

**ACCOUNTS RECEIVABLE  
PROCEDURE DESCRIPTION**

# Business Info-Solution Accounts Receivable

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# Business Info-Solution Accounts Receivable

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# Business Info-Solution Accounts Receivable

## Job: Maintenance of A/R Company Information

This job allows entry update and listing of accounts receivable company information.

### Step. BARCLWCOM – Work with Customers

This procedure allows you to maintain company information, customers, departments, A/R Ids, billing parameters and links to other maintenance programs related to an A/R company. The opening screen will look like the following example;

```
Work with A/R Companies                                BARRG300 1
                                                       JDOE

Company Id . . . . +

Type options, press Enter.
1=Customers      2=Change      3=Copy      4=Delete      5=Display      13=Find Invc
7=Departments   8=A/R Ids      9=Bill Hdrs 10=Bill Msgs 11=Bill Sls Rpt
Co Company      Company
Opt Id Name     City            St Zip Id
45 JOHN SMITH, LLC      LAWRENCE       KS 67902 A
58 RESTAURANT, INC     SEDALIA        MO 77537 A
59 MY PIE, LTD         WICHITA        KS 67278 A

F3=Exit      F5=Refresh      F6=Add      F9=LookUp+      F13=Find Invc      Bottom
                                                       F24=Secure
```

Figure 1.

This display shows all companies currently defined in the accounts receivable system. The operator may use either the roll up and down keys or enter a company id at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions or links to other maintenance processes;

- 1 = Go to the display that allows the maintenance of the customers for the associated company id. See figure 3.
- 2 = Change a company definition. Displays the screen which allows the operator to update fields defining the company. See figure 2.
- 3 = Copy a company. Start a process that will copy all the selected data values associated with the company id. See figure 8
- 4 = Delete a company. Starts a process that will delete all records associated with the company id. See figure 9.

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- 5 = Display a company. Displays a screen showing fields defining this company id. See figure 2.
- 7 = Go to the display that allows the maintenance of all of departments for the associated company id. See figure 10.
- 8 = Go to the display that allows the maintenance of all a/r ids for the associated company id. See figure 11.
- 9 = Go to the display that allows the maintenance of all billing header parameters for the associated company id. See figure 12.
- 10 = Go to the display that allows the maintenance of all billing messages for the associated company id. See figure 13
- 11 = Go to the display that allows the maintenance of the billing sales report parameters for the associated company id. See figure 14
- 13 = Open a window to allow for the searching for an A/R invoice and subsequent display of invoices. See figure 15

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

- F3 = Exit the program. Company maintenance is complete for now.
- F5 = Refresh this display.
- F6 = Add a new company id. A screen will then be presented to enter fields to define a company id. See figure 2.
- F9 = Lookup values for field at which the cursor is positioned. Eligible fields for lookup are marked by a "+".
- F13 = Open a window to allow for the searching for an A/R invoices and subsequent display of invoices.
- F24 = Display the currently used security parameters for the operator.

# Business Info-Solution Accounts Receivable

The following fields are prompted in response to either a 2=Change, 5=Display or F6=Add function key from the Work with A/R Companies display;

```
UPDATE                               Work with A/R Companies                BARRG300 2
                                       ROVERHOLT
Company Id . . . . . 45

Type information, press Enter.
Company Name . . . . . JOHN SMITH, LLC
                   DBA GINOS PIZZARIA
Address . . . . . PO BOX 123789

City . . . . . LAWRENCE                      State KS + Zip 67902
Phone. . . . . 316-685-1622
Billing A/R Id . . . . . A +
Invoice # by . . . . . +

F3=Exit      F5=Refresh      F9=LookUp+      F12=Cancel      Roll up/down
```

Figure 2.

These fields are defined as follows;

### Company Id

Two character code identifying the particular company. Company Ids 01 thru ZZ are valid values.

### Company Name

Two thirty character fields identifying the name of the company. Must not be blanks.

### Address

Two thirty character fields for specifying the address of the company.

### City

Twenty three character fields for specifying the city of the company.

### State

Two character fields for specifying the postal state of the company.

### Zip

Five digit field for specifying the postal zip of the company.

### Phone

Fifteen character field for specifying the phone number of the company.

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### **Billing A/R Id**

One character field defining the A/R Id for which invoices will be created in the billing module. Must be defined in A/R Id table.

### **Invoices # by**

One character field defining the option used by billing module as to how billing invoices are to be segregated and numbered.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru companies in the file.

F3 = Exit the program. Company maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with companies display.



# Business Info-Solution Accounts Receivable

The following fields are prompted in response to a 2=Change or F6=Add customer function keys from the Work with Customers display;

UPDATE	Work with Customers	BARRG320 2
Company Id . . . . .	45 JOHN SMITH, LLC	Last Updated
Customer Id . . . . .	36700	Time: 10:51:29
		Date: 8/12/2007
Type information, press Enter.		
Customer Name 1 . . .	NETAWCH IRRIGATION	
Name 2 . . .		
Address 1 . . .	5560 E. ELM AVE	
Address 2 . . .		
City, State, Zip . . .	FRESNO	CA + 93727 2107
Phone / Fax:Telex. . .	559-555-6899	/
Contact Name . . . . .		
Tax Exempt Code . . .	Y +	Tax Id . . .
Customer Type. . . . .		Cost Center. . . . .
Finance Charge Code. .	+	Days Past Due. . . . . 30 +
Acct Charge Class. . .	+	Interest APR%. . . . . .00
Department . . . . .	SALE +	A/R Id . . . . . A +
Credit Rating Code . .		Sub Bill Required? . . . +
Taxing:. . . . .	State CA	Credit Limit . . . . .
	City FRESNO	County
F3=Exit	F5=Refresh	F9=Lookup+
		Roll up/down
		F12=Cancel

Figure 4a.

These fields are defined as follows;

## Company Id

Two-digit alphanumeric code identifying the company.

## Customer Id

A 6-character field followed by a 2-character sequence field, treated during processing as one alphanumeric field. If you intend to post charges and payments to the G. L. A/R accounts using the customer as a sub account (see system option "BAR-ARGO") you will want to limit your customer ids to six numeric characters.

## Customer Name 1 and 2

Two 30-character fields for the customer name. Enter last name first, if you will want customer lists in alphabetic order. Try to make the first line unique enough to be meaningful on inquiry lists where only the first 30 characters of name information appear.

## Address 1 and 2

Two 30-character fields for the customer's street address, box number etc.

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## **City, State, Zip**

A 23-character field for city name, a 2-character field for valid state abbreviation, and 9 digits for the zip code. City and state will be used as the default for taxing jurisdictions requested farther down the screen. If you will be calculating sales tax based on the customer address, and you are allowing taxing jurisdiction to default from City, St, Zip, be sure that the first ten characters of the city name are exactly as the city is entered in the tax table file.

## **Phone /**

A 20-character field for phone number, punctuated as you wish.

## **Fax:Telex**

Twenty characters to contain an alternate phone number for facsimile or telex transmission.

## **Contact Name**

Forty characters for name of a person to be contacted at the customer's firm for correspondence.

## **Tax Exempt Code**

Enter 'Y' if this customer is exempt from sales tax, 'N' if sales tax is charged.

## **Tax Id**

A 40-character field for customers tax id. Format the field as you wish. If the customer is tax exempt, there should be a tax id entered here.

## **Customer Type**

Reference to an entry in the CUT (Customer Type) table of the ACS Tables file. Used in Order Entry sales reporting to sort and summarize sales by customer type. The Customer Type table also defines the Customer Group that is also used in sales reporting.

## **Cost Center**

Default cost center used if major, sub account from the customer type table is used and no corresponding cost center has been entered in that table, or for direct expense account, if no cost center was entered at the level at which the major and sub account was derived. (See G/L interface section)

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## **Finance Charge Code**

Customer exception to standard interest charge code on A/R record in company/department file. Enter 'Y' if this customer should be charged finance charges. Enter 'N' if this customer is never charged finance charges.

## **Days Past Due**

Up to 3-digit number for the number of days until an invoice or balance is considered past due and finance charges are computed. If entered, this will override the standard past due days on the A/R record in the company/department file.

## **Interest APR%**

A 5-digit number with 2 decimal positions for the finance charge rate for this customer (e.g. 10.5% A.P.R. = 010.50). If entered, this will override the standard rate on the A/R record in the company/department file.

## **Acct Charge Class**

A one-character field for the usual class of purchase charged to this customer. This class must be defined as a rate in the charge/payment type and rates file.

## **A/R Id**

A one-character field for the accounts receivable id for this customer to be used as the default A/R id in the Order Entry/Billing system.

## **Department**

Four character department field which is the usual department selling to this customer--must be a valid department in the company/department file.

## **Sub Bill Required?**

Enter 'Y' if this customer requires a sub-bill id for charges. Enter 'N' if sub-bill id is not allowed. Enter 'O' if sub-bill id is optional and if entered must be defined in sub-bill master file. Enter 'P' if sub-bill id is possible and if entered may or may not be defined in sub-bill master file. Enter 'R' if sub-bill is required but may or may not be defined in sub-bill master file.

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## **Credit Rating Code**

Reference to an entry in the CRM (Credit Message) table of the ACS Tables file used to specify a message to be displayed by the Order Maintenance program. Also associated with this entry is a default credit limit, which is used if the Credit Limit field (following) is zero. A CRM table entry with a blank key may be specified as a default credit message for all customers.

## **Credit Limit**

A 9-digit whole dollar limit of credit extended to this customer. If this field is zero, a default credit limit from the CRM table may be used.

## **Taxing:**

These fields are important if sales tax is computed based on the customer rather than selling department address (see system option "BAR-STAX"). They will default to the customer address city and state entered above. County is necessary only if a city is part of more than one county. If it is necessary for that reason, you must enter it here because there is no default.

## **State**

A valid 2 character state abbreviation as occurring in the tax table.

## **City**

A 10-character city name or abbreviation as occurring in tax table.

## **County**

A 10 character county name or abbreviation as occurring in tax table.

Pressing enter on this screen will present the operator with a second screen of parameters for the customer id being entered or maintained.

# Business Info-Solution Accounts Receivable

The following fields are prompted to complete the entry of the customer being maintained or added;

```
UPDATE                               Work with Customers                               BARRG320 2

Company Id . . . . . 45   JOHN SMITH, LLC                               Last Updated
Customer Id . . . . . 36700                                         Time: 10:51:29
                                                                    Date: 8/12/2007

Type information, press Enter.
Direct Expense Co. . . . . +
Price Table . . . . .
Backorder Options. . . . .
Terms Code . . . . .
Salesman Id 1 / 2. . . . . /
Shipping Code. . . . .
F.O.B. Code. . . . .
Altrnt Customer Id . . . . .
Cycle Codes. . . . .
Flags. . . . .
Y-T-D: . . . Charges      206949  Paymnts      195482- Interest

                                                                    Roll up/down

F3=Exit      F5=Refresh      F12=Cancel
```

Figure 4b.

These fields are defined as follows;

## Direct Expense Co

Defines the expense type of the customer: A/R; intra-co direct expense; inter-co direct expense. The expense type then controls the general ledger account numbers where the order charges are posted. Charges for an accounts receivable customer are posted to the accounts receivable asset account; an intra-co direct expense customer's charges are posted to the direct expense account in the customer's company; charges for an inter-co-direct expense customer are sent to the inter-co receivable account in the customer's company, the inter-co payable account in the direct expense company, and the direct expense account in the direct expense company (see G/L interface section). Leave this field blank for an accounts receivable customer. Enter the same company id as the customer company to define an intra-co direct expense customer. If this field contains a company id different that the customer company, this will be an inter-co direct expense customer.

## Price Table

Reference to an entry in the Discount/Markup Price Table file. This Price Table will be used in Order Entry if the no other price table is specified on the order line, order header, or item master.

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## **Backorder Options**

Reference to an entry to define customer default backorder options for the Order Entry system.

## **Terms Code**

Reference to an entry in the TRM (Terms Codes) table of the ACS Tables file. Used as a default terms code for the customer in Order Entry. If this field is left blank, it defaults to the Company record of the Inventory Company/Warehouse file.

## **Salesman Id 1 / 2**

Default salesman ids used by Order Entry. If this field is non-blank, the salesman id must be defined in the SLM Table of the ACS Tables file. Two salesman ids may be given for a shared territory.

## **Shipping Code**

Reference to an entry in the VIA (Ship via Codes) table of the ACS Tables file. Used as a default shipping via code for the customer in Order Entry. If this field is left blank, it defaults to the Company Record of the Inventory Company/Warehouse file.

## **F.O.B. Code**

Reference to an entry in the F.O.B. (FOB Codes) table of the ACS Tables file. Used as a default F.O.B. code for the customer in Order Entry. If this field is left blank, it defaults to the Company Record of the Inventory Company/Warehouse file.

## **Alternate Customer Id**

Eight character A/R customer id used to specify an alternate billing address for Order Entry when the current customer id is entered as the Ship-to customer.

## **Cycle Codes**

Four characters for cycle codes for billing.

## **Flags**

Sixteen characters available as system flags--presently undefined.

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## **Y-T-D:**

These fields are normally maintained by the accumulation of charges, payments and finance charges as they are posted. You may, however, initialize them or correct them.

## **Charges**

An 11 digit dollar and cents amount for the charges for the year to date.

## **Payments**

An 11 digit dollar and cents amount for the payments made by the customer for the year to date.

## **Interest**

An 11 digit dollar and cents amount for the finance charges accumulated by the customer for the year to date.

When you have completed your entry of a new customer or update of an existing customer, press the enter key to accept the data. If no errors are found, the customer will be added to or updated in the customer master file. If errors are found, they will be indicated on the screen for you to correct.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru customers in the company.

F3 = Exit the program. Customer maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with customers or first screen of customer data display

# Business Info-Solution Accounts Receivable

The following Work with Customer Sub-Bills screen is prompted in response to a 1=Sub-Bills option request from the Work with Customers display;

```
Work with Customer Sub-Bills                                BBIRG711 1
Company Id . . . . . 45   JOHN SMITH, LLC
Customer Id. . . . . 25317   RICH SCHOOLS
Customer Sub-Bill Id
Type options or data, press Enter.
  4=Delete
    Sub-Bill  Sub-Bill
Opt Id      Description
  000007    LOCATION SEVEN
  123222    PROJECT 123222

F3=Exit      F5=Refresh      F17=Top      F18=Bottom      Bottom
```

Figure 5.

The operator may maintain a list of valid Sub-Bill Ids and descriptions to be used in the Billing system for this customer id only. Sub-Bill Ids may be added, changed or deleted from this screen.

These fields to be specified are defined as follows;

### Sub-Bill Id

Six character Id of the billing identity for this customer id that can generate separate billing invoices for this customer. This id may identify a physical object or a logical project according to the requirements of the customer.

### Sub-Bill Description

Thirty character description of the sub-bill id being defined.

# Business Info-Solution Accounts Receivable

The following display is shown in response to a 4=Delete customer id option request from the Work with Customers display;

```
Work with Customers                                BARRG320 1
  by Customer Id

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices
Opt A  Id      Sq Name/Phone                      City      Dept Type Id  Bill
      56773    MERCED                          00000
      219-325-6983  95340 CA  SALE      A
      MERCEDES

Bottom

F3=Exit                                F12=Cancel
```

Figure 6.

This screen allows for the entry of a confirmation field declaring the operator's intention to delete all records pertaining to the selected customer id. This process step when confirmed is not recoverable.

Note—A customer id may not be deleted if the balance due in the open A/R balance file is not zero.

The following function keys may be pressed to initiate the following program actions;

- Enter = Confirmation of delete requests
- F3 = Exit the delete customer process.
- F12 = Cancel the delete customer process.

# Business Info-Solution Accounts Receivable

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The following Work with A/R Invoices screen is displayed in response to an option 7 from the Work with A/R Customers display;

OPEN Invoices		Work with A/R Invoices		BARRG340 1	
				JDOE	
Company Id. . . . .	45	JOHN SMITH, LLC		As of	3/01/2008
A/R Id. . . . .	A	ACCOUNTS RECEIVABLE		Cur	.00
Customer Id . . . . .	87450	LA QUINTA INN		30	.00
				60	.00
Age Date. . .		Addr 7532 ELM DR.		90	.00
	3/01/2008 +			120	112.68
		City BAKERSFIELD	CA 90308	Bal	112.68
		Cont		Past	112.68
Type opt, press Enter.		Phon 761-725-7490			
6=Payments	7=InvChgs	8=SalesTax	9=FinChgs		
Opt Inv/Ref#	Date	CstCtr	Description	Charge	Age
					Balance Due
100141	7022007		Tck #014	55.27	269
100153	7232007		Tck #004	57.41	248
					55.27
					57.41
F3=Exit		F5=Refresh	F10=By Cost Center	F11=All Invoices	Bottom
		F8=Detail Totals	F9=Lookup+		

Figure 7.

This screen will allow the inquiry of All or Open invoices only for the selected Company, Customer Id and A/R Id.

The following options may be requested;

- 6 = Display window of detail payments made on this invoice.
- 7 = Display window of detail charges posted on this invoice.
- 8 = Display window of detail taxes charged to this invoice.
- 9 = Display window of detail finance charges posted on this invoice.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with Customers display.
- F5 = Refresh the Work with A/R Invoices display.
- F8 = Show more or less detail on invoices.
- F9 = Open lookup window for fields marked with a "+" character.
- F10 = Allow selection of display/positioning by cost center.
- F11 = Display All (including Paid) or Open invoices only for this customer.

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### **ACTIVATE/INACTIVATE CUSTOMERS**

Any customer you enter in the customer master file is considered an active customer. If a customer stops doing business with your company but the possibility remains that he will resume, it is possible to keep him in the customer master file but avoid including him in such things as mailing labels by making him inactive. If he resumes business, you will avoid the keying that a deletion and re-entry would cause.

To inactivate a customer enter an option 9 request in the option field on the Work with Customers display. This will flag the customer as being inactive. An "I" will be displayed in front on the Customer Id field.

To activate an inactive customer, perform the same sequence of steps on the inactive customer record. The "I" flag will disappear from the customer line on the display.

# Business Info-Solution Accounts Receivable

The following screen is displayed in response to an option 3=Copy option from the Work with A/R Customers display;

```
UPDATE                               Work with A/R Companies                BARRG300 2
                                      JDOE
Company Id . . . . 45 JOHN SMITH, LLC

Type information, press Enter.
Copy to Company Id/Name . . . . . +
Copy Departments . . . . . Y (Y=Yes, N=No)
Copy A/R Ids . . . . . Y (Y=Yes, N=No)
Copy Billing Headers . . . . . Y (Y=Yes, N=No)
Copy Billing Messages . . . . . Y (Y=Yes, N=No)
Copy Billing Sales Report Ids . . . Y (Y=Yes, N=No)

F5=Refresh      F12=Cancel
```

Figure 8.

This screen will allow the specification of a copying of all or selected records from the source company id at the top of the screen to either an existing or new company id listed in the middle of the screen.

The following fields may be entered;

### Copy to Company Id/Name

Two character company id and thirty character name of the target company id to be copied to. Company name must be entered if this is a new company.

### Copy Departments

One character option either Y=Yes or N=No to copy department records to target company id.

### Copy A/R Ids

One character option either Y=Yes or N=No to copy A/R Id records to target company id.

### Copy Billing Headers

One character option either Y=Yes or N=No to copy Billing Header records to target company id.

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## **Copy Billing Messages**

One character option either Y=Yes or N=No to copy Billing message records to target company id.

## **Copy Billing Sales Report Ids**

One character option either Y=Yes or N=No to copy Billing Sales Report Ids to target company id.

The following function keys will perform these tasks;

F5 = Refresh the Work with Companies display.

F12 = Cancel copy of company and/or selected records.

# Business Info-Solution Accounts Receivable

The following display is shown in response to a 4=Delete company option request from the Work with A/R Companies display;

```
UPDATE                               Work with A/R Companies                BARRG300 2
                                      JDOE
Company Id . . . . 45 JOHN SMITH, LLC

Type information, press Enter.
  WARNING: You are about to remove the above Company Id.
           Keying DELETE and pressing ENTER will continue
           the deletion of the Company Id and ALL of the following:

*****
** Departments                                **
** A/R Ids                                    **
** Billing Headers                            **
** Billing Messages                           **
** Billing Sales Report Ids                   **
*****

Please enter DELETE if you wish to delete ALL of the
records associated with this Company Id. . . . . NO

F5=Refresh      F12=Cancel
```

Figure 9.

This screen allows for the entry of a confirmation field declaring the operator's intention to delete all records pertaining to the selected company id. The literal field "DELETE" must be entered before the deletion process will continue. Please note informational warning message on the display screen. This process step when confirmed is not recoverable.

The following fields are requested;

**DELETE**

Six character literal that confirms the intent to delete a company.

The following function keys may be pressed to initiate the following program actions;

F3 = Exit the delete company process.

F12 = Cancel the delete company process.

# Business Info-Solution Accounts Receivable

The following Work with A/R Departments screen is prompted in response to a 7=Departments option request from the Work with A/R Companies display;

```
Work with A/R Departments                                BARRG310 1
                                                         JDOE
Company Id . . . . 45   JOHN SMITH, LLC

Type options, press Enter.
 2=Change      3=Copy      4=Delete      5=Display

      Department                Department
Opt  Dept Name                  City                St Zip
   SALE DELAYED PAYMENTS

                                                         Bottom

F3=Exit      F5=Refresh      F6=Add      F9=LookUp+
```

Figure 10.

The operator may maintain a list of valid Departments and descriptions to be used for this company id.

The following options may be requested;

- 2 = Change the department.
- 3 = Copy the department.
- 4 = Delete the department.
- 5 = Display the department.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Companies display.
- F5 = Refresh the Work with A/R Departments display.
- F6 = Add a new department.
- F9 = Open lookup window for fields marked with a "+" character.

# Business Info-Solution Accounts Receivable

The following display is shown when a 2=Change, 5=Display or F6=Add function key is pressed from the Work with A/R Departments display;

UPDATE	Work with A/R Departments	BARRG310 2 JDOE
Company Id . . . . .	45 JOHN SMITH, LLC	
Department Id. . . . .	SALE	
Type information, press Enter.		
Department Name. . . . .	DELAYED PAYMENTS	
Address . . . . .		
City. . . . .		+ Zip
Standard Rate Code . . . . .	+	
Cost Center. . . . .	0 +	
Taxing State/City/Count Id . . .	KS / LAWRENCE /	
F3=Exit	F5=Refresh	F9=LookUp+      F12=Cancel      Roll up/down

Figure 16.

These fields to be specified are defined as follows;

## Department

### Name

Two thirty character names of the A/R department being defined.

### Address

Two thirty character address line for the A/R department being defined.

### City, State, Zip

Twenty three character city, two character state abbreviation id, and five digit zip code of the department being defined.

## Standard Rate

Single character code of defaulting standard rate for customers in this department. (See Id Numbering RATE)

## Cost Center

Six digit cost center number for this department.

# Business Info-Solution Accounts Receivable

---

## **Taxing**

These fields are used if sales tax is computed based on the address of the selling department rather than the customer. (See system option "BAR-STAX"). They will default to the department city and state entered above. County is necessary only if city is part of more than one county. If it is necessary for that reason, it must be entered here because there is no default. If you will have non-A/R payments, any department recording them must have a taxing Id regardless of how "BAR-STAX" is set for other A/R payments. Non-A/R payments always depend on the department for sales tax.

## **State**

A valid 2 character state abbreviation as defined in the tax table.

## **City**

A ten-character city name or abbreviation as defined in the tax table.

## **County**

A ten character county name or abbreviation as defined in the tax table.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Department display.
- F5 = Refresh the Work with A/R Departments display.
- F9 = Open lookup window for fields marked with a "+" character.
- F12 = Cancel A/R Department entry and return to Work with A/R Departments

# Business Info-Solution Accounts Receivable

The following Work with A/R Ids screen is prompted in response to a 8=A/R Ids option request from the Work with A/R Companies display;

```
Work with A/R Ids                                BARRG311 1
                                                JDOE
Company Id . . . . 45    JOHN SMITH, LLC

Type options, press Enter.
 2=Change      3=Copy      4=Delete      5=Display

  A/R  A/R                               Bal/  A/R Asset
Opt  Id  Description                       Dtl  Major  Subsd
  A           ACCOUNTS RECEIVABLE         D    3131    0

F3=Exit      F5=Refresh      F6=Add      F9=LookUp+

Bottom
```

Figure 11.

The operator may maintain a list of valid A/R Ids and descriptions to be used for this company id.

The following options may be requested;

- 2 = Change the A/R Id.
- 3 = Copy the A/R Id.
- 4 = Delete the A/R Id.
- 5 = Display the A/R Id.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Companies display.
- F5 = Refresh the Work with A/R Ids display.
- F6 = Add a new A/R Id.
- F9 = Open lookup window for fields marked with a "+" character.

# Business Info-Solution Accounts Receivable

The following display is shown when a 2=Change, 5=Display or F6=Add function key is pressed from the Work with A/R Ids display;

UPDATE	Work with A/R Ids	BARRG311 2
		JDOE
Company Id . . . . . 45	JOHN SMITH, LLC	
A/R Id . . . . . A		
Type information, press Enter.		
A/R Id Description . . . . .	ACCOUNTS RECEIVABLE	
A/R Statement Message . . . . .	STANDARD A/R MESSAGE LIN1	
	SECOND LINE OF A/R MESSGS	
Balance or Detail A/R. . . . .	D +	
A/R Interest Charge Code . . . . .	N +	
Minimum Balance Int Charged on		.00
Minimum Int Charge . . . . .		.00
Past Due Days. . . . .	30	
Interest Rate (APR). . . . .		.00
Ageing Periods . . . . .	30 60 90 120	
	Major Subsd	
A/R Int Income Account . . . . .	0	0 +
A/R Asset Account. . . . .	3131	0 +
A/R Cash Account . . . . .	1990	0 +
F3=Exit	F5=Refresh	F9=LookUp+ F12=Cancel Roll up/down

Figure 17.

The fields to be specified for A/R Id are defined as follows;

### A/R Id

One character user defined code identifying which accounts receivable these constants are for.

### A/R Id Description

Thirty-character field to describe this account receivable.

### A/R Statement Message 1 & 2

Two text message lines of twenty five characters each.

### Balance or Detail A/R

This code indicates if this is a balance forward A/R or an open item A/R.

'B' = Balance forward A/R, customer balances kept by month with monthly ageing.

'D' = Open item A/R, customer balances in detail by invoice with daily ageing.

### A/R Interest Charge Code

Y = Yes, compute interest on every customer due.

N = No, do not charge interest on any customer.

# Business Info-Solution Accounts Receivable

---

## **Minimum Balance Interest Charged**

Eleven digit two decimal minimum dollar amount. If a customer's balance is less than this minimum amount, no interest charge will be computed.

## **Minimum Interest Charge**

Eleven digit two decimal minimum dollar amount of interest that can be charged. If a computed interest charge is less than this minimum amount, the minimum interest amount will be charged.

## **Past Due Days**

Three-digit standard number of days till an invoice or balance is considered past due. Should be one of the ageing periods.

## **Interest Rate (APR)**

Standard percentage rate. Five digits and two decimal places.  
EX: 01050 = 10.5% A.P.R.

## **Ageing Periods**

Four numbers, three digits each, to define the ageing periods in days. For balance A/R's, these should be multiples of 30 days.  
(Ex. 030, 060, 090, 120)

## **A/R Interest Income Account**

Major and sub accounts for accounts receivable interest income.

## **A/R Asset Account**

Default major and sub accounts for accounts receivable asset when entering charges to accounts receivable.

## **A/R Cash Account**

Default major and sub accounts for accounts receivable cash when entering payments.

## Business Info-Solution Accounts Receivable

---

The following function keys will perform these tasks;

- Roll Up/Down = Advance to next or previous A/R Id in the file.
- F3 = Exit the change and return to Work with A/R Ids display.
- F5 = Refresh the Work with A/R Ids display.
- F9 = Open lookup window for fields marked with a "+" character.
- F12 = Cancel A/R Id entry and return to Work with A/R Ids

# Business Info-Solution Accounts Receivable

The following Work with A/R Invoice Headings screen is prompted in response to a 9=Bill Hdrs option request from the Work with A/R Companies display;

```
UPDATE                               Work with A/R Invoice Headings          BARRG312 2
                                      JDOE
Company Id . . . . 45   JOHN SMITH, LLC
Heading - HDNG . . HDNG

Type information, press Enter.
Heading Line 1. . . . ***** INVOICE DUE UPON RECEIPT *****
Line 2. . . . . ***** REMIT TO ADDRESS ABOVE *****
Line 3. . . . . INVOICE QUESTIONS CALL 136-555-1622 EXT 555

F3=Exit      F5=Refresh      F9=LookUp+    F11=Delete    F12=Cancel
```

Figure 12.

The operator may maintain invoice headings to be used for the Billing company id.

The following fields may be entered;

### Heading Line 1, 2 and 3.

Three sixty character fields which are printed on a Billing invoice for documenting invoices to all customers.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Companies display.
- F5 = Refresh the Work with A/R Invoice Headings display.
- F9 = Open lookup window for fields marked with a “+” character.
- F12 = Cancel Invoice heading update return to Work with A/R Companies

# Business Info-Solution Accounts Receivable

---

The following Work with A/R Invoice Messages screen is prompted in response to a 10=Bill Msgs option request from the Work with A/R Companies display;

UPDATE	Work with A/R Invoice Messages	BARRG313 2
		JDOE
Company Id . . . . 45	JOHN SMITH, LLC	
Message - MESG . .	MESG	
Type information, press Enter.		
Message Line 1. .	MESSAGE 1	
Line 2. .	MESSAGE 2	
F3=Exit	F5=Refresh	F9=LookUp+
F11=Delete	F12=Cancel	

Figure 13.

The operator may maintain invoice messages to be used for the Billing company id.

The following fields may be entered;

### Message Line 1 and 2.

Two forty character fields which are printed on a Billing invoice for conveying a message to all customers.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Companies display.
- F5 = Refresh the Work with A/R Invoice Messages display.
- F9 = Open lookup window for fields marked with a "+" character.
- F12 = Cancel Invoice messages update return to Work with A/R Companies

# Business Info-Solution Accounts Receivable

The following Work with A/R Billing Sales Reports screen is prompted in response to a 11=Bill Sls Rpt option request from the Work with A/R Companies display;

```
Work with A/R Billing Sales Reports                                BARRG314 1
                                                                JDOE
Company Id . . . . 45    JOHN SMITH, LLC

Type options, press Enter.
 2=Change      3=Copy      4=Delete      5=Display

      S/R
Opt  Id   Sales Account 1    Sales Account 2    Sales Account 3    ....

F3=Exit      F5=Refresh      F6=Add      F9=LookUp+

                                                                Bottom
```

Figure 14.

The operator may maintain parameters for defining Billing Sales Reports for this company id.

The following options may be requested;

- 2 = Change the Billing Sales Report.
- 3 = Copy the Billing Sales Report.
- 4 = Delete the Billing Sales Report.
- 5 = Display the Billing Sales Report.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with A/R Companies display.
- F5 = Refresh the Work with A/R Billing Sales Reports display.
- F6 = Add a new Billing Sales Report.
- F9 = Open lookup window for fields marked with a "+" character.

# Business Info-Solution Accounts Receivable

The following display is shown when a 2=Change, 5=Display or F6=Add function key is pressed from the Work with A/R Billing Sales Reports display;

```
ADD                               Work with A/R Billing Sales Reports          BARRG314 2
                                                                         JDOE
Company Id . . . . 45   JOHN SMITH, LLC
Sales Report Id. .
Type information, press Enter.
  Account  Heading
  1        0
  2        0
  3        0
  4        0
  5        0
  6        0
  7        0
  8        0
  9        0
  10       0
  11       0
F3=Exit      F5=Refresh      F9=LookUp+      F12=Cancel
```

Figure 18.

The fields to be specified for A/R Id are defined as follows;

### **Sales Report Id**

Four character field to identify this particular Billing sales report.

### **General Ledger Account #1 thru #11**

Six digit fields for general ledger major accounts.

### **Heading #1 thru #11**

Ten character fields for headings of general ledger accounts.

The following function keys will perform these tasks;

F3 = Exit the change and return to Work with A/R Billing Sales Report display.

F5 = Refresh the display.

F9 = Open lookup window for fields marked with a "+" character.

F12 = Cancel update of Billing Sales Report

# Business Info-Solution Accounts Receivable

The following display is shown when a 13=Find Invc is requested from the Work with A/R Companies display;

```
.A/R Invoice Lookup.....  
. 1=Select      Open Customer  Co AR First  Sub  .  
. Opt Invoice#  Sts  Id      Id Id CstCtr  Bill .  
.              .          .          .          .          .  
.      100001          2531      45  A          .  
.      100002      OPEN 36800      45  A          .  
.      100003          44624     45  A          .  
.      100004          48850     45  A          .  
.      100005          53784     45  A          .  
.      100006          56653     45  A          .  
.      100007      OPEN 79881     45  A          .  
.                                     More... .  
.F3=Exit.....
```

Figure 15.

This display allows the operator to enter and/or select an invoice to be displayed with the Work with A/R Invoices display (see Figure 7). All invoices for the company are shown.

The operator may enter the following fields;

### Invoice #

Twelve character invoice number to position the display for this company.

The operator may enter the following option;

1 = Select invoice to be displayed for a customer.

The following function keys will perform these tasks;

F3 = Exit the request and go to the Work with A/R Invoices display.

# Business Info-Solution Accounts Receivable

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## **Step: BARLLCSM - List Customer Master File**

This procedure provides several types of customer lists. You will be prompted for the parameters necessary to define the list you want.

You will be prompted for:

Listing Made - choose "all" to list all companies, all customers - choose "select" to limit the list to certain customers

Listing Format - choose "short" for a 1 line per customer listing - choose "long" for a multi-line listing of customer data - choose "label" to list in mailing label format

Sort Order - choose "none" to list customers in alpha or customer id order with no group headings - choose "type", "zip", "terms" or "cr-codes" to group customers by customer type, zip code, terms code or credit code. Unless you are printing labels the appropriate group heading will be printed. If you select "terms", credit codes will be a subheading. If you select "terms" or "cr-codes" your short one-line listing report will contain customer balances, (total and past due) if you have computed them (see procedure BARCLCCPB)

Customer Order - choose "alpha" to list customers alphabetically; choose "customer #" to list in customer id order.

List Inactives - you may choose to list "active" customers, "inactive" customers or both

## **Step: BARCLZYT D - Zero Customer Totals**

This procedure should be run after all charge/payment and finance charge cycles have been completed for the year. It will initialize the year-to-date charge, payment and interest fields in the customer master record to zero.

## Business Info-Solution Accounts Receivable

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### **Step; BARCLCCPB - Compute Customer Balances**

This procedure examines the Accounts Receivable detail file and computes a balance due and a past due balance for each customer as of a date which you specify. You will be prompted for the companies in which you want balances computed and the "as of " date.

These balances are available for credit checking in the Order Entry System (ORD). They may be listed through procedure BARLLCSM: List customers if you select a short list sorted by either terms or credit codes.

This procedure will be run automatically during the statement cycle listing. You may choose to run it additionally at any other time of the month to update customer balances more frequently. Be sure you have set system option "BAR-CBAL" to determine which Accounts Receivables you wish included in balances. You may specify in "BAR-CBAL" a particular A/R, all A/R's or whatever A/R is determined by the customer record in the customer master file.

# Business Info-Solution Accounts Receivable

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## **JOB: Company/Department File Maintenance**

### **Step; BARCLWCOM – Work with Company/Departments**

This procedure uses the same process described in Work with Customers described previously.

### **Step; BARLLCOD - List Of Company/Department File**

This procedure will list all companies and their departments, or the operator may select a range of company numbers to list.

# Business Info-Solution Accounts Receivable

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## **JOB: Entry of Charge/Payment Types and Rates**

### **Step 1. BARCLURAT - Enter/Update Charge/Payment Types and Standard Rates**

This procedure allows the entry of charge/payment type records. It also permits you to specify and describe rates to be used in calculating charge information.

Function Keys used for screen navigation are:

- F13 - Charge Type
- F14 - Payment Type
- F15 - Standard Rate

In addition to screen navigation key there are:

- F2 - Recover to active status a deleted record
- F3 - End program
- F4 - Delete the currently displayed record
- F10 - Add a NEW record
- F11 - Update an existing record

The HELP key is always available for easy access to this list of function key capabilities.

The following are the different entry/update formats:

### **Standard Rates**

#### **Company Id**

Two character company identification.

#### **Rate Code**

One character code denoting a particular rate.

#### **Standard Description**

Thirty character description of this standard rate.

#### **Fixed Rate/Unit**

A seven digit, 2 decimal position, number for the rate charged for each unit.

#### **Rate Units**

Four characters naming the unit (e.g., HOUR, PKGE).

# Business Info-Solution Accounts Receivable

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**Non-Tax Inc Acct**

Six digit General Ledger Account number for non-taxable income.

**Non-Tax Inc Sub**

Six-digit General Ledger sub account for non-taxable income.

**Taxable Inc Acct**

Six digit General Ledger Account number for taxable income.

**Taxable Inc Sub**

Six-digit General Ledger sub account for taxable income.

**Charge Type Record****Company Id**

( See Rate Record)

**Charge Rate Type**

Four characters identifying this charge type. Charge type UNCS and FNCO are reserved to provide a user defined charge description for special invoice types (unapplied cash payments, finance charges per owner).

**Charge Description**

Thirty character description of the charge type.

**G. L. Source Code**

Four-character source code used to label G. L. transactions generated for this type charge.

**Amount Sign**

One character code denoting expected sign of the charge amount for this type charge: P = +, N = -, B = + or -, Z = zero value. (Charge types for charges only should usually be 'P', adjustments should usually be 'B').

# Business Info-Solution Accounts Receivable

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## **Adjustment Code**

One character code specifying kind of transactions this type can be used for: 'A' = adjustments only, 'B' = both charges and adjustments, 'C' = charges only.

# Business Info-Solution Accounts Receivable

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**Tax Exempt**

Enter 'Y' if this type charge is exempt from sales tax, 'N' if not exempt.

**Allow Rates**

Y/N - Enter 'Y' if this type charge can be computed from standard rates.

**Sales Tax Type**

One character code denoting type of tax charged on this type charge: 'S' or blank = Sales tax, 'R' = Rent tax, U = Use tax.

**Non-Tax Inc Acct -** (   
**Non-Tax Inc Sub -** ( See   
**Taxable Inc Acct -** ( Standard Rate Record   
**Taxable Inc Sub -** (

**Payment Type Record****Company Id**

( See Rate Record)

**Payment Rate Type**

Four character payment type code.

**Payment Description****G. L. Source Code**

( Charge Type Record)

**Amount Sign**

One character code denoting expected sign of payment amounts for this type payment: 'P' = +, 'N' = -, 'B' = + or -, 'Z' = zero value. (Payment types for payments only should usually be 'N', adjustments should usually be 'B').

# Business Info-Solution Accounts Receivable

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## **Adjustment Code**

Enter 'A' if this payment type is for adjustments only, 'B' if for payments and adjustments, 'C' if for payments only.

## **Spread Payments**

Single character code indicating if this payment type will spread the payment amount to multiple invoices for an owner. Enter 'S' to spread payments. Spreading is not valid for pay adjustments. Enter blank or 'N' if this type is invalid for finance adjustment.

## **Unapplied Cash**

Single character code indicating whether this type is used for unapplied cash payments. These payments will generate a new invoice with a credit balance. Enter 'Y' if this type is used for unapplied cash. Enter blank or 'N' if not. Finance adjustment and unapplied cash are not valid on the same payment type.

## **Finance Adj. Code**

Single character code indicating whether this type is used for finance charge adjustments. Enter 'Y' if this type is valid only on finance adjustments. Enter blank or 'N' if this type is invalid for finance adjustment.

## **Non-A/R**

Enter 'Y' if this type payment is a non-A/R payment, 'N' or blank if A/R payment.

## **Non-A/R Sales Type**

If this payment type is a non-A/R payment, define the type of tax included in the payment:

Blank or 'S' for regular Sales tax  
'R' for Rent tax  
'U' for Use tax

## **Non-A/R Inc Acct**

Six digit G. L. income account number if this type is a non-A/R payment.

## **Non-A/R Inc Sub**

Six digit G. L. sub income account if this type is a non-A/R payment. These are examples of charge types that may be used for posting charges and charge adjustments. Charge type UNCS is reserved for a user defined charge description to be used with unapplied cash

## Business Info-Solution Accounts Receivable

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payments. Charge type FNCO is reserved for a user defined charge description to be used with finance charges per owner.

CO	TYPE	DESCRIPTION	A/R ACCT		EMP	TAX	ALLOW
			TXBL	NON-T		ADJ	SIGN
01	CHRR	A/R Charge By Rate		3500	C	Y	P Y
01	CHRG	A/R Charge	2500		C	P	
01	CHAJ	Charge Adjustment	2500		A	B	
01	UNCS	Unapplied Cash Payment			C		N
01	FNCO	Finance Charge By Cust			A		B

These are examples of payment types that may be used for posting payments or for spreading credit invoices (see procedures BARCLPOIS and BARCLUOIS).

CO	TYPE	DESCRIPTION	NON A/R	ADJ	SIGN	SPR	FIN	ADD
			ACCT				ADJ	BAL
01	PYMT	Payments		C	N			
01	PYAJ	Payment Adjustment		A	B			
01	SPRD	Spread Payment		C	N	S		
01	NAR	Non A/R Payment	1101	C	N			

These are examples of payment types that may be used for finance charge adjustments or for unapplied cash payments.

CO	TYPE	DESCRIPTION	ADJ	SIGN	SPRD	FIN	ADD
						ADJ	BAL
01	FINA	Finance Adjustment	A	B		Y	
01	UNAP	Unapplied Cash	B	N			Y

After entering transactions you will be prompted to request a list of the file. The file will be edited and listed with asterisks indicating errors. You may also list this file by requesting a list from the Accounts Receivable Menu.

### Step 2. BARCLLRAT - List Charge Payment and Rate Types File

This procedure may be run to obtain a listing of all A/R charge, payment and rate codes.

# Business Info-Solution Accounts Receivable

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## **JOB: Maintenance of Tax Table File**

### **Step 1. BARCLXTB - Enter/Update Tax Table**

This procedure maintains a file of tax rates used for computing sales tax on accounts receivable and billing charges. It also contains all the information necessary to prepare a sales tax report and remit it to the proper taxing authority.

This is a workstation maintenance program. Read the general rules about workstation maintenance operation on V2-74.

**\*NOTE\*** - It is the customer's responsibility to enter and maintain the tax tables. The customer should verify that proper sales tax amounts are being computed. This sales tax table is neither distributed nor maintained by SWL.

Sales tax depends on the address of either the customer or the selling department. (See system option "BAR-STAX"). Therefore, provision is made to enter a taxing jurisdiction in both the customer master file and the company/department file. Rates for the taxing jurisdictions entered in the file, which is applicable for your A/R, must be entered in the tax table file.

Provision is made for rates for state, city and county. The state sales tax rate is entered in a state sales tax record. City and county rates are entered in a combined record. If an additional type of sales tax applies, it is entered as county tax in a city-county record format.

Rate records include the date on which they become effective. Thus, when rates change, it is still possible to keep both old and new rates in the file and process charges dated before and after the rate change.

Upon beginning procedure BARCLXTB, you will be presented a screen on which to enter the key of the rate record you want to define. Enter:

#### Entry Formats:

##### **State**

A two character valid State abbreviation.

If you are entering a State record leave CITY and COUNTY blank.

# Business Info-Solution Accounts Receivable

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If you are entering a city/county record enter:

## **City**

A ten-character city name or abbreviation as it occurs in taxing city id's in the customer master or company/department file.

## **County**

A ten character county name or abbreviation. This may be blank if the county collects no sales tax.

For both type records enter:

## **Effective Date**

The date (mmddyy) on which these rates take effect.

After entering the above information, press enter and a screen will be given you to enter rates. If you are entering the state record you will be ready to enter:

## **State Tax**

A five digit percent with 3 decimal places (e.g. 05125 = 5.125%) for the state sales tax rate.

## **Rental Tax**

A 5 digit percent with 3 decimal places for tax denoted as rental tax.

## **Use Tax**

A five digit percent with 3 decimal places for tax denoted as use tax.

## **"REMIT TO" Code**

Enter 'S', 'C', or 'N' according to whether state tax is remitted to state, city or county as collecting agency. If this is blank it is assumed that tax is to be remitted to the same entity as the type of tax (i.e. state tax to the state, city tax to the city, county tax to the county).

## **G L Account Major**

A six-digit account number for the major tax liability account to which state sales tax income is posted.

## **G L Account Sub**

A six-digit sub tax liability account.

# Business Info-Solution Accounts Receivable

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## **G L Source Code**

A four-character source code to be attached to general ledger sales tax transactions. If not entered, 'ARST' is used.

## **Other Tax Id**

If applicable, enter the 10-character name of any additional taxing entity and see note below.

If you are entering a city/county record, you will be given a screen to enter the same tax rate, account number and remitting information for the city and county, as you did for the state.

**NOTE:** Other Tax Id - some locals may have an additional sales tax in addition to state, city, and county. If so, enter the name of this taxing authority as "Other Tax Id" in the city-county record. Now create another city-county record with the same city and state name specified, but the "other tax id" name in the county name field. In this record leave the city tax rates blank. Enter the "other" tax rates in the county tax rates fields. Enter "Remit to" and general ledger information in the county portion of the record.

It is the purpose of the tax table to provide information about taxes on any charge. Therefore, you must have tax table records to match up with whatever taxing ids are in effect on charges, whether the taxing id comes from the department record or the customer master record.

To decide what records are necessary in your tax table, first examine your taxing ids. These taxing ids are a two character state abbreviation, the first 10 characters of city name and the first 10 characters of a county name. The state and city will default to the customer or department state and city address fields. You need to fill in a county name in the taxing id only if both the following are true.

1. The city lies in more than 1 county.
2. The county in which the city lies has a non-zero tax rate.

Now that you have decided on all your tax ids, enter state records for each state in your taxing ids (leave city and county fields (blank)). Next, enter city/county records for each tax id. (Enter state and city fields; enter the county name only if you have county sales tax).

If you wish to update an existing record, use F11 to put the program in UPDATE mode. Then enter the key of the record you want to update and press enter. The data in the requested record will appear on the screen for you to update. Press enter to accept the changes. Press F4 to delete the record from the file. Or press F11 to leave the record as it was and get ready to work on another record.

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# Business Info-Solution Accounts Receivable

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When you are in update mode you may not know the effective date of the record you wish to update. Today's date is filled in the effective date slot as a default. You may change it if you wish. When you press ENTER, the program will search for the closest effective record and present it to you for update.

The Help key is available to summarize function keys.

## **Step 2. BARCLLTX - List Tax Table File**

This procedure may be run to obtain a listing of the sales tax table file.

You will have the option to list all records or selected records. You may select a range of states and cities. You may also choose to list only those rates in effect on a date you specify.

# Business Info-Solution Accounts Receivable

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## **JOB: Entry of Charges/Charge Adjustments**

Note - Completion of this job is safeguarded with an auto recovery procedure. Complete description of this recovery procedure may be found on page V2-76.

### **Step 1. BARCLUCHG - Enter/Update Charges/Charge Adjustments**

This procedure allows the entry of charges, charge adjustments and sales tax adjustment transactions. Batch files are generated on a per workstation basis.

All charge transactions are entered without sales tax. Sales tax is computed after this procedure during the editing process if neither charge nor customer is tax exempt.

Sales tax adjustment transactions are used only to correct charges that have already been posted.

Function Keys used for screen navigation are:

- F13 - Flat Charge
- F14 - Rate Charge
- F15 - Flat Charge Adjustment
- F16 - Rate Charge Adjustment
- F17 - Sales Tax Adjustment

In addition to screen navigation key there are:

- F2 - Recover to active status a deleted record
- F3 - End program
- F4 - Delete the currently displayed record
- F5 - Toggle to open or close fields in the right column
- F9 - Verify mode re-displays those fields already entered and displays the defaulted fields
- F10 - Add a NEW record
- F11 - Update an existing record

The HELP key is always available for easy access to this list of function key capabilities.

# Business Info-Solution Accounts Receivable

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The Following are the different entry/update formats:

## **Flat Charge Transactions**

### **Sequence Number**

Five digit unique identifier for a particular transaction with this batch.  
Automatically generated in increments of 10 in ADD/ENTRY MODE.

### **Batch Id**

Four character identifier for this group of transactions being keyed.

### **Flat Charge Code**

Four character charge type (must be defined in the charge/payment types file).

### **Company Id**

Two-character field identifying the company.

### **A/R Id**

One Character code identifying the accounts receivable within this company, default is defined in Customer Master File.

### **Customer Id/Seq**

Six- character id to identify the customer this charge is for. Customer must be valid for this company and not inactive. Followed by the two- character sequence number or additional identification if needed.

### **Charge Description**

Thirty character description of this charge, defaults to charge type description.

### **Charge Date**

Six digit MMDDYY date of this charge. All charge transactions for the same reference number must have the same charge date.

### **Charge Amount**

Amount in dollars and cents for this charge. Eleven digit, two decimal place number. This amount is normally positive for a charge. It may be positive or negative for a charge adjustment.

# Business Info-Solution Accounts Receivable

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## **Invoice#/Reference**

Twelve character invoice number or reference number for this charge. If the A/R id entered above is defined as an 'open item' A/R, this charge will always be identified for payment by the reference number you enter here. If this A/R is 'balance forward', the reference number you enter here will be used during the enter/edit process only, in order to identify the transactions. When posted, balance forward charges will be identified as "YYMM" where YYMM is the year and month of the charge date. Balance-forward A/R payments are made for a YYMM, not a specific reference number (see procedure BARCLPMTS).

## **Department Id**

Four character department number of the selling department. All charge transactions for the same reference number must have the same department number. Or, enter department on just the first charge for each reference number and all others will default to it.

## **A/R Cost Center**

Six digit cost center for the Asset Account general ledger transactions, defaults to company/department file.

## **A/R Major/Sub Acct**

Six-digit major account number for accounts receivable account. (See General Ledger notes for default at end of this procedure description). If you enter A/R account numbers, all accounts for the same reference number must be the same. Six-digit subsidiary account number.

## **Book Date**

Four-digit month, year or period, year for which this charge is to be posted to general ledger. Defaults to charge date.

## **Ship-To Customer Id/Seq**

Six character customer number and two-character customer sequence used if the customer to whom shipment has been made differs from the one billed. If sales tax is to be computed by customer rather than by department the taxing id of the ship-to customer will be used instead of the taxing id of the billed customer.

# Business Info-Solution Accounts Receivable

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The following fields can be accessed by pressing F5.

**Tax Exempt**

Enter 'Y' or 'N' according to whether this charge is exempt from sales tax. Defaults to tax exempt from charge type.

**Inc Cost Center**

Six digit cost center for the income account general ledger transactions.

**Inc Major/Sub Acct**

Six-digit major account number and six-digit subsidiary account number for accounts receivable income. (See General Ledger notes for default.)

**Sub Bill Id**

Six character sub bill id (required if the customer master file specifies it is required for this customer).

**Days Till Net Due**

Three digit number for the number of days after the invoice date till due date. In an open item A/R, this determines when an invoice may be charged finance charges. If not entered, this will default to the past due days for this customer. If not found there, the past due days from the A/R id record in the company/department file is used. This field is not used for balance forward A/R's.

**Days Disc Allowed**

Three-digit number for the number of days from invoice date that a discount is allowed.

**Discount Percent**

Two-digit number for the percent of discount allowed.

# Business Info-Solution Accounts Receivable

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## Rate Charge Transaction

**Sequence Number** - ( See  
**Batch Number** - ( Flat Charge Transaction

## **Rate Charge Code**

Four character charge type. Must be defined as allowing rates.

**Company Id** - ( )  
**A/R Id** - ( )  
**Customer Id/Seq** - ( )  
**Charge Description** - ( See  
**Charge Date** - ( Flat Charge Transaction  
**Charge Amount** - ( )  
**Invoice #/Reference #** - ( )  
**Department Id** - ( )  
**A/R Cost Center** - ( )  
**A/R Major/Sub Acct** - ( )  
**Book Date** - ( )  
**Ship-To Customer Id/Seq**(

## **Units**

Seven digit, two decimal place number for the number of units sold.

## **Rate Per Unit**

Seven digit, two decimal place number for the charge per unit sold (defaults to the rate/unit in the rate code definition in the charge/payment types and rates file).

## **Rate Code**

One character code specifying a rate code in the charges/payment types and rates file (defaults to the charge class in the customer master.

The following fields can be accessed by pressing F5.

**Tax Exempt** - ( )  
**Inc Cost Center** - ( )  
**Inc Major/Sub Acct** - ( See  
**Sub Bill Id** - ( Flat Charge Transaction  
**Days Till Net Due** - ( )  
**Days Disc. Allowed** - ( )  
**Discount Percent** - ( )

# Business Info-Solution Accounts Receivable

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## Flat Charge Adjustment

Sequence Number - ( )  
Batch Id - ( )  
Flat Charge Code - ( )  
Company Id - ( See )  
A/R Id - ( Flat Charge Transaction )  
Customer Id/Seq - ( )  
Adjustment Description - ( )  
Adjustment Date - ( )  
Adjustment Amount - ( )  
Invoice #/Reference # - ( )  
Department Id - ( )  
A/R Cost Center - ( )  
A/R Major/Sub Acct - ( )  
  
Book Date - ( )  
Ship-To Customer Id/Seq ( )

The following fields can be accessed by pressing F5.

Tax Exempt - ( See )  
Inc Cost Center - ( Flat Charge Transaction )  
Inc Major/Sub Acct - ( )  
Sub Bill Id - ( )  
Days Till Net Due - ( )  
Days Disc. Allowed - ( )  
Discount Percent - ( )

## Business Info-Solution Accounts Receivable

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### Rate Charge Adjustment

Sequence Number -	(
Batch Id -	(
Flat Charge Code -	(
Company Id -	( See
A/R Id -	( Flat Charge Transaction
Customer Id/Seq -	(
Adjustment Descr -	(
Adjustment Date -	(
Adjustment Amount -	(
Invoice #/Reference # -	(
Department Id -	(
A/R Cost Center -	(
A/R Major/Sub Acct -	(
Book Date -	(
Ship-To Customer Id/Seq	(
Units -	( See
Rate/Unit -	( Rate Charge Transaction
Rate Code -	(

The following fields can be accessed by pressing F5.

Tax Exempt -	( See
Inc Cost Center -	( Flat Charge Transaction
Income Major/Sub Acct -	(
Sub Bill Id -	(

## Business Info-Solution Accounts Receivable

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**Days Till Net Due -** ( )  
**Days Disc. Allowed -** ( )  
**Discount Percent -** ( )

# Business Info-Solution Accounts Receivable

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## Sales Tax Adjustment

**Sequence Number** ( See  
**Batch Number** ( Flat Charge Transaction

### **Charge Type**

This type transaction does not require a charge type unless the tax being adjusted is rent or use tax rather than sales tax. In that case, enter a four-character charge type from the charge/payments types and rates file, which specifies that it be subject to rent, or use tax.

**Company Number -** (  
**A/R Id -** (  
**Customer Id/Seq -** ( See  
**Adjustment Date -** ( Flat Charge Adjustment

### **Sales Tax Adj Amt**

Nine digit, two decimal place number for the amount of sales tax to be adjusted (with negative sign if decreasing tax).

### **Tax Gross Adj Amt**

Nine digit two decimal place gross adjustment (see notes at end concerning Taxable Gross Adjustment).

**Reference #/Invoice # -** ( See Flat Charge Transaction

### **Taxing City Id**

(See notes at end concerning taxing id's.) The fifteen-character city id whose tax is being adjusted (must have a tax rate record in the tax table file).

### **Taxing State Id**

The two character State id whose tax is being adjusted (must have a tax rate record in the tax table file).

### **Taxing County Id**

The ten character county id whose tax is being adjusted. Blank if no county tax is involved.

## Business Info-Solution Accounts Receivable

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**A/R Cost Center -** ( )  
**A/R Major/Sub Acct -** ( See )  
**Book Date -** ( Flat Charge Transaction )  
**Sub Bill Id -** ( )  
**Ship-To Customer Id/Seq** ( )

# Business Info-Solution Accounts Receivable

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## **Notes On General Ledger Accounts**

All charge and charge adjustment transactions generate entries for General Ledger Accounts Receivable and Income accounts according to the Accounts Receivable or Income account you enter on the transaction. If you do not enter an Accounts Receivable account, the following sources of an Accounts Receivable account are checked until one is found:

1. Any previous charges for the same reference number.
2. The company/accounts receivable record in the company-department file.

If you do not enter an income account, the following sources are checked until one is found.

1. The rate record (for rate charges and rate charge adjustments).
2. The charge type record.

Any sales tax adjustments will be posted to the asset account as described above and to the income accounts specified in whatever tax table records are used. You will never need to enter a sales tax income account number.

## **Notes On Taxing Ids**

When you enter a sales tax adjustment transaction you may specify which tax table records are to be used to prorate the adjustment among state, city and county authorities. Do this by entering the taxing state, city and county ID's as they appear in the tax table file. If you leave the taxing state, city and county blank either the customer master or the department record will supply a taxing state, city, county. System option "BAR-STAX" will determine the use of the customer or department taxing id.

## **Notes On Taxable Gross Adjustment**

Accounts Receivable records all taxable and non-taxable gross and sales tax from charge transactions so that a sales tax report may be prepared. Whenever you enter a sales tax adjustment you must decide whether the taxable gross for a taxing jurisdiction needs to be changed.

Example 1: A charge in sales tax rates occurred on January 1. When a charge was initially entered for January 15, the sales tax rate in the tax table had not yet been changed. On \$100 taxable charges, \$5 sales tax was charged instead of \$6. A sales tax adjustment is entered for \$1 for the original taxing state, city, and

# Business Info-Solution Accounts Receivable

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county. No taxable gross adjustment is entered because it remains the original \$100.

Example 2: When \$100 in taxable charges is initially entered, the taxable gross and sales tax of \$6 is erroneously charged to Oklahoma City, OK instead of Tulsa, OK. To correct this, a sales tax adjustment of -\$6 is entered with the Oklahoma City, OK tax id, and with a taxable gross adjustment of -\$100. This lowers the taxable gross and sales tax recorded for Oklahoma City. Now a second sales tax adjustment is entered for \$6 with a taxable gross adjustment of \$100 and a Tulsa, OK tax id. This will record the taxable gross and sales tax in its proper taxing jurisdiction.

## Step 2. BARCLCHGE - Edit/List Charge/Adjustment Transactions

Before running this procedure be sure you have set system option "BAR-STAX" according to your company policies. This option determines whether the customer or the department determines the taxing id for sales tax.

This procedure edits and lists charges, charge adjustments and sales tax adjustments. You will be prompted for the batch, company and Accounts Receivable Id you wish to edit and list. You may only request to edit/list transactions that were entered at the same workstation from which you are requesting an edit and list.

All charges for the same reference number (invoice number) will be listed, including any information resulting from defaults. The transactions are identified in the column CH/ADJ with the following code:

- CHF - Flat charge transaction
- CHR - Rate charge transaction
- ADF - Flat charge adjustment
- ADR - Rate charge adjustment
- TAX - Computed sales tax
- AJT - Sales tax adjustment
- TXA - Pro-rated sales tax from adjustment

When all charges for a reference number have been listed, the sales tax is computed on the total of all taxable charges. A 'G' in the sequence column will indicate a computed sales tax line. The description in this line will specify the taxing authority involved. Depending on the taxing authorities involved you may have up to three lines of sales tax generated. For Example:

SEQ	CH/ADJ	DESCRIPTION	SALES	TAX
-----	--------	-------------	-------	-----

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G	TAX	ST-OKOKLAHOMA COKLAHOMA	50.00
G	TAX	CI-OKOKLAHOMA COKLAHOMA	10.00
G	TAX	CN-OKOKLAHOMA COKLAHOMA	4.00

The first three characters of the description specify the taxing authority: "ST-" State, "CI-" City, "CN-" County. The last 22 characters are the taxing id used to compute the tax. Total sales tax was \$64.00 (\$50 to State, \$10 to City and \$4 to County). If sales tax adjustments are entered, sales tax is pro-rated and listed in the same way.

When a sales tax adjustment is entered, the original DFU transaction is listed followed by generated 'G' transactions listing the adjustment of sales tax for each taxing authority in a similar manner to sales tax computed on charges.

Errors found in editing transactions or computing sales tax are indicated on the list by asterisks. Any errors must be corrected before posting charges and adjustments.

# Business Info-Solution Accounts Receivable

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## POSSIBLE ERRORS:

### *Company Number*

Not found in company/dept file.

### *Accounts Receivable Id*

No accounts receivable constants record for this accounts receivable id in company/department file.

### *Customer Id, Seq. Number, Customer*

Not found or inactive for this company.

### *Reference Number*

Already exists for a charge, not found for an adjustment. Charge adjustments cannot post to unapplied cash invoices.

### *Type Code*

Not found in charge/payment types master file, invalid type code for this record type.

### *Charge Date*

Invalid month or day, date not equal for all charges for one reference number.

### *Book Date*

Invalid period.

### *Amount*

Invalid sign (see charge type).

### *Accounts Receivable Account*

Missing or not equal for all charges for one reference number.

### *Income Account*

Missing

### *Sub Bill*

Missing when denoted as required by Customer Master.

### *Department*

Missing, invalid, or not equal for all transactions for the same reference number.

## **Step 3. BARCLPCHG - Post Charges/Charge Adjustments To Accounts Receivable**

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## Business Info-Solution Accounts Receivable

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This procedure does a final edit of charges, charge adjustments and sales tax adjustments. If no errors are found, transactions are posted to accounts receivable and merged to the accounts receivable detail file. The operator is prompted for selection parameters. Ledger transactions are created and summarized. (See system options "BAR-ARAS", "BAR-ARIS"). A ledger-posting list is printed.

# Business Info-Solution Accounts Receivable

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## **JOB: Entry of Payments/Payment Adjustments**

Note - Completion of this job is safeguarded with an automatic recovery procedure. Complete description of this recovery procedure may be found on page V2-76.

### **Step 1. BARCLUPMT - Enter/Update Payments/Payment Adjustments**

This procedure allows the entry of payment, payment adjustment and finance charge adjustment transactions. You may include payments defined as "non A/R". These are usually cash payments such as "over-the-counter" transactions for which no charges were ever recorded. Non-A/R payments are included solely for the purpose of posting to general ledger income, sales tax liability and cash accounts. If you wish your sales tax report to be complete, you must include non-A/R totals.

Batch files are entered on a per workstation basis. All Fields may be duplicated using the dup key.

Function Keys used for screen navigation are:

- F13 - Balance Payment
- F14 - Balance Adjustment
- F15 - Detail Payment
- F16 - Detail Adjustment
- F17 - Payment NON-A/R Account
- F18 - Finance Charge - Balance Customer
- F19 - Finance Charge - Detail Customer

In addition to screen navigation key there are:

- F2 - Recover to active status a deleted record
- F3 - End program
- F4 - Delete the currently displayed record
- F9 - Verify mode re-displays those fields already entered and displays the defaulted fields
- F10 - Add a NEW record
- F11 - Update an existing record

The HELP key is always available for easy access to this list of function key capabilities.

The following are the different entry/update formats:

# Business Info-Solution Accounts Receivable

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**Balance Payment****Batch Id**

Four character identifier for this set of transactions.

**Company Id**

Two-character field identifying the company being paid.

**A/R Id**

One character designating an A/R defined in the customer master and company/department file.

**Type**

Four-character payment type as defined in charge/payment type file.

**Customer Id/Seq**

Six-character customer id for customer making payment. Followed by the two-character customer sequence.

**Payment Description**

Thirty character description of payment (defaults to payment type description).

**Payment Date**

Date (MMDDYY) on which payment was made.

**Payment Amount**

Amount of payment, 11 digit, 2 decimal position, usually negative.

**Balance Book Date**

Month and year (MMYY) of charges to which payment should be applied. Leave blank if spreading payments.

**A/R Cost Center**

Six digit general ledger A/R cost center account number, defaults to cost center account number of corresponding charge.

# Business Info-Solution Accounts Receivable

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**A/R Major/Sub Acct**

Six digit general ledger A/R account number - defaults to account number of corresponding charge. Followed by the six digit general ledger A/R sub account - defaults as above.

**Cash Cost Center**

Six digit general ledger cash cost center.

**Cash Major/Sub Acct**

Six-digit general ledger cash account. Defaults to cash account in company/department file (A/R record). Followed by the six digit cash sub account - defaults as above.

**Check Number**

Twelve-character field for check number of payment.

**Book Date**

Four-digit period, year for posting payment to general ledger - defaults to payment date.

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## Balance Adjustment

Batch Id - ( )  
Company Id - ( )  
A/R Id - ( )  
Type ( )  
Customer Id/Seq - ( See )  
Adjustment Description - ( Balance Payment )  
Adjustment Date - ( )

## **Adjustment Amount**

Eleven digit, 2 decimal position payment adjustment. Should be negative to increase payment, positive to decrease payment.

Balance Book Date - ( )  
A/R Cost Center - ( )  
A/R Maj/Sub Acct - ( )  
Adj. Cost Center - ( See )  
Adj. Major/Sub Acct - ( Balance Payment )  
Check Number - ( )  
Book Date - ( )

# Business Info-Solution Accounts Receivable

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## Payments Non-A/R

**Batch -** ( See  
**Company Number -** ( Balance Payment

### **A/R Id**

A one character A/R must be assigned even though these payments will not be posted to the A/R account. It will provide a default cash account.

### **Type**

Four character payment type, which must be defined as allowing non-A/R payments. It must also define the type of tax (sales, rental, use) entered below.

**Payment Description -** ( See  
**Payment Date -** ( Balance Payment

### **Payment Amount**

Total of taxable and non-taxable cash sales - should be negative.

### **Sales Tax**

Nine digit two decimal position amount of sales tax collected on the part of the payment amount that was taxable.

### **Department Id**

Four-character department, which will provide the taxing id for reporting the above payment amount on a sales tax report.

### **Income Cost Center**

Six digit cost center, if any, for posting payment to general ledger income account.

### **Income Major/Sub Acct**

Six digit G.L. income account - defaults to the non-A/R income account in the payment type record. Followed by a six digit G.L. income sub account - defaults as above.

**Cash Cost Center -** ( See  
**Cash Major Account -** ( Balance Payment  
**Cash sub Account -** (

# Business Info-Solution Accounts Receivable

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## Finance Charge - Balance Customer

Batch Id - ( )  
Company Id - ( )  
A/R Id - ( See )  
Type - ( Balance Payment )  
Customer Id/Seq - ( )  
Adjustment Descr - ( )  
Adjustment Date - ( )

### **Fin. Adj Amount**

Eleven digit 2 decimal position number for the amount of finance charge adjustment. It should be negative to decrease finance charges and positive to increase finance charges.

**Balance Book Date -** ( )

### **Book Date**

Four-digit period, year for posting payment to G.L. - defaults to payment date.

## Finance Charge - Detail Customer

Batch Id - ( )  
Company Id - ( )  
A/R Id - ( )  
Type - ( See )  
Customer Id/Seq - ( Balance Payment )  
Customer Seq - ( )  
Adjustment Descr - ( )  
Adjustment Date - ( )  
Fin. Adj Amount - ( )  
Reference #/Invoice # - ( )

### **Book Date**

Four-digit period, year for posting payment to G.L. - defaults to payment date.

# Business Info-Solution Accounts Receivable

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## Step 2. BARCLEPMT - Edit/List Payment/Adjustment Transactions

This procedure edits and lists payment, payment spreading, payment adjustment and finance adjustment transactions. You will be prompted for selection parameters. Errors are indicated on the list by asterisks underneath the field in error. If any errors are found, they must be corrected before posting the payments and adjustments.

The general ledger accounts involved in payment transactions are as follows:

Payments and Payment Adjustments - A/R account and cash account

Non-A/R Payments - income account and cash account

Finance Adjustments - A/R account and interest income account

The type of account will be noted on the edit listing by an 'A', 'C', or 'I' next to the account number.

Non-A/R payments with sales tax will cause pro-rating of the tax among applicable taxing authorities based on the department. The pro-rated amounts will be listed. Sales tax for non A/R payments is always based on the department taxing id no matter how system option "BAR-TAX" is set.

# Business Info-Solution Accounts Receivable

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## POSSIBLE ERRORS:

### *Company Number*

Not defined in company/department file.

### *Accounts Receivable Id*

No accounts receivable constant record for this accounts receivable id in company/department file.

### *Customer and Customer Seq.*

Not found or inactive for this company.

### *Record Type Invalid For Designated A/R Id*

Balance Forward record type used for open item A/R or open item record type used for balance forward A/R.

### *Invoice/Reference Number*

Invoice number invalid for a spread payment, no invoices found to spread to, invoice number not found for direct payment, invoice already exists for unapplied cash payment. Balance forward A/R, YYYYMM is invalid date.

### *Type Code*

Not found in charge/payment types master file, invalid type code for this record type, invalid options for that type.

### *Payment Date*

Invalid month or day, year is greater than current year or less than previous year.

### *Book Mo/Yr*

Invalid period.

### *Amount*

Invalid sign (see payment type, spread credit or unapplied cash only).

### *Accounts Receivable*

Not equal to accounts receivable asset account for the charges in the invoice to-be paid. (Warning Only)

### *Department*

Missing, or invalid and needed for sales tax taxing id on non-A/R payment.

### *No Tax Rate Records Found*

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Sales tax on non-A/R payment cannot find tax rate records specified by the department involved.

## **Step 3. BARCLPPMT - Post Payments/Payment Adjustments To Accounts Receivable**

This procedure does a final edit of payments and payment adjustments. If no errors are found, they are posted to accounts receivable and merged to the accounts receivable detail file. The operator is prompted for selection parameters. Ledger transactions are created and summarized. (See system options "BAR-ARAS", "BAR-ARCS", "BAR-ARIS"). A ledger-posting list is printed.

# Business Info-Solution Accounts Receivable

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## **JOB: Accounts Receivable Invoice Maintenance**

### **Step 1. BARCLINVC - Accounts Receivable Invoice Update**

This procedure uses a workstation maintenance program to update accounts receivable invoices or monthly balances. Transaction dates, descriptions, discount terms and invoice hold codes are the only fields that may be updated. Up to nine transactions for one invoice are displayed at one time for updating. The roll key may be used to roll thru the transactions for an invoice. Records cannot be added, deleted or reactivated using this procedure.

Entry Formats:

#### **Accounts Receivable Invoice**

##### **Company Name**

Two-digit number identifying the company.

##### **Accounts Receivable Id**

One character identifying the accounts receivable within this company.

##### **Customer Id**

Eight-character id to identify the customer.

##### **Invoice Number**

Twelve character invoice number (for open item A/R's) or balance year/month (for balance forward A/R's).

##### **Description**

Thirty character description for this transaction.

##### **Date**

Six digit MMDDYY date of this transaction.

##### **Hold Code**

One character invoice hold code. This field is shown only on the first charge for this invoice.

blank = do not hold this invoice.

'H' = hold this invoice.

This invoice may not have payments spread to it or be selected for credit invoice spreading.

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**Discount Terms:** (informational only)

**Percent**

Two digit discount percent available

**Days**

Three-digit number of days from the invoice date that a discount is allowed.

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## POSSIBLE ERRORS:

### *Date*

Invalid month or year.

### *Hold Code*

Invalid hold code, not blank or 'H'.

```
      8/22/94                A / R   I N V O I C E                10.23      UPDATE
*****
COMPANY # 30                SMITH & COMPANY
A/R ID   A                  ACCOUNTS RECEIVABLE 1
CUST ID  00001              APPLEBY, HARRY R
INVOICE # 789                BALANCE                655.50

      TYPE      DESCRIPTION                DATE                AMOUNT      HOLD      DISCOUNT
      CH  SOFTWARE CHARGE #2              070594              655.00      00  000
      TX  ST-OKOKCY      OKLAHOMA              070594                .00
      TX  CI-OKOKCY      OKLAHOMA              070594                .00
      TX  CN-OKOKCY      OKLAHOMA              070594                .00
      FC  FINANCE CHARGE              081994                .50

                                --END OF INVOICE--
*****
                                PRESS ENTER TO CONTINUE
                                HELP - DISPLAY CMD KEY FUNCTIONS
```

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## **Step; BARCLPURG - Purge Accounts Receivable Detail File**

This procedure purges the accounts receivable detail file of invoices that are paid thereby reducing disk space required by this file. The operator is prompted for proof or final option, selection parameters and an "as of" date. Invoices that were fully paid as of this date and have no further activity are listed and deleted. Be sure that sales tax has been reported through the "as of" date.

# Business Info-Solution Accounts Receivable

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## **JOB: Spread Credit Invoices**

Note - Completion of this job is safeguarded with an automatic recovery procedure. Complete description of this recovery procedure may be found on page V2-76.

### **Step 1. BARCLPOIS - Pull Credit Invoices To Spread**

This procedure selects credit invoices or monthly balances for spreading from the accounts receivable detail file and creates a batch file of credit invoices to be spread. These batch files are per workstation. The operator may select credit invoices by company number, accounts receivable id and customer id, or select all. A credit invoice that cannot be spread (either held or no debit balance invoices to spread the credit to) will not be selected. The operator is also prompted for the date and book month/year to be used when spreading. The spread payment type and the payment adjustment type are defaulted from system options "BAR-PYTP" and "BAR-ADTP". If only a few credit invoices are to be selected, this procedure may be skipped and the desired credit invoices entered in the batch file using procedure BARCLUOIS.

### **Step 2. BARCLUOIS - Enter/Update Credit Invoices To Spread**

This procedure allows the entry and update of credit invoices or monthly balances to be spread using a D.F.U. program. Batch files are per workstation. You may edit/list the credit invoices to spread at the end of entry. Company number and accounts receivable id may be duplicated automatically using the auto dup function key. You will be asked to enter the following information about each credit invoice to be spread.

Entry Formats:

#### **Credit Invoice To Spread**

##### **Company Number**

Two-digit number identifying the company.

##### **Accounts Receivable Id**

One character identifying the accounts receivable within this company.

##### **Customer Id**

Eight-character customer id to identify the customer for this invoice.

##### **Invoice Number**

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# Business Info-Solution Accounts Receivable

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Twelve character invoice number (for open item A/R's) or balance year/month (for balance forward A/R's).

## **Spread Date**

Six digit MMDDYY date of the spread transaction.

## **Book Mo/Yr**

Four-digit MMYT date that these spread transactions are to be booked in the ledger. This field defaults to the spread date month and year.

## **Payment Spread Type**

Four-character payment type defined in the charge/payment type master file. This payment type must have options coded for non-adjustment spreading of a negative amount. See procedure BARCLRATE.

## **Payment Adjustment Type**

Four-character payment type defined in the charge/payment type master file. This payment type must have options coded for non-spreading adjustment with a positive amount. See procedure BARCLRATE.

## **Cash Major Account**

Six-digit major account number for accounts receivable cash. If not specified, default is obtained from the cash account in the A/R record of the company/department file.

## **Cash Sub Account**

Six digit subsidiary account.

## **Cash Cost Center**

Six digit cost center.

### **Step 3. BARCLLOIS - Edit/List Credit Invoices To Spread**

This procedure edits and lists the batch file of credit invoices to be spread. If this procedure is run with the FINAL option, only those invoices with errors are listed. Otherwise, all credit invoices to be spread are listed. Errors are indicated with asterisks below the field in error and with an error message.

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## POSSIBLE ERRORS:

### *Customer Id*

Customer not found.

### *Invoice Number*

Invoice not found, held or no debits to spread to.

### *Invoice Balance*

Not a credit invoice.

### *Pay Spread Type*

Not found in charge/payment type master or invalid options for that type.  
Must have options coded for non-adjustment spreading of a negative amount.

### *Payment Adjustment Type*

Not found in charge/payment type master or invalid options for that type.  
Must have options coded for non-spreading adjustment with a positive amount.

## **Step 4. BARCLSPCR - Spread Credit Invoices**

This procedure spreads credit invoices to debit balance invoices for that customer. The batch file of credit invoices to be spread is edited and any errors found are listed. If errors are found, they must be corrected using procedure BARCLUOIS before re-running this procedure. If no errors are found, spread payment transactions are created to spread the credit. Payment adjustment transactions are created with a debit amount to reduce or retire the credit invoice. These transactions are listed similarly to the payments posting procedure (BARCLPPMT). If this procedure is run with the PROOF option, the procedure stops after listing the payment and adjustment transactions. Corrections can then be made and this procedure can be run again. If FINAL option is run, general ledger transactions are created and listed. The spreading of the credit invoice is then finalized.

## **Step 5. BARCLNCI - Clear Credit Invoice To Spread**

This procedure removes the batch file of credit invoices to spread. If the wrong group was selected in procedure BARCLPOIS or for any reason you do not wish to finalize the spread of these credit invoices, this procedure will remove the batch file so a new group may be selected.

# Business Info-Solution Accounts Receivable

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## JOB: Accounts Receivable Finance Charge Cycle

Note - Completion of this job is safeguarded with an automatic recovery procedure. Complete description of this recovery procedure may be found on page V2-76.

### Step 1. BARCLFNC - Create Finance Charges

This procedure creates and lists finance charges. The operator is prompted for selection parameters and an "as of" date. Customers may be selected by company number and accounts receivable id or all customers may be selected. The "as of" date is used to calculate the finance charges. It must be greater than the last date of finance charges for the selected group. For balance forward A/R's the "as of" date should be the first of the month since customer balances are kept by calendar month. For open item A/R's this may be any date. The operator may also be prompted for a beginning invoice number if finance charges are to be created per customer.

Finance charges may be created by invoice or by customer (see system option "BAR-FNCO"). If finance charges are to be created per customer, the charge amounts are calculated per invoice and accumulated into a total finance charge per customer. This total finance charge creates a new invoice for that customer. If finance charges are created by invoice, the charge is added to the invoice for which it was created.

The standard options (interest rate, number of past due days before charging interest, charge code, minimum finance charge and minimum balance) are defined in the accounts receivable id record in the company/department file (see BARCLCODP). The interest rate, past due days and charge code may be overridden per customer (See BARCLUCUS). For open item A/R's, the past due days may have been entered per invoice.

Interest is charged per day according to the standard options and overrides using the following formula:

$$F = \frac{R}{365} \times B \times D$$

F = finance charge

R = annual rate (.12 = 12% A.P.R.)

B = past due balance

D = number days since last finance charge

If no old finance charges are found for a particular invoice or monthly balance, the last finance adjustment date will be used to determine the number of days to charge interest. For open item A/R's, if no old finance charge or finance

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adjustment is found for a particular invoice, the invoice date will be used to determine the number of days. For balance forward A/R's, if no old finance charge or adjustment is found for a particular monthly balance, the first day of that month will be used. The past due balance used to compute finance charges can include old finance charges and adjustments. This, in effect, charges interest on interest. Finance charges and adjustments may be skipped (see system option "BAR-FNCF").

The past due balance, the number of days charged and the interest rate may be printed on the customer statements (see system option "BAR-PFRT"). If finance charges are created per customer, the past due balance printed is the total past due for that customer and the number of days printed is a weighted average of the days charged per invoice.

### **Step 2. BARCLPFNC - Post Finance Charge**

This procedure posts finance charges created in step #1 to accounts receivable and merges them to the accounts receivable detail file. Customer YTD interest is updated. Ledger transactions are created and summarized. (See system option "BAR-ARFS") a ledger-posting list is printed.

### **Step; BARCLCNAF - Cancel Finance Charge Cycle**

This procedure cancels an active Accounts Receivable finance charge cycle and removes work files. BARCLCFNC can then be run to select a new finance charge cycle.

# Business Info-Solution Accounts Receivable

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## **JOB: Accounts Receivable Statement Cycle**

### **Step 1. BARCLSELT - Select and Prepare Accounts Receivable Statements**

This procedure selects and prepares to print accounts receivable statements. The operator is prompted for selection parameters and an "as of" date. Invoices or month balances that were open as of this date are selected for printing. Only those charges, payments and adjustments dated on or before the "as of" date are selected for printing and included in the balance. Invoices or monthly balances with zero balances and new activity may be selected or skipped. See option "BAR-PZBL".

### **Step 2. BARCLSTMT - Print Accounts Receivable Statements**

This procedure prints accounts receivable customer statements showing detail charges, payments and adjustments selected thru the "as of" date that was entered in procedure BARCLSELT. Charges may be summed into an original amount. See system option "BAR-STSC". All old detail may be summed into an invoice or customer balance forward. See system option "BAR-STBF". The operator is prompted for a statement date, a statement description and a special message or standard message from the company/department file desired. Statements are printed in order by company, account receivable id and customer. This procedure can be restarted to print a particular customer's statement. Enter 'RESTART' as first parameter. Statements can be reprinted as often as needed until the closing (BARCLCLOS) is run. Zero and credit balance statements may be suppressed based on options "BAR-SNZE" and "BAR-SNCR" respectively.

### **Step 3. BARCLSSTM - Print Accounts Receivable Customer Sub Bill Statements**

This procedure prints accounts receivable customer statements showing one line per invoice or monthly balance. Each line shows the previous balance, totals of the new payments, adjustments and finance charges, and the balance due. The invoices are listed in order by customer sub-bill with a sub-bill total. The operator is prompted for a statement date, a statement description and a special message or standard message from the company/department file if desired. Statements are printed in order by company, accounts receivable id and customer. This procedure can be restarted to print a particular customer's statement. Statements can be re-printed as often as needed until the closing (BARCLCLOS) is run. Zero and credit balance statements may be suppressed based on "BAR-SNZE" and "BAR-SNCR" respectively.

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## **Step 4. BARCLCLOS - Close Accounts Receivable Statement Cycle**

This procedure closes the statement cycle. The current-since- last-statement flag is updated and cycle work files are removed. Old invoices may automatically be removed (see system option "BAR-SPIM"). Customer balances will be computed. (see procedure BARCLCCPB).

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## **Step; BARCLCNAR - Cancel Statement Cycle**

This procedure cancels an active accounts receivable statement cycle and removes work files. BARCLSELT can then be run to select a new accounts receivable statement cycle.

## **Step; BARCLPSAC - Print Customer's Statement of Account**

This procedure is not intended for regular printing of invoices for all customers. It is available as a means to provide a statement, at any time, for a particular customer or customers.

The statement will be printed with all the format options that would be in effect in the statement printing cycle. Current items on the statement are those occurring since the last closed statement cycle. Printing a statement with this procedure will not change the status of current items. They will remain current until the next regular statement cycle.

You will be prompted for an "as of" date for the statement (items occurring after that date will not be included). You may specify the company, A/R Id and customers for whom you wish statements printed. (User exit UBR-EX02 permits printing statement in a user customized format).

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## **JOB: Customer A/R Lists and Inquiry**

### **Step; BARCLLAGE - List Accounts Receivable Balances**

This procedure provides several types of lists of customer balances. The balances are aged according to the ages specified in the Accounts Receivable Id record, or, 30-60-90-120 days as default.

You will be prompted for the selecting parameters used to print your list. These selection parameters will determine whether you want your list in order alphabetically or by customer id number; whether you want each open invoice listed or totals only; whether you want sub-bill subtotals or not. In addition you may specify that you wish separate pages for each territory salesman as defined by the customer master file; or you may wish separate pages by customer master file default terms code.

Your list may be a delinquency list if you choose to list delinquents only. In that case you will be prompted for the number of days after which a customer is considered delinquent (default is 30 days). On a delinquency list multiples of the delinquent days become the ageing periods (e.g. delinquent after 45 days lists balances in 45-90-135-180 days periods).

### **Step; BARCLACRL - List Accounts Receivable Detail**

This procedure lists in detail all charges, payments and adjustments by invoice or monthly balance. All invoices/balances may be listed or only open invoices/balances. The operator is prompted for selection parameters and the date used for ageing. From an open item A/R, the age of an invoice is determined by the transaction date of the first charge for that invoice. For a balance forward A/R, the age is determined by the month/year of the balance.

### **Step; BARCLARON - List MTD Charges And Payments**

This procedure lists the total charges (including charge adjustments), total finance charges and total payments (including payment adjustments) by customer for a selected month. The operator is prompted for selection parameters.

### **Step; BARCLARRC - List Accounts Receivable General Ledger Reconciliation**

This procedure lists all open (unpaid) invoices or monthly balances found in the accounts receivable file as of an operator specified book month and year for general ledger. The total amount of these unpaid invoices should equal the total

## Business Info-Solution Accounts Receivable

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of the asset account for that month. The operator may optionally select a company and/or accounts receivable id range to be listed.

### **Step; BARCLCRNK - Customer Charges Ranking**

This procedure provides a list of customers sequenced by the dollar amount of their cumulative liability. The operator is prompted for company, A/R id, and date range selection parameters. Date selection may be based on book period or charge date. If blanks are entered for a parameter set, "all" is assumed.

### **Step; BARCLWCOM – Work with A/R Invoices**

This procedure is an interface to find invoices to be displayed for a customer from a specific company or across multiple companies. If a 13=Find Invc option is taken on a specific company id the search will be limited to that company. If a function F13=Find Invc option is entered a window that searches across all companies in the the dataset will be opened. The Work with A/R Invoices that is shown is the same one as documented in the Work with Customers option 7=Invoices.

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## **JOB: Customer A/R Letters**

### **Step; BARCLLTR - List Customer A/R Letters**

This procedure allows for the selection and printing of letters to customers. Letter text must previously be defined in the customer letters master file (see BARCLUCLT). The operator is allowed to enter the following fields to specify to whom the letters will be printed:

**Company** - Company letters are printed for. Required.

**Letter id** - Id of the letter text to be printed. Required

**Letter date** - Date of the letter to be printed. Default is current session date. Required.

**Ageing date** - As of ageing date for balances to be listed and/or tested. Default is current session date. Required.

Select customers with;

**A/R id** - Id of the customer balances to be tested. Required.

**Id** - Customer id range to be listed. If blank no customer id testing is performed.

**Type** - Customer type to be selected. Optional.

**Terms** - Customer default terms code to be selected. Optional.

**Salesman** - Customer's assigned salesman to be selected. Optional.

**Credit cd** - Customer's default credit code to be selected. Optional.

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## Amount test method;

- Option** - A = All customers with or without a balance due, no minimum balance test.
- B = Customers with a balance due passing the minimum balance amount test.
- C xxx yyy = Customers with an aged balance between the days range of xxx thru yyy, passing the over but under test given. Customer must also pass the minimum total balance test. The aged balance defined here need not follow, and may indeed overlap, all or some the standard age balances for this A/R id.
- D = Customers with a past due balance as defined by the invoice balance terms, passing the over but under test given. Must also pass the minimum total balance test.

**Amts Over** - Two test values in dollar and cents to But Under are used in amount test methods C and D defined above. Tested value must be greater than the Over amount but less than the Under amount. These amounts may be negative if you wish to select customers with credit balances.

**Min. Bal** - The minimum customer total balance due required to print a letter as used by test methods B, C and D above. This number is always a positive number. (If it is being used to select credit balances, the absolute value of the credit balance will be compared to this number).

## Forms;

- Id** - Forms identification for letter to be printed
- LPP** - Lines to print per page.
- LPI** - Lines to print per inch.
- CPI** - Characters per inch to print.
- Copies** - Number of copies of each letter to print. Valid values of 01 to 99.
- Print belt** - Print belt id needed only (optional) for 5211, 5262, or 3262 printers. Operator need only specify the belt desired if it is the non-standard belt for that printer. Valid values of 48, 64, 96, 188 or user defined code.

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After specifying the above selection and run parameters, the customer master and account balances are tested, the letter text specified by the letter id for that company is merged with the selected customer data, and printed on the indicated letter forms. Also printed with each letter run will be a control documentation listing. This listing will document all the run parameters at the time of this run, and will list each customer for whom a letter was printed. Listing will contain customer name, address, city, state, zip, and balances.

The operator is allowed to save any letter runs' parameters (except the dates) by pressing F11 instead of the ENTER key when requesting a printing of that letter id. If only ENTER is pressed to initiate the printing, the run parameters are not saved. To retrieve the saved parameters on a subsequent printing run, the operator should specify only the company and letter id (assuming letter and ageing default dates are acceptable), then press F2 to recall the last saved run parameters to the screen. These recalled parameters may then be altered for this run and once again be saved with F11 or just run this execution by the ENTER key. F4 will submit the letter printing to the job que (no parameter saving is allowed). F3 will cancel any further continuation of letter printing this run. The HELP key is also available for quick instruction reference.

### **Step; BARCLUCLT - Update Customer Letters Master**

This procedure allows for the entering and updating of the customer letter master, which is used by the letter printing procedure BARCLLTR. This file defines all letters to be printed to customers in specified companies. Letters are identified by a letter id. The following fields must be entered initially to define which letters is to be entered or updated;

**Company** - Two-digit company number for which letter is to printed.

**Letter id** - Six-character id of the letter text to be stored. Letters may "chained" together to create longer letter body text as discussed later.

Once these fields are entered then the program will determine if the letter id previously existed before and accordingly will present to the operator either an update or entry screen for the entry of letter text and options. If the operator presses F2 instead of ENTER after entering the above two fields and the letter id is a new one (enter mode), then the last entered or updated letter text and options will be automatically duplicated in the fields for this new letter id.

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Once in update mode, the letter id may be deleted with F4. F1 may also be used at this time to cancel any entry or update of the displayed letter text. F3 will terminate the maintenance program.

The following describes the fields presented to the operator for entering the letter definition;

**Paragraph One and Two** - Two paragraphs of letter text, each with ten lines of sixty upper or lowercase characters. The paragraphs are automatically separated by one blank line. Blank lines within each paragraph are normally suppressed from printing. To embed a blank line anywhere in the paragraph you may enter a NOT character "¬" anywhere on the line to be printed as a blank. In the paragraphs of text lines, keywords may be inserted in the text, which will be replaced at the time the letters are printed by data about the customer or company. This can be done to more "personalize" the letter or perhaps make it more concise or clear to read. Keywords are always preceded by a keyword character. Keyword delimiters are either a dollar sign "\$", and "&", or an "@". These delimiters, if followed by a known keyword, are then substituted at letter printing time by their respective data definition. The delimiters differ in substitution as to whether leading and trailing blanks are suppressed.

The delimiter definitions are as follows:

\$ = suppress leading blanks in data field  
& = suppress trailing blanks in data field  
@ = do not suppress blanks, fixed field lenth

Valid keywords are as follows:

<u>Kwd</u>	<u>Meaning</u>	<u>Lnth.Dec</u>
CO	= Company number	2
CN	= Company name	30
AR	= A/R id	8
AN	= A/R name	30
CI	= Customer id	8
N1	= Customer name 1	30
N2	= Customer name 2	30
A1	= Customer address line 1	30
A2	= Customer address line 2	30

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CY	= Customer city	23
ST	= Customer state	2
ZP	= Customer zip code	5
Z4	= Customer zip code+4	10
TX	= Customer tax id	40
CR	= Customer credit code	4
CL	= Customer credit limit amnt	13.2
TR	= Customer default terms	4
SM	= Customer's assigned salesma	4
SA	= Alternate salesman	4
TY	= Customer type	4
PH	= Customer phone number	20
LD	= Letter date, mm/dd/yy	8
AG	= Ageing date for letter, mm/dd/yy	8
BA	= Total balance due	13.2
B0	= Current balance due	13.2
B1	= Age 1 balance due	13.2
B2	= Age 2 balance due	13.2
B3	= Age 3 balance due	13.2
B4	= Age 4 balance due	13.2
AB	= Selected age balance due	13.2
PB	= Past due balance	13.2
R0	= Ageing current (Cur)	3
R1	= Ageing date 1 (eg. 030)	3.0
R2	= Ageing date 2 (eg. 060)	3.0
R3	= Ageing date 3 (eg. 090)	3.0
R4	= Ageing date 4 (eg. 120)	3.0

The following are examples of keywords and how they differ in substitution into the text:

Assume      customer name = JOHN SMITH  
                  customer id = 00012302  
                  balance due = 1007.56  
                  ageing date = 040188

Paragraph text      line 1= Dear &N1:  
                                  line 2=   As of @AG we show an  
                                  line 3= outstanding balance of \$pb  
                                  line 4= due.  
                                  line 5= Please inform us if you have  
                                  line 6= any problem paying. If you  
                                  line 7= write us, please include your  
                                  line 8= id number @ci in your letter.

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Result paragraph text when printed:

line 1= Dear JOHN SMITH:  
line 2= As of 04/01/88 we show an  
line 3= outstanding balance of 1007.56  
line 4= due.  
line 5= Please inform us if you have  
line 6= any problem paying. If you  
line 7= write us, please include your  
line 8= id number 00012 in your letter.

**Signor/Title** - Two thirty character fields to be printed at the closing of the letter specifying the signature and the title of the person signing the letter.

**NOTE\*\*\***The signor field may also have a special meaning if the first character entered is a slash "/". When so specified, the next six characters are interpreted as a continuation or "chain to" letter id. This means that the letter text is not complete and therefore the signor and title fields in this letter id will not be printed. Instead this next letter id text will be printed. This in effect gives you unlimited letter text to print on any one "chained" letter. For example; if the signor field in letter id LTR001 contains "/LTR002" then LTR001 text will be printed first and followed by the text in LTR002. The signor and title fields in the last letter id not to chain on to another letter id will close the letter. Be careful not to loop your chain of letters. Such as LTR001 chains to LTR002 which chains to LTR003 which chains to LTR001. This will cause an indefinite loop of printing.

**Print A/R** - Blank = Print only the paragraph text from or Invc this letter id.  
Y = Print standard A/R ageing totals for this customer A/R in between paragraphs one and two of this letter id.  
I = Print both the standard a/r ageing totals and outstanding invoice balances in between paragraphs one and two of this letter id. Indication is given which invoices are past due and a total past due balance is printed.

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System option ACR-CSTL is tested to determine if company name and address should be printed before the customer name and address. If it is not printed it is assumed printing is done on pre-printed company letterhead forms. Option BAR-NAME is also tested to determine if customer name is reversed from last to first before printing.

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The following is a pro-forma letter layout specifying the sequence in which fields are printed on the letter;

```

Line
01   Letter Date (page 2 or greater only)                PAGE nnnn
13   Letter Date (if no company name)                    Letter Id
07   Letter Date (if company name printed)                Letter Id

10
    Optional company name and address

17
    Customer name and address                               Co No,Cust Id,A/R Id
  
```

Paragraph One text (up to ten lines)

```

(optional)  INV BAL      INVOICE NO.    INV DATE SUB/SHIP TO
"           .00         xxxxxxxxxxxxxx  mm/dd/yy ssssss
"           .00         xxxxxxxxxxxxxx  *mm/dd/yy ssssssss aaaaaaaaaaaaaaaaaa
"           .00         xxxxxxxxxxxxxx  *mm/dd/yy
"
"           .00*                               *PAST DUE

" (optional) TOTAL      -----DAYS AGED-----
"           DUE      CURRENT      30      60      90  120&OVR
"           .00      .00      .00      .00      .00      .00
"
  
```

Paragraph Two text (up to ten lines)

All "chained" text paragraphs will immediately follow.  
 All paragraphs separated by a blank line and/or optional data between each letters paragraph one and two.

Sincerely,

Signor Field  
 Title

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## **Step; BARCLLCLT - List Customer Letters Master**

This procedure prints a master listing of all letters defined for printing in procedure BARCLLTR.

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## **JOB: Sales Tax Reporting**

### **Step; BARCLRPTX - Proof and Final Sales Tax List**

This procedure lists all sales tax that has been recorded in the accounts receivable system. The source of this sales tax may be any of the following.

1. Sales tax calculated on A/R charges and adjustments entered in procedure BARCLECHG.
2. Sales tax adjustments entered in procedure BARCLECHG.
3. Sales tax calculated on billing invoices if the SWL billing package is installed.
4. Sales tax calculated on order entry invoices if the SWL order entry package is installed.
5. Sales tax recorded from cash sales and entered in A/R as a non A/R payment in procedure BARCLPMTS.

There are 2 types of lists that are available in this procedure. The first is a list by taxing authority. The second is a list by collecting agent.

This procedure operates in a proof and final mode. The proof mode lists sales tax. The final mode lists sales tax and marks the transactions as having been reported.

When you begin this procedure, you will be prompted for the type of date selection to be used: book or accounts receivable date. You will be given a screen on which to describe the type of list you want. You may select the company or range of companies for which you want reports. You may select the format of the report: by taxing authority, by collecting agent, or both type reports. You may select which type tax you wish to report: state, city, county of all 3.

You may report only previously unreported (unfinalized) sales tax or you may include both unreported and previously reported tax in the list. The list may cover any time period. Leave the starting date blank to report all tax from the beginning of the file. Leave the 'THRU' date blank to report thru the last date in the file.

You may limit your report to certain states or to cities and counties within these states. When specifying cities and counties, enter them as they appear in the tax table file (10 character fields).

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You may specify if you wish a detailed report item by item or totals only. In a detailed proof report you will be able to identify the customer and invoice with which the sales tax is associated.

On sales tax reports the abbreviations S, C, N stand for state, city, county. For example if 'S-TX' appears as a collecting agent and the type tax is 'C' for taxing authority 'ALIEF', this means the state of Texas is the collecting agent for city sales tax for the city of Alief.

### **Step; BARCLDSTX - Purge Reported Cash Sales**

The cash and miscellaneous sales tax file contains sales tax from "over the counter" non A/R payments and "over the counter" invoices from entry and hand entered (not system generated) sales tax charges in order entry.

This procedure removes reported sales tax from the sales tax for cash and miscellaneous sales file. (Sales tax on an A/R invoice is in the A/R detail file and will be removed with the rest of the invoice when invoices are purged by procedure BARCLPURG). Usually the cash and miscellaneous sales file will be quite small so purging records can be done fairly seldom, perhaps yearly.

You will be prompted for the range of companies and the date through which tax is to be deleted. Only reported (finalized) sales tax records are removed.

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## **JOB: Invoice Listings**

### **Step; BARCLLINV - List Invoices with Balance Due**

This procedure provides a list of invoices per company in invoice number order. All accounts receivables are grouped together in the list unless you should restrict the list to one particular accounts receivable when you are prompted. You will also be prompted for the companies to be listed and whether you want all invoices or only open invoices. You may specify a range of invoice numbers if you wish.

### **Step; BARCLSJRN - List Invoices with Sales and Tax**

This procedure provides a list of invoices per company in invoice number order. It lists sales detailed by taxable charges, non-taxable charges and sales tax.

As in procedure BARCLSJRN, all accounts receivables are combined in one company list unless you restrict the list to one accounts receivable when prompted. You will also be prompted for the companies to be listed and beginning and ending dates.

The date selection parameter can be applied to either accounts receivable or book date. This permits a comparison of sales tax to the general ledger sales tax account if book date is chosen.

You may also select a range of invoice numbers.

# Business Info-Solution Accounts Receivable

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## **JOB: Back Off And On - Accounts Receivable**

### **Step: BARCLVOFF - Back Off Files to Magnetic Media**

This procedure allows operator to create a magnetic media copy of the Accounts Receivable files (BARF). The magnetic media volume ID may be specified by the operator. This magnetic media may be used later to restore these files for later processing or file recovery in case of application or hardware failure. After copying to magnetic media the operator will be prompted to optionally delete all the files just copied from the disk. This would only be done if another copy of the files were to be restored at a later time.

**CAUTION \*\*** If all files are deleted from disk, a non-defective magnetic media copy of the files deleted must be available, since no recovery of the deleted disk files is possible after deletion.

### **Step; BARCLVON - Reload Files to Disk**

This procedure using the magnetic media files created by VOFF copies those Accounts Receivable (BARF) files from magnetic media to the disk for program processing. Files can only be copied to disk if they do not previously exist on the disk. NO automatic deletion of current copies of the disk files is done in this procedure. See VOFF to remove the files on disk before trying to run this restoration.

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## JOB: Accounts Receivable Job Security

### Step; BARCLUSCE – Enter/Update A/R Security File

This procedure allows the operator to define the security for various jobs in the A/R system. The following screen is shown to start the security definition process. Only users with OS/400 \*SECADM or \*SECOFR user authority are allowed to execute this process.

```
Security Maintenance                                BARRG180 1
Accounts Receivable

System Job . . . .
User Id . . . .

Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display

System      User      Description      Valid
Opt Job     Id           Description     Options
*WRKCOMP   *ALL          ENTRY FOR EVERYONE ELSE *NONE
*WRKCOMP   JDOE          JOHN'S STUFF    *ALL
*WRKCOMP   JSMITH        JIM'S STUFF     1 2

F3=Exit    F5=Refresh    F6=Add

Bottom
```

If no entries are defined on this screen, the resulting security restriction or non-restriction will be determined by the requesting function. Generally, if an \*ALL option was sought and no such entry is found then no restrictions will be applied. This allows for systems not wanting to use this feature, to specify no entries here. If a specific user or group entry was sought and no such entry or \*ALL entry exists then a complete restriction of company and options will be applied. Therefore this allows for a default access level to be specified or lacking that a total restriction is applied by default.

From this screen the operator can Change (2), Copy (3), Delete (4) or Display (5) any A/R security job entry for \*ALL users or a selected user. Job/user entries may be defined by pressing F6 to add or Change via option 2.

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The following screen is displayed for entry when F6 Add or Change option 2 is specified.

```
ADD                               Security Maintenance                BARRG180 2
                                Accounts Receivable
System Job . . . *WRKCOMP      (*WRKCOMP,*WRKCUST)
User Id . . . .

Type information, press Enter.
Description of Entry
Selected:
  Batch Ids. . . . .          (char,generic*,*ALL,*NONE)
  Company Ids. . . . .       (id, generic*,*ALL)
  Batch Description.         (char,*ALL,*BLANK)
Omitted:
  Batch Ids. . . . .          (char,generic*,*NONE)
  Company Ids. . . . .       (id, generic*,*NONE)
  Batch Description.         (char,*NONE,*BLANK)
Valid Options. . . . .       (opts,*ALL,*NONE)

                                Note: Generic tests above can include multiple
                                strings separated by a | character as an *or test.

F3=Exit      F5=Refresh                F12=Cancel
```

The following is a definition of the fields to be entered;

**System Job** – Ten character field defining the name of the A/R job to be secured. Must be a value of \*INVCENTRY for the invoice entry job.

**User Id** – Required ten character field defining the user id for which security parameters are being defined for the above A/R job name.

**Selected:**

**Batch Ids** -- Valid batch ids to be available to this user. Entry may be a specific batch id, generic batch id (XY\*) indicating a group of batch ids, \*ALL indicating no restriction, or \*NONE indicating all batch id's are unavailable.

**Company Ids** – Valid company ids to be available to this user. Entry can be a specific company id, generic, or \*ALL.

**Batch Description** – Valid batch descriptions for this user must contain this specified character string. String may be any non-blank characters, \*ALL for no required string, or \*BLANK for all blanks.

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## Omitted:

**Batch Ids** -- Batch ids to be made unavailable to this user. Entry can be a specific batch id, generic batch id (XY\*) indicating a group of batch ids, or \*NONE indicating no batches are unavailable.

**Company Ids** – Valid company ids to be available to this user. Entry can be a specific company id, generic, or \*NONE.

**Batch Description** – Valid batch descriptions for this user must not contain this specified character string. String may be any non-blank characters, \*ALL for no required string, or \*NONE.

**Valid Options** – Valid processing options for this user entry. Up to eight options right justified and blank filled. Values of ' 1', ' 2', ' 3', ' 4', ' 5', ' 6', or ' 7' define processing options available. A value of '/E' specifies that the "Accept with error" function key is not available during invoice line entry. \*ALL or \*NONE may be entered in the first two/three options to signify all or no options are available respectively.

Both the selection and omission parameters may contain multiple selection choice strings separated by a concatenation character ("|"). This operator will denote an \*OR test between the strings for inclusion or exclusion of batch or company ids.

Example selection or omission strings;

Batches:    ABCD|XY\*   Batch "ABCD" or any batch id beginning with "XY"  
          G\*            Any batch id beginning with "G"

Companies: 01|5\*|20|21   Companies "01", "20", "21", or any company  
                                  starting with a "5"  
          07|99|A1        Companies "07", "99", or "A1"

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## Workstation Maintenance Program Operation

During the execution of a workstation maintenance program, the operator is required to specify a "mode": of operation. The possible modes are: UPDATE or ENTRY mode. These modes of operation indicate the type of action being requested. UPDATE mode indicates that the requests for changes to the file will be updating old records already found in the file. Enter mode indicates that the requests for changes to the file will be creating new records not previously found in the file.

The following maintenance functions may be accomplished:

### **ADD a record:**

- Place program in ENTER mode with F10 (if not already ENTER Mode).
- If a different record format is desired, press F6. This displays a list of valid record formats. Enter the number of the desired record format and press enter. The data entry screen for selected record format is then displayed.
- Enter key of record to be added.
- Enter data for that record (See applicable procedure).
- Press enter key. Editing of all data will occur at this time. If no errors are detected, a new display will be shown for the entry of a new record. If errors are found in the data entered, a message will be displayed, the workstation alarm will sound, and all fields found in error will be displayed in reverse image. No additions (or updating) of the record will occur unless; 1) the enter key is pressed to initiate the editing of data and 2) no errors are found for the record. Only then will the file be modified.

### **CHANGE a record;**

- Place program in UPDATE mode with F11 (if not already in UPDATE Mode).
- Enter key field of the record to be changed.
- Press enter key. If the record is found active on file, a display will be shown to allow operator to key changes over the current data found in the record. If the record is not found on file an error message is displayed and the operator may re-key the correct key field values. If an error message is displayed indicating that the record exists on file, but it is a previously

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delete record (inactive), the operator may "reactivate" (cancel the deletion) the record by depressing F2. The system will show the update display for the deleted record to be reactivated when the enter key is pressed.

-Press enter key after all changes are entered. Editing of all data including fields not modified will occur. Error checking and reporting is similar to entry mode described above. If no errors are detected, a new display will be shown for entry of the next record key to be updated.

### **DELETE a record;**

-Place program in UPDATE mode with F11 (if not already in UPDATE Mode).

-Enter key of record to be deleted.

-Press enter key. If record is not active on file an error message will be issued. If found active on file, the operator should verify by looking at the data in the record displayed that this is the record the operator wishes to be deleted.

-Press F4 to delete the record. If the record is not the correct one to be deleted or the operator wishes to not delete this record for some other reason, pressing enter without changing any data fields or pressing F11 will cancel the deletion. If F4 is pressed and the deletion is completed, a message will be displayed indicating the successful completion of the deletion.

# Business Info-Solution Accounts Receivable

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## Key Used in Workstation Maintenance Programs

Procedures:

BARCLCOPD - Company/Department Master  
BARCLINVC - Accounts Receivable Invoice  
BARCLUCUS - Enter/Update Customer Master  
BARCLXTB - Enter/Update Tax Table  
FUNCTION KEY      DESCRIPTION

3	End of Job
4	Delete a record
7	Select format, recover deleted record
10	Change to Enter Mode
11	Change to Update Mode (INVC Only)
1	End this invoice
HELP KEY	Provides definitions of all keys used in Accepts new or update records/keys entered by the operator.
ROLL UP KEY	Roll forward thru transactions

## Automatic Recovery Procedure

All jobs which post entries to the accounts receivable detail file have a finalize statement in them (e.g. "Finalize - No Rerun Possible"). After this statement appears on the workstation screen the procedure has reached a critical point beyond which it cannot be restarted and rerun (in the event of an interruption by power failure, hardware failure etc.) without some sort of extraordinary intervention.

The jobs which post entries to the accounts receivable detail file are:

1. Entry of Charges/Charge Adjustments
2. Entry of Payments/Payment Adjustments
3. Spreading of Credit Invoices
4. Finance Charge Cycle
5. Billing Cycle - if Billing (BIL) is installed
6. Selection and Finalization of Invoices if Order Entry (ORD) is installed.

In the event that your merge to the accounts receivable detail file in one of the jobs listed above has been interrupted after the finalize statement, you may always recover by restoring files to their original state before the procedure began.

## Business Info-Solution Accounts Receivable

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It is sometimes possible, however, to recover in another way. The crucial part of finalizing these 6 jobs is updating the accounts receivable detail file and customer master file. Until that task is complete, a signal exists on disk that will trigger a recovery at any workstation, which attempts to begin another of the 6 jobs after the original interruption. Whatever workstation attempts one of these 6 jobs will receive the following message: "Recovery after interrupted posting to accounts receivable procedure executing. An accounts receivable posting is incomplete. It will now be completed. When it is completed, restart your desired procedure." The interrupted merge will then be completed.

The workstation where the interruption occurred that created a need for recovery will receive a message also. It will state that the interruption has been recovered (e.g. "Interrupted Payment Posting Completed At W4").

Should an interruption occur during the brief span after updating these files but before a successful conclusion of the entire procedure there would be no automatic recovery. Consult your programmer or system support to hand complete the interrupted procedure.