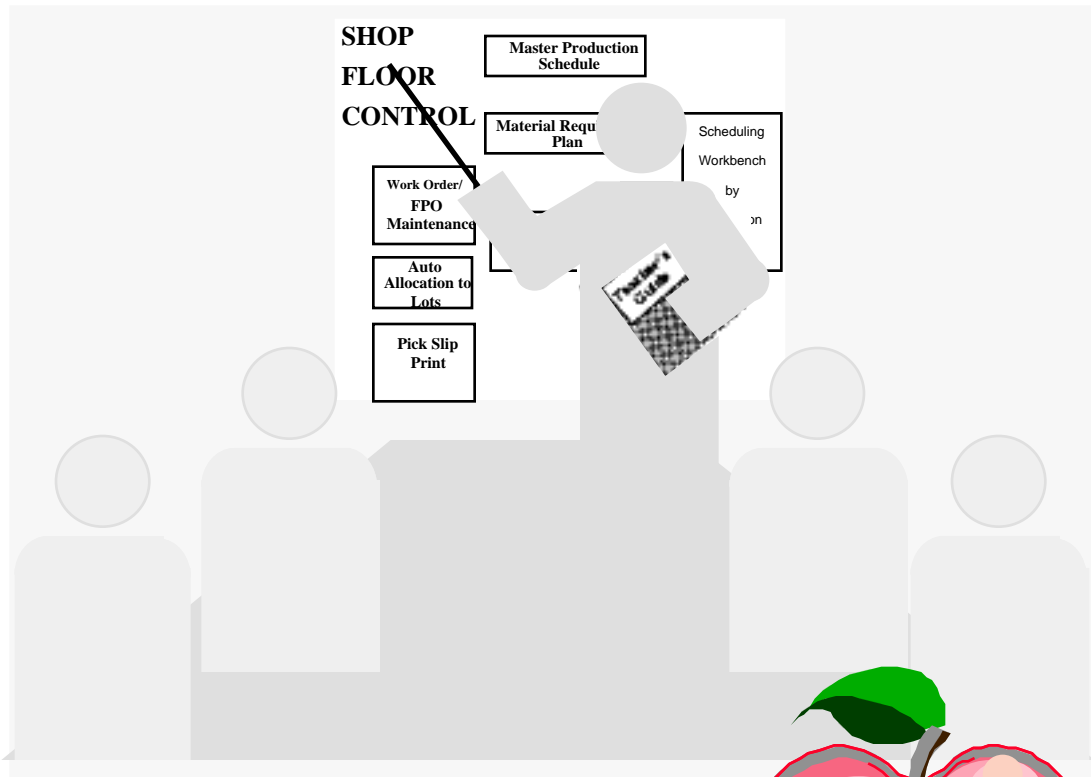


PRMS Accounts Receivable



RMS/Present

Version 1.1
A Product of
MXB - Managing the Business
100 N. Freeman Road
Tucson, AZ 85748
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www.ElectricEd.com



PRMS Accounts Receivable

Table of Contents

Sample Agenda	i
Attendance Sheet	ii
Overview	1
Features	2
Four Types of Processing	4
<i>Invoices from Customer Orders</i>	5
<i>Invoices without Customer Orders</i>	6
<i>Payments with No Invoices</i>	6
<i>Self-Bill Invoice</i> ^{9.0}	10
Inquiries & Reports	11
Setup and Maintenance - the Basics	13
Setup Functions	14
System Control	16
<i>Order Entry & Billing Options</i>	17
<i>OB Default GL Account Numbers</i>	19
<i>Invoicing Control</i>	20
<i>Invoice Release Control</i>	22
<i>Period End Dates and Control</i>	23
<i>Applications Installed</i>	24
<i>Bank Identification Control</i>	24
<i>Currency Code Maintenance</i>	25
<i>Multi-Currency Options</i>	27
<i>Taxation Options</i>	30
<i>Accounts Receivable</i>	34
Master Files	42
<i>Bank Master Maintenance</i>	42
<i>Payment Summary - Checks</i>	44
<i>Payment Summary - Standard Payment (Other)</i>	46
<i>Payment Code Master Maintenance</i>	48
<i>Terms Code Maintenance</i>	50
<i>Printed Address Formats</i> ^{9.1}	52
<i>Address Format Maintenance</i> ^{9.1}	53
<i>State/Address Format Relationship</i> ^{9.1}	53
<i>Customer Master Maintenance</i>	54
<i>General Information</i>	55
<i>Order Processing</i>	57
<i>Invoicing Information</i>	59
<i>Corporate Customer Master Maintenance</i>	62
<i>Order Type Maintenance</i>	63
<i>Order Function Criteria</i>	64



PRMS Accounts Receivable

Table of Contents

<i>Order Process Criteria</i>	69
<i>Order Input Criteria</i>	72
Processing Payments	75
Creating Invoices for Customer Orders	76
Creating Invoices without Customer Orders	77
<i>AR Invoice Entry (AR0014)</i>	77
Posting Payments to Invoices	80
<i>AR Cash Posting (AR0015)</i>	80
Entering Adjustments	90
Entering Transfers	93
Non AR Cash Posting	94
Transaction Register Recovery	95
Month End	96
<i>Customer Statements (AR0080)</i>	96
<i>AR Period End Update (AR0140)</i>	96
Reports & Inquiries	99
Inquiries	100
<i>Customer Alpha Lookup</i>	100
<i>Corporate Customer Alpha Lookup</i>	100
<i>Accounts Receivable Inquiry - AR0008</i>	100
<i>Accounts Receivable Inquiry - AR0005</i>	101
Reports	102
<i>Transaction Register</i>	102
<i>AR Trial Balance Report</i>	102
<i>Aged Trial Balance Report</i>	103
<i>Customer Statements</i>	103
<i>AR Posting Summary Report</i>	103
Dunning	105
Dunning Support	106
Setup for Dunning	108
<i>System Control</i>	108
<i>Message/Letter Codes</i>	110
<i>Dunning Control Code Maintenance</i>	111
<i>Customer Master Maintenance</i>	112
Processing Dunning	113
<i>Dunning History Update</i>	113
<i>Dunning Extract</i>	114
<i>Past Due Extract Maintenance</i>	115
<i>Dunning Letter Writer</i>	116
<i>Dunning History Inquiry</i>	117
<i>Dunning History Purge</i>	117

Table of Contents

Receive Payments via EDI	119
Remittance Advice Processing ^{9.0}	120
<i>Remittance Advice Batch Creation (AR0190)</i>	121
<i>R/A Batch Maintenance (AR0194)</i>	121
<i>R/A Batch Edit/Update (AR0196)</i>	122
<i>R/A Batch History Inquiry (AR0199)</i>	122
Self-Billing	125
Self-Bill Invoice ^{9.0}	126
Setup	128
<i>OB Default GL Account Numbers</i>	128
<i>Next Available Batch Number</i>	130
<i>Customer Master Maintenance (MS0836)</i>	131
<i>Order Entry (OB0020)</i>	131
Processing Self-Billing	132
<i>Self-Bill Invoice Batch Creation (AR0093)</i>	132
<i>S/B Invoice Batch Maintenance (AR0094)</i>	132
<i>S/B Invoice Batch Edit/Update (AR0096)</i>	133
<i>S/B Invoice Batch History Inquiry (AR00190)</i>	133
Reports	134
<i>Memorandum AR Trial Balance Report (AR0055)</i>	134
<i>Memorandum Aged Trial Balance Report (AR0065)</i>	134
Draft Processing	137
Setting Up	140
<i>System Control</i>	140
<i>System Options/Draft Options (WCMANT/MSDRFT)</i>	140
<i>Bank Codes</i>	142
<i>Payment Summary - Drafts</i>	142
<i>Payment Code Master Maintenance</i>	144
Processing Drafts	146
<i>Draft Deposits (AR0090)</i>	146
<i>AR Cash Posting (AR0015)</i>	146
<i>Draft Listing (AR0070)</i>	146
Processing Drafts	147
<i>Draft Statements (AR0085)</i>	147
<i>Draft Close (AR0100)</i>	147

Sample Agenda

Day 1

Morning

Overview of Accounts Receivable

Setting Up - the Basics

Afternoon

Setting Up - the Basics

Processing Receivables

Invoices with Customer Orders

Invoices without Customer Orders

Receipts with no Invoices

Reports & Inquiries

Day 2

Morning

Period End

Dunning

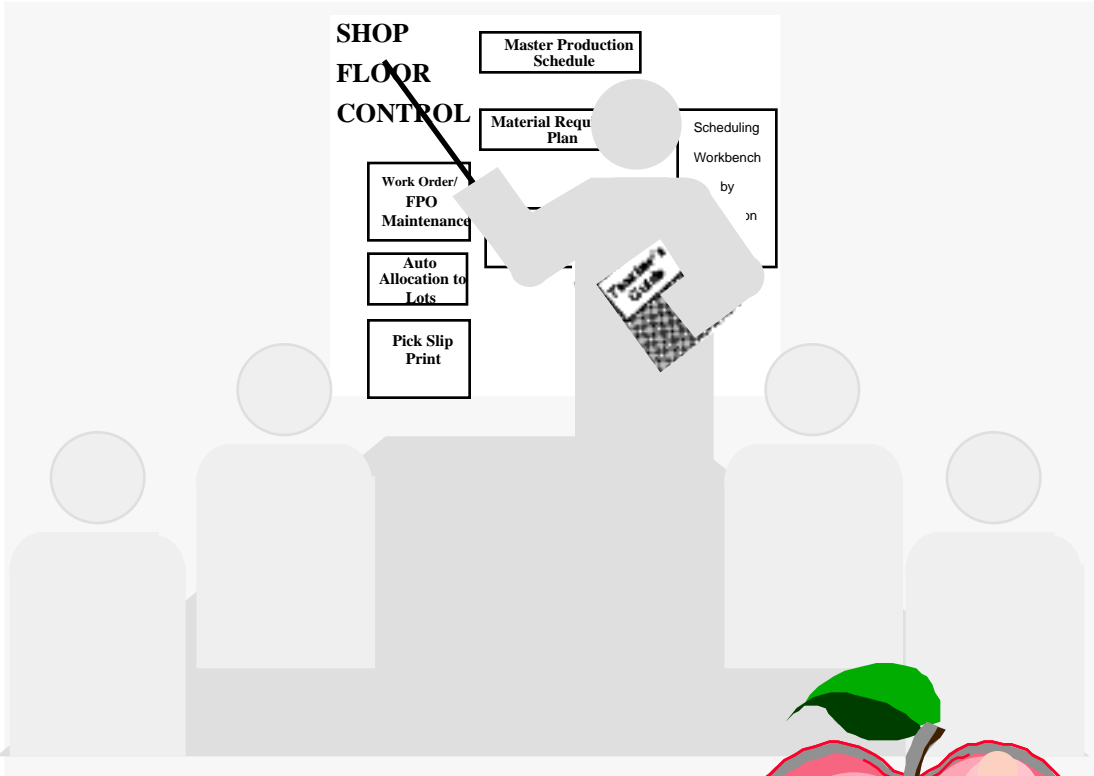
EDI & Batch Receipts

Afternoon

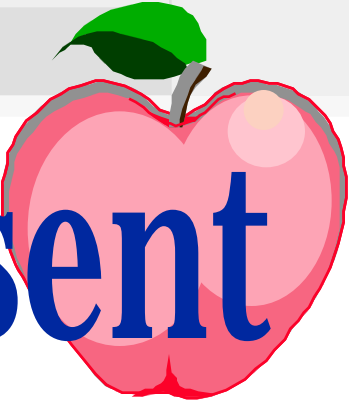
Self-Billing

Draft Processing

Overview



RMS/Present



Features

MULTI CURRENCY SUPPORT

CASH, ADJUSTMENTS, TRANSFERS, AND NON-A/R POSTING

CORPORATE CUSTOMER PROCESSING

BANK DRAFT AND TRANSFER SUPPORT

Non-check processing

USER DEFINED AGING PERIODS

AUTOMATICALLY ASSIGNED BATCH NUMBERS

AUTO DISCOUNT APPLICATION

VAT TAXATION SUPPORT

DUNNING/MESSAGE SUPPORT

DESIGNATION OF INVOICES IN DISPUTE

CONSOLIDATED INVOICING^{9.0}

Consolidate at Ship To or Customer Level with choice of frequency

AUTO CASH POSTING FROM RECEIPT OF EDI 820 TRANSACTIONS^{9.0}

Uses MICR Bank Account # ^{9.1} or Customer Number

Four Types of Processing

Invoices for Customer Orders

HARD COPY

ELECTRONIC

Invoices without Customer Orders

Payments with No Invoices

NON-A/R CASH POSTING

Trade based on Consumption by your Customers^{9.0}

SELF-BILL INVOICE

Invoices from Customer Orders

1) SHIPMENT CONFIRMATION (OB0100) OR INVOICE RELEASE (OB0140)

Ships customer order line item from inventory and prepares for creation of invoice

Credit Inventory

Debit Cost of Goods Sold

2) INVOICE PRINT (OB0145)

Creates Invoice based on Customer Order, Type and Customer Criteria

3) INVOICE UPDATE (OB0150, AR0040)

Updates Accounts Receivable and posts sales transactions

DR Accounts Receivable

CR Sales

CR Freight

CR Tax

4) A/R CASH POSTING (AR0015, AR0040)

Receive and apply payment via hard copy or EDI^{9.0}

DR Cash

DR Discounts

CR Accounts Receivable

Invoices without Customer Orders

A/R Invoice Entry (AR0014, AR0040)

ENTER CUSTOMER INVOICE

Against pre-defined or 'one time' (999999) customers

Debit Accounts Receivable

Credit Sales, Freight, Tax

Entered invoices are not printed

Receive Payment (AR0015, AR0040)

DR Cash

DR Discounts

CR Accounts Receivable

Payments with No Invoices

A/R Cash Posting (AR0015, AR0040)

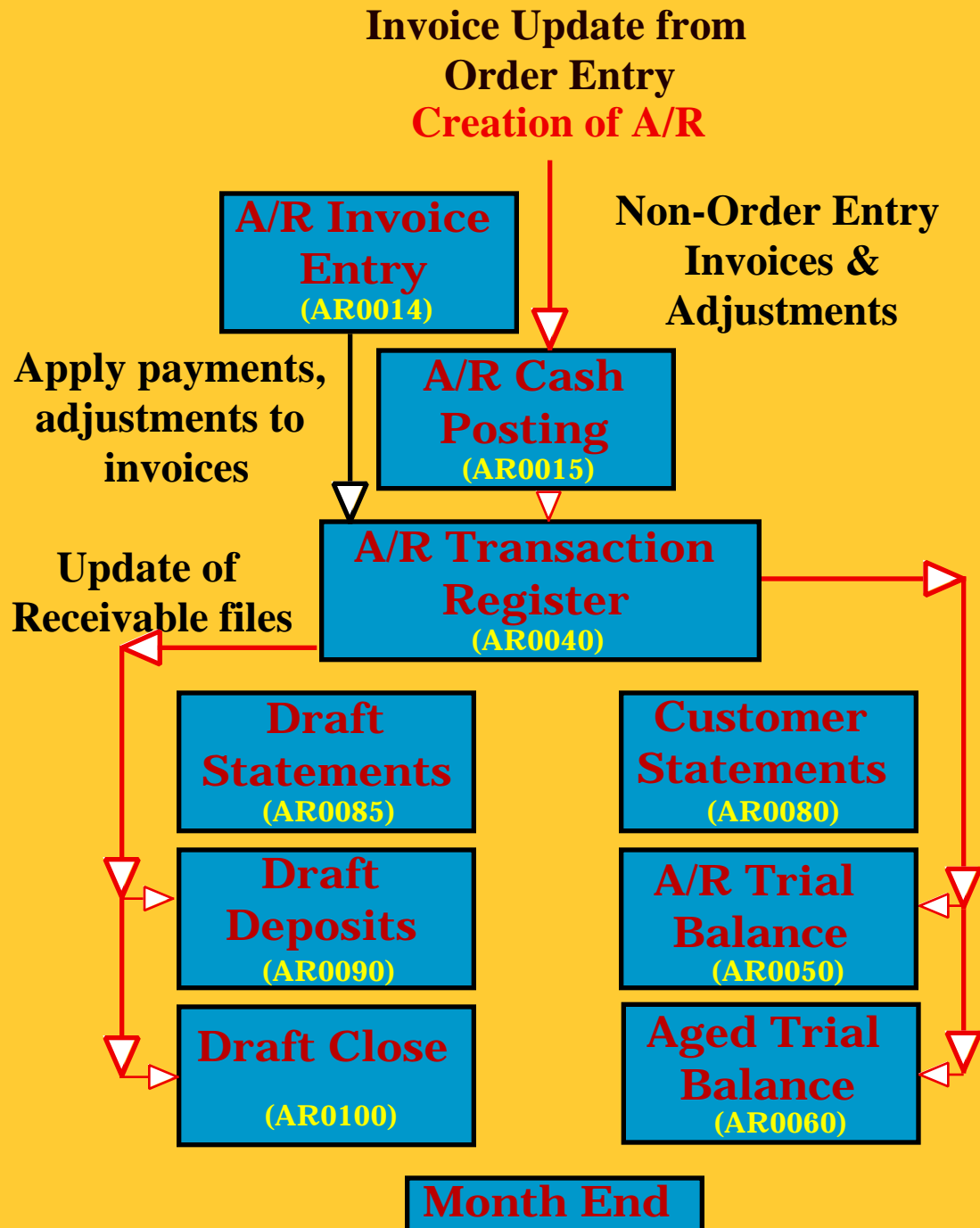
TRANSACTION TYPE = NON AR CASH

Does not effect Accounts Receivable

DR Cash

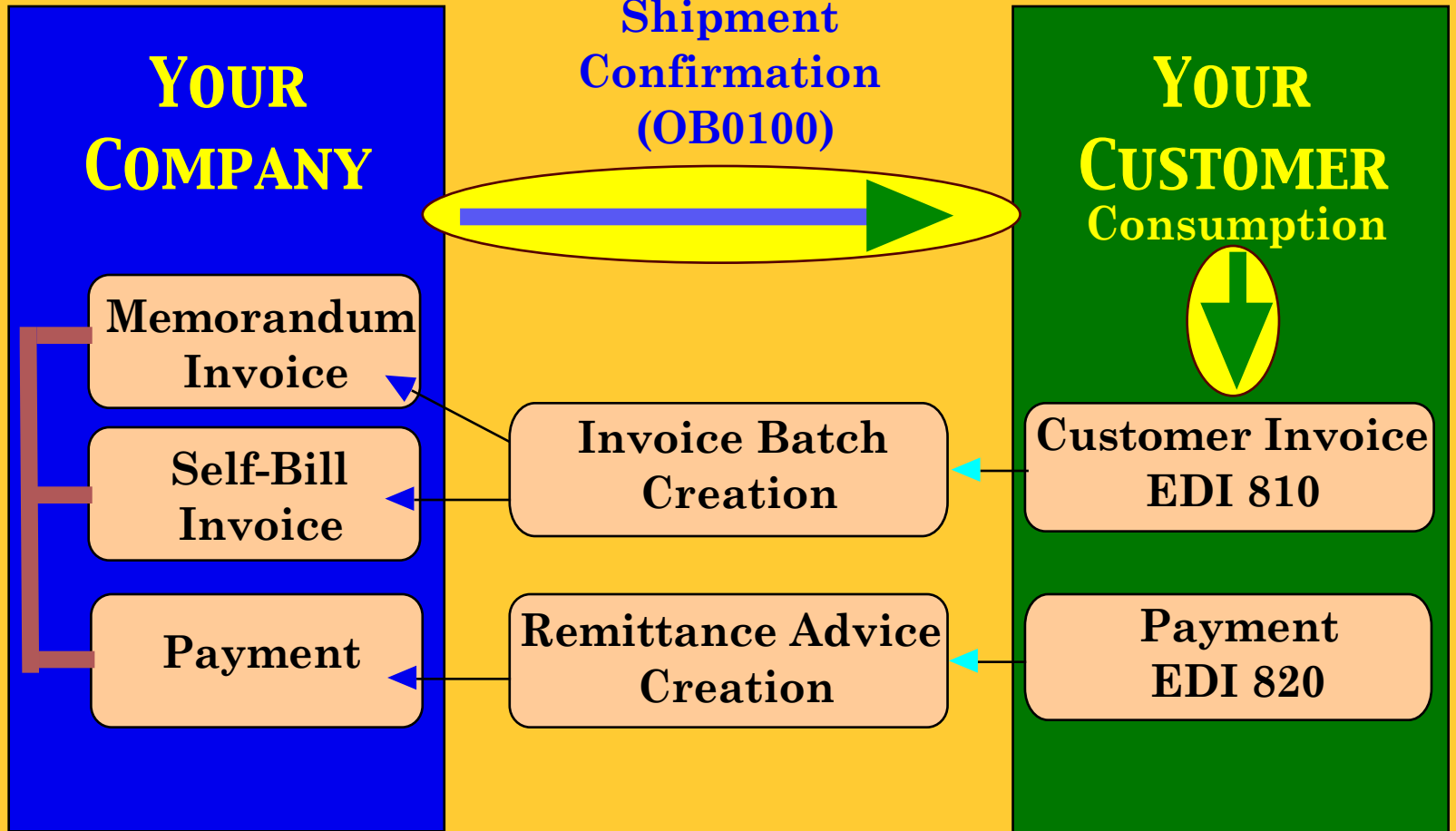
CR Input G/L Number

PRMS™ Accounts Receivable Process Flow



Self-Billing

Your Customer sends Electronic Invoices and Payments for your goods



Inquiries & Reports

Customer Alpha Lookup(AR0001)

Look up of Customer Numbers

Corporate Customer Alpha Lookup.....(AR0002)

Look up of Corporate Customer Numbers by Alpha Search code

Accounts Receivable Inquiry 9.0 (AR0008/AR0005)

Detail Review of A/R transactions by Invoice

Updated selection criteria in 9.0

Transaction Register(AR0040)

Posts and reports transactions to Accounts Receivable

A/R Trial Balance Report.....(AR0050)

Open balances by Customer

Memorandum A/R Trial Balance Report 9.0(AR0055)

Open balances of Self-Bill Memorandums by Customer

Aged Trial Balance Report.....(AR0060)

Aged view of open balances by Customer

Memorandum Aged Trial Balance Report 9.0(AR0065)

Aged view of Self-Bill Memorandum balances by Customer

Draft Lists(AR0070)

Listing of open Drafts by Customer

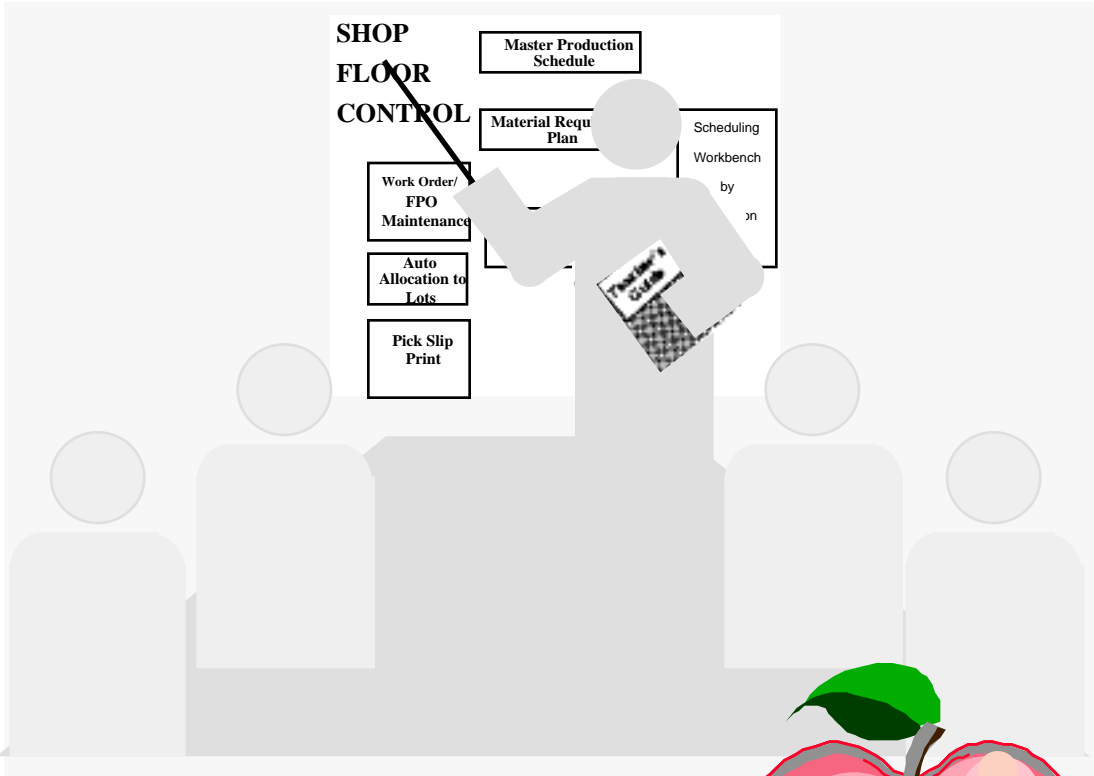
Customer Statements.....(AR0080)

Assesses finance charges and produces open A/R balances by Customer

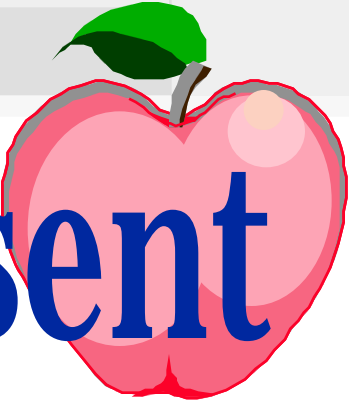
Draft Statements(AR0085)

Listing of open Drafts by Customer

Setup and Maintenance - the Basics



RMS/Present



Setup Functions

SYSTEM CONTROL (WCMANT)

General system defaults and parameters

BANK MASTER MAINTENANCE (MS0833)

Definition of cash account and transaction processing types

PAYMENT CODE MASTER MAINTENANCE (MS0831)

Determines the types and methods of payments

TERMS CODE MAINTENANCE (OB0814)

Customer payment terms

TAX CODE MASTER (MS0816)

Definition of tax codes and rates

CUSTOMER MASTER MAINTENANCE (MS0836)

Payment terms, credit limits and conditions for customers

CORPORATE CUSTOMER MASTER MAINTENANCE (AR0800)

Define a "reporting to" customer for multiple ship to customers

ORDER TYPE MAINTENANCE (OB0809)

Controls the specifics of processing a customer order

System Control

(WCMANT)

ORDER ENTRY AND BILLING OPTIONS (OB)

DEFAULT GL ACCOUNT NUMBERS (OBGLAC)

INVOICING CONTROL (OBIPRT)

INVOICE RELEASE CONTROL (OBIREL)

PERIOD END DATES AND CONTROL (OBMNTH)

APPLICATIONS INSTALLED (MSAPPL)

BANK IDENTIFICATION CONTROL (MSBIC)

MULTI-CURRENCY OPTIONS (MSCURR)

DRAFT OPTIONS (MSDRFT)

EDI TRANSACTION DOCUMENT DEFINITION (MSEDI)

TAXATION OPTIONS (MSTAX)

ACCOUNTS RECEIVABLE (AR)

Order Entry & Billing Options

(WCMANT/OB)

MULTI WAREHOUSE PROCESSING AT LINE LEVEL

Each line on the customer order may have a different warehouse. User Profile determines which (or all) warehouses the user may process.

MULTIPLE SHIP TO'S ^{9.0}

Allows the ship to number to be specified on the line of a customer order. Pick Slip and Shipment Processing is performed by Ship-To.

SHOPPING LIST

Order Entry lists the products this customer has ordered in the past based on parameters in Customer Master or System Control.

STANDING ORDER

A list of products for a customer for a specific day of the week.

TEMPLATE ORDER

A list of products associated with an ID which may be input to the customer order.

GLOBAL ORDERS

A list of products that appears with every order.

CONTRACT PRICING AND EFFECTIVITY DATES USED

Order Entry & Billing Options

(WCMANT/OB)

SHIPMENT CONFIRMATION

Determines if the shipment and relief of inventory is a separate function from releasing the invoice. If "N" then Invoice Release (OB0112) is the mechanism to record shipment.

PACKING LIST^{8.49707}

Formerly the Bill of Lading, the same as the pick list but updated with quantities shipped, not ordered. This flag determines if the list is produced.

REMOTE BILLING

Releases Invoices by Warehouse

CREDIT/DEBIT MEMOS

TRADE ALLOWANCE PRICING ^{8.3}

Free form pricing, budgeting and tracking based on product, sales organization or customer base

BILL OF LADING^{8.49707}

Including weights, skids and markings. This flag determines if a Bill of Lading will be produced by the system.

CONSOLIDATED INVOICING ^{9.0}

Allows invoices to be generated by time period instead of shipment against order

System Control

OB Default GL Account Numbers

(WCMANT/OBGLAC)

<i>Standard Product Sales</i>	<i>Invoice amount of line item updated at Invoice Update (OB0150) time. (Customer Master, Sys Control or Warehouse Inventory, Product Master, Sys Control)</i>
<i>Nonstandard Product Sales</i>	<i>Invoice amount of nonstandard line item updated at Invoice Update (OB0150) time. (Customer Master, Sys Control or Warehouse Inventory, Product Master, Sys Control)</i>
<i>Product Sales Tax</i>	<i>Invoice amount of tax for regular line items updated at Invoice Update (OB0150) time. (Tax Code Master, Sys Control)</i>
<i>Customer Sales Tax</i>	<i>Invoice amount of tax for customer based on invoice total updated at Invoice Update (OB0150) time. (Tax Code Master, Sys Control)</i>
<i>Sample COGS</i>	<i>Standard cost of sample shipments updated by Shipment Confirmation (OB0100) or Invoice Release (OB0112). (System Control)</i>
<i>Sample Sales</i>	<i>Invoice amount of orders using Order Type with Sample Flag = Y. Updated by Invoice Update (OB0150). (System Control)</i>
<i>Special Charge Sales</i>	<i>Invoice amount of line items denoted as special charge. Updated by Invoice Update (OB0150). (Customer Order Line, System Control)</i>
<i>Freight Charges</i>	<i>Amount of freight charges entered in either Shipment Confirmation (OB0100) or Invoice Release (OB0112) or calculated based on Freight Terms code assigned to Customer Order. (Freight Terms/System Control)</i>

Invoicing Control

(WCMANT/OBIPRT)

NEXT AVAILABLE INVOICE NUMBER

Invoice numbers are edited for duplicity then automatically assigned. This value will be incremented by 1 after number is issued.

TRANSACTION CODES

Must be defined in Transaction Code Master (IN0800)

Regular Orders

Inventory transaction code used by Shipment Confirmation (OB0100) or Invoice Release (OB0112) to ship customer order and affect inventory.

Sample Orders

Customer Orders that are designated as Sample Orders by the assignment of a Sample Order Type (OB0809) use this transaction code to ship order line.

VMI Order Receipt

When a customer order shipment is received by your customer being managed by "Vendor Managed Inventory", this is the transaction code that performs the receipt to the VMI warehouse.

VMI Consumption Order

When your customer reports consumption of inventory from the VMI warehouse, this transaction code is used.

VMI Inventory Adjustment

Changes to inventory status of a VMI warehouse can be made with Inventory Transactions (IN0021) or VMI Transaction Adjustment (VM0600). When VMI0600 is used, this is the transaction code.

Consignment Order Receipts

The transaction code used when your customer receives the line item of a Consignment Customer Order.

System Control

Invoicing Control (cont.)

(WCMANT/OBIPRT)

Consignment Order Sales

The transaction code used when you ship the line items of a Consignment Customer Order.

PRINT KIT & COMPONENTS ON INVOICE AND ACKNOWLEDGMENT (Y,N)

If "Y", the components of the Kit and the Kit number will print. If "N" or blank, only the Kit number will print.

Invoice Release Control

(WCMANT/OBIREL)

MESSAGE TO APPEAR ON INVOICE

Two lines, 30 characters (alphanumeric) each

ALLOW SELLING PRICE OVERRIDE

Permits the changing of Customer Order line prices during Invoice Release (OB0112)

PRINT INVENTORY TRANSACTION REPORT

If "Y", when the program that ships inventory for a customer order line is run, a report containing the resulting inventory transactions will be automatically printed to the default output queue.

PRINT INVOICE RELEASE REPORT

If "Y", when Invoice Release (OB0112) is run, a report containing the order line detail will be automatically produced.

Period End Dates and Control

(WCMANT/OBMNTH)

MONTH END IN PROGRESS (Y,N)

When the program that updates period sales (Month End Update (OB0200)) begins, this flag is set to "Y" which prevents the use of Invoice Update (OB0150) and Invoice Register (OB0160). When the program completes normally, the flag is set to "N". If month end program does not complete normally, reset this flag to "N".

NUMBER OF PERIODS IN A YEAR

Determines if 12 or 13 entries are required for Period End Dates and when Year End processing (updating Last Year and clearing YTD values) occurs instead of Month End processing

Applications Installed

(WCMANT/MSAPPL)

ACCOUNTS RECEIVABLE (Y,N)

Must be "Y" for all options and database updates to occur correctly.

Bank Identification Control

(WCMANT/MSBIC)

DEFINES SCREEN ENTRY AND FORMAT OF DATABASE FOR BANK DRAFTS AND TRANSFER FILES

Field Name

Ex. Bank Number, Branch Number, Address, etc.

Relative Screen Position

Type 1-Numeric, 2-Alpha

**PROVIDES DEFAULTS TO BANK CODE (MS0833),
CUSTOMER MASTER (MS0836) AND VENDOR PAYMENT
DATA (AP0800)**

15 FIELDS - DISTINGUISHED BY LENGTH

**One/2, One/3, One/4, Two/5, One/6, One/7, One/8,
One/9, Two/10, One/11**

Currency Code Maintenance

(MS0821 MSCCP100)

Defines Currency Code and Base Exchange Rate

CURRENCY CODE & DESCRIPTION

ALPHA SORT CODE

MULTIPLY/DIVIDE

Apply this operation (multiply or divide) **to this currency code** to achieve Domestic currency amount

TYPE OF EXCHANGE RATE

User Defined field

GENERAL LEDGER ACCOUNTS

Unrealized Gain

Net income increases due to favorable exchange rates on open receivables and payables

Unrealized Loss

Net income decreases due to unfavorable exchange rates on open receivables and payables

Realized Gain

Re-calculated increases to income due to favorable exchange rates at Payable or Receivable settlement time

Realized Loss

Re-calculated losses to income due to unfavorable exchange rates at Payable or Receivable settlement time

Currency Code Maintenance (cont.)

BASE STANDARD RATE

The value that is used in the Multiply/Divide operation against this currency to achieve a Base Standard Domestic currency value.

CURRENT AND GOING TO STANDARD RATE

The value that is used in the Multiply/Divide operation against this currency to achieve a the respective Domestic currency values.

BUY RATE

Used to determine actual costs in Purchasing and A/P

SELL RATE

Used to determine actual costs in Order Entry and A/R

LETTER OF CREDIT/FORWARD CONTRACT AMOUNT

Reference field with entry conditional on "Type of Exchange Rate" = 5 or 6

EXPIRATION DATE

Reference field with entry conditional on "Type of Exchange Rate" = 5 or 6

Multi-Currency Options

(WCMANT/MSCURR)

DOMESTIC CURRENCY CODE

Tells the system what currency is the 'standard'

Currency Code Description

Currency Class^{9.0}

Transitional designator for domestic currencies converting to the Euro. Not applicable for US. Not applicable after 12/31/01.

Non-Single - Domestic currency is not Euro

Single - Domestic currency is Euro

REVALUATION OPTIONS

Realize Unrealized Gains/Losses at Year End

Unrealized Gains/Losses are calculated during Foreign Currency Revaluation (MS0150), Transaction Entry (AP0013) and Invoice Update (OB0150). Realized gains/losses are calculated during Transaction Register (AR0040) and Disbursements Journal (AP0125). If set to "Y", any unrealized gains/losses that exist at year end will be moved to Realized Gains/Losses.

GL ACCOUNTS

<i>Unrealized Gain</i>	<i>Favorable domestic value on open payables and receivables measured as Order Exchange Rate to Base Exchange Rate. (Currency Code, Sys Cntl)</i>
<i>Unrealized Loss</i>	<i>Unfavorable domestic value on open payables and receivables measured as Order Exchange Rate to Base Exchange Rate. (Currency Code, Sys Cntl)</i>
<i>Realized Gain</i>	<i>Favorable domestic value of revenues received/payments made due to the difference between paid/received exchange rate and base exchange rate. (Currency Code, Sys Cntl)</i>
<i>Realized Loss</i>	<i>Unfavorable domestic value of revenues received/payments made due to the difference between paid/received exchange rate and base exchange rate. (Currency Code, Sys Cntl)</i>

Multi-Currency Options (cont.)

(WCMANT/MSCURR)

For OB/AR, PO/AP and RGA^{9.0} processing as separate prompts

MULTI-CURRENCY INSTALLED

ALLOW CURRENCY CODE OVERRIDE

At Order or Invoice time

ALLOW EXCHANGE RATE OVERRIDE

At Order or Invoice time

OB DATE FOR RATE OF EXCHANGE

Order Date, Invoice Date, Ship Date

RGA DATE FOR RATE OF EXCHANGE^{9.0}

Order Date, Invoice Date, Ship Date

PO DATE FOR RATE OF EXCHANGE

Order Date, Requested Date, Receipt Date

Multi-Currency Options (cont.)

(WCMANT/MSCURR)

Currency Display Server^{9.0}

Determines how values are displayed

DECIMALS & THOUSANDS SEPARATOR

Character used to separate decimals and thousands

FOR THE FOLLOWING DISPLAY AREAS

Unique settings for each

Number of Integer positions

Number of Decimal Positions

Edit Code

Display Areas

Costs	OB Header Amounts	AP Header
Prices	OB Detail	AP Detail
GL Amounts	PO Header	AR Header
	PO Detail	AR Detail

Taxation Options

(WCMANT/MSTAX)

Four types of Taxation Supported from System Control

U.S.

Percentage Tax based order amount of eligible product/customer combinations.

GST/PST (CANADIAN)

Both a General Sales Tax (federal) and a Provincial Sales Tax including the ability to base the provincial on the general.

GST (AUSTRALIAN)^{8.4}

A General Sales Tax based on the order extension amount or a flat charge. Customers are identified as Retail, Wholesale, or Tax Exempt. Wholesale sales taxes via the Notional Wholesale Tax Rate.

VALUE ADDED (EUROPE)

Tracks the amount of taxes paid on purchases and subtracts from taxes received on sales to determine value to tax.

Taxation Options

(WCMANT/MSTAX)

TAXATION TYPE

USA - blank	VAT Type (4) - calculated before discounts
VAT Type (1)	VAT Type (5) - calculated after discounts, total displayed
Canada (2)	Canada GST/PST (6)
Australia (3)	

TAX FLAGS INSTALLED (1,2,3)

One type of taxation (Flag 1) for US

ALLOW TAX FIELD OVERRIDES AT ORDER ENTRY

ENTER TAX EXEMPTION ID AT ORDER ENTRY

Requires entry of ID in Australian Tax environment

VAT/GST ON CREDIT NOTE

When creating RGA/Credit Memo, should the rate be from the original customer order or the current rate?

Taxation Options (cont.)

(WCMANT/MSTAX)

GL ACCOUNT NUMBERS

Purchasing - Input VAT/GST *Amount of purchase tax received (Tax Master/Sys Cntl)*

Sales - Output VAT/GST *Sales tax due (Tax Master/Sys Cntl)*

Memo Sales Accrual - Output VAT/GST^{9.0}
Tax from Memorandum Invoices. Reversed when self-bill invoice posts to A/R. (System Control)

Memo Product Sales Variance - Output VAT/GST^{9.0}
Difference between tax (shipments) and Memorandum Invoice in Self-Bill environment. (System Control)

Purchasing - Input PST *Provincial sales tax received (Tax Master/Sys Cntl)*

Sales - Output PST *Provincial sales tax due (Tax Master/Sys Cntl)*

Memo Sales Accrual - Output PST^{9.0}
Tax from Memorandum Invoices. Reversed when self-bill invoice posts to A/R. (System Control)

Memo Product Sales Variance - Output PST^{9.0}
Difference between tax (shipments) and Memorandum Invoice in Self-Bill environment. (System Control)

VAT/GST Tax Point in OB/AR

Invoice or Payment Date

Default VAT/GST Tax Codes

Freight, Non-standard, Special Charges, Zero Rated

Adjust VAT in AR Based on Terms Code

One Month Delay of Tax Point in AP

Taxation Options (cont.)

(WCMANT/MSTAX)

European Taxation Installed

Domestic Country Code

Domestic VAT Registration Number

Arrivals

Dispatches

Insurance - Purchasing, Order Entry

Region of Origin/Destination

Use Statistical Process Code

Use Extended Incoterm Code

Use Port of Arrival/Dispatch

Use Port of Transshipment

Validate Commodity Code

Allocate Freight on Arrivals based on

Allocate Insurance on Arrivals based on

Accounts Receivable

(WCMANT/AR)

FUNCTIONS INSTALLED

GL Interface

Transactions create detail GL transactions in the GL Interface file (GLIFP100)

Multi-Batch Processing

Allows and assigns multiple batch ID's per User ID, otherwise each set of transactions entered against the User ID are processed together

Automatic Discount Processing

Discounts are automatically applied during the cash posting process

Corporate Processing

A corporate customer number may be assigned to more than one 'ship to' customer. Statements, finance charges and payment application may be made against the Corporate Customer.

Corporate customer number can be found/used in;

Customer Detail List	(MS0035)	Customer Order Reports	(OB0050)
Cust. Order Detail Reports	(OB0055)	Cust. Order Quote Reports	(OB0057)
Trade Allowance Maint.	(OB0350)	Pay by A/P Payment Creation	(AP0306)
Customer Statements	(AR0080)	Draft Statements	(AR0085)
Letter Printing	(AR0460)	AR Inquiry	(AR0008)(AR0005) ^{9.0}

Non-AR Cash

Allows posting of payment without existing invoice

Accounts Receivable (cont.)

(WCMANT/AR)

Finance Charges

Determines if finance charges may be calculated and assessed during Customer Statements (AR0080)

Finance Charges on Finance Charges

Determines if finance charges is calculated based on original line item amount or amount plus previous finance charges

Finance Charges on Disputed Items

Determines if finance charges are calculated for invoices marked as in 'Dispute'

Accounts Receivable (cont.)

(WCMANT/ARBAL\$)

AR BALANCE

Displays the total amount of open Accounts Receivable. Updated when Transaction Register (AR0040) is run.

(WCMANT/ARBTCH)

NEXT AVAILABLE BATCH NUMBER

When Multi-Batch Processing is "Y"

Next Available Batch Number

(WCMANT/ARCLOS)

PERIOD END CONTROL

Determines which period is current period

Last Period Closed

Updated based on successful completion of AR Period End Update (AR0140).

Number of Periods in Year

Used to determine if Year End or Month End process is to be performed and to edit check transaction dates to current period dates

Record Retention Days

AR Period End (AR0140) will purge open AR headers and details from the Open AR Header (ARARP100) and Open AR Detail (ARARP200) files if the amount remaining is 0 and the Last Transaction Date plus the Record Retention Days is less than the date the period end is run.

System Control

Accounts Receivable (cont.)

(WCMANT/ARCLOS)

Save History By Year (Y) or Period (N)

If AR records are saved to history, the records in ARARP100 and ARARP200 which are purged may be moved into a yearly file (ARHSP1XXXX, ARHSP2XXXX) or monthly files by period (ARHSP1XXYY, ARHSP2XXYY) where XX is year and YY is period

(WCMANT/ARCLOS)

CLOSED PERIOD END DATES

Date that Month End Update (AR0140) ran and completed successfully.

Periods 1 through 12 or 13

System Control

Accounts Receivable (cont.)

(WCMANT/ARGLAC)

DEFAULT GL ACCOUNTS

<i>Sales</i>	<i>Sales for non-Customer Order invoices (Sys Cntl)</i>
<i>Memo Sales Accrual</i> ^{9.0}	<i>Transitory A/R between Memorandum Invoice create and Self-Bill Invoice (Customer Master, System Control)</i>
<i>Memo Sales Variance</i> ^{9.0}	<i>Difference between Memorandum Invoice Amount and Self-Bill Invoice (Customer Master, System Control)</i>
<i>Accounts Receivable</i>	<i>Orders/invoices processed through Invoice Update (OB0150)/Transaction Register (AR0040) (Customer Master/Sys Cntl)</i>
<i>Memo A/R Accrual</i> ^{9.0}	<i>A/R created by Self-Bill Invoice Batch Update (AR0096)(Customer Master, System Control)</i>
<i>Memo A/R Variance</i> ^{9.0}	<i>Difference between Self-Bill Invoice amount and payment (Customer Master, System Control)</i>
<i>Cash</i>	<i>Payments Received (Cash Posting/Sys Cntl)</i>
<i>Discounts Taken</i>	<i>Discounts taken by Customers (Sys Cntl)</i>
<i>Memo Discounts Taken</i> ^{9.0}	<i>Discounts taken by Self-Bill invoices (Sys Cntl)</i>
<i>Non-AR Cash Receivable</i>	<i>Payments received with no invoice (Cash Posting/Sys Cntl)</i>
<hr/>	
<i>Adjustments</i>	<i>Adjustments made in Invoice Entry (Cash Posting/Sys Cntl)</i>
<i>Finance Charges</i>	<i>Posted to at Customer Statement time (Sys Cntl)</i>
<i>Remittance Advice Writeoff</i> ^{9.0}	<i>Value of difference between Remittance amount and Memorandum Invoice for Self-Bill</i>