

Features and Functions: Accounts Receivable Module

Overview

* The Accounts Receivable Module consists of 2 subsystems. First is an independent “Manual Invoicing” subsystem that may be used to generate “Adhoc” invoices at anytime (It is also used by some of the other modules – such as Transportation and Moving – to create “Summary” Invoices.) The second subsystem includes the “Cash Posting” and the “Customer Receivables”. All modules post their receivables to this centralized subsystem.

Features

- * Computer controlled Invoice Numbers.
- * Manual Invoices include “Free Format” Invoice Details, multiple “GL Revenue” splits, Payments Received and Posting to Projects (plus other features).
- * The “Cash Posting” function tracks unpaid invoices, unpaid debits, unapplied payments, payments (Cash, Cheques, Credit Cards) and credits. It displays a continuously calculated 30/60/90 day balance for the customer. User may “View” original document (i.e. “See” a Sales Invoice slip that resulted in the Customer’s Receivable). System controls the “Unposted” (Unapplied) portion on the payment.
- * Includes “Aged Trial Balance” Customer Lookup, “AR Transaction” Lookup and “AR Transaction Audit” Lookup.
- * Create Interest on Overdue Customer Accounts (Directly applied to an Account or with an Invoice).
- * Complete AR History function.

Accounts Receivable Cash Posting

Cust#: BROWN, BARRY Status: A Entry/View: E (E/V) Posting: 09/23/2009 2010 3
 Type: M (P/C/D/M) Payment Method: M Master DocID#: 46 Amt\$: 500.00
 Crty: CDN Date: 09/23/2009 Reference: Cheque Payment Continue?: Y

Type/Id	DocAmount	Crty	Source/Id	Doc.Date	DueDate	Reference	Paid/Full	Balance	ThisCycle	Entry
I 51728	110.08	CDN	SO 31774	02-Apr-07	27-Apr-07	31774	N	110.08	110.00	
I 51736	6.96	CDN	SO 31803	01-Sep-07	26-Sep-07	31803/1234	N	6.96	0.00	0.00
I 51742	161.53	CDN	SO 31806	01-Dec-07	26-Dec-07	31806/8854435	N	161.53	0.00	0.00
I 51753	62.40	CDN	SO 31840	05-Apr-08	30-Apr-08	31840	N	62.40	0.00	0.00
I 100614	138.61	CDN	SO 32069	15-Aug-09	09-Sep-09	32069/BARRY99	N	138.61	0.00	0.00
I 100615	9.11	CDN	SO 32070	26-Aug-09	20-Sep-09	32070	N	9.11	0.00	0.00
I 100616	10.13	CDN	SO 32071	26-Aug-09	20-Sep-09	32071	N	10.13	0.00	0.00
I 100617	6.10	CDN	SO 32073	04-Sep-09	29-Sep-09	32073	N	6.10	0.00	0.00
I 100618	61.02	CDN	SO 32074	04-Sep-09	29-Sep-09	32074	N	61.02	0.00	0.00
M 46	500.00	CDN	CP 0	23-Sep-09		Cheque Payment	Y	0.00	500.00	0.00
P 31211	1.15	CDN	CP 0	09-Jul-09		SLIP PAYMENT	Y	0.00	1.15	0.00
P 51110	11.45	CDN	CP 0	08-Jul-09		DEPOSIT	Y	0.00	11.45	0.00
P 51712	267.80	CDN	CP 0	09-Jul-09		Cheque Payment	Y	0.00	267.80	0.00

Current: 86.36 30: 138.61 60: 0.00 90: 3542.30 Total: 3767.27 B: 14 Seq: Doc.Type/AD
 Entry Total-Payments: Credits: Debits: Menu Pay in Full
 DelPayment Create Unpost

Reporting

* Management Reports include Price Audit Report by Employee and by Customer, Customer Over Due Report and several “Aged Trial Balance” reports.

Selected Statement Print

Customer#	Full Name	Phone#	Status	Address	Print (Y/X)
FRA001	FRANKS, JUDY	416-111-2222	I	DONWAY CIRCLE, TORONTO	
GIL001	GILMORE, DOUG D	416-633-2687	I	CARLETON STREET, TORONTO	
GM1	GENERAL MOTORS OF CANADA	905-321-4566	I	MAIN ST E, OSHAWA	
GM80	GENERAL MOTORS OF CANADA	416-111-7349	I	YONGE ST., TORONTO	
JEN001	LABELLE, JENNIFER E	905-445-8900	I	TRAFALGAR ROAD, OAKVILLE	
JON001	JONES, JILL A	705-111-2222	A	MAIN ST E, BARRIE	Y
MAS001	MASSEY MANUFACTURING	416-222-3333	I	SOUTH STREET, TORONTO	
MIT59	FDDDFDD, DDFGH DH DGH D	705-789-0713	I	FLORENCE STREET WEST, HUNTSVI	
MPB	MITCHEL POUND & BRADDOCK	905-222-2222	I	WESTON ROAD, FERGUS	Y
NAN001	KERRIGAN, NANCY N	718-999-4545	I	BOULDER COLORADO, COLORADO	
PM001	CRETIEN, JEAN A	613-445-8896	I	PARLIAMENT BUILDINGS, OTTAWA	Y

F9:Details SF9:Setup/Change Customer To display "All" Customers, Seq: Cust#
 F5:Reposition Sht+Tab: Change Seq. (Index) ** All Customers ** press F5 & set 'Active' = 'N'. ARTXst08

(Revision: NEW Dec. 6, 2008) Type 1st character(s) of Sequence field to find Cust#/Name/phone#/, arrow up/down to reset.

Cust#: JON001 Type: Status: A Territory: Phones: 705-111-2222
 Name: JONES, JILL A AR.Acct#: No Statement
 Addr: MAIN ST E, Billing Frequency: N No Statement
 APT 111 Statement Control
 BARRIE ON L3R 2G6 CANADA Fax:
 Main: Instructions:
 Purchase: Highlight a Customer and press ENTER to select
 Email: ("Y" or "X") / unselect: "Y" - Print based on
 Notes: Statement Control. "X" - Always Print Statement.
 Press F10 to print selected statements.

* Most reports are available by Customer# with additional filters (such as Document Date, Status and Details or Summary.).

* Reports include Customer Statements, AR Audit by Customer, Open Item List, Customer Lists, Customer Labels, Outstanding Invoice List, Tax Exemption List, plus many more.

* Customer Statements are controlled by the Customer’s requirement for a statement. Or, the User may manually “Select” which Customer’s Statement to print by simply “Flagging” the Customer and then printing the “selected” group (←“Selection” process is shown)

Interface to Other Modules

- * Integrated to Inventory Control, Point-of-sale, Sales Order, Transportation, Local Moving, Major Unit Inventory, Service, Project Management, Publishing, Warehousing Modules.
- * Updates to General Ledger, Commission and Sales Analysis Modules.

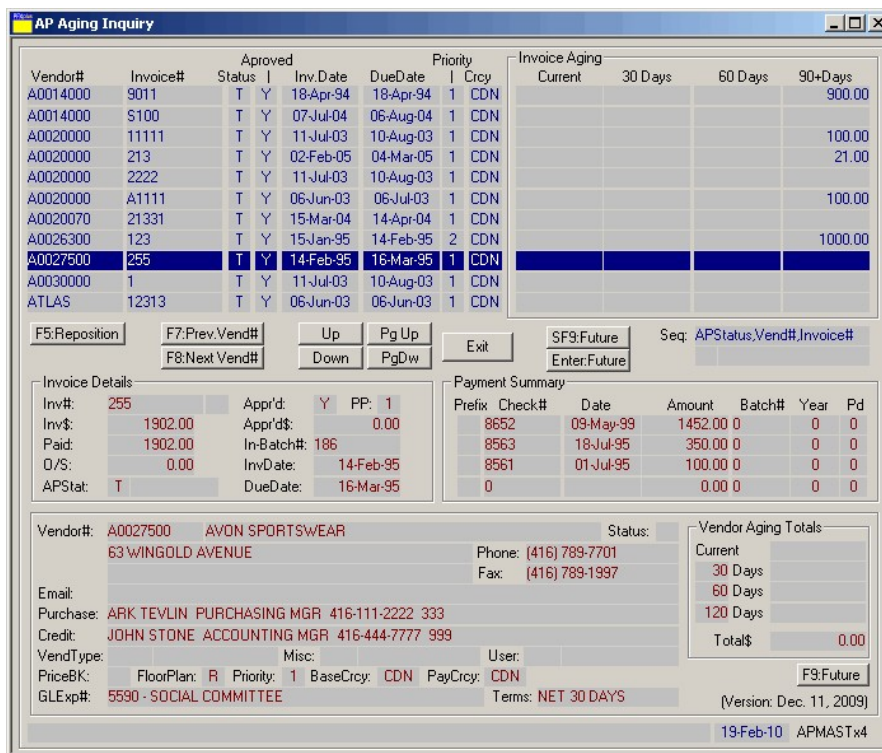
Features and Functions: Accounts Payable Module

Overview

- * The Accounts Payable Module consists of 4 distinct functions – Invoice Setup, Cash Requirement (with payment), AP Auditing (Manual checks, Void Checks and Check Reconciliation) and Updates to other modules (GL, Projects, etc.).

Features

- * Invoice Entry is Batch Controlled for auditing purposes. Invoices are “cross checked” to current and history databases for duplication. Input allows unlimited GL Distribution and Project Distribution (if applicable) plus a short AP reference notes. User may directly lookup Sales Order (Special Orders), Service (Parts and Sublets on Repair Orders) and Purchase Orders (PO Lookup and PO Lookup by Item#). The Function provides a “Quick Invoice Distribution” for invoices that are distributed to “GST Paid” and the Vendor’s standard GL Expense#. Prepaid invoices may have payment details entered and processed in a single step.
- * Multiple check formats are supported including several “Neb” standard dot matrix or Laser checks types.
- * Check Reprint Function.



- * Automatic “Approve to Pay” function (for Due Invoices) with a manual payment adjustment function allows deferred payment (or place on “Hold”), partial payment and priority changes for each invoice. “Lookup/Input” displays invoice and payment details as the “Hi-light” bar is scrolled.

- * Manual and Void check Functions.
- * Complete AP History function with Lookups and History Reports.
- * Check Reconciliation Function.
- * Vendor Performance subsystem and lookup.
- ←* Open Item Lookup, Batch control Lookup, Vendor Lookup.

Reporting

- * Management Reports include Cash Requirements Report (for Payment control and authorization), Vendor Priority List and several “AP Aging” reports.
- * Most reports are available by Vendor# with additional filters (such as Invoice Date, Payment Date, Status and Details or Summary).
- * Reports include Check Register, Reconciliation Report, AP Paid List, Open Item List, Check Master List, Vendor Lists, Vendor Labels, AP Project Distribution Report, AP Entry Report, plus many more.

Interface to Other Modules

- * Integrated to Purchase and Receiving, Sales order, Service, Project Management Modules.
- * Updates to General Ledger Module and Vendor Analysis Sub-Module.

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Features and Functions: General Ledger Module

Overview

- * The General ledger Module is designed to provide up-to-date reporting both quickly and efficiently. Therefore, the data is retained both in “Summary” format (for instant account values) and “Detailed” format (for analyzing the data by source and original information).
- * The “Detailed” data is an exact duplicate of the data from the original source module while the “Summary” data is stored by Year and Account with “Buckets” for “Opening” Balance, 13 periods and the “Closing” Balance.
- * Supports multiple companies (unlimited), multiple currencies.

Features

- * The GL Account Code is a maximum of 15 characters that may be broken down into 3 segments (Code, Sub Code and Department Code).
- * The updates to the GL support “Automatic Distribution” up to 10 departments (Such as splitting a hydro or phone automatically between 3 departments).
- * The Journal Entry Subsystem allows unlimited Journal details with automatic reversal (user controlled) and is interfaced to the Project Management Module (if applicable).
- * The General Ledger Module includes a Built-in GL Report Writer that supports “6 column” and “12 column” (plus cross total) report formats. The User defines all column definitions as actual, budget or variance. Each column may report on a specific period or year-to-date data of any fiscal year. Report may be detailed or consolidated with the user having complete control over headings, subtotaling, printed lines and line summarization.
- * GL Accounts may be made “Inactive”.

- * Several Lookups for quick access (Includes Detailed Transaction Lookup→, Summary Lookup with prior year parallel comparison and Budget Lookups). As seen on the bottom of the sample lookup, many tools are provided to the user (via Hot Keys) to research GL data.

RecNum	Pd	Account#	Src	Batch#	Debit	Credit	TransDate	Reference
146	12	2205	SO	113	20.00	0.00	06/03/1998	999999/P-40653SO#:23137
233	12	2210	AP	328	0.00	100.00	05/13/1999	A0001030/12232332
232	12	2600	AP	328	7.00	0.00	05/13/1999	A0001030/12232332
140	12	2601	SO	112	0.00	1051.75	06/02/1998	BRW001/O-40652/P#:222SO#:23136
147	12	2601	SO	113	0.00	8.75	06/03/1998	999999/O-40653SO#:23137
148	12	2605	SO	113	0.00	10.00	06/03/1998	999999/O-40653SO#:23137
141	12	4015	SO	112	0.00	15000.00	06/02/1998	BRW001/O-40652/P#:222SO#:23136
149	12	4015	SO	113	0.00	125.00	06/03/1998	999999/O-40653SO#:23137
142	12	5480	SO	112	0.00	25.00	06/02/1998	BRW001/O-40652/P#:222SO#:23136
230	12	6500	AP	328	93.00	0.00	05/13/1999	A0001030/12232332
150	13		SO	114	0.00	476.00	07/17/1998	BRW001/O-40654SO#:23208

- * Special 52 Week General Ledger (if activated) includes Weekly Income Statement, Summary Year-to-Date / Period Year and 4 or 5 Year Comparison Reports.
- * The General Ledger Module supports multiple companies and provides a Consolidate Income Statement and Balance Sheet for the Multiple Companies.

Reporting

- * Management Reports include Income Statement, Balance Sheet and several Detail Account reports.
- * Most reports are available by Year, Period and General Ledger# with additional filters (such as Reference Details, Source and Print all Details or Summary Totals.).
- * Reports include Income Statement by Department and Consolidated, Balance Sheet, Detailed Trial Balance, Detailed Account, Budget Comparison, User Defined GL Report Writer and GL Transaction Audit Reports plus many more.

Interface to Other Modules

- * Integrated to Accounts Receivable, Accounts Payable, Payroll, Point-of Sale, Sales order, Service, Major Unit Inventory, Transportation, Major Unit Rental and Project Management Modules.
- * Updates to General Ledger Budget Sub-Module and GL “52 Week” Sub-Module.

