
User Reference

Accounts Receivable v10x (ADF)

By CMiC

CMiC
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Accounts Receivable – ADF

Overview – Accounts Receivable

The CMiC Accounts Receivable module is fully integrated not only with the General Ledger module, but also with the Job Costing, Job Billing, Equipment Costing, Preventive Maintenance and Work Order Billing modules. Some of the features of this module are:

- Customer Pick Lists
- Separate bill-to and ship-to addresses
- Free format miscellaneous invoice preparation facility
- Full retainage accounting
- Automatic finance charges
- Unlimited currency conversions
- Cross company allocation of revenue accounts
- Automatic write-off facility
- User defined dunning letters
- Statement printing
- User defined aging periods

Prerequisites

Before the AR module can be utilized for a particular Company, the General Ledger module must have been set up for that Company.

Accounts Receivable Checklist

Prior to configuring the AR module, there are some questions that should be addressed:

- Where should the system retrieve the Accounts Receivable Department? From the customer or the invoice series code?

- Will you be calculating Tax on Gross or Net Amount when calculating Sales Tax?
- Will Finance (Interest) charges be utilized, if so do you have a list of the required rates?
- Will Invoice Series codes be used, this means that invoice numbers will be automatically generated.
- Have you documented your corporate write-off rules?
- Will you be printing Customer Statements? If so what are the rules for printing the statements.
- If Sales Invoices will be utilized, do you have a list of the Non inventory items that you may be using for extra charges?
- Do you have a list of people or companies that are responsible for your collections?
- If you currently utilizing a type of dunning letter do you have a copy of the letters so that they can be duplicated as close as possible?

Maintain Business Partners – Screen

Overview – Business Partners

Business Partner Record Type – Base Type

In CMiC's Enterprise system, a *business partner* is any organization/entity with which your company does any type of business. It can be a vendor, a subcontractor, a customer, a municipal/state/federal government agency, or even just a potential customer that your sales department is pursuing.

This record type contains fields that are relevant to all types of business or government agencies, and some data fields that are only relevant to vendors, customers and subcontractors.

Also, Business Partner records are created at the System level, so they are shared by all Companies.

Vendor & Customer Record Types – Extensions of Base Type

To store additional data that is only relevant to a vendor or customer business partner type, Vendor and Customer records are created from and tied to Business Partner records. In this way, Business Partner records can be extended with a Vendor or Customer record, or both.

Vendor record types are relevant to tasks in the Accounts Payable module, and Customer record types are relevant to tasks in the Accounts Receivable module. Vendor and Customer records are based on Business Partner records, hence, to create a Customer or Vendor record, its base Business Partner record must first be created.

In this module, Accounts Payable, Vendor records are the most relevant to its functionality.

Availability of Record to Companies – System & Company Levels

When created, a Business Partner record is available at the System Level, meaning that it is available to all of the Companies in CMiC Enterprise. Only one instance of the record exists, and it is shared by all Companies. However, when a Vendor or Customer record is created, using either the [Vendor] or [Customer] button on the **Business Partner** tab, it is only available to the specified Company.

When a Vendor or Customer record is created for multiple Companies, using the **Company** tab, each Company gets its own Vendor or Customer record so that the information on these records can be specific to the Companies for which they were created.

Sharing Business Partners in CMiC Enterprise

The Accounts Receivable, Purchase Order, Material Sales, and Opportunity Management (OM) modules also allow the creation of Business Partners (Organizations in OM).

In order to integrate these modules for the purpose of consolidating and sharing information, they all create Business Partners in the same table, at the System Level. Also, it must be noted, they use the same rules for numbering when creating the **Business Partner Code**, and use up the same code numbers. This should be considered when determining the coding format to identify Business Partners.

In the OM module, however, a variation of the Business Partner record is used. The variant is referred to as an Organization record, and it has additional fields that are relevant to opportunity management tasks. Also, when an Organization record is created, the user has the option of checking or unchecking its **Organization (Only)** flag. If the flag is checked, the Organization record will only be available in the OM module, and if unchecked, it will be available throughout CMiC Enterprise as a Business Partner record.

Business Partner – Tab

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen with the 'Business Partner' tab selected. The 'Business Partner Code' is 'A1GARDEN' and the 'Ctrl Business Partner' is 'A1CEMENT'. The 'Legal Name' is 'A1GARDEN Services Incorporated'. The 'Address' is '100, Garden Street, Suite 500 Floor V, Chicago, IL, US'. The 'Contact Information' includes 'Mr. GARDENER' with phone '(111) 222-3333' and email 'andrejs.zuravels@cmic.ca'. The 'Legal Entity Type' is 'CORP' and the 'Class' is 'CONC'. The '1099' code is '1' and the 'Start Date' is '06/22/2011'. The 'Active' checkbox is checked, and 'Prequalification Required' is also checked. The 'Update 1099 Code' button is visible.

Sample of Business Partner Maintenance screen's Business Partner tab

The following is a list of the fields on the Business Partner tab, along with this screen's first two fields, as shown in the above screenshot. Their order below is based on their order on the screen, from left to right, and top to bottom.

Business Partner Code

This field is the code to identify the business entity being defined. Its creation depends on the system's setup, specifically, on the state of the **Auto-Number Business Partner Code** flag in the System Options screen (standard path: *System > Setup > System Options: Global tab*). If this flag is checked, this code is automatically created when the record is saved, based on the business partner's name and the **BP Code Mask** setting on the System Options screen. If the flag is not checked, manually enter a code, following your corporate numbering convention for Business Partners.

For details about the Auto-Number Business Partner Code option, please refer to the Global Tab section of the System Data manual.

Business Partner Name (unlabeled)

This field is next to the Business Partner Code field, as shown in the above screenshot.

Enter the business partner's name. This name is the name used throughout the system, wherever Business Partner (Vendor/Customer) objects are available.

NOTE: The system will not allow this field to be changed if the business partner has been defined as a customer within any company. Only users with the system privilege SYSCBPNAME checked can modify the business partner name field.

AKA (Also Known As)

Enter a nickname or alias for this Business Partner. This field can be up to 50 characters in length. This is most commonly used when a Business Partner changes names. This field may be used as a reference field only.

The AKA name will print on the accounts payable check if the system **Use AKA Name In Check Preparation** checkbox is checked. If this checkbox is not checked, then the Business Partner Name field will be used. The AKA name cannot be updated if there are prepared, but unposted checks.

The AKA name must be entered if the business partner SSN checkbox will be checked and the vendor SSN number will be used in place of the tax number in the Registration Number field (i.e. partner is an individual, not an organization). When the SSN number is checked, the AKA name will print on the 1099 form, unchecked, the business partner name will print.

NOTE: The AKA name will not print on the check if the vendor is a one-time vendor.

Legal Name

Enter a Legal Name, if different from the Business Partner Name. When creating a new business partner, the value from the business partners name field is defaulted.

Abbreviation

This field is used by the Project Management module in place of the Vendor Code. This allows numeric vendor codes used in the AP module to be changed to more user friendly alpha codes in the PM module. Enter up to 8 character abbreviation. This field will automatically default to the Partner Code.

Short Name

This field is a shorter version of the Business Partner Name field. This field defaults to a shortened version of the Business Partner Name field, and is editable. It is not used by the CMiC Enterprise system.

Valid

This is a display only checkbox that is only relevant if mandatory user extension fields are being used. It will only be unchecked if user extensions are being used and an extension has not been entered for the business partner, in which case the record will not be able to be saved. Otherwise, it will be checked.

Ctrl Business Partner

The system allows Business Partner Codes to be hierarchical. By specifying a controlling business partner, the current partner is linked to its controlling partner. This feature allows for the reporting of consolidated balances, if required.

Street, Suite, City, State/Province, Country, & Zip/Postal Code

Standard address information. The address on this tab may be the business partner's main corporate address, and the addresses on the **Address** tab may be for locations with which business is directly done.

Customer

If checked, this flag indicates that the business partner is a customer, and an associated Customer record exists. Click the [**Customer**] button to view the associated Customer record.

Vendor

If checked, this flag indicates that the business partner is a vendor, and an associated Vendor record exists for at least one of the companies using Enterprise. Click the [**Vendor**] button to view the associated Vendor record for the user's default company.

SSN

The SSN checkbox is used in conjunction with the Registration Code. When this checkbox is checked, it indicates that the **Registration Code** field is the vendor's SSN number, not the vendor's Taxpayer Identification Number (TIN). In this case the AKA name must be completed with the name associated to the SSN number. This is the name that will appear on the 1099 report. If the SSN checkbox is unchecked, then the Business Partner name will print.

Available for Dispatch

When checked, it is indicated that the business partner is being used in the Dispatch module as a Subcontractor Hauler. The default value is unchecked.

Attention Contact

The name of the primary contact to whom mail and shipments are addressed.

Telephone, Fax, Email and Web Site

Enter the Phone, Fax, E-mail and Web Site address of the Partner as required.

Legal Entity Type

Select the Legal Entity Type code. Legal Entity Types define the different types of Business Partners with whom you conduct business. This code may also indicate whether or not you must have a Tax Registration Code entered for the Business Partner before the Business Partner can become a Vendor. Maintenance screen: **Accounts Payable > Setup > Global Tables > BP Legal Entity Types**.

Registration Code

This field is the business partner's tax registration number, which is required if the business partner is a vendor.

In the US, this number is a Taxpayer Identification Number (TIN). If, however, the vendor is an independent contractor whose TIN is his or her Social Security Number, then this TIN number is specifically a Social Security Number (SSN). To indicate that this TIN number is specifically an SSN, the **SSN** flag is checked. If the **SSN** flag is not checked, this number is a TIN number, if it is, this number is an SSN number.

In Canada, this field is used for the GST/HST Registration Number.

This field is not required when setting up a Business Partner, but if the Partner is to become a Vendor, then this field may be mandatory, depending on the system setup and the Legal Entity Type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options*. The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, the second prevents a

duplicate entry of a Registration Code. When unchecked, the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes. For further details, please refer to the System Data manual.

VAT Registration #

The VAT Registration number is composed of two parts. The first field is for the VAT Registration Country Code. The second field is for the Government Registration Code (Tax Identification Number).

Class

This field is relevant if the business partner is a vendor, and if vendors need to be categorized in order to select vouchers for payment by vendor types. To categorize vendors, Vendor Class codes are used.

Vendor Class codes can then be used to select vouchers for payment. Material Management system uses Vendor Class to indicate if the vendor is a Broker or Sub-Hauler.

1099 Code

Select the most applicable 1099 reporting code for this Business Partner. When this partner is made a vendor, the code entered here will default into the Vendor record for this partner. Maintenance screen's standard path: *1099 > Setup > Accumulator Codes*.

Start Date

The start date will default to the system date. It indicates when the record was created.

One-time Business Partner

If you check this flag it indicates that this business partner is a One-time Partner and every time this Business Partner is used as a Vendor on an Invoice the user will have to enter the Vendor Name and Address. One-time Partners are used to record miscellaneous invoices received from suppliers that are not expected to be utilized again.

Active

The active checkbox will default as checked. If the business partner has the Active flag unchecked any Vendor or Customer created will be created as inactive.

Prequalification Required

This checkbox is relevant to Vendor types, and it defaults to the unchecked state. When checked, it indicates that the vendor must undergo the prequalification process in the Project Management module before it can be used in the Subcontract Management module.

Update 1099 Code – Button

The [**Update 1099 Code**] button located beside the Business Partner Name field on the Business Partner Maintenance screen launches the screen used if the 1099 Code on the Business Partner tab is changed, and the update needs to be done for the associated Vendor/Invoice/Check records.

Contacts – Button

The [**Contacts**] button along the bottom of this tab (**Business Partner**) launches the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

For details about the Contacts screen, please refer to the Contacts – Screen section in this manual.

Vendor – Button

The [**Vendor**] button along the bottom of this tab launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company. Automatically, the Vendor record displayed or created belongs to the user's default company.

For details about the Vendor screen, please refer to the *Maintain Vendors – Screen* section in this reference guide.

Customer – Button

The [**Customer**] button along the bottom of this tab launches the Customer screen used to create, view or edit Customer records associated to a Business Partner record and a company. Automatically, the Customer record displayed or created belongs to the user's default company.

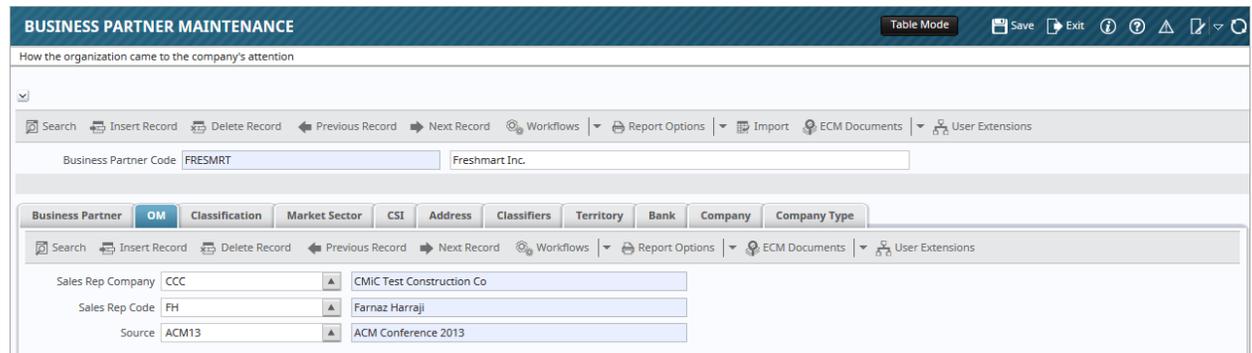
Customer records are not relevant in this module. For details about the Customer screen, please refer to the Accounts Receivable reference guide.

Update Address – Button

The [**Update Address**] button launches the screen used if the address on this tab is changed, and the update needs to be done for the associated Vendor and Customer records.

For details, please refer to the Update Address for Vendor Records section.

OM – Tab



The screenshot displays the 'BUSINESS PARTNER MAINTENANCE' application window. The 'OM' tab is selected, showing fields for 'Sales Rep Company' (CCC), 'Sales Rep Code' (FH), and 'Source' (ACM13). The 'Company' field is set to 'CMIC Test Construction Co'. The 'Business Partner Code' is 'FRESMRT' and the name is 'Freshmart Inc.'. The interface includes a top navigation bar with 'Table Mode', 'Save', 'Exit', and help icons. Below the main content area, there are tabs for 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. A secondary toolbar below the tabs contains 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'ECM Documents', and 'User Extensions'.

Sample of Business Partner Maintenance screen's OM tab

This tab may be relevant if this business partner is a customer that provides opportunities that are managed in the Opportunity Management (OM) module. The information on this tab is also on this record's associated Organization and Opportunity records, which are used in the OM module. To provide some integration between the AP and OM modules, these associated records store this information in the same place, so changes to this information through one module will be reflected in the other module.

The following are details about the fields on this tab, including information about where the corresponding fields are found on the Organization and Opportunity records, for both the JSP and ADF versions of the Opportunity Management module:

Sales Rep Company

The company, under your corporation, that handles opportunities offered by this business partner. The company selected in this field determines what sales representatives will be available in the **Sales Rep**

field. Only contacts that belong to the selected company and are assigned the role **Sales** will be available in the **Sales Rep** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.

ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

Sales Rep

Select sales representative that handles opportunities offered by this business partner (Customer). This list displays all contacts that are assigned the role **Sales** (**Role** field on Contact screen's **Contacts** section) and belong to the company selected in the **Sales Rep Company** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.

ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

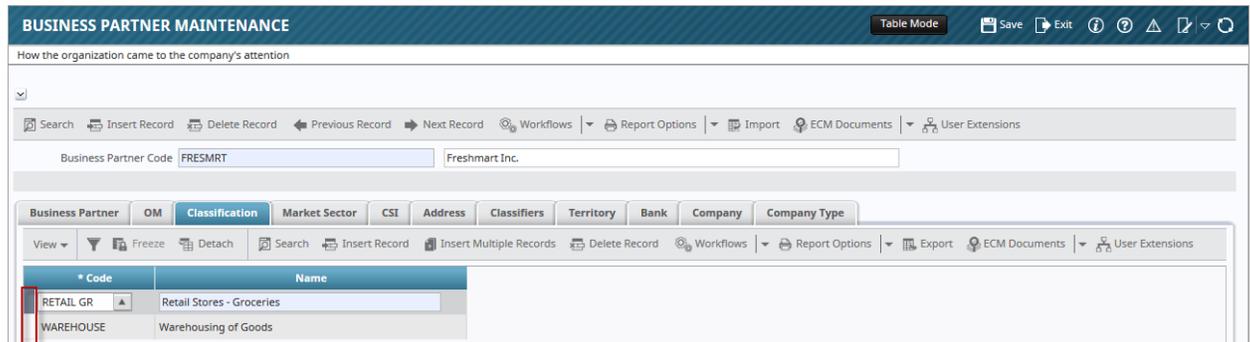
Source

Source of business partner (Customer). List of values for this field are maintained through the following maintenance screen: **Opportunity Management > Setup > Sources**.

This field's corresponding field is found on:

JSP & ADF OM: **Detail** tab of corresponding Organization record.

Classification – Tab



Sample of Business Partner Maintenance screen's Classification tab

This tab lists the business partner classifications that apply to this business partner. The maintenance screen for the list of classifications is reached through the following path: *Accounts Payable > Setup > Global Tables > BP Classifications*.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Classification** tab to create a new row. Select an applicable classification from the **Code** field and click **[Save]**.

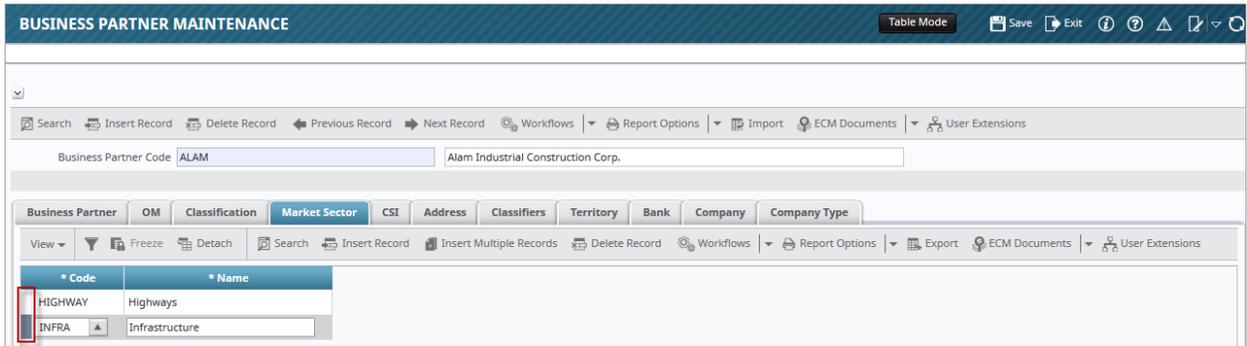
Edit Entry

Edit the classification and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Market Sector – Tab



Sample of Business Partner Maintenance screen's Market Sector tab

This tab lists the market sectors that apply to this business partner. This information is relevant to the OM and PM modules, where it is used to classify and group business partners (customers).

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Market Sector** tab to create a new row. Select an applicable market sector from the **Code** field and click **[Save]**.

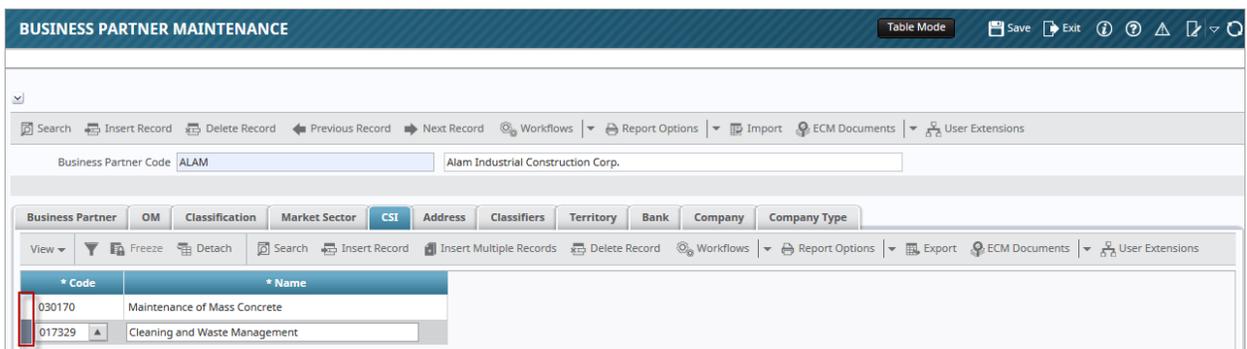
Edit Entry

Edit the market sector and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

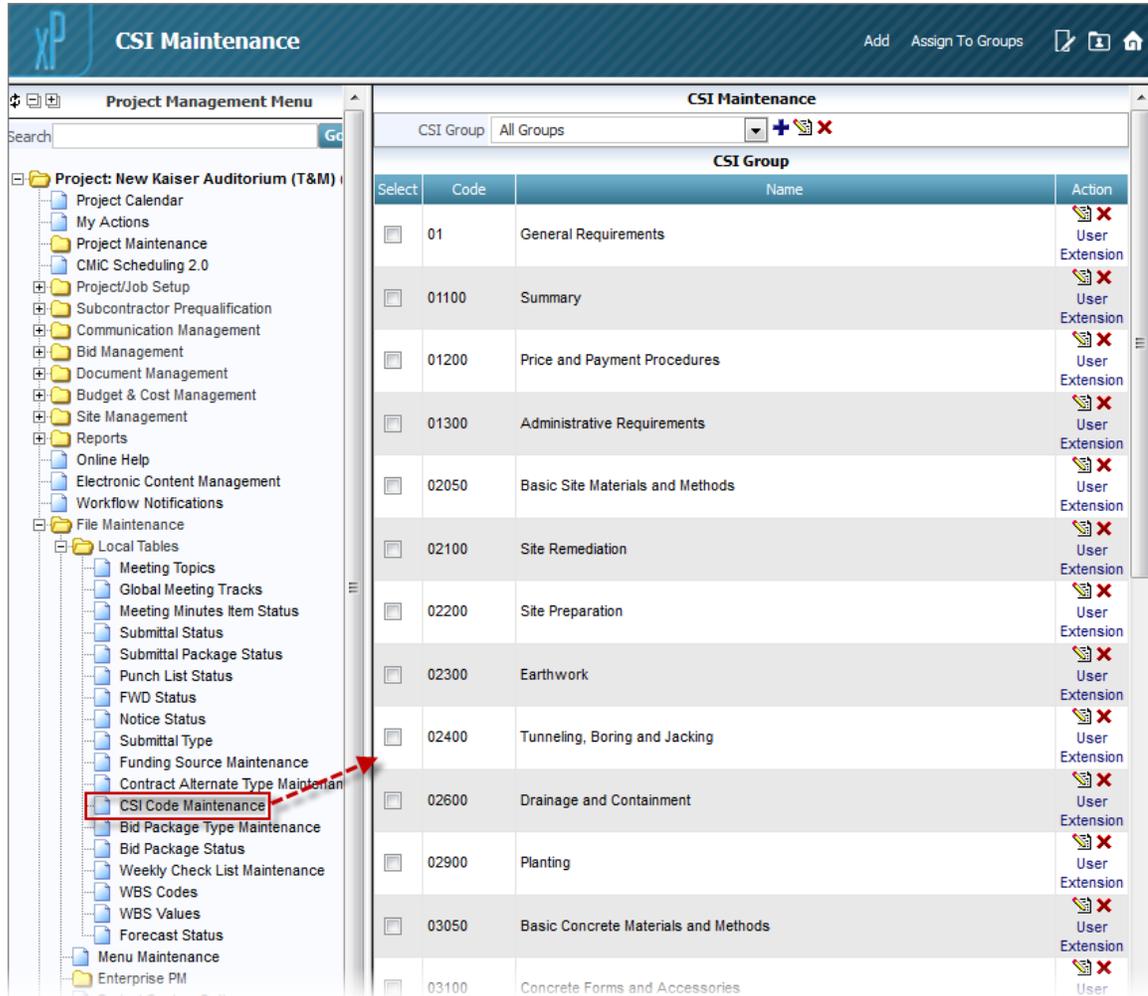
CSI – Tab



Sample of Business Partner Maintenance screen's CSI tab

This tab list the CSI (Construction Standards Institute) codes applicable to this business partner.

The CSI Code Maintenance screen is available in the PM-JSP module, via the following standard Treeview path: **PM-JSP > File Maintenance > Local Tables > CSI Code Maintenance**, as shown in the following screenshot. For details about the CSI Code Maintenance screen, please refer to the xProjects user reference guide.



Sample of CSI Code Maintenance screen in the PM-JSP module.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **CSI** tab to create a new row. Select an applicable CSI code from the **Code** field and click **[Save]**.

Edit Entry

Edit the CSI code and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Address – Tab

The screenshot displays the 'BUSINESS PARTNER MAINTENANCE' application window. The top navigation bar includes 'Table Mode', 'Exit', and other utility icons. Below the title bar, there's a search and navigation area with buttons for 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'ECM', and 'User Extensions'. The main form area is titled 'Update Addresses' and shows the 'Address' tab selected. The form contains several input fields: 'Business Partner Code' (A1GARDEN), 'Address Code' (GDN1), 'Street' (100, A1 GARDEN Street Address Code 1), 'Suite' (500, Suite A1 GARDEN Address Code 1), 'City' (City A1 GARDEN Address Code 1), 'State/Province' (IL, Illinois), 'Country' (us), 'Zip/Postal' (11111), 'Attention' (Mr. Gardener), 'Phone' ((111) 222-3335), 'Fax' ((111) 222-3336), 'Add Email' (ravi.venkatachalam@cmic.ca), and 'Applies to Company' (RV123456, R.V. Head Quarters Company, LLC). At the bottom, there are four checked checkboxes: 'Order From', 'Remit To', 'Ship To', and 'Bill To'.

Sample of Business Partner Maintenance screen's Address tab

This tab is used to create and display Address records for the business partner. Address records are used to populate address fields that provide a list of addresses from which to choose. These addresses are in addition to the address on the **Business Partner** tab, which is not stored in an Address record. The address on the **Business Partner** tab may be for the business partner's controlling parent company, and the addresses on the **Address** tab may be for subsidiaries with which business is directly done. The following are differences between addresses on this tab and the address on the **Business Partner** tab:

1. Address on the **Business Partner** tab is stored in a Business Partner record, while addresses on the **Address** tab are stored in Address records. Address records are available to choose from in fields that provide a list of addresses, such as the **Alt. Add.** field on a Vendor record's **Vendors** tab, the **Address Code** field on a Vendor record's **Business Partner Address** tab, and the **Address Code** field on a Contact record's **Address** tab.
2. Multiple Address records may be added through this tab (only one is displayed at a time, however).
3. Addresses on this tab can be specific to a purpose, using the following provided flags: **Order From**, **Remit To**, **Ship To**, and **Bill To**.

The following are details about the fields on this tab, other than the standard address and contact information fields:

Address Code (2 fields)

The first field is a unique code to identify this address record. This code can then be used to select this address for a Contact (**Address Code** field on Contact's **Address** tab).

The second field is a description for this address record.

Active

Indicates if the address is active/current.

Applies To Company

The company, under your corporation, for which the displayed address is relevant.

Order From

Indicates if items are ordered from this address.

Remit To

Indicates if items are remitted to this address. If an address is specified on the Business Partner record, it will be defaulted in as the **Remit To** address of any vendor which is created from the Business Partner.

Ship To

Indicates if items are ship to this address.

Bill To

Indicates if items are billed to this address.

Navigate between Address

To move between the different Address records on this tab, use the [**Next Record**] and [**Previous Record**] buttons on the Block Toolbar for the **Address** tab. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [**Previous Record**] does not change the record.

Add Address

Click the [**Insert Record**] button on the Block Toolbar for the **Address** tab to create a new row. Fill in the information and click [**Save**].

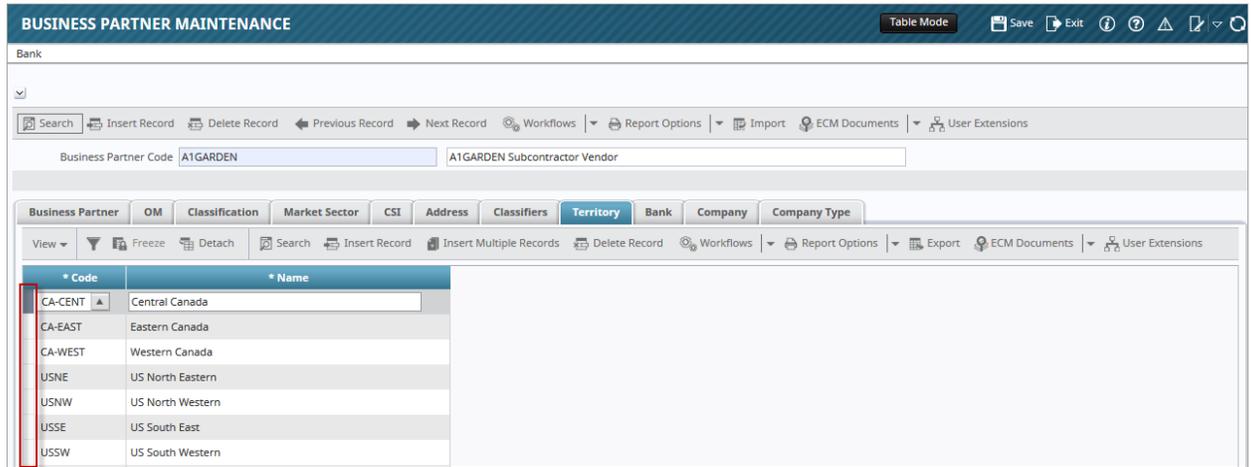
Edit Address

Edit the necessary fields and click [**Save**].

Classifiers – Tab

If your company has set up classifiers, enter the required information on this tab. Classifiers are additional, user-defined fields, relevant in the Project Management module.

Territory – Tab



Sample of Business Partner Maintenance screen's Territory tab

This tab displays the sales territories in which this address falls. Sales territories are used for sales related tasks, such as providing sales data by geographical location.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Territory** tab to create a new row. Select an applicable territory and click **[Save]**.

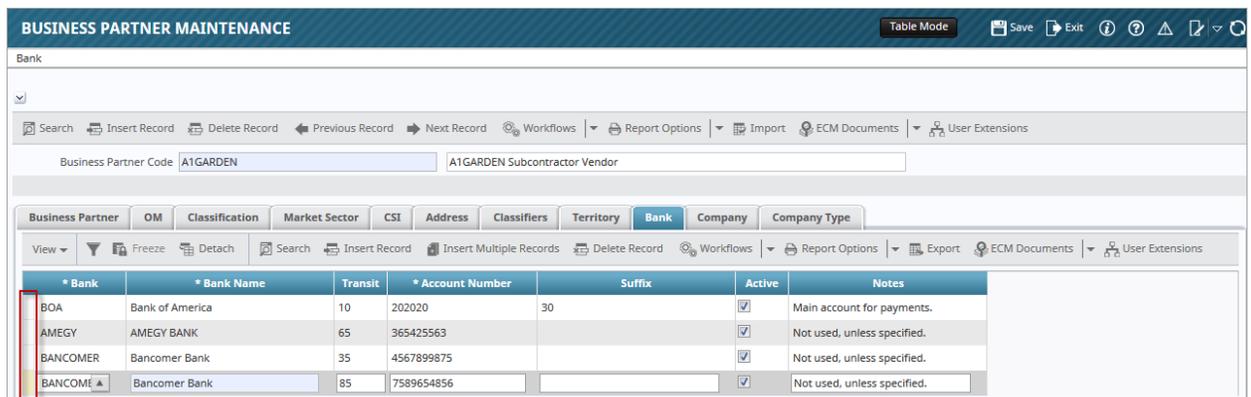
Edit Entry

Edit the information on a row as necessary and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Bank – Tab



Sample of Business Partner Maintenance screen's Bank tab

If you are utilizing EFT payments for vendors, and this business partner has submitted their related banking information, use this tab to enter their bank account information. The list of accounts must first be detailed on this tab, and then these details become available to this record's associated Vendor record. The banking information entered on this tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

The maintenance screen for the list of banks available from the **Bank** drop-down list is found under the Global Tables menu option of the System module. The standard name for the maintenance screen's menu option is **Banks** (standard path: *System > Global Tables > Banking > Banks*).

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Bank** tab to create a new row. Select an applicable bank, and enter the transit number, account number and suffix for the bank account into which you will be depositing a Vendor Payment. Click **[Save]**.

Edit Entry

Edit the information on a row as necessary and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Company – Tab

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen with the 'Company' tab selected. The 'Business Partner Code' is 'GRC-001' and the name is 'Grand River Developments Inc.'. The table below has the following data:

Comp Code	Comp Name	Vendor	Customer
ZZ	CMIC Construction Inc.	N	Y
CCC	CMIC Test Construction Co	Y	Y

Sample of Business Partner Maintenance screen's Company tab

This tab is used to create Customer and Vendor records for more than one company. This method is an alternative to using the **[Customer]** and **[Vendor]** buttons, which only allow the creation of Customer and Vendor records for the user's default company. Note, when Vendor and Customer records are created, the company for which they are created must be specified, so that each company gets its own Vendor and Customer records.

Create Customer & Vendor Records for Multiple Companies

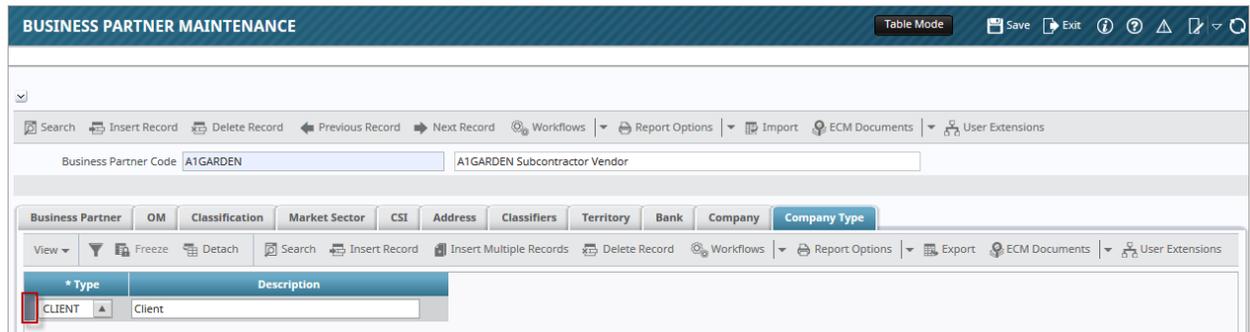
To create a Customer or a Vendor record for a company, click the **[Insert Record]** button on the **Company** tab, which creates a new row. For the **Comp Code** field, select the company for which the Vendor or Customer record is to be created. For the **Vendor** and **Customer** fields, select "Y" if the corresponding record type is to

be created for the selected company. Note, both a Vendor and a Customer record can be created for a Company.

If you need to create a Customer or Vendor record for another company, just repeat the above process.

When finished, click the **[Process]** button to create the specified records for the specified companies.

Company Type – Tab



Sample of Business Partner Maintenance screen's Company tab

This tab displays the Company Types that apply to the business partner.

Add Entry

Click **[Insert Record]** on the Block Toolbar of the **Company Type** tab to create a new row. For the **Type** field, select an applicable Company Type. Click **[Save]**.

Edit Entry

Edit the **Type** field on a row and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Create Business Partner

In this module, Accounts Payable, a Business Partner record is most likely created in order to create a Vendor record, which is relevant to tasks in this module. As mentioned, a Business Partner record is the base of a Vendor record.

Ensure Business Partner Not Already Added

First, it is necessary to ensure that the business partner record about to be created does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. To do so, do a search for the business partner's name. For assistance with performing searches, please refer to the Getting Started reference guide.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the System Options section are: Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Create Business Partner – Form Mode

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen in Form Mode. The title bar includes 'Table Mode', 'Save', and 'Exit' buttons. The main content area is divided into tabs: 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. The 'Business Partner' tab is active, showing fields for 'Also Known As', 'Legal Name', 'Abbreviation', 'Short Name', 'Ctrl Business Partner', 'Street', 'Suite', 'City', 'State/Province', 'Country', 'Attention', 'Phone', 'Email', 'Web Site', 'Legal Entity Type', 'Registration Code', 'Class', '1099', and 'Start Date'. A red box highlights the 'screen in Form Mode' label, and another red box highlights the 'switch screen to Table Mode' button. A third red box highlights the 'Save button'.

Pgm: BPBPFM – Business Partner Maintenance screen in Form Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

To add a new Business Partner when the screen is in Form Mode, as shown above, click the Block Toolbar's **[Insert Record]** button.

Next, enter the business partner's information, using the preceding sub-sections that detail the fields on each tab as a guide. Click **[Save]**, as shown in the above screenshot, when finished.

Create Business Partner – Table Mode

Edit	Business Partner Code	Name	Ctrl Business Partner	BpParentName	Street	Suite	City	Phone	Email	Customer	Vendor
	A1BRICKS	A1 Bricks Manufacturing Company			123, Bricker Street	500, Floor V	Chicago		ravibpemail@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1CEMENT	A1 CEMENT INDUSTRIES.			BRISTOL ROAD	5000	MISSISSAUGA		ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1DOORS	A1DOORS - Company RRR			DOOR-BP Street jk	DOOR-BP SUITEAaaa	door-BP-CITY	555-555-554	ravi@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1ELEC	A1ELECTRIC Company			Electrifying Street	500, Floor 555	Chicago			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1FLOOR	A1 FLOOR MAKER			100, Floor Street	500, Floor V	Chicago	(111) 222-2222	ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1GARDEN	A1GARDEN Subcontractor Vendor	A1CEMENT	A1 CEMENT INDUSTRIES.	100, Garden Street	Suite 500 Floor V	Chicago	(111) 222-3333	andrejs.zuravels@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1HVAC	A1 Heating and Cooling			100, A1 HVAC Street	500, Floor V	Chicago		ravi@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MARBLE	A1MARBLE			859 Stoney Creek	300	Chicago	785-965-7895	a1marble@a1marble.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MASONS	A1 Masons			986 Sunny Lane		Columbus	544-877-4433	jack@a1Masons.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MECH	A1 Mechanical Services			100, Downtown Mechanica	500 Floor V	Chicago	4165555555	ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1METAL	A1METAL			100, Metal Street		New York			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1ORG	A1ORG					Dallas	214-555-1212		<input type="checkbox"/>	<input type="checkbox"/>
	A1PAPERS	A1 PAPER IND.			100, Paper St	500, Floor V	Chicago			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pgm: BPBPFM – Business Partner Maintenance screen in Table Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

For details about this option, please refer to the Opportunity Management reference guide’s System Options sub-section, in the Company Control section.

To add a new Business Partner when the screen is in Table Mode, click the Block Toolbar’s **[Insert Record]** button.

Next, enter the business partner’s information, using the sub-sections of this section that detail the fields on each tab as a guide. Click **[Save]** when finished.

Create Contact

The **[Contacts]** button along the bottom of the **Business Partner** tab is used to launch the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

If the Contact screen is used to create a record, using the screen’s **[Insert Record]** button, it will automatically be associated to the Business Partner record, and it will be available throughout Enterprise.

For details about creating a Contact and the Contacts screen, please refer to the *Add New Contact* section under the *Contacts – Screen* section in this manual.

Create Vendor

If a Business Partner record has an associated Vendor record, the business partner is a vendor, and the **Vendor** flag on the **Business Partner** tab is checked.

As mention, when a Business Partner record is created, it is available at the System Level, meaning that it is available to all of your corporation’s companies (all companies using CMiC Enterprise). Only one Business Partner record is ever created, and it is shared by all Companies.

However, when a Vendor or Customer record is created, it must be associated to a Company. When the **[Vendor]** button is used, the created Vendor record is automatically created for the user’s default Company. In this way, Vendor and Customer records can be created for multiple Companies, with each Company getting its own Vendor and Customer records. This allows the information on these records to be specific to the

Companies for which they were created, as a Business Partner might be a Vendor for one Company and a Customer for another.

If the partner is to become a vendor, then this field may be mandatory, depending on the system setup and the Legal Entity type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options*. The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, the second prevents a duplicate entry of a Registration Code. For further details, please refer to the System Data reference guide.

Before Creating Vendor

Before creating a Vendor record, it is advised that the following information is entered for its base Business Partner record.

Registration Code

If the **Registration Code Required for Vendors** flag is checked in the System Options screen, then the **Registration Code** on the Business Partner's **Business Partner** tab must be entered. Also, if the **System Wide Unique Registration Code** flag is checked in the System Options screen, then the code must be unique in the system.

Bank Accounts

The bank accounts for making payments to the vendor must first be detailed on the Business Partner's **Bank** tab, so that these account details become available to the associated Vendor record(s). The account details entered on the Business Partner's **Bank** tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

If a Business Partner record is going to be created for an employee, for the purpose of creating a Vendor record and setting the employee up as a vendor, the banking information from the employee's Direct Deposit record will be used to update the vendor's banking information. The same will apply if the employee is to be set as a business partner across other companies, apart from his or her home company.

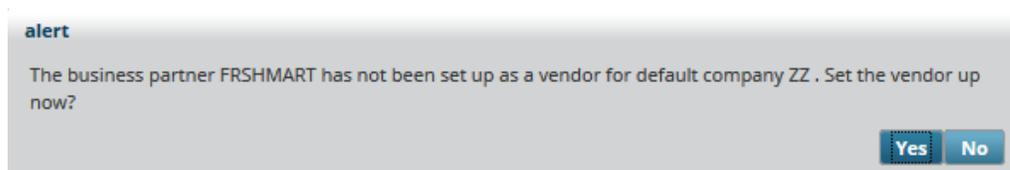
Addresses

The address and contact information on the Business Partner's **Business Partner** tab is copied to the Vendor's **Vendors** tab, and the address and contact information on the Business Partner's **Address** tab is copied to the Vendor's **Business Partner Address** tab.

Create Vendor

The [**Vendor**] button, along the bottom of the Business Partner screen's **Business Partner** tab, launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user's default company).

When the [**Vendor**] is clicked, if a Vendor record exists for the user's default company, the Vendor screen is launched to display it. If a Vendor record does not exist for the user's default company, the following alert will be displayed:



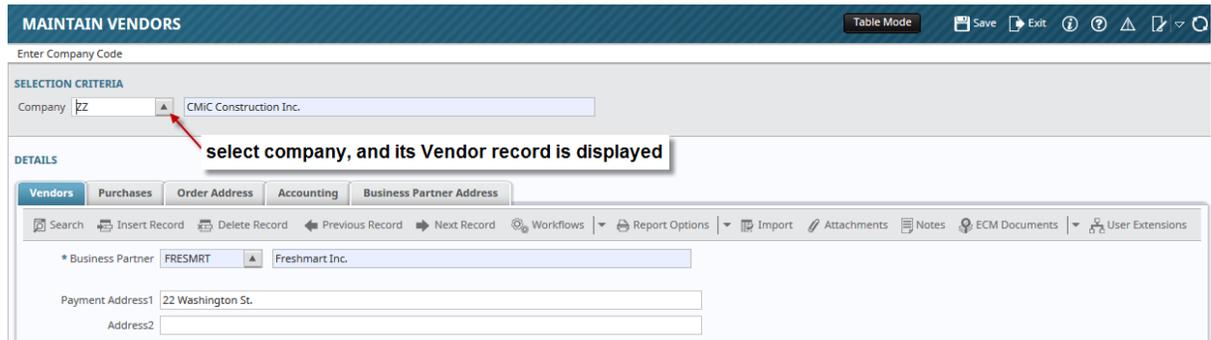
To create a vendor record for the user's default company, click [**Yes**].

For details about the fields on each tab of a Vendor record, please refer to the Vendor – Screen section.

Create Vendors for Multiple Companies

The **Company** tab on the Business Partner screen has functionality that is a short-cut for creating Vendor and Customer records, associated to a single Business Partner, for multiple companies.

This short-cut method only defaults the minimum information required for the creation of Vendors for a company. After their creation, it is advised that you proceed to the Vendor record for each company in order to augment the information transferred. To view the Vendor record for the user's default company, click the **[Vendor]** button on the **Business Partner** tab. The Maintain Vendors screen will display the Vendor record for the user's default company, however, you can use the **Company** field, pointed out in the below screenshot, to choose which company's Vendor record to display.



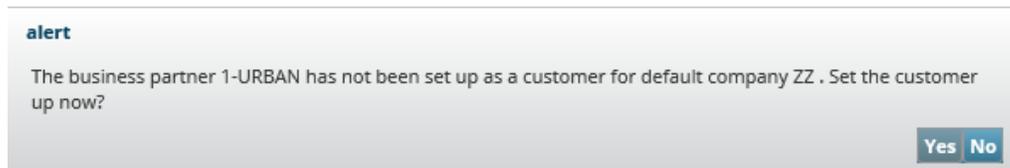
This method is most frequently utilized when first setting up the system, or when a new Business Partner is added that all companies will be utilizing.

For further details about how to create Vendors for multiple companies through the **Company** tab, please refer to the preceding *Company – Tab* section.

Create Customer

The **[Customer]** button, along the bottom of the Business Partner screen's **Business Partner** tab, launches the Customer screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user's default company).

When the **[Customer]** is clicked, if a Customer record exists for the user's default company, the Customer screen is launched to display it. If a Custom record does not exist for the user's default company, the following alert will be displayed:



To create a customer record for the user's default company, click **[Yes]**.

For details about the fields on each tab of a Customer record, please refer to the Customer – Screen section.

Update Address for Customer Records

BUSINESS PARTNER MAINTENANCE ⓘ ↻ ▾

Update Addresses

SELECTION CRITERIA

<input checked="" type="checkbox"/> Related Vendor Payment Address	<input checked="" type="checkbox"/> Related Customer Billing Address
<input checked="" type="checkbox"/> Related Vendor Other Payment Contacts	<input checked="" type="checkbox"/> Related Customer Other Billing Contacts
<input checked="" type="checkbox"/> Related Vendor Order Address	<input checked="" type="checkbox"/> Related Customer Shipping Address
<input checked="" type="checkbox"/> Related Vendor Other Order Contacts	<input checked="" type="checkbox"/> Related Customer Other Shipping Contacts

Update Selected Choices **Proceed Without Updating** **Close**

Update Address Information pop-up window

The [Update Address] button, on a Business Partner's **Business Partner** tab, launches the screen used if the address on the **Business Partner** tab is changed, and the update needs to be done for the associated Vendor and Customer records.

As shown above, a window will pop up with checkboxes to indicate which addresses you want to update. Select the required addresses to update and press the [Update Selected Choices] button. To close the window without making updates, click [Close].

Create Independent Contractor

To create an Independent Contractor, being a business partner that is an individual or sole proprietorship, the Business Partner record for the independent contractor must first be created. Then an associated Contact record and an associated Vendor record are created. Together, these three records detail an Independent Contractor.

I) Create Business Partner Record

To create a Business Partner, refer to the previous section, Create Business Partner.

Be sure to specify the independent contractor's account information, required for Voucher creation, on the **Bank** tab so that it will be available in the Vendor's **Accounting** tab. Also, if the independent contractor's tax registration number is his or her Social Security Number (SSN), check the **SSN** flag and enter their SSN in the **Registration Code** field.

II) Create Contact Record

With the Business Partner record created, click the [Contacts] button to launch the Contacts screen. For the new Contact record, click the **Independent Contractor Reporting** checkbox. This indicates to the system and users that the Business Partner type is Independent Contractor, and information about the independent contractor is on the Business Partner record and its associated Contact and Vendor records.

For details about the Contacts screen, please refer to the Contacts – Screen section in this manual.

III) Create Customer Record

With the Business Partner and Contact records created, the Customer record can be created to complete detailing the Independent Contractor. The Customer record's information is used throughout the AR module. For details about creating a customer, please refer to the Create Customer section.

1099-MISC FORM & California's Independent Contractor Reporting

Independent Contractor records are necessary to file federal 1099-MISC forms. For the state of California, these records are also required to report the independent contractors' information to California's Employment Development Department (EDD), known as Independent Contractor Reporting.

Only one contact may have the Independent Contractor Reporting checkbox checked. If an error was made and a different contact should have the checkbox checked enter the new contact and check the checkbox. You will receive a warning that another contact has this checkbox checked and you will be given the option to change the contact. If the answer to the warning is "Yes", the checkbox will remain on the new contact and will be unchecked on the previous contact.

View & Verify List of Independent Contractors via Report

To view and verify the list of independent contractors in the system that are relevant to California's Independent Contractor Reporting requirement, the AP module's Independent Contractor Report can be used.

Updating Business Partner Information

The screenshot shows a software interface titled "BUSINESS PARTNER MAINTENANCE". Below the title bar, there is a sub-section "Update Addresses". Underneath, there is a "SELECTION CRITERIA" section with two columns of checkboxes. The first column contains: "Related Vendor Payment Address", "Related Vendor Other Payment Contacts", "Related Vendor Order Address", and "Related Vendor Other Order Contacts". The second column contains: "Related Customer Billing Address", "Related Customer Other Billing Contacts", "Related Customer Shipping Address", and "Related Customer Other Shipping Contacts". All checkboxes are checked. At the bottom of the selection area, there are three buttons: "Update Selected Choices", "Proceed Without Updating", and "Close".

Pgm: BPBPFM – Updating Business Partner Addresses

If a Business Partner Address is updated the system will automatically ask if you want to update related Vendors and Customers. A Popup Window indicating which addresses you want to update will be displayed.

Select the required address/addressess to update and press the button [**Update Selected Choices**] or if you do not want to apply this address change, then press the [**Proceeded without Updating**] button.

Create the Customer Directly from the Business Partner

The [**Customer**] button on the Business Partner Tab of the Business Partner Maintenance screen is used to convert the Business Partner into a Customer within the Default Company of the current user.

When using this button, the system opens the Company Customer screen where you add or modify the details as required.

The Company Customer detail can be entered through the [**Customer**] button on the Business Partners screen or can be accessed independently through the Maintain Customers option off the Setup Menu of the Accounts Receivable menu.

Create Multiple Customers at One Time

The [**Company**] tab on the Business Partner Maintenance screen is a short-cut that can be used to create a customer within multiple companies.

This short-cut method only defaults the minimum information required for the creation of vendors and customers within a company. It is advised that you proceed to the company vendor and/or customer screens assigned in order to augment the information transferred.

This method is most frequently utilized when first setting up the system, or when a new Business Partner is added that all companies will be utilizing.

While in the Business Partner Maintenance screen, Business Partner Tab, search for the business partner required or Insert a new record. Then go to the [**Company**] tab. This will display a window where you can enter a list of the company codes that you want to create the customer for. This screen is also used to create vendors, so you must indicate which you want to create by checking the required boxes. Once all of the required companies have been entered, press the [**Process**] button to generate the customers.

Maintain Customers – Screen

Overview – Customers

In order to utilize a Business Partner in the Accounts Receivable module, the Business Partner must be set up as a Customer for the company with which the user is working. A *customer* is an entity that your company is performing the service for or selling products to, and therefore issues invoices to and receiving payments from.

As mentioned, to store additional data that is only relevant to a Vendor or Customer type of Business Partner, Vendor and Customer records are created from and tied to Business Partner records. Thus, a Business Partner record is extendable with a Vendor or a Customer record, or both. Also, the Vendor and Customer records are created for a specific company using Enterprise in order to contain information specific to the company. Hence, only one Business Partner record is ever created, and it is shared by all companies. However, when a Vendor or Customer record is created, it must be associated to a company so that each company gets its own Vendor and Customer records. This allows the information on these records to be specific to the companies for which they were created, since a business partner might be a vendor for one company and a customer for another.

When it is necessary to update customer information, it depends on the type of information where the update is done. If the update is the overall address of the Business Partner then this type of update should be done via the Business Partner screen so that all customer and vendor records can be updated when the Business Partner is updated. If the information is only related to the Customer/Company combination, then the change should be done directly in the Customer Detail screen.

Changing/updating data is not retroactive, it will only affect new data entered and existing data will not be changed (even if the data is not yet posted).

Query the required customer and then make the changes as required, save the record when complete.

Deleting a customer can only be done if there has not been any activity against the customer such as invoicing. If the customer is no longer to be utilized, then mark the customer as 'Not Active' and 'Do Not Allow Transactions'.

Customers – Tab

The screenshot shows the 'MAINTAIN CUSTOMERS' application window. At the top, there's a 'Table Mode' button and 'Save' and 'Exit' icons. Below that, the 'SELECTION CRITERIA' section has a 'Company' dropdown set to 'IH2T' and a text field containing 'IH US Company'. The 'DETAILS' section has several tabs: 'Customer', 'Surcharge Exemption List', 'Business Partner Address', 'JB Invoice Values', 'Shipping Address', and 'Accounting'. The 'Customer' tab is active, showing a toolbar with 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'Attachments', 'Notes', 'ECM Documents', and 'User Extensions'. The main form area contains the following fields:

- * Business Partner: ACCESSEN (dropdown), Access Engineering (text)
- Billing Address1: 1850 Rourke Drive South
- Billing Address2: Suite 5444555
- Billing Address3: Chicago
- State/Province: IL (dropdown), Illinois (text)
- Country: USA, Zip/Postal Code: 46674
- Attention: Mr. Access, Salesman: (dropdown)
- Phone: (888) 555-1655, Fax: (888) 555-4444
- E-mail: info@accesseng.com
- Web Site: www.accesseng.com
- * Collector: IHCC (dropdown), IH Collection Company (text)
- Class: (dropdown)
- * Terms: 210N30 (dropdown), 2% Discount net 30 (text)
- Credit Code: (dropdown), Delivery Discount: (text), Trucker Pay Discount: (text)
- Propagate Comp Flag: N, Active Flag
- AR Statement Email Addresses: (text), Ar Statement Email Flag

A 'Contacts' button is located at the bottom of the form area.

Pgm: BPCUSTFM – Customer maintenance screen, Customer tab.

The **Customer** tab displays the customer's billing address and contact information, copied from the Business Partner's **Business Partner** tab when the Customer record was created. It also displays other details about the customer, which are described in this section.

The following details the fields on this tab, plus the **Company** field under the **Selection Criteria** section:

Company

Shown in the above screenshot, this field is used to select which Customer record is to be displayed. For the selected company, its Customer record is displayed by this screen.

Business Partner

This field is a display-only field. It displays the Business Partner record associated to this Customer record, which was used to create this Customer record.

Billing Address Fields (several standard address fields)

The Address information will default from the **Business Partner** tab of the Business Partner screen. This can be modified as required. The **Billing Address1**, **Address2**, **Address3** fields are the first three address lines.

Attention

The Attention Contact will default from the Business Partner screen. Verify/Modify the name of the primary contact for the Customer defined.

Salesman

Enter or Select a valid Employee Code from LOV, identified as 'Salesman' for the customer. This field is disabled unless the Material Sales Control file is set for the company.

Phone, Fax, Email and Web Site

These fields default from the Business Partner but can be changed as required.

Collector

The field is for the collector code associated with the person or organization that has an assigned responsibility for collections for this customer.

Class

This field is for the Customer Class that is used to group different types of Customers.

Terms

This field is for Terms Code. It should be set to the Payment Terms most often given to this customer. Payment Terms determine the default Due Date, Discount Date and Percent and Retainage Percent used during invoice entry. This field will default from the AR Control file, but can be changed as required.

Credit Code

Enter a Credit Code. The LOV lists all available credit codes maintained in the Credit Code Maintenance form. This field is disabled unless the Material Sales Control file is set for the company.

Delivery Discount

Enter the Delivery Discount percentage. This field is disabled unless the Material Sales Control file is set for the company.

Trucker Pay Discount

Enter the Trucker Pay Discount. This field is disabled unless the Material Sales Control file is set for the company.

Propagate Company Flag

This field is a display-only field. It displays Propagate status of the company. The company could be set up as propagate company in the Material Sales Local Tables.

Active Flag

The system will automatically create a new customer as active. If the customer being created is not to be utilized at this time then un-check the box.

AR Statement Email Flag

This field is used to indicate that Account Receivable Statement will be sent to multiple email addresses. More detailed description of the process could be found in be in the Customer Statements -> Statement Printing section of the current document.

AR Statement Email Flag

This field is used for entering the multiple coma separated email addresses where to the Account Receivable Statement will be sent if the AR Statement Email Flag is checked. If the Flag is unchecked, the field is disabled. More detailed description of the process could be found in be in the Customer Statements -> Statement Printing section of the current document.

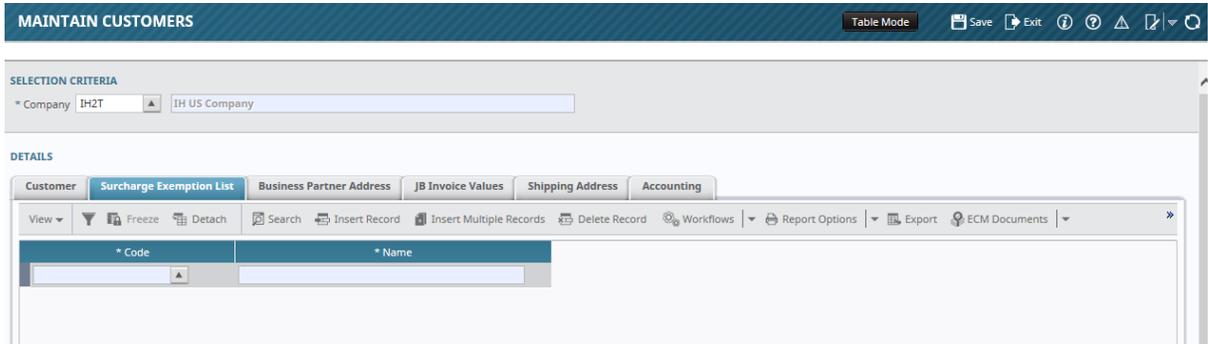
NOTE: The Salesman, Credit Code, Delivery Discount, Trucker Pay Discount fields and the 'Surcharge Exemption List' fields will be enabled only when the Material Sales Control file is set for the company.

Contacts – Button

The [**Contacts**] button along the bottom of this tab launches the Contacts screen used to create, view or edit Contacts. The screen is restricted to display contacts that have an address code associated with the current company, as well as any contact associated with the company that does not have any specified address codes.

For details about the Contacts screen, please refer to the Contacts – Screen section in this manual.

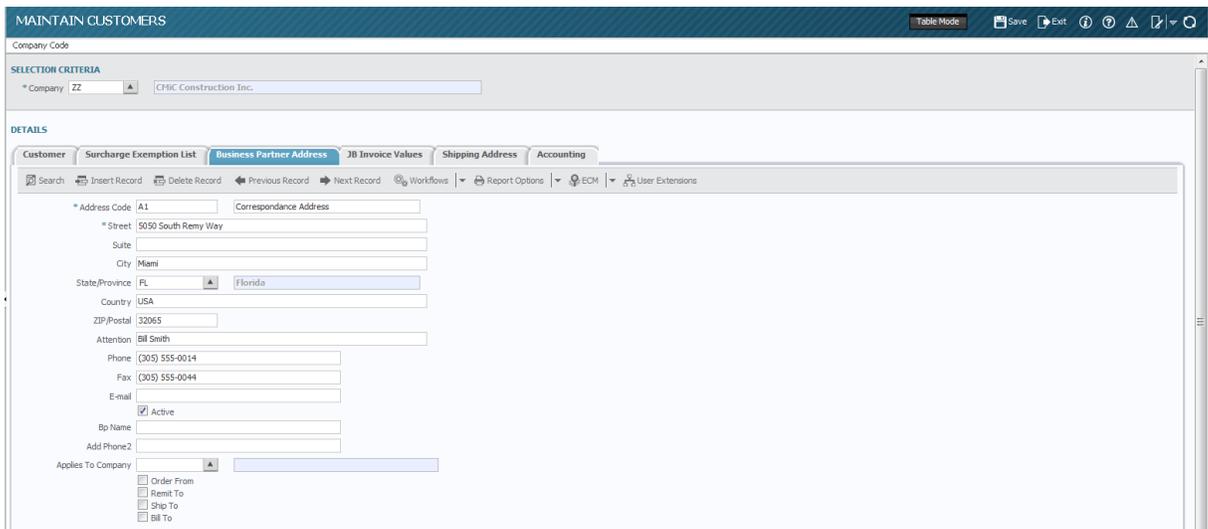
Surcharge Exemption List – Tab



The screenshot shows the 'MAINTAIN CUSTOMERS' application window. The 'SELECTION CRITERIA' section has '* Company' set to 'IH2T' and 'IH US Company'. The 'DETAILS' section has tabs for 'Customer', 'Surcharge Exemption List', 'Business Partner Address', 'JB Invoice Values', 'Shipping Address', and 'Accounting'. The 'Surcharge Exemption List' tab is active, showing a table with columns for '* Code' and '* Name'. The table is currently empty.

The records on this tab will become enabled only when the Material Sales Control file is set for the company.

Business Partner Address – Tab



The screenshot shows the 'MAINTAIN CUSTOMERS' application window. The 'SELECTION CRITERIA' section has '* Company' set to 'ZZ' and 'CMHC Construction Inc.'. The 'DETAILS' section has tabs for 'Customer', 'Surcharge Exemption List', 'Business Partner Address', 'JB Invoice Values', 'Shipping Address', and 'Accounting'. The 'Business Partner Address' tab is active, showing a form for entering address information. The form includes fields for '* Address Code' (A1), '* Street' (5050 South Remy Way), 'Suite', 'City' (Miami), 'State/Province' (FL), 'Country' (USA), 'ZIP/Postal' (32065), 'Attention' (Bill Smith), 'Phone' ((305) 555-0014), 'Fax' ((305) 555-0044), 'E-mail', and 'Active' (checked). There are also fields for 'Bp Name', 'Add Phone2', and 'Applies To Company'.

Pgm: BPCUSTFM – Customer Access to Business Partner Alternate Addresses

To add an alternate business partner address press the [**Business Partner Address**] tab.

The system will default the Customer address, on **Customer** tab, into this tab. Use this tab to enter the alternative business partner address, if different from the Customer address. This address is used to create and print an Invoice for the Customer.

JB Invoice Values – Tab

Pgm: BPCUSTFM – Job Billing Invoice Values

The information entered in this tab is used by both Job Setup and Project Setup programs from the Job Costing module. If the values are entered here they will default automatically to Job and/or Project. If the values are not entered then Job Setup will look into the Job Billing Control file for the Job Billing invoice defaults; and the Project Setup will look to the Project Management Control file for the Job Billing invoice defaults.

Shipping Address – Tab

Pgm: BPCUSTFM – Customer Shipping Address

The shipping address is the location where goods will be sent. This will automatically default to the Customer Address and only needs to be updated if different.

Accounting – Tab

Pgm: BPCUSTFM – Customer Accounting Information

Use this tab to enter the processing details and default account codes associated with this customer.

Bank Code, Bank Transit, Bank Account Number, and Suffix

These fields are not currently utilized by the AR system. Leave these fields blank.

Currency

Enter the Currency code that will be used to invoice this customer. The company Currency Code as specified on the Control file will default to this field.

Interest Rate Code

Enter the Financial Charges Code applicable for this customer. This code determines the interest calculation rules for overdue balances. This is a required field.

Credit Limit

Enter the maximum dollar amount that may be outstanding on the customer account at any one time. If the amount the customer owes exceeds this amount, a warning message will be displayed on the Invoice Entry screen.

The system will default 999,999,999,999.00 to this field.

Discount %

Enter the sales discount to be charged on this customer if different from the Terms code defined for this customer.

Retainage %

Enter the retainage to be calculated on this customer's invoices, if different from the terms code defined for this customer.

Statements Required

If this customer is to receive regular account statements then this box should be checked.

Dunning Letters

Check this box if Dunning Letters can be issued for this customer. Dunning letters are user-defined documents that can be sent to customers showing overdue balance information. Dunning letters are a 'Collection' tool.

Allow Transactions

The Allow Transactions box is used to allow or prohibit the entry of transactions against customers. Check this box if you want to allow transactions against this customer. This field is usually unchecked if you are using the controlling customer feature and want the controlling customer to be a reporting level only.

Tax Exempt

Check this box if this customer has a tax exemption from any or all of the taxes routinely charged by your company.

Allocate AP Discounts to Job (Discount Allocation Method: Job Discount Cost Code and Category)

This checkbox controls the allocation of the Discount Amount of AP Vouchers created against the Job for this Customer. If checked, the Discount Allocation Method to use for Vouchers created against the Job being worked for this Customer is “**Job Discount Cost Code and Category**”.

For details, please refer to the *Accrue AP Discounts to Job* sub-section in the AP-ADF reference guide.

Tax 1, Tax 2, Tax 3

Enter the tax codes for the taxes applicable to sales to this customer. A list of valid tax codes is available on this field. Tax codes are calculated sequentially, it is important that you enter the tax codes in the order that you want them calculated.

Accounts Receivable Department and Account

Enter the default Accounts Receivable department and account for this customer. This account will be debited whenever invoices are entered and credited when payments are received.

Cash Department and Account

Enter the Cash department and account for this customer. This account will be debited when customer payments are received.

Sales Department and Account

Enter the sales department and account. The sales account is a revenue account that will be credited when sales are recorded via the AR Invoice Entry program using a 'G' line type of distribution.

Discounts Department and Account

Enter the discounts taken department and account. The discounts taken account is an expense account representing a reduction in revenue caused when a customer takes advantage of a cash discount.

Retainage Department and Account

Enter the retainage department and account. The retainage account will be debited when sales invoices are entered with a retainage amount. Once a retainage is released, the system will credit the retainage account and debit the Accounts Receivable account.

Freight Department and Account

Enter the freight department and account. The freight account will be credited whenever sales invoices are entered with freight charge.

Insurance Department and Account

Enter the insurance department and account. The insurance revenue account will be credited whenever sales invoices are entered with an insurance charge.

Miscellaneous Department and Account

Enter the miscellaneous department and account. The miscellaneous revenue account will be credited whenever sales invoices are entered with a miscellaneous charge.

Tax Exemptions – Button

* Code	Name	License
AL	Alabama State Tax	564897

Pgm: BPCUSTFM – Customer Tax Exemption Window

Use the [**Tax Exemptions**] button along the bottom of the Accounting Tab to retrieve the Tax Exemption screen. Use this screen to enter reference detail on tax exemption numbers for this customer.

Contacts - Screen

Overview – Contacts

CONTACT MANAGEMENT

Query by Example Search records add new contact in Table Mode Screen in Table Mode (Table of Records) add new contact in Form Mode

Code	Contact Company	SyscPartnName	Contact Code	First Name	Last Name	Work
5777783	Mutual Admiration Society	BH	BH	Bassem	Hamdy	416-736-0123
SUS	SB Urban Systems	BH	BH	Banoo		346-889-9988 x.248
ZZ	CMIC Construction Inc.	BH	BH	Besse		1-416-736-0123 x.233
AAAJODI	AAA Jodi Consultants Group	BJ	BJ	Barry		489-987-7789
AC100	AC100	BJ	BJ	beta		685-459-9988

sort records by ascending or descending order (visible on column header when moused over)

Sample of Contacts screen in Table Mode. NOTE: If Enable De-duplication Searching Function is being used, new entries cannot be made when the screen is in Table Mode: the Insert Record button will be missing.

CONTACT MANAGEMENT

screen in Form Mode add new contact switch screen to Table Mode

Change Company/ Partner Movement History Inactivate Contact Save

First Name: Cindy Last Name: Winterfield Active

Initial: Title: Suffix: AKA/Goes By: Employee #: Contact Company: ABC770 Contact Code: CW Position: Role: ARCH ARCHITECT (Primary) Independent Contractor Reporting:

Address: Contact Info: Classifiers: Membership: Attachments

Company: Address Code: FMAL Copy Default Address

Address: Josh Smith, 28065 Main St., Riverside AL, US

Street: Suite: City: Postal/ZIP Code: State / Prov: Country:

Sample of Contact screen in Form Mode

The Contact screen is used to create, view and manage Contact records, which can be associated to Business Partner, Vendor, and Customer records.

Contacts – Section

The **Contacts** section displays the contact's basic information. The following table describes this section's fields:

First Name	Contact's first name.
Last Name	Contact's last name.
Active	Indicates if contact record is active. NOTE: When a contact's Contact Company is changed, the contact's previous record is saved as a separate record and its status is set to inactive.
Initial	Contact's middle name initial.
Title	Title applicable to contact.
Suffix	Suffix applicable to contact's name.
AKA/Goes By	Alternative name by which contact is also known.
Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Employee #	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field is enabled for you to enter an employee number, or to search for and select the contact's employee number.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. The value selected by the Contact Type field determines what values are available in this list.
Contact Code	Code to identify this contact record.
Primary Contact	Indicates if contact is the primary contact for organization specified by Contact Company field.
Bid Contact	Indicates if contact is a Bid Contact for an opportunity's bid process.
Position	Position within organization specified by Contact Company field.
Role	Project Management role contact performs. Maintenance screen: Job Costing > Setup > Local Tables > Project Management Roles.
Independent Contractor Reporting	Indicates if contact is an independent contractor, who services need to be reported on 1099-MISC tax forms. Also, it can indicate that this contact is an independent contractor whose information must be reported to California's Employment Development Department (Independent Contractor Reporting).

Address – Tab

The screenshot shows the 'Address' tab of a contact record. It includes a 'Company' dropdown, an 'Address Code' dropdown (set to 'FMAL'), and a large 'Address' text area containing 'Josh Smith, 28065 Main St., Riverside AL, US'. To the right, there is a 'Copy Default Address' button and a series of input fields for 'Street', 'Suite', 'City', 'Postal/ZIP Code', 'State / Prov.', and 'Country'.

This tab displays a contact's address, and the following table describes this section's non-standard fields:

Company	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field displays the contact's company. Also, this field determines what values are available for the Address Code field.
Address Code	Contact's address code, which populates the Address field. Lists all of Address records that have been created for the contact's affiliated organization.

When a new contact is created, the **Address** field (display only) gets automatically populated with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Manually Enter Address

Use the address fields under the [**Copy Default Address**] button to manually change the contact's address.

Overwrite Address to Organization's Default Address

Use the [**Copy Default Address**] button to overwrite the contact's address with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Use Organization's Address Records to Set Contact's Address

Use the **Address Code** drop-down list to select an address that has been entered for the contact's affiliated organization. To create a new address record for the organization, which can then be selected from this field, use the affiliated organization's **Addresses** tab.

Contact Info – Tab

This tab displays a contact's standard contact information, except the **Send Email as HTML** flag. This flag indicates if emails sent to the contact need to be in the HTML format.

After any entries or edits are made, click the Main Toolbar's [**Save**] button.

Classifiers – Tab

If set up for your company, this tab displays the user defined classifiers.

Membership – Tab

* Association	Name	* Membership Type	Description	Membership No	Start Date	Renewal Date	Renewal Cost
AMINARCH	American Inst. of Architects	FULLMEM	Full Member	AA687544	06/Jul/1998	30/Jul/2018	
ALT-UNION	ALT Union	FULLMEM	Full Member				

This tab displays any professional associations or organizations to which the contact belongs.

The following table describes the fields on this tab:

Association	Professional association or organizations to which the contact belongs. Maintenance screen's standard path: Human Resources > Setup > Local Tables > Organizations.
Name	Name of association or organizations.
Membership Type	Select membership type from list of values. Maintenance screen's standard path: Human Resources > Setup > Codes > Membership Types
Description	Description of Membership Type.
Membership No	Membership number.
Start Date	Date membership was issued.
Renewal Date	Date membership needs to be renewed.
Renewal Cost	Cost of renewing membership.

Add Entry

To add a new record, click the **[Insert Record]** button, enter the details, and click **[Save]**.

Delete Entry

To delete a record, select its row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Export Membership Records to File

To create an XLSX (spreadsheet) file of the contact's membership records, click the **[Export]** button. You can then use your web browser to specify where to save the file, or use it to open and print the file.

Attachments – Tab

This tab displays attachments added to this contact record. If there are any added attachments, the Block Toolbar's **Attachments** option will indicate how many.

For details about this tab, which is common to various screens of the Opportunity Management module, please refer to the *Attachments Tab* sub-section of the *Common Icons & Functionality* section in this manual.

Add New Contact

Ensure Contact Has Not Already Been Added

First, it is necessary to ensure that the contact about to be entered does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. Refer to the sub-section *Search for Record* under the *Common Functionality* section for instructions on how to search for a record to ensure that it does not already exist.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management manual. The relevant sub-sections under the System Options section are: Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Add Contact

There are two options to create a contact through the Contact screen, one option is available when the screen is in Table Mode (listing all contacts), and the other when the screen is in Form Mode (displaying a single contact). The creation of contact records can also be initiated through the Organizations and Opportunities screens, and when these options are used, the new record's **Contact Type** and **Contact Company** fields are automatically populated.

To add a contact when the Contact screen in Table Mode, click the Main Toolbar's **[Add New]** button, as shown in the first screenshot of this section. This will switch the Contact screen to Form Mode, for the entry of the contact's information. If the Block Toolbar's **[Insert Record]** button is used, the entry of the contact's information is done while the screen is in Table Mode. Click **[Save]** when finished the contact's data entry.

To add a contact when the Contact screen is in Form Mode, click the Block Toolbar's **[Insert Record]** button. Click **[Save]** when finished.

For details about the fields under the **Contacts** section and on each tab, please refer to the relevant sub-sections of this section.

View Contacts Associated to Record

If you got to the Contacts screen through a screen for records that can have associated Contact records, such as the Business Partner, Vendor, or Customer screens, you can view the list of Contacts associated to the record in Table Mode, or you can move from one Contact to another in Form Mode.

Table Mode

Edit	Contact Company	SysPartnName	Contact Code	First Name	Last Name	Work
	FRSHMART	Freshmart Groceries Inc.	JML	Jameel	Mahat	451-688-8899
	FRSHMART	Freshmart Groceries Inc.	JSM	Frank	Herbert	
	FRSHMART	Freshmart Groceries Inc.	JSMITH	Josh	Smith	999-888-9999
	FRSHMART	Freshmart Groceries Inc.	JW	Jennifer	Winters	(788) 542 9988
	FRSHMART	Freshmart Groceries Inc.	OB	Oliver	Bonski	

Sample of Contacts screen in Table Mode, listing all Contact records associated to a Business Partner record.

The Contacts screen in Table Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, lists all of the Contacts associated to the record. For instance, if the Contacts screen is launched through a Business Partner record, in Table Mode it will list all of the Contacts associated to the Business Partner.

If the screen is in Form Mode, click the **[Table Mode]** button to switch it to Table Mode, as shown in the following screenshot.

Form Mode

CONTACT MANAGEMENT Table Mode Save Exit ? ! ↶ ↷

CONTACTS Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

Change Company/ Partner **Movement History** **Inactivate Contact**

First Name: Jennifer Last Name: Winters Active
Initial: Title: Suffix:
AKA/Goes By:
Contact Type: Business Partner Employee #:
Contact Company: FRSHMART Freshmart Groceries Inc.
Contact Code: JW Primary Contact Bid Contact
Position: Development Manager
Role: MNGR PROJECT MANAGER Independent Contractor Reporting

Address **Contact Info** **Classifiers** **Membership** **Attachments**

Company: Address Code: FMLA Copy Default Address
Address: Jennifer Winters
476 Second St.
Fairview LA
US
Street: Suite: City: Postal/ZIP Code: State / Prov: Country:

Sample of Contacts screen in Form Mode, displaying a single record associated to a Business Partner record.

The Contacts screen in Form Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, displays the first Contact associated to the record.

If the screen is in Table Mode, click a record's corresponding Edit icon, as shown in the screenshot under the preceding Table Mode section, to switch the screen to Form Mode.

Navigate between Contact Records

To move between the Contact records, use the [Next Record] and [Previous Record] buttons on the Block Toolbar, as shown in the above screenshot. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [Previous Record] does not change the record.

Change Contact's Company

The screenshot shows a form titled "CONTACT MANAGEMENT" with a sub-section "SELECT COMPANY/PARTNER". The form contains the following fields: First Name (Jameel), Initial (empty), Last Name (Mahan), Contact Type (Business Partner), Contact Company (empty), and Contact Code (JML). There are "Process" and "Cancel" buttons at the bottom. A red rectangle highlights the "Change Company/Partner" button in the second screenshot of this section.

To change the company with which the contact is affiliated, click the [Change Company/Partner] button (within red rectangle on second screenshot of this section).

NOTE: This operation cannot be done for inactive records.

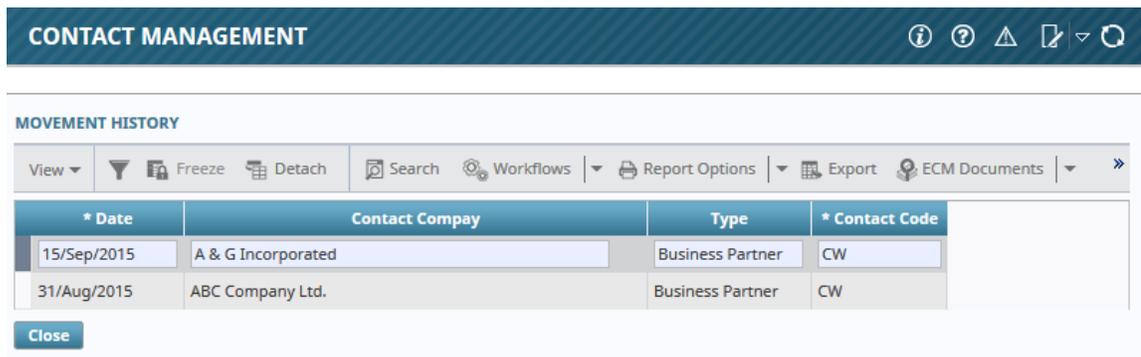
When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, but its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). To view the history of changes to the contact's **Contact Company**, click the [Movement History] button.

The following table describes the non-name fields on this screen:

Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. Value selected by Contact Type field determines what values are available in this list.
Contact Code	Code to identify contact.

To save any changes, click the [Process] button.

View Contact's Movement History



The screenshot shows a software interface for CONTACT MANAGEMENT. At the top, there is a dark blue header with the text 'CONTACT MANAGEMENT' and several icons. Below this is a section titled 'MOVEMENT HISTORY'. This section contains a toolbar with various actions like 'View', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', and 'ECM Documents'. Below the toolbar is a table with the following data:

* Date	Contact Company	Type	* Contact Code
15/Sep/2015	A & G Incorporated	Business Partner	CW
31/Aug/2015	ABC Company Ltd.	Business Partner	CW

Below the table is a 'Close' button.

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, and its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). Also, the contact's previous Contact Company, Contact Type, and Contact Code, along with the date that the change was made, is saved as a Movement History record.

To view a contact's Movement History records, click the [**Movement History**] button (within red rectangle on second screenshot of this section).

Make Contact Inactive or Active

To make an active contact record inactive, click [**Inactivate Contact**] (within red rectangle on second screenshot of this section). The system will then ask you to confirm the inactivation. Click [**Yes**] and the contact will be inactivated, or click [**No**] to abort. This will set the record's **Active** flag, under the **Contacts** section, to false.

To make an inactive contact record active, click the [**Activate Contact**] button. Click [**Yes**] and the contact will be activated, or click [**No**] to abort. This will set the record's **Active** flag to true.

NOTE: Inactivated contact records stay in the database, but you will not be able to see them if you do not have security rights to view inactive contact

Working with Batches

Creating a Batch

A batch can be thought of as a 'File Folder' of work. The Accounts Receivable system requires that a Batch number be associated with all customer activity. Whether entering invoices, adjustments, credit notes, or cash receipts, you must enter a batch number for the transactions being entered. This batch number can be used to track the transactions in other applications after they have been processed.

In all programs where a batch is required, there is a [**Create Batch**] button located next to the batch number and batch description fields. Usually the batch number is automatically generated by the system and the batch description field and [**Create Batch**] button are disabled. If the user clears the batch number field and then either Tab to or click on the batch description field, both batch description and [**Create Batch**] button will become enabled; the user can create a new batch number by clicking on [**Create Batch**] button.

The Accounts Receivable system has a unique batch type for each type of transaction.

Batch Type Code	Batch Transaction Type
A	Adjustment Transactions
C	Cash Receipts & Front Office Cashier
L	Lock Box Import (Discontinued)
N	Invoice Transactions
M	Memo Transactions
R	Regular Receipts
S	Sales Invoices
U	Void Receipts
W	Void Invoices

When a new batch is created the batch number and the description are automatically generated. A batch number is numeric; a batch description has the following structure: “<user ID> YYYY-MM-DD X”, where <user ID> is the ID of the user created the batch; YYYY- MM-DD is the date when the batch was created, and X is a Batch Type Code from the table above.

For example, the following batch was created by the user IRINA2 on October 29, 2015 for the Batch Transaction Code ‘N’ which corresponds to Batch Transaction Type “Invoice Transactions”.

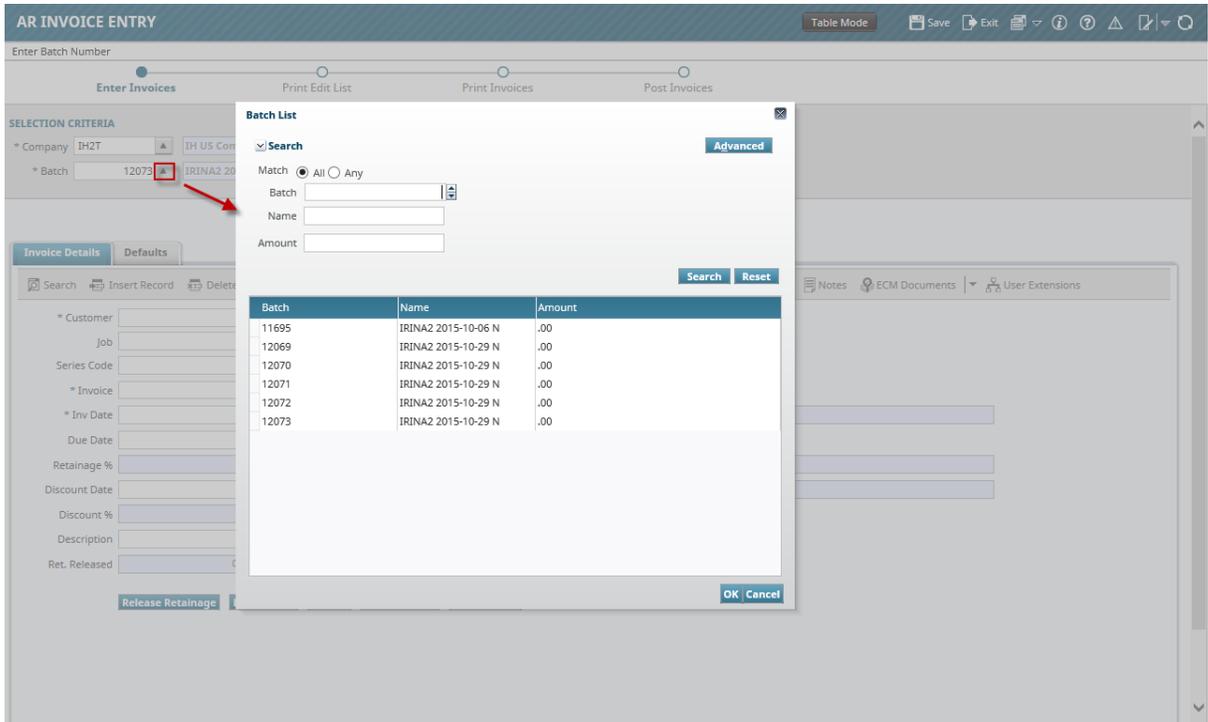


* Batch 12073 ▲ IRINA2 2015-10-29 N Create Batch

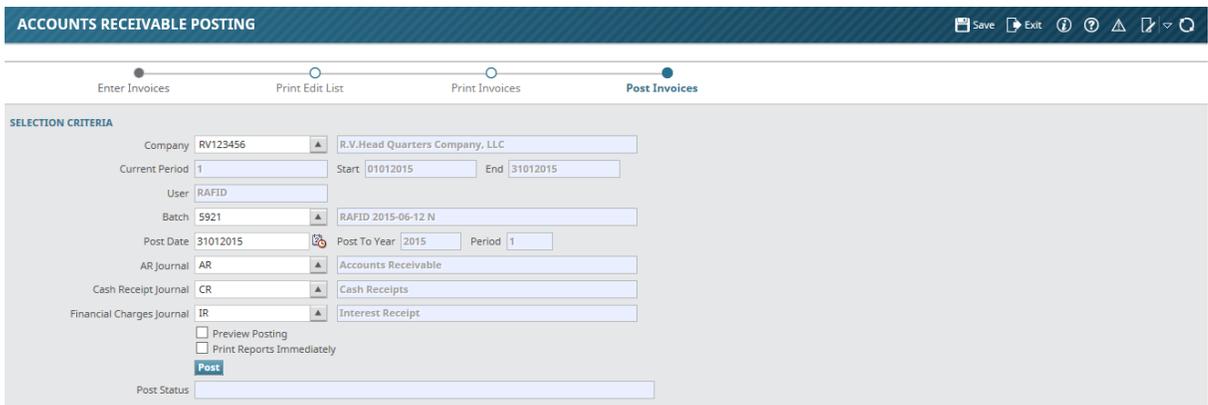
For ease of use and tracking we recommend that batches be limited to transactions within one fiscal period. This makes the filing of the audit trails much easier, and ensures that the period end procedures are simple to follow.

Selecting an Existing Batch

Since all transactions must be entered into a batch it is important to know how to access a previously created batch for entry and editing purposes. The easiest way is to use the Batch LOV available on the batch number field in all transaction programs. When the arrow on the Batch field is clicked the Batch List pop-up window will appear on the screen: the existing unposted batch numbers are displayed in the list.



Posting a Batch



Pgm: ARPSTFM – Posting An Accounts Receivable Batch

The Account Receivable Posting screen could be accessed indirectly – through a Process Train – from several screens, e.g.: AR Invoice Entry, AR Enter Memo, and Enter Receipt. It also can be reached directly from the following standard Treeview path: AR > Invoice > Post Batches.

When a batch is created and all required data is entered, the system does not get updated immediately so that the user has an opportunity to review and verify the entries. Once a batch has been verified, it is then ready to post (update the system). Posting does many functions, it updates the AR sub-ledger with the information, it creates General Ledger transactions, plus it updates the Job Cost and Equipment Sub-ledgers if required.

This screen will automatically default to the users default Company. Verify that the company code matches the company code of the batch being posted.

Batch Number and Posting Date

Enter or select from LOV the batch number; enter the posting date for all the transactions in the batch being posted. The date entered in this field will be the date of record for ALL the transactions in the batch. The General Ledger dispositions and any distributions to Sub-ledgers will also be processed with this date.

When the Accounts Receivable Posting opens up it is already pre-populated with the current open AR period and current User name.

The Post Date field could also be pre-populated. It depends on the settings in the Account Receivable Control File: if the flag “Default Post into Invoice Posting and Receipt Programs” is checked then the posting date on Accounts Receivable Posting screen will default to the current date if the current date is within the open Accounts Receivable period. If the current date is not in the current AR period, then this date will default to the last day of the AR period.

If the Account Receivable Control File has the flag “Default Post into Invoice Posting and Receipt Programs” unchecked the Post Date field on the Accounts Receivable Posting screen will be have no default value.

The post Date field is mandatory for the posting and cannot be left empty – users have to make an entry into the Post Date field.

Journal Code

The system will default the journal code from the Accounts Receivable control file. The user also can choose another Journal Code from LOV. The journal code is used to group like transactions together so that they can be viewed in the GL under one query. The journal code usually represents the sub-ledger.

Preview Posting

When the preview posting checkbox is checked, the posting process will begin and the posting reports will be available for preview prior to the actual posting taking place.

Print Reports Immediately

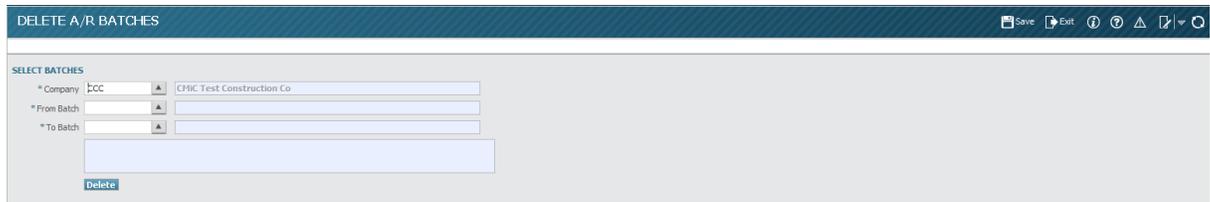
Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Post Status

This is a display only field. It will show the status of the posting process after the user clicks [**Post**].

Deleting Unposted Batches

This screen can be accessed from Account Receivable -> Utilities -> Delete Batches treeview menu path.



Pgm: DELBATAR – Deleting a Batch

A batch can only be deleted if it is not posted. A batch can be deleted directly from the create batch screen if the batch does not have any transactions entered in it. If the batch has transactions entered then the deletion must be done via the Delete Batch utility on the Utility Menu.

The Unposted Batch Deletion program allows the user to remove old, unposted batches from the system. This routine will remove the Batch and its related unposted transactions from the system. This procedure does not affect any of the sub-ledgers, including the AR ledger, as none of the information deleted was posted.

The user is only allowed to delete his or her own batches. Only users who have the privilege to see other user's batches will be able to delete batches created by other users.

Creating an Invoice

Invoice Creation Procedure

Invoices can be created manually in the Accounts Receivable system as well as being created via the Job Billing System. An invoice created directly in AR Invoice Entry, is a lump sum type of invoice. Invoices are the financial document by which a 'Receivable' is recorded.

1. Prepare Batch

As with other any other transactions, a batch must be created for invoices. The batch can be created from within the entry form itself, by selecting the [**Create Batch**] button available in Invoice Entry.

2. Enter Invoice Detail

This will require the entry of both the invoice detail and the invoice distribution. The revenue side of the distribution can be directed to the General Ledger, Job Cost, or Equipment Cost applications.

3. Print Invoice Edit List

The edit listing is the proof sheet for the details of the batch. To avoid posting errors, the edit listing should be printed and the details verified before posting the batch.

4. Post Batch

Entering Invoices

The screenshot displays the 'AR INVOICE ENTRY' application window. At the top, there is a navigation bar with 'Table Mode' and various utility icons. Below this is a progress indicator with four steps: 'Enter Invoices' (active), 'Print Edit List', 'Print Invoices', and 'Post Invoices'. The 'SELECTION CRITERIA' section contains fields for '* Company' (CCC) and '* Batch' (32045), with a 'Create Batch' button. The main area is divided into 'Invoice Details' and 'Defaults' tabs. The 'Invoice Details' tab is active, showing a form with the following fields and values: '* Customer' (ACCESSEN), Job (Access Engineering), Series Code (IHINV002), * Invoice (IHINV002), * Inv Date (11/jan/2016), Due Date (10/feb/2016), Retainage % (10.00), Discount Date (16/jan/2016), Discount %, Description (description), Ret. Released, Sales (1,000.00), Retainage (100.00), Taxes (50.00), Other Taxes (0.00), Discount (0.00), Net (950.00), Address, Order Num, Currency (US), Exchange Rate (1.0000000), * Interest Code (IR1), * Collector (COL1), Tax1 Retainage (0.00), and Tax Released. At the bottom of the form are buttons for 'Release Retainage', 'Distribution', 'Details', 'Save and New', and 'Print Invoice'.

Pgm: ARINVM – Entering the Invoice Header Information

The Invoice Entry screen is used to enter invoices to send to customers.

To enter an invoice, use the **Invoices** tab to enter the invoice's details (customer code, amount, tax, retainage, discount, etc.), use the **Defaults** tab to change any defaults, then use the **[Distribution]** button's popup to enter the G/L distribution. The mandatory fields are marked with the asterisks.

If you are using the Job Billing system, this screen will typically be used for miscellaneous invoices only.

Invoice Detail – Tab

Customer

Enter the customer code associated with this invoice.

Job

If the invoice being entered is for a specific job, enter the job code. If a job number is entered in this field, the system will limit the distribution screen to only this specific job or its sub-jobs. Also if you are utilizing Invoice Series codes that have a 'J' type of format, the system will use this job number to create the invoice number. Only jobs that are defined with a Billing Method of 'Manual AR Invoice' will be available for selection.

Series Code

Invoice series codes are used to group like invoices by using similar invoice number sequence. They can also determine the AR Department and Account depending on the system setup.

This field is mandatory if the 'Invoice Series Codes Required' box on the Control File has been checked. If you have entered a 'Default Invoice Series Code' in the Control File, the system will default the series code automatically as you complete the entry of the customer code in the previous field. If Invoice Series Codes were defined at the customer class level this field will default the correct invoice series code for the class assigned to the customer.

Invoice

If you have checked the 'Invoice Series Codes Required' box in the Control file, the system will default the next available invoice number (as defined by the invoice mask on the series code) and you will not be able to enter the number as it is system generated. Otherwise enter the invoice number. This must be a unique number for the company.

Invoice Date

The current system date will default to the invoice date field. You may change the invoice date or accept the default and proceed to the next field.

Due Date

The due date is auto-populated by the system as soon as users tab off the invoice date field and the date is calculated as per the terms definition.

Retainage %

The retainage percentage is a display only field that is defaulted if a customer specific 'Retainage' is found in customer maintenance, if not then the percentage from terms code will apply.

Discount Date

The discount date is auto-populated as well as per the terms definition

Discount Percentage

The discount percentage as well is a display only field that is defaulted from customer specific discount percentage if found, if not found then the discount percentage from the terms code will apply.

Sales

Enter the amount of the invoice, in the currency being used on the invoice.

Once the amount has been entered, the system will automatically calculate and display the amount of retainage, taxes, discounts, and other charges on the invoice. These amounts may be edited using the **Defaults** tab. On the **Defaults** tab, you may change any of the default amounts listed on the invoice screen, such as: retainage, freight, insurance, miscellaneous charges, taxes, discount amounts and other default invoice information.

NOTE: The amount of the invoice does not have to be entered into the **Sales** field if the **[Details]** button will be used to enter line items purchased by the customer. In this case the invoice amount will be determined by the sum of the line items entered (see the *[Details] – Button* subsection for further details).

AR INVOICE ENTRY Table Mode Save Exit

Enter Invoices Print Edit List Print Invoices Post Invoices

SELECTION CRITERIA

* Company
 * Batch

Invoice Details **Defaults**

Retainage % <input type="text" value="10.00"/> Due Days <input type="text" value="30"/> Due Date <input type="text" value="04/Feb/2016"/> <input type="button" value="G"/> Tax1 <input type="text" value="01"/> <input checked="" type="checkbox"/> Taxable <input type="text"/> Discount Days <input type="text" value="5"/> Discount Date <input type="text" value="10/Jan/2016"/> <input type="button" value="G"/> Discount % <input type="text" value="2.00"/> No Discount On <input type="text"/>	Invoice <input type="text" value="1,000.00"/> Retainage <input type="text" value="100.00"/> Release Retainage <input type="text" value="0.00"/> Freight <input type="text" value="N"/> Insurance <input type="text" value="N"/> Miscellaneous <input type="text" value="N"/> Tax1 <input type="text" value="50.00"/> Tax Ret <input type="text" value="0.00"/> Tax2 <input type="text" value="62.50"/> Tax3 <input type="text" value="0.00"/> Additional Taxes <input type="text" value="N"/> Account Receivable <input type="text" value="1,012.50"/> Discount <input type="text" value="18.00"/> Net <input type="text" value="994.50"/>
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Pgm: ARINVM – Modifying Invoice Amounts and Defaults

Invoice Description

(Optional) It is recommended to enter a short description of the invoice.

Address

This field is used to override the customers default address. The secondary address code must have already been created against the Business Partner. There is an LOV available on this field.

Order Number

If the invoice being entered is associated with a purchase order, enter the purchase order number being billed by this invoice. This is a reference field only.

Currency

The sales amount entered is the amount in this currency code. The system will do the conversion to local currency at posting time.

Exchange rate

The Conversion Factor field is used to specify the conversion rate from the normal company currency to the currency of this invoice. The system will default the current currency factor defined in the Currency Exchange Rate table. If the currency of the invoice is the same as the currency of the company then the value of this field will be "1".

Interest Code

The Interest Code will default from the Customer file. This field determines the type and rate of interest that will be applied to this particular invoice if overdue. For details about setting up Interest Codes, please refer to the *Interest Code Maintenance* sub-section under the *System Configuration* section.

Collector

The Collector is the person responsible for the collection of this invoice if it becomes overdue. This is a required field, which defaults from the collector set on the customer.

Tax1 Retainage

This is a display only field that indicates the amount of Tax that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

Tax Released

This is a display only field that indicates the amount of Tax that is being released.

[Distribution] – Button (Invoice Distribution)

While on **Invoice Details** tab, press the **[Distribution]** button to use this pop-up to apply the invoice amount to specific General Ledger accounts, and to apply revenue to specific jobs or equipment.

AR INVOICE ENTRY
i
↗
▼

DISTRIBUTION

View ▼
Freeze
Detach
Search
Insert
Insert Multiple
Workflows
Report Options ▼
Export

* Type	* Comp	Job/Dept/Equip/	* CostCode/Acc/Compo	Cat/Tran/Exp	Dept	Account	Debit	Credit
G ▲	CCC ▲	00 ▲	1500.100 ▲		00	1500.100	950.00	
G	CCC	00	1500.200		00	1500.200	100.00	
G	CCC	00	1500.400		00	1500.400		50.00
G	CCC	00	4000.800		00	4000.800		1,000.00
							1,050.00	1,050.00

Accept
Close
TAC

Pgm: ARINVM – Entering the Invoice Distribution

AR INVOICE ENTRY
i
↗
▼

Enter Debit Amount

DISTRIBUTION

View ▼
Freeze
Detach
Search
Insert
Insert Multiple
Delete
Workflows
Report Options ▼
Export

* Type	* Comp	Job/Dept/Equip/	* CostCode/Acc/Compo	Cat/Tran/Exp	Dept	Account	Debit	Credit
G	CCC	00	1500.100		00	1500.100	950.00	
G	CCC	00	1500.200		00	1500.200	100.00	
G	CCC	00	1500.400		00	1500.400		50.00
G ▲	ZZ ▲	00 ▲	4000.200 ▲		00	4000.200		1,000.00
							1,050.00	1,050.00

Accept
Close
TAC

Pgm: ARINVM – Entering the Invoice Distribution (intercompany)

Using default information from the customer, invoice series codes and control files, the system will automatically distribute this invoice amount amongst the various General Ledger accounts pre-set for Accounts Receivable, taxes receivable, retainage receivable, discounts taken, etc., as required.

The system will not allow you to commit an unbalanced transaction.

Distribution Type Code

Enter a “**J**” to distribute dollars to a specific Job, Cost Code (Phase), and Category. Enter the code for the Job, Phase (Cost Code) and Category that will incur the revenue indicated by the amount on this distribution line. The General Ledger account associated with the Job/Cost Code (Phase)/Category will be used to balance the distribution in this block. There are LOVs for each of the Job/Cost Code/Category fields that are limited to Jobs to which the User has access.

Enter a “**G**” to distribute dollars to a specific General Ledger revenue department and account. Enter the department and account code to be affected by the revenue indicated by the amount on this distribution line. The “**G**” line created by the system for the Accounts Receivable Control account only allows the Dept. Code to be altered. The “**G**” line created for Retainage does not allow the Dept. or Account to be modified.

Enter an “**E**” to distribute dollars to a specific piece of Equipment and Cost Category. Enter the code for the Equipment, Category and Transaction Code that will incur the revenue indicated by the amount on this distribution line. Enter the code “**ALL**” if an equipment category is not required.

Enter a “**C**” to distribute the dollars as negative cost invoice instead of a revenue invoice to a Job/Phase/Category. This should be utilized when creating a Charge Back to a subcontractor. The invoice will create a negative cost instead of a revenue. The system will allow for the use of a Non-AR Job when the distribution type is “**C**”.

Company Code

The Company Code will default to the same Company as the invoice is entered against, but there may be times when an invoice spans two or more Companies. This field can be changed as required according to the user's company security matrix. If the Company is changed, the system will validate the Department, Account, Job, Cost Code (Phase), Category, and Equipment codes against the newly selected Company.

The system will automatically create the inter-company distributions required (at posting time) to balance the transactions. An inter-company distribution requires the use of Inter-Company Clearing Accounts, so that the General Ledger distribution of each entity is in balance. Also, to distribute amounts to multiple Companies, Inter-Company setups are required for the Companies involved. This is done via the [**Inter-Company Setup**] button on the Maintain Companies screen in the GL module (standard Treeview path: *GL > Setup > Local Tables > Maintain Companies*).

When posted, the inter-company transactions for the above distribution will create the following GL transactions:

DR	Company CCC	Accounts Receivable	950	
DR	Company CCC	Retainage Receivable	100	
CR	Company CCC	Tax Receivable		50
CR	Company CCC	Inter-Company Clearing		1000
CR	Company ZZ	Revenue		1000
DR	Company ZZ	Inter-Company Clearing	1000	

Job/Dept/Eq/WO

Depending on the Distribution Type, select the relevant Job, Department or Equipment for the distribution line.

Cost Code/Account/Compo/WI

Depending on the Distribution Type, select the relevant Cost Code, Account, Component or Work Item for the distribution line.

NOTE: Accounts defined as Subledger Control Accounts cannot be used in distributions.

Cat/Tran/Exp

Depending on the Distribution Type, select the relevant Category Code, Transaction Code or Expense Code.

Distribution Amount

Enter the amount of the invoice to be applied to the line. The complete amount does not have to be distributed in one line. The system will not allow the record to be saved unless the complete invoice amount has been fully distributed.

Repeat the distribution line entry as many times are required, the distribution types can be mixed as required.

NOTE: Once an invoice has been saved, if it is deleted before posting, the system will track the invoice in a 'Deleted Invoice' table that can be viewed via the AR Invoice Query screen.

[Details] – Button

While on **Invoice Details** tab, press **[Details]** button to open Details pop-up screen and enter the items purchased by the customer. This functionality provides the ability to invoice customers for items sold from inventory, from non-stock items, or for free-form items.

NOTE: The inventory items are set up within Inventory application while non-stock items should be previously entered through AR NON-STOCK ITEM screen (Account Receivable -> Setup -> Maintain Non-Stock Items).

The screenshot displays the 'AR INVOICEDETAILS' screen. At the top, there are fields for Customer (Access Engineering), Number (AR1-00203), and Date (05/Oct/2016). Below this is a 'DETAILS' section with a table of items. A red arrow points from the 'Item Code' field of the first row to a yellow callout box that says 'Click here to see Item List to select Inventory or Non-Stock item codes from'. Another yellow callout box at the top right says 'All changes should be Saved first; then click Exit to close the window and return to AR Entry Invoice screen'. The table has columns for Inv. Class, Item Code, Inv. Item Type, Location, Description, Qty, WM, Unit Price, Sales Amount, Tax1, Tax2, Tax3, Dist, Dept/Job, and Account/Cost Co. The 'TOTALS' section at the bottom shows Sales Amount (589.92), Illinois State Tax (29.50), MA-STATE TAX (36.88), and Gross Amount (656.30).

Inv. Class	* Item Code	Inv. Item Type	Location	Description	* Qty	* WM	* Unit Price	* Sales Amount	Tax1	Tax2	Tax3	* Dist	* Dept/Job	* Account/Cost Co
1000	BRICK2	01	MAIN	Inventory Item	2,000	EA	150.00	300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	00	4000.700
	HW001			Non-Stock Item	24,000	EA	5.75	138.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	00	4000.800
	FREETEM			Free-Form Item	8,000	EA	18.99	151.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	00	4000.800
								589.92						

TOTALS
Sales Amount: 589.92
Illinois State Tax: 29.50
MA-STATE TAX: 36.88
Gross Amount: 656.30

Pgm: ARINVOICEDETAILS – Entering Invoice Details

The Detail pop-up screen allows for the entry of the detailed line items associated with the invoice. Line items are distinguished by the inventory class which determines whether the line relates to an inventory item or non-inventory item. Non-inventory items will have the class field left blank, while the inventory items will have a class associated with them. Inventory and Non-stock item codes should be chosen from the Item List (drop-down list for the Item Code field) while the Free-Form Item Code should be just typed in the **Item Code** field.

Once the item is selected for the line, the quantity can be entered. The Unit Price will default from the item itself for inventory and non-stock items (but could be overwritten by the user); the unit price for the free-form

items should be always entered. Then the value of the line item will be calculated and displayed by multiplying the quantity by the unit price. Taxes and Distribution are defaulted, although the defaults can be overwritten.

When all data is entered, click **[Save]**, then click **[Exit]** to close the Details pop-up screen and to return to the AR Invoice Entry screen.

The screenshot shows the 'AR INVOICE ENTRY' application with the 'Invoice Details' pop-up window open. The window has tabs for 'Invoice Details' and 'Defaults'. The 'Invoice Details' tab is active, showing a search bar and a toolbar with options like 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'Attachments', 'Notes', 'ECM Documents', and 'User Extensions'. The main area contains several input fields and calculated values:

- * Customer: ACCESSEN (Access Engineering)
- Job: [Empty]
- Series Code: AR1
- * Invoice: AR1-00203
- * Inv Date: 05/Oct/2016
- Due Date: 15/Nov/2016
- Retainage %: 10.00
- Discount Date: 21/Oct/2016
- Discount %: 2.00
- Description: [Empty]
- Ret. Released: [Empty]
- Sales: 589.92
- Retainage: 58.99
- Taxes: 29.50
- Other Taxes: 36.88
- Discount: 10.92
- Net: 586.39
- Address: [Empty]
- Order Num: [Empty]
- Currency: US (US Dollars)
- Exchange Rate: 1.0000000
- * Interest Code: IR1 (Interest RATE Code)
- * Collector: COL1 (Debt Collector)
- Tax1 Retainage: [Empty]
- Tax Released: [Empty]

At the bottom of the window, there are buttons for 'Release Retainage', 'Distribution', 'Details', 'Save and New', and 'Print Invoice'.

The fields **Sales**, **Retainage**, **Taxes** on AR Invoice Entry screen have become disabled – they are populated using the corresponding values calculated on the Details pop-up screen.

Adding Note to Invoice

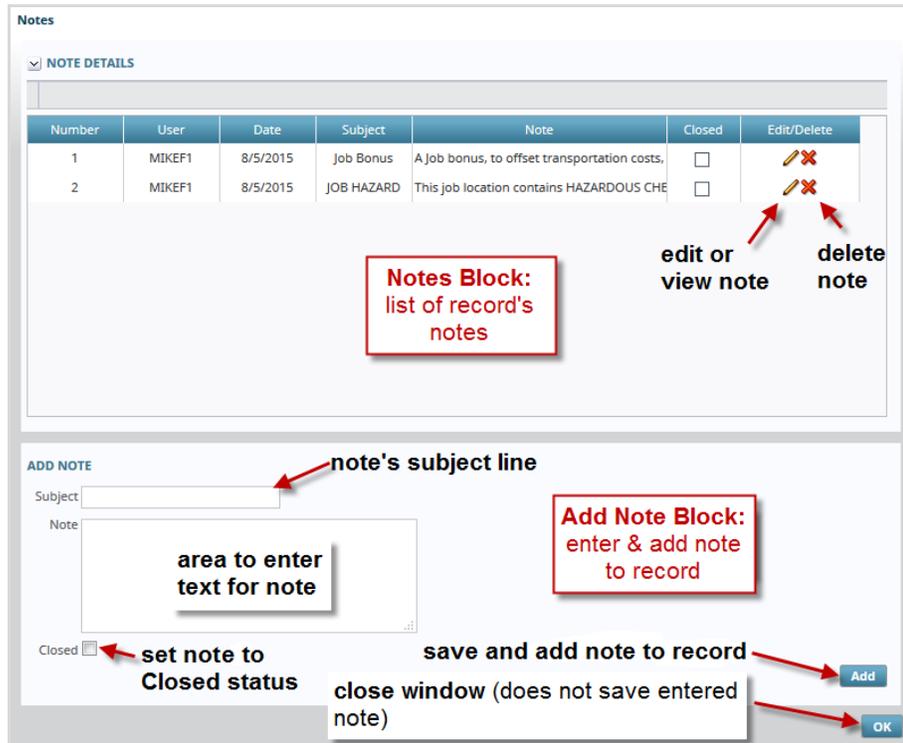
The screenshot shows the 'AR INVOICE ENTRY' application with the 'Invoice Details' pop-up window open. A red arrow points to the 'Notes (1)' option in the Block Toolbar, which is highlighted. The window displays various fields for customer, job, invoice, and financial data:

- * Customer: A1GARDEN (A1GARDEN Subcontractor Vendor)
- Job: [Empty]
- Series Code: [Empty]
- * Invoice: A1G10797
- * Inv Date: 15/Dec/2015
- Due Date: 14/Jan/2016
- Retainage %: 0.00
- Discount Date: 15/Dec/2015
- Discount %: 0.00
- Description: [Empty]
- Ret. Released: [Empty]
- Sales: 1,680.00
- Retainage: 0.00
- Taxes: 0.00
- Other Taxes: 0.00
- Discount: 0.00
- Net: 1,680.00
- Address: [Empty]
- Order Num: [Empty]
- Currency: US (US Dollars)
- Exchange Rate: 1.0000000
- * Interest Code: 10 (10 % interest)
- * Collector: ZZ1 (Internal Collection)
- Tax1 Retainage: 0.00
- Tax Released: [Empty]

At the bottom of the window, there are buttons for 'Release Retainage', 'Distribution', 'Details', 'Save and New', and 'Print Invoice'.

The Note entry function can be accessed via the **Notes** option on the Block Toolbar, as shown in the above screenshot.

Notes can be applied to invoices in various parts of the Accounts Receivable module for information and reporting purposes. One of the places that allows for the entry of these notes is during Invoice Entry. Notes are printed on the AR Collections Report and are available for viewing and entering via an AR executive query.



The above screenshot shows the Notes pop-up displayed when the **Notes** option is selected.

In the Notes Block area, shown above, the fields displayed for each note are for display only.

The Closed field indicates if the note's status is Closed or Open. The Closed status can have different meanings for different companies. One meaning, for instance, is that the note is no longer current.

To edit or view a note, click the corresponding Pencil Icon. To permanently delete a note, click the corresponding Delete Icon ('X').

Note's Optional Subject Line: A note's subject line will appear, system wide, if it is enabled by the flag, **Subject Line Appears In Notes Entry**. The flag is found on the **General** tab of the System Options screen (System > Setup > System Options).

Notes are added using the Add Note Block area. Enter the note's subject line (if enabled in System Options), and enter the note into the note's text area. The **Closed** checkbox is available if the note's entry is belated and no longer current, but could still be helpful. Once the note's information has been entered, click the **[Add]** button to save and add the note. The note will be displayed in the Notes Block.

Click the **[OK]** button to close the window, but note, this will not save the note. To save the note, the **[Add]** button must be used.

Releasing Retainage

The Accounts Receivable Retainage Release allows you to release retainage from several invoices into a single invoice. During Retainage Release a single invoice with a zero invoice amount and a negative retainage amount is generated. Invoices that have been selected for retainage release will subsequently have the 'retainage released' amount updated by the amount indicated. Partial Retainage release against a single invoice is supported.

Retainage Release for Job Billing invoices is handled within the Job Billing application.

Enter Invoice Detail

While on the Account Receivable Invoice Entry screen, enter the invoice header information the same way as for any other invoice. While populating the Invoice Detail section enter the Customer field and the Job (if applicable). The rest of the mandatory fields on the Invoice Details tab will be auto populated. Do not enter Sales amount, instead press the [**Release Retainage**] button.

If a job code is entered on the invoice header it will restrict the retainage release list of invoices to only those with the same job code.

Select Invoices for Release

The screenshot shows the 'AR INVOICE ENTRY' application interface. The 'SELECTION CRITERIA' section includes fields for Customer (AMIGAS), AMIGAS NAME, Job (A1DOOR0003), doors, Release Amt (0.00), and Rel. Method Code (Retainage Outstanding Invoices). A 'Retrieve Invoices' button is present. The 'RELEASE RETAINAGE' section features a toolbar with options like View, Freeze, Detach, Search, Workflows, Report Options, Export, ECM, and User Extensions. Below the toolbar is a table with columns: Job Code, Invoice Num, Invoice Date, Invoice Amt, Inv.Outst.Amt, Ret.Outst.Amt, and Release Amt. The table currently shows 'No rows yet.' and has 'Accept' and 'Close' buttons at the bottom.

Pgm: ARINVM – Selecting Retainage to Release

Release Amount

Enter the total amount of retainage to be released. This release amount acts like a control total, ensuring that the details of the release match this amount.

The release amount entered should not include any tax amounts. Retainage tax will automatically be applied if required.

Release Method

Select the Release Method that pertains to the retainage release that you are generating. The system allows you to select from two (2) different release methods: Positive Retainage Outstanding Invoices and ALL Outstanding Invoices.

Select 'Positive Retainage Outstanding Invoices' when the list of available invoices is to be limited to invoices that have a positive retainage amount.

Select 'ALL Outstanding Invoices' if the list of available invoices should include all invoices that have either positive or negative retainage to release.

Press [**Retrieve Invoices**] button to populate Release Retainage block.

Verify/Modify the Release Amounts

Once in the Release Retainage block, the system will display all the invoices with an outstanding retainage amount. The system will automatically release amounts from the oldest to the newest invoice up to the 'Release Amount' entered. Verify/Modify the amounts to be consistent with the release requirements and once done use the [**Accept**] button to save the information.

The system will return the user to the Invoice entry screen. At this point the distribution will automatically be generated by the system.

Editing Existing Invoices

Pgm: ARINVM – Enter Invoice program

Once an invoice has been entered but not yet posted, it may be necessary to recall the invoice back to the screen for review or edit purposes. This is true for all transaction entry screens such as memo entry or cash receipts.

- Open the Invoice Entry screen
- Choose the batch number from LOV used to enter the transaction
- Search the invoices within the chosen batch by using Search function (Search icon on the print screen above)
- Make the required changes. If the amount is changed, the distribution will have to be changed to match.
- Save the changes

Deleting Existing Invoices

Deleting an invoice can only be done if the invoice is not posted.

- Open the Invoice Entry screen
- Specify the batch number the invoice is entered against
- Search for the required invoice by using Search function
- Use the delete icon on the tool bar to remove the record – the system will delete both the invoice header and distribution information

All invoices deleted in this manner are stored in a 'Deleted Invoice' file for reference (the 'Deleted Invoice' file is accessible from AR Invoice Query screen by clicking the button **[Deleted Invoices]**).

Invoice Edit Listing

The screenshot shows the 'PRINT AR EDIT LIST' application window. The title bar includes 'Save', 'Exit', and other standard icons. The main area has a navigation bar with four options: 'Enter Invoices', 'Print Edit List' (which is selected), 'Print Invoices', and 'Post Invoices'. Below this is a 'SELECTION CRITERIA' section. It contains several input fields: '* Company' (IH2T), '* Report Type' (Edit List), '* Batch Number' (33279), 'Starting Customer', 'Ending Customer', 'Starting Invoice', 'Ending Invoice', 'Starting Invoice Date', and 'Ending Invoice Date'. There is also a checkbox for 'Print WBS And TAC Codes' and a 'Print' button at the bottom left of the criteria section.

Pgm: ARINVLST – Printing the Details of a Specific Batch Before Posting

Use the Print Edit List node to print the details of a specific batch before posting the batch. The Edit List is a verification tool that shows the AR customer invoice information and the GL distribution of all the invoices. This should be printed and checked before posting is performed.

Invoice Printing

The screenshot shows the 'PRINT INVOICE' application window. The title bar includes 'Save', 'Exit', and other standard icons. The main area has a navigation bar with four options: 'Enter Invoices', 'Print Edit List', 'Print Invoices' (which is selected), and 'Post Invoices'. Below this is a 'SELECTION CRITERIA' section with 'Company' (IH2T) and 'Batch Type' (Unposted). Below that is a 'PARAMETERS SELECTION' section with fields for 'From Batch Number', 'To Batch Number', 'Customer Pick List', 'From Customer', 'To Customer', 'From Invoice', 'To Invoice', 'From Invoice Date', and 'To Invoice Date'. There is an 'Edit Selection Criteria' button and a 'Print' button at the bottom right.

Pgm: ARINVPRN – Mass Printing of Free Form Invoices

Use the Print Invoice node to print the AR invoices according to the Invoice Printing Format declared in the AR Control File. The user may print invoices for both posted and unposted batches and even limit the range within a specific batch number or invoice date range.

Invoices may be printed before or after the batch is posted, but for consistency and the ability to change the invoice layout if it is not correct the invoices should be printed before posting is completed as it is not possible to change the invoice layout or details after posting.

Voiding Invoices

The Void Invoice Program is accessible through the Treeview menu's path: Account Receivable -> Invoice -> Void Invoices.

VOID INVOICES

Enter Company Code

SELECTION CRITERIA

* Company: CHIC Test Construction Co

* Batch: DA 2014-01-02 W

* Void Date:

Preview Posting Print Reports Immediately

INVOICE LIST

View

Select	Customer	Customer Name	Invoice Number	Invoice Amount	Total Amount	Retainage Amount	Currency	Status	Invoice Date	Due Date	Post Date	Batch Number	Description
<input type="checkbox"/>	AIDDOORS	AIDDOORS - 'Company RRR'	ARI-0000149	24.50	25.73		US	O	12/Dec/2014	11/Jan/2015	31/Dec/2014	23473	
<input type="checkbox"/>	AIDDOORS	AIDDOORS - 'Company RRR'	14555	0.00	0.00		US	O	12/Dec/2014	11/Jan/2015	12/Dec/2014	23465	
<input type="checkbox"/>	AIDDOORS	AIDDOORS - 'Company RRR'	123321	1,000.00	1,000.00		US	O	12/Dec/2014	11/Jan/2015	12/Dec/2014	23465	
<input type="checkbox"/>	AIDDOORS	AIDDOORS - 'Company RRR'	526353	123.00	123.00	0.00	US	O	01/Jan/2013	31/Jan/2013	31/Jan/2013	12988	
<input type="checkbox"/>	AIELEC	AIELECTRIC Company	253	175,253.00	175,253.00	0.00	US	O	06/Mar/2015	05/Apr/2015	06/Mar/2015	25441	r
<input type="checkbox"/>	AIELEC	AIELECTRIC Company	998	69.00	72.45		US	O	12/Dec/2014	12/Dec/2014	12/Dec/2014	23486	
<input type="checkbox"/>	AIELEC	AIELECTRIC Company	ARI-0000147	225.00	236.25		US	O	10/Dec/2014	09/Jan/2015	10/Dec/2014	23418	
<input type="checkbox"/>	ABSCONT	ABS Contractors Ltd	ARI-0000063	35,000.00	43,750.00	3,500.00	US	O	25/Feb/2015	27/Mar/2015	25/Feb/2015	25246	BCH 25246
<input type="checkbox"/>	ABSCONT	ABS Contractors Ltd	ARI-0000045	45,755.75	57,194.69	4,575.58	US	O	25/Feb/2015	27/Mar/2015	25/Feb/2015	25234	AR TEST
<input type="checkbox"/>	ABSCONT	ABS Contractors Ltd	E100-R	0.00	0.00	-10.00	US	O	31/Jan/2014	31/Jan/2014	10/Jan/2014	19667	

Pgm: ARINNVOD – Voiding a Posted Invoice

Once an invoice has been posted it cannot be deleted from the system, it must be voided instead. The Void Invoice form will reverse all of the transactions associated with the posting of the invoice from the Accounts Receivable and General Ledger systems and any other sub-ledgers involved. An invoice is considered available for voiding if it has not been paid or does not have any memos or adjustments associated with it. If there have been payments received then the payments must be voided first.

A voided invoice is not removed from the system, therefore the system will not allow the invoice number to be used again. If the invoice to void has had retainage released on it already, then the retainage release invoice must be voided first. Once this is done the original invoice can be voided.

Company, Batch

Verify the company code, then use the **[Create Batch]** button to make a new void invoice batch if needed.

Posting Date

This is the date for the fiscal period the debits and credits from this batch will be posted to. All invoices selected for voiding in this batch will be posted using this date. As with the standard AR posting program the system will default the current system date if it falls within the current AR period, otherwise it will default the last day of the current AR month.

Select Invoice(s) for Voiding

The system will automatically display all invoices available for voiding. Mark the required invoices by 'Checking' the select check box next to the invoice number. When complete use the **[Void]** button to start the process.

Unlike some forms, the voiding of an invoice does an immediate posting. Most of the other functions on the system require the use of the Post Batch option.

Entering a Memo

Memo Entry Procedure

Memos are used to change the dollar value of an invoice that has already been posted. As memos must be entered against a specific invoice, this feature cannot be used for 'Generic Credit Notes'. If you are issuing a generic credit note, use the 'Invoice Entry' screen to enter a negative invoice.

1. Enter Memo Detail (Enter Debit/Credit Notes node)

Enter the details of each memo you want to create. Enter dollar amounts as positive values if you want to increase the amount owed on the invoice, and as negative values if you want to decrease the amount owed on the invoice.

2. Print Memo Edit List (Print Edit List node)

The edit listing is your proof sheet for the details of the specific batch of memos you have entered. To avoid posting errors, the edit listing should be printed and the details verified before each batch is posted.

3. Print Debit/Credit Notes

This step prints the Memos for both posted and unposted batches. The program allows printing within a specific Batch range, Customer range, and Memo Number range.

4. Post Debit/Credit Notes

This step will take the detail of all the memos in the batch and apply them to the indicated customer accounts, General Ledger accounts, and related sub-ledgers. Once a batch has been posted it is no longer available for memo entry.

Enter the Memo

Pgm: ARMEMOFM – Entering a Memo

This form is used to enter memo adjustments to invoices. Memo adjustments are formal changes to invoice amounts posted in the Accounts Receivable.

Memos are considered formal documents, and the ensuing adjustment will appear as a separate item on the customer's account. The screen works very similarly to the Invoice Entry screen, except that all amounts entered are changes to the original invoice amounts.

Customer

Select or enter the Customer Code associated with this memo. There is a list of values available. This field is mandatory (marked with asterisk).

Invoice

Select or enter the invoice number this memo is to be applied against. A list of values is available on this field that will display all open invoices for the selected customer. This field is mandatory (marked with asterisk).

Memo Number

Enter the number to be associated with this invoice memo. This number forms an integral part of the audit trail for invoice adjustments and can be used to query specific memos after they have been posted. This field is mandatory (marked with asterisk).

Memo Date

Enter the date associated with the memo being entered. The batch date will default in this field for each memo entered but can be changed as required. The Memo Date is not the Posting date it is a reference date only.

Memo Amount

Enter the amount of the change to the Invoice Amount. Enter a positive value to increase the amount and a negative value to decrease the amount. If the memo is for tax amounts only enter zero as the memo amount.

The operator will be able to enter other adjustments to discounts, retainage, other charges and taxes before the final total amount will appear at the bottom of the screen.

Memo Description

Normally this field is used for a short 'reason' for the memo.

Enter Required Distribution

The screenshot shows the 'AR ENTER MEMO' window. At the top right, there are icons for Save, Information, Help, Warning, and Refresh. Below the title bar is the 'G/L DISTRIBUTION' section. It includes a toolbar with 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Insert Record', and 'Insert Multiple Records'. The main area contains a table with the following data:

Type	Comp	Job/Dept/Equip	CostCode/Acc/C	Cat/Tran	Dept	Account	Amount
G	RV12345	00	1500.10		00	1500.100	475.00
G	RV123456	00	1500.200		00	1500.200	50.00
G	RV123456	00	1500.400		00	1500.400	-25.00
G	RV123456	00	4000.800		00	4000.800	-500.00

Below the table are buttons for 'WBS', 'TAC', and 'Accept'. There are also four input fields labeled 'Comp Desc', 'Job/Dept/Equip/WO', 'CostCode/Acc/Compon/WI', and 'Cat/Tran/Exp'.

Pgm: ARMEMOFM – Entering the Memo Distribution

Once the memo header information is entered, use the **[Distribution]** button to enter the distribution of the memo amount. This distribution block works in exactly the same manner as the Invoice Entry distribution block. This window allows the user to distribute the memo amount to specific General Ledger accounts. Using the original invoice information the system will automatically distribute this memo amount amongst the various G/L accounts for A/R, taxes receivable, retainage receivable, discounts taken, etc., as required.

The cursor will be placed at the bottom-most free line for the operator to enter the balancing G/L accounts.

Enter/adjust the distribution as required. The distribution must be balanced before the system will allow the user to save and exit the window.

[Defaults] – Tab

The screenshot shows the 'AR ENTER MEMO' window with the 'Defaults' tab selected. The window has a dark blue header with 'Table Mode' and navigation icons. Below the header is a progress bar with four steps: 'Enter Debit/Credit Notes' (active), 'Print Edit List', 'Print Debit/Credit Notes', and 'Post Debit/Credit Notes'. The 'SELECTION CRITERIA' section includes 'Company' (IH2T) and 'IH US Company', and a 'Batch' field with a 'Create Batch' button. The 'ENTER MEMO' section contains a toolbar with 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'Attachments', 'Notes', 'ECM Documents', and 'User Extensions'. The main area is divided into two tabs: 'Enter Memo' and 'Defaults'. The 'Defaults' tab contains various input fields for 'Memo Amount', 'Retainage Amount', 'Freight', 'Insurance', 'Miscellaneous', 'Tax 1', 'Ret Taxes', 'Tax 2', 'Tax 3', 'AR', 'Discount', 'Net', 'Invoice Due Days', 'Invoice Due Date', 'Invoice Disc Days', 'Invoice Disc Date', 'Retainage %', 'Discount %', and 'No Discount \$'. A 'Print' button is located at the bottom left of the 'Defaults' tab.

This tab's function is similar to that of the **Defaults** tab on the Invoice Entry screen, where you can adjust the defaulted tax codes and retainage percentage.

Print Edit List

The screenshot shows the 'PRINT EDIT LIST' window. The header is dark blue with 'Save', 'Exit', and navigation icons. Below the header is a progress bar with four steps: 'Enter Debit/Credit Notes', 'Print Edit List' (active), 'Print Debit/Credit Notes', and 'Post Debit/Credit Notes'. The 'SELECTION CRITERIA' section includes 'Company' (IH2T) and 'IH US Company', 'Report Type' (Edit List), 'Batch Number', 'Starting Customer', 'Ending Customer', 'Starting Memo', 'Ending Memo', 'Starting Memo Date', and 'Ending Memo Date'. There is a checkbox for 'Print WBS and TAC codes' and a 'Print' button at the bottom left.

This program allows printing the proof sheet for the details of the specific batch of memos you have entered. To avoid posting errors, the edit listing should be printed and the details verified before each batch is posted.

Print Debit/Credit Notes

The Memo (Debit/Credit Notes) should be printed to ensure that all the data for the batch is correct before posting the batch. The program allows the user to specify the company, batch and ranges for customers, memo number and memo dates as well as to use and edit the selection criteria for the Customer Pick List.

Post Debit/Credit Notes

The posting of memos (Debit/Credit Notes) is done using the Post Debit/Credit Notes node. The program operates in the same manner as when posting invoices. For further information on using the posting programs please refer to 'Working with Batches' section of the current document.

Adjusting an Invoice

Invoice Adjustment Procedure

Invoice Adjustments are changes made to 'Posted' invoices that only affect the General Ledger and have no effect on the amount of the invoice. They are processed using the Adjust Distributions Menu, located on the Invoice Menu of the Accounts Receivable Main Menu.

Processing adjustments consists of three basic steps:

1. Enter Adjustments

Enter the details of each adjustment.

2. Edit List

The edit listing is your proof sheet for the details of the specific batch of adjustments you have entered. To avoid posting errors, the edit listing should be printed and the details verified before each batch is posted.

3. Post Adjustments

This step will take the detail of all the adjustments in the batch and apply them to the indicated invoices. Once a batch has been posted it is no longer available for adjustment entry. If you have to make a change to a posted adjustment, you will have to enter another adjustment.

Entering the Adjustment

Pgm: ARADJFM – Creating an Invoice Adjustment

This screen is used to enter information adjustments to invoices. Use this form to change descriptions, and GL distributions. You cannot adjust the amount of the invoice, retainage, or taxes using this form. To change the actual invoice amounts use the Entry Memo screen.

Customer

Enter the customer code related to the adjustment.

Invoice

Enter the invoice number to be adjusted. A list of values is available displaying the invoices that are available for adjustment based on the customer code entered in the previous field.

Adjustment description

Enter a description regarding the reason for the adjustment.

In order to enter the Adjustment Distribution please click the button **[Distribution]**.

Enter the Adjustment Distribution

AR INVOICE ADJUSTMENT ENTRY

Save ? ! ↩ ↻

ORIGINAL DISTRIBUTION

View Freeze Detach Search Workflows Report Options Export ECM

Type	Comp	Job/Dept/Equip	CostCode/Acc/Com	Cat/Tran/Exp	Dept	Account	Amount
G	RV12345	00	1500.100		00	1500.100	-12,054.18
G	RV123456	00	1500.200		00	1500.200	-1,275.58
G	RV123456	00	1500.400		00	1500.400	574.01
G	RV123456	00	4000.800		00	4000.800	12,755.75

Job/Dept/Equip/WO
CostCode/Acc/Compon/WI

ADDITIONAL DISTRIBUTION

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record

Type	Comp	Job/Dept/Equip	CostCode/Acc/Com	Cat/Tran/Exp	Dept	Account	Debit Amount	Credit Amount
<input type="text"/>								

WBS
TAC
Accept

Comp Desc

Job/Dept/Equip/WO

CostCode/Acc/Compon/WI

Cat/Tran/Exp

Pgm: ARADJFM – Entering the Adjustment Distribution

The screen will display the original distribution of the invoice at the top of the screen and allow for the adjustment to that distribution in the 'Additional Distribution' block at the bottom of the screen.

It is important to remember that the distribution adjustment that you enter on this screen must exist as a balanced transaction. For this reason, if you apply an adjustment against a job, equipment or General Ledger account, you must apply a negative distribution against the original posting in order to balance the transaction.

This distribution screen works in the same manner as the Invoice and Memo distribution blocks. The user must enter the Distribution type, company, accounts/jobs/equipment and an amount.

The distribution must be balanced before the user can leave this screen.

Adjustment Edit List

AR ADJUSTMENT EDIT LISTING

Enter Company Code

Enter Adjustments **Edit List** Post Adjustments

SELECTION CRITERIA

Company: IH2T | IH US Company

Batch Type: Unposted

Batch Number: []

Starting Customer: []

Ending Customer: []

Starting Adjustment: []

Ending Adjustment: []

Starting Date: []

Ending Date: []

Print WBS and TAC codes

Print

Pgm: ARADJFLS – Adjustment Edit Listing

The adjustment Edit List is accessible through the Edit List node.

The adjustment edit list should be printed before posting the batch to ensure that the data entered is correct. For each batch, the user can select a range of customers, adjustment invoices, and starting and ending adjustment invoice dates.

Post Adjustments

ACCOUNTS RECEIVABLE POSTING

Enter Company Code

Enter Adjustments Edit List **Post Adjustments**

SELECTION CRITERIA

Company: IH2T | IH US Company

Current Period: 4 Start: 01/Apr/2016 End: 30/Apr/2016

User: TRINAZ

Batch: 33509

Post Date: 15/Apr/2016 Post To Year: 2016 Period: 4

AR Journal: AR Accounts Receivable

Cash Receipt Journal: CR Cash Receipts

Financial Charges Journal: IR Interest Rate - AR

Preview Posting

Print Reports Immediately

Post

Post Status: []

Pgm: ARPSTFM – Post Adjustment

The Posting of Adjustments is done using the Post Adjustments node. The screen operates in the same manner as when posting invoices. For further information on using the posting form please refer to the [Posting a Batch](#) section of the manual.

Payment Processing

Processing Procedure

1. Enter Receipts

As with any other transactions, a batch must be created at the beginning of this step. Then the user should enter the payment information and associate it with the invoices being paid

2. Print Edit List

The Edit List should be used to verify that the information entered is correct before posting.

3. Post Receipts

This step will take the detail of all the payment information within the batch and update the customer files, General Ledger accounts, and Job sub-ledger if required.

Enter Receipts

ENTER RECEIPT

Batch Number: 32637 | Customer: IH Interest

DETAIL

* Deposit Date: 19/Mar/2016 | Sequence: 15
 * Check Received Date: 09/Mar/2016 | * Check Date: 19/Feb/2016
 * Customer: IH01US
 Job: IH-US00002 | IH Job 02
 * Amount: 500.00 | Remaining Amt: 0.00
 * Currency: USD | Exchange Rate: 1.0000000
 * Method: CH
 * Check Number: ch9999
 * Cash Account: IH2T | 00 | 1000.100
 Comment: interest
 Not an Accounts Receivable Check

INVOICE ALLOCATION

Company	Source	Description	Invoice Date	Discount Date	Outstanding Amt	Retainage	Total Tax Amt	Status	Payment Amt	Discount Amt	Allowance Amt	Chrg.Bk
IH2T	F3		30/Nov/2015		139.10	0.00	0.00	O	100.00	0.00	0.00	
IH2T	AR1-000027		20/Oct/2015	20/Oct/2015	9,697.50	1,000.00	697.50	O	400.00	0.00	0.00	

Pgm: ARCHQFM – Enter Receipts

The Enter Receipts program should be used to enter all cash receipts received from customers. After specifying a batch number for the transactions in the first block of the screen, the second block enables the operator to enter the customer, amount and type of cash receipt, and other relevant information pertaining to the Cash Receipt. Once the first screen is complete the Invoice section is used to select the invoices and/or financial charges (interest) being paid.

Detail – Section (Check Information)

Deposit Date

Enter the date that this payment will be deposited to the bank account. This date may be different than the date of the payment itself, which is entered in the next field. The system date will default into this field. This is a required field.

Check Received Date

The Check Received Date, the date the check actually arrived in your office, is used on the AR Billing and Status report only.

Check Date

This is usually used as the Date of Entry, but it can also be used to record the date of the check. The system will default the system date into this field. This date IS NOT used as the posting date for General Ledger debits and credits.

Customer

Enter the customer code.

Job

If the receipt being entered is for a specific job enter the job code in this field. This will limit the list of invoices to those with the same job. And in the case of a Deposit Check, this will enable the AR aged report by job to match 'Deposit' checks to jobs.

Amount

Enter the amount of the payment. The amount should be entered in the currency of the payment itself, and not in the local currency.

If financial charges (interest) are being charged, this amount needs to be the original invoice amount plus the calculated interest charge. So, if the invoice amount is \$100 and the interest is 10%, then the amount entered in this field is \$110. In the **Invoice Allocation** section's table, after the relevant invoices and financial charges have been selected, the original invoice amounts and financial charges will appear as separate entries.

Currency, Exchange Rate

As indicated in the previous step, the amount entered should be in the payment currency and not the local currency. Make sure that correct currency code is being utilized. The currency code will default from the Customer Master file and the conversion rate will pick up from the last entry in the currency table. The program will automatically convert the currency and process the correct G/L accounts.

Payment Method

Select the method of the payment, for example, Check, Visa, Cash... The system will default 'CH' (Check) into this field.

Check Number

Enter the applicable check number or visa number.

Cash Account

Enter the G/L Company and department/account number representing the bank account that the payment being entered will be deposited to. The system will default the standard bank account to this field.

Comment

This is 60-Character field used for entering comments about the payment.

Not an Accounts Receivable Check – Flag

Check this box if this is a cash payment that will not affect the Accounts Receivable balance for this customer.

This can occur when goods were sold, but no invoice was created. The payment pays the full amount owing from the transaction. This is also applicable for deposits returned that were originally costed to jobs. In this method, the Accounts Receivable is unaffected, the GL is processed, the Job Cost system may be affected, and the check will appear on the checklist.

NOTE: If this checkbox is checked, the **[Invoices]** button becomes disabled, as there would be no corresponding invoice for the receipt.

Invoice Allocation - Section (Matching to Invoices and/or Financial Charges)

Company	Source	Description	Invoice Date	Discount Date	Outstanding Amt	Retainage	Total Tax Amt	Status	Payment Amt	Discount Amt	Allowance Amt	Chrg.Bk/W.O.F	Remaining Amt	WO	Billing Info.
CCC	ARI-000	Invoice Entry	04/27/2015	05/02/2015	12,500.75	0.00	0.00	O	250.00	0.00	0.00	0.00	12,250.75	WO	Billing Info.
CCC	ARI-00099		04/29/2015	05/04/2015	123,456.78	0.00	0.00	O	0.00	0.00	0.00	0.00	123,456.78	WO	Billing Info.

Use the **[Invoices]** button to select the necessary outstanding invoices for the current customer, the **[Fin. Charges]** button to select any necessary financial charges (e.g. interest).

NOTE: Do not use this section if this payment is a deposit (a pre-payment to be billed at a later date) or an AP Deposit being returned.

After the Invoice Allocation Section has been populated with relevant Invoices and/or Financial Charges the user still will have an opportunity to edit the fields: Company, Source, Payment Amt, Discount Amt, and Allowance Amt.

Company

Enter/Select the available company from the Bank Company List.

Source

Enter/Select the invoice or financial charge number that this payment relates to from the Invoice List.

Payment Amt

Enter the amount of the payment to be applied against this invoice. The system will default an amount to this field based on the payment amount and amounts already applied to other invoices.

Once an amount is entered in this field, the Balance to Disburse field in the top block will be updated, as will be the Payment Outstanding field directly beneath this field. The Payment Outstanding field shows the amount still owing on the invoice after this payment has been applied.

Discount Amt

Enter the amount of any payment discount given on the application of this payment to this invoice.

Allowance Amt

Enter the currency allowance amount.

[WO] – Button (Entering a Write-Off)

This button's popup is used to enter a write-off against an invoice. For details, please refer to the following section, *Entering a Write-Off*.

[Billing Info.] – Button

This button is used to launch a pop-up window where users can enter/view billing information for the invoice.

NOTE: As billing information is related to jobs, when receipts entered are related to job billing invoices, then billing information may be required to be entered, depending on if the 'Check Billing Info While Receipt Posting' box is checked on the Receipts tab of the AR Control File. If this box is checked, then users will be required to enter billing information for the invoice through the [Billing Info.] button; otherwise, they will be unable to post the payment receipt.

Entering a Write-Off

Write-Offs are entered for an invoice using the popup launched by the [WO] button in the **Invoice Allocation** section of the Enter Receipt screen, as shown below:

The screenshot shows the 'ENTER RECEIPT' screen with various input fields and a table. The 'INVOICE ALLOCATION' table is as follows:

Company	Source	Description	Invoice Date	Discount Date	Outstanding Amt	Retainage	Total Tax Amt	Status	Payment Amt	Discount Amt	Allowance Amt	Chrg.Bk/W.Off	Remaining Amt	WO	Billing Info.
CCC	AR1-000		04/27/2015	05/02/2015	12,500.75	0.00	0.00	O	250.00	0.00	0.00	0.00	12,250.75	WO	Billing Info.
CCC	AR1-0099		04/29/2015	05/04/2015	123,456.78	0.00	0.00	O	0.00	0.00	0.00	0.00	123,456.78	WO	Billing Info.

Sample of Enter Receipts screen, with the [WO] buttons at the end of invoice lines framed in red.

ENTER RECEIPT [Info] [Print] [Close]

WRITEOFF DETAIL

View [Filter] [Freeze] [Detach] [Search] [Insert] [Insert Multiple] [Delete] [Workflows] [Report Options] [Export]

Charge Back Code	Writeoff Description	Comments	Apply Tax Credit	Amount
AWC	Automatic Write-Off Code		<input checked="" type="checkbox"/>	865.22

Sample of Write-Off popup

A write-off would occur when the payment is less than the full amount outstanding because of a dispute or an error.

A common example of a write-off might be when the invoice was for \$1017.18 and the client accidentally sends a check for \$1017.17. Instead of leaving one cent outstanding on the invoice (and showing up on the aging), you would probably want to write it off.

In this case, the amount outstanding will be cleared even though the check amount is less than the amount outstanding. The G/L distribution will debit the write-off account associated with the write-off type to reconcile the difference.

To enter a write-off, click the Block Toolbar's [**Insert**] button to insert a new row for the write-off.

The following are details about the fields of a write-off entry:

Charge Back Code (Write-Off Type)

This field is used to select the Write-Off Type associated with the write-off being applied applying against the invoice.

The Invoice Writeoff Types screen is used to maintain the Write-Off Types available in this field's LOV:

INVOICE WRITEOFF TYPES [Save] [Exit] [Info] [Help] [Warning] [Print] [Close]

SELECTION CRITERIA

* Company

WRITE/OFF TYPE

View [Filter] [Freeze] [Detach] [Search] [Insert] [Insert Multiple] [Delete] [Workflows] [Report Options]

* Code	* Description	New Invoice	Invoice Series	* Write Off Dept	Account Code
WO1	Write-Off Miscellaneous	<input type="checkbox"/>		00	5100.100
AWO	Automatic Write-Off	<input type="checkbox"/>		00	5100.100

Invoice Series Desc

Department Name

Account Name

Pgm: ARWOFFFM – Invoice Writeoff Types (standard Treeview path: AR > Setup > Local Tables > Invoice Writeoff Types)

Comments

Enter comments/reason for the write-off using this field.

Apply Tax Credit – Checkbox

If checked, apply tax credit for the tax portion of the write-off amount.

Amount

Enter the write-off amount to apply against the invoice. The total write-off amount cannot exceed the difference between the payment amount and the outstanding amount, and it cannot exceed the limits set on the **Receipt** tab of the AR Control File (shown below), unless the selected type will create a secondary invoice:

The screenshot shows the 'Receipt' tab of the AR Control File settings. The interface includes a menu bar with options like Search, Insert Record, Delete Record, Workflows, Report Options, ECM, and User Extensions. The main area contains several configuration fields:

- Max. Write/Off % / Invoice: 0
- Max. Write/Off \$ / Invoice: 1
- Max. Auto Write/Off \$: 1.00
- Auto Write/Off Code: WO1
- Cash Receipt Customer: AMIGAS (with AMIGAS NAME dropdown)
- Default Payment Type: EF (with Electronic Funds Transfer dropdown)
- Default Cash Receipt Cash Account From: Customer
- * Front Office Cash Receipt Requires Credit Tax:
- AR Tax Credit Code for Front Office Cashier: (empty dropdown)
- Path to Bank Lockbox file: (empty text box)
- File Pattern - Bank Lockbox: (empty text box)

Checkboxes for 'Allow Invoice Overpayment', 'Allow Receipt Posting Prior To Deposit Period', and 'Check Billing Info. While Receipt Posting' are present but unchecked.

Write-offs allows for multiple types of write-offs against a single invoice. If more than one is required, continue to insert records and enter write-off amounts until the total write-off amount is equal to the payment amount less the outstanding amount.

Press the [**Close**] button to save the entries, validate the total write-off amount and return to the Enter Receipt screen.

NOTE: Where the Write-Off Type calls for the creation of a new invoice, the system will generate a new invoice from the write-off amount entered against that type. The Edit Listing will indicate that a new invoice will be created, and the posting will create the invoice. The invoice number for this “write-off invoice” will be assigned from the invoice series code on the write-off type.

Entering a Deposit

A cash receipt deposit is entered through the Cash Receipts program as a standard cash receipt that is not applied to an invoice.

1. Enter the Cash Receipts Detail

Follow the steps as outlined in the previous section, *Cash Receipts Entry*, to enter the basic payment details.

2. Set Distribution

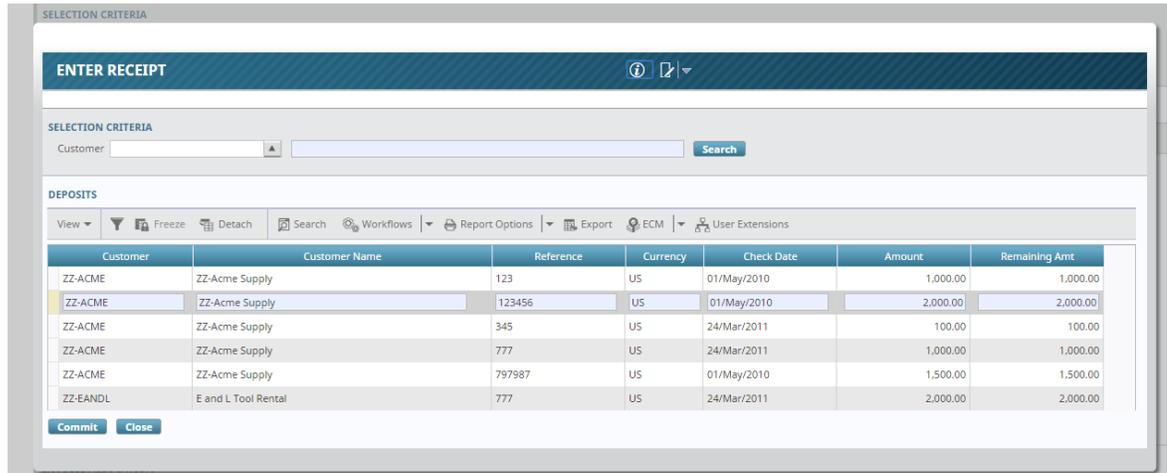
Press the [**GL Distribution**] button to open the GL distribution window. As you are not applying this payment to an invoice, the system will return the following prompt, “Applied amount does not match check amount. Continue?” Answer [**Continue**], and the system will automatically distribute the deposit to the AR Cash Account entered on the header and the AR Deposit account entered on the AR Control file.

If required, you can change the Dept. Code, but not the Account codes.

Save your entry and continue to enter the next cash receipt.

Deposits are posted in the same manner as you would any Cash Receipt.

Applying a Deposit to an Invoice



The screenshot shows a software interface titled "ENTER RECEIPT". At the top, there is a "SELECTION CRITERIA" section with a "Customer" dropdown menu and a "Search" button. Below this is a "DEPOSITS" section with a toolbar containing icons for View, Freeze, Detach, Search, Workflows, Report Options, Export, ECM, and User Extensions. A table lists several deposits with columns for Customer, Customer Name, Reference, Currency, Check Date, Amount, and Remaining Amt.

Customer	Customer Name	Reference	Currency	Check Date	Amount	Remaining Amt
ZZ-ACME	ZZ-Acme Supply	123	US	01/May/2010	1,000.00	1,000.00
ZZ-ACME	ZZ-Acme Supply	123456	US	01/May/2010	2,000.00	2,000.00
ZZ-ACME	ZZ-Acme Supply	345	US	24/Mar/2011	100.00	100.00
ZZ-ACME	ZZ-Acme Supply	777	US	24/Mar/2011	1,000.00	1,000.00
ZZ-ACME	ZZ-Acme Supply	797987	US	01/May/2010	1,500.00	1,500.00
ZZ-EANDL	E and L Tool Rental	777	US	24/Mar/2011	2,000.00	2,000.00

At the bottom of the window, there are "Commit" and "Close" buttons.

Pgm: ARCHQFM – Applying a Deposit

In order to apply a deposit payment to an invoice, you must first retrieve the deposit into a cash receipt and then apply that deposit as a standard payment.

As you retrieve a deposit, you will note that you are not required at any time to enter the details of the cash receipt. The retrieval process will update all of the cash receipt fields with the information found on the deposit check.

Enter Customer Code

Enter the customer code for the customer whose deposit you wish to apply. This field is optional as you can press the deposits button without entering a customer code. If you have entered a customer code within this field, the deposits query will only display the deposits recorded for this customer.

[Deposits] – Button

The [Deposits] button will only appear when your cursor is in the Customer field. The button will open a window where you can select the required previously posted deposit. Move the cursor onto the record required and then press [Commit] button to return the deposit check information to the main screen.

Select Appropriate Invoice Distribution

Select the invoice(s) or financial charge(s) to which you will apply this deposit.

Distribute the Deposit

Press the [Distribution] button to distribute this transaction to the appropriate General Ledger accounts. Since this is an application of a deposit the system will automatically debit the deposit account (as listed on the control file) rather than the cash account (as listed on the control file).

Non AR Cash Receipts

This function is used to enter cash receipts that do not relate in any way to an AR invoice. In most cases, this is a Job Deposit being returned or the sale of a 2nd hand piece of equipment already fully charged to the job.

Enter the Cash Receipts Detail

Enter the Cash Receipt header as normal except make sure the 'Not An Accounts Receivable Check' check box is marked.

Distribute the Cash Receipt

Press the [**GL Distribution**] button to launch the Distribution popup.

The system automatically creates the distribution for the bank account. It is now up to you to enter the offsetting distribution. Normally, you would enter a standard G/J/E line, depending on where the revenue is to be posted.

There is also a special type of distribution code allowed on this type of entry, being "C". If a "C" distribution type is entered, it means the cash will be applied to the Job/Cost Code/Category entered, but instead of posting the amount as a revenue, it will post it as a negative cost to the job.

Cash Receipts Edit Listing

The Check Edit list should be printed and reviewed before posting the Cash Receipt Batch. The Edit List program allows users to print the report for the complete batch or a range of checks within the batch limited by any or all of the following: Customer Range, Check Number Range, Check Date Range.

This report can also be re-printed for posted check batches if required.

Posting Cash Receipts

ACCOUNTS RECEIVABLE POSTING

Checked: Print The Report(s) Immediately.

Enter Receipts Print Edit List **Post Receipts**

SELECTION CRITERIA

Company	QAT	QA Test Company
Current Period	3	Start Mar/01/2016 End Mar/31/2016
User	QA3	
Batch	32358	QA3 2016-02-03 R
Post Date	Mar/31/2016	Post To Year 2016 Period 3
AR Journal	AR	Accounts Receivable
Cash Receipt Journal	CR	Cash Receipts
Financial Charges Journal	FC	Financial Charges

Preview Posting
 Print Reports Immediately

Post

Post Status

Posting a Cash Receipt batch is the same as posting any other batch in the AR system.

Posting rules to consider:

- When an invoice is paid in full with a balance of 0.00 the status of the invoice will be closed and will not be available for further entry.
- When an invoice is overpaid the invoice will have a balance of \$0.00 and the status of closed. The overpayment will be considered a deposit. The invoice will not be available for further entry.
- If two users are posting the same payment in different batches the invoice will be closed on the first posting. The second user will get a warning message that the invoice has been paid. They will then be given an option of proceeding or canceling the posting. Should the second user decide to proceed, the status of the invoice will become open allowing access at a later time for corrections.
- When there is a partial payment the invoice will remain open.

Please refer to the [Posting a Batch](#) section should further information be required.

Posting & Financial Charges

Multiple Companies										Page: 1 of 1
Accounts Receivable - Check Editing Report										Date: Feb 03, 2016
Batch 32358 - QA3 2016-02-03 R										Time: 6:53 AM EST
Customer ARTEC - Artec Tools										
Check Number	Check Date	Check Amount	Sequence	Comment						
323	Mar 01, 2016	\$ 110.00	187							
Invoice	Date	Invoice Amount	Pay Amount	Discount Amount	Allowance Amount	Write Off Amount				
IAR0099	Nov 01, 2015	100.00	100.00	0.00	0.00	0.00				
		WriteOff Code	Description	Amount	Creator	Comments				
		AUTO	Auto Write-Off	0.00	QA3	Automatically generated Charge Back / Writeoff				
1306		0.00	10.00	0.00	0.00	0.00				
		WriteOff Code	Description	Amount	Creator	Comments				
		AUTO	Auto Write-Off	0.00	QA3	Automatically generated Charge Back / Writeoff				
Comp	Dept	Account	Account Name	Distribute Amount	Type	Job / Equip.	Phase / Equip. Cat	Cat / Tran. Code	PM Code	
QAT	00	1000.100	Bank of America	110.00						
QAT	00	1500.200	Retainage Receivable	-100.00						
QAT	00	4000.300	AR Interest Income	-10.00						
Total number of checks		1	of \$ 110.00	GL Balance	0.00					

If financial charges were applied, the report will show the distribution for the invoice amounts and the financial charges.

Voiding a Posted Cash Receipt

VOID RECEIPTS

SELECTION CRITERIA

* Company: RBC x Kumar Construction Inc

* Batch: 34427 RAJNEESH 2016-05-24 U Create Batch

* Cash Account: RBC 00 1000.100 Bank of America (Operating)

Bank: Bank of America 10 123456

* Void Date: 24-05-2016
 Preview Posting Print Reports Immediately

RECEIPTS

View ▼ 🔒 Freeze 📄 Detach

Customer	Name	Received Date	Post Date	Check #	Current Amount	Void	Code	Pay Type Code	Pay Job Code
CANCOM ▲	Canada Comp	30-03-2015	30-03-2015	u/n	5,000.00	<input type="checkbox"/>	▲	CH	
CANCOM	Canada Comp	24-05-2016	24-05-2016	2536824	25,000.00	<input type="checkbox"/>		CH	
CANCOM	Canada Comp	24-05-2016	24-05-2016	951951	25,000.00	<input type="checkbox"/>		CH	
CANCOM	Canada Comp	24-05-2016	24-05-2016	952952	25,000.00	<input type="checkbox"/>		CH	14.94257
CV10X18	Cv10x18	18-02-2015	18-02-2015	z2	500.00	<input type="checkbox"/>		CH	
CV10X18	Cv10x18	18-02-2015	18-02-2015	125	5,000.00	<input type="checkbox"/>		CH	
CV10X18	Cv10x18	07-04-2015	07-04-2015	250	650.00	<input type="checkbox"/>		CH	
ELIMO	EXTREME LIMOS	11-11-2014	11-11-2014	INV52	100.00	<input type="checkbox"/>		CH	
ELIMO	EXTREME LIMOS	30-03-2015	30-03-2015	inhju	5,000.00	<input type="checkbox"/>		CH	
JIT	just in time	17-06-2015	17-06-2015	CHECK76890	2,020.00	<input type="checkbox"/>		CH	

Void

Pgm: ARCHQVOD – Voiding a Posted Cash Receipt

Voiding a receipt is only required if the Cash Receipt Batch has been posted. If the batch is not posted, the receipt can be deleted via the Enter Receipt program.

Company

The system will automatically default the company as specified in the Logon screen and place your cursor in the batch field. To change the company, move to the company field and enter the required company code.

Create a batch

Use the [**Create Batch**] button to create a batch.

Post Date

Enter the date for the fiscal period the debits and credits from this batch should be posted to. All cash receipts set up to be voided on this form will be voided when the [**Post**] button is activated and the appropriate distributions will be processed to the General Ledger and any other sub-ledgers as of the date entered here.

Preview Posting

To view the posting reports without actually posting the batch check the Preview Posting checkbox.

Print Reports Immediately

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted the report cannot be re-printed at a later date. If left unchecked the posting report can be re-printed at a later time. This field cannot be activated unless the Print Reports Immediately function has been checked.

Move to the Bank Account Section

Enter the company, department and account number representing the bank account that the check was deposited into.

Select the cash receipt(s) for voiding

The detail section will display all receipts for the bank account in question. Find the receipt(s) required and enter the appropriate code in the code field to indicate why the check is being voided. These different codes describe different reasons why you might be voiding each check. This code is for reference only. The following options are available:

AC - Account Closed	ACU - Account transferred to you
BFD - Body and figures differ	BSR - Bank stamp required
CBU - Clearing bank unidentified	CNI - Change not initialed
CT - Cannot Trace	DC - Drawer (Customer) deceased
DIR - Domicile incorrect/required	FEC - Forged endorsement/counterfeit
FNC - Funds not cleared	FZ - Funds frozen
ILE - Amount incorrectly coded/list	NCP - No checking privilege
NEC - Not eligible for clearing	NSF - Insufficient funds
OTH - Other	PAP - PAP item not correctly encoded
PS - Stop Payment	PSD - Post/Stale Dated
RGE - Require guarantee endorsement	SIG - Signature irregular/absent
WC - Wrong currency	

If a reason code is not explicitly selected the system will default the code 'OTH' for other.

The [**Accept**] button will save the current work and allow you to query another set receipts that maybe required to be voided.

When all cash receipts to be voided are selected us the [**Post**] button to post the void.

Posting will reverse the receipt information, but the receipt still exits on the system. This means that the same check number will not be able to use a second time for the same customer.

Reconcile Receipts

RECONCILE RECEIPTS
Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company: RVC [RVCCanadian Company]

* Statement Date: 10/31/2016

* Cash Account: 00 [1000.300.0123456] [RBC Canadian Currency Account]

Bank: Royal Bank Of Canada [Checking Account]

85 7854566

Unreconciled Reconciled

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

Customer	Customer Name	Check Date	Number	Check Amount	Currency	Type	Deposit Date	Y
RVC-CAN2	RVC-CAN2 - Canadian Customer	10/03/2016	754855	0.00	CA	CH	10/03/2016	<input type="checkbox"/>
RVC-CAN2	RVC-CAN2 - Canadian Customer	10/03/2016	759666	9,000.00	CA	CH	10/03/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	09/30/2016	1526	95.00	CA	CH	09/30/2016	<input type="checkbox"/>
RVC-CAN2	RVC-CAN2 - Canadian Customer	09/30/2016	96544	0.00	CA	CH	09/30/2016	<input type="checkbox"/>
RVC-CAN2	RVC-CAN2 - Canadian Customer	09/30/2016	968566	0.00	CA	CH	09/30/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	04/19/2016	1002	0.00	CA	CH	04/19/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	04/19/2016	1003	0.00	CA	CH	04/19/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	04/19/2016	1001	0.00	CA	CH	04/19/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	02/18/2016	12	0.00	CA	CH	02/18/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	02/17/2016	32	0.00	CA	CH	02/17/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	02/17/2016	123	0.00	CA	CH	02/17/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	02/17/2016	896	0.00	CA	CH	02/17/2016	<input type="checkbox"/>
RVC-CAN1	RVC-CAN1 - Canadian Customer	02/24/2015	check1	517.00	CA	CH	02/24/2015	<input type="checkbox"/>
ABSCONT	ABS Contractors Ltd	02/24/2015	check11	500.00	CA	CH	02/24/2015	<input type="checkbox"/>
ABSCONT	ABS Contractors Ltd	02/23/2015	check11	5,000.00	CA	CH	02/23/2015	<input type="checkbox"/>
				175,388.13				

Date: 10/03/2016 Daily Total: 9,000.00 Running Total: 0.00 Total Amount: 0.00

Pgm: ARCHQREC – Reconcile Receipts

This screen is used to flag unreconciled AR cash receipts, which have been entered via the Cash Receipt screen or the Front Office Cashier screen, as reconciled. And for cash receipts that have mistakenly been flagged as reconciled, it can also be used to flag them as unreconciled.

According to the entered parameters in the **Selection Criteria** section, this screen lists unreconciled receipts on the **Unreconciled** tab, and receipts that have been flagged as reconciled (either manually via this screen, or automatically via the Import functionality of the Bank Reconciliation screen) on the **Reconciled** tab.

This screen is used in conjunction with the Bank Reconciliation screen of the GL module, if AR clerks are responsible for manually flagging AR cash receipts as reconciled. If all relevant receipts are flagged as reconciled through this screen, then the **Outstanding AR Deposits** field on the Bank Reconciliation screen will display “0.00”, as shown in the following screenshot. Otherwise, there are unreconciled receipts making up the outstanding balance, which can be viewed on the **Unreconciled** tab of this screen.

BANK RECONCILIATION Table Mode Save Exit ? ? ? ? ? ? ? ?

BANK ACCOUNT

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Bank Code: Barclays Bank

Account Number: Currency: Closed

Enter Statement Date: RV TEST2

BANK

Statement Balance	7,750,000.00	
Outstanding AR Deposits	0.00	<input type="button" value="Details"/>
Outstanding AP Checks	0.00	<input type="button" value="Details"/>
Outstanding PY Checks	0.00	<input type="button" value="Details"/>
Miscellaneous Adjustments	582.00	<input type="button" value="Details"/>
Adjusted Bank Balance	7,750,582.00	

Sample of Bank Reconciliation screen of GL module

If the Import functionality of the Bank Reconciliation screen is used, which imports a bank statement for the reconciliation process, this screen (Reconcile Receipts) would not be used to manually flag receipts as reconciled, since the Import functionality would automatically flag receipts as reconciled. This screen could, however, be used to manually make adjustments as to what receipts are and are not reconciled. To access this screen from the Bank Reconciliation screen, click the **[Details]** button that corresponds to the **Outstanding AR Deposits** field (shown above).

Selection Criteria – Section

Statement Date

Enter the date on the bank statement from which the receipts are being reconciled. This limits the display of unreconciled receipts to receipts that were issued before or on the entered **Statement Date**.

Cash Account (Department, Cash Account)

Reconciliation is done by bank account, so a valid GL department and account representing the bank account to be reconciled must be selected.

These fields will default from the department and account entered for the **Cash For AR** fields on the **Accounting** tab of the AR Control File for the selected Company.

Unreconciled – Tab

This tab lists unreconciled receipts that satisfy the selection parameters entered in the **Selection Criteria** section.

Use this tab to mark receipts as reconciled. To reconcile receipts, check their **Y** checkbox and click **[Save]**.

Reconciled – Tab

This tab lists previously reconciled receipts, based on the selection parameters entered in the **Selection Criteria** section.

To un-reconcile receipts, check their corresponding **Y** checkbox and click **[Save]**.

Customer Statements

Processing Customer Statements

There are three options available on the Statement Menu all of them are optional.

Post Interest Charges

This procedure if utilized will apply interest charges to overdue invoices.

Print Statements

If Interest Charges are used, then Interest Calculation should be run before printing statements

Print Dunning Letters

If desired there is an option to print 'Dunning' Letters.

Posting Interest

The screenshot shows the 'POST INTEREST' screen with the following fields and values:

SELECTION CRITERIA	
Company	RV123456 R.V.Head Quarters Company, LLC
Current Posting Period	2015 1 Start: 01012015 End: 31012015
Last Financial Date	31032014
Last Statement Date	31032014
Interest Rate Journal	IR Interest Receipt
Date on Statement	31012015
<input type="checkbox"/> Print Reports Immediately	
Process	

Pgm: ARFINFM – Generating Interest Charges

This program is used to process financial charges (interest) on overdue customer accounts. The interest charges calculated will be maintained as separate transactions against each customer's account.

The General Ledger will only be affected if you have the **Post Interest to G/L when Calculated** flag checked for the Interest Code, through the Interest Code Maintenance screen.

The system will automatically default the company as specified in the Logon screen. Verify this is correct and change if necessary.

Financial Charges Journal

This field will default from the AR Control file but can be changed as required.

Date Of Record - Statement Date

Enter the date associated with the processing of these financial charges. The date entered here will be used as the G/L date for the debits and credits produced by this process. The system date will default to this field. A valid date must be entered in this field.

Print Reports Immediately

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted the report cannot be re-printed at a later date. If left unchecked the posting report can be re-printed at a later time. This field cannot be activated unless the 'Print Reports Immediately' function has been checked.

Use the **[Process]** button to begin the calculation and posting of interest

Statement Printing

The screenshot shows the 'PRINT STATEMENTS' window. The 'SELECTION CRITERIA' section is populated with the following values: Company: RV123456 (R.V.Head Quarters Company, LLC); Period: 1; From: 01012015; To: 31012015; Statement Date: 31032014; Last Statement Date: 31032014; Last Financial Charges Date: 31032014. The 'Customer Pick List', 'Class', 'Starting Customer', and 'Ending Customer' fields are empty. The 'Add Financial Charges' checkbox is checked. The 'Print Deposits' checkbox is checked. The 'Deduct Deposits' checkbox is unchecked. The 'Roll Up Memos' checkbox is unchecked. The 'Restrict To Conditions Selected Below' checkbox is unchecked. The 'Activity' checkbox is checked. The 'Credit' checkbox is checked. The 'Minimum Owing' field is set to 0.01. The 'Sort By' dropdown is set to 'Invoice Date'. The 'Print Invoices' dropdown is set to 'All'. There are 'Message' and 'Print' buttons at the bottom.

Pgm: ARSTMTFM – Printing Customer Statements

Statement Printing is usually part of the Month End procedure for the AR. The Statement Printing program is used to define the parameters for producing and printing customer statements.

When the screen is first opened, the current period start and end dates, the last statement date, and the last date financial charges (interest) were calculated are all displayed for the Logon Company. If interest is to be charged, ensure that the **Add Financial Charges** checkbox is checked.

Statements will only be printed for those customers who have the **Statements Required** checkbox checked on the **Accounting** tab of their records.

Statement Date

Enter the date to be printed on the A/R statements. The system will default the last day of the current fiscal period to this field.

Customer Pick List

If statements are to be printed for a particular list of customers rather than a range of customers, then enter the existing pick list code here or choose from the List Of Values (LOV). If a range of customers is required leave this field blank.

[Edit Selection Criteria] – Button

This button is disabled if the field customer Pick List Code is empty. Otherwise this button is enabled and used to adjust the selection criteria for the entered/chosen Pick List Code.

Class

If a Customer Class code is entered/selected, the system will limit printing statements for only those customers with a matching Class Code. Leave this field blank to print regardless of class.

Starting & Ending Customer – Range

Enter/select from List Of Values (LOV) the starting and ending customer range if required, leave blank to print statements for all customers.

Add Financial Charges

Artec Tools 376 Ronson Way Suite 312 Chicago, IL, 60601								
Statement of Accounts For: ARTEC - Artec Tools								
Contact: Cliff Walden								
<i>Item</i>	<i>Type</i>	<i>Date</i>	<i>Job</i>	<i>Original Amount</i>	<i>Discount</i>	<i>Retainage</i>	<i>Outstanding Amount</i>	<i>Outstanding Retainage</i>
321671	Payment	Jan 14, 2016		-241.63				
AR0097	Invoice	Nov 01, 2015		100.00	0.00	0.00	0.00	0.00
32290	Payment	Feb 01, 2016		-100.00				
AR0098	Invoice	Nov 01, 2015		500.00	0.00	0.00	550.00	0.00
f305	Fin.Charge	Mar 31, 2016		50.00				
AR0099	Invoice	Nov 01, 2015		100.00	0.00	0.00	110.00	0.00
f306	Fin.Charge	Mar 31, 2016		10.00				
JB0031	Invoice	May 02, 2012	1MAY2012	0.00	0.00	0.00	0.00	0.00

If Interest Charges are to be included in the customers 'Total Amount Owing', then this field should be checked. As shown in the sample printout, the financial charge will appear as a separate entry.

Print Deposits

If 'Deposits' are to be printed on the statement this field should be checked. If the previous field 'Deduct Deposits' has been checked, then this field would normally be checked as well.

Deduct Deposits

If 'Deposits' are to be deducted from the customer's Total Owing Amount, then this field should be checked.

Roll up Memos

If Memo's against an invoice are to be included in the invoice amount rather than as separate lines on statement this field should be checked.

Restrict to Conditions Selected Below

If there is a need to restrict the customers selected beyond the range or class, then this field should be checked.

Activity - If Checked only customers with activity during the statement period

Credit - Select the Credit Balance option to include customers with credit balances.

Minimum Owing - Enter a dollar amount. An A/R statement will not be printed for any customer whose total amount owing is less than the amount entered in this field. If the client has a credit balance, the statement will only be suppressed from printing if the absolute value of the credit amount is between 0 and the amount entered in this field. For example, if the amount entered is \$50.00, and the credit is \$25.00, the statement will be suppressed.

Sort By

This field is used to specify the order that invoices appear on statements. The options available from the list are invoice number; invoice due date; invoice date; and job number.

Print Invoices

This field is used to specify which invoices appear on statements.

Indicate “ALL” to print all invoices for the period regardless of the balance.

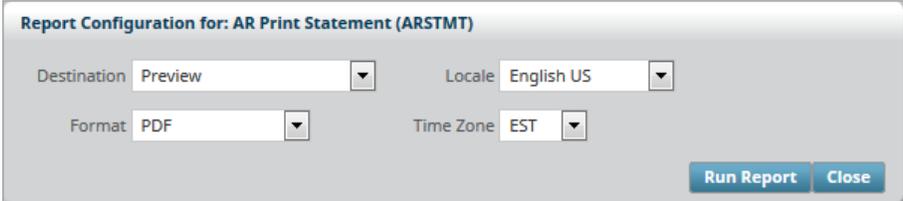
Indicate “NON ZERO” to print only those invoices for which the amount outstanding is not \$0.00 (positive and negative amounts outstanding).

Indicate “OWING” to print all outstanding invoices only.

[Message] – Button

The button opens a window where you can enter specific text to appear on the statements. There are five lines for text entry, each 60 characters in length. Any of these text entry fields may be left blank if desired. This is designed to allow you to customize the statement. You may want to wish your customers a 'Happy Holiday Season' or tell them about an upcoming event.

[Print] – Button



The screenshot shows a dialog box titled "Report Configuration for: AR Print Statement (ARSTMT)". It contains four dropdown menus: "Destination" set to "Preview", "Locale" set to "English US", "Format" set to "PDF", and "Time Zone" set to "EST". At the bottom right, there are two buttons: "Run Report" and "Close".

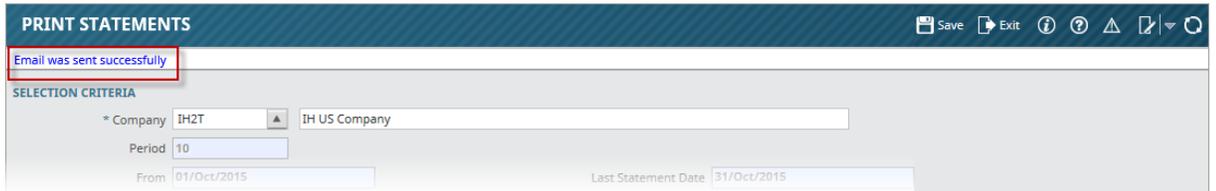
This button opens the Report Configuration pop-up to select the destination, format, location and time zone relevant for the printing of the customer statement. After selecting the required values, click [**Run Report**] to proceed with the printing of the statement.

The **Destination** field allows 3 selections: Preview, Email and Preferred Contact Method. For the **Preview** option, the Account Receivable statement will be displayed on the screen in the selected format.

For **Email** destination the email window will appear, shown below, upon pressing [**Run Report**].



Fill out the standard email fields and press [**OK**]. The system will send the email to the specified address(es) with the Account Receivable Statement attachment, and if it was sent successfully, the system will display the message “Email was sent successfully”, as shown below:



The **Preferred Contact Method** destination is used to send the Account Receivable Statement automatically according to the Customer setting.

When the user is printing the Account Receivable Statement for a customer and the Preferred Contact Method destination is selected, the system will check 3 fields from the Maintain Customers screen, on the **Customer** tab, for this particular customer: **AR Statement Email Flag**, **AR Statement Email Addresses**, and **E-mail**.

If the flag **AR Statement Email Flag** is unchecked, the Account Receivable Statement will be displayed on the screen in the same fashion as the **Preview** destination option.

If the flag **AR Statement Email Flag** is checked, the **AR Statement Email Addresses** field has one or more comma separated email addresses, and the **E-mail** field is blank, the system will send the Account Receivable Statement to all of the listed addresses.

If the flag **AR Statement Email Flag** is checked and the **AR Statement Email Addresses** field is blank, the system will send the Account Receivable Statement to the email address located in the **E-mail** field.

Printing Dunning Letters

Pgm: ARDUNPRT – Printing Dunning Letters

Dunning Letters are user defined past due letters used as a reminder for amounts owing. Once a dunning letter(s) has been designed (see Local Table Setup - Dunning Letters for more details) you are able to print those dunning letters based on selected criteria. The system uses a matrix of overdue amount and age of overdue amount to determine which style of dunning letter to print for the customer.

Customer Starting and Ending Range to Print

Enter the Customer starting and ending code for customers that dunning letters are to be produced for. If these fields are left blank all customers marked as receiving dunning letters required will have a dunning letter printed if applicable.

Customer Class Code

If entered this field will restrict the selection to customers that have a matching Class Code.

Dunning Letter Date

Enter the date that will appear on the dunning letters.

Minimum Owing Amount

The system allows you to specify three different 'owing' levels for the printing of dunning letters; only one level is mandatory. For example, you may print one type of dunning level for those customers who owe \$500, but a different dunning letter for those customers owing \$1,000. In such a case you would put \$500 in the first \$ field and \$1,000 in the second \$ field.

Dunning code for the customers overdue by the amount above

Enter the dunning code for the letter that will be used for the combination of amount and time overdue.

Viewing Data

Executive Query

AR - EXECUTIVE QUERY - 1
Save Exit Help Print Refresh

SELECTION CRITERIA

* Company: RV123456 R.V.Head Quarters Company, LLC Age Date: 12062015

Class: Age Deposits

Collector:

Balance: <=30 30-60 60-90 Over 90

BALANCES

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM User Extensions

* Customer	Balance	Current	Age1	Age2	Age3	Age4	Age5	Retainage
1487659	0	19,825	0	0	-19,825	0	0	0.00
A1VENDOR	0	0	0	0	0	0	0	0.00
AMIGAS	1,300,966	-1,468	0	0	1,302,434	0	0	46,597.44
ENGCORP1	0	0	0	0	0	0	0	0.00
FAIRFAX	102,799	-51,274	0	0	154,074	0	0	10,981.17
ICC	1,257	0	0	0	1,257	0	0	139.63
SKYAIR	2,321,104	-16,608	0	139,251	2,198,461	0	0	118,844.06
TEST1	0	0	0	0	0	0	0	0.00
TEST2	0	0	0	0	0	0	0	0.00
V10X-008	0	0	0	0	0	0	0	0.00
VECTOR	68,529	-6,000	0	0	74,529	0	0	8,281.04
ZCC	0	0	0	0	0	0	0	0.00

Customer Name: 1487659 - CANNISTR - Issue for 0.00 receipt Credit Limit: 999,999,999.00

[Invoices](#) [Deposits](#) [Sub-Customers](#)

Pgm: AREXQRY – AR Executive Query

The Executive Query allows the operator to query invoices and checks for customers. The first block is used to select a class and/or collector code for the search criteria. The second block will display a summary of the amount owing by customer. For each customer, you may display all the invoices for that customer, and then display further invoice and payment detail when accessing the individual invoices.

Class code

Enter the class code in order to customize the query so that only data associated with this code will be displayed in subsequent blocks on this form.

Collector Code

The collector code limits the query even further. Enter a Collector code in order to customize the query so that only data associated with this code will be displayed in subsequent blocks on this form.

Age Date

Enter the aging date for the customer information to be queried in the next blocks. The information displayed will be aged based on the date entered in this field, regardless of the current system date.

The system date will default to this field but may be changed at any time.

NOTE: Any invoices entered with dates subsequent to the date entered in this field will be treated as current.

Age Deposits

This option should be selected if deposits to be aged along with the other customer activity when calculating balances. If this field is left blank, deposits will age into the current period.

Move to the Customer Balances block

The Customer Balance block displays each customer's aging as well as the balance. Invoices and payments will be consolidated on this block for each customer and sorted into the appropriate aging period.

The section starts in query mode, if a specific query is required it can be entered otherwise execute query to see all customer balances.

[Invoices] – Button

After moving to the required customer record, use the button to examine the invoices that make up the specified customer balances.

[Deposits] – Button

Use the Deposits button to view any non-applied deposits for the customer.

[Sub-Customers] – Button

After moving to the required customer record, use the button to examine the Sub-Customer balances that make up the Controlling customer balances.

[Invoices] – Button

AR - EXECUTIVE QUERY - 1
Save ⓘ ? ▲ ↵ ↻

SELECTION CRITERIA

* Company: Age Date:

BALANCES

Customer:

Balance	<=30	30-60	60-90	Over 90		
0.00	19,825.00	0.00	0.00	-19,825.00	0.00	0

INVOICES

View ▾ | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM | User Extensions

* Invoice	Invoice Date	Amount	Adjustment	Payments	Outstanding	Outstanding Including FC
JB100000144	18072014	13,825.00	0.00	0.00	13,825.00	13,825.00
JB100000143	18072014	6,000.00	0.00	0.00	6,000.00	6,000.00
AR100000058	18072014	-10,250.00	0.00	0.00	-10,250.00	-10,250.00
AR100000057	18072014	-7,575.00	0.00	0.00	-7,575.00	-7,575.00
AR100000056	18072014	-3,000.00	0.00	0.00	-3,000.00	-3,000.00
AR100000055	18072014	1,000.00	0.00	0.00	1,000.00	1,000.00

Description:

[GL Dist.](#) [Details](#) [Check](#) [Adjustment](#) [Close](#)

Pgm: AREXQRY – AR Executive Query Invoice Details

This section automatically displays any invoice where the outstanding amount is not equal to zero. To view all invoices, enter query mode and remove or change the default in the Outstanding Column as required, then execute the query.

[GL Dist] – Button

This opens a window that shows the General Ledger Distribution of the invoice. Including the batch number and any job or equipment information if applicable.

[Details] – Button

This button is enabled when ‘sales’ invoices have the Item Detail information.

[Adjustments] – Button

Press the Adjustments button to examine the dollar amounts that make up the invoice in the previous block

[Check] – Button

This will open a window showing all payments related to the current invoice.

Customer Account Detail Query

Exit ? ▲ ↵ ↻
CUSTOMER ACCOUNT DETAIL QUERY

SELECTION CRITERIA

Company:

SELECT CUSTOMER

* Customer: * Show Closed Items After:

Class: Credit Limit:

Collector: Outstanding Balance:

DETAIL

View | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM | User Extensions

Comp	Source Num	Type	For Source	Source Date	Due Date	Net Amount	Balance	Age
RV123456	AR100000004	Invoice		24022011	26032011	63,604.32	63,604.32	1539
RV123456	F27	Fin.Chg	AR100000004	31032014		1,468.40	65,072.72	1539
RV123456	F3	Fin.Chg	AR100000004	31012014		1,425.63	66,498.35	1539
RV123456	AR100000030	Invoice		19022013	21032013	-3,467.86	-3,467.86	813
RV123456	AR100000032	Invoice		19022013	21032013	2,703.75	2,703.75	813
RV123456	F15	Fin.Chg	AR100000032	31012014		71.11	2,774.86	813
RV123456	F39	Fin.Chg	AR100000032	31032014		73.25	2,848.11	813
RV123456	AR100000034	Invoice		08082013	07092013	-11,778.43	-11,778.43	643
RV123456	AR100000035	Invoice		08082013	07092013	12,062.43	12,062.43	643
RV123456	F19	Fin.Chg	AR100000035	31012014		351.87	12,414.30	643
RV123456	F46	Fin.Chg	AR100000035	31032014		362.43	12,776.73	643
RV123456	AR100000039	Invoice		16012014	15022014	57,129.70	57,129.70	482
RV123456	F43	Fin.Chg	AR100000039	31032014		1,703.89	58,833.59	482
RV123456	AR100000067	Invoice		12112014	12122014	0.10	0.10	182
RV123456	AR100000071	Invoice		25112014	25122014	789,456.45	789,456.45	169

INVOICE DETAIL

Discount Date: Job Code: Discount Amt: Retainage Amount:

Description:

Pgm: ARACCQRY – Account Detail Query

The Customer Account Detail Query displays detailed information about each customer account. The first block allows the user to query customers by customer code, class code, collector code, credit limit, and balance owing. The second block displays the full account activity for the selected customer.

NOTE: ALL activity will be displayed in this block with the activity type shown on each item. It is not possible to restrict the type of activity displayed or queried in this screen.

Invoice Query

Exit | ? | ▲ | ▼ | ↻
INVOICE QUERY

SELECTION CRITERIA

* Company: Show Voided Invoices **Deleted Invoices**

INVOICES

View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM | User Extensions

Customer	* Invoice Number	Invoice Date	Due Date	Post Date	Net Amount	Retainage Amount	Discount Amount	Discount Taken Amount	Total Amount	Outstanding Amount	Batch	Job Code	Ser Co
1487659	JB100000144	18072014	31052015	18072014	13,825.00	0.00	276.50	0.00	13,825.00	13,825.00	4157	1487659	JB1
1487659	JB100000143	18072014	22052015	18072014	6,000.00	0.00	120.00	0.00	6,000.00	6,000.00	4155	1487659	JB1
1487659	AR100000058	18072014	17082014	18072014	-10,250.00	0.00	0.00	0.00	-10,250.00	-10,250.00	4161		AR1
1487659	AR100000057	18072014	17082014	18072014	-7,575.00	0.00	0.00	0.00	-7,575.00	-7,575.00	4160		AR1
1487659	AR100000056	18072014	17082014	18072014	-3,000.00	0.00	0.00	0.00	-3,000.00	-3,000.00	4159		AR1
1487659	AR100000055	18072014	17082014	18072014	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	4158		AR1
AMIGAS	JB100000163	30062015	30072015	30062015	0.00	0.00	0.00	0.00	0.00	0.00	5774	1500217	JB1
AMIGAS	JB100000160	30062015	30072015	22052015	0.00	0.00	0.00	0.00	0.00	0.00	5764	1500217	JB1
AMIGAS	JB100000159	30042015	30052015	30042015	0.00	0.00	0.00	0.00	0.00	0.00	5763	1500217	JB1
AMIGAS	JB100000162	01032015	31032015	01032015	0.00	0.00	0.00	0.00	0.00	0.00	5772	1500217	JB1
AMIGAS	JB100000158	01032015	31032015	01032015	0.00	0.00	0.00	0.00	0.00	0.00	5762	1500217	JB1
AMIGAS	JB100000161	31012015	02032015	31012015	990.00	110.00	19.80		1,100.00	990.00	5771	1500217	JB1
AMIGAS	JB100000157	31012015	31012015	31012015	0.00	0.00	0.00	0.00	0.00	0.00	5651	1500217	JB1
AMIGAS	AR100000081	19012015	18022015	19012015	125.00	-125.00	0.00	0.00	0.00	0.00	4950		AR1
AMIGAS	AR100000079	19012015	18022015	19012015	84,726.81	8,965.80	1,613.84	0.00	93,692.61	59,858.06	4950		AR1
AMIGAS	JB100000150	16012015	15022015	16012015	1,124.55	119.00	22.49		1,243.55	1,124.55	4937	8500	JB1
AMIGAS	AR100000076	13012015	12022015	13012015	1,181.25	125.00	22.50		1,306.25	1,181.25	4799		AR1
AMIGAS	AR100000075	13012015	12022015	13012015	94.50	10.00	1.80	0.00	104.50	0.00	4626		AR1
					3,918,026.39	184,843.34	45,547.72	430.07	4,102,869.73	3,853,398.06			

Customer Name: Invoice Description:

[Update](#) [Memo Attached](#) [Payments](#)

Pgm: ARINMQRY – Invoice Query

The invoice query displays all invoices posted in a particular company in order of invoice number within customer code. The query allows the user to scroll through various items pertaining to the invoice such as sales amount, retainage amount, discount amount, sales amount, total amount, outstanding amount, batch, job code, invoice description and collection code. All these fields are available for query criteria and therefore the operator may select as many or as few invoices for display as required.

Also users may query for Net Amount and Outstanding amount fields or even query for an amount range. First, he users should click Query By Example icon: . To query, users may enter the query criteria operators such as '=', '<', '>', '<=', '>=', '!=', followed by the amount. The amount range may be queried by the expression such as '# Between 100 And 9999'

The system also tracks 'Deleted' invoices, invoices entered through the invoice entry screen and then 'Deleted' before posting. To view these invoices, press the [Deleted Invoices] button. These invoices have no effect on the AR system or the customer balance, the data is kept for informational purposes only.

The [Update] button launches an Override screen, shown below, that allows authorized users to change the Due Date and provide an explanation for the change.

Customer Account Quick Detail

Invoice	Status	Invoice Date	Due Date	Original Amount	Net Owing	Age	Retainage Amount
JB100000161	O	31012015	02032015	1,100.00	990.00	102	110.00
AR100000079	O	19012015	18022015	93,692.61	59,858.06	114	8,965.80
JB100000150	O	16012015	15022015	1,243.55	1,124.55	117	119.00
AR100000076	O	13012015	12022015	1,306.25	1,181.25	120	125.00

Pgm: ARQCKQRY – AR Quick Detail Query

The Customer Account Quick Detail allows access to detailed information about a customer’s account in a speedy fashion. The form allows you to retrieve information about each customer’s invoices, payments, memos, financial charges, and balance. Once a customer is selected, invoices are displayed and you can view specific payment, memo and financial charge history. The bottom of the screen displays a summary of the aging of the customer account.

Unposted Detail Query

UNPOSTED DETAIL QUERY								
SELECTION CRITERIA								
* Company RV123456 R.V.Head Quarters Company, LLC								
OPEN ENTRIES BY BATCH								
View	Freeze	Detach	Search	Workflows	Report Options	Export	ECM	User Extensions
Company	Batch Number	Type Code	Type	Batch Count	Batch Description	User		
RV123456	3474	T	Invoice	1	Job Billing	RAVI		
RV123456	3474	T	*G/L	6	Job Billing	RAVI		
RV123456	5205	R	Payment	1	Irina 1	RAVI		
RV123456	5205	R	*G/L	2	Irina 1	RAVI		
RV123456	5208	R	Payment	1	IRINA 2	RAVI		
RV123456	5208	R	*G/L	2	IRINA 2	RAVI		
RV123456	5213	R	Payment	1	RECEIVABLE	RAVI		

Pgm: ARTOPST – AR Unposted Detail Query

The Unposted Detail Query is used to examine batches with unposted entries in the Accounts Receivable application. This query is mostly used at month’s end to verify that everything has been posted.

Payment Query

PAYMENT QUERY																
SELECTION CRITERIA																
* Company IH2T IH US Company <input type="checkbox"/> Show Voided Checks																
RECEIPT QUERY																
View	Freeze	Detach	Search	Workflows	Report Options	Export	ECM Documents	User Extensions								
Customer	Bank Company	Dept	Account	Check Number	Check Date	Payment Amount	Invoice Write-Off Amt	Invoice Allowance Amt	Received Date	Post Date	Reconciled Date	Curr	Foreign Amount	Conversion Factor	Void Code	Void Date
IH-PC	IH2T	00	1000.100	ch0987	26/Nov/2010	300.00	0.00	0.00	26/Nov/2010	26/Nov/2010		USD	300.00	1.00		
IH-PC	IH2T	00	1000.100	IH400	19/Feb/2011	400.00	0.00	0.00	19/Feb/2011	19/Feb/2011		USD	400.00	1.00		
IH-PC	IH2T	00	1000.100	IH001	27/Apr/2011	100.00			27/Apr/2011	27/Apr/2011		USD	100.00	1.00		
IH-PC	IH2T	00	1000.100	987	28/Apr/2011	55.00	0.00	0.00	28/Apr/2011	28/Apr/2011		US	55.00	1.00		
IH-PC	IH2T	00	1000.100	0098	28/Apr/2011	77.00	0.00	0.00	28/Apr/2011	28/Apr/2011		US	77.00	1.00		
IH-PC	IH2T	00	1000.100	987654	28/Apr/2011	99.00	0.00	0.00	28/Apr/2011	28/Apr/2011		US	99.00	1.00		
IH-PC	IH2T	00	1000.100	777	28/Apr/2011	1,000.00			28/Apr/2011	28/Apr/2011		USD	1,000.00	1.00		
IH-PC	IH2T	00	1000.100	12345	29/Apr/2011	100.00	0.00	0.00	29/Apr/2011	29/Apr/2011		US	100.00	1.00		
IH-PC	IH2T	00	1000.100	7878	29/Apr/2011	444.00	0.00	0.00	29/Apr/2011	30/Apr/2011		US	444.00	1.00		
IH-PC	IH2T	00	1000.100	22	13/May/2011	350.00	0.00	0.00	13/May/2011	13/May/2011		US	350.00	1.00		
IH01US	IH2T	00	1000.100	222	04/Sep/2011	300.00			04/Sep/2011	04/Sep/2011		USD	300.00	1.00		
IH01US	IH2T	00	1000.100	111	04/Sep/2011	500.00			04/Sep/2011	04/Sep/2011		USD	500.00	1.00		
IH01US	IH2T	00	1000.100	600	04/Sep/2011	600.00			04/Sep/2011	04/Sep/2011		USD	600.00	1.00		
IH01US	IH2T	00	1000.100	ch999	19/Oct/2011	1,000.00	0.00	0.00	19/Oct/2011	19/Oct/2011		USD	1,000.00	1.00		
IH01US	IH2T	00	1000.100	ch9999	19/Feb/2011	500.00	0.00	0.00	19/Mar/2011	27/Apr/2011		USD	500.00	1.00		
IHINDCNT	IH2T	00	1000.100	ch77	26/Oct/2011	2,098.00	0.00	0.00	26/Oct/2011	26/Oct/2011		USD	2,098.00	1.00		
						7,923.00	0.00	0.00								

Pgm: ARPAYQRY – AR Payment Query

The AR Payment Query displays payment information based on check number within customer code. The query allows you to retrieve payment information such as the cash account this payment was posted into, the check date, payment amount, received date, Post Date, reconciled date, currency, foreign amount, conversion factor, reversal code, reversed date, job code, batch number, and sequence number.

From a payment record, it is possible to drill down by using the **[Invoice Detail]** button to view which invoice(s) the payment was applied against.

AR Invoice/Payment Query

AR INVOICE/PAYMENT QUERY

SELECTION CRITERIA
 * Company: IH2T | IH US Company | Show Voided Invoices

SELECT RECEIPT
 View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

Customer	Name	Invoice Number	Invoice Amount	Paid Amount	Invoice Post Date	Invoice Void Date
IH-PC	Irina's Publishing Company	ARI-000029	1,000.00	300.00	26/Nov/2019	
IH-PC	Irina's Publishing Company	ARI-000034	1,000.00	500.00	19/Feb/2019	
IH-PC	Irina's Publishing Company	ARI-000037	1,000.00	581.00	28/Apr/2019	
IH-PC	Irina's Publishing Company	ARI-000038	4,000.00	544.00	29/Apr/2019	
IHD1US	IH US Partner 01 Name	ARI-000001	333.00	110.00	04/Sep/2019	
IHD1US	IH US Partner 01 Name	ARI-000002	200.00	186.20	04/Sep/2019	
IHD1US	IH US Partner 01 Name	ARI-000003	300.00	279.30	04/Sep/2019	
IHD1US	IH US Partner 01 Name	ARI-000004	400.00	100.00	04/Sep/2019	
IHD1US	IH US Partner 01 Name	ARI-000026	2,300.00	1,000.00	19/Oct/2019	
IHD1US	IH US Partner 01 Name	ARI-000027	10,000.00	400.00	19/Feb/2019	
IHINDCNT	Ih Independent Contractor	ARI-000028	2,456.99	2,098.00	26/Oct/2019	

Payment Detail

Pgm: ARINVPAYQRY – AR Invoice Payment Query

The AR Invoice/Payment Query screen is based on 'AR invoices' for which the details of payments may be viewed from the 'Payment Details' popup.

AR INVOICE/PAYMENT QUERY

PAID INVOICES
 Company: IH2T | Invoice Number: ARI-000029 | Customer: IH-PC
 Total Paid Amount: 300.00

PAYMENT DETAILS
 View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

Payment Comp Code	Check Number	Paid Amount	Payment Batch Number	Payment Post Date	Bank Comp Code	Payment Account Code	Payment Void Batch Number	Payment Void Date	Voided Check
IH2T	ch0987	300.00	30338	26/Nov/2019	IH2T	1000.100			<input type="checkbox"/>

Close

Pgm: ARINVPAYQRY – Payment Detail Button

System Logs

System Logs have been added for the convenience of the user. Users may access Business Partner, Customer Detail, Unposted Invoices, Unposted and Posted Receipts, as well as, re-configure the screen to user satisfaction. For information on the use of System Logs please refer to the System Data Manual.

Reports

Compound Taxes Accrued Report

Enter Parameters for: Compound Taxes Accrued Report (ARCTXACR) ✕

Company	CCC	CMIC Test Construction Company
From Business Partner		
To Business Partner		
Base Printing On	P	Posting Date
From Date		
To Date		
From Tax Code		
To Tax Code		
Direct Tax	B	Both (Direct and Indirect)
Report Type	S	Summary

Destination: Preview

Output Format: PDF Locale: English US

Edit Defaults Run Report Cancel

Sample of Compound Taxes Accrued report's Enter Parameters screen.

NOTE: This report is also found in the AP module.

Report Type

If the “**AR Only Detail**” option is selected, the report will not display any information from Accounts Payable, and reports on AR data only.

Report Printout

AR Compound Tax Report									
Customer Code	Customer Name	Type	Invoice Number	Invoice Date	Applicable Amount	Applicable Amount Less Retainage	Current Taxed Amount	Non-Taxable Amount (Incl. Retainage)	Tax Amount
Company: 6A Darrows CIT Construction Grp									
Tax: 0680815 ARCMPT									
Jurisdiction: FLORIDA Florida State Tax									
Job: ARCMPMULTI Multiple Compound Tax Test									
LEECCOUNT	Lee County Port	I	J0106-004	JAN 31, 2006	29,150.00	26,236.00	26,234.00	2,916.00	1,049.40
LEECCOUNT	Lee County Port	I	J0306-001	MAR 31, 2006	30,000.00	27,000.00	13,500.00	16,500.00	540.00
LEECCOUNT	Lee County Port	I	J0206-002	FEB 28, 2006	30,000.00	27,000.00	27,000.00	3,000.00	1,080.00
Total For Job ARCMPMULTI					89,150.00	80,236.00	66,734.00	22,416.00	2,669.40
Job: ARTAXPART AR Compound Partial Billed Tax Testing 0680815									
LEECCOUNT	Lee County Port	I	J0106-003	JAN 31, 2006	19,000.00	17,100.00	17,100.00	1,900.00	684.00
Total For Job ARTAXPART					19,000.00	17,100.00	17,100.00	1,900.00	684.00
Job: ARTAXTEST AR Compound Tax Testing 0680815									
LEECCOUNT	Lee County Port	I	J0206-001	FEB 28, 2006	44,000.00	43,100.00	43,100.00	900.00	1,724.00
LEECCOUNT	Lee County Port	I	J0106-002	JAN 31, 2006	22,745.65	20,471.08	20,471.58	2,274.07	818.84
Total For Job ARTAXTEST					66,745.65	63,571.08	63,571.58	3,174.07	2,542.84
Job: No Job									
CASH	Cash Customer	I	ARINVOICE01	JAN 15, 2006	8,550.00	8,550.00	8,550.00	0.00	342.00
Total For Job No Job					8,550.00	8,550.00	8,550.00	0.00	342.00
Total For Jurisdiction FLORIDA					183,445.65	169,456.08	155,955.58	27,490.07	6,238.24
Jurisdiction: MIAMI CITY Miami City									

Applicable Amount

This shows the amount of the Invoice to which the Tax Code is being applied.

Applicable Amount Less Retainage

This shows the first amount less the calculated Retainage for the current Invoice

Current Taxed Amount

This represents the amount being taxed on the Invoice.

Non-Taxable Amount

This value shows the Retainage Amount plus in the case of Job Billing Invoices, the amount not being taxed based on use of the "Percentage To Which Tax Applies" option.

Tax Amount

The current Invoice Tax amount for the Jurisdiction/Tax Code.

Utilities

Period End Procedure

The screenshot shows the 'AR PERIOD END' utility interface. The title bar contains the text 'AR PERIOD END' and several icons for 'Save', 'Exit', and other functions. Below the title bar is a section titled 'SELECTION CRITERIA' with the following fields:

- Company: RV123456 (dropdown), R.V.Head Quarters Company, LLC (text)
- Ending Year: 2015 (text)
- Period: 1 (text)
- Period Start Date: 01012015 (text)
- Period End Date: 31012015 (text)

A 'Process' button is located at the bottom of the form.

Pgm: ARPEREND – AR Period End

Once all transactions have been entered into the Accounts Receivable for the period, you will want to close that period and set the new current period.

Ending Year and Period

Enter the year and period for which the company being closed. The system will default the period start and end date for your verification

[Process] – Button

The Period End Process will set the Current Period to the next consecutive period in the period table. When posting, the system will verify that the date of the record being used to post the batch is within an open period. An error message will be returned if the entries are outside the posting period.

AR vs GL Verification

AR VS GL VERIFICATION												
SELECTION CRITERIA												
* Company	ZZ CMC Construction Inc.					Data Type	<input checked="" type="radio"/> Entered Data Only <input type="radio"/> Converted Data Only <input type="checkbox"/> Group Converted Data by Batch# <input type="radio"/> All Data					
Start Date			Cut-Off Date	05/May/2016		<input checked="" type="checkbox"/> Include Lines with Missing AR <input checked="" type="checkbox"/> Include Lines with Missing GL						
* Account List	1500.100, 1500.200, 1500.300											
INCONSISTENT BATCHES												
View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions												
Batch#	AR Amount	GL Amount	Difference	Curr	Posted Inv	Posted Void Inv	Posted Memo	Posted Chq	Posted Void Chq	Unposted Inv	Unposted Memo	Unposted Chq
6	22,902.84		22,902.84	US	1							
15	2,044.34		2,044.34	US	1							
16	-3,787.88	0.01	-3,787.89	US		4						
54	59,731.25	66,368.04	-6,636.79	US	1							
64	381,567.86	423,964.31	-42,396.45	US	1							
113	-17,500.00		-17,500.00	US				1				
1930	-100.00		-100.00	US				1				
2496	-3,000.00		-3,000.00	US				2				
2498	-3,000.00		-3,000.00	US				2				
2582	-1,000.00		-1,000.00	US				1				
2583	-2,000.00		-2,000.00	US				1				
2584	-1,500.00		-1,500.00	US				1				
8034	44,999.92	50,000.00	-5,000.08	US	1							
11323	-191.63	0.01	-191.64	US		4						
11377	-84.00	0.00	-84.00	US		4						
	589,496.26	653,281.38	-63,785.12									

Pgm: ARGLBCH – AR vs GL Verification

This utility is used for routine verifications and to verify imported and converted data. It identifies Batches with which the AR module’s account of its GL postings are inconsistent with the GL module’s account of its postings. These Batches are referred to as inconsistent Batches, and they are listed under the **Inconsistent Batches** section.

Details about the inconsistent Batches can then be viewed by running the AR Aged Report (provides posting details according to AR module) and a GL Trial Balance report (provides posting details according to GL module).

For example, when one compares GL Trial Balance to the AR Aged Report, they add together balances of AR Subledger Account and AR Deposit account - because the AR Aged Report also combines Invoices and Deposits. This is why you always need to specify the deposit account when running this AR vs GL Verification utility for the Receivables Account.

Inconsistent Batches

When a Batch created in the AR module is posted to the GL, the AR module keeps a record of the Batch sent to the GL module for posting. In the GL module, a corresponding record of the received and posted Batch from the AR module is also kept. So, both modules have their own records of the Batch created in AR and posted to the GL.

However, for a Batch created in the GL module, via its Enter Transaction screen, and posted against AR sub-ledger accounts, a record of the posted Batch only exists in the GL module.

This utility identifies inconsistent Batches by checking that the corresponding records for each posted Batch exist in the AR and GL modules. This provides extra assurance that a sent Batch was received and posted. If

this utility finds a record of a posted Batch in the AR module, but it does not find the corresponding record of the posted Batch in the GL module, or vice versa, it will list the Batch under the **Inconsistent Batches** section. Thus, a Batch created via the GL Transaction Entry screen to post against AR sub-ledger accounts will always be listed under the **Inconsistent Batches** section, because there is no corresponding record of the Batch in the AR module (i.e. it is an unusual transaction that should be noted).

Also, for each pair of posted batch records (one in AR and other in GL), this utility checks that the amounts posted to the accounts are the same.

Lastly, it checks that each posting is consistent with what was intended, in order to try and catch errors with the accounts used for postings. For instance, for a Customer, if either of their Invoice's default **A/R**, **Discount**, or **Retainage** accounts (set on **Accounting** tab of Maintain Customers screen) are accidentally set to the same account, this utility will catch that its posted Invoices were not distributed in a standard fashion.

Selection Criteria – Section

Company

The company code will automatically default to the user's AR Logon Company, which may be changed if required.

Start Date (optional)

From which this utility should start looking for inconsistent batches.

Cut-Off Date (required)

The cutoff date represents the posting date being reconciled to. In most cases this would be the last day of a month or of a fiscal period.

Acc Type

There are 3 choices, these choices are the AR Control Accounts, AR Retainage Accounts or AR Deposit Accounts. Select the type of account you are trying to reconcile.

Account List

This field is used to enter the accounts to be considered by this utility. Account codes are separated by commas, and up to 19 accounts can be listed.

The account code must match the account type to get the correct results. For example, to view retainage only use retainage accounts. Do not use both the AR control and Retainage accounts.

NOTE: To find all inconsistent batches, all appropriate accounts must be entered. In most cases when unexpected results are returned, the cause is an incorrect list of the accounts to consider via this field.

Data Type: Entered Data Only, Converted Data Only, All Data

The default for this field is **Entered Data Only**, but you may use this utility on converted or imported data as well. Select the required type.

Include Lines with Missing AR – Flag

If checked, posted batches with missing records of the posting in the AR module will be displayed. This happens when postings originate from the GL module, via its GL Transaction Entry screen.

Include Lines with Missing GL – Flag

If checked, posted batches that originated from the AR module that do not have a corresponding record of the posting in the GL module will be displayed.

Group Converted Data by Batch # – Flag

If checked, converted data will be grouped by batch numbers, otherwise converted data will be shown as one batch.

NOTE: It is recommended that this flag is unchecked because AR and GL data is converted in separate batches, therefore these batches will always show up as inconsistencies.

Inconsistent Batches – Section

This section list all inconsistent Batches, according to the parameters set under the Selection Criteria section.

For each inconsistent Batch, the following is displayed: batch number, the AR amount, the GL amount, the variance, and what types of AR transactions were within the Batch (number of transactions of that type displayed under type's column).

The **AR Amount** column shows posted amounts according to the AR module, and the **GL Amount** column shows posted amounts according to the GL module. If an amount only shows up in one column, it means that a record of the posting only exists in the corresponding module; and if amounts show up in both columns, it means that a record of the posting exists in both corresponding modules.

Details about the inconsistent Batches can be viewed by running the AR Aged Report (provides posting details according to AR module) and a GL Trial Balance report (provides posting details according to GL module).

Common Examples

If you have No AR amount at all, this usually indicates that the user 'DA' has entered a Journal Entry directly to a Control Account.

If you have No AR amount at all and the Data was imported, it means the imported distribution contained the wrong account codes

If you have No GL then this usually indicates that the user 'DA' overrode the default GL account on an AR transaction.

If you have No GL the data was imported this usually indicates that you brought in AR without posting it to the GL and the GL was imported via a different batch number.

If all of the appropriate accounts were not entered via the **Account List** field, an unexpected Batch may be listed.

Pay When Paid Invoice Matching

PAY WHEN PAID INVOICE MATCHING
Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company: Subcontract
 Purchase Order
 Job: Non SC OR PO
 Query All SC Invoices

AR INVOICES

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Job	Customer	Invoice	Post Date	Invoice Amount	Contract	Draw
1000	SKYAIR	AR100000033	18062013	0.90	1000	
1000	SKYAIR	JB100000001	22092011	14,000.00	1000	1
1000	SKYAIR	JB100000009	14122011	246.90	1000	2
1000	SKYAIR	JB100000010	14122011	246.90	1000	2
1000	SKYAIR	JB100000011	14122011	17,982.18	1000	3
1000	SKYAIR	JB100000016	11122012	70,953.50	1000	4

Customer Name:

SC INVOICES

View Freeze Detach Search Workflows Report Options Export Import Attachments Notes ECM User Extensions

Sel	Vendor	Invoice	Post Date	Invoice Amount	Pay Status	Contract	Draw	Parent AR Invoice
<input type="checkbox"/>	A1ROOF	725633	18062013	900.00	Normal			

Vendor Name: [Unlink Records](#) [Link Records](#)

Pgm: ARSCMTCH – Pay-When-Paid Invoice Matching

This utility allows you to apply Paid When Paid functionality to subcontract vouchers entered directly via AP instead of the Subcontract Pay Request Screen, or for Jobs that are billed as Direct AR or via Job Billing.

The AR invoice Block will display all AR invoices that have a job code applied. The Contract code and Draw number will only be available for invoices where the Job is set to invoice by Manual AR.

The SC Invoice Block will display all vouchers that have a subcontract code assigned to the Job of the Invoice.

To match records for Pay When Paid, in the AR Invoice section enter the required SC Job Contract Code and Draw Number, then move to the SC invoices and select those that apply to the draw by checking the select box. When done press the **[Link Records]** button. This will apply the draw number to the SC Voucher.

By default, the SC Invoice section only displays Vouchers that have a post date in the same period as the AR Invoice. If you want to query ALL SC Vouchers, hit the **[Query All]** button then press Execute Query.

If you want to 'Unlink' records, make the draw number null in the AR Invoice block, then in the SC invoice block Query All and select the ones you wish to remove.

Print Posting Reports

* Batch	Name	* User	* Date
5441	rv test	RAVI	13032015
5293	Void Batch	RAVI	12032015
5292	Moving Target	RAVI	12032015
5290	Sales Invoice	RAVI	12032015
5289	TEST RV	RAVI	12032015
5288	AR MEMO	RAVI	12032015
5285	INVOICE TEST	RAVI	12032015
5214	RAVI 2015-03-10 R	RAVI	11052015
5029	rr	RAVI	05032015
5010	BBBB	RAVI	05032015
5008	TTTTTTTTTTTT	RAVI	05032015
5007	RRR	RAVI	05032015

Pgm: SYSRUN – Re-print Posting Reports

Use this utility to manage the printing and deleting of posting reports within your system.

During posting process the user has the option to print the posting reports immediately or print them at a later time using this utility. This can also be used to re-print previously printed but not deleted reports.

At this time, you can also re-print posting reports as well as delete those reports that are no longer required.

The screen first displays all posting reports for the company, sorted by batch number. The screen can be queried to limit the list.

Select the batch or batches to be printed. If the reports are to be deleted after printing check the Delete Box.

Press the **[Print]** button to begin the process of printing and/or deleting the selected posting reports.

System Configuration

Setup Procedures

Before you can start processing Accounts Receivable the following steps should have been completed.

Set Up Tax Codes

If you charge tax, be it federal, state, provincial, county, municipal on any invoices to your customers, the tax code must be set up. In a later step, you will associate specific taxes with specific customers, allowing the system to automatically calculate the required taxes on invoices for those customers. These taxes may have already been setup if you have completed the AP module setup before doing AR.

Set Up Payment Terms

Payment Terms are used to calculate the discount and due dates of an invoice. Every customer must have a payment term associated with them, even if the term is due on Receipt. Again, if you have completed the AP module setup before AR, then these may already have been defined.

Set Up Bank Accounts

Bank account codes are used by the cash receipt and check reconciliation procedures. You must have at least one Bank Account defined in the Banking system.

Since you also process payments to suppliers in the Accounts Payable application, this step may have already been completed. However, if you deposit money from customers in a different bank account than you pay suppliers, then the bank account used for cash receipts must be set up.

Set Up Interest Codes

Interest codes allow you to set up different types of financial charges to be charged to customers when their accounts are overdue. An Interest Calculation procedure can be used to automatically update customer accounts with the correct amount of interest each month.

Each customer you set up must have an interest code. If you don't plan to charge interest on overdue accounts, set up one code on this form (use the code "N/A" to indicate not applicable, setting all the values to zero), and use this code for each customer created.

Set Up Invoice Series Codes

(Optional) Invoice Series Codes are invoice types, and are used to differentiate the different AR invoices you will create. They also enable you to define specific AR control and Retainage Accounts if required. AR invoice series codes allow for the distinction between different invoices types.

Setup Write-Off Types

Write of Types are codes that represent different reasons why a write-off of a customer balance was performed.

Setup Up Collectors

Collectors are used define who is responsible for collections for a specific customer. There must be at least once collector setup.

Set Up AR Control File

The AR Control File contains important information about how the Accounts Receivable module will interact with other modules, what special forms it will use, and what general rules will govern processing activity. The AR Control File is also used to set up default General Ledger accounts specific to Accounts Receivable. These default accounts will appear for each new customer set up, making entry of new customers faster.

Logon to Accounts Receivable Using Desired Company Code

Every User must Login to AR via this form at least once. Also setting the Default Company makes it harder to make a mistake and enter data into the wrong company.

Set Up Customer Class Codes

A customer class code is normally used to associate customers who buy similar goods or services.

Each customer defined must be associated with a customer class.

Set Up Aging Periods

Aging periods are used to produce the aging reports and A/R statements, both of which show how long individual invoices have remained unpaid. In this application, the actual length of these periods is completely up to the user.

Set Up Customers

Before any invoices can be entered in the Accounts Receivable application, customers that you do business with must be entered as Business Partners. Once a Business Partner is defined it can then be distinguished as a customer.

Repeat this procedure for each company.

Set User Defaults (Default Company)

The screenshot shows the 'AR DEFAULT COMPANY' screen. At the top, there is a title bar with 'AR DEFAULT COMPANY' and a 'Table Mode' button. Below the title bar is a navigation bar with buttons for 'Save', 'Exit', and other icons. The main area is titled 'SELECTION' and contains a table of user defaults for user 'RAFID'. The table has two columns: the left column lists the default field name, and the right column shows the selected value and a dropdown arrow.

Field Name	Value
* User	RAFID
* Company	RV123456 R.V.Head Quarters Company, LLC
* Default Department	00 Company Level
Default Cash Company	RV123456 R.V.Head Quarters Company, LLC
Default Cash Department	00 Company Level
Default Cash Account	1000.100 Bank of America (Operating)
Default Invoice Series Code	AR1 AR1 Series Code

Pgm: ARSETFM – AR Default Logon Settings

This screen is used to set up a User's defaults for the AR module. The defaults selected on this screen will default to the appropriate fields of an Accounts Receivable screen when it initially loads for the User.

Company

Enter the code for the company that will default for this user in all AR forms.

Default Department

Enter the code for the department that will default when this user accesses a screen that requires the entry of the department

Default Cash Company

Enter the company code that will default when this user accesses a screen that requires the entry of the default cash company.

Default Cash Department

Enter the department code that will default when this user accesses a screen that requires the entry of the default cash department.

Default Cash Account

Enter the cash account that will default when this user accesses a screen that requires the entry of the default cash account. The default cash account must have been set up as the cash account on the Control File.

Default Invoice Series Code

This field is not currently utilized in this module.

AR Control File

The screenshot displays the 'MAINTAIN AR CONTROL SETTINGS' window. At the top, there's a title bar with 'Table Mode', 'Save', 'Exit', and other icons. Below the title bar, the 'SELECTION CRITERIA' section shows '* Company' set to 'IH2T' and 'IH US Company'. The main area is divided into tabs: 'System Defaults', 'Receipt', 'Statement', and 'Accounting'. The 'System Defaults' tab is selected, showing various configuration options. Key fields include 'Current Year And Period' (2016), 'AR' (Accounts Receivable), 'CR' (Cash Receipts), 'IR' (Interest Rate - AR), 'Interest Rate Code' (IH2), 'Collector Code' (IHCC), 'Freeform Invoice Name' (AR Invoice for Laser Printer), 'Default Term Code' (210N30), 'Company Logo File Name', and 'Default Invoice Series' (AR1). There are also checkboxes for 'Allow To Post To Future Period', 'Batch Control Total', 'Allocate AP Discounts to Job', 'Insurance', 'Freight', 'Allow Invoice Date In A Future Period', 'Allow Posting to Inactive Cost Codes/Categories', 'Invoice Series Codes Required', 'Calculate Retainage on Tax1', and 'Miscellaneous'. A 'Sales Tax Calculation Method' dropdown is set to 'Net Amount'.

Pgm: ARCTRLFM – AR Control File

The AR Control File is used to specify general information for the Accounts Receivable module for each Company utilizing the Accounts Receivable system. This screen consists of four tabs. The first three are for setting the processing defaults for the Company, the last tab is used to set the default departments and accounts for automatic General Ledger distributions.

Set the System Defaults

Current Year and Period

These two fields set the Current Year and Current Period for the Accounts Receivable application. This year and period can be equal to or ahead of the Company current period but it cannot be behind the Company current period.

The year and period entered here are used as the base to determine if a transaction is valid according to rules defined further down on this screen.

There is a Period End utility that will update these fields, or they can be manually updated.

Allow To Post to Future Periods – Flag

If this field is checked, the system will allow AR transactions and JB Invoices to be posted to a period that is ahead of the current AR year and period. The period must still be an open GL period.

AR, CR, IR (Journal Codes)

There are three main types of transactions in the AR system: Invoicing, Cash Receipts and Interest Calculations. Each of these transaction types can have a unique journal code if required. Enter the journal codes 'AR' invoices, 'CR' cash receipts and 'IR' interest receivable. Journal Codes are used to group like transactions together, making it easier to query on related information in the GL system.

Default Post Date into Invoice Posting Programs – Flag

This is only applicable if the 'Allow to Post to Future Periods' flag is active. When checked, the system will populate the posting date in the posting forms.

When unchecked, the AR Invoice Posting (APRPSTFM) and AR Sales Invoice Posting program (ARSINPST) will not have a default posting date. The current open AR period and the next two open AR periods will be displayed when the form is opens. Users have to make an entry into the posting date. There will be validation that the next two open periods displayed are actually open as per the GL period definition – if the GL Does not have them open then they will be left blank.

Batch Control Total – Flag

If checked, all users, except the DA user, will be required to use a batch control total. This means that when a new batch is created, the user must enter the total amount of the transactions within the batch (Batch Control Total), then at posting time, the system will not allow the batch to be posted if the transaction total does not match the batch total. There is a system privilege that can override the posting restriction for specific users.

Average Days to Pay Cutoff

Enter the number of days to be used in the calculation of the 'Average Days to Pay'.

The Average Days to Pay is the average number of days a particular customer takes to pay over a specified period of time. The period of time in which the average is calculated, is indicated by the number of days entered within this field. For example, if you enter the number '365' within this field, the system will calculate the 'Average Days to Pay' for the last 365 days.

The Customer Query will display the 'Average Days to Pay' for each customer.

Default AR Dept From Customer – Flag

If the AR Retainage and Control departments are to be derived from the invoice series code, leave this field unchecked. If they are to be retrieved from the Customer, this box must be checked.

Allocate AP Discounts to Job – Flag

This checkbox controls the allocation of the Discount Amount of Vouchers in the AP module. If checked, the Discount Allocation Method to use for AP Vouchers with a Job Distribution is “**Job Discount Cost Code and Category**”.

For details, please refer to the *Accrue AP Discounts to Job* sub-section in the AP-ADF reference guide

Set Invoicing Parameters

Interest Rate Code

The interest rate code entered here will default to the Customer Detail Maintenance screen and can be changed on a customer by customer basis. The code entered must have been previously set up within the ‘Interest Code’ screen.

Collector Code

The collector code entered here will be the default when a new customer is created either via the Business Partner buttons [**Customer**] or [**Company**] or when creating a new customer directly in the Customer Maintenance program.

Freeform Invoice Name

Currently CMiC Enterprise comes with one standard invoice format represented by the name ‘A/R Invoice – On Laser Printer’. – This is the only valid value for this field and is the default value.

Tax – Flag

Checked indicates that tax is to be added to the invoice total before discounts are calculated. Leave this box blank if tax is to be added to the invoice total after discounts are calculated.

Freight – Flag

Checked indicates that freight is to be added to the invoice total before discounts are calculated. Leave this box blank if freight is to be added to the invoice total after discounts are calculated.

Insurance – Flag

Checked indicates that insurance is to be added to the invoice total before discounts are calculated. Leave this box blank if insurance is to be added to the invoice total after discounts are calculated.

Miscellaneous – Flag

Checked indicates that miscellaneous charges are to be added to the invoice total before discounts are calculated. Leave this box blank if miscellaneous charges are to be added to the invoice total after discounts are calculated.

Default Term Code

The Terms code entered in this field will default to the Customer Detail screen. This code is only a default and may be changed when creating the customer.

Company Logo File Name

Enter the directory path used to store the Logo image file. Once a valid path has been entered, the image will be shown in the box below. This logo will be used on both the AR Free Form Invoice and the Sales Invoice Forms. This field is not required if Invoices will be printed on letter head. The button [Browse] simplifies Company Logo uploading process.

Invoice Series Codes Required

If checked the Series Code field will become a mandatory field on the AR Invoice Entry and AR Sales Invoice Entry screens. Invoices Series codes can be used to determine the AR Control and Retainage department and accounts as well as the invoice number.

Default Invoice Series Code

If a value is entered in this field it will automatically default into the AR Invoice and Sales Invoices programs unless 'Invoice Series Codes by Customer' is being utilized and there is a series code defined against the customer class.

Taxes per Line Item of an Invoice

This field indicates how many tax codes are allowed on a line item within the AR Sales Invoice program. Valid values are 1 thru 3.

Sales Tax Calculation Method

The available options for selection are 'Gross Method' and 'Net Method'. The standard default value is 'Net Method'. The selection will determine how the taxes are calculated, whether on the gross amount or on the Net Amount (less retainage). When using the Net Method, during retainage release, sales tax will be calculated on the release amount.

The selection is based on the requirements of a company and once selected, users will NOT be allowed to update the value when outstanding invoice amounts are found in the company.

Calculate Retainage on Credit Tax1

This field is only applicable if Tax 1 is a Credit Style tax such as HST. If checked, retainage will be calculated against Tax 1. This means that when an invoice is entered with a tax credit type tax, Retainage will be calculated on both the invoice amount and on the tax amount.

If this is left unchecked, then Tax 1 is calculated against the outstanding invoice amount only. When the retainage is released, Tax 1 will be applied.

This option is only valid if Canada, and only when using the HST a specific way.

Allow Invoice Date in A Future Period

If this field is checked the system will allow the Invoice Date on AR Invoices, JB Invoices, AR Sales Invoices and Interest Charges to be ahead of the current AR Period. If this field is unchecked all Invoice Dates entered must be in the current period or earlier.

Allow Posting to Inactive Phases\Categories

If this field is checked the system will allow the posting of an invoice that includes distribution to a phase or category that has been marked inactive since the transaction was entered. Unchecked an error will be given that the phase is inactive and the posting will fail. This applies to AR and JB postings only. All other JC postings will read the JC Control setting.

When un-checked, users with the privilege 'ARJBINPHPS' set as 'Y' (checked) will be able to post the invoices from AR/JB applications with inactive phases/categories in the distribution.

Receipt Options

The screenshot shows the 'Receipt Options' configuration window. It features a navigation bar with tabs for 'System Defaults', 'Receipt', 'Statement', and 'Accounting'. Below the tabs is a search bar and a menu with options like 'Insert Record', 'Delete Record', 'Workflows', 'Report Options', 'ECM', and 'User Extensions'. The main area contains several configuration fields: 'Max. Write/Off % / Invoice' (0), 'Max. Write/Off \$ / Invoice' (1), 'Max. Auto Write/Off \$' (1.00), 'Auto Write/Off Code' (WO1), 'Cash Receipt Customer' (AMIGAS), 'Default Payment Type' (EF), 'Default Cash Receipt Cash Account From' (Customer), and checkboxes for 'Allow Invoice Overpayment', 'Allow Receipt Posting Prior To Deposit Period', and 'Check Billing Info. While Receipt Posting'. There are also fields for 'AR Tax Credit Code for Front Office Cashier', 'Path to Bank Lockbox file', and 'File Pattern - Bank Lockbox'.

Pgm: ARCTRLFM – AR Control File

Maximum Write-off Percent per Invoice

This field limits the amount of write-off allowed to be taken against an invoice by a percentage of the invoice amount. The system will stop you from entering a write-off amount that is greater than the maximum write-off percentage indicated by this field. Leave this field blank if not applicable.

Maximum Write-off Amount per Invoice

This field limits the amount of write-off allowed to be taken against an invoice by a flat amount. Enter the maximum write-off amount allowed per invoice during the application of cash receipts. The system will stop you from entering a write-off amount that is greater than the maximum write-off amount indicated by this field. Leave this field blank if not applicable.

Maximum Automatic Write-off Amount

Automatic Write-offs are calculated during receipt entry. Although the write-off is applied to the invoices paid by the cash receipt, the criteria for determining whether a write-off will occur is applied against the cash receipt itself.

When a 'Maximum Automatic Write-off Amount' is entered the system will assume that you wish to invoke the automatic write-off feature. During the entry of a cash receipt the system will write-off any outstanding amounts on invoice(s) paid by a check when the check amount less the sum of outstanding amounts on all the invoices paid by that check, is less than or equal to the maximum amount entered within this field.

Leave this field blank if you do not want to use the automatic write-off feature.

Auto Write-off Code

Enter the write-off code that should be applied to the write-off created through the automatic write-off program. Leave this field blank if you have not entered a 'Max Auto write-off \$' in the previous field.

Cash Receipt Customer

If you will be using the Alternate Cash Receipt function enter the default customer code here otherwise leave blank

Default Payment Type

Again if you are using the Alternate Cash Receipt function, then you must enter the default payment type in this field, otherwise leave this field blank.

Default Cash Receipt Cash Account From

The drop down list gives a choice of 'Customer' or 'User Default' and affects the cash account selection in Payment Entry.

The payment entry screen will check this value. If the value is 'Customer' the 'Cash Account' company, department and account will be read from the customer setup. If the value is 'User Default' and the user is working in the default company, the company, department and account, will retrieve from AR Default Company setup. However, if on the AR Default Company setup the values for company, department and account are null, the information will be retrieved from the customer setup. If the value is 'User Default' and the company, department and account are filled in but the default company is not the company being worked in, the cash account information will be retrieved from the customer setup.

Front Office Cash Receipt Requires Credit Tax

When checked the Front Office Cash Receipts will use Credit Tax (Canadian GST) when unchecked the Front Office Cash Receipts will not look for credit tax (US Taxes).

AR Tax Credit Code for Front Office Cashier

When the above 'Front Office Cash Receipt Requires Credit Tax' flag is checked, then this field is enabled and a Credit Tax code must be populated with a valid entry or selected from the LOV.

Allow Invoice Overpayment

If this box is checked, the system will allow the entry of an overpayment be applied directly to the invoice, leaving the invoice in a credit state. If this is not checked, the overpayment will be considered a deposit.

Allow Receipt Posting Prior to Deposit Period

If this flag is checked the system will allow a Cash Receipt where the Deposit Date falls in a period prior to the posting period. For example, a cash receipt is entered with a deposit date of Jan 29, 2016 but when the batch is posted it is posted to Feb 5, 2016.

Check Billing Info. While Receipt Posting

If checked, while receipt posting, the system will check billing information. If no billing information is found, a message will be issued, and the posting will be rolled back. In order to successfully post the payment receipt, users have to re-visit the receipt entry batches and create necessary billing information through the **[Billing Info]** button in the AR Receipt Entry screen.

Lock Box Options

Specify the Bank Lockbox file options for the importing of Bank Lockbox detail into the Accounts Receivable.

The 'Bank Lock Box' feature is used by companies whose cash receipts are managed by an outside source such as the bank. Cash Receipts are not entered manually into the system rather a receipts file is imported on a regular basis through the 'Bank Lockbox Import Utility'

This file will include information on all checks deposited to the specified company such as customer, check number, check amount, invoices numbers paid. Once verified, the detail can be converted into CMiC Cash Receipts.

Path to Bank Lockbox file

Enter the path for the directory in which the Lockbox import file resides.

File Pattern – Bank Lockbox

Enter the ASCII File Mask for the Bank Lockbox import file. The file pattern will be provided to you by your bank.

Specify Statement and Aging Rules

Pgm: ARCTRLFM – AR Control File Statement and Aging Rules

Age Reports

The system allows for two aging methods, but Invoice Date or by Due Date. The method selected is used when aging invoices for both the aged reports and customer statements.

Calculate Interest

Interest can be calculated by Invoice date or by Due Date. Select the method that will be used by your company.

Aging Periods

The number of aging periods is user defined up to a maximum of 6 periods, including current and maximum. The number of days in these periods may be changed at any time. The program will default the number to periods to 4. If you opt to run with 6 periods, the AR Executive query and the collections report will utilize all 6 periods but the Aged report will combine the last two periods into the 4th one.

Discount always Applicable for Aged Report

If discounts are to be considered on the AR aged report regardless or not if they are beyond the discount date check this box otherwise leave it unchecked.

Statement Name

CMiC Enterprise comes with a standard statement format represented by the name 'AR Statements for Laser Printer'. This name will default to this field.

Statement Date Last Run

This field is used to define the date range for current activity when statements are printed. The current activity date range is from the last statement date to the current statement date.

Minimum Owing Amount

This is the default value for the same field on the Statement Printing Program. Enter the minimum dollar amount for which a statement will print. Statements will not print for a customer whose total amount owing is less than the amount entered in this field.

Print only invoices owing

Use this option to select the default value for statement printing. This field determines which invoices that will appear on the statements.

Select 'All invoices' to print all current invoices.

Select 'greater than 0' to only print invoices where the outstanding amount is greater than \$0.00.

Select the 'not equal to 0' option to only print invoices where the outstanding amount is not equal to \$0.00.

Sort By option

Select the default way in which invoices will print on the statements. The system allows you to sort invoice by the Invoice number, the Job number, the Invoice date, or Due Date.

Default Corporate Address Code

If the corporate address on customer statements is not the standard company address, then enter the required address code in this field. If this field is left blank the standard company address will be used.

Deduct Deposit

Check this box if customer deposits (pre-payments) should be deducted from the total amount owing.

Print Deposits

Check this field if customer deposits (pre-payments) which have not yet been invoiced are to appear on the printed statements.

Add Interest Charges

Check this box if interest charges should be included in the statement when determining the total amount owing. If this box is checked interest charges will automatically be printed on the statement.

Summarize Financial Charges

Currently this field is not being used.

Print Invoice Net on Statements

Check this box if the net amount due for an invoice is to be printed on the statements when payments have been made against that invoice.

Accounting

Account Type	Account Number	Balance	Department	Description	Action
* Control Account	00	1500.100	A	Current Receivables	Update Customers
* Sales Account	00	4000.800	R	Sales Revenue	Update Customers
* Interest Income	00	4000.300	R	AR Interest Income	
* Interest Receivable	00	1500.300	A	Interest Receivable	
* Miscellaneous Acct	00	4000.200	R	Miscellaneous Income	Update Customers
* Freight	00	5000.103	E	AP/AR Freight Expense	Update Customers
* Insurance	00	5000.104	E	AP/AR Insurance Expense	Update Customers
* Retainage	00	1500.200	A	Retainage Receivable	Update Customers
* Cash For AR	011110	1000.100.1234567	A	Bank of America - Long Code	Update Customers
* Cash For CR	011110	1000.100.1234567	A	Bank of America - Long Code	
* Deposits	00	1500.600	A	AR Deposits	
* Discounts Taken	00	5000.106	E	AP/AR Discounts Lost/Taken	Update Customers
* Write Offs	00	5100.100	E	AR Write Offs	
* Tax Write Offs	00	5100.100	E	AR Write Offs	
* Allowance	00	5100.100	E	AR Write Offs	
* Currency Fluctuation	00	5000.105	E	AP/AR Currency Gain/Loss	

Pgm: ARCTRL – AR Control File Default Accounts

Enter the accounts to be used by the Accounts Receivable system for automatic General Ledger distributions. Each account has a field for the appropriate department to which the account belongs.

NOTE: The account entered as the Accounts Receivable account should be entered as the Accounts Receivable sub-ledger control in the Account Maintenance form of the General Ledger.

Creating Payment Types

Payment Types screen is accessible from Account Receivable -> Setup -> Global Tables menu.

* Type	Name	Credit Card
MU	Multiple	N
AE	American Express	Y
AJ	Adjustment	N
C	Cash	N
CA	Credit Advice	N
CH	Check	N
DC	Diners Club	Y
MC	Master Card	Y
V	Visa	Y
EF	Electronic Funds Transfer	N

Pgm: ARPAYTYP – AR Payment Types

Use the Payment Types screen to identify the different types of payment that you will receive against customer invoices. Payment type codes are used within Cash Receipts to classify payments for query and custom reporting purposes. Payment types are across company. This table is pre-loaded with the most common standards.

The code 'CH' (for check) is the default payment type for cash receipts and must not be removed from this file.

Payment Type and Name

Enter a payment type code and description the type code is a 2-character field and the name 30.

Credit Card

This field is for reference only. It is available for 3rd party reporting.

Defining Customer Classes

Customer Class Codes screen is accessible from Account Receivable -> Setup -> Local Tables menu.

* Class Code	Name	Control Code	Name
AIRP	Airport Customer		
GLOB	Global Business Customer		
GOVT	Government Organizations		

Pgm: ARCLASFM – Customer Classes

Use this program to define different customer classes. The class code is used in some of the queries in the Accounts Receivable system to sort and group customers.

Classes can be hierarchical. Through the use of control codes, classes of customers can be defined within other classes of customers. The hierarchical aspect of the code is not used within CMiC but can be utilized for 3rd party reporting if required.

Code and Name

Enter a code and name to represent the customer class. Enter the controlling customer class code a hierarchical class structure is being maintained. Once a class has been set up, it may then be used as a hierarchical control for another class.

For reporting purposes, it is recommended that you create one class that is the controlling class for ALL types of customers. Some of the A/R reports can print for a specific class code, and unless there is a class code representing all classes, you will not be able to get a report for all of your customers.

Interest Code Maintenance

Pgm: ARCHGFM – Interest Charges

Interest Codes screen is accessible from Account Receivable -> Setup -> Local Tables menu

Interest Codes are used to define the formula for the calculation of interest on overdue customer accounts. As an Interest Code is one of the required fields on every customer, at least one Interest Code must be defined. If interest is not applicable, create a code 'N/A' for not applicable and set all the amounts to zero.

Interest Code and Name

Enter a code and name for the interest code. The code is only two characters, and the name can be up to 30 characters in length.

Interest Rate Percent for Base Amount

Enter the rate of interest as a percent to be charged on overdue invoices assigned the charge code you are defining.

Level Break Amount

Enter the dollar amount above which the system will calculate a different rate of interest.

The system allows for the calculation of two different interest rates based on the total dollar amount outstanding on a customer's account. The level break amount represents the dollar amount outstanding for which the interest rate calculated would be different than the base rate defined in the previous field.

Take an example, where the base amount percentage is 2%, the level break amount is \$5,000 and the percentage above break amount is 3%. In this case, if the total outstanding amount for a customer using this charge code is below \$5000.00, interest will be calculated at a rate of 2%. If the total amount owing is \$5,000 or greater, the interest will be calculated at a rate of 3%.

Interest Rate Percent Above Break Amount

Enter the rate of interest as a percent to be charged on overdue invoices that total to an amount equal to or greater than the one that was defined by the level break field.

Grace Days

Enter the number of days an invoice can be overdue without the immediate calculation of interest. Leave the default of 0 in this field if interest is to be charged immediately on overdue invoices.

Minimum Interest Amount Required Before Calculating Interest

Enter the minimum dollar amount due before interest will be charged. For example, if \$50.00 is entered in this field, then if the total of all overdue invoices is less than \$50.00 interest will not be charged.

Minimum financial charges can be specified by selecting a minimum amount due or by selecting a minimum amount of interest to charge. Leave this field blank if you wish to select a minimum amount of interest to charge or if you do not wish to specify any minimum financial charges.

Minimum Interest Charged

Enter the minimum dollar amount of interest that will be charged regardless of the calculated interest amount. For example, if \$50.00 is entered in this field and the interest calculated on all overdue invoices is \$27.33, then \$50.00 of interest will be charged.

Compound Interest box

If interest is to be charged on interest, then this box should be checked.

Post Interest to G/L when Calculated

If checked, the interest charged is considered receivable and the appropriate G/L and A/R transactions will be created when the generate interest charges procedure is run. The system will automatically debit the pre-defined Interest Receivable account and credit the pre-defined Interest Revenue account.

The most common setting for this field is 'Unchecked' – indicating that interest receivable is not booked as revenue until received.

Defining Collector Codes

* Code	Name	Description
COL1	Collector Code1	RV Group Collector

Pgm: ARCOLLFM – Collection Codes Maintenance (standard Treeview path: AR > Setup > Local Tables > Collector Codes)

Collector Codes are used to identify people or agencies that are responsible for collecting overdue receivables. The Collector Code is a mandatory field on every customer record.

Code, Name, Description – Fields

The collector is a person or a company designated to collect outstanding receivables. The code can be up to 4 alphanumeric characters in length and the name 30. The name is usually the agency name or a particular person's name. The description is usually used for a comment regarding when and what type of account this 'Collector' is responsible for. The description is not a required field.

Defining the Aging Periods

AGING PERIOD			
SELECTION CRITERIA			
* Company		RV123456	R.V.Head Quarters Company, LLC
AGING PERIODS			
* Sequence Number	Short Name	Description	* Days
1	<=30	Less Than 30 days	30
2	30-60	Between 30 & 60 Days	60
3	60-90	Between 60 & 90 Days	90
4	Over 90	Over 90 Days	999999

Pgm: ARAGEFM – Aging Periods (standard Treeview path: AR > Setup > Local Tables > Aging Period)

The system allows up to six aging periods, two of which must be the current period and the very oldest period (i.e. over 120 days). The length can be varied, but the number of periods is declared in the A/R control file. The number of days in a period can be changed at any time, and the aging reports and queries will reflect these changes automatically. The system will only allow you to define the number of aging periods entered on the AR Control File.

NOTE: If you opt to run with 6 periods the AR Executive query and the collections report will utilize all 6 periods but the Aged report will combine the last two periods into the 4th one.

Sequence Number

Enter the sequence number for the aging period. The system allows a maximum of 6 aging periods, but will limit you to the number of periods declared on the control file.

Short Name

Enter the short name for the aging period. The short name will be used as the column title on reports. The short name can be up to 10 alphanumeric characters in length.

Description

The description can be up to 60 alphanumeric characters in length.

Days

Enter the maximum number of days old an invoice can be to belong to this period. For example, if 30 days is specified, then an invoice that is 31 days old will belong to the next period. For the last period (over xx days old), enter "999999").

Dunning Codes

DUNNING CODES	
Enter Text Of Dunning Letter Or \$MACRO CODES	
SELECTION CRITERIA	
* Company	RV123456 R.V.Head Quarters Company, LLC
* Dunning Letter Code	
DETAIL	
Line	Dunning Text

Pgm: ARDUNFM – Dunning Letter Maintenance (standard Treeview path: AR > Setup > Local Tables > Dunning Codes)

The Dunning Codes form is used to setup/design user defined dunning letters. Dunning Letters are customer designed past due letters used as a reminder for amounts owing. Once a dunning letter(s) has been designed they can be printed based on selected criteria (See Printing Dunning Letters for more details).

Dunning Letter Code

As there can be many dunning letters defined, this field is the unique identifier for each letter defined. This code can be up to 3 alphanumeric characters in length.

Note the Detail Line number

When entering a description, the system will place a "--" in the line field until the records have been committed. Once you have committed the screen the system will number each line sequentially so that the next time you call up the details, each description line will be numbered.

Dunning Text

Dunning Text represents the body of the dunning letter that you are defining. The Dunning text can be made up of standard text as well as system defined dunning codes. Dunning codes are those codes that represent information that can be merged from the data tables in order to create custom letters for each customer. The codes that are available for use are as follows:

- \$DATE – System Date
- \$NAME – Customer Name
- \$ADDRESS1 – Customer Address 1
- \$ADDRESS2 – Customer Address 2
- \$ADDRESS3 – Customer Address 3
- \$ADDRESS4 – Customer Address 4
- \$BALANCE – Customer Outstanding Balance for Period
- \$TERM – Customer Terms
- \$CONTACT – Customer Contact
- \$INTNUM – Interest Number
- \$INTDOLL – Interest Amount Owing
- \$INTDATE – Date Interest was calculated

When creating a dunning letter, any or all of these codes can be used.

Invoice Series

INVOICE SERIES Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA
 * Company RV123456

INVOICE SERIES CODES
 View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Series Code	* Description	Invoice Number Field Mask	AR Department	AR Account	Retainage Department	Retainage Account	Discount Department	Discount Account	Next Invoice Number	Logo File Name
AR1	AR1 Series Code	AR1*****	011110 ▲	1500.10 ▲	011110 ▲	1500.20 ▲	00 ▲	5000.10 ▲	93	\\pdc2000\sys2\cmbin16\PTF2004\companylogdirector
JB1	JB1 Series Code	JB1*****	00	1500.100	00	1500.200	00	5000.106	1	
SC1	Subcontracted Work Code	SC1*****	00	1500.100	00	1500.200	00	5000.106	1	

Pgm: ARINVSER – Invoice Series Codes (standard Treeview path: AR > Setup > Local Tables > Invoice Series Codes)

Invoice Series Codes are user defined codes that can be attached to invoices as a means to group like invoices. These Series Codes are used in Accounts Receivable as well as Job Billing. Also each series code provides for a user-defined numbering method.

To use Invoice Series codes, check the box labeled 'Use the Invoice Series Code' within the Accounts Receivable Control File. Once checked, the Invoice Series Code field will become accessible within the invoice

entry program. At this point you can create a series code for each type of invoice you wish to process through your system. During Invoice Entry you can enter an Invoice Series code that applies to the appropriate invoice. The AR Aged Report will allow you to print for just a specific Series Code if required.

The Invoice Series code can also be used to define the AR Control Department and Account and the AR Retainage Department and Account. This facilitates splitting the AR within the General Ledger for different types of receivables. This could be for receivables where you performed the work Vs receivables for a GC project where a subcontractor did the work and you have a liability to pay the subcontractor.

Invoice Series Code and Description columns

Enter a code and description.

Invoice Number Field Mask

Enter the Invoice mask you want used for the automatic numbering of sales invoices with this series code. The invoice mask is a 10-character user defined numbering system.

The invoice mask allows you to customize the numbering system by allowing you to define the characters within each of the 10 digits of the string. The Asterisk (*) is used to indicate the place holder for the numbers within the string. Any combination of numbers, letters and characters can be used to create an invoice numbering string.

The system will begin the numbering process from right to left based on the number of asterisk characters it finds with the mask. Asterisk characters found to the left of the total number will pre-fill with the number 0. For example, if your invoice mask is AR*****, and you are on invoice number 10, then the system will begin the numbering at the right most asterisk and fill the number 0 into all asterisk characters found to the left. In this case the invoice number created under this mask would be AR000010. You may also use special characters as outlined below to include the Customer, Company, Job and date information.

B	Business partner code
C	Company Code
j	Job code
y	Year
m	Month
d	Day
*	Next Available Invoice Number

Examples:

```
Customer ACME01   Company 99   Date: 23 March 2004 Job: 7485
bbbb*****      = ACME0001
ccyyymm*****   = 9904030001
jjjj*****      = 74850001
```

AR Control Department & Account.

If the AR Invoice Series Code is to determine the AR Control Department and Account then enter the correct department and account in these fields otherwise leave these fields blank.

AR Retainage Department & Account

If the AR Invoices Series code is to determine the AR Control Account then the Retainage Account must default the same way, otherwise leave these two fields blank.

NOTE: If a Job has a Home Department declared, then this Job department will override the Invoice Series Code departments when the invoice is created via Job Billing.

Discount Department and Discount Account

Enter the department and account to be used if a discount on the receipt is allowed. The cash receipts program will check the invoice series code for these departments and accounts when a payment is applied to an invoice using the same invoice series code.

Series Code by Customer Class

AR INVOICE SERIES CODE BY CUSTOMER CLASS Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA
 RV123456 R.V.Head Quarters Company, LLC

SERIES CODES

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Customer Class	Class Name	Series Code	Series Code Description	Series Mask
AIRP	Airport Customer	AR1	AR1 Series Code	AR1*****
GLOB	Global Business Customer	AR1	AR1 Series Code	AR1*****

Pgm: ARSERCUS – Series Codes by Customer Class (standard Treeview path: AR > Setup > Local Tables > Series Code by Customer Class)

The Series Code by Customer Class screen allows invoice series codes to be assigned to customer classes.

This is not a required to be setup but if you want the AR invoice entry form to default the series code according to the class of the customer then this should be established here.

Class and Code

Enter the class code and series code applicable.

Invoice Write-off Types

INVOICE WRITEOFF TYPES Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA
 * Company RV123456 R.V.Head Quarters Company, LLC

WRITE/OFF TYPE

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Code	* Description	New Invoice	Invoice Series	* Write Off Dept	Account Code
WO1	Lost	<input checked="" type="checkbox"/>	AR1	011110	5100.10

Invoice Series Desc: AR1 Series Code
 Department Name: Accounts Department
 Account Name: AR Write Offs

Pgm: ARWOFFM – Write Off Types (standard Treeview path: AR > Setup > Local Tables > Invoice Writeoff Types)

Write Off Types are user-defined codes used to classify write-offs entered within the Cash Receipts program. The Cash Receipts program allows for multiple write-offs against a single invoice so that different portions of the write-off can be assigned to different Write Off Types. Each write-off type is assigned a different General Ledger account and the distribution block will create the dispositions accordingly.

Write Off Type Code and Description

Enter up to a 4-character code for the write-off type and a description, the description can be up to 60 characters.

New Invoice box

With this box checked, the system will write-off the amount on the original invoice, and then create a new invoice with the sales amount equal to the write-off amount. By doing this you are indicating that the portion of the receivable is still viable but it may have different obligations to meet and you want to close the original receivable and start the aging process from the current date.

The Cash Receipts edit listing will indicate that a new invoice will be created during posting.

Invoice Series Code

If the 'New Invoice' box is checked the system will require the entry of an Invoice Series code. This code is necessary in order for the system to generate the appropriate invoice number against this 'write-off invoice'.

Write Off Department and Account

Enter the department and account to be used when a write-off is entered using this Write Off Type code.

Tax Codes

TAX TABLE MAINTENANCE
Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* CCC CMIC Test Construction Company

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax * Active

* Tax AL Name AL-State Tax Short Name AL * Percent 15.000 Payment %

Non Taxable Code AL* Tax Registration 874150113RT0001 Tax Credit

Journal Used for Payment Debit AP Accounts Payable

RECEIVABLE INVOICES

* Tax Liability Account 00 2020.101 AL - Tax Payable

* Tax Liability on Ret. Account 00 2020.201 AL - Retainage Payable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

* Tax Credit Account 00 2020.001 Georgia Sales Tax Payable

* Tax Credit on Ret. Account 00 2020.102 AZ - Tax Payable

Direct Pay Included in Voucher Amount

Liability Account 00 2020.301 AL - Tax Liability

Vendor ABC123 GL Company

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
AL	Alabama	AL-STATE	AL-STATE	5.000
AR	Arkansas	AR-STATE	Arkansas State Tax	6.000
FL	Florida	FL-STATE	Florida State Tax	4.000
				15.000

Pgm: ARTAXFM – Tax Code Maintenance; standard Treeview path: AP > Setup > Local Tables > Tax Code

This Tax Code Maintenance screen is also available in the AP and SD modules.

This screen is used to define all taxes that are applicable to each Company you have set up in the system. These codes are used by the system screens that calculate the taxes invoiced and paid by Companies.

For details, please refer to the Global Tables – ADF user guide (GTv10_x_ADF.pdf), or the System Data – ADF guide.

Scheduled Tax Rates

SCHEDULED TAX RATES Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA
 * CCC CMIC Test Construction Company

TAX SETUP
 Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Effective Date: 20/Mar/2012

* Tax: 01 Name: Illinois State Tax Short Name: IST Percent: 5

Non Taxable Code: 01* Tax Registration: Tax Credit:

Journal Used for Payment Debit: AP Accounts Payable Compound Tax: * Active:

RECEIVABLE INVOICES

Tax Liability Account: 00 1500.400 AR Illinois State Tax Payable

Tax Liability on Ret. Account: 00 1500.500 AR Retainage on Illinois Tax

JB Tax Costing Cost Code:

JB Tax Costing Category:

PAYABLE VOUCHERS

Tax Credit Account: 00 1000.200 Bank of America (Payroll)

Tax Credit on Ret. Account: 00 1000.700 Citizen's Bank Main Account

Direct Pay Included in Voucher Amount

Liability Account: 00 2000.100 Current Payables

Vendor:

Freight Insurance Misc Tax on Tax

Compound Tax Detail

Pgm: ARTSFM – Scheduled Tax Rates; standard Treeview path: AP > Setup > Local Tables > Scheduled Tax Rates

This Scheduled Tax Rates screen is also available in the AP and SD modules.

This screen is used to enter the future details of a Tax Code defined in the system, so that on the specified **Effective Date**, the Tax Code will be updated with the new details.

If a Tax Code is of the Compound Tax type, the [**Compound Tax Detail**] button will be enabled to alter the component tax rates.

For details about the fields of this screen, please refer to the *Tax Codes* section in the Global Tables – ADF user guide (GTv10v_ADF.pdf).

Appendix

Sample Processes

Process Late Payments with Interest

Part 1: Enter & Post Back Dated Invoice with Interest

Step 1: Change Current Year & Period in AR

MAINTAIN AR CONTROL SETTINGS

Cash Receipt Journal Code

SELECTION CRITERIA

* Company QAT QA Test Company [Copy Control File](#)

System Defaults Receipt Statement Accounting

Search Insert Delete Workflows Report Options ECM Documents User Extensions

Current Year And Period 2015 11 Allow To Post To Future Period

* AR AR Accounts Receivable Default Post Date Into Invoice Posting And Receipt Pro

* CR CR Cash Receipts Batch Control Total

* IR FC Financial Charges Average Days To Pay Cutoff 0

Default AR Dept From Customer Allocate AP Discounts to Job

Interest Rate Code 10 Collector Code QA1 Freeform Invoice Name AR Invoice for Laser Printer

* Default Term Code 21NE30

Company Logo File Name [Browse](#)

Tax Insurance

Freight Miscellaneous

Allow Invoice Date In A Future Period

Allow Posting to Inactive Cost Codes/Categories

Invoice Series Codes Required

Default Invoice Series AR Accounts Receivable Inv

Taxes Per Item Calculate Retainage on Tax1

Sales Tax Calculation Method Net Amount

Change the **Current Year And Period** field in the AR Control File screen in order to enter a back dated invoice.

Step 2: Set Up Interest Code

INTEREST CODE

Enter The \$Amount Where Interest Charged On Overdue Accounts Will Be Increased

SELECTION CRITERIA

* Company

CHARGE CODE

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Ext

* Interest Rate Code Rate Name

* Interest Rate Percent For Base Amount

* Level Break Amount

* Interest Rate Percent Above Break Amount

Grace Days

Minimum Interest Amount Required Before Calculating Interest

Minimum Interest Charged

Compound Interest

Post Interest to G/L when Calculated

This sample Interest Code will calculate 10% interest. For details about the maintenance of Interest Codes, please refer to the *Interest Code Maintenance* subsection, under the *System Configuration* section.

Step 3: Set Statements Required Checkbox for Customer

MAINTAIN CUSTOMERS

Company Code

SELECTION CRITERIA

* Company

DETAILS

Customer	Surcharge Exemption List	Business Partner Address	JB Invoice Values	Shipping Address	Accounting
Bank Code	<input type="text"/>	<input type="text"/>			
Bank Transit	<input type="text"/>	Bank Account Number	<input type="text"/>	Suffix	<input type="text"/>
* Currency	<input type="text" value="US"/>	<input type="text" value="US Dollars"/>			
* Interest Rate	<input type="text" value="10"/>	<input type="text" value="10% Interest"/>			
Credit Limit	<input type="text" value="999999999999.00"/>				
	<input checked="" type="checkbox"/> Statements Required	<input checked="" type="checkbox"/> Dunning Letters			
	<input checked="" type="checkbox"/> Allow Transactions	<input type="checkbox"/> Tax Exempt			
	<input type="checkbox"/> Allocate AP Discounts to Job				
Discount %	<input type="text"/>	Retainage %	<input type="text"/>		
Tax 1	<input type="text"/>	<input type="text"/>			
Tax 2	<input type="text"/>	<input type="text"/>			
Tax 3	<input type="text"/>	<input type="text"/>			

In the Maintain Customers screen, for the relevant Customer, check the **Statements Required** checkbox so that statements can be printed for the customer.

Step 4: Enter Back Dated Invoice with Interest

AR INVOICE ENTRY Table Mode Save

Enter Company Code

Enter Invoices Print Edit List Print Invoices Post Invoices

SELECTION CRITERIA

* Company

* Batch Create Batch

Invoice Details Defaults

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

* Customer

Job

Series Code Sales Address

* Invoice Retainage Order Num

* Inv Date Taxes Currency

Due Date Other Taxes Exchange Rate

Retainage % Discount * Interest Code

Discount Date Net * Collector

Discount % Tax1 Retainage

Description

Ret. Released

Release Retainage Distribution Details Save and New Print Invoice

A back dated invoice can now be entered, with a date of Nov/01/2015 and an interest code that charges 10%.

Step 5: Post Invoice with Interest

ACCOUNTS RECEIVABLE POSTING

Enter Company Code

Enter Invoices Print Edit List Print Invoices Post Invoices

SELECTION CRITERIA

Company

Current Period Start End

User

Batch

Post Date Post To Year Period

AR Journal

Cash Receipt Journal

Financial Charges Journal

Preview Posting

Print Reports Immediately

Post

Post Status

The invoice was posted as of Nov/30/2015

Part 2: Customer Statements – Post Interest & Print Statements

Step 1: Post Interest

The screenshot shows the 'POST INTEREST' screen with the following fields and values:

- Company:** QAT (dropdown), QA Test Company (text)
- Current Posting Period:** 2016 (text), 3 (text), Start: Mar/01/2016 (text), End: Mar/31/2016 (text)
- Last Financial Date:** Feb/29/2016 (text)
- Last Statement Date:** Feb/29/2016 (text)
- Interest Rate Journal:** FC (dropdown), Financial Charges (text)
- Date on Statement:** Mar/31/2016 (text, highlighted in yellow)
- Print Reports Immediately
- Process** (button)

On the Post Interest screen, (Accounts Receivable > Statement > Post Interest) the **Date on Statement** field should default to the last day of the current period.

NOTE: The current period in the AR Control File was set to March 2016 as financial charges were already run for February 2016.

Step 2: Print Statements

The screenshot shows the 'PRINT STATEMENTS' screen with the following fields and values:

- * Company:** QAT (dropdown), QA Test Company (text)
- Period:** 3 (text)
- From:** Mar/01/2016 (text)
- To:** Mar/31/2016 (text)
- Statement Date:** Mar/31/2016 (text, highlighted in yellow)
- Last Statement Date:** Feb/29/2016 (text)
- Last Financial Charges Date:** Mar/31/2016 (text)
- Customer Pick List:** (dropdown)
- Class:** (dropdown)
- Starting Customer:** ARTEC (dropdown), Artec Tools (text)
- Ending Customer:** ARTEC (dropdown), Artec Tools (text)
- * Add Financial Charges (highlighted in yellow)
- Print Deposits
- Deduct Deposits
- Roll Up Memos
- Restrict To Conditions Selected Below
- Activity
- Credit
- Minimum Owing:** 0.01 (text)
- Sort By:** Invoice Date (dropdown)
- Print Invoices:** All (dropdown)
- Message** (button)
- Print** (button)

On the Print Statements screen (Accounts Receivable > Statement > Print Statement), ensure that the **Add Financial Charges** checkbox is flagged, select values for the **Starting Customer** and **Ending Customer** fields, then click [**Print**].

As shown below, the generated report shows that financial charges have been created:

Artec Tools 376 Ronson Way Suite 312 Chicago, IL, 60601								
Statement of Accounts For: ARTEC - Artec Tools Contact: Cliff Walden								
Item	Type	Date	Job	Original Amount	Discount	Retainage	Outstanding Amount	Outstanding Retainage
321671	Payment	Jan 14, 2016		-241.63				
AR0097	Invoice	Nov 01, 2015		100.00	0.00	0.00	0.00	0.00
32290	Payment	Feb 01, 2016		-100.00				
AR0098	Invoice	Nov 01, 2015		500.00	0.00	0.00	550.00	0.00
f305	Fin.Charge	Mar 31, 2016		50.00				
AR0099	Invoice	Nov 01, 2015		100.00	0.00	0.00	110.00	0.00
f306	Fin.Charge	Mar 31, 2016		10.00				
JB0031	Invoice	May 02, 2012	1MAY2012	0.00	0.00	0.00	0.00	0.00

Part 3: Enter & Post Receipt

Step 1: Enter Receipt

ENTER RECEIPT

Deposit Date

Enter Receipts
Print Edit List
Post Receipts

SELECTION CRITERIA

Company: QAT (QA Test Company)

Batch Number: 33736 (QA3 2016-02-03 R) Create Batch Deposits

DETAIL

* Deposit Date: Mar/01/2016 Sequence: 43
 Check Received Date: Mar/01/2016 * Check Date: Mar/01/2016
 * Customer: ARTEC
 Job:
 * Amount: 110.00 Remaining Amt: 0.00
 * Currency: US (US Dollars) Exchange Rate: 1.0000000
 * Method: CH (Check)
 * Check Number: 323
 * Cash Account: QAT (00) 1000.100 (Bank of America)
 101 5577991122 (Bank of America)
 Comment:
 Not an Accounts Receivable Check

INVOICE ALLOCATION

Invoices
GL Distribution
Fin. Charges

Company	Source	Description	Invoice Date	Discount Date	Outstanding Amt	Retainage	Total Tax Amt	Status
No rows yet.								

On the **Enter Receipt** screen, the value entered in the **Amount** field must be the original invoice amount + the calculated interest charge. So, if the invoice amount is \$100 and the interest is 10%, then the amount entered in this field is \$110. In the **Invoice Allocation** section's table, after the relevant invoices and financial charges have been selected, the original invoice amounts and financial charges will appear as separate entries.

Step 2: Select Relevant Invoices

To select relevant invoices, click the **[Invoices]** button on the Enter Receipt screen above. The following pop-up window appears:

ENTER RECEIPT						
AVAILABLE INVOICE LIST						
Select	* Invoice	Description	Invoice Date	Due Date	Discount Date	Outstanding
<input checked="" type="checkbox"/>	AR0099		Nov/01/2015	Dec/01/2015	Nov/11/2015	100.00
<input type="checkbox"/>	AR0098		Nov/01/2015	Dec/01/2015	Nov/11/2015	500.00
<input type="checkbox"/>	6532		Jun/29/2012	Jun/29/2012	Jun/29/2012	150.00
<input type="checkbox"/>	6531		Jun/29/2012	Jun/29/2012	Jun/29/2012	150.00
<input type="checkbox"/>	AR0035	JB Draw 1 -	May/02/2012	Jun/01/2012	May/12/2012	1,650.00
<input type="checkbox"/>	5936		May/01/2012	May/01/2012	May/01/2012	44.44
<input type="checkbox"/>	5934		May/01/2012	May/01/2012	May/01/2012	411.00

Check Cash Assigned To

Accept **Close**

Select the desired invoice and click **[Accept]** button. The system will return to the initial Enter Receipt screen.

Step 3: Select Relevant Interest Charge

To select relevant Financial Charges, click the **[Fin. Charges]** button on the initial Enter Receipt screen. The following pop-up window appears:

ENTER RECEIPT								
INTEREST CHARGES								
Select	Charge	Interest Date	Invoice No.	Charge Name	Outstanding	Inv. Date	Due Date	Status
<input type="checkbox"/>	f315	Mar/31/2016	6531	10% Interest	18.15	Jun/29/2012	Jun/29/2012	O
<input type="checkbox"/>	f66	Jan/31/2016	6532	10% Interest	15	Jun/29/2012	Jun/29/2012	O
<input type="checkbox"/>	f164	Feb/29/2016	6532	10% Interest	16.5	Jun/29/2012	Jun/29/2012	O
<input type="checkbox"/>	f272	Mar/31/2016	6532	10% Interest	18.15	Jun/29/2012	Jun/29/2012	O
<input type="checkbox"/>	f78	Jan/31/2016	AR0035	10% Interest	165	May/02/2012	Jun/01/2012	O
<input type="checkbox"/>	f174	Feb/29/2016	AR0035	10% Interest	181.5	May/02/2012	Jun/01/2012	O
<input type="checkbox"/>	f282	Mar/31/2016	AR0035	10% Interest	199.65	May/02/2012	Jun/01/2012	O
<input type="checkbox"/>	f102	Jan/31/2016	AR0093	10% Interest	24.16	Jan/14/2016	Jan/14/2016	C
<input type="checkbox"/>	f305	Mar/31/2016	AR0098	10% Interest	50	Nov/01/2015	Dec/01/2015	O
<input checked="" type="checkbox"/>	f306	Mar/31/2016	AR0099	10% Interest	10	Nov/01/2015	Dec/01/2015	O

Accept **Close**

Select the desired Financial Charges and click **[Accept]** button. The system will return to the initial Enter Receipt screen.

The **Invoice Allocation** section should now look like the sample below, with the original invoice amounts and financial charges appearing as separate entries:

ENTER RECEIPT
Table Mode

Enter Receipts Print Edit List Post Receipts

SELECTION CRITERIA

Company:

Batch Number: Create Batch Deposits

DETAIL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Deposit Date: Sequence:

Check Received Date: * Check Date:

* Customer:

Job:

* Amount: Remaining Amt:

* Currency: Exchange Rate:

* Method:

* Check Number:

* Cash Account:

Comment:

Not an Accounts Receivable Check

INVOICE ALLOCATION

Invoices GL Distribution Fin. Charges

View Freeze Detach Search Delete Workflows Report Options Export ECM Documents User Extensions

Company	Source	Description	Invoice Date	Discount Date	Outstanding Amt	Retainage	Total Tax Amt	Status	Payment Amt
QAT	F306		Mar/31/2016		10.00	0.00	0.00	O	10.00
QAT	AR0099		Nov/01/2015	Nov/11/2015	100.00	0.00	0.00	O	100.00

Step 4: Post Receipt

ACCOUNTS RECEIVABLE POSTING

Checked: Print The Report(s) Immediately.

● Enter Receipts ○ Print Edit List ● **Post Receipts**

SELECTION CRITERIA

Company: QAT (QA Test Company)

Current Period: 3 Start: Mar/01/2016 End: Mar/31/2016

User: QA3

Batch: 32358 (QA3 2016-02-03 R)

Post Date: Mar/31/2016 Post To Year: 2016 Period: 3

AR Journal: AR (Accounts Receivable)

Cash Receipt Journal: CR (Cash Receipts)

Financial Charges Journal: FC (Financial Charges)

Preview Posting
 Print Reports Immediately

Post

Post Status: _____

As shown in the following sample, the posting report will show the invoice amount and the interest charges as being distributed.

<i>Multiple Companies</i>									
Accounts Receivable - Check Editing Report									
Batch 32358 - QA3 2016-02-03 R									
								Page: 1 of 1	
								Date: Feb 03, 2016	
								Time: 0:53 AM EST	
Customer ARTEC - Artec Tools									
Check Number	Check Date	Check Amount	Sequence	Comment					
323	Mar 01, 2016	\$ 110.00	187						
Invoice	Date	Invoice Amount	Pay Amount	Discount Amount	Allowance Amount	Write Off Amount			
IAR0099	Nov 01, 2015	100.00	100.00	0.00	0.00	0.00			
		WriteOff Code Description		Amount	Creator	Comments			
		AUTO Auto Write-Off		0.00	QA3	Automatically generated Charge Back / Writeoff			
1306		0.00	10.00	0.00	0.00	0.00			
		WriteOff Code Description		Amount	Creator	Comments			
		AUTO Auto Write-Off		0.00	QA3	Automatically generated Charge Back / Writeoff			
Comp	Dept	Account	Account Name	Distribute Amount	Type	Job / Equip.	Phase / Equip. Cat	Cat / Tran. Code	PM Code
QAT	00	1000.100	Bank of America	110.00					
QAT	00	1500.200	Retainage Receivable	-100.00					
QAT	00	4000.300	AR Interest Income	-10.00					
Total number of checks		1	of \$ 110.00	GL Balance	0.00				

Addendum

Standard AR Tax Configurations

How the user sets up his taxes for Accounts Receivable depends on his location.

USA:

TAX 1: = STATE and DO NOT mark as a tax credit tax

TAX 2: = COUNTY and DO NOT mark as a Credit Tax.

TAX 3: = LOCAL and DO NOT mark as a Credit Tax

On the AR Control File, the user must NOT check the box that says 'Calculate Retainage on Tax 1'

Canada - Quebec:

If you the user resides in Quebec, he must setup your tax codes as follows:

TAX 1: = GST and marked as a tax credit tax

TAX 2: = QST and marked as a Credit Tax.

The percentage for QST being set as the effective rate by the following calculation.

$QST\ Effective = (100\% + GST\%) * QST\%$

On the AR Control File, you must NOT check the box that says 'Calculate Retainage on Tax 1'

Canada GST Not Harmonized:

If your company is in a Province that has not harmonized with the GST, then the user has two choices. If he wishes to book the GST retainable at the time of entering the invoice, then he must check the field on the AR control file 'Calculate Retainage on Tax 1'. If he only wants to book the GST retainable at the time of releasing the retainage, then do not check this field.

TAX 1: = GST and marked as a tax credit tax

TAX 2: = PST Not marked as a tax credit tax

Canada GST Harmonized (HST):

If the user`s company is in a Province where there have harmonized the GST and PST, then he has two choices. If you wish to book the Tax retainable at the time of entering the invoice, then he must check the field on the AR control file 'Calculate Retainage on Tax 1'. If the user only wants to book the Tax retainable at the time of releasing the retainage, do not check this field.

TAX 1: = GST plus PST and marked as a tax credit tax

Frequently Asked Questions

FAQs

Question:

Error: No charge code on Invoice: Company XX, Invoice Number XXXX. What is a charge code?

Answer:

In Customer Maintenance there is an [**Accounting**] popup where you enter the charge codes in the Interest Rate field. This code determines the interest calculation rules for overdue balances. This is a mandatory field.

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