

Core Information System

Accounts Receivable

Users' Guide



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1 Introduction

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Objectives

This guide covers the basic setup routines for enabling users to enter Accounts Receivable data.

After reading Chapter 1, you will have a better understanding about:

- The objectives of the other chapters.
- What you should know about the text.
- The document terms used throughout the guide.

Objectives of the Other Chapters

Chapter 2

Chapter 2, Overview, gives a brief description of this module and how the components work together.

After reading Chapter 2, you will have a better understanding about:

- The basic concepts and principles of the Accounts Receivables.
- Searching the Accounts Receivable databases for records.
- Using the function buttons
- Using the function keys.
- Using some of the other keys.

Chapter 3

How to use the functions and options from the `Work With AR Accounts` menu, is covered in Chapter 3.

After reading Chapter 3, you will have a better understanding about:

- Adding AR Accounts
- Adding Notes to AR Accounts
- Displaying Account Details
- Updating AR Accounts
- Making Changes to Account Details
- Deleting AR Accounts
- Printing Account Details
- Adding Diary Actions
- Creating Diary Notes

Chapter 4

How to use the functions and options from the `Work With AR Transaction` menu, is covered in Chapter 4.

After reading Chapter 4, you will have a better understanding about:

- Adding AR Transactions
- Printing an Open Transactions
- Applying AR Account Payments
- Reprinting AR Account Invoices
- Reassigning AR Transactions
- Displaying Orders
- Making Changes to AR Transactions
- Copying AR Transactions
- Deleting an AR Transaction
- Adding AR Account Transaction Notes
- Displaying AR Account Transaction Notes
- Adding AR Transaction GL Distribution Items
- Making Changes to AR Transaction GL Distribution Items
- Deleting AR Transaction GL Distribution Items

Chapter 5

A brief discussion on how to print Aging Reports is covered in Chapter 5.

After reading Chapter 5, you will have a better understanding about:

- Finding the AR Aging Report Menu
- Printing The AR Aging Report

Chapter 6

Chapter 6 covers the Credit Limit Report. This display is offered as a separate option on the Accounts Receivable Menu to isolate it from the other daily routines. Once you have brought up the Credit Limit Report display, the only options are to Print or Exit without Printing.

After reading Chapter 6, you will have a better understanding about:

- Finding the Credit Limit Report Display
- Printing The Credit Limit Report

Chapter 7

Chapter 7 covers Posting to the General Ledger. This display is offered as a separate option on the Accounts Receivable Menu to isolate it from the other daily routines. Once you have brought up this display, the only options are to Post or Exit without Posting.

After reading Chapter 7, you will have a better understanding about:

- Finding the AR Posting Display
- Posting to the General Ledger

Chapter 8

Chapter 7 covers the AR Statement and Purging functions.

After reading Chapter 7, you will have a better understanding about:

- Finding the Month End Menu
- Printing AR Statements
- Purging AR Transactions

What You Should Know About the Text

Text Formatting	To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:
Bold	Aside from the headings, and the text highlighted in the displays, bold text is used to describe the use of keyboard keys. Example: Press Enter .
Italics	<i>Italics</i> are used in the “Display Pointers” which can be seen on the left side of each display figure in Chapter 3. Italics are also used in references. Example: See Table 3-7...
Bold Italics	<i>Bold Italics</i> are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction. Example: Type <i>ABC</i> ...
Courier Font	Courier New Font is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: Processing Print List....

Document Terms

Display	When used as a noun, it refers to <i>the full screen image</i> . When used as a verb, it means <i>to show</i> .
Functions	The function keys listed at the bottom of the displays and windows. The functions are explained in Using the Function .
Notes	Shared, brief comments, attached to data records, used to enhance workplace communications.
Options	The horizontal menu options, these usually range from 1 to 9, and may include letters such as P for Posting.
Panel	A bordered image that partially covers the full screen image.

2 Overview

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Objectives

Accounts	The <i>AR Accounts</i> are your clients and prospects. The Accounts need to be set up before the other functions will work.
Transactions	The <i>Transactions</i> are the . Your staff has the freedom to add and delete Transactions as needed, and log transactions as they are scheduled and completed.
Notes	The <i>Notes</i> are the means by which your staff can share information about the AR Accounts and Transactions. Having accurate Notes on-hand makes your Accounting staff more knowledgeable about your company's relationship with the AR Customers.
Note Types	The <i>Note Types</i> let you keep all of the Notes together and lets you sort them between the AR Accounts and AR Transactions. Note Types make the Notes easier to find and that can make a big difference during live contact with your AR Customers.
Diary	The <i>Diary</i> gives you a history of actions and follow up items. The Diary items are sorted by AR Accounts.
Diary Actions	<i>Diary Actions</i> act as reminders for your staff to maintain their relationships with your AR Customers. Followup calls are made, and collections are dealt with promptly.

Summary

All of these features combined add value to your organization by speeding up the flow of useful information between your Accounting Staff.

Searching

Number Searches

When searching from a Number search field, such as Address Number, press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** keystroke from within the field.

If the **Enter** key is pressed while the cursor is inside a Number search field, the message, `Enter key not allowed in field` appears. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.












If the search target does not exist in the file, the message, `No data to display` appears.

Using the Function Buttons

Function Buttons

This is a discussion of some of the function buttons and their uses.

Table 2-1: Common Function Buttons

Button	Function	Description
	OK	 allows you to continue onto the next display.
	Exit	 always lets the user exit out the current display.  is used at the User Application Menu, to sign off.
	Add	 brings the user to the Add display screens, which allows the user to add new data.
	Search	 Allows the user to Search for Specific data.
	Print List	 Allows the user to print an entire Account List or an Account List specified by parameter.

Using The Function Keys

Function Keys This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as **Cmd** such as **Cmd1** or **Cmd3**. In most cases they are labeled as **F1** and **F3**.

Table 2-2: Common Function Keys

Key	Function	Description
F1	Help	F1 always bring up the on-line help displays.
F3	Exit	F3 always lets the user exit out the current display. F3 is used at the User Application Menu, to sign off.
F5	Refresh	F5 updates the display if the user has made a change to the data.
F7	Scroll Up	F7 lets the users scroll upwards through lists.
F8	Scroll Down	F8 lets the users scroll down through lists.

Other F Keys There are other **F** keys used for different purposes and their uses are shown at the bottom of the displays where they are active.

F13 Through F24 On a PC keyboard, hold down the **Shift** key and press **F1** to activate **F13**. The table below shows how to activate the higher numbered **F** keys:

Table 2-3: Accessing High-Numbered Function Keys on a PC

Function Key	PC Key Strokes	Function Key	PC Key Strokes
F13	Shift + F1	F19	Shift + F7
F14	Shift + F2	F20	Shift + F8
F15	Shift + F3	F21	Shift + F9

Function Key	PC Key Strokes	Function Key	PC Key Strokes
F16	Shift + F4	F22	Shift + F10
F17	Shift + F5	F23	Shift + F11
F18	Shift + F6	F24	Shift + F12

Using Some of the Other Keys

Field Exit	This key appears as the right-hand Ctrl key on the PC keyboard. The Field Exit key is familiar to AS/400 users as a means of clearing a field to the right of the cursor location.
Reset	This key appears as the left-hand Ctrl key on the PC keyboard. Reset is the normal response to many system error messages. Consult with the installing programmer for clarification.
Escape	<p>The Esc key brings down the Attention Key Menu, which offers short cut access to commonly used functions such as Work With Members, and Send Message. The Attention Key Menu is maintained with the Run Time Application.</p> <p>The Attention Key Menu also has a Display Message option that lets the users work with any system messages that be holding up their printing or processing jobs.</p>
Print Screen	The Print Screen key is useful for making hard copies of static displays. After each screen print, the message <code>Print operation complete to the default printer device file</code> appears, notifying the user that the screen print was successful. Press the Reset key to remove this message.

3 Accounts

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Finding the Work With AR Accounts Menu

Objectives

The following steps will help you find the Work With AR Accounts Menu. You can use this menu for the main starting point when Working with AR Accounts.

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The User Application menu appears.
See Figure 3-1: User Application Menu on page 3-4.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 3-2: Selecting An Application on page 3-5.
- 3. Double click Work With AR Account.**
The Work With AR Accounts menu appears. This menu will be used as the main starting point when working with AR Accounts.

Discussion

Start Here

Figure 3-1 shows the User Application menu.

Figure 3-1: User Application Menu

Accounts Receivable is circled

ZZMENUR DISPLAY 2/13/02 9:28:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

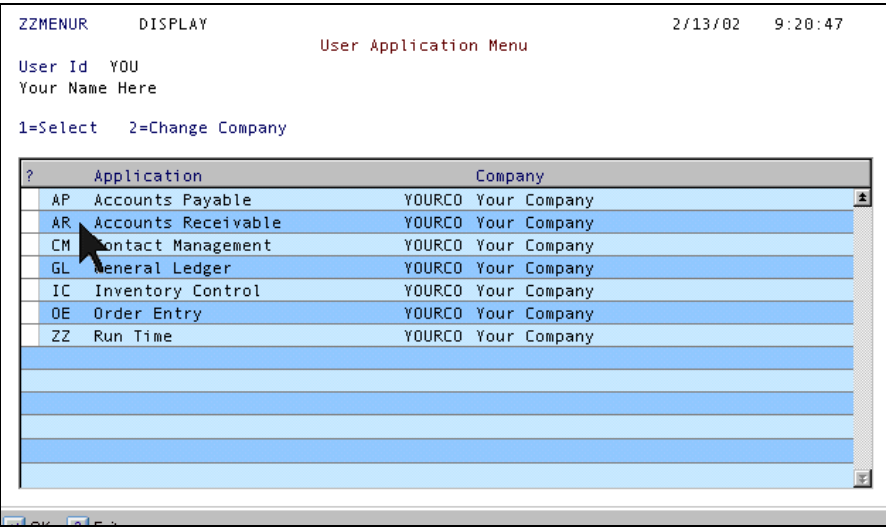
- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in Figure 3-2.

Figure 3-2: Selecting An Application

Double click the
Accounts Receivable
Application

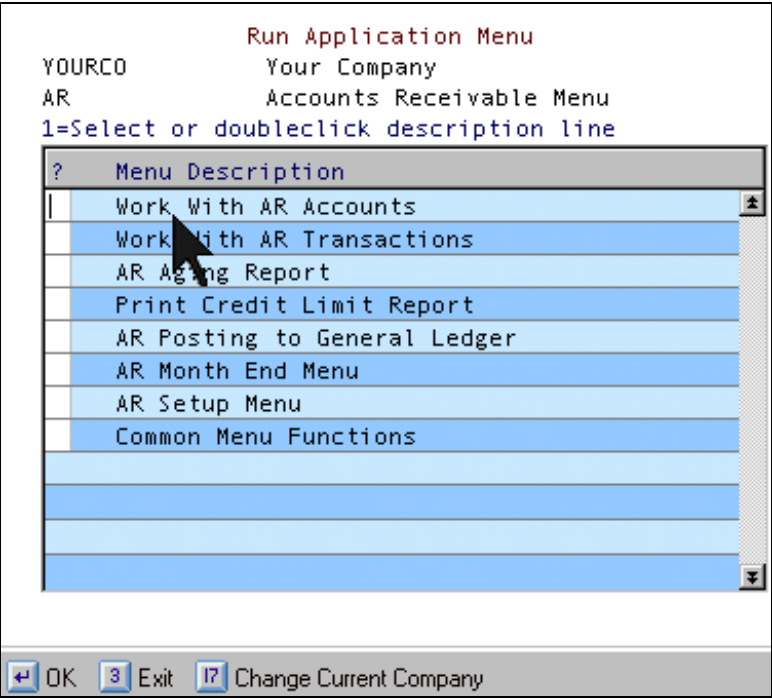


**Accounts
Receivable
Menu**

Figure 3-3 shows the Accounts Receivable Menu. Work
With AR Accounts is listed.

Figure 3-3: Accounts Receivable Menu

Double click on Work
With AR Account



Working With AR Account

Figure 3-4 shows the Work With AR Accounts menu. For a brief description of the Functions and Options listed on this menu, see *Table 3-1: Work With AR Accounts, Functions* and *Table 3-2: Work With AR Accounts, Options* below.

Figure 3-4: Work With AR Accounts

These menu items lead to full-screen displays

Number	Account	Phone	Customer Number	Acct Mgr	CR	Note
40	Alisson Enterprises	206-834-9367		US	1	*
100	Abacus Moving & Hauling	604-573-3344		US	0	
170	Mini Movers of London	411-344-6755		*	1	*
190	Bazooka Joe Gum Co.	230-785-9782		*	0	*
310	Thompsons Highland Dress	144-257-8362		*	1	
360	Grambling Shipyard	411-785-1947		*	1	

Table 3-1: Work With AR Accounts, Functions

Functions	Description
	Add: This Function allows you to add new AR Accounts. For complete instructions on how to use this function, go to Adding AR Accounts on page 3-8.
	Print List: Allows you to print all the Accounts listed.

Table 3-2: Work With AR Accounts, Options

Options	Description
1	Edit Address: This Option allows you to make changes to Account addresses and contact information. For complete instructions on how to use this option, go to Updating AR Accounts on page 3-14.
2	Edit Account: This Option brings up the display that allows you to make changes to Account Details. For complete instructions on how to use this option, go to Making Changes to Account Details on page 3-15.

Options	Description
4	Delete: This Option brings up the display that allows you to remove an Account. For complete instructions on how to use this option, go to Deleting AR Accounts on page 3-16.
5	Display: This Option brings up the display that allows you to display the details and notes for an AR Account. For complete instructions on how to use this option, go to Displaying Account Details on page 3-13.
6	Print: This Option allows you to print individual AR Accounts. For complete instructions on how to use this function, go to Printing Account Details on page 3-17.
7	Diary: This Option brings up the Diary History by Account menu. For complete instructions on how to use this functions and options on this menu, go to Working With Diary History on page 3-19.
8	Details: This Option brings up the Work With AR Transactions menu. For complete instructions on how to use the functions and options on this menu, go to Section 4: Working With AR Transactions on page 4-8.
9	Notes: This Option brings up the menu that allows you to create notes for existing AR Accounts. For complete instructions on how to use this function, go to Adding Notes to AR on page 3-10.

Working With AR Accounts

Objectives


The objective of this section is to demonstrate how to take an existing Account from the Contact Management Module, and then authorizing it as an AR Account. Also, Account information changes and the data must be updated regularly to keep the information useful. This Section gives step-by-step instructions in how to maintain the AR Accounts.


After reading this section, you will have a better understanding about:

- Adding AR Accounts
- Adding Notes to AR Accounts
- Displaying Account Details
- Updating AR Accounts
- Making Changes to Account Details
- Deleting
- Printing Account Details

Adding AR Accounts

Instructions

1. **Start from the Work With AR Accounts menu. Click on the  Add button.**

The Select Account menu appears. **Note:** This menu is linked to the Contact Management Module. If the Account you desire is not listed you can use the  Add button. For complete instructions on how to add a new Account, see the section on Adding An Accounts in the Contact Management Users Guide.

2. **Select an Account by double clicking on it.**

The Add AR Account display appears. *See Figure 3-5: Add AR Account on page 3-9.*

3. Fill in the fields.

Note: All fields are optional except for the Credit Status field.

4. Click on the  OK button to continue.

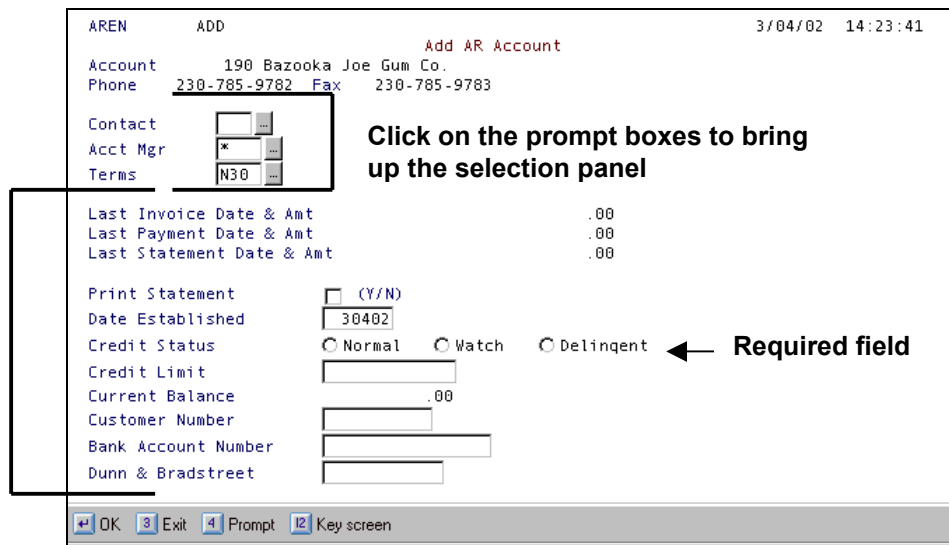
The confirm prompt appears to the lower right of the screen.

5. Click on the  OK button to confirm.

You are returned to the Work With AR Accounts menu. The new AR Account is displayed.

Discussions**Start Here**

Figure 3-5 shows the Add AR Accounts menu. Fill in the fields. **Note:** All fields are optional except for the Credit Status field.


Figure 3-5: Add AR Accounts**Data Entry Fields**



AREN ADD 3/04/02 14:23:41


Add AR Account

Account 190 Bazooka Joe Gum Co.

Phone 230-785-9782 Fax 230-785-9783

Contact 

Acct Mgr 

Terms N30 

Last Invoice Date & Amt .00

Last Payment Date & Amt .00

Last Statement Date & Amt .00

Print Statement ☐ (Y/N)

Date Established 30402

Credit Status ☐ Normal ☐ Watch ☐ Delinquent ← **Required field**





Credit Limit

Current Balance .00

Customer Number

Bank Account Number

Dunn & Bradstreet

 OK  Exit  Prompt  Key screen

Confirming


Once the fields have been filled, click the  OK button twice to confirm. You are returned to the Work With AR Accounts menu. The Account you added is listed.

Figure 3-6: Work With AR Accounts

The New AR Account is circled

ARD7 DISPLAY 3/04/02 15:29:18

Work With AR Accounts

Company YOURCO Your Company

Number	Account	Phone	Customer Number	Acct Mgr
40	Alisson Enterprises	206-834-9367		US
100	Abacus Moving & Hauling	604-573-3344		US
170	Winn Movers of London	411-344-6755		*
190	Bazooka Joe Gum Co.	230-785-9782		*
310	Thompsons Highland Dress	144-257-8362		*
360	Grambling Shipyard	411-785-1947		*





1=Edit (View 1) Z=Attributes
2=Edit (View 2) 4=Delete 5=Display 6=Print 7=Diary 8=Details 9=Notes

Number	Account	Phone	Customer Number	Acct Mgr	CR	Sts	Note
40	Alisson Enterprises	206-834-9367		US	1	*	
100	Abacus Moving & Hauling	604-573-3344		US	0		
170	Winn Movers of London	411-344-6755		*	1	*	
190	Bazooka Joe Gum Co.	230-785-9782		*	0	*	
310	Thompsons Highland Dress	144-257-8362		*	1		
360	Grambling Shipyard	411-785-1947		*	1		

OK 3 Exit 6 Add 21 Print List

Adding Notes to AR Accounts

Instructions

1. Start from the **Work With AR Accounts** menu. Place a **9** in front of an Account Number, and then click the  **OK** button.
The **Work With Account Notes** menu appears.
See Figure 3-7: Work With Account Notes on page 3-11.
2. Click on the  **Add** button.
The **Add Account Notes** display appears.
See Figure 3-8: Add AR Account on page 3-12.
3. In the space provided, type in any notes pertaining to the Account.
4. Click on the  **OK** button to continue.
The confirm prompt appears to the lower right of the screen.
5. Click on the  **OK** button to confirm.
A new **Add Account Notes** display appears, allowing you to add more notes.

6. Click on the  Exit button.

You are returned to the Work With Account Notes menu. The notes you added appear.


See Figure 3-9: Work With Account Notes on page 3-12.

Discussions

Start Here


Figure 3-7 shows the Work With Account Notes menu.

Figure 3-7: Work With Account Notes

 **Add** button allows you to add notes to the AR Account

[illegible]

Adding Account Notes

Click on the  **Add** button. The Add Account Notes display appears as seen in *Figure 3-8 on page 3-12*.


[illegible]

Type in any notes pertaining to the Account. Click the  **OK** button twice to confirm. You returned to the Add Account Notes display. Click on the  **Exit** button. You are returned to the Work With Account Notes display. The new notes you added are listed.

[illegible]

Displaying Account Details

Instructions

1. Start from the **Work With AR Accounts** menu. Place a **5** in front of an Account Number, and then click the  **OK** button.

The Display AR Account menu appears. See *Figure 3-10: Display AR Account* below.

All the details pertaining the Account are listed. **Note:** This display is static: no changes can be made to the data.

For a description of the Options and Functions available on this menu, see *Table 3-3: Display AR Accounts, Functions* on page 3-14.

Discussions

Start Here

Figure 3-10 shows the Display AR Account menu. A description of the Options and Function are explained in *Table 3-3: Display AR Accounts, Functions* below.

Figure 3-10: Display AR Account











AREUD1R DISPLAY		3/04/02 17:04:33	
Display AR Account			
Account	190 Bazooka Joe Gum Co.	Ph 230-785-9782	Fx 230-785-9783
Contact	0		
Acc Mgr *	Default		
Terms	N30 Net 30 Days		
Last Invoice Date & Amt			.00
Last Payment Date & Amt			.00
Last Statement Date & Amt			.00
Date Established	3/04/02		
Print Statement	N		
Credit Status	0		
Accept Orders			
Credit Limit			.00
Current Balance		Current	.00
High Balance & Date		Over 15	.00
Customer Number		Over 30	.00
Bank Account Number		Over 45	.00
Dunn & Bradstreet Number			
 OK  Exit  Notes  Review Details  Print List			

Table 3-3: Display AR Accounts, Functions

Functions	Description
	Notes: Allows you to add Notes to the Account. For complete instructions on how to use this function, go to <i>Adding Notes to AR Accounts</i> on page 3-10.
	Review Details: Allows you to work with AR Account Transactions. For complete instructions on how to use this function, go to Section: Working With AR Transactions on page 4-8.

Updating AR Accounts

Instructions

1. Start from the **Work With AR Accounts** menu. Place a **/** in front of an Account Number, and then click on the  **OK** button.
The **Edit Account** display appears. See Figure 3-11: Edit Account on page 3-15.
2. Make the changes to the appropriate fields.
3. Click the  **OK** button to continue.
The confirm prompt appears to the lower right of the screen.
4. Click the  **OK** button to confirm.
You are returned to the **Work With AR Accounts** menu.
The changes have been recorded.

Discussions

Start Here

Figure 3-11 shows the **Edit Account** display. Make the changes to the appropriate fields.

Figure 3-11: Edit Account

Make the changes
to the fields

CMCPE1K CHANGE 3/04/02 17:23:43

Edit Account

Account: Alisson Enterprises

Address 1: 6678 NE 165th Street

Address 2:

Address 3:

City: Seattle

Region: WA Washington

Country: USA United States

PC/Zip: 98057

Phone: 206-834-9367


Fax: 206-834-9367

Source: CUST Customer Referral

Status: ACTIVE Active


OK 3 Exit

Confirm Changes

Click on the  **OK** button twice to confirm your changes. You are returned to the **Work With AR Accounts** menu. The changes have been recorded

Making Changes to Account Details

Instructions

1. Start from the **Work With AR Accounts** menu. Place a **2** in front of an **Account Number**, and then click on the  **OK** button.

The **Edit AR Account** display appears. See *Figure 3-12: Edit AR Account* on page 3-16.

2. Make the changes to the appropriate fields.

3. Click the  **OK** button to continue.

The confirm prompt appears to the lower right of the screen.

4. Click the  **OK button to confirm.**

You are returned to the **Work With AR Accounts** menu.
The changes have been recorded.

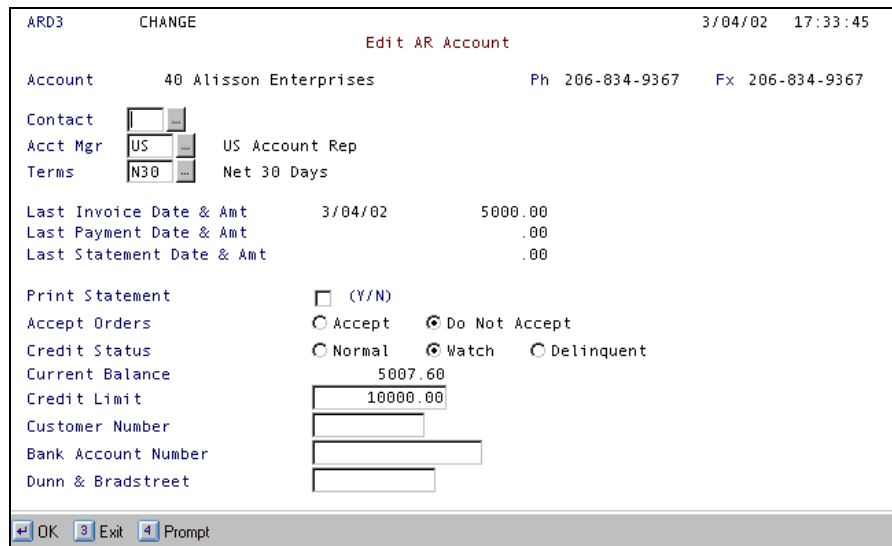
Discussions

Start Here

Figure 3-12 shows the **Edit AR Account** display. Make the changes to the appropriate fields.

Figure 3-12: Edit AR Account

Make the changes
to the fields



ARD3 CHANGE 3/04/02 17:33:45

Edit AR Account

Account 40 Alisson Enterprises Ph 206-834-9367 Fx 206-834-9367

Contact

Acct Mgr US US Account Rep

Terms N30 Net 30 Days

Last Invoice Date & Amt 3/04/02 5000.00

Last Payment Date & Amt .00

Last Statement Date & Amt .00

Print Statement ☐ (Y/N)

Accept Orders ☐ Accept ☒ Do Not Accept

Credit Status ☐ Normal ☒ Watch ☐ Delinquent




Current Balance 5007.60

Credit Limit 10000.00


Customer Number

Bank Account Number

Dunn & Bradstreet


 OK  Exit  Prompt

Confirm Changes

Click on the  **OK button** twice to confirm your changes. You are returned to the **Work With AR Accounts** menu. The changes have been recorded.

Deleting AR Accounts

Instructions

1. Start from the **Work With AR Accounts** menu. Place a **4** in front of an Account Number, and then click on the  **OK button**.

The Delete AR Account display appears. See Figure 3-13: Delete AR Account on page 3-17.

2. Click on the  **OK button to continue.**

The confirm prompt appears to the lower right of the screen.

3. Click on the OK button to confirm.


The Work With AR Accounts menu appears. The deleted Account has been removed from the list.

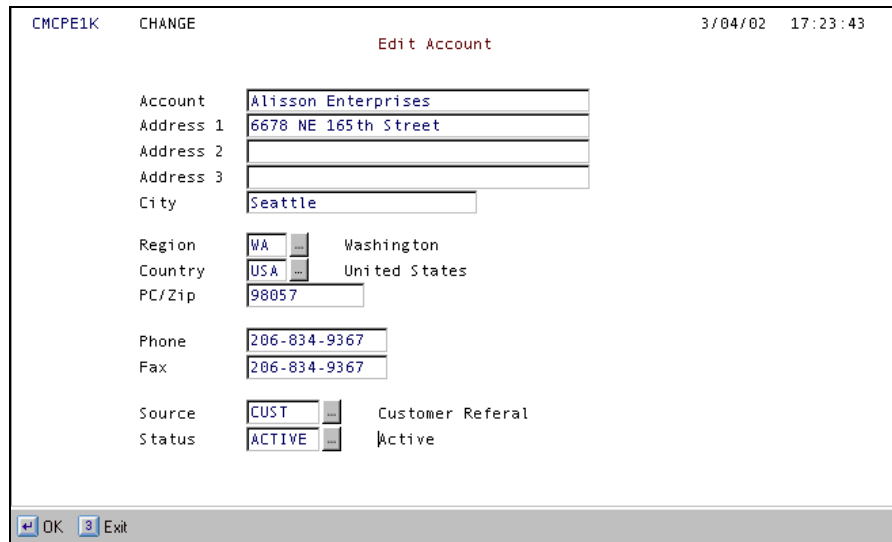
Discussions

Start Here

Figure 3-13 shows the Delete AR Account display. Make the changes to the appropriate fields.


Figure 3-13: Delete AR Account

Click the  OK button to confirm.




Account	Alisson Enterprises		
Address 1	6678 NE 165th Street		
Address 2			
Address 3			
City	Seattle		
Region	WA		Washington
Country	USA		United States
PC/Zip	98057		
Phone	206-834-9367		
Fax	206-834-9367		
Source	CUST		Customer Referral
Status	ACTIVE		Active

Confirm Deletion



Click on the  OK button twice to confirm. You are returned to the Work With AR Accounts menu. The AR Account has been removed from the list.

Printing Account Details

Instructions

1. Start from the Work With AR Accounts menu. Place a **6** in front of an Account Number, and then click on the  OK button.

The Print Account display appears. See Figure 3-14: on page 3-18.

2. Next, you will need to select a **Report Format** by clicking on to the corresponding button.
3. Click on the  **OK** button to continue.
The confirm prompt appears to the lower right of the screen.
4. Click on the  **OK** button to confirm.
The system has sent the information to your default printer.

Discussions

Start Here

Figure 3-14 shows the **Print Account** display. You are given two Report Formats to choose from;


- Full Format or
- Statement Format

Figure 3-14: Print Account

Click on a button to select a format



Confirming Print

Click on the  **OK** button twice to confirm your print job. Go to your default printer to pick up the Report.

Working With Diary History

Objectives


The Diary is a tool that helps you keep your Contacts up-to-date. All meetings and phone calls can be logged and follow-up calls can be planned for the near future. The Diary helps you expedite orders and make your collections on time.

After reading this section, you will have a better understanding about:


- Adding Diary Actions
- Creating Diary Notes

Adding Diary Actions

Instructions

1. **Start from the Work With AR Accounts menu. Place a 7 in front of an Account Number, and then click on the  OK button.**

The Diary History by Account menu appears. *See Figure 3-15: Diary History by Account on page 3-20.*

2. **Next, click on the  Add button.**

The Add Diary Action display appears. *See Figure 3-16: Add Diary Action on page 3-20.*

3. **Fill in the fields.**

Note: You are required to fill in the Contact and Action fields.

4. **Click on the  OK button to continue.**

The confirm prompt appears to the lower right of the screen.

5. **Click on the  OK button to confirm.**

The Display Diary Notes menu appears. **Note:** For instructions on adding notes see section *Creating Diary Notes on page 3-21.*

6. Click the  Exit button to continue.

You are returned to the Diary History by Account menu. The new Diary Action is displayed.

Discussions**Start Here**



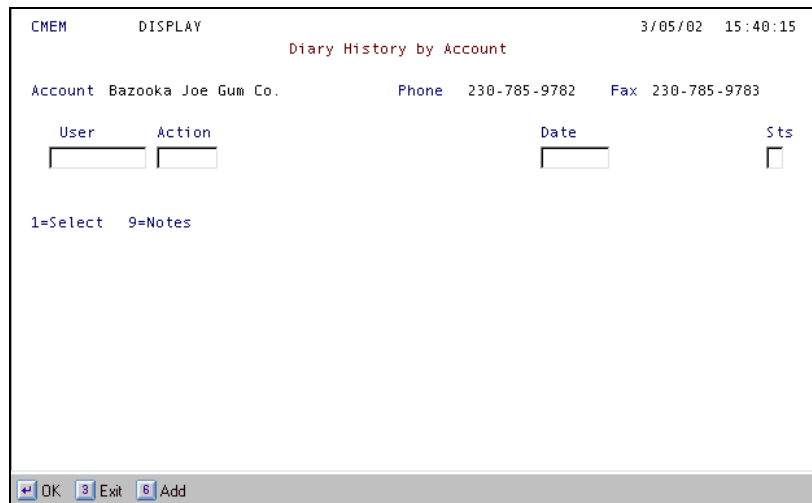
Figure 3-15 shows the Diary History by Account menu. The  **Add** allows you to add a new Diary Action.

Figure 3-15: Diary History by Account

 **Add** button
lets you add



CMEM DISPLAY 3/05/02 15:40:15




Diary History by Account

Account Bazooka Joe Gum Co. Phone 230-785-9782 Fax 230-785-9783

User Action Date Sts

 ☐

1=Select 9=Notes

 OK  Exit  Add

Adding Diary Actions


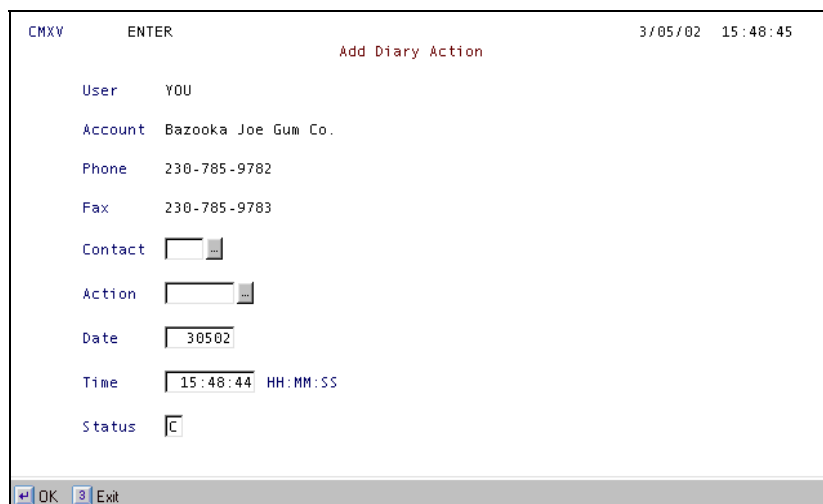
Click on the  **Add**. The Add Diary Action display appears, as see in Figure 3-16 below. Fill in the fields.

Figure 3-16: Add Diary Action


CMXV ENTER 3/05/02 15:48:45

Add Diary Action

User YOU

Account Bazooka Joe Gum Co.

Phone 230-785-9782

Fax 230-785-9783



Contact

Action


Date 3/05/02

Time 15:48:44 HH:MM:SS

Status C

 OK  Exit

Confirming

Click on the  **OK** button twice to confirm. The Display Diary Notes menu appears. **Note:** It is not required to Add Notes. For instructions on adding notes see **Section: Creating Diary Notes on page 3-21**.

Exit


Click the  **Exit** button to continue. You are returned to the Diary History by Account menu. The new Diary Action is displayed, as see in *Figure 3-17, below*.

Figure 3-17: Diary History by Account

The new Diary Action is circled



CMEM DISPLAY 3/05/02 16:01:15

Diary History by Account

Account Bazooka Joe Gum Co. Phone 230-785-9782 Fax 230-785-9783

User Action Date Sts




1=Select 9=Notes





? User	Action	Description	Date	Phone	Sts
YOU	MAIL	Sent Letter in Mail	3/05/02	230-785-9782	C

OK 3 Exit 6 Add

Creating Diary Notes

Instructions

1. Starting from the Work With AR Accounts menu, place a 7 in front of an Account Number, and then click on the  **OK** button.
The Diary History by Account menu appears.
2. Place a 9 in front of an action, and then click on the  **OK** button.
The Display Diary Notes menu appears.
3. Next, click on the  **Add** button.
The Add Diary Notes display appears.

4. In the space provided, type in any notes.
5. Click on the  OK button to continue.
The confirm prompt appears to the lower right of the screen.
6. Click on the  OK button to confirm.
You are returned back to the Add Diary Notes display.
Note: You can add more notes on this display.
7. Click on the  Exit button.
The Display Diary Notes panel appears. The notes you added are displayed.
8. Click on the  Exit button.
You are returned to the Diary History by Account menu.

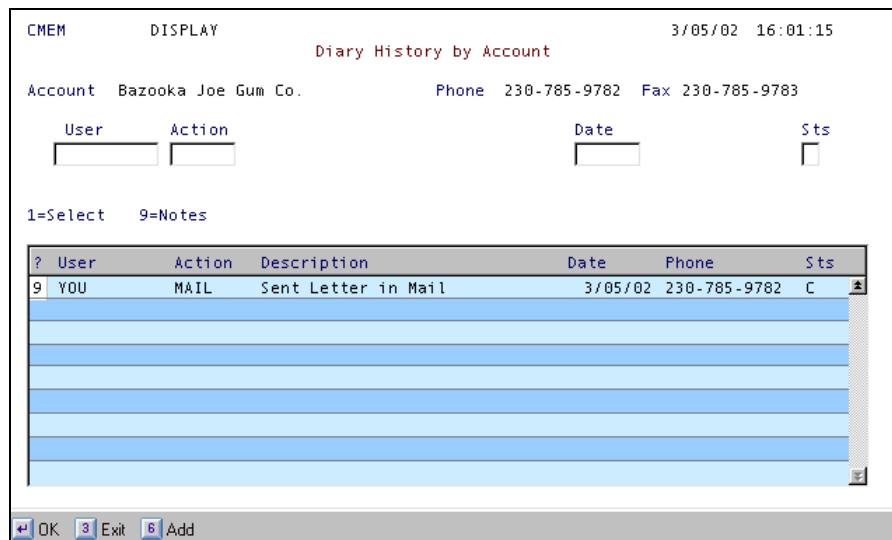
Discussions

Start Here

Figure 3-18 shows the Diary History by Account menu. Use Option 9 to display Diary Notes.

Figure 3-18: Diary History by Account

Option 9
displays Diary
Notes



CMEM DISPLAY 3/05/02 16:01:15

Diary History by Account

Account Bazooka Joe Gum Co. Phone 230-785-9782 Fax 230-785-9783


User Action Date Sts

1=Select 9=Notes

?	User	Action	Description	Date	Phone	Sts
9	YOU	MAIL	Sent Letter in Mail	3/05/02	230-785-9782	C

OK Exit Add

Displaying Notes

Place a **9** in front of an action, and then click on the  **OK** button. The Display Diary Notes menu appears, as seen in *Figure 3-19, below*. There is no data to display.



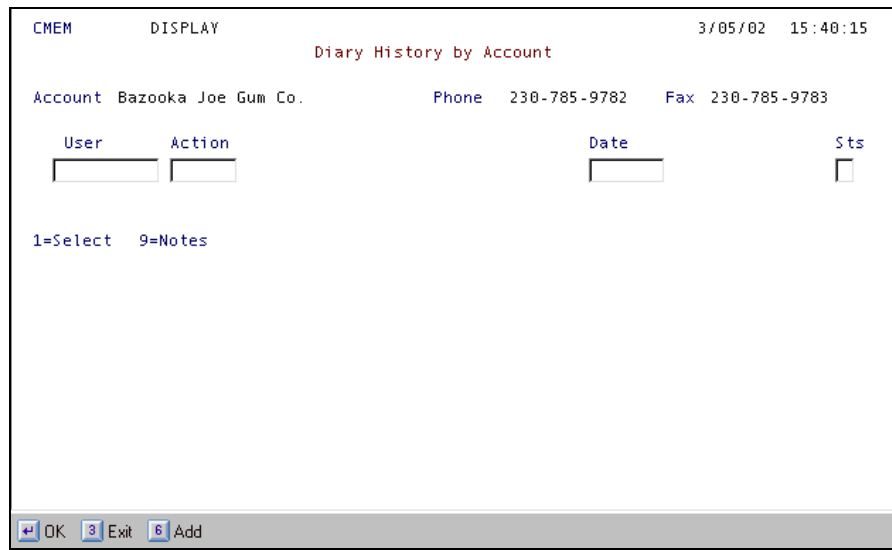
The  **Add** allows you to add Diary Notes.

Figure 3-19: Display Diary Notes

 **Add** button lets you add



CMEM DISPLAY 3/05/02 15:40:15

Diary History by Account


Account Bazooka Joe Gum Co. Phone 230-785-9782 Fax 230-785-9783

User	Action	Date	Sts


1=Select 9=Notes

OK Exit Add


Adding

Clicking on the  **Add** brings up the Add Diary Notes display. In the space provided, type in any notes.

Confirming

Click on the  **OK** button twice to confirm. You are returned back to the Add Diary Notes display. **Note:** You can add more notes on this display.

Displaying New Notes

Click on the  **Exit** button. The Display Diary Notes panel appears. The notes you added are displayed.

4 Transactions

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Finding the Work With AR Transactions Menu

Objectives

The following steps will help you find the Work With AR Transaction Menu. You can use this menu for the main starting point when Working with AR Transactions.

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The User Application menu appears.
See Figure 4-1: User Application Menu on page 4-4.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 4-3: Accounts Receivable Menu on page 4-5.
- 3. Double click Work With Transactions.**
The Work With AR Transactions menu appears. This menu will be used as the main starting point when working with AR Transactions.

Discussions

Start Here

Figure 4-1 shows the User Application menu.

Figure 4-1: User Application Menu

Accounts Receivable is circled

ZZMENUR DISPLAY 2/13/02 9:28:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in Figure 4-2.

Figure 4-2: Selecting An Application

Double click the
Accounts Receivable
Application

ZZMENUR DISPLAY 2/13/02 9:20:47

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

**Accounts
Receivable
Menu**

Figure 4-3 shows the Accounts Receivable Menu. Work With AR Transactions is listed.

Figure 4-3: Accounts Receivable Menu

Double click on Work
With AR Transactions

Run Application Menu

YOURCO Your Company
AR Accounts Receivable Menu

1=Select or doubleclick description line

?	Menu Description
1	Work With AR Accounts
	Work With AR Transactions
	AR Aging Report
	Print Credit Limit Report
	AR Posting to General Ledger
	AR Month End Menu
	AR Setup Menu
	Common Menu Functions

OK 3 Exit 17 Change Current Company

Working With AR Transactions

Figure 4-4 shows the Work With AR Transaction menu. For a brief description of the Functions and Options listed on this menu, see Table 4-1 and Table 4-2, below.

Figure 4-4: Work With AR Accounts

These menu items lead to full-screen displays

Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date
360	INV	123	3/06/02	100.00	.00	3/19/02
Grambling Shipyard			Invoice		Status 0	
360	CM	12347	3/06/02	400.00	.00	3/12/02
Grambling Shipyard			Credit Memo		Status 0	
190	CM	12346	3/06/02	300.00	800.00	3/14/02
Bazooka Joe Gum Co.			Credit Memo		Status 0	
190	CM	12346	3/06/02	600.00	900.00	3/14/02
Bazooka Joe Gum Co.			Credit Memo		Status 0	
190	INV	12345	3/06/02	300.00	.00	3/08/02
Bazooka Joe Gum Co.			An Invoice for Services		Status 0	
40	CM	123	3/04/02	5.00	5.00	3/04/02
Alisson Enterprises			des123		Status 0	

Table 4-1: Work With AR Transactions, Functions

Functions	Description
	Add: This Function allows you to add new AR Transactions. For complete instructions on how to use this function, go to Adding AR Transactions on page 4-8.
	Print Open Transactions: Allows you to print all the Open Transactions. For complete instructions on how to use this function, go to on page Printing an Open Transactions on page 4-11.

Table 4-2: Work With AR Transactions, Options

Options	Description
1	Display Order: This Option brings you to a menu that allows you to display data for individual Customer Orders. For complete instructions on how to use this option, go to Displaying Orders on page 4-16.

Options	Description
2	Change: This Option brings up the display that allows you to make changes to Transactions. For complete instructions on how to use this option, go to Making Changes to AR Transactions on page 4-17 .
3	Copy: This Option brings up the display that allows you to create another Transaction by copying the data and giving it a new Transaction Number. For complete instructions on how to use this option, go to Copying AR Transactions on page 4-20 .
4	Delete: This Option brings up the display that allows you to remove Transactions. For complete instructions on how to use this option, go to Deleting an AR Transaction on page 4-21 .
5	Distribution: This Option brings up the display that allows you to apply payments to AR Accounts. For complete instructions on how to use this option, go to Applying AR Account Payments on page 4-12 .
6	Print: This Option brings up the display that allows you to reprint invoices. For complete instructions on how to use this function, go to Reprinting AR Account Invoices on page 4-13 .
7	Reassign: This Option brings up the display that allows you to take the existing Transaction and reassigning it to another account. For complete instructions on how to use this option, go to Reassigning AR Transactions on page 4-14 .
8	Details: This Option brings up the Work With AR Transaction GL Distribution menu. For complete instructions on how to use the functions and options on this menu, go to Working With AR Transaction GL Distribution on page 4-29 .
9	Notes: This Option brings up the Work With AR Transaction Notes menu. For complete instructions on how to use the functions and options on this menu, go to Working With AR Transaction Notes on page 4-24 .

Working With AR Transactions

Objectives

The objective of this section is to demonstrate how to work with Accounts Receivable Transactions. As new Transactions are being processed on a regular basis, it is important to update the data to keep the information useful. This Section gives step-by-step instructions in how to maintain the AR Transactions.


After reading this section, you will have a better understanding about:



Adding AR Transactions

- Printing an Open Transactions
- Applying AR Account Payments
- Reprinting AR Account Invoices
- Reassigning AR Transactions
- Displaying Orders
- Making Changes to AR Transactions
- Copying AR Transactions
- Deleting an AR Transaction

Adding AR Transactions

Instructions

1. **Start from the Work With AR Transaction menu.**
Click on the  **Add button.**
The Add AR Transaction menu appears.
2. **Fill in the required fields.**

3. Click on the  **OK button to continue.**
The confirm prompt appears to the lower right of the screen.
4. Click on the  **OK button to confirm.**
You are returned to the Work with AR Transactions menu. The new AR Transaction is listed.

Discussions

Start Here



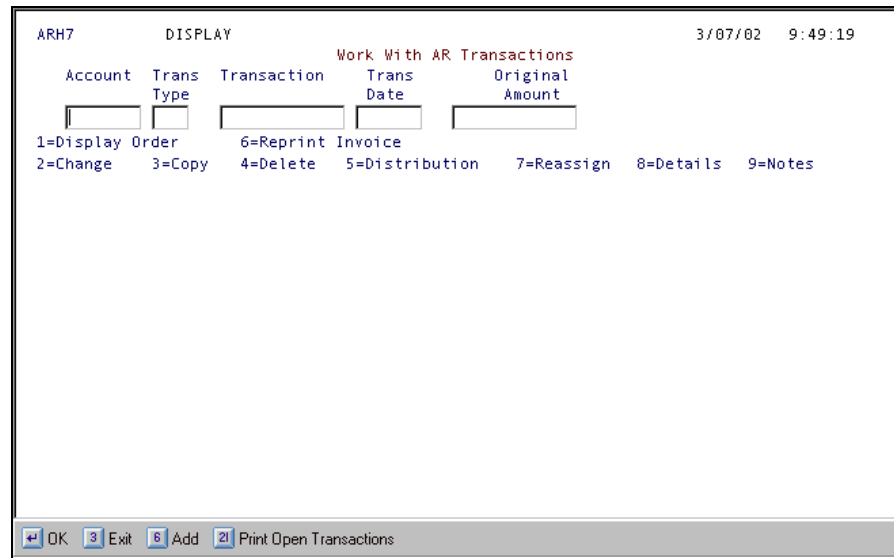
Figure 4-5 shows the Work With AR Transactions menu. The  **Add** button allows you to add new AR Transactions.

Figure 4-5: Work With AR Transactions

 **Add** button
lets you add AR
Transactions



ARH7 DISPLAY 3/07/02 9:49:19

Work With AR Transactions

Account	Trans Type	Transaction	Trans Date	Original Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1=Display Order 6=Reprint Invoice
2=Change 3=Copy 4=Delete 5=Distribution 7=Reassign 8=Details 9=Notes

OK Exit Add Print Open Transactions

Adding

Figure 4-6 shows the Add AR Transactions menu. Fill in the fields. **Note:** Clicking on the prompt boxes to the right of each field, brings up a selection panel.

Figure 4-6: Add AR Transaction

It is required to fill in these fields

ARJH ENTER Add AR Transaction 3/10/02 15:52:36

Account Number

Transaction Number

Transaction Type

Description

Transaction Date

Due Date

Original Amount

Bank

Currency

Original Domestic Amount

OK Exit Override

Confirming


Click the  **OK** button twice to confirm. You are returned to the Work with AR Transactions menu. The new AR Transaction is listed, *as see in Figure 4-7,below*.

Figure 4-7: Work With AR Transactions

The new AR Transaction is circled

ARE0 DISPLAY Work With AR Transactions 3/05/02 20:54:57


Account	Trans Type	Transaction	Date	Orig Amt	Open Amt	Due Date
190	DM	12345	3/05/02	500.00	500.00	3/13/02
Debit Memo						

1=Display Order 6=Reprint Invoice 7=Reassign 8=Details 9=Notes
2=Change 3=Copy 5=Distribution

OK Exit Add Print List

Printing an Open Transactions

Instructions

1. Start from the **Work With AR Transaction** menu.
Click on the  **Print Open Transaction** button.
First the message Processing Print List... appears at the bottom of the display.. Next, the message Completed Printing List appears.
2. The **Open Transaction List** is sent to your default printer.

Discussions

Start Here



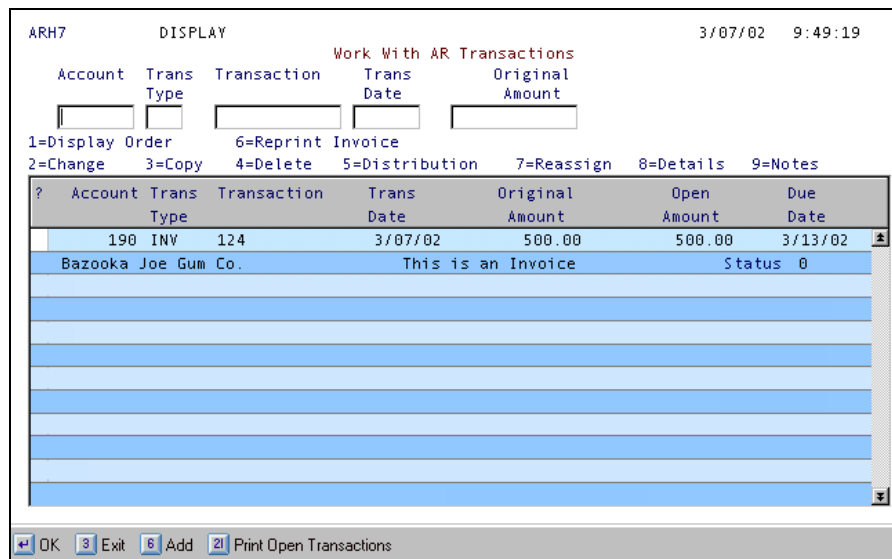
Figure 4-8 shows the Work With AR Transactions menu. The  **Print Open Transaction List** button allows you to print a list of Open Transactions.

Figure 4-8: Work With AR Transactions

 lets you print open transactions






Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date
190	INV	124	3/07/02	500.00	500.00	3/13/02
Bazooka Joe Gum Co. This is an Invoice Status 0						

Printing

Click on the  **Print Open Transactions** button. Go to your default printer to pick up the Open Transaction List.

Applying AR Account Payments

Instructions

1. **Start from the Work With AR Transactions menu.**
Place a 5 in front of an account number and then click on the  OK button.
The Apply AR Transactions menu appears.
2. **In the Apply field, type in the amount that is being applied to the invoice and then click the  OK button.**
The confirm prompt appears to the lower right of the screen.
3. **Click the  OK button to confirm.**
You are returned to the Apply AR Transactions menu.
Note: If the full amount is applied to the invoice, the transaction will be removed from the list. If there is only a partial payment, the remaining amount due on the invoice is displayed.

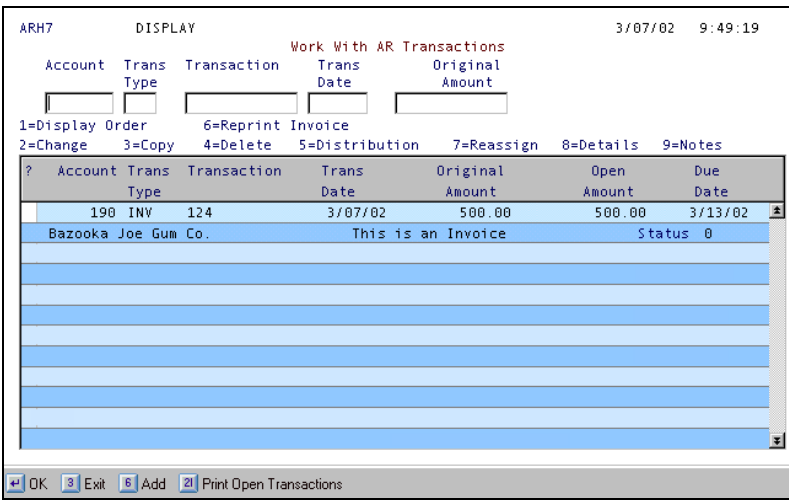
Discussions

Start Here

Figure 4-9 shows the Work With AR Transactions menu. **Option 5** brings up the menu that allows you to add payments.

Figure 4-9: Work With AR Transactions

Option 5 lets
you to work
with distribution



Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date
190	INV	124	3/07/02	500.00	500.00	3/13/02

Apply Transaction Menu


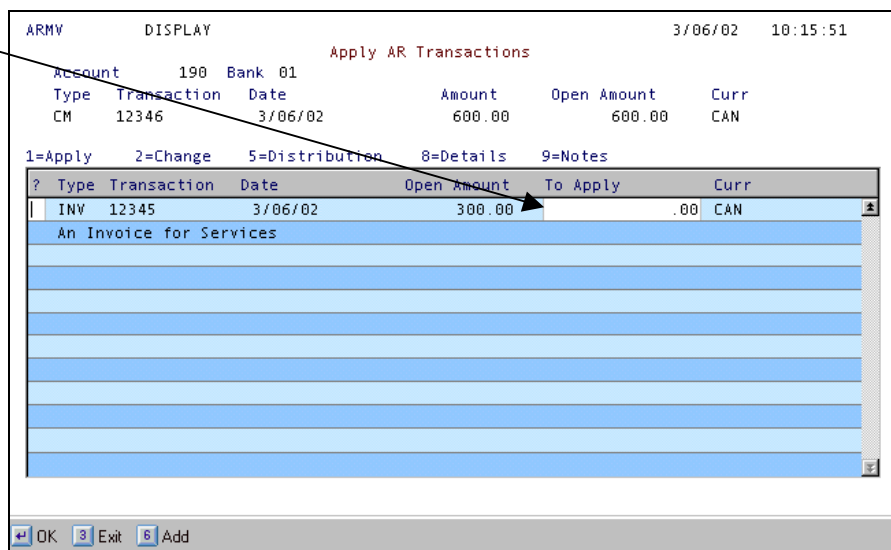
Place a **5** in front of an Account, and then click on the  **OK** button. The Apply AR Transactions menu appears, as seen in Figure 4-10: Apply AR Transactions below.

Figure 4-10: Apply AR Transactions

Fill in the amount that is being applied



Type	Transaction	Date	Amount	Open Amount	Curr
CM	12346	3/06/02	600.00	600.00	CAN
?	INV 12345	3/06/02	300.00		CAN

1=Apply 2=Change 5=Distribution 8=Details 9=Notes


An Invoice for Services

OK Exit Add


Applying Payments

Figure 4-10 shows the Apply AR Transactions menu. In the To Apply field, fill in the amount to be applied to the Transaction.

Confirming

Click on the  **OK** button twice to confirm. You are returned to the Apply AR Transaction menu. **Note:** If the full amount is applied, the transaction will be removed from the list. If there is only a partial payment, the remaining amount is displayed.

Reprinting AR Account Invoices**Instructions**

1. **Start from the Work With AR Transactions menu.**
Place a **6** in front of an invoice and then click on the  **OK** button.
The message Processing Print List... appears at the bottom of the display.

2. The Invoice is sent to your default printer.

Discussions

Start Here


Figure 4-11 shows the Work With AR Transactions menu. **Option 6** allows you to reprint invoices for individual Transactions.

Figure 4-11: Work With AR Transactions

Option 6 lets
you reprint
invoices


[illegible]

Printing

Place a **6** in front Account you want to reprint an invoice for, and then click on the  **OK** button. Go to your default printer to pick up the Reprinted Invoice.

Reassigning AR Transactions

Instructions

1. **Start from the Work With AR Transactions menu. Place a 7 in front of an Account Number and then click on the  OK button.**
The Reassign AR Transaction display appears. See *Figure 4-13: Reassign AR Transaction display on page 4-16.*
Note: This does not apply to closed transactions.

- 2. Next, click on the prompt button to the right of the Account field.**

The **Select AR Account** menu appears.

- 3. Select an account by double clicking on it.**

You are returned to the Reassign AR Transaction display. The system automatically fills the Account field with the new Account Number.

4. Click the OK button to continue.

The confirm prompt appears to the lower right of the screen.

- 5. Click on the OK button to confirm.**

You are returned to the **Work With Account Transaction** menu.
The reassigned transaction has been removed from this account.

Discussions

Start Here

Figure 4-12 shows the Work With AR Transactions menu. **Option 7** allows you to Reassign Transactions.

Figure 4-12: Work With AR Transactions

Option 7 lets you reassign transactions

AREO
DISPLAY
3/06/02 10:04:22

Work With AR Transactions

Account	Trans Type	Transaction	Trans Date	Orig Amt		
190						

1=Display Order
6=Reprint Invoice

2=Change
3=Copy
5=Distribution
7=Reassign
8=Details
9=Notes

?	Account	Tran Type	Transaction	Date	Description	Orig Amt	Open Amt	Due Date
	190	CM	12346	3/06/02		600.00	600.00	3/14/02
					Credit Memo			
	190	INV	12345	3/06/02		300.00	300.00	3/08/02
					An Invoice for Services			

OK
Exit
Add
Print List

Reassigning Transactions

Figure 4-13 shows the Reassign AR Transaction display. You can reassign a Transaction by changing the Account number.


Note: This does not apply to closed transactions.

Figure 4-13: Reassign AR Transaction display

Changes can be made to these fields

ARIU		CHANGE	3/06/02 10:53:53	
Reassign AR Transaction				
Account	<input type="text" value="190"/>			
Transaction	<input type="text" value="123"/>			
Description	<input type="text" value="Invoice"/>			
Trans Type	INV	Invoice		
Trans Date	3/06/02			
Due Date	3/19/02			
Original Amount	100.00			
Open Amount	.00			
Currency	CAN	Canadian Dollars		
Orig Domestic Amt	100.00			
Open Domestic Amt	.00			
<input type="button" value="OK"/> <input type="button" value="Exit"/>				


Confirming


Once the Account field has been filled in with the Account Number, click on the  OK button twice. **Note: If you are unsure of the new Account Number, click on the prompt box the right of the Account field. The Select AR Account panel appears.**

You are now back at the Work With AR Transaction menu. The Transaction that was reassigned no longer appears on the list.

Displaying Orders

Instructions

1. Start from the Work With AR Transaction menu. Place a *1* in front of an Account Number, and then click on the  OK button. The Display Order Key panel appears. **Note:** Only orders that have not been posted to the General Ledger can be viewed.

2. **Click on the prompt box to the right of the Account field.**
The Select OE Order Header panel appears. This is the display helps you find orders that have not yet been invoiced.
Note: This display is linked to the Order Entry Module.
3. **Select an Order by double clicking on it.**
You are returned to the Display Order Key panel. The Account field has been filled in by the system.
4. **Click on the  OK button to continue.**
The Display Order panel appears. All data for the Customer Order is displayed here. **Note:** This is a static display. No changes can be made.

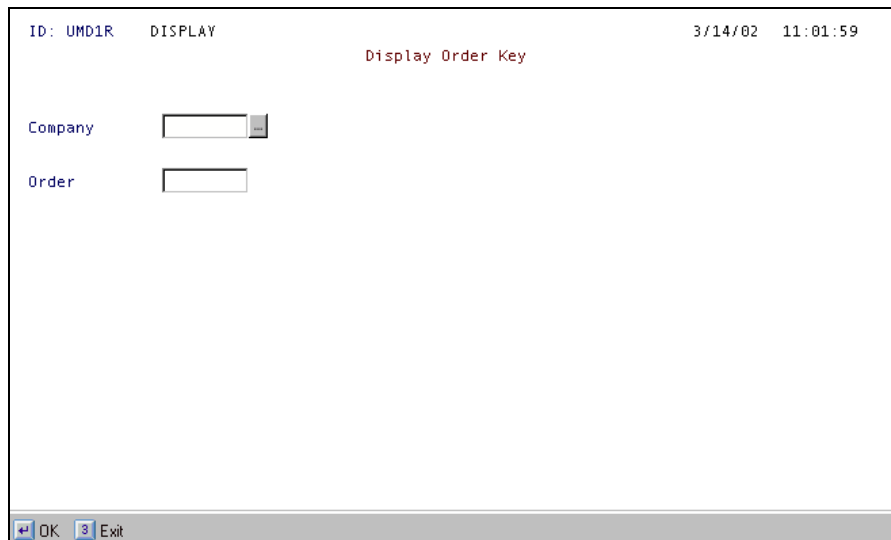
Discussions

Start Here

Figure 4-14 shows the Display Order Key panel. Clicking on the prompt box to the right of the Account field brings a selection panel.

Figure 4-14: Display Order Key

Clicking on the prompt box brings up a selection panel



The screenshot shows a software window titled "ID: UMD1R DISPLAY" with a timestamp of "3/14/02 11:01:59". The main heading inside the window is "Display Order Key". Below this, there are two labeled input fields: "Company" and "Order". The "Company" field has a small icon to its right. At the bottom of the window, there are two buttons: "OK" and "Exit".

Prompting

Prompting the Account field brings up the Select OE Order Header panel appears.

Selecting

Select an Order by double clicking on it. You are returned to the Display Order Key panel.

Continuing


Click on the  **OK** button to continue. The Display Order panel appears, as shown in *Figure 4-15 below*.

Figure 4-15: Display Order panel




All data
pertaining to
the Order is
displayed

ID: UMD1R		DISPLAY		3/14/02 11:33:27	
		Display Order			
Order	21 Master	0	Acct Mgr	*	
Bill to	190		Ship to	0	
Bazooka Joe Gum Co.			Bazooka Joe Gum Co.		
6889 W.23rd Street			6889 W.23rd Street		
New York			New York		
Type	ORDER	Standard Order			
Reason	*	Standard Order			
Status	OPEN	Open Order			
Shipping	*	Onsite / Pickup			Warehouse
PO	98765				
Ordered	3/09/02	Required	3/09/02	Shipped	3/11/02
				Invoiced	3/11/02
Waybill		Note			
Net Amt	.00				
Subtotal	.00				
Tax	.00				
Total	.00	USD			

 **OK**  **Exit**

Making Changes to AR Transactions

Instructions

1. **Start from the Work With AR Transaction menu.**
Place a **2** in front of an Account Number, and then click the  **OK** button.
The Edit AR Transaction display appears. *See Figure 4-17: Edit AR Transactions on page 4-19.*
2. **Make changes to the appropriate fields.**
3. **Click the  **OK** button to continue.**
The confirm prompt appears to the lower right of the screen.
4. **Click the  **OK** button to confirm.**
You are returned to the Work With Customer Transaction menu. The changes have been recorded.

Discussions

Start Here

Figure 4-16 shows the Work With AR Transactions menu. **Option 2** allows you to make changes to and AR Transaction.

Figure 4-16: Work With AR Transactions

Option 2 lets
make changes
to AR
Transactions

Account	Trans Type	Transaction	Date	Description	Orig Amt	Open Amt	Due Date
190	CM	12346	3/06/02	Credit Memo	600.00	600.00	3/14/02
190	INV	12345	3/06/02	An Invoice for Services	300.00	300.00	3/08/02

Making
Changes


Figure 4-17 shows the Work With AR Transactions menu. **Option 2** allows you to make changes to an AR Transaction.

Figure 4-17: Edit AR Transactions

Changes can be
made to these fields




Account Number	310
Transaction Number	124
Transaction Type	INV Invoice
Description	This is an Invoice
Transaction Date	3/07/02
Due Date	3/13/02
Original Amt	500.00
Open Amt	500.00
Currency	CAN Canadian Dollars
Original Domestic Amt	500.00
Open Domestic Amt	500.00

Confirming

Click on the  OK button twice to confirm. You are returned to the Work With AR Transactions menu. The changes have been recorded by the system.

Copying AR Transactions

Instructions

1. **Start from the Work With AR Transactions menu.**
Place a 3 in front of an Account Number, and then click on the  OK button.
The Copy AR Transaction display appears.
Note: The purpose of this display is to create a new Transaction from the existing data.
2. **Make the necessary changes to the fields.**
Note: You can make changes to all fields.
3. **Click the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.
4. **Click the  OK button to confirm.**
You are returned to the Work With AR Transactions menu. The copied Transaction is displayed.

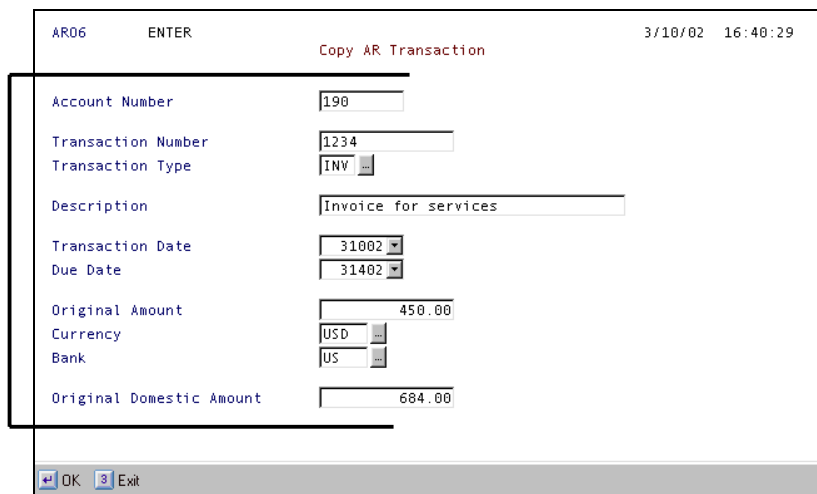
Discussions



Start Here

Figure 4-18 shows the Copy AR Transaction display. This display allows you to create a new Transaction from an existing one.

Figure 4-18: Copy AR Transaction

Changes can be made to these fields



AR06 ENTER Copy AR Transaction		3/10/02 16:40:29
Account Number	190	
Transaction Number	1234	
Transaction Type	INV	
Description	Invoice for services	
Transaction Date	31002	
Due Date	31402	
Original Amount	450.00	
Currency	USD	
Bank	US	
Original Domestic Amount	684.00	
 OK  Exit		

Copying


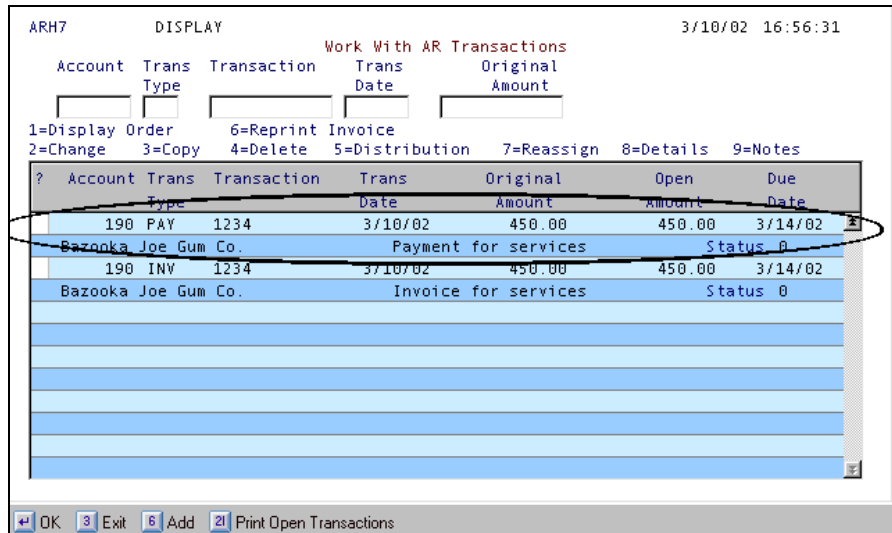
Once the necessary changes have been made, click on the  **OK** button twice to confirm. You are returned to the Work With AR Transactions menu. The copied Transaction is displayed, as shown in *Figure 4-19, below*. **Note:** Only the description of the copied transaction has been changed. The remaining data is the same as the original transaction.

Figure 4-19: Work With AR Transactions


The copied Transaction is circled



Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date
190	PAY	1234	3/10/02	450.00	450.00	3/14/02
Bazooka Joe Gum Co. Payment for services Status 0						
190	INV	1234	3/10/02	450.00	450.00	3/14/02
Bazooka Joe Gum Co. Invoice for services Status 0						

Deleting an AR Transaction

Instructions

1. Start from the **Work With AR Transactions** menu. Place a **4** in front of an **Account Number**, and then click on the  **OK** button.
The Delete AR Transaction display appears. As shown in
2. Click on the **OK** button continue.
A confirm prompt appears to the lower right of the screen.
3. Click on the **OK** button to confirm.
You are returned to the **Work With AR Transactions** menu. The transaction you deleted is no longer displayed, as shown in *Figure 4-22: Work With AR Transactions on page 4-23*.

Discussion

Start Here

Figure 4-20 shows the Work With AR Transaction menu. **Option 4** brings up the display that allows you to remove a Transaction.

Figure 4-20: Work With AR Transactions

Option 4 lets you delete transactions

ARH7
DISPLAY
3/10/02 17:06:13

Work With AR Transactions

Account	Trans Type	Transaction	Trans Date	Original Amount

1=Display Order 6=Reprint Invoice

2=Change 3=Copy 4=Delete 5=Distribution 7=Reassign 8=Details 9=Notes

?	Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date	
	190	PAY	1234	3/10/02	450.00	450.00	3/14/02	▲
	Bazooka Joe Gum Co.				Payment for services	Status 0		
4	190	INV	1234	3/10/02	450.00	450.00	3/14/02	
	Bazooka Joe Gum Co.				Invoice for services	Status 0		

OK 3 Exit 6 Add 2 Print Open Transactions

Delete AR Transaction menu

Figure 4-27 shows the Delete AR Transaction display.

Figure 4-21: Delete AR Transaction

ARH7 DISPLAY Work With AR Transactions 3/10/02 17:06:13

Account	Trans Type	Transaction	Trans Date	Original Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1=Display Order 6=Reprint Invoice					
2=Change 3=Copy 4>Delete 5=Distribution 7=Reassign 8=Details 9=Notes					
? Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount Due Date
190 PAY	1234	3/10/02	450.00	450.00	3/14/02
Bazooka Joe Gum Co.		Payment for services	Status 0		
190 INV	1234	3/10/02	450.00	450.00	3/14/02
Bazooka Joe Gum Co.		Invoice for services	Status 0		

[OK] [3] Exit [6] Add [2] Print Open Transactions

Confirming

Click on the OK button twice to confirm. You are returned to the Work with AR Transaction menu. The Transaction you deleted has been removed from the list, as shown in *Figure 4-22, below*.

Figure 4-22: Work With AR Transactions

The Transaction has been removed from the list

ARH7
DISPLAY
3/10/02 17:16:45

Work With AR Transactions

Account	Trans Type	Transaction	Trans Date	Original Amount		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

1=Display Order 6=Reprint Invoice
2=Change 3=Copy 4=Delete 5=Distribution 7=Reassign 8=Details 9=Notes

?	Account	Trans Type	Transaction	Trans Date	Original Amount	Open Amount	Due Date	
	190	PAY	1234	3/10/02	450.00	450.00	3/14/02	▲
	Bazooka Joe Gum Co.			Payment for services		Status 0		

OK
9 Exit
6 Add
21 Print Open Transactions

Working With AR Transaction Notes

Objectives





AR Transaction Notes are Notes made by people in your organization about the AR Transactions. These Notes help keep everyone up-to-date on any particular Transaction.

After reading this section, you will have a better understanding about:

- Adding AR Account Transaction Notes
- Displaying AR Account Transaction Notes

Adding AR Account Transaction Notes

Instructions

1. **Start from the Work With AR Transactions menu. Place a 9 in front of an Account Number and then click on the  OK button.**
The Work With AR Transaction Notes menu appears. See *Figure 4-24: Work With AR Transactions Notes on page 4-26*.
2. **Click on the  Add button.**
The Add AR Transaction Notes display appears. See *Figure 4-25: Add AR Transactions Notes on page 4-26*.
3. **In the space provided, type in any notes pertaining to the Transaction.**
4. **Click the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.
5. **Click on the  OK button to confirm.**
A new Add AR Transaction Notes display appears, allowing you to add more notes.

6. Click on the  Exit button.

The Work With AR Transaction Notes menu appears. The new notes are displayed.

Discussions

Start Here

Figure 4-23 shows the Work With AR Transactions menu. **Option 9** brings up the menu that allows you to add notes.

Figure 4-23: Work With AR Transactions

Option 9 lets you work with Transaction Notes

[illegible]

Notes Menu


Place a **9** in front of an Account, and then click on the  **OK** button. The Work With AR Transaction Notes menu appears, as *seen in* Figure 4-24 *on page 4-26*.

Figure 4-24: Work With AR Transactions Notes

6 Add lets
add
Transaction
Notes

Adding Notes

Click on the **6** **Add** button. The Add AR Transaction Notes display appears, as seen in *Figure 4-25, below*. In the space provided, type in any notes pertaining to the Transaction.

Figure 4-25: Add AR Transactions Notes

Type any notes
in the space
provided

Confirming


Click on the **4** **OK** button twice to confirm. The Add AR Transaction Notes display remains allowing you to add more notes.

Exiting

Click on the **3** **Exit** button. The Work With AR Transaction Notes menu reappears. The notes you added are displayed.

Displaying AR Account Transaction Notes

Instructions

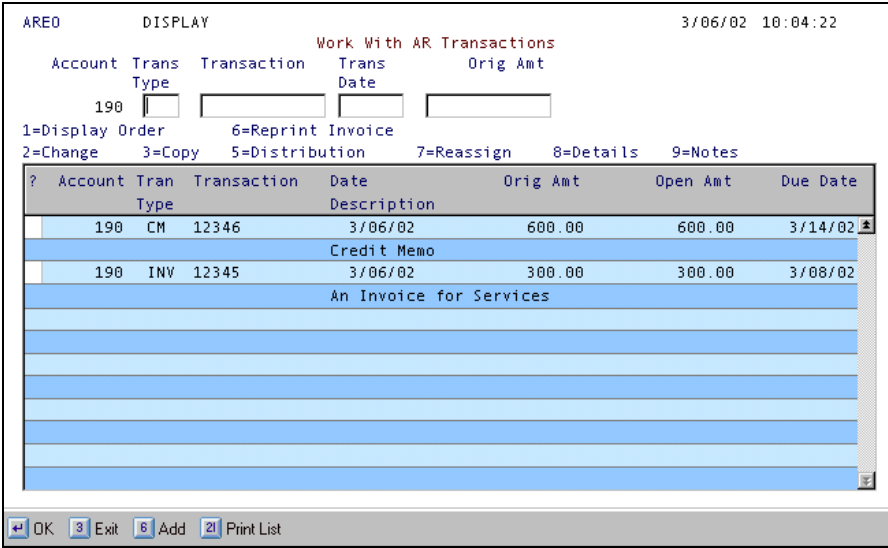
1. Start from the **Work With AR Transactions** menu.
Place an **a 9** in front of an Account Number and then click on the  **OK** button.
The **Work With AR Transaction Notes** menu appears. The notes for the Transaction are displayed.

Discussions

Start Here Figure 4-26 shows the **Work With AR Transactions** menu. **Option 9** allows you to display Transaction Notes.

Figure 4-26: Work With AR Transactions

Option 9 lets you display Transaction Notes



The screenshot shows a menu titled 'ARE0 DISPLAY' with a timestamp '3/06/02 10:04:22'. Below the title, there are input fields for 'Account', 'Trans Type', 'Transaction', 'Trans Date', and 'Orig Amt'. The 'Account' field contains '190'. Below these fields, there are numbered options: '1=Display Order', '2=Change', '3=Copy', '4=Reprint Invoice', '5=Distribution', '6=Reassign', '7=Details', '8=Notes', and '9=Notes'. The '9=Notes' option is highlighted. Below the options, there is a table with columns: '?', 'Account', 'Tran Type', 'Transaction', 'Date', 'Description', 'Orig Amt', 'Open Amt', and 'Due Date'. The table contains two rows of data. The first row shows a transaction for account 190, type CM, transaction 12346, dated 3/06/02, with an original amount of 600.00 and an open amount of 600.00, due on 3/14/02. The second row shows a transaction for account 190, type INV, transaction 12345, dated 3/06/02, with an original amount of 300.00 and an open amount of 300.00, due on 3/08/02. The description for the second row is 'An Invoice for Services'. At the bottom of the menu, there are buttons for 'OK', 'Exit', 'Add', and 'Print List'.

? Account	Tran Type	Transaction	Date	Description	Orig Amt	Open Amt	Due Date
190	CM	12346	3/06/02		600.00	600.00	3/14/02
190	INV	12345	3/06/02	An Invoice for Services	300.00	300.00	3/08/02

Displaying Transaction Notes


Place a **9** in front of an Account Number and then click on the  **OK** button. The **Work With AR Transaction Notes** menu appears, as *seen in Figure 4-27 on page 4-28*.

Figure 4-27: Work With AR Transactions

The notes for
the Transaction
are displayed

Work With AR Transaction Notes

Notes	Date	User
These are some notes	3/06/02	YOU

OK Exit Add Print List

Working With AR Transaction GL Distribution

Objectives




This objective of this section is to demonstrate how to work with your AR Transaction GL Distribution Items. This Section gives step-by-step instructions in how to work with AR Transaction GL Distribution.


After reading this section, you will have a better understanding about:

- Adding AR Transaction GL Distribution Items
- Making Changes to AR Transaction GL Distribution Items

Adding AR Transaction GL Distribution Items

Instructions

1. **Start from the Work With AR Transaction menu. Place an 8 in front of a Transaction Number, and then click on the  OK button.**
The Work With AR Transaction GL Distribution menu appears. See Figure 4-28: Work With AR Transaction GL Distribution on page 4-30.
2. **Click on the  Add button.**
The Select GL Account display appears
3. **Select an Account by double clicking on it.**
The Add AR Transaction GL Distribution menu appears. See Figure 4-29: Add AR Transaction GL Distribution on page 4-31.
4. **Fill in the required fields.**
5. **Click on the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.

6. Click on the  OK button to confirm.
- You are returned to the Work With AR Transaction GL Distribution menu. The Transaction you added is now listed. See *Figure 4-30: Work With AR Transaction GL Distributions on page 4-31*.

Discussions



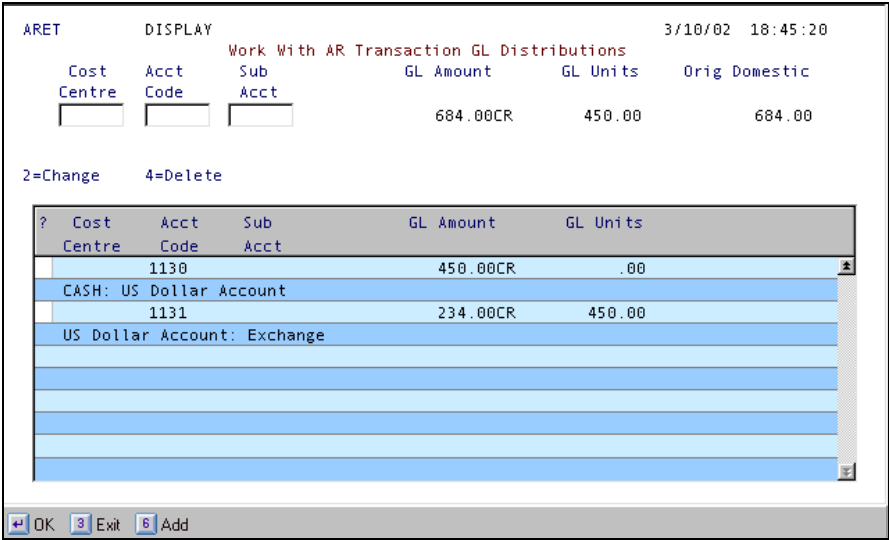
Start Here Figure 4-28 shows Work With AR Transaction GL Distribution menu. The  Add button allows you to add

Figure 4-28: Work With AR Transaction GL Distribution

 Add lets you add




Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units	Orig Domestic
			684.00CR	450.00	684.00

2=Change 4=Delete

? Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units
	1130		450.00CR	.00
	CASH: US Dollar Account			
	1131		234.00CR	450.00
	US Dollar Account: Exchange			

OK Exit Add

Selecting a GL Account After clicking on the  Add button, the Select GL Account panel appears. Select a GL Account by double clicking on it. The Add AR Transaction GL Distribution display appears, as shown in *Figure 4-29 on page 4-31*.

Filling In the fields

Figure 4-29 shows the Add AR Transaction GL Distribution display. Fill in the fields. **Note:** Only the GL Amount field is required.

Figure 4-29: Add AR Transaction GL Distribution

Fill in the fields

ARKN ADD Add AR Transaction GL Distribution 3/10/02 19:26:40

AR Transaction 80

GL Account 1110 Cash in Hand (petty Cash)

GL Amount .00

Units Label

GL Units .00

OK Exit

Confirming

Click on the OK button twice to confirm. You are returned to the Work With AR Transaction GL Distributions menu. The new GL Distribution Item has been added to the list, as shown in Figure 4-30.

Figure 4-30: Work With AR Transaction GL Distributions

The new GL Distribution Item is circled

ARET DISPLAY Work With AR Transaction GL Distributions 3/10/02 19:39:00

Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units	Orig Domestic
			434.00CR	450.00	684.00





2=Change 4=Delete

? Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units
	1100		250.00	.00
	Cash Assets			
	1130		450.00CR	.00
	CASH: US Dollar Account			
	1131		234.00CR	450.00
	US Dollar Account: Exchange			

OK Exit Add

Making Changes to AR Transaction GL Distribution Items

Instructions

- 1. Start from the Work With AR Transactions menu. Place an 8 in front of an Transaction Number, and then click on the  OK button.**
The Work With AR Transaction GL Distribution menu appears. *See Figure 4-31: Work With AR Transaction GL Distributions on page 4-33.*
- 2. Place a 2 in front of an Account Code and then click on the  OK button.**
The Edit AR GL Distribution display appears. *See Figure 4-32: Edit AR Transaction GL Distribution on page 4-33.*
- 3. Make changes to the appropriate fields.**
For a description of the fields, see on page.
- 4. Click the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.
- 5. Click the  OK button to confirm.**
You are returned to the Work With AR Transaction GL Distribution menu. The changes have been recorded.

Discussions

Start Here

Figure 4-31 shows the Work With AR Transaction GL Distribution display. **Option 2** brings up the display that allows you to make changes.

Figure 4-31: Work With AR Transaction GL Distributions

Option 2 lets you make changes.

ARET DISPLAY Work With AR Transaction GL Distributions| 3/10/02 19:39:00

Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units	Orig Domestic
			434.00CR	450.00	684.00

2=Change 4=Delete

? Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units
	1100		250.00	.00
Cash Assets				
	1130		450.00CR	.00
CASH: US Dollar Account				
	1131		234.00CR	450.00
US Dollar Account: Exchange				

OK 3 Exit 6 Add

Making Changes

Error! Reference source not found. shows the Edit AR Transaction GL Distribution display. Make the changes to the appropriate fields.

Figure 4-32: Edit AR Transaction GL Distribution

You can make changes to both fields

ARK4 CHANGE Edit AR Transaction GL Distribution 3/10/02 20:00:02

AR Transaction 80

GL Account 1100

Description Cash Assets


GL Amount 250.00

Units Label

GL Units .00



OK 3 Exit

Confirming

Click on the  **OK** button twice to confirm your changes. You are returned to the Work With AR Transaction GL Distribution menu. The system has recorded the changes.

Deleting AR Transaction GL Distribution Items

Instructions

1. **Start from the Work With AR Transactions menu.**
Place an **8** in front of a Transaction Number, and then click on the  **OK** button.
The Work With AR Transaction GL Distribution menu appears.
2. **Place a 4 in front of an Account Code, and then click on the  **OK** button.**
The system has removed the transaction from the list.

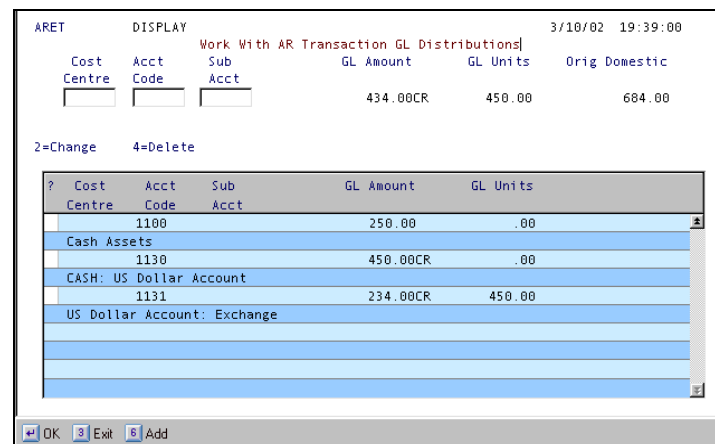
Discussions

Start Here

Figure 4-33 shows the Work With AR Transaction GL Distribution display. **Option 4** allows you to remove a GL Distribution Item.

Figure 4-33: Work With AR Transaction GL Distributions

Option 4 lets
you delete



ARET DISPLAY 3/10/02 19:39:00

Work With AR Transaction GL Distributions


Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units	Orig Domestic
			434.00CR	450.00	684.00

2=Change 4=Delete

Cost Centre	Acct Code	Sub Acct	GL Amount	GL Units
1100			250.00	.00
Cash Assets				
1130			450.00CR	.00
CASH: US Dollar Account				
1131			234.00CR	450.00
US Dollar Account: Exchange				

OK Exit Add

Deleting

Place a **4** in front of an GL Distribution Item, and then click the  **OK** button. The system automatically removes the item.

5 Aging Report

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Printing The AR Aging Report

Objectives

The objective of this Section is to demonstrate how to print Aging Reports. In this section you are given step-by step instructions on how to:

- Locate the AR Aging Report Menu
- Print the Aging Report

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The User Application menu appears.
See Figure 5-1: User Application Menu on page 5-3.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 5-3: Accounts Receivable Menu on page 5-4.
- 3. Double click AR Aging Report.**
The AR Aging Report display appears.
- 4. First, click on the prompt box to the right of the Report Date field.**
A Calendar appears allowing you to choose a date.
- 5. Select a date by clicking on it.**
The system automatically fills the Report Date field with the selection.
- 6. Next, you will need to select an Aging Type by clicking on to the corresponding button.**
- 7. Click on the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.

8. Click on the  OK button to confirm.

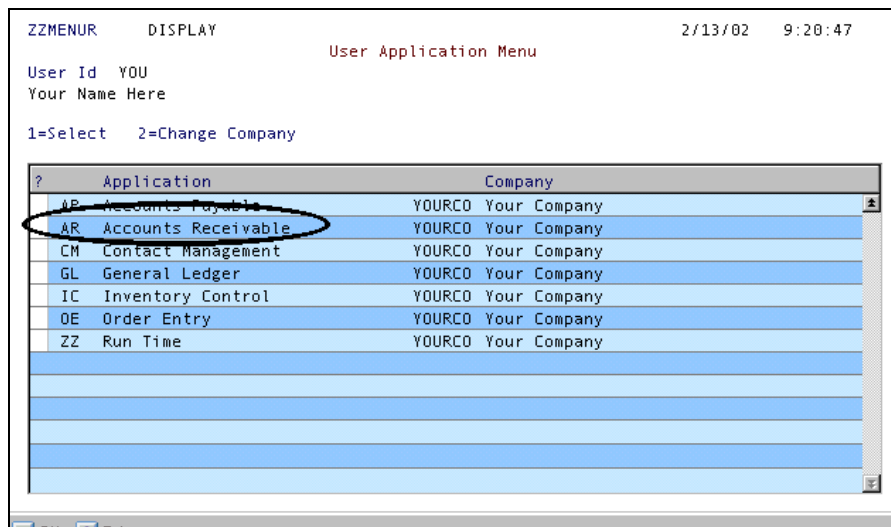
First, the message Processing Print List... appears at the bottom of the display. Then you are returned to the Accounts Receivable Menu.

9. The AR Aging Report is sent to your default printer.**Discussions****Start Here**

Figure 5-1 shows the User Application menu.

Figure 5-1: User Application Menu

Accounts Receivable is circled



ZZMENUR DISPLAY 2/13/02 9:20:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in Figure 5-2.

Figure 5-2: Selecting An Application

Double click the
Accounts Receivable
Application

ZZMENUR DISPLAY 2/13/02 9:20:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
	AP Accounts Payable	YOURCO Your Company
	AR Accounts Receivable	YOURCO Your Company
	CM Contact Management	YOURCO Your Company
	GL General Ledger	YOURCO Your Company
	IC Inventory Control	YOURCO Your Company
	OE Order Entry	YOURCO Your Company
	ZZ Run Time	YOURCO Your Company

**Accounts
Receivable
Menu**

Figure 5-3 shows the Accounts Receivable Menu. AR Aging Report is listed.

Figure 5-3: Accounts Receivable Menu

Double click on AR
Aging Report

Run Application Menu

YOURCO Your Company
AR Accounts Receivable Menu

1=Select or doubleclick description line

?	Menu Description
	Work With AR Accounts
	Work With AR Transactions
	AR Aging Report
	Print Credit Limit Report
	AR Posting to General Ledger
	AR Month End Menu
	AR Setup Menu
	Common Menu Functions

OK Exit Change Current Company

Aging Report Menu

Figure 5-4 shows the AR Aging Report menu. There is only one display involved.

Figure 5-4: AR Aging Report Menu**Fill in the fields**

ARIS ENTER AR Aging Report 3/06/02 13:55:00

Company YOURCO Your Company

Report Date 30602

Aging Type ☐ Transaction ☐ Due Date

Report Type ☐ Detail ☐ Summary

OK Exit Prompt

Report Date

First, click on the prompt box to the right of the Report Date field. A Calendar appears allowing you to choose a date.

Select a date by clicking on it.

Aging Type

You are given two options:

- Transaction Type
- Due Date

Select one of these options by clicking on the corresponding button.

Report Type

You are given two options:

- Detail
- Summary

Select one of these options by clicking on the corresponding button.

Confirming

Click on the OK button twice to confirm. You are returned to the Accounts Receivable Menu.

The AR Aging Report is sent to your default printer

6 Credit Limit Report

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Printing The Credit Limit Report



Objectives

The Credit Limit Report display is offered as a separate option on the Accounts Receivable Menu to isolate it from the other daily routines. Once you have brought up the Credit Limit Report display, the only options are to Print or Exit without Printing.

In this section you are given step-by step instructions on how to:

- Locate the Print Credit Limit Report Menu
- Print the Credit Limit Report

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The User Application menu appears.
See Figure 6-1: User Application Menu on page 6-3.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 6-3: Accounts Receivable Menu on page 6-4.
- 3. Double click Print Credit Limit Report.**
The Print Credit Limit Report display appears.
See Figure 6-4: Print Credit Limit Report on page 6-5.
- 4. Click on the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.
- 5. Click on the  OK button to confirm.**
First, the message Query Running... appears at the bottom of the display. Then you are returned to the Accounts Receivable Menu.

6. The Credit Limit Report is sent to your default printer.

Discussions

Start Here

Figure 6-1 shows the User Application menu.

Figure 6-1: User Application Menu

Accounts Receivable is circled

ZZMENUR DISPLAY 2/13/02 9:20:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in *Figure 6-2, below.*

Figure 6-2: Selecting An Application

Double click the
Accounts Receivable
Application

ZZMENUR DISPLAY 2/13/02 9:20:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

AR Menu

Figure 6-3 shows the Accounts Receivable Menu. Print Credit Limit Report is listed.

Figure 6-3: Accounts Receivable Menu

Double click on Print
Credit Limit Report

Run Application Menu

YOURCO Your Company

AR Accounts Receivable Menu

1=Select or doubleclick description line


?	Menu Description
	Work With AR Accounts
	Work With AR Transactions
	AR Aging Report
	Print Credit Limit Report
	AR Posting to General Ledger
	AR Month End Menu
	AR Setup Menu
	Common Menu Functions

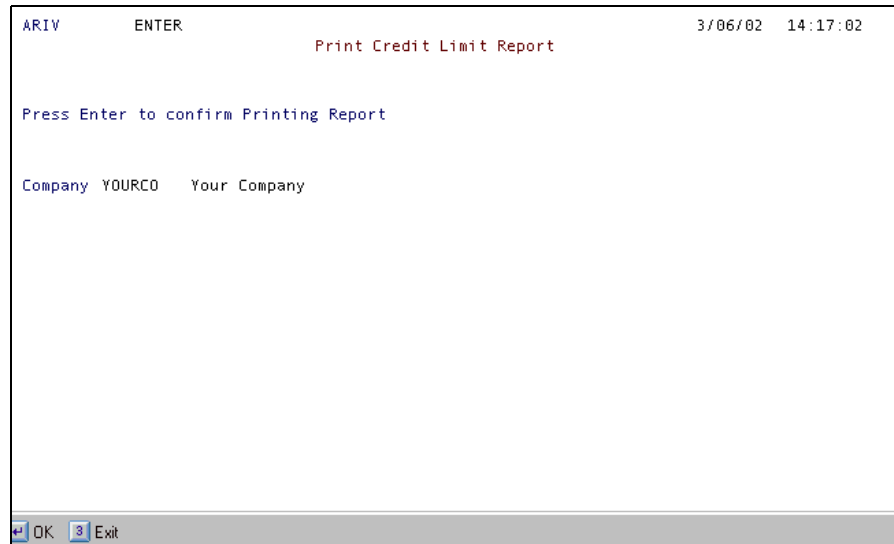
OK 3 Exit 17 Change Current Company

Print Credit Limit Report Menu

Figure 6-4 shows the Print Credit Limit Report menu. There is only one display involved.


Figure 6-4: Print Credit Limit Report

Press **Enter** or click the  **OK** button to confirm Printing



The screenshot shows a terminal window titled 'Print Credit Limit Report'. The window has a title bar with 'ARIV', 'ENTER', and a date/time stamp '3/06/02 14:17:02'. The main content area displays the following text: 'Print Credit Limit Report' in red, 'Press Enter to confirm Printing Report' in blue, and 'Company YOURCO Your Company' in blue. At the bottom, there is a status bar with 'OK' and 'Exit' buttons.

Confirming

Click on the  **OK** button twice to confirm. You are returned to the Accounts Receivable Menu.

The Credit Limit Report is sent to your default printer

7 Posting to the GL

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Posting to the General Ledger



Objectives

The Confirm AR Posting display is offered as a separate option on the Accounts Receivable Menu to isolate it from the other daily routines. Once you have brought up this display, the only options are to Post or Exit without Posting.

In this section you are given step-by step instructions on how to:

- Locate the Confirm AR Posting Display
- Post to the General Ledger

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The User Application menu appears.
See Figure 7-1: User Application Menu on page 7-3.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 7-3: Accounts Receivable Menu on page 7-4.
- 3. Double click AR Posting to General Ledger.**
The Confirm AR Posting display appears.
See Figure 7-4: Confirm AR Posting on page 7-5.
- 4. Next, you will need to choose action by clicking on the corresponding button.**
- 5. Select how you want to process your posting by clicking on the corresponding button.**
- 6. Click on the  OK button to continue.**
The confirm prompt appears to the lower right of the screen.
- 7. Click on the  OK button to confirm.**
You are returned to the Account Receivable Menu.
Your request has been processed.

Discussions

Start Here

Figure 7-1 shows the User Application menu.

Figure 7-1: User Application Menu

Accounts Receivable is circled

ZZMENUR DISPLAY 2/13/02 9:28:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in Figure 7-2, below.

Figure 7-2: Selecting An Application

Double click the
Accounts Receivable
Application

ZZMENUR DISPLAY 2/13/02 9:20:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

**Accounts
Receivable
Menu**

Figure 7-3 shows the Accounts Receivable Menu. AR Post to General Ledger is listed.

Figure 7-3: Accounts Receivable Menu

Double click on AR
Posting to General
Ledger

Run Application Menu

YOURCO Your Company

AR Accounts Receivable Menu


1=Select or doubleclick description line

?	Menu Description
	Work With AR Accounts
	Work With AR Transactions
	AR Aging Report
	Print Credit Limit Report
	AR Posting to General Ledger
	AR Month End Menu
	AR Setup Menu
	Common Menu Functions

OK Exit Change Current Company

Posting to GL Figure 7-4 shows the AR Aging Report menu. There is only one display involved.

Figure 7-4: Confirm AR Posting

Press **Enter** or Click the  **OK** button to confirm



ARLG ENTER 3/06/02 14:57:38

Confirm AR Posting

Press Enter to Confirm Posting of AR Details to the General Ledger

Company YOURCO Your Company

Process ☐ Submit Posting ☐ Run Online

OK Exit

Process You are given two options:

- Submit Posting
- Run Online

Select one of these options by clicking on the corresponding button.

Confirming Click on the  **OK** button twice to confirm. You are returned to the Accounts Receivable Menu.

The AR has been Posted to the General Ledger.

8 Month End

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Finding the AR Month End Menu

Objectives

The following steps will help you find the AR Month End Menu. You can use this menu for the main starting point when Working with AR Month End.

Instructions

- 1. Open your AS/400 session and sign on.**
This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.
The `User Application` menu appears.
See Figure 8-1: User Application Menu on page 8-3.
- 2. Double click Accounts Receivable.**
The Accounts Receivable Menu appears.
See Figure 8-3: Accounts Receivable Menu on page 8-4.
- 3. Double click AR Month End Menu.**
The AR Month End Menu appears. This menu will be used as the main starting point when working with AR Month.

Discussions

Start Here

Figure 8-1 shows the User Application menu.

Figure 8-1: User Application Menu

Accounts Receivable is circled

ZZMENUR DISPLAY 2/13/02 9:28:47

User Application Menu

User Id YOU
Your Name Here

1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

The Applications

Here is a display of the applications you have been given to work with. The list of applications is controlled through the Run Time module. You can limit access to certain applications by working with the users' authorities.

- In this display, YOURCO is short for Your Company.

Selecting

Select the Accounts Receivable application, as shown in *Figure 8-2, below.*

Figure 8-2: Selecting An Application

Double click the
Accounts Receivable
Application

ZZMENUR DISPLAY 2/13/02 9:20:47
User Application Menu
User Id YOU
Your Name Here
1=Select 2=Change Company

?	Application	Company
AP	Accounts Payable	YOURCO Your Company
AR	Accounts Receivable	YOURCO Your Company
CM	Contact Management	YOURCO Your Company
GL	General Ledger	YOURCO Your Company
IC	Inventory Control	YOURCO Your Company
OE	Order Entry	YOURCO Your Company
ZZ	Run Time	YOURCO Your Company

**Accounts
Receivable
Menu**

Figure 8-3 shows the Accounts Receivable Menu. AR Month End Menu is listed.

Figure 8-3: Accounts Receivable Menu

Double click on AR
Month End

Run Application Menu
YOURCO Your Company
AR Accounts Receivable Menu
1=Select or doubleclick description line

?	Menu Description
1	Work With AR Accounts
	Work With AR Transactions
	AR Aging Report
	Print Credit Limit Report
	AR Posting to General Ledger
	AR Month End Menu
	AR Setup Menu
	Common Menu Functions

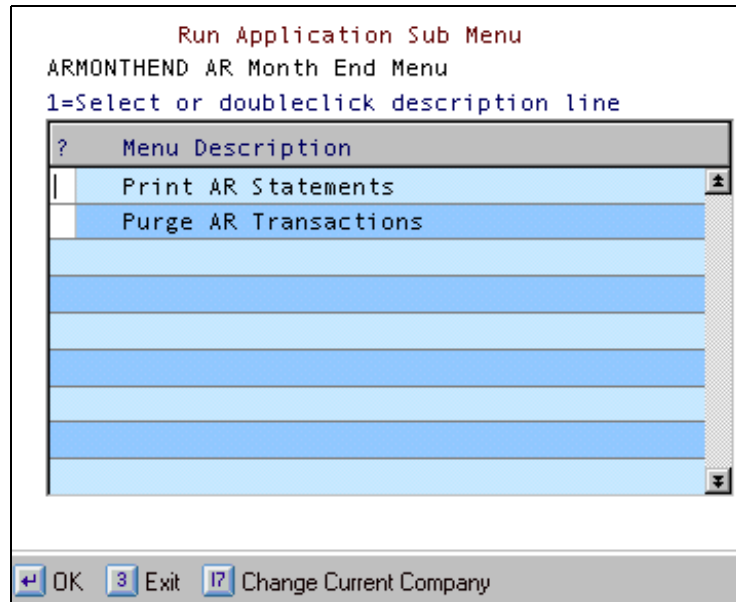
OK Exit Change Current Company

**Month End
Menu**

Figure 8-4 shows the AR Aging Report menu. There is only one display involved.

Figure 8-4: AR Month End Menu

These menu items lead
to full screen displays



Working With Month End

Objectives

This objective of this section is to demonstrate how to work with your Month End Statements Transactions. This Section gives step-by-step instructions in how to work with AR Month End.

After reading this section, you will have a better understanding about:

- Printing AR Statements
- Purging AR Transactions

Printing AR Statements

Instructions

1. **Start from the AR Month End Menu. Double click on Print Account Statements.**

The Print AR Statements display appears. **Note:** This display is static. No changes can be made.

See Figure 8-5: Print AR Statements on page 8-7.

2. **Click on the  OK button to continue.**

The confirm prompt appears to the lower right of the screen.

3. **Click on the  OK button to confirm.**

You are returned to the AR Month End Menu.


4. **The Customer Statements are sent to your default printer.**

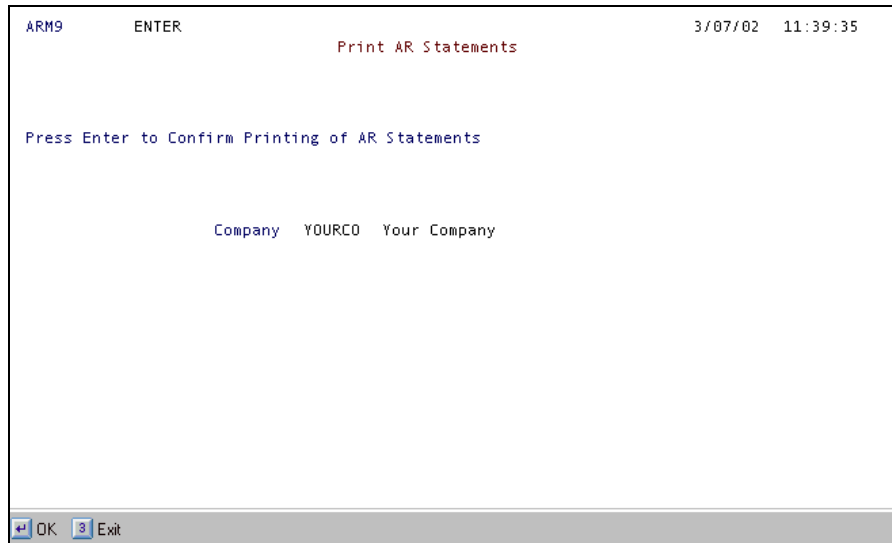
Discussions

Start Here


Figure 8-5 shows the Print AR Statement display.

Figure 8-5: Print AR Statements

Press **Enter** or click the  **OK** button to confirm Printing



Confirming

Click on the  **OK** button twice to confirm. You are returned to the AR Month End Menu.

The AR Statements are sent to your default printer.

Purging AR Transactions

Instructions

1. **Start from the AR Month End Menu. Double click on Purge AR Transactions.**
The Purge AR Transactions menu appears.
See Figure 8-6: Purge AR Transactions display on page 8-8.
2. **First, click on the prompt box in the Transaction Date field.**
A calendar will appear.

3. Select a date by clicking on it.

The system fills in the Transaction Date field with the selected date.

4. Next, you will need to choose an Action by clicking on the corresponding button.

For a description of these actions, see on page.

5. Click on the  OK button to continue.

The confirm prompt appears to the lower right of the screen.

6. Click on the  OK button to confirm.

You are returned the AR Month End Menu. The system has processed your request.

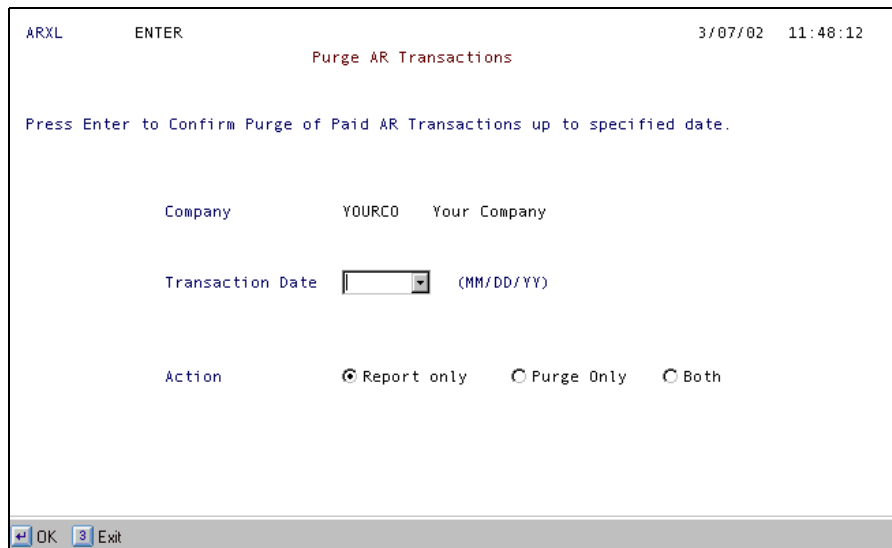
Discussions

Start Here

Figure 8-6 shows the Purge AR Transactions menu. There is only one display involved.

Figure 8-6: Purge AR Transactions display

Fill in the fields



ARXL ENTER 3/07/02 11:48:12

Purge AR Transactions

Press Enter to Confirm Purge of Paid AR Transactions up to specified date.

Company YOURCO Your Company

Transaction Date (MM/DD/YY)

Action ☒ Report only ☐ Purge Only ☐ Both

OK Exit

Transaction Date

First, click on the prompt box to the right of the Transaction Date field. A Calendar appears allowing you to choose a date. Select a date by clicking on it.


Action

You are given three options:

- Report Only
- Purge Only
- Both

Select one of these options by clicking on the corresponding button.

Confirming

Click on the  **OK** button twice to confirm. You are returned to the AR Month End Menu.

The system has processed your request.

.

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