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# Accounts Receivable

## Overview

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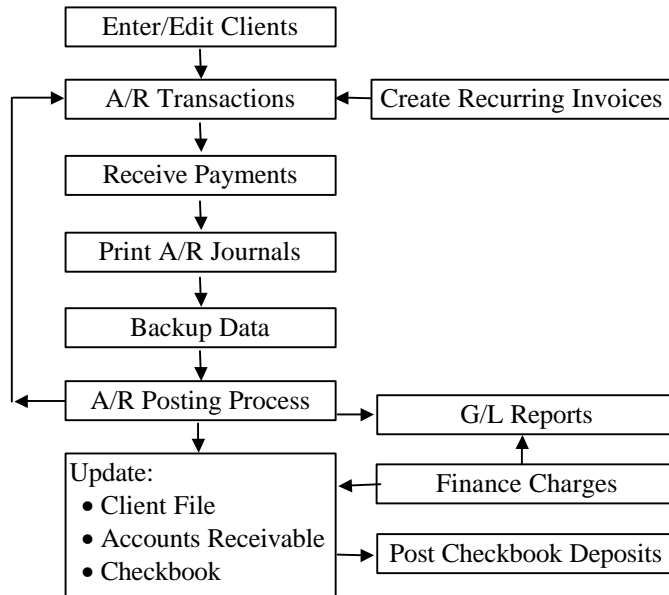
Accounts Receivable is the part of the accounting system that handles customer related tasks such as:

- Creating A/R transactions to adjust customer balances without creating an invoice or a payment
- Charging finance charges
- Processing A/R recurring entries
- Printing statements
- Receiving customer payments
- Maintaining customer transaction histories and balances

## The Accounts Receivable Flowchart

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The following figure is the flowchart for the Accounts Receivable system. The first step involves entering A/R Transactions. These are used to adjust a customer account without creating an invoice or a payment. In addition, you can create Recurring A/R transactions. The next step is to receive the customer payments and apply them against invoices.



You may print the A/R Journals to verify the information. Make sure you backup your data before posting the A/R transactions.

During the posting process the Customer file, Checkbook, Accounts Receivable, and General Ledger are automatically updated. In addition, you can access Finance Charges to customers with overdue balances.

## Customer Maintenance

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This option is used to **Add**, **Edit**, or **Delete** your **Customers**. **Customer Maintenance** is discussed in detail in the **Order Entry** chapter.

## Salespeople Maintenance

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This option is used to **Add**, **Edit**, or **Delete** your **Salespeople**. **Salespeople Maintenance** is discussed in detail in the **Order Entry** chapter.

## Payment Method Maintenance

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This option is used to **Add**, **Edit**, or **Delete** your **Payment Method**. **Payment Method Maintenance** is discussed in detail in the **Order Entry** chapter.

## Customize Plain Paper Statements

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This option allows you to customize your statements (**Open Invoice Style** and **Balance Forward Style**) in several ways. You can do the following:

- Enable or disable the printing of specific information
- Change the label caption
- Change the font type, style, or size
- Move the fields around

The following are items of information that are customizable:

**Form Title, Company Address, Bill to Address, Statement Date, Customer ID, Amount Enclosed, Payment Separator, Transaction Date, Description, Debits, Credits, Balance, Aging information (30/60/90 days), Statement Text, and Total Due**

You also have the option of printing your company logo or other image on the statements. You can choose your own graphic from your computer system by using the browse button, or just enter in the full path to the image. The program supports bmp, gif, and jpg formats. To display this logo on your statements, click on the **Print Company Logo** selection box.

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**⚠ Important Note:** There are two types of customizable statements – **Open Invoice** and **Balance Forward**. These correspond to the two styles of statements available when printing – **Open Invoice** and **Date Range**

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The customization process for both of these statement forms is essentially the same as **Level 2 Customization** of an **Invoice**, found in the **Order Entry** chapter. Refer to that section if you would like more information.

## Change Customer ID

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This option allows you to change a **Customer ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

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**⚠ Important Note:** **This change is final and cannot be undone.** We recommend that you reindex and backup the data before you proceed. These features are available under **File > Data Utilities > Backup Data Files** and/or **Reindex Data Files**. Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network and that no other copy of the application is running on the local machine.

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**Change Customer ID**

Any changes you make are final. The changes will also be reflected in the associated files. We recommend that you Reindex and Backup the data before you proceed.

**This Process Is Irreversible. Please Backup Data !**

Enter the ID to be changed:  🔍

Enter the replacement for the above ID:

**[The change will be effected in the following files]**

|            |             |             |              |           |
|------------|-------------|-------------|--------------|-----------|
| CLIENT.DBF | INVOICE.DBF | BIREO.DBF   | RECEIV.DBF   | ARREO.DBF |
| AROPEN.DBF | CHECKS.DBF  | DEPOSIT.DBF | REGISTRY.DBF |           |

✓ OK - F4   ✗ Cancel - F5

# Change Salesperson ID

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This option allows you to change a **Salesperson ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

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**Important Note: This change is final and cannot be undone.**

We recommend that you reindex and backup the data before you proceed. These features are available under **File > Data Utilities > Backup Data Files** and/or **Reindex Data Files**. Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network and that no other copy of the application is running on the local machine.

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**Change Salesperson ID**

Any changes you make are final. The changes will also be reflected in the associated files. We recommend that you Reindex and Backup the data before you proceed.

**This Process Is Irreversible. Please Backup Data !**

Enter the ID to be changed:

Enter the replacement for the above ID:

**[The change will be effected in the following files]**

|              |              |             |           |            |
|--------------|--------------|-------------|-----------|------------|
| SALESMAN.DBF | CLIENT.DBF   | INVOICE.DBF | BIREO.DBF | RECEIV.DBF |
| ARREO.DBF    | REGISTRY.DBF |             |           |            |

# A/R Setup

Use this option to customize the setting for the **Accounts Receivable** Module. This option allows you to enable or disable certain features of the Accounts Receivable module.

The screenshot shows the 'A/R Setup' dialog box with the 'A/R Settings' tab selected. The dialog is divided into several sections:

- General Settings:**
  - Post A/R Credit Adjustment as a Deposit
  - Include Tax & Freight when calculating MTD/YTD/LY Figures on Customer Maintenance
  - Auto apply payment to open invoices
  - Apply payment to newest open invoices
  - Default Payment Method: Cash (dropdown)
  - Next Transaction Number: 2 (text box)
- [Salesperson Tracking Setup]:**
  - Activate Salesperson Commission
  - Include Commission on Freight
  - Include Commission on Tax
  - Print Salesperson on Receipts / Invoices
  - Calculate commission on: Selling Price (dropdown)
- [Default Text for Data Entry]:**
  - A/R Transactions - Payments: Payment - Thank you (text box)
  - A/R Transactions - Credit Adj.: Credit Adjustment (text box)
  - A/R Transactions - Invoice: Invoice (text box)
- Auto Increment Settings:**
  - Auto Increment Customer ID
  - Next Customer ID: 0 (text box)
  - Auto Increment Salesperson ID
  - Next Salesperson ID: 0 (text box)

Buttons at the bottom: OK - F4, Cancel - F5, FreeForms.

## A/R Settings Tab

- **Post A/R Credit Adj. as a Deposit:** When you post A/R Credit Adjustment type transactions, they will also be posted as deposits to the **Select Payments to Deposit** option in the **Bank Manager** module. Normally A/R credits are used to adjust a customer balance and not to receive customer payments. Customer Payments are received via the **Payments** option. However, if you wish to report A/R Credit transactions to the Bank Manager then check this box.
- **Include Tax & Freight...:** When checked, the **Customer Maintenance** option will include Tax and Freight amounts in the MTD/YTD/Last Year fields.
- **Next Transaction Number:** This field stores the next transaction number. This number is used for creating new A/R Transactions and Payments.
- **Auto apply payment to open invoices:** If you select this option, the program searches for the invoice that has a balance due

matching the payment amount. If such an invoice is found, the program applies the payment to this invoice. If a matching invoice is not found, the program distributes the payment amongst the open invoices. If this option is not checked, you need to manually apply the payments to the invoices.

- **Apply payment to newest open invoice:** If you select this option in addition to the above option, the program searches for the newest invoice that has a balance due matching the payment amount. If such an invoice is found, the payment is applied to this invoice. If the matching invoice is not found, but the program finds an old invoice whose balance due matches that of the payment amount, then the payment is applied to that invoice. If the above matches are not found, the program will distribute the payments amongst the open invoices, starting from the oldest and proceeding to the newest.



**Important Note:** Once the program has applied the payment and you choose to override the payment amount, the program will distribute the payment amongst the open invoices, starting with the oldest and proceeding to the newest.

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- **Salesperson Commission Setup Fields:** You use these fields to enable and customize the calculation of salesperson commission. To learn more about this feature, refer to **Salesperson Maintenance** option in the **Order Entry** chapter.
- **Aging Information:** There are three main selections for Aging Information:
  - **Include Current Due Column:** If you check this box, the **Current Due** column will print on the report.
  - **From \_ Days To \_ Days:** You can change the **Aging Interval periods**. The default aging intervals are to 30, 60, and Over 60 days.
  - **Report Column Heading:** You can change the heading displayed on the **A/R Aging Report** for the aging intervals.
- **Auto Increment Customer ID:** When you check this box, the program will automatically assign a **Customer ID** when you create a new customer. When you enable this option, the program will ask you to supply the next Customer ID. The system can only create numeric Customer IDs. If you wish to

create alphanumeric Customer IDs, then disable this feature. You will then have to manually supply the Customer ID.

- **Auto Increment Salesperson ID:** When you check this box, the program will automatically assign a **Salesperson ID** when you create a new Salesperson. When you enable this option, the program will ask you to supply the next Salesperson ID. The system can only create numeric Salesperson IDs. If you wish to create alphanumeric Salesperson IDs, then disable this feature. You will then have to manually supply the Salesperson ID.

## Aging Defaults Tab

You can change the default text that appears on the customer's **A/R Statement** in all three sections of this screen. You can also change the text and the default aging criteria that appear on the **Aging Report** by making changes in either the **Aging Information** or **Report Column Heading** sections. In addition, if you uncheck **Include Current Due Date Column**, you eliminate that default text for that column heading and can change it to whatever you prefer.

**A/R Setup**

A/R Settings    Aging Defaults

**[Aging Information]**

Include Current Due Column

From  Days To  Days

From  Days To  Days

From  Days To  Days

**Report Column Heading**

Current

0 - 30

31 - 60

Over 60

**[Aging Text On Statement]**

Current

0 - 30

31 - 60

Over 60



# Enter/Edit A/R Transactions and Payments

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You can create the following transaction types from this screen:

- Receive Customer **Payments**
- Create Customer **Credit Adjustments**
- Create **Invoice** numbers with balances

One way you can adjust a customer account is to create an invoice (to increase a customer's balance due) or enter a payment (to decrease the customer balance due). There may be situations when:

- You do not want to create an entire invoice to increase a customer's balance due amount (e.g. you do not maintain inventory, or you wish to enter a service charge, fix a data entry error from a previous transaction, etc.).
- You may wish to credit a customer's account without creating a payment in the system (e.g. you would like to give the customer a \$25 credit for future purchases or fix a data entry error from a previous transaction etc.).

In these situations, this option is a quick and easy way to adjust the customer balance by creating a new transaction that is neither an actual invoice nor a payment. To increase a customer balance, use this option to create a transaction of the type **Invoice**. To decrease a customer balance, use this option to create a transaction of the type **Credit Adjustment**.

In addition, while entering payments, if the customer has an unapplied (or floating) credit(s) from the past, you can apply it to an invoice which has a balance due.

**Enter/Edit A/R Transactions & Payments**

Edit Transaction Number:  Date:

Payment  Credit Adj.  Invoice Customer ID:

Customer Name: ELECTROMAGNETIC INC Phone: 805-555-1234  Posted  
 Balance: \$ 22.80 Last Payment: / / Fax: 805-555-5678

| Checking A/c. | Payment \$ | Payment Method | Card/Check # | Exp. Date | Description |
|---------------|------------|----------------|--------------|-----------|-------------|
| 111010        | 35.00      | Check          |              |           |             |

Unapplied Portion Of This Payment:  Past Open Credits:

| Invoice # | Invoice Dt | Due Dt | Amount | Paid to Date | Paid on Bal. | Bal. Due     | Description  |
|-----------|------------|--------|--------|--------------|--------------|--------------|--------------|
| 1         | 10/11/2000 | / /    | 35.00  | 0.00         | 35.00        | 0.00         |              |
| 18        | 11/07/2000 | / /    | 22.80  | 0.00         | 0.00         | 22.80        |              |
|           |            |        |        |              | <b>Total</b> | <b>35.00</b> | <b>22.80</b> |

The payment amount will be the amount received from the customer. Do not include the open credits.

Clear All Save+F4 Cancel+F5 Close+Esc Delete+F8 Browse+F3 Notes+F12

## Creating a New A/R Transaction

You can create a new A/R Transaction as follows:

- Step 1:** Do not enter a number in the **Edit Transaction Number** field. The program will automatically determine the next Transaction number.
- Step 2:** The cursor will be at the **Date** field. You can now fill in the A/R Transaction information. For a detailed explanation of the fields on the **A/R Transaction** screen, please refer to [page 391](#).

## Editing an A/R Transaction

You can edit a previously saved (but unposted) **A/R Transaction** as follows:

- Step 1:** Place the cursor in the **Edit Transaction Number** field.
- Step 2:** Type in the **Transaction Number** that you want to edit. If you do not know the A/R Transaction number, you can click on the **Browse-F3** button to bring up a list of A/R

Transactions currently on file. You can select an A/R Transaction from this list to view or to edit it.

**Step 3:** Press the **Enter** key.

**Step 4:** The **A/R Transaction** displays on the screen. You can now make changes to the A/R Transaction as long as it has not been posted. Click on the **Save-F4** button to save the changes.

## Deleting an A/R Transaction

You can delete a previously saved (but unposted) **A/R Transaction** as follows:

**Step 1:** Place the cursor in the Transaction Number field.

**Step 2:** Type in the Transaction number that you want to delete. If you do not know the A/R Transaction number, you can click on the **Browse-F3** button to bring up a list of A/R Transactions currently on file. You can select an A/R Transaction from this list to view or to delete it.

**Step 3:** Press the **Enter** key.

**Step 4:** The **A/R Transaction** displays on the screen. You can now delete the A/R Transaction as long as it has not been posted. Click on the **Delete-F8** button to delete the transaction.

**NOTE:** You cannot delete **Posted** transactions.

## A/R Transaction Fields

The data entry fields that are available are:

**Edit Transaction Number:** If you want to edit a previously saved (but unposted) A/R transaction, enter its **Transaction Number** here. This field will not be visible if you do not have previously saved/unposted A/R transactions.



**Important Note on how the A/R Transaction Number for the current transaction is determined:** This program has the ability to open multiple A/R Transaction screens (e.g. while you are in the middle of working on a A/R Transaction for a Customer you can open another A/R Transaction screen).

In order to prevent conflicts between both these open windows, the program does not determine the A/R Transaction number until you save the A/R Transaction. When you save the A/R Transaction, the program will automatically obtain the next A/R Transaction number and display the message **Saving A/R Transaction number XX**.

If you are entering the A/R Transactions after the fact, you can override this feature by going to the A/R Transaction Number field and entering the A/R Transaction number directly.

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**Date:** Enter the **Date** of this transaction.

**Customer ID:** Enter the **Customer ID** of the customer for whom you want to create this transaction. To add a new customer, simply type in the new Customer ID, press **Enter**, and click on **OK** to add this customer.

**Customer Information:** The program will automatically display the **Customer Name**, **Phone** and **Fax** numbers.

**Balance:** The program will display the **Balance** due by the customer. You cannot edit this field.

**Last Payment:** The program will display the date of the Last Payment made by the Customer. You cannot edit this field.

There are three types of transactions you can process using this screen. Each one of these transactions are discussed in detail in the following section:

## Payments

You use this option to receive payments from your customers. When you record a payment, the grid in the lower middle section of the screen displays all open invoices. It also includes sales orders created from the **O/E** module. To assist in distinguishing sales orders from invoices, the background color of the **Paid on Bal** and **Description** will change to light blue if the item is a sales order. For invoices, the background color will remain white.

The fields available for this option are:

**Checking Account:** Enter the checking account number (General Ledger Account Number) for this transaction. The default checking account from the **Company Setup** displays on the screen. You can click on the **Browse** button to select a different checking account. All payment transactions are posted as “**Undeposited deposits**” in the checkbook.



**Important Note: Posting Payments to Checkbook:** When you select this Post A/R Transactions option, all the payments post as **Undeposited Bank Deposits**. You can then go to the Deposit Payments to Checkbook option and create a single deposit to your Bank/Checkbook. This will help you in the bank reconciliation process. For more details on this option, please refer to the **Bank Manager** chapter.

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**Payment Amount:** This is the total amount of the payment received from the customer.

**Payment Method:** This is the method the customer is using for the payment. The list of **Payment Methods** is created using the **Payment Method Maintenance** option, which can be accessed from the **Setup** menu. Some examples of payment methods are Cash, Check, Visa etc.

**Card/Check #:** Enter the check number or the credit card number for this transaction.

**Exp Date:** Enter the expiration date of the credit card.

**Description:** Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if you want to. Press the **Enter** key, or click on **OK** to continue. This description will display on the Customer Statements.

The program will display two fields: **Unapplied Portion of This Payment** and **Past Open Credits on File**.

**Unapplied Portion of This Payment:** This is the part of the customer's total credit balance, including this payment, that has not been applied to invoices. When you enter an amount in the **Payment Amount** field, follow the following rules:

- **Auto Application of Payments:** The payment amount is automatically applied to the open invoices. See **A/R Setup** on page 386 for an explanation about your auto apply options. When the entire amount of the payment has been applied to the open invoices, the program will stop. You can override the program and re-assign the payments to another invoice if required.
- **Overpayment by a Customer:** If the amount of the payment is greater than the total of all the open invoices, then the program will display the overpayment amount in the box labeled **Unapplied Portion of the Payment**. For example, if the payment amount is \$450.00, and the total of all the open invoices is \$400.00, then the amount displayed in the **Unapplied Portion of the Payment** will be \$50.00 (\$450.00-\$400.00). When you have a situation like this, you can go ahead and leave the unapplied portion of the payment. The unapplied amount will be saved to the customer's file as a credit. You will be able to apply this payment to future invoices. However, the full amount of the payment will be deposited to your checking account.
- **Past Open Credits on File:** When a customer overpays or returns items on an invoice, the program saves the amount as **Past Open Credits on File**. When entering a new transaction of the type **Payment**, you can check the box labeled **Apply Past**

**Open Credits.** This will automatically apply the past credits to open invoices. The credits will be applied starting with the oldest invoice first. You can override the program and re-assign the credits to another invoice if required.



**TIP! Unapplied Credits:** Over time, many customers may accumulate Unapplied Credits. You can use the Mass Apply option to automatically apply unused credits to open invoices for each customer. For more information, please refer to [page 407](#).

**Paid on Balance:** When a payment or an Unapplied Credit is applied to an invoice, enter the amount applied to the invoice in this column.

**Description:** You can enter in a comment that applies to each invoice being paid. This description will display on the all the A/R Transaction reports.

When you have completed entering all the transaction information, press the **Save-F4** button to save the transaction.

## Credit Adjustments

You can use this option to issue a credit to a customer or to decrease the balance due on an invoice. Here are some of the scenarios where this option is useful:

- If a customer underpays a bill by a small amount, you may want to **write off** the remaining balance. This is also called **writing off a bad debt**.
- If a customer disputes a charge, you may want to write off the entire charge or a portion of it.
- If a customer refuses to pay the bill and it is too small an amount to pass on to a collection agency.
- If you overcharged a customer and you want to decrease an invoice balance.



**Important Note:** It is important to note that in all the above scenarios, the invoice amount is either decreased or zeroed out. This is the basic result of making a Credit Adjustment.

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The fields available for this option are the following:

**Invoice Number:** Enter the Invoice number you wish to adjust. If you do not know the invoice number, click on the **Browse-F3** button to bring up the list of invoices for this customer. If you do not want to assign an invoice number, you can leave this field blank.

**Amount:** Enter the amount you wish to adjust.

**Salesperson ID:** Enter the Salesperson ID associated with this transaction. If you do not know the Salesperson ID, click on the **Browse-F3** button to bring up the list of Salespeople.

**Job ID:** If you have enabled Job tracking, you will be required to enter a Job ID in this field. If you do not know the Job ID, click on the **Browse-F3** button to bring up the list of Jobs.

**Transaction Description:** Enter a description for the transaction. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if you want to. This description displays on A/R reports.

**Transaction Details:** This area is used to enter the debits and credits for the amount you entered earlier. The program will automatically **Credit** the **Accounts Receivable** account and **Debit** an **Expense** account like **Bad Debt Loss**. You can override these account numbers and amounts. See the following sample:

| Account | Account Name        | Description       | Debit  | Credit |
|---------|---------------------|-------------------|--------|--------|
| 52320   | Bad Debt Expense    | Adj. for Inv#1234 | 100.00 |        |
| 12010   | Accounts Receivable | Adj. for Inv#1234 |        | 100.00 |

When you try to save the transaction, the program will ensure that Debits and Credits are equal before it updates the customer record.

**Department:** If you have Department tracking enabled in the **Company Setup**, you enter the **Department ID** for this customer. You can use Departmental tracking only if you have the **General Ledger** module installed.



When you have completed entering all the transaction information, press the **Save-F4** button to save the transaction.

## Invoice

You can use this option to increase the customer's balance. This option is useful when you do not wish to create an entire invoice using **Order Entry**. This option will let you enter the Invoice Number, Invoice Date, Due Date, and the Amount. Many companies that do not maintain inventory will find this option useful.

The fields available for this option are:

**Invoice Number:** Enter the Invoice number you wish to create. The program will automatically bring up the next invoice number. You cannot leave this field blank.

**Due Date:** Enter the due date for the transaction. This is the date when the invoice is due for payment. The program automatically calculates the due date based on the number of due days you entered in the customer data entry screen.

**Example:** if the **Invoice Date** field has the date 03/01/99, and the **Due Days** field for your Customer has 30 days, then the **Due On** date will automatically be calculated as 03/31/99.

**Amount:** Enter the amount on the invoice. The customer's balance will increase by this amount.

**Salesperson ID:** Enter the Salesperson ID associated with this transaction. If you do not know the Salesperson ID, click on the **Browse-F3** button to bring up the list of Salespeople. You can enable Salesperson Commission tracking from the A/R Setup option. For details, please refer to [page 386](#).

**Job ID:** If you have enabled Job tracking, you will be required to enter a Job ID in this field. If you do not know the Job ID, click on the **Browse-F3** button to bring up the list of Jobs. You can enable Job Tracking from the **Job Setup** menu. If an invoice does not

require a Job ID, then you can create a dummy Job ID like 99 and then assign it to the invoice.

**Transaction Description:** Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then enter a new description if you wish. This description will display on A/R reports.

**Transaction Details:** This area is used to enter the debits and credits for the amount you entered earlier. The program will automatically **Debit** the **Accounts Receivable** account and **Credit** the **Sales/Income** account for the amount. You can override these account numbers and amounts. See the following example:

| <u>Account</u> | <u>Account Name</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|---------------------|--------------------|--------------|---------------|
| 12010          | Accounts Recv.      | Adj. for Inv#1234  | 100.00       |               |
| 41010          | Sales               | Adj. for Inv#1234  |              | 100.00        |

When you have completed entering all the transaction information, press the **Save-F4** button to save the transaction.

## A/R Recurring Transactions

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### Enter/Edit A/R Recurring Entries

This option is used to create a **Recurring Entry** for posting to the customer file. Businesses that bill their customers on a regular basis for a fixed amount often use recurring entries. You can only use this function to create transactions **that increase the customer balance due** (like Invoices). An example would be a newspaper delivery service billing its readers every month – but not sending out invoices. You are not restricted to generating Recurring entries every month. You can create them at any interval required.

The data entry screen for A/R Recurring Transactions is essentially the same as a regular Enter/Edit A/R Transactions screen discussed above. The main differences are:

- The **Recurring Code** field replaces the **Date** field. The Recurring Entry is of the type Invoice. You cannot do recurring Credit Adj. entries.
- **Salesperson** and **Job** fields are also not available on this screen. However, after the A/R entries are generated, you can add information to these fields by editing the generated A/R Transaction.

**Recurring code:** Recurring codes are used to group transactions together, such as customers that are to be billed Monthly. You have the option of selecting Manual or Automatic codes.

When you generate the recurring transactions, you will be able to select a Recurring Code and generate transactions for all customers assigned that code. You do not have to set up these Recurring Codes within the program. You can manually track these recurring codes.

For a detailed discussion about Recurring Codes, see the **Order Entry** section under **Create a New Recurring Invoice – Recurring Invoice Fields** and **Generating Recurring Invoices**.

For more information on the Enter/Edit A/R Transactions option, refer to [page 389](#).

## Print Recurring A/R Transactions

When printing the recurring entries you may display them on the screen, print them out, or send them to a file. This report contains the Recurring transaction number, Customer ID, Customer Name, and each line item entered with a total of the debits and credits. It will also display the Recurring Code for each entry.

## Generate Recurring A/R Entries

This option will allow you to generate the recurring entries. It will ask you to enter a recurring code. Once you enter a valid recurring code, the program will generate all entries that match the recurring code.

These entries will be added to the customer's transaction file and can be edited. The transactions will be generated automatically using the next number in sequence from the A/R Transaction option.

# Post A/R Transactions

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Please make sure you have made backups of all your DATA files before running this process.

Post Transactions To This Date in General Ledger>> 11/13/2000

[ Posting Options ]

Post ALL Unposted Transactions

Post By Date Range

Starting Trans. Date 11/13/2000

Ending Trans. Date 11/13/2000

Post By Transaction Range

Starting Trans. Number FIRST

Ending Trans. Number LAST

Post With Report

Post Without Report

Print Report Only (No Posting)

REMINDER: Always backup your data before posting >>

Backup

Send Output To :

To purchase forms or get free samples call ZLand.com Forms at 1-800-2-BUY-FORMS

OK - F4

Cancel-F5

## When Do I Select This Option?

You should select this option after you have entered in the transactions and the payments for the month, or more often if necessary. You should always post all A/R Transactions before applying Finance Charges.

## What Do I Do Prior to Selecting This Option?

Prior to selecting this option, you must do the following:

- Print all your A/R journal reports at least once. Once the transactions are posted, you will not be able to edit them.
- Post all A/R Transactions.
- Back up all the data files by clicking on the **Backup** button on the lower right side of the screen or from the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup using the **Restore** option in the **File** menu.

## What Does This Option Do?

To **post**, select the **Post A/R Transactions** option from the **A/R** module.

When you select this option, the program will ask you to confirm if you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

The program will display the posting date, which will be the system date from your computer. All the transactions will be posted to the month in which this date falls. If you want to change the date, you may do so at this point.

You can choose the following posting **options**:

- **Post All Unposted Transactions:** This option will post all transactions that have not been posted before. This option is the default choice.
- **Post By Date Range:** You can choose to post transactions that have the transaction date in the date range you specify. Use this option to post a part of the unposted transactions. This option is useful if you have transactions for multiple periods and you wish to post transactions that fall in a specific period only.
- **Post By Transaction Range:** You can choose to post transactions that have the transaction number in the range you specify. Use this option to post a part of the unposted transactions. This option is useful if you want to post a single transaction or a group of consecutive transactions.

In addition, you can select to print or skip the **Posting Report** with the following choices:

- **Post With Report**
- **Post Without Report**
- **Print Report Only** (No Posting)

The following points describe the actual posting process in detail.

- A detail of all the debits and credits are posted to the general ledger. You can view this posting from the **Enter/Edit G/L Transaction** option. The Journal Entries created have the Journal Source as **AR** to signify that this posting originated from the **A/R Module**. The G/L Accounts are posted as follows:

| Action   | Account Number | Account Type                             | Source of the Account Number |
|--|----------------|--|------------------------------|
| <b>A/R Payments</b><br>Debit<br>Checking<br>Account          | 11010          | Checking<br>Account                      | Company<br>Setup             |
| Credit A/R<br>Account  | 12010          | Accounts<br>Receivable                   | Company<br>Setup             |
| <b>A/R Credit Adj. Transactions</b><br>Credit A/R<br>Account | 12010          | Accounts<br>Receivable                   | Company<br>Setup             |
| Debit<br>(The account<br>entered on the<br>transaction)      | 52320          | Bad Debt Loss –<br>Operation<br>Expenses | Company<br>Setup             |
| <b>A/R Invoice Transactions</b><br>Debit A/R<br>Account      | 12010          | Accounts<br>Receivable                   | Company<br>Setup             |
| Credit<br>(The account<br>entered on the<br>transaction)     | 41010          | Income                                   | Sample Chart<br>Of Accounts  |

- The customer file is updated to reflect the new balance due, the last date of purchase, and the last payment date.
- Transactions will be marked as posted. You can view or print them. You cannot edit them.
- If you had enabled **Job Tracking** in the **Company Setup**, the job cost report is updated for the appropriate job.





Enter the information in the following fields:

**List Payments for:** Select either **Customers** or **Tenants**.

**NSF Transaction Date:** Enter the date that the check was returned.

**List Payments for Customer ID:** Enter the **ID** of the customer for whom you would like to list payments.

**G/L Income Account (for Service Fee):** Enter the **G/L Account Number** to record your revenue from the service fee

When you have completed these steps, the list of payments for your selected customer displays. The following fields also display:

**Select:** Place a check to select the correct payment for which to apply the NSF

**Service Fee:** If you want to charge the customer a service charge for the NSF check, enter the amount here.



**Important Note:** You need to manually enter, through the **Bank Manager** module, the fee that the bank charges to your account for the NSF check.

---

**Date:** Displays the date of the payment transaction. This is not a data entry field.

**Desc. for NSF Check:** Enter the description to be used for the transaction created to offset the NSF check. The default text is **NSF Check** – you can add to it or change it, if you wish.

**Desc. for Service Fee:** Enter the description for the Service Fee, if you are charging one.

**Amount:** This field displays the original payment.

**Checking Account:** Displays the G/L checking account associated with the original payment.

**Trans. No.:** Displays the transaction number for this entry.

The following transactions are created for **NSF Checks**. These transactions will handle both accrual-basis and cash-basis accounting methods:

- **Transaction #1** – An invoice will be created for the amount of the NSF check. The default G/L accounts are as follows:

| <u>G/L Acct</u> | <u>Debit</u>   | <u>Credit</u>  |
|-----------------|----------------|----------------|
| A/R (12010)     | NSF Check Amt. |                |
| Income (41010)  |                | NSF Check Amt. |

- **Transaction #2** – A service charge for the amount of the NSF check will be created in **Bank Manager**. The default G/L accounts will be as follows:

| <u>G/L Acct</u> | <u>Debit</u>   | <u>Credit</u>  |
|-----------------|----------------|----------------|
| Income (41010)  | NSF Check Amt. |                |
| Cash (11010)    |                | NSF Check Amt. |

- **Transaction #3** – This only occurs if you have entered a service fee. An invoice will be created for the amount entered for the Service Fee. The default G/L accounts will be as follows:

| <u>G/L Acct</u> | <u>Debit</u>     | <u>Credit</u>    |
|-----------------|------------------|------------------|
| A/R (12010)     | Service Fee Amt. |                  |
| Income (42030)  |                  | Service Fee Amt. |

# Unapplied Credits

Over time, customer files can end up containing unapplied credit transactions. These can be created by:

- Credits that have not been applied to an Invoice
- Invoice returns that have resulted in unapplied credits
- Payments that have not been applied Invoices

You can manually apply these credits to invoices one customer at a time by using the **Enter/Edit A/R Transactions & Payments** option. For more information, refer to [page 389](#). In addition, you can **Mass Apply Unapplied Credits** for all, or for a range of, customers. For more information, refer to [page 408](#).

## List of Unapplied Credits

This report lists all the unapplied credits in the system. These are open credits that have not been fully applied to invoices, or they are overpayments. Once you have printed this report you can run the **Mass Apply** option or go the **Enter/Edit A/R Transactions & Payments** option and individually apply these credits.

| Invoice #  | AR Trn. #                                 | Date     | Due Dt.  | Credit Amt.   |
|--|---|----------|----------|---------------|
| <b>Date:</b> 11/01/00                                      |   |          |          |               |
| <b>Time:</b> 13:13:22                                      |   |          |          |               |
| <b>User:</b> SYSTEM ADMINISTRATOR                          |   |          |          |               |
| <b>List of Unapplied Credits</b>                           |   |          |          |               |
| AI & Ed Electronics<br>11888 Main St<br>Moorpark, CA 93021 |   |          |          |               |
| <b>Page:</b> 1   |   |          |          |               |
| Customer ID Range: 1291 TO 1290                            |   |          |          |               |
| Customer ID: 1282  | Customer Name: R & R ELECTRONIC SUPPLY    |          |          |               |
|  | 801222                                    | 01/27/98 | 02/27/98 | 45.60         |
| Customer ID: 1317  | Customer Name: ACME RADIO ELECTRONICS INC |          |          |               |
|  | 801223                                    | 01/21/98 | 01/21/98 | 72.00         |
|  |   |          |          | 72.00         |
| Customer ID: 1421  | Customer Name: TRI-STATE ELECTRONIC       |          |          |               |
|  | 801104                                    | 01/15/98 | 01/15/98 | 14.10         |
|  |   |          |          | 14.10         |
| <b>Total Available Credit</b>                              |   |          |          | <b>131.70</b> |

# Mass Apply Unapplied Credits

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**Important Note:** Before you proceed please note the process of Mass Applying Credits is not reversible. We recommended that you **make a Backup before running this option**. Once the credits are applied, the only way to “undo” the data is to restore from a backup. In addition after backing up the data, you can do a “test run” to view the results before the actual run by selecting the **Print Report Only** option.

---

This option will give you three choices:

- **Post with Report:** This option will apply the credits to the invoices and print a report for the result.
- **Post Without Report:** This option will apply the credits to the invoices and a report will **NOT** be printed.
- **Print Report Only:** This option will print a report only. No credits will be applied to charges.

**Range Of Customers:** You can select a range of customers to process. As default, all the customers will be processed.

**Available Credit:** This is the total amount of the unapplied credits for all the customers.

**Applied:** When you first come to this screen, this field is not visible. After you click on OK to process, the total amount of credits applied displays in this box.



**Important Note:** Credits are applied within a specific customer’s transactions (i.e. the credits for one customer cannot be applied to another customer).


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The program will follow a preset rule while applying the unapplied credits. It will start with the oldest unapplied credit and oldest open invoice and keep applying credits to the invoice until the following occurs:

1. **The invoice is fully paid:** In this case, it will move to the next-oldest open invoice and continue applying the credit.
2. **When the credit is fully exhausted:** In this case, it will move to the next-oldest available unapplied credit and keeps applying credits to the subsequent open invoices.

This process will repeat until all the unapplied credits have been applied.

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 **Important Note:** Credits are not applied to Sales Orders – They are applied to Invoices only.

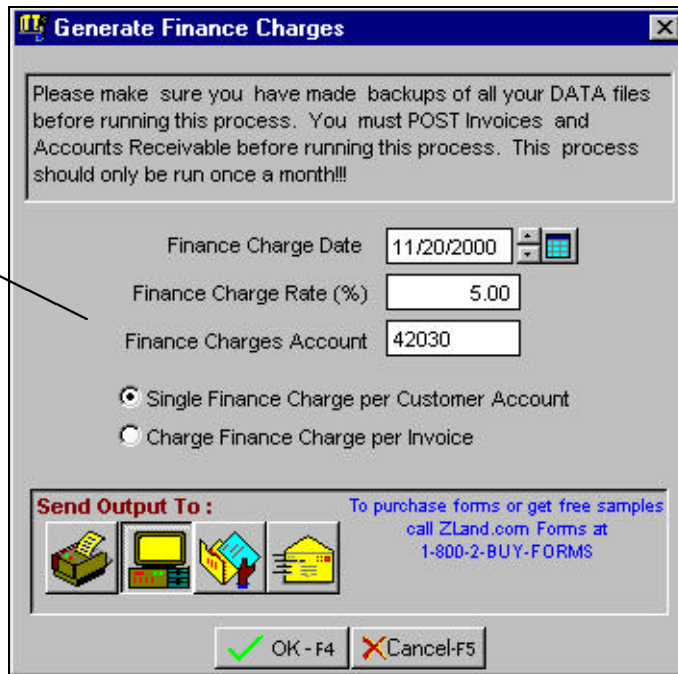
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## Generate Finance Charges

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This option is used to post finance charges to the customers. The program will charge finance charges to customers that have the box for **Finance Charge** checked in **Customer Maintenance**.

Charge Finance charges to overdue customers.



Please make sure you have made backups of all your DATA files before running this process. You must POST Invoices and Accounts Receivable before running this process. This process should only be run once a month!!!

Finance Charge Date 11/20/2000

Finance Charge Rate (%) 5.00

Finance Charges Account 42030

Single Finance Charge per Customer Account

Charge Finance Charge per Invoice

**Send Output To :**

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OK - F4 Cancel - F5

You must first post all the transactions in the **Accounts Receivable** module before selecting this option. If you have any unposted transactions, they will not be charged any finance charges if you continue.

When you run this option, the program will ask you for the following information:

**Finance Charge Date:** This is date appearing on the interest charge transaction.

**Finance Charge Rate:** This is the rate at which interest will be charged (e.g., if you type in 1% as the rate, and the customer has a \$100 balance, the program will charge a \$1 finance charge to their account).

**Finance Charge Account:** This is the income account in general ledger to use to record the finance charge income. The account that you can use from the default chart of accounts is **42030 – Finance Charge Income**.

**Single Finance Charge Per Customer Account:** If you select this option then a single finance charge will be listed for all the appropriate customer transactions.

**Charge Finance Charge Per Customer:** If you select this option then each transaction will have a separate finance charge transaction associated with it.



**Important Note:** In order for a customer to be charged finance charges, the following conditions must be met:

- You must select the **Charge Finance Charge** field in **Customer Maintenance**.
  - Only **Posted Transactions** will be charged finance charges.
  - In order for a posted transaction to incur a finance charge, its **Due Date** should be less than the finance charge date specified on this screen.
-

The **G/L Journal Entries** will automatically post to G/L when you generate finance charges. The **Journal Source** of these entries will be of the type **FC** and the **Journal Date** will be the same as **Finance Charge Date**. The Journal entries are made as follows:

| Action            | Account Number | Account Type          | Source of the Account Number |
|-------------------|----------------|-----------------------|------------------------------|
| Debit A/R Account | 12010          | Accounts Receivable   | Company Setup                |
| Credit Income     | 42030          | Finance Charge Income | Finance Charge Screen        |

## Reports

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### Customer Reports

This option will print the following reports. Samples of these reports are shown in the **Order Entry** module.

- **Customer Listing**
- **Mailing Labels**
- **Customer Notes**
- **Customer History Report**

# A/R Aging Report

A/R Aging Report  
 ZLand.com  
 11988 Challenger Court  
 Moorpark, CA 93021-2071

| <u>A/R Tran #</u>   | <u>Invoice #</u> | <u>Date</u> | <u>Due Date</u> | <u>C Description</u> | <u>Amount</u>  | <u>Current</u> | <u>0 - 30</u> | <u>31 - 60</u> | <u>Over 60</u> |
|---|------------------|-------------|-----------------|----------------------|----------------|----------------|---------------|----------------|----------------|
| <b>Customer ID/Company:</b> 1 - Customer Not Found.       |                  |             |                 |                      |                |                |               |                |                |
| 1000  | 08/20/1999       | 08/20/1999  |                 | B Da - Invoice       | <u>9.00</u>    |                |               |                | <u>9.00</u>    |
| <b>Totals for Client:</b>                                 |                  |             |                 |                      | 9.00           | 0.00           | 0.00          | 0.00           | 9.00           |
| <b>Customer ID/Company:</b> 1001 - ACME ELECTRONICS INC   |                  |             |                 |                      |                |                |               |                |                |
| 801111  | 01/13/1999       | 01/13/1999  |                 | B Invoice            | <u>123.60</u>  |                |               |                | <u>123.60</u>  |
| <b>Totals for Client:</b>                                 |                  |             |                 |                      | 123.60         | 0.00           | 0.00          | 0.00           | 123.60         |
| <b>Customer ID/Company:</b> 1004 - APPLIANCE CONTROLS     |                  |             |                 |                      |                |                |               |                |                |
| 980389  | 02/11/1999       | 03/13/1999  |                 | B Invoice            | <u>3167.00</u> |                |               |                | <u>3167.00</u> |
| <b>Totals for Client:</b>                                 |                  |             |                 |                      | 3167.00        | 0.00           | 0.00          | 0.00           | 3167.00        |
| <b>Customer ID/Company:</b> 1007 - ACME INSTITUTE OF TECH |                  |             |                 |                      |                |                |               |                |                |
| 801346  | 01/30/1999       | 01/30/1999  |                 | B Invoice            | 1513.75        |                |               |                | 1513.75        |
| 980373  | 02/10/1999       | 03/12/1999  |                 | B Invoice            | <u>621.60</u>  |                |               |                | <u>621.60</u>  |
| <b>Totals for Client:</b>                                 |                  |             |                 |                      | <u>2135.35</u> | 0.00           | 0.00          | 0.00           | <u>2135.35</u> |
| <b>Grand Totals:</b>                                      |                  |             |                 |                      | <u>5434.95</u> | 0.00           | 0.00          | 0.00           | <u>5434.95</u> |



# Customer Statements

| <b>STATEMENT</b>   |                         |                |                |                |
|--|-------------------------|----------------|----------------|----------------|
| <u>Statement Date</u>  | <u>Customer ID</u>      |                |                |                |
| 06/19/1999   | 1001                    |                |                |                |
| ACME ELECTRONICS INC   |                         |                |                |                |
| Attn: KENT   |                         |                |                |                |
| 11988 CHALLENGER COURT   |                         |                |                |                |
| MOORPARK, CA 93021   |                         |                |                |                |
| Amount   |                         |                |                |                |
| Enclosed \$ _____  |                         |                |                |                |
| <u>PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT</u> ----- |                         |                |                |                |
| <u>Trans. Date</u>   | <u>Description</u>      | <u>Debits</u>  | <u>Credits</u> | <u>Balance</u> |
|  | Balance Forward         |                |                | 123.60         |
|  | *** No Transactions *** |                |                |                |
| <b>Current</b>   | <b>0 – 30</b>           | <b>31 – 60</b> | <b>Over 60</b> |                |
| 0.00   | 0.00                    | 0.00           | 123.60         |                |
| <b>Total Due: 123.60</b>   |                         |                |                |                |
| Your account is 60 days overdue                                      |                         |                |                |                |

When you bill your customers, normally you send them an invoice. At the end of the month, you usually send them a statement. A statement lists all the invoices for the customer, and the payments received. In addition, it also lists any balance owed by the customer.

You can print statements on preprinted forms or on plain paper. Before printing statements, you can select the statement style you prefer.

## Form Styles

The form style determines how the statement will look when it prints. You can choose from the following styles of statements:

### Statements Available from ZLand Forms

| Style# | Description  |
|--------|--|
| 86633  | Statement (Dot Matrix) (6-3/8" x 7" Detached).<br><b>Parts Available:</b> 1 or 2, carbonless |
| 86653  | Statement (Dot Matrix) (6-3/8" x 7" Detached).<br><b>Parts Available:</b> 1 or 2, carbonless |
| 771891 | Single Window Envelope for the <b>above two</b> Statements only                              |
|        |  |
| 4189   | Statement - Plain Paper (8.5" x 11")   |
| 49693  | Statement (Laser) (8.5" x 11" Detached). <b>Parts Available:</b> 1                           |
| 86613  | Statement (Dot Matrix) (8.5" x 7" Detached).<br><b>Parts Available:</b> 1 or 2               |
| 86693  | Statement (Dot Matrix) (8.5" x 11" Detached).<br><b>Parts Available:</b> 1 or 2              |
| 772922 | Double Window Envelope for the <b>above four</b> Statements only                             |

## Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier, ZLand Forms.



**Important Note:** This program is designed to only print on forms supplied by ZLand Forms. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

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Please refer to the online Forms Brochure included with the program for information on ordering forms or **FREE SAMPLES**. You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at:

## (800) 2-BUY FORMS

### A/R Transaction Listed by Customer Report

| Invoice#  | A/R Trans # | Date       | Due Date   | Type    | Description         | Debit   | Credit |
|---|-------------|------------|------------|---------|---------------------|---------|--------|
| A/R Transaction Listed by Customer Report<br>ZLand.com<br>11988 Challenger Court<br>Moorpark, CA 93021-2071 |             |            |            |         |                     |         |        |
| <b>Customer ID/Name:</b>  |             |            |            |         |                     |         |        |
| 1000  |             | 08/20/1999 | 08/20/1999 | B       | Da - Invoice        | 9.00    | 0.00   |
| 1001  |             | 01/31/1999 | 01/31/1999 | B       | Da - Invoice        | 1500.00 | 0.00   |
| 1001  | 1           | 01/31/1999 | 01/31/1999 | P       | Payment - Thank you | 0.00    |        |
|   |             |            |            |         |                     | 1500.00 |        |
| <b>Total Debit/Credits:</b>   |             |            | 1509.00    | 1500.00 |                     |         |        |
| <b>Total:</b>   |             |            | 9.00       |         |                     |         |        |
| <b>Customer ID/Name: 1000-ACME TECH GROUP</b>   |             |            |            |         |                     |         |        |
| 801344  |             | 01/30/1999 | 01/30/1999 | B       | Invoice             | 131.51  | 0.00   |
| 801344  | 266         | 2/17/1999  | 02/17/1999 | P       | 2680                | 0.00    | 131.51 |
| <b>Total Debit/Credits:</b>   |             |            |            |         |                     | 131.51  | 131.51 |
| <b>Total:</b>   |             |            |            |         |                     |         | 0.00   |

# A/R Transaction Report

| A/R Transaction Report       |                    |                |             |                 |             |                    |              |               |
|------------------------------|--------------------|----------------|-------------|-----------------|-------------|--------------------|--------------|---------------|
| ZLand.com                    |                    |                |             |                 |             |                    |              |               |
| 11988 Challenger Court       |                    |                |             |                 |             |                    |              |               |
| Moorpark, CA 93021-2071      |                    |                |             |                 |             |                    |              |               |
| <u>Invoice#</u>              | <u>A/R Trans #</u> | <u>Cust ID</u> | <u>Date</u> | <u>Due Date</u> | <u>Type</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> |
| 1                            |                    | 1051           | 06/17/1999  | 07/17/1999      | B           | Invoice            | 1898.40      | 0.00          |
| 2                            |                    | 1051           | 06/17/1999  | 07/17/1999      | B           | Invoice            | 1026.00      | 0.00          |
| 3                            |                    | 1337           | 06/21/1999  | 07/21/1999      | B           | Invoice            | 345.98       | 0.00          |
| 4                            |                    | 1035           | 06/21/1999  | 07/21/1999      | B           | Invoice            | 45.00        | 0.00          |
| <b>Total Debits/Credits:</b> |                    |                |             |                 |             |                    | 3315.38      |               |
| <b>Grand Total:</b>          |                    |                |             |                 |             |                    | 3315.38      |               |

# A/R Adjustments Report

| A/R Adjustment Report       |                        |             |                 |                               |                  |                    |               |       |
|-----------------------------|------------------------|-------------|-----------------|-------------------------------|------------------|--------------------|---------------|-------|
| ZLand.com                   |                        |             |                 |                               |                  |                    |               |       |
| 11988 Challenger Court      |                        |             |                 |                               |                  |                    |               |       |
| Moorpark, CA 93021-2071     |                        |             |                 |                               |                  |                    |               |       |
| <u>A/R Trans #</u>          | <u>Invoice#</u>        | <u>Date</u> | <u>Due Date</u> | <u>Customer ID/Name</u>       | <u>Type</u>      | <u>Description</u> | <u>Amount</u> |       |
| 203                         | 980339                 | 02/05/1999  | 02/05/1999      | 1133-COMMERCIAL COLLEGE       | I                | A/R Adjustments    | 40.10         |       |
| <u>Account#</u>             | <u>Account Name</u>    | <u>Job</u>  | <u>Dept</u>     | <u>Description</u>            | <u>G/L Debit</u> | <u>G/L Credit</u>  |               |       |
| 12010                       | Accounts Receivable    |             |                 |                               | 40.10            | 0.00               |               |       |
| 24020                       | Sales Taxes Payable    |             |                 |                               | 0.00             | 40.10              |               |       |
| <b>Total Debit/Credits:</b> |                        |             |                 |                               | 40.10            | 40.10              |               |       |
| 208                         | 980346                 | 02/09/1999  | 02/09/1999      | 1017-SCOTT ELEC SUPPLY CO INC | I                | A/R Adjustments    | 21.65         |       |
| <u>Account#</u>             | <u>Account Name</u>    | <u>Job</u>  | <u>Dept</u>     | <u>Description</u>            | <u>G/L Debit</u> | <u>G/L Credit</u>  |               |       |
| 12010                       | Accounts Receivable    |             |                 |                               | 21.65            | 0.00               |               |       |
| 41010                       | SALES - KNIGHT TAXABLE |             |                 |                               | 0.00             | 21.65              |               |       |
| <b>Total Debit/Credits:</b> |                        |             |                 |                               | 21.65            | 21.65              |               |       |
| <b>Grand Total:</b>         |                        |             |                 |                               |                  |                    |               | 61.75 |

# Salesperson Listing

| Salesperson Listing  |              |             |                     |
|--|--------------|-------------|---------------------|
| ZLand.com<br>11988 Challenger Court<br>Moorpark, CA 93021-2071 |              |             |                     |
| <u>Salesperson ID</u>  | <u>Name</u>  | <u>Type</u> | <u>Commission %</u> |
| 1  | Jack Smith   | Affiliate   | 8.0000              |
| 2  | Molly Ringer | Affiliate   | 5.0000              |
| 3  | Jose Vasquez | Internal    | 5.0000              |
| 4  | Ginger Black | Affiliate   | 10.0000             |

# Salesperson Commission Report

| Salesperson Commission Report                                  |             |                |                                      |               |             |                  |                |              |              |
|--|-------------|----------------|--------------------------------------|---------------|-------------|------------------|----------------|--------------|--------------|
| ZLand.com<br>11988 Challenger Court<br>Moorpark, CA 93021-2071 |             |                |                                      |               |             |                  |                |              |              |
| <u>Invoice#</u>  | <u>Date</u> | <u>Comm. %</u> | <u>Units</u>                         | <u>Amount</u> | <u>COGS</u> | <u>Margin \$</u> | <u>Gross %</u> | <u>Disc.</u> | <u>Comm.</u> |
| <b>Gross</b>   |             |                |                                      |               |             |                  |                |              |              |
| <b>Salesperson ID:1</b>  |             |                | <b>Salesperson Name: Jack Smith</b>  |               |             |                  |                |              |              |
| 980269   | 02/04/1999  | 8.0            | 129.0000                             | 275.20        | 122.98      | 152.22           | 55.31          | 0.00         | 22.01        |
| <b>Total For Salesperson:</b>                                  |             |                | 129.0000                             | 275.20        | 122.98      | 152.22           | 55.31          | 0.00         | 22.01        |
| <b>Salesperson ID:3</b>  |             |                | <b>Salesperson Name: John Jacobs</b> |               |             |                  |                |              |              |
| 980255   | 02/04/1999  | 5.0            | 10.0000                              | 139.50        | 80.00       | 59.50            | 42.65          | 0.00         | 6.98         |
| 980256   | 02/04/1999  | 5.0            | 10.0000                              | 127.00        | 56.699      | 71.30            | 56.14          | 0.00         | 6.35         |
| 980265   | 02/04/1999  | 5.0            | 50.0000                              | 330.00        | 144.00      | 186.00           | 56.36          | 0.00         | 149.10       |
| 980268   | 02/04/1999  | 5.0            | 24.0000                              | 118.80        | 57.00       | 61.80            | 52.02          | 0.00         | 163.44       |
| 980278   | 02/04/1999  | 5.0            | 1.0000                               | 147.00        | 0.00        | 147.00           | 100.00         | 0.00         | 13.35        |
| <b>Total For Salesperson:</b>                                  |             |                | 95.0000                              | 862.30        | 336.699     | 525.60           | 60.95          | 0.00         | 339.22       |
| <b>Grand Total:</b>  |             |                | 224.0000                             | 1137.50       | 459.679     | 677.82           | 59.59          | 0.00         | 361.23       |