



BUSINESS SYSTEM

Accounts Receivable

User's Manual

OUR GOAL IS AUTOMATION EXCELLENCE

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Accounts Receivable

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#BARCOM0	79	#BARREC0	54		
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#BARGRP0	87	#BARSHV0	98		
#BARIND0	100	#BARSL0	89		
#BARIRS0	112	#BARSRC0	91		
#BARINM0	64	#BARSTA0	101		
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INTRODUCTION**The User Manual**

We are pleased that you have selected this PROMPT application. The user manual is divided into the following sections for your ease of use:

1. Introduction to Accounts Receivable
2. Running Accounts Receivable

This manual contains the information you need to install and use the accounts receivable application. All information is presented in association with the screens that appear on your computer terminal for ease of reference and understanding. Each screen is presented in processing time segments such as daily, weekly, monthly, quarterly and annually. We believe you will find the PROMPT Accounts Receivable System easy to use and understand.

The accounts receivable system includes the following processes:

- multi-user, multi-tasking and multi-store capabilities
- add new customers
- find customer account without knowing account number
- maintain customer information
- apply payments, deposits and adjustments
- detail invoice inquiry, as well as summary information inquiry
- EDI update path
- miscellaneous cash receipts - non A/R
- memo update mode at end of month - integration with O/P
- account analysis print on demand
- calculation of service charges, age, statements
- print mid month notices
- interface to PROMPT General Ledger
- sales analysis by customer
- prospecting and marketing source and follow up data is captured
- many reports, plus audit trail and report writer capabilities

Accounts Receivable Overview

The accounts receivable system is designed to accept an invoice record from the order processing module of PROMPT Business System. The accounts receivable system can also be used independently by entering invoices using the EDI-Batch maintain menu option. Also, you can have invoices transmitted electronically from remote locations, or use your own specialized order processing system which interfaces with the PROMPT Business System Accounts Receivable system.

Getting Started

The accounts receivable system begins with the establishment of a customer or a prospect. This is accomplished on the daily processing menu.

If prospects are included in the system along with customers, important marketing information is captured such as prospect source code, industry classification, territory number, salesperson number, and status code. Also the contact name, title, and salutation are included for correspondence with word processing. This same information is also captured for each customer.

Important information for a customer is provided such as terms, credit limit, price codes, tax codes, etc., for the PROMPT Order Processing System to use in selling to customers. Other data is provided for the accounts receivable system such as whether to charge interest on past due amounts and whether or not to print a monthly statement.

There are several files that must be established for the system to function properly. These files are set up using the file maintenance menu, and each file is briefly explained.

Accounts Receivable files

The first file is the company control file which indicates general ledger account numbers, whether or not to compute service charges for the company, the free interest days, days to hold paid invoices on the file before purge, interest rate, late charge and defaults when entering customers.

The salespersons file holds information about each salesperson. The source code file holds the user defined advertising source codes for classification of customers based on how they became customers. The status file holds user defined codes to indicate a customer's status.

The terms file holds user defined term codes and associated invoice terms payment information.

The tax rates file holds tax jurisdiction rate information.

The ship via file holds shipping methods to be used.

The territories file hold codes for use in assigning customers to territories.

The industries file holds standard industry codes for use in customer classification.

The state abbreviation file holds standard state abbreviations.

The shipping address file is used when a customer has a standing shipping address on file that is different from his mailing address.

The shipping instructions file holds standing shipping instructions for a customer.

The notes file holds notes relating to each customer.

The credit card file holds credit cards relating to each customer.

The forms message file is used in printing statements with a variable message.

The J/E consolidation file holds G/L accounts to be consolidated prior to posting to the ledger.

Invoices and Credit Memos

The PROMPT Order Processing System generates on line invoice or credit memo records to the accounts receivable system. Also, the account balances are immediately updated as invoices are passed to accounts receivable by order processing.

The accounts receivable system can also receive invoice or credit memo records in a batch update mode which updates the customer account balance. The batch update option is on the daily processing menu.

Payments and Adjustments

Customer account balances are reduced by processing payments or adjustments through the accounts receivable system daily processing menu or through order processing which allows payment processing.

A customer account is always up to date if payments are promptly applied when received.

Journal Entries

Each payment and adjustment applied will produce a journal entry for the PROMPT General Ledger System. The miscellaneous cash receipts option also produces journal entries for the PROMPT General Ledger System. A session date is used to determine which month to post the journal entries to the general ledger.

Inputs and Outputs

In summary, the inputs to the accounts receivable system are customer accounts, invoices and credit memo records from charge sales or returns, and payments and adjustments on these charge sales.

The outputs are journal entries from payments, adjustments and miscellaneous cash receipts; statements, inquiries and other informational reports.

Continuous Processing - End of Month

Even though order processing is feeding invoices and credit memos to accounts receivable on a continuous basis, it is not necessary to coordinate the use of the computer between order processing personnel, and accounts receivable personnel except at the end of the month, and then only for a short period of time.

Memo Update Mode

When the last invoice or credit memo is processed for the month, the order processing system must be put into "memo update mode". This means that no more orders will be processed for this month and new orders processed will be done in a memo update mode to allow time for month end processing to be completed.

The order processing and accounts receivable systems are put into the memo update mode by running the menu option "Initiate End of Month" on the end of month processing menu. Order processing must be ended briefly while the initiate memo update option is running, which will execute in a minute or so.

All invoices generated by order processing during the memo update period will be sent to accounts receivable, but will be flagged to be ignored by the end of month processing. The customer account balance will be updated in a special memo update field, but all inquiries in the accounts receivable system have been programmed to reflect the memo amount as a part of the total account balance.

After age, interest and purge are executed, statements and end of month reports are printed using the end of month menu. Next, the selection, "Finalize End of Month" must be run to update all processing of invoices during the period of memo update. Order processing must be ended briefly while this option is run.

Month End Payments and Adjustments Processing

When the last invoice is processed and the system is put in the memo update mode as previously explained, any payments and adjustments relating to the month being closed must be processed. Next, the month end processing of aging, compute interest, purge, print statements and reports must be done. Then, processing of payments and adjustments can begin for the next month.

Year Ending Processing

The year end processing menu option is to be executed after all month end processing is done for the last month in the year. Orders and payments can be processed while this menu option is running.

Coordination with the General Ledger

There is no requirement to coordinate month end processing of the accounts receivable with the general ledger except to tell the individual responsible for the general ledger that the A/R month is closed and the new A/R month has begun. As previously stated, the accounts receivable system creates journal entries for the general ledger system on a continuous basis and each journal entry has a general ledger posting month that indicates the month to which the entry is to be posted.

Prospecting and Marketing Information

The A/R system is designed to be used to enhance your marketing to both prospects and existing customers. Fields are included in the customer file to code accounts as prospects with advertising source code, territory, salesperson, account status, account group, last follow up date and next follow up date. The PROMPT Marketing and Word Processing system can be used in connection with these fields.

Running Accounts Receivable

Accounts Receivable Master Menu

```
+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #PJLCP::  |
|                               Main Menu                        #A/RMENU  |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
| 1 - Display Daily Processing Menu  4 - Display Maintenance Menu  |
| 2 - Display End of Month Menu      5 - Display Maintenance Reports Menu  |
| 3 - Display End of Year Menu       6 - Display Interim Age Menu      |
|                                                                     |
|                                                                     |
|                               Enter Option                       |
|                                                                     |
|                                                                     |
| F0=Accept Option                                     F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+
```

This is the master menu for the accounts receivable system. Upon the selection of an option on this menu, a sub menu will appear with the appropriate options to be executed.

Each sub-menu selection is now explained.

Master Menu Option 1 - Daily Processing Option

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #PJLCP::  |
|                                     Daily Processing          #AR1MENU  |
|                                                                 |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          1 - Daily Functions          5 - Print Customer Master File          |
|          2 - Display EDI - Batch Menu  6 - Print Customer Mail Labels          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          3 - Print Daily Reports       7 - Print Account Group Labels          |
|          4 - Print Open to Buy Report   8 - Print Select Payment History      |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     Enter Option                                     |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Option                                                                 F7=Exit Screen          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This menu appears when you select option 1 on the accounts receivable master menu - daily processing.

The daily processing menu contains the options used most frequently, including those which are generally executed on a daily basis. Actually, once the initial set-up is finished, most of your work will be done using Option 1 - Daily Functions.

Each selection on this screen is now explained.

Session Date - Screen #BARPAY0

This screen is used to determine the accounting period for journal entry records. The session date will default to the current system date. Use this date or enter another valid date of your choice and press the send/enter key or F1.

The "SESSION DATE" is used to determine the accounting period which goes into each journal entry record produced during the session. For example, if the session date is 01/01/05, the accounting period could be 0501. This will also be the date of record for all payments recorded during the session.

In some instances, for example when processing payments for August on the first day of September, you might want to enter a session date other than the current system date. In this example the default date would appear as 09/01/05 and you would change it to 08/31/05.

Journal entries are created when you are processing payments and adjustments or when you are processing miscellaneous cash receipts. All other daily functions can be done without concern regarding the session date.

If the session date on the screen is invalid for any reason, an error message will appear. If the error is due to invalid data in a G/L or A/R control file, the program will end (after prompting for an F-key to be hit), so that the files can be corrected. If the error is correctable, for example an invalid date such as 13/01/04, you will be allowed to try again.

If you get an error message "session date is outside of current G/L periods, please reenter" this means that the PROMPT General Ledger Company file has not been updated. Refer to General Ledger "How To Procedures" to correct this problem.

You can return to this screen at any time during use of this menu option and change to a different session company or date, in which case journal entries generated after such changes will reflect the revised session company and date.

The function keys are:**F0=ACCEPT SCREEN (send/enter key)**

Press the key to accept input from this screen and, if valid, proceed to #BARPAY1, the accounts receivable main menu screen.

F1=CUSTOMER SEARCH

Press this key accept the input from this screen and, if valid, proceed to #BARPAY2, the customer search screen.

F7=EXIT SCREEN

Press this key if you decide to exit this screen.

Daily Functions - Screen #BARPAY1

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00                PROMPT Business System                #BARPAY1  |
|                               Accounts Receivable                    |
| Company #1                                                             |
|                               Customer                                Invoice    |
| +-----+-----+-----+-----+-----+-----+ |
| 0 -- Search                    6 -- Payments and Adjustments        |
| 1 -- Inquiry/Maintenance       7 -- Payment Inquiry                 |
| 2 -- Add New Customer          8 -- Invoice Inquiry/Maintenance      |
| 3 -- Notes                     9 -- Miscellaneous Cash Receipts     |
| 4 -- Credit Cards                                                       |
| 5 -- Shipping Information                                               |
|                                                                           |
|                                                                           |
|                                                                           |
|                               Option: ( )                               |
|                                                                           |
| F0=Accept Input    F1=Customer Search  F2=                          F3= |
| F4=                F5=                F6=                          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen offers the most frequently used daily menu options. Selection of an option will take you to the appropriate screen to accomplish the selected task.

The function keys are:**F0=ACCEPT INPUT (send/enter key)**

To select one of the menu options, enter the option number and press the send/enter key. To select option 0, you do not need to enter a zero - simply press the send enter key.

F1=CUSTOMER SEARCH

Takes you immediately to #BARPAY2, the customer search screen.

F7=EXIT SCREEN

Press this key if you have arrived at this screen by mistake or if you are finished with the accounts receivable options and desire to exit, or to go to the date and company number screen to change the session date or company.

- a. Search Name (Alphabetic by customer search name)
 - b. Telephone Number
 - c. Zip Code
 - d. Salesman
 - e. Account Group
 - f. User-defined
 - g. Customer Number
2. Enter "locate" or "search" text in the LOCATE field in the upper left-hand corner of the screen. The text you enter will depend on the order defined by Step 1. For example, if you are in order of search name, then entering "Joh" will return the closest match to a name such as "John". If the order is zip code, you might enter "40201", "402", or "4", depending on what you were interested in. The list of customers on the screen would then be in order of zip code. Special characters "*" and "?" are called "Wildcard" characters and have a special meaning described below.
 3. Press F0. This will cause the screen to be filled with customer data in the order defined by F1. The first record on the screen will be the closest match to the LOCATE or SEARCH data entered at the top left-hand corner of the screen.
 4. Press F4 if you wish to change the columns. The two "views" contain:

View 1 (default) - Name	View 2 - Search Name
Address	Telephone Number
City	Zip Code
State	Salesman
	Account Group

View 3 - Search Name
Contact Name
Title
Alternate Phone No.

This sequence of key strokes was for example only. The best way to understand the features of this screen is by experimentation. You cannot damage any record in your database by the misuse of this screen, so feel free to play with it until you find features that suit your needs.

WILDCARDS

Many of the display orders defined by F1 have "Wildcard" capabilities to help you to locate customers of interest. The Wildcard Characters are "*" and "?", they are used to define search text. For example, if the screen order was by search name and the search text was "Geo", the first record on the screen would probably be a name such as "George". Subsequent customers on the screen, however, would have no relation to "George", except that they would follow it alphabetically. If search text changed to "Geo*", same first record might appear, but the screen would contain ONLY those customers whose search name began with "Geo". The "*" means "... and any group of characters". The Wildcard characters can appear in any number, anywhere in the search text; for example, "*Geo", "George A*", and "G* A*".

The other Wildcard Character, "?", means "... and any single character". For example, if F1 was set to Zip Code, the search text might be "4020?", '402??', or '40????'.

One note of caution about the use of Wildcards: They can cause long waits at the terminal since the program must skip records that do not match the search text. For example, if the search text were '*Z*' (find all records with a "Z" anywhere in the desired field), and there were NONE that matched, the program would have to read all customer records before displaying that none were found. In most cases, the LOCATE text without using Wildcards is sufficient. Examples of when a wildcard might be useful are when a search name is misspelled, or two identical customer names are causing confusion.

COMMANDS

Another feature of the customer generic search screen is the ability to process commands associated with the customer records on the screen. In most cases the commands are used to select the next screen you will see, much like the main menu is used to select the next screen. For that reason, the commands are the same as the option numbers on the main menu. For example, option "2" on the main menu takes you to customer inquiry and maintenance; placing a "2" next to customer "401" on the customer generic search screen takes you to the same screen when F0 is pressed. In the latter case, when you arrive at customer inquiry customer "401"'s data will be displayed automatically.

SELECTING AND RETURNING A CUSTOMER

If you entered this screen from another selection off the main menu, for example customer inquiry, then F7 will return you to that screen. If you would like to select a customer to return to customer inquiry, place the cursor on the customer you wish to return and press F7.

The function keys are:**F0=ACCEPT INPUT**

Press this key to execute commands or do a locate/search. If a command is on a command line to the left of any customer it will be executed. If there are no commands a locate or search will be performed using the LOCATE or SEARCH text in the upper left-hand corner of the screen.

F1=ORDER BY

Use this key to define the order you wish data to be presented on the screen. A list of available orders and more information is presented above.

F2=SCROLL REVERSE

Pressing this key will cause the display to scroll backwards thru customer data by one full screen. The first record on the screen becomes the last record on the screen.

F3=SCROLL FORWARD

Pressing this key will cause the display to scroll forwards thru customer data by one full screen. The last record on the screen becomes the first record on the screen.

F4=SHOW VIEW n

Pressing this key changes the columns of data displayed on the screen. The currently available "views" are described above.

F5=ADD NEW CUSTOMER

Go to the Add a New Customer screen. For example, if you cannot find the customer record you are looking for, press F5 to add it.

F6=GO TO TOP or BOTTOM

When F6 says GO TO TOP, pressing it will cause the display to align on the first record in the file based on the order defined by F1. The key will then be labeled GO TO BOTTOM. When labeled GO TO BOTTOM it will locate the last record in the file based on the order defined by F1.

F7=EXIT SCREEN

Use this key to leave this screen and return to a previous screen. Placing the cursor on a customer when pressing F7 will return that customer to the previous screen.

Customer Inquiry - Option 1 - Screen #BARPAY3

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAY3  +
|Customer No:( 1000 )      Customer Inquiry                   |
|Name.....:(Mid-American Control Corp. ) |Billing Code....:(   ) (B,S,C) |
|Address 1..:(P. O. Box 937          ) |Bill To Number..:(       ) |
+Address 2..:(                      ) |Terms.....:( 10 )          +
|Address 3..:(                      ) |Price Level.....:( 1 ) (1-9) |
|City, State:(Shelbyville , KY) Source ( DM )|Tax Code.....:( 5 )          |
|Zip Code....:(40066-0937) SIC Code..:( 06 )|Tax Exempt #....:(1824691)   |
|Search Name:(Mid-American) Territory..:( 06 )|Ship Via.....:( UP )        |
+Bus Phone#..:(502-633-5700) Acct Grp#..:( 06 )|PO Authorization:( S ) (N,P,S) +
|FAX/Alt Ph#:(502-695-8129) Salesman#..:( 4 )|Charge Interest?:( Y ) (Y/N) |
|Salutation..:(Mr. Arvin          ) Status( A )|Credit Limit....:(50,000 )   |
|Title.....:(President          ) Type:( C )|Accepts B/O's?..:( Y ) (Y/N) |
|Contact,Open:(George R. Arvin      07/01/78 )|Print Statement?:( N ) (Y/N) |
|-----Last:(01/01/05) Follow Up (07/31/05)|Spcl Pricing?:( N 0 )        +
|                                     |Discount Percent:(       )   |
|   This area displays alternative     |Reseller?.....:( Y ) (Y/N) |
|   customer data under control of F4. |Accepts Subs?...:( Y ) (Y/N) |
|                                     |High Balance....: 47,000.00  |
+                                     |Avg Days to Pay..: 15          +
|                                     |Serv. Chrg YTD...: .00       |
|                                     |                               |
|                                     |                               |
|                                     |                               |
| F0=Maintain Cust F1=Customer Search F2=Scroll Reverse F3=Scroll Forward |
| F4=Show Alt 2 F5=Add New Customer F6=Invoice Inquiry F7=Exit/Cancel  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is for the purpose of displaying customer information for review, and in preparation of change. Press F0 to start the customer maintenance process. You arrive at this screen by selecting option 1 from the main menu or customer generic search.

To inquire about a customer, enter the customer number and press F2 or F3. If the customer number cannot be found, the terminal will "beep" and the next record will appear. If you cannot locate the record you are interested in press F1 and go to the customer search screen for more assistance. Press F7 from that screen to return here.

The screen has three windows:**WINDOW 1**

The customer name, address, and other "Prospect" information in the top left portion of the screen.

WINDOW 2

The customer billing and other "Customer" information on the right side of the screen.

WINDOW 3

Miscellaneous customer and prospect level information in the box on the bottom left corner of the screen. The data in this window is toggled by F4.

The function keys are:**F0=MAINTAIN CUSTOMER (send/enter key)**

Press this key after entry of a customer number to maintain customer data (see customer maintenance following).

F1=CUSTOMER SEARCH

Press this key to go to the customer search screen if you need help locating a customer. Press F7 from that screen to return here.

F2=SCROLL REVERSE

Retrieves customer record or scrolls to next-lowest customer number.

F3=SCROLL FORWARD

Retrieves customer record or scrolls to next-highest customer number.

F4=SHOW ALTERNATE

Toggles between customer A/R and sales data or invoice and open order data.

F5=ADD NEW CUSTOMER

Clears the display and prepares for entry of a new customer record (see add new customer to follow), or (see F4 above) PAYMENTS AND ADJUSTMENTS. This will take you to the payments and adjustments screen. Press F7 from that screen to return here.

F6=INVOICE INQUIRY

This will take you to the invoice inquiry screen. F7 from that screen will return you here, or (see F4 above) PAYMENTS INQUIRY. This will take you to the payments inquiry screen. Press F7 from that screen to return here.

F7=EXIT SCREEN

This key will return you to the screen you were on when you selected customer inquiry.

WINDOW 2

The customer billing and other "Customer" information on the right side of the screen. This window becomes active when you press F0 and the customer type is "C" (see add a new customer which follows.)

WINDOW 3

Miscellaneous file-validation codes are listed in the box on the bottom left corner of the screen. The data in this window is scrolled by F2 and F3.

The function keys are:**F0=ACCEPT INPUT (send/enter key)**

Press this key to accept data from the screen.

F2=PAGE CODES REVERSE

Allows scroll reverse of file-validation data. If the cursor lies on a field that must be validated by a file (for example, STATE), then the STATE data in WINDOW 3 can be scrolled using this key.

F3=PAGE CODES FORWARD

Allows scroll forward of file-validation data. See F2 above.

F4=QUICK ACCEPT

Like F0, but only validates WINDOW 1, regardless of the customer type (see add a new customer).

F5=DELETE CUSTOMER

Deletes the customer record from the A/R customer file.

F6=PRINT SCREEN

Press this key to print the screen on your default printer.

F7=EXIT SCREEN

This key will cancel the customer maintenance and return you to customer inquiry.

WINDOW 2

The customer billing and other "Customer" information on the right side of the screen. This window becomes active when you press F0 and the customer type is "C".

WINDOW 3

Miscellaneous file validation codes are listed in the box on the bottom left corner of the screen; scrollable using F2 and F3. This window is also used to display potential duplicate customer entries, should they occur.

The function keys are:**F0=ACCEPT INPUT (send/enter key)**

Press this key to accept data from the screen. Once data has been accepted, if WINDOW 1 is active, a check is made for possible duplicate customers. Potential duplicates are defined as having:

the same first 5 characters of the name, AND
the same first 5 characters of the address, AND
the same first 3 characters of the zip code.

If a duplicate is found you will be showed the customer's name and address in WINDOW 3 and asked whether to proceed with your add or to cancel it.

After the check for duplicates, if the customer type code is "C" (for "Customer") then WINDOW 1 is closed and WINDOW 2 is opened for input. Input WINDOW 2 data and press send/enter to accept the data. Once accepted, WINDOW 2 will close and WINDOW 1 will be opened for adding another new customer.

F2=PAGE CODES REVERSE

Allows scroll reverse of file-validation data. If the cursor lies on a field that must be validated by a file (for example, STATE), then the STATE data in WINDOW 3 can be scrolled using this key.

F3=PAGE CODES FORWARD

Allows scroll forward of file validation data. See F2 above.

F7=EXIT SCREEN

This key will cancel the customer add operation in progress. If WINDOW 1 is active, F7 will return you to the screen you were on before selecting add a new customer.

The data fields for you to enter are:

WINDOW 1 - The "Prospect" information: Name, Address, and Contact.

***CUSTOMER NUMBER** - The next available customer number will appear and can be overwritten with an unused customer number up to 8 characters in length. When you press send to add the customer, if a duplicate number is encountered, the number entered will be incremented and retried until successfully added to the file.

***CUSTOMER NAME** - Enter up to 30 characters for customer name.

***ADDRESS 1, 2, and, 3** - Enter up to 30 characters on each line to define the customer's address (note that CITY, STATE, and ZIP are entered elsewhere).

***CITY** - Enter up to 15 characters for the name of the city or town.

***STATE** - Enter the two character state abbreviation. It will be validated against the A/R state file.

***SOURCE** - Enter the two character advertising source. It will be validated against the A/R source file.

***ZIP CODE** - Enter up to 10 characters.

(NOTE: If you enter a zip code without city and state, a city and state will be supplied from another customer's record with the same zip code, if one exists in the customer file.)

***SIC Code (Industry)** - This four character field is for a Standard Industry Classification code, classifying the customer by industry. It is validated against the A/R industry file.

***SEARCH NAME** - You can make an entry for later use in searching for a customer by name, or leave it blank. In which case, the first 12 characters of name will be automatically entered.

***TERRITORY** - This four digit numeric field is for a territory number, classifying the customer account by sales territory, truck route, etc, as you require. It is validated against the A/R territory file.

***BUSINESS and FAX ALT PHONE #'s** - Enter the area code and telephone numbers, such as "502-633-5700".

***ACCOUNT GROUP** - This numeric field is for the customer account group, classifying the customer account for use by the PROMPT A/R system. It is validated against the A/R group file.

***SALESPERSON** - This four digit numeric field is for the salesperson assigned to the customer. It is validated against the A/R salesperson file.

***DOC** - Enter the electronic routing document address. This consists of a prefix of "fax.", "prt.", or "www." If "fax." is used it must be followed by the customer fax number like it would be typed if sending a fax, and if "www." is used it must be followed by the email address of the customer.

***STATUS** - This is a user-defined field which is available for classification of customer accounts. It is validated against the A/R status file.

***TITLE** - Enter up to 20 characters as you desire; for example, "Purchasing Agent", "Buyer", etc.

***TYPE** - Must be "C" for "Customer" or "P" for "Prospect". If "C", WINDOW 2 becomes active during add and maintain customer operations; if "P" WINDOW 2 is not used. Only "Customers" can have sales and payments processed against them.

***CONTACT** - Enter up to 15 characters for the name of the person to contact (optional).

***OPEN** - The date the account was opened. During add a new customer it defaults to the system date on the first Add.

***LAST** - The last date the customer was contacted (optional).

***FOLLOW UP** - The next date to contact the customer (optional).

WINDOW 2 - "Customer" Information: Account limits, billing, etc.

NOTE: During add a new customer operations, many of the following fields will automatically be prepared with default information to speed data entry. You may overwrite any of these you desire, which will then become the defaults for subsequent adds until you F7 and exit the add screen.

***BILLING CODE** - A code used by the PROMPT Order Processing System to define how the customer is to be billed. Valid entries are:

BLANK - The customer is to be billed using the regular billing process.

"B" - The customer's purchases are to be billed to another account. Enter this account number in the bill-to field.

"C" - A combination of "B" and "S". The customer's purchases to be billed to another account and shipped to a different address. Enter the bill-to account number in the bill-to field.

***BILL-TO ACCOUNT NUMBER** - Required only if the BILLING CODE is "B" or "C". Enter the account number of the account which will be billed for this account's purchases. It will be validated against the A/R customer master file.

***TERMS CODE** - Enter a two digit numeric code to be used by the PROMPT Order Processing System to obtain specific terms of discount, etc., for this customer. It will be validated against the A/R terms file.

***PRICE LEVEL** - Enter a one digit numeric value to be used by the PROMPT Order Processing System to determine the appropriate price level within the PROMPT Inventory File. Prices Codes 1-8 relate to prices within the inventory file, codes 0 and 9 indicate that a price override is required.

***TAX CODE** - Enter two digit numeric value to be used by the PROMPT Order Processing System to define the customer's tax code. It will be validated against the A/R tax file; enter "0" (zero) for "tax exempt".

***TAX EXEMPT NUMBER** - Required only if TAX CODE is zero.

***SHIP VIA** - Enter a two digit code identifying the customer's UPS zone or ship via code. It will be validated against the A/R ship via file.

***PURCHASE ORDER AUTHORIZATION** - Valid entries are:

"N" - No Purchase Order Required,

"P" - Purchase Order Required,

"S" - Signature Required when order is picked up.

***CHARGE INTEREST** - Enter a "Y" if the customer is subject to a service charge on past due amounts.

***CREDIT LIMIT** - Enter the dollar amount of the credit limit. The default is defined in the A/R company file.

***ACCEPTS BACKORDERS** - Enter a "Y" if the customer accepts backorders from the PROMPT Order Processing System.

***PRINT STATEMENTS** - Enter a "Y" if the customer is to get a statement printed by the A/R system during regular billing cycles.

***SPECIAL PRICING** - This field is actually two fields. The first being Y/N and the second a customer number for special customer pricing. A "Y" is entered automatically by the special customer pricing program in the PROMPT Inventory Control System if the customer has special pricing by class code within the PROMPT Order Processing System. Once entered, PROMPT Systems maintain the code as required during the special price maintenance options of the inventory control system. An "N" means no special customer pricing exists for this customer.

If a "Y" is entered, it is also possible to enter a customer number for use in accessing special pricing arrangements shared by more than one customer. For example, assume you are now entering customer number 1000 and you desire this customer to have the same special customer pricing as defined in the Inventory Special Customer Pricing file for customer 500. In this case, you would enter a "Y" and 500.

***DISCOUNT PERCENTAGE** - If you wish the PROMPT Order Processing System to give this customer a percentage discount, enter it as "5.875" for 5.875%. This discount is calculated on the entire invoice amount. This field has nothing to do with the field "Special Pricing" above.

***RESELLER** - Enter a "Y" if the PROMPT Order Processing System is to tax line items bought for internal use as opposed to reselling.

***ACCEPTS SUBS** - Enter a "Y" if the PROMPT Order Processing System is allowed to substitute items for this customer.

The remainder of the fields in WINDOW 2 are for display only and cannot be entered or maintained.

***HIGH BALANCE** - The customer's highest account balance since becoming a customer.

***OPEN TO BUY** - A breakdown of the customer's open to buy amount can be seen in WINDOW 3 by pressing F4.

Enter, Maintain Customer Notes - Option 3 - Screen #BARPAY4

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAY4  +
| Customer No: ( 1000 ) Enter, Maintain Customer Notes      Alt Entry Y/N ( ) |
| Name, etc.:  Mid-American Control Corp.      George R. Arvin  502-633-5700 |
| Balance Due      7500.00 Last Pymt: 12/28/04      Last Contact...:(12/01/04) |
+ Current...:      7500.00 Last Sale: 12/18/04      Follow Up.....:(07/31/05)  +
| 1-30 Past:              Sls-MTD...: 23,267.40      Credit Limit...: 50,000.00 |
| 31-60 Past:              Sls-YTD...: 167,426.72      Open To Buy....: 42,500.00 |
| 61-90 Past:              Sls-LYR...: 543,238,70      High Balance...: 47,000.00 |
| Ovr90 Past:              S/C-YTD...: 0.00          Avg Days to Pay: 28      |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Data Entry Area                               |
| Command | Date      Seq      Customer Notes                               |
| (C,D,L) | (          )      (          )                               |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
| ( ) | 01/16/04 1      Discussed more business opportunities                               |
| ( ) | 12/01/04 2      On vacation to Bahamas until January                               |
| ( ) | *****                                               +
| ( ) |                                                           |
| ( ) |                                                           |
| ( ) |                                                           |
+ ( ) |                                                           +
| ( ) |                                                           |
| ( ) |                                                           |
| ( ) |                                                           |
| F0=Accept Input  F1=Customer Search  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Payment Inquiry  F5=Invoice Inq/Mntc  F6=Print Screen  F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is for credit review, collection and marketing notes and warranty information. You can enter unlimited notes for a customer and you can maintain the last contact date and follow up date on this screen. You can also retrieve warranty information relating to items sold by answering 'Y' in the "Alt Entry Y/N" field. Fields that can be viewed by customer or across customers are serial no., model no., invoice no., date, description and the number of months under warranty.

The entry and maintenance of notes is now explained.

***ALT ENTRY** - Enter a 'Y' if you wish to open additional fields on the notes screen for entry or view of product warranty information.

The data entry area is used to enter notes. There are three fields:

***DATE** - (Optional) Enter a date. If left blank the session date will be used, and once a date is entered it will repeat (see F3 next page).

***SEQ** - (Optional) If entering multiple lines for the same date, you do not have to enter the sequence number and the program will provide one equal to the highest sequence number for that date plus 10. Needs only to be entered if you wish to insert a note between two existing notes with the same date.

***CUSTOMER NOTES - Enter any desired data.**

Commands (C,D,L) The line commands are:

C=Change - If you enter 'C' in the command column to the left of a notes line and press the send/enter key the note field will become enabled. Type the new note over the old and press send/enter to update the record (F7 cancels the change).

D=Delete - If you enter 'D' in the command column to the left of a notes line and press the send/enter key, the note will be deleted.

L=Locate - If you enter 'L' in the command column to the left of a notes line and press the send/enter key, the notes lines will become the first line on the display of note lines.

The functions keys are:

F0=ACCEPT INPUT (send/enter key)

Press this key to accept commands entered, notes entered, notes changed or changes made to last contact date or follow up date.

F1=CUSTOMER SEARCH

Press this key to go to the customer search screen to search for a customer. An F7 from that screen will return you here.

F2=SCROLL REVERSE

This key will scroll customers or scroll notes or scroll the serial no., model no., or invoice no. for warranty items, depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, or anywhere in the section below data entry area, except serial no., model no., or invoice no., if Alt Entry is 'Y', the current customer's notes will be scrolled in reverse order. If the cursor is positioned on follow up date, you can scroll customer records reverse based on the follow up date. If the cursor is on serial no., model no., or invoice no. (assuming Alt Entry is 'Y'), the scroll is reverse across customers on the field where the cursor is positioned.

F3=SCROLL FORWARD

This key works exactly the same as F2 in forward sequence.

F4=PAYMENT INQUIRY

Press this key to go to the payment inquiry screen to browse payments. An F7 from that screen returns you here.

F5=INVOICE INQUIRY

Press this key to go to the invoice inquiry screen to browse invoices. An F7 from that screen returns you here.

F6=PRINT SCREEN

Press this key to print a picture of the screen on the user's hardcopy device.

F7=EXIT SCREEN

Press this key to return to the previous screen.

Credit Cards - Option 4 Screen #BARPAY5

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAY5 +
| Customer No: ( 1000 )   Enter, Maintain Credit Cards        |
| Name.....:  Mid-American Control Corporation                |
| Address 1..:  P. O. Box 937                               Acct Date.: 07/01/78 |
+ Address 2..:                               Fax Phone.:      502-695-8129 +
| Address 3..:                               Bus Phone.:       502-633-5700 |
| City,St,Zip:  Shelbyville, KY 40066-0937 Contact...: George R. Arvin |
|-----Data Entry Area-----|
| Command | Credit Card Number   Exp Date           Comments          |
| (C,D,L) | (           ) (           ) (           )          |
|-----|-----|-----|-----|
|         | 999 98 9999          02/05           His MasterCard      |
|         | 999 99 9999          01/04 Exp'd   His Visa              |
|         | *****              |
|         |                       |
|         |                       |
|         |                       |
|         |                       |
+         |                       |
|         |                       |
|         |                       |
|         |                       |
| F0=Accept Input F1=Customer Search F2=Scroll Reverse F3=Scroll Forward |
| F4=              F5=Add New Customer F6=Customer Inq/Mntc F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is for the entry and maintenance of a customer's credit cards.

The entry and maintenance of credit cards is now explained:

The data entry area is used to enter cards. There are three fields:

***CREDIT CARD NUMBER** - Enter the credit card number.

***EXPIRATION DATE** - Enter the month and year of expiration. For example, if the card expires in February of 2005, the correct format is "02/05".

***COMMENTS** - (Optional) Enter any comments you wish about the card.

Commands (C, D, L)**The line commands are:**

C=Change - If you enter 'C' in the command column to the left of a card line and press the send/enter key the expiration date and comment fields will become enabled. Type the new data over the old and press send/enter to update the record (F7 cancels the change) .

D=Delete - If you enter 'D' in the command column to the left of a card line and press the send/enter key, the card will be deleted.

L=Locate - If you enter 'L' in the command column to the left of a card line and press the send/enter key, that card line will become the first line on the display of cards.

The functions keys are:**F0=ACCEPT INPUT (send/enter key)**

Press this key to accept commands entered, cards entered, or cards changed.

F1=CUSTOMER SEARCH

Press this key to go to the customer search screen to search for a customer. An F7 from that screen will return you here.

F2=SCROLL REVERSE

This key will scroll customers or scroll cards depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the previous customer's data will be displayed, otherwise, the current customer's cards will be scrolled in reverse order.

F3=SCROLL FORWARD

This key will scroll customers or scroll cards depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the next customer's data will be displayed, otherwise the current customer's cards will be scrolled forward.

F5=ADD A NEW CUSTOMER

Press this key to go to the add a new customer screen to add a customer. An F7 from that screen returns you here.

F6=CUSTOMER INQUIRY

Press this key to go to screen #BARPAY3 for a full screen customer inquiry. An F7 from that screen returns you here.

F7=EXIT SCREEN

Press this key to return you to the screen that you brought you here.

Shipping Address/Instructions - File Maintenance - Sub Menu Option 5

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARPAY6  +
|                                     Shipping Address/Instructions File Maintenance |
|                                     |                                     |
| Customer No.: ( 1000   ) Mid-American Control Corporation |
|                                     P. O. Box 937 |
+                                     Shelbyville, KY 40066-0937 |
|                                     |                                     |
|-The shipping address and/or instructions entered below apply to this order-|
| Order Number.....: (           0 ) Enter zeroes if the information |
| Order Line Number.: (           0 ) below applies to all orders. |
|                                     |                                     |
+-Optional: Required only if different from 'Ordered By' Customer Address- +
| Ship to Name.....: (Mid-American Control Corp   ) |
| Address Line 1...: (1234 Warehouse Drive       ) |
| Address Line 2...: (           ) |
| Address Line 3...: (           ) |
+ City, State, Zip.: (Shelbyville   ) (KY) (40065   ) |
|                                     |                                     |
|-Optional: Shipping Instructions- |
+ Line 1.....: (No deliveries from 11:30 a.m. to 1:30 p.m.   ) |
| Line 2.....: (           ) |
|                                     |                                     |
|                                     |                                     |
| F0=Accept Input F1=Customer Search F2=Scroll Reverse      F3=Scroll Forward |
| F4=Clear Screen F5=Delete           F6=Customer Inq/Mntc  F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is for the entry and maintenance of the permanent shipping address of a customer where the shipping address is different from their mailing address. Also, shipping instructions can be entered in this file. You can enter a shipping address with no shipping instructions, shipping instructions with no shipping address, or both, however, if you enter shipping instructions you must enter an address even if the same as the customer address. This file is used by the PROMPT Order Processing System for order shipping information.

The fields are:

***CUSTOMER NUMBER** - Enter the customer number applicable to the shipping information involved. This field is used to hold a record of the address used to ship to a customer IF THE ADDRESS IS DIFFERENT FROM THE CUSTOMER BILLING ADDRESS.

***ORDER NUMBER** (Optional) - Enter an order number if applicable.

***ORDER LINE** (Optional) - Enter an order line number if applicable.

If both are blank or zero, this means "for all orders".

***SHIP TO Information** - (Optional) Enter if different from the the 'Ordered By' customer address.

***SHIPPING INSTRUCTIONS** - (Optional) Enter up to 2 lines of shipping instructions.

The functions keys are:

F0=ACCEPT INPUT (send/enter key)

Press this key to add new shipping information or to change existing records.

F1=CUSTOMER SEARCH

Press this key to go to the customer search screen to search for a customer. An F7 from that screen will return you here.

F2=SCROLL REVERSE

This key will scroll by customer order or order number/line number order depending where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the scroll is in reverse customer number order, otherwise the scroll is in reverse order number/line number order.

F3=SCROLL FORWARD

This key will scroll by customer order or order number/line number order depending where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the scroll is in forward customer number order, otherwise the scroll is in forward order number/line number order.

F4=CLEAR SCREEN

Press this key to clear all data from the screen, starting with the position of the cursor.

F5=DELETE

Press this key to delete a shipping information record.

F6=CUSTOMER INQUIRY

Press this key to go to screen #BARPAY3 for a full screen customer inquiry. An F7 from that screen returns you here.

F7=EXIT SCREEN

Press this key to return you to the screen that brought you here.

Payments/Adjustments - Option 6 - Screen #BARPAY7

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAY7          |
| Company# 1              Payments/Adjustments              |
| Customer Number.: (1000) Notes & Cards          Check,Card,Other:(#) (#,C,O,$)|
| Customer Name...: Mid-American Control Corp    Number...:( 1270          )|
| Customer Address: Shelbyville, KY 40066-0937 Total Amount...:( 1200.00    )|
| Balnc Last Stmt.:                               Amount Remain...:          |
| Invoice Number...: (          )                  Customer Balnc...: 7500.00      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|------( OPEN )-----+-----+-----+-----+-----+-----+-----+
|Cmd |Opt Amount Invoice Due Date Amount Paid + Adjs Discount Balance | |
|-?--|-----|-----+-----+-----+-----+-----+-----+-----|
|   |   |unapplied 12/18/04          312.50          312.50- |
|   |   | 100      12/12/04 12200.00    5900.00      17.52  6300.00 |
+   |   | 102      12/13/04  215.00          .00          .00   215.00 +
|   |   | 103      12/14/04 1200.00          .00          .00  1200.00 | | | | |
|   |   | 104      12/15/04  312.50          .00          .00   312.50 |
|   |   | 206      12/18/04  215.00-        .00          .00   215.00- |
|   |   |          |          |          |          |          |
|   |   |          |          |          |          |          |
+   |   |          |          |          |          |          |
|   |   |          |          |          |          |          |
|   |   |          |          |          |          |          |
+   |   |          |          |          |          |          |
|   |   |          |          |          |          |          |
|F0=Accept Input   F1=Customer Search  F2=Scroll Reverse   F3=Scroll Forward|
|F4=Show Alternate2 F5=Payment Inquiry  F6=Customer Inq/Mntc F7=Exit/Cancel |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is used to process PAYMENTS AND ADJUSTMENTS to customer accounts. It is similar in operation to the Invoice Inquiry screen in that it can be used to browse and maintain invoices, but the line commands and F-keys are geared towards making payments and adjustments.

To Make a Payment or Adjustment

Enter the appropriate customer number and optional invoice number (the display will align on this invoice). If you do not know the customer number, use F1 to go to the Customer Search screen and find it. An F7 from that screen returns you here.

To Enter "Payment Mode": If you are processing payments enter the form of the payment (#=Check, Money Order, C=Credit Card, O=Other forms of payment or \$=Cash), the check number, credit card, or other identifier, and the total amount remitted. Press F0 to start the payment process -- the Payment Form, Number, and Total Amount are locked in and payments may proceed until the Total Amount has been exhausted. Payments are made using the "P" line command or using F6 to Pay In Invoice Number Order ("Pay Oldest"). While these fields are locked the screen is said to be in "PAYMENT MODE".

If you are processing adjustments you do not need to enter payment mode, simply use the line commands explained below.

Once F0 is pressed the screen will fill with invoices. You can make the display show you only the "OPEN" invoice, only the "CLOSED" invoices, only the "MEMO" invoices, or "ALL" invoices by entering "O", "C", "M", etc., in the entry area above the invoice column of the display. Use F2 and F3, or F0 and the invoice entry area to scroll through the invoices to find the ones you wish to process. One note of caution: the time it takes for the screen to fill is proportional to the number of invoices that the program does not display. For that reason, if there are few - or no - invoices of the type you request, or many of the type you do not request, the time to process your request may increase. For example, it may take longer to fill the screen near the end of the month when closed invoices are waiting to be purged than after end-of-month processing when invoices are purged.

To process a payment or adjustment, enter the appropriate line commands in the column on the far left across from the invoices you wish to affect. If the payment or adjustment you wish to make does not equal the amount shown in the balance column on the far right of the display for that invoice, enter the amount in the corresponding "Optional Amount" column. Enter as many line commands as you wish and press F0 to process them all.

When making payments, as each line command is processed the remaining amount is shown in the upper right hand corner of the screen. When this amount drops to zero no further payments may be processed and the check, card, etc., is released. If you have processed all payments and an amount is left over, you may record this amount as unapplied cash by pressing F0 (with no line commands present). If you do not wish to record this amount as unapplied cash press F7.

Remember that you may enter a negative total amount or optional partial amount (for example, "-2500.00"). This is one way to correct for NSF checks or where a payment was accidentally applied to the wrong customer account.

When you are done processing payments and adjustments on one customer and wish to change customer numbers, simply type the new customer number, etc., in the appropriate fields and press F0. The scroll keys, F2 and F3 are cursor-sensitive and can be used to scroll to the next customer by placing the cursor on the customer number and pressing one of them.

The Line Commands are:

"P"=Payment - Pay the invoice balance or optional partial amount from the total amount. If the payment form is "C" (credit card) you will be prompted for a credit card validation code on the first "P" after pressing F0.

"A"=Adjustment - Adjust the invoice balance or optional partial amount. You will be prompted for a G/L account number to record the journal entries against, after which you press F0 to continue or F7 to cancel.

"BDFHSTXYZ"=Pre-defined Adjustments - Adjust the invoice balance or optional partial amount. The G/L account number to record the journal entries against is defined in the A/R account group record corresponding to the group number recorded in the invoice. The commands are for Bad Debt, Discount, Freight, Handling, Service Charge, Tax, and User-defined X, Y, and Z, respectively.

"C"=Change - This command takes you from the payments and adjustments screen to the invoice maintenance screen. All subsequent commands on the screen are canceled. This command is not active at all times. You can use this command to find a customer number when the only information you have is an invoice number. See screen #BARPAYA.

"I"=Invoice Inquiry - This command takes you from the payments and adjustments screen to the invoice inquiry screen. All subsequent commands on the screen are canceled. This command is not active at all times.

"-" and "+"="Move" an Amount - Moves the invoice amount or optional partial amount from one invoice to another. The "-" (MOVE FROM) must occur first before the "+" (MOVE TO) will be recognized. If a MOVE FROM has been recorded and the corresponding MOVE TO has not, the MOVE is said to be "pending". While a move is pending, many of the other commands and keys are locked out. An F7 cancels a pending move.

"L"=Locate - Place this invoice at the top of the display.

Payment Types

Pay By Line - Adjusts the payment amount within an invoice and its invoice balance. After entering payment mode (see above), enter "P" and an optional partial amount, if desired. If no optional amount is entered, the entire invoice balance is used. Press F0.

"Pay Oldest" - Pays all open invoices for this customer in invoice number order (which is usually oldest invoices first). After entering payment mode (see above), press F6. All open invoices will be paid until the total amount is exhausted. If the account balance is paid in full, all off-setting positive and negative invoices will automatically be closed.

Moves - Moves an amount from one invoice to another. Enter the "-" (MOVE FROM) command next to one invoice and an optional partial amount if desired. Press F0. Find the other invoice and enter the "+" (MOVE TO) command and an optional partial amount if desired. Press F0.

Discount Adjustments - Adjusts the discount amount within an invoice and its invoice balance. Enter "D" and an optional partial amount, if desired. If no optional amount is entered, the entire discount amount is used. Press F0.

Service Charge Adjustments - Adjusts the service charge within an invoice and its invoice balance. Enter "S" and an optional partial amount, if desired. If no optional amount is entered, the entire service charge amount is used. Press F0.

Tax Adjustments - Adjusts the tax amount within an invoice and its invoice balance. Enter "T" and an optional partial amount, if desired. If no optional amount is entered, the entire tax amount is used. Press F0. We recommend that ALL tax adjustments be made through Sales Order Processing and NO tax adjustment be made using this feature.

Pre-defined Adjustments - Adjusts the adjustment field within an invoice and its invoice balance. Enter "BFHXY" or "Z" (see above) and an optional partial amount, if desired. If no optional amount is entered, the entire invoice balance amount is used. Press F0.

Other Adjustments - Adjusts the adjustment field within an invoice and its invoice balance. Enter "A" and an optional partial amount, if desired. If no optional amount is entered, the entire invoice balance amount is used. Press F0, you will be prompted for a valid G/L account number. Enter it and press F0 to proceed or F7 to cancel.

Credit Memos - The payments and adjustments screen can process both positive and negative amounts. If an invoice balance is negative (for example, all unapplied cash records are negative) it can be applied to other invoices by use of the "Move" commands as explained above. Negative amounts can also be entered in any optional partial amount field for most of the payment and adjustment line commands. Use a negative amount and "P" to address NSF checks or to correct payments made against the wrong customer.

If you have a credit memo that is to be applied to a number of invoices, there is a way to accomplish this other than using the move. Enter the payment mode of operation using 'O' for "other" and enter an explanation in the check/card number such as "credit memo #206". Next, put a 'P' in the line command column for the credit memo and press the send key. This will cause the amount of the credit memo to appear in the amount remaining. Then enter a 'P' in the line command column for the invoices to which you desire to apply the credit memo just like you would apply a payment.

Write Off of Accounts Receivable to Accounts Payable

If you have the need to offset a customer A/R account to the same company's A/P account, the procedure is simple. Use the line command 'A' to adjust the accounts receivable invoices and enter a general ledger account (for example, 825 miscellaneous).

Then, go to the accounts payable system and enter a credit memo for exactly the same amount. YOU MUST USE exactly the same general ledger account as you used in accounts receivable (for example, 825 miscellaneous).

The function keys are:

F0=ACCEPT INPUT

Press this key to accept commands entered, to change customers, to locate a particular invoice, or to go to payment mode.

F1=CUSTOMER SEARCH

If the customer number is unknown, use this key to get to the Customer Search screen. An F7 from that screen returns you here. Not active during payment mode.

F2=SCROLL REVERSE

This key will scroll customers, credit cards, or scroll invoices depending on where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the previous customer's data will be displayed. If the cursor is on the payment number field the customer's previous credit card will be displayed (if any). Otherwise, the current customer's invoices will be scrolled in reverse order. Only the invoices may be scrolled during payment mode.

F3=SCROLL FORWARD

This key will scroll customers, credit cards, or scroll invoices depending on where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the next customer's data will be displayed. If the cursor is on the payment number field the customer's next credit card will be displayed (if any). Otherwise, the current customer's invoices will be scrolled forward. Only the invoices may be scrolled during payment mode.

F4=SHOW ALTERNATE n

Press this key to change the columns of the display. There are several "views" to choose from, each with a different combination of invoice file fields presented. The destination of the GO TO keys F5 and F6 are also altered.

F5=PAYMENTS INQUIRY (or other GO TO, see F4)

Press this key to go to the payments inquiry or other screens under control of F4. An F7 from that screen returns you here.

F6=GO TO CUSTOMER INQUIRY AND MAINTENANCE (or other GO TO, see F4)

Press this key to go to the customer inquiry or other screen under control of F4. An F7 from that screen returns you here.

-- OR --

F6=PAY IN INVOICE NUMBER ORDER ("PAY OLDEST") - Payment Mode

Once in payment mode, press this key to process payments in invoice number order until funds are exhausted.

F7=EXIT SCREEN

Use this key to exit this screen and return to the screen that brought you here.

If you know an invoice number but not the customer, or would like to view all payments with a particular invoice number to check for duplicates, press F1 until the top left hand corner of the screen says "Invoice". Enter the invoice number and press the send/enter key. Use F2 and F3 to scroll the records.

If you know a date when a payment was supposed to have been made and would like to browse the payments made on that day, press F1 until the top left hand corner of the screen says "Date". Enter the date as MM/DD/YY and press the send/enter key. Use F2 and F3 to scroll the records.

Note that F4 alters the columns of the display to provide alternate views of the data on file for your convenience.

The function keys are:

F0=ACCEPT INPUT

Press this key to locate records as defined by F1.

F1=ORDER BY ??????

Press this key until the order you wish the records to displayed in appears in the upper left-hand corner of the screen.

F2=SCROLL REVERSE

This key will scroll the payment records back one page.

F3=SCROLL FORWARD

This key will scroll the payment records forward one page.

F4=SHOW ALTERNATE n

Press this key to change the columns of the display. There are several "views" to choose from, each with a different combination of file fields presented.

F5=PAYMENTS AND ADJUSTMENTS

Press this key to go to the payments and adjustments screen to process new payments, etc. An F7 from that screen returns you here.

F6=INVOICE INQUIRY AND MAINTENANCE

Press this key to go to the invoice inquiry screen to browse or maintain invoices. An F7 from that screen returns you here.

F7=EXIT SCREEN

Use this key to exit the screen and return to the screen that brought you here.

Invoice Inquiry/Maintenance - Option 8 - Screen #BARPAY9

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAY9 +
|Company # 1              Invoice Inquiry/Maintenance          |
|Customer Number.:( 1000 )                                     |
|Customer Name...: Mid-American Control Corp.                 |
|Customer Address: Shelbyville, KY 40066-0937                 |
|Customer Balance: 7500.00                                     Bal Last Stmt.: |
+Invoice Number ( )                                           Unapplied Cash: 312.50 +
+-----+ ALL +-----+-----+-----+-----+-----+-----+
|Cmd | Invoice  Due Date  Amount  Paid + Adjs  Service  Discount  Balance |
|C,L |-----+-----+-----+-----+-----+-----+-----+-----+
|   | Unapp'd 05/18/04          312.50          312.50-|
|   | 100    12/12/04  12200.00  5900.00          17.52  6300.00 |
+   | 102    12/13/04   215.00    .00          .00   215.00 +
|   | 103    12/14/04  1200.00    .00          .00  1200.00 |
|   | 104    12/15/04   312.50    .00          .00   312.50 |
|   | 206    12/18/04   215.00-   .00          .00   215.00-|
|   |                                               |
|   |                                               |
|   |                                               |
|   |                                               |
|   |                                               |
|   |                                               |
|   |                                               |
|   |                                               |
|F0=Accept Input  F1=Customer Search  F2=Scroll Reverse  F3=Scroll Forward|
|F4=Show Alternate2 F5=Payments Inquiry  F6=Go To Bottom  F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is used to display all invoices and credit memos on file for a customer. Enter the customer number; if it is not known you may be able to locate it using the Customer Search screen (see F1 below). Enter the invoice number if you are interested in a particular invoice.

You can alter the display to display only "OPEN" invoices, only "CLOSED" invoices, only "MEMO" invoices, or "ALL" invoices by entering "O", "C", "M", etc., in the area above the invoice column of the display.

The line commands are:

C=Change - If you enter 'C' in the command line next to an invoice and press the send/enter key you will go to a full screen invoice maintenance screen. An F7 from that screen returns you here.

L=Locate - If you enter 'L' in the command line next to an invoice and press the send/enter key that invoice will be placed at the top of the display.

The function keys are:

F0=ACCEPT INPUT

Press this key to accept commands entered, to change customers, or to locate a particular invoice.

F1=CUSTOMER SEARCH

If the customer number is unknown, use this key to get to the customer search screen. An F7 from that screen returns you here.

F2=SCROLL REVERSE

This key will scroll customers or scroll invoices depending on where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the previous customer's data will be displayed, otherwise, the current customer's invoices will be scrolled in reverse order.

F3=SCROLL FORWARD

This key will scroll customers or scroll invoices depending on where the cursor is positioned when you press the scroll key. If the cursor is on the customer number, the next customer's data will be displayed, otherwise the current customer's invoices will be scrolled forward.

F4=SHOW ALTERNATE n

Press this key to change the columns of the display. There are several "views" to choose from, each with a different combination of invoice file fields presented.

F5=PAYMENTS INQUIRY

Press this key to go to the payments inquiry screen to browse payments. An F7 from that screen returns you here.

F6=GO TO TOP or BOTTOM

Press this key to locate the first or last invoice (in invoice number order) for the current customer.

F7=EXIT SCREEN

Use this key to exit the screen and return to the screen that brought you here.

Maintain Invoice - Sub-function of #BARPAY9

```

+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAYA  |
| Company # 1              Maintain Invoice                    |
|                                                                    |
| Last Aged On 12/31/04                                        |
|                                                                    |
+ Customer Number.: ( 1000 )                                     +
|                                                                    |
| Invoice Number..: ( 103      )      Invoice Amount.: 1200.00  |
| Transaction Code: ( 1 )          Group Number...: 1          |
| Cust Order Ref...: (PO 1247  )      Amount Paid....: .00     |
+ Terms Code.....: ( 1 )          Amount Adjusted: .00       +
| Session Date....: (12/13/04)      Service Charge.: .00     |
| Due Date.....: (01/13/05)        Discount Amount: .00     |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input  F1=              F2=Scroll Reverse  F3=Scroll Forward |
| F4=              F5=              F6=Inquiry        F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You will arrive at this screen by entering the "C"hange command on the invoice inquiry and payments/adjustments screens. See F3 below for information about finding a customer number when only the invoice number is known.

The purpose of the screen is to maintain certain fields in the invoice record. The fields that may be changed are listed below.

***TERMS CODE** - The terms code must be a valid code in the terms code file.

***SESSION DATE** - A valid date can be entered here.

***DUE DATE** - If this field is left blank, it will be calculated based on the session date and the terms code. If either of those two fields is blank, the due date will not be calculated. You can override the calculated due date simply by entering the due date you want.

***CUST ORDER REF** - You can maintain the order reference data.

***TRANSACTION CODE** - You can maintain the transaction code, and valid codes are: P, A, I, C, D for Payment, Adjustment, Invoice, Credit, and Disputed.

The function keys are now explained.

F0=ACCEPT CHANGES

Press this key to retrieve a record and to record changes.

F2=SCROLL REVERSE

This key will scroll through all invoices on file in customer number order or invoice number order, depending on where the cursor is located when the scroll key is pressed. If the cursor is on the customer number field the invoices are scrolled in reverse customer number/invoice number order, otherwise they are scrolled in reverse invoice number/customer number order.

F3=SCROLL FORWARD

This key will scroll through all invoices on file in customer number order or invoice number order, depending on where the cursor is located when the scroll key is pressed. If the cursor is on the customer number field the invoices are scrolled in customer number/invoice number order, otherwise they are scrolled in invoice number/customer number order. IT IS IMPORTANT TO UNDERSTAND THAT YOU CAN PUT THE CURSOR ON INVOICE NUMBER AND SCROLL WITH F3 TO THE DESIRED INVOICE WITHOUT REGARD TO THE CUSTOMER NUMBER INVOLVED. THIS IS HOW YOU FIND AN INVOICE WHEN YOU DO NOT KNOW THE CUSTOMER NUMBER.

F7=EXIT

Press this key to return to the screen that brought you here.

Miscellaneous Cash Receipts - Option 9 - Screen #BARPAYB

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARPAYB  |
|                               Miscellaneous Cash Receipts    |
| Company # 1                                                    |
| Misc. Cash Receipt Customer # -1                              |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                                                |
|          Check Number.....: ( 283 )                          |
|          Amount.....: ( 1067.00 )                             |
|          G/L Account #.....: ( 10-2342-1 )                   |
|          G/L Reference (Opt)...: ( Payment for scrap lumber   ) |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                                                |
| F0=Accept Input   F1=          F2=          F3=          |
| F4=          F5=Payment Inquiry   F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is used to process miscellaneous cash receipts (or miscellaneous cash payments if desired) that do not involve accounts receivable.

Entry of a check number is required. In the event of using this feature for cash over and short any number can be used in lieu of a check number.

The amount can be entered as positive or negative. A positive amount debits or increases cash and a negative amount credits or reduces cash.

A valid general ledger account number must be entered for the other side Of the cash entry.

The reference field is for entry of a journal entry reference. If no entry is made, the default will be the text 'MISC C/R' and the check number. A journal entry record and a payment record will be generated.

The payment records generated from this transaction will contain the miscellaneous cash receipts customer number shown at the top of the screen (established through the A/R Company file and entered as a customer in the customer master file). The payments can be browsed using this customer number from the payments inquiry screen (see F5, below). The account group used in applying journal entries, etc., is the one listed in the customer master file record for the miscellaneous cash receipts customer.

The function keys are:

F0=ACCEPT INPUT (send/enter key)

Press this key to accept the entry of data on the screen. Once accepted, the check number and amount are moved to the blank area on the right of the screen as a data-entry aid.

F5=PAYMENT INQUIRY

Press this key to get to the payment inquiry screen to browse payments. An F7 from that screen returns you here.

F7=EXIT SCREEN

Press this key to return you to the screen that brought you here.

Enter, Maintain EDI Data - Option 1 - EDI Batch Menu

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARBFM0  +
|                                     Full Screen EDI Batch Maintain |
| Locate Invoice: (          )                                     |
|                                     ----- (F4) -----      |
|                                                                 |
+ Cmmnd Invoice# Customer Reference Inv. Amt. Group Date Trms Slsm# +
| C,D,L+ *****+-----+-----+-----+-----+-----+-----+ |
| ( ) | 100      1000      Apt 27  2570.12          12/12/04  2   10 |
| ( ) | 101      2000      Proj 12  2942.14          12/13/04  2   10 |
| ( ) | 102      2500      Lot 52   846.12           12/13/04  2   20 |
+ ( ) | 103      1300      Apt 98  1642.15          12/14/04  2   20 +
| ( ) |
| ( ) |
| ( ) |
| ( ) |
+ ( ) |
| ( ) |
| ( ) |
| ( ) |
| ( ) |
+ ( ) |
| ( ) |
| ( ) |
| ( ) |
+ ( ) |
| ( ) |
| ( ) |
|
|F0=Accept Input  F1=Order by Customer#  F2=Scroll Reverse F3=Scroll Forward|
+F4=Show Tax/Paid F5=Batch Data Entry    F6=Go to Top     F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of option 1 on the EDI - Batch Menu is data entry or maintenance of invoice records in the ARINVBAT file. These invoice records are either entered into the file using this menu option or communicated into the file from a remote location.

Upon selection of option 1 on the EDI - Batch Menu, the above screen will appear.

The program has two screens, #BARBFM0 for browse or maintenance of records in the file; and #BARBFM1 for entry of new records into the file.

If you are on screen #BARBFM0 and you desire to enter invoices, press F5=Batch Data Entry which takes you to screen #BARBFM1.

*** Locate Feature (F6) ()**

The screen provides three separate ways to sequence the data to assist you in finding records in the file.

When the screen first appears, the default is Invoice. This means that the file is sequenced by the invoice number.

You have the option of pressing the F6 key to change the sequence to either Customer Number or Reference.

*** Command Column**

The three eligible commands which are entered to the left of an invoice line you desire to impact, are:

'C' for Change
'D' for Delete
'L' for Locate

If a 'C' is entered and you press send, the invoice will open to allow maintenance to eligible fields. If you desire to change a field which is not opened, you must delete the invoice line and enter the desired data.

If a 'D' is entered and you press send, the line will be deleted and the record is removed from the ARINVBAT file.

If a 'L' is entered and you press send, the record will go to the top of the screen, followed by subsequent records.

You may enter multiple commands on different lines in the command column.

The functions keys are now explained.**F0=ACCEPT INPUT (SEND KEY)**

Press this key when data is entered in the command column or maintenance is entered on the screen, or to locate a record with the data entered in the locate field.

F1=ORDER BY CUSTOMER #

Press this key to change the sequence of the data presented on the screen. The possible sequences are by Customer #, Reference or Invoice Number.

F2=SCROLL REVERSE

Press this key to present another screen of data, reading the file in reverse order.

F3=SCROLL FORWARD

Press this key to present another screen of data, reading the file in ascending order.

F4=SHOW TAX/PAID

Press this key to display the columns of tax amount and paid amount instead of group and date.

F5=BATCH DATA ENTRY

Press this key to go to screen #BARBFM1 and perform data entry.

F6=LOCATE RECORDS

Press this key to position the record at the top of the screen based on the data in the locate field.

F7=EXIT

Press this key to end the program.

***Customer** - The customer number, which is required, must be a valid customer in the customer file.

***Reference** - Any data up to ten characters in length is acceptable.

***Invoice Amount** - A positive or negative amount must be entered. In the reconciliation file, a negative number is treated as a credit; whereas, a positive number is a sale. A negative number can be entered with the minus to the left or to the right of the number. The decimal and trailing cents need not be entered and will be assumed. For example, if you enter '1', it will be accepted as '1.00'.

***Tax** - This is an optional entry.

***Amount Paid** - This is an optional entry.

***Terms** - A valid terms code must be entered, at least on the first line, and will be repeated on each line until entered again.

***Salesperson Number** - A valid salesperson number must be entered, at least on the first line, and will be repeated on each line until entered again.

The function keys are now explained.

F0=ACCEPT INPUT (ENTER KEY)

Press this key to accept a screen of data. All validations will occur and the number of lines accepted will be revealed.

The reconciliation file will be updated with the sales and credit totals, and the account group sales totals will be accumulated.

F7=PREVIOUS SCREEN/CANCEL

Press this key to cancel data entered on the screen but not yet accepted, or press this key to exit this screen and go to screen #BARBFM0.

Print EDI Batch Data - Option 2 - EDI Batch Menu

Selection of this menu option will print a report of data entered into the ARINVBAT file using menu option 1.

EDI/Batch Update - Option 3 - EDI Batch Menu

This menu option is used to update the Accounts Receivable System in a batch mode where Order Processing is done in a remote location and transactions are communicated electronically, or if the PROMPT Order Processing system is not used.

When this menu option is selected, the following screen will appear:

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARBAU0  +
|                                     EDI/Batch Invoice Update |
|                                     |                         |
| Company #: ( 1 ) |                                     |
|                                     |                         |
+                                     +-----+-----+-----+
|                                     |                         |
|                                     |                         |
|                                     |                         |
+                                     +-----+-----+-----+
|                                     |                         |
| This procedure should only be executed when you desire to   |
| update the accounts receivable system with invoices that   |
| were entered or transmitted in the batch maintain menu     |
| option. |
|                                     |                         |
+                                     +-----+-----+-----+
|                                     |                         |
| If you do not wish to execute this procedure, press F7.   |
|                                     |                         |
|                                     |                         |
|                                     |                         |
+                                     +-----+-----+-----+
|                                     |                         |
|                                     |                         |
|                                     |                         |
| F0=Begin Update          F1=          F2=          F3=      |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The batch update program reads the batch invoice file that must include the invoices and credit memos to update the accounts receivable system. The record format must be the same as PROMPT Business System Accounts Receivable invoice records.

Each invoice record read is matched to a customer number in the customer master file. If it is a valid customer number, the invoice is written to the open invoice file. The accounts receivable summary record is then updated with the amount of the invoice or credit memo. If no accounts receivable summary record exists, one is created. The sales month-to-date and year-to-date are updated in the customer master file. Next, the invoice record in the batch invoice file is deleted.

If an invoice record in the batch invoice file does not match an account in the customer master file, the invoice record is passed over and left in the batch invoice file for subsequent maintenance, or until the customer master record is added to the file.

After the batch update is completed, a report of all records left in the batch invoice file are printed.

An invoice register will also be printed listing all invoices that were passed to the open invoice file.

When this menu option is run, it looks at the company control file to determine if memo update is in effect (meaning that the month end processing is now in process). If it is, it flags each invoice as a memo invoice and updates the customer file accordingly. This means that these invoices will be ignored in the month end process. When the end of month processing is complete, the invoice records are set to regular invoices.

No journal entries are generated by the batch update program.

The function keys are now explained.

F0=BEGIN (send/enter key)

Press this key to begin the batch update processing.

F7=EXIT SCREEN

Press this key to exit the batch update program and return to the daily functions sub menu.

Enter, Maintain Control Totals - Option 4 - EDI Batch Menu

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARRECO  +
|                                     Account Group Reconciliation Maintenance |
|                                     |                                     |
| Locate Date: |                                     |
| (F1) (      ) |                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Command   Date   Group | Control   Control | Sales   Sales | +
| C,D,L | ***** |-----+-----+-----+-----+-----+-----+
| ( ) | 01/01/05 | 1 | 42670.12 | 1640.72 |
| ( ) |
+ | ( ) |
| ( ) |
| ( ) |
| ( ) |
+ | ( ) |
| ( ) |
| ( ) |
| ( ) |
+ | ( ) |
| ( ) |
| ( ) |
| ( ) |
+ | ( ) |
| ( ) |
|
|F0=Accept Input  F1=Order By Group      F2=Scroll Reverse F3=Scroll Forward|
|F4=Show Diffrence F5=Data Entry/CompletionF6=Go to Top      F7=Exit      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of Option 4 on the EDI - Batch Menu is to enter or maintain control totals of sales and credits from each account group for each business day. In the situation where data is transmitted from several locations, you can enter the control totals for each location to batch balance the data transmitted.

The program accumulates the total sales and credits for each account group and business day for which sales data is entered using Option 1 on the EDI Batch Menu.

Upon entry of the control totals of sales and credits using this program, a difference, if any, is determined - which represents the overage or shortage for the account group for the day.

This program consists of two screens, #BARREC0 and #BARREC1. The first screen is for browse or maintenance of records in the file ARRECFLE, and the second screen is for data entry.

If you are on screen #BARREC0 and you desire to enter control totals, press F5=Data Entry/Completion - which takes you to screen #BARREC1.

Screen #BARREC0 is now explained:

***Locate - Feature (F6) ()**

The screen provides two separate ways to sequence the data to assist you in finding records in the file.

When the screen first appears, the default is DATE. This means the data is sequenced by business date.

You have the option of pressing the F6 key to change the sequence to account group.

***Command Column**

The three eligible commands which are entered to the left of an invoice line you desire to impact are:

'C' for Change;
'D' for Delete;
'L' for Locate

If a 'C' is entered and you press send, the invoice line will open to allow maintenance to eligible fields. If you desire to change a field which is not opened, you must delete the invoice line and enter the desired data.

If a 'D' is entered and you press send, the line will be deleted and the record is removed from the ARINVBAT file.

If an 'L' is entered and you press send, the record will go to the top of the screen, followed by subsequent records.

You may enter multiple commands on different lines in the command column.

The function keys are now explained:

F0=ACCEPT INPUT (ENTER/SEND KEY)

Press this key when data is entered in the command column or maintenance is entered on the screen, or to locate a record with the data entered in the Locate field.

F1=ORDER BY DATE OR GROUP

Press this key to change the sequence of the data presented on the screen. The two possible sequences are Date or Account Group.

F2=SCROLL REVERSE

Press this key to present another screen of data reading the file in reverse order.

F3=SCROLL FORWARD

Press this key to present another screen of data reading the file in ascending order.

F4=SHOW DIFFERENCE/SALES

Press this key to display the columns of difference; charges and credits, or sales; charges and credits.

F5=DATA ENTRY/COMPLETION

Press this key to go to screen #BARREC1 and perform data entry.

F6=LOCATE RECORDS

Press this key to position the record at the top of the screen based on the data in the "Locate" field.

F7=EXIT SCREEN

Press this key to end the program.

Enter, Maintain Control Totals - continued - Option 4 - EDI Batch Menu

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARREC1  +
|          Account Group Reconciliation Data Entry          Recs Total |
|                                                                Entered  |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+
|          Date          Group          Control          Control          |
|          |          |          |          |          |          |          |
| *****| 01/01/05  *    1    * 42670.12  *    1640.72  | ***** |
|          |          |          |          |          |          |          |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input F1=          F2=          F3=          |
| F4=          F5=Complete Old Recs F6=          F7=Previous Screen/Cancel +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You will arrive at this screen, #BARREC1, by pressing the F5=Data Entry/Completion key on screen #BARREC0. The purpose of this screen is full screen data entry of control records that are not in the file for account groups' business days, or for the completion of control charges and credits where the sales data has already been updated into the file, but the control data has not.

The screen is now explained.

Each field of information to be entered is explained below:

***Date** - The business date for the control totals to be entered. A date must be entered.

***Group** - A valid account Group Number must be entered.

***Control Charges** - Enter the sales total for the business day and account group. A positive entry must be made, but an entry of zero is acceptable.

***Control Credits** - Enter the credits for the business day and account group. A negative entry must be made, but an entry of zero is acceptable.

The function keys are now explained:

F0=ACCEPT INPUT

Press this key to accept a screen of data. All validations will occur as the records are accepted, and the differences between the control totals and sales totals will be calculated.

F5=COMPLETE OLD RECORDS

If sales data has already been accumulated for which no control data has been entered, you will be shown the dates and account groups for which control data must be entered.

F7=PREVIOUS SCREEN/CANCEL

Press this key to cancel data entered on the screen but not yet accepted, or press this key to exit this screen and go to screen #BARREC0.

Print Control Report - Option 5 - EDI Batch Menu

The purpose of this report is to print the controls for all account groups for a particular business day.

The report will prompt for a Begin Date > and an End Date .

This means a date range for records you wish to print from the reconciliation file.

This report can be run at any time.

Daily Processing Menu - Option 3 - Print Daily Reports

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARPRS  +
|                               A/R Payments File Report Selection      #BARPRS0 |
| |
| Time Parameters - No entry means entire file. |
|       Begin date.....(01/01/05) |
+       End date.....(01/01/05) (Blank = Begin date) +
| |
| Report Sequence C=Customer Number....( C ) |
|       I=Invoice Number |
| |
+ Selection Parameters +
|       Company Number..... (    ) Required |
|       Account Group (Whse)..... (    ) No entry means all |
|       Include A/R Payments..Y/N ( Y ) Default is Y |
|       Include POS Payments..Y/N ( N ) Default is Y |
+       Include Adjustments...Y/N ( Y ) Default is Y +
|       Include Misc Cash Rec.Y/N ( Y ) Default is Y |
| |
|       Credit Cards Only....Y/N ( Y ) Default is N |
| NOTE: If credit cards only is selected, A/R, POS, and adjustments |
+       will default to N, regardless of the values entered. +
| |
| F0=Start Record Select F1=          F2=          F3= |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

First, this menu option automatically prints a report of today's payments, adjustments, and credit card payments by customer and invoice number.

The above screen #BARPRS0 will appear prior to printing the payments report. Should a reprint be required, on a date other than today, it can be accomplished by using menu option 8.

Master Menu - continued - Daily Processing**Daily Processing Menu - Option 3 - Print Daily Reports**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARJET0  |
|                               Transfer/Consolidate Journal Entries                               |
|                                                                 |
| G/L Company Number to Process          1                      |
|                                                                 |
| Number of A/R Entries Processed        75                      |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Total Debits                          3050.00                  |
|                                                                 |
| Total Credits                          3050.00                  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Number of G/L Entries Written          38                      |
|                                                                 |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Screen      F1=                F2=                F3=                |
| F4=                    F5=                F6=                F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Next, this option also prints a report of all the journal entries in the ARUPSFLE. The entries are then transferred and/or consolidated directly into the general ledger work file where they are available for maintenance and posting.

Following this transfer/consolidation, a summarized report of journal entries is printed. Screen #BARJET0 will appear like shown above when the journal entries are transferring.

Only one company's journal entries may be consolidated/transferred at a time. Each time a record in the A/R journal entry file is read, the A/R consolidation account file is also read. If the account number in the journal entry is an account to be consolidated, the amount is added to the appropriate (debit or credit) total in the consolidation account record.

If the account number in the journal entry is not to be consolidated, a record is written into the G/L journal entry work file, and the G/L batch header record is updated with the debit and/or credit amount of the journal entry.

In both cases (consolidated or not) the journal entry is deleted from the A/R journal entry file. At the end of a batch, the totals from the A/R consolidation account records are used to create summary journal entries. Each account to be consolidated will have a maximum of two entries, a debit and a credit. Journal entries for zero amounts will not be created. Then, each consolidation account will have its totals reset to zero for use by the next consolidation/transfer.

If the system crashes during this function, restarting is available. Simply use this option again. If the system finds any totals in any of the consolidation account records, you will be asked if you are restarting. Answer 'Y' if you are restarting and consolidation/transferring will continue. If you are not restarting, the system has found totals because a consolidation is being run elsewhere for this company. Answer 'N' and you will be given the chance to choose another company.

Option 4 - Print Open to Buy Report - Daily Processing - Sub Menu

This menu option prints a report by customer and account group and reflects the available credit or open to buy.

Option 5 - Print Customer Master Report - Daily Processing - Sub Menu

This menu option prints a report of all customers in the master file in alpha sequence based on the short search name.

Option 6 - Print Customer Mail Labels - Daily Processing - Sub Menu

This menu option prints one inch mail labels for customers in the master file in account number order. The name of the report specification is ARLABRPT.

Option 7 - Print Account Group Labels - Daily Processing - Sub Menu

The report will prompt for a group range and print.

Daily Processing Menu - Option 8 - Print Daily Reports

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARPRS0  +
|                                     A/R Payments File Report Selection |
|                                     |                               |
| Time Parameters - No entry means entire file. |
|       Begin date.....(01/01/04) |
+       End date.....(12/31/04) (Blank = Begin date) |
|                                     |                               |
| Report Sequence C=Customer Number....( C ) |
|       I=Invoice Number |
|                                     |                               |
+ Selection Parameters |
|       Company Number.....(      ) Required |
|       Account Group (Whse).....(      ) No entry means all |
|       Customer Number.....(      ) Optional |
|       Include A/R Payments.....Y/N ( Y ) Default is Y |
+       Include POS Payments.....Y/N ( Y ) Default is Y |
|       Include Adjustments.....Y/N ( Y ) Default is Y |
|       Include Misc Cash Receipts.Y/N ( N ) Default is N |
|       Credit Cards Only.....Y/N ( Y ) Default is N |
|       NOTE: If credit cards only is selected, A/R, POS, and adjustments |
+       will default to N, regardless of the values entered. |
|                                     |                               |
| F0=Start Record Select F1=          F2=          F3= |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu selection is to permit printing, or reprinting of a payments report for a particular time period, in the sequence specified with the payment records specified. Each field to be entered on the screen is now explained.

***Begin/End Date** - Enter the beginning and ending dates to be printed.

***Report Sequence** - Enter 'C' to print in customer sequence, or 'I' to print in invoice number sequence.

***Company Number** - Leave blank to print all companies, or enter the desired company number to be printed.

***Account Group** - Leave blank to print all account groups, or enter the desired account group number to be printed.

***Customer Number** - Enter a customer number to print a report with a From and To date of selected payment types for a specific customer.

***Include** - Enter a 'Y' to include each category of payment records, or an 'N' to exclude.

Initiate End of Month - End of Month - Sub Menu Option 1

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARINMO  |
|                          Initiate End of Month Update      |
|                                                                |
|                          **WARNING**                        |
|                                                                |
| This procedure should only be executed at the end of the month |
| after the last invoice or credit memo has been processed for  |
+ | the month. The PROMPT Business System Order Processing      |
| | program must be ended while this program is running.        |
| |                                                                |
| If you do not wish to execute this procedure, press F7.      |
+ |                                                                |
| Company #.....: ( 1 )                                       |
| Last Aged On.....: (11/30/04)                                  |
| Aging Date.....: (12/31/04)                                  |
|                                                                |
+ | Is this the last month in the year for accumulating sales    |
| | analysis by customers? (Y/N): (N)                            |
| |                                                                |
| Are files backed up? (Y/N)....: (Y)                            |
| |                                                                |
+ |                                                                |
| F0=Accept Input      F1=          F2=          F3=          |
| F4=                  F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

When the last invoice has been processed for the month, the order processing system must be put into memo update mode in order to begin processing orders for the next month while the accounts receivable end of month processing is being done.

A screen will appear as shown above when this option is selected.

This program performs these functions as follows:

- 1 - It sets a flag in the accounts receivable control file to indicate that memo update is in effect for all companies.
- 2 - It creates a control file (BSAR,ARGRP001) that the end of month processing has begun and this file remains until option 8 - Finalize End of Month is run.
- 3 - It captures the aging date for the end of month.
- 4 - It updates the number of accounts in the group file.

5 - After sending the sales analysis reports to spooler, the program clears the accumulated sales data for the month in the customer master file. If it is the end of the year, it rolls the accumulated sales totals for this year to last year and zero's this year. Therefore, the sales analysis by customer and sales analysis by salesperson reports will print as the result of executing this option.

There are four fields on the screen to answer for the program to execute, which are:

***Company #:** The company number will be displayed.

***Aging Date:** Enter the date for aging invoice to be used by the aging program.

***Is this the last month in the year for accumulated sales analysis by customer? (Y or N):** Answer with a 'Y' if the month you have just finished processing is the last month in the year for accumulating sales amounts in the customer master file. Otherwise, answer with an 'N'.

***Are Files Backed Up? (Y/N):** Answer with 'Y' as the system is automatically backed up daily.

Special Note:

You can process payments and adjustments for the month you are ending after you run this option, but complete all payments and adjustments processing before you run the aging option which is next on the menu.

If you are running the PROMPT Order Processing system, all terminals must be paused or ended for a 30 second or so period while you begin this process, then you can begin order processing again. This is for the purpose of coordination of A/R and order processing, and to set the memo flag which is to be read by the order processing program. Also, read the special note on page 74.

If you are using the average daily balance method of computing service charges, you might receive this message: WARNING, state file is out of sync! Consult your manual before continuing. This message is telling you that you have one or more customer accounts with a state address which does not exist in your state file. The problem cases have been added to the state file with a blank state name. Please refer to page 101 to determine the state codes involved. You may need to set up a conditional report to find the customer records.

If you have not completed the monthly cycle for the previous month by executing option 8 - Finalize End of Month, this option will not run and you will get a message such as EOM Cycle not properly completed.

Age Invoices - End of Month - Sub Menu Option 2

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARAGE1  |
|                                     Aging                      |
|                                     *** WARNING ***           |
| This procedure should only be executed at the end of the month |
+ | after the initiate end of month update procedure has been    +
| executed.                                                         |
|                                     *****                 |
| If you do not wish to execute this procedure, press F7.        |
+ |                                     Company #.....: 1          +
|                                     Aging Date.....: 12/31/04    |
|                                     .....                       |
+ |                                     .....                       +
|                                     .....                       |
|                                     .....                       |
| F0=Accept Input          F1=                F2=                F3=  |
| F4=                      F5=                F6=                F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 2 on the end of month menu will cause the above screen to appear.

The purpose of this menu option is to age all invoices, compute Interest on past due invoices, and purge closed invoices. Also a control is set in the company file indicating that aging has occurred.

When you age invoices using this screen, you are not asked if you desire to age and compute interest, or age without interest. However, the miscellaneous file maintenance menu includes an option named "company control file maintenance" which will enable you to cause the system to age each company with or without interest.

This option will NOT run unless you have successfully completed option 1 - Initiate End of Month and you will get a message such as EOM Cycle not properly completed.

Invoices are aged into five periods:

- 1) Not due (current) - the aging date is prior to due date. Also, all unapplied cash goes into the current category.
- 2) 1-30 days past due - the aging date is 1-30 days past the due date
- 3) 31-60 days past due - the aging date is 31-60 days past the due date
- 4) 61-90 days past due - the aging date is 61-90 days past the due date
- 5) Over 90 days past due - the aging date is over 90 days past the due date

There are two completely independent methods used to compute service charges on past due accounts. The first is called the "standard" method and the second is called the "average daily balance" method.

The company control file determines if service charges are computed at all based on a 'Y' in the field "compute service charges" (see page 81). The method is determined by the field "average daily balance" method. If a 'Y' is entered in this field, the average daily balance method is used, otherwise, the 'standard' method is used.

Using the "standard" method, interest is calculated on invoices that are past their due date as follows:

- The interest flag in the company control file must be 'Y'.
- The interest flag in the customer account must be 'Y'.
- The account balance for the customer must be a positive amount.
- The program ages the invoice and stores the number of days past the due date referred to as "Age Days"
- Next, the Age Days is reduced by the "Interest Days" (which is the last Age Days used to calculate interest).
- For example, assume an invoice is 25 days past due and has never had interest calculated before. The "Age Days" of 25 is reduced by "Interest Days" of zero. Therefore, interest is calculated on 25 days.
- Further, assume that one month later the invoice still has a balance due. The "Age Days" would be 55 days less interest days of 25, meaning interest would be calculated on 30 days.
- Interest is compounded, meaning that the interest charge is added to the invoice balance due. This becomes the base for the next interest charge, less any payments made prior to the next interest calculation.
- Interest can be paid on a credit memo, but not on unapplied cash. If you desire interest to be paid on a credit memo, a patch is available from Mid-American to permit this feature. The patch is #BARAGE, address 009E, 2 words EBCDIC. The data now is 'No', which means do not pay service charge on negative invoices. Change to 'Yes' if you desire this feature.

The formula used in the 'Standard' method to calculate interest on each eligible invoice is as follows:

1. The annual interest rate in the company control file is divided by 360 to obtain a daily rate.
2. The invoice age in days is subtracted from the age days with interest (the age the last time interest was calculated) to determine the number of days to calculate interest for this aging period.
3. If Free Days are entered in the company control file, they are subtracted from the number of days to calculate interest providing these free days have not been previously consumed.
4. The daily interest rate is multiplied by the number of days to calculate interest, in order to determine the rate of interest for this period.
5. This rate of interest for this period is then multiplied by the invoice balance due (which includes previously accumulated service charges) to determine the correct service charge for this period.

The function keys are now explained:

F0=ACCEPT INPUT (send/enter)

Press this key to start the aging process.

F7=EXIT SCREEN

Press this key to return to the end of month sub menu.

Print Aged Accounts - End of Month - Sub Menu Option 3

Selection of this option will cause a report to be printed of all aged accounts including their total amount due and reflecting this amount by aged category, plus, the unapplied cash amount. This report can be run at any time, even when you are not executing the end of month processing.

Print Statements - End of Month - Sub Menu Option 4

A screen will appear as shown below when this option is selected.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARSTM0  |
|                                     Print Statements          |
| Company#: ( 1 )                                           Printer:  $SYSPRTR |
| NON-ZERO Accounts Only                                   On STOCK Forms  |
| PRINT Zero Invoices                                     SEQUENCE Numeric |
| STANDARD S/C Method                                     |
|                                     *** WARNING ***          |
|                                     |
|                                     This procedure should only be executed
|                                     at the end of the period after aging has
|                                     been executed.
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     |
|                                     However, you can use this procedure at
|                                     any time you need a printed copy of a
|                                     customer account for analysis (see F4).
|
|                                     If you do not wish to execute this procedure, press F7.
| +---Press F4 to select print option; press F0 to start.-----+
| |                                     Print Analysis Copy of Account Number: (      ) |
| |                                     |
| | Include Payments?.....: ( Y ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     **** PLEASE SET PRINTER TO 12-PITCH BEFORE PROCEEDING ****
|
| F0=Begin Printing          F1=Align Statements  F2=          F3=
| F4=Scroll Print Options  F5=          F6=ELECTPRT  F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This selection is for the purpose of printing statements, and should be made only at the end of the accounting period, after the aging procedure has completed. However, you can use this option to print an analysis copy of a customer account any time during the month.

Statements will be printed on the printer identified in the printer control file with the name #BARSTM0. If no such record is in the printer control file, statements will print on the hardcopy device of the terminal executing the program.

Entry of the printer name ELECTPRT in this control file will cause all statements to be sent via fax or email for each customer with an entry of "fax." or "www." and a valid electronic address in their "DOC" field.

When all statements are printed, you will get a statement page with the heading of statement totals. The aged summary totals represent only the statements printed. There are two reasons a statement might NOT be printed: 1) the customer master file field 'Print Statement' is 'N' instead of 'Y'; 2) you decided NOT to print analysis copies because they were previously printed.

The function keys are now explained:

F0=BEGIN PRINTING (send/enter key)

Press this key to begin printing after you have used the F1 key to align the statement forms. At month end you will press the F4 key to select the print option you desire. At month end you will be asked if you want to include printing of any statements that have already been printed as analysis copies. Respond with a "N" if you do not want the analysis copies reprinted, and "Y" if you do want the analysis copies reprinted. Also, at month end if you have not aged invoices using menu option 2, you will get a warning message. When this occurs, you should press F7, age using option 2, then return to print statements.

F1=ALIGN STATEMENTS

Press this key to print the first two statements for the purposes of forms alignment. This alignment process can be done as many times as desired before beginning to print statements.

F1=PROGRESS REPORT (will appear on the screen when printing begins).

Press this key when printing is in progress to get a message of how many statements have been printed so far.

F4=SCROLL PRINT OPTIONS

Press this key to scroll through the available print options. If it is not used, statements will be printed for all customers with an account balance. (Please read parameter passing on the next page for more information). Also, statements will be printed for customers with a zero balance if they have any invoice or credit memo transaction records on file. The available options are:

1. PRINT AN ANALYSIS COPY
2. ALL ACCOUNTS
3. ALL PAST DUE ACCOUNTS
4. OVER 30 DAYS PAST DUE
5. OVER 60 DAYS PAST DUE
6. OVER 90 DAYS PAST DUE

The purpose of this selection option is to allow the printing of statements with aged balances in the selected range (for example, if option 4 were selected, statements would only be printed with aged balances 61 days and older).

F6=ELECTPRT

Press this key to direct the print to ELECTPRT to automatically email or fax the statement .

F7=EXIT

Press this key to exit the print statements screen.

F7=CANCEL (will appear when printing begins)

Press this key to end the printing of statements. Printing will terminate at the end of the next statement and totals will be printed for all statements printed.

Parameter Passing Using PROMPT Job Language (PJL)

The PROMPT Accounts Receivable statement printing varies by type of service charge method, and within each method there are print option features. The menu used to load the statement print program can be modified for either service charge method to alter printing as follows.

Possible Accounts Balance Conditions

> Print all accounts with balances greater than zero
Print all accounts with balances less than zero
= Print all accounts with balances equal to zero
Print all accounts with balances not equal to zero
A Print all accounts (positive, negative and zero)

Possible Zero Invoice Conditions

Y Print invoices with a zero balance
N Suppress printing of invoices with zero balance

Possible Forms Selections

S Stock forms (stock paper - printed literals)
O Own forms (your form - our pre-defined format)

The next page gives examples of changing the statement print parameters. This is accomplished by going to **PD** - Prompt Database management System, chose option **JLM**, enter **C** to change then:

The input definition file is: (**bsar.menufar2.menu**)

The input directory path is:

(**bsar.directory**)

Enter an * for both "The output definition file is" and "The output directory path is" and press enter.

Next enter **M** and press enter.

Finally tab to Option 4 and with the cursor under option 4 press F4 then press enter and you will be on the screen (#PJEMNUA) for the possible entries explained on the next page.

PJL Parameter Passing Defined

Extended Program Parameters Examples

8-Character Alpha 1: () Company Number (Blank = 1)
 2: ()
 3: ()

1-Byte Integers 1-6: () () () () () ()

**1-Character Alpha 1-5: (#) (Y) (S) (Y) ()

4-Byte Integers 1: ()
 2: ()

** The first 1-character alpha holds the account balance condition.
 The second 1-character alpha holds the zero invoice condition.
 The third 1-character alpha holds the forms type.
 The fourth 1-character alpha holds the Y/N for printing payments.

If no parameters are passed, the defaults are as follows:

Company Number: 1
 Account Balance Conditions: #
 Zero Invoice Conditions: Y
 Forms Selection: S
 Include Payments: Y

Print Accounts Owing ??? - End of Month - Sub Menu Option 5

This report will list all accounts having a total balance over ?? and customer telephone numbers for ease of reference. When the report starts you must enter a dollar amount to be used to print the selected cases. This report can be run at any time, even when you are not executing the end of month processing. If you are running the report from a desktop PC workstation you must press the backspace key one time before entry of the dollar value.

Print Worksheet - End of Month - Sub Menu Option 6

Selection of this option will cause a report to be printed of all accounts showing all invoices and credit memos on file by customer along with aging and total information.

Print Other Reports - End of Month - Sub Menu Option 7

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARPRS0  +
|                                     A/R Payments File Report Selection                                     |
|                                     |                                     |
|      Time Parameters - No entry means entire file.                                     |
|      Begin date.....(12/01/04)                                     |
|      End date.....(12/31/04) (Blank = Begin date) |
|                                     |                                     |
|      Report Sequence C=Customer Number.( C )                                     |
|      I=Invoice Number                                     |
|                                     |                                     |
|      Selection Parameters                                     |
+      Company Number          (    ) Required                                     +
|      Account Group (Whse)    (    ) No entry means all |
|      Include A/R Payments.....Y/N ( Y )   Default is Y |
|      Include POS Payments.....Y/N ( Y )   Default is Y |
|      Include Adjustments.....Y/N ( Y )   Default is Y |
|      Include Misc Cash Receipts.Y/N ( N ) |
|                                     |                                     |
|      Credit Cards Only.....Y/N ( Y ) Default is N |
|      NOTE:  If credit cards only is selected, A/R, POS, and Adjustments |
|              will default to N, regardless of the values entered. |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Begin Printing          F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Upon selection of this menu option, the following reports will automatically print.

A report of all payments and adjustments for the period, which will cause the above screen to be displayed.

A report of service charges computed on all accounts.

A report of journal entries for the service charges, which will cause a screen like shown on page 60 to be displayed.

A report of negative account balances.

Master Menu Option 3 - End of Year

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #PJLCP:: +
|                                     End of Year                #AR3MENU |
|                                                                     |
|                                                                     |
+                                                                     +
|          1 - Initialize Interest                                |
|                                                                     |
|                                                                     |
+                                                                     +
|          This procedure should only be run at the end of the year.
|          If you do not wish to execute this procedure, press F7 to
|          exit this menu.
|                                                                     |
|                                                                     |
|                                     Enter option
|                                                                     |
+                                                                     +
|          F0=Accept Option
|                                                                     |
|                                     F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Initialize Interest - End of Year - Sub Menu Option 1

When the end of month processing is complete for the last month in the year, this menu option must be executed to clear the accumulated interest charged field in the Accounts Receivable summary file.

If you do not compute interest on any account receivable accounts, this option does not have to be executed.

Initialize Interest - End of Year - Sub Menu Option 1

When you select this option, the following screen will appear:

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00      Mid-American Control Corporation          #PDFSEQ  +
|                                     PROMPT Database Management System V2.0      #PDFSEQ0  |
|                                     File Sequencing Facility                    |
|                                                                              |
|  1.  Data File SDNAME...: (ARSUMFLE)                                         |
|  2.  Field Number.....: ( 14 )                                             |
+  3.  Starting Value....: ( 0                                               ) +
|  4.  Incremental Value.: ( 0                                               ) |
|                                                                              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| If entry 2 is blank or 0, the number of records and fields per record of |
+ the file specified in entry 1 will be returned.  If entry 2 is not blank +
| or 0, then all records of the file will have the field specified in |
| entry 2 altered as follows:  If the field is a character (alphabetic) |
| field, the value specified in entry 3 will be stored in it.  If the |
| field is a numeric field, the records are read sequentially on index |
| 0 and the field receives the accumulated result of entry 4 and the |
| previous read, with the first record receiving the contents of entry |
| 3.                                                                              |
|                                                                              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input      F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The screen will display the file size and indicate the percentage of completion. As soon as the initialization is complete, the screen will disappear.

Master Menu Option 4 - Miscellaneous File Maintenance

Upon selection of option 4 on the master menu, the following sub menu for Miscellaneous File Maintenance will appear.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #PJLCP:: +
|                                     Miscellaneous File Maintenance      #AR4MENU |
|                                                                              |
|          1 -- Company Controls          8 -- Ship Via Codes          |
+          2 -- Account Groups          9 -- Territories          +
|          3 -- Salespersons          10 -- Industries          |
|          4 -- Source Codes          11 -- State Abbreviations          |
+          5 -- Status Codes          12 -- Forms Message          +
|          6 -- Terms Codes          13 -- JE Consolidation Accounts          |
|          7 -- Tax Rates          |
|                                                                              |
|                                     Enter Option          |
+                                                                              +
| F0=Accept Option          |
|                                                                              |
|                                     F7=Exit Screen          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The 13 programs used in the file maintenance system all use the same function keys which are explained on the next page.

Then each file maintenance program is explained with the screen illustration and each entry field discussed.

The function keys are now explained:**F0=ADD RECORD (Enter/send key)**

Press this key when a screen of information has been typed to be added to the file. If all data is valid, the file will be updated. Otherwise, the appropriate error message will appear.

F1=CLEAR ENTRIES

Press this key when you desire to clear the screen which will erase the data displayed in each field.

F2=DISPLAY REVERSE

Press this key to go to the previous record in the file. This data is available for viewing or change.

F3=DISPLAY FORWARD

Press this key to go to the next record in the file. This data is available for viewing or change.

F4=CHANGE RECORD

Press this key when the data for a record has been changed on the screen and you are ready to update the record in the file.

F5=DELETE RECORD

Press this key to delete a record from the file. You will be given the option to continue with the deletion (press F0) or to cancel the deletion request (press F7).

F6=FIND RECORD

Press this key when you have entered the key field of a record to be retrieved from the file. This will cause the screen to be completed with information from the record for viewing or change.

F7=EXIT SCREEN

Press this key to exit the file maintenance program and return to the miscellaneous file maintenance sub-menu.

F8=OFFER MORE KEYS (on a desktop PC workstation or dumb terminal)**F5=UNLOCK RECORD**

If the record displayed on the screen is locked, the word "LOCKED" will display in the upper part of the screen. Pressing F5 will unlock the record.

F6=PRINT SCREEN

Pressing F6 will print the screen to the hardcopy device printer.

Company Controls - File Maintenance - Sub Menu Option 1

When this option is selected the following screen will appear:

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARCOM0  +
|                                     Company File Maintenance |
| Company Number....:( 1 )                -- Aging & Statements Info -- |
| Company Name.....:(Mid-American Control Corp.) Purge Closed Invoices? ( Y )|
| Address 1.....:(P.O. Box 937              ) # Days After Closed: ( 30 )|
| Address 2.....:(                          ) Subtotal Ref Field? (   ) |
+ City, State, Zip.:(Shelbyville           ) (KY)(40066-0937)Prev Aged: 11/30/04 +
| Phone No.,Contact:(502-633-5700  (George R. Arvin ) Last Aged: 12/31/04  |
| Misc. Cash Receipts Customer No.: ( -1 )                In Memo Update?: ( N )|
| Order Entry Cash Customer Number: ( 1 )                EOM Aged?.....: ( N )|
| Make Zero Balance ARINVFLE Records in O/P?: ( N )      |
| ----New Customer Entry Information -----+---- Service Charges Information-|
+ Next Automatic Customer Number:( 1010 )|Compute Service Charges?.....:(Y)+
| Auto Increment Customer No. By:( 1 )      |Compute SC on Avg Dly Bal?....:(N)|
| Source.:(WI) SIC:(RETL) Terms Code:(2) |Interest Free Days.....: ( 0 )|
| Ship Via(UP) Tax Cd(6) COD Terms...(1) |Annual Interest Rate.....: (18.00)|
| SLspns#( 1 ) Status(B) CR Lmt( 1000 ) |Late Fee, if applicble...: ( .00)|
|---- General Ledger Information -----+--- Parent/Subsidiary Co. Info ---|
| Create G/L Journal Entries?....:( Y )      |A/R Company Type (P/S....:(   )|
| Use This G/L Company Number....:( 1 )      |A/R Company Type (P/S)...:(   )|
| Next G/L Batch Sequence Number:( 1062 ) |Customer Company No.....:(   )|
|                                     |
+                                     +
|                                     |
|                                     |
| F0=Add Record      F1=Clear Entries  F2=Scroll Reverse    F3=Scroll Forward |
| F4=Accept Changes F5=Delete Record  F6=Find Record      F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter company wide controls for the A/R system.

Each field on the screen is now explained.

***COMPANY NUMBER** - The company number 1 is assigned to the program for the company wide controls.

***COMPANY NAME** - Enter the name of the company which will print on various forms along with the address entered below (see option 12 - Forms Message File Maintenance).

***ADDRESS 1** - Enter the first line of the company address.

***PURGE CLOSED INVOICES** - Enter a 'Y' for yes or 'N' for no. Purge means that the aging program will purge closed invoices as explained under # Days After Close.

***# DAYS AFTER CLOSE** - If nothing is entered in this field, the aging program will purge a zero invoice record if the last transaction MONTH is different from the aging MONTH. For example, assume a zero invoice record with a last transaction date of 09/10/04. This record would NOT be purged at 09/30/04 when the aging program is executed, but it would be purged when aging is executed on 10/31/04.

If you desire to hold zero invoice records on the file longer than the system provides as explained above, enter the number of days in this field you desire to hold zero invoices.

If you enter a number of days, the system will examine this field each time aging is executed and purge zero records based on the number of days indicated after the last transaction date in the invoice record.

None of the above purging will occur if a 'N' is entered in the field "Purge Closed Invoices?" which is explained above. Otherwise, purging will occur as explained above if a 'Y' is entered.

It is important to understand that this "purge" DOES NOT purge the Sales Order Processing order header and invoice lines.

***ADDRESS 2** - Enter the second line of the company address, if any.

***SUBTOTAL REFERENCE FIELD?** (Y/N) - This should be 'Y' if you desire the statement print program to subtotal invoices based on identical data in the reference field of each invoice record. For example, assume you are using PROMPT Order Processing and sell to contractors who indicate a job as the reference on each invoice. If this question is answered with a 'Y' when statements are printed, all invoices with identical references will be grouped together and a subtotal printed for each reference. If 'Y' is indicated no subtotalling will occur.

***CITY, STATE, ZIP** - Enter the appropriate information for the company.

PREV AGED - Cannot be entered or changed. It is the last date of the previous month that aging occurred.

***PHONE NO, CONTACT** - Enter the company phone number and the contact person, if desired.

***LAST AGED** - Cannot be entered or changed. It is the last date that aging occurred.

***MISC. CASH RECEIPTS CUSTOMER NO.** - Enter the customer number to use for processing miscellaneous cash receipts. A -1 is recommended.

***MEMO UPDATE** - Cannot be entered or changed. If a 'Y' is displayed, it indicates that memo updating is in effect by order processing at this time. The PROMPT Order Processing system and accounts receivable system require coordination in that the order processing system constantly updates accounts receivable.

However, the accounts receivable system may require end of month processing time to close out a month, but order processing cannot wait while the closing is done. This problem is solved by order processing working in a memo updating mode while the accounts receivable end of month processing is executed.

***ORDER ENTRY CASH CUSTOMER NUMBER** - Enter the customer number to be used for cash sales. For example, this is the number to be used by order processing where a specific account is not desired, and a cash sale is made with no desire to record the sale to a regular customer account.

***EOM AGED** - This field cannot be changed. During the end of month processing, it will be blank or 'N' until aging is done, then will remain 'Y' until Finalize End of Month is run that returns it to 'N'.

***NEXT AUTOMATIC CUSTOMER NUMBER** - The system generates this number, but it can be overridden. It is used to assign account numbers to new customers. If the AUTO INCREMENT customer number is zero, this number must also be zero, and you must assign your own customer numbers.

***COMPUTE SERVICE CHARGES?** Y or N - This will tell the aging program if service charges are to be computed for this company when the month end aging procedure is executed. Actually, aging can be executed at any time, and should you desire to age without computing service charges, put an 'N' in this field.: Otherwise, if you want the aging program to compute service charges, put a 'Y' in this field.

NOTE: The term 'service charge' refers to both late fee charges and interest charges.

***AUTO INCREMENT CUSTOMER #** - The system will generate the next customer number by adding this number to the previous customer number. If the NEXT AUTOMATIC CUSTOMER NUMBER field above is zero, this number must also be zero, and you must assign your own customer numbers.

***COMPUTE SC ON AVG DLY BAL?** - A 'Y' will cause the aging program to compute service charges using the Average Daily Balance method, whereas, an 'N' will compute service charges on each individual invoice which is referred to as the 'standard' method. (See detail explanation of 'average daily balance' method beginning on page 83 and see a detail explanation of the 'standard' method on page 67).

***DEFAULT SOURCE CODE** - The default source code entered here will automatically be used upon entry of a customer in both accounts receivable where it could be overridden and in order processing.

***DEFAULT SIC CODE** - The default source code entered here will automatically be used upon entry of a customer in both accounts receivable where it could be overridden and in order processing.

***DEFAULT TERMS CODE** - If a default terms code is entered here it will appear on the add new customer screen when a new customer is added, and can be modified at that time, if desired. Also, it will be used when adding a customer by the order processing system, and can also be modified upon entry.

***INTEREST FREE DAYS** - The number of days entered here will be added to the due date of each invoice to determine when the invoice balance is subject to service charge.

***DEFAULT SHIP VIA** - If a default ship via code is entered here it will appear on the add new customer screen when a new customer is added, but can be modified at that time if desired. It will also be used as the default where a customer is added in order processing.

***DEFAULT TAX CODE** - The default tax code entered here will automatically be used upon entry of a customer in both accounts receivable where it could be overridden and in order processing.

***COD TERMS** - This entry is to identify to the order processing system the terms code for 'COD' sales.

***ANNUAL INTEREST RATE** - Enter the annual interest rate used to compute service charges for the invoice age method on past due accounts. This rate will be converted to a daily rate by dividing 360 (days) into the interest rate. This daily rate will be reflected in the field daily interest rate. The annual interest rate for the average daily balance method comes from the state file.

***DEFAULT SALESPERSON** - The default salesperson code entered here will automatically be used upon entry of a new customer in accounts receivable and order processing and can be overridden.

***DEFAULT STATUS** - The default status code entered here will automatically be used upon entry of a new customer in accounts receivable where it can be overridden and it will be used in order processing.

***DEFAULT CREDIT LIMIT AMOUNT** - If a default credit limit amount is entered here, it will appear on the add new customer screen when a new customer is added, but can be modified at that time, if desired. Also, it will automatically be used if customers are added by the order processing system.

***LATE FEE IF APPLICABLE** - Enter the late fee associated with past due accounts. This fee is used in aging, whereby, the aging program checks the daily interest rate field. If it is zero, the next check is to determine if a late fee is charged on all past due accounts. If you desire to charge a late fee on a past due account, enter the amount of the fee here. The response to the field above average daily balance method must be 'N' for this to work.

***CREATE G/L JOURNAL ENTRIES?** (Y/N) - Set this to 'Y' if you use the PROMPT General Ledger system and desire the A/R system to generate journal entries. Otherwise, set this to 'N'.

***PARENT/SUBSIDIARY COMPANY** - Information is not implemented at this time.

***USE THIS G/L COMPANY NUMBER** - Enter the number of the company to be used when reading the general ledger company control file and account file.

***NEXT G/L BATCH SEQUENCE NUMBER** - Cannot be entered or changed. It is used to provide the journal entries with a unique key from the A/R system.

Average Daily Balance Explained

Terms

- a) Session date - the date of the invoice
- b) Due date - the due date of the invoice, plus, free days, if any. Certain states are an exception in that the due date can be the invoice date. Refer to the state file for more information.
- c) Disputed - an invoice flagged with a 'D' in field 13.
- d) Payment or Adjustment date - the session date the payment or adjustment was processed.

Methodology

The average daily balance for each customer account is automatically computed retroactively at the end of the billing period while the invoice file is being passed for aging.

The technique is as follows:

For each customer eligible for an interest calculation, a table is built in memory with a field for each date in the billing period. See average daily balance table.

Entries in the Table

Invoices

Each invoice not paid in full prior to this billing period, and not flagged as disputed, is examined and the invoice amount added to the "amount" field in the table based on the due date of the invoice.

If the due date is prior to day zero, the invoice will be added to day zero. If the due date is after the last date in the table, it is not included in the table for this billing period.

Payments and Adjustments

Each payment and adjustment record processed during the period is examined and the amount of the payment or adjustment is subtracted from the "amount" field in the table based on the date processed.

Extending the Table

The "amount" field in the table is multiplied by the weight field in the table to produce the "result" field in the table.

Next, the result fields are summed for each day in the table giving the total result for the billing period.

Average Daily Balance

The average daily balance is then determined by dividing the number of days in the billing period into the total result for the billing period. A negative value is treated as zero.

Average Daily Balance Table
Example

Date	Day	Weight	Amount	Result
02/27/04	0	30	1000.00	30,000
02/28/04	1	29		
03/01/04	2	28		
03/02/04	3	27		
03/03/04	4	26		
03/04/04	5	25		
03/05/04	6	24		
03/06/04	7	23		
03/07/04	8	22		
03/08/04	9	21		
03/09/04	10	20	-1000.00	-20,000
03/10/04	11	19		
03/11/04	12	18		
03/12/04	13	17		
03/13/04	14	16		
03/14/04	15	15		
03/15/04	16	14		
03/16/04	17	13		
03/17/04	18	12		
03/18/04	19	11		
03/19/04	20	10		
03/20/04	21	9		
03/21/04	22	8		
03/22/04	23	7		
03/23/04	24	6		
03/24/04	25	5		
03/25/04	26	4		
03/26/04	27	3		
03/27/04	28	2		
03/28/04	29	1		
03/29/04	30	0		

10,000

Result Days Avg Dly Bal
10,000 divided by 30 = 333.33

Minimum Payment Explained

The minimum payment reflected on the statement, if the average daily balance method of computing service charges is selected, is the result of the following calculation:

1. Add the minimum payment from the previous statement.
2. Add one-third of new undisputed sales that have not appeared on a previous statement. (One-third is held in the file to be picked up automatically next month and one-third is held in the file to be automatically picked up month after next.)
3. Subtract payments made during the period.
4. Add one-third of sales that were new undisputed sales last month (note number 2 above).
5. Add the service charge for this month.
6. If the result is negative, print zero on the statement.

Account Groups - File Maintenance - Sub Menu Option 2

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARGRP0  +
|                                     Accounting Group File Maintenance                                     |
|                                     |                                     |
|      A/R Company Number.....: ( 1 )                                     |
|      Account Group Number...: ( 1 )  Number of Accounts.: ( 160)         |
| General Ledger Accounts for this Account Group, or Parent Company (If appli|
+  A/R.....: ( 120 )  Bad Debts.....: ( 810 )  cable)|
+  Cash.....: ( 101 )  Service Charge....: ( 993 )  +
|  Discount....: ( 960 )  X User Defined....: ( 972 )  |
|  Sales Tax ...: ( 427 )  Y User Defined....: ( 985 )  |
|  Freight.....: ( 703 )  Z User Defined....: ( 301-A )  |
|  Handling....: ( 704 )  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Subsidiary A/R Company Account Numbers (If applicable):                |
|  A/R Subsidiary Company Number: ( )                                     |
|  Transfer to Parent Acct #.....: ( )                                     |
| Account Group Name, Address and Contact Information                    |
|  Account Group Name.....: ( The Smith Store )                         |
+  Address 1.....: ( Shopping Center Plaza ) +
|  Address 2.....: ( 127 Southern Blvd. )                               |
|  City, State, Zip.....: ( Frankfort ) (KY) ( 40601 )                 |
|  Telephone, Contact Name.....: (502-875-2330) ( John Smith )         |
|  Collector's Initials.....: ( WM )                                     |
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Entries  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Accept Changes  F5=Delete Record  F6=Find Record    F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter general ledger account numbers and name and address of each account group to be entered in the A/R system. An account group is a store, or profit center within the A/R company. The accounts receivable system requires the account groups to match the Inventory system warehouse numbers.

G/L account numbers are not required if the company file indicates general ledger journal entries are not created.

Each field on the screen is now explained.

***ACCOUNT GROUP NUMBER** - Enter the number assigned to account group. Assuming you use the PROMPT Inventory Control these accounts groups must be the same numbers as the inventory control warehouse numbers.

***G/L ACCOUNT NUMBER FOR THIS ACCOUNT GROUP** - There are 11 fields for entry of the general ledger account number to be used by the accounts receivable system in passing journal entries to the general ledger. Nine of these account numbers correspond to adjustment codes used in the payments and adjustments screen #BARPAY7. See page 34 for these codes. The other two are A/R and cash.

***SUBSIDIARY A/R COMPANY ACCOUNT NUMBERS (IF APPLICABLE)** - This feature of the A/R system is not implemented at this time.

***ACCOUNT GROUP NAME, ADDRESS AND CONTACT INFORMATION** - Enter the name, address and contact information for the account group, if desired.

***COLLECTOR'S INITIALS** - Enter up to four characters to indicate the collector for the account group.

Salespersons - File Maintenance - Sub Menu Option 3

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARSLSO  +
|                                     Salesperson File Maintenance                                     |
| Company No....:( 1 )                                     Shares Commissions?:( N ) |
| Slspson No:( 1 ) Name:( John Doe          ) Territory#:( 0 ) |
| Commission Rate:(          )% Method(A,M,P):( A ) Pay Commissions if Paid?:( ) |
| Employee?:( N ) Emp.Number:(          ) Payroll Code:(          ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Today's Sales Activity -----+-----+-----+-----+-----+
| Sales: (12,875.50) Cost:(7,542.25) Margin:( 5,330.25) Grs Mgn %:(41.4%) |
| Units: (          12) #Inv:( 8 ) #Lines:(          40) Cr Memo:( 0 ) |
| Overrides:(          1)                                     Commission Amts:( 100.20) |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Today's Collections -----+-----+-----+-----+-----+
| Cash.:(          .00) Checks(          .00) Our Card(          .00) AMEX (          .00 ) |
| Diner:(          .00) Master(          .00) Visa....:(          .00) Gift (          .00 ) |
| Charge(          ) |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Other Sales Data -----+-----+-----+-----+-----+
| WTD Cost.:( 67,428.36) MTD Cost.:( 43,151.20) YTD Cost.:( 55,745.59) |
| WTD Comm.:(216,300.29) MTD Comm.:(121,059.86) YTD Comm.:(147,629.99) |
| This Year: Units Dollars #Inv Last Year: Units Dollars |
| WTD: 1,257.46 ( 2,111.74)(          ) |
| MTD: 36,747.98 ( 28,148.00)(          ) MTD: ( 67,826.90) ( 32,639.19) |
+ YTD: 376,836.21 (421,115.71)(          ) YTD: (671,629.18) (378,517.22) +
|
| F0=Add Record      F1=Clear Screen    F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire        F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter salesperson data into the A/R system. A salesperson number can also be entered into each customer master record. When a new customer is entered into the system or maintained, the salesperson number entered for each customer will be validated against this file.

The commission information entered in the salesperson file is not used anywhere in the accounts receivable system, but is for reference by order processing.

Selection of this menu option will cause this screen to appear. Each field of information to be entered is now explained.

***SHARES COMMISSIONS?** - No entry or maintenance -If a 'Y' appears in this field, it means that a commission sharing arrangement is established in the order processing system. Refer to the order processing commissions menu.

***SALESPERSON NUMBER** - Enter up to a four digit unique numeric salesperson number which is user determined. This number is used to identify the salesperson associated with each order.

***NAME** - Enter the name of the salesperson.

***TERRITORY NUMBER** - Enter the number of the territory associated with this salesperson.

***COMMISSION RATE** - Enter the commission rate for this salesperson. For example, a five percent commission is entered as 5.00.

***METHOD:A,M,P** - If commissions are to be paid, enter the commission method as 'A'=Commissions Computed on the Amount of Sale, or 'M'=Commissions Computed on the Gross Margin of the Sale, or 'P'=Commissions are based on the commission plans defined in the inventory system. If no commissions are involved, no entry is required.

The inventory system permits identification of a commission plan associated with each SKU. However, if an SKU has a plan entered but the salesperson file is coded 'A' or 'M', the commission plan is ignored and the 'A' or 'M' rules.

***PAY COMMISSIONS IF PAID?** - Enter a 'Y' if commissions are only to be paid if the customer has paid the invoice. This feature is NOT implemented in the PROMPT commissions system.

***EMPLOYEE?** - Enter a 'Y' if the salesperson is an employee and you will be entering the payroll ID number in the next field explained. Enter an 'N' if the salesperson is an independent contractor or agent and you will be entering the accounts payable vendor number in the next field explained. Otherwise, no entry is necessary.

***PAYROLL EMP#, OR VENDOR#** - If Employee=Y, you can enter the employee number in the PROMPT Payroll system used to pay this salesperson. If the employee number is 'N', this field holds the vendor number of the salesperson used in the PROMPT Accounts Payable system to pay this salesperson. If Employee=blank, no entry is required.

***PAYROLL CODE** - If the salesperson is an employee, enter the PROMPT Payroll System code for commissions.

--The section of the screen for **Today's Sales Activity** is for display only and does not allow the entry or changing of data.

--The section of the screen for **Today's Collections** is for display only and does not allow the entry or changing of data.

--The section of the screen for **Other Sales Data** is only for display and does not allow the entry or changing of data, except in the WTD, MTD, YTD commission fields and last year's MTD and YTD units and sales.

Source Code - File Maintenance - Sub Menu Option 4

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARSRC0  |
|                               Source Code File Maintenance    |
|                                                                     |
|                                                                     |
|                               Source Code.....:( DM )         |
|                               Source Code Name.....:( Direct Mail      ) |
|                                                                     |
|                                                                     |
|                                                                     |
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire         F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When this option is selected the above screen will appear.

Source Code is a field in the customer master file used to categorize accounts by advertising source to identify successful advertising campaigns to get new accounts. When a new customer is entered into the system or maintained, the source code entered for each customer will be validated against this file.

The two fields to enter are explained below.

***SOURCE CODE** - A two character user defined field to be used to validate source codes entered with new customers.

***SOURCE CODE NAME** - A 20 character field to describe the source code.

We have had customers use this parameter for "route". Refer to "How To Use Source as Route" on the PROMPT-USA web site under "support" then "How To do specific tasks".

Status Code - File Maintenance - Sub Menu Option 5

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARSTC0  |
|                               Status Code File Maintenance    |
|                                                                     |
|                               Status Code.....:( A )          |
|                               Status Code Name.....:( Active   ) |
|                                                                     |
|                                                                     |
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire        F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When this option is selected the above screen will appear.

The status code is a field in the customer master file which will be validated against this file when a new customer is entered or maintained. It is a user defined field.

The two fields to enter are explained below.

***STATUS CODE** - A one-character user defined field to be used to code accounts in any manner desired by the user. Typically, this is used to classify accounts for grouping in printed reports.

***STATUS NAME** - A 20 character field used to explain the code used.

Terms Codes - File Maintenance - Sub Menu Option 6

When this option is selected, the following screen will appear:

```

+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  10:00          PROMPT Accounts Receivable          #BARTRM0  |
|                                     Terms File Maintenance    |
| Terms Code.....:( 2 )                                         |
| Terms Description.....:(2%, 10 days, net 30 )                 |
| Terms Qualification....:( orders over $500 )                 |
| Terms discount Percent:( 2.00 ) 2nd%:( 0.00 ) 3rd%:( 0.00 ) 4th%:( 0.00 ) |
| If paid by no. of days:( 10 ) 2nd.:( 0 ) 3rd.:( 0 ) 4th.:( 0 ) |
| Qualification Amount...:( 500.00 )                            |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Days to 1st Due Date...:( 30 ) Months to 1st Due Date.....:( 0 ) |
| Days to 2nd Due Date...:( 0 ) Months to 2nd.:( 0 ) Percent.:( 0.00 ) |
| Days to 3rd Due Date...:( 0 ) Months to 3rd.:( 0 ) Percent.:( 0.00 ) |
| Days to 4th Due Date...:( 0 ) Months to 4th.:( 0 ) Percent.:( 0.00 ) |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Prox Flag (Y/N).....:( N )                                     |
| COD Flag (Y/N).....:( N )                                     |
| Use Last Aged Date? (Y/N)..:( N ) (Instead of invoice date) |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
+ F4=Maintain Record F5=Delete Record F6=Inquire       F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter terms codes and associated information to establish terms information to be used in both the PROMPT Accounts Receivable, Accounts Payable, Order Processing and Purchase Order systems.

A terms code is stored in the customer master file. When a new customer is entered into the system or maintained, the terms entered for each customer will be validated against this file.

Each field on the screen is now explained.

***TERMS CODE** - Enter a two digit numeric code which is user assigned.

***TERMS DESCRIPTION** - A 25 character description for the terms code. An example would be 2%, 10 days, net 30.

***TERMS QUALIFICATION** - This field is not used in the accounts payable system.

***TERMS DISCOUNT PERCENTAGE** - This is the percentage, if any, indicated in the description. For example 2.00%, as in 2%, 10 days, net 30.

***IF PAID BY NO. OF DAYS** - This is the number of days in the discount period, if any, indicated in the description. For example 10, as in 2%, 10 days, net 30.

***QUALIFICATION AMOUNT** - This field is not used in the accounts payable system.

***DAYS TO 1ST DUE DATE, MONTHS TO 1ST DUE DATE** - This is the number of days and/or months from the invoice date (or last aged date) to the due date. For example 30, as in 2%, 10 days, net 30.

The 2nd, 3rd and 4th percentage entries are optional.

- a) The screen allows the entry of up to four discount percentages and up to four due dates (expressed in days after invoice), each of which relate to a discount percentage.
- b) For example, assume you offer terms of 25% if paid in 10 days, 20% if paid in 20 days, 15% if paid in 30 days, 10% if paid in 40 days, and no discount if paid after 40 days.
- c) You would enter the following values for a terms code to accomplish the above example:
Terms Discount Percent:(25.00) 2nd (20.00) 3rd (15.00) 4th (10.00)
If Paid by No. of Days:(10) 2nd (20) 3rd (30) 4th (40)
- d) This terms code will be used for all customers and sales that get the above terms.

To explain by example, assume you sold merchandise to a customer with these terms and the sale was \$1,000. When the order is invoiced, the invoice amount will be \$1,000 and the initial discount of \$250 will be available from invoice date until 10 days. This means that if the customer pays within 10 days they pay only \$750. If they pay within the next 10 day period, they would pay \$800, the next \$850, the next \$900 and thereafter \$1,000.

This feature enables you to know the actual amount of accounts receivable, assuming all eligible discounts are taken. In addition, the amount of potential discount and due dates in the A/R record are updated as time passes without payment. This is accomplished by a calculation program which is reached from the A/R menu option 6 on the A/R Master Menu (Display Interim Age).

***PROX FLAG (Y/N)** - This field is used in connection with the days/months to 1st due date to calculate a due date. If you enter a 'Y', the due date will be calculated as number of days and months as reflected in the above fields. For example, if the days to 1st due date is '10' and the months to 1st due date is 1, and we are processing an invoice dated in the month of March, the due date would be April 10.

***COD FLAG** - This field is not used in the accounts payable system.

***USE LAST AGED DATE? (Y/N)** - This field works in conjunction with the last A/R aging date. It takes the last A/R aging date and adds the Days to 1st Due Date and Months to 1st Due date to determine the due date. For example, if the days to 1st due date is '10' and the months to 1st due date is 1, and the last A/R aging date is March (the day and year are not used) the due date would be April 10.

Tax Rates - File Maintenance - Sub Menu Option 7

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARTAX0  |
|                               Tax File Maintenance           |
|                                                                 |
| Tax Jurisdiction Code: ( 18 )                               |
| State.....: ( KY )                                         |
| Description.....: ( Taxable )                               |
+ If Non-Taxable, Enter an ID letter: ( N )                   +
|                                                                 |
| State Tax Rate: (6.00)%   Single Article Rate: (      )%    |
| Local Tax Rate: (      )%   Line Unit Threshold: $(      )  |
|                               =====                       |
+ Total Tax Rate:  6.00 %                                       +
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire        F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to set up tax codes and associated tax rates. The customer master file includes a field for entry of the tax code associated with a customer. When a new customer is entered into the system or maintained, the tax code entered for each customer will be validated against this file.

Selection of this menu option will cause this screen to appear. Each field of information to be entered is now explained.

***TAX JURISDICTION CODE** - Enter up to a four digit numeric unique tax code number which is user determined. This number is used in connection with a customer record to determine the tax jurisdiction of the customer.

***STATE** - Enter the applicable state code for taxable records only. Non taxable records apply to all states.

***DESCRIPTION** - This field is used for the description relating to the type of tax (i.e. taxable, non-taxable, etc.).

***IF NON-TAXABLE, ENTER AN ID LETTER** - This is used to code each non taxable category. These codes become the answer to the taxable question when entering a non taxable Inventory Item in the PROMPT Inventory Control System.

For example, you might use these codes to identify non taxable categories:

Tax Jurisdiction Code	Non-Tax	Description
2	R	Resale Certificates
3	A	Agricultural Certificates
4	E	Exemption Certificates
6	G	Government
7	C	Commerce
17	Z	Enterprise Zone

***STATE TAX RATE** - Enter the percentage of state tax. For example, 6.00%.

***SINGLE ARTICLE RATE** - Enter, if applicable, the percentage applicable to a single article tax such as in Tennessee.

***LOCAL TAX RATE** - Enter, if applicable, the percentage of local tax, if any. For example, 1.25%.

***LINE UNIT THRESHOLD** - This was designed for Tennessee tax but might apply in other areas. It is the maximum unit price to be taxed by a local tax rate. For example, an entry of \$1,800.00 means the local tax rate applies for each item purchased up to the amount of \$1,800.00 per item. Any amount above this is not taxable by the local rate.

Territory Codes - File Maintenance - Sub Menu Option 9

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #BARTER  |
|                               Territory Code File Maintenance    #BARTE00  |
|                                                                     |
|                                                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Territory Code.....:( 01 )
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Territory Name.....:( Western Region      )
|
|
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward  |
| F4=Maintain Record F5=Delete Record F6=Inquire         F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When this option is selected, the above screen will appear.

Territory Code is for use in classification of customers into sales territories. The territory number is also used to clarify salespersons into specified sales territories. The customer master file permits an entry for territory as does the salesperson file. The codes entered here will be used to validate territories when a new customer record or salesperson record is entered or maintained.

The two fields to be entered are now explained.

***TERRITORY CODE** - A two-digit numeric code that is user defined.

***TERRITORY NAME** - A 20 character description that explains the code entered.

Industry Code - File Maintenance - Sub Menu Option 10

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARIND  |
|                          Industry Code File Maintenance      #BARIND0  |
|                                                                |
|                                                                |
|                                                                |
+          Industry Code.....: ( MF )                          +
|                                                                |
|          Industry Name.....: ( Manufacturing Industry )      |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                                                |
|                                                                |
|                                                                |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record          F1=Clear Screen    F2=Scroll Reverse  F3=Scroll Forward  |
| F4=Maintain Record    F5=Delete Record   F6=Inquire          F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When this option is selected the above screen will appear.

Industry Code is for use in classification of customers into industry groupings such as SIC or Standard Industry Classifications. The customer master file includes a field for industry code that will be validated against this file when a new customer is entered or maintained.

The two fields to be entered are as follows:

***INDUSTRY CODE** - A four character field that is user defined.

***INDUSTRY NAME** - A 20 character field that explains the code.

State Abbreviation - File Maintenance - Sub Menu Option 11

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARSTA  +
|                                     State Abbreviation File Maintenance          #BARSTA0  |
|                                     |                                     |
| Locate...:                               Required only with Average Daily Balance|
| (F1)  ( )                               Interest Rate Include New Include Unpd +
| | Command | Abbr | Name          Rate  Class Purchases?  Fin. Charge? |
| | C,D,L   | **   | -----+-----+-----+-----+
| | ( )    | (CA) | ( California ) (18.00) ( A )    ( Y )    ( Y )    |
| | ( )    | (KY) | ( Kentucky  ) (18.00) ( A )    ( Y )    ( Y )    |
+ | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      +
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
+ | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      +
| | ( )    | ( )  | (           ) ( )      ( )      ( )      ( )      |
|
| F0=Accept Input   F1=Order by Class F2=Scroll Reverse   F3=Scroll Forward |
| F4=                F5=Data Entry    F6=Go to Top      F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When this option is selected the above screen will appear.

State code is entered as a part of the customer address. This file is used to validate the state codes as they are entered or maintained. The file comes already set up with the 50 states and territories, but can be changed as desired by the user. A second function has been assigned to this file if you elect to use the average daily balance method of computing finance charges. A blank entry is now allowed for assistance in entry of foreign countries.

Each screen and the data to be entered or maintained using this program is now explained.

Screen #BARSTA0 is for the purpose of browsing or maintaining data, whereas, screen #BARSTA1 is for the purpose of entering data.

Screen #BARSTA0 is now explained.

***LOCATE Feature (F1) ()** - The screen provides two separate ways to sequence the data to assist you in finding records in the file.

When the screen first appears, the default is ABBR. This means that the file is sequenced by the state abbreviation field.

You have the option of pressing the F1 key to change the sequence to rate class.

***COMMAND COLUMN** - The three eligible commands which are entered to the left of a state entry that you desire to impact are:

'C' for Change
'D' for Delete
'L' for Locate

- If a 'C' is entered and you press send, the line will open to allow maintenance to eligible fields. If you desire to change a field which is not opened, you must delete the line and enter the desired data.

- If a 'D' is entered and you press send, the line will be deleted and the record is removed from the ARSTAFLE file.

- If an 'L' is entered and you press send, the record will go to the top of the screen followed by subsequent records.

- You may enter multiple commands on different lines in the command column.

The function keys are now explained.

F0=ACCEPT INPUT (SEND KEY)

Press this key when data is entered in the command column or maintenance entered on the screen, or to locate a record with the data entered in the locate field.

F1=ORDER BY ????????

Press this key to change the sequence of the data presented on the screen. The possible sequences are by ABBR or CLASS.

F2=SCROLL REVERSE

Press this key to present another screen of data reading the file in reverse order.

F3=SCROLL FORWARD

Press this key to present another screen of data reading the file in ascending order.

F5=DATA ENTRY

Press this key to go to screen #BARSTA1 and perform data entry.

F6=LOCATE RECORDS

Press this key to position the record to the top of the screen based on the data 'Locate' field.

F7=EXIT SCREEN

Press this key to end the program.

State Abbreviation - File Maintenance - Sub Menu Option 11 - F5

```

+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARSTA1  +
|                                     State Abbreviation File Data Entry                                     |
|                                     |                                     |                                     |
|                                     |                                     |                                     |
|      Abbr          Name          Interest   Rate   Include:                                     |
|                                     |                                     |                                     |
|-----+-----+-----+-----+-----+-----+-----+-----+
| | (CA) | ( California          )          (18.00) ( A ) ( Y ) ( Y )          +
| | (KY) | ( Kentucky            )          (18.00) ( A ) ( Y ) ( Y )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
+ | ( ) | (                      )          ( )      ( ) ( ) ( )          +
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
+ | ( ) | (                      )          ( )      ( ) ( ) ( )          +
| | ( ) | (                      )          ( )      ( ) ( ) ( )          |
| F0=Accept Input F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=Previous Screen/Cancel |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You arrive at this screen when F5=Data Entry is pressed on screen #BARSTA0. The purpose of the screen is to enter records into the state abbreviation file.

The method you use to enter data will depend upon your desired approach to calculation of service charges. See page 81 of this documentation regarding calculation of service charges using either the daily average balance method of the individual invoice method. If you have selected the daily average balance method, you will enter data in all six fields on this screen. If not, you will only use the first four fields.

Each field is now explained.

***ABBR** - Enter the two character code that represents the state abbreviation.

***NAME** - Enter the full name of the state.

***INTEREST RATE** - Enter the annual interest rate applicable to the state if you use the average daily balance method, otherwise, enter a zero in this field.

***RATE CLASS** - This is a user defined field which you can use to group states with similar requirements. For example, if the state of California, Kansas and New York had similar rules you could assign them the same class simply for the purpose of getting them together on the screen for maintenance.

***INCLUDE NEW PURCHASES IN AVERAGE DAILY BALANCE** - Enter a 'Y' if new purchases are to be included in the average daily balance for finance charges, otherwise, leave blank. Where a 'Y' is entered, the aging program uses the invoice date (plus free days) to determine the date the invoice becomes subject to service charge rather than using the due date.

***INCLUDE FINANCE CHARGES IN AVERAGE DAILY BALANCE** - Enter a 'Y' if the finance charge is included in the average daily balance, otherwise, leave blank.

Forms Message - File Maintenance - Sub Menu Option 12

```

+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 14:00          PROMPT Accounts Receivable          #BARFMF  +
| Company#: ( 1 )          Forms Message File Maintenance     #BARFMF0  |
|                                                                    |
|          Statements          Price Report                    |
|          =====          =====                          |
| 1. Message                                                                    |
|   Number: ( 0 )          0=Current          Enter salesperson number +
|                                                                    |
|          1=1-30 Days Past Due          or 0 for all.          |
|          31=31-60 Days Past Due          |
|          61=61-90 Days Past Due          |
|          91=Over 90 Days Past Due          |
+-----+-----+-----+-----+-----+-----+-----+-----+
| 2. Form..: ( S ) S=Statements, P=Customer Price Report          |
|                                                                    |
| 3. Customer #: (      ) (Optional, blank=All customers)          |
|                                                                    |
| 4. Up to 3 lines of message.          |
|   ( You are a valued customer and we deeply          )          |
|   ( appreciate the prompt payment of your account.  )          |
|   (          )          |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record          F1=Clear Screen          F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record    F5=Delete Record          F6=Inquire          F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter optional messages to be printed on statements printed in the accounts receivable system and to enter optional printing in the Inventory Control Customer Price Report.

There are five messages for statements (form code 'S') that could be entered into the system numbered 0, 1, 31, 61 and 91. Each corresponds to a specific number of days past due (0, 1-30, 31-60, 61-90, 90+) for all customers.

One of these messages will be printed, depending upon the customer's account status. If the corresponding message is not in the file, no message will be printed.

You are also allowed to enter five customer-specific messages for any customer, one for each of that customer's past due statuses. If these specific customer messages are on file, they will be used instead of the default message. If no message is entered for an account status, no message will print. In order to always give a specific customer a specific message, regardless of their account status, the message must be entered in all five records.

See the next page for an explanation involving the Inventory Control Customer Price Report.

The PROMPT Inventory Control System provides for printing a customer specific price list. This forms message program allows entry of customer specific messages that will print on the customer specific price list.

The message can be established for a specific customer by using the customer number, or can vary by salesperson if desired by entering a different message for each salesperson without entering an associated customer number.

Item 1 on the screen will be 0 for all salespersons or enter the salesperson number for messages by salesperson.

Item 2 on the screen "FORM" must be a 'P'.

Item 3 on the screen will be the customer number only for customer specific messages.

Item 4 on the screen will be the message. The vertical lines | indicate where the inventory customer price report ends.

JE Consolidation - File Maintenance - Sub Menu Option 13

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05  14:00          PROMPT Accounts Receivable          #BARACT  +
|                                     Consolidated Accounts Maintenance      #BARACT0  |
|                                                                              |
|   G/L Company Number...: ( 1 )                                          |
|                                                                              |
+   G/L Account Number...: ( 450      )                                          +
|                                                                              |
|-----Current Totals-----|
|                                                                              |
|   For Accounting Period:                                                |
+                                                                              +
|   Debit Total.....:                               Credit Total.....:    |
|                                                                              |
|   Quantity from Debits.:                           Quantity from Credits.:    |
|                                                                              |
|   Original #DR Entries.:                             Original # CR Entries.:  |
|                                                                              |
|                                                                              |
|                                                                              |
+                                                                              +
|                                                                              |
| F0=Add Record      F1=Clear Screen   F2=Scroll Reverse   F3=Scroll Forward  |
| F4=Maintain Record F5=Delete Record  F6=Inquire         F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter general ledger accounts to be consolidated for purposes of summarizing entries to be passed to the general ledger.

Each field on the screen to be entered is now explained.

For example, entry of a payment on the screen #BARPAY7 explained on page 32 will produce a journal entry that will debit the cash account and credit accounts receivable. If you entered 20 payments you would get 20 entries to accounts receivable and 20 to cash, one for each payment.

Without consolidation of journal entries, you have a very detailed audit trail with reference back to the source document, however, you also have a lot of entries.

If you desire to summarize the entries, you simply enter the account numbers to be summarized and the rest is automatic. Typically, you enter only your A/R and cash account numbers.

If no account numbers are entered no consolidation will occur.

Each field on the screen to be entered is now explained.

***G/L COMPANY NUMBER** - Enter the general ledger number of the accounts to be consolidated.

***G/L ACCOUNT NUMBER** - Enter the general ledger account number to be consolidated.

Master Menu Option 5 - Miscellaneous Reports Menu

Upon selection of option 5 on the master menu, the following sub menu will appear.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  14:00          PROMPT Accounts Receivable          #PJLCP::  +
|                               Miscellaneous Maintenance Reports  #AR5MENU  |
|
| 1 - Print Company Controls          8 - Print Ship Via Codes          |
|
| 2 - Print Account Groups            9 - Print Territories            |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 3 - Print Salespersons              10 - Print Industries            |
|
| 4 - Print Source Codes              11 - Print State Abbreviations   |
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 5 - Print Status Codes              12 - Print Forms Message        |
|
| 6 - Print Terms Codes              13 - Print JE Consolidation Accounts |
|
| 7 - Print Tax Rates                14 - Print Shipping Information  |
|
|                                     Enter Option                |
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Option  F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The 13 maintenance programs found on master menu option 4 are supported on this reports menu by each option printing the files that are entered on menu option 4, plus, an option 14 to print shipping information.

Interim Age and Cash Forecast Report - Sub Menu Option 1

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 12/15/04                PROMPT Accounts Receivable                #BARIAG  |
|                          Interim Age and Cash Forecast Report      #BARIRS0  |
|                          |                                         |
| Interim Age Date.....: (12/15/04)                                |
|                          |                                         |
| Report Sequence A=Alpha Customer Name ( A )                      |
|                          N=Numeric Customer No.                  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Selection Parameters                                             |
|       Company Number.....( 1 )          Required                |
|       Account Group (Whse).....(   )    No entry means all     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|       Customer Number.....(           ) Optional                |
|                          |                                         |
| Cash Forecast Assumption                                         |
|       Assume terms discounts will be taken on unpaid invoices   |
|       not past due.....Y/N ( Y )                                |
|                          |                                         |
|                          |                                         |
|                          |                                         |
|                          |                                         |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input      F1=          F2=          F3=          |
| F4=          F5=          F6=Print Screen  F7=Exit          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 1 on the Interim Aging Menu will cause this screen to appear.

The purpose of this program is to 1) perform an interim aging of Accounts receivable, and; 2) if desired, calculate the amount of payments due based on the customer taking all terms discounts not past due, and; 3) revising the discount amount and due date of all invoices with multiple due dates.

To understand the third feature of revised discounts, an example is given below:

1. Terms codes explained with multiple due dates.
 - a) Terms codes are entered in menu option AR, 4, 6.
 - b) The terms entry program allows up to four discount percentages and up to four due dates (expressed in days after invoice), each of which relate to a discount percentage.
 - c) For example, assume you offer terms of 25% if paid in 10 days, 20% if paid in 20 days, 15% if paid in 30 days, 10% if paid in 40 days and no discount if paid after 40 days.

- d) You would enter the following values for a terms code to accomplish the above example:
Description Percentage (25.00) 2nd(20.00) 3rd(15.00) 4th(10.00)
Description Days..... (10) 2nd(20) 3rd(30) 4th(40)
- e) This terms code will be used for all customers and sales that get the above terms.
2. To explain by example, assume you sold merchandise to a customer with these terms and the sales was \$1,000.
 3. When the order is invoiced the invoice amount will be \$1,000 and the initial discount of \$250 will be available from invoice date until 10 days. This means that if the customer pays within 10 days they pay only \$750. If they pay within the next 10 day period they would pay \$800, the next \$850, the next \$900 and thereafter \$1,000.
 4. Therefore, the second feature of interim aging is to let you know the actual amount of your accounts receivable, assuming all eligible discounts are taken. In addition, the amount of potential discount and due dates in the A/R record are updated as time passes without payment, provided the 4th 1A is a 'Y'.
 5. When you run this option 1 "Interim Age and Cash Forecast Calculation", it assumes an interim age date of the system date (this is the date for recalculation of discount) and you can override the assumed date, a sequence code, (to determine the printing sequence under option 2, alpha is assumed), a company number (will always be 1) and the option to select 'Y' or 'N' regarding assumed discount (will always start with a 'Y' but can be changed to 'N').
 6. To illustrate our example, if this menu option was run with an interim age date that fell within the second discount period, the amount of discount would be changed from \$250 to \$200 and the due date adjusted accordingly. Obviously, if the calculation were run with an interim age date that fell within the third period, the discount would change to \$150 with the due date adjusted accordingly, etc.

Print Interim Age Report - Sub Menu Option 2

This report can be run after a calculation (option 1) is run, or you do not have to run the report each time you run the calculation. There is absolutely no requirement to run the calculation program every day. It is designed to run when you desire. Also, it is designed to be placed into an end of day menu step to automatically run each time you run end of day, if desired.

The report that is printed in option 2 will reflect the actual accounts receivable amounts per customer that can be expected, assuming they pay by the interim age date entered in option 1 and take their eligible discounts.

Print Past Due Report - Sub Menu Option 3

This report is one line per past due customer and includes the number of invoices past due, total amount of these past due invoices, as well as, total account balance.

This report is generated from file BSAR.ARIAGFLE.DATA, which is a work file generated from menu option 1, and contains a substantial amount of data for use in generation of past due letters.

Print Past Due Letters - Sub Menu Option 4

The letters are printed by PROMPT Word Processing. The menu is looking for a letter in the word processing directory named: PASTDUES.

Please refer to the PROMPT Business System Marketing and Word Processing Manual - page 6 for a detail explanation of how to modify the PASTDUES document to be applicable to your company.

