AMOUNT. The total tax amount to be collected for tax divisions 1 through 4.

INVOICE COST. The total cost associated with the invoices.

NET SALES. The total portion of the accounts receivable amount that is due if the full discount is taken.

DISCOUNT ALLOWED. The total cash discount amount allowed for prompt payment.

NBR INVOICES. The number of invoices associated with these amounts.

FUTURE A/R. The account receivable amount due at some future date.

SPECIAL CHARGE 3. Summaries of special charge 3 sales and invoices.

ERROR RECORDS. The number of unidentified and error records not updated.

CUSTOMER NUMBER HASH TOTALS

INVOICE NUMBER HASH TOTALS. Hash totals for customer numbers and invoice numbers that can be used to make sure all records were entered.

A/R INV/CR MEMO. The company or final totals for accounts receivable invoice/ credit memos.

CASH AND COD. The company or final totals for payments received in cash and C.O.D..

TOTALS. The company or final totals of all fields listed.

General Ledger Master Entry/Change listing (AMV04)

| GENERAL LEDGER MASTER ENTRY/CHANGE LISTING | | | | | | | | | | DATE | 7/14/ | |
|---|----------|--------------------------|---------------------------|---------|-----------|----------------|----|----------------------|-----------|---------|---------|------|
| ** | TIME | 16.06.32 | PAGE | 1 | AMV04 | | | | | | | |
| UPDATE 004 | | | | | | | | | | | | OPER |
| NORTHCREEK IND. NO. 1 ACCOUNT NUMBER 5090 TYPE CODE 1 CURRENT | | | | | | | | | | | | |
| CHANGE | | | | | | | | | | | | |
| ***** | BEFORE | ***** | ACCOUNTS RECEIVABLE - EMP | | | ACCOUNT TYPE | AS | DATE LAST MAINTAINED | | 6/19/** | | |
| CURRENCY ID | | CONSOLIDATION COMPANY 60 | CONSOLIDATION ACCOUNT | | | 10612000000000 | | | | | | |
| BALANCE FORWARD | | DEBITS | .00 | CREDITS | .00 | PERIOD | 7 | DEBITS | 5,000.00 | CREDITS | 25,000. | |
| 01 | | | | | | | | | | | | |
| 00 | PERIOD 1 | | 126.00 | | 26,126.84 | PERIOD | 8 | | 599.00 | | 599. | |
| 00 | PERIOD 2 | | 277.88 | | 277.88 | PERIOD | 9 | | 45,000.44 | | . | |
| 00 | PERIOD 3 | | 65,189.02 | | 189.00 | PERIOD | 10 | | .00 | | . | |
| 00 | PERIOD 4 | | 277.00 | | 18,277.88 | PERIOD | 11 | | .00 | | . | |
| 00 | PERIOD 5 | | 456.23 | | 456.23 | PERIOD | 12 | | .00 | | . | |
| 00 | PERIOD 6 | | 21,898.45 | | 89800 | PERIOD | 13 | | .00 | | . | |
| NORTHCREEK IND. NO. 1 ACCOUNT NUMBER 5090 TYPE CODE 1 CURRENT | | | | | | | | | | | | |
| CHANGE | | | | | | | | | | | | |
| ***** | AFTER | ***** | ACCOUNTS RECEIVABLE - EMP | | | ACCOUNT TYPE | AS | DATE LAST MAINTAINED | | 6/19/** | | |
| CURRENCY ID | GBA | CONSOLIDATION COMPANY 60 | CONSOLIDATION ACCOUNT | | | 10612000000000 | | | | | | |
| BALANCE FORWARD | | DEBITS | .00 | CREDITS | .00 | PERIOD | 7 | DEBITS | 5,000.00 | CREDITS | 25,000. | |
| 01 | | | | | | | | | | | | |
| 00 | PERIOD 1 | | 126.00 | | 26,126.84 | PERIOD | 8 | | 599.00 | | 599. | |
| 00 | PERIOD 2 | | 277.88 | | 277.88 | PERIOD | 9 | | 45,000.44 | | . | |
| 00 | PERIOD 3 | | 65,189.02 | | 189.00 | PERIOD | 10 | | .00 | | . | |
| 00 | PERIOD 4 | | 277.00 | | 18,277.88 | PERIOD | 11 | | .00 | | . | |
| 00 | PERIOD 5 | | 456.23 | | 456.23 | PERIOD | 12 | | .00 | | . | |
| 00 | PERIOD 6 | | 21,898.45 | | 898.00 | PERIOD | 13 | | .00 | | . | |
| ***** CHANGED ***** | | | | | | | | | | | | |

This report prints only if IFM is not installed and General Ledger is selected. This report prints each time an operator performs General Ledger master file maintenance, if you selected general ledger distribution and file maintenance report options during application tailoring. This report shows information about changes you made to the General Ledger master file. You can use this report to keep a record of changes you made to the General Ledger master file. The system draws information for this report from the General Ledger master file.

Note: The system adds two records (Current and History) to the General Ledger master file each time you add an entry. It deletes two records from the General Ledger master file each time you delete an entry.

Fields

Company name and number. The name and number of the company for this listing.

ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

Each account record updated by General Ledger Master file maintenance appears.

TYPE CODE. Code used to show the kind of account balances in the record:

- 1 Current year
- 2 Budget year
- 3 Last year.

DELETE/ADD/CHANGE. When you add, change or delete a record, an appropriate message appears on the listing. When you delete an account, its associated budget and last-year records are also deleted; when you change an account description, its associated budget and last-year records are also changed; however, only the current record is printed.

BEFORE/AFTER. The before and after images of the record, including the date of last update are shown.

Note: The number of records added, changed, or deleted during the File Maintenance session appears at the end of the report.

ACCOUNT TYPE. Description of an account using the following values:

- AS Asset
- LI Liability
- IC Income
- EX Expense.

DATE LAST MAINTAINED. Date when the record was last processed.

CURRENCY ID. Code identifying the type of currency used for translation purposes; for example, FFR for French francs.

CONSOLIDATION COMPANY. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATION ACCOUNT. Account number by which accounts are grouped for consolidation purposes.

DEBITS/CREDITS. Summary amounts for each account and related to the financial statement affected.

BALANCE FORWARD. Balance amount from prior period.

Invoice Register—Accounts Receivable (AMV451)

INVOICE REGISTER - ***** DATE 06/05/

** TIME 10.46.23 PAGE 1 AMV451

CO-
 CUSTOMER 01 100 APOLLO SUPPY AND MFG. CO YEN JAPANESE YEN LO
 CAL CURRENCY
 INV/
 CM NUMBER 8 INVOICE COST 1.00 INVOICE AMOUNT 3,630.90
 2.94
 INVOICE DATE 11/12/
 ** SHIPPING WEIGHT 250.0 TRADE DISCOUNT 147.00 .12
 INVOICE REFERENCE 0 GAIN/
 LOSS CM .00 SPECIAL CHARGE 837.90 .68
 SALES CD-
 REP 31901 INVOICE PROFIT 1.38 FREIGHT CHARGE .00 .0
 0
 AGE CD-DATE 0 11/12/
 ** PROFIT PERCENT 58.0 TAX AMOUNT .00 .00
 ORDER NUMBER 01-
 CM0000526 CLOSE TILL CURRENT 0 NET SALES 2,940.00 2.38
 BRANCH OF 400 PO NUMBER DISCOUNT ALLOWD 27.93
 .02
 ORDER REF # PO REV NUMBER EXPORT DESIGNATOR N

INVOICE REGISTER - ***** DATE 06/05/

** TIME 10.46.23 PAGE 2 AMV451

BATCH 090 TOTALS
 FUTURE AR AMOUNT .00
 INVOICE AMOUNT 2.94
 TRADE DISCOUNT .12
 SPECIAL CHARGE .68
 FREIGHT CHARGE .00
 TAX AMOUNT .00
 NET SALES 2.38
 DISCOUNT ALLOWED .02
 INVOICE COST 1.00
 GROSS PROFIT 1.38
 GROSS PROFIT% 57.9
 INVOICE COUNT 1
 CASH/COD .00

INVOICE REGISTER - ***** DATE 06/05/

** TIME 10.46.23 PAGE 3 AMV451

FINAL TOTALS
 FUTURE AR AMOUNT .00
 INVOICE AMOUNT 2.94
 TRADE DISCOUNT .12
 SPECIAL CHARGE .68
 FREIGHT CHARGE .00
 TAX AMOUNT .00
 NET SALES 2.38
 DISCOUNT ALLOWED .02
 INVOICE COST 1.00
 GROSS PROFIT 1.38
 GROSS PROFIT% 57.9
 INVOICE COUNT 1
 CASH/COD .00

This report is generated from option 1 on the Accounts Receivable Main Menu (AMRM00). To select this report, choose option 1 on the Accounts Receivable Main Menu (AMRM00) and then choose option 3 on the Accounts Receivable Transaction Processing menu (AMRM10).

Fields

INV/CM NO. (Invoice Number). The invoice number for the order.

NAME (Customer Name). The name of the customer associated with this invoice.

CO-CUST NUMBER (Company/Customer Number). The company number followed by the customer number that identifies the customer in the Customer Master file.

SLSREPNO.(Sales Representative Number). The number that identifies the sales representative assigned to this customer.

INV. DATE (Invoice Date). The date the invoice was processed.

SALES AMOUNT. The total net sales amounts for all items shipped on this invoice.

AGING DATE. For future invoices, the date this invoice will become due. For past due invoices, the date this invoice became due.

SPECIAL CHR/CR (Special Charge/Credit). The special charges or credits for this invoice.

CLOSES CUR (Closings Till Current). The following codes show the number of closings before the invoice is current:

- 0** Indicates that this is not a future aged invoice
- 1-9** Shows the number of closings before the invoice is current.

FREIGHT (Freight Amount). Total value of all special charge code 1 amounts.

SALES CD (Sales Code). Indicates the type of invoice entered:

- blank or R** Charge invoice
- C** Cash sale invoice
- D** COD invoice.

ORDER NUMBER. The number assigned to this order by the company associated with this invoice. The number contains the company number, 'CO' for customer order or 'CM' for credit memo, and the order number.

HEADQUARTERS

BRANCH OF ***.** This field appears as either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

PO NUMBER. The purchase order number associated with this invoice.

DISCOUNT (Invoice Discount). The discount amount calculated using the invoice discount code or fixed discount given for this order.

ORDER REF #. The reference number associated with the order number on this invoice.

PO REV NUMBER. The revised purchase order number for this invoice.

EXPORT DESIGNATOR. A Y or N prints in this field.

TOTAL TAXES. Total amount of all taxes for all taxing bodies charged to this invoice.

INVOICE TOTAL. Total amount due from this customer for payment of this invoice, equaling the sales amount plus special charge amount plus freight discount plus taxes.

INVOICE PROFITS. Sum of the invoice sales amount and special charge amounts minus the costs associated with those items and special charges.

PROFIT PERCNT (Profit Percent). Profit divided by the sales amount or cost amount, depending on method chosen during application tailoring. If sales or cost is zero, profit percent will be shown as 999.0 ± percent.

FINAL TOTALS or BATCH TOTALS. Final total or batch total of all amounts listed in the detail section of this report. Tax totals have been separated into totals by tax grouping.

INVOICES. The number of invoices processed on this Invoice Register.

INV COST (Invoice Cost). The total cost associated with all items and special charges reported on this register.

GROSS PROFIT AMOUNT. The total invoice amount minus total invoice cost.

GROSS PROFIT PERCNT (Gross Profit Percent). The gross profit amount divided by total sales amount for all invoices or total cost amount for all invoices, depending the option selected during application tailoring.

CASH/COD. The total invoice amount of orders coded as cash orders or C.O.D. orders. This amount is not used by the Accounts Receivable application.

Month End Close Detail List (AMR552)

| NORTHCREEK IND. | | NO. 01 | MONTH END CLOSE DETAIL LIST - TRADING CURRENCY | | | | DATE | 3/05/ | |
|---------------------|---|-----------------|--|--------|------------|------------|------|------------|---|
| ** TIME 18.14.34 | | PAGE | 3 | AMR552 | | | | | |
| COMPANY 01 TOTALS | | | | | | | | | |
| OTAL | * | BALANCE FORWARD | | * | OPEN ITEM | | * | * | T |
| | | COUNT | AMOUNT | | COUNT | AMOUNT | | | |
| FUTURE AR DUE - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| BALANCE FORWARD - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| SERVICE CHARGES - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| INVOICE/CR MEMO - | | | | | | | | | |
| 0 | | .00 | | 13 | 263,787.50 | | 13 | 263,787.50 | |
| PAYMENTS | - | 0 | .00 | | | | | | |
| | | 20 | 58,364.55- | | 20 | 58,364.55- | | | |
| ADJUSTMENTS | - | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| ACTIVE ACCOUNTS - | | | | | | | | | |
| 0 | | .00 | | 2 | 205,422.95 | | 2 | 205,422.95 | |
| RECORDS PURGED - | | | | | | | | | |
| 0 | | 3 | | | | | | | |
| FUTURE TO CURRENT - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |

NORTHCREEK IND. NO. 01 MONTH END CLOSE DETAIL LIST - TRADING CURRENCY DATE 3/05/
 ** TIME 18.14.34 PAGE 5 AMR552
 REPORT TOTALS

| | | |
|-------------------------------------|---|------------|
| RECORDS | - | 33 |
| RECORDS DELETED | - | 3 |
| ACCOUNTS RECEIVABLE AMOUNT | - | 205,422.95 |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | - | 83,533.70 |
| OVER 30 DAY AMOUNT | - | .00 |
| OVER 60 DAY AMOUNT | - | .00 |
| OVER 90 DAY AMOUNT | - | .00 |
| OVER 120 DAY AMOUNT | - | .00 |
| FUTURE AGE AMOUNT | - | .00 |

NORTHCREEK IND. NO. 01 MONTH END CLOSE DETAIL LIST - TRADING CURRENCY DATE 3/05/
 ** TIME 18.14.34 PAGE 4 AMR552
 FINAL TOTALS

| OTAL | * | BALANCE FORWARD | | * | OPEN ITEM | | * | * | T |
|-------------------|---|-----------------|------------|----|------------|------------|----|------------|---|
| | | COUNT | AMOUNT | | COUNT | AMOUNT | | | |
| FUTURE AR DUE - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| BALANCE FORWARD - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| SERVICE CHARGES - | | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| INVOICE/CR MEMO - | | | | | | | | | |
| 0 | | .00 | | 13 | 263,787.50 | | 13 | 263,787.50 | |
| PAYMENTS | - | 0 | .00 | | | | | | |
| | | 20 | 58,364.55- | | 20 | 58,364.55- | | | |
| ADJUSTMENTS | - | | | | | | | | |
| 0 | | .00 | | 0 | .00 | | 0 | .00 | |
| ACTIVE ACCOUNTS - | | | | | | | | | |
| 0 | | .00 | | 2 | 205,422.95 | | 2 | 205,422.95 | |
| RECORDS PURGED - | | | | | | | | | |
| 0 | | 3 | | | | | | | |

This report is generated from option 2 on the Accounts Receivable Main Menu (AMRM00). By making the appropriate field selections on display AMR492 or AMR493 you can print this report.

This report can also be requested as Month End Close Purge Proof (AMR552). The only difference is the detail report shows all detail information, while the purge proof report shows only those transactions that were purged. For the Month End Close Purge Proof report, see "Month End Close Purge Proof (AMR552)" on page 12-63.

Fields

CUSTOMER NUMBER. The customer number that identifies the customer in the Customer Master file

INVOICE NUMBER. The number of the invoice.

TYPE. A code that indicates the type of transaction:

- 1 Invoice summary/credit memo
- 2 Cash receipt
- 3 Adjustment
- 4 Current interest/service charge
- 5 Cash receipt entry
- 6 Balance forward
- 7 Adjustment entry
- 8 Previous service charge

BFOIC The type of customer account, as specified in the Customer AR Extension file.

- B** Balance forward
- O** Open item, purge monthly
- P** Open item, purge daily

TRAN DATE. The transaction date.

INV/CSH/ADJ AMOUNT. The total invoice, cash, and adjustment amount due on the invoices.

DISCOUNT. The amount of the allowed discount.

AMOUNT RECEIVED. The amount received on this transaction.

ADJ. NO. (Adjustment Number). The number associated with this adjustment.

AGE CD. (Age Code). The code that indicates the aging period for the invoice:

- Blank or 0** Current period
- 1 Over 30 days
- 2 Over 60 days
- 3 Over 90 days
- 4 Over 120 days.

AGE DATE (Aging Date). For future invoices, the date this invoice will become due. For past due invoices, the date this invoice became due.

CHECK NUMBER. The number on the customer's check. This number is used for auditing purposes only.

DEPOSIT NUMBER. The deposit number that includes the customer's check. This number is used for auditing purposes only.

PRGE (Purge). Indicates that this record has been purged from the Open Receivables Detail file. This also indicates a paid item.

COMPANY TOTALS. The totals for this company.

FINAL TOTALS. The final totals for all companies.

REPORT TOTALS. The report totals for this company.

Month End Close Purge Proof (AMR552)

| NORTHCREEK IND. NO. 01 MONTH END CLOSE PURGE PROOF - TRADING CURRENCY | | | | | | | | | | DATE 3/03/ | | | |
|---|-----------------|-----------------|----------------|------|--------------|-----------|---------------------|-------|---------|------------|-----|-----|--------|
| ** TIME 12.45.09 PAGE 2 AMR552 | | | | | | | | | | | | | |
| ADJ | CUSTOMER NUMBER | DISCOUNT NUMBER | INVOICE NUMBER | TYPE | BFOIC AMOUNT | TRAN DATE | INV/CSH/ AGE AMOUNT | CHECK | DEPOSIT | RECEIVED | NO. | CD. | DATE |
| PRGE | 800 | | 84323 | 1 | 0 | 1/01/** | 10,002.21 | 10.00 | | | | 3 | 12/01/ |
| ** | | | | | | | | | | | | | |
| PRGE | 800 | PAYMNT | | 2 | 0 | 1/27/** | 9,990.00- | | 0 | 0 | | | |
| | 490.00 | | | | 9,500.00 | | 3 | | | | | | |
| PRGE | 800 | PAYMNT | | 2 | 0 | 3/03/** | 12.21- | | 0 | 0 | | | |
| | .00 | | | | 12.21 | | 3 | | | | | | |
| PRGE | 800 | | 84566 | 1 | 0 | 1/01/** | 2.50 | .10 | | | | 3 | 12/01/ |
| ** | | | | | | | | | | | | | |
| PRGE | 800 | PAYMNT | | 2 | 0 | 3/03/** | 2.50- | | 0 | 0 | | | |
| | .00 | | | | 2.50 | | 3 | | | | | | |
| PRGE | 1600 | PRVSCG | | 8 | 0 | 10/03/** | 21.98 | .00 | | | | 0 | 10/03/ |
| ** | | | | | | | | | | | | | |
| PRGE | 1600 | CURSCG | | 4 | 0 | 11/07/** | 21.98 | .00 | | | | 0 | 11/07/ |
| ** | | | | | | | | | | | | | |
| PRGE | 1600 | SC-PAY | | 2 | 0 | 3/03/** | 43.96- | | 0 | 0 | | | |
| | .00 | | | | 43.96 | | 0 | | | | | | |
| COMPANY PURGED AR TOTAL | | | | | 10,048.67 | | | | | | | | |

| NORTHCREEK IND. NO. 01 MONTH END CLOSE PURGE PROOF - TRADING CURRENCY | | | | | | | | | | DATE 3/03/ | | |
|---|--------------|-----------------|-------|-----------|-----------|------------|--------------|--|--|------------|--|--|
| ** TIME 12.45.09 PAGE 3 AMR552 | | | | | | | | | | | | |
| COMPANY 01 TOTALS | | | | | | | | | | | | |
| TOTAL | * | BALANCE FORWARD | * | * | OPEN ITEM | * | * | | | | | |
| AMOUNT | COUNT | AMOUNT | COUNT | AMOUNT | COUNT | AMOUNT | COUNT | | | | | |
| FUTURE AR DUE - | | | | | | | | | | | | |
| 2 | 15,000.00 | | 0 | .00 | | 2 | 15,000.00 | | | | | |
| BALANCE FORWARD - | | | | | | | | | | | | |
| 12 | 5,141,142.14 | | | | | 12 | 5,141,142.14 | | | | | |
| SERVICE CHARGES - | | | | | | | | | | | | |
| 14 | 770,859.22 | | 46 | 13,357.13 | | 60 | 784,216.35 | | | | | |
| INVOICE/CR MEMO - | | | | | | | | | | | | |
| 2 | 15,000.00 | | 58 | 97,054.56 | | 60 | 112,054.56 | | | | | |
| PAYMENTS - | 1 | 1.00- | | | 10 | 11,492.25- | | | | | | |
| 11 | 11,493.25- | | | | | | | | | | | |
| ADJUSTMENTS - | | | | | | | | | | | | |
| 2 | 30.60 | | 3 | 10.89 | | 5 | 41.49 | | | | | |
| ACTIVE ACCOUNTS - | | | | | | | | | | | | |
| 5 | 5,227,030.96 | | 21 | 98,930.33 | | 26 | 5,325,961.29 | | | | | |
| RECORDS PURGED - | 8 | | | | | | | | | | | |
| FUTURE TO CURRNT- | | | | | | | | | | | | |
| 0 | .00 | | 0 | .00 | | 0 | .00 | | | | | |
| W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS | | | | | | | | | | | | |

| NORTHCREEK IND. NO. 01 MONTH END CLOSE PURGE PROOF - TRADING CURRENCY | | | | | | | | | | DATE 3/03/ | | |
|---|--------------|-----------------|-------|--------------|-----------|------------|--------------|--|--|------------|--|--|
| ** TIME 12.45.09 PAGE 4 AMR552 | | | | | | | | | | | | |
| TOTAL | * | BALANCE FORWARD | * | * | OPEN ITEM | * | * | | | | | |
| AMOUNT | COUNT | AMOUNT | COUNT | AMOUNT | COUNT | AMOUNT | COUNT | | | | | |
| FUTURE AR DUE - | | | | | | | | | | | | |
| 2 | 15,000.00 | | 0 | .00 | | 2 | 15,000.00 | | | | | |
| BALANCE FORWARD - | | | | | | | | | | | | |
| 13 | 5,142,889.26 | | | | | 13 | 5,142,889.26 | | | | | |
| SERVICE CHARGES - | | | | | | | | | | | | |
| 14 | 770,859.22 | | 59 | 18,500.95 | | 73 | 789,360.17 | | | | | |
| INVOICE/CR MEMO - | | | | | | | | | | | | |
| 2 | 15,000.00 | | 83 | 2,175,574.18 | | 85 | 2,190,574.18 | | | | | |
| PAYMENTS - | 1 | 1.00- | | | 10 | 11,492.25- | | | | | | |
| 11 | 11,493.25- | | | | | | | | | | | |
| ADJUSTMENTS - | | | | | | | | | | | | |
| 2 | 30.60 | | 3 | 10.89 | | 5 | 41.49 | | | | | |
| ACTIVE ACCOUNTS - | | | | | | | | | | | | |
| 15 | 5,228,778.08 | | 57 | 2,182,593.77 | | 72 | 7,411,371.85 | | | | | |
| RECORDS PURGED - | 8 | | | | | | | | | | | |
| W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS | | | | | | | | | | | | |

** TIME 12.45.09 PAGE 5 MONTH END CLOSE PURGE PROOF - TRADING CURRENCY DATE 3/03/
AMR552

REPORT TOTALS

| | | |
|-------------------------------------|---|--------------|
| RECORDS | - | 187 |
| RECORDS DELETED | - | 10 |
| ACCOUNTS RECEIVABLE AMOUNT | - | 8,111,371.85 |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | - | 802,425.07 |
| OVER 30 DAY AMOUNT | - | 2,255.10 |
| OVER 60 DAY AMOUNT | - | 7,200,992.09 |
| OVER 90 DAY AMOUNT | - | 64,466.54 |
| OVER 120 DAY AMOUNT | - | 26,233.05 |
| FUTURE AGE AMOUNT | - | 15,000.00 |

W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS

** TIME 12.45.09 PAGE 5 MONTH END CLOSE PURGE PROOF - TRADING CURRENCY DATE 3/03/
AMR552

REPORT TOTALS

| | | |
|-------------------------------------|---|--------------|
| RECORDS | - | 187 |
| RECORDS DELETED | - | 10 |
| ACCOUNTS RECEIVABLE AMOUNT | - | 8,111,371.85 |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | - | 802,425.07 |
| OVER 30 DAY AMOUNT | - | 2,255.10 |
| OVER 60 DAY AMOUNT | - | 7,200,992.09 |
| OVER 90 DAY AMOUNT | - | 64,466.54 |
| OVER 120 DAY AMOUNT | - | 26,233.05 |
| FUTURE AGE AMOUNT | - | 15,000.00 |

W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS

This report is generated along with the Month End Close Options report (AMR553). It starts printing as page two of this report.

If multi-currency support is active, this report can be printed in trading and local currency.

Fields

CUSTOMER NUMBER. The customer number that identifies the customer in the Customer Master file.

INVOICE NUMBER. The number of the invoice.

TYPE. A code that indicates the type of transaction:

- 1 Invoice summary/credit memo
- 2 Cash receipt
- 3 Adjustment
- 4 Current interest/service charge
- 5 Cash receipt entry
- 6 Balance forward
- 7 Adjustment entry
- 8 Previous service charge.

BFOIC The type of customer account, as specified in the Customer AR Extension file.

B Balance forward

O Open item, purge monthly

P Open item, purge daily.

TRAN DATE. The transaction date.

INV/CSH/ADJ AMOUNT. The total invoice, cash, and adjustment amount due on the invoices.

DISCOUNT. The amount of the allowed discount.

AMOUNT RECEIVED. The amount received on this transaction.

ADJ. NO. (Adjustment Number). The number associated with this adjustment.

AGE CD. (Age Code). The code that indicates the aging period for the invoice:

| | |
|-------------------|----------------|
| Blank or 0 | Current period |
| 1 | Over 30 days |
| 2 | Over 60 days |
| 3 | Over 90 days |
| 4 | Over 120 days. |

AGE DATE (Aging Date). For future invoices, the date this invoice will become due. For past due invoices, the date this invoice became due.

CHECK NUMBER. The number on the customer's check. This number is used for auditing purposes only.

DEPOSIT NUMBER. The deposit number that includes the customer's check. This number is used for auditing purposes only.

PRGE (Purge). Indicates that this record has been purged from the Open Receivables Detail file. This also indicates a paid item.

COMPANY PURGED AR TOTAL. The company's accounts receivable total that has been purged.

FUTURE AR DUE. The total amount of items invoiced but not yet due to be paid.

BALANCE FORWARD. The total amount now due from customers having balance forward accounts.

SERVICE CHARGES. The total amount of service charges now due from customers.

INVOICE/CR MEMO. The total amount of credit memos now credited to customer accounts.

PAYMENTS. The number of items and total amounts in each category.

ADJUSTMENTS. The number of items and total amounts in each category.

ACTIVE ACCOUNTS. The number of items and total amounts in each category.

RECORDS PURGED. The number of records purged.

FUTURE TO CURRENT. The number of items and total amounts changed future to current.

RECORDS. The number of records in the file.

RECORDS DELETED. The number of records deleted from the file.

ACCOUNTS RECEIVABLE AMOUNT. The balance for the entire receivables file.

CURRENT CHARGES/CREDITS/ADJUSTMENTS. The balance of current charges.

OVER 30 DAY AMOUNT. The amount 30 days past due.

OVER 60 DAY AMOUNT. The amount 60 days past due.

OVER 90 DAY AMOUNT. The amount 90 days past due.

OVER 120 DAY AMOUNT. The amount 120 days past due.

FUTURE AGE AMOUNT. Amount for future aging for this customer.

Month End Close Options (AMR553)

** TIME 12.45.09 PAGE 1 MONTH END CLOSE OPTIONS - TRADING CURRENCY DATE 3/03/ AMR553

1. PRINT OPTIONS SELECTED

RECEIVABLES BEFORE CLOSE LISTINGS
 RECORDS PRINTED - PAID ITEMS ONLY
 CURRENCY PRINTED - BOTH

RECEIVABLES AFTER CLOSE LISTINGS
 RECORDS PRINTED - ALL RECORDS
 CURRENCY PRINTED - BOTH

2. OTHER

| COMPANY NAME | STATEMENT DATE | PERIOD /MONTH | POSTING YEAR |
|--------------------|----------------|---------------|--------------|
| 01 NORTHCREEK IND. | 12/11/** | 2 | 19** |

This report is generated from option 2 on the Accounts Receivable Main Menu (AMRM00). By making the appropriate field selections on display AMR492 or AMR493 you can print this report.

If multi-currency support is active, this report is available for local and trading currencies.

Fields

PRINT OPTIONS SELECTED. The print options selected for month end close.

RECEIVABLES BEFORE CLOSE LISTINGS. Indicates whether all records or paid items only are printed and whether local currency, trading currency, or both are shown.

RECEIVABLES AFTER CLOSE LISTINGS. Indicates whether all records or paid items only are printed and whether local currency, trading currency, or both are shown.

OTHER. Other options selected for the report:

- COMPANY NAME** The name of the company for whom these month end close options were selected.
- STATEMENT DATE** The statement date for this report transaction.
- PERIOD/MONTH** The posting period or month for service charge records if General Ledger is installed and interfacing with Accounts Receivable.
- POSTING YEAR** The posting year for service charge records if 12-month accounting cycle is used.

Month End Close Write-Off (AMR554)

| | | MONTH END CLOSE | WRITE-OFF REPORT | DATE | 3/03/ | | | |
|------------------|---------------|-----------------|------------------|--------|---------------|-------------|--------------|---|
| ** | TIME 12.45.09 | PAGE 1 | AMR554 | | | | | |
| COMPANY | CUSTOMER | REFERENCE | TRADING | TRANS. | TRADING DEBIT | LOCAL DEBIT | LOCAL CREDIT | L |
| OCAL OUTSTANDING | NUMBER | NUMBER | CURRENCY | DATE | AMOUNT | AMOUNT | AMOUNT | |
| 01 | 800 | 84323 | GBA | 1/01/ | | | | |
| ** | 10,002.21 | | 63.71 | | 75.84 | 12.13- | | |
| 01 | 800 | 84566 | GBA | 12/11/ | | | | |
| ** | 2.50 | | .02 | | 2.50 | 2.48- | | |
| CUSTOMER TOTAL | | | | | 10,004.71 | 63.73 | 78.34 | |
| 14.61- | | | | | | | | |
| COMPANY TOTAL | | | | | | 63.73 | 78.34 | |
| 14.61- | | | | | | | | |
| REPORT TOTAL | | | | | | 63.73 | 78.34 | 1 |
| 4.61- | | | | | | | | |

This report is generated when you choose option 2 on the Accounts Receivable Main Menu (AMRM00). By making the appropriate field selections on display AMR492 or AMR493 you can print this report. Fields related to foreign currency appear only when multi-currency support is active.

Fields

COMPANY NUMBER. A number that identifies the company associated with this customer's account. Your primary company has a company number of 01.

CUSTOMER NUMBER. A number that identifies the customer in the Customer Master file.

REFERENCE NUMBER. A user-defined number referring to the transaction.

TRADING CURRENCY. The currency that you use in dealing with this customer.

TRANS. DATE. The date the transaction was posted.

TRADING DEBIT AMOUNT. The debit amount in the trading currency.

LOCAL DEBIT AMOUNT. The debit amount in local currency.

LOCAL CREDIT AMOUNT. The credit amount in local currency.

LOCAL OUTSTANDING AMOUNT. The amount to be written off in local currency.

TOTAL. The totals for the customer, company, and report.

Multiple Currency Report (AMR881)

** TIME 14.02.16 PAGE 1 AMR881
 AMR881 SELECTED OPTIONS

MULTIPLE CURRENCY REPORT DATE 9/30/

REPORT LIMITS:
 COMPANY ()
 CUSTOMER ()
 SALESREP ()
 CURRENCY ()

SELECT LIST:
 COMPANY
 CUSTOMER
 SALESREP
 CURRENCY

INVOICE INFORMATION INVOICE SUMMARY
 BALANCE OPTION CUSTOMERS WITH BALANCES
 MINIMUM BALANCE TO PRINT: .00
 CUSTOMER INFORMATION LIMITED (LINE)
 REPORT SEQUENCE COMPANY/CUSTOMER NUMBER
 CURRENCY

COMPANY: 1 NORTHCREEK IND. MULTIPLE CURRENCY REPORT DATE 9/30/
 ** TIME 14.02.16 PAGE 7 AMR881
 CURRENCY: DM DEUTSCHE MARKS

CUSTOMERS WITH BALANCES MINIMUM BALANCE:

.00

----- TRADING CURRENCY -----

LOCAL CURRENCY -----
 REF NO ---AGING---
 TRN DATE TOTAL DUE DEBIT AMT CREDIT AMT TOTAL DUE DEBIT AMT CREDIT AMT

190 BELLAMY BICYCLES INC SALESREP 31705 PHONE 999-07034-44948 HEADQUARTERS

| | | | | | | | | |
|----|----|---|---------|-------|---------|--|---------|---------|
| 92 | 51 | 1 | 4/27/92 | 4/27/ | 874.00 | | 1439.39 | 1439.39 |
| 92 | 56 | 1 | 4/28/92 | 4/28/ | 2443.98 | | 4025.00 | 4025.00 |

TOTAL AMOUNT DUE -
 3,317.98 .00 5,464.39
 .00 3,317.98 5,464.39

| | | | | | |
|----------|----------------|----------------|----------------|----------------|---------|
| CURRENCY | TRADING TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 3,317.98 | 3,317.98 | .00 | .00 | |
| .00 | CREDIT AMOUNT | PAYMENT AMOUNT | DISC TAKEN | ADJUST AMT | |
| | .00 | .00 | .00 | .00 | |
| | DEBIT AMT | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 3,317.98 | .00 | .00 | .00 | |

| | | | | | |
|----------|---------------|----------------|----------------|----------------|---------|
| CURRENCY | LOCAL TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 5,464.39 | 5,464.39 | .00 | .00 | |
| .00 | CREDIT AMOUNT | PAYMENT AMOUNT | DISC TAKEN | ADJUST AMT | |
| | .00 | .00 | .00 | .00 | |
| | DEBIT AMT | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 5,464.39 | .00 | .00 | .00 | |

| | | | | | |
|-----------------|---------------|----------------|--------------------------|------------------|---------|
| COMPANY: | 3 | COMPANY THREE | MULTIPLE CURRENCY REPORT | DATE | 9/30/ |
| ** TIME | 14.02.16 | PAGE 21 | AMR881 | | |
| INVOICE SUMMARY | | | | | |
| | | | CUSTOMERS WITH BALANCES | MINIMUM BALANCE: | |
| COMPANY | .00 | | | | |
| | LOCAL TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 5,656.56 | 5,656.56 | .00 | .00 | |
| .00 | | | | | |
| | CREDIT AMOUNT | PAYMENT AMOUNT | DISC TAKEN | ADJUST AMT | |
| | 1,899.20 | 2,094.00 | .00 | 194.80 | |
| | DEBIT AMT | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 7,555.76 | 867.43 | 211.00 | 179.60 | |

| | | | | | |
|-----------------|--------------------|--------------------|-------------------------|--------------------------|------------|
| ** TIME | 14.02.16 | PAGE 22 | AMR881 | MULTIPLE CURRENCY REPORT | DATE 9/30/ |
| INVOICE SUMMARY | | | | | |
| | | | CUSTOMERS WITH BALANCES | MINIMUM BALANCE: | |
| FINAL | .00 | | | | |
| | LOCAL TOTALS | | | | |
| | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | 141,112,861,132.50 | 150,001,788,822.59 | 8,888,927,558.00- | | |
| | 132.09 | .00 | | | |
| | CREDIT AMOUNT | PAYMENT AMOUNT | DISC TAKEN | ADJUST AMT | |
| | 866,714.35 | 281,566.61 | 770.10 | 584,377.64- | |
| | DEBIT AMT | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 141,113,727,846.35 | 517,566.61 | 37,912.10 | 154.61 | |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 4, Multiple Currency, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Multiple Currency (Options) display (AMR8A4)

The amounts on this report are shown in local and trading currency.

This report is available only when multi-currency support is active.

Fields

The fields on the SELECTED OPTIONS page are described on page 12-81.

The first three lines of each page show the company number and name, the currency ID and description, and the following option selections:

- Range
- Balance
- Minimum balance
- Invoice information.

The following fields are printed for each customer of each company.

TRADING CURRENCY. The currency used by the customer.

LOCAL CURRENCY. The currency used by the company

REF NO. The invoice reference number.

AGING. The age code and date for the transaction set.

Blank or 0 Current period
1 Over 30 days
2 Over 60 days
3 Over 90 days
4 Over 120 days.

TRN DATE. The date of the transaction.

TOTAL DUE. The net amount due from this customer in trading and local currencies for this transaction; the debit amount minus the credit amount.

DEBIT AMOUNT. The invoice amount for this transaction in trading and local currencies.

CREDIT AMOUNT. The credits for this transaction in trading and local currencies. The amount includes payments, adjustments, discounts, and credit memos. A negative amount increases the total due.

TOTAL AMOUNT DUE. The total net amount due, total debit amount, and total credit amount for this customer.

HEADQUARTERS

BRANCH OF ***.** This field appears either Headquarters or Branch of ***** depending on whether the customer is headquarters or a branch of.

The following **CURRENCY TRADING TOTALS** and **CURRENCY LOCAL TOTALS** fields are printed for each currency for each company.

TOTAL DUE. The total amount due to this company; the debit amount minus the credit amount.

PREV BAL (Previous Balance). The total amount previously owed to this company.

CURR CHGS (Current Charges). The total account receivable charges added during the current billing period.

CURR PMTS (Current Payments). The total amount of payments made during the current billing period.

CURR ADJMNTS (Current Adjustments). The total amount of adjustments made during the current billing period.

CREDIT AMOUNT. The total amount credited to customer accounts; the sum of payments and discounts taken minus adjustments.

PAYMENT AMOUNT. The total amount of payments.

DISC TAKEN (Discount Taken). The total amount of discounts allowed the customers.

ADJUST AMT (Adjustment Amount). The total amount of adjustments applied to customer accounts.

DEBIT AMT (Debit Amount). The invoice amount for this transaction in trading and local currencies.

SERVICE CHGS (Service Charges). The total amount of service charges received.

UNAPPLIED PMTS (Unapplied Payments). The total amount of payments not applied to specific invoices.

UNAPPLIED ADJS (Unapplied Adjustments). The total amount adjustments no applied to specific invoices.

The **COMPANY LOCAL TOTALS** fields are totals for all currencies printed for each company, but these totals are printed in local currency only. The fields are the same as on the CURRENCY LOCAL TOTALS pages.

The **FINAL LOCAL TOTALS** fields are totals for all the companies selected. This page of the report is printed only if multiple company support was selected during application tailoring. The fields are the same as on the CURRENCY LOCAL TOTALS pages.

Offline Initial File Load List Edit Only–Open Receivables (AMKR71)

| BRIDGE DIST CO. | NO. | 02 | OFFLINE INITIAL FILE LOAD EDIT ONLY | DATE | 7/12/ |
|---|-----------|-------------------|-------------------------------------|------------------|-------|
| ** TIME 7.55.22 | PAGE 15 | AMKR71 | | | |
| OPEN RECEIVABLES | | | | | |
| RECORD CODE | RN | TRANSACTION DATE | 8/25/ | | |
| ** | TRADING | CURRENCY | LOCAL CURRENCY | | |
| CUSTOMER NO | 55550001 | TRANSACTION TYPE | 1 | INV/CSH/ | |
| ADJ AMT | 4,100.00 | .00 | | | |
| INVOICE NUMBER | 84821 | ADJUSTMENT NUMBER | | DISCOUNT ALLOWED | 82.00 |
| .00 | | | | | |
| AGE CODE | 1 | CHECK NUMBER | | DISCOUNT TAKEN | |
| CLOSE CUR / AGE DT | 0 0/00/00 | DEPOSIT NUMBER | | AMOUNT RECEIVED | |
| HEADQUARTERS | | | | | |
| E AM-3604 CUSTOMER HAS BEEN PREVIOUSLY LOADED | | | | | |

| BRIDGE DIST CO. | NO. | 02 | OFFLINE INITIAL FILE LOAD EDIT ONLY | DATE | 7/12/ |
|---|-----------|-------------------|-------------------------------------|------------------|-------|
| ** TIME 7.55.22 | PAGE 15 | AMKR71 | | | |
| OPEN RECEIVABLES | | | | | |
| RECORD CODE | RN | TRANSACTION DATE | 8/25/ | | |
| ** | TRADING | CURRENCY | LOCAL CURRENCY | | |
| CUSTOMER NO | 55550001 | TRANSACTION TYPE | 1 | INV/CSH/ | |
| ADJ AMT | 4,100.00 | .00 | | | |
| INVOICE NUMBER | 84821 | ADJUSTMENT NUMBER | | DISCOUNT ALLOWED | 82.00 |
| .00 | | | | | |
| AGE CODE | 1 | CHECK NUMBER | | DISCOUNT TAKEN | |
| CLOSE CUR / AGE DT | 0 0/00/00 | DEPOSIT NUMBER | | AMOUNT RECEIVED | |
| HEADQUARTERS | | | | | |
| E AM-3604 CUSTOMER HAS BEEN PREVIOUSLY LOADED | | | | | |

| BRIDGE DIST CO. | NO. | 02 | OFFLINE INITIAL FILE LOAD EDIT ONLY | DATE | 7/12/ |
|-------------------------------|---------|-------------------------|-------------------------------------|----------------------------|-------|
| ** TIME 7.55.22 | PAGE 17 | AMKR71 | | | |
| RECORDS IN ERROR | -- | 93 | | | |
| GROUPS IN ERROR | -- | 0 | | | |
| UNIDENTIFIED RECORDS | -- | 0 | | | |
| FINAL TOTALS - LOCAL CURRENCY | | | | | |
| INVOICES COUNT & AMOUNT | | PAYMENTS COUNT & AMOUNT | | ADJUSTMENTS COUNT & AMOUNT | |
| 6 .00 | | 0 .00 | | 0 .00 | |
| LOAD TOTALS | | | | | |
| VALID RECORDS | -- | | 6 | | |
| ACCOUNTS RECEIVABLE AMOUNT | -- | | .00 | | |
| CURRENT AMOUNT | -- | | .00 | | |
| AGING AMOUNTS | | | | | |
| OVER 30 DAYS | -- | | .00 | | |
| OVER 60 DAYS | -- | | .00 | | |
| OVER 90 DAYS | -- | | .00 | | |
| OVER 120 DAYS | -- | | .00 | | |

This report is generated from option 6 on the Application Selection menu. To select this report, choose option 6 on the Application Selection menu, choose option 8 on the CAS Master Menu (AMZM00) and then choose option 13/14 on the Load Data From Offline Files menu (AMZM80). Fields related to foreign currency appear only when multi-currency support is active.

Fields

COMPANY NAME. The name of the company number followed by the company number associated with the customer in the Customer Master file.

RECORD CODE. Identifies this record type.

CUSTOMER NO. (Customer Number). A number that identifies the customer in the Customer Master file.

TRANSACTION DATE. The date when this transaction was posted.

TRANSACTION TYPE. A code that identifies the type of transaction:

- 1 Invoice/credit memo
- 4 Current service charge
- 6 Balance forward
- 8 Previous service charge.

INV/CSH/ADJ AMT (Invoice/cash/adjustment amount). The amount of this transaction, expressed in terms of trading currency and local currency.

TRADING CURRENCY. The currency used in dealing with this customer.

LOCAL CURRENCY. The currency used to record transactions in the general ledger.

INVOICE NUMBER. The invoice number associated with this transaction. This field will be zeros for service charge and balance-forward records.

AGE CODE. A code that indicates to which period this transaction applies:

- blank Future age month (if coded)
- 0 Current period
- 1 Over 30 days
- 2 Over 60 days
- 3 Over 90 days
- 4 Over 120 days.

CLOSE CUR / AGE DT (Closings Till Current / Age Date). For future invoices, the number of month end closings that will occur before the invoice becomes current and the date this invoice will become due. For past due invoices, the date this invoice became due.

HEADQUARTERS. BRANCH NUMBER. This field appears either Headquarters or Branch number depending on whether the transaction is for a headquarters or a branch.

ADJUSTMENT NUMBER, CHECK NUMBER. The number on the customer's check. This number is used for auditing purposes only. This column is blank for invoice entry.

DEPOSIT NUMBER. The deposit number that includes the customer's check. This column is used only for cash entry.

DISCOUNT ALLOWED (Cash Discount Allowed). The amount of the allowed discount.

DISCOUNT TAKEN (Cash Discount Taken). The percent of discount allowed for prompt payment.

AMOUNT RECEIVED. The amount received on this transaction. It is the sum of cash amount and discount allowed. This column is blank for invoice entry.

INVOICES COUNT & AMOUNT. The total number of invoices and the total amounts of those invoices.

PAYMENTS COUNT & AMOUNT. The total number of payments and the total amounts of those payments.

ADJUSTMENTS COUNT & AMOUNT. The total number of adjustments and the total amounts of those adjustments.

LOAD TOTALS. The totals for this initial file load.

VALID RECORDS. The number of valid records.

ACCOUNTS RECEIVABLE AMOUNT. The amount totals for accounts receivable.

CURRENT AMOUNT. The amount currently due.

AGING AMOUNTS. The aging amount for the following fields:

OVER 30 DAYS. The amount 30 days past due.

OVER 60 DAYS. The amount 60 days past due.

OVER 90 DAYS. The amount 90 days past due.

OVER 120 DAYS. The amount 120 days past due.

RECORDS IN ERROR. The number of records in error.

GROUPS IN ERROR. The number of groups in error.

UNIDENTIFIED RECORDS. The number of unidentified records.

FINAL TOTALS - LOCAL CURRENCY. The final totals shown in local currency.

Paid Item Purge Detail List (AMR551)

| GATEWAY MFG. CO | | NO. 01 | PAID ITEM PURGE DETAIL LIST | | | | | DATE 9/12/ |
|-----------------|----------------|--------|-----------------------------|------------|-----------|-----------------|-------------------|------------|
| ** | TIME 18.14.34 | PAGE 1 | AMR551 | | | | | |
| CUSTOMER NUMBER | INVOICE NUMBER | TYPE | DATE | A/R AMOUNT | DISCOUNT | AMOUNT RECEIVED | ADJUSTMENT NUMBER | |
| 100 | 101 | 1 | 10/30/** | 1,110.00 | | | | |
| 100 | PAYMNT | 2 | 1/15/** | 1,000.00- | 50.00 | 950.00 | | |
| PRGE | 100 | 1 | 11/01/** | 1,000.00 | 50.00 | 950.00 | | |
| PRGE | 100 | PAYMNT | 2 | 1/15/** | 1,000.00- | 1,000.00 | | |
| PRGE | 100 | 103 | 1 | 12/15/** | 1,025.00 | | | |
| PRGE | 100 | PAYMNT | 2 | 1/15/** | 1,025.00- | 25.00 | 1,000.00 | |
| 100 | 104 | 1 | 12/30/** | 1,100.00 | | | | |
| 100 | PAYMNT | 2 | 1/15/** | 820.00- | 20.00 | 800.00 | | |

| ARMAX COMPANY 1 | | NO. 01 | PAID ITEM PURGE DETAIL LIST | | | | | DATE 4/07/ |
|-------------------|-------------------|-----------|-----------------------------|-------------|-----------|--------|-------------|------------|
| ** | TIME 18.14.34 | PAGE 3 | AMR551 | | | | | |
| COMPANY 01 TOTALS | | | | | | | | |
| | * BALANCE FORWARD | * COUNT | AMOUNT | * OPEN ITEM | * COUNT | AMOUNT | * TOTAL | |
| FUTURE AR DUE - | 1 | 1,931.76 | | 5 | 16,546.50 | | 6 18,478.26 | |
| BALANCE FORWARD - | 5 | 14,780.95 | | | | | 5 14,780.95 | |

This report is generated from the Paid Item Purge – Company Selections display (AMR495).

This report can also be requested as Paid Item Purge Proof (AMR551). The only difference is the detail report shows all detail information, while the purge proof report shows only those transactions that were purged. For the Paid Item Purge Proof report, see “Paid Item Purge Proof (AMR551)” on page 12-78.

Fields

CUSTOMER NUMBER. A number that identifies the customer in the Customer Master file.

INVOICE NUMBER. The invoice number for this transaction.

TYPE. Indicates the type of entry:

- 1 Invoice summary/credit memo
- 2 Cash receipt
- 3 Adjustment
- 4 Current interest/service charge
- 5 Cash receipt entry
- 6 Balance forward
- 7 Adjustment entry
- 8 Previous service charge.

DATE. The date of this transaction.

A/R AMOUNT. The accounts receivable amount.

DISCOUNT. The amount of the discount allowed.

AMOUNT RECEIVED. The amount received on this transaction.

ADJUSTMENT NUMBER. The number associated with this adjustment.

PRGE (Purge). Indicates that this record has been purged from the Open Receivables Detail file. This also indicates a paid item.

COMPANY FINAL TOTALS. The totals for this company.

Paid Item Purge Proof (AMR551)

NORTHCREEK IND. NO. 01 PAID ITEM PURGE PROOF - TRADING CURRENCY DATE 3/03/
 ** TIME 12.44.06 PAGE 2 AMR551

| ADJ | CUSTOMER NUMBER | DISCOUNT NUMBER | INVOICE NUMBER | TYPE | BFOIC AMOUNT | TRAN DATE | INV/CSH/ADJ. AGE AMOUNT | CHECK | DEPOSIT | RECEIVED | NO. | CD. | DATE |
|-----------------------------|-----------------|-----------------|----------------|------|--------------|-----------|-------------------------|-------|---------|----------|-----|-----|------|
| COMPANY PURGED AR TOTAL .00 | | | | | | | | | | | | | |
| NO PAID ITEMS FOUND | | | | | | | | | | | | | |

NORTHCREEK IND. NO. 01 PAID ITEM PURGE PROOF - TRADING CURRENCY DATE 3/03/
 ** TIME 12.44.06 PAGE 3 AMR551

COMPANY 01 TOTALS

| TOTAL | * AMOUNT | * COUNT | * BALANCE FORWARD | * AMOUNT | * COUNT | * OPEN ITEM | * AMOUNT | * COUNT |
|--|----------|--------------|-------------------|-----------|-------------|-------------|----------|----------|
| FUTURE AR DUE - | 2 | 15,000.00 | 0 | .00 | 2 | 15,000.0 | | |
| BALANCE FORWARD - | 12 | 5,141,142.14 | 12 | | 5,141,142.1 | | | |
| SERVICE CHARGES - | 9 | 494.98 | 31 | 4,339.50 | 40 | 4,834.4 | | |
| INVOICE/CR MEMO - | 2 | 15,000.00 | 58 | 97,054.56 | 60 | 112,054.5 | | |
| DISCOUNT ALLOWED - | | | | | | | | 1,135.40 |
| PAYMENTS - | 11 | 11,493.25- | 1.00- | 10 | 11,492.25- | | | |
| ADJUSTMENTS - | 2 | 30.60 | 3 | 10.89 | 5 | 41.4 | | |
| ACTIVE ACCOUNTS - | 5 | 5,156,666.72 | 21 | 89,912.70 | 26 | 5,246,579.4 | | |
| RECORDS PURGED - | 0 | | | | | | | |
| W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTAL | | | | | | | | |

NORTHCREEK IND. NO. 01 PAID ITEM PURGE PROOF - TRADING CURRENCY DATE 3/03/
 ** TIME 12.44.06 PAGE 4 AMR551

COMPANY 01 TOTALS

| TOTAL | * AMOUNT | * COUNT | * BALANCE FORWARD | * AMOUNT | * COUNT | * OPEN ITEM | * AMOUNT | * COUNT |
|--|----------|--------------|-------------------|--------------|-------------|-------------|----------|----------|
| FUTURE AR DUE - | 2 | 15,000.00 | 0 | .00 | 2 | 15,000.0 | | |
| BALANCE FORWARD - | 13 | 5,142,889.26 | 13 | | 5,142,889.2 | | | |
| SERVICE CHARGES - | 9 | 494.98 | 41 | 7,669.14 | 50 | 8,164.1 | | |
| INVOICE/CR MEMO - | 2 | 15,000.00 | 83 | 2,175,574.18 | 85 | 2,190,574.1 | | |
| DISCOUNT ALLOWED - | | | | | | | | 3,166.58 |
| PAYMENTS - | 11 | 11,493.25- | 1.00- | 10 | 11,492.25- | | | |
| ADJUSTMENTS - | 2 | 30.60 | 3 | 10.89 | 5 | 41.4 | | |
| ACTIVE ACCOUNTS - | 15 | 5,158,413.84 | 57 | 2,171,761.96 | 72 | 7,330,175.8 | | |
| RECORDS PURGED - | 0 | | | | | | | |
| FUTURE TO CURRNT- | 0 | | .00 | 0 | .00 | 0 | | |
| .00 | | | | | | | | |
| W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTAL | | | | | | | | |

| | | | | |
|---|--------|--------------|--|------------|
| ** TIME 12.44.06 | PAGE 5 | AMR551 | PAID ITEM PURGE PROOF - TRADING CURRENCY | DATE 3/03/ |
| REPORT TOTALS | | | | |
| RECORDS | - | | | 164 |
| RECORDS DELETED | - | | | 0 |
| ACCOUNTS RECEIVABLE AMOUNT | - | 7,330,175.80 | | |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | - | 23,310.38 | | |
| OVER 30 DAY AMOUNT | - | 1,985.40 | | |
| OVER 60 DAY AMOUNT | - | 7,199,187.18 | | |
| OVER 90 DAY AMOUNT | - | 64,499.25 | | |
| OVER 120 DAY AMOUNT | - | 26,193.59 | | |
| FUTURE AGE AMOUNT | - | 15,000.00 | | |
| W AM-3708 MIXED CURRENCY IDS INCLUDED IN TOTALS | | | | |

This report is generated as page two when you run the Paid Item Purge Options report (AMR553). If multi-currency support is active, this report can be printed in trading and local currency.

Fields

CUSTOMER NUMBER. The customer number that identifies the customer in the Customer Master file.

INVOICE NUMBER. The number of the invoice.

TYPE. A code that indicates the type of transaction:

- 1 Invoice summary/credit memo
- 2 Cash receipt
- 3 Adjustment
- 4 Current interest/service charge
- 5 Cash receipt entry
- 6 Balance forward
- 7 Adjustment entry
- 8 Previous service charge

BFOIC The type of customer account, as specified in the Customer AR Extension file.

- B Balance forward
- O Open item, purge monthly
- P Open item, purge daily.

TRAN DATE. The transaction date.

INV/CSH/ADJ AMOUNT. The total invoice, cash, and adjustment amount due on the invoices.

DISCOUNT. The amount of the allowed discount.

AMOUNT RECEIVED. The amount received on this transaction.

ADJ. NO. (Adjustment Number). The number associated with this adjustment.

AGE CD. (Age Code). The code that indicates the aging period for the invoice:

| | |
|-------------------|----------------|
| Blank or 0 | Current period |
| 1 | Over 30 days |
| 2 | Over 60 days |
| 3 | Over 90 days |
| 4 | Over 120 days. |

AGE DATE (Aging Date). For future invoices, the date this invoice will become due. For past due invoices, the date this invoice became due.

CHECK NUMBER. The number on the customer's check. This number is used for auditing purposes only.

DEPOSIT NUMBER. The deposit number that includes the customer's check. This number is used for auditing purposes only.

COMPANY PURGED AR TOTAL. FUTURE AR DUE. The total amount of items invoiced but not yet due to be paid.

BALANCE FORWARD. The total amount now due from customers having balance forward accounts.

SERVICE CHARGES. The total amount of service charges now due from customers.

INVOICE/CR MEMO. The total amount of credit memos now credited to customer accounts.

PAYMENTS. The number of items and total amounts in each category.

ADJUSTMENTS. The number of items and total amounts in each category.

ACTIVE ACCOUNTS. The number of items and total amounts in each category.

RECORDS PURGED. The number of records purged.

FUTURE TO CURRENT. The number of items and total amounts changed future to current.

RECORDS. The number of records in the file.

RECORDS DELETED. The number of records deleted from the file.

ACCOUNTS RECEIVABLE AMOUNT. The balance for the entire receivables file.

CURRENT CHARGES/CREDITS/ADJUSTMENTS. The balance of current charges.

OVER 30 DAY AMOUNT. The amount 30 days past due.

OVER 60 DAY AMOUNT. The amount 60 days past due.

OVER 90 DAY AMOUNT. The amount 90 days past due.

OVER 120 DAY AMOUNT. The amount 120 days past due.

FUTURE AGE AMOUNT. Amount for future aging for this customer.

Paid Item Purge Options (AMR553)

** TIME 12.45.09 PAGE 1 AMR553 MONTH END CLOSE OPTIONS - TRADING CURRENCY DATE 3/03/

1. PRINT OPTIONS SELECTED

RECEIVABLES BEFORE CLOSE LISTINGS
 RECORDS PRINTED - PAID ITEMS ONLY
 CURRENCY PRINTED - BOTH

RECEIVABLES AFTER CLOSE LISTINGS
 RECORDS PRINTED - ALL RECORDS
 CURRENCY PRINTED - BOTH

2. OTHER

| COMPANY NAME | STATEMENT DATE | PERIOD /MONTH | POSTING YEAR |
|---------------------|----------------|---------------|--------------|
| 01 NORTHCREAAK IND. | 12/11/** | 2 | 19** |

This report is generated from the Paid Item Purge–Options display (AMR491). The Paid Item Purge Proof report (AMR551) follows the first page of this report. Fields related to foreign currency appear only when multi-currency support is active.

Fields

PRINT OPTIONS SELECTED. The options selected:

RECEIVABLES BEFORE CLOSE LISTINGS. Indicates whether all records or paid items only are printed and whether local currency, trading currency, or both are shown.

RECEIVABLES AFTER CLOSE LISTINGS. Indicates whether all records or paid items only are printed and whether local currency, trading currency, or both are shown.

OTHER. Other options selected for the report:

COMPANY NAME. The name of the company for which this report is being run.

STATEMENT DATE. The statement date for this report transaction.

PERIOD/MONTH. The posting period or month for service charge records if General Ledger is installed and interfacing with Accounts Receivable.

POSTING YEAR. The posting year for service charge records if 12-month accounting cycle is used.

Paid Item Purge Write-Off Report (AMR554)

| ** TIME 12.45.09 | | PAGE | 1 | MONTH END CLOSE | WRITE-OFF REPORT | DATE | 3/03/ | |
|------------------|-----------|-----------|----------|-----------------|------------------|-------------|--------------|---|
| COMPANY | CUSTOMER | REFERENCE | TRADING | TRANS. | TRADING DEBIT | LOCAL DEBIT | LOCAL CREDIT | L |
| OCAL OUTSTANDING | NUMBER | NUMBER | CURRENCY | DATE | AMOUNT | AMOUNT | AMOUNT | |
| 01 | 800 | 84323 | GBA | 1/01/ | | | | |
| ** | 10,002.21 | | 63.71 | | 75.84 | 12.13- | | |
| 01 | 800 | 84566 | GBA | 12/11/ | | | | |
| ** | 2.50 | | .02 | | 2.50 | 2.48- | | |
| CUSTOMER TOTAL | | | | | 10,004.71 | 63.73 | 78.34 | |
| 14.61- | | | | | | | | |
| COMPANY TOTAL | | | | | | 63.73 | 78.34 | |
| 14.61- | | | | | | | | |
| REPORT TOTAL | | | | | | 63.73 | 78.34 | 1 |
| 4.61- | | | | | | | | |

This report is generated from option 2 on the Accounts Receivable Main Menu (AMRM00). This report is available only when multi-currency support is active. When you run Month End Close to list write-offs as a result of the rounding differences in exchange rates, this report is printed. Fields related to foreign currency appear only when multi-currency support is active.

Fields

COMPANY NUMBER. A number that identifies the company associated with this customer's account. Your primary company has a company number of 01.

CUSTOMER NUMBER. A number that identifies the customer in the Customer Master file.

REFERENCE NUMBER. A user-assigned number referring to the transaction.

TRADING CURRENCY. The currency that you use in dealing with this customer.

TRANS. DATE. The date the transaction was posted.

TRADING DEBIT AMOUNT. The debit amount in the trading currency.

LOCAL DEBIT AMOUNT. The debit amount in local currency.

LOCAL CREDIT AMOUNT. The credit amount in local currency.

LOCAL OUTSTANDING AMOUNT. The amount to be written off in local currency.

TOTAL. The totals for the customer, company, and report.

Receivables After Close List (AMR651)

| NORTHCREEK IND. | | NO. 01 | RECEIVABLES AFTER CLOSE LIST - TRADING CURRENCY | | DATE 3/06/ |
|---|--------------|------------|---|------------------|------------|
| ** | TIME 9.16.54 | PAGE 1 | AMR651 | | |
| CUSTOMER | 100 | CHECK NO | | INV/CSH/ADJ | 1,000.00 |
| INV/CRM NO | 1 | DEPOSIT NO | | DISCOUNT ALLOWED | .00 |
| TRANS DATE | 7/25/** | ADJ NO | | AMOUNT RECVD | |
| AGE CD/DATE | 2 7/25/** | BFOIC | 0 | DISCOUNT TAKEN | |
| CUSTOMER | 100 | CHECK NO | 1234567 | INV/CSH/ADJ | 400.00- |
| INV/CRM NO | 1 | DEPOSIT NO | 987654321 | DISCOUNT ALLOWED | .00 |
| TRANS DATE | 8/10/** | ADJ NO | | AMOUNT RECVD | |
| AGE CD/DATE | 2 8/10/** | BFOIC | 0 | DISCOUNT TAKEN | |
| CUSTOMER | 100 | CHECK NO | 1111111 | INV/CSH/ADJ | 100.00- |
| INV/CRM NO | 1 | DEPOSIT NO | 222222222 | DISCOUNT ALLOWED | .00 |
| TRANS DATE | 8/10/** | ADJ NO | | AMOUNT RECVD | 100.00 |
| AGE CD/DATE | 2 8/10/** | BFOIC | 0 | DISCOUNT TAKEN | .00 |
| CUSTOMER | 100 | CHECK NO | 9191919 | INV/CSH/ADJ | 10.00- |
| INV/CRM NO | 1 | DEPOSIT NO | 818181818 | DISCOUNT ALLOWED | .00 |
| TRANS DATE | 8/10/** | ADJ NO | | AMOUNT RECVD | 10.00 |
| AGE CD/DATE | 2 8/10/** | BFOIC | 0 | DISCOUNT TAKEN | .00 |
| CUSTOMER | 100 | CHECK NO | 1717171 | INV/CSH/ADJ | 50.00- |
| INV/CRM NO | 1 | DEPOSIT NO | 161616161 | DISCOUNT ALLOWED | .00 |
| TRANS DATE | 8/10/** | ADJ NO | | AMOUNT RECVD | 50.00 |
| AGE CD/DATE | 2 8/10/** | BFOIC | 0 | DISCOUNT TAKEN | .00 |
| NORTHCREEK IND. NO. 01 RECEIVABLES AFTER CLOSE LIST - TRADING CURRENCY DATE 9/06/ | | | | | |
| ** | TIME 9.16.54 | PAGE 2 | AMR651 | | |
| COMPANY 01 TOTALS | | | | | |
| NUMBER OF RECORDS LOADED | | - | 30 | | |
| ACCOUNTS RECEIVABLE AMOUNT | | - | 158,915.00 | | |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | | - | .00 | | |
| OVER 30 DAY AMOUNT | | - | 83,705.00 | | |
| OVER 60 DAY AMOUNT | | - | 75,210.00 | | |
| OVER 90 DAY AMOUNT | | - | .00 | | |
| OVER 120 DAY AMOUNT | | - | .00 | | |
| NORTHCREEK IND. NO. 01 RECEIVABLES AFTER CLOSE LIST - TRADING CURRENCY DATE 9/06/ | | | | | |
| ** | TIME 9.16.54 | PAGE 3 | AMR651 | | |
| FINAL TOTALS | | | | | |
| NUMBER OF RECORDS LOADED | | - | 30 | | |
| ACCOUNTS RECEIVABLE AMOUNT | | - | 158,915.00 | | |
| CURRENT CHARGES/CREDITS/ADJUSTMENTS | | - | .00 | | |
| OVER 30 DAY AMOUNT | | - | 83,705.00 | | |
| OVER 60 DAY AMOUNT | | - | 75,210.00 | | |
| OVER 90 DAY AMOUNT | | - | .00 | | |
| OVER 120 DAY AMOUNT | | - | .00 | | |

This report is generated when you choose option 2 on the Accounts Receivable Main Menu (AMRM00). Trading currency is printed only when multi-currency support is active.

Fields

CUSTOMER (Customer Number). A number that identifies the company to which this information applies.

INV/CRM NO (Invoice/Credit Memo Number). A numeric value that identifies the invoice/credit memo.

TRANS DATE. The date when this transaction was posted.

AGE CD/DATE (Age Code/Date). One of the following numeric codes that indicates to which period this transaction applies, along with the date:

| | |
|--------------|-----------------------------|
| blank | future age month (if coded) |
| 0 | current period |
| 1 | over 30 days |
| 2 | over 60 days |
| 3 | over 90 days |
| 4 | over 120 days. |

CHECK NO. The customer's check number that is used for auditing purposes. This column is blank for invoice entry.

DEPOSIT NO. The deposit number including the customer's check that is used for auditing purposes. This column is used only for cash entry.

ADJ NO (Adjustment Number). The adjustment number associated with this transaction. If this is a regular invoice or a payment transaction, this column will be zero.

BFOIC (Balance Forward/Open-Item Code). The type of customer account. Dependent on the account type specified in the Customer AR Extension file.

| | |
|----------|--------------------------|
| B | Balance forward |
| O | Open item, purge monthly |
| P | Open item, purge daily. |

INV/CSH/ADJ (Invoice/Cash/Adjustment). The monetary amount of this transaction.

DISCOUNT ALLOWED. The portion of the transaction amount that can be taken as a discount.

AMOUNT RECVD (Amount Received). The total monetary amount applied to a customer's account. It is the sum of cash amount and discount allowed. This column is blank for invoice entry.

DISCOUNT TAKEN. The portion of the transaction amount that has been taken as a discount.

COMPANY TOTALS. The company totals for the following fields:

NUMBER OF RECORDS LOADED. The number of records loaded for this report.

ACCOUNTS RECEIVABLE AMOUNT. The total company accounts receivable amount.

CURRENT CHARGES/CREDITS/ADJUSTMENTS. The total company currency changes, credits, and adjustments for this report.

OVER 30 DAY AMOUNT. The total amount over 30 days past due.

OVER 60 DAY AMOUNT. The total amount over 60 days past due.

OVER 90 DAY AMOUNT. The total amount over 90 days past due.

OVER 120 DAY AMOUNT. The total amount over 120 days past due.

FINAL TOTALS. The final totals for the listed fields.

Receivables Analysis (AMR801)

| RECEIVABLES ANALYSIS REPORT | | | | | | | | | | DATE | 7/13/ | | |
|---------------------------------|--------------------|--------------------|----------------------|-----------------|------------------|-------------------------|---------------|--|--|-----------------------------|-------|------|-------|
| ** TIME 15.46.34 PAGE 1 AMR801 | | | | | | | | | | | | | |
| AMR801 SELECTED OPTIONS | | | | | | | | | | | | | |
| REPORT LIMITS: | | | | | | | | | | | | | |
| COMPANY | | | (| | |) | | | | | | | |
| CUSTOMER | | | (| | |) | | | | | | | |
| SALESREP | | | (| | |) | | | | | | | |
| SELECT LIST: | | | | | | | | | | | | | |
| COMPANY | | | | | | | | | | | | | |
| CUSTOMER | | | | | | | | | | | | | |
| SALESREP | | | | | | | | | | | | | |
| INVOICE INFORMATION | | | | | | INVOICE DETAIL | | | | | | | |
| BALANCE OPTION | ALL BALANCES | | | | | | | | | | | | |
| MINIMUM BALANCE TO PRINT: | | | | | | .00 | | | | | | | |
| CUSTOMER INFORMATION | | | | | | FULL PROFILE | | | | | | | |
| REPORT SEQUENCE | | | | | | COMPANY/CUSTOMER NUMBER | | | | | | | |
| COMPANY: 1 | | | | | | | | | | NORTHCREEK IND. | | | |
| ** TIME 15.46.34 PAGE 1 AMR801 | | | | | | | | | | RECEIVABLES ANALYSIS REPORT | | DATE | 7/13/ |
| INVOICE DETAIL | | | | | | | | | | | | | |
| ALL BALANCES | | | | | | | | | | | | | |
| 2910 | BRANCH OF | 2999 | SALESREP | 595 | CHARGES TO DATE | .00 | PREVIOUS BAL | | | | | | |
| | 11.00 | | | | | | | | | | | | |
| RANDALL INC. | .00 | TERRITORY | 99 | CREDITS TO DATE | .00 | CURRENT AMOUNT | | | | | | | |
| 3200 | WINDY HILL PKWY | STATEMENT | N | ADJUST TO DATE | .00 | 30 DAY AMOUNT | | | | | | | |
| | 11.00 | | | | | | | | | | | | |
| SUITE 130 | .00 | SERVICE CHARGE | N | CURRENT SVC CHG | .00 | 60 DAY AMOUNT | | | | | | | |
| ATTN: BOB RANDALL | .00 | USA | AGE SVC CHG | N | PREVIOUS SVC CHG | .00 | 90 DAY AMOUNT | | | | | | |
| | .00 | | | | | | | | | | | | |
| MARIETTA | GA 30188-0001 | INT/SVC/ | | | | | | | | | | | |
| CHG% .00% | BANK ACCT 0 | 120 DAY AMOUNT | .00 | | | | | | | | | | |
| 404-555- | | | | | | | | | | | | | |
| 7764 | *HELD | CREDIT CODE | CREDIT LIMIT | 0 | FUTURE DUE | | | | | | | | |
| | .00 | | | | | | | | | | | | |
| US DOLLARS | BF/OPEN ITEM | O | DATE OF LAST PAYMENT | 6/12/ | | | | | | | | | |
| 92 | TOTAL DUE | 11.00 | | | | | | | | | | | |
| AGING | | | | | | | | | | | | | |
| REF NO | ADJ/CHK/ | TOTAL DUE | INVOICE AMT | PAYMENT AMT | DISC ALLOWED | DISC TAKEN | ADJUST AMT | | | | | | |
| CRM TRN DATE | | | | | | | | | | | | | |
| 1 | 1 | 4/23/** | 4/23/** | | | | | | | | | | |
| | INV | 1 | 4/23/** | 86249074.01 | | | | | | | | | |
| | PMT | | 4/23/** | | 86249074.01 | | | | | | | | |
| | INV | 1 | 5/21/** | 11.00 | | | | | | | | | |
| | | | * | | | | | | | | | | |
| | | | | 11.00 | | | | | | | | | |
| ----- | | | | | | | | | | | | | |
| TOTAL AMOUNT DUE - | | 11.00 | | 86,249,074.01 | .00 | | | | | | | | |
| | .00 | | | 86,249,085.01 | .00 | | | | | | | | |
| COMPANY: 1 | | | | | | | | | | | | | |
| ** TIME 15.46.34 PAGE 38 AMR801 | | | | | | | | | | RECEIVABLES ANALYSIS REPORT | | DATE | 7/13/ |
| INVOICE DETAIL | | | | | | | | | | | | | |
| ALL BALANCES | | | | | | | | | | | | | |
| COMPANY | TOTALS | TOTAL DUE | PREV BAL | CURR CHGS | CURR PMTS | CURR AD | | | | | | | |
| JMNTS | | | | | | | | | | | | | |
| | | 190,002,591,927.60 | 190,002,591,662.65 | 264.95 | .00 | | | | | | | | |
| | .00 | | | | | | | | | | | | |
| | INVOICE AMOUNT | PAYMENT AMOUNT | DISC ALLOWED | DISC TAKEN | ADJUS | | | | | | | | |
| T AMT | | | | | | | | | | | | | |
| | 190,088,844,438.82 | 86,253,328.45 | 9,987,633,922.74- | | | | | | | | | | |
| | 10.00 | 827.23 | | | | | | | | | | | |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | | | | | | | | | |
| | 2,986.30 | 517,353.33 | 515.67- | 8,789.00 | | | | | | | | | |

| INVOICE DETAIL | | ALL BALANCES | | | |
|----------------|--------------------|--------------------|-------------------|----------------|---------|
| FINAL | TOTALS | PREV BAL | CURR CHGS | CURR PMTS | CURR AD |
| JMNTS | TOTAL DUE | | | | |
| | 190,002,621,427.36 | 190,002,621,162.41 | 264.95 | .00 | |
| | .00 | | | | |
| T AMT | INVOICE AMOUNT | PAYMENT AMOUNT | DISC ALLOWED | DISC TAKEN | ADJUS |
| | 190,088,886,281.92 | 86,265,185.34 | 9,987,633,922.74- | | |
| | 10.00 | 340.78 | | | |
| | FUTURE AR | SERVICE CHGS | UNAPPLIED PMTS | UNAPPLIED ADJS | |
| | 9,541.30 | 518,669.43 | 7,036.93- | 6,293.05 | |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 1, Receivables Analysis, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Receivables Analysis (Options) display (AMR8A1).

The amounts on this report are shown in local or trading currency if multi-currency support is active.

Fields

The fields on the SELECTED OPTIONS page are described on page 12-21.

The first two lines of each page show the company number and name and the following option selections:

- Range
- Balances
- Invoice information.

The fields printed for a full customer profile are described on page.

HEADQUARTERS

BRANCH OF ***.** This field appears either Headquarters or Branch of ***** depending on whether the customer is a headquarters or a branch.

CURRENCY. The currency associated with this invoice, in this case, US DOLLARS.

REF NO. The reference number of the invoice.

AGING. The age code and date for the transaction set.

- Blank or 0** Current period
- 1** Over 30 days
- 2** Over 60 days
- 3** Over 90 days
- 4** Over 120 days.

Note: The due date of the invoice appears next to the aging code.

ADJ/CHK/CRM. The type of transaction. One of the following appears:

- ADJ** Adjustment
- CRM** Credit memo
- INV** Invoice
- PMT** Payment

PSC Service charge
WAJ Write off.

Note: If a U appears to the left of the transaction type, the amount is not applied to a specific invoice.

TRN DATE. The date of the transaction.

TOTAL DUE. The net amount due for a transaction set.

INVOICE AMT. The amount of an invoice due from the customer.

PAYMENT AMT. The amount credited to the customer's account.

DISC ALLOWED. The discount amount allowed for prompt payment.

DISC TAKEN. The discount amount credited to this transaction set for prompt payment.

ADJUST AMT (Adjustment Amount). The adjustment amount associated with this transaction. If this is a regular invoice or a payment transaction, the amount is zero.

TOTAL AMOUNT DUE. The total amount for this customer in each of the following categories:

- Total due
- Invoice amount
- Payment amount
- Discount allowed
- Discount taken
- Adjustment amount.

The following **COMPANY TOTALS** fields are printed for each company:

TOTAL DUE. The total amount due to this company.

PREV BAL (Previous Balance). The total amount previously owed to this company.

CURR CHGS (Current Charges). The total account receivable charges added during the current billing period.

CURR PMTS (Current Payments). The total amount of payments made during the current billing period.

CURR ADJMNTS (Current Adjustments). The total amount of adjustments made during the current billing period.

INVOICE AMOUNT. The total net amount due for the current billing period.

PAYMENT AMOUNT. The total amount of payments made to this company.

DISC ALLOWED. The total amount of discounts allowed to customers of this company.

DISC TAKEN. The total amount of discounts taken for this company.

ADJUST AMT. The total amount of adjustments made to accounts for this company.

FUTURE AR (Future Account Receivables). The total amount due at some future date.

SERVICE CHGS (Service Charges). The total amount of service charges paid.

UNAPPLIED PMTS (Unapplied Payments). The total amount of payments not applied to specific invoices.

UNAPPLIED ADJS. The total amount of adjustments not applied to specific invoices.

The **FINAL TOTALS** fields are totals for all the companies selected. This page of the report is printed only if multiple company support was selected during application tailoring. The fields are the same as on the COMPANY TOTALS page of the report.

Service Charge Control Totals (AMR501)

| | | | | | |
|---|-----------------|------------------|------------------|-----------------|-----------|
| SERVICE CHARGE CONTROL TOTALS | | | | DATE | 8/14/ |
| ** TIME 15.05.12 | PAGE | 1 | AMR501 | | |
| COMPANY TOTALS POSTED TO GENERAL LEDGER | | | | | |
| COMPANY | A/R G/L NO. | AMOUNT | JOURNAL SEQ. NO. | SRVC CHG G/ | |
| L NO. | AMOUNT | JOURNAL SEQ. NO. | | | |
| 01 | 000000000001200 | 48.75 DR | CR0001100001 | 000000000008050 | 48.75CR C |
| R0001100002 | | | | | |
| TOTAL CALCULATED SERVICE CHARGES - | | | | | 48.75 |

This report is generated when you choose option 2 on the Accounts Receivable Main Menu (AMRM00).

Fields

COMPANY. A number that identifies the company to which this information applies.

A/R G/L NO. The general ledger accounts receivable account number.

AMOUNT. The amount of service charges calculated for all customers during Month End Close.

JOURNAL SEQ. NO. (Journal Sequence Number). A unique number created for identification and audit purposes for the accounts receivable transaction.

SRVC CHG G/L NO. The general ledger service charge account number.

AMOUNT. The service charge calculated.

JOURNAL SEQ. NO. (Journal Sequence Number). A unique number created for identification and audit purposes for the service charge transaction.

TOTAL CALCULATED SERVICE CHARGES. The total calculated service charges for all the companies listed.

Statement Message File Maintenance Report (AMR721)

| | | | | | |
|--------------------|---------------|---|------------------|------|--------|
| | | STATEMENT MESSAGE FILE MAINTENANCE REPORT | | DATE | 7/11/ |
| ** | TIME | 13:09:07 | PAGE | 1 | AMR721 |
| ACTION | LANGUAGE CODE | TEXT | | | |
| ADD | SPN | APPREICAMO SU COMERCIO. | | | |
| CHANGE | FRN | BEFORE | AFTER | | |
| | | NOUS APPRECIATIONS VOTRE | MERCI POUR VOTRE | | |
| | | COMMERCE. | COMMERCE. | | |
| DELETE | SP1 | ESTIMAMOS TENERLO COMO | | | |
| | | CLIENTE. | | | |
| | | STATEMENT MESSAGE FILE MAINTENANCE REPORT | | DATE | 7/11/ |
| ** | TIME | 13:09:07 | PAGE | 2 | AMR721 |
| MAINTENANCE STATUS | ADDED | CHANGED | DELETED | | |
| | 1 | 1 | 1 | | |

This report is generated from the Statement Message File Maintenance (Enter) display (AMR721) in master file processing.

Fields

ACTION. Indicates whether a statement message was added, changed, or deleted.

LANGUAGE CODE. A code that identifies the language in which the statement message is printed.

TEXT. One to three lines of text that is printed on statements.

MAINTENANCE STATUS. Indicates how many statement message files have been added, changed, or deleted.

Statement Message Master File (AMRP733)

```

NORTHCREEK IND. NO. 01 STATEMENT MESSAGE MASTER FILE DATE 7/11/
** TIME 13:09:02 PAGE 1 AMRP733

LANGUAGE STATEMENT
CODE MESSAGE

          THANK YOU FOR YOUR
          BUSINESS.

FRN      MERCI POUR VOTRE
          COMMERCE.

SPN      APRECIAMOS SU COMERCIO.

TOTAL STATEMENT MESSAGE RECORDS- 003
    
```

This report is generated when you choose option 13 on the Accounts Receivable Master File Processing menu (AMRM20).

Fields

LANGUAGE CODE. A code that identifies the language in which the statement message is printed.

STATEMENT MESSAGE. The statement message shown in the language specified by the language code.

Statement Type 1 (Standard) AMRP75

| | | | | DATE | PAGE | | | | | DATE | PAGE | |
|---|-----|---------------|----------------------------------|------------|----------------------|--------------------------|-----|---------------|-----------|----------|----------|--|
| | | | | 01/29/** | 1 | | | | | 01/29/** | 1 | |
| | | | | CO | CUSTOMER | | | | | CO | CUSTOMER | |
| | | | | 1 | 100 | | | | | 1 | 100 | |
| APPOLLO SUPPLY CO. 625 WEST OGLETHORPE AVE. ATLANTA GA 30101-2978 THANK YOU FOR YOUR BUSINESS WITH GOOD WISHES FOR A HAPPY NEW YEAR | | | | | | | | | | | | |
| | | | | | | CURRENCY | | | | | | |
| CURRENCY | | | | | | | | | | | | |
| DATE | TRN | REFER. NUMBER | CASH RECEIVED ADJUSTMENT AMT. | DISCOUNT | AMOUNT | DATE | TRN | REFER. NUMBER | AMOUNT | | | |
| 11/30/** | INV | 101 | | 50.00 | 1,110.00 | 11/30/** | INV | 101 | 1,110.00 | | | |
| 01/15/** | PMT | 101 | 950.00 | 50.00 | 1,080.00 | 01/15/** | PMT | 101 | 1,080.00- | | | |
| 11/30/** | INV | 102 | | 50.00 | 1,000.00 | 11/30/** | INV | 102 | 1,000.00 | | | |
| 01/15/** | PMT | 102 | 1,000.00 | .00 | 1,000.00 | 01/15/** | PMT | 102 | 1,000.00- | | | |
| 12/15/** | INV | 103 | | .00 | 1,025.00 | 12/15/** | INV | 103 | 1,025.00 | | | |
| 01/15/** | PMT | 103 | 1,000.00 | 25.00 | 1,025.00 | 01/15/** | PMT | 103 | 1,025.00- | | | |
| 12/30/** | INV | 104 | | 80.00 | 1,100.00 | 12/30/** | INV | 104 | 1,100.00 | | | |
| 01/15/** | PMT | 104 | 800.00 | 20.00 | 820.00 | 01/15/** | PMT | 104 | 820.00- | | | |
| 01/15/** | ADJ | 104 | ADJ-1 | | 80.00 | 01/15/** | ADJ | 104 | 80.00- | | | |
| 12/30/** | | | | | 31.65 | 12/30/** | | | 31.65 | | | |
| 01/29/** | | | | | 3.75 | 01/29/** | | | 3.75 | | | |
| CURRENT | | | PAST 30 | PAST 60 | | | | | | | | |
| 35.40 | | | 200.00 | .00 | | | | | | | | |
| PAST 90 | | | PAST 120 | AMOUNT DUE | | | | | | | | |
| 50.00 | | | .00 | | | | | | | | | |
| EURO TOTAL | | | | | .00 | | | | | | | |
| SC CALCULATED ON BALANCE | | | | | 250.00 AT 18.00% APR | PLEASE PAY THIS AMOUNT | | TOTAL DUE | | | | |
| | | | | | | EURO TOTAL | | 285.40 | | | | |
| | | | | | | SC CALCULATED ON BALANCE | | 3,456.78 | | | | |
| | | | | | | 250.00 AT 18.00% APR | | | | | | |

This report is generated when you choose option 3 on the Accounts Receivable Main Menu (AMRM00).

Fields

DATE. The date month end closing was run.

PAGE (Page Number). The page number of this customer's statement. Page numbers start at 1 for each customer statement printed.

CO/CUSTOMER (Company Number and Customer Number). The company number of the company associated with this customer number. The customer number identifies the customer in the Customer Master file.

CUSTOMER NAME and ADDRESS. If the statement is for a single customer account, the customer's name and address is printed on the statement. If the statement is for a consolidated headquarters one statement is printed with the headquarters name and address. If the statement is for a non-consolidated headquarters, statements are printed for each branch. The mailing address includes the branch name and the headquarters address. A summary statement showing the accumulated totals for all the branches is printed with the headquarters name and address. For more information about statements, see "Statements for consolidated and non-consolidated headquarters customers" on page 2-12.

CURRENCY. The type of currency used in transactions with this customer.

BRANCH OF. Prints the headquarters customer number and name.

DATE. The date on which the transaction occurred.

TRN (Transaction). The type of transaction that occurred:

| | |
|------------|---------------------------|
| INV | Invoice |
| ADJ | Adjustment |
| PMT | Payment |
| CRM | Credit memo |
| PSC | Service charge (previous) |
| BL | Balance forward customer |
| SC | Service charge (current). |

REFER. NUMBER. The user-assigned reference number associated with the transaction.

CASH RECEIVED/ADJUSTMENT NO.. The amount received from the customer towards the payment of the invoice identified by the reference number or the number assigned to an adjustment made to this customer's account. The adjustment number is used for audit-tracking purposes.

DISCOUNT. The amount credited to this transaction based on the terms and conditions of the customer's invoice.

AMOUNT. The net amount of this transaction. It is the invoice amount, the adjustment amount, the service charge amount, or the amount of payment credited against an invoice in the form of cash payment, discount, or credit memo amount.

CURRENT. The amount currently due from the customer.

PAST 30. The amount 30 days past due.

PAST 60. The amount 60 days past due.

PAST 90. The amount 90 days past due.

PAST 120. The amount 120 days past due.

TOTAL DUE. The total amount due from this customer that has to be paid for the account to be considered paid-in-full.

***** TOTAL.** If the currency of the report is a euro-participating currency, an additional euro currency total is printed. If the currency of the report is euro and a cross reference record exists in the Customer Euro XREF file, an additional euro-participating currency total is printed.

Statement Type 2 (Spread Statement) (AMR75)

| <div style="display: flex; justify-content: space-between;"> DATE 01/29/** PAGE 1 </div> | | | | | <div style="display: flex; justify-content: space-between;"> DATE 01/29/** PAGE 1 </div> | | | | | | | | | | | | | | | | | | |
|--|-----|----------------------|---------|------------|--|---|-----|---------------|-----------|-------|--|-----------|--|--------|------------------------|--|----------|------------|--|----------|-----------------------------|--|----------------------|
| <div style="display: flex; justify-content: space-between;"> CO/CUSTOMER 1 100 </div> | | | | | <div style="display: flex; justify-content: space-between;"> CO/CUSTOMER 1 100 </div> | | | | | | | | | | | | | | | | | | |
| APOLLO SUPPLY CO. 625 WEST OGLETHORPE AVE. ATLANTA GA 30301-2976 | | | | | | | | | | | | | | | | | | | | | | | |
| THANK YOU FOR YOUR BUSINESS WITH GOOD WISHES FOR A HAPPY NEW YEAR | | | | | | CURRENCY | | | | | | | | | | | | | | | | | |
| DATE | TRN | REFER. NUMBER | AGE | AMOUNT | TOTAL | DATE | TRN | REFER. NUMBER | AMOUNT | TOTAL | | | | | | | | | | | | | |
| 11/30/** | INV | 101 | PAST 90 | 1,110.00 | | 11/30/** | INV | 101 | 1,110.00 | | | | | | | | | | | | | | |
| 01/15/** | PMT | 101 | PAST 90 | 1,060.00 | | 01/15/** | PMT | 101 | 1,060.00- | | | | | | | | | | | | | | |
| 11/30/** | INV | 102 | PAST 30 | 1,000.00 | | 11/30/** | INV | 102 | 1,000.00 | | | | | | | | | | | | | | |
| 01/15/** | PMT | 102 | PAST 30 | 1,000.00 | | 01/15/** | PMT | 102 | 1,000.00- | | | | | | | | | | | | | | |
| 12/15/** | INV | 103 | PAST 30 | 1,025.00 | | 12/15/** | INV | 103 | 1,025.00 | | | | | | | | | | | | | | |
| 01/15/** | PMT | 103 | PAST 30 | 1,025.00 | | 01/15/** | PMT | 103 | 1,025.00- | | | | | | | | | | | | | | |
| 12/30/** | INV | 104 | PAST 30 | 1,100.00 | | 12/30/** | INV | 104 | 1,100.00 | | | | | | | | | | | | | | |
| 01/15/** | PMT | 104 | PAST 30 | 820.00 | | 01/15/** | PMT | 104 | 820.00- | | | | | | | | | | | | | | |
| 01/15/** | ADJ | 104 | CURRENT | 80.00 | | 01/15/** | ADJ | 104 | 80.00- | | | | | | | | | | | | | | |
| 12/30/** | | | CURRENT | 31.65 | | 12/30/** | | | 31.65 | | | | | | | | | | | | | | |
| 01/29/** | | | | 3.75 | | 01/29/** | | | 3.75 | | | | | | | | | | | | | | |
| | | | | CURRENT | PAST 30 | | | PAST 60 | | | | | | | | | | | | | | | |
| | | | | 35.00 | 200.00 | | | .00 | | | | | | | | | | | | | | | |
| | | | | PAST 90 | PAST 120 | | | AMOUNT DUE | | | | | | | | | | | | | | | |
| | | | | 50.00 | .00 | | | .00 | | | | | | | | | | | | | | | |
| | | | | EURO TOTAL | | | | .00 | | | | | | | | | | | | | | | |
| | | | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: right;">TOTAL DUE</td> <td style="text-align: right;">285.40</td> </tr> <tr> <td colspan="2" style="text-align: right;">PLEASE PAY THIS AMOUNT</td> <td style="text-align: right;">3,456.78</td> </tr> <tr> <td colspan="2" style="text-align: right;">EURO TOTAL</td> <td style="text-align: right;">3,456.78</td> </tr> <tr> <td colspan="2" style="text-align: right;">SC CALCULATED ON BALANCE OF</td> <td style="text-align: right;">250.00 AT 18.00% APR</td> </tr> </table> | | | | | | TOTAL DUE | | 285.40 | PLEASE PAY THIS AMOUNT | | 3,456.78 | EURO TOTAL | | 3,456.78 | SC CALCULATED ON BALANCE OF | | 250.00 AT 18.00% APR |
| TOTAL DUE | | 285.40 | | | | | | | | | | | | | | | | | | | | | |
| PLEASE PAY THIS AMOUNT | | 3,456.78 | | | | | | | | | | | | | | | | | | | | | |
| EURO TOTAL | | 3,456.78 | | | | | | | | | | | | | | | | | | | | | |
| SC CALCULATED ON BALANCE OF | | 250.00 AT 18.00% APR | | | | | | | | | | | | | | | | | | | | | |
| SC CALCULATED ON BALANCE OF | | | | | | 250.00 AT 18.00% APR | | | | | | | | | | | | | | | | | |

This report is generated when you choose option 3 on the Accounts Receivable Main Menu (AMRM00).

Fields

DATE. The date month end closing was run.

PAGE (Page Number). The page number of this customer's statement. Page numbers start at 1 for each customer statement printed.

CO/CUSTOMER (Company Number and Customer Number). The company number of the company associated with this customer number. The customer number identifies the customer in the Customer Master file.

CUSTOMER NAME and ADDRESS. The name and address of the customer to which this statement applies.

If the statement is for a single customer account, the customer's name and address is printed on the statement. If the statement is for a consolidated headquarters one statement is printed with the headquarters name and address. If the statement is for a non-consolidated headquarters, statements are printed for each branch. The mailing address includes the branch name and the headquarters address. A summary statement showing the accumulated totals for all the branches is printed with the headquarters name and address. For more information about statements, see "Statements for consolidated and non-consolidated headquarters customers" on page 2-12.

MESSAGE AREA. This area on the statement is used to print up to 111 characters of message text that you want to appear on all customer delinquency notices. This message text is entered at the time statements are selected.

CURRENCY. The type of currency used in transactions with this customer.

BRANCH OF. Prints the headquarters customer number and name.

DATE. The date on which the transaction occurred.

TRN (Transaction). The type of transaction that occurred:

| | |
|------------|---------------------------|
| INV | Invoice |
| ADJ | Adjustment |
| PMT | Payment |
| CRM | Credit memo |
| PSC | Service charge (previous) |
| BL | Balance forward customer |
| SC | Service charge (current). |

REFER. NUMBER. The user-assigned reference number associated with the transaction.

AGE. Indicates the age group to which the transaction applies.

AMOUNT. The net amount of this transaction. It is the invoice amount, adjustment amount, service charge amount, or the amount of payment credited against an invoice in the form of cash payment, discount, or credit memo amount.

CURRENT. The amount currently due from the customer.

PAST 30. The amount 30 days past due.

PAST 60. The amount 60 days past due.

PAST 90. The amount 90 days past due.

PAST 120. The amount 120 days past due.

AMOUNT DUE/TOTAL. The total amount due from this customer that has to be paid for the account to be considered paid-in-full.

***** TOTAL.** If the currency of the report is a euro-participating currency, an additional euro currency total is printed. If the currency of the report is euro and a cross reference record exists in the Customer Euro XREF file, an additional euro-participating currency total is printed.

Temporary General Ledger Listing (AMV61)

| WILDWOOD IND. NO. 01 | | TEMPORARY GENERAL LEDGER LISTING | | | | RUN DATE 01/05/ | |
|------------------------------|------------------------------|----------------------------------|--------------|--------------------|-------------------------|-----------------|-----------------|
| ** | TIME 14.37.26 | PAGE 1 | AMV61 | | PRINT OPTION | | ENTRY PERIOD 12 |
| GENERAL LEDGER CREDIT NUMBER | JOURNAL REFERENCE NUMBER | CHECK NUMBER | ORDER NUMBER | TRANSACTION SOURCE | TRANSACTION DESCRIPTION | ENTRY PERIOD | DEBIT AMOUNT |
| 00002 | 1050 CD00001-120 | | | ABLE MFG. | AP CHECK TOTAL | 12 | 114.00 |
| 00002 | 1050 CD00002-123 | | | ALPHA CORP | AP CHECK TOTAL | 12 | 20,158.89 |
| 00005 | 1050 CD00002-125 | | | FULTON CO | AP CHECK TOTAL | 12 | 16,955.00 |
| 00007 | 121 P489213 1050 CD00002-121 | | | J & P CO | AP CHECK TOTAL | 12 | 2,830.30 |
| 00010 | 1050 CD00002-121 | | | J & P CO | AP CHECK TOTAL | 12 | 5,660.60 |
| 00012 | 1050 CD00002-122 | | | ZEBCOR INC | AP CHECK TOTAL | 12 | 1,071.25 |
| 00002 | 1050 CD00003-126 | | | PARAMUS WH | AP CHECK TOTAL | 12 | 103.00 |
| 00004 | 1050 CD00003-127 | | | ALLRIGHT P | AP CHECK TOTAL | 12 | 190.00 |
| 000129 | 1050 CD00004-00001-12 | 129 | | JOHNSON/CA | 001-1-54.00 | | |
| TOTALS | | 47,137.04 | | | | | *ACCOUNT |

| WILDWOOD IND. NO. 01 | | TEMPORARY GENERAL LEDGER LISTING | | | | RUN DATE 01/05/ | |
|------------------------------|--------------------------|----------------------------------|--------------|--------------------|-------------------------|-----------------|-----------------|
| ** | TIME 14.37.26 | PAGE 2 | AMV61 | | PRINT OPTION | | ENTRY PERIOD 12 |
| GENERAL LEDGER CREDIT NUMBER | JOURNAL REFERENCE NUMBER | CHECK NUMBER | ORDER NUMBER | TRANSACTION SOURCE | TRANSACTION DESCRIPTION | ENTRY PERIOD | DEBIT AMOUNT |
| 2000 | CD00001-00001 | 120 | | ABLE MFG. | NUTS/BOLTS | 12 | 142.50 |
| 2000 | CD00002-00001 | 123 | | ALPHA CO | RM CYLINDERS | 12 | 20,782.35 |
| 2000 | CD00002-00004 | 125 | | FULTON CO | STEEL/IRON | 12 | 16,955.00 |
| 2000 | CD00002-00006 | 121 | | J & P CO | PLATES/BRACKET | 12 | 3,437.50 |
| 2000 | CD00002-00009 | 122 | | J & P CO | 35 MM CAMERA | 12 | 200.00 |
| 2000 | CD00002-00011 | 126 | | ZEBCOR INC | RUBBER/TIRES | 12 | 1,200.00 |
| 2000 | CD00004-00002 | 129 | | JOHNSON/AP | 001-1-FLOWERS | 12 | 54.00 |
| | | | | * ACCOUNT TOTALS | | | 42,771.35 |
| TOTALS | | | | ** COMPANY | | | 94,373.84 |

| | | | | |
|-------------------------|------|----|----------------------------------|-----------------|
| *** SUMMARY *** | | | | RUN DATE 01/05/ |
| ** TIME 14.37.26 | PAGE | 3 | AMV61 | ENTRY PERIOD 12 |
| | | | TEMPORARY GENERAL LEDGER LISTING | |
| CREDIT | | | | DEBIT |
| AMOUNT | | | | AMOUNT |
| 94,373.84 | | | **** FINAL TOTALS | 94,373.84 |
| TOTAL RECORDS IN FILE | | 63 | | |
| TOTAL RECORDS PROCESSED | | 18 | | |
| TOTAL RECORDS REMAINING | | 0 | | |

This report prints when you select various options in IM, AP, AR, Payroll, and Purchasing on the General Ledger Management menu. It is not available if IFM is installed and interfacing. You can use this report to make journal entries if the General Ledger application is not installed and interfacing. The system draws information for this report from the Temporary General Ledger file.

Fields

REPORT TYPE. There are two listing options for this report.

- Print ***** Temporary General Ledger transactions (depending on the application you are in)
- Print and clear if your application is not interfacing with the General Ledger application. Prints transactions and removes them from the Temporary General Ledger file.

GENERAL LEDGER NUMBER. The general ledger account to which these amounts will be applied.

JOURNAL REFERENCE NUMBER. The journals that accounted for these transactions. These numbers were automatically assigned by your application in the Purchase Invoice Journal Listing, or the Cash Disbursements Journal. The prefixes to these numbers vary depending on the application printing this report.

CHECK NUMBER. The check number associated with the journal reference number for the transaction. This field appears only if you are using the Accounts Payable, Purchasing, or Accounts Receivable applications.

ORDER NUMBER. The order number for the transaction.

TRANSACTION SOURCE. The name of the company associated with the transaction.

TRANSACTION DESCRIPTION. The description of the general ledger transaction.

ENTRY PERIOD. The entry date or period that the amounts were applied to this general ledger account.

DEBIT AMOUNT. The debit amount associated with the Journal Reference Number in the Temporary General Ledger file.

CREDIT AMOUNT. The credit amount associated with the Journal Reference Number in the Temporary General Ledger file.

ACCOUNT TOTALS. The account totals for the debit and credit amounts for all general ledger transactions for this accounting period.

COMPANY TOTALS. The company totals for the debit and credit amounts for all general ledger transactions for this accounting period.

FINAL TOTALS. The final totals for this report.

TOTAL RECORDS IN FILE: The total number of records in the Temporary General Ledger file.

TOTAL RECORDS PROCESSED: The total number of records processed for this accounting period.

TOTAL RECORDS REMAINING: The total number of remaining checks for this accounting period.

Transaction Edit List–List All (AMR101)

| TRANSACTION EDIT LIST-LIST ALL | | | | | | | | | | DATE | 7/12/ |
|--------------------------------|----------|-------------------|-------------------|-------------------------|----------------|---------|--|--|-----|------------------|-------|
| ** TIME | 7.54.05 | PAGE | 1 | AMR101 | | | | | | | |
| REC CD-NUMBER | 11 | RH | 1 | INVOICE COST | 703.00 | | | | | FRI FRANCS - | |
| CO-CUSTOMER | 01 | 1600 | SHIPPING WEIGHT | 200.0 | INVOICE AMOUNT | | | | | 1,000.00 | |
| INV/CM NUMBER | 22.22 | | | TRANSACTION DATE | 2/01/ | | | | | | |
| ** TRADE DISCOUNT | | | | 15.00 | .33 | | | | | | |
| INV REFERENCE | R | 31701 | 84963 | SALES CD-SPECIAL CHARGE | .00 | .00 | | | | | |
| TERMS-AGE CD | 0 | CLOSE TIL CURRENT | 0 | FREIGHT CHARGE | | | | | .00 | | |
| EXCHANGE RATE | .000000 | EXCH RATE DATE | 2/01/ | | | | | | | | |
| ** TAX AMOUNT | | | | 20.00 | .44 | | | | | | |
| BRANCH OF | | 2000 | AGEING DATE | 2/01/ | | | | | | | |
| ** NET SALES | | | 995.00 | 22.11 | | | | | | | |
| | | | | | | | | | | DISCOUNT ALLOWED | 50.00 |
| REC CD-NUMBER | 1.11 | RH | 2 | INVOICE COST | 1,795.00 | | | | | FRB FRANCS - | |
| CO-CUSTOMER | 01 | 1700 | SHIPPING WEIGHT | 20.0 | INVOICE AMOUNT | | | | | 2,560.00 | |
| INV/CM NUMBER | 67.37 | | | TRANSACTION DATE | 2/02/ | | | | | | |
| ** TRADE DISCOUNT | | | | .00 | .00 | | | | | | |
| INV REFERENCE | R | 31705 | 84964 | SALES CD-SPECIAL CHARGE | .00 | .00 | | | | | |
| TERMS-AGE CD | AAA | 0 | CLOSE TIL CURRENT | 0 | FREIGHT CHARGE | | | | | .00 | |
| EXCHANGE RATE | .000000 | EXCH RATE DATE | 2/13/ | | | | | | | | |
| ** TAX AMOUNT | | | | 37.00 | .97 | | | | | | |
| BRANCH OF | | 2000 | AGEING DATE | 2/01/ | | | | | | | |
| ** NET SALES | | | 995.00 | 22.11 | | | | | | | |
| | | | | | | | | | | AGEING DATE | 2/13/ |
| ** NET SALES | | | 2,523.00 | 66.40 | | | | | | | |
| | | | | | | | | | | DISCOUNT ALLOWED | 50.00 |
| REC CD-NUMBER | 1.32 | RH | 3 | INVOICE COST | 9.00 | | | | | FRI FRANCS - | |
| CO-CUSTOMER | 01 | 1700 | SHIPPING WEIGHT | 50.0 | INVOICE AMOUNT | | | | | 25.00 | |
| INV/CM NUMBER | .56 | | | TRANSACTION DATE | 2/03/ | | | | | | |
| ** TRADE DISCOUNT | | | | 3.00 | .07 | | | | | | |
| INV REFERENCE | R | 31701 | 85007 | SALES CD-SPECIAL CHARGE | .00 | .00 | | | | | |
| TERMS-AGE CD | 00 | 0 | CLOSE TIL CURRENT | 0 | FREIGHT CHARGE | | | | | .00 | |
| EXCHANGE RATE | .000000 | EXCH RATE DATE | 2/03/ | | | | | | | | |
| ** TAX AMOUNT | | | | 1.00 | .02 | | | | | | |
| BRANCH OF | | 2000 | AGEING DATE | 2/01/ | | | | | | | |
| ** NET SALES | | | 995.00 | 22.11 | | | | | | | |
| | | | | | | | | | | AGEING DATE | 2/03/ |
| ** NET SALES | | | 27.00 | .61 | | | | | | | |
| | | | | | | | | | | DISCOUNT ALLOWED | 50.00 |
| REC CD-NUMBER | 1.32 | RH | 4 | INVOICE COST | 2,786.00 | | | | | GBJ POUNDS - | |
| CO-CUSTOMER | 01 | 1900 | SHIPPING WEIGHT | 1000.0 | INVOICE AMOUNT | | | | | 3,253.29 | |
| INV/CM NUMBER | 56.09 | | | TRANSACTION DATE | 2/02/ | | | | | | |
| ** TRADE DISCOUNT | | | | 75.00 | 1.29 | | | | | | |
| INV REFERENCE | R | 31706 | 84965 | SALES CD-SPECIAL CHARGE | 25.00 | .43 | | | | | |
| TERMS-AGE CD | 00 | 0 | CLOSE TIL CURRENT | 0 | FREIGHT CHARGE | | | | | 15.00 | |
| EXCHANGE RATE | 6.500000 | EXCH RATE DATE | 2/02/ | | | | | | | | |
| ** TAX AMOUNT | | | | 25.00 | .43 | | | | | | |
| BRANCH OF | | 2000 | AGEING DATE | 2/01/ | | | | | | | |
| ** NET SALES | | | 995.00 | 22.11 | | | | | | | |
| | | | | | | | | | | AGEING DATE | 2/02/ |
| ** NET SALES | | | 3,263.29 | 16.95 | | | | | | | |
| | | | | | | | | | | DISCOUNT ALLOWED | 75.00 |
| TAX ITEM DETAIL: | | | | | | | | | | | |
| TAX | TAX | TAX | TAX | ITEM | ITEM | | | | | GBJ POUNDS - | |
| IND | CODE | SUFFIX | DATE | NUMBER | DESCRIPTION | | | | | AMOUNT | AMO |
| UNT | AAA | AAAAA | AAAAA | 2/01/** | 1234 | BICYCLE | | | | | |
| SPOKES | | | | 10.00 | .17 | | | | | | |

| | | TRANSACTION EDIT LIST-LIST ALL | | DATE |
|------------------|---------|--------------------------------|----------------------|-----------|
| ** TIME | 7.54.05 | PAGE | 6 | AMR101 |
| BATCH 018 | TOTALS | | | |
| INVOICE AMOUNT | | | | 44,323.60 |
| TRADE DISCOUNT | | | | 443.00 |
| SPECIAL CHARGE | | | | 195.00 |
| FREIGHT CHARGE | | | | 195.00 |
| TAX AMOUNT | | | | 369.00 |
| NET SALES | | | | 44,007.60 |
| DISCOUNT ALLOWED | | | | 681.00 |
| INVOICE COST | | | | 27,524.00 |
| FUTURE A/R | | | | 16,056.12 |
| CASH AND COD | | | | 6,663.32 |
| INVOICE COUNT | | 21 | | |
| ERROR RECORDS | | 0 | | |
| UNIDENTIFIED | | 1 | | |
| CUSTOMER NUMBER | | | | |
| HASH TOTAL | | 11,679,800 | | |
| INVOICE NUMBER | | | | |
| HASH TOTAL | | 1,784,620 | | |
| RECORDS LOADED - | | 21 | RECORDS NOT LOADED - | 1 |

This report is generated from option 1 on the Accounts Receivable Main Menu (AMRM00). To select this report, choose option 1 on the Accounts Receivable Main Menu (AMRM00) and then options 4 or 5 on the Accounts Receivable Transaction Processing menu (AMRM10). Fields related to foreign currency appear only when multi-currency support is active.

Fields

REC CD (Record Code). Identifies this record type to the system.

NUMBER. A sequence number used for identification.

CO/CUSTOMER (Company Number and Customer Number). The company number of the company associated with this customer number. The customer number identifies the customer in the Customer Master file.

INV/CM NUMBER (Invoice/Credit Memo Number). The invoice or credit memo number.

INVOICE COST. The total cost of the items on this invoice.

SHIPPING WEIGHT. The total weight of items shipped for this invoice.

TRANSACTION DATE. The date when this transaction was posted.

INVOICE AMOUNT. The amount due for this invoice, expressed in trading currency and local currency.

TRADE DISCOUNT. The amount of the discount allowed expressed in trading currency and local currency.

INV REFERENCE (Invoice Reference Number). The invoice number to which this transaction applies.

TERMS-AGE CD (Terms-Age Code). Indicates to which period this transaction applies.

EXCHANGE RATE. The rate used to convert trading currency to local currency or vice versa.

HEADQUARTERS

BRANCH OF ***.** This field appears either Headquarters or Branch of ***** depending on whether the customer is a headquarters or a branch.

SALES CD-REP (Sales Code-Representative Number). Indicates the type of invoice entered followed by the number of the sales representative assigned to this customer.

blank or R Charge invoice
C Cash sale invoice
D COD invoice.

CLOSE TIL CURRENT. The number of closes until this invoice becomes current.

EXCH RATE DATE (Exchange Rate Date). The date the exchange rate is effective.

AGING DATE. For future invoices, the date this invoice becomes due. For past due invoices, the date this invoice became due.

SPECIAL CHARGE. The total amount of any special charges, expressed in trading currency and local currency.

FREIGHT CHARGE. The total amount of any transportation charges, expressed in trading currency and local currency.

TAX AMOUNT. The amount due for taxes, expressed in trading currency and local currency.

NET SALES. The total amount due for all items shipped on this invoice, expressed in terms of trading currency and local currency. This amount excludes taxes, discounts, and special charges (including freight).

DISCOUNT ALLOWED. The amount allowed as a discount on this invoice, based on the invoice amount, expressed in terms of trading currency and local currency, as a fixed amount or a percentage of the invoice amount. This is a trade discount.

TAX IND (Tax Indicator). The classification of the item for tax purposes.

TAX CODE. Indicates the type of tax (for instance, state, local, or city) for the transaction.

TAX SUFFIX. Classifies the customer for tax purposes.

TAX DATE. The date the tax was applied to this transaction or the date the invoice was posted.

ITEM NUMBER. The number of the item for which tax is applicable.

ITEM DESCRIPTION. A short description of the item.

INVOICE COST. The cost of the items on the invoice.

FUTURE A/R. The amount that is aged for future payment.

CASH AND COD. The amount of payment received by cash or C.O.D. for this batch.

INVOICE COUNT. The number of invoices in this batch.

ERROR RECORDS. The number of error records for this batch.

UNIDENTIFIED. The number of records that do not match defined record types.

CUSTOMER NUMBER

HASH TOTAL. The customer numbers added together giving a hash total.

INVOICE NUMBER

HASH TOTAL. The invoice numbers added together giving a hash total.

RECORDS LOADED. The total number of records for all batches loaded.

RECORD NOT LOADED. The total number of records not loaded.

Transaction Gain/Loss Report (AMR891)

TRANSACTION GAIN/LOSS REPORT DATE 7/21/

** TIME 9.35.50 PAGE 1 AMR891
 AMR891 SELECTED OPTIONS

REPORT LIMITS:
 COMPANY ()
 CUSTOMER (100 500)
 CURRENCY ()

SELECT LIST:
 COMPANY
 CUSTOMER
 CURRENCY

MIN GAIN/LOSS REPORTED: .00

RECORD TYPES SELECTED:
 PAYMENT Y
 ADJUSTMENT Y
 CREDIT MEMO Y
 REVALUATION Y

TRANSACTION GAIN/LOSS REPORT DATE 7/21/

COMPANY: 01 NORTHCREEK IND
 ** TIME 9.35.50 PAGE 1 AMR891
 CURRENCY: FFR FRENCH FRANC SELECTIONS: PMT, ADJ, CRM, REV MINIMUM AMOUNT:
 .00

| CUSTOMER | TRANSACTION | REF NBR | TRANS | TRADING CURRENCY | EXCHANGE | LOCAL CURRENCY AMT |
|---------------------|-------------|---------|---------|------------------|-----------|--------------------|
| | | | DATE | AMOUNT | RATE | AT EXCHANGE RATE |
| | GAIN / LOSS | | | | | |
| | 190 | 4401 | | 33.33- | .161100 | 206.89- |
| BELLAMY BICYCLE INC | | CRM | 2/25/** | | .116200 | 286.83- |
| | 79.94 CR | | | | | |
| | | 4402 | | 150.00- | .161100 | 931.10- |
| | | CRM | 2/25/** | | .116200 | 1,290.88- |
| | 359.78 CR | | | | | |
| | | 3401 | | 10.00- | .161100 | 62.07- |
| | | CRM | 2/25/** | | .116200 | 86.06- |
| | 23.99 CR | | | | | |
| | | 401 | | 10.00- | .161100 | 62.07- |
| | | CRM | 2/26/** | | .116200 | 86.06- |
| | 23.99 CR | | | | | |
| | | 301 | | 15.00- | .161100 | 93.11- |
| | | CRM | 2/26/** | | .116200 | 129.09- |
| | 35.98 CR | | | | | |
| | | 4402 | | 300.00 | .161100 | 1,862.20 |
| | | REV | 2/26/ | | | |
| ** | | .116200 | | 1,290.88 | 571.32 DR | |
| | | 3401 | | 50.00 | .161100 | 310.37 |
| ** | | REV | 2/26/ | | | |
| | | .116200 | | 344.23 | 33.86 CR | |
| ** | | 301 | | 5.00 | .161100 | 31.04 |
| ** | | REV | 2/26/ | | | |
| | | .116200 | | 43.03 | 11.99 CR | |
| | | 401 | | 10.00 | .161100 | 62.08 |
| ** | | REV | 2/26/ | | | |
| | | .116200 | | 86.06 | 23.98 CR | |
| | | 3013 | | 303.33- | .161100 | 1,810.91- |
| | | REV | 2/26/** | | .116200 | 2,610.41- |
| | 799.50 DR | | | | | |
| | | 3401 | | 40.00 | .116200 | 344.23 |
| ** | | REV | 1/01/ | | | |
| | | .204300 | | 195.79 | 148.44 DR | |
| ** | | 4301 | | 100.00- | .116200 | 860.59- |
| | | REV | 1/01/** | | .204300 | 489.48- |
| | 371.11 CR | | | | | |
| | | 301 | | 5.00 | .116200 | 43.03 |
| ** | | REV | 1/01/ | | | |
| | | .204300 | | 24.48 | 18.55 DR | |
| ** | | 401 | | 10.00 | .116200 | 86.06 |
| ** | | REV | 1/01/ | | | |
| | | .204300 | | 48.95 | 37.11 DR | |
| | | 3013 | | 303.33- | .116200 | 2,610.41- |
| | | REV | 1/01/** | | .204300 | 1,484.73- |
| | 1,125.68 CR | | | | | |
| CUSTOMER | 190 TOTAL | | | 504.99- | | 3,898.14- |
| | | | | | | 4,430.12- |
| | 515.38 CR | | | | | |

| COMPANY: 01 NORTHCREEK IND | | TRANSACTION GAIN/LOSS REPORT | | | | DATE 7/21/ |
|----------------------------|--------------|------------------------------|--------------------------------|----------|------------------|-----------------|
| ** TIME 9.35.50 | PAGE 2 | AMR891 | SELECTIONS: PMT, ADJ, CRM, REV | | | MINIMUM AMOUNT: |
| CURRENCY: FFR | FRENCH FRANC | .00 | | | | |
| CUSTOMER | REF NBR | TRANS | TRADING CURRENCY | EXCHANGE | LOCAL CURRENCY | AMT |
| TRANSACTION | TYPE | DATE | AMOUNT | RATE | AT EXCHANGE RATE | |
| GAIN / LOSS | | | 504.99- | | | 3,898.14- |
| CURRENCY / COMPANY TOTALS | | | | | | 4,430.12- |
| 515.38 CR | | | | | | |
| COMPANY TOTAL | | | | | | 3,898.14- |
| 515.38 CR | | | | | | 4,430.12- |
| REPORT TOTAL | | | | | | 3,898.14- |
| 515.38 CR | | | | | | 4,430.12- |

This report is generated by selecting option 5, Reports, on the Main Menu (AMRM00) and then option 6, Transaction Gain/Loss, on the Reports Menu (AMRM50). The final format of this report is determined by the options selected on the Transaction Gain/Loss (Options) display (AMR8A6).

This report is available only when multi-currency support is active.

Fields

The fields on the SELECTED OPTIONS page are described on page 12-1 except for the following:

RECORD TYPES SELECTED. All of these record types or any combination of the four can be printed:

PAYMENTS. Amounts received that are credited to the customer's account.

ADJUSTMENTS. Amounts applied to the customer's account that are neither accounts received nor credit.

CREDIT MEMOS. Noncash received amounts that are credited to the customer's account. An example would be a trade discount or a credit for early payment.

REVALUATION. Local currency revalued to reflect currency exchange rates.

The following fields appear on each page of the report.

COMPANY. The company number and name.

CURRENCY. The ID and descriptions of the currency used for this customer.

CUSTOMER. The number and the name of the customer.

REF NBR (Reference Number). The number of the invoice or the revaluation transaction.

TYPE. The type of transaction.

ADJ Adjustment
CRM Credit memo
PMT Payment

REV Revaluation.

TRANS DATE. The transaction date.

TRADING CURRENCY AMOUNT. The transaction amount in trading currency.

EXCHANGE RATE. The percent rate of exchange between trading currency and local currency at the invoice date and at the effective date of revaluation.

LOCAL CURRENCY AMT AT EXCHANGE RATE. The equivalent value in local currency at the invoice date and at the effective date of revaluation.

TRANSACTION GAIN / LOSS. The net gain or loss resulting from the transaction expressed in local currency as a debit (DR) or a credit (CR).

CUSTOMER TOTAL. The net total gain or loss for the customer account. The amount is printed in local currency only.

CURRENCY / COMPANY TOTALS. The net total gain or loss for each currency used by the company.

COMPANY TOTAL. The net total gain or loss for all currencies used by the company. A company total is printed for each company included in the report.

REPORT TOTAL. The net total gain or loss for all companies included in the report.

Chapter 13. Forms

This chapter contains the file maintenance forms and offline forms used in Accounts Receivable. The forms in this chapter are not copyrighted and can be reproduced without permission.

Entering Transactions Offline

| | | |
|--|-------|------|
| Invoice Record—Offline Data Entry | AR-06 | 13-2 |
| Multi-Currency Support Invoice Record—Offline Data Entry | AR-07 | 13-3 |
| Tax Invoice Record—Offline Data Entry | AR-08 | 13-4 |

File Maintenance

| | | |
|--|-------|------|
| General Ledger Master File Maintenance | AR-12 | 13-5 |
|--|-------|------|

Initial File Load

| | | |
|--|-------|-------|
| Adjustment Record—Initial Offline File Load | AR-17 | 13-10 |
| Cash Receipt Record—Initial Offline File Load | AR-16 | 13-9 |
| General Ledger—Initial Offline File Load | AR-14 | 13-7 |
| Invoice Record—Initial Offline File Load | AR-15 | 13-8 |
| Invoice Entry—Transaction Processing/Workstation Initial File Load | AR-33 | 13-11 |

Accounting Controls and Audits

| | | |
|---|-------|-------|
| Accounts Receivable Accounting Control Sheet | AR-22 | 13-15 |
| Accounts Receivable Data Entry Batch Control Log | AR-21 | 13-14 |
| Accounts Receivable Month-to-Date Cash Receipts/Adjustments Control Sheet | AR-24 | 13-17 |
| Accounts Receivable Month-to-Date Invoice Total Control Sheet (from Invoice Register) | AR-23 | 13-16 |

Offline transactions

Accounts Receivable uses the following forms for offline invoice summary:

- Invoice Record—Offline Data Entry (AR-06)
- Multi-Currency Support Invoice Record—Offline Data Entry (AR-07)
- Tax Invoice Record—Offline Data Entry (AR-08).

Invoice Record–Offline Data Entry (AR-06)

File: AROFLN

| | RE | | RF |
|--|-------|--|-------|
| *Record code RCDCD | | *Record code RCDCD | |
| *Active record code (ACREC) (A1) | - | *Active record code (ACREC) (A1) | - |
| *Company number (COMNO) (N2) | -- | *Company number (COMNO) (N2) | -- |
| *Customer number (CUSNR) (N8) | ----- | *Customer number (CUSNR) (N8) | ----- |
| Age code (AGECD) (A1) | - | Age code (AGECD) (A1) | - |
| *Invoice/credit memo number (INVNR) (N6) | ----- | *Invoice/credit memo number (INVNR) (N6) | ----- |
| Invoice reference number (CRMNR) (N6) | ----- | Invoice cost (INCST) (N13.2) | ----- |
| *Transaction date (TRNDT) (N6) | ----- | shipping weight (SHPWT) (N9.1) | ----- |
| *Sales code (SALCD) (A1) | - | Total invoice discount (DAINT) (N13.2) | ----- |
| Closings till current (CLTCR) (N1) | - | Aging date (AGEDT) (N6) | ----- |
| Invoice total amount (INVAM) (N13.2) | ----- | | |
| Cash discount allowed CDSAL (N13.2) | ----- | | |
| Salesrep number SLSNO (N5) | ----- | *Match code MATCH (N5) | ----- |
| Invoice special charge INSCA (N13.2) | ----- | | |
| Invoice freight amount INVFR (N13.2) | ----- | | |
| Tax amount TXAM1 (N13.2) | ----- | | |
| Match code MATCH (N5) | ----- | | |

*Indicates required field

Use this form for offline data entry of invoices and credit memos. The record codes RE and RF are required and identify these records to the system.

Multi-Currency Support Invoice Record–Offline Data Entry (AR-07)

File: AROFLN

| | |
|--|-----------|
| *Record code RCDCD | RG |
| *Active record code ACREC (A1) | - |
| *Company number COMNO (N2) | - - |
| *Customer number CUSNR (N8) | - - - - - |
| Age code AGECD (A1) | - |
| *Invoice/credit memo number INVNR (N6) | - - - - - |
| *Currency ID CURID (A3) | - - - |
| Exchange rate date EXODT (N6) | - - - - - |
| Terms code TRMCD (A3) | - - - |

*Indicates required field

Use this form for offline data entry of invoices and credit memos when multi-currency support is active. The code RG identifies this record to the system.

Tax Invoice Record–Offline Data Entry (AR-08)

File: AROFLN

| | |
|--|-------------------|
| Record code RCDCD | RH |
| *Active record code ACREC (A1) | - |
| *Company number COMNO (N2) | - - |
| *Customer number CUSNR (N8) | - - - - - |
| Age code AGECD (A1) | - |
| *Invoice/credit memo number INVNR (N6) | - - - - - |
| Tax date TXDAT (N6) | - - - - - |
| *Tax suffix TXSUF (A5) | - - - - - |
| *Tax indicator TXIND (A3) | - - - |
| *Tax code TXCOD (A5) | - - - - - |
| Tax amount TXAMT (N13.2) | - - - - - . - - - |
| Item charge number TXITN (A15) | - - - - - |
| Tax description TXDSC (A15) | - - - - - |

*Indicates required field

Use this form for offline data entry of invoices and credit memos to enter invoice tax information. The code RH identifies this record to the system.

General Ledger Master File Maintenance (AR-12)

| | |
|--------------------------------------|-------|
| Record code | LA |
| *Company number (N2) | -- |
| *General Ledger account number (N15) | ----- |
| *General Ledger type (N1) | - |
| *General Ledger description (A25) | ----- |
| *Account type (A2) | -- |
| Currency ID (A3) | --- |
| *Consolidation company number (N2) | -- |
| Consolidation account number (N15) | ----- |
| | |
| Record code | LA |
| *Company number (N2) | -- |
| *General Ledger account number (N15) | ----- |
| *General Ledger type (N1) | - |
| *General Ledger description (A25) | ----- |
| *Account type (A2) | -- |
| Currency ID (A3) | --- |
| *Consolidation company number (N2) | -- |
| Consolidation account number (N15) | ----- |
| | |
| Record code | LA |
| *Company number (N2) | -- |
| *General Ledger account number (N15) | ----- |
| *General Ledger type (N1) | - |
| *General Ledger description (A25) | ----- |
| *Account type (A2) | -- |
| Currency ID (A3) | --- |
| *Consolidation company number (N2) | -- |
| Consolidation account number (N15) | ----- |
| | |
| *Indicates required field | |

Use this form to maintain the records in the General Ledger Master file.

Initial file load

Accounts Receivable uses the following forms for loading files the first time:

- General Ledger–Initial Offline File Load (AR-14)
- Invoice Record–Initial Offline File Load (AR-15)
- Cash Receipt Record–Initial Offline File Load (AR-16)
- Adjustment Record–Initial Offline File Load (AR-17)
- Invoice Summary–Initial Workstation File Load (AR-33).

Usually these forms are needed only once. Refer to the *CAS User's Guide* for information about loading files offline.

General Ledger–Initial Offline File Load (AR-14)

File: DAMKV1

| | |
|--|-------|
| Record code | LA |
| *Company number COMNO (N2) | -- |
| *General Ledger account number GLANO (N15) | ----- |
| *General Ledger type GLTYP (N1) | - |
| *General Ledger description GLDES (A25) | ----- |
| *Account type ACTYP (A2) | -- |
| Currency ID CURID (A3) | --- |
| Consolidation company number CONCO (N2) | -- |
| Consolidation account number CONAC (N15) | ----- |

| | |
|--|-------|
| Record code | LA |
| *Company number COMNO (N2) | -- |
| *General Ledger account number GLANO (N15) | ----- |
| *General Ledger type GLTYP (N1) | - |
| *General Ledger description GLDES (A25) | ----- |
| *Account type ACTYP (A2) | -- |
| Currency ID CURID (A3) | --- |
| Consolidation company number CONCO (N2) | -- |
| Consolidation account number CONAC (N15) | ----- |

*Indicates required field

Invoice Record-Initial Offline File Load (AR-15)

File: OPENFL

| Record code | RN | Record code | RN |
|--|-----------------------|---------------------------------------|-------|
| *Active record code ACREC (A1) | _ | *Active record code ACREC (A1) | _ |
| *Balance forward/open item ACODE (A1) | _ | *Balance forward/open item ACODE (A1) | _ |
| *Company number COMNO (N2) | _ _ | *Company number COMNO (N2) | _ _ |
| *Customer number CUSNR (N8) | _ _ _ _ _ _ _ _ | *Customer number CUSNR | |
| (N8) | _ _ _ _ _ _ _ _ | | |
| Age code AGECD (A1) | _ | Age code AGECD (A1) | _ |
| *Invoice/credit memo number INVNR (N6) | _ _ _ _ _ _ | *Invoice/credit memo number INVNR | |
| (N6) | _ _ _ _ _ _ | | |
| Invoice reference number CRMNR (N6) | _ _ _ _ _ _ | Invoice reference number CRMNR | |
| (N6) | _ _ _ _ _ _ | | |
| *Transaction type TRTYP (N1) | _ | *Transaction type TRTYP (N1) | _ |
| *Transaction date TRNDT (N6) | _ _ _ _ _ _ | *Transaction date TRNDT | |
| (N6) | _ _ _ _ _ _ | | |
| *Invoice total amount INVAM (N13.2) | _ _ _ _ _ . _ _ | *Invoice total amount INVAM | |
| (N13.2) | _ _ _ _ _ . _ _ | | |
| Cash discount allowed CDSAL (N13.2) | _ _ _ _ _ . _ _ | Cash discount allowed CDSAL | |
| (N13.2) | _ _ _ _ _ . _ _ | | |
| Cash discount percent CDPCT (N5.3) | _ _ . _ _ _ | Cash discount percent CDPCT | |
| (N5.3) | _ _ . _ _ _ | | |
| Closing till current CLTCR (N1) | _ | Closing till current CLTCR (N1) | _ |
| Outstanding amount OUTAR (N13.2) | _ _ _ _ _ . _ _ | Outstanding amount OUTAR | |
| (N13.2) | _ _ _ _ _ . _ _ | | |
| Aging date AGEDT (N6) | _ _ _ _ _ _ | Aging date AGEDT | |
| (N6) | _ _ _ _ _ _ | | |
| Currency ID CURID (A3) | _ _ _ | Currency ID CURID (A3) | _ _ _ |
| Exchange rate EXRAT (N11.6) | _ _ _ _ _ . _ _ _ _ _ | Exchange rate EXRAT (N11.6) | |
| | _ _ _ _ _ . _ _ _ _ _ | | |
| Currency code CURCD (A1) | _ | Currency code CURCD (A1) | _ |
| Branch cust# BRANCH (A8) | _ _ _ _ _ _ _ _ | Branch cust# BRANCH | |
| (A8) | _ _ _ _ _ _ _ _ | | |

*Indicates required field

Cash Receipt Record–Initial Offline File Load (AR-16)

File OPENFL

| Record code | RO | Record code | RO |
|--|-------------------|---|-------------------|
| *Active record code ACREC (A1) | - | *Active record code ACREC (A1) | - |
| *Balance forward/open item ACODE (A1) | - | *Balance forward/open item ACODE (A1) | - |
| *Company number COMNO (N2) | -- | *Company number COMNO (N2) | -- |
| *Customer number CUSNR (N8) (N8) - - - - - | - - - - - | *Customer number CUSNR | - - - - - |
| Age code AGECD (A1) | - | Age code AGECD (A1) | - |
| *Invoice/credit memo number INVNR (N6) | - - - - - | *Invoice/credit memo number INVNR (N6) | - - - - - |
| *Transaction type TRTYP (N1) | - | *Transaction type TRTYP (N1) | - |
| *Transaction date TRNDT (N6) | - - - - - | *Transaction date TRNDT (N6) | - - - - - |
| *Amount received AMTRC (N13.2) (N13.2) - - - - - . - - - | - - - - - . - - - | *Amount received AMTRC | - - - - - . - - - |
| *Cash discount amount CDSAM (N13.2) (N13.2) - - - - - . - - - | - - - - - . - - - | *Cash discount amount CDSAM | - - - - - . - - - |
| Adjustment amount ARADJ (N13.2) (N13.2) - - - - - . - - - | - - - - - . - - - | Adjustment amount ARADJ | - - - - - . - - - |
| Total credited amount TTLCR (N13.2) (N13.2) - - - - - . - - - | - - - - - . - - - | Total credited amount TTLCR | - - - - - . - - - |
| Check number CKNUM (N6) | - - - - - | Check number CKNUM (N6) | - - - - - |
| Unapplied code UNAPP (A1) | - | Unapplied code UNAPP (A1) | - |
| Deposit number DPSNO (N9) (N9) - - - - - | - - - - - | Deposit number DPSNO | - - - - - |
| Outstanding amount balance OUTAR (N13.2) (N13.2) - - - - - . - - - | - - - - - . - - - | Outstanding amount balance OUTAR | - - - - - . - - - |
| Currency ID CURID (A3) | -- | Currency ID CURID (A3) | -- |
| Exchange rate EXRAT (N11.6) (N11.6) - - - - - . - - - | - - - - - . - - - | Exchange rate EXRAT | - - - - - . - - - |
| Currency code CURCD (A1) | - | Currency code CURCD (A1) | - |

*Indicates required field

Use this form for cash receipt record initial file load.

Adjustment Record—Initial Offline File Load (AR-17)

File: OPENFL

| | | | |
|--|-------|---------------------------------------|-----|
| *Record code RCDCD | RP | *Record code RCDCD | RP |
| *Active record code ACREC (A1) | - | *Active record code ACREC (A1) | - |
| *Balance forward/open item ACODE (A1) | - | *Balance forward/open item ACODE (A1) | - |
| *Company number COMNO (N2) | -- | *Company number COMNO (N2) | -- |
| *Customer number CUSNR (N8) | ----- | *Customer number CUSNR | |
| Age code AGECD (A1) | - | Age code AGECD (A1) | - |
| *Invoice/credit memo number INVNR (N6) | ----- | *Invoice/credit memo number INVNR | |
| *Transaction type TRTYP (N1) | - | *Transaction type TRTYP (N1) | - |
| *Transaction date TRNDT (N6) | ----- | *Transaction date TRNDT | |
| *Adjustment amount ARADJ (N13.2) | ----- | *Adjustment amount ARADJ | |
| *Adjustment number ADJNR (N6) | ----- | *Adjustment number ADJNR | |
| Unapplied code UNAPP (A1) | - | Unapplied code UNAPP (A1) | - |
| Outstanding amount OUTAR (N13.2) | ----- | Outstanding amount OUTAR | |
| Currency ID CURID (A3) | --- | Currency ID CURID (A3) | --- |
| Exchange rate EXRAT (N11.6) | ----- | Exchange rate EXRAT | |
| Currency code CURCD (A1) | - | Currency code CURCD (A1) | - |

*Indicates required field

Use this form for adjustment record initial file load.

Invoice Entry-Transaction Processing/Initial Workstation File Load (AR-33)

Display: AMR082

```

Posting month/period (N2)      --
Posting year (N2)              --
(N5)      - - - - -
Company number (N2)           --
(N5)      - - - - -

(N5)
Display: AMR082 -
(N7)
Rate date (N6)                --
(N7)
Currency ID (A3)              --
(N7)
Invoice/credit memo number (N6) --
(N13.2)
Transaction date (N6)         --
(N13.2)
Transaction type (N1)         --
Invoice amount (N13.2)       --
(N15)
Exchange rate (N11.6)        --
Local currency (N13.2)        (N15)
--
Age code (A1)                 --
(N15)      - - - - -
Sale code (A1)                 --
(N9)      - - - - -
Tax amount (N13.2)            --
(N9)      - - - - -
Cash discount allowed (N13.2) --
(N9)      - - - - -
Customer net sale amount (N13.2) --
Special charge/credit (N13.2) --
Freight charge amount (N13.2) --
Total trade discount (N13.2)  --
Invoice cost (N13.2)          --
Salesrep number (N5)          --
Shipping weight (N9.1)        --
Invoice reference number (N6) --
Terms (A3)                    --
Closings till current (N1)    --
Aging date (N6)               --

```

Display: AMR082

```

Batch number (N3)              - - -
Batch status-valid records
Batch status-error records
Batch status-records deleted
Records-invoices
Records-credit memos
Records-totals
Amount- invoice
Amount-credit memos
Amount-totals (N13.2)        - - -
Customer hash totals-invoices
Customer hash totals-credit memos
--
Customer hash totals-Totals
Invoice hash totals-invoices
Invoice hash totals-credit memos
Invoice hash totals-totals

```

Use form AR-33 for invoice transaction entry or for initial file load.

Accounting controls and audits

For offline data entry of invoices and credit memos, a list of transaction entries and errors that must be corrected is printed. Also, a list of edit totals for balancing with the manually prepared batch totals is printed. Errors should be resolved before processing continues.

For interactive entry, accounts receivable amounts and hash totals appeared on the status display. Errors appear as they are found during entry and should be corrected immediately.

Compare the output shown on the display or printed totals, generated during the entry, to the manually calculated totals. When they balance and all data is correct, totals are posted to the control log as shown later in Chapter 14 "Accounting controls and audits".

The following forms are used for accounting controls and audits:

- "Accounts Receivable Data Entry Batch Control Log (AR-21)" on page 13-14
- "Accounts Receivable Accounting Control Sheet (AR-22)" on page 13-15
- "Accounts Receivable Month-to-Date Invoice Total Control Sheet (AR-23)" on page 13-16
- "Accounts Receivable Month-to-Date Cash Receipts/Adjustments Control Sheet (AR-24)" on page 13-17

Use of these forms is described in Chapter 14 "Accounting controls and audits".

Accounts Receivable Accounting Control Sheet (AR-22)

AR-22

| | | | | Totals |
|--------------------------------------|-------|-------|-------|--------|
| Date | _____ | _____ | _____ | |
| 1 Beginning balance | _____ | _____ | _____ | _____ |
| 2 Invoices/credit memos DR/CR A/R | _____ | _____ | _____ | _____ |
| 3 Payments CR A/R A + B - C = 3 | _____ | _____ | _____ | _____ |
| A Cash received CR A/R | _____ | _____ | _____ | _____ |
| B Discount allowed CR A/R | _____ | _____ | _____ | _____ |
| C Write-off adjustments DR/CR A/R | _____ | _____ | _____ | _____ |
| 4 Adjustments DR/CR A/R | _____ | _____ | _____ | _____ |
| 5 Service charges DR A/R | _____ | _____ | _____ | _____ |
| 6 Total 1 + 2 - 3 + 4 + 5 = 6 | _____ | _____ | _____ | _____ |

Accounts Receivable Month-to-Date Invoice Total Control Sheet (AR-23)

AR-23

| | Current | Month-to-date |
|-------------------------|---------|---------------|
| Sales | _____ | _____ |
| Special charges/credits | _____ | _____ |
| Freight | _____ | _____ |
| Invoice discount | _____ | _____ |
| Tax amount 1 | _____ | _____ |
| Tax amount 2 | _____ | _____ |
| Tax amount 3 | _____ | _____ |
| Tax amount 4 | _____ | _____ |
| Invoice total | _____ | _____ |
| Invoice cost | _____ | _____ |
| Cash/COD | _____ | _____ |

| | Current | Month-to-date |
|-------------------------|---------|---------------|
| Sales | _____ | _____ |
| Special charges/credits | _____ | _____ |
| Freight | _____ | _____ |
| Invoice discount | _____ | _____ |
| Tax amount 1 | _____ | _____ |
| Tax amount 2 | _____ | _____ |
| Tax amount 3 | _____ | _____ |
| Tax amount 4 | _____ | _____ |
| Invoice total | _____ | _____ |
| Invoice cost | _____ | _____ |
| Cash/COD | _____ | _____ |

Accounts Receivable Month-to-Date Cash Receipts/Adjustments Control Sheet (AR-24)

AR-24

| | Current | Month-to-date |
|----------------------|---------|---------------|
| Payments | _____ | _____ |
| Cash received | _____ | _____ |
| Discount allowed | _____ | _____ |
| DR adjustments A/R | _____ | _____ |
| CR adjustments A/R | _____ | _____ |
| Write-off adjustment | _____ | _____ |

| | Current | Month-to-date |
|----------------------|---------|---------------|
| Payments | _____ | _____ |
| Cash received | _____ | _____ |
| Discount allowed | _____ | _____ |
| DR adjustments A/R | _____ | _____ |
| CR adjustments A/R | _____ | _____ |
| Write-off adjustment | _____ | _____ |

| | Current | Month-to-date |
|----------------------|---------|---------------|
| Payments | _____ | _____ |
| Cash received | _____ | _____ |
| Discount allowed | _____ | _____ |
| DR adjustments A/R | _____ | _____ |
| CR adjustments A/R | _____ | _____ |
| Write-off adjustment | _____ | _____ |

Entering data

Entering invoice summaries and credit memos

Enter daily transactions to update the Customer Master file with new business activity. In many cases, it is wise to batch invoices and credit memos separately.

You can enter data from filled out input forms or the original invoice document. If you choose to use the original invoice, check it for completeness and accuracy and highlight the data that must be entered. Get an explanation of how to enter the information on the invoice that is needed. This explanation should consist of where the information appears on the invoice and in what order it must be entered.

For balancing purposes, you should have manually prepared totals. These can be compared with the totals generated by the application. They are:

- The count of the total number of invoices and credit memos
- The total of all amounts invoiced and credited
- A hash total of all customer numbers
- A hash total of all the invoice numbers.

Cash sales and COD sales can be entered to update the customer sales fields and not affect other balance values.

Entering cash receipts

As payments are received for customer accounts, they are entered to update the customer's records.

For balancing purposes, you should have manually prepared totals. These can be compared with the totals generated by the application. They are:

- The total number of all cash receipts
- The total accounts receivable amount (the total cash received, plus the total cash discount amount taken, plus any write-off adjustments)
- A hash total of all customer numbers
- A hash total of all invoice numbers, open-item only
- The total amount of cash received
- The total amount of discounts applied
- The total write-off amount applied.

Note: Note: Totals (4) through (7) are not used on the data entry status display, but are used for controls and audits. Refer to Chapter 14 "Accounting controls and audits" for more information.

Any errors that are not the result of an entry mistake should be returned to the user for correction.

Entering adjustments

If errors exist in the Open Receivables Detail file, correct them with an adjustment transaction. This is a transaction that originates in an accounting department to adjust erroneous customer balances in any age period, and also to reverse a faulty transaction after it has been entered and posted when you do not want to use an identical entry to reverse the amount. Like entries should be used to reverse like entries.

For example, customers could be credited for payments they did not make. When these errors are discovered, the accounting department issues adjusting entries: a debit to the customer who was erroneously credited with the payment, and then a cash receipt entry to the customer who really should have been credited with the payment.

For balancing purposes, you should have manually prepared totals. These can be compared with the totals generated by the application. They are:

- The total number of all debit and credit adjusting entries
- The total debit or credit amount
- A hash total of all customer numbers
- A hash total of all invoice numbers, open-item only.

Note: This total is not used on the data entry status display, but is used for controls and audits. Refer to Chapter 14 “Accounting controls and audits” for more information.

Chapter 14. Accounting controls and audits

The information in this chapter does not include changes made in Accounts Receivable for multi-currency support.

Controls and forms

These are the control forms you use. They are:

- Accounts Receivable Data Entry Batch Control Log, AR-21
- Accounts Receivable Accounting Control Sheet, AR-22
- Accounts Receivable Month-to-Date Invoice Total Control Sheet, AR-23
- Accounts Receivable Month-to-Date Cash Receipts/Adjustments Control Sheet, AR-24.

| Accounts Receivable Data Entry Batch Control Log | | | | | | AR-21 |
|--|----------|--------------|---------------|---------|------------|--------|
| | Invoices | Credit memos | Cash receipts | Adjust. | Misc. cash | Totals |
| Batch | _____ | _____ | _____ | _____ | _____ | _____ |
| Company | _____ | _____ | _____ | _____ | _____ | _____ |
| Count | _____ | _____ | _____ | _____ | _____ | _____ |
| Customer no. hash | _____ | _____ | _____ | _____ | _____ | _____ |
| Invoice no. hash | _____ | _____ | _____ | _____ | _____ | _____ |

| Accounts Receivable Accounting Control Sheet | | | | | AR-22 |
|--|---------------------------------|-------|-------|-------|--------|
| Date | | | | | Totals |
| 1 | Beginning Balance | _____ | _____ | _____ | _____ |
| 2 | Invoices/credit memos DR/CR A/R | _____ | _____ | _____ | _____ |
| 3 | Payments CR A/R A+B-C=3 | _____ | _____ | _____ | _____ |

| Accounts Receivable Month-to-Date Invoice Total Control Sheet (From Invoice Register) | | | AR-23 |
|---|---------|---------------|-------|
| | Current | Month-to-date | |
| Sales | _____ | _____ | |
| Special charges/credits | _____ | _____ | |
| Freight | _____ | _____ | |
| Invoice discount | _____ | _____ | |
| Tax amount 1 | _____ | _____ | |
| Tax amount 2 | _____ | _____ | |

| Accounts Receivable Month-to-Date Cash Receipts/ Adjustments Control Sheet | | | AR-24 |
|--|---------|---------------|-------|
| | Current | Month-to-date | |
| Payments | _____ | _____ | |
| Cash received | _____ | _____ | |
| Discount allowed | _____ | _____ | |
| DR adjustments A/R | _____ | _____ | |
| CR adjustments A/R | _____ | _____ | |
| Write-off adjustment | _____ | _____ | |
| | Current | Month-to-date | |
| Payments | _____ | _____ | |
| Cash received | _____ | _____ | |
| Discount allowed | _____ | _____ | |
| DR adjustments A/R | _____ | _____ | |
| CR adjustments A/R | _____ | _____ | |
| Write-off adjustment | _____ | _____ | |

What are the controls?

When you create your master files during installation, the account balances should have been checked and double-checked for accuracy. Use this same care as you use the application on a daily basis.

This chapter deals with the accounting controls needed to keep your accounts receivable in balance at all times. It suggests how to maintain control from the original entry or from recording your data down through the final posting, and then through the end of the month. Both you and your accountant should review this chapter to understand the accounting controls maintained in this application. You may want to establish another procedure to better suit your business.

How to use control totals

Data must be checked and double-checked by different people at various times. For example, the person in your firm who prepares Invoice Summary Record forms should also prepare adding machine totals on the data to be recorded. Then, when the application shows totals on the same fields, you can verify that these totals agree. If they do not, action must be taken to resolve the differences.

Because all the procedures have built-in edits and control totals, ensure that these control totals are always used. This section describes how to use the control forms AR-21 through AR-24. (Blank control forms are in Chapter 13 "Forms".) Review this section and decide who provides you with the totals to proof against and who does the actual checking.

In addition to using the control totals, scan the entry data for any erroneous information and correct any mistakes before proceeding further. If a control procedure is not strictly followed, the consequences can be inaccurate customer records and money lost to you.

Further in this chapter is an Accounts Receivable Data Entry Batch Control Log (AR-21) sample. The entries across the top reflect the fields that are totaled both manually and by the application; the left column identifies the record worksheets on which they appear. The field name also identifies the control totals printed by the system on your proof listing.

How you use this log, and the accounting control sheets that accompany it, is described in detail.

How to use the control forms

The next several pages show examples of how to fill out the control forms for Accounts Receivable. These examples show you where to obtain your control figures on the reports and listings, and where to post them.

Batching invoices and credit memos

Processing the invoices and credit memos your company receives, combined with cash receipts and adjustments activities, can consume a considerable portion of your time. Batching invoices and credit memos is an effective way to use work station time more efficiently. Another important part of the data entry process is to make sure that all data entered is complete and accurate. By grouping the invoices and credit memos into separate small batches by company, you can make it easier to find an error when one is made. Therefore, the first step in your audit trail is to establish batch totals.

Batch control totals should be established before data entry begins.

Logging batch controls

When you enter data from a work station, you can compare these control totals, at any time, to batch status totals. An out-of-balance condition alerts you that data is entered incorrectly. You can then immediately review and correct the entries.

Before you end a data entry work station session, batch status information appears. This information is printed using the **PRINT** key on the keyboard. The batch number that appears on the display or the report should post to the Accounts Receivable Data Entry Batch Control Log (AR-21). All additional processing of the batch uses the batch number.

When the status display control totals agree with the manually calculated control totals entered on the data entry forms, the batch can be closed for update processing. At this point, the control totals must be recorded on form AR-21. Log each batch on a separate log. After logging the batch totals, add each column of numbers, putting the total on the line titled TOTALS. Check these totals next under "Balancing the transaction edit list".

You also need to total any other columns on your worksheets (taxes, for example) and balance these totals to your edit listing.

Balancing the transaction edit list

The Apply Invoices to Master File and the AR Cash Receipt and Adjustment Transaction Register listings are used for matching totals on your Accounts Receivable Data Entry Batch Control Log. Balance your numbers by comparing the totals on the listings with those on the control log.

If you have errors in any totals, correct them by using the Transaction Processing menu. Once your totals are correct, you can continue with other functions.

Know what is posted to Accounts Receivable

This section shows:

- What numbers and amounts are included under the various total headings
- How to determine what was posted to Accounts Receivable.

What is included?

On the Apply Invoices to Master File report:

- Group [A] (valid invoices) includes the totals for all charge, cash, COD sales, and future Accounts Receivable amounts due. These totals also post to Sales Analysis if it is installed and interfacing. Totals do not include error records that are listed in detail.
- Group [B] (invalid invoices) includes all invoices you permitted to go through transaction entry that did not have valid data. These amounts do not post to either Sales Analysis or Accounts Receivable.

| REPORT TOTALS | | APPLY INVOICES TO MASTER FILE | DATE 11/13/ |
|------------------------|---------------|-------------------------------|-------------|
| ** | TIME 15.57.06 | PAGE 3 AMV34 | |
| AR INVOICE/CREDIT MEMO | | CASH AND COD | TOTAL |
| INV-CSH-TOT | 2.90 | .00 | 2.90 |
| TRADE DISCOUNT | .12 | .00 | .12 |
| SPECIAL CHARGE | .63 | .00 | .63 |
| FREIGHT CHARGE | .00 | .00 | .00 |
| TAX AMOUNT | .00 | .00 | .00 |
| INVOICE COST | 1.00 | .00 | 1.00 |
| NET SALES | 2.39 | .00 | 2.39 |
| DISCOUNT ALLOWED | .02 | .00 | .02 |
| NBR INVOICES | 1 | 0 | 1 |
| FUTURE A/R DUE - | .00 | | |
| SPECIAL CHG 3 | | | |
| SALES - | .00 | | |
| COST - | .00 | | |
| ERROR RECORDS - | 0 | | |
| CUSTOMER NUMBER | | | |
| HASH TOTALS - | 100 | | |
| INVOICE NUMBER | | | |
| HASH TOTALS - | 9 | | |

| Accounts Receivable Data Entry Batch Control Log | | | | | | AR-21 |
|--|-----------------|------------------|----------------------|----------------------|------------|-----------------------|
| | Invoices | Credit memos | Cash receipts | Adjust. | Misc. cash | Totals |
| Batch | <u>21</u> | <u>21</u> | | | | <u>21</u> |
| Company | <u>1</u> | <u>1</u> | | | | <u>2</u> |
| Count | <u>5</u> | <u>1</u> | | | | <u>6</u> |
| Customer no. hash | <u>1400</u> | <u>500</u> | | | | <u>1900</u> |
| Invoice no. hash | <u>1407</u> | <u>501</u> | | | | <u>1908</u> |
| Total AR amount | <u>10000.00</u> | <u>(1000.00)</u> | | | | <u>9000.00</u> |
| Discount | | | | | | |
| Amount received | | | | | | |
| Adjust. DR/CR amount | | | | | | |
| | | | | | | [A] |
| | Invoices | Credit memos | Cash receipts | Adjust. | Misc. cash | Totals |
| Batch | | | <u>21</u> | <u>21</u> | | <u>22</u> |
| Company | | | <u>1</u> | <u>1</u> | | <u>2</u> |
| Count | | | <u>5</u> | <u>2</u> | | <u>7</u> |
| Customer no. hash | | | <u>100</u> | <u>100</u> | | <u>200</u> |
| Invoice no. hash | | | <u>410</u> | <u>104</u> | | <u>514</u> |
| Total AR amount | | | <u>(3905.00)</u> | <u>(80.00)</u> | | <u>(3985.00)</u> |
| Discount | | | <u>95.00</u> | | | <u>95.00</u> |
| Amount received | | | <u>3750.00</u> | | | <u>3750.00</u> |
| Adjust. DR/CR amount | | | <u><60.00></u> | <u><80.00></u> | | <u><140.00></u> |
| | | | | | | [B] |

BATCH 9 AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 2 AMR401

CURRENCY FRI TOTAL
 A/R RECEIPTS (1) 150.00-
 DISCOUNTS .00
 WRITE-OFF ADJ (4) .00
 CASH RECEIVED (5) 150.00
 APPLIED 150.00
 UNAPPLIED .00
 A/R ADJUSTMENTS (2) .00
 APPLIED .00
 UNAPPLIED .00
 MISCELLANEOUS CASH (3) .00
 BANK CHARGES (6) .00
 TOTAL A/R AMOUNT (1+2) 150.00-
 TOTAL ADJUSTMENTS (2+4) .00
 TOTAL CASH DEPOSIT (3+5-6) 150.00

**** EXCEEDS CREDIT LIMIT ****

On the AR Cash Receipt and Adjustment Transaction Register:

- Group [C] (valid transaction totals) includes totals for all cash receipts and adjustments applied to Accounts Receivable. The unapplied cash and unapplied adjustments are memo totals; they are included in the cash received and adjustment totals.

| Accounts Receivable Data Entry Batch Control Log | | | | | | AR-21 |
|--|-----------------|------------------|----------------------|----------------------|------------|-----------------------|
| | Invoices | Credit memos | Cash receipts | Adjust. | Misc. cash | Totals |
| Batch | <u>21</u> | <u>21</u> | | | | <u>21</u> |
| Company | <u>1</u> | <u>1</u> | | | | <u>2</u> |
| Count | <u>5</u> | <u>1</u> | | | | <u>6</u> |
| Customer no. hash | <u>1400</u> | <u>500</u> | | | | <u>1900</u> |
| Invoice no. hash | <u>1407</u> | <u>501</u> | | | | <u>1908</u> |
| Total AR amount | <u>10000.00</u> | <u>(1000.00)</u> | | | | <u>9000.00</u> |
| Discount | | | | | | |
| Amount received | | | | | | |
| Adjust. DR/CR amount | | | | | | |
| | | | | | | [C] |
| | Invoices | Credit memos | Cash receipts | Adjust. | Misc. cash | Totals |
| Batch | | | <u>21</u> | <u>21</u> | | <u>22</u> |
| Company | | | <u>1</u> | <u>1</u> | | <u>2</u> |
| Count | | | <u>5</u> | <u>2</u> | | <u>7</u> |
| Customer no. hash | | | <u>100</u> | <u>100</u> | | <u>200</u> |
| Invoice no. hash | | | <u>410</u> | <u>104</u> | | <u>514</u> |
| Total AR amount | | | <u>(3905.00)</u> | <u>(80.00)</u> | | <u>(3985.00)</u> |
| Discount | | | <u>95.00</u> | | | <u>95.00</u> |
| Amount received | | | <u>3750.00</u> | | | <u>3750.00</u> |
| Adjust. DR/CR amount | | | <u><60.00></u> | <u><80.00></u> | | <u><140.00></u> |

Determining what actually posts to Accounts Receivable

If you detect errors in totals or account posting at this time, you must make corrections using offsetting entries. These entries can be entered as new transactions in the transaction processing procedure:

| | |
|-----------------------------|---|
| Total amount applied | The total invoice amount applied to Accounts Receivable (AR invoice/credit memo account minus cash and COD amount). |
| AR credits | The total amount of payments credited to Accounts Receivable. |
| Adjustment | The net total amount of adjustments debited or credited to Accounts Receivable. |

Posting totals to a control sheet

Maintaining an Accounts Receivable Accounting Control Sheet (AR-22) is an important part of your operation. This is the place where you record your posted transactions and keep a running total of your accounts receivable balance. Use this sheet to balance to your aged trial balance listing whenever it is run. The totals of this control sheet and your aged trial balance must agree at all times. Remember that service charges must be added at month end close. Use the Service Charge Control Totals report (AMR501) to obtain the service charge amount to be posted.

| NORTHCREEK IND | | NO. 1 | APPLY INVOICES TO MASTER FILE | DATE 7/17/ |
|------------------|---------------------|----------------|-------------------------------|----------------|
| ** TIME 16:13:18 | PAGE 1 | AMV34 | | |
| CURRENCY | TOTALS: | | | |
| CURRENCY | TOTALS: | | | |
| CREDIT MEMO | AR INVOICE/ | CASH AND COD | TOTAL | US DOLLAR |
| S | US DOLLARS | | US DOLLARS | |
| | | LOCAL CURRENCY | LOCAL CURRENCY | |
| LOCAL CURRENCY | | | | |
| INV-CSH-TOT | 100,207,659.17 | 100,207,659.17 | .00 | 100,207,659.17 |
| 100,207,659.17 | | | | |
| TRADE DISCOUNT | .01 | .01 | .00 | |
| .01 | | .01 | .00 | |
| SPECIAL CHARGE | 1.47 | 1.47 | .00 | |
| 1.47 | | 1.47 | .00 | |
| FREIGHT CHARGE | .00 | .00 | .00 | |
| .00 | | .00 | .00 | |
| TAX AMOUNT | 90.74 | 90.74 | .00 | |
| 90.74 | | 90.74 | .00 | |
| NET SALES | 100,207,566.97 | 100,207,566.97 | .00 | 100,207,5 |
| 66.97 | | 100,207,566.97 | .00 | |
| DISCOUNT ALLOWED | .00 | .00 | .00 | |
| .00 | | .00 | .00 | |
| CURRENCY | TOTALS: | | | |
| CURRENCY | TOTALS: | | | |
| CREDIT MEMO | AR INVOICE/ | CASH AND COD | TOTAL | US DOLLAR |
| MARK 9 | GE2 DEUTSCHE MARK 9 | | GE2 DEUTSCHE MARK 9 | GE2 DEUTSCHE |
| | | LOCAL CURRENCY | LOCAL CURRENCY | |
| LOCAL CURRENCY | | | | |
| INV-CSH-TOT | 3,130,806.72- | 3,130,806.72- | | |
| .00 | | 125,232.28- | 125,232.28- | |
| TRADE DISCOUNT | .00 | .00 | .00 | |
| .00 | | .00 | .00 | |
| SPECIAL CHARGE | 324.16 | 324.16 | .00 | 3 |
| 24.16 | | 12.97 | .00 | |
| FREIGHT CHARGE | .00 | .00 | .00 | |
| .00 | | .00 | .00 | |
| TAX AMOUNT | 257,062.75 | 257,062.75 | .00 | 257,0 |
| 62.75 | | 10,282.51 | .00 | |
| NET SALES | 3,388,193.63- | 3,388,193.63- | | |
| .00 | | 135,527.75- | 135,527.75- | |
| DISCOUNT ALLOWED | 16,940.98- | 16,940.98- | | |
| .00 | | 677.65- | 677.65- | |
| CURRENCY | TOTALS: | | | |
| CURRENCY | TOTALS: | | | |
| CREDIT MEMO | AR INVOICE/ | CASH AND COD | TOTAL | US DOLLAR |
| ESO | MEX MEXICAN PESO | | MEX MEXICAN PESO | MEX MEXICAN P |
| | | LOCAL CURRENCY | LOCAL CURRENCY | |
| LOCAL CURRENCY | | | | |
| INV-CSH-TOT | 43,300.11 | 43,300.11 | 43,276.63 | |
| 23.48- | | 28.18- | 51,931.95 | |
| TRADE DISCOUNT | 51,960.13 | 51,960.13 | .00 | |
| .00 | | .00 | .00 | |
| SPECIAL CHARGE | 1.20 | 1.20 | .03 | |
| 1.23 | | 1.44 | .04 | |
| 1.48 | | | | |

BATCH 9

AR CASH RECEIPT AND ADJUSTMENT TRANSACTION REGISTER DATE 3/03/
 ** TIME 12.56.01 PAGE 1 AMR401

TRANSACTION SUMMARY: LOCAL CURRENCY AT EFFECTIVE RATE FRF FRANCS - 1F LOCAL CURRENCY
 COMPANY-
 CUSTOMER 1 00001100 GORDONS PRINT SHOP CASH RECEIVED 100.00 .67
 .00
 TRANS TYPE-DATE 6 3/03/
 ** CHECK NUMBER CASH DISCOUNT .00 .00 .00
 SALESREP NUMBER DEPOSIT NUMBER WRITEOFF .00 .00
 POSTING MONTH-YEAR 03/** GROSS RECEIVED 100.00- .67-
 .00 BANK CHARGES .00 .00
 .00

TRANSACTION DETAIL: LOCAL CURRENCY AT INVOICE RATE DISCOUNT TAKEN ADJ/
 REF NUMBER AR OR MISC
 WRITEOFF AMOUNT RECEIVED
 SVCCHG LOCAL 17.80-
 .00 .00 17.80
 TRADE FRF 31.12-
 .00 .00 31.12

CURRENCY FRF TOTAL

A/R RECEIPTS (1) 100.00-
 DISCOUNTS .00
 WRITE-OFF ADJ (4) .00
 CASH RECEIVED (5) 100.00
 APPLIED 100.00
 UNAPPLIED .00
 A/R ADJUSTMENTS (2) .00
 APPLIED .00
 UNAPPLIED .00
 MISCELLANEOUS CASH (3) .00
 BANK CHARGES (6) .00
 TOTAL A/R AMOUNT (1+2) 100.00-
 TOTAL ADJUSTMENTS (2+4) .00
 TOTAL CASH DEPOSITS (3+5-6) 100.00

| Accounts Receivable Accounting Control Sheet | | | | AR-22 |
|--|-----------------|-----------------|----------------|------------------|
| Date | | | | |
| 1. Beginning balance | <u>12/15/**</u> | <u>12/30/**</u> | <u>1/15/**</u> | Totals |
| 2. Invoices/ credit memos DR/CR A/R | <u>.00</u> | <u>4235.00</u> | <u>4266.65</u> | → <u>7281.65</u> |
| 3. Payments CR A/R A+B-C=3 | <u>4235.00</u> | <u>.00</u> [1.] | <u>7000.00</u> | |
| A. Cash received CR A/R | <u>.00</u> | <u>.00</u> [2.] | <u>3905.00</u> | |
| B. Discount allowed CR A/R | <u>.00</u> | <u>.00</u> [3.] | <u>3750.00</u> | |
| C. Write-off adjustments DR/CR A/R | <u>.00</u> | <u>.00</u> [4.] | <u>95.00</u> | |
| | <u>.00</u> | <u>.00</u> [5.] | <u>(60.00)</u> | |
| 4. Adjustments DR/CR A/R | <u>.00</u> | <u>.00</u> [6.] | <u>(80.00)</u> | |
| 5. Service charges DR A/R | <u>.00</u> | <u>31.65</u> | <u>.00</u> | |
| 6. Total 1+2-3+4+5=6 | <u>4235.00</u> | <u>4266.65</u> | <u>7281.65</u> | |

- [1] Record your posted invoice amount.
- [2] Record your posted payment amount.

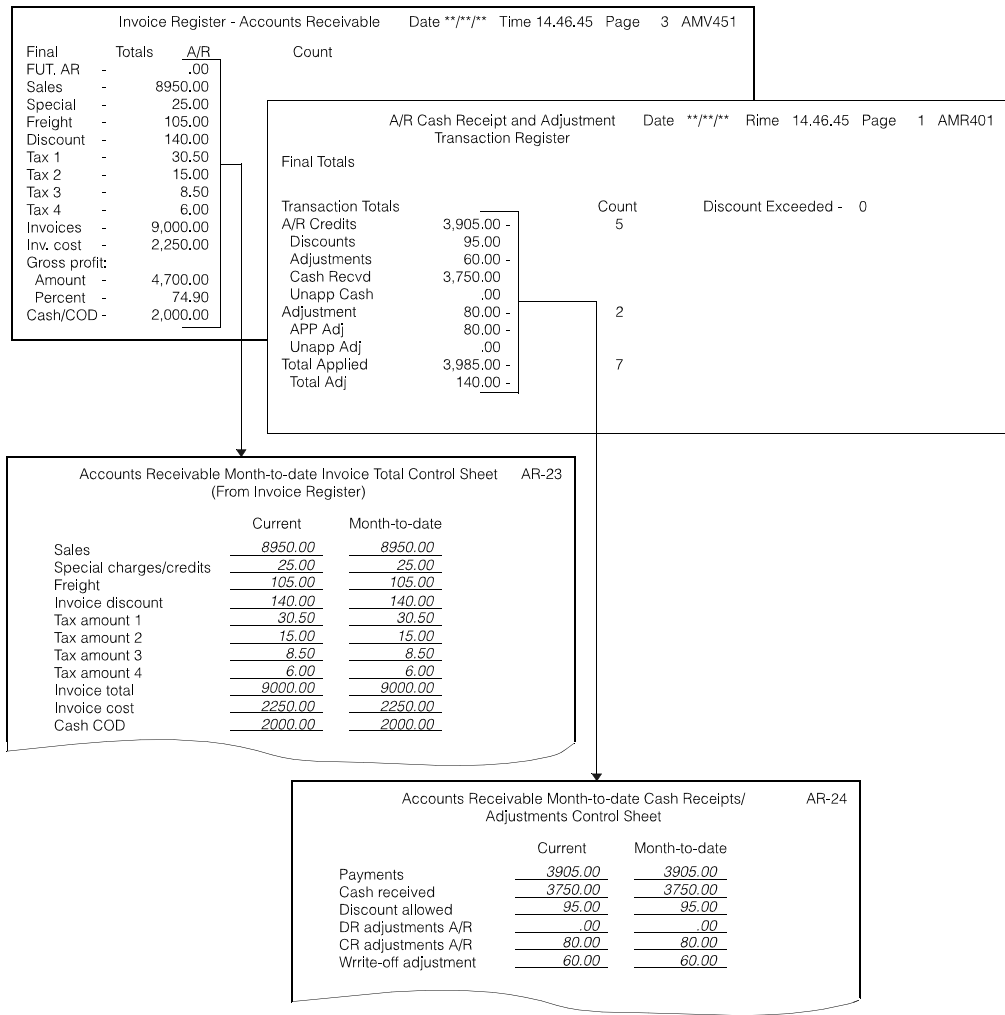
Note: [2] = [3] + [4] - [5]

- [3] Record your posted amount received.
- [4] Record your posted discount allowed.
- [5] Record your posted write-off adjustment amount.
- [6] Record your posted adjustment amount.

Crossfoot these by adding column 1 (beginning balance), column 2 (Invoices/credit memos), and column 4 (Adjustments), and subtracting column 3 (Payments CR AR) from this total. This sum gives you the new total for Accounts Receivable. Cash received, discount allowed, and write-off adjustments should crossfoot to payment amount. [2] = [3] + [4] - [5]

Bring the total from column 6 forward to column 1 to begin a new line.

Two additional control sheets that can be used to accumulate month-to-date figures on all amounts. You can use these sheets to obtain your month end tax, sales, freight, and cost figures for general ledger posting. Obtain the totals from your cash receipt and adjustment and invoice transaction registers. See the examples below.



At month end, the totals on the month-to-date control sheets should crossfoot to the current charges and current payments totals on the Aged Trial Balance Report. Notice that current charges on the Aged Trial Balance Report equal the invoice total minus the Cash/COD total on control sheet AR-23.

| Accounts Receivable Month-to-date Invoice Total Control Sheet | | | AR-23 |
|---|----------------|----------------|-------|
| (From Invoice Register) | | | |
| | Current | Month-to-date | |
| Sales | <u>8950.00</u> | <u>8950.00</u> | |
| Special charges/credits | <u>25.00</u> | <u>25.00</u> | |
| Freight | <u>105.00</u> | <u>105.00</u> | |
| Invoice discount | <u>140.00</u> | <u>140.00</u> | |
| Tax amount 1 | <u>30.50</u> | <u>30.50</u> | |
| Tax amount 2 | <u>15.00</u> | <u>15.00</u> | |
| Tax amount 3 | <u>8.50</u> | <u>8.50</u> | |
| Tax amount 4 | <u>6.00</u> | <u>6.00</u> | |
| Invoice total | <u>9000.00</u> | <u>9000.00</u> | |
| Invoice cost | <u>2250.00</u> | <u>2250.00</u> | |
| Cash COD | <u>2000.00</u> | <u>2000.00</u> | |

| Accounts Receivable Month-to-date Cash Receipts/ Adjustments Control Sheet | | | AR-24 |
|---|----------------|----------------|-------|
| | Current | Month-to-date | |
| Payments | <u>3905.00</u> | <u>3905.00</u> | |
| Cash received | <u>3750.00</u> | <u>3750.00</u> | |
| Discount allowed | <u>95.00</u> | <u>95.00</u> | |
| DR adjustments A/R | <u>.00</u> | <u>.00</u> | |
| CR adjustments A/R | <u>80.00</u> | <u>80.00</u> | |
| Write-off adjustment | <u>60.00</u> | <u>60.00</u> | |

** TIME 10.09.39 PAGE 1 AMR803
AMR803 SELECTED OPTIONS

AGED TRIAL BALANCE REPORT

DATE 7/13/

REPORT LIMITS:
 COMPANY (1 1)
 SELECT LIST:
 COMPANY
 CUSTOMER INFORMATION FULL PROFILE

Appendix A. Offline file load and data entry

As an alternative to entering Master file or transaction data interactively using XA, you can prepare the information offline in files on a separate system. This appendix describes those activities.

| | |
|--|------|
| Gathering the information | A-1 |
| Creating an offline file | A-1 |
| Processing offline files | A-3 |
| Entering invoice data into offline files | A-3 |
| Entering receivables data into offline files | A-8 |
| File formats | A-12 |

The files that you create offline can then be loaded into the XA system and processed by XA. Offline files can be created on a diskette or written to a disk file. The same format requirements apply to both.

To use data from offline files in XA, you must:

1. Gather the information to be entered.
2. Create a file with the information on diskette or disk. The file must follow the corresponding file format given in this appendix.
3. Process the offline files by selecting a XA menu option.

Gathering the information

Chapter 13 “Forms” shows the forms used for Accounts Receivable. Each form is followed by descriptions of the fields shown on the form. They explain what information you need, list codes and special values available, and show you the format and length of each field.

Fill out the input forms as though you were going to use them to enter the data directly into the system.

Creating an offline file

You can create offline files on diskette or disk. You can create the files in several ways. For example:

You can create the records with a user-written program on an offline data entry device, and write them to a disk or diskette file.

You can have another system create the records on tape using the required file layout. You copy the tape file to disk or diskette.

You can have a remote location send the records via telecommunications. You can write them to a disk or diskette file.

It does not matter how or where the records originate. As long as they reside in a disk or diskette file that has the defined file layout, they can be processed by XA.

File format

Use the file format shown later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each field you can enter:

A brief description of the field

The short field name (5 characters)

The position of the field in the record (From and To)

Whether the field is alphabetic or numeric (A/N)

For numeric fields only, the number of decimal positions in the field (Dec. Pos.).

The long field names in the format match the information fields on the entry forms you filled out.

File name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

| Master file to be loaded or updated | Offline file name (default) |
|---|-----------------------------|
| Accounts Receivable Invoice Transaction (ARTRAN) file | AROFLN |
| Receivables Detail–Initial File Load file | OPENFL |
| Cross-App GELMAS Diskette Data Entry file | DAMKV1 |
| Customer Transaction file | MBIBCPP |

The Receivables Detail, GELMAS, and Customer Transaction files are loaded into Accounts Receivables (AR) through Cross Application System Support. The Accounts Receivable Invoice Transaction file is loaded using the offline file options on the AR Transaction Processing menu (AMRM10).

Record length

Assign a record length of 128, unless otherwise specified.

Special data requirements

When you enter the information for an offline record, type in the record code shown on the input form as the first two characters of the record.

If you enter dates, type them in using the same date format you use for the System i system and for all XA applications.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing offline files

When you have finished creating the offline files, you are ready to load the information onto the system. For instructions on how to load master files from offline files, see “Load Data from Offline Files” in the *CAS User’s Guide*. For instructions on how to load transaction data from offline files, see “Option 4. Invoice Edit from Offline Files—List All (AMRM10)” on page 3-57 and “Option 5. Invoice Edit from Offline Files—Errors Only (AMRM10)” on page 3-60.

The following pages list the record formats for the offline files you can load for this application.

Entering invoice data into offline files

Regardless of what offline method you use for entering invoice data, the data in the invoice files must be organized in the layout shown in the invoice entry tables later in this chapter. The tables show the fields contained in each file record in the correct sequence for offline invoice entry.

The alphabetic/numeric column (A/N) in the layout tables contains important information for setting up the offline invoice files. The letter A indicates alphabetic fields. Numeric fields are shown by the letter N, which indicates a regular numeric field. You enter data into both types of fields using the same field lengths available in online invoice entry.

Creating offline invoice entry files

In offline invoice entry, one file contains all the invoices that you want to enter into Accounts Receivable. The default file name for the offline invoice entry file is AROFLN.

Offline invoice entry requires that invoice records appear in the following sequence in the diskette file:

| Record | Description |
|--------|--|
| RE | Invoice record 1 |
| RF | Invoice record 2 |
| RG | Invoice record—multi-currency support data |
| RH | Invoice record—tax data |

When you create an invoice file offline, you must sequence the records as shown in the table above. The records for an invoice are processed in top-down sequence, so all the records for one invoice must follow each other.

An invoice can have only one set of invoice records (RE–RF), one multi-currency support record (RG), and one tax record (RH).

If the invoice records are not in the specified sequence, the system cannot process the records correctly, and the invoice is not accepted.

Entering offline invoice transaction files into Accounts Receivable

Once you have entered the invoice data into your offline invoice files, use either of the Invoice Edit from Offline Files options on the Transaction Processing menu (AMRM10). These options take you to the Copy Offline Files display (AXVOL1). See "Option 4. Invoice Edit from Offline Files—List All (AMRM10)" on page 3-57 for general instructions for using this display.

The system checks the invoice data in the physical file you specify on display AXVOL1. The checks determine whether the data for an invoice is accepted into Accounts Receivable or is rejected.

You need to note the following considerations when using display AXVOL1 to enter offline order files:

AROFLN is the default physical file name for disk offline invoice entry. You can override this field by entering the field name you used when creating your offline invoice files.

If you select **Y** (Yes) for the "IF DISK - DELETE OFFLINE FILES <Y/N>?" question, the file is deleted from the system.

If you select **N** (No), you must delete the offline invoice file after completion.

All the fields on display AXVOL1 are required.

Processing offline invoice transactions

After you enter all the requested information on display AXVOL1, the system begins checking the validity of the invoice data in the offline invoice files. The results of these checks appear in the Offline Invoice Entry Edit reports.

The Offline Transaction Edit List report (AMR10) shows all invoices or just the invoices in error, depending on which option you selected on the Transaction Processing menu (AMRM10). The invoices that appear on this report are entered into a suspended invoice batch in AR. You process these invoices using the Invoice/Credit Memo option on the Transaction Processing menu (AMRM10) to review or post the invoices. After the invoices are posted, you continue to process these invoices through transaction processing the same way you process invoices entered online.

To continue processing rejected invoices, edit the invoice in the batch into which it was loaded. Correct the errors identified in report AMR10.

There is no offline transaction file load for receipts and adjustments; there is only the initial load for them.

Accounts Receivable Invoice Transaction file (AROFLN)

The AROFLN file is a physical file with multiple record types.

Both RE and RF records are required to create an invoice.

Record type RE: Invoice record

The RE record contains general information about an invoice. The following fields are required to create the invoice record.

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RE |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Transaction date | TRNDT | A valid date |
| Invoice amount | INVAM | Must be $\frac{1}{4}$ 0 |

Record type RF: Invoice record

This record contains more general information about an invoice. The following fields are required to create the invoice record.

Notes:

Entries for the following fields must be the same for both RE and RF records.

Both RE and RF records change to record code H in ARTRAN.

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RF |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |

Record type RG: Multi-currency support invoice record

This record contains information about the exchange rate and local currency amounts for a invoice. This record is used only when multi-currency support is active.

Using this record is optional, but when it is used, the following fields are required and the entries for these fields must be the same as for RE and RF records:

Active record code

Company number

Customer number

Invoice reference number

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RG |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Currency ID | CURID | A valid currency ID |

Record type RH: Tax invoice record

This record contains tax information about an invoice.

Using this record is optional, but when it is used, the following fields are required and the entries for these fields must be the same as for RE and RF records:

Active record code

Company number

Customer number

Invoice reference number

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RH |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Tax suffix | TXSUF | A valid tax suffix |

| Required Field | Field Name | Value Required |
|----------------|------------|-----------------------|
| Tax indicator | TXIND | A valid tax indicator |
| Tax code | TXCOD | A valid tax code |

Entering receivables data into offline files

Regardless of what offline method you use for entering receivables data, the data in the receivables files must be organized in the layout shown in the receivables entry tables later in this chapter. The tables show the fields contained in each file record in the correct sequence for offline invoice entry.

The alphabetic/numeric column (A/N) in the layout tables contains important information for setting up the offline invoice files. The letter A indicates alphabetic fields. Numeric fields are shown by the letter N, which indicates a regular numeric field. You enter data into both types of fields using the same field lengths available in online receivables entry.

Creating offline receivables open detail

In offline invoice entry, one file contains all the receivables that you want to enter into Accounts Receivable. The default file name for the offline receivables file is OPENFL.

Offline receivables open detail records are entered with the following record codes:

| Record | Description |
|--------|---------------------|
| RN | Invoice record |
| RO | Cash receipt record |
| RP | Adjustment record |

Entering offline receivables open detail files into Accounts Receivable

Once you have entered the receivables open detail data into your offline receivables files, use the Receivables Open Detail Edit Only or Edit Load option on the Cross Application Support (CAS) Load Data From Offline Files menu (AMZM80). This takes you to the Copy Offline Files display (AXVOL1). All the fields on this display are required. See "Option 4. Invoice Edit from Offline Files—List All (AMRM10)" on page 3-57 for general instructions for using this display.

Important: This is an initial load function only. Once records have been loaded for a customer, additional records for that customer can not be loaded with this function. Therefore all records for a customer must be in the OPENFL file and edited before the option to load is selected.

It is recommended that you choose the Edit Only option first when you are doing an initial file load. This provides a list of receivables records that have errors on the Offline Initial File Load List—Edit Only—Open Receivables report (AMKR71). Correcting the errors before you do the initial file load makes the process much simpler. When report AMKR71 shows no errors, select the Edit Load option on menu AMZM80.

The system checks the receivables data in the physical files associated with the logical file you specify on display AXVOL1. The checks determine whether the data for a receivable is accepted into Accounts Receivable or is rejected.

You need to note the following considerations when using display AXVOL1 to enter offline order files:

OPENFL is the default physical file name for offline receivables open detail entry. You can override this field by entering the field name you used when creating your offline receivables open detail file.

If you select **Y** (Yes) for the “IF DISK - DELETE OFFLINE FILES <Y/N>?” question, the file is deleted from the system.

If you select **N** (No), you must delete the receivables file at the completion of the process.

All the fields on display AXVOL1 are required.

Processing offline receivables open detail files

After you enter all the requested information on display AXVOL1, the system begins checking the validity of the receivables data in the offline receivables open detail files. The results of these checks appear in the Offline Initial File Load List–Edit Only–Open Receivable report (AMKR71).

To continue processing the rejected receivables, return to the offline data entry utility you used to create the offline receivables open detail records and correct the errors identified in the AMKR71 report. Remember, if you selected N (No) for the delete offline files question earlier on display AXVOL1, you need to delete the offline file and restore the corrected version.

When the rejected receivables have been corrected and the edit report shows no errors, select the Edit Load option on Load Data From Offline Files menu (AMZM80). The receivables accepted at this time are entered directly into Accounts Receivable.

Receivables Detail–Initial File Load file (OPENFL)

The OPENFL file is a physical file with multiple record types.

Record type RN: Invoice record

RN record type contains general information about an invoice record. The following fields are required to create the open receivable detail record.

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RN |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Transaction type | TRTYP | Must be 1, 4, 6, or 8 |
| Transaction date | TRNDT | A valid date |
| Invoice amount | INVAM | Must be $\frac{1}{4}$ 0 |

Record type RO: Cash receipt record

RO record type contains general information about a cash receipt. The following fields are required to create the open receivable detail record.

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCDCD | Must be RO |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Transaction type | TRTYP | Must be 2 or 5 |
| Transaction date | TRNDT | A valid date |
| Amount received | AMTRC | Must be > 0 |

Record type RP: Adjustment record

RP record type contains general information about an adjustment record. The following fields are required to create the open receivable detail record.

| Required Field | Field Name | Value Required |
|----------------------------|------------|-------------------------|
| Record code | RCD CD | Must be RP |
| Active record code | ACREC | Must be A |
| Company number | COMNO | A valid company number |
| Customer number | CUSNR | A valid customer number |
| Invoice/credit memo number | INVNR | Must be > 0 |
| Transaction type | TRTYP | Must be 3 |
| Transaction date | TRNDT | A valid date |
| Adjustment amount | ARADJ | Must be $\frac{1}{4}$ 0 |
| Adjustment number | ADJNR | A valid number |

If the Customer Master File has been set up with consolidated and/or non-consolidated headquarters and branches, the following rules apply:

A non-consolidated headquarters customer number is invalid.

A consolidated branch customer number is invalid.

All transactions for consolidated branch customer numbers must be entered using the consolidated headquarters customer number. The branch field in the RN Record should contain the branch customer number. If it does not, the transactions will be posted as a headquarters transaction.

File formats

Accounts Receivable Invoice Transaction

Master file name:

Accounts Receivable Invoice Transaction (ARTRAN)

Offline File name (default):

AROFLN

Record length:

128

Function:

Add information to the Accounts Receivable Invoice Transaction file

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|---|------------|------|-----|-----|-----------|
| Record type: RE (Invoice record) | | | | | |
| Record code (RE) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| Company number | COMNO | 4 | 5 | N | 0 |
| Customer number | CUSNR | 6 | 13 | N | 0 |
| Age code | AGECD | 14 | 14 | N | 0 |
| Invoice/credit memo number | INVNR | 15 | 20 | N | 0 |
| Invoice reference number | CRMNR | 21 | 26 | N | 0 |
| Transaction date | TRNDT | 27 | 32 | N | 0 |
| Sales code | SALCD | 33 | 33 | A | |
| Closings till current | CLTCR | 34 | 34 | N | 0 |
| Invoice amount | INVAM | 35 | 47 | N | 2 |
| Cash discount allowed | CDSAL | 48 | 60 | N | 2 |
| Salesrep number | SLSNR | 61 | 65 | N | 0 |
| Invoice special charge | INSCA | 66 | 78 | N | 2 |
| Invoice freight amount | INVFR | 79 | 91 | N | 2 |
| Tax amount | TXAM1 | 92 | 104 | N | 2 |
| Match code | MATCH | 124 | 128 | N | 0 |
| Record type: RF (Invoice record) | | | | | |
| Record code (RF) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| Company number | COMNO | 4 | 5 | N | 0 |
| Customer number | CUSNR | 6 | 13 | N | 0 |

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|---------------------------------|------------|------|-----|-----|--------------|
| Age code | AGECD | 14 | 14 | N | 0 |
| Invoice/credit memo number | INVNR | 15 | 20 | N | 0 |
| Invoice cost | INCST | 21 | 33 | N | 2 |
| Shipping weight | SHPWT | 34 | 42 | N | 1 |
| Trade discount on invoice total | DAINT | 43 | 55 | N | 2 |
| Aging date | AGEDT | 56 | 61 | N | 0 |
| Match code | MATCH | 124 | 128 | N | 0 |

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|--|------------|------|----|-----|-----------|
| Record type: RG (Multi-currency support invoice record) | | | | | |
| Record code (RG) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| Company number | COMNO | 4 | 5 | N | 0 |
| Customer number | CUSNR | 6 | 13 | N | 0 |
| Age code | AGECD | 14 | 14 | N | 0 |
| Invoice/credit memo number | INVNR | 15 | 20 | N | 0 |
| Currency ID | CURID | 21 | 23 | A | |
| Exchange rate date | EXODT | 24 | 29 | N | 0 |
| Invoice amount in local currency | INVAH | 30 | 42 | N | 2 |
| Exchange rate | EXRAT | 43 | 53 | N | 6 |
| Terms code | TRMCD | 54 | 56 | A | |
| Record type: RH (Tax invoice record) | | | | | |
| Record code (RH) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| Company number | COMNO | 4 | 5 | N | 0 |
| Customer number | CUSNR | 6 | 13 | N | 0 |
| Age code | AGECD | 14 | 14 | N | 0 |
| Invoice/credit memo number | INVNR | 15 | 20 | N | 0 |
| Tax date | TXDAT | 21 | 26 | N | 0 |
| Tax suffix | TXSUF | 27 | 31 | A | |
| Tax indicator | TXIND | 32 | 34 | A | |
| Tax code | TXCOD | 35 | 39 | A | |
| Tax amount | TXAMT | 40 | 52 | N | 2 |
| Item charge number | TXITN | 53 | 67 | A | |
| Tax description | TXDSC | 68 | 82 | A | |

Receivables Detail–Initial File Load

Master file name:

Receivables Detail–Initial File Load

Offline file name (default):

OPENFL

Record length:

128

Function:

Add information to the Open Receivables file and update the Customer Master file.

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|---|------------|------|-----|-----|-----------|
| Record type: RN (Invoice record) | | | | | |
| Record code (RN) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| BFOIC | ACODE | 4 | 4 | A | |
| Company number | COMNO | 5 | 6 | N | 0 |
| Customer number | CUSNR | 7 | 14 | N | 0 |
| Age code | AGECD | 15 | 15 | N | 0 |
| Invoice/credit memo number | INVNR | 16 | 21 | N | 0 |
| Invoice reference number | CRMNR | 22 | 27 | N | 0 |
| Transaction type | TRTYP | 28 | 28 | N | 0 |
| Transaction date | TRNDT | 29 | 34 | N | 0 |
| Invoice amount | INVAM | 35 | 47 | N | 2 |
| Cash discount allowed | CDSAL | 48 | 60 | N | 2 |
| Cash discount percent | CDPCT | 61 | 65 | N | 3 |
| User area | US001 | 66 | 66 | A | |
| Closings till current | CLTCR | 67 | 67 | N | 0 |
| Outstanding amount balance | OUTAR | 68 | 82 | N | 2 |
| Aging date | AGEDT | 83 | 88 | N | 0 |
| Currency ID | CURID | 89 | 91 | A | |
| Exchange rate | EXRAT | 92 | 102 | N | 6 |
| Currency code | CURCD | 103 | 103 | A | |
| Branch customer number | BRANCH | 104 | 111 | A | 8 |
| Reserved | | 112 | 128 | A | |

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|--|------------|------|-----|-----|-----------|
| Record type: RO (Cash receipt record) | | | | | |
| Record code (RO) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| BFOIC | ACODE | 4 | 4 | A | |
| Company number | COMNO | 5 | 6 | N | 0 |
| Customer number | CUSNR | 7 | 14 | N | 0 |
| Age code | AGECD | 15 | 15 | N | 0 |
| Invoice/credit memo number | INVNR | 16 | 21 | N | 0 |
| Transaction type | TRTYP | 22 | 22 | N | 0 |
| Transaction date | TRNDT | 23 | 28 | N | 0 |
| Amount received | AMTRC | 29 | 41 | N | 2 |
| Cash discount amount | CDSAM | 42 | 54 | N | 2 |
| Adjustment amount | ARADJ | 55 | 67 | N | 2 |
| Total credited amount | TTLCR | 68 | 80 | N | 2 |
| Check number | CKNUM | 81 | 87 | N | 0 |
| Unapplied code | UNAPP | 88 | 88 | A | |
| Deposit number | DPSNO | 89 | 97 | N | 0 |
| Outstanding amount balance | OUTAR | 98 | 112 | N | 2 |
| Currency ID | CURID | 113 | 115 | A | |
| Exchange rate | EXRAT | 116 | 126 | N | 6 |
| Currency code | CURCD | 127 | 127 | A | |
| Reserved | | 128 | 128 | A | |
| Record type: RP (Adjustment record) | | | | | |
| Record code (RP) | RCDCD | 1 | 2 | A | |
| Active record code | ACREC | 3 | 3 | A | |
| BFOIC | ACODE | 4 | 4 | A | |
| Company number | COMNO | 5 | 6 | N | 0 |
| Customer number | CUSNR | 7 | 14 | N | 0 |
| Age code | AGECD | 15 | 15 | N | 0 |
| Invoice/credit memo number | INVNR | 16 | 21 | N | 0 |
| Transaction type | TRTYP | 22 | 22 | N | 0 |
| Transaction date | TRNDT | 23 | 28 | N | 0 |
| Adjustment amount | ARADJ | 29 | 41 | N | 2 |
| Adjustment number | ADJNR | 42 | 47 | N | |
| Unapplied code | UNAPP | 48 | 48 | A | |
| Outstanding amount balance | OUTAR | 49 | 63 | N | 2 |
| Currency ID | CURID | 64 | 66 | A | |
| Exchange rate | EXRAT | 67 | 77 | N | 6 |
| Currency code | CURCD | 78 | 78 | A | |
| Reserved | | 79 | 128 | A | |

General Ledger Master–Chart of Accounts

Master file name:

Cross-App GELMAS Diskette Data Entry

Offline file name (default):

DAMKV1

Record length:

128

Function:

Add information to the General Ledger Master file

| Field Description | Field Name | From | To | A/N | Dec. Pos. |
|-------------------------------------|------------|------|-----|-----|-----------|
| Record type: LA | | | | | |
| Record code (LA) | RCDCD | 1 | 2 | A | |
| Company number | COMNO | 3 | 4 | N | 0 |
| General ledger account number | GLANO | 5 | 19 | N | 0 |
| General ledger account type code | GLTYP | 20 | 20 | N | 0 |
| General ledger account description | GLDES | 21 | 45 | A | |
| Account type | ACTYP | 46 | 47 | A | |
| Currency ID | CURID | 48 | 50 | A | |
| Consolidated company number | CONCO | 51 | 52 | N | 0 |
| Consolidated company account number | CONAC | 53 | 67 | N | 0 |
| Reserved | | 68 | 128 | A | |

Use DAMKV1 if the General Ledger application is not installed. If General Ledger is installed, use DAMKG1. See the General Ledger User's Guide for more information.

Appendix B. Customer Master

System file name:

MBIBCPP

System lib name:

AMFLIB

Record format length:

631

Function:

Customer information

| Field description | Field name | From | To | Type | Dec. pos. |
|--------------------------|------------|------|-----|------|-----------|
| Company number | IBAENB | 1 | 2 | S | |
| Customer number | IBCANB | 3 | 10 | S | |
| Addressee name | IBCLTX | 11 | 45 | A | |
| Address line 1 | IBCMTX | 46 | 80 | A | |
| Address line 2 | IBCNTX | 81 | 115 | A | |
| Address line 3 | IBCOTX | 116 | 150 | A | |
| Address line 4 | IBZ9HH | 151 | 185 | A | |
| Address line 5 | IBZ9HG | 186 | 220 | A | |
| Postal code | IBCYCD | 221 | 230 | A | |
| City | IBCPTX | 231 | 265 | A | |
| Contact name | IBCQTX | 266 | 290 | A | |
| Telephone number | IBCRTX | 291 | 310 | A | |
| Fax number | IBCSTX | 311 | 330 | A | |
| Shipping instructions | IBCDTX | 331 | 360 | A | |
| Tax county code | IBZ9PA | 361 | 370 | A | |
| Tax city code | IBZ9PB | 371 | 380 | A | |
| Country code | IBCOCD | 381 | 383 | A | |
| Sate code | IBBYCD | 384 | 385 | A | |
| Ship to location | IBG5CD | 386 | 394 | A | |
| Zone | IBBKCD | 395 | 396 | A | |
| Backorders | IBCCNB | 397 | 397 | A | |
| Partial ship | IBCDNB | 398 | 398 | A | |
| Credit limit | IBCGNB | 399 | 405 | P | |
| Shipment lead time | IBCPNB | 406 | 407 | P | |
| Invoice language format | IBBDST | 408 | 408 | A | |
| Print backorder quantity | IBBEST | 409 | 409 | A | |
| Print item tax amount | IBBFST | 410 | 410 | A | |
| Accept substitute | IBHUST | 411 | 411 | A | |

| Field description | Field name | From | To | Type | Dec. pos. |
|---|------------|------|-----|------|-----------|
| Credit check required | IBFJST | 412 | 412 | A | |
| Date customer established | IBA9DT | 413 | 416 | P | |
| Date first invoiced | IBAPDT | 417 | 420 | P | |
| Highest credit limit | IBKRNB | 421 | 427 | P | |
| Date last CR limit change | IBBADT | 428 | 431 | P | |
| Consolidated Invoices | IBHWST | 432 | 432 | A | |
| Number of invoice copies | IBKSNB | 433 | 434 | P | |
| Requires adv ship notice | IBHXST | 435 | 435 | A | |
| Address format | IBHYST | 436 | 436 | A | |
| Commissionable percent | IBAPPC | 437 | 440 | P | 3 |
| Purchase order required | IBHZST | 441 | 441 | A | |
| Automatic credit hold | IBHOST | 442 | 442 | A | |
| A/R consolidation code | IBAABA | 443 | 443 | A | |
| User ID last CR limit chg | IBG2CD | 444 | 453 | A | |
| Credit limit currency | IBFPST | 454 | 454 | A | |
| Customer status | IBAABB | 455 | 455 | A | |
| LC credit limit | IBAAJY | 456 | 462 | P | |
| Invoice total discount | IBAAYA | 463 | 463 | A | |
| Territory ID | IBC0CD | 464 | 464 | S | |
| Sale code (Sales transport terms) | IBBHST | 466 | 466 | A | |
| Customer class code | IBC7CD | 467 | 471 | A | |
| Trade discount code (Fixed Trade discount code) | IBF7CD | 472 | 473 | A | |
| Customer price code | IBF5CD | 474 | 475 | A | |
| Warehouse | IBA3CD | 476 | 478 | A | |
| Credit limit code (Credit rating) | IBA7ST | 479 | 479 | A | |
| Price book ID | IBGPCD | 480 | 484 | A | |
| Salesrep number | IBCHNB | 485 | 487 | P | |
| Bill to company number | IBAB50 | 488 | 489 | S | |
| Bill to customer number | IBAB6A | 490 | 497 | S | |
| Item industry class ID | IBGMCD | 498 | 500 | A | |
| Tax suffix | IBBXCD | 501 | 505 | A | |
| Priority ID | IBGQCD | 506 | 507 | A | |
| Currency ID | IBBRCD | 508 | 510 | A | |
| Parent customer number (Headquarters number) | IBAB6B | 511 | 518 | S | |
| Language code | IBAKCD | 519 | 521 | A | |
| Secondary language code | IBAB6C | 522 | 524 | A | |
| Surcharge code | IBGZCD | 525 | 527 | A | |
| Enterprise code | IBBICD | 528 | 532 | A | |
| Terms code | IBBLCD | 533 | 534 | A | |
| Transport mode code | IBAABZ | 535 | 536 | A | |
| Delivery terms code | IBAAB6 | 537 | 539 | A | |
| EEC transaction code | IBAAB4 | 540 | 541 | A | |

| Field description | Field name | From | To | Type | Dec. pos. |
|-------------------------------|------------|------|-----|------|-----------|
| Statement code | IBCKNB | 542 | 542 | S | |
| Interest/service charge % | IBCUVA | 543 | 545 | P | 4 |
| Service charge age code | IBCLNB | 546 | 546 | S | |
| Invoice procedure code | IBCNNB | 547 | 547 | S | |
| Balance forward/open item | IBA8ST | 548 | 548 | A | |
| Service charge | IBA9ST | 549 | 549 | A | |
| Date last payment | IBCINB | 550 | 553 | P | |
| Tax ID number 1 | IBAVTX | 554 | 568 | A | |
| Tax ID number 2 | IBAWTX | 569 | 583 | A | |
| Bank debit flag | IBBAST | 584 | 584 | A | |
| Bank account number | IBAXTX | 585 | 604 | A | |
| Offline record status | IBAA37 | 605 | 605 | A | |
| Market analysis code | IBADR6 | 606 | 610 | A | |
| Duns number | IBDUNS | 611 | 619 | S | |
| Pacing hierarchy code | IBADOV | 620 | 620 | A | |
| Maintenance logging indicator | IBHJST | 621 | 621 | A | |
| Packing list format option | IBAFCW | 622 | 622 | A | |
| Stage area | IBZ93M | 623 | 629 | A | |
| Consolidated shipping option | IBZOHQ | 630 | 630 | A | |
| Consolidated packing option | IBZOHR | 631 | 631 | A | |

Required fields

The following fields are required to create a customer record offline.

| Required field | Field name | Description |
|------------------------------|------------|---|
| Company number | IBAENB | Valid number: 01 to 89. 01 required for single company. |
| Customer number | IBCANB | Cannot be zero or all 9s |
| Customer name | IBCLTX | Cannot be blank |
| Address line 1 | IBCMTX | Cannot be blank |
| Backorders code | IBCCNB | 0 = No, 1 = Yes |
| Partial ship | IBCDNB | 0 = No, 1 = Yes |
| Credit limit | IBCGNB | See note on page B-23 |
| Invoice language format | IBBOST | 0 = Foreign and local language text 1 = Foreign language text only |
| Print backorder qty | IBBEST | 0 = No, 1 = Yes |
| Print item tax amount | IBBFST | 0 = No, 1 = Yes |
| Accept substitute | IBHUST | 0 = No, 1 = Yes |
| Credit check required | IBFJST | 0 = No, 1 = Yes |
| Date customer established | IBA9DT | Must be a valid date |
| Consolidate invoices | IBHWST | 0 = No, 1 = Yes |
| Requires advance ship notice | IBHXST | 0 = No, 1 = Yes |

| Required field | Field name | Description |
|--|------------|---|
| Address format | IBHYST | 1 = City/state/zip/country 2 = Country/zip/city/state |
| Purchase order required | IBHZST | 0 = No, 1 = Yes |
| Manual order hold flag (automatic credit hold) | IBHOST | 0 = No, 1 = Yes |
| A/R consolidation code | IBAABA | 0 = Single customer 1 = Consolidate headquarters 2 = Non-consolidated headquarters 3 = Consolidated branch 4 = Non-consolidated branch For 3 or 4, the Headquarters number field (UBAB6B) must be a customer record with 1 or 2 in the A/R consolidation code field. |
| Credit limit currency | IBFPST | 1 = Foreign 2 = Local. If multi-currency support is not active, this field should be 1. |
| Customer status | IBAABB | A = Active H = Hold S = Suspended |
| LC credit limit | IBAAJY | See note on page B-23 |
| Invoice total discount | IBAA YA | 0 = No, 1 = Yes |
| Bill to company | IBAB50 | If the Invoice procedure code field (IBCNNB) is 2, this field cannot be zero. If the Invoice procedure code field is not 2, this field is written to the Customer file as entered. |
| Bill to customer | IBAB6A | If the Invoice Procedure code field (IBCNNB) is 2, this field cannot be zero. If the Invoice Procedure code field (IBCNNB) is not 2, this field is written to the Customer file as entered. |
| Parent customer number (headquarters number) | IBAB6B | Required if the A/R consolidation code field (IBAABA) is 3 or 4. |
| Language code | IBAKCD | Value is 001 (local language) or valid value in Language code file. |
| Statement code | IBCKNB | 0 = No, 1 = Yes |
| Interest service charge percent | IBCUVA | Must be 0 if the Service charge field (IBA9ST) is 0. Must be 1 if the Service charge field is 1. |
| Service charge age code | IBCLNB | 0 = No, 1 = Yes |
| Invoice procedure code | IBCNNB | 0 = Print invoice 1 = Single customer deferred invoice 2 = Multiple customer deferred invoice |
| Balance Forward/Open Item | IBA8ST | See note on page B-23 |
| Service charge | IBA9ST | 0 = No, 1 = Yes. Must be 1 if the Service charge age code field (IBCLNB) is 0. |
| Date last payment | IBCINB | Cannot be a future date |

| Required field | Field name | Description |
|-----------------------|-------------------|---|
| Bank debit flag | IBBAST | 0 = No, 1 = Yes |
| Bank account number | IBAXTX | Required if the Bank Debit Flag field (IBBAST) is 1. |

Notes:

If the **Credit check required** field (IBFJST) is 0, these fields may be 0. If **Credit check required** is 1, use the following table to determine value of the **Credit limit** field (IBCGNB) and the **LC Credit Limit** field (IBAAJY).

| Credit Limit Currency | Credit Limit | LC Credit Limit |
|------------------------------|---------------------|------------------------|
| 1 (foreign) | Required | * |
| 2 (local) | Required | Required |

* If multi-currency support is active and a valid currency ID with a valid exchange rate is found, this value will be calculated by the system. You should enter a zero.

If currency ID is blank, the values you supply will be used to update the file.

Balance forward/open item field (IBA8ST) must be:

B

Balance forward

O

Open item, delete paid items only at month-end closing

P

Open item, delete paid items when Paid Item Purge is run and at month-end closing

1

Type B, convert to type O at month-end closing

2

Type B, convert to type P at month-end closing

8

Type O, convert to type B at month-end closing

9

Type P, convert to type B at month-end closing

Contract Header

System file name:

MBIDCPP

System lib name:

AMFLIB

Record format length:

55

Function:

Store contract header information

| Field description | Field name | From | To | Type | Dec. pos. |
|--------------------------|------------|------|----|------|-----------|
| Contract number | DD1NB | 1 | 5 | S | |
| Contract/promo indicator | IDHQST | 6 | 6 | A | |
| Contract description | IDCETX | 7 | 31 | A | |
| Contract start date | IDELNB | 32 | 35 | P | |
| Contract expire date | IDEKNB | 36 | 39 | P | |
| Company number | IDAENB | 40 | 41 | S | |
| Customer number | IDCANB | 42 | 49 | S | |
| Promotion company number | IDAB58 | 50 | 51 | S | |
| Currency ID | IDBRCD | 52 | 54 | A | |
| Offline record status | IDAA37 | 55 | 55 | A | |

Required fields. The following fields are required to create a contract header offline.

| Required field | Field name | Description |
|--------------------------|------------|--|
| Contract number | DD1NB | Must be unique |
| Contract/promo indicator | IDHQST | 0 = Promotion, 1 = Contract |
| Contract start date | IDELNB | Must be a valid date and less than contract expire date. |
| Contract expire date | IDEKNB | Must be a valid date and greater than contract start date. |
| Company number | IDAENB | Valid company number required if the Contract/promo indicator field is 1. |
| Customer number | IDCANB | Must be a valid number in the Customer file. |

| Required field | Field name | Description |
|--------------------------|-------------------|--|
| Promotion company number | IDAB58 | Valid company number required if the Contract/promo indicator field is 0. |
| Currency ID | IDBRCD | Not required if multi-currency support is not active. If multi-currency support is active and the Contract/promo indicator field is 1, this field must match the currency ID found on the customer record. This field is not used if this is a promotion. |

Appendix C. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area.

Security areas protect access to a group of menu options. The following table shows the application security areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

| Security area | Menu/ option | Description | Task ID |
|-----------------------|-----------------|---------------------------|----------|
| Aged Reports | AMRM50/1 | Receivables Analysis | AMRM5001 |
| | AMRM50/2 | Aged Receivables | AMRM5002 |
| | AMRM50/3 | Aged Trial Balance | AMRM5003 |
| | AMRM50/4 | Multiple Currency | AMRM5004 |
| | AMRM50/5 | Aged Multiple Currency | AMRM5005 |
| | AMRM50/6 | Transaction Gain/Loss | AMRM5006 |
| | AMRM50/7 | Gain/Loss By Period | AMRM5007 |
| Code File Maintenance | AMRM22/1 | Country | AMVAJDFR |
| | AMRM22/2 | Credit Rating | AMVA6DFR |
| | AMRM22/3 | Customer Class | AMVA7DFR |
| | AMRM22/4 | Customer Price | AMVA8DFR |
| | AMRM22/5 | Enterprise | AMVA9DFR |
| | AMRM22/6 | Item Industry Class | AMVBCDFR |
| | AMRM22/7 | Language | AMVBEDFR |
| | AMRM22/8 | Market Analysis Code | AMVCFDFR |
| | AMRM22/9 | Priority | AMVBFDFR |
| | AMRM22/10 | Sales Region | AMVCGDFR |
| | AMRM22/11 | Sales Terms for Transport | AMVBGDFR |
| | AMRM22/12 | Shipping Location | AMVBHDFR |
| | AMRM22/13 | State | AMVAQDFR |
| | AMRM22/14 | Territory | AMVBIDFR |
| | AMRM22/15 | Zone | AMVBLDFR |
| Customer Inquiry | AMRM00/6 | Customer Inquiry | AMRM0006 |

| Security area | Menu/ option | Description | Task ID |
|---|-----------------|---|----------|
| Enter/Edit/Update Transactions | AMRM10/1 | Receipts/Adjustments Entry | AMRM1001 |
| | AMRM10/2 | Invoice/Credit Memos Entry | AMRM1002 |
| | AMRM10/3 | Process Unposted Transactions | AMRM1003 |
| | AMRM20/6 | Initial File Load - Cash / Adjust. | AMRM2006 |
| | AMRM20/7 | Initial File Load - Update | AMRM2007 |
| | AMRM30/1 | Archive Current History | AMRM3001 |
| | AMRM30/2 | Delete Current History | AMRM3002 |
| | AMRM30/3 | Restore Archived History | AMRM3003 |
| | AMRM30/4 | Delete Archived History | AMRM3004 |
| | AMRM30/5 | Delete Restored History | AMRM3005 |
| initial File Load - Balances | AMRM20/5 | Initial File Load - Balances | AMRM2005 |
| Master File Maintenance | AMRM20/8 | General Ledger Master Maintenance | AMRM2008 |
| | AMRM20/12 | Statement Message File Maintenance | AMRM2012 |
| | AMRM20/13 | Print Statements Message Master | AMRM2013 |
| | AMRM20/14 | Delinquency Message File Maintenance | AMRM2014 |
| | AMRM20/15 | Print Delinquency Message Master | AMRM2015 |
| | AMRM20/16 | Delinquency Caption File Maintenance | AMRM2016 |
| | AMRM20/17 | Print Delinquency Caption Master | AMRM2017 |
| Month or Period Close or Revaluation | AMRM00/2 | Month End Closing | AMRM0002 |
| | AMRM00/8 | Revaluation | AMRM0008 |
| Offline Operations | AMRM10/4 | Invoice Edit from Offline Files—List All | AMRM1004 |
| | AMRM10/5 | Invoice Edit from Offline Files— Errors Only | AMRM1005 |
| Paid Item Purge and Clear Old Files | AMRM20/3 | Paid Item Purge | AMRM2003 |
| | AMRM20/4 | Clear Old Statement Files | AMRM2004 |
| Print Master Files | AMRM20/9 | Print G/L Chart of Accounts | AMRM2009 |
| | AMRM20/10 | Print Temporary General Ledger | AMRM2010 |
| Statements or Delinquency Notices | AMRM00/3 | Statements | AMRM0003 |

| Security area | Menu/ option | Description | Task ID |
|----------------------|-------------------------|---------------------|----------------|
| | AMRM00/4 | Delinquency Notices | AMRM0004 |

Appendix D. Using multi-selection lists

This appendix contains general information about how to use multi-selection lists to specify information in the fields that support this function. The appendix also gives specific information in display descriptions for the following types of multi-selection lists:

- Company
- Customer
- Sales representative
- Currency

How multi-selection lists work

The XA multi-selection lists function allows you to select, create, maintain, and delete lists of companies, customers, currencies, or sales representatives that you use frequently when you want to display information or print reports.

Multi-selection lists save time, because you specify nonsequential information only once and because you can use the lists as often as you want.

You can use a multi-selection list instead of ranges to save time when you specify information in fields that support this function. The major difference between using a range of numbers and using a selection list is that a selection list allows you to specify nonsequential groups. For example, if you specify a range of company numbers from 01 to 10, information for all company numbers in this range is included.

To specify that you want information for company numbers 01 through 04, 06, and 08 through 10, but not companies 05 and 07, you would have to enter three ranges: one for company numbers 01 to 04, one for company 06 to 06, and a third for company numbers 08 to 10.

By contrast, if you specify a selection list for company numbers 01 through 04, 06, and 08 through 10, information for company numbers 05 and 07 is not included. This saves job processing time and extra printing, especially if you need to exclude several companies from the range. Also, some work files are deleted when they print. By using a selection list, you do not print information you do not need, and no files are created and deleted repetitively.

To select a list, create a new selection list, update an existing list, or delete an old list, type a question mark (?) in the first position of the appropriate **SELECT LIST** field and press **Enter**. The descriptions of fields that support multi-selection lists are indented under the field description for **SELECT LIST**.

After you type a question mark (?) in the appropriate **SELECT LIST** field and press **Enter**, a Multi-Selection Lists display appears. After you enter information on this display, a Multi-Selection (All) or a Multi-Selection (Select Only) display appears or you are returned to the display where you typed in the question mark (?). The remainder of this appendix describes how to use the multi-selection displays.

Multi-selection display fields

```

DATE **/**/**          COMPANY MULTI-SELECTION LISTS          AMVLA1 **
                                Position to . . . . aaaaaaaA10

Type selections, press Enter.
  1=Select List and Return    2=Create/Maintain List    4=Clear List

Opt  Selection List          Opt  Selection List          Opt  Selection List
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****
n   *****                n   *****                n   *****

USE ROLL UP/DOWN      F5 Refresh      F12 Previous      F16 Position to
  
```

What to do

On the Multi-Selection Lists displays, the fields you use are the **Opt** and the **Selection List** fields. They are shown on the previous display.

Use the **Opt** field to indicate whether you want to select an existing list for use on the display where you typed in the question mark (?), to create or maintain (update) a list, or to delete (clear) a list. The options are:

- 1** Select a list and return
- 2** Create or maintain (update) a list
- 3** Clear (delete) a list

Use the first **Selection List** field when you are naming a new list.

```
DATE **/**/**                COMPANY MULTI-SELECTION    ALL                AMVQA1  **
Company List . . . : *****                               Position To . . . . . nn
Number Selected . . . : ***
Maximum Allowed . . . : ***

Type selections, press Enter.
' '=Remove From List  1=Add To List

Sel  Company Number - Name      Sel  Company Number - Name
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****

USE ROLL UP/DOWN      F2 Selections Only  F12 Previous  F16 Position To
                     F18 Clear Selections  F24 Exit
```

On the Multi-Selection (All) and Multi-Selection (Select Only) displays, use the **Sel** field. Use a blank to exclude or delete the information on that line from the selection list or type in **1** to add or keep the information in the selection list.

AMVLA1—Company Multi-Selection Lists

Use this display to specify whether you want to select an existing selection list, create a new selection list, update an existing list, or delete an existing list for a company number field.

This display appears when you type **2** in the **Selection List** field instead of specifying a company number or a range of company numbers.

```

DATE **/**/**          COMPANY MULTI-SELECTION LISTS          AMVLA1 **
                                Position to . . . . aaaaaaaA10

Type selections, press Enter.
  1=Select List and Return   2=Create/Maintain List   4=Clear List

Opt  Selection List          Opt  Selection List          Opt  Selection List
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****

USE ROLL UP/DOWN      F5 Refresh      F12 Previous      F16 Position to
  
```

What to do

- To select a list, type **1** in the **Opt** field next to the name of the list you want and press **Enter**. The display on which you entered ? appears again.
Note: If you type 1 by more than one list, only the first list is used.
- To create a new list, type **2** in the first **Opt** field and type a name for the new list in the first **Selection List** field. Press **Enter**. Go to the display AMVQA1.
- To change an existing selection list, type **2** in any **Opt** field next to the selection list you want to change. Press **Enter**. Go to display AMVQA2.
- To delete a list, type **4** in the **Opt** field next to the list you want to delete. The list you selected is deleted and the display on which you entered ? appears again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the existing selection lists.

F5 Refresh ignores any selections you have made and causes the display to appear again in its original form.

F12 Previous saves the changes you made. The display on which you entered ? appears again.

F16 Position to places the cursor in the **Opt** field next to the list name that is shown in the **Position to** field. If there is no list by that name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

Fields

POSITION TO. Type in the name of a selection list and use **F16** to place the cursor in the **Opt** field next to the list name. If there is no list by this name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

OPT (Option). This field allows you to indicate what you want to do with a selection list.

Type in one of the following:

- 1 Select list and return
- 2 Create/maintain list
- 4 Clear list

SELECTION LIST. The existing selection lists. Use the **ROLL** keys to view any lists that are not shown.

AMVQA1—Company Multi-Selection (All)

Use this display to specify which of the company numbers listed you want to include in the selection list you are creating.

This display appears when you type **2** and a new list name on display AMVLA1.

```

DATE **/**/**          COMPANY MULTI-SELECTION  ALL          AMVQA1  **
Company List . . . : *****                Position To . . . . . nn
                                      Number Selected . . . : ***
                                      Maximum Allowed . . . : ***

Type selections, press Enter.
' '=Remove From List  1=Add To List

Sel  Company Number - Name          Sel  Company Number - Name
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****
n   ** *****                    n   ** *****

USE ROLL UP/DOWN  F2 Selections Only  F12 Previous  F16 Position To
                  F18 Clear Selections  F24 Exit

```

What to do

- To include a company in a new selection list, type **1** next to the company number and name. After you have selected all the companies you want included in the list, do one of the following:
 - To create the list and return to display AMVLA1 to create or work with another list, use **F12**. Go to display AMVLA1.
 - To create the list and return to the display on which you typed **?**, use **F24**.
- To go directly to a company number and name, type the company number in the **Position To** field and use **F16**.
- To see a preliminary list of the companies you have selected, use **F2**. To return to the list of all companies, use **F2** again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the company numbers and names on the display.

F2 Selections Only shows the companies you have selected.

F12 Previous causes a new list to be created with the company numbers you selected. Display AMVLA1 appears again.

F16 Position To places the cursor in the **Sel** field next to the company number that is shown in the **Position To** field. If that company number does not exist, the cursor is

placed next to the first company number that follows the number in the **Position To** field.

F18 Clear Selections ignores any data you typed in and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the new list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

COMPANY LIST. The list name you entered on display AMVLA1.

POSITION TO. Type in a company number and use **F16** to place the cursor in the **Opt** field next to the company number shown in the **Position To** field. If this company number does not exist, the cursor is placed next to the first existing company number that follows the number in the **Position To** field.

NUMBER SELECTED. The number of companies currently selected. This field is updated when you use **F2**, **F16**, or **F18**.

MAXIMUM ALLOWED. The maximum number of companies you can select.

SEL (Selection). Type **1** in the **Sel** field for each company number you want to include in your selection list. If you do not want to include a company number, leave the corresponding **Sel** field blank.

COMPANY NUMBER - NAME. The valid company numbers and names that you can include in a selection list.

AMVQA2—Company Multi-Selection (Select Only)

Use this display to add to or remove companies from the selection list.

This display appears when you type **2** next to an existing selection list on display AMVLA1.

```

DATE **/**/**          COMPANY MULTI-SELECTION   SELECT ONLY          AMVQA2  **
Company List . . . : *****
                                     Number Selected . . . : ***
                                     Maximum Allowed . . . : ***

Type selections, press Enter.
  ' '=Remove From List  1=Add To List

Sel  Company Number - Name          Sel  Company Number - Name
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****
n    ** *****

USE ROLL UP/DOWN      F2 Display All      F12 Previous
                     F18 Clear Selections  F24 Exit

```

What to do

- To include a company in the selection list, type **1** in the **Sel** field next to the company number and name. After you have selected all the companies you want included in the list, do one of the following:
 - To update the list and return to display AMVLA1 to create or work with another list, use **F12**. Go to display AMVLA1.
 - To update the list and return to the display on which you entered **?**, use **F24**.
- To exclude a company from the list, blank out the **Sel** field (the default is 1=Add to List). Use **F2** or **F24**.
- To see a list of all the companies that can be included in the list, use **F2**. Display AMVQA1 appears. To return to this display, use **F2** again. The companies you selected on AMVQA1 appear on AMVQA2.

Function keys

USE ROLL UP/DOWN scrolls up and down through the company numbers and names on the display.

F2 Display All causes display AMVQA1 to appear. Use **F2** again to return to this display.

F12 Previous causes the selection list to be updated with the company numbers you selected. Display AMVLA1 appears again.

F18 Clear Selections ignores any data you entered and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the selection list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

COMPANY LIST. The list name you selected on display AMVLA1.

NUMBER SELECTED. The number of companies currently selected.

MAXIMUM ALLOWED. The maximum number of companies you can select.

SEL (Selection). The default is 1. To exclude a company number from the selection list, blank out the field.

COMPANY NUMBER - NAME. The valid company numbers and names that you can include in a selection list.

AMVLB1—Customer Multi-Selection Lists

Use this display to specify whether you want to select an existing selection list, create a new selection list, update an existing list, or delete an existing list for a customer number field.

This display appears when you type **2** in the **Selection List** field instead of specifying a customer number or a range of customer numbers.

```

DATE **/**/**          CUSTOMER MULTI-SELECTION LISTS          AMVLB1  **
                                Position to . . . . aaaaaaaA10

Type selections, press Enter.
  1=Select List and Return   2=Create/Maintain List   4=Clear List

Opt  Selection List          Opt  Selection List          Opt  Selection List
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****

USE ROLL UP/DOWN      F5 Refresh      F12 Previous      F16 Position to
    
```

What to do

- To select a list, type **1** in the **Opt** next to the name of the list you want and press **Enter**. The display on which you entered **?** appears again.
Note: If you type **1** by more than one list, only the first list is used.
- To create a new list, type **2** in the first **Opt** field and type a name for the new list in the first **Selection List** field. Press **Enter**. Go to the display AMVQB1.
- To change an existing selection list, type **2** in any **Opt** field next to the selection list you want to change. Press **Enter**. Go to display AMVQB2.
- To delete a list, type **4** in the **Opt** field next to the list you want to delete. The list you selected is deleted and the display on which you entered **?** appears again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the existing selection lists.

F5 Refresh ignores any selections you have made and causes the display to appear again in its original form.

F12 Previous saves the changes you made. The display on which you entered **?** appears again.

F16 Position to places the cursor in the **Opt** field next to the list name that is shown in the **Position to** field. If there is no list by that name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

Fields

POSITION TO. Type in the name of a selection list and use **F16** to place the cursor in the **Opt** field next to the list name. If there is no list by this name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

OPT (Option). This field allows you to indicate what you want to do with a selection list.

Type in one of the following:

- 1 Select list and return
- 2 Create/maintain list
- 4 Clear list

SELECTION LIST. The existing selection lists. Use the **ROLL** keys to view any lists that are not shown.

AMVQB1—Customer Multi-Selection (All)

Use this display to specify which of the customer numbers listed you want to include in the selection list you are creating.

This display appears when you type **2** and a new list name on display AMVLB1.

```

DATE **/**/**          CUSTOMER MULTI-SELECTION    ALL          AMVQB1  **
Customer List . . . : *****                      Position To . . . . . nnnnnnnn
Number Selected . . . : ***
Maximum Allowed . . . : ***

Type selections, press Enter.
  ' =Remove From List  1=Add To List

Sel  Cust No. Dup Name                      Phone                      St Country
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **
n ***** * *****                      *****                      **

USE ROLL UP/DOWN      F2 Selections Only  F12 Previous  F16 Position To
                      F18 Clear Selections F24 Exit
    
```

What to do

- To include a customer in a new selection list, type **1** next to the customer number and name. After you have selected all the customers you want included in the list, do one of the following:
 - To create the list and return to display AMVLB1 to create or work with another list, use **F12**. Go to display AMVLB1.
 - To create the list and return to the display on which you typed **?**, use **F24**.
- To go directly to a customer number and name, type the customer number in the **Position To** field and use **F16**.
- To see a preliminary list of the customers you have selected, use **F2**. To return to the list of all customers, use **F2** again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the customer numbers and names on the display.

F2 Selections Only shows the customers you have selected.

F12 Previous causes a new list to be created with the customer numbers you selected. Display AMVLB1 appears again.

F16 Position To places the cursor in the **Sel** field next to the customer number that is shown in the **Position To** field. If that customer number does not exist, the cursor is

placed next to the first customer number that follows the number in the **Position To** field.

F18 Clear Selections ignores any data you typed in and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the new list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

CUSTOMER LIST. The list name you entered on display AMVLB1.

POSITION TO. Type in a customer number and use **F16** to place the cursor in the **Opt** field next to the customer name shown in the **Position To** field. If this customer number does not exist, the cursor is placed next to the first existing customer number that follows the number in the **Position To** field.

NUMBER SELECTED. The number of customers currently selected. This field is updated when you use **F2**, **F16**, or **F18**.

MAXIMUM ALLOWED. The maximum number of customers you can select.

SEL (Selection). Type **1** in the **Sel** field for each customer number you want to include in your selection list. If you do not want to include a customer number, leave the corresponding Sel field blank.

CUST NO.. A valid customer number that you can include in a selection list.

DUP. A plus sign (+) indicates that the customer number is included in another selection list.

NAME. The customer's name.

PHONE. The customer's phone number.

ST. The state where the customer is located.

COUNTRY. The country where the customer is located.

F18 Clear Selections ignores any data you entered and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the selection list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

CUSTOMER LIST. The list name you selected on display AMVLB1.

NUMBER SELECTED. The number of customers currently selected.

MAXIMUM ALLOWED. The maximum number of customers you can select.

SEL (Selection). The default is 1. To exclude a customer number from the selection list, blank out the field.

CUST NO. A valid customer number that you can include in a selection list.

NAME. The customer's name.

PHONE. The customer's phone number.

ST. The state where the customer is located.

COUNTRY. The country where the customer is located.

AMVLC1—Sales Rep Multi-Selection Lists

Use this display to specify whether you want to select an existing selection list, create a new selection list, update an existing list, or delete an existing list for a sales representative number field.

This display appears when you type **2** in the **SELECT LIST** field instead of specifying a sales representative number or a range of sales representative numbers.

```

DATE **/**/**                SALES REP MULTI-SELECTION LISTS                AMVLC1 **
                                Position to . . . . aaaaaaaA10
Type selections, press Enter.
  1=Select List and Return    2=Create/Maintain List    4=Clear List

Opt  Selection List          Opt  Selection List          Opt  Selection List
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****

USE ROLL UP/DOWN          F5 Refresh          F12 Previous          F16 Position to
    
```

What to do

- To select a list, type **1** in the **Opt** next to the name of the list you want and press **Enter**. The display on which you entered ? appears again.
Note: If you type **1** by more than one list, only the first list is used.
- To create a new list, type **2** in the first **Opt** field and type a name for the new list in the first **Selection List** field. Press **Enter**. Go to the display AMVQC1.
- To change an existing selection list, type **2** in any **Opt** field next to the selection list you want to change. Press **Enter**. Go to display AMVQC2.
- To delete a list, type **4** in the **Opt** field next to the list you want to delete. The list you selected is deleted and the display on which you entered ? appears again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the existing selection lists.

F5 Refresh ignores any selections you have made and causes the display to appear again in its original form.

F12 Previous saves the changes you made. The display on which you entered ? appears again.

F16 Position to places the cursor in the **Opt** field next to the list name that is shown in the **Position to** field. If there is no list by that name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

Fields

POSITION TO. Type in the name of a selection list and use **F16** to place the cursor in the **Opt** field next to the list name. If there is no list by this name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

OPT (Option). This field allows you to indicate what you want to do with a selection list.

Type in one of the following:

- 1 Select list and return
- 2 Create/maintain list
- 4 Clear list

SELECTION LIST. The existing selection lists. Use the **ROLL** keys to view any lists that are not shown.

does not exist, the cursor is placed next to the first sales representative number that follows the number in the **Position To** field.

F18 Clear Selections ignores any data you typed in and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the new list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

SALES REP LIST. The list name you entered on display AMVLC1.

POSITION TO. Type in a sales representative number and use **F16** to place the cursor in the **Opt** field next to the sales representative name shown in the **Position To** field. If this sales representative number does not exist, the cursor is placed next to the first existing sales representative number that follows the number in the **Position To** field.

NUMBER SELECTED. The number of sales representatives currently selected. This field is updated when you use **F2**, **F16**, or **F18**.

MAXIMUM ALLOWED. The maximum number of sales representatives you can select.

SEL (Selection). Type **1** in the **Sel** field for each sales representative number you want to include in your selection list. If you do not want to include a sales representative number, leave the corresponding Sel field blank.

SALES REP NUMBER / NAME. The valid sales representative numbers and names that you can include in a selection list.

HOME CO. The code that indicates the sales representative's home company.

TERRITORY. The code that indicates the sales representative's geographical territory.

F18 Clear Selections ignores any data you entered and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the selection list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

SALES REP LIST. The list name you selected on display AMVLC1.

NUMBER SELECTED. The number of sales representatives currently selected.

MAXIMUM ALLOWED. The maximum number of sales representatives you can select.

SEL (Selection). The default is 1. To exclude a sales representative from the selection list, blank out the field.

SALES REP NUMBER / NAME. The valid sales representative numbers and names that you can include in a selection list.

HOME CO. The code that indicates the sales representative's home company.

TERRITORY. The code that indicates the sales representative's geographical territory.

AMVLD1—Currency Multi-Selection Lists

Use this display to specify whether you want to select an existing selection list, create a new selection list, update an existing list, or delete an existing list for a currency ID field.

This display appears when you type **2** in the **SELECT LIST** field instead of specifying a currency ID or a range of currency IDs.

```

DATE **/**/**                CURRENCY MULTI-SELECTION LISTS                AMVLD1  **
                               Position to . . . . aaaaaaaA10

Type selections, press Enter.
  1=Select List and Return    2=Create/Maintain List    4=Clear List

Opt  Selection List          Opt  Selection List          Opt  Selection List
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****
n    *****                n    *****                n    *****

USE ROLL UP/DOWN          F5 Refresh          F12 Previous          F16 Position to

```

What to do

- To select a list, type **1** in the **Opt** next to the name of the list you want and press **Enter**. The display on which you entered **?** appears again.
Note: If you type **1** by more than one list, only the first list is used.
- To create a new list, type **2** in the first **Opt** field and type a name for the new list in the first **Selection List** field. Press **Enter**. Go to the display AMVQD1.
- To change an existing selection list, type **2** in any **Opt** field next to the selection list you want to change. Press **Enter**. Go to display AMVQD2.
- To delete a list, type **4** in the **Opt** field next to the list you want to delete. The list you selected is deleted and the display on which you entered **?** appears again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the existing selection lists.

F5 Refresh ignores any selections you have made and causes the display to appear again in its original form.

F12 Previous saves the changes you made. The display on which you entered **?** appears again.

F16 Position to places the cursor in the **Opt** field next to the list name that is shown in the **Position to** field. If there is no list by that name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

Fields

POSITION TO. Type in the name of a selection list and use **F16** to place the cursor in the **Opt** field next to the list name. If there is no list by this name, the cursor is placed next to the first existing list that follows alphabetically the name in the **Position to** field.

OPT (Option). This field allows you to indicate what you want to do with a selection list.

Type in one of the following:

- 1 Select list and return
- 2 Create/maintain list
- 4 Clear list

SELECTION LIST. The existing selection lists. Use the **ROLL** keys to view any lists that are not shown.

AMVQD1—Currency Multi-Selection (All)

Use this display to specify which of the currency IDs listed you want to add to the selection list you are creating.

This display appears when you type **2** and a new list name on display AMVLD1.

```

DATE **/**/**                CURRENCY MULTI-SELECTION    ALL                AMVQD1  **
Currency List . . . : *****                          Position To . . . . . aA3
Number Selected . . . : ***
Maximum Allowed . . . : ***

Type selections, press Enter.
' '=Remove From List  l=Add To List

Sel  Currency Dup  Description                Sel  Currency Dup  Description
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****
n    ***      *  *****

USE ROLL UP/DOWN          F2 Selections Only  F12 Previous      F16 Position To
                          F18 Clear Selections  F24 Exit
    
```

What to do

- To include a currency ID in a new selection list, type **1** next to the currency ID. After you have selected all the currencies you want included in the list, do one of the following:
 - To create the list and return to display AMVLD1 to create or work with another list, use **F12**. Go to display AMVLD1.
 - To create the list and return to the display on which you typed **?**, use **F24**.
- To go directly to a currency ID, type the currency ID in the **Position To** field and use **F16**.
- To see a preliminary list of the currencies you have selected, use **F2**. To return to the list of all currencies, use **F2** again.

Function keys

USE ROLL UP/DOWN scrolls up and down through the currency IDs and names on the display.

F2 Selections Only shows the currencies you have selected.

F12 Previous causes a new list to be created with the currency IDs you selected. Display AMVLD1 appears again.

F16 Position To places the cursor in the **Sel** field next to the currency ID that is shown in the **Position To** field. If that currency ID does not exist, the cursor is placed next to the first currency ID that follows the number in the **Position To** field.

F18 Clear Selections ignores any data you typed in and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the new list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

CURRENCY LIST. The list name you entered on display AMVLD1.

POSITION TO. Type in a currency ID and use **F16** to place the cursor in the **Opt** field next to the currency ID shown in the **Position To** field. If this currency ID does not exist, the cursor is placed next to the first existing currency ID that follows the number in the **Position To** field.

NUMBER SELECTED. The number of currencies currently selected. This field is updated when you use **F2**, **F16**, or **F18**.

MAXIMUM ALLOWED. The maximum number of currencies you can select.

SEL (Selection). Type 1 in the **Sel** field for each currency ID you want to include in your selection list. If you do not want to include a currency ID, leave the corresponding **Sel** field blank.

CURRENCY. A valid currency ID a that you can include in a selection list.

DUP. A plus sign (+) indicates that the currency ID is included in another list.

DESCRIPTION. A description of the currency.

AMVQD2—Currency Multi-Selection (Select Only)

Use this display to add or remove currency IDs from the selection list.

This display appears when you type **2** next to an existing selection list on display AMVLD1.

```

DATE **/**/**      CURRENCY MULTI-SELECTION  SELECT ONLY      AMVQD2  **
Currency List . . : *****
                                          Number Selected . . . : ***
                                          Maximum Allowed . . . : ***

Type selections, press Enter.
  ' '=Remove From List  1=Add To List

Sel  Currency      Description      Sel  Currency      Description
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****
n    ***           *****       n    ***           *****

USE ROLL UP/DOWN  F2 Display All      F12 Previous
                  F18 Clear Selections  F24 Exit

```

What to do

- To include a currency in the selection list, type **1** in the **Sel** field next to the currency ID and description. After you have selected all the currency IDs you want included in the list, do one of the following:
 - To update the list and return to display AMVLD1 to create or work with another list, use **F12**. Go to display AMVLD1.
 - To update the list and return to the display on which you entered ? use **F24**.
- To exclude a currency from the list, blank out the **Sel** field (the default is 1=Add to List). Use **F2** or **F24**.
- To see a list of all the currency IDs that can be included in the list, use **F2**. Display AMVQD1 appears. To return to this display, use **F2** again. The currencies you selected on AMVQD1 appear on AMVQD2.

Function keys

USE ROLL UP/DOWN scrolls up and down through the currency IDs and descriptions on the display.

F2 Display All causes display AMVQD1 to appear. Use **F2** again to return to this display.

F12 Previous causes the selection list to be updated with the currency IDs you selected. Display AMVLD1 appears again.

F18 Clear Selections ignores any data you entered and causes the display to appear again in its original form.

F24 Exit saves all the selections you made in the selection list. The display on which you entered ? appears again.

Note: When you press **Enter**, no processing occurs. Use the appropriate function key.

Fields

CURRENCY LIST. The list name you selected on display AMVLD1.

NUMBER SELECTED. The number of currency IDs currently selected.

MAXIMUM ALLOWED. The maximum number of currency IDs you can select.

SEL (Selection). The default is 1. To exclude a currency ID from the selection list, blank out the field.

CURRENCY. A valid currency ID a that you can include in a selection list.

DESCRIPTION. A description of the currency.

Glossary

This glossary defines terms that are important for this book. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other XA publications.

This glossary includes definitions from:

- *The American National Dictionary for Information Processing Systems*, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- *The ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines*, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.
- *Preparing Financial Information Systems for the euro*, developed by the European Commission, Directorate General XV, Internal market and Financial Services, published December 15, 1997 (XV/7038/97).

account number. A designation for an account, entry, invoice, voucher, etc., chosen in such a manner that it quickly reveals certain information.

accounting period. A period at the end of which and for which financial statements are prepared.

accounting procedure. The established processes for recording and summarizing financial information to produce financial statements and reports and to provide internal control.

accounting system. The classification of accounts, and the books of accounts, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

accounts receivable. (1) The amount of money owed to a company by its customers. (2) The maintenance of records that represent the money owed to a company for goods or services rendered.

accounts receivable ledger. The overall record of customer indebtedness. It might be a book, a file of individual customer cards, or some other means of record keeping.

accrual accounting method. An accounting method which records revenue when earned and expenses when the liability is incurred. Contrast with cash accounting method.

acknowledgment. A notice to a customer that the order has been received by the vendor.

adjustment. (1) A transaction that changes a specific balance in a master file, such as the quantity on-hand of an inventory item. (2) In payroll, an amount added to gross or net pay.

aged receivables report. Similar to the Aged Trial Balance. Provides more selection capability and allows you to simulate invoice aging based on aging date.

aged trial balance. A trial balance in which open items are listed in separate groups according to age; for example, all items billed 30 days or less or all items billed over 90 days ago.

aging date. The date used to calculate invoice aging when you select As of Specific Date option on the Aged Receivables Report. If you do not enter this date, the system automatically calculates it.

allowance. (1) In accounts payable, a concession or reduction against an invoice, brought about by varying conditions and reasons, and agreed to between the purchaser and the seller. (2) In accounts receivable, an adjustment to a customer's bill, generally reducing the amount owed. (3) In order entry, a credit transaction that does not affect the inventory balance of the credited item.

alphanumeric. Consisting of both letters and numbers and often other symbols, such as punctuation marks and mathematical symbols.

application. The use to which a data processing system is put; for example, keeping a record of a company's inventory.

application program. A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

application tailoring. The process of selecting application options to satisfy the specific needs of a company.

asset. Any object or right having a money value.

asset ledger. A ledger that records basic information for each fixed asset (machine, truck, building, etc.). It includes such information as asset number, original cost, depreciation method, depreciation period, book value, capitalized revenue, machine hour rate (cost rate).

audit. To review and examine the activities of a data processing system mainly to test the adequacy and effectiveness of procedures for data security and data integrity. (T)

audit trail. Information that allows the history of an account, item record, order, etc., to be traced. The more recent information may be stored online for retrieval.

backup copy. A copy of a file or library that is kept for reference in case the original file or library is destroyed.

backup diskette. A diskette that contains information copied from a disk or another diskette. A backup diskette is used if the original information is incorrectly altered or destroyed.

balance forward method. In accounts receivable, keeping a record of the total outstanding balance owed by a customer. Contrast with open-item method.

balance sheet. A statement of financial position showing the assets and liabilities of a business.

batch. (1) An accumulation of data to be processed, as in a batch of transactions. (2) A group of jobs to be run on a computer at one time with the same program.

batch mode. A method of running jobs that do not require continuous operation attention; that is, processing that is not interactive. Contrast with interactive.

batch number. A number printed on a document to delineate a group of transactions.

billing. The preparation of a document called an invoice (or bill) describing commodities shipped and/or services rendered and setting forth the charges and terms.

cash. Currency, coin, checks, postal and express money orders, or bankers' drafts.

cash accounting method. An accounting method which records revenues when received and expenses when paid out. Contrast with accrual accounting method.

cash disbursement register. A listing of paid vendors' invoices.

cash discount. A discount earned on an invoice if it is paid by the due date. Sometimes referred to as credit discount or term discount.

cash flow. Movement of money in and out of a business.

cash requirements report. A list of invoices selected to be paid and prepared in order to anticipate capital required.

chart of accounts. A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers, if any.

close. To make a file unavailable for processing.

concurrent processing. A method of processing in which two or more jobs appear to be processing at the same time. The instructions of each job are processed one at a time, but alternate in such a fashion as to make the most efficient use of the system.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

credit. An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

credit discount. Synonym for cash discount.

credit memo. A document issued to the customer, detailing merchandise returned to the vendor, or other adjustments reducing the amount owed by the customer to the vendor. Contrast with debit memo.

current assets. Those assets which are available or can be made readily available to meet the cost of operations or to pay current liabilities.

current balance. The amount owed by a customer at any given time.

current liabilities. Liabilities that are payable within a relatively short period of time, usually not longer than a year.

current resources. Resources that can be used to meet current expenses.

cursor. A movable character (underscore) on a display screen that indicates where the next character typed by the operator will appear.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means. (I) (A)

debit. An addition to an expense or asset account; a deduction from a revenue, net worth, or liability account.

debit memo. (1) In COM, a document representing a charge to the customer for corrections, additions, or special or unusual charges. (2) In accounts receivable, a document increasing the original amount of an invoice because of a billing or shipping error. (3) In accounts payable, a document increasing the amount due from a vendor. (4) Contrast with credit memo.

dedicated. Pertaining to a mode of operation in which a procedure requires all the resources of the system.

default. An alternative attribute, option, or value that is assumed when none has been specified.

delete. To remove a unit of data such as a character, field, file, or record.

dependent transaction. An entry that depends on the creation of a preceding transaction; for example, a receipt is dependent upon a purchase order entry transaction.

description. The details required to identify a given item or commodity.

disbursement. Payment in currency or by check.

diskette. A small, flexible, magnetic disk permanently enclosed in a protective jacket. Diskettes are a removable medium used to store information until it is required for processing.

display. (1) A visual presentation of data. (I) (A) (2) To present an image on the screen of a display device. (3) The part of a workstation on which data, messages, or other information is displayed.

due date. (1) The date on which, according to the terms and the date of the invoice payment must be made. (2) The date by which the work on a shop order is to be completed or a purchase order is to be received.

edit To verify the form or format of data; for example, to test a data field such as customer number.

enter. To send coding, data, or a message to a computer from a keyboard.

entry. (1) An element of information in a table, list, queue, or other organized structure of data or control information, such as the record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date The date on which a transaction is entered into a master file.

error message. An indication that an error has been detected. (A) Contrast with informational message and warning message.

European Union (EU). Created by the Maastricht Treaty, comprised of 15 European countries. Predecessor was the European Economic Community (EEC) formed in 1958.

euro. The single European currency as defined in the *Regulation on the introduction of the euro*.

euro-participating country. EU countries that will initially participate in the euro currency transition.

exchange rate. Ratio for exchange of two currencies.

execute. To cause an instruction, program, procedure, or other machine function to be performed.

extended price. The unit price multiplied by the number of units purchased. See also unit price.

field. In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

file. An organized collection of related records treated as a unit.

file maintenance The online process of updating XA application master files.

file name. An arbitrary symbol created by the programmer or program to identify and refer to a collection of related records.

financial statement. A balance sheet, income statement, statement of application of funds, or any supporting statement or other presentation of financial data derived from accounting records.

fixed assets. Assets such as land, buildings, machinery, and furniture that are held or used for long periods of time.

function key. One of the keys of the workstation keyboard to request specific functions from the system or application program.

general journal. A journal in which are entered all accounting entries that are not recorded in special journals.

general ledger. A book file, or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

hash total. A control total, accumulated manually from a batch of input documents, that helps ensure that entry of data into the computer system is correct and documents are not lost. Hash totals can be kept on quantities, part number, invoice number, and so on.

help text. Panels or windows of information, displayed online within an application.

ID. Identification.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message and warning message.

inquiry. A request for information stored in, or calculated from, one or more data files.

inquiry mode. The mode of operation when the system is responding to an inquiry.

interactive mode. A mode of operation in which information is entered, acted upon by the computer, and then responded to by the computer.

interface. (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another.

inventory management. Controlling a company's goods in a way that ensures economical buying and prompt customer service.

invoice. A description of goods and services sold, including how much is to be paid and the terms of payment.

invoice register. A daily listing of invoice totals. It also shows indicative and classification data such as date, invoice number, and customer.

job. (1) A single identifiable sequence of processing actions that represents a single use of the system. A job is the basic unit of work that is identified to the system. (2) The period of time between sign on and sign off at a workstation or the system console is also referred to as a job. See session.

journal. (1) Any book of original entry. (2) A report showing financial transactions entered into the system.

ledger. A group of accounts in which are recorded the financial transactions of a company.

liabilities. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or reduced at some future date.

line item. An individual entry on a voucher.

local currency. The currency you use to record transactions in the General Ledger; normally your own national currency. (The currency you use for accounting purposes.).

Lookup. A function to search for database or master file information.

main menu. The first or primary menu in a series of menus. See also secondary menu.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. (I) (A)

menu. A displayed list of items from which the operator makes a selection.

message. A series of words or symbols, appearing on the display screen or printed output, that convey information. See also error message, informational message, warning message.

message identifier. The leading part of a message that contains information such as its source and an identification number.

mode. A method of operation. See batch mode, interactive mode.

offline. Pertaining to equipment or devices not under control of the processing unit.

old balance. In accounting, that portion of an account that exceeds the other portion before any later debits or credits are applied. See current balance.

online. Pertaining to equipment or devices under direct control of the processing unit.

open. To prepare a file for processing.

open item. Any active transaction within a file.

open-item method. In accounts receivable, keeping a record of each unpaid invoice and identifying each customer payment as belonging to a specific invoice. Contrast with balance forward method.

order. (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

order release. (1) In order processing, authorization to fill a customer's order. (2) In manufacturing, authorization to assemble or fabricate a product identified by a shop order.

paging. Displaying the records in a file in sequence on a workstation. Using this facility, an operator can read through an entire file rather than seeing one record, as when using inquiry.

post. To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry.

prepaid expenses. Expenses entered in the accounts for benefits not yet received.

queue. (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In manufacturing planning systems, the backlog of work waiting to be processed at a work center.

questionnaire. A unique set of questions for each XA application first answered when the application is installed and used to tailor the application to meet your company's needs.

reconciliation. Comparing two values of the same measurement and adjusting to force agreement; for example, reconciling book inventory to the physical count.

record. (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk, diskette, or punched cards.

record key. A field in a record that identifies the record in a file.

record length. The total number of characters (bytes) in a record.

reporting period. Synonym for accounting period.

returns. Items that are sent back to the vendor and for which credit is given.

right-adjust. To place data in a field so that the last significant character at the right end of the data is placed in the right most position of the field.

run-time option. A specification, made when a computer job is run, that tells how the job is to be run.

sales analysis. The statistical accumulation of data regarding the sale of goods made by a company in various classifications and categories.

secondary menu. A menu showing an expanded list of options for an item that appears on a Main Menu. See also main menu.

session. The period of time during which a user of a terminal can communicate with an interactive system, usually, elapsed time between logon and logoff. See job.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See also system date.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See also system date.

set. A group of records with the same invoice number and age code.

ship-to. A heading that gives the name and address to which goods will be delivered.

sign off. To end a session at a workstation.

sign-off. The procedure by which an operator ends a workstation session.

sign on. To begin a session at a workstation.

sign-on. The procedure by which an operator begins a workstation session.

sort. To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

statement. (1) A document periodically sent by the vendor to the customer (frequently at month end) that shows the total amount owed to the vendor on unpaid bills. (2) A presentation of financial data showing the financial position and the results of financial operations of a company for a particular accounting period.

supplier. See vendor.

system date. The date assigned by the operator during initial program load. Generally, the system date is the same as the actual date. See also session date.

system printer. The printer, designated during system configuration, that is used for system and workstation printed output, unless the output is specifically directed to another printer. Contrast with workstation printer.

taxing body. One of the federal, state, or local agencies that levies taxes.

term discount. Synonym for cash discount.

terms. The conditions on which a sale is made.

trade discount. A discount earned by a special type of business, for example, an automobile parts manufacturer gives a trade discount to a wholesaler but charges the catalog price to a garage.

trading currency. The currency you use in your dealings with your customers.

transaction. An item of business, such as receipt of an order or paying a bill.

transaction file. A file containing relatively transient data that, for a given application, is processed together with the appropriate master file.

transaction register. A list of transaction—issues, receipts, and adjustments—affecting the balance of material-on-hand.

trial balance. A periodic listing of all open items to prove that the accounts receivable or accounts payable ledger is in balance with the control sheet.

unit of measure. A code indicating the measurement basis for inventory, such as each, pound, tons, gallons, feet.

unit price. The price per standard unit of a product or service. See also extended price.

update. To modify a file with current information according to a specified procedure.

user ID. A special value assigned to an operator and typed in when the operator signs on. The system uses the value to determine whether the operator is authorized to use the system or requested function.

vendor. A seller of goods or services.

voucher. A document that verifies a transaction, usually indicating the accounts that are affected.

warning message. An indication that an error has been detected. (A) You do not have to correct the error before you continue. Contrast with error message and informational message.

window. An area of the screen with visible boundaries through which panel information is displayed. A window can be smaller than or equal in size to the screen. Windows can overlap on the screen and give the appearance of one window being on top of another.

work file. (1) A device that lets a person transmit information to or receive information from a computer, or both, as needed to perform a job. (2) An input/output device that contains a display on which data appears and an attached keyboard through which data is entered.

workstation. An input/output device that contains a display on which data is shown and an attached keyboard through which data is entered.

workstation printer. A serial printer that is designated during installation to print workstation output data. Contrast with system printer.

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