

ACCOUNTS RECEIVABLE MANUAL

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ACCOUNTS RECEIVABLE INTRODUCTION

The Accounts Receivable Transaction File holds charges and credits for all retailers. You have the capability to designate some or all of your retailers as 'open item accounts' so the unpaid charges and unapplied credits remain in the Transaction File until they are reconciled. The statement will show a balance forward (the total unpaid amount from all previous periods), the current week charges and credits, and the total amount due.

To process A/R and print statements run code 'ARUN' which begins immediately and does not require an 'EOD' to start processing. If you want the returns that were processed that day to be included, then Return Processing (code 830) and End of Day Processing (code EOD) must be run prior to ARUN.

A/R TRANSACTION FILE

All transactions added to the A/R Transaction File automatically have a suffix number starting with '0' added to the eight digit reference number. If there is another transaction on the A/R Transaction File with the same reference number, the first transaction would be reference 'rrrrrrr00', the second would be reference 'rrrrrrr01'. The maximum suffix number is '99'. The suffix number must be included in all codes (except AR07) that require a reference number to be entered.

A/R SALES TRANSACTION FILE

If an A/R transaction affects sales, a corresponding A/R sales transaction is added to the Detail Sales Transaction File for the retailer using the same batch number, reference number, date and amount. A/R transactions created through code 800 (Single Entry Returns) and code 165 (Reorder) will always add to the A/R Sales Transaction File with suffix number '00' added to the reference number. A/R created through invoicing or added with code AR07 (A/R Transaction Entry) will add to the A/R Sales Transaction File with the same suffix number as is added to the A/R Transaction File. When A/R description 8-Debit Sales Only and 9-Credit Sales Only are used, the sales transaction will be added to the Detail Sales File with a suffix of 50. This is to prevent any duplicate reference numbers.

PRODUCT SALES HISTORY FILE

There is one record for each product for each year that a retailer sells. It contains current month sales and returns and 12 month fields to track monthly sales. Each time you do an ARUN, the sales are posted to the current month fields. If the ARUN is an end of month run, then once the sales and return are posted to the current month fields for the run, they are put in the proper month field and current month is cleared in order to start accumulating for the next months runs.

SHORTAGE AND CANCEL REPORT

Shortages and cancels entered through code 800 - Single Entry Returns or through code AR07 - A/R Transaction Entry will print on the Shortage and Cancel Report (AX51) automatically when the accounts receivable statements are requested (ARUN).

END-OF-MONTH AND END-OF-QUARTER SALES REPORTS

When you enter the statement request process through code 'ARUN', the system will prompt you for 'Proper Month Code for End of Period'. Valid month codes are 1-12. Enter the month code that corresponds to the current month in the calendar year. At the end of the month, answer 'Y' to 'End-Of-Month' to update the proper month field in the Product Sales History File and the Query Sales File.

During every end of month run, the system will recreate the Query Sales File. All sales reports obtain their numbers from this file. That means the sales reports for a particular month or quarter can be printed throughout the month until the next end of month ARUN is processed.

Sales data is saved by product number from every A/R transaction for every retailer and post to the A/R Sales Transaction File. You also have the option to breakdown sales by category number within each product (client option). This file A/R Sales Transaction File is used to post the sales dollars to the Product Sales File during every ARUN process.

Service charge amounts are not included in the sales history unless you want them to. You can include service charge in any product's sales or add a separate product number for service charge with code 340 (Add Product Number). Update your Client Record with the product number to be used to post service charges to.

Sales tax (if used) is never added to product sales. If you want sales tax calculated on retailer's invoices, reorders (code 165), or returns (code 800), you must update the retailer's record (code 500) with the sales tax percent to be used for calculation and update the Client Record on the 'Invoice Options' screen.

RESTORING PREVIOUS QUARTERLY REPORTS

These are instructions for using codes AR90 (Update A/R Control File) and AR65 (End of Quarter Sales Query) to make old sales files available to print reports. If you choose to use codes AR90 and AR65 to recreate reports from a previous quarter, when you have completed running your quarterly sales reports, you must run AR90 again using the last End Of Month A/R Statement date, followed by code AR65 to recreate current sales data.

1. At menu, enter AR90 using the EOM date for the quarter for which you would like to print sales. It displays just like the prompts for an actual ARUN.
2. At menu, enter code AR65 saying 'YES' to continue.
3. Your sales files are now updated to print quarterly reports.
4. After quarterly reports have been printed, enter code AR90 at the menu using the last EOM statement date.
5. At menu, enter Code AR65. Your data sales files are now current.

Steps 1 and 2 will run only about a second before returning to Enter Code. In order to get your Query Sales File back to where you were prior to starting this, run steps 4 and 5.

RETAILER STATEMENTS

Retailer statements show the amount of money your retailers owe and lists the transactions for the current period. For open item retailers, you have the option of printing the aged transactions on their statement that make up the beginning balance (Client Record on A/R Options).

The balance due is broken down by aging period at the bottom of the statement. You have the option not to print the aging at the bottom by changing an option in the Client Record. Three lines at the bottom of each statement can be used to print a special message. Chain retailers can receive master statements or individual statements or both. See the next section on setting up chain master accounts for the options available.

SETTING UP CHAIN ACCOUNTS

Chain master accounts - Each chain that will be getting a master statement, a retailer must be added to the Retailer File which will be the chain master. The retailer number consists of five digits, the first two numbers must be 99 with the last three being the chain number. For example, Chain 10's master account number would be 99010. This retailer should have the name and address where the master statement is to be sent and the chain number must be keyed as 999. Use code 500 to add these master accounts.

Chain numbers - All retailers who are part of a chain need to have a chain number assigned regardless of whether their chain receives a chain master statement or not. This chain number should be the same as the chain number for all the other retailers on that chain. Use code 500 to update the chain number for a retailer.

Store number - All chain retailers must have a store number in order to identify them on the chain master statement. Use code 500 to update a retailer's store number.

Load balances - Once you set up your chain accounts, you should load to the chain master retailer the total of all the chain's retailers' balances using code AR10. The individual chain retailers that had balances must have their balances entered as zero using code AR10. Do this prior to changing their statement code.

Statement code - All retailers who are part of a chain and whose transactions are to appear on a chain master statement must have a statement code other than zero. The chain master account's statement code must be zero. Use code 500 to change the retailer's statement code to one of the following:

0 - Balance Forward - prints balance forward, all current debits and credits. Retailer is not part of a chain.

1 Chain Retailer - no balance forward prints on their statement. Prints all current debits and credits. Chain master statement also prints all retailer transactions and carries the balance forward for the entire chain.

2 Chain Retailer - no balance forward prints on their statement. Prints all current debits and credits. Chain master statement prints 1 line per store which is a summary transaction of the store's current transactions (net). The chain master statement carries the balance forward for the entire chain.

3 Chain Retailer - prints no statement for the individual retailer. Chain master statement prints all current debits and credits in detail by store. The chain master statement carries the balance forward for the entire chain.

4 Chain Retailer - prints no statement for the individual retailer. Chain master statement prints only a summary transaction. That means one line per retailer showing a net amount for the current period's transactions. The chain master statement carries the balance forward for the entire chain.

TO ADD A RETAILER TO AN EXISTING CHAIN ACCOUNT

1. Use code 500 to add the retailer, if new.
2. Be sure the chain number and the statement code are the same as the other retailers in the chain. Enter correct store number as this is how the transactions are identified on the chain statement.
3. NON-OPEN ITEM - If the retailer already has a balance forward, add this amount to the chain's balance. Use code AR10 to reload the chain's total new balance to the chain master retailer (99XXX) and also to zero out the retailer balance.
4. OPEN ITEM - If the retailer being added and the chain master retailer are both already open item, use code 500 to change Open Item to 'N' for both the retailer and chain master account. Use code AR10 to load the individual retailer's balance to zero. Use AR10 to load the chain master retailer's new balance also. The totals that display in AR10 should have a 'difference' displayed of 0 (zero) if all was done correctly. After the balances are reloaded, use code 500 to change all retailers in the chain and the chain master account back to 'Y' for open item. You will be prompted for 'Open Item Refer Number'. Since the individual retailer was loaded with a balance of 0 (zero), no transaction will be created. On the chain master account, write down the reference number you enter. You will use this reference number next in code AR13. Use code AR13 to delete the transaction created when changing the chain master account back to open item. The individual retailer's current and aged items will be transferred to the chain master account number with the next ARUN.

TO REMOVE A RETAILER FROM AN EXISTING CHAIN ACCOUNT

1. **Non-open item** - Use code 500 to change retailer's statement code to zero.
2. **Open item** - If the retailer and the chain retailer are both open item, use code 500 to change their Open Item flag to 'N' so that balances can be loaded.
3. Use code AR10 to load the retailer's balance.
4. Use code AR10 to reload the correct total chain balance to the 99XXX account.
5. **Open item only** - After the new balances are reloaded, use code 500 to change both retailers' open item flag back to 'Y' for open item. For the chain master, use code AR13 to delete the debit adjustment transaction created by keying code 500. Use code AR13 to delete the individual retailer's aged transactions from the chain master account.

SETTING UP OPEN ITEM RETAILERS

You have the capability to designate some or all retailers as open item accounts so that all unpaid charges and unapplied credits remain open in the Accounts Receivable Transaction File until they are reconciled. When a payment for an open item retailer is received, the charges paid and credits taken can be reconciled. Any item in dispute (unpaid, overpaid, underpaid) stays open under the original reference number until satisfactorily resolved. With open item, you have the option to print the detail of all transactions still open on the retailer's statement. In addition, for your reference, the detail can also be printed on the Aged Trial Balance Report that is printed during the ARUN request.

Before you begin to use open item you need to update your Client Record for the different options allowed and then set up the retailers to be open item. The following instructions explain the steps necessary to accomplish this.

1. **Update Client Record** - Certain options on the client record pertain to open item. Use code 321 to change these fields under the section identified as 'AR Options':

Bal Fwrd Detail - ATB - 'Y' will print one line for each open item transaction. 'N' will print the standard one line per retailer on the Aged Trial Balance Report.

Bal Fwrd Detail- STMT - 'Y' will print each open item transaction that makes up the balance forward on an open item retailer's statement prior to printing the balance forward line. 'N' will print one line containing the balance forward (no detail).

Open Item Age Drop - this will determine how many billing cycle ARUNs to hold open item transactions on file even after it has been totally applied.

Print Open Item Suffix - this determines whether or not the suffix for the reference number on an open item A/R transaction will print on the statement.

Save Cash Applied Transactions - determines if the system creates a file for printing daily and weekly the cash applications that were done. Use Code AR31 - Print Daily/Wkly Cash Application Listing. You will also get a printed report each time you end the code AR17 (Apply Cash).

Write Off Dollar Variance - you have the option to automatically write-off a transaction if during Cash Application (AR17) the dollar amount of the difference between the transaction being applied and the amount you specify is the same or less than the variance amount you enter here. A transaction is created for the difference and automatically applied. This will keep the small dollar amounts differences from staying on file.

Write-off A/R Description Nbr - this is used in conjunction with the previous option. If you are using that option, enter the A/R description number you have added with code AR09 for the automatic write-off transaction description.

AR17 Shift-F3 on Stmt - You can decide whether or not to print transactions that you create during cash application, such as payments for unknown reference numbers or credits taken for an unknown reference number, will print on the retailer's statement. You may want to wait until you have used AR17's shift F3 option to decide on this option.

2. **Designating Retailers As Open Item** - Use code 500 to flag the retailers as 'Y' for open item. To do chain statements on open item, all retailers in the chain and the chain master have to be flagged as 'Y'. The retailer's balance forward transaction will be in batch 0 and assigned the reference number keyed. This becomes an open item transaction so that payments can be applied to it. Only the chain master account will have the 'Balance Forward' amount as an open item. Starting with the next statement run, the retailers flagged for open item will have their debits and credits held on the A/R Transaction File for future reconciliation under the chain master's retailer number.

3. **Aging of Open Items** - On each statement run, any transactions that are still open (not totally applied) on the retailer's A/R Transaction File are assigned an age code. Current debits and credits are age 0, transactions in 1st period overdue are age 1, 2nd period overdue are age 2, etc. This aging is a record of how long the transaction has been open (unreconciled). The age of each transaction prints on the Aged Trial Balance Report, if detail option is on, and on the Cash Application Worksheet-code AR38. Payments are also considered 'open item'. If a payment is keyed with code AR07 (A/R Transaction Entry) but not applied (codes AR17 or AR18) it will be included as part of current due and continue to age with each statement run until it has been fully applied.

4. **Reconciling Open Items** - after a payment is keyed with code AR07 (A/R Transaction Entry) it can be applied to the specific debits and credits referenced by the retailer on the check remittance. Use code AR17 (Apply Open Items) or code AR18 (Reconcile Open Items By Age).

5. **Open Item Reports** - In addition to the regular accounts receivable reports and inquiries, there are several open item reports to aid you. The Cash Application Worksheets (codes AR36, AR37, AR38) lists all charges and credits on the A/R Transaction File for open item retailers. The Cash Applied Transaction Listing is an audit trail report that is generated through code AR17 or code AR18. This report lists all of the credits and charges that have been applied.

MONTHLY/WEEKLY STATEMENTS

You have the option to set up your retailers so they get either a weekly or monthly statement. All your customers do not have to be one or the other, it can be a mixture. Below is information you need in order to balance your accounts receivable on a weekly basis when you have both types of customers.

AX26 Batch Summary Report - This report will print all batches whose transactions fall within the date selection (equal to or less than statement date). At the end it will print 'Net Monthly Trans' which is the total of the monthly retailers' transactions that would have been included had this ARUN been an end of month run. This number is used to assist in balancing the run.

Aged Trial Balance - Monthly retailers are printed but 0 will print for 'current debits' and 'current credits' since their transactions are not posted until 'End Of Month' is run.

AR55 Sales Distribution Report - This report only includes the transactions that are going to be printed on the statements that week. This means if the ARUN is not an end of month run, the sales transactions for the monthly retailers are not included in this report.

Statements - Monthly retailers do not get a statement printed unless it is an end of month run.

BATCHING ACCOUNTS RECEIVABLE TRANSACTIONS

A batch of transactions is a group of charge and/or credit tickets. Each batch is numbered for identification purposes. One way to assign batch number is to use week number (1-52) for the first two digits and number the batches sequentially. The first batch of the 17th week is 1701, the second is 1702, etc.

The system can assign batch numbers by pressing enter at the Batch Number prompt on code AR07. The system will use month/ day of the system date plus 2 digits. The first batch of the day for March 17 would be 031700. The next time you just press enter at batch, it would be 031701. Accounts receivable transactions generated by the system can be identified by the first digit of the batch number, then followed by a date.

MMDD	Regular invoicing - MMDD will be the month/day on the printed invoice.
3MMDD	A/R batches created from 165 - Reorders when option is 'Y' to automatically create the batch number (Client Option).
5MMDD	A/R batches created from Central Billing A/R cash applied.
6MMDD	Newspaper Invoice (Newspaper System).
7MMDD	Adds/cuts (Newspaper System).
8MMDD	Returns from N12 (Newspaper System).
9MMDD	Single Entry Returns from 800 - MMDD will be the process date of the 830 Return Processing.
10MMDD	A/R added from POS data (E205 code).
11MMDD	A/R batches created from 825 - Shortages.
13MMDD	A/R batches created from AR17 - contains the automatic credit/debits generated.
98MMDD	A/R batches created from 804 - Print VIP invoices.

ACCOUNTS RECEIVABLE BATCH PROOF PROCEDURE

It is a good idea to keep a batch (or group) of tickets to less than 100 transactions so it will be easy to handle and quick to find errors. When the drivers bring their tickets (driver generated A/R transactions: reorders, payments, etc.) in for each day the following steps must be taken for each day's tickets.

1. Assign a batch number to the batch and write the date and batch number on a batch ticket. A batch could be one driver or all drivers. A batch could also be shortages, returns or canceled invoices.
2. Run an adding machine tape on each batch and write the total on the batch ticket.
3. Enter the batch of transactions using code AR07. As each transaction is keyed, the terminal is calculating a total and is displaying it on the screen. When the batch is completed, the screen total should equal the batch total. If it doesn't, the batch must be verified either by printing out the batch and comparing it to each ticket until the keying error is found or doing the compare (review) on the screen.
4. Post the batch total to the Accounts Receivable Control Sheet.
5. Save the batch for end of week processing. Each day's payments would also be a batch to which you assign a batch number. This batch should balance to your deposit.

The invoice run automatically creates a batch of charge transactions and assigns a batch number to it composed of the month and day. An invoice dated 11/08/02 would have a batch number of 1108.

Return credits to the retailer automatically creates a batch of credit transactions for each day's processing and assigns a batch number to it composed of a 9 then the month and day. The batch number for 11/08 would be 91108. A 9 is placed in the batch number to separate it from the invoice batch number. Each batch must be posted to the Accounts Receivable Control Sheet.

TRANSACTION ENTRY

AR07 - A/R TRANSACTION ENTRY

Used to key A/R transactions. As you are keying, the accumulated total of the transactions entered, the total keyed at the beginning of the batch, and the difference between the two will display. You can then decide whether or not to verify your entries. A listing of the keyed transactions prints when the code is ended. If you want to also save this print, change your option in the Client Record to a 'Y' (Save AR07 Trans). Use code AR12 to print the saved file at the end of each day.

At main menu, key AR07 and the following screen displays:

```

                                AR07 - A/R TRANSACTION ENTRY
BATCH NBR      A/R DESCRIPTION      PRODUCT      NBR OF TRANS      BATCH TOTAL
RETLR NBR:    _____      NAME              STORE NBR:
SL/RT:        DATE:              REFER:        AMOUNT:           TOTAL:
                                           DIFF:
(the following will then display)
RTLR          REFER          AMOUNT      DATE          ROUTE      BATCH      A/R      PROD
REVIEW/CANCEL OR END (R/C/E)

```

A/R Description - Use A/R description 10-shortage or 11-cancel to print retailer shortage and/or cancel amounts on the Short/Cancel Report that prints during your Accounts Receivable run.

Product number - use code numbers as set up on the Product File to designate where sales history will be posted.

Store number - there is an option on the 'AR Options' section of the Client Record (code 321) that determines whether AR07 will prompt for store number. If the option is off (N), the cursor will skip the store number prompt. Store number displays if present in the Retailer File. If the option is on (Y), the cursor will go to the store number prompt whenever you are keying transactions to the chain master account (99XXX) and allow you to enter a store number. This option is useful when adding miscellaneous stores' transactions to the chain master account.

Sl-Rt - Salesman/Route Number - the magazine route number assigned to the retailer in code 500 is automatically inserted for you. To change this simply back space. This is used to print the Sales Distribution Report by Salesman Report during your A/R run.

If the transaction date keyed is greater than the system date, 'Is Date Correct? (Y/N)' will display. Answer 'Y' if the date is correct. Answer 'N' if the date is incorrect and re-key the date.

Canadian agencies - This code will use the sales tax percent from the Retailer File to automatically calculate a GST when a transaction is entered. GST will not be calculated for A/R descriptions numbered 5,8,9,17 through 20.

AR09 - CHANGE DESCRIPTION FILE

Use this code to add or change descriptions on the A/R Description File. To delete a description code, enter 'Y' at 'delete' prompt.

You have the capability of printing your own descriptions for the transactions that print on the statements. There are 999 available description numbers. The description number keyed in the A/R Transaction Entry code (AR07) will print the corresponding description on the statements. There is a standard table for the first twenty numbers in the Description File. These standard descriptions cannot be changed with the exception of number 13. Number 13 allows you to change the description that prints for the amount due for monthly statement retailers. You can add any description you want for any of the other description codes over 20 with code AR09 (Change Description File) with the exception of 96, 97, 98 and 99. These are reserved numbers. The ARUN uses 96 (BalFwd DB - Stmt Cd 2/4) and 98 (BalFwd CR - Stmt Cd 2/4). 97 and 98 are automatically used by Code 800 - Process Returns for return type 4 - chargeback (97 - chargeback) and return type 5 (99 - overage).

At the main menu, key AR09 and the following screen displays:

```

                                AR09 - ADD / UPDATE AR DESCRIPTION
AR DESC NBR      :
AR POST CODE     :
NAME             :
ACCOUNT NBR      :
DELETE (N/Y)    :
```

A/R Post Code determines whether or not a transaction will affect the balance of a retailer, whether it will be a debit or credit and whether it will affect sales. Available codes are as follows:

- | | |
|-----------------------|--|
| 1 INVOICE | Posts as a charge, adds to balance, and adds to sales. |
| 2 REORDER | Same as 1 - Invoice. |
| 3 RETURN | Posts as a credit, subtracts from balance, and adds to returns in sales. |
| 4 CANCEL | Same as 3 - Return. |
| 5 PAYMENT | Posts as a credit, subtracts from balance. Has no affect on sales. Prints below the retailer's Current Week Due on statements. |
| 6 MISC DEBIT | Posts as a charge, adds to balance. Has no affect on sales. Prints below the retailer's Current Week Due on statement. |
| 7 MISC CREDIT | Posts as a credit, subtracts from balance. Has no affect on sales. Prints below the retailer's Current Week Due on statement. |
| 8 **USE CARE** | This will post only to sales (adds to current sales period). It will not affect the |

- retailer's balance and does not appear on the retailer's statement.
- 9 **USE CARE**** This will post only to sales (subtracts from the current sales period). It will not affect the retailer's balance and does not appear on the statement.

Below is a list of the first 20 standard A/R descriptions and the reserved A/R descriptions with their post codes:

Nbr	Post Code	Nbr	Post Code
01 - Invoice	1	11 - Cancel	4
02 - Reorder	2	12 - Balance Forward	0
03 - Return	3	13 - Current week due	0
04 - Cancel	4	14 - Sales tax (credit)	3
05 - Payment	5	15 - Finance chg	6
06 - Db adj	6	16 - Total week due	0
07 - Cr adj	7	17 - RDA service charge	1
08 - Debit sls only	8	18 - GST tax (charge)	1
09 - Credit sls only	9	19 - GST tax (credit)	3
10 - Shortage	4	20 - Sales tax (charge)	1
96 - Balfwd DB-Stmt CD 2/4	2	97 - Chargeback (Code 800)	2
98 - Balfwd CR-Stmt CD 2/4	2	99 - Overage (Code 800)	2

AR10 - LOAD RETAILER BALANCE

Replaces the current balance for a retailer. Use to load a beginning balance or to correct an existing balance. The amount keyed replaces the balance. It does not add to or subtract from any current balance already on file. If the balance amount is a credit, key a '-' (minus) after the dollar amount, then press enter. Important - All aging for the retailer will be gone. You will not be able to load a new balance to an open item retailer.

Displayed at the bottom of the screen will be the total net of the old balances you change, total net of the new balances keyed and the difference between the two numbers.

At Enter Code, key AR10 and the following screen displays:

```

                                AR10 - LOAD DEALER BALANCE
RETLR NBR: _____ NAME                                STORE NBR

```

```

-----
NET OLD BALANCES:
NET NEW BALANCES:
DIFFERENCE:

```

* Using this code will affect your balancing of your next ARUN. The total of your 'old balances' will not match your last Aged Trial balance. It will be different by the amount of the 'Difference' displayed on the screen.

AR13 - DROP A/R AND SALES TRANSACTIONS

This code will allow you to delete an entire batch or a single transaction within a batch from the A/R Transaction File and the A/R Detail Sales File before the transactions go to a statement and before the sales transactions are posted to the Product Sales History File.

Deleting by batch automatically deletes the corresponding sales transactions from the Detail Sales File. When deleting an A/R transaction by retailer and reference number, the corresponding detail sales transaction is automatically deleted from the Detail Sales File as long as the transaction is current (not yet appeared on a statement).

When deleting a batch, it is important to be sure there are no aged transactions in the batch. If you delete an aged transaction for an open item retailer it will cause an out of balance condition for this retailer. First, use AR30 to print the batch to insure that these are in fact all the transactions you want to delete and there are no aged transactions.

At main menu, key AR13 and the following screen displays:

```

                AR13 - DROP A/R SALES TRANSACTIONS

DELETE ACCTS RECEIVABLE BY BATCH (N/Y)?)
RETLR NBR:                NAME                                STORE NBR
REFER:  (if you answered 'N' above)
BATCH:  (if you answered 'Y' above)

```

After the delete is processed, the number of A/R transactions affected are displayed. To delete individual transactions, answer 'N' to 'delete by batch?' it displays:

```

3      Retlr Number          5      Validates
4      Refer                  8
5      Suffix                 2      Suffix Nbr

```

The suffix number is the last two digits of the reference number.

Using this code will affect the batch total you have recorded on your Audit Control Sheet for balancing your statement run. Be sure it is adjusted accordingly.

When the code is ended, a listing will print the A/R transactions and the sales transactions that were deleted. It is very important to review this listing. The total A/R deleted should be the same as the total sales deleted unless they were payments, misc debit or credit (these do not affect sales).

AR14 - ADD/UPDATE SALES FILE

This code is used to update or change sales dollars in the Product Sales File. It is very rare that this code would have to be used.

USE ONLY UNDER THE ADVICE OF DPS

At main menu, key AR14 and the following screen displays:

```

                                AR14 - ADD/UPDATE SALES FILE

RETLR NBR   : _____  NAME :                               STORE NBR
PRODUCT    : _____
YEAR       : _____
  
```

The following then displays:

Cur Sales	Month 1:	Copies	Cost	Price	Retail	Sls Pcnt
Cost	Month 2:	Copies	Cost	Price	Retail	Sls Pcnt
Price	Month 3:	Copies	Cost	Price	Retail	Sls Pcnt
Retail	Month 4:	Copies	Cost	Price	Retail	Sls Pcnt
	Month 5:	Copies	Cost	Price	Retail	Sls Pcnt
	Month 6:	Copies	Cost	Price	Retail	Sls Pcnt
Cur Rtms	Month 7:	Copies	Cost	Price	Retail	Sls Pcnt
Copies	Month 8:	Copies	Cost	Price	Retail	Sls Pcnt
Cost	Month 9:	Copies	Cost	Price	Retail	Sls Pcnt
Price	Month 10:	Copies	Cost	Price	Retail	Sls Pcnt
Retail	Month 11:	Copies	Cost	Price	Retail	Sls Pcnt
Delete (Y/N)						

AR15 - DROP OLD A/R SALES

This code will drop all Retailer/Product Sales records whose year is less than the year you enter.

At main menu, key AR15 and the following screen displays:

```

                                AR15 - DROP OLD A/R SALES

YEAR : _____

                                ARE YOU SURE (N/Y) ? _____
  
```

AR20 - A/R TRANSACTION COMMENTS/NOTES

This code will allow you to key in any information you want for a particular reference number. While in the AR17 code, if you press F4 at the 'Apply' field of the reference number whose notes you would like to review, a pop up window will display this Memo File. You can enter up to 25 lines of information. Use code AR22 to print this information.

At the main menu, key AR20 and the following screen displays:

```

                                AR20 - ARTRAN COMMENTS/NOTES
RETLR NBR: _____ NAME: _____ STORE NBR
REFER:

```

The following then displays:

```
* Retlr Nbr: Name                Store Number
```

MMYY	Seq	Comments	Delete(Y/N)
1099	1	_____	N
1099	2	_____	N
1099	3	_____	N
1099	4	_____	N
1099	5	_____	N

AR22 - A/R TRANSACTION MEMO FILE LIST

This listing will allow you to print the information you have entered with code AR20 - A/R Transaction Comments/Notes. There are 25 lines of information in the Memo File. You have the ability to select the number of lines to print using the from/to format. You can select to print one retailer per page or print all together.

Select by:

- | | |
|---------------------|----------------------|
| 1 - Retailer | 2 - Chain |
| 3 - Authorized List | 4 - Book Rt/Sq |
| 5 - City | 6 - Mag Rt/Sq1 |
| 7 - Class of Trade | 8 - Mag Rt/Sq2 |
| 9 - Name | 10 - Misc Rt/Sq1 |
| 11 - Print Code | 12 - News Dly Rt/Sq1 |
| 13 - Zip Code | |

Sort/Total by:

- | | |
|---------------------|----------------------|
| 1 - Retailer | 2 - Chain |
| 3 - Authorized List | 4 - Book Rt/Sq |
| 5 - City | 6 - Mag Rt/Sq1 |
| 7 - Class of Trade | 8 - Mag Rt/Sq2 |
| 9 - Name | 10 - Misc Rt/Sq1 |
| 11 - Print Code | 12 - News Dly Rt/Sq1 |

After you have entered your select and sort options, the following print options will display:

One Page Per Title?	N/Y
Starting Comment Seq Number	1 - 99

Starting Comment Seq Number	1 - 99
Print Blank Lines	N/Y

OPEN ITEM A/R TRANSACTIONS

AR17 - APPLY OPEN ITEMS

After a payment is added to the A/R Transaction File through code AR07, the debits and credits referenced on the payment check stub can be applied to the corresponding transactions on the retailer's account. If an item transaction amount on the check stub does not match the amount on the retailer's account, the difference remains open under the original reference number for later application. If no transaction is found on the retailer's account, the transaction amount will stay open under the payment reference number.

A payment application listing will print by retailer after the code is ended. You have the option to save a copy of the payment application listing in a special file that can be printed at the end of the day/week. To activate this option, see 'Save Cash Appl' under 'A/R Options' in the Client Record (Code 321) section of the manual.

At the main menu, key AR17 and the following screen displays:

```

                                AR17 - A/R RECONCILIATION

RETLR NBR:  _____  NAME

REFERENCE  DATE          AGE   STORE  TYPE  AMOUNT  APPLIED  UNAPPLIED

CR  _____  _____

DB  _____  _____

```

At '**Credit Ref Nbr**' you can press F4 to display all available credits and payments. Arrow to the transaction you want to use and press enter, or F1 to backspace and key the reference number. When a credit has been completely applied, it will no longer display when you F4 at 'Credit Ref Nbr'. Once the credit reference number is entered, the total amount of the transaction and the amount not yet applied will display.

At '**Debit Ref Nbr**' you have two options. One, if you know the reference number that you would like to apply, simply key it in and press enter. Once you have entered the 'Ref Nbr', the amount of the transaction will display and also the amount not yet applied. To apply the unapplied credit amount, press enter or you can enter an amount. Repeat this step for every transaction that you want to apply. Anytime the applied amount does not equal the transaction's unapplied amount, the message 'Amount Not Equal, Continue (Y/N):' will display. Enter 'Y' to continue, enter 'N' to re-key the amount.

The second option is to press F4 at 'Debit Ref Nbr' to display all of the transactions that have not yet been applied. Before the transactions display, the screen will prompt for major, intermediate and minor sort. This will allow you to choose how you would like to sort the transactions on the screen. It is helpful to sort in the same order as the check remittance. It is not necessary to choose all three sorts.

Enter the sorts you want and press enter through the remaining prompt(s). Once the transactions appear on the screen, apply a specific transaction by using the arrow key to move to that transaction. The amount of the transaction will display and the amount not yet applied will display. To apply the unapplied credit amount press enter, or enter the amount being paid.

The amount applied to each transaction will stay on the screen until the retailer is ended. Anytime the applied amount does not equal the transaction amount, the message 'Amount Not Equal, Continue (Y/N):' will display. Enter 'Y' to continue, enter 'N' to re-key the amount. If you need to change an amount that you have just applied, use the arrow key to move back to that transaction and enter the amount to change. If you have over applied and want to decrease the applied amount, enter the amount followed by a minus sign. If you have under applied and want to increase the applied amount, enter the amount and press enter. The payment transaction will adjust automatically as you adjust the debit/credit transaction you are applying.

During the cash application process, if a reference number appears on the check remittance but is not in the system (this usually is due to the chain claiming credit for a return that has not yet made it back to the agency for processing) you have the option to create the missing transaction. At the prompt 'Debit Ref Nbr', you can press the 'Shift and F3' keys to add a new open item transaction. If you are applying the check remittance by displaying all transactions on the screen, press the Shift-F3 keys at the 'Apply' field.

The following fields will display on the screen when '**Shift/F3**' keys are used:

Add Open Item Transaction

Retlr Nbr - The name and store number of the retailer you are working on will display.

Refer - Enter the reference nbr

AR Desc - Enter an accurate A/R description that can be easily identified. Ex: use AR09 to create an A/R description 'Prepaid Invoice' or 'Prepaid Credit'. Make sure the post code fits the AR DESC. If it is a credit, the post code should be a credit (Ex: 7-Cr Adj.).

Amount - Enter the amount of the transaction. There is no need to enter a minus sign(-) for a credit transaction if the A/R description has a post code that indicates a credit (Ex: 7-Cr Adj.).

Tran Date - Enter the transaction date for the item being added.

Stmt Date - Enter the statement date.

Add Notes - Enter 'Y' to add any miscellaneous notes relating to this reference number. Once created, there are two places where you can view these notes. One is on the AR17 application screen (if you have chosen to display the transactions at the bottom of the screen). A 'T' will print next to the

reference number that has notes attached. The second place to view the notes is by printing them using code AR22.

Retailer Nbr - Enter the retailer number under which the transaction should appear.

Store Nbr - Enter the store number under which the transaction should appear.

The system will create the missing credit transaction as applied and an offsetting debit transaction. After the transactions have been added, the offsetting debit transaction will remain outstanding in the system. When the original credit comes in and is processed by the system, an asterisk will print next to the transaction on the A/R Batch Proof Report that prints at end of day. This will indicate that there is an offsetting debit transaction on the A/R file to which this credit must be applied. This same function will work in reverse for a missing debit transaction.

You are limited to creating 100 new (shift-F3) transactions in one session. If you enter more than 100 the system will display a warning message. You should then press F1 to back up and then end the code through normal procedure.

When you have completed the cash application and are ready to end the code, press F9. The following displays on screen:

Review/Cancel/More or End (R/C/M/E):

Review - Allows you to review on screen only the transactions that have just been applied. Each transaction will display showing the original amount, the applied amount and the unapplied amount. You can make corrections to the applied amount if necessary. If you have over applied and want to decrease the applied amount, enter the amount followed by a minus sign. If you have under applied and want to increase the applied amount, enter the amount and press enter. The payment transaction will adjust automatically as you adjust the debit/credit transaction you are applying. Press F9 when you are done.

Cancel - Allows you to cancel all of the cash application that has just been completed since the last time you had keyed an 'E' to end a session. For example, if you have already applied one check and keyed 'E' to end and are now on another check, only this second check's application will be deleted.

More - Allows you to go back into the cash application program to continue applying.

End - Allows you to end this application and accept all of the cash application that has just taken place.

After code AR17 has been ended, review your printout. If it is necessary to get an overall review of the retailer's cash application, use code AR38-Cash Application Listing. If upon review of the Cash Application Listing you find that you have made an error, use code AR19 to make corrections to the applied transactions. See AR19 code description for directions.

Potential error codes:

ADDED A/R TRANSACTION TABLE ERROR --- CALL DPS

There is a limit to how many transactions that can be entered in one session (100 transactions). This error occurs because the table has become full.

Solution: You must F9 then F1 to exit the code. The transactions you have entered will be saved, and you can then start the code again and continue keying transactions.

AR18 - RECONCILE OPEN ITEMS BY AGE

After a payment is posted to the A/R transaction file through code AR07, the debits and credits referenced on the payment check stub can be reconciled on the retailer's account by age. When age is entered, all open items with that age will be reconciled in full. Credit transactions are reconciled first, then debit transactions within age. If the payment still has money not yet applied, the screen will return to 'Age'. The next age can be entered until the full amount of the payment is used. A Payment Reconciliation Listing will print as each retailer is ended. This listing will also be saved on a print file if the client option 'Save Cash Applied' is 'Y'. At main menu, key AR18 and the following screen displays:

```

                                AR18 - OPEN ITEM RECONCILIATION BY AGE

RETLR NBR: _____ NAME                                STORE NBR

REFERENCE  DATE      AGE   STORE  TYPE   AMOUNT   APPLIED   UNAPPLIED
CR         _____  ___

```

After the full amount of the payment has been applied for the age period entered, the following will display:

Process Transactions As (Y/N) Y

```

Ref #    Date      Age   Store   Type   Amount   Applied   Unapplied
XXXX    XX/XX/XX    X     XXXX    X     XXX.XX   XXX.XX   XXX.XX

```

This code should only be used when you know that the retailer is paying you by period overdue. For example, if the check is for \$1,500.00 and is equal to the aging report period 4, or maybe 5 plus 6 equal this amount, then use this code as a shortcut way to apply the check to age 4, or ages 5 and 6 (as in the example).

AR19 - CHANGE CURRENT APPLIED/AGE FOR A/R TRANSACTIONS

This code allows you to change the current applied amount or the age number for an open item transaction. Use extreme care when using this code.

PRINTED REPORTS AND INQUIRES

AR33 - DESCRIPTION FILE LISTING

Lists the code numbers, descriptions, and AR post code for the descriptions on file.

Select by:

- | | |
|------------|----------|
| 1 - Number | 2 - Name |
| 3 - Code | |

Sort/Total by:

- | | |
|------------|----------|
| 1 - Number | 2 - Name |
| 3 - Code | |

AR12 - A/R TRANSACTION LIST

This prints the transactions keyed through AR07. Client option 'Save AR07 Trans' must be a 'Y' in order for this report to print. Once you have printed this report you will be asked 'Clear Out Daily A/R File'. Key 'Y' if there are no more reports required from this file. It will be cleared out.

Select by:

- | | |
|---------------|---------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - Amount | 4 - Refer nbr |
| 5 - A/R Desc | 6 - Route |
| 7 - Date | 8 - State |

Sort/total by:

- | | |
|---------------|---------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - Amount | 4 - Refer nbr |
| 5 - A/R Desc | 6 - Route |
| 7 - Date | 8 - State |

AR40 - DISPLAY A/R TRANSACTIONS

This code allows you to display or print transactions from the A/R Transaction File for a retailer or chain and also lists their current balance, last statement balance, last payment amount and date, current due, and overdue amounts.

Enter a specific reference number or enter zero to display all transactions. The display or listing shows: reference number, batch number, transaction (ticket) date, type of transaction (credit or charge), applied amount, age, description code, AR post code, entered date, last applied date, credit reference, and store number for all transactions. The 'Entered' field reflects the date that the transaction was added to the transaction file.

Transactions manually added with code AR07 will display a minus sign after the date. Transactions added automatically through the system (invoicing, single entry returns, etc.) display only the date (no minus sign behind date).

At main menu, key AR40 and the following screen displays:

```

                                AR40 - DISPLAY A/R TRANSACTIONS
RETLR NBR:  _____  NAME                                STORE NBR

```

REFERENCE NBR:

AR30 - BATCH PROOF REGISTER REPORT

This report can print all A/R transactions on file. You can print the detail for the transactions requested or just the summary recap page. Total service charge will print for invoice batches. To print just the current transactions, (transactions that have not printed on a statement) select age from zero to zero.

Select Detail or Summary Report (D/S):

Select by:

- | | |
|-------------------|---------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - A/R Desc | 4 - Refer Nbr |
| 5 - Date Keyed | 6 - Age |
| 7 - Date of Trans | 8 - State |

Sort/Total by:

- | | |
|-------------------|---------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - A/R Desc | 4 - Refer Nbr |
| 5 - Date Keyed | 6 - Age |
| 7 - Date of Trans | 8 - State |
| 9 - Amount | |

AR32 - A/R TRANSACTION LIST

This report will print all or selected A/R transactions that are on file. This report can be used to print your Sales Tax Report by selecting option 9 - Sales Tax and enter the tax percent. Your major sort would be either state or sales tax.

Select by:

- | | |
|-------------------|---------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - A/R Desc | 4 - Refer Nbr |
| 5 - Date Keyed | 6 - Age |
| 7 - Date of Trans | 8 - State |
| 9 - Sales Tax | |

Sort/Total by:

- | | |
|-------------------|----------------|
| 1 - Batch Nbr | 2 - Retailer |
| 3 - A/R Desc | 4 - Refer Nbr |
| 5 - Date Keyed | 6 - Age |
| 7 - Date of Trans | 8 - State |
| 9 - Amount | 10 - Sales Tax |

AR36 - A/R TRANSACTION REPORT

This report is a Cash Application Report that lists open item transactions on file that are not totally applied and have other transactions with the same reference number for the retailer(s) requested. It contains the batch number, date, age, description, charges and credit, applied amount, remaining due on each open item transaction, reference number, the date the transaction last had an amount applied to it, the reference number of the last credit that was applied to it, store number, and the actual date each transaction was keyed in. This is used more as an internal report to find transactions that may have had multiple adjustments made to it.

At the main menu, key AR36. You will be prompted for the Retailer number. You can key a specific retailer number or '0' for all retailers.

Select by:

- | | |
|-------------------|-------------------|
| 1 - Batch Nbr | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Nbr |
| 5 - Batch | 6 - Store |
| 7 - Remaining Amt | 8 - A/R Post Code |
| 9 - PO Number | |

Sort/Total by:

- | | |
|-------------------|---------------|
| 1 - Age | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Nbr |
| 5 - Batch | 6 - Store |
| 7 - PO Number | |

AR37 - A/R BALANCE DETAIL REPORT

This report is a variation of the AR38 - Cash Application Report. Some information that is used internally has been taken off so it can be sent to a store/chain. Purchase order number is printed on this report which is not on the AR38 report.

At the main menu, key AR37. You will be prompted for the Retailer number. You can key a specific retailer number or '0' for all retailers.

Select by:

- | | |
|-------------------|-------------------|
| 1 - Age | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Nbr |
| 5 - Batch | 6 - Store |
| 7 - Remaining Amt | 8 - A/R Post Code |
| 9 - PO Number | |

Sort/Total by:

- | | |
|-------------------|----------------|
| 1 - Age | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Code |
| 5 - Batch | 6 - Store |
| 7 - PO Number | |

AR38 - CASH APPLICATION WORK SHEET

This report will print all charges/credits on your A/R Transaction File for open item retailers. It lists retailer, reference, batch, age, description, charge/credit amounts, applied amount, and remaining amount. You can print this report at any time without affecting the balances.

At the main menu, key AR38. You will be prompted for a Retailer Number. You can key a specific retailer, or '0' for all retailers, or select up to ten retailers. F9 when you have completed entering the selected retailers.

Select by:

- | | |
|-----------------------------------|-------------------|
| 1 - Age | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Nbr |
| 5 - Batch | 6 - Store |
| | 8 - A/R Post Code |
| 7 - Remaining Amt*9 - Print Fully | 10 - Route |
| Applied? (Y/N)** | |
| 11 - Total Applied *** | |

Sort/Total by:

- | | |
|-------------------|-------------------|
| 1 - Age | 2 - Date |
| 3 - A/R Desc Code | 4 - Refer Nbr |
| 5 - Batch | 6 - Store |
| 7 - Route | 8 - Total Applied |

* If you want to print only transactions that have an amount left unapplied, select 'Remaining Applied' from '1' to '9999999'.

** If you want to print all transactions, even the 'Old' transactions that were previously and totally applied before your last statement run, select 'Print Fully Applied' from 'Y' to 'Y'.

If neither select option above is chosen, this report will print only the transactions that were not fully applied since your last statement run (i.e., current activity).

***You are able to select 0 to 0 and get only the A/R transactions that have not had any dollars applied to it or you can select any amounts you want. For example, to select 0 to \$10.00 you would enter 0 in the 'from' portion and 10.00 in the 'to' portion.

AR31 - CASH APPLIED TRANSACTION LISTING

This report lists the credits and charges that have been applied and the total credit that remains unapplied for open item retailers. Print a daily listing each day to show what credits and charges reconciled. Print a weekly listing after your accounts receivable run to clear the file for the next week's postings. The client option (Code 321 - A/R Options Screen) has to be updated to a 'Y' for 'Save Cash Applied Transactions' keyed with codes AR17 and AR18.

At the main menu, key AR31. The following screen will display:

AR31 - CASH APPLIED TRANSACTION LISTING

(Select a printer)

DO YOU WANT DAILY OR WEEKLY (D/W)?

If you choose 'D' it will print a report of all transactions since the last report was requested with the 'D' option. If you choose 'W' it will print the entire file.

After choosing 'W' you will be asked, "DO YOU WANT TO CLEAR THE FILE (Y/N)? You must answer yes or no.

AR39 - COLLECTION REPORT

This code will print a report which lists retailer number, retailer name, suspended retailers, balance due, last payment amount, last payment date, amount past due, and phone number. The amount past due is determined by adding up the periods overdue you specified in the A/R Option (Client Record) 'Start Overdue Period' field.

Select by:

- | | |
|---------------------|-----------------------|
| 1 - Chain | 2 - Mag Route |
| 3 - Retailer | 4 - Book Route |
| 5 - Store Nbr | 6 - News Daily Route |
| 7 - Credit Code | 8 - News Sunday Route |
| 9 - Misc 1 Route | 10 - Misc 2 Route |
| 11 - Misc 3 Route | 12 - Misc 4 Route |
| 13 - Last Pay Date | 14 - Retailer Name |
| 15 - Period | 16 - Overdue Amount |
| 17 - Weekly/Monthly | |

Sort/Total by:

- | | |
|--------------------|-----------------------|
| 1 - Chain | 2 - Mag Route |
| 3 - Retailer | 4 - Book Route |
| 5 - Store Nbr | 6 - News Daily Route |
| 7 - Credit Code | 8 - News Sunday Route |
| 9 - Misc 1 Route | 10 - Misc 2 Route |
| 11 - Misc 3 Route | 12 - Misc 4 Route |
| 13 - Last Pay Date | 14 - Retailer Name |

AR42 - AGING REPORT - CHARGES ONLY

This report will print by retailer a one line summary listing only those retailers who have open item debit transactions that have a remaining amount. It will break out the charges into two columns. 13 Week Balance and 26+ Week Balance. It will also list the balance forward containing charges only, and 13+ weeks percent of that balance forward.

Select by:

- | | |
|---------------------|---------------------|
| 1 - Balance Forward | 2 - Retailer |
| 3 - Percent | 4 - 13 Week Balance |

Sort/Total by:

- | | |
|---------------------|--------------|
| 1 - Balance Forward | 2 - Retailer |
| 3 - Percent | |

AR43 - A/R AGING REPORT

This report prints similar to an Aged Trial Balance Report. It includes phone number, last payment date and amount, credit limit, balance forward, and four periods of overdue. You will be prompted to enter the age range to use as a selection criteria for the following day categories: +30, +60, +90, +120 days. It will then read the A/R transaction File and use the total unapplied amounts per age and print the combined total under the appropriate overdue category.

At the main menu, key AR43 and the following screen will display:

```

AR43 - A/R AGING REPORT

FROM          TO
AGE           AGE

CURRENT PERIOD :
30 - 60 DAYS OVERDUE :
```

61 - 90 DAYS OVERDUE :
 91 - 120 DAYS OVERDUE :
 OVER 120 DAYS OVERDUE :

From Age - Enter the starting age number of the transactions that you want to appear for the period due on this report.

To Age - Enter the ending age number of the transactions you want to be included in the period of this report. The screen then displays select/sort options.

Select by:

1 - Chain	2 - Mag Route
3 - Retailer	4 - Book Route
5 - Store Nbr	6 - News Daily Route
7 - Credit Code	8 - News Sunday Route
9 - Misc 1 Route	10 - Misc 2 Route
11 - Misc 3 Route	12 - Misc 4 Route
13 - Last Pay Date	14 - Retailer Name

Sort/Total by:

1 - Chain	2 - Mag Route
3 - Retailer	4 - Book Route
5 - Store Nbr	6 - News Daily Route
7 - Credit Code	8 - News Sunday Route
9 - Misc 1 Route	10 - Misc 2 Route
11 - Misc 3 Route	12 - Misc 4 Route
13 - Last Pay Date	14 - Retailer Name

AR44 - 17-WEEK AGING REPORT

This report prints a recap of aged open items (except payments) for week 1 through week 17 and older (18 weeks +). Unapplied payments prints the total of all aged payments with a remaining amount. The resulting balance is the sum of all open items in week 1 through older. The sum of unapplied payments and resulting balance should equal balance due. The balance due is as of the last accounts receivable run.

You can enter 0 to print all retailers or enter a specific retailer or chain master number.

Report fields Recap:

Balance Due - the last statement balance for the retailer.

Week 1 through Older - all open items by age except payments.

Unapplied Payments - all aged payments with a remaining amount.

Resulting Balance - the sum of all open items in Week 1 through Older.

AR45 - RETAILER AGING REPORT

This report will list retailers with a balance forward, showing 1-8+ periods overdue, balance forward, current due, last payment date and amount, credit limit, and the retailer's phone number. This report is current as of your last accounts receivable run.

Select by:

- | | |
|--------------------|-----------------------|
| 1 - Chain | 2 - Mag Route |
| 3 - Retailer | 4 - Book Route |
| 5 - Store Nbr | 6 - News Daily Route |
| 7 - Credit Code | 8 - News Sunday Route |
| 9 - Misc 1 Route | 10 - Misc 2 Route |
| 11 - Misc 3 Route | 12 - Misc 4 Route |
| 13 - Last Pay Date | 14 - Retailer Name |

Sort/Total by:

- | | |
|--------------------|-----------------------|
| 1 - Chain | 2 - Mag Route |
| 3 - Retailer | 4 - Book Route |
| 5 - Store Nbr | 6 - News Daily Route |
| 7 - Credit Code | 8 - News Sunday Route |
| 9 - Misc 1 Route | 10 - Misc 2 Route |
| 11 - Misc 3 Route | 12 - Misc 4 Route |
| 13 - Last Pay Date | 14 - Retailer Name |

All Retailers (Y/N):

If you key 'Y' to print 'All Retailers', then the prompt 'If Amount In Overdue Period (0-8)' is ignored. If you key 'N' to print 'All Retailers', only the retailers who you have an overdue amount as designated below will print.

If Amount In Overdue (0-8)

Allows you to select what period overdue you want to print. For ex. If you select 4, then every retailer who has a balance and an amount overdue in either 4, 5, 6, 7, or 8+ will print. If you choose 0, then all retailers with an amount due in any period will print.

AR46 - TRANSACTION LIST

Prints a report for the chains requested, a listing of the A/R transactions for the retailers within that chain. Retailers with a chain of 0 will not print. This report is used to submit to the chain headquarters a listing of the transactions of the current amount due.

This report will automatically sort by chain and store number within chain.

Select by:

- | | |
|---------------------|-------------------------------|
| 1 - Chain | 2 - Transaction Date - MMDDYY |
| 3 - A/R Description | |

AR47 - GST TAX ANALYSIS

This code will print the retailers' total GST Tax for all charges and total GST Tax for all credits. The transactions that print on this report are current transactions (age 0) that have not yet appeared on a retailer's statement. To print only the GST tax for the transactions that will appear on the statement run select 'statement date' using the date of this week's statement run.

**Must be printed just before you start your accounts receivable run.

Select by:

- | | |
|--------------------|--------------------------|
| 1 - Statement Date | 2 - Monthly/Weekly (M/W) |
| 3 - Mag Route | 4 - Book Route |
| 5 - News Route | 6 - Misc Route |
| 7 - Class Of Trade | |

Sort/Total by:

- | | |
|--------------------|--------------------|
| 1 - Monthly/Weekly | 2 - Mag Route |
| 3 - Book Route | 4 - News Route |
| 5 - Misc Route | 6 - Class Of Trade |

AR48 - DETAIL SALES LISTING

This report lists the Product Detail Sales Transactions generated from the current A/R transactions (transactions that have not yet posted to a retailer's statement).

Select by:

- | | |
|--------------|----------------------|
| 1 - Retailer | 2 - Refer Nbr |
| 3 - Batch | 4 - Sales/Rtns - S/R |
| 5 - Date | 6 - Product |
| 7 - Chain | 8 - Sub Chain |

Sort/Total by:

- | | |
|--------------|----------------------|
| 1 - Retailer | 2 - Refer Nbr |
| 3 - Batch | 4 - Sales/Rtns - S/R |
| 5 - Date | 6 - Product |
| 7 - Chain | 8 - Sub Chain |

AR57 - Manager's Weekly Evaluation Report

This report summarizes operational data.

When run, this code first prompts for the number of weeks back from the current run date for which to collect data. Any changes will be saved for the next time this code is run. Changes can be made at any time. The data ranges last used will display automatically.

AR57 - MANAGERS WEEKLY EVALUATION

AVERAGE WEEKLY BILLING WEEKS :
 UNSIGNED INVOICES RANGE 1 :
 UNSIGNED INVOICES RANGE 2 :
 EXCESS SHORTAGES WEEKS :
 PAYMENT DIFFERENCES WEEKS :
 INVOICES W/NO APPLIED WEEKS :
 AR17 F3 WEEKS :
 ZERO APPLIED CREDITS WEEKS :

Based on the number of weeks entered above, data is collected, and the following report is generated.

AR57 - MANAGERS WEEKLY EVALUATION FOR - YOUR AGENCY NAME

AVERAGE WEEKLY BILLING :	2,537,659.48	
UNSIGNED INVOICES RANGE 1 :	615,095.89	24.23%
UNSIGNED INVOICES RANGE 2 :	18,079.36	0.71%
EXCESS SHORTAGES :	-19,630.08	0.77%
AVERAGE WEEKLY SHORTAGE \$:	162,179.62	6.39%
AR ADJUSTMENTS :	1,856,221.66	73.14%
WEEKLY VOIDS :	0	0.00%
WEEKLY NOF's :	53,106.35	2.09%
PAYMENT DIFF >= 6 WEEKS :	6,380.4	0.25%
INVOICES > 10 WKS WITH \$0 APPLIED :	1,173,962.03	46.26%
<F3> UNKNOWN TRANSACTIONS :	597,286.19	23.53%
CREDITS >= 10 WKS :	-1,672,437.32	65.90%

Average Weekly Billing - This is the average gross sales at retailer price from the Weekly Sales File for the number of weeks entered for Average Weekly Billing Weeks. The week number of the current date is calculated for the beginning of the range and the input weeks is subtracted from it to set the end range.

Unsigned Invoices Range 1 - This is the total of all records for the date range entered in Unsigned Invoices Range 1.

Unsigned Invoices Range 2 - This is the total of all records for the date range entered in Unsigned Invoices Range 2.

Excess Shortages - The date range for this field is calculated by using the current date and going back the number of days calculated using the week number entered for Excess Shortages Weeks (10 weeks = 10*7). Then, for the titles/issues with an invoice date that fall within the date range, the Bulk Shortage Quantity is subtracted from the Bulk Overage Quantity. If the difference is a negative number (more shortages than overages), it will add that number as an Excess Shortage. The percent is calculated by dividing the Excess Shortages dollar amount by the Average Weekly Billing dollar amount.

Average Weekly Shortage - This is the total of shortages (A/R description code 10) from the A/R Transaction File with an age less than the week number entered for Average Weekly Billing. The percent is calculated by dividing the Average Weekly Shortage dollar amount by the Average Weekly Billing dollar amount.

A/R Adjustments - This is the total of all records in the A/R Daily Transaction File (AR12) for A/R descriptions 1, 2, 3, 6, 7, 10, 11, 37, 38, 41, 42, 44, 47, 48 and 55. You determine the number of weeks based on when AR12 is run to clear the file.

Weekly Voids - This is the total of all A/R transactions with an age of 0 for A/R description code 11 (cancel).

Weekly NOFs - This is the total of all unapplied transactions in the A/R Transaction File for A/R description code 44.

Payment Diff >= XX weeks - This is the net of all unapplied payment records in the A/R transaction file where the age is equal to or greater than the week number entered for Payment Differences Week.

Invoices > XX weeks with \$0 applied - This is the total of invoice transactions in the A/R transaction file where there is nothing applied at all and the age is greater than the week number entered for Invoices W/No Applied Weeks.

<F3> Unknown Transactions - This is the total of all F3 transactions from AR17 where the applied amount is 0 and the age is greater than the week number entered for AR17 F3 Weeks.

Credits >= XX Weeks - This is the total of any credit transactions in the A/R file where the applied is 0 and the age is equal to or greater than the week number entered for Zero Applied Credits Weeks.

OPTIONAL ARUN REPORTS

OVERDUE BALANCE REPORTS

These reports are an ARUN option. One allows you to select which accounts to print on the Overdue Balance Report by calculating their overdue amount as a percent of their current due and the other allows you to exclude certain A/R transactions in the calculation of overdue.

For the AX51 Overdue Balance Report any accounts that reach the 'A/R Compare Percent' as designated in the A/R Section of the Client File, will appear on this report. You designate what makes up the overdue amount by entering the age number in the 'Collection Age' field in the Retailer File.

During the ARUN, two reports will print for AX51. One containing one line for each retailer that has qualified as overdue. Another report will print for each of the retailers that qualified, listing all of the transactions that make up the overdue amount. Any payments that have not been applied at all (.00 for applied amount), regardless of age, are subtracted from the amount overdue that prints.

An ASCII file containing the same information as the report (AX51) will also be created during the ARUN. The file will be called dlrexp.dat and will be located in /u/dps/mag/query. Use code AR51 to copy this file to a diskette.

In order to print this report you must set up the following.

Code 501 Retailer Mass Update - Before setting up 'A/R Collection Age' in the Retailer File as described below, use code 501 to change the A/R Collection Age to zero for retailers 1 - 99999.

Code 500 Retailer Add/Update - Enter the age that you would like the system to use in calculating the overdue amount in the field named 'A/R Collection Age'. If you enter 4, the system will add periods 4 and older to arrive at the overdue amount.

Code 321 Client Record Maintenance - A/R Options - There is a field called 'A/R Compare Percent'. Enter the percentage you would like the system to use. After calculating the overdue amount, it will use this percentage to compare overdue to current due to select which retailers to print on the collection report. If no percent is entered, these reports will not print.

Another set of overdue reports will print using the same parameters as above, but the report will be headed AX52 - Overdue Balance Report and will utilize the field 'AX52 Post Codes to Exclude' on the A/R Options screen in the Client File. The only difference between this set of reports and the first set (AX51) will be the overdue amount if you designated post codes to not be included in the overdue amount calculation. For example, you may want to exclude the shortages in the overdue amount calculation. You would enter a 4 in the Client Record on the A/R Options screen for the post code to be excluded. Before entering this 4 or any other post code, it is advisable to print your A/R Description File (AR33) in sequence by post code and review that your post codes have been assigned properly. An ASCII file containing the same information as the AX52 report will be created during this process.

The file will be called dlrexp2.dat and will be located in /u/dps/mag/query. Use code AX52 to copy this file to a diskette.

RETAILER AUTO SUSPEND

When this option is activated, during the statement run (ARUN), the system will check the retailers' balances against their credit limit in the Retailer File (code 500) and automatically suspend the retailer if their new balance exceeds their credit limit. It will ignore retailers with a zero credit limit and chain master retailer numbers. A report will print during the ARUN listing all retailers that were suspended during the run.

This option will also check all suspended retailers' new balance forwards against their credit limit in the Retailer File. If the new balance is less than the credit limit, the retailer will be reinstated. It will ignore retailers with a zero credit limit and chain master retailer numbers. A report will print during the ARUN listing all retailers that were reinstated during the run.

SALESMAN COMMISSION REPORT

The first step in setting up the commission reporting is to assign all your merchandiser/salesman a salesman number 1 through 999. You will be able to give them 8 different percents of commission for 8 different product types.

For each product in the Product File that has a commission paid on it, you need to assign it a grouping number 1 through 8 (commission number). Commission number is a field in the Product File. Those products that you do not pay commission on will be left at 0. Use code 340 to do this. Code 342 that prints the Product File will print the commission number. It will also allow you to select/sort on this field.

The next step is to key in your salesman file using code 374 - Add/Update Salesman Number. It will prompt you for salesman number, name, and 8 different commission rates (percents). Commission rate 1 relates to the commission number 1 you assigned to a product in the product file, commission rate 2 relates to the commission number 2 on the products you assigned in the product file, and so on through number 8 if needed. Use query to create a report to print the salesman file.

For example, product 1 is magazines and you give it a commission number of 1, books which might be product number 2 was given commission number 2, bargain books, product number 3, is paid the same way books are so it also was given commission number 2, and baseball cards, product number 3, was given no commission number because no commission is paid on these. The next product number might be 7 and it is paid differently than magazines or books so it is given commission number 3 and so on through all your products that you pay commission on. Remember if no commission is paid on a product, then do not key in a commission number.

The next step is to use code 500 to update each retailer with the salesman number(s) that handle that account.

Very important, on the route/seq screen, the eight different slsmn fields are where you will be putting the salesman number that handles the different products. This field has F4 capabilities that will look at the Salesman File and validate the data you enter. The Slsmn on the first line relates to products with a commission type number of one. The Slsmn on line number 2 relates to products that have a commission number of 2, the Slsmn on line 3 (by news daily) relates to commission number 3, and so on down to the Slsmn on the line by Misc 4, relates to commission number 8. If only one merchandiser handles this account, put his salesman number in the first line, second line, and third line. If the next retailer has one merchandiser for mags and a different one for books and no one gets commission on product 7 (commission #3 per my example), then one salesman's number goes on the first line, a different one on the second line, and none on the third line.

Next, you will need to update your Client Screen. Using code 321, on the A/R Options Screen, change the prompt 'Commission Report Y/N' to a Y.

Each time you do your ARUN, a Salesman Commission Report will print just prior to your sales Distribution Report. For each salesman, it will print salesman number and name, product number and name, sales by price, returns, net sales (sales minus returns), the commission percent for that salesman for that product, and the dollar commission earned. Totals print by salesman.

Note: If service charge has been assigned a product number that gets commission paid, your salesman will also get a commission on the retailer's service charges.

DELINQUENT AGED TRIAL BALANCE REPORT

This report is identical to the Aged Trial Balance, but will list, by route, only those accounts who have an amount in overdue periods 4-8.

CREDITS/DEBITS REPORT

A report by chain number detailing or summarizing the debits, credits and balance that went to the retailers' statements (statement code 1 or 2) can be automatically printed with ARUN or printed from the menu.

To automatically print with ARUN, use Code 321 to update Print AX62 (N/D/S), A/R Options screen.

1. Default is N, do not print with the ARUN. Use Code AR62 to print the report when the ARUN finishes.
2. D prints debit, credit and balance detail for each retailer in the chain with chain totals.
3. S prints debit, credit and balance summary totals for the chain only.

To print the report from the menu, key AR62. You can select to print a detail or summary report for all chains, a range of chains or a specific chain based on the last ARUN.

FILE EXPORT CODES

AR11 - A/R TO DISKETTE

Copies A/R transactions for specific retailers to diskette. At the main menu, key AR11 and the following screen will display:

```

                                AR11 - A/R TO DISKETTE
RETLR NBR: _____  NAME                               STORE NBR

DATE:
FROM AGE:                TO AGE

```

After entering an age range, the message 'copy artxxxxx (retlr nbr) to a dos diskette' displays. You will then be prompted to mount the diskette in the drive. Press enter to continue.

AR51 COPY EXPORT DATA TO DOS DISKETTE

This code allows you to copy the output from the ARUN for overdue retailers. You can also select to copy any query files you have run. To select a query file, key 99. At 'query export file number' key in your file number, or press F4 to view them. Once the AX51 is copied, it will be on the diskette as dlrexp.aa.

Enter AR51 at menu. The following displays.

1. Copy AX51 export to diskette
- 99 Copy query export to diskette

Please Enter Your Selection:

To copy AX51 files, select option 1.
Insert diskette into drive. Press enter.

To copy query files, select option 2.

The prompt 'query export file number' will appear. Enter query number or press F4 for a display of available files. Insert diskette into drive. Press enter.

962 - CMMI CREATE ASCII BILLING FILE

For the chain selected, the program will copy all transactions with an age of 0 that have a transaction date equal to or less than the date entered. You will be able to enter up to 20 chains at a time to copy to the diskette. There is F4 lookup availability and the chain prompt. This program should be run each week, just prior to your ARUN.

A/R STATEMENT RUN

During the accounts receivable run a statement date is entered. The first step of the ARUN backs up the retailer, the A/R Transaction, and Product Sales Transaction Files. Backing up the files gives you the ability to review the statements and reject the statement run if they are incorrect. Important: No retailer maintenance should be keyed from the time you start your ARUN until the time you accept or reject the run. If you reject your ARUN your Retailer File goes back to the way it was prior to starting your ARUN. Rejecting the statement run simply restores the Retailer, the A/R Transaction, and Sales Transaction Files.

Before A/R is run, all scanning must be done and an EOD must have been run since scanning was last completed. EOD is what puts A/R transactions from returns and reorders into the A/R Transaction File. If any 800 (Single Entry) or 165 (Reorders) transactions have been keyed and you want them to appear on the statement, you must run 830-Return Processing and EOD before the ARUN.

Any miscellaneous A/R transactions that need to be added manually should be done (code AR07). Any payment applications should be done (code AR17/AR18). If needed, fix statement sequences and update retailers who need duplicate statements (code 500). When all of these steps are done, run:

AR47 Weekly GST Tax Report (if CANADIAN agency)
AR30 Print Batch Proof -
 Summary totals or detail? (S/D): S
 Select: Age (from: 0 to: 0)
 Date of Trans (from: 01/01/90 to: Current week ending date)
 Sort: Report always sorts by batch number

Ensure that all required batches are on the AR30 and that they balance to your Audit/Control Form. If they do not, print AR30 again selecting D to print the detailed transactions for the out of balance batches. Make the necessary corrections and reprint the AR30 summary.

ARUN - REQUEST STATEMENTS

This code allows you to start an Accounts Receivable Statement Run. Because of the ability to reject the statement run and restore the files to the way they were prior to the run, you must make sure that no maintenance is keyed to the Retailer File (code 500) and no maintenance is keyed to the A/R Transaction and Product Sales Files (AR07) from the time the ARUN is started, to the time it is either accepted or rejected. The screen will display:

Last A/R Date - The system displays the last ARUN date and indicates whether or not it was an end of month run.

Enter Proper Statement Date - Enter the date of the current statement run (MM/DD/YY). This is usually the week ending date. When you are doing an end of month run this is still normally the week ending date even if it goes into the next month.

Enter Proper Month Code For End Of Period - The proper month code should correspond to the current month of the transactions. Valid month codes are 1-12. When doing an end of month run, if the week ending date runs into the next month use the month code for the end of month that is being completed. I.E., if the week ending date for the month of December is 01/02/99, the month code is 12. When month codes 3, 6, 9 or 12 are keyed, and an EOM run is requested, the system will automatically process quarterly sales. After date and month code are entered, the following will display: MM/DD/YY XX Are Date and Month OK?

If you answer 'N' you will return to 'Enter Proper Statement date'. If you answer 'Y' the following will display: End Of Month (Y/N).

Answering 'Y' tells the system it is the end of the month and to take what has been accumulating in current month sales and put it into the month that was specified in the Month Code Field. When an end of month is run, the Product Sales History File is updated and monthly reports can be printed. When an end of month is run and it is an end of quarter, monthly/quarterly sales will be created. Use code AR67 to print quarterly sales reports.

Answering 'N' will accumulate the sales from this week into the current month sales.

Select 1-part printer: Enter the printer on which the reports should print.

Select Statement Printer:

If you do not want to print statements until after you have balanced your reports, select printer 0. (See the 'Accounts Receivable Balancing Procedures' section of the manual). If you have only one printer, key 0 at 'Select Statement Printer'. Use code AR80 to print the statements when the ARUN is completed and balanced.

After you have selected your 1-part printer and your statement printer, the following window will display:

Enter Message To Print On AR Statements: You can key a three line special message to print on your statements using up to forty characters per line. Do not use the '@' sign. If no special message is wanted, just press the return key at each statement message line.

You have the option to print statements automatically with the ARUN if you have more than one printer.

*** NOTE *** If you have not completed the last accounts receivable run by keying A998 or A999 the screen will display: ***** You Must Run A998 or A999 ***** The screen will wait for you to acknowledge the message by pressing enter. You must then key either A998 to reject or A999 accept the previous ARUN.

ARUN REPORTS

AX26 - BATCH SUMMARY REPORT

To determine what transactions will appear on the statement, the program compares the statement run date to the date of the transactions in the A/R Transaction File to retrieve all transactions in the file with dates equal to or less than the date keyed. A report prints giving a summary listing of all A/R transaction batches that are included in the current statement run.

AX50 - AGED TRIAL BALANCE REPORT

This process updates all retailers' balances and ages all of their A/R transactions. A report prints giving you a complete summary of the retailer accounts listing: old balance, current debits, current credits, new balance, current due, overdue periods 1-4+, age, and transaction date. There is an option in the A/R Section of the Client Record Maintenance that allows you to choose to print this report in detail. The detailed report will list all of the transactions that make up each retailer's current debit, current credit, and overdue periods 1-4+.

AX51 - OVERDUE BALANCE REPORT

See optional ARUN reports.

AX45 - RETAILER AUTO SUSPEND REPORT

See optional ARUN reports.

AX56 - SALES COMMISSION REPORT

See optional ARUN reports.

AX55 - SALES DISTRIBUTION REPORT BY ROUTE

A report lists, for each route, the product sales that have been generated for the current statement period. Each product line gives a cost, price and retail total for orders, returns and net. Each route contains a route total. A grand total prints at the end of the report.

AX41 - SHORTAGE AND CANCEL REPORT

A report lists, by route and then retailer, the total amount of the canceled invoices and shortages that have occurred during the current statement period.

AX60 - DELINQUENT AGED TRIAL BALANCE

See optional ARUN reports.

AR62 - CREDITS/DEBITS REPORT (ARUN)

This code prints a report by Chain Number detailing or summarizing the debits, credits and balance that went to the Retailers' Statements (Statement Code 1 or 2). You can select to print a detail or summary report for all chains, a range of chains or a specific chain based on the last ARUN.

Print Detail or Summary (D/S? S

Select by:

1 - Chain

AR80 - SETTING UP TO PRINT YOUR A/R STATEMENTS

Statements can be printed immediately after the 'ARUN' finishes or printing can be deferred and done at a later time. If you deferred printing, key 'AR80' at 'Enter Code'. The following will display:

Select Statement Printer
 Select Printer (1 - x)
 Starting Retailer to Print
 Last Retailer to Print

** Key zero to print all statements ** or to restart at a specific retailer enter that number, then enter the last retailer's number to print.

You can key a three line special message to your retailers using up to forty characters per line. Do not use the '@' sign. If no special message is wanted, just press the return key at each statement message line.

After you have printed the statements, print the following reports: **AR45** - Dealer Aging Report **AR39** - Collection Report. If everything is OK, run A999 to accept your A/R run. If not, run A998 to reject the A/R run, key the necessary corrections, then run the ARUN again.

A999 - ACCEPT A/R STATEMENTS

This code will tell the system that your accounts receivable run was correct and backup all your A/R files. This must be done after you are sure the run is correct.

Enter - A999. The following will display: The A/R Run Was Correct? (Y/N). If you answer 'N', the screen will return to 'Enter Code' and do nothing. If you answer 'Y', the accounts receivable files will be backed up and statements are archived (if you have the archive feature on).

A998 - REJECT A/R STATEMENTS

If you have completed your accounts receivable run and there are errors on the statements, you will want to restore the A/R files in order to do corrections and then reprocess. You must restore the files with code A998 before you enter additional data or correct any existing data. Everyone must be off the system when this code is run.

Enter - A998. The following will display: The A/R run was incorrect? (Y/N) If you answer 'Y', all A/R files will be restored so that you can key correcting entries. If you answer 'N', the screen will return to 'Enter Code' and do nothing.

ACCOUNTS RECEIVABLE BALANCING PROCEDURES

All accounts receivable transactions are broken down into Seven (7) major categories:

1. **Orders**
 - Computer prepared and posted.
 - Manually prepared in office prior to delivery.
 - Manually prepared in field during delivery.
2. **Reorders**
 - Computer prepared and posted.
 - Manually prepared in office prior to delivery.
 - Manually prepared in field during delivery.
3. **Returns**
 - Manually prepared in field during delivery.
 - Computer prepared by single entry and can be automatically posted.
4. **Pick up - premature return**
 - Manually prepared in field during delivery because retailer refused part or all of the delivery or because a delivery was found to be short copies.
 - Manually prepared in office due to shortage on lineup causing an invoice to be short copies.
5. **Payment**
 - Received in the mail
 - Received by route salesman.
6. **Miscellaneous debit**
 - Prepared in office to adjust balance with additional charge.
7. **Miscellaneous credit**
 - Prepared in office to adjust balance with additional credit.

All of these transactions need to be posted to the retailer record in order to keep track of the balance due the agency. The methods used to verify the accuracy of the auditing and batch proof procedure varies with each minor group.

When the accounts receivable reports and statements have been processed, the following balancing procedure must be followed:

1. Enter the total of each invoice run on the Accounts Receivable Control Sheet.
2. Run an adding machine total on the Accounts Receivable Control Sheet and compare the total to

the new balance forward on the Aged Trail Balance. If they are equal, the agency is in balance.

3. If the two are not equal, get the statements and check the last statement of the chain masters and of the stores for 'Not Posted' items. Adjust the control sheet total by the net amount of the 'Not Posted' items. If they are equal, the agency is in balance. If you want to fix the 'Not Posted' items, reject your ARUN using A998. Correct your errors and start ARUN again. The only reason for 'Not Posted' items would be if you set up a retailer to be on a chain statement and his chain number was entered incorrectly (a nonexistent chain).
4. If the totals are still not equal, then one or more batches are out of balance. Compare each batch total on the Batch Proof Register to each batch total on the Accounts Receivable Control Sheet to find out which batch(es) are wrong.
5. Compare each transaction in the batch to each transaction printed on the Batch Proof Register to find the error.
6. After the error has been found, make separate batch of the error transactions that must be punched for the following week, assign sequential number 00 and week to the error batch, start a new Accounts Receivable Control Sheet by entering the balance forward on the control sheet, and entering the error batch total on the control sheet.
7. File the error batch for the following weeks auditing and punching procedure. The error batch will contain all not posted transactions, all missed transactions, and all adjustments necessary to correct errors. (If you want the corrections on the ARUN you are balancing, reject the ARUN using A998, key your corrections, and rerun your ARUN.)

SAMPLE BATCH TICKETS

WEEK ENDING: _____ BATCH NUMBER: _____

KEYED BY: _____ BATCH TOTAL: _____

DATE KEYED: _____

WEEK ENDING: _____ BATCH NUMBER: _____

KEYED BY: _____ BATCH TOTAL: _____

DATE KEYED: _____

WEEK ENDING: _____ BATCH NUMBER: _____

KEYED BY: _____ BATCH TOTAL: _____

DATE KEYED: _____

WEEK ENDING: _____ BATCH NUMBER: _____

KEYED BY: _____ BATCH TOTAL: _____

DATE KEYED: _____

Accounts Receivable Control Sheet

Week Ending: ____/____/____

Previous Week's New Balance: \$ _____

Mag Invoice Dated : ____/____/____ + _____

News Invoice Dated: ____/____/____ + _____

News Invoice Dated: ____/____/____ + _____

Book Invoice Dated: ____/____/____ + _____

Mag Returns Dated : ____/____/____ + _____

Mag Returns Dated : ____/____/____ - _____

Mag Returns Dated : ____/____/____ - _____

Mag Returns Dated : ____/____/____ - _____

News Returns Dated: ____/____/____ - _____

News Returns Dated: ____/____/____ - _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Batch # _____ \$ _____

Total Net: \$ _____

New Balance Forward = \$ _____

CLIENT RECORD MAINTENANCE

The Client Record controls much of the activity for your system. Certain selections have to be updated in a specific manner to make the system operational. Other selections control report options and features that can be updated and used as desired. Listed below are the client options for the Accounts Receivable programs. See that Magazine System Manual for more information on the other system options.

AR OPTIONS

Archive Statements	:	Auto Credit Check	:
Bal Fwrld Detail-ATB	:	AR Compare Percent	:
Bal Fwrld Detail-Stmt	:	Apply Credits To Overdue	:
Delinquent Age Trial	:	Commission Report	:
Open Item Age Drop	:	AR07 Prompt Store Nbr	:
Print Aging On Stmt	:	AR Write Off Amount	:
Print Phone Nbr	:	AR Write Off Desc	:
Print Vendor Nbr	:	Archive Aged Trial Bal	:
Print Open Item Suffix	:	AR17 Shift F3 On Stmt	:
Save AR07 Trans	:	AX52 Post Codes to Exclude	:
Save Cash Applied	:	_____	:
Statement Form	:	Save Weekly Sales	:
Statement Form Long	:	Print AX62 (N/D/S)	:
Statement Sort Opt	:		
Update Credit Limit	:		
Start Overdue Period	:		
Extra Nbr ATB Copies	:		

Archive Statements Y/N

Archive Accounts Receivable Statements determines whether or not to archive your retailers A/R statements. Archiving software must be purchased prior to turning on this option.

Y - archive retailers' statements.

N - not using archiving of A/R statements.

Bal Fwrld Detail-ATB Y/N

Aged Trial Balance Report - This determines whether or not to print all the unreconciled transactions for the open item retailers that make up each overdue column on the Aged Trial Balance. *If all your retailers are on open item, this will make an extremely long report.

Y - yes, print the transactions that make up each overdue period.

N - do not print the detail.

Bal Fwrd Detail-Stmt Y/N

Statement - Print Detail Balance Forward - For open item retailers you have the option to print all the unreconciled transactions that make up the balance forward prior to printing the balance forward line.

Y - print detail.

N - balance forward only.

Delinquent Age Trial Y/N

Print Delinquent Aged Trial Balance - Determines whether or not this report will print automatically at the end of an accounts receivable run. Any retailer with an amount due in periods over 4 through 8 will print. This report prints in magazine route sequence and skips to a new page for each route. An alternative report is the Retailer Aging Report (code AR45), that prints upon request.

Open Item Age Drop 0-99

A/R Open Item Drop Control - The number you enter here designates how many billing cycles to continue holding open item transactions on file even after it has been totally reconciled.

0 - drops the applied open item in the first run after it has been reconciled and printed on the statement.

1-99 drops according to the number you enter here as long as it has been reconciled.

Print Aging On Stmt Y/N

Print Aging on A/R Statement - Determines whether or not the overdue aging will print on the bottom of each retailer's statement (overdue 1,2,3,4) overdue 4 will include period 4 and older (4 through 8).

Print Phone Nbr Y/N

Print Phone # on Statement

Y - prints agency phone number on statement.

N - do not print phone number.

Print Vendor Nbr Y/N

Print vendor number - On the 1-up statement form only, you have the option to print the retailer's vendor number on their statement.

Print Open Item Suffix Y/N

Determines whether the A/R transaction reference number suffix will print on statements of retailers who are on open item status.

Save AR07 Trans Y/N

Saves transactions keyed with AR07 to a temporary file. Use AR12 - A/R transaction list to print this file.

Save Cash Applied Y/N

Save Cash Applied Transactions - Determines if the system creates a file for printing daily and weekly the cash applications. Use code AR31 - Print Daily/Weekly Cash Application Report to print these

transactions. *When you are applying transactions, you will get a printed report each time you end the codes AR17/AR18.

Statement Form 1/3/A/C/G/K/M/S

Designates type of form used for printing statements.

- 1 - 1 across, uses preprinted form
- 3 - 3 across, uses preprinted form
- A - special format for client #151
- C - Canadian (includes GST #), 2 across, uses preprinted form
- G - Canadian (includes GST #), 1 across, no preprinted form needed, uses 8½ x 11 paper
- K - 1 across, no preprinted form needed, uses 8½ x 11 paper, 4 periods overdue print
- M - Canadian (includes GST #), 1 across, uses preprinted form, special format client #151
- S - 1 across, no preprinted form needed, use 8½ x 11 paper, 8 periods overdue print, like form K, except more of the A/R description name prints for clarification

Statement Form Long Y/N

Y - designates using special 3 - across statement form, 11 inches long.

Statement Sort Opt A/M/Z/S

Determines the sequence the retailers A/R statements will print.

- Blank - statements will print in retailer number order.
- A - Statements will print in alphabetical order.
- M - Statements will print in miscellaneous route sequence.
- Z - Statements will print in zip code sequence.
- S - Statements will print in the sequence as numbered in statement sequence field in retailer record (code 500).

Update Credit Limit Y/N

You have the option to have the system automatically update the retailer's credit limit on the Retailer File. Credit limit is calculated by taking the average net sale per week for the quarter and multiplying it by 4. This becomes the retailer's credit limit.

- Y - When you tell the system that it is the end of the quarter for the statement being processed, the credit limit will be calculated based on the retailer's average weekly sales for that quarter.
- N - Do not calculate credit limit.

Start Overdue Period 1-8

This tells AR39 - Collection Report what overdue periods to add together to come up with the amount overdue. If you enter 5, then periods overdue 5, 6, 7, and 8 will be accumulated and that will print on the report as amount overdue.

Extra NBR ATB Copies

Indicates the number of copies of the Aged Trial Balance to print during the ARUN.

Auto Credit Check Y/N

When this option is activated, during the statement run (ARUN), the system will check the retailers' balances against their credit limit in the Retailer File and automatically suspend the retailer if their new balance exceeds their credit limit. It will ignore retailers with a zero credit limit and chain master retailer numbers. A report will print during the ARUN listing all retailers that were suspended during the run.

This option will also check all suspended retailers' new balance forward against the credit limit in the Retailer File. If the new balance is less than the credit limit, the retailer will be reinstated. It will ignore retailers with a zero credit limit and chain master retailer numbers. A report will print during the ARUN listing all retailers that were reinstated during the run.

AR Compare Percent

Enter a percent that the system will use to compare the calculated overdue amount to current due to determine which retailers to print on the Collection Report.

Apply Credits to Overdue

This affects only retailers who are not on 'open item'. Current credits are applied to the oldest period overdue with a dollar amount and moves to most current until all of the credit amount has been applied. This option affects what transactions are to be included in 'Current Credits'.

Y - Will include transactions with a post code of 3 (Return), 4 (Cancel/Pickup), 5 (Payment), or 7 (Misc. Credit)

N - Will only include transactions with a post code of 5 (Payment) or 7 (Misc. Credit).

Commission Report

Indicates whether you want the system to produce a Salesman Commission Report during the A/R statement run.

AR07 Prompt Store Number

Indicates to the system whether to prompt for store number in code AR07 - A/R Transaction Entry. This feature is useful when entering adjustment transactions to the chain master account for identifying specific stores within the chain.

A/R Write Off Amount

Indicates to the system that during code AR17, if an open item transaction amount has a remaining unapplied amount to automatically write off the remaining amount, if it is less than or equal to the amount entered here.

A/R Write Off Description

Indicates the description to be used to identify the open item transactions that are automatically written off during code AR17.

Archive Aged Trial Balance

Indicates that the Aged Trial Balance Report that prints with the ARUN should be archived to disk. Archived reports can be viewed and/or printed using code 382.

Save Weekly Sales

When 'Y' is keyed, weekly sales will be saved during ARUN. When 'N' is keyed, weekly sales will not be saved.

Print AX62 (N/D/S)

Determines if the Credits/Debits Report prints.

During ARUN and what format will print.

N - Do Not Print During ARUN. The report can be printed with Code AR62.

D - Print the detailed debits, credits, and balance for each retailer in the chain with chain totals.

S - Print summary debits, credits and balance totals for the chain only.

This report prints only for statement Code 1 and 2 chain retailers.