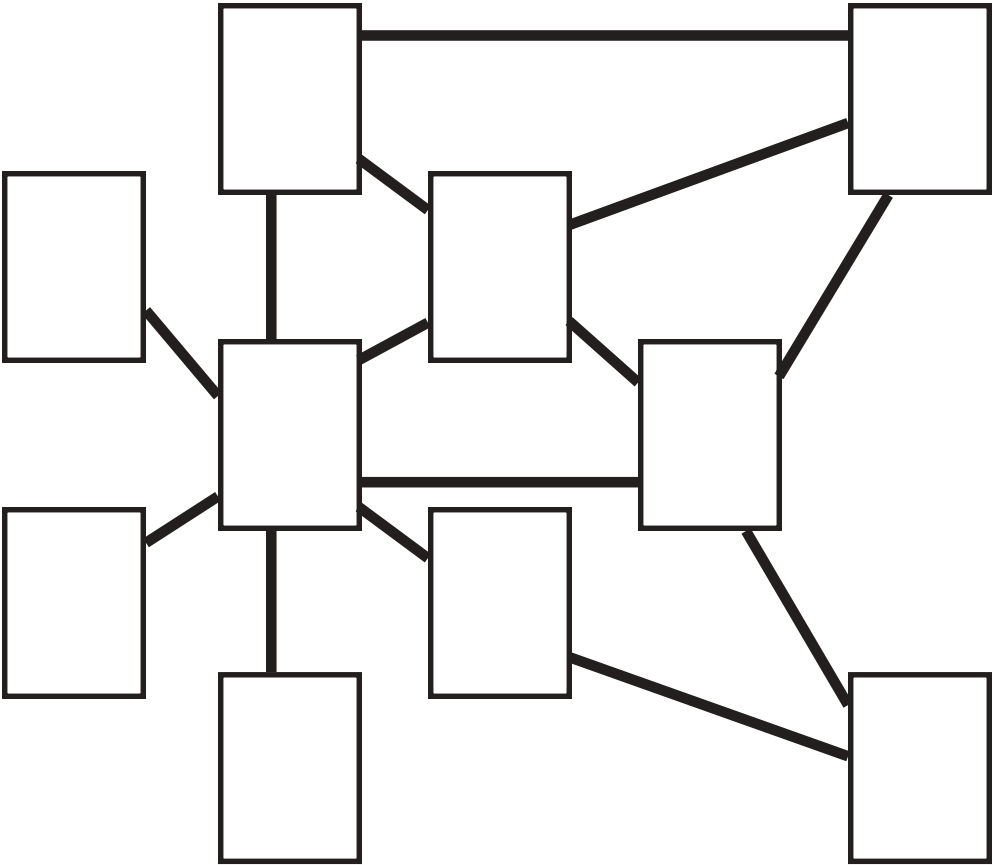


Total Order Plus Integrated Accounting Series Accounts Receivable

Integrated Accounting Series



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INTRODUCING THE ACCOUNTS RECEIVABLE SYSTEM

- ☐ Using This Guide
- ☐ Menu Structure

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

Part 1: Introducing the Accounts Receivable System

The Accounts Receivable System produces Period-End open invoice aging reports, customer statements and special statements by branch/department, a sales tax report and various customer sales reports. You can view a customer's open invoices and payments on account, cash receipts and invoice history, customer contact and cardfile information and print the customer information in various report formats.

Part 2: Defining the Accounts Receivable System.

How to customize and set up system parameters, view file sizing specifications, establish tax codes, General Ledger account numbers (if applicable) and menu password restrictions.

Part 3: Operating the Accounts Receivable System.

The Accounts Receivable System allows you to set up customers and be able to view customer sales period-to-date and year-to-date, average number of days to pay, open invoices and orders, invoice and check history, sales by product categories, customer special pricing and contact history.

Cash Receipts processing provides a way to pay open invoices, apply credit memos and update miscellaneous cash entries to the General Ledger (if applicable).

Special Statements include several print formats that enable you to provide your customers with detail statements by branch/department/cost center, along with a summary statement by branch.

File export capabilities provide a way to capture customer name and address information that can be utilized in specials mailings, Christmas card labels, etc.

Introducing The Accounts Receivable System

Part 4: Accounts Receivable Reporting System

The Accounts Receivable Reporting system offers customer masterfile detailed and summary formats, mailing labels, custom order form print, customer contract pricing list, delivery route report, customer sales by customer type and product category. Customer management reports include customer contacts, card files, next contacts, next contact with calendar and next contact history.

Part 5: Accounts Receivable Options Menu

The options menu let you view the customer masterfile by customer code or alphabetically, list all open invoices for NOF customers and regular customers, displays cash receipts history and customer sales by year. Maintenance programs include adding a new customer, customer types and discount level descriptions.

Accounts Receivable Menu Structure

```

Problems - F12:09/12/2012
File Edit View Database Communications Transfer Macros Help
Invoice Setup Print Invoice Print Header Copy Copy/Comment Add Quotes Back Quotes Send File F7 F11 F12
-----
Total Order Plus 2012.C
Menu: MAIN J      005 - Mindware Development Company      Term: T2
Time: 4:40 PM      Accounts Receivable      Date: 09/19/2012
-----
Accounts Receivable Main Menu
A. Accounts Receivable Definition Menu
The Accounts Receivable Definition Menu
C. Accounts Receivable Report Menu
-----
A/R Options Menu 3.0
A. Calendar      I. Cash Receipts      Q. Disc Level Desc
B. Calculator      J. Tax Codes      S. State Display
C. Chart of Accts      K. Add Customer      T. Serial Numbers
D. Customer Master      L. Customer Sales      U. Credit Code Mnt
E. Customer by Name      M. C/R History
F. MCF Customers      N. Ship To Listing
G. Open Inv Entry      O. Customer Type
H. Open Invoices      P. Division Codes
Selection (F1=Menu, F4=End, + Increase, - Decrease, * Up, + Max, ? Help):
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```

[illegible]

Visual Studio 2012 C# Project Properties - Company

Resource Types

Resources

Resource Types

- Agent Map, Location Map
- Member Overview, Aging
- Cash Receipts Menu
- Mail Workday Menu
- Location Update Menu
- Special Statement Menu
- Credit Risk Update
- Investment Forecasting Menu
- Investment File Menu

Resource Types

[illegible][illegible]

Introducing The Accounts Receivable System

Accounts Receivable System - Main Menu

Total Sales For 2012: \$1,145.00
Sales To: Accounts Receivable
Sales To: 01/01/2012

Accounts Receivable System Menu

- 1. Search Report Using SELECT File
- 2. Search Report By Date
- 3. Search Report With NO-CHRG NO
- 4. Cost Center Report With NO-CHRG
- 5. Customer Report With NO-CHRG
- 6. VOF Report With NO-CHRG
- 7. Modify Payment by Customer
- 8. Special Statement Change Order
- 9. Special Statement W/ Customer Range
- 10. Special Statement - All Sources
- 11. Summary Statement - All Line Total

Press option 000000 = Help

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- 8. Special Statement Change Order
- 9. Special Statement W/ Customer Range
- 10. Special Statement - All Sources
- 11. Summary Statement - All Line Total

Press option 000000 = Help

1

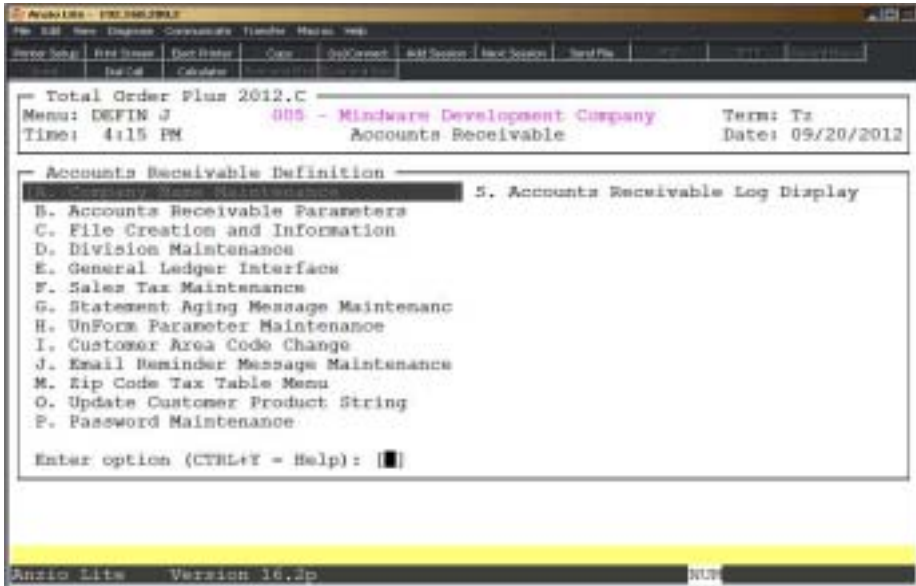
DEFINING THE ACCOUNTS RECEIVABLE SYSTEM

- ☐ **Company Name Maintenance**
- ☐ **Accounts Receivable Parameters**
- ☐ **File Creation and Information**
- ☐ **Division Maintenance**
- ☐ **General Ledger Interface**
- ☐ **Sales Tax Maintenance**
- ☐ **Statement Aging Message Maintenance**
- ☐ **UnForm Parameter Maintenance**
- ☐ **Customer Area Code Change Utility**
- ☐ **Email Reminder Message Maintenance**
- ☐ **Zip Code Tax Table Menu**
- ☐ **Update Customer Product String**
- ☐ **Password Maintenance**
- ☐ **Accounts Receivable Log Display**

Accounts Receivable Definition Menu

Overview

The Accounts Receivable Definition Menu lets you define your system parameters, view file sizing specifications, set up sales tax percentages, divisions, General Ledger account numbers for posting transactions to the ledger, email reminder messages, zip code table and establish password restrictions. Parameters allow you to specify a statement print format, aging calculation basis, finance charge calculation options and sales tax report formats.



Company Name Maintenance

Division: [00]

Name: [Mindware Development Company]

Address 1: [14175 Indian School Road]

Address 2: [Suite B4 PMB-609]

Address 3: [Goodyear, AZ 85395-8494]

Address 4: []

Federal ID: []

State ID: []

City ID: []

Ship Name: []

Address 1: []

Address 2: []

Address 3: []

City/St/Zip: [] [] []

Country: [US]

Is The Data Correct? (Y)es, (N)o, (D)delete or (E)nd: _

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Procedure

1. Choose Company Name Maintenance from the Accounts Receivable Definition Menu.

Press **F4** to return to the General Ledger Definition Menu.

Note: The division number displays on your screen. If you have multiple divisions, enter the division code to create or edit.

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

Note: The company name and address prints on all Accounts Receivable reports and screen headings.

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

Note: The Federal, State and City ID numbers are 'information only' fields.

4. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

Defining The Accounts Receivable System

5. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the data is correct and return to the Accounts Receivable Definition Menu.

Enter **N** to return to the company name field for editing. Go to Step 2.

Enter **D** to delete the company name record and return to Step 2.

Type **E** to end and return to the Accounts Receivable Definition Menu.

Accounts Receivable Parameters

Overview

Operating parameters tell the system customer specifics, statement format information, aging basis, whether or not to interface to the General Ledger and information needed to calculate late charges.

Do not change parameter questions after you enter data. Changing these fields could cause data corruption.

MASTERFILE PARAMETERS

Divisions:	[Y] [Division	Aging Basis:	[120] [Y]
CC Group:	[CUSTREP]	General Ledger:	[Y]
Code Size:	[7]	Year End Month:	[12]
Code Alpha:	[Y]	City/St/Zip:	[Y]
Default Sort:	[A] [01]	Ship-To Size:	[06]
Credit Password:	[]	Salesperson By Zip:	[Y]

A/R PARAMETERS

Balance Forward:	[N]	Next Invoice No:	[0001500]
Retain Paid Invs:	[Y]	Finance Charges:	[Y]
Preprinted Stats:	[N]	Calculation Type:	[F]
Statement Format:	[3]	Fixed Rate:	[1.50]
Print Terms:	[Y]	Update to AR, GL:	[N]
Tax Format:	[Y]	Calc on Fin Chgs:	[N]
		UnForm:	[Y] [1]

MASTERFILE DEFAULTS

Sales Tax Code:	[]	Ship Via Code:	[00] UPS Ground
Terms Code:	[10] Net 10 Days	Required Fields:	[N]

Is The Data Correct? (Y)es, (N)o or (C)ancel: █

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Procedure

1. Select Accounts Receivable Parameters on the Accounts Receivable Definition Menu.

Note: The parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 32.

2. Divisions:

Type **Y**+ the **Enter** key if you want your customer code to include division.

Type **N**+ the **Enter** key not to use divisions. Go to Step 3.

Press **F4** to return to the Accounts Receivable Definition Menu.

Enter up to a fourteen (14) character division description.

Defining The Accounts Receivable System

Press **F2** to return to the previous input field.

3. CC Group:

Use this field to create a credit card group. Each user that needs to be able to see the entire customer credit card number will have this group name in their User Maintenance record.

4. Code Size:

Code size is the number of characters in the customer number. Type the segment size (3-7) and **Enter**.

Note: The number you enter here determines the length of the customer code mask that appears when a customer code must be entered.

5. Code Alpha:

Type **N**+ the **Enter** key if the customer code will be numeric.

Type **Y**+ the **Enter** key to use alpha-numeric characters for the customer code.

6. Default Sort:

Type **A**+ the **Enter** key if you want the customer display to be in alpha sort key order.

Type **C**+ the **Enter** key if you want the customer display to be in customer code order.

Type **P**+ the **Enter** key if you want the customer display to be by telephone number.

Type **L**+ the **Enter** key if you want the customer display to be in location (zip code) order.

Type **S**+ the **Enter** key to be able to select a search option.

7. Column:

Type the default column **number**+ the **Enter** key for the customer selection display window:

1=Address Line 1

4=City

2=Telephone

5=State

3=Address Line 2

8. Credit Hold Pswd:

Type a password for customers with a credit hold status and **Enter**.

Press the **Enter** key if you do not want to enter a password.

9. Aging Basis:

Type **90**+ the **Enter** key if you want aged invoice column headings of current, 30, 60 and 90 days.

Type **120+** the **Enter** key if you want aged invoice column headings of current, 30, 60, 90 and 120 days.

10. General Ledger:

Type **Y+** the **Enter** key if you are using the General Ledger.

Type **N+** the **Enter** key if you are not interfaced to the General Ledger.

11. Year-End Month:

Type the **month+** the **Enter** key for the month you close out the year in Accounts Receivable (1-12).

12. City/St/Zip:

Type **Y+** the **Enter** key if you want the city, state and zip codes to be separate fields in the customer masterfile.

Type **N+** the **Enter** key if you want the city, state and zip code combined on one address line in the customer masterfile.

13. Ship-To Size:

Type the **number+** the **Enter** key for the size of your ship-to and branch codes (1-12).

14. Salesperson By Zip:

Type **Y+** the **Enter** key to assign salesperson codes by zip code.

Type **N+** the **Enter** key not to assign salesperson zip codes.

Note: The Salesperson Zip Code Table must be set up to answer Y. The maintenance program is located on the Accounts Receivable Definition Menu. Access 'File Creation and Information' on the Order Entry Definition Menu to create the salesperson zip code file.

15. Balance Forward:

Type **N+** the **Enter** key if you want to retain all invoice detail from month to month.

Type **Y+** the **Enter** key if you want to remove all open invoices and summarize into one balance forward record during month-end processing.

16. Retain Paid Inv:

Type **Y+** the **Enter** key to keep paid invoices on file so they appear on the customer statement. They are removed during Period-End Processing.

Type **N+** the **Enter** key to delete paid invoices from the open invoice file when payments are processed.

17. Preprinted Stmt:

Type **Y+** the **Enter** key to use pre-printed statement forms.

Defining The Accounts Receivable System

Type **N+** the **Enter** key to let the system print company name and address information when printing statements.

18. Statement Format:

Type **1+** the **Enter** key to print a small standard statement (7 inch).

Type **2+** the **Enter** key to print a large standard statement (8 1/2 x 11).

Type **3+** the **Enter** key to print a large remittance statement.

Type **4+** the **Enter** key to print a small remittance statement.

Type **9+** the **Enter** key if your statement is a custom format.

19. Print Terms:

Type **Y+** the **Enter** key to print the terms code description in the header portion of the statement.

Type **N+** the **Enter** key not to print terms code on the statement.

20. Tax Format:

Type **Y+** the **Enter** key to utilize multiple tax percentages for State, County and Local sales tax.

Type **N+** the **Enter** key to have only one sales tax percentage per tax code.

21. Next Invoice No:

Type a starting invoice number for 'Open Invoice Data Entry' and **Enter**.

22. Finance Charges:

Type **N+** the **Enter** key if you do not want to calculate late charges during Period-End Processing. Go to Step 26.

Type **Y+** the **Enter** key to define the late charge parameters.

23. Calculation Type:

Type **C+** the **Enter** key to enter a calculation rate for each customer in the Customer Masterfile. Go to Step 24.

Type **F+** the **Enter** key to enter a fixed calculation rate. Go to Step 23.

Type **V+** the **Enter** key to enter a variable rate in 'Late Charge Calculation' during 'Period-End Processing'. Go to Step 24.

24. Fixed Rate:

Enter the fixed calculation rate and **Enter**.

Note: Finance charges are entered as a period rate rather than an annual rate (i.e. if your annual rate is 18 percent, enter 1.5 percent).

25. Update to AR, GL:

Type **Y**+ the **Enter** key to add late charges to the amount due on invoices and distribute them to the General Ledger and the Accounts Receivable Customer Masterfile.

Type **N**+ the **Enter** key to calculate late charges without adding them to the amount due or posting to A/R and G/L. The amount will appear only as a memo on customer statements.

26. Calc on Fin Chgs:

Type **Y**+ the **Enter** key to have late charges calculated on previous late charges. When late charges are calculated, outstanding late charges are included in the calculation.

Type **N**+ the **Enter** key if you do not want late charges figured on previous late charges.

27. UnForm:

Type **Y**+ the **Enter** key if you are using UnForm for statement formats.

Type **N**+ the **Enter** key if you are not using UnForm.

Note: The system will prompt you for number of statement copies to print.

28. Sales Tax Code:

Type a valid default tax code for new customers and **Enter** or type **?**+ the **Enter** key to display the Sales Tax Code Selection window.

29. Terms Code:

Type a valid default terms code for new customers and **Enter** or type **?**+ the **Enter** key to display the Terms Code Selection window.

30. Ship Via Code:

Type a valid default ship via code for new customers and **Enter** or type **?**+ the **Enter** key to display the Ship Via Code Selection window.

31. Required Fields:

Type **Y**+ the **Enter** key to default terms, tax, ship via, salesperson and type codes on a new customer or type **N**+ the **Enter** key to not require these defaults.

32. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y**+ the **Enter** key to accept the date and relink the General Ledger interface file.

Type **N**+ the **Enter** key to edit the information. Go to Step 2.

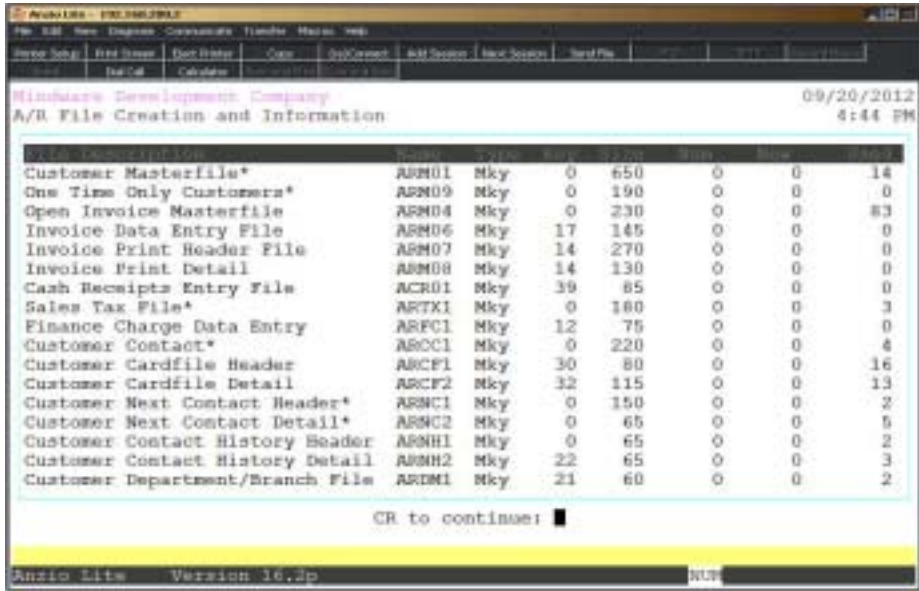
Type **C** to return to the Accounts Receivable Definition Menu without saving changes.

Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?

File Creation and Information

Overview

File Creation And Information lets you view individual data files in your Accounts Receivable system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



File Description	Name	Type	Key	Byte	Sum	Max	Used
Customer Masterfile*	ARM01	Mky	0	650	0	0	14
One Time Only Customers*	ARM09	Mky	0	190	0	0	0
Open Invoice Masterfile	ARM04	Mky	0	230	0	0	83
Invoice Data Entry File	ARM06	Mky	17	145	0	0	0
Invoice Print Header File	ARM07	Mky	14	270	0	0	0
Invoice Print Detail	ARM08	Mky	14	130	0	0	0
Cash Receipts Entry File	ACR01	Mky	39	85	0	0	0
Sales Tax File*	ARTX1	Mky	0	180	0	0	3
Finance Charge Data Entry	ARFC1	Mky	12	75	0	0	0
Customer Contact*	ARCC1	Mky	0	220	0	0	4
Customer Cardfile Header	ARCF1	Mky	30	80	0	0	16
Customer Cardfile Detail	ARCF2	Mky	32	115	0	0	13
Customer Next Contact Header*	ARNC1	Mky	0	150	0	0	2
Customer Next Contact Detail*	ARNC2	Mky	0	65	0	0	5
Customer Contact History Header	ARNH1	Mky	0	65	0	0	2
Customer Contact History Detail	ARNH2	Mky	22	65	0	0	3
Customer Department/Branch File	ARDM1	Mky	21	60	0	0	2

CR to continue: █

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Division Maintenance

Overview

The Division Maintenance program lets you enter a code and title for each division. When you enter a customer in the Customer Masterfile, you enter a division code as part of the customer code. This allows various reports to subtotal by division.

The screenshot shows the 'A/R Division Code Maintenance' window in the Anzio Lite software. The window title bar reads 'Anzio Lite - 1703440294'. The menu bar includes 'File', 'Edit', 'Data', 'Database', 'Transfer', 'Macro', and 'Help'. The toolbar contains buttons for 'Print Setup', 'Print Screen', 'Exit Data', 'Copy', 'Copy Command', 'Add Section', 'New Section', 'Text File', 'Find', 'Find All', 'Calculate', 'Quit', and 'Quit All'. The main area displays 'Mindware Development Company' and 'A/R Division Code Maintenance'. The date and time are '09/20/2012' and '4:47 PM'. A table shows 'Division: [00]' and 'Description: [Mindware]'. The 'Used:' column shows '31'. At the bottom, a prompt asks 'Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:'. The status bar at the bottom shows 'Anzio Lite Version 16.2p' and 'NUM'.

Division:	Description:	Used:
[00]	[Mindware]	31

Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd: █

Procedure

1. Select Division Maintenance from the Accounts Receivable Definition Menu.

2. Division:

Type up to a two (2) character division code and **Enter**.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. Description:

Enter up to a twenty-four (24) character description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Enter **Y** to accept the category. Return to Step 2.

Enter **N** to edit the category description. Return to Step 3.

Enter **D** to remove the category from the system. Return to Step 2.

Enter **E** to return to the Accounts Receivable Definition Menu.

General Ledger Interface

Overview

The General Ledger Interface program allows you to enter account numbers you will use when posting transactions to the General Ledger. If you do not have the General Ledger, you must still use account titles for the General Ledger Distribution Report.

If you have divisions, you must enter account numbers for each division you specified in Division Maintenance.

Minchware Development Company 09/20/2012 5:04 PM

A/R General Ledger Interface

Division: [00] Minchware

A/R Returner:	[110]	Accounts Receivable
A/R Cash:	[100]	Bank of America
Receivables:	[110]	Accounts Receivable
Sales Discount:	[510]	Discounts
Sales Tax:	[210]	AE Sales Tax
Freight:	[520]	Freight
Finance Charge:	[110]	Accounts Receivable
Comm Expense:	[110]	Accounts Receivable
Comm Payable:	[220]	Salesperson Commissions

Is The Data Correct? (Y)es, (N)o, (D)delete or (C)ancel: █

Anzio Lite Version 16.2p

Procedure

1. Select General Ledger Interface on the Accounts Receivable Definition Menu.

2. Division:

Type a division number+ the **Enter** key. The name of the division displays on the screen or type **?** to display the Division Selection window.

Press **F2** to print a division listing.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. A/R Returns:

Type the account number for Returns & Allowances and **Enter** or type **?** to display the Account Number Selection window.

Defining The Accounts Receivable System

*Note: You can access the Account Number Selection window for each of the following accounts by type ?+ the **Enter** key at the account number field.*

4. A/R Cash:

Type the account number for your cash account and **Enter**.

Press **F2** to return to the prior input field.

5. Receivables:

Type the accounts receivable account number and **Enter**.

6. Sales Discounts:

Type the sales discount account number and **Enter**.

7. Sales Tax:

Type the sales tax account number and **Enter**.

8. Freight:

Type the freight account number and **Enter**.

9. Finance Charge:

Type the finance charge account number and **Enter**.

10. Comm Expense:

Type the salespersons commission expense account number and **Enter**.

11. Comm Payable:

Type the salespersons commission payable account number and **Enter**.

12. Is The Data Correct? (Y)es, (N)o, (D)elele or (C)ancel:

Type **Y** to accept the data. Go to Step 2.

Type **N** to edit the data. Go to Step 3.

Type **D** to remove the account numbers from the system. Go to Step 2.

Type **C** to return to the Accounts Receivable Definition Menu without saving changes.

Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?

*Type **Y** to save parameter changes and return to the Accounts Receivable Definition Menu.*

*Type **N** to return to the Accounts Receivable Definition Menu.*

Sales Tax Maintenance

Overview

Sales Tax Maintenance allows you to set up tax jurisdiction codes to decide the amount of sales tax to apply to each invoice. This simplifies calculating tax for customers from different sates with different amounts of sales tax and different laws for taxing freight charges.

Sales tax totals are kept period-to-date and year-to-date for each tax code and can be printed during End-Of-Period Processing. Daily sales tax totals are also printed as part of the daily closing procedure.

Arzio Lite - TELNAMES

File Edit View Database Communicate Transfer Macros Help

Invoice Setup Print Invoices Print Status Copy Zip/Convert Add Taxes New Taxes Save File F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

ACME Stamp And Sign 02/18/2013 12:39 PM

A/R Tax Code Maintenance

Tax Code: [A2] Used: 4

Description: [Arizona Sales Tax]

Sip Table: [N] Freight Taxable: [N]

State Tax: [1.000] County Tax: [0.300] Local Tax: [8.000]

P-T-D Sales:	[123.00]	P-T-D Tax:	[11.44]
Q-T-D Sales:	[123.00]	Q-T-D Tax:	[11.44]
Y-T-D Sales:	[123.00]	Y-T-D Tax:	[11.44]
Total Sales:	[150.74]	Freight:	[7.45]

Is The Data Correct? (Y)es, (N)o, (D)elete or (C)ancel: █

Arzio Lite Version 16.2p

Procedure

1. Choose Sales Tax Maintenance on the Accounts Receivable Definition Menu.
2. Tax Code:

Type up to a six (6) character tax jurisdiction code and **Enter** or type **?** key to display the Tax Code Selection window.

Press **F1** to display the next tax code in the file.

Press **F2** to list the tax codes and display the printer options.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. Description:

Type up to a thirty (30) character tax code description and **Enter**.

Press **CTRL+Y** keys to display the edit help menu.

4. Freight Taxable:

Type **Y**+ the **Enter** key to charge sales tax on freight charges.

Type **N**+ the **Enter** key not to charge sales tax on freight charges.

Press **F2** to return to the prior input field.

Press **F4** to proceed to Step 16.

5. State Tax:

Type the percentage for state tax in ##.000 format and **Enter**.

6. County Tax:

Type the percentage for county tax in ##.000 format and **Enter**.

7. Local Tax:

Type the percentage for local tax in ##.000 format and **Enter**.

Note: P-T-D, Q-T-D and Y-T-D taxable sales and amount of sales tax are automatically updated by the 'Daily Sales Journal & Update' on the Order Entry System menu. This information can be listed on the 'Monthly Sales Tax Report' on the Accounts Receivable Period-End Processing Menu. During system start-up procedures, this information if known, can be entered for the current month, quarter and year.

8. P-T-D Sales:

Type the current month taxable sales and **Enter** or press the **Enter** key to bypass this entry.

9. P-T-D Tax:

Type the current month sales tax amount and **Enter** or press the **Enter** key to bypass this entry.

10. Q-T-D Sales:

Type the current quarter taxable sales and **Enter** or press the **Enter** key to bypass this entry.

11. Q-T-D Tax:

Type the current quarter sales tax amount and **Enter** or press the **Enter** key to bypass this entry.

Defining The Accounts Receivable System

12. Y-T-D Sales:

Type the current year taxable sales and **Enter** or press the **Enter** key to bypass this entry.

13. Y-T-D Tax:

Type the current year sales tax amount and **Enter** or press the **Enter** key to bypass this entry.

14. Total Sales:

Type the current month's total sales (including tax and freight) for this tax code and **Enter** or press the **Enter** key to bypass this entry.

15. Freight:

Type the current month's freight amount for this tax code and **Enter** or press the **Enter** key to bypass this entry.

16. Is The Data Correct? (Y)es, (N)o, (D)elele or (C)ancel

Type **Y** to accept the data and return to Step 2.

Type **N** to edit the data. Go to Step 3.

Type **D** to remove this tax code from the system. Go to Step 2.

Type **C** to return to the Accounts Receivable Definition Menu without saving any changes.

Statement Aging Message Maintenance

Overview

The message maintenance program allows you to type a message concerning the current aging fields on your statements. This message will print on your statement but only on the statements that are within the aging base and the correct customer type, if selected.

The screenshot shows the 'A/R Statement Message Maintenance' window in the Anzio Lite software. The window has a menu bar at the top with options: File, Edit, View, Database, Companies, Transfer, Macros, Help. Below the menu bar is a toolbar with icons for New, Open, Print, Save, Close, Copy, Paste, Find, and Help. The main area of the window displays the following information:

- Company Name: Mindware Development Company
- Date: 09/21/2012
- Time: 2:27 PM
- Aging Code: [030]
- Customer Type: []
- Statement Message: Did you overlook your payment to us? Your usual prompt attention to this matter would be appreciated.
- Is The Data Correct? (Y)es, (N)o or (D)elete: []

The bottom of the window shows the status bar with 'Anzio Lite Version 16.2p' and a 'RUN' button.

Procedure

1. Select Statement Aging Message Maintenance on the Accounts Receivable Definition Menu.

2. Aging Code:

Type the aging base for your statement print and **Enter** (i.e. 30, 60, 90, 120).

3. Customer Type:

Type a valid customer type and **Enter** or type **?** to display the Customer Type Selection window.

Press the **Enter** key to print all customer types.

4. Statement Message:

Type a statement message of four lines, each up to fifty (50) characters in length and **Enter**.

Defining The Accounts Receivable System

5. Is The Data Correct? (Y)es, (N)o or (D)elele:

Type **Y**+ the **Enter** key if the message is correct. Return to Step 2.

Type **N**+ the **Enter** key to edit the information. Return to Step 2.

Type **D**+ the **Enter** key to remove the message information. Return to Step 2.

UnForm Parameter Maintenance

Overview

The UnForm software allows you to print your company logo on your statement form in a specific column and row and specify the headings to print on each copy of the statement.

Minidware Development Company 09/21/2012 2:31 PM

A/R UnForm Parameter Maintenance

Form Name: [STATEMENT] Used: 6

Division: [00]

Printer: [LP]

Logo Name: [MCA_STM]

Columns: [0]

Rows: [0]

	Description	Options	Tray
Copy 1:	[Original]	[]	[]
Copy 2:	[]	[]	[]
Copy 3:	[]	[]	[]
Copy 4:	[]	[]	[]

Format: [0] Option: []

Line 1: [Statement message lines]

Line 2: []

Is The Data Correct? (Y)es, (N)o, (D)delete or (E)nd: _

Anzio Lite Version 16.2p

Procedure

1. Select UnForm Parameter Maintenance on the Accounts Receivable Definition Menu.

2. Form Name:

Type **S** for statement form and **Enter**.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. Division:

Type a valid division number and **Enter** or type **?** to display the Division Code Selection window.

4. Printer:

Type the printer alias of the printer you want to print your forms on (LP, P1, etc.) or leave blank to not select a particular printer.

Defining The Accounts Receivable System

5. Logo Name:

Type the name of your company logo file and **Enter**.

Note: The logo file is located in the /a/top/Graphics directory and has an extension of PRN.

6. Column:

Type the column number where you want the logo to start printing and **Enter**.

7. Row:

Type the row number where you want the logo to start printing and **Enter**.

8. Copy 1:

Type the copy description and **Enter**. The system will prompt you for a copy option number and a paper tray number.

Note: The copy descriptions could be Customer, File Copy, etc. Copy options allow you to print or exclude pricing, print prices or no prices with screening. Paper trays are default, upper, manual or lower paper trays.

Enter the same information for copy 2, 3 and 4. CTRL+Y for Help Menu.

9. Option:

Type **1**+ the **Enter** key to print a message for invoices that are 30 days past due, **2**+ the **Enter** key to print a message for invoices that are 60 days past due, **3**+ the **Enter** key to print a message for invoices that are 90 days past due and **4**+ the **Enter** key to print a message for invoices that are 120 days past due. Press CTRL+Y for Help Menu.

Type **F**+ the **Enter** key to print the message in French.

Press the **Spacebar**+ the **Enter** key if you do not want to print a past due message.

10. Line 1 & 2:

Type up to a seventy-five character message line and **Enter**.

Note: Message Line 2 is also seventy-five characters in length. This message prints on the bottom of your statement.

11. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the form parameters are correct. Return to Step 2.

Type **N** to edit the form information. Return to Step 3.

Type **D** to delete this form. Return to Step 2.

Type **E** to end form input and return to the Accounts Receivable Definition Menu.

Customer Area Code Change Utility

Overview

This utility program will allow you to override an old area code prefix with a new prefix in the customer masterfile. It will change the telephone and facsimile numbers and the corresponding ship-to records.

The screenshot shows the 'Anzio Lite' software interface. At the top, there's a menu bar with options like 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Macro', and 'Help'. Below the menu bar is a toolbar with icons for various functions. The main window title is 'Anzio Lite - F100.00000000'. The screen displays the 'Ninthwave Development Company' logo and the date/time '09/21/2012 2:34 PM'. The main title of the utility is 'A/B Customer Area Code Change Utility'. The screen shows the following fields:

New Area Code:	[623]	Used:	14
Old Area Code:	[520]		
Exchange Prefix:	[520] [512] [521] [522]		

At the bottom of the screen, there is a prompt: 'Begin customer area code change utility? (Y)es, (N)o or (E)nd:'. The bottom status bar shows 'Anzio Lite Version 10.2p' and a 'Quit' button.

Procedure

1. Select Customer Area Code Change Utility on the Accounts Receivable Definition Menu.

2. New Area Code:

Type the new area code that you want to insert in the customer masterfile and **Enter**.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. Old Area Code:

Type the old area code you want to replace in the customer masterfile and **Enter**.

4. Exchange Prefix:

Type each area code prefix that you want changed and **Enter** after each selection.

Press **F4** to exit the prefix input fields.

Defining The Accounts Receivable System

5. Begin Customer Area Code Utility? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to change all of the area code prefixes in the customer masterfile and ship-to records.

Type **N**+ the **Enter** key to edit the information and return to Step 1.

Type **E**+ the **Enter** key to return to the Accounts Receivable Definition Menu without making any changes.

Email Reminder Message Maintenance

Overview

Email reminder aging messages can be set up for any aging period that you want to send to your customers showing their past due invoices. Messages can be tailored to each aging period and will show in the body of the email message. Unlike the Period-End statement aging messages, these notices can be sent any time you want during the current accounting period.

Minchew Development Company 09/21/2012 2:46 PM

A/R Email Message Maintenance

Email Code:	[030]	Uses:	0
Description:	[30 Day Past Due Reminder]		
From Address:			
BCC:			
Subject:	[Credit Department Reminder]		

Email Message

Did you overlook your payment to us? Your usual prompt attention to this matter would be appreciated. If you have sent a payment, please disregard this notice.

Is The Data Correct? (Y)es, (N)o, (D)delete or (E)nd: -

Anzio Lite Version 16.2p

Procedure

1. Select Email Reminder Message Maintenance on the Accounts Receivable Definition Menu.

2. Email Code:

Enter the email code that will identify the aging period and **Enter**.

3. Description:

Type a description for the email code and **Enter**.

4. From Address:

Enter an email address that will identify from whom the message was sent.

5. BCC:

Enter a blind email address for someone who would want a copy of the email.

6. Subject:

This entry will display in the subject of the email (i.e. Past Due Invoices).

7. Email Message:

You have ten (10) line of text for the email message. Each line is seventy (70) characters in length.

8. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y**+ the **Enter** key to complete the entry.

Type **N**+ the **Enter** key to return to Step 3 to edit the entry.

Type **D**+ the **Enter** key to remove the entire entry.

Type **E**+ the **Enter** key to return to the Accounts Receivable Definition Menu.

Zip Code Tax Table Menu

Overview

The Zip Code Tax Table Menu programs require SalestaxPC Sales and a Use Tax Database to import into Total Order Plus for each state that you are paying sales tax. This table overrides the regular sales tax percentages. There is a flag in 'Sales Tax Maintenance' on the Accounts Receivable Definition Menu that decides whether or not you want to use the zip code tax percentages. The tax amount, taxable sales amount, total sales and freight are month-to-date figures and are cleared during the Accounts Receivable 'Period-End Update'.

The screenshot shows the 'Zip Code Tax Table Menu' within the Anzio Lite software. The menu is displayed in a text-based interface with a yellow background. At the top, there is a header bar with the title 'Zip Code Tax Table Menu' and a list of menu items: A. Zip Code Tax Table Maintenance, B. Zip Code Sales Tax Report, C. Zip Code Tax Table Import, and D. Change Rate By State Code. Below the menu items, there is a prompt 'Enter option (CTRL+Y = Help):' followed by a cursor. The software window title is 'Anzio Lite - F0010002000'. The status bar at the bottom shows 'Anzio Lite Version 16.2p' and 'NUT'.

Order Sub	Ord Status	Ord Date	Ord	Ord Comment	Ord Status	Ord Status	Ord Date	Ord Date

--- Total Order Plus 2012.C ---
Menu: ZIPTAXJ 005 - Mindware Development Company Term: Tz
Time: 3:08 PM Accounts Receivable Date: 10/03/2012

--- Zip Code Tax Table Menu ---
A. Zip Code Tax Table Maintenance
B. Zip Code Sales Tax Report
C. Zip Code Tax Table Import
D. Change Rate By State Code

Enter option (CTRL+Y = Help): █

Anzio Lite Version 16.2p NUT

Zip Code Tax Table Maintenance

Overview

The Zip Code Tax Table Maintenance program allows you to set up sales tax percentages based on zip code, state, city and county, with an option as to whether or not freight is taxable. This information is stored by amount of tax withheld, taxable sales amount, total sales and total freight for each month. The figures are cleared during the Accounts Receivable 'Period End Update'.

File Edit View Database Communications Transfer Macros Help

New Open Print Save Close Quit Find [Dropdown]

Minkware Development Company 10/01/2012 3:11 PM

A/R Tax Table Maintenance

Zip Code: [85224] Used: 0

State Code: [AZ] [Arizona] Unique Tax ID: [CHLR]

City Name: [Chandler] Freight Taxable: [N]

County Name: [United States]

	Current	Prior	Date
State:	[0070000]	[0000000]	[10/01/2012]
City:	[0020000]	[0000000]	[10/01/2012]
County:	[0000300]	[0000000]	[10/01/2012]
Other:	0		
Combined:	[0093000]	[0000000]	[10/01/2012]

Tax Amounts: [.00]

Taxable Amounts: [.00]

Total Sales: [.00]

Freight Amount: [.00]

Is The Data Correct? (Y)es, (N)o, (D)elete or (C)ancel: █

Anzio Lite Version 16.2p

Procedure

1. Choose Zip Code Tax Table Maintenance on the Zip Code Tax Table Menu.

2. Zip Code:

Type a valid zip code and **Enter**.

Press **F4** to return to the Zip Code Tax Table Menu.

3. State Code:

Type a valid state code and **Enter**.

4. State Name:

Type up to a twenty-five (25) character name for the state code and **Enter**.

Press **F2** to return to the previous input field.

5. City Name:

Type up to a twenty-five (25) character city name and **Enter**.

6. County Name:

Type up to a twenty-five (25) character county name and **Enter**.

7. Unique Tax ID:

Type up to a four (4) character user defined unique identifier for the city and **Enter**.

8. Freight Taxable:

Type **Y**+ the **Enter** key if you want to calculate sales tax on freight for this zip code.

Type **N**+ the **Enter** key if you do not want to calculate sales tax on freight.

9. State:

Type the current state sales tax percentage and **Enter** (i.e. 06500=6.5%).

Press **F4** to advance to Step 25.

10. Type the prior state sales tax percentage (before update) and **Enter**.

11. Type the effective date for the state sales tax in MMDD format and **Enter**.

12. City:

Type the current city sales tax percentage and **Enter** (i.e. 06500=6.5%).

Press **F4** to advance to Step 25.

13. Type the prior city sales tax percentage (before update) and **Enter**.

14. Type the effective date for the city sales tax in MMDD format and **Enter**.

15. County:

Type the current county sales tax percentage and **Enter** (i.e. 06500=6.5%).

Press **F4** to advance to Step 25.

16. Type the prior county sales tax percentage (before update) and **Enter**.

17. Type the effective date for the county sales tax in MMDD format and **Enter**.

18. Combined:

Type the current combined sales tax percentage and **Enter** (i.e. 06500=6.5%).

Press **F4** to advance to Step 25.

19. Type the prior combined sales tax percentage (before update) and **Enter**.

20. Type the effective date for the combined sales tax in MMDD format and **Enter**.

21. Tax Amount:

The Period-To-Date sales tax amount is updated by the system during 'Daily Sales Journal & Update' in the Order Entry module.

22. Taxable Amount:

The Period-To-Date taxable amount is updated by the system during 'Daily Sales Journal & Update' in the Order Entry module.

23. Total Sales:

The Period-To-Date total sales amount is updated by the system during 'Daily Sales Journal & Update' in the Order Entry module.

24. Freight Amount:

The Period-To-Date freight amount is updated by the system during 'Daily Sales Journal & Update' in the Order Entry module.

Note: The tax amount, taxable sales amount, total sales and freight is cleared during 'Period-End Update' in the Accounts Receivable module.

25. Is The Data Correct? (Y)es, (N)o, (D)elele or (C)ancel

Type **Y** to accept the data and return to Step 2.

Type **N** to edit the data and return to Step 3.

Type **D** to remove the data completely from the system. Go to Step 2.

Type **C** to cancel the input without saving the data and return to the Zip Code Tax Table Menu.

Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?

Type Y to save any parameter changes that were made and return to the Accounts Receivable Definition Menu.

Type N to return to the Accounts Receivable Definition Menu without saving any changes.

Zip Code Sales Tax Report

Overview

The Zip Code Sales Tax Report lists each state code, county name, city name, percentage of sales tax, freight taxable flag and monthly totals for sales tax withheld, taxable sales amount, freight and total sales.

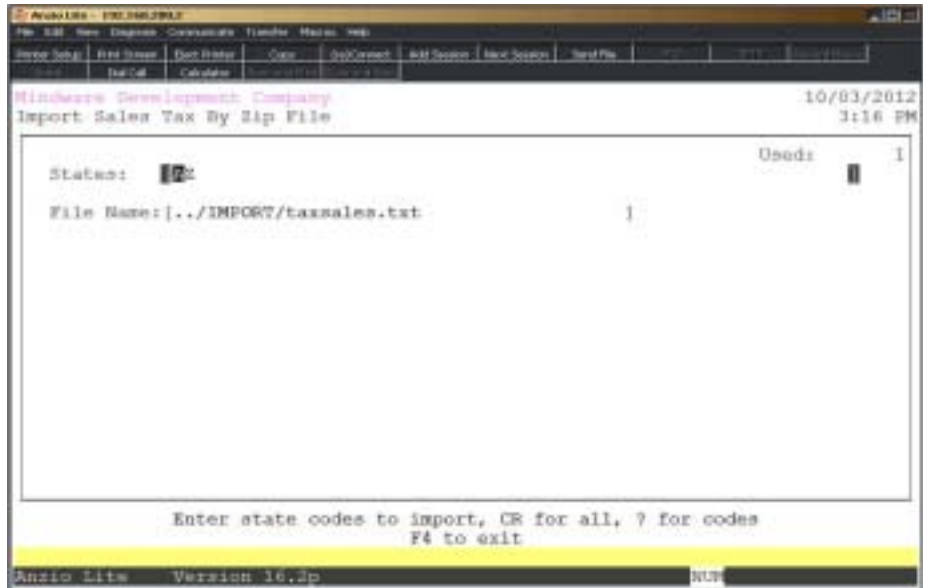
This file is cleared during the 'Period-End Update' on the Accounts Receivable Period-End Processing Menu.

Zip Code Sales Tax Report Sample

Zip Code Tax Table Import

Overview

This program allows you to select the state codes that you want to import from a Use Tax Database file and format the records to be used in the Zip Code Tax Table file. The file name will be the file supplied to you by your vendor.



Procedure

1. Choose Zip Code Tax Table Import on the Zip Code Tax Table Menu.

2. States:

Type the state codes to import and **Enter** or type **?** to display the State Code Selection Window.

Press **F4** to return to the Zip Code Tax Table Menu.

3. File Name:

Type the file name to import and **Enter**.

Press **F2** to return to the previous input field.

4. Exempt:

Type the state code side by side of each state that does not charge tax on freight and **Enter**. No comma or space between codes.

Defining The Accounts Receivable System

5. Begin Tax Table Import? (Y)es, (N)o, (D)isplay file or (E)nd:

Type **Y** to import the tax table file and return to the Zip Code Tax Table Menu.

Type **N** to re-enter the state codes. Go to Step 2.

Type **D** to display the contents of the tax table file.

Type **E** to return to the Zip Code Tax Table Menu.

Change Sales Table by State

Overview

This utility program allows you to change the combined sales tax rate by state.

File Edit View Database Conversion Transfer Macro Help

Enter Sel	Print Screen	Del Data	Copy	Quit/Cancel	Alt Screen	Next Screen	Send File	Print	Print Screen	Print Screen
Enter	Print	Del	Copy	Quit	Alt	Next	Send	Print	Print	Print

Minidware Development Company 10/03/2012 3:17 PM

Change Sales Tax Table By State

State Code: [AZ] Used: 1

Rate: [0062500]

Reading: Changing:

Begin state code change? (Y)es, (N)o or (E)nd: █

Anzio Lite Version 16.2b

Procedure

1. Select Change Sales Table by State on the Zip Code Tax Table Menu.

Press F4 to return to the Zip Code Tax Table Menu.

2. State Code:

Type the state code you want to change and **Enter**.

3. Rate:

Type the new combined rate and **Enter**. Format is displayed on the screen.

4. Begin State Code Change? (Y)es, (N)o or (E)nd:

Type **Y** to change the tax table rate for this state and return to the Zip Code Tax Table Menu.

Type **N** to re-enter the state code. Go to Step 2.

Type **E** to return to the Zip Code Tax Table Menu.

Update Customer Product String

Overview

The Product String Update reads the invoice history files for products sold within a specified period of time. The update creates a product string file with the customer number and a string of product codes for future reporting purposes.

Note: The customer label print program includes the product code option.

First Customer: [00-ABC01] | ABC Marking Devices
Last Customer: [01-WR501] | Wilson Stamp and Sign Company
First Date: [09/01/2012]
Last Date: [09/30/2012]
Sales Minimum: [] [.00]
Product Category: []
First Item: Last Item:
First Item: Last Item:
First Item: Last Item:
Begin customer product update? (Y)es, (N)o or (E)nd:
Ansis Lite Version 16.2p NUT

Procedure

1. Select Update Customer Product String on the Accounts Receivable Definition Menu.

2. First Customer:

Type the first customer to print and **Enter** or type ? to display the Customer Code Selection Window.

Press **F4** to return to the Accounts Receivable Definition Menu.

3. Last Customer:

Type the last customer to print and **Enter** or type ? to display the Customer Code Selection Window.

Press **F2** to return to the previous input field.

4. First Date:

Type the first invoice date (MMDD) to use for this update and **Enter**.

5. Last Date:

Type the last invoice date (MMDD) to use for this update and **Enter**.

6. Begin Customer Product Update? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to continue with the update.

Type **N**+ the **Enter** key to return to Step 2.

Type **E**+ the **Enter** key to return to the Accounts Receivable Definition Menu.

Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any Accounts Receivable Menu or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.

Accounts Receivable Definition

Menu: DEFIN J 005 - Mindware Development Company Term: Tz
Time: 2:56 PM Accounts Receivable Date: 09/21/2012

Accounts Receivable Definition

A. Company Name Maintenance 5. Accounts Receivable Log Display

B. Accounts Receivable Parameters

C. File Creation and Information

D. Division Maintenance

E. General Ledger Interface

F. Sales Tax Maintenance

G. Statement Aging Message Maintenance

H. UnForm Parameter Maintenance

I. Customer Area Code Change

Menu Password Maintenance

System Code: [AR] Accounts Receivable

Date Password:

Menu Code: [DEFIN] Accounts Receivable Definition

Menu Letter: [B] Accounts Receivable Parameters

Password: [GUESS]

Access: []

Is The Data Correct? (Y/N) or (Access maintenance:)

Anzio Lite Version 16.2p NUY

Procedure

1. Choose Password Maintenance from the Accounts Receivable Definition Menu.

Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. AR-Accounts Receivable).

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Accounts Receivable Definition Menu.

Note: This field is accessed from the Menu Code field by pressing F2. The system will prompt each user for this password when attempting to change the application date for this module.

3. Menu Code:

Type the menu code and **Enter** or press **F1** to display the available menu codes.

Note: Menu codes are displayed in the upper left hand corner of each menu screen. See prior page for example: Menu: DEFIN.

Press **F2** to return to the date password field.

Press **F4** to return to the Accounts Receivable Definition Menu.

4. Menu Letter:

Type the **letter** of the menu item to set password for or press **F1** to display the item selections available (i.e. A, B, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password**+ the **Enter** key for the menu item listed in Step 4.

6. Access:

Type **A**+ the **Enter** key to allow user access to this menu.

Type **D**+ the **Enter** key to disallow access.

Leave blank not to activate this feature.

7. Is The Data Correct? (Y)es, (N)o or (A)ccess Maintenance:

Type **Y** if data is correct. Return to Step 2.

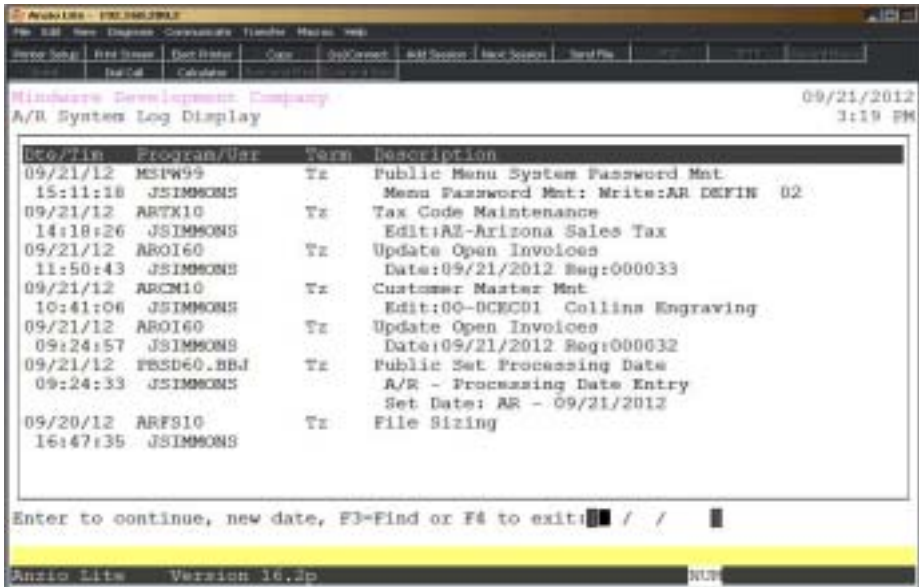
Type **N** to return to Step 5 to re-enter password.

Type **A** to access menu maintenance.

Accounts Receivable Log Display

Overview

The Accounts Receivable Log Display lists user activity for a date change, journal entry transactions, daily, monthly and yearly reports and closings, account maintenance and file sizing. The detail can be displayed by description, program or user ID.



Date/Tim	Program/User	Term	Description
09/21/12	MSIPW99	Tz	Public Menu System Password Mnt.
15:11:18	JSIMMONS		Menu Password Mnt: Write:AR DEFIN 02
09/21/12	ARTK10	Tz	Tax Code Maintenance
14:18:26	JSIMMONS		Edit:AZ-Arizona Sales Tax
09/21/12	AROI60	Tz	Update Open Invoices
11:50:43	JSIMMONS		Date:09/21/2012 Reg:000033
09/21/12	ARCM10	Tz	Customer Master Mnt
10:41:06	JSIMMONS		Edit:00-DCEC01 Collins Engraving
09/21/12	AROI60	Tz	Update Open Invoices
09:24:57	JSIMMONS		Date:09/21/2012 Reg:000032
09/21/12	PRSD60.BB.I	Tz	Public Set Processing Date
09:24:33	JSIMMONS		A/R - Processing Date Entry
			Set Date: AR - 09/21/2012
09/20/12	ARFS10	Tz	File Sizing
16:47:35	JSIMMONS		

Enter to continue, new date, F3=Find or F4 to exit: / /

Arzio Lite Version 16.2p RUN

2

OPERATING THE ACCOUNTS RECEIVABLE SYSTEM

- ☐ Customer Masterfile Maintenance
- ☐ Aged Open Invoice Report
- ☐ Update Customer Aging
- ☐ Cash Receipts Menu
- ☐ Email Reminder Sender
- ☐ Invoice System Menu
- ☐ Special Statement Menu
- ☐ Credit Hold Update
- ☐ Period-End Processing Menu
- ☐ Import/Export File Menu

Accounts Receivable System Menu

Overview

The Accounts Receivable System allows you to set up customers and be able to view customer sales period-to-date and year-to-date, average number of days to pay, open invoices and orders, invoice and check history, sales by product categories, customer special pricing and contact history.

Cash Receipts processing provides two ways to pay open invoices: Cash Receipts Data Entry by customer or Quick Cash Receipts by invoice number.

Special Statements include several print formats that enable you to provide your customers with detail statements by branch/department/cost center, along with a summary statement by branch.

File export capabilities provide a way to capture customer name and address information that can be utilized in specials mailings, Christmas card labels, *etc.*

The screenshot shows the 'Accounts Receivable System' menu within the 'Anzio Lite' software. The menu is displayed in a window titled 'Anzio Lite - F0010002000'. The menu options are listed as follows:

- B. Aged Open Invoice Report
- C. Update Customer Aging
- D. Cash Receipts Menu
- E. Email Reminder Sender
- F. Invoice System Menu
- G. Special Statement Menu
- H. Credit Hold Update
- I. Period-End Processing Menu
- X. Import/Export File Menu

At the bottom of the menu, it says 'Enter option (CTRL+Y = Help):' followed by a cursor. The status bar at the bottom of the window shows 'Anzio Lite Version 16.2p' and 'JUN'.

Customer Masterfile Maintenance

Overview

The Accounts Receivable System allows you to assign customer numbers to each new customer, along with their name and address, ship-to addresses, tax code, terms code, discount level, telephone and fax numbers, type code for reporting, with options to print invoices, statements, calculate finance charges, auto credit hold and email reminders.

You can view period-to-date and year-to-date aging balances and sales information, number of days to pay, year and prior year high balances, product category sales by year, open invoice and payment information, invoice history and cash receipts history.

The Customer Management system provides contact information, credit card information, next contact and contact history information and multiple cardfiles used to display billing information during order and invoice data entry.

Other features include blanket purchase orders, contract pricing on inventory items, multiple ship-to names and addresses, ship via codes with label and shipping charge options, customer label print and branch/department codes used for special statements.

Accounts Receivable System - Customer Masterfile Maintenance

10/25/2011 3:52 PM

Customer: 00-ABC01 Last: 01-WRS01 Used: 4

Name: ABC Marking Devices Alpha Sort: [ABC STAMP & SI]

Address: 123 Highway 10 North Location: [65005]

Phone No: [602-456-7891]

Fax Number: [602-456-7892]

Customer Sub-Menu

A. Customer Master Maintenance	M. Contact History Maintenance
B. G/E Interface Maintenance	N. Ship-To Address Maintenance
C. Aging and Sales Summary	O. Purchase Order Maintenance
D. Open Invoice Display	P. Contract Price Maintenance
E. Cash Receipt History	Q. Custom Disc Level Maintenance
F. Open Order Display	R. Customer Price Display
G. Invoice History Display	S. Branch/Department Maintenance
H. Sales by Product	T. Ship Via Maintenance
I. Print Mailing Label	U. Customer Card Maintenance
J. Contact Info Maintenance	
K. Card File Maintenance	
L. Next Contact Maintenance	

Enter option (F4=Exit, F7=Delete):

Customer Status Maintenance

Overview

The Customer Masterfile stores information about each of your customers: customer code, name, address, telephone and fax numbers, terms code, tax codes, date of last order and payment, ship via and route codes, salesperson, credit information, ship-to addresses and ship via rates.

You have the option as to whether or not you want to print a statement for this customer during Period-End Processing and calculate finance charges. Parameters must be set for finance charges in the 'Accounts Receivable Parameters' on the Accounts Receivable Definition Menu.

Accounts Receivable - 1700.000.000.00

File Edit View Database Maintenance Transfer Macro Help

Screen Setup Print Screen Print Printer Copy Copy/Comment &H Screen &H Screen Hard File

10/25/2011 3:52 PM

Minichew Development Company

A/R Customer Master Maintenance

Customer:	[00-ABC01]	Last:	01-WRS01	Used:	4
Name:	ABC Marking Devices			Alpha Sort:	[ABC STAMP & SI]
Address:	123 Highway 10 North			Location:	[85005]
				Phone No:	[602-456-7891]
				Fax Number:	[602-456-7892]
City/St/Zip:	Phoenix	[AZ]	[85252]	Date Open:	[07/18/2011]
Country:	[US]	United States		Date Sold:	[09/28/2011]
Last Payment:	[08/31/2011]	0000234	\$50.00	Label Code:	[]
Misc Info:	[]			Group Code:	[]
Credit Codes:	[]	Limit:	[.00]	Referrals:	[]
Terms Code:	[10]	Net 10 Days		Mail List:	[Y]
Tax Code:	[RS]	Resale		Statements:	[Y]
Ship Via:	[UG]	UPS Ground		Active:	[Y]
Salesperson:	[HA]	House Account		Reminder:	[Y]
				Update CH:	[Y]
				Finance Chr:	[Y]
Cust Type:	[MD]	Marking Devices			

Is The Data Correct? (Y)es, (N)o, (C)ancel, (P)rint or (D)elete: █

Procedure

1. Select Customer Masterfile Maintenance on the Accounts Receivable System Menu.
2. Customer:

Type a new customer code and **Enter** or **?** to display the Customer Selection window.

Press **F1** to display the next customer in the customer masterfile.

Press **F4** to return to the Accounts Receivable System Menu.

3. Is This a New Customer? (Y)es or (N)o:

Type **Y** to accept the new customer code. Go to Step 4.

Type **N** to re-enter the customer code. Return to Step 2.

4. Name:

Enter the customer name up to thirty-five (35) alpha-numeric characters and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to bypass the rest of the entry fields. Go to Step 35.

5. Address:

Type the customer address line one and **Enter**. Address can be up to thirty-five (35) alpha-numeric characters.

Press **F2** to return to the previous input field.

6. Address:

Type the customer address line two and **Enter**. Address can be up to thirty-five (35) alpha-numeric characters.

Press **CTRL+Y** to display the edit help menu.

7. City:

*Note: If you want the system to return the city and state information, you can enter the **zip code**+ the **F1** key at the city input field (if you specified Y for City/State/Zip in the A/R Parameters).*

Type the name of the city up to eighteen (18) alpha-numeric characters and **Enter**.

8. State:

Type the abbreviation for the state and **Enter** or **?** to display the State Code Selection window.

Press **F1** to add this state code to the State Code Maintenance file.

9. Zip:

Type the zip code for this city and **Enter** or **?** to display the Zip Code Selection window.

10. Country Code:

Type a valid country code and **Enter** or **?** to display the Country Code Selection window.

11. Alpha Sort:

Press the **Enter** key to accept the default sort displayed on the screen or override the sort key with up to fourteen (14) alpha-numeric characters and **Enter**.

Note: The sort key defaults to the first eight characters of the customer name. The sort key controls the order in which the customers display in the Customer Selection window. This is a 'Accounts Receivable Parameters' option.

12. Location:

Press the **Enter** key to accept the default location displayed on the screen.

Note: The location code defaults to the zip code. This field is used as a sort option on various reports throughout the system and in the customer display window. The customer label print can be sorted in zip code order to meet bulk mailing requirements.

13. Phone Number:

Type the telephone number for this customer and **Enter**. No dashes are required.

14. Fax Number:

Type the facsimile number for this customer and **Enter**. No dashes are required.

15. Date Opened:

Type the date the customer's account was opened in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

16. Last Sold:

The last sold date is automatically updated during the 'Daily Sales Journal & Update' in the Order Entry module.

17. Last Payment:

The last payment date is automatically updated during the 'Cash Receipts Journal & Update' in the Accounts Receivable module.

18. Misc Info:

Type a miscellaneous message of up to twenty-five (25) characters and **Enter**.

Note: The miscellaneous information field is optional. This field can be used for additional information concerning a particular customer (i.e. Email address. Internet URL address, etc.).

19. Credit Code:

Type a two (2) character credit code and **Enter** or **?** to display the Credit Code Selection window.

Note: Used internally to flag credit (i.e. CH-Credit Hold, CO-Collections, PP-Payment Problems, etc.). A CH (Credit Hold) code will not allow any orders or invoices to be processed for this customer.

20. Credit Limit:

Type a credit limit for this customer and **Enter**.

Note: The credit limit is checked during order and invoice data entry in the Order Entry module. If you are entering an order or invoice and the charges exceeds the established credit limit, the system displays a warning message. You have the option to either override the message by entering a password established in the 'Order Entry Parameters'.

21. Terms Code:

Type a valid terms code and **Enter** or type ? to display the Terms Code Selection window.

22. Tax Code:

Type a valid tax code and **Enter** or type ? to display the Tax Code Selection window.

Note: The number of tax codes displayed on the screen depends on the flag in the 'Order Entry Parameters', located elsewhere in this manual. You can specify up to two tax codes per order/invoice.

23. Ship Via:

Type a valid ship via code and **Enter** or type ? to display the Ship Via Selection window.

Note: Ship Via Maintenance has two flags that determine whether or not a ship via code is used as a delivery route and if the ship via code should be included on the Delivery Route report. If the flags are set to (Y)es, the system will prompt you with an input field for the delivery route.

24. Salesperson:

Type a valid salesperson code and **Enter** or type ? to display the Ship Via Selection window.

Note: The number of salespersons fields displayed on the screen is dependent on the parameter question in the Order Entry Parameters, located elsewhere in this manual. The number of salespersons designated per invoice will correlate with the number of input fields. Follow the same procedure for the second salesperson code.

25. Customer Type:

Type up to a two (2) character customer type code and **Enter** or type ? to display the Customer Type Selection window.

Note: The customer type field is optional information. The customer type is used to categorize various reports, label prints, etc. For example, WH can designate wholesale customers, RS for resale customers, BK for banks, etc.

26. Label Code:

Type up to a two (2) character label code and **Enter**.

Note: The label code is used when printing customers labels and exporting customer name and address information.

27. Group Code:

Type up to a two (2) character group code and **Enter**.

Note: The group code is used to group customers on various reports.

28. Referral:

Type up to a two (2) character referral code and **Enter**.

Note: Referral codes can be user defined and used internally to track new customer sources (i.e. YP=Yellow Pages, TS=Trade Show, etc.).

29. Mail List:

Type **N**+ the **Enter** key if this customer should not be on your mailing list for labels.

30. Statements:

Type **N**+ the **Enter** key to exclude a statement for this customer.

31. Active:

Type **N**+ the **Enter** key to change this customer to an inactive account. Orders/invoices cannot be entered for an inactive customer.

Type **W**+ the **Enter** key to have TOP issue a warning about the status of the customer's credit code.

32. Reminder:

Type **N**+ the **Enter** key if this customer should not get a past due email reminder.

33. Update CH:

Type **N**+ the **Enter** key for no automatic update of credit hold information.

34. Finance Charge:

Type **Y**+ the **Enter** key if you want to calculate finance charges for this customer.

Type **N**+ the **Enter** key if you want to bypass this customer during finance charge calculation.

Note: The finance charge flag is dependent on the way you answered the question in the Accounts Receivable Parameters as to whether or not you want to calculate finance charges during the period-end process.

35. Is The Data Correct? (Y)es, (N)o, (C)ancel, (P)rint or (D)elele:

Type **Y** to write the information to the customer masterfile. Go to Step 2.

Note: If the customer name or address has been edited from the original address, this prompt will display on your screen:

Change O/E order and invoice customer name and address also? (Y)es or (N)o:

If you answer Yes, the system will scroll through the open orders and invoices and make the same change to the bill-to address.

If you answer No, you will have to manually make the change on all open orders and invoices.

Type **N** to edit the information. Go to Step 4.

Type **C** to exit status maintenance without saving changes and return to the Customer Sub-Menu.

Type **P** to print a hardcopy of the status information.

Type **D** to remove this customer from the system. Go to Step 2.

Note: A customer cannot be deleted if there are any open invoices that have not been paid. All invoices must be removed during 'Period-End Processing' and the balance due must be equal to zero.

O/E Interface Maintenance

Overview

The O/E Interface Maintenance program allows you to customize the way order and invoice information is controlled during order and invoice entry and printing. Each customer can have parameters different than the next customer, such as, whether or not a customer should require a purchase order number or branch/dept number when entering an order/invoice, how many invoice copies to print, should the item price print on orders or just totals only, print text on invoice and does this customer get billed freight.

Procedure

1. Choose O/E Interface Maintenance on the Customer Sub-Menu.
2. Custom Flag:

This flag should only be used for custom program changes in Order Entry processing. The custom flag SR refers to a special order record code.

Press **F4** to return to the Customer Sub-Menu.

3. Discount Level:

Type a discount level A-N or blank and **Enter** or type **?** to display the Discount Level Description window.

Note: Each level can have a percentage that is used to calculate item discount amounts during order/invoice data entry in the Order Entry module. The A-L is for level pricing, M is for custom pricing and N is for best price discount percentages no matter what the quantity.

4. PO Required:

Type **Y**+ the **Enter** key if you want the system to require a purchase order number during order/invoice data entry in the Order Entry module.

Type **N**+ the **Enter** key to be able to bypass the purchase order field.

Press **F2** to return to the previous input field.

5. Branch Required:

Type **Y**+ the **Enter** key if you want the system to require a branch number during order/invoice data entry in the Order Entry module.

Type **N**+ the **Enter** key to bypass the branch field.

Type **S**+ the **Enter** key if you want the system to default to the Ship-To code on the current order/invoice.

Note: Special statements can be generated by branch/department or cost centers.

6. Charge Freight:

Type **Y**+ the **Enter** key if you want this customer to be billed freight during order/invoice data entry in the Order Entry module.

Type **N**+ the **Enter** key if this customer does not pay for freight.

Note: If this flag is set to N, a message displays on the total screen during order/invoice data entry: 'This Customer Is Not Charged For Freight'.

7. Order Bill/Ship:

Type **1**+ the **Enter** key to override the Bill-To address in 'Order Data Entry'.

Type **2**+ the **Enter** key to override the Ship-To address in 'Order Data Entry'.

Type **3**+ the **Enter** key to override the Ship-To Code in 'Order Data Entry'.

Type **4**+ the **Enter** key to skip these fields during 'Order Data Entry'.

8. Electronic Discount:

Type the percent of discount to be applied for imported orders and **Enter**.

9. EDI Program:

Type the program name used to create EDI invoices during O/E daily update and **Enter**.

10. Use Customer Name:

Type **Y**+ the **Enter** key to print customer name as the return address on orders.

Type **N**+ the **Enter** key not to print customer name as the return address.

Type **A**+ the **Enter** key to print the customer name and address on orders.

Type **D**+ the **Enter** key to eliminate the 'Drop Ship' message on orders.

11. Order Price:

Type **Y**+ the **Enter** key to print the item pricing on customer orders.

Type **N**+ the **Enter** key not to include pricing on customer orders.

Type **O**+ the **Enter** key to have the option to print unit pricing when selecting to print an order.

12. Combine Orders:

Type **Y**+ the **Enter** key if you want the system to automatically combine orders for this customer (this feature is used with the Production Control module).

Type **N**+ the **Enter** key to manually select orders to be combined for this customer.

12a. Purchase Orders:

Type **Y**+ the **Enter** key if you want to combine orders with different purchase order numbers.

Type **N**+ the **Enter** key not to combine orders with different purchase order numbers.

12b. Branch/Dept:

Type **Y**+ the **Enter** key if you want to combine orders with different branch/dept numbers.

Type **N**+ the **Enter** key not to combine orders with different branch/dept numbers.

Note: If you combine orders with different purchase order and branch/dept numbers and you are using formats on the Special Statement Menu, you will not be able to print the proper information required by these reports.

13. Order Sort:

Type **B**+ the **Enter** key to print order line items in bin location order, **I** to print line items in item code order, **C** to use the alternate sort field in the item master or **L** to print the line items in line number order.

14. UnForm Logo:

Type the name of the customer logo file to print on orders replacing the logo file name in the UnForm Maintenance on the O/E Definition Menu.

15. Transfer Schedule:

Type a transfer schedule code and **Enter**.

Note: Used to group text during text export option.

16. Print Invoices for this customer? (Y)es, (N)o or (E)mail?

Type **Y**+ the **Enter** key if you want to print invoices for this customer during order/invoice data entry in the Order Entry module.

Type **E**+ the **Enter** key to email invoices to this customer.

Type **N**+ the **Enter** key to bypass printing invoices for this customer.

17. Invoice Options:

Type **0** or **2** or **4**+ the **Enter** key not to print list price on an invoice.

Type **1**+ the **Enter** key to print list price on an invoice.

Type **3**+ the **Enter** key not to print discount percent on an invoice.

Type **5**+ the **Enter** key not to print item codes on an invoice.

18. Invoice Copies:

Type the number of copies to print (1-9) and **Enter**.

19. Text On Invoice?:

Type **Y**+ the **Enter** key to print all text lines on an invoice.

Type **N**+ the **Enter** key not to print any text on an invoice.

Type **D**+ the **Enter** key to print text on deposit stamps only (third & last lines).

Type **F**+ the **Enter** key to print the first line of text only on an invoice

Type **L**+ the **Enter** key to print the last line of text only on an invoice.

Type **1-9**+ the **Enter** key to designate how many lines of text to print on an invoice.

20. Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** to accept the data and return to the Customer Sub-Menu.

Type **N** to edit the data and return to Step 2.

Type **E** to end the input and return to the Customer Sub-Menu.

Aging and Sales Summary

Overview

The Customer Aging and Sales Summary displays a summary of the customer's open invoices in the appropriate aging category, average days between payments, the Year-To-Date and Prior Year high balances on account, P-T-D payments, P-T-D sales, Y-T-D and Prior Year sales and an open order balance in the Order Entry module.

Windows Development Company 10/25/2011 3:52 PM

A/R Customer Master Maintenance

Customer: [00-ABC01] Last: 01-WRS01 Used: 4
 Name: [ABC Marking Devices] Alpha Sort: [ABC STAMP & ST]
 Address: [123 Highway 10 North] Location: [85005]
 Phone No: [602-456-7891]
 Fax Number: [602-456-7892]

City: A/R Customer Aging and Sales
 Coun:

Current Balance:	[122.12]	P-T-D Payments:	[50.00]
30 Days:	[.00]	P-T-D Sales:	[121.12]
60 Days:	[.00]	Y-T-D Sales:	[257.98]
90 Days:	[.00]	Y-T-D Prior:	[.00]
120 Days:	[.00]	Open Orders:	[144.25]
Total Due:	[122.12]	* Tax and freight included in open orders	
Avg Days to Pay:	[31]	Aging Date:	[08/31/2011]
Y-T-D High Bal:	[122.12]		
Prior High Bal:	[.00]		

CR to Continue: █

Amnio Lite Version 16.3p

Open Invoice Display

Overview

The Open Invoice List displays all invoices on a customer's account showing invoice number, invoice date, amount of invoice, payment reference and date paid, payments made in the current period and next period and the balance due on account.

Press **F2** to print a hardcopy of open invoices. Select the appropriate printer.

Windows Development Company 10/26/2011 2:37 PM

A/R Customer Master Maintenance

Customer: [00-ABC01] Last: 01-WRSG1 Used: 4
 Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
 Address: 123 Highway 10 North Location: 85005

A/R Open Invoice Display

Invoice	Inv Date	PO Number	Inv Amount	Pt	Nxt	Pd	Balance
0002011	08/01/2011		39.00			.00	.00
Payment Ref: 0000234	08/31/2011		39.00				
0002012	08/31/2011		12.00			.00	1.00
Payment Ref: 0000234	08/31/2011		11.00				
0002015	08/31/2011		50.00			.00	50.00
0002017	09/06/2011		12.00			.00	12.00
0002018	09/07/2011		13.12			.00	13.12
0002019	09/28/2011	1928918	12.00			.00	12.00
0002020	09/28/2011		12.00			.00	12.00
0002021	09/28/2011		22.00			.00	22.00
Balance Due:							122.12

F2 = Print, CR to Exit []

Rnzie Lite Version 16.2p

Cash Receipts History

Overview

The Cash Receipts History displays all checks and miscellaneous cash that have been processed for this customer and have not been purged from the history file. The information includes check number, cash receipts register number and date, the amount of the check, the invoice number, the amount distributed to each invoice and the general ledger account numbers applied to miscellaneous cash entries.

Press **F2** to print a hardcopy of the cash receipts history.

Records - 100 | 10/26/2011

File Edit View Database Commands Transfer Menu Help

Print Labels Print Screen Quit/Printer Copy Lock/Unlock Add/Remove Item/Supplier Item File

Exit/End Calculate

Minisware Development Company 10/26/2011
A/R Customer Master Maintenance 2:37 PM

Customer: [00-ABC01] Last: 01-WRSG Used: 4
Name: ABC Marking Devices Alpha Sort: ABC STAMP & ST
Address: 123 Highway 10 North Location: 85005
Phone No: 602-456-7891
Fax Number: 602-456-7892

A/R Cash Receipt History

Check No	Reg No	Reg Date	Check Amt	Inv/CL No	Dist Amt	Discount
0000234	3	08/31/2011	50.00	0002011	39.00	.00
				0002012	11.00	.00
0000011		08/31/2011	85.86	0000011	18.25	.00
				0000013 CM	-12.00	.00
				0002008	4.37	.00
				0002010	39.00	.00
				0010004	13.12	.00
				0010007	23.12	.00

CR to Exit: []

Amzio Lite Version 16.2p

Open Order Display

Overview

Open orders are displayed in summary format with an option to show invoice detail.

Windows Development Company 10/26/2011 2:37 PM
A/R Customer Master Maintenance

Customer: [00-ABC01] Last: 01-WRSG1 Used: 4
Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
Address: 123 Highway 10 North Location: 85005
Phone No: 602-456-7891
Fax Number: 602-456-7892

Clt Customer Sub-Menu
Cou

A. Customer Status Maintenance	M. Contact History Maintenance
B. O/K Interface Maintenance	N. Ship-To Address Maintenance
C. Aging and Sales Summary	O. Purchase Order Maintenance
D. Open Invoice Display	P. Contract Price Maintenance
E. Cash Receipt History	Q. Custom Disc Level Maintenance
F. Open Order Display	R. Customer Price Display
G. Invoice History Display	S. Branch/Department Maintenance
H. Sales by Product	T. Ship Via Maintenance
I. Print Mailing Label	U. Customer Card Maintenance
J. Contact Info Maintenance	
K. Card File Maintenance	
L. Next Contact Maintenance	

Enter option (F4=Exit, F7=Delete): [F]

Amico Lite Version 16.3p RUN

Windows Development Company 10/26/2011 2:37 PM
A/R Customer Master Maintenance

Customer: [00-ABC01] Last: 01-WRSG1 Used: 4
Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
Address: 123 Highway 10 North Location: 85005
Phone No: 602-456-7891
Fax Number: 602-456-7892

Open Order Display

Ord No	Ord Date	LN	Item Description	Order Qty	Ext Amount
0000111P	08/01/11	001	10 LINE 2" BAND STAMP	1.00	18.25
0000111P	08/01/11	002	1.5 x 10 Engraved Sign	1.00	12.00
0000111P	08/01/11	003	Partial Deposit	1.00	-15.00
0000124	09/06/11	001	10 LINE 2" BAND STAMP	1.00	24.00
0000126	09/06/11	001	1.25 x 8 ENGRAVED PLATE	2.00	20.00
0000128	09/28/11	001	1.5 x 10 Engraved Sign	1.00	12.00
0000128	09/28/11	002	1.25 X 8 ENGRAVED PLATE	1.00	10.00
0000131	09/28/11	001	1.25 X 8 ENGRAVED PLATE	1.00	10.00
0000131	09/28/11	002	Black Ink 2 OE	1.00	4.00
0000132	09/28/11	001	No 1 Stamp Pad	10.00	105.00
0000132	09/28/11	002	No. 1 Black Stamp Pad	5.00	18.75

CR to Continue, F4 to Exit: [F]

Amico Lite Version 16.3p RUN

Invoice History Display

Overview

History invoice display in descending order with an option to show detail information.

Minware Development Company 10/26/2011
A/R Customer Master Maintenance 2:37 PM

Customer: [00-ABCO1] Last: 01-WRSG1 Used: 4

Invoice History

Invoice	Cust No	Ship-To Name	Ord Num	Inv Date	SC	TC	Inv Amt
0010008	00-ABCO1	ABC Marking Devices	0010008	08/01/11	BA	10	.00
0010007	00-ABCO1	ABC Marking Devices	0000103	08/01/11	BA	10	23.12
0010004	00-ABCO1	ABC Marking Devices	0010004	07/26/11	BA	10	13.12
0002021	00-ABCO1	ABC Marking Devices	0000130	09/28/11	BA	10	22.00
0002020	00-ABCO1	ABC Marking Devices	0000129	09/28/11	BA	10	12.00
0002019	00-ABCO1	ABC Marking Devices	0000106	09/28/11	BA	10	12.00
0002018	00-ABCO1	ABC Division of Phoenix	0002018	09/07/11	BA	10	13.12
0002017	00-ABCO1	ABC Marking Devices	0002017	09/06/11	BA	07	12.00
0002015	00-ABCO1	ABC Marking Devices	0000117	08/31/11	BA	10	50.00
0002012	00-ABCO1	ABC Marking Devices	0002012	08/31/11	BA	10	12.00
0002011	00-ABCO1	ABC Marking Devices	0002011	08/01/11	BA	10	39.00
0002010	00-ABCO1	ABC Marking Devices	0002010	08/01/11	BA	10	39.00
0002008	00-ABCO1	ABC Marking Devices	0002008	09/01/11	BA	10	4.37
0000013	00-ABCO1	ABC Marking Devices	0000013	08/01/11	BA	10	12.00
0000011	00-ABCO1	ABC Marking Devices	0000011	08/01/11	BA	10	18.25

Cont=CR, Detail=F1, Pg Dp=F2, Text search=F3, Return=F4, Invoice=F5

Amzio Lite Version 16.3p RUN

Minware Development Company 10/26/2011
A/R Customer Master Maintenance 2:37 PM

Customer: [00-ABCO1] Last: 01-WRSG1 Used: 4

Invoice History

Invoice Detail Display

Inv No:	Terms:	Ord Date:	Inv Cst:	Customer Sort
0010008	10	08/01/2011	.00	
Cust No: 00-ABCO1	Tax: RS	Inv Date: 08/01/2011	Inv Amt:	
Ship: ABC Marking Devices		PO No:	Tax:	
123 Highway 10 North		Ship: 00	Freight:	
		Rel:	Comm:	
Phoenix	AX 85252	Ord No: 0010008	Discount:	
Prt Inv: Y 0	Prt Tat: N	Schedule:	SP/OP Code: HA	AT Z
			Ware No: 000	

Line	Item Code/Description	Dist	U/M	T	C	D	Ord/Shp	Cst/Price	Disc/Ext
001	EN-1.5X10	EN	EA	Y	N	Y	0	7.00	0.0%
	EN L 1.5 x 10 Engraved Sign						0	12.00	.00
002	EN-1.5X10	EN	EA	Y	N	Y	1	7.00	0.0%
	EN L 1.5 x 10 Engraved Sign						0	12.00	.00
003	EN-1.5X10	EN	EA	Y	N	Y	0	7.00	0.0%
	EN L 1.5 x 10 Engraved Sign						0	12.00	.00

Continue = CR, F4 = Return or line number: 0

Amzio Lite Version 16.3p RUN

Print Mailing Label

Overview

You can print a mailing label for an individual customer with an option to edit the bill-to and ship-to name and address information. You can specify how many labels you want to print, the column print positions, the size of the label and whether or not your company information is preprinted on the label.

The screenshot shows a terminal window with the following content:

```

Minware Development Company
A/R Customer Master Maintenance

Customer: [00-ABC01]      Last: 01-WR001      Used: 4
Name:      ABC Marking Devices      Alpha Sort: ABC STAMP & SI
Address:    123 Highway 10 North      Location: 85005
Phone No:   602-456-7891      Fax Number: 602-456-7892

A/R Customer Label Print

From: [Minware Development Company ]      To: [ABC Marking Devices ]
[14175 Indian School Road]                [123 Highway 10 North ]
[Suite B4 PMB-609]                        [Phoenix      AZ 85252 ]
[Goodyear, AZ 85395-8494]

Qty: [001]      Columns: [02]      Format: [1]      From: [N]      Option: [0]      Zebra: [ ]

Enter option: (C)hange label, (P)rint label or (E)nd: [ ]
  
```

At the bottom of the screen, it says "Amzio Lite Version 16.2p" and "RUN".

Procedure

1. Choose Print Mailing Label on the Customer Sub-Menu.

Note: The system displays the company name and address out of the company masterfile on the Accounts Receivable Definition Menu for the From address. The To name and address is from the customer displayed on the screen. Go to Step 10.

2. From:

Override the from company name up to thirty (30) characters and **Enter** or press the **Enter** key to accept the name displayed.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to return to the Customer Sub-Menu.

3. Address:

The cursor moves to the first of three address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line or press the **Enter** key to accept the address displayed.

4. To:

Override the customer name up to twenty-four (24) characters and **Enter** or press the **Enter** key to accept the name displayed.

5. Address:

The cursor moves to the first of three address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line or press the **Enter** key to accept the address displayed.

6. No:

Type the number of labels you want to print and **Enter**.

7. Columns:

Type the number of the column for the first print position and **Enter**.

8. Format:

Type the number corresponding to the size of the label you are printing and **Enter**.

Note: One (1) prints on one inch labels, two (2) prints on 2.5 inch label, three (3) prints on a three inch label and four (4) prints a 3.5 inch label.

9. Option:

Type **N**+ the **Enter** key not to print the From address on the label (i.e. pre-printed label forms).

Type **Y**+ the **Enter** key to print the From address on the label.

10. Enter option: (C)hange label, (P)rint label or (E)nd:

Type **C** to edit the label information. Go to Step 2.

Type **P** to print the label with the information displayed on the screen. Select the appropriate printer for the label print.

Type **E** to return to the Customer Sub-Menu.

Contact Information Maintenance

Overview

Contact information contains contact type and category, name, title, telephone number, birth date and employee (optional). If the contact type is 'CC', you can enter the credit card number and expiration date that displays during 'Invoice Data Entry' in the Order Entry module. To use the credit card information, you have to interface to a terms code specifically set up for credit card entries.

Contact name is displayed in order/invoice data entry and on several reports on the Accounts Receivable Report Menu.

The screenshot shows the 'A/R Customer Contact Maintenance' screen. At the top, it displays 'Windware Development Company' and the date '10/26/2011'. Below this, it shows 'A/R Customer Master Maintenance'. The main section is titled 'A/R Customer Contact Information' and contains the following data:

Customer:	[00-ABC01]	Last:	01-WRSG1	Used:	4
Name:	ABC Marking Devices			Alpha Sort:	ABC STAMP & SI
Address:	123 Highway 10 North			Location:	85005
				Phone No:	602-456-7891
				Fax Number:	602-456-7892

Below the main section, there is a sub-section titled 'A/R Customer Contact Maintenance' with the following data:

Seq No:	[01]	Prior No:		Used:	2
Type:	[AF]	Category:	[]		
Contact Name:	[Joanne Simmons]				
Title/CC No:	[Customer Support]				
Email Address:	[jsimmons@windwarecorp.com]				
Phone No 1:	[800-950-0401]	Ext:	[1234]		
Phone No 2:	[]	Ext:	[]		
Phone No 3:	[]	Ext:	[]		
Fax Number:	[]				
B-Day/CC Exp:	[02/21]				
Employee:	[J5]	[Joanne Simmons]			

At the bottom, there is a prompt: 'Is The Data Correct? (Y)es, (N)o or (D)elete: []'. The bottom status bar shows 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Contact Info Maintenance on the Customer Sub-Menu.
2. Continue=CR, Mnt=F1, Print=F2, Return=F4, ,=Calendar or Name:

Press the **Enter** key to display all of the contact names or enter a category name to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the contacts to a printer.

Press **F4** to return to the Customer Sub-Menu.

Type , to display the current month calendar.

3. Seq No:

The sequence number is automatically assigned by the system. The prior sequence number is displayed to the right of this input field.

4. Type:

Type **IN**+ the **Enter** key to display this contact during 'Open Invoice Data Entry'.

Type **CR**+ the **Enter** key to display this contact during 'Cash Receipts Data Entry'.

Type **EX**+ the **Enter** key to export this contact in the 'Customer Export Utility'.

5. Category:

Type up to a two (2) character category code and **Enter** (i.e. PR=President).

Press **F2** to return to the previous input field.

6. Contact Name:

Type up to a twenty (20) character customer contact name and **Enter**.

7. Title:

Type up to a fifteen (15) character title and **Enter**.

8. Email Address:

Type up to a fifty (50) character email address and **Enter**.

9. Phone No 1:

Type a telephone number for this contact and **Enter**.

Note: Telephone number field increased to accomodate international numbers (which will require dashes to be included in the number).

10. Extension:

Type the extension for telephone number 1 and **Enter**. This field could also be used as a memo field (i.e. fax, modem, etc.).

11. Phone No 2:

Type a telephone number for this contact and **Enter**.

12. Extension:

Type the extension for telephone number 2 and **Enter**. This field could also be used as a memo field (i.e. fax, modem, etc.).

13. Phone No 3:

Type a telephone number for this contact and **Enter**.

14. Extension:

Operating The Accounts Receivable System

Type the extension for telephone number 3 and **Enter**. This field could also be used as a memo field (i.e. fax, modem, etc.).

15. Fax Number:

Type a facsimile number for this contact and **Enter**. Dashes or slashes are required.

16. B-day:

Type the month and day of the birth date of this contact in MMDD format and **Enter**. No dashes or slashes are required.

17. Employee No:

Type the employee number or initials that are associated with this contact and **Enter**.

18. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the contact information. Return to Step 3.

Type **N** to edit the contact information. Go to Step 4.

Type **D** to remove this contact from the system. Go to Step 3.

Card File Maintenance

Overview

Card File Maintenance allows you to enter standard or item notepads pertaining to a specific customer. Billing and shipping information, invoice messages and inventory item specifications can be displayed during order/invoice data entry. This information can be used to alert an operator about certain billing requirements for a customer, specify instructions for the make up of a certain inventory item, etc.

System card files are AR_AGING (aged open invoice), AR_CR (cash receipts), OE_INV (invoice print message), OE_NOTEO (order data entry only), OE_NOTEI (invoice data entry only), OE_NOTE (order and invoice data entry) and OE_SHIP (order and invoice total screen).

The screenshot shows a terminal window titled "A/R Customer Master Maintenance". At the top right, the date and time are 10/26/2011 2:37 PM. The screen displays customer information for "ABC Marking Devices" with address "123 Highway 10 North". Below this, there's a section for "A/R Customer Card File" with a table of card types. The table has columns for Card Type, Name/Item, Description, Ord Pmts, Inv Reply, and Inv Pmts. The first row shows Card Type [5], Name/Item [IF_ADDR], Description [Remote Access], and Used: 10. At the bottom, there's a prompt "Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete: []".

Card Type	Name/Item	Description	Ord Pmts	Inv Reply	Inv Pmts	Used
[5]	[IF_ADDR]	[Remote Access]				10

Procedure

1. Choose Card File Maintenance on the Customer Sub-Menu.

2. CR to Continue, F1=Maintenance, F4=Last:

Press the **Enter** key to advance the card display.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F4** to advance to the end of the card file display.

3. Card Type:

Type **S**+ the **Enter** key to set up a standard type card file.

Type **I**+ the **Enter** key to set up an item type card file. Go to Step 5.

Press **F2** to display the cards already on file.

Press **F4** to return to the Customer Sub-Menu.

4. Name:

Type the name of the new standard card file and **Enter**. Go to Step 6.

Press **F1** to display the next card in the file.

Press **F2** to return to the previous input field.

Press **F3** to display the System Card File Selection window.

5. Item:

Type the **item code**+ the **Enter** key or type **?** to display the Item Code Selection window.

Press **F2** to return to the previous input field.

6. Description:

Type up to a thirty (30) character card description and **Enter**.

Note: If you selected a standard card file type, proceed to Step 11. You do not have an option to display standard card files during order/invoice data entry unless they are system card file types.

7. Ord Dsply:

Type **Y**+ the **Enter** key if you want to display this card during order data entry.

Type **N**+ the **Enter** key not to display card file during order data entry.

8. Ord Prt:

Type **Y**+ the **Enter** key if you want to print the text on this card file on the order form.

Type **N**+ the **Enter** key not to print the text on the order.

9. Inv Dsply:

Type **Y**+ the **Enter** key if you want to display this card during invoice data entry.

Type **N**+ the **Enter** key not to display card file during invoice data entry.

10. Inv Prt:

Type **Y**+ the **Enter** key if you want to print the text on this card file on the invoice form.

Type **N**+ the **Enter** key not to print the text on the invoice.

11. Card File Text Maintenance:

Type up to seven (7) lines of text comprised of eighty (80) characters each and **Enter**.

Note: The system card file OE_INVP (invoice print message) is fifty (50) characters for each line of text and the card file OE_SHIP (displays on total screen) is forty (40) characters in length.

Press the **ESC** key, **F4** or **F8** keys to proceed to Step 12.

Press **CTRL+Y** to display the edit help menu.

12. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elele:

Type **Y** to accept the cardfile information. Go to Step 3.

Type **N** to edit the lines of text. Go to Step 11.

Type **C** to copy the contents of this card file to a new card file name. Go to Step 13.

Type **D** to remove this card file from the system. Go to Step 3.

13. Enter new card file item code, ?=Codes or F4=End:

Type the new card file code to copy to and **Enter** or type **?**+ the **Enter** key to display the Item Code Selection window.

Note: The system will prompt you with a message whether or not you want to copy the card file to the new card file name.

Type Y to continue the copy process and return to Step 3.

Type N to abort the copy and return to Step 13.

Press **F4** to end copy and return to Step 12.

Next Contact Maintenance

Overview

Next Contact Maintenance can be utilized to keep track of scheduled appointments with a customer, meetings past, present or future, collection calls, any information or literature sent, telephone calls made and a date for return calls, quote information given to a customer and any trips planned for the future.

Contact information is displayed by due date showing the number of days since the last contact was made.

The screenshot shows the Rnizio Lite software interface. At the top, it displays 'Rnizio Lite - 100.100.100.100'. Below this is a menu bar with options: File, Edit, View, Database, Customers, Tools, Help. A toolbar contains icons for various functions. The main window title is 'Rnizio Lite - 100.100.100.100'. The screen displays customer information for 'ABC Marking Devices' (Customer: 00-ABC01, Last: 01-WR001, Used: 4). The address is '123 Highway 10 North' and the location is '85005'. The screen is titled 'A/R Customer Master Maintenance' and 'Next Contact Maintenance'. It shows a list of contacts with columns for Seq No, Subject, Date, and Used. The first contact is 'Monthly Support' (Seq No: 01, Date: 09/22/2011, Used: 2). Below the list, there is a text area with the note: 'Call about late payments - they are six months behind on support. Send an email reminder as well.' At the bottom, there is a prompt: 'Is The Data Correct? (Y)es, (N)o, (D)elate or (P)lace in History: 1-1'. The footer shows 'Rnizio Lite Version 16.3p'.

Procedure

1. Choose Next Contact Maintenance on the Customer Sub-Menu.
2. Continue=CR, Mnt=F1, Print=F2, Return=F4 or sequence number:

Press the **Enter** key to advance the contact display.

Type a sequence number to display and **Enter**.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to print the contact information. Select the appropriate printer.

Press **F4** to return to the Customer Sub-Menu.

3. Seq No:

The system automatically assigns the next available sequence number. Press the **Enter** key to accept the number displayed or type a sequence number that you want to view.

*Note: On a new sequence, the Accounts Receivable menu date displays on the screen to the right of the sequence number. Press **F2** at Due Date field to edit the entry date.*

4. Due Date:

Type the date you want to contact this customer in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

Press **F4** to bypass data entry. Go to Step 14.

5. Time:

Type the time of day you want to contact this customer in HHMM format and **Enter**. You can also specify morning (AM) or afternoon (PM).

6. Employee:

Type the employee **code**+ the **Enter** key or type **?**+ the **Enter** key to display the User Services Employee Code Selection window.

7. Category:

Category codes are:	C-collection	P-phone
	I-information sent	Q-quote
	L-letter	R-renewal
	M-meeting	S-show
	O-other	T-trip

Type a **category code**+ the **Enter** key. Go to Step 10.

Note: If you selected S for show, you will continue to Step 8.

8. Show Desc:

Type the name of the show this contact will be attending (i.e. Chicago trade show, San Diego art stamp show, etc.) and Enter. This information is an optional field.

9. Attending:

Type **Y**+ the **Enter** key if this contact will be attending the show defined in Step 8.

Type **N**+ the **Enter** key if not attending the show.

Operating The Accounts Receivable System

Type **U**+ the **Enter** key if the contact is undecided.

10. Contact:

Type the name of the contact and **Enter** or press **F1** to display the next contact name.

Press **CTRL+Y** to display the edit help menu.

Note: The contact telephone number and extension will display to the right of the contact name.

11. Cal Desc:

Type a brief description that you want to view on the full screen calendar display and **Enter**.

Note: The full screen calendar display can be accessed by entering a , at any TOP menu or by accessing the User Services 'Calendar Display' option.

12. Next Contact Text Maintenance:

Type up to four (4) lines of text, forty (40) characters each, and **Enter** after each line of input.

13. ESC, F4, F8 or CTRL+Y=Help:

Press the **ESC** key, the **F4** or **F8** key to end text maintenance.

Press **CTRL+Y** to display the edit help menu.

14. Is The Data Correct: (Y)es, (N)o, (D)elete or (P)lace in History:

Type **Y** to accept the contact information. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the contact information from the system. Go to Step 3.

Type **P** to write the contact information to the Next Contact History file. Go to Step 3.

Contact History Maintenance

Overview

Contact History is a chronological display of all contacts made with a customer on a specific date and time in descending date order. The display indicates the person who made the contact, the person that was contacted and the reason for the contact.

The contact information can be printed on the 'Next Contact Report', 'Next Contact/Calendar Report' and the 'Contact History Report' on the Contact Management Report Menu. See the Accounts Receivable Report System located elsewhere in this manual.

The screenshot displays the 'A/R Customer Master Maintenance' screen for 'Mindware Development Company'. The top section shows customer details: Customer ID [00-AB001], Last ID [01-WRSG1], Used: 4, Name: ABC Marking Devices, Address: 123 Highway 10 North, Alpha Sort: ABC STAMP & SI, Location: 85005, Phone No: 602-456-7891, and Fax Number: 602-456-7892. The date is 10/26/2011 at 2:37 PM.

The bottom section, titled 'A/R Customer Next Contact History', shows the 'Next Contact History Maintenance' screen. It displays: Due Date: [06/10/2011] Friday, Seq No: [001], Used: 2, Time: [11:15am], Employee: [JS] Joanne Simmons, Category: [R]enewal, and Contact: [Diane Ellinson]. A note states: 'Didn't want to renew the McAfee Anti-Virus support - will use Microsoft.' At the bottom, a prompt asks 'Is The Data Correct? (Y)es, (N)o or (D)elate:'. The status bar at the bottom indicates 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Contact History Maintenance on the Customer Sub-Menu.
2. Continue=CR, Mnt=F1, Print=F2, Return=F4 or Seq number:

Press the **Enter** key to advance the next contact display.

Type a sequence number to display and **Enter**.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to print the next contact information. Select the appropriate printer.

Press **F4** to return to the Customer Sub-Menu.

3. Due Date:

Type the date you want to contact this customer in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. Seq No:

The system automatically assigns the next available sequence number. Press the **Enter** key to accept the number displayed or type a sequence number that you want to view.

Press **F2** to return to the previous input field.

5. Time:

Type the time of day you want to contact this customer in HHMM format and **Enter**. You can also specify morning (AM) or afternoon (PM).

Press **F4** to bypass data entry. Go to Step 11.

6. Employee:

Type the employee **code**+ the **Enter** key or type ? to display the User Services Employee Code Selection window.

7. Category:

Category codes are:	C-collection	P-phone
	I-information sent	Q-quote
	L-letter	R-renewal
	M-meeting	S-show
	O-other	T-trip

Type a category code+ the **Enter** key.

8. Contact:

Type the name of the contact and **Enter** or press **F1** to display the next contact name.

Press **CTRL+Y** to display the edit help menu.

9. Next Contact Text Maintenance:

Type up to four (4) lines of text, forty (40) characters each, and **Enter** after each line of input.

10. ESC, F4, F8 or CTRL+Y=Help:

Press the **ESC** key, the **F4** or **F8** key to end text maintenance.

Press **CTRL+Y** to display the edit help menu.

11. Is The Data Correct: (Y)es, (N)o, (D)elele:

Type **Y** to accept the contact information. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the contact information from the system. Go to Step 3.

Ship-To Address Maintenance

Overview

The ship-to name and address information can be displayed and inserted into an order or invoice during order/invoice data entry. You can add, edit, delete or print ship-to information.

The salesperson, tax code and the ship via code overrides the default from the customer masterfile status information record when entering an order or invoice. You have an option to default a ship-to name and address as the default name and address on an order or invoice.

Note: The size of the ship-to code is set in the 'Accounts Receivable Parameters' located on the Accounts Receivable Definition Menu.

The screenshot displays the 'Ship To Maintenance' screen. At the top, it shows the company name 'Mindware Development Company' and the date '10/26/2011'. Below this, the 'A/R Customer Master Maintenance' section displays customer details: Customer: [00-ABCO1], Name: ABC Marking Devices, Address: 123 Highway 10 North, Last: 01-WRSG1, Alpha Sort: ABC STAMP & SI, Location: 85005, Phone No: 602-456-7891, and Fax Number: 602-456-7892. The 'A/R Customer Ship To Information' section displays ship-to details: Code: [000001], Alt Sort: [000001], Name: ABC Division of Phoenix, Address: 123 Anywhere, Phone: [602-456-7789], Fax No: [602-456-7893], SP: [HA] House Account, Ct/St/Zp: Phoenix, AZ 85009, Sales Tax: [AZ] Arizona Sales Tax, Country: [US] United States, Contact: [Jeffrey Dager], Ship Via: [UG] UPS Ground, and Default: [N]. At the bottom, there is a prompt 'Is The Data Correct? (Y)es, (N)o or (D)elete:'. The screen also shows 'Anzio Lite Version 16.2p' at the bottom left.

Procedure

1. Choose Ship-To Address Maintenance on the Customer Sub-Menu.
2. Continue=CR, Maint=F1, Print=F2, Copy=F3, Return=F4 or number:
Press the **Enter** key to advance the ship-to display.
Type a ship-to number to display and **Enter**.
Press **F1** to enter maintenance mode. Go to Step 3.
Press **F2** to print the ship-to information. Select the appropriate printer.

Press **F3** to copy the ship-to name and addresses to another customer code.

Press **F4** to return to the Customer Sub-Menu.

3. Code:

Type a new ship-to code and **Enter** or type an existing ship-to code to view and **Enter**.

Press **F1** to display the next ship-to code in the file.

Press **F2** to display all ship-to name and addresses.

Press **F3** to display the last ship-to code used.

Press **F4** to return to the Customer Sub-Menu.

4. Name:

Type up to a thirty-five (35) character ship-to name and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to bypass data entry and go to Step 16.

5. Address:

Type up to a thirty-five (35) character line one address and **Enter**.

Press **F2** to return to the previous input field.

Press **F3** to return to the first input field in Step 4.

Note: Repeat for the three address lines.

6. City:

Type up to a nineteen (19) character city name and **Enter**.

7. State:

Type a valid two (2) character state code and **Enter** or type **?** to display the State Code Selection window on the System Parameters Options Menu.

8. Zip Code:

Type a valid zip code and **Enter** or type **?** to display the Zip Code Selection window on the System Parameters Options Menu.

9. Contact:

Type up to a twenty (20) character contact name and **Enter**. This field is optional.

10. Country Code:

Type a valid country code or type **?** to display the Country Code Selection window.

11. Default:

Type **Y**+ the **Enter** key if you want to default to this ship-to address during order/invoice data entry.

Type **N**+ the **Enter** key not to default to this ship-to address during order/invoice data entry.

12. Phone Number:

Type the telephone number for this ship-to and **Enter**. No dashes or slashes are necessary.

13. Fax Ph No:

Type the facsimile number for this ship-to and **Enter**. No dashes or slashes are necessary.

14. Salesperson:

Type a two (2) character salesperson code and **Enter** or type **?** to display the Salesperson Selection window.

Note: The salesperson code defaults from the Status Maintenance record.

15. Sales Tax:

Type a two (2) character tax code and **Enter** or type **?** to display the Sales Tax Code Selection window.

Note: The sales tax code defaults from the Status Maintenance record.

16. Ship Via:

Type a two (2) character ship via code and **Enter** or type **?** to display the Ship Via Selection window.

Note: The ship via code defaults from the Status Maintenance record.

If the ship via code is a delivery route in 'Ship Via Maintenance' on the Order Entry Options Menu, the system will automatically advance to the route input field.

17. Route:

Type a route code and **Enter**.

18. Is The Data Correct: (Y)es, (N)o or (D)elete:

Type **Y** to accept the ship-to information. Go to Step 3.

Type **N** to edit the ship-to information. Go to Step 4.

Type **D** to remove the ship-to record from the system. Go to Step 3.

Purchase Order Maintenance

Overview

Blanket purchase orders are entered in order/invoice data entry. The system tracks the amount billed, checks to make sure the inception and expiration dates are inclusive of the current date and issues a warning if you exceed the maximum amount of the purchase order.

The screenshot displays the Accounts Receivable System interface. At the top, the title bar reads 'Accounts - 10/26/2011'. Below it, a menu bar includes 'File', 'Edit', 'New', 'Display', 'Command', 'Tools', 'Help', and 'Exit'. A toolbar with icons for 'Enter', 'F1', 'F2', 'F3', 'F4', 'F5', 'F6', 'F7', 'F8', 'F9', 'F10', 'F11', 'F12', 'Print', 'Exit', 'Help', and 'Exit' is visible. The main window is titled 'Accounts Development Company' and 'A/R Customer Master Maintenance'. It shows customer information for 'ABC Marking Devices' with address '123 Highway 10 North' and phone number '602-456-7891'. Below this, the 'A/R Customer Purchase Order Maintenance' screen is displayed, showing a purchase order number 'MCA1024' with a limit of '1,400.00' and a balance of '1,497.75'. The interface is running 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Purchase Order Maintenance on the Customer Sub-Menu.
2. Continue=CR, Maintenance=F1, Print=F2, Return=F4 or PO No:

Press the **Enter** key to advance the purchase order display.

Type a purchase order number or the first few characters of the purchase order to advance the display forward or backward and **Enter**.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to list the purchase order information. Select the appropriate printer.

Press **F4** to return to the Customer Sub-Menu.

3. PO No:

Type up to a sixteen (16) character alpha-numeric purchase order number and **Enter**.

Press **F4** to return to the Customer Sub-Menu.

4. Comments:

Type up to a thirty (30) character comment about this purchase order and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to bypass data entry. Go to Step 10.

5. Start Date:

Type the effective date for this purchase order in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

Press **F3** to return to the first input field.

6. End Date:

Type the expiration date for this purchase order in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Limit:

Type the dollar amount for this purchase order and **Enter**.

8. Billed:

The system automatically updates the dollar amount applied towards this purchase order number during the 'Daily Sales Journal & Update' in the Order Entry module.

9. Balance:

The system automatically updates the balance remaining on this purchase order during the 'Daily Sales Journal & Update' in the Order Entry module.

Note: During order/invoice data entry, the system checks the purchase order file to see if the amount on the current order/invoice exceeds the purchase order limit and checks the start and end dates to make sure the purchase order has not expired. The system will display such a message on your screen with an option to go ahead and process the order or delete the order completely.

10. Is The Data Correct: (Y)es, (N)o or (D)elete:

Type **Y** to accept the purchase order information. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the information completely. Go to Step 3.

Contract Price Maintenance

Overview

A contract price entered on certain inventory items automatically overrides the selling price defaulted from the Inventory Masterfile. The letter C next to the price entry field during order/invoice data entry indicates that the list price was read from the contract pricing file.

The screenshot displays the 'Contract Pricing Maintenance' window within the Accounts Receivable System. The window title is 'Minisware Development Company A/R Customer Master Maintenance'. The date and time are 10/26/2011 2:33 PM. The customer information is: Customer: [00-ABSC01], Last: 01-WHSG1, Used: 4. The item name is 'ABC Marking Devices' and the Alpha Sort is 'ABC STAMP & SI'. The window is divided into several sections: 'Contract Pricing Maintenance' (Item: [RS-102], 10 LINE 2*HAND STAMP, Desc: [], Disc: [N], Price: [18.2500], Level: [N]), 'Change History' (Prior Price: .00, Change Date: / / , User ID: , Change Time: / /), 'Percentages' (Profit: 48.98%, Discount: 47.86%), 'Item Master' (Item Price: 35.00, Item Cost: 12.25), and a prompt 'Is The Data Correct? (Y)es, (N)o or (D)elate: []'. The status bar at the bottom shows 'Ansis Lite Version 16.2p'.

Procedure

1. Choose Contract Price Maintenance on the Customer Sub-Menu.
2. Cont=CR, Mnt=F1, Prt=F2, Copy=F3, Exit=F4 or Item:

Press the **Enter** key to advance the contract price display.

Type an inventory item or the first few characters of the item to advance the display forward or backward and **Enter**.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to list the contract price information. Select the appropriate printer for this report.

Press **F3** to copy the contract prices to another customer file. Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Operating The Accounts Receivable System

Press **F4** to return to the Customer Sub-Menu.

3. Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F1** to display the next available item number in the item masterfile.

Press **F2** to display all of the contract prices for this customer.

Press **F4** to end item input and return to the Customer Sub-Menu.

4. Desc:

Type an alternate description or **Enter** to use the description from the item master.

5. Disc:

Type **Y**+ the **Enter** key to allow a discount from the contract price or type **N**+ the **Enter** key not to allow a discounted contract price.

6. Price:

Type the contract price that you want this customer to receive and **Enter**.

Press **F2** to return to the previous input field.

Press **F3** to return to the first input field.

Note: The system calculates the percent of profit and discount based on the new pricing and displays the percentages on the screen. The price and cost from the Inventory Masterfile displays on the screen to the right of the percentages.

7. Level:

Type a level number (0-9, N or Blank) and **Enter**.

Note: Enter a level number only if you want to give a different commission level than the one currently assigned to this inventory item.

8. Is The Data Correct: (Y)es, (N)o or (D)elete:

Type **Y** to accept the contract price. Go to Step 3.

Type **N** to edit the price and go to Step 4.

Type **D** to remove the contract price from the system. Go to Step 3.

Custom Discount Level Maintenance

Overview

The Custom Discount Level M allows you set up special pricing by inventory category rather than by inventory item (i.e. EN-Engraving). All items with a category of EN would receive the same percent of discount from the selling price. The percentage pricing would be effective within a specific date range.

The screenshot displays the 'A/R Customer Master Maintenance' screen for customer '00-ABC01'. The screen shows customer details such as Name, Address, Alpha Sort, Location, Phone No, and Fax Number. Below this, the 'A/R Custom Discount Level Pricing' section is active, showing 'Custom Discount Level Maintenance' for 'Item Class: [IN] Ink'. It displays the 'Start Date: [10/01/2011]', 'End Date: [12/31/2011]', 'Discount: [15.00]', and 'Comm Level: [N]'. A 'Change History' section shows 'Prior Percent: .00', 'User ID: JSIMMONS', and 'Change Date: 10/26/2011'. At the bottom, a prompt asks 'Is The Data Correct? (Y=Yes, [N]=No or [D]=Delete:)'.

Procedure

1. Choose Custom Discount Level Maintenance on the Customer Sub-Menu.
2. Continue=CR, Maintenance=F1, Print=F2, Copy=F3, Exit=F4 or Item Class:

Press the **Enter** key to continue the custom pricing display or type an item class to advance the display to that category.

Press **F1** to add, edit or delete discount level codes.

Press **F2** to print a list of discount level codes. Select the appropriate printer for this report.

Press **F3** to copy all custom contract prices to another customer's file. Enter a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Customer Sub-Menu.

2. Item Class:

Type an item discount class code and **Enter** or type **?** to display the Discount Class Code Selection window.

Press **F1** to select the next available class code in the file.

Press **F2** to re-display all discount class codes.

Press **F4** to return to the Customer Sub-Menu.

3. Start Date:

Type the effective start date for the discount to start in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press the **Enter** key to bypass starting date.

4. End Date:

Type the date for the discount to end in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

Press the **Enter** key to bypass ending date.

Note: If you leave the start date and end dates blank, the percentage of discount will be effective at all times or until the discount class code record is either deleted or you input start and end dates for this class code.

5. Discount:

Type the percentage of discount allowed for this discount class and **Enter**.

6. Comm Level:

Type a level number (0-9, N or Blank) and **Enter**.

Note: Enter a level number only if you want to take a different commission level just for this product category.

7. Is The Data Correct? (Y)es, (N)o or (D)ele:

Type **Y** to accept the data displayed. Go to Step 2.

Type **N** to edit the information. Go to Step 3.

Type **D** to remove the record from the system and return to Step 2.

Customer Price Display

Overview

The Customer Price Display lists all of the items in your inventory on the screen and reflects the item, description and standard selling price for each item from the Inventory Masterfile. The percent of discount can be level pricing, custom pricing or best price. Levels A-L are level pricing and M and N are custom and best price. Displayed prices are the same pricing used in order/invoice data entry. These codes are assigned to each customer in the O/E Interface Maintenance on the Customer Sub-Menu.

Press F2 to print a listing of the pricing information.

Amigo Lite - PRO 2000/2000.2

File Edit View Database Communicate Transfer Macro Help

Screen Setup Print Screen Print Printer Copy Copy/Convert &M Screen Next Screen Next File

Find Find-All Calculate Save-As-Go Back-Go

Minichance Development Company 03/31/2012
A/B Customer Master Maintenance 3:01 PM

Customer: [00-ABC01] Last: 01-WRS01 Used: 12
Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
Address: 123 Highway 10 North Location: 85252
#101 Phone No: 602-456-7891
Fax Number: 602-456-7892

A/B Customer Price Display

Item Code	Description	Std Price	Disc	Cust Price
IN-20584	Yellow Ink 2 OZ	4.00	15.00	3.40 X
		10/01/2011 to 12/31/2012		
IN-20591	Brown Ink 2 OZ	4.00	15.00	3.40 X
		10/01/2011 to 12/31/2012		
IN-20596	Orange Ink 2 OZ	4.00	15.00	3.40 X
		10/01/2011 to 12/31/2012		
IP-4911B	Trodar 4911 Ink Pad - Blue	20.00	0.00	20.00 F
2-4	5-9	10+		
0%	20.00 5%	19.00 10%	18.00 0%	20.00 0%
IP-4911R	Trodar 4911 Pad - Red	20.00	0.00	20.00 F
2-4	5-9	10+		
0%	20.00 5%	19.00 10%	18.00 0%	20.00 0%

Continue=CR, Print=F2, Exit=F4, or Item: []

Amigo Lite Version 16.2p

Branch/Department Maintenance

Overview

The Branch/Department Maintenance program allows you to define a branch, department or cost center for a particular customer (i.e. used by banks, government offices, etc.). There are special statement formats you can select that will produce an itemized statement for each individual branch as well as a summary statement for the main office. Statements can be printed on demand or during 'Period-End Processing'.

The screenshot shows a terminal window titled "Rimware Development Company" with a date of 10/26/2011 and time 2:37 PM. The main menu is "A/R Customer Master Maintenance". The user has selected "Customer: [00-ABC01]" and "Last: 01-WR001". The "Used:" field shows 4. The "Name:" field is "ABC Marking Devices" and the "Alpha Sort:" is "ABC STAMP & SI". The "Address:" is "123 Highway 10 North", "Location:" is "85005", "Phone No:" is "602-456-7891", and "Fax Number:" is "602-456-7892". Below this, the "A/R Customer Department/Branch Maintenance" menu is shown. The user has selected "Dept No: [000001]" and "Dept Desc: [ABC Division of Phoenix]". The "Used:" field shows 1. The "Alternate:" field is empty. At the bottom, a prompt asks "Is The Data Correct? (Y)es, (N)o or (D)elete: ". The footer of the terminal window shows "Rimware Lite Version 16.2p".

Procedure

1. Select Branch/Department Maintenance on the Customer Sub-Menu.
2. Continue=CR, Mnt=F1, Print=F2, Copy=F3, Return=F4 or Dept:

Press the **Enter** key to continue the branch/department display or type a code to advance the display forward or backwards.

Press **F1** to add, edit or delete a branch/department record.

Press **F2** to print a list of branch/department codes. Select the appropriate printer.

Press **F3** to copy all branch/department codes to another customer's file. Enter a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Customer Sub-Menu.

3. Dept No:

Type a department number and **Enter** or press the **F1** key to display the next available number in the file.

Press **F4** to return to the Customer Sub-Menu.

4. Dept Desc:

Type up to a thirty (30) character department description and **Enter**.

5. Alternate:

Type an alternate code and **Enter**.

6. Is The Data Correct?: (Y)es, (N) or (D)elete:

Type **Y** to accept the data displayed. Go to Step 3.

Type **N** to edit the description. Go to Step 4.

Type **D** to remove this department from the system. Return to Step 3.

Ship Via Maintenance

Overview

Ship Via Maintenance allows you to enter ship via codes, shipping charge and number of labels that will default for this customer during order/invoice data entry. You also have an option to bypass the ship via and number of labels input fields when entering an order/invoice. This feature allows users to specify specific shipping charges per customer and overrides the Ship Via Maintenance information in the Order Entry module.

MINIWARE Development Company 10/26/2011 2:37 PM

A/B Customer Master Maintenance

Customer: [00-ABC01] Last: 01-WRSG1 Used: 4
Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
Address: 123 Highway 10 North Location: 85005
Phone No: 602-456-7891
Fax Number: 602-456-7892

A/B Customer Ship Via Defaults

Customer Ship Via Defaults Maintenance

Ship Via: [00] FC UPS Grd Used: 1
Shipping: [] .00 Skip: [N]
Labels: [0] Skip: [N]
UPS No: [W304X5]

Is The Data Correct? (Y)es, (N)o or (D)elete: []

Amzio Lite Version 16.2p

Procedure

1. Select Ship Via Maintenance on the Customer Sub-Menu.
2. Continue=CR, Maintenance=F1, Print=F2, Return=F4 or Name:

Press the **Enter** key to continue the ship via display or type a ship via name to advance the display forward or backwards.

Press **F1** to add, edit or delete a ship via record.

Press **F2** to print a list of ship via codes. Select the appropriate printer.

Press **F4** to return to the Customer Sub-Menu.

3. Ship Via:

Type a valid ship code and **Enter** or type ? to display the Ship Via Code

Selection window.

Press **F2** to return to the previous input field.

Press **F4** to bypass the input fields and go to Step 8.

4. Shipping:

Type the shipping charge amount for this ship via and **Enter**.

5. Skip:

Type **Y**+ the **Enter** key to bypass the shipping charge input field during order/invoice data entry.

Type **N**+ the **Enter** key to be able to edit shipping charges.

6. Labels:

Type the number of shipping labels you want to print for each order/invoice entered for this customer and **Enter**.

Press the **Enter** key if you do not want to print shipping labels for this customer.

7. Skip:

Type **Y**+ the **Enter** key to bypass the number of labels input field during order/invoice data entry.

Type **N**+ the **Enter** key to be able to edit number of labels.

8. UPS No:

Type the shipper number for this customer and Enter. This can be used if the customer requests using their own number instead of billing freight.

9. Is The Data Correct? (Y)es, (N)o or (D)elele:

Type **Y** to accept the information displayed. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove this ship via from the system. Go to Step 3.

Customer Card Maintenance

Overview

Credit Card Maintenance assigns a sequence number to each credit card entered for a customer. Information stored for each card includes the card holder name, company name and address, email address, phone number, miscellaneous information, such as, web URL address.

Each credit card requires a terms code that is linked to a credit card terms code, a field for the credit card number and an expiration date.

Credit card information can be protected with a password. There is also a field Group Code in User Maintenance that allows a user to view the entire credit card number while other users will only see the last four digits.

The screenshot shows the 'Anzio Lite' software interface. At the top, there's a menu bar with options like 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Master', 'Help'. Below the menu bar, there's a status bar showing '10/03/2012' and '2:28 PM'. The main window is titled 'A/R Customer Master Maintenance'. It displays the following information:

- Customer: [00-ABC01] Last: 01-WRS01 Used: 7
- Name: ABC Marking Devices Alpha Sort: ABC STAMP & SI
- A/R Customer Card Maintenance
- Seq No: [01]
- Card Name: [Gail Fischer]
- Company: [ABC Marking Devices]
- Address 1: [123 Highway 10 North]
- Address 2: []
- City/St/Zip: [Phoenix] [AZ] [85252]
- Country: [US]
- Email: [gfischer@abcmarking.com]
- Phone No: [602-456-7891] Ext: []
- Fax No: [480-716-7416]
- Cost Info: [www.abcmarking.com]
- Terms Code: [07] American Express Card
- Card Number: [394829289282999]
- Expiration: [06/2012]
- Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd: _

At the bottom of the screen, it says 'Anzio Lite Version 16.2p' and 'NUT'.

Procedure

1. Select Customer Card Maintenance on the Customer Sub-Menu.
2. Seq. No:

Press the **Enter** key to have the system display the next available sequence number or enter a sequence number of your own. The company information displays on the screen

Press **F2** to display existing credit cards or **F4** to return to the Customer Sub-Menu.

3. Cust Name:

Type the card holder name that is printed on the actual credit card and **Enter**. This field is not optional.

4. Company:

Press **Enter** to accept the name displayed or enter another company name.

5. Address1:

Press **Enter** to accept the name displayed or enter another address.

6. Address 2:

Press **Enter** to accept the name displayed or enter another address.

7. City/State/Zip:

Press the **Enter** key to accept the city, state and zip or enter a new city, state and zip code.

8. Country:

The country code defaults to the customer country code. **Enter** to accept the code displayed or **?** to display the Country Code Selection window.

9. Email:

Enter an email address for this card holder and **Enter**. This field is optional.

10. Phone No:

Type a phone number for this cardholder and **Enter**. This field is optional.

11. Ext:

Enter an extension for the phone number and **Enter**. This field is optional.

12. Fax No:

Type a fax number for this cardholder and **Enter**.

13. Cust Info:

This field can be used for miscellaneous information, i.e. web address of the company, etc.

14. Terms Code:

Type a valid credit card terms code and **Enter** or **?** to display the Terms Code Selection window. This field is not optional.

Note: If the code is not linked to a credit card terms code, the following message displays on your screen:

Warning! Invalid Terms Payment Type

Must Be Credit Card Payment Type

15. Card Number:

Type the credit card number for this card and **Enter**. This field is not optional.

16. Expiration:

Type the month and year of the expiration date on the cred card in MM/YYYY format and **Enter**. This field is not optional.

17. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y**+ the **Enter** key to accept the information. Return to Step 2.

Type **N**+ the **Enter** key and return to Step 3 for correction.

Type **D**+ the **Enter** key to remove the card information from the system and return to Step 2.

Type **E**+ the **Enter** key to end the card input and return to the Customer Sub-Menu. None of the input will be saved.

Aged Open Invoice Report

Overview

The Aged Open Invoice Report gives you an option to list all invoices in detailed or summary format, with an option to include paid invoices, all invoices or invoices that fall within a certain aging period and an option to run the update aging program that recalculates the aging balances and current balance due.

Anzio Lite - PRO.DMS99.2

File Edit View Database Customers Transfer Macros Help

Setup Print F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

Minichew Development Company

A/B Customer Aged Open Report

09/21/2012 4:40 PM

Sort Option: [C] Used: 14

First Customer: [00-ABC01] | ABC Marking Devices Detail/Summary: [D][S]

Last Customer: [01-WRS01] | Wilcom Stamp and Sign Co Aging Range: [A]

First Alpha: Include Paid: [N]

Last Alpha: Payment Detail: [N]

Customer Types: [] Aging Notepad: [Y]

Salespersons: [] Next Contacts: [Y]

Aging Date: [09/21/2012] Update Aging: [Y]

Invoice/Due Date:

Current:

Period 1:

Period 2:

Period 3:

Print aged open invoice report? (Y)es or (N)o: █

Anzio Lite Version 16.2p RUT

Procedure

1. Choose the Aged Open Invoice Report on the Accounts Receivable System Menu.

2. Sort Option:

Type **C**+ the **Enter** key to print the aging report in customer code order.

Type **A**+ the **Enter** key to print the aging report in alpha sort key order. Go to Step 5.

Press **F4** to return to the Accounts Receivable System Menu.

3. First Customer:

Press the **Enter** key to accept the first customer displayed or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Last Customer:

Operating The Accounts Receivable System

Press the **Enter** key to accept the last customer displayed or type ? to display the Customer Code Selection window.

5. First Alpha:

Type the first customer alpha sort key to print and **Enter**.

6. Last Alpha:

Type the last customer alpha sort key to print and **Enter**.

7. Customer Types:

Type two (2) character customer type codes, side by side, and **Enter**. No spaces or commas between codes.

Press the **Spacebar**+ the **Enter** key to list all customer types on this report.

8. Salespersons:

Type two (2) character salesperson codes, side by side, and **Enter**. No spaces or commas between codes.

Press the **Spacebar**+ the **Enter** key to list all salespersons on this report.

9. Aging Date:

Press the **Enter** key to accept the application date or type a new aging date in MMDD format and **Enter**. The system will display the century and the year.

10. Detail/Summary:

Type **D**+ the **Enter** key to list all invoice detail for each customer.

Type **S**+ the **Enter** key to list a one line summary of all invoices for each customer.

Note: The system will prompt you as to what spacing you want to use on the aging report. Select (S)ingle for single spacing, (D)ouble for double spacing or (T)riple for triple spacing.

11. Aging Range:

Type **A**+ the **Enter** key to list all invoices for current, 30, 60, 90 or 120 days.

Type **1**+ the **Enter** key to list invoices past due over period one (30 days).

Type **2**+ the **Enter** key to list invoices past due over period two (60 days).

Type **3**+ the **Enter** key to list invoices past due over period three (90 days).

Type **4**+ the **Enter** key to list invoices past due over period four.

12. Include Paid:

Type **Y**+ the **Enter** key to include paid invoices on the aging report.

Type **N**+ the **Enter** key to exclude paid invoices.

13. Payment Detail:

Type **Y**+ the **Enter** key to include payment information on the aging report.

Type **N**+ the **Enter** key to exclude payment information.

14. Aging Notepads:

Type **Y**+ the **Enter** key to print aging notepads (cardfiles).

Type **N**+ the **Enter** key not to include notepads.

15. Next Contacts:

Type **Y**+ the **Enter** key to print collection next contacts.

Type **N**+ the **Enter** key not to include next contact information.

16. Update Aging:

Type **Y**+ the **Enter** key to update the aging fields in each customer's account.

Type **N**+ the **Enter** key to bypass the aging process. This is **not** recommended.

17. Current:

Type the number of days in the current period and **Enter**.

18. Period 1:

Type the number of days in period one and **Enter**.

19. Period 2:

Type the number of days in period two and **Enter**.

20. Period 3:

Type the number of days in period three and **Enter**.

21. Period 4:

Type the number of days in period four and **Enter**.

22. Print Aged Open Invoice Report? (Y)es or (N)o:

Type **Y** to print the aging and select an appropriate printer for this report.

Type **N** to return to the Accounts Receivable System Menu.

Update Customer Aging

Overview

The Update Customer Aging option is an on-demand aged open invoice recalculation program. The program reads the open invoice file and recreates the aging fields in the Customer Masterfile. Unlike the 'Aged Open Invoice Report', this program does not produce a report. This procedure is automatically run during Period-End Processing.

Anzio Lite - 10/24/2012
 File Edit View Database Communicate Transfer Macro Help
 Invoice Setup Print Status Print History Open Open/Connect Add Source New Source Find File F11 F12 F13 F14
 Find Call Calculation Cancel
 Minchew Development Company 09/24/2012
 A/R Update Customer Aging 11:46 AM
 Used: 85
 First Customer: [00-ABC]
 Last Customer: [01-WR501]
 Customer Types: []
 Aging Date: [09/30/2012]
 Current: [30]
 Period 1: [60]
 Period 2: [90]
 Period 3: [120]
 Update customer aging? (Y)es or (N)o:
 Anzio Lite Version 16.2p

Procedure

1. Choose Update Customer Aging on the Accounts Receivable System Menu.

2. First Customer:

Type the first customer code for the aging calculation and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Accounts Receivable System Menu.

3. Last Customer:

Type the last customer code for the aging calculation and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Customer Type:

Operating The Accounts Receivable System

Type a two (2) character customer type code side by side and **Enter** or type ? to view the Customer Type Selection window. No spaces or commas are required.

5. Aging Date:

Press the **Enter** key to accept the application date or type a new aging date in MMDD format and **Enter**. The system displays the century and the year.

Note: The aging periods are only available for input if the A/R Parameter 'Use Calendar Months for Aging' flag is set to No.

6. Current:

Type the number of days in the current period and **Enter**.

7. Period 1:

Type the number of days in the first past due period and **Enter**.

8. Period 2:

Type the number of days in the second past due period and **Enter**.

9. Period 3:

Type the number of days in the third past due period and **Enter**.

10. Update Customer Aging? (Y)es or (N)o:

Type **Y** to continue the aging process.

Type **N** to return to the Accounts Receivable System Menu.

Cash Receipts Menu

Overview

The Cash Receipts Menu allows you to enter cash payments and miscellaneous cash with two entry programs. One program is a quick entry that allows you to enter payments by invoice number without having to know the customer account. The second entry program is by deposit code, customer code, check number and invoice number.

The Cash Receipts Journal lists each paid invoice and the balance due. This information updates each customer's open invoices and post the distribution to the General Ledger.

The screenshot displays the Anzio Lite software interface. At the top, a menu bar includes options like File, Edit, New, Database, Customers, Transfer, Macros, Help, Print Setup, Print Screen, Print Report, Copy, Paste, Quit, Quit Screen, Next Screen, Next File, and a numeric keypad. Below the menu bar, a status bar shows: "Total Order Plus 2012.C", "Menu: CASH J", "Time: 12:16 PM", "005 - Mindware Development Company", "Accounts Receivable", "Term: T2", and "Date: 05/24/2012". The main window is titled "Cash Receipts Menu" and contains three options: "A. Cash Receipts Quick Entry", "B. Cash Receipts Data Entry", and "C. Cash Receipts Journal". Option A is highlighted with a black bar. At the bottom of the menu, it says "Enter option (CTRL+Y = Help):" followed by a cursor. The bottom status bar shows "Anzio Lite Version 16.2p" and a "QUIT" button.

Cash Receipts Quick Entry

Overview

The Cash Receipts Quick Entry program allows you to enter payments by deposit code, check number and invoice number. The customer name and address and invoice information displays on the screen, showing invoice date, original amount of the invoice, amount already applied, amount of any previous payments and the current balance due.

File Edit View Database Customers Transfer Macros Help

Print Save Exit Calc

Mindware Development Company 09/24/2012 12:25 PM

Cash Receipts Quick Data Entry

Receipt Date: [09/24/2012] Deposit Amount: Used: 0
 Deposit Code: [M] Check Amount: .00

Check Number: [0052365]

Invoice No:	Inv Date	Org Amt	Applied	Payment	Balance
[0002017]	09/06/11	12.00	.00	.00	12.00

Customer Code:[00-ABC01] ABC Marking Devices
 123 Highway 10 North
 # 116
 Phoenix AZ 85224

Disc Amount:
 Cash Amount: [12.00]

Is The Data Correct? (Y)es, (N)o or (D)delete line: █

Anzio Lite Version 16.2p

Procedure

1. Choose Cash Receipts Quick Entry on the Cash Receipts Menu.

2. Receipt Date:

Type the date for this deposit in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

3. Deposit Code:

The deposit type code and **Enter**.

Note: The deposit code is used to subtotal the 'Cash Receipts Journal'. Examples of deposit codes are 0=cash, 1=check, 2=Visa, 3=Mastercard, 4=American Express, etc.

4. Check Number:

Type the check number received from the customer and **Enter**.

5. Invoice No:

Type the invoice number you want to pay and **Enter**.

Note: The system searches the open invoice file for this invoice number and displays the customer name, address and invoice information, showing invoice date, original amount of the invoice, amount already applied, amount of any previous payments and the current balance due.

6. Disc Amount:

Type the amount of discount to apply to this invoice and **Enter** (if applicable).

7. Cash Amount:

Type the amount you want to pay against this invoice and **Enter**.

8. Is The Data Correct? (Y)es, (N)o or (D)elele line:

Type **Y** if the entry is correct and return to enter the next check number in Step 4.

Type **N** to edit the discount or cash amounts. Return to Step 6.

Type **D** to remove this cash entry and return to Step 4.

Cash Receipts Data Entry

Overview

The Cash Receipts Data Entry program allows you to enter receipt information for application to customer invoices and distribution to General Ledger accounts. Each group of receipts is entered in a deposit format (i.e. 0=Cash, 1=Checks, V=Visa, M=Mastercard, etc.). You also have the capability to enter miscellaneous cash directly into General Ledger accounts.

The 'AUTO' feature pays all invoices in full up to the amount of the check, starting with the oldest invoice, but does not apply towards an invoice with a partial payment.

The 'MISC' feature allows entries into the General Ledger for miscellaneous cash, write off of bad debts (i.e. finance charges, bankruptcy, etc.), over/under payments or tax or freight amounts on an invoice that a customer refuses to pay.

Mindware Development Company
CASH RECEIPTS DATA ENTRY DATE: 09/24/2012

RECEIPT DATE: [09/24/2012] CUSTOMER BALANCE: 596.65

DEPOSIT CODE: [] DEF AMT: [24.00] DEF BALANCE: .00

CUSTOMER CODE: [00-ABC01] [ABC Marking Devices] DEBIT CASH: [24.00]

CHECK NO: [0004356] ASA NO: [] CHECK BALANCE: .00

INVOICE NO: [] DCT APPLD: [] DIST AMT: []

INVOICE	INV DATE	INV AMOUNT	DCT DATE	DCT AMT	APPLIED	BALANCE
A0002012-	08/31/11	1.00	/ /			1.00
B0002017-	09/06/11	12.00	/ /		12.00	.00
C0002018-	09/07/11	13.12	/ /			13.12
D0002019-	09/28/11	12.00	/ /		12.00	.00
E0002020-	09/28/11	12.00	/ /			12.00
F0002032-	10/10/11	18.25	/ /			18.25
G0002041-	11/11/11	10.01	/ /			10.01

More...

Enter invoice number or letter to apply cash receipt to, F2 = prior
Note: AUTO=automatically apply, MISC=allocate to G/L, CR=display more invoices

Anzio Lite Version 16.2p

Procedure

1. Choose Cash Receipts Data Entry on the Cash Receipts Menu.
2. Receipt Date:

Type the date of the cash receipt in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F8** to return to the Cash Receipts Menu.

Note: Press F3 to toggle between on and off help messages.

3. Deposit Code:

Type a one (1) character deposit code and **Enter**.

Note: Deposit codes are used to sub-total deposits on the 'Cash Receipts Journal'. For example, use 0=cash, 1=checks, V=Visa, M=Mastercard, etc.

Press **F2** to return to the previous input field.

4. Is This A New Deposit? (CR-N):

Press the **Enter** key to continue deposit entry.

Type **N**+ the **Enter** key to re-enter a deposit code. Go to Step 3.

5. Dep Amount:

Type the total amount for this deposit code and **Enter**.

Note: If you do not enter the amount of the deposit, the system cannot balance the deposit dollars as you are entering them.

6. Is The Deposit Correct? (CR-N-DELETE):

Press the **Enter** key if the deposit amount is correct.

Type **N**+ the **Enter** key to re-enter the amount of the deposit. Go to Step 5.

Type **DELETE**+ the **Enter** key or press **F7** to remove the deposit completely. Return to Step 3.

7. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window. The customer name displays to the right of the customer code and cash receipt notepad will display, if applicable.

If you enter **NOF**, the system will allow you to enter the customer name.

*Note: If you do not know who the customer is for this invoice, type the invoice number+ the **F1** key. The system will search the open invoices for the customer code.*

Press **F8** to end this deposit. The following message displays:

The Deposit is Out of Balance. CR to Continue, Delete or F4 To Change Deposit:

*Press the **Enter** key to continue the deposit.*

*Type **DELETE**+ the **Enter** key or press **F7** to delete the entire deposit. The following message displays: This Will Completely Delete the Deposit. Confirm Delete: (Y)es or (N)o:*

Operating The Accounts Receivable System

Type Y to delete the entire deposit. Return to deposit code in Step 3

Type **N** not to delete the deposit. Return to Step 7 to continue.

Press F4 to change the deposit amount to the correct amount.

8. Check No:

Type the check number for this customer and **Enter**.

Note: You can enter multiple checks for one customer.

Press the **Enter** key, **F2** or **F8** to return to the prior input field.

9. Is This A New Check? (CR-N):

Press the **Enter** key to continue deposit entry.

Type **N**+ the **Enter** key to re-enter the check number.

10. ABA Number:

The American Banking Association number is optional. You can use it as a memo field.

11. Debit Cash:

Type the amount to debit cash (amount of the customer's check) and **Enter**.

Press **F1** if you want to debit cash the entire amount of the customer's balance due.

12. Is The Check Header Correct? (CR-N-DELETE):

Press the **Enter** key if the header information is correct. Proceed to Step 13.

Type **N**+ the **Enter** key to return to the ABA input field. Go to Step 10.

Type **DELETE**+ the **Enter** key or press **F7** to remove the entire deposit. Return to Step 3.

13. Invoice No:

Press the **Enter** key to continue the invoice display on the screen.

Type an invoice **number**+ the **Enter** key to which this payment applies or select a **letter**+**F1** to the left of the invoice number to insert and **Enter**. The amount of the invoice displays in the distribution amount and discount amount, if applicable.

Type '**AUTO**'+ the **Enter** key to apply receipt automatically to the oldest invoice(s).

Type '**MISC**'+ the **Enter** key to replace the invoice display with a General Ledger account number input field. Type the account number to which you want to distribute this receipt amount and **Enter**. Press the **Enter** key to accept the amount displayed.

Note: If the remaining amount of a deposit is more or less than the total of the paid invoices, distribute the remainder of the receipt by typing MISC or treat it as a pre-payment by entering an invoice number to apply the receipt to on the customer's account. You will be prompted 'Is This A Pre-payment? (Y-N)'.

Type **Y**+ the **Enter** key to apply to the customer account as a credit.

Type **N**+ the **Enter** key to return to Step 13.

14. Dct Appld:

Type the amount of the discount you want to apply on this invoice and **Enter**. If you do want not to apply the discount, type zero (0) for discount amount.

Note: If the invoice number you entered in Step 13 has a discount amount and the cash receipt entry date precedes the invoice discount due date, the discount amount for that invoice automatically displays.

15. Dist Amt:

Type the amount you want to apply to this invoice and **Enter** or press the **Enter** key to accept the invoice amount displayed.

Note: You must distribute the entire check until the check balance is zero. If you try to end at the check number and the check is out of balance, this message displays: 'The Check Is Out Of Balance. Press CR to continue or Delete'.

Press the **Enter** key to balance this check entry.

Type **DELETE**+ the **Enter** key to delete this check for this customer only. Return to Step 8.

16. The Deposit Is Out Of Balance. CR to Continue, DELETE or F4 to Change Deposit:

Note: Before you exit this program, the entire deposit must be distributed so that the Deposit Balance is equal to zero.

Press the **Enter** key to continue the entry at the deposit entry field.

Type **DELETE** or press **F7** to delete the entire deposit. Go to Step 17.

Press **F4** to return to the Deposit Amount input field. Re-enter the deposit amount to balance with the distributions.

17. This will completely delete the deposit. Confirm delete (Y)es or (N)o:

Type **Y** to delete the entire deposit. Return to the Deposit Code input field. Go to Step 3.

Type **N** to continue the deposit entry and return to the Customer Code input field. Go to Step 7.

Applying Credit Memos

Procedure

Note: A credit memo is first entered as an invoice through Invoice Data Entry in the Order Entry module. You must use the Cash Receipts Data Entry program to apply credit memos to an open invoice. The system automatically checks to make sure that all invoices have been updated to each customer's account before letting you apply any credit memos.

1. Choose Cash Receipts Data Entry on the Cash Receipts Menu.

2. Receipt Date:

Type the date of the cash receipt in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F8** to return to the Cash Receipts Menu.

Note: Press F3 to toggle between on and off help messages.

3. Deposit Code:

Type a one (1) character deposit code and **Enter**.

Note: Deposit codes are used to sub-total deposits on the 'Cash Receipts Journal'. For example, use C=Credit Memo.

4. Is This A New Deposit? (CR-N):

Press the **Enter** key to continue deposit entry.

Type **N**+ the **Enter** key to re-enter a deposit code. Go to Step 3.

5. Dep Amount:

Always type zero (0) for the amount and **Enter**.

6. Is The Deposit Correct? (CR-N-DELETE):

Press the **Enter** key to continue credit memo entry.

Type **N**+ the **Enter** key to re-enter the amount of the deposit. Go to Step 5.

Type **DELETE**+ the **Enter** key or press **F7** to remove the deposit completely. Return to Step 3.

7. Customer Code:

Type **NOF** for a 'Not On File' customer or type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window. The customer name displays to the right of the customer code. If you entered **NOF**, the system will allow you to enter the name of the customer.

*Note: Type the invoice **number**+ the **F1** key to find the customer for this invoice number.*

Press **F8** to return to the Accounts Receivable System Menu.

8. Check No:

Type a reference number and **Enter** (i.e. CREDIT, CR MEMO, etc.).

Press the **Enter** key, **F2** or **F8** to return to the prior input field.

9. Is This A New Check? (CR-N):

Press the **Enter** key to continue credit memo entry.

Type **N**+ the **Enter** key to re-enter the check number.

10. ABA Number:

The American Banking Association number is optional. You can use it as a memo field.

11. Debit Cash:

Always type zero (0) for the debit cash amount and **Enter**.

12. Is The Check Header Correct? (CR-N-DELETE):

Press the **Enter** key to continue deposit entry.

Type **Y** to delete the entire deposit. Return to the Deposit Code input field. Go to Step 3.

Type **N** to continue the deposit entry and return to the Customer Code input field. Go to Step 7.

Type **N**+ the **Enter** key to return to the ABA input field. Go to Step 10.

Type **DELETE**+ the **Enter** key or press **F7** to remove the entire entry. Go to Step 3.

13. Invoice No:

Press the **Enter** key to continue the invoice display on the screen.

Type the credit memo **number**+ the **Enter** key (i.e. 12345CM) or select a letter to the left of the credit memo number and **Enter**. The amount of the invoice displays in the distribution amount (discount amount if applicable).

Type 'AUTO'+ the **Enter** key to apply the credit memo to the oldest invoice(s).

Type 'MISC'+ the **Enter** key to replace the invoice display with a General Ledger account number input field. Type the account number to which you want to distribute this credit amount and **Enter**. Press the **Enter** key to accept the amount displayed.

14. Dct Appld:

Operating The Accounts Receivable System

Press the **Enter** key to accept the discount amount shown. If you do not want to apply the discount at this time, type zero (0) for the amount.

15. Dist Amt:

Type the amount you want to apply from this credit memo and **Enter** or press the **Enter** key to accept the amount displayed. Return to Step 13 to enter additional invoice numbers to apply.

Writing Off Uncollectible Accounts

Procedure

Note: Use the Cash Receipts Data Entry program to write off open invoices on a customer's account to a General Ledger uncollectible debts account. This process should only be done only if the invoices will never be paid.

1. Choose Cash Receipts Data Entry on the Cash Receipts Menu.

2. Receipt Date:

Type the date of the write off in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year

Press **F8** to return to the Cash Receipts Menu.

Note: Press F3 to toggle between on and off help messages.

3. Deposit Code:

Type a one (1) character deposit code and **Enter**.

Note: Deposit codes are used to sub-total deposits on the 'Cash Receipts Journal'. For example, use W=Write Off.

4. Is This A New Deposit? (CR-N):

Press the **Enter** key to continue deposit entry.

Type **N**+ the **Enter** key to re-enter a deposit code. Go to Step 3.

5. Dep Amount:

Always type zero (0) for the amount and **Enter**.

6. Is The Deposit Correct? (CR-N-DELETE):

Press the **Enter** key to continue credit memo entry.

Type **N**+ the **Enter** key to re-enter the amount of the deposit. Go to Step 5.

Type **DELETE**+ the **Enter** key or press **F7** to remove the deposit completely. Return to Step 3.

7. Customer Code:

Type **NOF** for a 'Not On File' customer or type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window. The customer name displays to the right of the customer code. If you entered **NOF**, the system will allow you to enter the name of the customer.

Note: Type the invoice number+ the F1 key to find the customer for this invoice number.

Operating The Accounts Receivable System

Press **F8** to return to the Accounts Receivable System Menu.

8. Check No:

Type a reference number and **Enter** (i.e. BADDEBT, W/O, etc.).

Press the **Enter** key, **F2** or **F8** to return to the prior input field.

9. Is This A New Check? (CR-N):

Press the **Enter** key to continue credit memo entry.

Type **N**+ the **Enter** key to re-enter the check number.

10. ABA Number:

The American Banking Association number is optional. You can use it as a memo field.

11. Debit Cash:

Always type zero (0) for the cash amount and **Enter**.

12. Is The Check Header Correct? (CR-N-DELETE):

Press the **Enter** key to continue deposit entry.

16. Invoice No:

Type the invoice number(s) you want to apply the credit memo to and **Enter**.

17. Dct Appld:

Press the **Enter** key to accept the discount amount shown. If you do not want to apply the discount at this time, type zero (0) for the amount.

18. Dist Amt:

Type the amount you want to apply from this credit memo and **Enter** or press the **Enter** key to accept the amount displayed.

Note: To apply credit to more than one invoice, return to Step 16.

To end an entry, you must distribute the entire credit amount so the check balance is zero. If you try to end at the check number and the check balance is not equal to zero, this message displays: 'The Check Is Out Of Balance. Press CR to continue or Delete'. Press the Enter key to return to Step 13. Press F7 to delete the credit memo and return to Step 7.

19. This will completely delete the deposit. Confirm delete (Y)es or (N)o:

Type **N**+ the **Enter** key to return to the ABA input field. Go to Step 10.

Type **DELETE**+ the **Enter** key or press **F7** to remove the entire entry. Go to Step 3.

13. Invoice No:

Press the **Enter** key to continue the invoice display on the screen.

Type the invoice number to write off and **Enter** or select a letter to the left of the invoice number and **Enter**. The amount of the invoice displays in the distribution amount (discount amount if applicable).

14. Dct Appld:

Press the **Enter** key to accept the discount amount shown. If you do not want to apply the discount at this time, type zero (0) for the amount.

15. Dist Amt:

Type the amount you want to apply from this credit memo and **Enter** or press the **Enter** key to accept the amount displayed.

Note: To write off more than one invoice, return to Step 13.

16. Invoice No:

Type 'MISC'+ the **Enter** key to replace the invoice display with a General Ledger account number input field. Type the uncollectible/bad debt account number and **Enter**. Press the **Enter** key to accept the amount displayed.

17. Dct Appld:

Press the **Enter** key to accept the discount amount shown. If you do not want to apply the discount at this time, type zero (0) for the amount.

18. Dist Amt:

Type the amount you want to apply from this credit memo and **Enter** or press the **Enter** key to accept the amount displayed.

Note: To end an entry, you must distribute the entire amount so the check balance is zero. If you try to end at the check number and the check balance is not equal to zero, this message displays: 'The Check Is Out Of Balance. Press CR to continue or Delete'. Press the Enter key to return to Step 13. Press F7 to delete the write off and return to Step 7.

19. This will completely delete the deposit. Confirm delete (Y)es or (N)o:

Type **Y** to delete the entire deposit. Return to the Deposit Code input field. Go to Step 3.

Type **N** to continue the deposit entry and return to the Customer Code input field. Go to Step 7.

Cash Receipts Journal

Overview

The Cash Receipts Journal updates the cash receipt entries to the Customer Masterfile, the Open Invoice file and the G/L End-Of-Day transaction file. The combined deposit totals are displayed on the Cash Receipts Journal screen

The report prints in deposit code order. Make sure this report is correct before completing the update. .

Mindware Development Company A/R Cash Receipts Journal			DATE: 09/24/2012
09/24/2012		24.00	
09/24/2012	0	20.00	
09/24/2012	M	.00	
Deposit Total:			44.00

Print cash receipts journal? (Y)es or (N)o: █

Anzio Lite Version 16.2p

Procedure

1. Select the Cash Receipts Journal on the Cash Receipts Menu.

2. Print cash receipts journal? (Y)es or (N)o:

Type **Y**+ the **Enter** key to print the journal or **N**+ the **Enter** key to abort the print.

2. Select the appropriate printer for this report.

3. Do You Want To Update The Cash Receipts? (YES-NO):

Type **YES**+ the **Enter** key to update the cash receipts or type **NO**+ the **Enter** key to abort the update and return to the Accounts Receivable System Menu.

Note: The system checks the Open Invoice Date Entry file to make sure all invoices have been updated prior to updating cash receipts. Cash receipts will not be updated until the invoice file has been cleared.

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Email Reminder Sender

Overview

The Email Reminder serves as a past due notice for invoices that are inclusive in the days aging fields that you enter. You can select to send up to three notices at one time for three different aging messages that you set up on the Accounts Receivable Definition Menu in 'Email Reminder Message Maintenance'.

You can select to include specific customer types and terms codes. The email address field is left blank if you want to use the email addresses from Contact Maintenance.

Anzio Lite - 216.19.216.50
 File Edit View Database Customers Transfer Macros Help
 Printer Setup Print Screen Exit Printer Copy Go/Connect Add Screen Fast Screen Send File
 MindWare Corp Of America 08/19/2009 12:25 PM
 Email Past Due Notices
 First Customer: [AAM01] A-1 American
 Last Customer: [ABC01] ABC Stamp Company
 Customer Types: [MD] 1
 Terms Code: [10] Net 10 Days
 To Email: [support@mindwarecorp.com] 1
 Day Range 1: [30] [030] 30 Days Past Due
 Day Range 2: [60] [060] 60 Days Past Due
 Day Range 3: [90] [090] 90 Days Past Due
 Customers:
 Begin past due emails? (Y)es, (N)o or (E)nd
 FUNCTION:

Procedure

1. Select Email Reminder Sender from the Accounts Receivable System Menu.

2. First Customer:

Type the first customer code to include and **Enter** or **?** to display the Customer Code Selection window.

3. Last Customer:

Type the last customer code to include and **Enter** or **?** to display the Customer Code Selection window.

4. Customer Types:

Enter customer type codes to include, side by side, no commas or spaces included and **Enter** or type **?** to display the Customer Type Code Selection window.

5. Terms Code:

Type a terms code that you want to use for the credit hold number of days and **Enter**.

6. To Email:

Enter an email address to send the notice to or leave blank to use the customer contact email addresses set up in Customer Contact Maintenance.

Note: If you want to test the notices, you can use your own email address.

7. Day Range 1:

Type the number of days and the message code for Range 1.

8. Day Range 2:

Type the number of days and the message code for Range 2.

9. Day Range 3:

Type the number of days and the message code for Range 3.

10. Begin Past Due Emails? (Y)es, (N)o or (E)nd:

Type **Y+** the **Enter** key to send the email notices.

Type **N+** the **Enter** key to return to Step 2.

Type **E+** the **Enter** key to abort the email notices and return to the Accounts Receivable System Menu.

Invoice System Menu

Overview

There are two ways to enter invoices in Accounts Receivable: Open Invoice Data Entry and Detail Invoice Data Entry. You can use Open Invoice Data Entry to enter all open invoices that make up your accounts receivable total or any time you do not have to print an invoice or you can enter invoice adjustments to invoices already updated. Detail Invoice Data Entry lets you enter line items on an invoice, a description of the item, quantity, price, extension and General Ledger distribution.

Invoices entered in the Order Entry module and updated using the 'Daily Sales Journal & Update' are written to the Open Invoice Data Entry file. The invoices are updated to the customer accounts and to the General Ledger module after printing the 'Open Invoice Data Entry Register'. You need to make sure the date on the Invoice System Menu is the correct date for posting to the ledger.

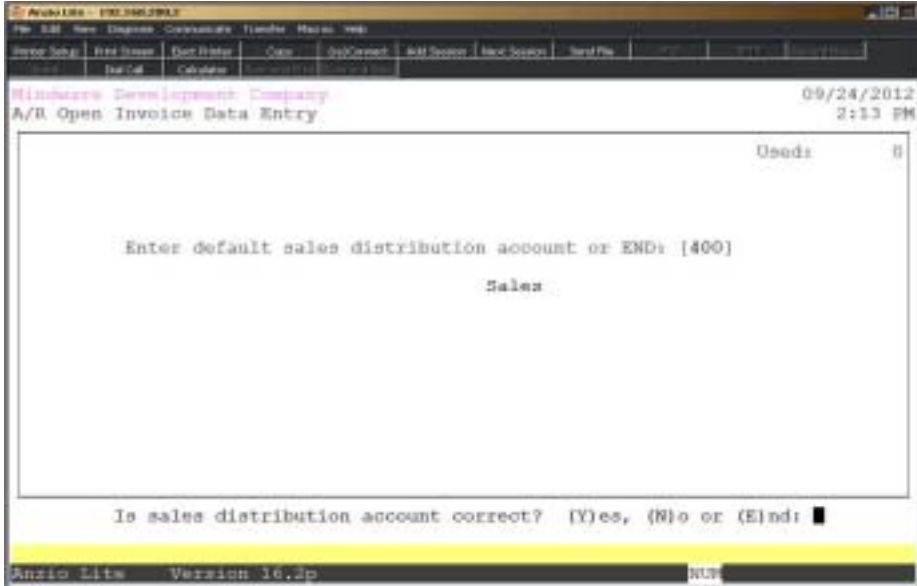
Invoices must be updated to each customer's account in order for the open invoices to be paid using 'Cash Receipts Data Entry'.

The screenshot displays the 'Anzio Lite' software interface. At the top, a menu bar includes 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Market', and 'Help'. Below this is a toolbar with icons for 'Invoice Setup', 'Print Invoice', 'Detail Invoice', 'Open', 'Open/Correct', 'A/R System', 'Bank System', 'Transfer', 'Print', 'F11', and 'F12'. The main window title is 'Anzio Lite - F102.00020002'. The header section contains the following information: 'Total Order Plus 2012.C', 'Menu: INV J', '005 - Mindware Development Company', 'Term: Tz', 'Time: 1:38 PM', 'Accounts Receivable', and 'Date: 09/24/2012'. The central area is titled 'A/R Invoice System Menu' and lists five options: 'A. Open Invoice Data Entry' (highlighted), 'B. Open Inv Data Entry Register & Upd', 'C. Detail Invoice Data Entry', 'D. Detail Invoice Print', and 'E. Detail Invoice Sales Journal'. At the bottom of the menu area, it says 'Enter option (CTRL+Y = Help):'. The footer bar shows 'Anzio Lite Version 16.2p' and a 'QUIT' button.

Open Invoice Data Entry

Overview

The Open Invoice Data Entry program allows you to enter conversion invoices into the system to establish open invoice balances in the customer masterfile or any invoice that does not have to be printed. You can also use this program to edit or adjust invoices that have already been updated. Any changes made using this program only affects the customer masterfile and the General Ledger, not Sales Analysis or history files.



Procedure

1. Choose Open Invoice Data Entry on the Invoice System Menu.
2. Enter Default Sales Distribution Account Or End:

Type the default General Ledger sales account number and **Enter** or type **?** to display the General Ledger Account Selection window. The system displays the account description.

Type **SALES** for the account number if the General Ledger module is not installed.

Type **END+** the **Enter** key to return to the Invoice System Menu.

3. Is Sales Distribution Account Correct? (Y)es, (N)o or (E)nd:

Type **Y** if the sales account number is correct.

Type **N** to re-enter the account number. Return to Step 2.

Windows Development Company
A/R Open Invoice Data Entry

09/24/2012
2:13 PM

Invoice No: [0001502] Used: 0
Cust Code: [00-ABC01] Invoice Date: [09/24/2012]
ABC Marking Devices Due Date: [10/24/2012]
123 Highway 10 North
116 Discount Due: []
Phoenix Discount Amt: [.00]
AZ 85224 Invoice Amt: [189.50]
US Invoice Bal: []
Batch Total: []

Line	G/L Account	Account Description	Distribution

Is The Data Correct? (Y)es, (N)o, (D)elele or (E)nd: █

Amzio Lite Version 16.2p NUP

Type **E** to return to the Invoice System Menu.

4. Invoice No:

Type an invoice number and **Enter** or press the **Enter** key to let the system automatically assign a sequential invoice number.

Press **F4** to return to the Invoice System Menu.

5. Cust Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window. The system displays the name and address information.

Type **NOF+** the **Enter** key if this is a one-time customer. The cursor moves to the billing field for you to type in the 'Not On File' name and address.

Press **F2** to return to the previous input field.

6. Invoice Date:

Type the invoice date in MMDD format and **Enter** or press the **Enter** key to accept the default application date. No dashes or slashes are required. The system will insert the current century and year.

7. Due Date:

Type the date payment is due for this invoice in MMDD format and **Enter** or press the **Enter** key to accept the default date. No dashes or slashes are required. The system will insert the current century and year.

8. Discount Due:

Type the date by which payment must be received for the discount to be applied in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press the **Enter** key if a discount does not apply for this invoice.

9. Discount Amt:

Type the amount of the discount and **Enter**.

Note: If you entered a discount due date, the cursor moves to this field. If you bypassed the discount date, this field will be skipped.

10. Invoice Amt:

Type the total invoice amount and **Enter**.

Note: If the entry is a refund or credit, precede the amount with a minus sign (-). Invoice amount and invoice balance will indicate a credit amount.

11. Is The Data Correct? (Y)es, (N)o, (D)elele or (E)nd:

Type **Y** to accept the invoice header information.

Type **N** to edit the information. Go to Step 6.

Type **D** to remove the entire invoice from the system. Go to Step 4.

Type **E** to end the invoice input and return to the Invoice System Menu.

The screenshot displays the 'A/R Open Invoice Data Entry' window. At the top, it shows the company name 'Minicare Development Company' and the date '09/24/2012'. The window is divided into several sections for data entry:

- Invoice Information:** Invoice No: {0001502 }, Invoice Date: {09/24/2012}, Due Date: {10/24/2012}, Used: 0.
- Customer Information:** Cust Code: {00-ABC01 }, ABC Marking Devices, 123 Highway 10 North, # 116.
- Location/Address:** Phoenix, AZ 85224, US.
- Financial Summary:** Discount Due: [], Discount Amt: [.00], Invoice Amt: [189.50], Invoice Bal: .00, Batch Total: 189.50.
- Line Items Table:**

Line	G/L Account	Account Description	Distribution
001	400	Sales	185.00
002	520	Freight	4.50

At the bottom, a prompt asks 'Is The Data Correct? (Y)es, (N)o, (D)delete or (E)nd:'. The status bar at the very bottom shows 'Anzio Lite Version 16.2p'.

12. Line No:

Press the **Enter** key to have the system automatically assign the next incremental line number or type an existing **line number**+ the **Enter** key that you need to edit.

Press **F1** to display the next existing line number.

Press **F4** to exit the distribution entry window. Return to Step 4.

13. G/L Account:

Note: The cursor moves to the General Ledger account number distribution window. The system displays the default account number you entered in Step 2.

Press the **Enter** key to accept the account displayed or type **?** to display the General Ledger Account Selection window. The account description displays to the right of the account number.

Note: If you are converting an existing system to Total Order Plus and you are interfaced to the General Ledger module, enter the Accounts Receivable account number to avoid double entry.

14. Distribution:

Press the **Enter** key to accept the displayed balance or type the amount you want to distribute to this account number.

Note: The cursor returns to the General Ledger account number field. Each time you enter an account number, the remaining invoice balance displays as a default amount for that entry. The Invoice Balance field displays the remaining invoice balance. When the entire entry is distributed, the invoice balance is zero. You must distribute the entire invoice balance or the following message displays: 'Warning: Open Invoice Data Entry Is Out of Balance. Distribution Must Equal Invoice Total. Press Any Key To Continue'.

Press any key to make the changes necessary to balance the invoice distribution.

15. Is The Data Correct? (Y)es, (N)o or (D)elele:

Type **Y** if the distribution is correct. The cursor returns to the invoice number field in Step 4.

Type **N** to make distribution adjustments where necessary.

Type **D** to remove the entire G/L distribution. Return to Step 12.

Open Invoice Data Entry Register

Overview

After entering a batch of invoices, you can print the Open Invoice Data Entry Register for a detailed listing to check for accuracy. After checking your entries, you can run the invoice update to post to the Customer Masterfile 'Aging & Sales Summary' and to the Open Invoice file. You must update the invoices in order for them to display on the 'Cash Receipts Data Entry' screen when you post cash receipts to open invoices.

During the 'Daily Sales Journal & Update' in the Order Entry module, the invoices post to the Open Invoice Data Entry file. You must run this register to update entries to the Customer Masterfile and the Open Invoice file. If you are interfaced to the General Ledger, the invoice distribution is posted to the End-Of-Day transaction file on the General Ledger System Menu. The application date for the Accounts Receivable system is used as the posting date to the General Ledger.

The register prints in invoice order showing the customer code and name, invoice date, invoice amount, discount amount and invoice distribution by General Ledger account number.

Minichase Development Company
A/R Open Invoice Data Entry Register

09/24/2012
2:39 PM

Invoice Number:	1
Register Total:	189.50
Discount Total:	.00

Print open invoice data entry register? (Y)es or (N)o: █

Anzio Lite Version 16.2p RUN

Procedure

1. Choose Open Invoice Data Entry Register on the Invoice System Menu.
2. Select the appropriate printer for this report.

Open Invoice Data Entry Register Sample

Register: 001_00010
 000101
 2:45:38

Wisdom Development Company
 A/R Open Invoice Data Entry Register

Page: 1
 Run Date: 09/24/2011
 Sys Date: 09/24/2011

Inv #	Alt	Customer	Customer Name	Inv Date	Invoice	Amount	Distribution A/C Account
000101		00-10004	ABC Marketing Services	09/24/2011	100.00	.00	100.00 400 4.00 100
Invoice Total:					100.00	.00	100.00
Division Total:					100.00	.00	100.00
Report Total:					100.00	.00	100.00

Special Statement Menu

Overview

The Special Statement Menu is a group of statements designed to report open invoice and history invoice information in a variety of formats for any specific customer. You have an option to sort by invoice number or purchase order number, by branch/department/cost center, in itemized detail format or summary format. There is a statement format available to print all NOF (Not On File) customers.

Information listed on the statements include purchase order number, invoice and order numbers, invoice date, inventory items and descriptions, quantity purchased, sales tax and freight, with an option to include product text.

The screenshot displays the Anzio Lite software interface. At the top, a menu bar includes File, Edit, New, Deposit, Customers, Transfer, Macros, and Help. Below this is a toolbar with icons for New Entry, Edit Entry, Delete Entry, Copy, Paste, Print, and other functions. The main window shows a header section with the following information:

- Total Order Plus 2012.C
- Menu: STATE J
- Time: 3:04 PM
- 005 - Mindware Development Company
- Accounts Receivable
- Term: Tz
- Date: 09/24/2012

Below the header is a section titled "Special Statement Menu" with a list of options:

- A. Branch Format Using Open Invoices
- B. Branch Format Using History File
- C. Branch Format No Text
- D. Branch Format W/Text No Order No
- E. Cost Center Format W/PO & Rel No
- F. Customer Format W/Rel No & Aging
- G. NOF Format With Purchase Order
- H. Monthly Purchases by Department
- I. By Branch W/Stamp/Plate
- J. Special Statement /Usage Report
- K. Special Statement W/Customer Range
- L. Detailed Summary - All Branches
- M. Summary Statement - One Line Total

At the bottom of the menu list, it says "Enter option (CTRL+Y = Help):" followed by a cursor pointing to the first option (A).

The bottom status bar of the window shows "Anzio Lite Version 16.3p" and a "Quit" button.

Branch Format Using Open Invoice File

Overview

This special statement by branch/department reads the open invoice file for invoices specified within a certain date range for a particular customer. You can sort the statement by purchase order number or by invoice number. If you select to sort by purchase order number, you can also select to print a separate statement for each purchase order number. If you do not want to print an itemized detailed statement, you can select to print a branch summary only. Two lines are available for a customized statement message.

This statement can be printed at any time but is generally printed prior to 'Period-End Processing'.

The screenshot shows the 'Anzio Lite' software interface. The title bar reads 'Anzio Lite - 1700.000.000.0'. The menu bar includes 'File', 'Edit', 'View', 'Display', 'Calculate', 'Transfer', 'Master', 'Help'. The toolbar contains icons for 'Server Setup', 'Print Screen', 'Print Data', 'Copy', 'Copy/Comment', 'Add Screen', 'New Screen', 'Save File', 'Print', 'Print Screen', 'Print Data', 'Print Screen', 'Print Data', 'Print Screen'. The main window title is 'Minisware Development Company' and the subtitle is 'Itemized Monthly Purchases'. The date and time are '09/24/2012 4:29 PM'. The screen displays the following fields: 'Customer Code: [00-ABC01] ABC Marking Devices', 'First Date: [09/01/2012]', 'Last Date: [09/30/2012]', 'Invoice/PO: [1] PO Sort:', 'Company Name: [Y]', 'Summary Only: [N]'. A text box for 'Statement Message' contains the text 'Esc, F4, F8=Exit, Ctrl+Y=Help'. The bottom status bar shows 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Branch Format Using Open Invoice File on the Special Statement Menu.
2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Invoice/PO:

Type **I+** the **Enter** key to list the itemized statement by invoice number. Go to Step 7.

Type **P+** the **Enter** key to list the statement by purchase order number.

6. PO Sort:

Type **Y+** the **Enter** key to sort each itemized statement by purchase order number.

Type **N+** the **Enter** key not to sort the statement by purchase order number.

7. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

8. Summary Only:

Type **Y+** the **Enter** key not to include itemized statements but only print a summary statement.

Type **N+** the **Enter** key to include both itemized and summarized statements.

9. Message:

Type up to sixty (60) characters for each message line and **Enter**.

10. Select the appropriate printer for this report.

Branch Format Using Open Invoice File Sample

Print Preview

File Page View Help

Page: 3 of 3

AR0040 Itemized Monthly Purchases 01/31/00 1

Your Company Name:
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch: 000002 = Accounting

Invoice / Order #	Qty	Layout	Description	Price	Extension	
0006487 / 0006487	10		Frog Prince (Aquarium)	6.75	40.50	
					Sub-total:	40.50
					Sales Tax:	2.01
					Shipping:	3.50
					Total:	46.01

Print Preview

File Page View Help

Page: 1 of 1

AR0040 Summarized Monthly Purchases 01/10/00 1

Your Company Name:
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch	Branch Description	Invoice #	Sub-total	Tax	Shipping	Total
000001	Purchasing	0006488	63.00	3.15	5.00	71.15
			63.00	3.15	5.00	71.15
000002	Accounting	0006487	40.50	2.01	3.50	46.01
			40.50	2.01	3.50	46.01
			103.50	5.16	8.50	117.16

Branch Format Using History File

Overview

This special statement reads the history invoice file for invoices specified within a certain date range for one customer. You can sort the statement by branch, purchase order number or by invoice number. If you select to sort by purchase order number, you can also select to print a separate statement for each purchase order number. If you do not want to print an itemized detailed statement, you can select to print a branch summary only. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

Minshaw Development Company 09/24/2012 6:34 PM

Itemized Monthly Purchases

Customer Code: [00-ASC01] ASC Marking Devices Used: 14

First Date: [09/01/2012]

Last Date: [09/30/2012]

Branch: [] All Branches

Invoice/PO: [I]

Company Name: [Y]

Statement Message

Esc, F4, F8=Exit, Ctrl+Y=Help

Enter statement message

Anzio Lite Version 16.2p

Procedure

1. Choose Branch Format Using History File on the Special Statement Menu.
2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Branch:

Type a valid branch number and **Enter**.

Press **Spacebar** to include all branches.

6. Invoice/PO:

Type **I+** the **Enter** key to list the itemized statement by invoice number.

Type **P+** the **Enter** key to list the statement by purchase order number.

7. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

8. Message:

Type up to sixty (60) characters for each message line and **Enter**.

9. Select the appropriate printer for this report.

Branch Format Using History File Sample

Print Preview

File Page View Help

Page: 1 of 2

AK0040 Itemized Monthly Purchases 01/01/00 to 01/31/00 01/31/00 1

Your Company Name
3646 East Ray Road
Suite 616-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch: 000001 - Purchasing

P.O. Number	Qty Layout	Description	Price	Extension
323456	20	X-Stamper Rd, air Mail	8.75	175.00
			Sub-total:	175.00
			Sales Tax:	8.75
			Shipping:	5.00
			Total:	188.75
00458485	10	poly poly Dragon (Dragons	10.50	63.00
			Sub-total:	63.00
			Sales Tax:	3.15
			Shipping:	5.00
			Total:	71.15

Print Preview

File Page View Help

Page: 1 of 1

AK0041 Itemized Monthly Purchases 01/01/00 to 01/31/00 01/31/00 1

Your Company Name
3646 East Ray Road
Suite 616-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch	Branch Description	Invoice No	Sub-Total	Tax	Shipping	Total
000001	Purchasing	0000400	175.00	8.75	5.00	188.75
		0000400	63.00	3.15	5.00	71.15
			170.00	11.90	10.00	191.90
000001	Accounting	0000401	48.50	2.43	3.90	54.83
			48.50	2.43	3.90	54.83
			170.50	13.33	13.90	197.73

Branch Format No Text

Overview

This special statement by branch/department scans the open invoice file or the invoice history file for invoices specified within a certain date range for one customer. You can sort the statement by purchase order number, invoice number or release number. You can select to include your company name and the ship-to address from each invoice. You can enter your own report headings for both the detailed and summarized statements. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

The screenshot shows the Ansisoft software interface. At the top, there's a menu bar with options like File, Edit, View, Database, Customers, Transfer, Macros, Help. Below the menu bar is a toolbar with icons for various functions. The main window displays the 'Special Statement w/out Order #/Layout' menu. The menu options are: Customer Code: [00-ABC01] ABC Marking Devices, First Date: [09/01/2012], Last Date: [09/30/2012], Invoice/PO: [P], Company Name: [Y], Ship-To: [Y], Detail Heading: [Itemized Monthly Purchases], Summary Heading: [Summarized Monthly Purchases], and Statement Message: [Enter statement message]. The 'Statement Message' field is highlighted with a yellow background. At the bottom of the window, there's a status bar showing 'Ansisoft Version 16.2p' and 'DATE'.

1. Choose Branch Format No Text on the Special Statement Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Invoice/PO:

Type **I+** the **Enter** key to list the itemized statement by invoice number.

Type **P+** the **Enter** key to list the statement by purchase order number.

Type **R+** the **Enter** key to list in invoice number order with release number and purchase order number as a message line.

6. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

7. Ship-To:

Type **Y+** the **Enter** key to list the ship-to on the statement.

Type **N+** the **Enter** key not to list the ship-to address.

8. Detail Heading:

Type the heading for the itemized statements and **Enter**.

9. Summary Heading:

Type the heading for the summary statement and **Enter**.

10. Open or History:

Type **O+** the **Enter** key to scan the open invoice file for this report.

Type **H+** the **Enter** key to scan the invoice history file.

11. Message:

Type up to sixty (60) characters for each message line and **Enter**.

12. Select the appropriate printer for this report.

Branch Format No Text Sample

Print Preview

File Page View Help

Page: 1 of 2

AR0140 Itemized Monthly PO Purchases 01/31/00 1

Your Company Name
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch: 000001 - Purchasing

Invoice No	Qty	Description	Price	Extension
0006486	10	BizComp Executives PO: 123456 Bell XS1001 / X-Stamper Rd, Ai	8.75	175.00
Sub-total:				175.00
Sales Tax:				8.75
Shipping:				3.00
Total:				186.75
0006488	10	BizComp Executives PO: 00458485 Bell AR01.281 / Roly Poly Dragon	10.50	63.00
Sub-total:				63.00
Sales Tax:				3.15

Print Preview

File Page View Help

Page: 1 of 1

AR0140 Summarized Monthly Purchases 01/31/00 1

Your Company Name
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch	Branch Description	Inv No, Inv Date	Sub-Total	Tax	Shipping	Total
000001	Purchasing	0006486 01/01/00	175.00	8.75	3.00	186.75
000001	Purchasing	0006488 01/01/00	63.00	3.15	0.00	72.15
			238.00	11.90	3.00	252.90
000001	Accounting	0006487 01/01/00	48.50	2.43	3.90	54.83
			48.50	2.43	3.90	54.83
			170.50	13.73	15.90	200.13

Branch Format w/Text No Order Number

Overview

This special statement scans the invoice history file for invoices specified within a certain date range for one customer. You can sort the statement by branch, purchase order number or invoice number, with text for each stamp included. You can select to print your company name on the top of the statement. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

The screenshot shows the 'ITEMIZED MONTHLY PURCHASES' window in the Anzio Lite software. The window title is 'ITEMIZED MONTHLY PURCHASES'. The top right corner shows the date '09/24/2012' and time '4:44 PM'. The window contains the following fields:

- Customer Code: [00-ABC01] ABC Marking Devices
- First Date: [09/01/2012]
- Last Date: [09/30/2012]
- Branch: [1] All Branches
- Order/PO: [P]
- Company Name: [Y]
- Statement Message: [Esc, F4, F8=Exit, Ctrl+Y=Self]

At the bottom of the window, there is a yellow bar with the text 'Enter statement message'.

Procedure

1. Choose Branch Format w/Text No Order Number on the Special Statement Menu.
2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the century and the date.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Branch:

Type a valid branch number and **Enter**.

Press **Spacebar** to print all branches.

6. Invoice/PO:

Type **I+** the **Enter** key to list the itemized statement by invoice number.

Type **P+** the **Enter** key to list the statement by purchase order number.

7. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

8. Message:

Type up to sixty (60) characters for each message line and **Enter**.

9. Select the appropriate printer for this report.

Branch Format w/Text No Order Number Sample

Print Preview

File Page View Help

Page: 1 of 2

ARXT40

ITEMIZED MONTHLY PURCHASES
01/01/00 TO 01/31/00

01/31/2000 1

Your Company Name
3546 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch: 000001 - Purchasing

Invoice No	Qty	Description	Price	Extension
0006486	20	X-stamper Rd. Air Mail	8.75	175.00
			Sub-total:	175.00
			Sales Tax:	8.75
			Shipping:	5.00
			Total:	188.75
0006488	10	Koly Polly Dragon (Dragons)	10.50	63.00
			Sub-total:	63.00
			Sales Tax:	3.15
			Shipping:	5.00

Print Preview

File Page View Help

Page: 1 of 1

AROTL

SUMMARIZED MONTHLY PURCHASES
01/01/00 TO 01/31/00

01/31/00 1

Your Company Name
3546 East Ray Road
Suite B16-128
Phoenix, AZ 85044

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Branch	Branch Description	Inv Date	Invoice #	Sub-total	Tax	Shipping	Total
000001	Purchasing	01/22/99	0006486	175.00	8.75	5.00	188.75
		01/22/99	0006488	63.00	3.15	5.00	71.15
				238.00	11.90	10.00	259.90
000002	Accounting	01/22/99	0006487	40.50	2.01	1.50	44.01
				40.50	2.01	1.50	44.01
				278.50	13.91	11.50	303.91

Cost Center Format w/PO & Release Number

Overview

This special statement scans the invoice history file for invoices specified within a certain date range for one customer. You can sort the statement by branch, purchase order number or invoice number. You can select to print your company name on the top of the statement and select to print a summary statement only. Release numbers are printed on the itemized statement. Two lines are available for a customized statement message.

This statement can be printed one demand at any time.

The screenshot shows the 'Anzio Lite' software interface. The title bar reads 'Anzio Lite - INVOICES'. The menu bar includes 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Master', and 'Help'. The toolbar contains icons for 'Invoice Setup', 'Print Invoice', 'Print Status', 'Copy', 'Print Comment', 'Edit Invoice', 'New Invoice', 'Print File', 'F1', 'F2', 'F3', 'F4', 'F5', 'F6', 'F7', 'F8', 'F9', 'F10', 'F11', 'F12', 'Print', 'Exit', 'Help', 'F13', 'F14', 'F15', 'F16', 'F17', 'F18', 'F19', 'F20', 'F21', 'F22', 'F23', 'F24', 'F25', 'F26', 'F27', 'F28', 'F29', 'F30', 'F31', 'F32', 'F33', 'F34', 'F35', 'F36', 'F37', 'F38', 'F39', 'F40', 'F41', 'F42', 'F43', 'F44', 'F45', 'F46', 'F47', 'F48', 'F49', 'F50', 'F51', 'F52', 'F53', 'F54', 'F55', 'F56', 'F57', 'F58', 'F59', 'F60', 'F61', 'F62', 'F63', 'F64', 'F65', 'F66', 'F67', 'F68', 'F69', 'F70', 'F71', 'F72', 'F73', 'F74', 'F75', 'F76', 'F77', 'F78', 'F79', 'F80', 'F81', 'F82', 'F83', 'F84', 'F85', 'F86', 'F87', 'F88', 'F89', 'F90', 'F91', 'F92', 'F93', 'F94', 'F95', 'F96', 'F97', 'F98', 'F99', 'F100'. The main window displays the following information:

Minikawa Development Company
Itemized Monthly Purchases
09/26/2012
2:21 PM

Customer Code: [00-ASC01] ABC Marking Devices
First Date: [09/01/2012]
Last Date: [09/30/2012]
Branch: [] All Branches
Company Name: [Y]
Summary Only: [N]
P.O. / Invoice [I]

Statement Message
Esc, F4, F8=Exit, Ctrl+Y=Help

Anzio Lite Version 16.2p

Procedure

1. Choose Cost Center Format w/PO and Release Number on the Special Statement Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Branch:

Type a valid branch number and **Enter**.

Press the **Spacebar** to print all branches.

6. Company Name:

Type **Y**+ the **Enter** key to print the company name and address on the statement.

Type **N**+ the **Enter** key not to include the company name and address.

7. Summary Only:

Type **Y**+ the **Enter** key to print a summarized statement only.

Type **N**+ the **Enter** key to print an itemized and a summarized statement.

8. Invoice/PO:

Type **I**+ the **Enter** key to list the itemized statement by invoice number.

Type **P**+ the **Enter** key to list the statement by purchase order number.

9. Message:

Type up to sixty (60) characters for each message line and **Enter**.

10. Select the appropriate printer for this report.

Print Preview

File

Page

View

Help

</

Customer Format w/Release No & Aging

Overview

This special statement scans the open invoice file for invoices specified within a certain date range for one customer. This format is similar to the 'Period-End Statement' in that the information is the same except the release number is included on this statement. The statement includes invoice date, release number, invoice amount, payment date and check number, amount of cash applied and the remaining invoice balance. The aging fields (30-60-90-120) are printed at the bottom of each statement. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

The screenshot shows the 'Special Statement Print' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'Data', 'Database', 'Transfer', 'Macro', and 'Help'. Below the menu bar, there are several buttons: 'Print Setup', 'Print Screen', 'Print Data', 'Copy', 'Quit/Cancel', 'Add Screen', 'New Screen', 'Test File', 'Print', 'Print All', and 'Print Range'. The main area of the screen displays the following information:

- Customer Code: [00-ASC01] ABC Marking Devices
- First Date: [09/01/2012]
- Last Date: [09/30/2012]
- Used: 14
- Statement Message: (A text box with a cursor and the text 'Esc, F4, F8=Exit, Ctrl+Y=Help')
- Enter statement message

The bottom of the screen features a yellow bar with the text 'Anzio Lite Version 16.2p' and a 'RUN' button.

Procedure

1. Choose Customer Format w/Release Number & Aging on the Special Statement Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes

or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Message:

Type up to sixty (60) characters for each message line and **Enter**.

6. Select the appropriate printer for this report.

Customer Format w/Release No & Aging Sample

Print Preview

File Page View Help

Page: 1 of 1

ACCOUNT Your Company Name STATEMENT 01/31/00 1

1646 East Ray Road
Suite 016-128
Phoenix, AZ 85044

Bischoff Executives
1713 E. Coronado
Phoenix, AZ 85005

PERMIT TO:

Your Company Name
1646 East Ray Road
Suite 016-128
Phoenix, AZ 85044

INV DATE	RELEASE #	INV AMT	PAY DATE	PAY REP	CASH APPLD	INV BALANCE
01/03/00		71.18	01/25/00	0001261	71.18	.00
01/07/00		46.03			.00	46.03

Message Line One
Message Line Two

CURRENT	30-DAYS	60-DAYS	90-DAYS	120-DAYS	TOTAL DUE
655.41	.00	.00	.00	.00	655.41

This special statement scans the open invoice file for invoices specified within a certain date range for all NOF (Not On File) customers. The statement includes invoice date, invoice number, invoice amount, payment date, check number, total payments and balance due. Two lines are available for a customized statement message.

```

File Edit View Database Customize Window Macro Help
Insert Setup File Window Font Format Copy Copy Comment Add System Back System Send File Help Help Help Help Help Help
-----
Microsoft Development Company
A/R NOF Statement Print
09/26/2012
2:25 PM

Customer Code: NOF NOF Customers
First Date: [09/01/2012]
Last Date: [09/30/2012]

Used: 14

-Statement Message-
█
Esc, F4, F8=Exit, Ctrl+Y=Save

Enter statement message

Ansis Lite Version 16.3p

```

1. Choose NOF Format w/Purchase Order on the Special Statement Menu.

2. Customer Code:

The system automatically displays NOF 'Not On File' for the customer code.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Message:

Type up to sixty (60) characters for each message line and **Enter**.

6. Select the appropriate printer for this report.

NOF Format With Purchase Order Sample

Print Preview

File Page View Help

Page: 1 of 1

AR00140

NOF STATEMENT

07/31/99 1

Your Company Name
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

REMIT TO:

Joseph Newman
P.O. Box 345
Odell, NE 68765

Your Company Name
3646 East Ray Road
Suite B16-128
Phoenix, AZ 85044

INV DATE	INVOICE #	INVOICE AMT	+LAST PAYMENT+ DATE	CHECK #	TOTAL PMTS	BALANCE DUE
09/29/99	0000015	51.96			.00	51.96

P.O. #:

Monthly Purchases By Department

Overview

This special statement by branch/department reads the open invoice file for invoices specified within a certain date range for a particular customer. You can sort the statement by purchase order number or by invoice number. If you select to sort by purchase order number, you can also select to print a separate statement for each purchase order number. If you do not want to print an itemized detailed statement, you can select to print a branch summary only. You also have the option to include sub-total, tax and freight per each invoice. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

The screenshot shows the 'Itemized Monthly Purchases' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'View', 'Display', 'Communicate', 'Transfer', 'Master', and 'Help'. Below the menu bar, there are several tabs: 'Invoice Setup', 'First Invoice', 'First Date', 'Last Date', 'Invoice Totals', 'Invoice/PO', 'PO Sort', 'Company Name', 'Summary Only', 'Statement Message', and 'Enter statement message'. The main area displays the following information:

- Customer Code: [00-ASC01] ABC Marking Devices
- First Date: [09/01/2012]
- Last Date: [09/30/2012]
- Invoice Totals: [Y]
- Invoice/PO: [P] PO Sort: [N]
- Company Name: [Y]
- Summary Only: [N]
- Statement Message: [Esc, F4, F8=Exit, Ctrl+Y=Exit]

The bottom of the screen shows 'Anzio Lite Version 16.2p' and a date field set to '09/26/2012'.

Procedure

1. Choose Monthly Purchases By Department on the Special Statement Menu.
2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes

Operating The Accounts Receivable System

or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Invoice Totals:

Type **Y+** the **Enter** key to print sub-total, tax and freight for each invoice.

Type **N+** the **Enter** key not to print invoice sub-totals.

6. Invoice/PO:

Type **I+** the **Enter** key to list the itemized statement by invoice/order number. Go to Step 7.

Type **P+** the **Enter** key to list the statement by purchase order number.

7. PO Sort:

Type **Y+** the **Enter** key to sort each itemized statement by purchase order number.

Type **N+** the **Enter** key not to sort the statement by purchase order number.

8. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

9. Summary Only:

Type **Y+** the **Enter** key not to include itemized statements but only print a summary statement.

Type **N+** the **Enter** key to include itemized and summarized statements.

10. Message:

Type up to sixty (60) characters for each message line and **Enter**.

11. Select the appropriate printer for this report.

Monthly Purchases By Department Sample

Print Preview
File Page View Help
Page: 1 of 2

ARXN40 Itemized Monthly Purchases 01/31/00 1

Your Company Name
3645 EAST RAY ROAD
Suite 216-120
Phoenix, AZ 85044

BizComp Executives
1713 E. CORONA
Phoenix, AZ 85005

Branch: 000001 - Purchasing

P.O. Number / Inv. # / Ship Date	Qty	Description	Price	Extension
Purchase Order #: 0010300 / 0006488	P0458401	10 Koly Poly Dragon (B	10.00	10.00
			Sub-Total:	10.00
			Sales Tax:	2.11
			Shipping:	5.00
			Total:	17.11

Print Preview
File Page View Help
Page: 1 of 1

ARXN40 Itemized Monthly Purchases 01/31/00 1

Your Company Name
3645 EAST RAY ROAD
Suite 216-120
Phoenix, AZ 85044

BizComp Executives
1713 E. CORONA
Phoenix, AZ 85005

DEPARTMENT	Order Number	Order Date	Sub-Total	Tax	Total
000001 - Purchasing	P0458401	01/31/00	10.00	2.11	12.11
000002 - Accounting	P0458401	01/31/00	40.00	2.00	42.00
			110.00	5.00	115.00

By Branch w/Stamp/Plate

Overview

This special statement scans the open invoice file for invoices specified within a certain date range for one customer. The statement includes invoice number, quantity shipped, inventory item description, unit price and extended price (quantity x price). Invoice sub-totals, tax, freight and total balance due print on the bottom of each detailed statement. Two lines are available for a customized statement message.

This statement can be printed on demand at any time.

The screenshot shows the 'ITEMIZED STAMP/PLATE ORDERS' screen in the Anzio Lite software. At the top, there's a menu bar with options like 'File', 'Edit', 'View', 'Display', 'Communicate', 'Transfer', 'Macro', and 'Help'. Below the menu bar, there's a toolbar with icons for various functions. The main display area shows the following information:

- Customer Code: [00-ABC01] ABC Marking Devices
- First Date: [09/01/2012]
- Last Date: [09/30/2012]
- Used: 14

Below this information, there's a 'Statement Message' box with a text area containing the text 'Esc, F4, F8-Exit, Ctrl+Y-Print'. At the bottom of the screen, there's a status bar that reads 'Anzio Lite Version 16.2p'.

Procedure

1. Choose By Branch w/Stamp/Plate on the Special Statement Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Message:

Type up to sixty (60) characters for each message line and **Enter**.

6. Use (B)ranch or (C)ost center title?

Type B to print branch or type C to print cost center on this report and Enter.

7. Include please do not pay message? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to include message on this statement.

Type **N**+ the **Enter** key to exclude message.

Type **E**+ the **Enter** key to abort the statement print and return to the Special Statement Menu.

8. Print summary report only? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to print a summary statement only.

Type **N**+ the **Enter** key to print a detailed and a summary statement.

Type **E**+ the **Enter** key to abort the statement print and return to the Special Statement Menu.

9. Use (P)urchase order number or (I)nvoice number or (E)nd:

Type **P**+ the **Enter** key to print the purchase order number on the statement.

Type **I**+ the **Enter** key to print the invoice number on the statement.

Type **E**+ the **Enter** key to abort the statement print and return to the Special Statement Menu.

10. Print company name on statement? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to print your company name on the statement.

Type **N**+ the **Enter** key to exclude the company name.

Type **E**+ the **Enter** key to abort the statement print and return to the Special Statement Menu.

11. Select the appropriate printer for this report.

By Branch w/Stamp/Plate Sample

Print Preview

File Page View Help

Page: 1 of 1

AR0P40

STERIZED STAMP/PLATE ORDERS
01/01/2000 to 01/31/2000

01/31/2000 1

Your Company Name
3646 East Ray Road
Suite 815-128
Phoenix, AZ 85044

00-000060

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Office/dept: 000002 - Accounting

Invoice No	Qty	Description	%	Price	Extension
0006487	10	Frog Prince (Aquarium)	40	6.75	40.50
Sub-total:					40.50
Sales Tax:					2.03
Shipping:					3.50
Total:					46.03

Print Preview

File Page View Help

Page: 1 of 1

AR0P40

STERIZED STAMP/PLATE ORDERS
01/01/2000 to 01/31/2000

01/31/2000 1

Your Company Name
3646 East Ray Road
Suite 815-128
Phoenix, AZ 85044

00-000060

BizComp Executives
1713 E. Coronado
Phoenix AZ 85005

Office/dept: 000002 - Accounting

P.O. Number	Qty	Description	%	Price	Extension
P0458845	10	Frog Prince (Aquarium)	40	6.75	40.50
Sub-total:					40.50
Sales Tax:					2.03
Shipping:					3.50
Total:					46.03

Special Statement / Usage Report

Overview

This special statement scans the open invoice file for invoices generated within a specified date range for one customer. You can select multiple product categories and group them into category one and category two. These two totals are quantities shipped for the specified date range and includes a total dollar amount.

This report can be printed on demand at any time.

Accounts Receivable - Special Statement Print

Minimac Development Company 09/26/2012 2:50 PM

Special Statement Print

Customer Code: 00-ABCD1 ABC Marking Devices Usage: 14

First Date: 09/01/2012

Last Date: 09/30/2012

Category 1: EN XS 1

Category 2: IN IP 1

Heading 1: Product Category 1

Heading 2: Product Category 2 1

Enter customer code to print, F4 = Exit

Procedure

1. Choose Special Statement / Usage Report on the Special Statement Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Category 1:

Type column one product codes side by side of three (3) characters each and **Enter**. No commas required.

6. Category 2:

Type column two product codes side by side of three (3) characters each and **Enter**. No commas required.

7. Heading 1:

Type column one heading for this report and **Enter**.

8. Heading 2:

Type column two heading for this report and **Enter**.

9. Message:

Type up to sixty (60) characters for each message line and **Enter**.

10. Select the appropriate printer for this report.

Special Statement / Usage Report Sample

Print Preview

File Page View Help

Page: 1 of 1

AR00J40
3:21 PM

Your Company Name
Special Statement Print

Page 1
02/16/00

00-0000060 - BizComp Executives

Branch	Branch Description	Stamp Pads And Ink	# Of Stamps Ordered	Total Dollar Amount
000001	Purchasing	0	14185	2497.67
000002	Accounting	0	0	46.03
		0	14185	2543.70

Special Statement With Customer Range

Overview

This special statement scans the invoice history file for invoices generated during the specified date range for one customer or a range of customers. The reports lists cost center, invoice number, release number, inventory item description, sales tax, quantity shipped, unit price and extended price. Two message lines are available for a customized statement message.

This report can be printed on demand at any time.

The screenshot shows the 'Special Statement With Customer Range' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Macro', and 'Help'. Below the menu bar, there are several tabs: 'Invoice Setup', 'Print Invoice', 'Print History', 'Copy', 'Zip/Comment', 'Add Section', 'New Section', 'Print File', 'Print', 'Print All', and 'Print All'. The main area of the screen displays the following information:

- Minisware Development Company (10/31/2012)
- Itemized Monthly Purchases (4:17 PM)
- First Customer: [00-ASC01] ABC Marking Devices (Used: 7)
- Last Customer: [01-MRS01] Wilson Stamp and Sign Co
- First Date: [10/01/2012]
- Last Date: [10/31/2012]
- Company Name: [Y]
- Statement Message: []

Below the Statement Message field, there is a prompt to 'Enter statement message'. At the bottom of the screen, the status bar shows 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Special Statement With Customer Range on the Special Statement Menu.
2. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. Last Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the statement.

Type **N+** the **Enter** key not to include the company name and address.

7. Company Name:

Type **Y+** the **Enter** key to print the company name and address on the summarized statement.

Type **N+** the **Enter** key not to include the company name.

8. Message:

Type up to sixty (60) characters for each message line and **Enter**.

9. Select the appropriate printer for this report.

Special Statement With Customer Range Sample

Print Preview

File Page View Help

Page: 1 of 1

ADWAL

SUMMARIZED MONTHLY PURCHASES

01/01/00 to 01/31/00

01/11/00 1

Total Order Files
1046 East Bay Road
Suite 102-L20
Phoenix, AZ 85044

Dist Center	Inv. No. Ref. No.	Item Description	Sales Tax	Qty.	Unit Price	Extension	Total Sale
	0001475 101	2 X 10 Engraved Plate	.00	2.00	19.95	39.90	39.90
			.00			39.90	39.90
000001	0001484 123416	X-Stagger Hd. Air Wall	8.75	30.00	8.75	175.00	181.75
000001	0001484 99451405	4x4 Poly Traps (Traps)	5.15	30.00	18.50	63.00	68.15
			11.90			138.00	249.90
000002	0001487 99451405	Frog Prints (Aquarium)	2.01	30.00	6.75	40.50	42.51
			2.01			40.50	42.51
			12.91			118.40	312.36

Detailed Summary Statement/All Branches

Overview

This special statement scans the open invoice file for customer invoices within a specified date range. The report lists store number, purchase order number, invoice number and date, credit amount, invoice sub-total amount and total invoice.

This report can be printed on demand at any time.

The screenshot shows a terminal window titled 'Accounts Receivable System'. The main menu at the top includes options like 'File', 'Edit', 'New', 'Display', 'Conversion', 'Transfer', 'Main', and 'Help'. Below this is a sub-menu with 'Invoice Setup', 'Print Invoice', 'Detail Invoice', 'Copy', 'Auto Convert', 'All Stores', 'Next Store', 'Next File', 'Exit', and 'Help'. The 'Detail Invoice' option is selected, leading to a screen for 'Minichew Development Company'. The screen displays the following information:

- Customer Code: 00-ABC01 ABC Marking Devices
- First Date: [09/01/2012]
- Last Date: [09/30/2012]
- Summary Title: [Detail Invoice]
- Used: 14

At the bottom of the screen, a prompt reads: 'Enter customer code to print, F4 = Exit'.

Procedure

1. Choose Detailed Summary Statement /All Branches on the Special Statement Menu.

2. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Summary Title:

Type up to a thirty (30) character title for this summary report and **Enter**.

6. Select the appropriate printer for this report.

Detailed Summary Statement Sample

Print Preview

File Page View Help

Page: 1 of 1

ACME Detail Invoice

01/11/00 1

Bill To: Your Company Name
1045 East Way Road
Suite 100-120
Phoenix, AZ 85004

Bill To: Billing Location
1713 E. Camelback
Phoenix, AZ 85015

State #	P.O. Number	Invoice	Inv Date	Credit amt	Sub-Total	Total
000001	PO418401	0000400	01/10/00		61.00	71.13
				.00	61.00	71.13
000002	PO418401	0000407	01/07/00		40.90	46.00
				.00	40.90	46.00
				.00	101.90	117.13

Summary Statement / One Line Total

Overview

This special statement scans the open invoice file for invoices generated within a specified date range for one customer. Each store number has a one line total of credit memos, invoice billed amount and total invoice amount.

This report can be printed on demand at any time.

The screenshot shows the 'Anzio Lite' software interface. At the top is a menu bar with options: File, Edit, View, Database, Customers, Transfer, Macros, Help. Below the menu bar is a toolbar with icons for various functions. The main window title is 'Minisware Development Company'. The window content displays 'Invoice One Line Branch Summary' for 'Customer Code: 00-ABC01' and 'ABC Marking Devices'. It shows 'First Date: 10/01/2012', 'Last Date: 10/31/2012', 'Include Tax: [Y]', and 'Include Shipping: [Y]'. The 'Used:' field shows '7'. At the bottom of the window, it says 'Enter customer code to print, F4 = Exit'. The status bar at the bottom of the screen shows 'Anzio Lite Version 16.2p' and 'RUP'.

Procedure

1. Choose Summary Statement / One Line Total on the Special Statement Menu.

2. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Special Statement Menu.

3. First Date:

Type the beginning date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date for this statement in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Include Tax:

Type **Y**+ the **Enter** key if you want the sales tax to print on this statement.

Type **N**+ the **Enter** key not to include sales tax.

6. Include Shipping:

Type **Y**+ the **Enter** key if you want the shipping charges to print on this statement.

Type **N**+ the **Enter** key not to include shipping.

7. Select the appropriate printer for this report.

Summary Statement / One Line Total Sample

Print Preview

File Page View Help

Page: 1 of 1

MOBILE Summary Invoice

01/11/08 1

Invoice To: Total Order Plus
1946 East Ray Road
Suite 102-120
Phoenix, AZ 85044

Bill To: Bickling Enterprises
1713 E. Camelback
Phoenix, AZ 85015

Cost Center	Credit Amount	Billed Amount	Net Amount	Tax/Tip Tax
000001	.00	83.00	71.33	3.33
000002	.00	40.50	46.81	2.81
	.00	123.50	117.14	5.14

Credit Hold Update

Overview

The Credit Hold Update searches the open invoice file for invoices that are past due. Any customer with past due invoices are put on credit hold.

Minuteman Development Company
Credit Hold Update

09/26/2012
3:15 PM

Used: 14

First Customer: [00-ABC01] | ABC Marking Devices
Last Customer: [01-MRS01] | Milson Stamp and Sign Company

Credit Holds: [CG]

Readings:
Updating:

Begin credit hold update? (Y)es, (N)o or (E)nd _

Procedure

1. Select Credit Hold Update on the Accounts Receivable System Menu.
2. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Accounts Receivable System Menu.

3. Last Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

4. Credit Hold:

Type the credit hold code to select and **Enter**.

5. Begin credit hold update? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to continue with the update.

Type **N**+ the **Enter** key to return to Step 2.

Type **E**+ the **Enter** key to return to the Accounts Receivable System Menu.

Import/Export File Menu

Overview

The Accounts Receivable export programs allow you to format customer data to an ASCII text file. You can export customer name and address for use in a desktop publishing program, such as PageMaker, perhaps for printing labels, name badges, etc. The other export program sends the customer name, address and telephone number in the correct format for the UPS (United Parcel Service) system. Customer contract prices can be exported and imported back for price changes. Contract prices can also be exported by customer type.



Export Customer Name & Address

Overview

The Customer Name and Address export program allows you to export a range of customer by customer code, alpha sort order or by location in a text file format. You can sort the export by customer type, discount level or a minimum dollar amount of sales. There is an option to include name and address, name only, contact information and telephone numbers. You can determine if you want the export to be upper or lower case sensitive, intervene on a manual selection basis and determine the type styles to export.

The file name is always ARCM47.TXT and is located in the company directory that you are processing (i.e. Company One would be a directory named CO001, etc.). The text file can then be imported into a desktop publishing program.

File: 135 New Database Customers Transfer Macro Help

Print Setup Print Screen Quit Status Quit Command Quit System Quit Session Quit File Quit Help Quit Help Help

10/31/2012 4:27 PM

Mindware Development Company
Export Customer Master Utility

Sort Order: [C] Used: 4

First to Print: [00-120000] Chicago Business Card Company
Last to Print: [01-MR501] Wilson Stamp and Sign Company

First Location: [] Last Location: [22222]

Customer Types: []
Label Codes: []
Discount Level: []
Y-T-D Sales: []
Format Option: [1][N] 0
Lower Case: [N]
Manual Selection: [N]
Name Style: []
Other Style: []

File Name: .../EXPORT/ARCM47.TXT

Begin customer export? (Y)es, (N)o or (E)nd: █

Aristo Lite Version 16.2p

Procedure

1. Choose Export Customer Name & Address on the Export File Menu.

2. Sort Order:

Type **C**+ the **Enter** key to sort the export in customer code order.

Type **A**+ the **Enter** key to sort the export in alpha sort key order.

Type **L**+ the **Enter** key to sort the export by location. Go to Step 5.

Press **F4** to return to the Export File Menu.

3. First To Print:

Type a valid customer code or alpha sort key and **Enter** or type ? to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Last To Print:

Type a valid customer code or alpha sort key and **Enter** or type ? to display the Customer Code Selection window.

5. First Location:

Type a valid first location code (zip code) and **Enter**.

6. Last Location:

Type a valid last location code (zip code) and **Enter**.

7. Customer Types:

Type a two (2) character customer type code and **Enter** or type ? to display the Customer Type Selection window.

Note: Customer type codes should be entered side by side (i.e. RSWH).

8. Label Codes:

Type a two (2) character label code and **Enter**.

Note: Label codes should be entered side by side (i.e. CCCL).

9. Discount Level:

Type a two (2) character discount level code and **Enter** or type ? to display the Discount Level Selection window.

Press the **Spacebar** to include all levels.

10. Y T D Sales:

Type the year-to-date sales in a whole dollar amount and **Enter**. No commas or decimals required.

Press the **Spacebar** not to compare sales dollars on this report.

11. Format Option:

Type **1+** the **Enter** key to print the customer address only.

Type **2+** the **Enter** key to print the customer address and EX contact name.

Type **3+** the **Enter** key to print customer name and telephone number.

Type **4+** the **Enter** key to print customer name only.

12. Lower Case:

Type **Y+** the **Enter** key to convert the customer name and address to upper/lower case letters.

Type **N+** the **Enter** key to bypass the conversion.

13. Manual Selection:

Type **Y+** the **Enter** key to manually select each customer you want to export.

Type **N+** the **Enter** key to let the system automatically export all customers.

14. Name Style:

Type the **name+** the **Enter** key of the output style for this export.

Note: To export to PageMaker, type the name of the layout document. This can be used for labels, telephone lists, etc.

15. Other Style:

Type the **name+** the **Enter** key of the output style for other text.

16. Begin Customer Export? (Y)es, (N)o or (E)nd:

Type **Y** to continue with the export process.

Type **N** to edit the information. Go to Step 2.

Type **E** to abort the export and return to the Export File Menu.

Note: The export file name will be ARCM47.TXT and located in the company directory you are currently working in (i.e. Company 001 would be in CO001 under the TOP directory).

Advanced Customer Export

Overview

The Advanced Customer Export has numerous sort options for exporting customer information - contact type codes, email addresses, customer types all within specific date ranges.

The screenshot displays the 'Aristo Lite - FTD20072012' window with the title 'MindWare Development Company A/R Export Customer Master File'. The date and time in the top right corner are '10/31/2012 4:28 PM'. The main area contains the following fields:

- Export Format: [4]
- Mail List: [1]
- Contact Option: [2]
- Exclude Contacts: []
- Include Contacts: []
- YTD Minimum: []
- First Date: [/ /]
- Last Date: [/ /]
- Exclude Types: []
- Include Types: []
- Product String: []
- Open Date: [/ /]
- Open Date: [/ /]
- File Name: [CUST_EXPORT]

At the bottom, there is a prompt: 'Begin customer export? (Y)es, (N)o or (E)nd: _'. The status bar at the very bottom reads 'Aristo Lite Version 16.2p'.

Procedure

1. Select Advanced Customer Export on the Import/Export File Menu.
2. Export Format:
 - Type **1+** the **Enter** key to export customer name and address.
 - Type **2+** the **Enter** key to export customer name and fax number.
 - Type **3+** the **Enter** key to export customer name and email address.
 - Type **4+** the **Enter** key to export customer name, address and email address.
3. Mail List:
 - Type **1+** the **Enter** key to select all customers.
 - Type **2+** the **Enter** key to select only customers with a yes for mailing list.
 - Type **3+** the **Enter** key to select only customers with a no for mailing list.

4. Email Option:

Type **Y**+ the **Enter** key to include customers that have an email address.

Type **N**+ the **Enter** key to include customers without an email address.

Type **A**+ the **Enter** key to include all customers.

5. Contact Option:

Type **1**+ the **Enter** key to include only the first contact for each customer.

Type **2**+ the **Enter** key to include all email addresses for each customer.

6. Exclude Contacts:

Type contact type codes to exclude in this export.

7. Include Contacts:

Type contact type codes to include in this export.

8. YTD Minimum:

Type the minimum amount of YTD sales to include or leave zero for all sales.

9. First Date:

Type the first sold date in MMDD format to include in this export.

10. Last Date:

Type the last sold date in MMDD format to include in this export.

11. Exclude Types:

Type customer type codes to exclude in this export.

12. Include Types:

Type customer type codes to include in this export.

13. Product String:

Type the product categories to include or leave blank to include all categories.

14. Open Date:

Type the first account opened date in MMDD format to include in this export.

15. Last Open Date:

Type the last account opened date in MMDD format to include in this export.

16. File Name:

Type the name of the text file you want to use without any extension.

Export Customer Name & Address For UPS

Overview

The Export Customer Master For UPS is a program that will export customer information into a comma separated text file to import into a UPS system. The information exported is customer code and name, address lines one and two, city, state, zip code and telephone number.

Procedure

1. Choose Export Customer Name & Address For UPS on the Export File Menu.

2. Account Date:

Type the date account opened in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Note: Any customers date account open that is prior to this date will not be included in the export file.

Press **F4** to return to the Export File Menu.

3. First Date:

Type the first sold to date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. Last Date:

Type the last sold date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Ship-To Option:

Type **Y**+ the **Enter** key to include ship-to information with the export.

Type **N**+ the **Enter** key to exclude ship-to information.

Type **O**+ the **Enter** key to only use the main address if a ship-to address is not available.

Press **F2** to return to the previous input field.

6. Prompt::

Type **Y**+ the **Enter** key for the system to prompt you before each customer record is exported.

Type **N**+ the **Enter** key not to display the question prompt.

7. Format:

Type **Y**+ the **Enter** key if you want to include the customer code in the export file.

Type **N**+ the **Enter** key not to include the customer code.

8. Validate:

Type **Y**+ the **Enter** key to exclude any invalid address information (zip codes, p.o. boxes, etc.).

Type **N**+ the **Enter** key to export invalid address information.

9. Customer Type:

Type a valid customer type code and **Enter** or type **?** to display the Customer Type Code Selection window.

10. Begin Customer Export? (Y)es, (N)o or (E)nd:

Type **Y** to continue with the export process.

Type **N** to edit the export information. Go to Step 2.

Type **E** to abort the export and return to the Export File Menu.

Export Contacts for Outlook

Overview

This export utility exports customer contact data to a file that can be imported into Outlook. 'Contact Information Maintenance' on the Customer Sub-Menu contains type codes for categorizing contacts to be using in export programs and reporting. This export allows you to include/exclude contact type codes with options to export only contacts with email addresses or telephone numbers.

ARIZIO LITE - PROGRAMS/ARIZIO

File Edit View Database Customers Transfer Macros Help

Print Setup Print Screen Data Entry Copy App Connect Add Source Next Source Next File

Minicare Development Company 10/31/2012 4:34 PM

Export Customer Contacts for Outlook

Employee Codes: [JS] Joanne Simons Used: 4

Codes to Include: []

Codes to Exclude: []

Email Address Only: [Y]

Include All Phones: [Y]

Include Business Fax: [N]

Include Code: [Y]

Non-Active: [N]

File Format: [C]

File Name:

Begin contact export? (Y)es, (N)o or (E)nd: █

Arizio Lite Version 16.2p

Procedure

1. Choose Export Contacts for Outlook on the Export Menu.

2. Employee Code:

Type an employee code to include and **Enter** or press the **Spacebar** to include all employees.

Press **F4** to return to the Export Menu.

3. Codes to Include:

Type up to eight two (2) character contact type codes to include and **Enter** or leave the field blank to include all contact types.

4. Codes to Exclude:

Press **F2** to return to the previous input field.

5. Type up to eight two (2) character contact type codes to exclude and **Enter** or leave the field blank to not exclude any type codes.

6. Email Address Only:

Type **Y**+ the **Enter** key to export only contact records containing an email address.

Type **N**+ the **Enter** key to ignore email address information.

7. Include All Phones:

Type **Y**+ the **Enter** key to include all contacts with telephone numbers.

Type **N**+ the **Enter** key to ignore telephone numbers.

8. Include Business Fax:

Type **Y**+ the **Enter** key to include business fax numbers.

Type **N**+ the **Enter** key to exclude fax numbers.

9. Include Code:

Type **Y**+ the **Enter** key to include the customer code in the name field.

Type **N**+ the **Enter** key to exclude the customer code.

10. Non-Active:

Type **Y**+ the **Enter** key to include customers flagged as inactive.

Type **N**+ the **Enter** key to exclude inactive customers.

11. File Format:

Type **C**+ the **Enter** key to export the contact information in comma separated format.

Type **T**+ the **Enter** key to export the contact information in tab delimited format.

Note: Select comma separated value if exporting information for Outlook.

Type **V**+ the **Enter** Key to export the contact information in vCard format.

12. Begin Contact Export? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to begin the contact export utility.

Type **N**+ the **Enter** key to abort the export utility and return to Step 2.

Type **E**+ the **Enter** key to return to the Export Menu.

Note: File Name TOP_CONTACTS.CSV is exported to the \TOP\EXPORT directory on the file server.

Export Next Contacts for Outlook

Overview

This export utility creates a file by employee within a specific date range for Outlook Express. The utility reads through the Customer Next Contact information, checking employee codes and the start and end date of each next contact record.

Mindware Development Company
Export Next Contacts for Outlook Calendar

10/31/2012
4:41 PM

Employee Code: [] Used: 0

First Date: [01/01/2011]

Last Date: [12/31/2012]

Calendar: [Y]

Birthdays: [N]

File Name:

Begin contact export? (Y)es, (N)o or (E)nd: █

Anzio Lite Version 16.2p

Procedure

1. Choose Export Next Contacts for Outlook on the Export File Menu.

2. Employee Code:

Select an employee code to include for this export and **Enter** or press the **Spacebar** to include all employees.

Press **F4** to return to the Export File Menu.

3. First Date:

Type the first start date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the last end date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Calendar:

Type **Y**+ the **Enter** key to include the calendar.

Type **N**+ the **Enter** key to exclude the calendar.

6. Birthdays:

Type **Y**+ the **Enter** key to include birthday information.

Type **N**+ the **Enter** key to exclude birthday information.

7. Begin Contact Export? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to begin the contact export utility.

Type **N**+ the **Enter** key to abort the export utility and return to Step 2.

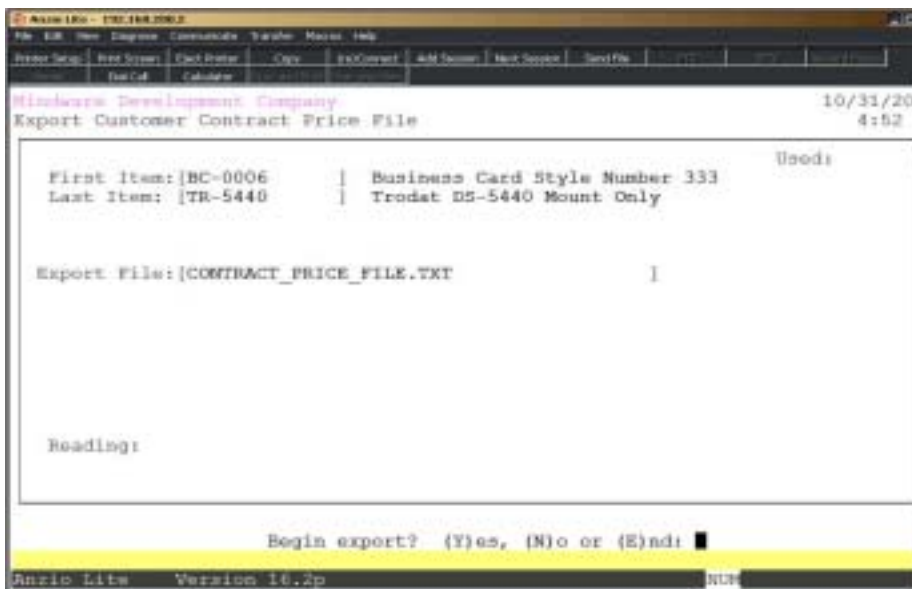
Type **E**+ the **Enter** key to return to the Export Menu.

Note: File Name TOP_CALENDAR.TXT is exported to the \TOP\EXPORT directory on the file server.

Export Contract Price File

Overview

This export program reads the customer contract price file and creates a comma delimited text file that can be imported into Excel to make price changes. Once the file is changed to the new pricing, the CONTRACT_PRICE_FILE.TXT file needs to be placed in the /TOP/IMPORT folder. There is an import program that reads the file and writes the price changes back into the customer contract price file.



Procedure

1. Select Export Contract Price File on the Import/Export File Menu.

2. First Item:

Type the first item to export and **Enter** or type **?** to display the Item Code Selection window.

Press **F4** to return to the Import/Export File Menu.

3. Last Item:

Type the last item to export and **Enter** or type **?** to display the Item Code Selection window.

Press **F2** to return to the previous input field.

4. Begin Export? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to begin the export.

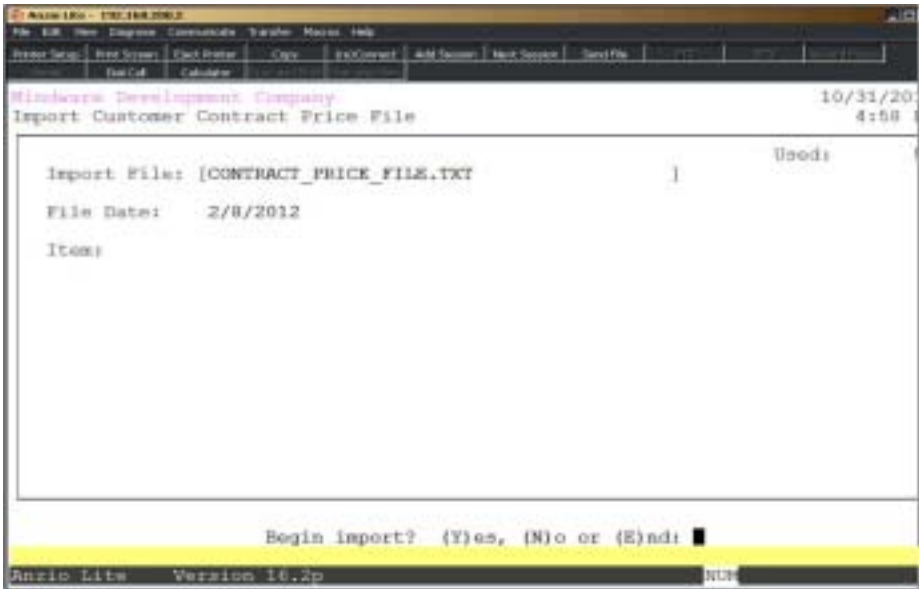
Type **N**+ the **Enter** key to return to Step 2.

Type **E**+ the **Enter** key to abort the export and return to the Import/Export File Menu.

Import Contract Price File

Overview

The import program reads the CONTRACT_PRICE_FILE.TXT file and writes the price changes back to the customer contract price file.



Procedure

1. Select Import Contract Price File on the Import/Export File Menu.
2. File Name:

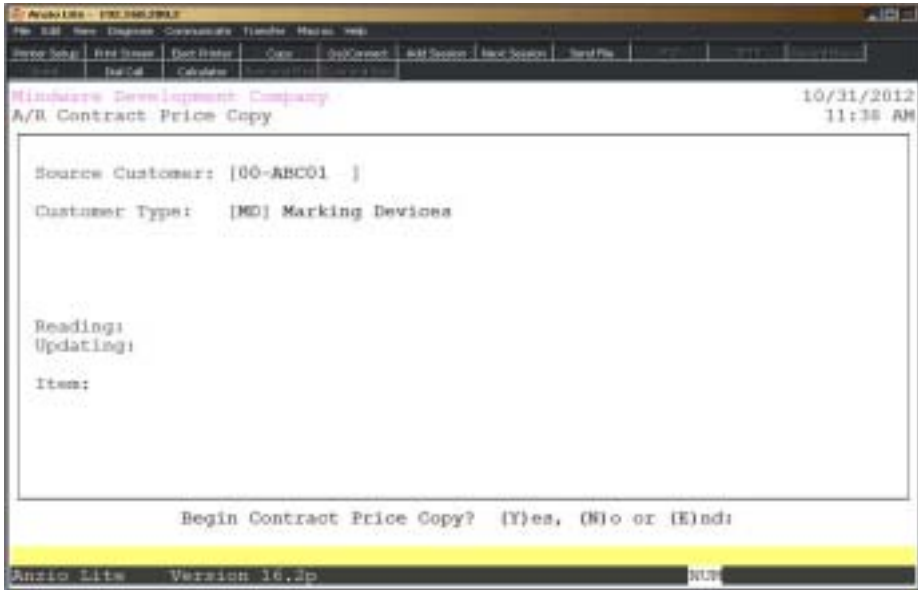
The file name for the import automatically displays on your screen, along with the date of the file creation and the items imported.

Press **F4** to return to the Import/Export File Menu.

Export Contract Prices by Customer Type

Overview

Contract prices from one customer with a specific type code will be copied to all other customers with the same type code.



Procedure

1. Select Export Contract Prices by Customer Type on the Import/Export File Menu.
2. Source Customer:

Type a valid customer code and **Enter** or **?** to display the Customer Code Selection window.

Press **F4** to return to the Import/Export File Menu.

3. Customer Type:

Type a valid type code and **Enter** or **?** to display the Customer Type Selection window.

4. Begin Contract Price Copy? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to begin the export.

Type **N**+ the **Enter** key to return to Step 2.

Type **E**+ the **Enter** key to abort the export and return to the Import/Export File Menu.

Period-End Processing Menu

Overview

The Period-End Processing Menu provides a sales report by discount class, monthly sales tax report, aged open invoice report, the ability to calculate finance charges and print statements. Once all of the month-end reporting is complete, the 'Period End Update' clears the monthly sales tax dollars, purges paid invoices and resets month-to-date sales dollars to zero for the next period.

The screenshot shows a terminal window titled "Arbitrator - PERIOD-END". The menu is titled "A/R Period-End Processing Menu" and lists the following options:

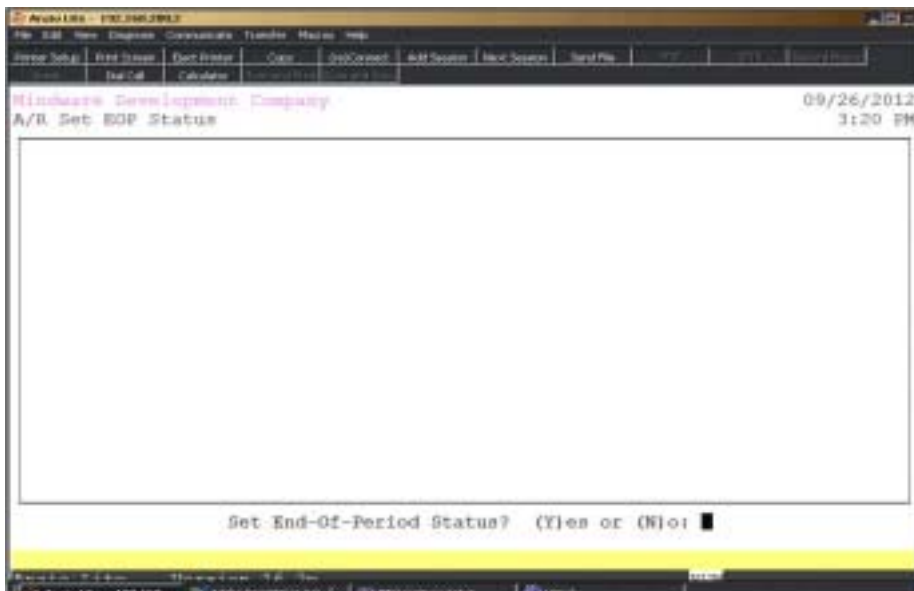
- A. Basic Period End Processing
- B. Discount Sales By Item Class Rpt
- C. Sales Tax Report
- D. Sales Tax Report (Slp Code Table)
- E. Aged Open Invoice Report
- F. Finance Charge Calculation
- G. Finance Charge Register
- H. Finance Charge Data Entry
- I. Statement Printing
- J. Finance Charge Update
- K. Period-End Update

At the bottom of the menu, it says "Enter option (CTRL+Y = Help):" followed by a cursor. The terminal window also displays header information at the top: "Menu: PERIODJ", "Time: 3:19 PM", "005 - Midwest Development Company", "Accounts Receivable", "Term: T2", and "Date: 05/26/2012".

Begin Period-End Process

Overview

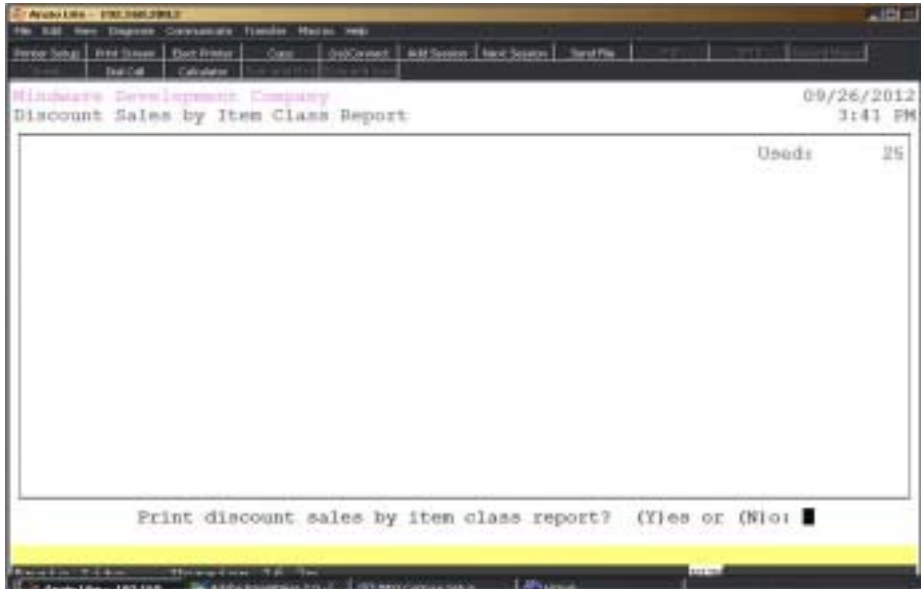
This feature allows the person responsible for processing End-of-Month Processing to set a flag that will not allow any other users from accessing the Accounts Receivable module during this process until it is completed.



Discount Sales By Item Class Report

Overview

The Discount Sales By Item Class Report lists each discount class code and each corresponding level showing period-to-date, quarter-to-date and year-to-date sales and discount dollars. A level summary is printed at the end of the report showing total discount and non-discount sales dollars. This report is optional and is not an essential part of the period-end process. Select the appropriate printer for this report.



Procedure

1. Choose the Discount Sales By Item Class Report on the Period-End Processing Menu.
2. Print Discount Sales by Item Class Report? (Y)es or (N)o:
Type **Y** to print the sales report.
Type **N** to abort the sales report and return to the Period-End Processing Menu.
3. Select the appropriate printer for this report.

Discount Sales By Item Class Report Sample

Print Preview								
File Page View Help								
Page: 3 of 3								
Test Company Name								
Discount Sales By Item Class Report								
Page No: 3								
Run Date: 02/28/1999								
Sys Date: 02/28/1999								
Item Class	Level	P-T-B		Q-T-B		Y-T-B		
		Sales	Discount	Sales	Discount	Sales	Discount	
48-numbering Machine								
	A	.00	.00	.00	.00	1,241.50	46.30	
	B	.00	.00	.00	.00	184.00	26.00	
		.00	.00	.00	.00	166.50	18.30	
		.00	.00	.00	.00	1,534.00	90.60	
49-royal Mail								
	A	.00	.00	22.14	15.16	517.36	431.87	
	B	.00	.00	.00	.00	287.01	187.19	
	C	.00	.00	.00	.00	538.91	218.37	
	D	.00	.00	18.45	.00	475.45	.00	
	E	.00	.00	26.45	.00	672.75	.00	
		.00	.00	.00	.00	17.90	.00	
		.00	.00	66.44	15.16	2,472.14	838.13	
45-rubber Stamp								
	A	.00	.00	.00	.00	225.12	186.90	
	B	.00	.00	.00	.00	11.00	16.73	
		.00	.00	28.35	.00	28.35	.00	
		.00	.00	28.35	.00	277.09	203.63	

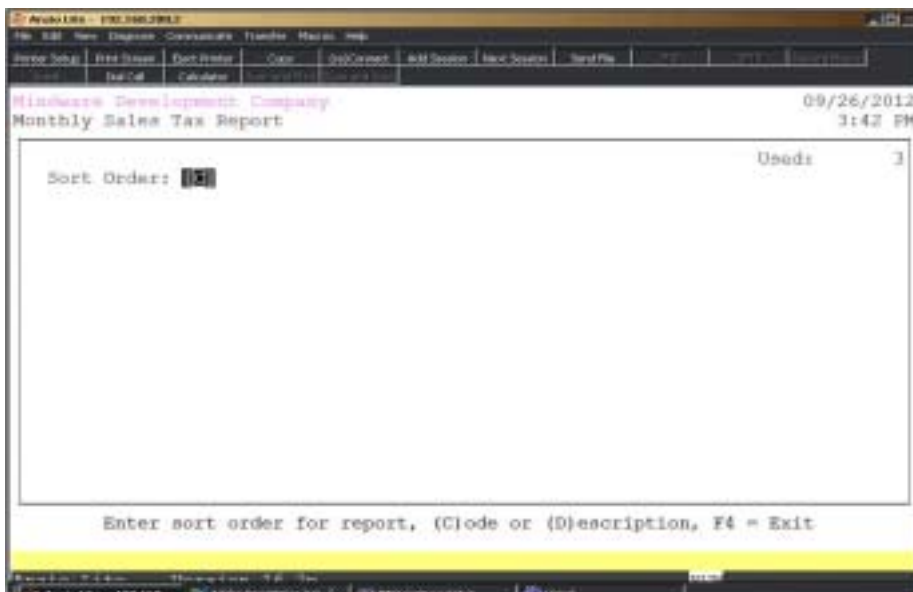
Sales Tax Report

Overview

The Monthly Sales Tax Report can be printed in tax code or tax description order. The format of the report is determined by the way you answered the tax format question in the 'Accounts Receivable Parameter Maintenance' on the Accounts Receivable Definition Menu located elsewhere in this manual.

Tax code format lists the tax code and description, tax percentage, period-to-date, quarter-to-date and year-to-date sales and the tax amount withheld, along with period-to-date freight and total sales for the period. The other lists the tax code and description, total sales, total taxable amount and total freight, as well as the amount of tax withheld for each tax percentage by state, county and local tax jurisdictions.

This same report can be generated from 'Sales Tax Maintenance' on the Accounts Receivable Definition Menu.



Procedure

1. Choose the Sales Tax Report on the Period-End Processing Menu.
2. Sort Order:
Type **C+** the **Enter** key to print the sales tax report in tax code order.
Type **D+** the **Enter** key to print the sales tax report by tax code description.

Press **F4** to return to the Period-End Processing Menu.

3. Select the appropriate printer for this report.

Sales Tax Report Sample

Print Preview

File Page View Help

Page: 1 of 1

Test Company Name
Monthly Sales Tax Report

Page No: 1
Run Date: 02/28/1999
Sys Date: 07/28/1999

Tax Code & Description	Total Freight	Total* Sales	Total Taxable	Total Tax	State %	State Tax	County %	County Tax	Local %	Local Tax
A2 Arizona Sales Tax	11.00	990.04	190.23	46.71	1.00	35.91	1.50	10.00	.00	.00
45 Resell	9.75	390.49	477.49	.00	.00	.00	.00	.00	.00	.00
27 Zip Code Table	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Report Totals:	20.75	1380.53	1118.17	46.71		35.91		10.00		.00

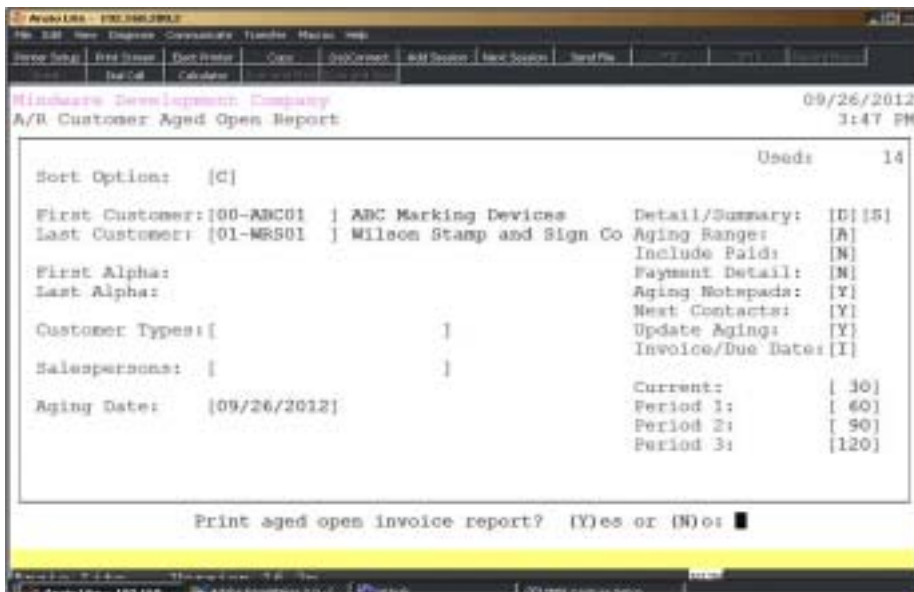
* Includes tax and freight

Sales Tax Report - Zip Code Table

Overview

Sales Tax Report-Zip Code Table Sample

The Aged Open Invoice Report gives you an option to list all invoices in detailed or summary format, with an option to include paid invoices, all invoices or invoices that fall within a certain aging period and an option to run the update aging program that recalculates the aging balances and current balance due.



1. Choose the Aged Open Invoice Report on the Accounts Receivable System Menu.
2. Sort Option:

Type **A+** the **Enter** key to print the aging report in alpha sort key order. Go to Step 5.

Press **F4** to return to the Accounts Receivable System Menu.

- ### 3. First Customer:

Press the **Enter** key to accept the first customer displayed or type ? to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

- #### 4. Last Customer:

Press the **Enter** key to accept the last customer displayed or type ? to display the Customer Code Selection window.

5. First Alpha:

Type the first customer alpha sort key to print and **Enter**.

6. Last Alpha:

Type the last customer alpha sort key to print and **Enter**.

7. Customer Types:

Type two (2) character customer type codes, side by side, and **Enter**. No spaces or commas between codes.

Press the **Spacebar**+ the **Enter** key to list all customer types on this report.

8. Salespersons:

Type two (2) character salesperson codes, side by side, and **Enter**. No spaces or commas between codes.

Press the **Spacebar**+ the **Enter** key to list all salespersons on this report.

9. Aging Date:

Press the **Enter** key to accept the application date or type a new aging date in MMDD format and **Enter**. No slashes or dashes are required. The system will insert the current century and year.

10. Detail/Summary:

Type **D**+ the **Enter** key to list all invoice detail for each customer.

Type **S**+ the **Enter** key to list a one line summary of all invoices for each customer.

11. Aging Range:

Type **A**+ the **Enter** key to list all invoices for current, 30, 60, 90 or 120 days.

Type **1**+ the **Enter** key to list invoices past due over period one (30 days).

Type **2**+ the **Enter** key to list invoices past due over period two (60 days).

Type **3**+ the **Enter** key to list invoices past due over period three (90 days).

Type **4**+ the **Enter** key to list invoices past due over period four.

12. Include Paid:

Type **Y**+ the **Enter** key to include paid invoices on the aging report.

Type **N**+ the **Enter** key to exclude paid invoices.

13. Payment Detail:

Type **Y**+ the **Enter** key to include payment information on the aging report.

Type **N**+ the **Enter** key to exclude payment information.

14. Update Aging:

Type **Y**+ the **Enter** key to update the aging fields in each customer's account.

Type **N**+ the **Enter** key to bypass the aging process. This is **not** recommended.

15. Current:

Type the number of days in the current period and **Enter**.

16. Period 1:

Type the number of days in period one and **Enter**.

17. Period 2:

Type the number of days in period two and **Enter**.

18. Period 3:

Type the number of days in period three and **Enter**.

19. Period 4:

Type the number of days in period four and **Enter**.

20. Print Aged Open Invoice Report? (Y)es or (N)o:

Type **Y** to print the aging and select an appropriate printer for this report.

Type **N** to return to the Accounts Receivable System Menu.

Aged Open Invoice Report Sample

Print Preview										
File Page View Help										
Page: 1 of 4										
AMACB 9:50 AM				Test Company Name A/R Customer Aged Open Report Order: C, 0000000 - 0000000				Page: 1 Run Date: 02/12/1999 Sys Date: 07/12/1999		
Invoice number	List check	PO number	Inv Date	Balance	Current	Over 30	Over 60	Over 90	Over 120	

0000000	Sams Gulf Land		(400)255-8956							
0000153			06/30/1999	300.00		300.00				
0000440			06/06/1999	53.25	53.25					
0000440			06/06/1999	7.52	7.52					
Customer Total:				360.77	60.77	300.00				

0000000	Brace & West Law Office		(602)356-9020							
0000071		1920A	04/12/1996	67.96					67.96	
0000072		1920A	04/12/1996	28.78					28.78	
0000074		1920A	04/12/1996	48.12					48.12	
0000082			10/16/1996	6.90					6.90	
0000085			10/16/1996	121.60					121.60	
0000093		1920A	11/09/1996	67.40					67.40	
0000099		1920A	11/09/1996	67.40					67.40	
0000109			11/09/1996	59.99					59.99	
0000170			12/16/1997	121.18					121.18	
0000004			03/11/1998	20.00					20.00	
0000102			03/11/1998	90.00					90.00	
0000073		1920A	06/12/1999	65.20		65.20				
0000074		1920A	06/30/1999	300.00		300.00				
0000440			07/11/1999	20.10	20.10					
0000006			08/16/1999	19.12	19.12					
0000000			08/16/1999	29.44	29.44					

Finance Charge Calculation

Overview

Finance Charge Calculation is based on a set of questions in the 'Accounts Receivable Parameters' on the Accounts Receivable Definition Menu. You have an option whether or not to calculate finance charges with a fixed percentage amount, a variable amount or be able to enter a percentage rate in each customer in the Customer Masterfile

During the calculation process, you can enter an aging base of 30-60-90-120 days as well as minimum and maximum amounts to compare to during calculation. The charges are printed on the customer's statement and can be updated to each customer's account as an open invoice.

The screenshot shows a terminal window titled "A/R Finance Charge Calculation". The window has a menu bar with options: File, Edit, View, Display, Commands, Transfer, Macros, Help. Below the menu bar is a toolbar with icons for various functions. The main area of the screen displays the following information:

- Company: Minichew Development Company
- Date: 09/30/2012
- Time: 2:46 PM
- Used: 0
- Aging Base: [060]
- Minimum Charge: [1.00]
- Do Not Charge: [.00]
- Division: [01] OutSource X

At the bottom of the screen, there is a prompt: "Create finance charges? (Y)es or (N)o: []". The bottom status bar shows "Andio Life Version 16.3p" and "RUN".

Procedure

1. Choose Finance Charge Calculation on the Period-End Processing Menu.

Note: The system checks to see if any previous finance charge records exist and will prompt you with this message: Warning! Finance Charge Data Entry records exist. Clear Finance Charge Records? (Y)es or (N)o:

Type Y to erase the existing entries from the finance charge file.

Type N to return to the Period-End Processing Menu.

2. Aging Base:

Type the lowest base you want included for the finance charge calculation and **Enter**.

Press **F4** to return to the Period-End Processing Menu.

Note: If you want to calculate finance charges on invoice amounts that are 60 or more days old, enter 60. The oldest displayed base is 90 or 120, depending on what you selected for the Aging Basis field in the parameters.

3. Minimum Charge:

Type the minimum finance charge allowed and **Enter**.

Press the **Enter** key if no minimum amount is entered.

Note: Finance charges calculated for each customer that are less than the minimum and greater than zero will be charged the minimum amount.

4. Do Not Charge:

Type the maximum charge amount allowed and **Enter**.

Press the **Enter** key if no maximum amount is entered.

Note: Finance charges calculated for each customer that are greater than the maximum will be charged the maximum amount.

5. Finance Charge:

Type the percentage to use in calculating finance charges and **Enter**.

Note: You will be asked for a finance charge percentage only if you entered a V for variable rate for finance charge type in the 'Accounts Receivable Parameters' on the Account Receivable Definition Menu.

6. Division:

Type a division for finance charges and **Enter** or type **?** to display the Division Selection window.

7. Create Finance Charges? (Y)es or (N)o:

Type **Y** to continue the finance charge calculation.

Type **N** to abort the calculation and return to the Period-End Processing Menu.

Finance Charge Register

Overview

The Finance Charge Register lists the customer code and name, calculation date (should be the last day of the month of the current period), net dollar amount for finance charges, calculation rate and the amount of finance charge for the current month.

The report totals by division (if applicable) and has a combined report total.



Procedure

1. Choose Finance Charge Register on the Period-End Processing Menu.
2. Print Finance Charge Register? (Y)es or (N)o:
Type **Y** to print the register. Go to Step 3.
Type **N** to abort the print and return to the Period-End Processing Menu.
3. Select the appropriate printer for this report.

Finance Charge Register Sample

WinForms Development Company
A/B Finance Charge Register

Page: 1
Run Date: 09/21/2012
Sys Date: 09/21/2012

Customer	Customer Name	Date	PC Base	Rate	PC Amount
01-18001	ABC Marketing Services	04/08/2012	140.00	1.00	6.50
01-18001	Online Engineering	09/08/2012	800.00	1.00	12.00
01-18001	Quincy Electric Supply Co	04/08/2012	179.00	1.00	2.00
Division Total:			1,119.00		20.50
01-18001	Wilson Pump and Sign Co	04/08/2012	147.00	1.00	5.70
Division Total:			147.00		5.70
Report Total:			1,266.00		26.20

Finance Charge Data Entry

Overview

Once you have printed the Finance Charge Register and have determined that you need to add or edit existing calculations, select the Finance Charge Data Entry program. You can add entries to the calculation file or change the finance charge rate and the system will recalculate a new finance charge amount. Once you have finished with your changes, you should run the Finance Charge Register again for verification before printing statements.

The screenshot shows the 'A/B Finance Charge Data Entry' screen in the Anzio Lite software. The window title is 'Anzio Lite - F102.0402010'. The menu bar includes 'File', 'Edit', 'New', 'Display', 'Calculate', 'Transfer', 'Master', 'Help'. The status bar at the bottom shows 'Anzio Lite Version 16.2p' and 'DUP'. The main data area contains the following information:

Mindspring Development Company		09/30/2012 2:53 PM	
A/B Finance Charge Data Entry			
Customer Code: [00-ABC01]	ABC Marking Devices	Used:	5
	123 Highway 10 North		
	# 116		
	Phoenix		
	AZ 85224		
Invoice Date: [09/30/2012]			
Base Amount:	[441.09]		
FC Rate:	[1.50]		
FC Amount:	[6.62]		
Is The Data Correct? (Y)es, (N)o, (D)elese or (C)ancel: █			

Procedure

1. Choose Finance Charge Data Entry on the Period-End Processing Menu.

2. Aging Base:

Type the lowest base you want included for the finance charge calculation and **Enter**.

Press **F4** to return to the Period-End Processing Menu.

Note: If you want to calculate finance charges on invoice amounts that are 60 or more days old, enter 60. The oldest displayed base is 90 or 120, depending on what you selected for the Aging Basis field in the parameters.

3. Finance Charge:

Type the percentage you want to use to calculate finance charges and **Enter**.

4. Is The Data Correct? (Y)es or (N)o:

Type **Y** if the aging base entries are correct. Proceed to Step 5.

Type **N** to edit the aging base criteria. Return to Step2.

5. Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Note: If this customer was included in the 'Late Charge Calculation', the customer name, invoice date, net for finance charge, finance charge rate and the finance charge amount will display on your screen. The system reads the open invoice file to calculate the finance charge amount.

If you entered a customer that with N to finance charges in the customer masterfile, this warning message will display: 'This Customer Is Not Set Up For Finance Charges - Press Any Key To Continue'.

Press **F4** to return to the Period-End Processing Menu.

6. Invoice Date:

Type the invoice date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year. The default is the date on the Period-End Processing Menu.

7. Base Amount:

Press the **Enter** key to accept the net amount displayed or override with a different amount and **Enter**.

Note: The base amount is the total of open invoices for this customer that is subject to finance charges.

8. Rate:

Press the **Enter** key to accept the finance charge rate displayed or enter a new rate and **Enter**.

9. FC Rate:

Press the **Enter** key to accept the finance percentage displayed or enter a new percent and **Enter**.

10. FC Amt:

Type the amount of finance charge for this customer and **Enter**.

Note: The system calculates the finance charge and displays it on the screen. You can override the amount or accept the amount calculated by the system.

11. Is The Data Correct? (Y)es, (N)o, (D)elete or (C)ancel:

Type **Y** if the data is correct. Go to Step 4.

Type **N** to edit the data. Go to Step 5.

Type **C** to cancel this program and return to the Period-End Processing Menu without saving any changes.

Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?

*Type **Y** to save any parameter changes that were made and return to the Accounts Receivable Definition Menu.*

*Type **N** to return to the Accounts Receivable Definition Menu without saving any changes.*

Statement Printing

Overview

Customer statements are a part of Period-End Processing but can be printed on demand for one customer or a range of customers at any time during the month. You can select to print all statements, only statements with balances, statements that have balances over thirty (30) days, an option to include credit balances and be able to specify a particular customer type(s). A message can be printed at the bottom of each statement.

As the statements are printed, the system checks each customer status record to see if they are to be included in the statement printing process.

Aristo Lite - PERIOD-END

File Edit View Database Conversion Transfer Macro Help

Print Setup Print Screen Print Filter Copy Paste Print/Connect Add System Next System Next File

03/31/2012 3:30 PM

Windware Development Company

A/R Customer Statement Print

First Customer: 00-ASC01 ABC Marking Devices

Last Customer: 01-NRS01 Wilson Stamp and Sign Co

Aging Options: B Customer Type: []

Credit Balances: Y Selection Options: A

Email Statements: Y

From Address: auth@windwarecorp.com

To Address: []

PDF Attachment: ../EXPORT/MARCH.PDF

Enter first customer to print, ? = customers, F4 = Exit

Note: Statement date is set to: 03/31/2012

Aristo Lite Version 16.2p

Procedure

1. Choose Statement Printing on the Period-End Processing Menu.

2. First Customer:

Type the first customer you want to print and **Enter**.

Press **F4** to return to the Period-End Processing Menu.

3. Last Customer:

Type the last customer to print and **Enter**.

Press **F2** to return to the previous field.

Note: To email a statement to one customer, you must enter the same customer code in the first and last customer fields. The email statement flag will default to No and you will select to print to a PDF file on the printer selection menu.

4. Aging Option:

Type **A**+ the **Enter** key to print all statements.

Type **B**+ the **Enter** key to print statements with balances.

Type **O**+ the **Enter** key to print statements with balances thirty (30) days past due.

Type **6**+ the **Enter** key to print statements with balances sixty (60) days past due.

5. Credit Balances:

Type **Y**+ the **Enter** key to include statements with credit balances or **N**+ the **Enter** key not to print statements with a credit balance.

6. Customer Type:

Type a two (2) character customer type code and **Enter** or leave blank to print all.

7. Selection Option:

Type **A**+ the **Enter** key to email and print all statements, **H** to print only hardcopy statements or **E** to email statements only.

8. Email Statements:

Type **Y**+ the **Enter** key to automatically email customer statements.

Note: Statements will be sent in PDF format to email addresses set up in the customer file. You must select a printer to print a statement for customers without an email address.

Type **N**+ the **Enter** key to print all statements to a printer.

9. From Address:

Type the email address to be used as the From address and **Enter** or accept the default from the Email Parameters on the PS Options Menu.

10. To Address:

This email address is used for testing only. Leave blank during month-end processing.

11. PDF Attachment:

Type the name of the PDF file in the EXPORT folder you want to attach to each statement and **Enter**. If a folder name is not entered, TOP defaults to the ../EXPORT folder.

12. Enter a statement message and then elect the appropriate printer for hardcopy statements.

Finance Charge Update

Overview

The Finance Charge Update creates an invoice for each customer that was assessed a finance charge in 'Finance Charge Calculation' during Period-End Processing. The invoice number, followed by 'FC', is updated to the open invoice file.

The system automatically accumulates a total finance charge to update to the General Ledger End-Of-Day transaction file. Each finance charge is cleared during the update for the next accounting period.

The screenshot shows the 'Anzio Lite' software interface. The title bar indicates the file path 'Anzio Lite - 192.168.200.2'. The menu bar includes 'File', 'Edit', 'View', 'Database', 'Generate', 'Transfer', 'Market', and 'Help'. The toolbar contains icons for 'Open', 'Save', 'Print', 'Edit', 'Copy', 'Paste', 'Find', 'Find Next', 'Find Previous', 'Find All', 'Find First', 'Find Last', 'Find Next', 'Find Previous', 'Find All', 'Find First', 'Find Last'. The main window displays the text 'Middleware Development Company' and 'A/R Finance Charge Update'. The date and time are shown as '04/30/2011 3:15 PM'. A large empty box is present in the center. At the bottom, there is a prompt 'Update finance charges? (Yes or No):'. The status bar shows 'Anzio Lite Version 16.2p'.

Period-End Update

Overview

Period-End Update clears all invoices that were paid during the current period and clears Period-To-Date customer sales figures in the 'Aging & Sales Summary' on the Customer Sub-Menu.

The period sales tax figures are cleared during the Period-End Update, so make sure you print the 'Sales Tax Report' prior to closing the period.

The system provides a Period-End Processing checklist as a reminder of what processing steps need to be taken prior to clearing monthly totals.

The screenshot shows a terminal window titled 'A/R Period-End Update' for 'Hindware Development Company'. The date and time are 09/30/2012 at 3:59 PM. The screen displays several options and a checklist:

- Clear Q-T-D Totals:[Y] Clear Y-T-D Totals[N] Used: 14
- A/R Period End Dates:
Last Month Closed: 06/30/2012 Date Month Closed: 07/05/2012
- A/R Period End Process:
 1. Print Discount Sales Report (Optional)
 2. Print Sales Tax Report
 3. Print Aged Open Invoices Report
 4. Process Finance Charges (Optional)
 5. Print Statements
 6. Update finance charges (Optional)
 7. Period-End Update
- A/R Period End Update Process:
 1. Clear customer P-T-D figures
 2. Clear customer Y-T-D figures if selected
 3. Clear sales tax P-T-D figures
 4. Clear sales tax Q-T-D and Y-T-D figures if selected
 5. Remove all paid open invoices

At the bottom, it asks: 'Begin period end update for September? (Y)es or (N)o: []'.

Procedure

1. Choose Period-End Update on the Period-End Processing Menu.

Note: The system checks to make sure the finance charge file has been cleared before beginning the update and issues this message: 'Warning: Finance Charge Data Entry Records Have Not Been Updated to A/R. Finance Charge Update Should Be Completed Before Period-End Update. Press Any Key to Continue'.

2. Q-T-D Totals:

Type **Y**+ the **Enter** key to clear quarter-to-date totals during the update.

Type **N**+ the **Enter** key if the current period is not the end of a quarter.

Note: Quarter ending dates are March, June, September and December. Quarterly sales figures are listed on the 'Monthly Sales Tax Report'.

3. Y-T-D Totals:

Type **Y**+ the **Enter** key to clear year-to-date totals and transfer the totals to prior year.

Type **N**+ the **Enter** key if this is not the end of your fiscal year.

Note: The system scans the Accounts Receivable parameter file for your year end month to determine if the year totals should be cleared. Do not close the year more than once as it will roll prior year sales to zero.

Before the update continues, the system issues this message as a reminder: 'Warning! Once Period-End is completed sales tax reports cannot be printed. Press Any Key to Continue'.

4. Begin Period-End Update? (Y)es or (N)o:

Type **Y** to continue with the update.

Type **N** to abort the update and return to the Period-End Processing Menu.

3

ACCOUNTS RECEIVABLE REPORT MENU

- ☐ Customer Masterfile Listing
- ☐ Customer Masterfile Detail Listing
- ☐ Customer Cross-Reference
- ☐ Customer Mailing Labels
- ☐ Customer Order Form Print
- ☐ Customer by Delivery Route Report
- ☐ Customer Contract Pricing Report
- ☐ Customer Discount Info Report
- ☐ Cash Receipts History Report
- ☐ Cash Receipts History By Day Report
- ☐ Open Invoices by Salesperson
- ☐ Open Invoice Report
- ☐ Contact Management Report Menu
- ☐ Customer Sales Report Menu
- ☐ A/R Report Writer

Customer Masterfile Listing

Overview

The Customer Masterfile List prints the customer code and name, address, city, state and zip code, telephone number, customer type and salesperson by customer code, alpha sort key, telephone number, location or state code. Sort options include by location, salespersons and customer types. You have the option to include ship-to name and addresses and next contact information, as well as specifying a date range for either when the account was opened, date of the last sale or date of the last payment on account.

You can select a print format of name and address, including the information listed above, or you can select to print sales information. The sales information includes the customer code and name, current account balance, the average number of days between payments, year-to-date and prior year balances, period-to-date, year-to-date and prior year sales dollars.

Anzio Lite - CUSTOMERFILE

File Edit View Database Customers Transfer Macros Help

Print Subs Print Sales Print Order Copy Print Contact Add Sales Next Sales Next File

Find Calc Calculate Database

Minidware Development Company 10/01/2012
Customer Masterfile List 3:20 PM

Sort Order: [C] Used: 3

First to Print: [00-ASC01] ASC Marking Devices
Last to Print: [01-NRS01] Wilson Stamp and Sign Co

First Location: [] Last Location: []
Customer Types: [] Salespersons: []
Discount Level: [] Duplicates: []

Double Spaces: [N] Report Format: [A]
Next Contacts: [N] Contact Info: [N]
Ship-To Address: [N] Credit Hold: [N]

Range Option: [S] Product String: []
First Date: [12/01/2011]
Last Date: [12/31/2011]

Print in (A)lpha, (C)ustomer code, (P)hone, (L)ocation code or (S)tate
F4 to return to menu

Anzio Lite Version 16.2p

Procedure

1. Choose the Customer Masterfile Listing from the Accounts Receivable Report Menu.

2. Sort Order:

Type **A+** the **Enter** key to print the listing in alpha sort key order.

Type **C+** the **Enter** key to print the listing in customer code order.

Accounts Receivable Report Menu

Type **P**+ the **Enter** key to print the listing in telephone number order.

Type **L**+ the **Enter** key to print the listing in zip code order. Go to Step 5.

Type **S**+ the **Enter** key to print the listing in state code order. Go to Step 5.

Press **F4** to return to the Accounts Receivable Report Menu.

3. First to Print:

Type the first code to print and **Enter**.

Note: The first code depends on the sort option you selected in Step 2.

(A)lpha - enter the first customer alpha sort key. (C)ustomer - enter the first customer code. (P)hone - enter the first telephone number.

Press **F2** to return to the previous input field.

4. Last to Print:

Type the ending code to print and **Enter**.

*Note: Use the same criteria selected in Step 3. You can press **F1** to duplicate the selection in Step 3.*

5. First Location:

Type the first item code and **Enter**.

Note: The first item code depends on the sort option you selected in Step 2:

(L)ocation - enter the first location (zip code).

(S)tate - enter the first state code.

6. Last Location:

Type the ending item code and **Enter**.

7. Customer Types:

Type up to nine customer type codes, side by side, and **Enter**. Spaces or commas are not required.

8. Salespersons:

Type two characters per salesperson and **Enter**. Do not use spaces or commas between codes.

9. Discount Level:

Type a discount level (A-N) to include and **Enter**.

Press the **Enter** key to include all discount levels.

10. Duplicates:

Type **Y**+ the **Enter** key to print only customers with duplicate alpha sort keys.

Type **N**+ the **Enter** key to print all customers selected.

11. Double Space:

Type **N**+ the **Enter** key to single space each line on this report.

Type **Y**+ the **Enter** key to double space each line on this report.

12. Report Format:

Type **A**+ the **Enter** key to print customer name and address information.

Type **S**+ the **Enter** key to print customer aging and sales information.

Type **D**+ the **Enter** key to list the date account was opened and last sold date.

Type **T**+ the **Enter** key to list customer information for telemarketing.

Type **B**+ the **Enter** key to list both the date last sold and year-to-date sales dollars.

13. Next Contact:

Type **N**+ the **Enter** key not to print customer next contacts records on this report.

Type **Y**+ the **Enter** key to include the customer contact records on this report.

14. Contact Info:

Type **N**+ the **Enter** key not to print customer contact information on this report.

Type **Y**+ the **Enter** key to include the customer contact information on this report.

15. Ship-To Address:

Type **I**+ the **Enter** key to include customer ship-to addresses.

Type **D**+ the **Enter** key not to include customer ship-to addresses.

Type **O**+ the **Enter** key to print only customer ship-to addresses.

16. Credit Hold:

Type **Y**+ the **Enter** key to list only customers on credit hold.

Type **N**+ the **Enter** key not to list just customers on credit hold.

17. Range Option:

Type **A**+ the **Enter** key to select customer accounts opened within a specific date range.

Type **S**+ the **Enter** key to select the last sold date within a specific date range.

Type **P**+ the **Enter** key to select the last payment date within a specific date range.

18. First Date:

Accounts Receivable Report Menu

Type the first date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

19. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

20. Select the appropriate printer for this report.

Customer Masterfile Listing Sample

Customer Masterfile Listing Sample

Page No: 1

Run Date: 11/01/2011

By Date: 11/01/2011

Customer Masterfile List, Customer Code Order

Loc: 00, Cust Type: 0, SP Code: 0, Custcode: 0

Customer	Customer Name	Address Line	City, State, Zip	Phone Number	V-T-D Sales	Last Sold SP
Customer	Name/Doc Contact/To	Last Service Ship-To	Last Inv Amt	By To Sales	V-T-D Sales	Last Sold SP
00-120000	Chicago Business Card Co	2800 Greenleaf	214 Grove Hill St. IL		00	11/01/11
00-770001	1211 Linda Boutique	1877 Cloverleaf Trail	Signal Mountain TN 37	410-404-0400	12.00	02/10/11
00-48001	ABC Printing Service	121 Highway 10 North	Shuman IL 60	600-416-7881	900.00	10/10/11 SP
00-02001	Collins Engineering	1000 East Main Street	Shuman IL 60	600-000-1212	100.00	08/10/11 NA
	Suite 200					
00-09001	Shuman Shuman Group Co	121 North Main St	Shuman IL 60	600-000-4100	100.00	02/10/11 NA
	Building 4					
00-00001	ABC	Attn: 2112 Cassinola	Shuman IL 60		00	11/01/11
	101 East Fifth Street					
00-00001	Shuman Group and Sign Co	4000 S Bay Road	Shuman IL 60		100.00	06/10/11
	Suite 100					
Total Listed: 9						

Customer Masterfile Detail Listing

Overview

The Customer Masterfile Detail Listing includes the customer code, name and address, alpha sort key, location code, telephone number and facsimile number. You have the option to include customer status information, contact names and telephone numbers, next contact appointments, meetings, etc., notepad documentation and contact history.

Customer sales information can be listed for specific months in any given year, current aging and sales figures, prior year sales, dollar amount of open orders and a listing of open invoices currently on the customer's account.

Sort Order: [A]
First to Print: [00-00NDP] test
Last to Print: [01-WRS01] Wilson Stamp and Sign Co
First Location: [] Last Location: []
Customer Types: [] Salespersons: []
Customer Status: [Y]
Contact Info: [Y] Cust Notepads: [Y]
Next Contact: [N] Contact History: [N]
Contract Pricing: [N]
Product Sales: []
Aging & Sales: [N] Open Invoices: [N]
Used: 4
Print in (A)lpha, (C)ustomer code, (P)hone or (L)ocation code, F8 = Exit
Anzio Lite Version 16.2p RUN

Procedure

1. Choose the Customer Masterfile Detail Listing from the Accounts Receivable Report Menu.

2. Sort Order:

Type **A**+ the **Enter** key to print the listing in alpha sort key order.

Type **C**+ the **Enter** key to print the listing in customer code order.

Type **P**+ the **Enter** key to print the listing in telephone number order.

Type **L**+ the **Enter** key to print the listing in location code (zip code) order. Go to Step 5.

Press **F4** to return to the Accounts Receivable Report Menu.

3. First to Print:

Type the first code to print and **Enter**.

Note: The first item code is dependent on the sort option you selected in Step 2:

(A)lpha - enter the first customer alpha sort key.

(C)ustomer - enter the first customer code.

(P)hone - enter the first telephone number.

Press **F2** to return to the previous input field.

4. Last to Print:

Type the ending code to print and **Enter**.

*Note: Use the same criteria selected in Step 3. You can press **F1** to duplicate the selection in Step 3.*

5. First Location:

Type the first location code and **Enter**.

Note: The first item code is dependent on the sort option you selected in Step 2: (L)ocation - enter the first location (zip code).

6. Last Location:

Type the ending location code and **Enter**.

7. Customer Types:

Type two characters per type code and **Enter**. Do not use spaces or commas between codes.

8. Salespersons:

Type two characters per salesperson and **Enter**. Do not use spaces or commas between codes.

9. Customer Status:

Type **Y**+ the **Enter** key to list the customer status information on this report.

Type **N**+ the **Enter** key not to list the customer status information.

10. Contact Info:

Type **Y**+ the **Enter** key to include contact records on this report.

Type **N**+ the **Enter** key not to include contact information.

11. Cust Notepad:

Type **Y**+ the **Enter** key to list notepad text on this report.

Type **N**+ the **Enter** key not to include the notepad information.

12. Next Contact:

Type **Y**+ the **Enter** key to include next contact information on this report.

Type **N**+ the **Enter** key not to include next contact information.

13. Contact History:

Type **Y**+ the **Enter** key to include the next contact history records on this report.

Type **N**+ the **Enter** key not to include contact history records.

14. Contract Pricing:

Type **Y**+ the **Enter** key to include contract pricing on this report.

Type **N**+ the **Enter** key not to include contract pricing information.

15. Product Sales:

Type up to five (5) years for product sales revenue in YYYY format and **Enter**.

16. Aging & Sales:

Type **Y**+ the **Enter** key to include aging and sales dollars on this report.

Type **N**+ the **Enter** key not to include aging and sales dollars.

17. Open Invoices:

Type **Y**+ the **Enter** key to list current open invoices on this report.

Type **N**+ the **Enter** key not to list open invoices.

18. Select the appropriate printer for this report.

Customer Masterfile Detail Listing Sample

ARCM440 Windware Development Company Page No: 4
 3:52 PM Customer Masterfile Detail List Run Date: 10/01/2012
 Customer Code Order, Cust Type: , Salesperson Sys Date: 10/01/2012
 =====
 Customer: 00-ABCD1
 ABC Marking Devices Sort Key: ABC STAM
 123 Highway 10 North Location: 85224
 Phoenix AZ 85224 Phone No: 602-456-7891
 FAX No: 602-456-7892
 =====

CUSTOMER STATUS:

Date opened:	07/18/2011	Credit Code:	AI	Limit:	75000.00
Last sold:	08/21/2012	Ship Via:	UG		
Last Payment:	09/24/2012	Salesperson:	JS		
Misc Info:	www.ABCMarkingDevices.com				
Cust Type:	MD				
Statements:	Y	PO Required:	N	Branch:	N
Terms Code:	30	Late Charge:	Y		
Tax Code:	AZ	Disc Level:	A		

CONTACTS:

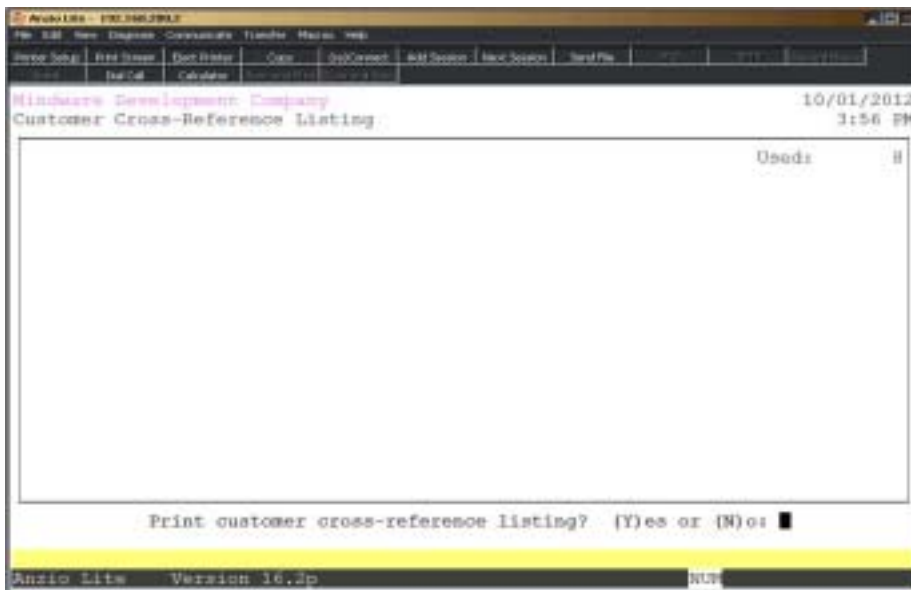
SN	TP	Contact Name	Comments	Phone Number	Ext	B-Day	OC	SP
01	BN	Diane Worley	Customer Support dianew@abcmarking.com			01/21		JS

CARDFILES:

Customer Cross Reference List

Overview

The Customer Cross Reference Report lists customers by code in one column and alphabetically (based on the sort key) in the second column.



Procedure

1. Choose Customer Cross-Reference Listing on the Accounts Receivable Report Menu.
2. Print Customer Cross-Reference Listing? (Y)es or (N)o:
Type **Y** to print the cross-reference listing. Go to Step 3.
Type **N** to abort the print and return to the Accounts Receivable Report Menu.
3. Select the appropriate printer for this report.

Customer Cross Reference List Sample

Customer Code Sequence		Alphabetical Sequence	
00-120000	Chicago Business Card Co	ABC Marking Devices	00-ABC01
00-7714501	Lil' Lambs Boutique	Chicago Business Card Co	00-120000
00-ABC01	ABC Marking Devices	Collins Engraving	00-CEC01
00-CEC01	Collins Engraving	Greater Phoenix Stamp Co	00-GPS01
00-GPS01	Greater Phoenix Stamp Co	Lil' Lambs Boutique	00-7714501
01-PN0001	PNC	PNC	01-PN0001
01-NRS01	Wilson Stamp and Sign Co	Wilson Stamp and Sign Co	01-NRS01

Customer Mailing Labels

Overview

Customer labels can be printed in alpha sort key order, customer code order, by location code or state code. The location code is sorted in zip code order to meet bulk mailing requirements.

You can sort by customer type, label code, salesperson, year-to-date and prior year sales or date last sold. You can specify number of labels and the size of the label you want to print. There are options to include ship-to name and address information, customer code, contact categories or telephone number on the label print.

The screenshot shows the 'Customer Label Print' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like File, Edit, View, Display, Communicate, Transfer, Macro, Help. Below the menu bar, there are several input fields and labels for configuring the label print. The date and time are shown as 10/01/2012 and 4:02 PM. The company name 'Mindware Development Company' is displayed. The screen is divided into two main sections for inputting sorting and printing parameters.

Sort Order: [A]	Uses: 7
First to Print: [00-ABC01] ABC Marking Devices	
Last to Print: [01-MRS01] Wilson Stamp and Sign Company	
First Location: []	Last Location: []
Product String: []	
Customer Types: []	Salesperson: []
Label Codes: []	Date Last Sold: [/ /]
Pr Y-T-D Sales: [0000000]	Y-T-D Sales: [00000000]
Label Number: [001]	
Ship-To Address: [D]	
Label Options: []	Contact Categories: []
Include Phone: [N]	Discount Level: []
Lines Before: [01]	Lines After: [01]
Columns Over: [05]	Label Size: 1.00 Inch

Print in (A)lpha, (C)ustomer code, (L)ocation code, (S)tate or sales(P)erson by zip code, F4 to return to menu

Anzio Lite Version 16.2p NUT

Procedure

1. Choose Customer Mailing Labels on the Accounts Receivable Report Menu.

2. Sort Order:

Type **A**+ the **Enter** key to print labels in alpha sort key order.

Type **C**+ the **Enter** key to print labels in customer code order.

Type **L**+ the **Enter** key to print labels in location (zip code) order.

Type **S**+ the **Enter** key to print labels in state code order.

Press **F4** to return to the Accounts Receivable Report Menu.

3. First To Print:

Type a valid customer code and **Enter** or type ? to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Last To Print:

Type a valid customer code and **Enter** or type ? to display the Customer Code Selection window.

Note: If the first and last customer codes are the same, you will be allowed to edit the information for the label.

5. First Location:

Type the first zip code to include and **Enter** or press the **Spacebar** to include all zip code locations.

6. Last Location:

Type the last zip code to include and **Enter** or press the **Spacebar** to include all zip code locations.

7. Product String:

Type the products to include and **Enter** or leave blank to include all product codes.

8. Customer Types:

Type the customer types you want to include and **Enter** or type ? to display the Customer Type Selection window.

9. Salesperson:

Type the salesperson code you want to include and **Enter** or type ? to display the Salesperson Code Selection window.

10. Label Code:

Type up to five (5) label codes, two (2) characters side by side, and **Enter**.

11. Date Last Sold:

Type the date last sold to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Note: Only customers having a last date sold equal to or greater will be included.

12. Y-T-D Sales:

Type the Y-T-D sales dollars to include and **Enter** or press the **Enter** key to accept zero dollars displayed.

Note: Only customer with sales that are equal to or greater will be included.

13. Pr Y-T-D Sales:

Type the sales dollars to include and **Enter** or press the **Enter** key to accept zero dollars displayed.

14. Label Number:

Type the number of labels (0-999) you want to print and **Enter**.

15. Ship-To Address:

Type **I+** the **Enter** key to include ship-to addresses for the customers selected.

Type **D+** the **Enter** key if you do not want to include ship-to addresses.

Type **O+** the **Enter** key to print only ship-to addresses.

16. Label Options:

Type 1 to print customer code on label, 2=last purchase date, 3=YTD sales, 4=last purchase and YTD sales, 5=contact, 6=telephone number, 7=invoice contact name or leave blank not to print any of the above options.

17. Include Phone:

Type **Y+** the **Enter** key to print the customer telephone number on the label.

Type **N+** the **Enter** key not to include the telephone number.

18. Contact Categories:

Type the contact categories to include, two (2) characters side by side, and **Enter**.

19. Discount Level:

Type the discount level to include and **Enter** or **CR** to include all levels.

20. Lines Before:

Type the number of line feeds to print before the actual label print and **Enter**.

Note: Spacing is six (6) lines per inch (i.e. 3" label has 18 lines). You can determine your spacing dependent on the size of the label.

21. Lines After:

Type the number of line feeds to print after the actual label print and **Enter**.

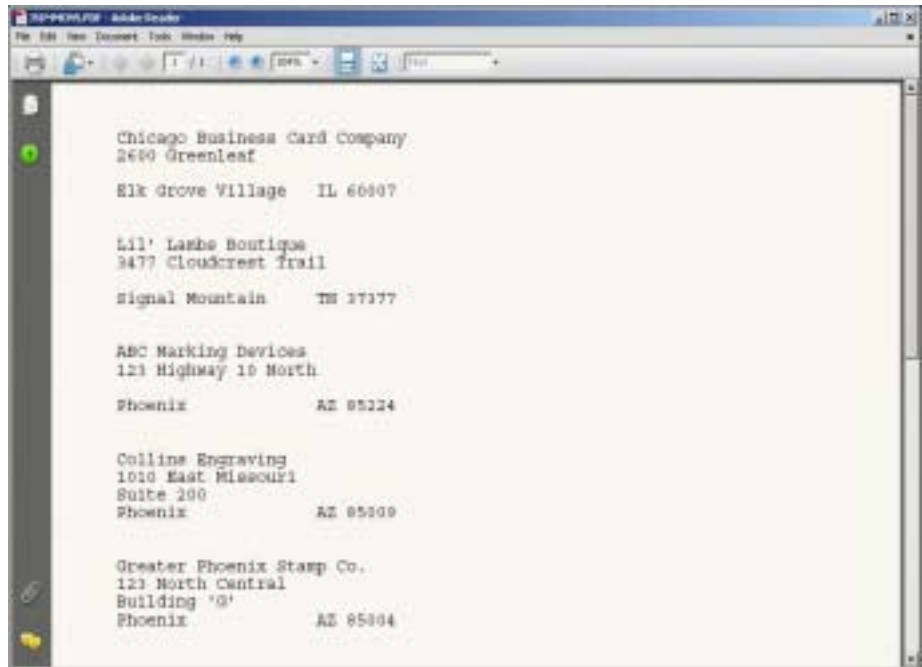
22. Columns Over:

Type the number of columns from the right margin to begin label print and **Enter**.

Note: The system calculates the label size and displays it on your screen.

23. Select the appropriate printer for this report.

Customer Mailing Label Sample



Customer Order Form Print

Overview

The Customer Order Form Print allows you to provide your own preprinted order forms to some of your customers with order number and customer name and address. You can select a quantity of order forms to print.

The screenshot shows the 'Anzio Lite - 10/03/2012' window. The title bar includes 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Media', 'Help'. The menu bar includes 'Import Setup', 'Print Screen', 'Print Order', 'Copy', 'Copy/Connect', 'Add Source', 'New Source', 'Save File', 'F2', 'F11', 'Quit/Print'. The main window title is 'Minimata Development Company' and the subtitle is 'Customer Order Form Print'. The date and time are '10/03/2012 9:35 AM'. The form displays the following information:

Customer Code:	[00-ABC01]	ABC Marking Devices
Ship-To No:	[]	123 Highway 10 North
		Phoenix AZ 85224
		[000-000-0000]
First Number:	[0001200]	
Quantity:	[50]	
Next Available:		

Enter quantity of forms to print, F2 = Prior

Anzio Lite Version 16.2p NUT

Procedure

1. Choose Customer Order Form Print on the Accounts Receivable Report Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Accounts Receivable Report Menu.

3. Ship-To No:

Press the **Enter** key to accept the ship-to name and address displayed on the screen or override the name and address fields as needed.

Press the **CTRL+Y** keys to display the edit help menu.

Press **F2** to return to the previous input field.

4. First Number:

Type the beginning sequence number (order number) and **Enter**.

5. Quantity:

Type the quantity of order forms to print and **Enter**.

Note: The system will calculate and display the Next Available order number for this customer.

6. Select the appropriate printer for this report.

Customer By Delivery Route Report

Overview

The Customer By Delivery Route Report provides a print out by route code of all deliveries to be made and to what customers on that route. The report lists the customer name, address and route code, with an option to include ship-to name and addresses.

The screenshot shows a software window titled 'Anzio Lite - F102.06020017'. The menu bar includes File, Edit, New, Display, Customers, Transfer, Macros, Help, Service Setup, Print Screen, Print History, Calc, AppConnect, Add System, New System, and Transfer. The main window displays 'Minicare Development Company' and 'Customer By Delivery Route Report' with a date/time stamp of '10/01/2012 4:43 PM'. The 'Ship Via:' field contains '[UG] UPS Ground' and the 'Ship-To:' field contains '[N]'. A prompt at the bottom asks 'Include ship-to records? (Yes or (N)o, F2=Prior, F4=Exit)'. The status bar at the bottom shows 'Anzio Lite Version 16.2p' and a 'RUN' button.

Procedure

1. Choose Customer By Delivery Route Report on the Accounts Receivable Report Menu.

2. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

Press **F4** to return to the Accounts Receivable Report Menu.

3. Ship-To:

Type **Y**+ the **Enter** key to include ship-to records on the report.

Type **N**+ the **Enter** key to exclude ship-to records.

Press **F2** to return to the previous input field

4. Select the appropriate printer for this report.

Customer By Delivery Route Report Sample

Widewise Development Company
Customer By Delivery Route Report

Page No: 1
Run Date: 11/01/2011
Run Time: 11/01/2011

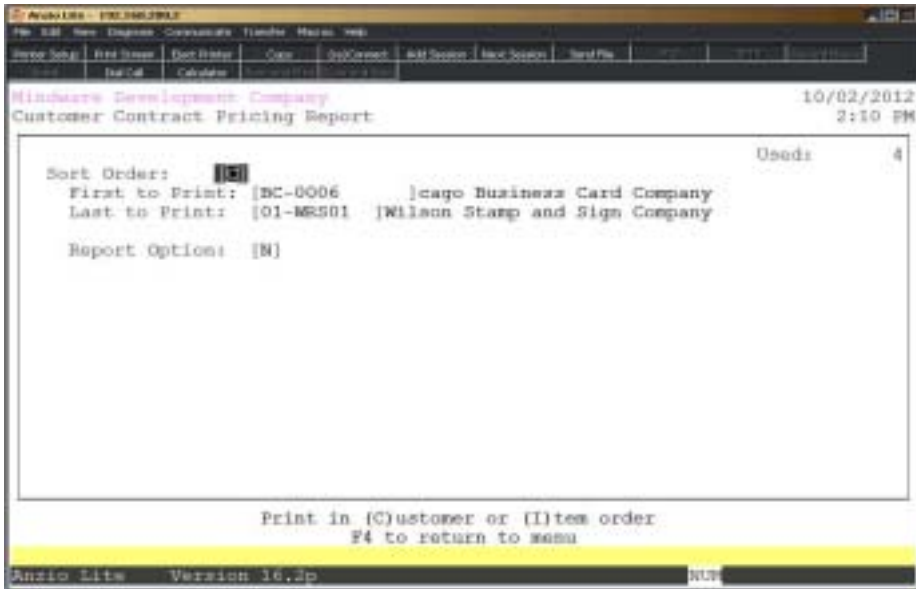
W - REP Group

Ref/Ship-To	Customer Name	Address Line 1	Address Line 2	City, State, Zip	Route
04-129100	Chicago Business Card Co	6400 Greenleaf		EB Grove VILL IL 60007	
04-7734524	Lal's Lanka Boutique	3477 Cloudcrest Trail		Signal Mountain TN 37377	
04-180101	ABC Marketing Services	121 Highway 99 North		Phoenix AZ 85024	
04-180101	ABC Division of Phoenix	121 Highway		Phoenix AZ 85024	
04-180101	ABC			Phoenix AZ	
04-080101	Calline Engineering	1010 East Wanscott	Suite 100	Phoenix AZ 85010	
04-080101	Calline Engineering	1010 East Wanscott	Suite 100	Phoenix AZ 85011	
04-080101	Calline Engineering	1010 East Wanscott	Suite 100	Phoenix AZ 85010	
04-080101	Shelene Phoenix Group Co	121 North Central	Building 10	Phoenix AZ 85024	
04-080101	Greener Phoenix Group Co	100 North Central		Phoenix AZ 85024	
04-080101	ABC	1000 N 1st Street	101 East Fifth Street	Phoenix AZ 85001	
04-080101	Shelene Group and Sign Co	1000 N 1st Street	Suite 100	Phoenix AZ 85001	
Total Lines:		11			

Customer Contract Pricing Report

Overview

The Customer Contract Pricing Report lists in customer code order or in inventory item order the customer name, inventory item codes, item description, the item list price and the customer contract price. This information is provided from the 'Customer Contract Price Maintenance' on the Customer Sub-Menu.



Procedure

1. Choose Customer Contract Pricing Report on the Accounts Receivable Report Menu.

2. Sort Order:

Type **C**+ the **Enter** key to list the report in customer code order. Go to Step 3.

Type **I**+ the **Enter** key to list the report in item code order. Go to Step 5.

Press **F4** to return to the Accounts Receivable Report Menu.

3. First Customer To Print:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Last Customer To Print:

Type a valid customer code and **Enter** or type ? to display the Customer Code Selection window.

5. First Item To Print:

Type a valid item code and **Enter** or type ? to display the Item Code Selection window.

6. Last Item To Print:

Type a valid item code and **Enter** or type ? to display the Item Code Selection window.

7. Report Option:

Type **Y**+ the **Enter** key if you only want to print contract prices under average cost.

8. Select the appropriate printer for this report.

Note: To display the customers that have contract pricing for just one item, you can display that item in Item Master Maintenance and select the Contract Pricing Display on the Item Sub-Menu.

Customer Contract Pricing Report Sample

Customer Contract Pricing Report

Machine Development Company

Page No: 1

Customer Contract Pricing Report, Customer Code order

01-01000 to 01-0000

Run Date: 10/01/2012

Run Date: 10/01/2012

Customer	Customer Name	Item Code	Item Description	Unit Price	Price	Charged	Unit Cost
10-0001	ABC Maching Device	00-111	12 Line 1" Band Stamp	12.18	11.00	10/01/12	
10-0001	ABC Maching Device	00-111	12 Line 1" Band Stamp	12.18	10.00	10/01/12	
10-0001	Collins Engineering	00-000	Business Card Style Number 110	10.00	10.00	10/01/12	
10-0001	Concrete Shovel Stamp C 10-0000		Black Ink 1.00	4.00	3.75	04/01/12	
10-0001	Wilson Stamp and Sign C 10-0000		Black Ink 1.00	4.00	3.00	04/01/12	
Total Charged:		5					

Accounts Receivable Report Menu

Type a valid salesperson code and **Enter** or leave the field blank to include all salespersons.

5. Contact Type:

Type a contact type to include and **Enter** or leave the field blank to include all contact types.

6. Address:

Type **Y** + the **Enter** key to include the customer address.

Type **N** + the **Enter** key not to include the address.

7. Contract:

Type **Y** + the Enter key to include customer contract pricing detail.

Type **N** + the Enter key to exclude pricing information.

8. Discount:

Type **Y** + the Enter key to include customer discount pricing detail.

Type **N** + the Enter key to exclude pricing information.

9. Change Date:

Type date to include prices for and Enter.

Note: Only prices that were changed on or after date entered will be included on the report.

10. Select the appropriate printer for this report.

Customer Discount Info Report Sample

Business Development Company
A/B Customer Discount Info Report
Page No: 1
Run Date: 11/01/2011
Sys Date: 11/01/2011

01-120000 to 01-40000, 01-611, Type: Date: 11/01/11

Diff Code	Customer Name	Phone	Fax Number	SP	Inv	Special Customer Pricing
Contact	Street	Street	Street	Item Code		
01-AB001	ABC Marketing Services	012-010-7801	012-010-7801	01	0	
	121 Highway 10 North			01-101		15 Line 1" Hand Stamp 15.00
	Houston, TX 77004			01-102		15 Line 2" Hand Stamp 11.00
01-CD001	Callie Engineering	012-010-1112	012-010-1112	01	0	
	1212 East Houston			01-101		Business Card Style Number 111 10.00
	Suite 100					01-102 01.00
01-DE001	Greene Electric Supply Co.	012-010-1110	012-010-1110	01	0	
	121 North (North)			01-101		Mark Job 1.00
	Building 10					15-101 01.00
01-DE001	Wilson Stamp and Sign Company			12-1000		Mark Job 1.00
	4145 W Bay Road					
	Suite 100					
	Houston, TX 77004					

Cash Receipts History Report

Overview

The Cash Receipt History Report lists the customer number and name, the register number assigned to each cash receipt update, check number, date of each check and the check amount.

You can select a customer or a range of customers within a specified date range.

The screenshot shows the 'Anzio Lite' software interface. At the top, there's a menu bar with options like 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Master', 'Help'. Below the menu bar, the title bar reads 'Minisware Development Company'. The main window displays 'A/R Cash Receipt History Report' with a date of '10/02/2012' and time '2:44 PM'. The screen is divided into several sections. The top section contains fields for 'First Customer: 00-ASC01 ABC Marking Devices' and 'Last Customer: 01-MRS01 Wilson Stamp and Sign Company'. Below these are 'First Date: 01/01/2012' and 'Last Date: 10/31/2012'. A 'Used: 13' field is also present. The bottom section has a prompt 'Enter first customer code to print, F4 = Exit'. The status bar at the bottom shows 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Cash Receipts History Report on the Accounts Receivable Report Menu.

2. First Customer:

Type the first customer number to print and **Enter** or type ? to display the Customer Code Selection window.

Press **F4** to return to the Accounts Receivable Report Menu.

3. Last Customer:

Type the last customer number to print and **Enter** or type ? to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type the first date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

Type the last date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Select the appropriate printer for this report.

Cash Receipts History Report Sample

MP-MEMO.PDF - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100%

Mindware Development Company Page No: 1
 A/R Cash Receipt History Report Run Date: 10/02/2012
 2:43 PM 00-ABC01 -01-WR801 , 01/01/12-10/31/12 Sys Date: 10/02/2012

Customer	Customer Name	Reg No	Check	C	C/R Date	Chk Amount
00-ABC01	ABC Marking Devices	000009	0004356		09/24/12	24.00
00-ABC01	ABC Marking Devices	000008	0000101	C	08/23/12	38.26
00-ABC01	ABC Marking Devices	000006	0003456		06/30/12	200.00
00-ABC01	ABC Marking Devices	000007	0000231		06/20/12	210.00
00-ABC01	ABC Marking Devices	000005	0000345		03/15/12	100.00
00-ABC01	ABC Marking Devices	000005	0002134	H	02/17/12	69.83
00-CBC01	Collins Engraving	000009	0000453	D	09/24/12	20.00
01-WR801	Wilson Stamp and Sign Comp	000005	0000435		03/15/12	52.00
						714.09

Total Listed: 8

Cash Receipts History By Day Report

Overview

The Cash Receipt History By Day Report lists the date of the receipt, register number, the total cash for the day, any discounts allowed and the amount of cash that posted to the General Ledger cash account. You also have the option to include any miscellaneous General Ledger account numbers that were used during 'Cash Receipt Data Entry'.

The report can be printed for any specified date range.

Minimare Development Company 10/02/2012 2:49 PM

A/R Cash Receipt History by Day Report

First Date: [10/01/2012] Used: 13

Last Date: [10/31/2012]

G/L Number	Description
[101]	[CASH]
[110]	[ACCT RECV]
[]	[]
[]	[]

Enter first date to print, F4 = Exit

Anzio Lite Version 16.2p

Procedure

1. Choose Cash Receipts History By Day Report on the Accounts Receivable Report Menu.

2. First Date:

Type the first date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

3. Last Date:

Type the last date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

Accounts Receivable Report Menu

4. G/L Number:

Type a valid General Ledger account number and **Enter** or type ? to display the Account Number Selection window.

5. Description:

Type up to a ten (10) character description and **Enter**.

Note: You can add up to four account numbers and descriptions. Repeat the same procedure in Step 4 and Step 5 for all account entries.

6. Select the appropriate printer for this report.

Cash Receipts History By Day Report Sample

WIDENESS, LLC - Adobe Reader

File Edit View Document Tools Window Help

Page: 1 / 1

WIDENESS, LLC

Wideness Development Company

Page No: 1

207661

A/R Cash Receipt History By Day Report

Run Date: 11/01/2012

01/01/2012 to 12/31/2012

Run Date: 11/01/2012

2:49 PM

C/R Date	Reg No	Cash to A/R	Disburse	Total Cash	CRS	LOST BOTS	Disc	E/L No
01/17/12	000000	49.01	.00	49.01	.00	.00	.00	
01/18/12	000000	251.00	.00	152.00	.00	.00	.00	
01/24/12	000007	210.00	.00	210.00	.00	.00	.00	
01/30/12	000004	200.00	.00	200.00	.00	.00	.00	
01/23/12	000008	18.24	.00	18.24	.00	.00	.00	
01/24/12	000006	44.00	.00	44.00	.00	.00	.00	
01/26/12	000010	12.00	.00	12.00	.00	.00	.00	
01/26/12	000010	12.00	.00	.00				-12.00 019
		116.00	.00	116.00	.00	.00	.00	-12.00

Open Invoices by Salesperson

Overview

This report allows you to list open invoices by salespersons for a specific aging date with an option to select an aging base. Data fields printed on the report are invoice number and date, number of days past due, ship-to name, telephone number, purchase order number, amount of the original invoice and the balance due.

File Edit View Database Companies Transfer Macro Help

Print Setup Print Screen Print History Open Set/Connect Add System New System Test File

Find Find All Calculate

Minshaw Development Company 10/02/2012
A/R Open Invoice By Salesperson Report 2:55 PM

Used: 86

First Salesperson: [01] Archie Tucker
Last Salesperson: [JS] Joanne Simmons
Aging Date: [10/31/2012]
Past Due Days: [30]

Enter first salesperson to print, ? for display, F4 to Exit

Anzio Lite Version 16.2p RUN

Procedure

1. Choose Open Invoices by Salesperson Report on the Accounts Receivable Report Menu.

2. First Salesperson:

Type the first salesperson to print and **Enter** or type **?** to display the Salesperson Code Selection window.

Press **F4** to return to the Accounts Receivable Report Menu.

3. Last Salesperson:

Type the last salesperson to print and **Enter** or type **?** to display the Salesperson Code Selection window.

Press **F2** to return to the previous input field.

4. Aging Date:

Enter the date you want to use for aging the invoices and press the **Enter** key.

5. Past Due Days:

Type the number of days past due for this report and **Enter**.

6. Select the appropriate printer for this report.

Open Invoices by Salesperson Sample Report

Windeva Development Company

Page: 1

2:45 PM A/R Open Invoices By Salesperson Report Run Date: 10/01/2012

Calaperos: 27 - 28 Aging Date: 10/01/2012 East Don Days: 00 Run Date: 10/01/2012

SA - Sales Account

Inv No	Inv Date	Days	Ship-To Name & Address	Phone No	EO Number	Inv Amount	Inv Balance	Type
0010001	07/16/2012	001	Overline Phoenix Stamp Co 150 North Central Phoenix AZ 85005	602-554-4110		9.70	9.70	0
0010005	07/16/2012	001	Overline Phoenix Stamp Co 150 North Central Phoenix AZ 85005	602-554-4110		13.12	13.12	0
0012008	08/07/2012	020	ABC Division of Phoenix 123 Anywhere Phoenix AZ 85000	602-456-7890		13.12	13.12	0
0012020	08/16/2012	009	ABC Printing Devices 123 Making 10 North Phoenix AZ 85001	602-456-7890		12.90	12.90	0
0012021	08/16/2012	009	Overline Phoenix Stamp Co 150 North Central Phoenix AZ 85005	602-554-4110		10.12	10.12	0
0012028	10/06/2012	001	CoTime Engineering 1000 East Diamond Scottsdale	602-933-2212		10.10	10.10	0

Open Invoice Report

Overview

The Open Invoice Report list the customer code and name, invoice number and date and the balance due.

The screenshot shows a software interface for the Accounts Receivable Report Menu. The window title is "Accounts Receivable Report Menu". The menu bar includes File, Edit, View, Database, Customers, Transfer, Macro, Help. The toolbar includes Print, Print Screen, Print Report, Date, Refresh, Add Memo, Rec Memo, Merge, and Exit. The main area displays the "Mindware Development Company" logo and the text "A/R Open Invoice Report". The date and time are 10/02/2012 3:09 PM. The window contains the following fields:

First Customer:	[00-ABC01]	ABC Marking Devices	Used:	86
Last Customer:	[01-MRS01]	Wilson Stamp and Sign Company		
First Date:	[01/01/2012]			
Last Date:	[10/31/2012]			
Report Option:	[1]			

At the bottom, there is a checkbox labeled "Include F/C only? (Y)es or (N)o".

Procedure

1. Select Open Invoice Report on the Accounts Receivable Report Menu.

2. First Customer:

Type the first customer number to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Accounts Receivable Report Menu.

3. Last Customer:

Type the last customer number to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field

4. First Date:

Type the first date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Accounts Receivable Report Menu

5. . Last Date:

Type the last date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Report Option:

Type **Y**+ the **Enter** key to print only finance charge invoices.

Type **N**+ the **Enter** key to print all open invoices.

7. Select the appropriate printer for this report.

This export utility writes the invoice number, date, quantity of items ordered, shipping charge and sales tax to a text file in the EXPORT folder.



Customer Contact Report

Overview

The Customer Contact Report lists each customer and all contact records set up in the customer masterfile for the customer range you select, with an option to list only contacts assigned to a specific employee.

The report list the customer code and name, telephone and facsimile numbers, sequence number for each contact, contact type, name, miscellaneous comments, contact telephone number and extension, birth date and employee code.

File Edit View Database Customers Transfer Macros Help

Print Setup Print Screen Print Printer Copy Ctrl+Insert Edit Screen New Screen Text File

Find Find All Calculate

Minichase Development Company 09/30/2012
A/R Customer Contact Report 2:16 PM

Used: 4

First Customer: 00-ABC01 ABC Marking Devices
Last Customer: 01-WHS01 Wilson Stamp and Sign Company

Non-Active: [N]
Employee Codes: []
Contact Type: []

Enter first customer code to print, ? = customer codes, F4 = Exit

Anzio Lite Version 16.2p CAPS NUM

Procedure

1. Choose Customer Contact Report on the Contact Management Report Menu.

2. First Customer:

Type the first valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Contact Management Report Menu.

3. Last Customer:

Type the last valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Employee Code:

Type a valid employee code and **Enter** or type ? to display the Employee Code Selection window.

Press the **Spacebar** to print all employee codes.

5. Contact Type:

Type the contact type to include and **Enter**.

Leave blank to print all contact types.

6. Select the appropriate printer for this report.

Customer Contact Report Sample

Windows Explorer - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 PDF

Windows Explorer Company Page No: 1

2:15 PM S/B Customer Contact Report Run Date: 11/01/2011

Customers: 10-AR001 to 11-AR001 Employees: All, Types: All Sys Date: 11/01/2011

Ref#	Customer Name	Phone/Fax	Alt	CT	Contact Name	Contact	Home Number	Ext	Alt	OC	EC
10-AR001	ABC Mailing Devices	402-484-7001 402-484-7000	01	XX	Steve Waley	Customer Support				01/01	XX
					stewew@abcmailing.com						
10-AR004	Gallina Engineering	402-888-1211	01	XX							
					0410710704@galinad.com						
10-AR001	Heating Humidity Plant Co.	402-884-8239	01	XX							
					0410871004@heating.com						
11-AR001	Wilson Stamp and Sign Comp										
	Total Listed:										3

Customer Card File Report

Overview

The Customer Card File Report lists each customer and all cardfile records set up in the customer masterfile for the customer range you select, with an option to list (S)standard cards, (I)tem cards or (B)oth.

The report list the customer code and name, the card file name, description and the text associated with each card. You have an option to print the text on order and invoices and an option to display the text during order and invoice data entry.

Minichew Development Company
A/B Customer Card File Report

10/01/2012
3:00 PM

First Customer: [00-ABC01] ABC Marking Devices
Last Customer: [01-WP501] Wilson Stamp and Sign Co
Card Type: [01]

Used: 16

Enter card type to include, (S)standard, (I)tem or (B)oth, F2 = Prior

Anzio Lite Version 16.2p

Procedure

1. Choose Customer Card File Report on the Customer Management Report Menu.

2. First Customer:

Type the first valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Contact Management Report Menu.

3. Last Customer:

Type the last valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Card Type:

Type **S+** the **Enter** key to print only standard card files.

Type **I+** the **Enter** key to print only item card files.

Type **B+** the **Enter** key to include standard and item card files on this report.

5. Select the appropriate printer for this report.

Customer Card File Report Sample

```

Mindware Development Company      Page No:      1
ARCF40      A/R Customer Card File Report      Run Date: 10/01/2012
1:01 PM      Customers: 00-ABCD1 to 01-WRSD1 , Type: Sys Date: 10/01/2012
=====
Customer Code and Name
-----
00-ABCD1 - ABC Marking Devices

EN-1.5X10      1.5 X 10 Engraved Sign      OD: Y OP: N ID: Y IP: N
File:ABCD01EN1.CIR
Notes:Beveled Edges
=====
IP_ADIR      Remote Access      OD:      OP:      ID:      IP:
Access to Unix file server:
Secure Shell: SSH 31.135.2.31
=====
OE_NOTE      O/E Order and Invoice Notepad      OD: Y OP:      ID: Y IP:
See if this covers up the aging
=====
OE_NOTE1      O/E Invoice Notepad      OD:      OP:      ID: Y IP:
See if aging on invoice
=====
OE_NOTED      O/E Order Notepad      OD: Y OP:      ID:      IP:

```

Next Contact Report

Overview

The Next Contact Report lists active contact records for each customer either by employee code or in date order. You have an option to sort by category code (i.e. P=Phone, S=Show, M=Meeting, C=Collection, L=Letter, Q=Quote, T=Trip, O=Other, etc.) within a specified date range.

The report lists customer code, customer name and address, telephone number, entry date, due date, number of days since last contact, salesperson, contact name and comments regarding the reason for the contact.

The screenshot shows the 'Next Contact Report' window in Arzio Lite. The window title is 'Arzio Lite - PRO.DMS2012'. The menu bar includes File, Edit, View, Database, Communicate, Transfer, Macros, Help. The toolbar has buttons for Print Setup, Print Screen, Print Status, Copy, App Connect, Add Screen, New Screen, and Save File. The status bar at the bottom shows 'Arzio Lite Version 16.2p' and 'NLT'. The main area displays the report for 'Minchew Development Company' on 10/01/2012 at 3:14 PM. The report title is 'A/B Customer Next Contact Report'. The 'Used:' field shows '5'. The 'Sort Order:' is set to '[2]'. The 'First Employee:' is '[AT] Archie Tucker' and the 'Last Employee:' is '[JS] Joanne Simmons'. The 'First Date:' is '[01/01/2012]' and the 'Last Date:' is '[10/31/2012]'. The 'Categories:' are '[]', 'Show Desc:' is '[]', and 'Attending:' is '[]'. At the bottom, it says 'Print in (E)mpty order or (D)ate order, F4 = Exit'.

Procedure

1. Choose Next Contact Report on the Contact Management Report Menu.

2. Sort Order:

Type **E+** the **Enter** key to print the report in employee order.

Type **D+** the **Enter** key to print the report in date order.

Press **F4** to return to the Contact Management Report Menu.

3. First Employee:

Type a valid employee code and **Enter** or type **?** to display the Employee Code Selection window.

Press **F2** to return to the previous input field.

4. Last Employee:

Type a valid employee code and **Enter** or type **?** to display the Employee Code Selection window.

Press **F1** to duplicate the first employee number.

5. First Date:

Type the starting date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Last Date:

Type the ending date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Categories:

Type a category to print and **Enter** (i.e. L=letter, P=phone, T=trip, S=trade show, M=meeting, etc.).

Press the **Spacebar**+ the **Enter** key to include all categories.

Note: If you selected category S, go to Step 8. Otherwise, go to Step 10.

8. Show Desc:

Type a trade show name you used in 'Next Contact Maintenance' on the Customer Sub-Menu and **Enter**.

Press the **Spacebar**+ the **Enter** key to include all shows.

9. Attending:

Type **Y**+ the **Enter** key to print only next contacts that will be attending the show.

Type **N**+ the **Enter** key to print next contacts that will not be attending.

Type **U**+ the **Enter** key to print next contacts that are undecided about attending the show.

Press the **Spacebar**+ the **Enter** key to include all.

10. Select the appropriate printer for this report.

Next Contact Report Sample

Business Development Company									
A/R Customer Next Contact Report by Date									
Employee: AE to AE, Dates: 11/01/2011 to 11/15/2011, Categories: All								Page No: 1	
Run Date: 11/01/2011								Run Date: 11/01/2011	
=====									
01-0001	Wilson Stamp and Sign Co	08/22/2011	Friday	-1	10:00	AM	Joe Wilson	Received	
4141 W Hwy Road		08/18/2011		Their new HRM support expires 10/30/11					
Suite 104		on hand to send renewal notice.							
01-0001	ABC Printing Services	08/22/2011	Monday	-1	10:00	AM	John Smith	Received	
123 Highway 10 North		10/01/2011		Call about late payments - they are six					
Months		AE 00216		months behind on support. Send an email					
		reminds us call.							
01-0001	123 Lumber Services	08/22/2011	Friday	1	10:00	AM	Jack Williams	Meeting	
1477 Cloudfront Trail		10/01/2011		Meet with Jack regarding woodwork					
		planned.							
Total listed: 3									

Next Contact / Calendar Report

Overview

The Next Contact/Calendar Report lists the date of the next contact, day of the week, number of days since the last contact, time of day, category, customer name and telephone number, contact name and reason for the contact.

You have the option to print within a specific date range and by employee code.

Minichew Development Company
A/B Customer Next Contact/Calendar Report
10/02/2012 12:17 PM

First Date: 11/01/2012 Last Date: 12/31/2012 Used: 7
Employee: 1

Enter first date to print, F4 = Exit

Anzio Lite Version 16.2p

Procedure

1. Choose Next Contact/Calendar Report on the Contact Management Report Menu.

2. First Date:

Type the starting date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to return to the Contact Management Report Menu.

3. Last Date:

Type the ending date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Employee:

Accounts Receivable Report Menu

Type a valid employee code and **Enter** or type ? to display the Employee Code Selection window.

Leave field blank to include all employees.

5. Select the appropriate printer for this report.

Next Contact / Calendar Report Sample

Widedge Development Company

Page No: 1

ARREC
10:17 AM
A/R Customer Next Contact/Calendar Report
Data range: 01/01/2011 to 11/31/2011
Run Date: 11/01/2011
By: User: 11/01/2011

=====

All Employees

Date	Day of Week	Days	Time	Category	Description
10/16/2012	Monday	1		Personal	William Swamp and Sign Co. Due Wilson Their new CRM support expires 10/15/12 so need to send renewal notice.
10/16/2012	Monday	2		Personal	SEC Banking Devices 402-410-7826 John Lewis Call about late payments - they are six months behind on support. send an email reminder as well.
10/16/2012	Monday	3		Personal	Lil' Lando Boutique 411-600-8818 Jack Williams Met with Jack regarding overdue payments.
Total Listed:		3			

Next Contact History Report

Overview

The Next Contact History Report lists history records for each customer either by employee code or in date order. You have an option to sort by category code (i.e. P=Phone, S=Show, M=Meeting, C=Collection, L=Letter, Q=Quote, T=Trip, O=Other, etc.) within a specified date range.

The report lists customer code, customer name and address, telephone number, entry date, due date, day of the week, number of days since last contact, salesperson, contact name and comments regarding the reason for the contact.

Sort Order: [E] Used: 2
First Employee: [AT] Archie Tucker
Last Employee: [JS] Joanne Simmons
First Date: [01/01/2012] Last Date: [12/31/2012]
Categories: [P] [M]
Enter categories to include, CR for ALL, Collection, Info sent, Letter, Meeting, Other, Phone, Quote, Renewal, Show, Trip
Anzio Lite Version 16.2p

Procedure

1. Choose Next Contact History Report on the Contact Management Report Menu.
2. Sort Order:

Type **E+** the **Enter** key to print the report in employee code order.

Type **D+** the **Enter** key to print the report in date order.

Press **F4** to return to the Contact Management Report Menu.

3. First Employee:

Type a valid employee code and **Enter** or type **?** to display the Employee Code Selection window.

Press **F2** to return to the previous input field.

4. Last Employee:

Type a valid employee code and **Enter** or type **?** to display the Employee Code Selection window.

5. First Date:

Type the starting date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Last Date:

Type the ending date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Categories:

Type a category to print and **Enter** (i.e. L=letter, P=phone, T=trip, S=trade show, M=meeting, etc.).

Press the **Spacebar**+ the **Enter** key to include all categories.

8. Select the appropriate printer for this report.

Next Contact History Report Sample

Midwest Development Company									
Customer Next Contact History Report by Employee									
Employee: ST to CB, Run Dates: 10/01/2012 to 12/31/2012, Categories: All									
Page No: 1									
Run Date: 11/01/2012									
Sys Date: 11/01/2012									
ST - Jackie Turbin									
Code	Customer Name	Entry Date	Due Date	Day	Days Due	ST	Comments	Category	
00-MC01	MC Mailing Devices 402-410-7882	10/11/2012	10/01/2012	Monday	-3	ST	John Davis Call about late payments - they are six months behind so support. Send an email reminder as well.	Renewal	
Midwest Development Company									
Customer Next Contact History Report by Employee									
Employee: ST to CB, Run Dates: 10/01/2012 to 12/31/2012, Categories: All									
Page No: 1									
Run Date: 11/01/2012									
Sys Date: 11/01/2012									
CB - Joanne Simons									
Code	Customer Name	Entry Date	Due Date	Day	Days Due	ST	Comments	Category	
01-0001	Wilson Stamp and Sign Co	10/11/2012	10/10/2012	Monday	-1	CB	Joan Wilson Their one USC support expires 10/10/12 so need to send renewal notice.	Renewal	
00-770001	Lili's Lashes Boutique 412-945-4440	10/11/2012	10/08/2012	Friday	-3	CB	Jack Williams Meet with Jack regarding overdue payments.	Meeting	

Customer Sales Report Menu

Overview

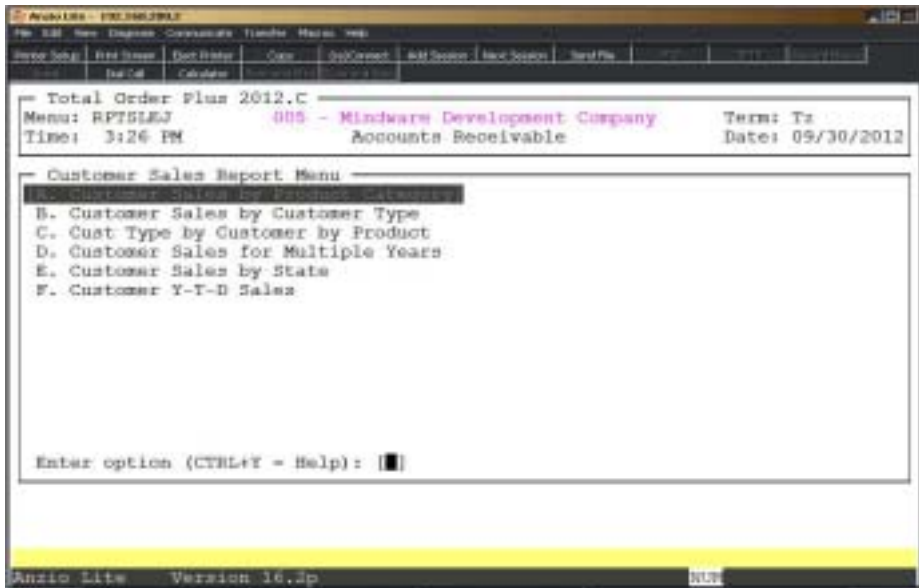
Customer sales can be selected to print by product category and by customer type. There are three reports:

Customer Sales by Product Category: Sales dollars are listed in customer code order, by product category, within a given year(s), listing each month of the year. You have an option to print the same information in summary format by product category only.

Customer Sales by Customer Type: Sales unit and dollars are listed in customer type order, by product category, within a given year(s), showing percent of profit for each customer type.

Customer Type by Customer by Product Sales: Customer product sales are printed by product category, in customer code order, listing customer name and address, product description, units sold and amount of sales dollars.

The other reports are multiple years sales, sales by state code and YTD sales.



Customer Sales By Product Category

Overview

The Customer Sales By Product Category is listed in customer number order with options to sort by salesperson, customer type, ship via and product category codes. You can select years to print, units or sales dollars, average or total sales and whether or not you want to print a summary only, customer code with city, state and zip or sales for the prior month with no sales in the current month.

The screenshot shows the 'A/R Customer Sales by Product Category Report' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'New', 'Display', 'Communicate', 'Transfer', 'Market', and 'Help'. Below the menu bar, there are several tabs: 'Screen Setup', 'Print Screen', 'Print Dates', 'Copy', 'Copy/Comment', 'Add Screen', 'Save Screen', 'Save File', 'Print', 'Print Screen', and 'Print Screen'. The main area of the screen is titled 'Hardware Development Company' and 'A/R Customer Sales by Product Category Report'. It displays the date '09/30/2012' and time '3:33 PM'. The screen contains several input fields for customer selection and report options. The 'First Customer' field is set to '00-ABC01' and the 'Last Customer' field is set to '00-GPS01'. The 'Salesperson' field is set to '1'. The 'Ship Via' field is set to '1'. The 'Customer Type' field is set to '1'. The 'Prod Category' field is set to '1'. The 'Years' field is set to '1'. The 'Sort Option' field is set to '[Y]'. The 'Unit or Sales' field is set to '[S]'. The 'Summary Only' field is set to '[N]'. The 'Print Format' field is set to '[N]'. The 'All Option' field is set to '[N]'. The 'Avg or Total' field is set to '[T]'. The 'Product Summary' field is set to '[3]'. The 'Prior Mo Sales' field is set to '[N]'. At the bottom of the screen, there is a prompt: 'Enter first customer code to print, ? = Customers, F4 = Return to menu'. The bottom status bar shows 'Anzio Lite Version 16.2p' and 'NUL'.

Procedure

1. Choose Customer Sales By Product Category Report on the Customer Sales Report Menu.

2. First Customer:

Press the **Enter** key to accept the customer default code, type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Customer Sales Report Menu.

3. Last Customer:

Press the **Enter** key to accept the customer default code, type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Salesperson:

Type a valid salesperson code and **Enter** or type **?** to display the Salesperson Code Selection window.

Press the **Spacebar** to print all salespersons.

5. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

Press the **Spacebar** to print all ship via codes.

6. Customer Type:

Type a valid customer type code and **Enter** or type **?** to display the Customer Type Code Selection window.

Press the **Spacebar** to print all customer types.

7. Product Category:

Type a valid product category code and **Enter** or type **?** to display the Product Category Selection window.

Press the **Spacebar** to print all product categories.

8. Years:

Type a four (4) digit year(s) you want to print side by side and **Enter** (i.e. 19991998).

Press the **Spacebar** to print all years.

9. Sort Option:

Type **Y**+ the **Enter** key to sort this report by year.

Type **N**+ the **Enter** key to sort by product category.

10. All Option:

Type **Y**+ the **Enter** key to include all customers and all product categories.

Type **N**+ the **Enter** key to exclude the all option.

10. Units or Sales:

Type **U**+ the **Enter** key to list units only on this report.

Type **S**+ the **Enter** key to list sales dollars only.

11. Average or Total:

Type **A**+ the **Enter** key to print average sales.

Type **T**+ the **Enter** key to print total sales.

12. Summary Only:

Type **Y**+ the **Enter** key to print a summary page only.

Type **N**+ the **Enter** key to list detail on this report.

13. Product Summary:

Type the number of columns (1-3) to be used to summarize product categories and **Enter**.

14. Print Format:

Type **Y**+ the **Enter** key to print customer code, city, state and zip code.

Type **N**+ the **Enter** key not to print customer information.

15. Pr Month Sales:

Type **Y**+ the **Enter** key to print prior month's sales even if there are no sales for the current month.

Type **N**+ the **Enter** key not to print prior month sales.

16. Select the appropriate printer for this report.

Customer Sales By Product Category Sample

Winbase Development Company

Page No: 1

1-10 00 A/R Customer Sales By Product Category Report Run Date: 01/04/2011

10- ALL Cust Type: ALL Range: 01-0076 to 01-0081 Period: ALL Year: ALL Option: Sales Sys Date: 01/04/2011

Customer/Product	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ABC Marketing Services													
Registered Signs	21	0	0	0	0	0	0	121	0	120	0	12	444
Red Stamps	21	0	0	0	0	0	0	0	0	0	0	170	0
Tak	21	0	0	0	0	0	0	0	0	0	0	12	18
Prong Poles	21	0	0	0	0	0	0	0	0	0	0	0	0
Business Card	21	0	0	0	0	0	0	0	0	0	0	0	0
Cling	21	0	10	0	0	0	0	0	0	0	0	0	10
Clear Stamps	21	0	10	0	0	0	0	0	0	0	0	0	10
Business	21	0	0	0	0	0	0	0	0	0	0	0	0
Registered Signs	21	12	0	0	0	0	0	0	0	0	0	0	12
Red Stamps	21	0	0	0	0	0	100	0	0	0	0	0	100
Tak	21	0	10	0	0	0	0	0	0	0	0	0	10
Business	21	0	10	0	0	0	0	0	0	0	0	0	10
Business Card-Tak	21	0	0	0	0	0	0	0	0	0	0	0	0
Troder Entry	21	0	100	0	0	0	0	0	0	0	0	0	100
	21	12	0	0	0	0	100	100	100	0	100	70	100
Online Reporting													
Registered Signs	21	0	0	0	0	0	0	0	0	0	0	0	0
Red Stamps	21	0	0	0	0	0	0	0	0	0	0	0	0
Tak	21	0	0	0	0	0	0	0	0	0	0	12	12
Tak	21	0	0	0	0	0	0	0	0	0	0	0	0
Tak Red	21	100	0	0	0	0	0	0	0	0	0	0	100

Customer Sales By Customer Type

Overview

The Customer Sales By Customer Type Report lists each product category under each customer type code showing year-to-date units and sales and percent of sales for each type. The report includes a product summary of all product codes at the end of the report.

The screenshot shows the 'A/B Customer Sales by Type Report' screen in the Anzio Lite software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'View', 'Database', 'Transfer', 'Market', and 'Help'. Below the menu bar, there are several tabs: 'Enter Sales', 'Edit Sales', 'Print Sales', 'Copy', 'Add Comment', 'Add Section', 'Edit Section', 'Print File', 'Print', 'Print Report', and 'Print Summary'. The main area of the screen displays the report title 'A/B Customer Sales by Type Report' and the date '09/30/2012' and time '3:23 PM'. Below this, there is a large empty box for the report content. At the bottom of the screen, there is a status bar that reads 'Anzio Lite Version 16.2p'.

Procedure

1. Choose Customer Sales By Customer Type on the Customer Sales Report Menu.
2. Year:
Type the four (4) digit year to print and **Enter**.
Press **F4** to return to the Customer Sales Report Menu.
3. Select the appropriate printer for this report.

Customer Sales By Customer Type Sample

ARCT40 Mindware Development Company Page No: 1
 3:26 PM A/R Customer Sales by Type Report Run Date: 09/28/2012
 Year: 2012 Sys Date: 09/30/2012

CT	Product Description	Y-T-D Units	Y-T-D Sales	Percent
IN	- Ink	3	12	
Customer Type Totals (1):		3	12	.95%
MD	- Marking Devices			
BC	- Business Card	3	105	
CL	- Cling	1	10	
CR	- Clear Stamps	3	24	
DI	- Discount	1	-3	
EM	- Engraved Signs	2	18	
HS	- Hand Stamps	12	246	
IN	- Ink	50	144	
IP	- Ink Pad	15	300	
JB	- Justrite	7	67	
MX	- Maxlight Self-Ink	7	35	
TP	- Trodat Printy	10	300	
Customer Type Totals (4):		111	1,249	99.05%
Report Totals (5):		114	1,261	100.00%

Customer Type By Customer By Product

Overview

The Customer Product Sales Report lists all customers for the customer type you selected for this report. The list contains customer code and name, city, state and zip code, product category units and sales dollars, sales tax and freight within the date range you selected.

The screenshot shows the Anzio Lite software interface. At the top, there is a menu bar with options: File, Edit, View, Database, Customers, Transfer, Macros, Help. Below the menu bar is a toolbar with buttons for Enter Sales, Print Screen, Print Dates, Copy, Add Current, Add Screen, Add Screen, Add File, and a button with a question mark. The main window displays the title "Minichew Development Company" and the subtitle "A/B Customer Product Sales Report". The date and time are shown as 09/30/2012 2:52 PM. The main content area shows the following information: Customer Type: [04] Marking Devices, First Date: [01/01/2012], Last Date: [09/30/2012], and Units: 84. At the bottom, there is a prompt: "Enter customer type to print, ? for codes, F4 = Exit". The status bar at the bottom shows "Anzio Lite Version 16.2p" and "NUT".

Procedure

1. Choose Customer Type By Customer By Product on the Customer Sales Report Menu.

2. Customer Type:

Type a valid customer type code and **Enter** or type ? to display the Customer Type Selection window.

Press **F4** to return to the Customer Sales Report Menu.

3. First Date:

Type the beginning date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the ending date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Select the appropriate printer for this report.

Customer Type By Customer By Product Sample

Modesto Developer Company
 A/B Customer Product Sales Report
 01/01/2012 to 01/01/2012 Type: MD

Page No: 1
 Run Date: 01/01/2012
 Sys Date: 01/01/2012

Marketing Services

Card Code	Customer Name	City, State, Zip	Product Category	Units	Amount
01-AM014	ABC Marketing Services	Houston	02-0000		
			Business Card	1	100.00
			Clasp	1	5.00
			Clear Stamp	1	10.00
			Stamps	1	.00
			Engraved Sign	1	10.00
			Mail Stamp	10	100.00
			Job	1	11.00
			Journal	1	24.00
			Mailbox self-stick	1	27.00
			Truck Stamp	1	100.00
			Julian Year		10.00
			Freight		0.00
			Customer Total:	41	707.71
01-0001	Julian Engineering	Houston	02-0000		
			Job	10	100.00
			Job Self	1	100.00
			Julian Year		10.00
			Freight		1.00
			Customer Total:	11	211.00
01-0001	Modesto Developer Company	Houston	02-0000		

4. Salesperson:

Type a valid salesperson code to include and **Enter** or type ? to display the Salesperson Code Selection window.

5. Customer Type:

Type a valid customer type code to include and **Enter** or type ? to display the Customer Type Selection window.

6. First Year:

Type the first year to include in YYYY format and **Enter**.

Note: The report will list sales for the first year and two consecutive years.

7. Sort Option:

Type C+ the **Enter** key to list the sales in customer code order.

Type S+ the **Enter** key to list the sales in descending order.

8. Select the appropriate printer for this report.

Customer Sales For Multiple Years Report

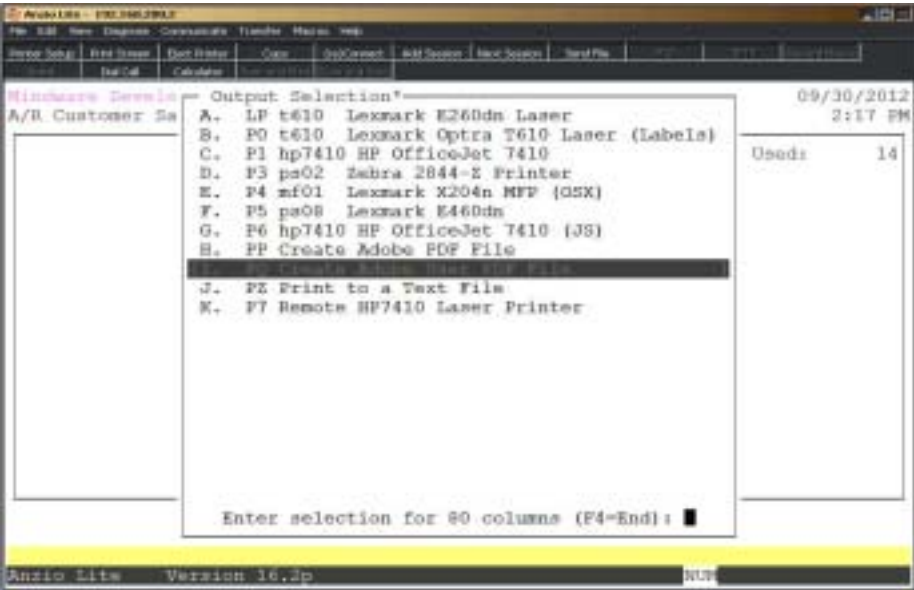
Windware Development Company Page No: 1
ARCS41 A/R Customer Sales for Multiple Years Run Date: 09/28/2012
2:45 PM 00-ABC01 -00-GP001 ,GP: ,C7: ,Sort:R Sys Date: 09/30/2012

Cust Code	Customer Name	2010 Sales	2011 Sales	2012 Sales	%
00-ABC01	ABC Marking Devices	0	605	446	7
00-CBC01	Collins Engraving	0	744	368	-63
00-GP001	Greater Phoenix Stamp Co	0	150	110	-30
Report Summary:		0	1,527	1,024	-33

Customer Sales by State

Overview

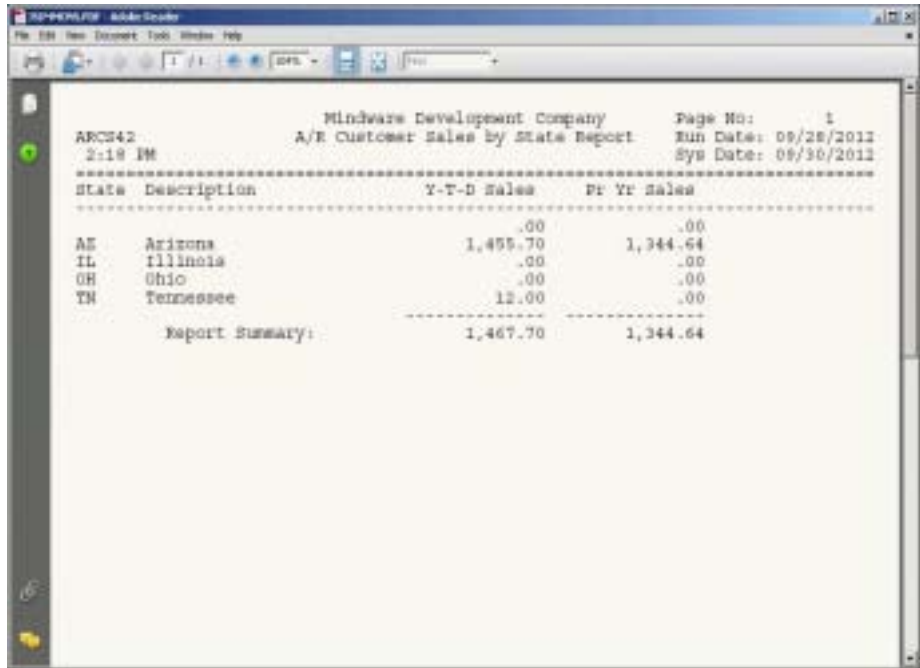
Customer Sales by State report lists each state code and description, current year sales and prior year sales.



Procedure

1. Select Customer Sales by State on the Customer Sales Report Menu.
2. Select the appropriate printer for this report.

Customer Sales by State Report Sample



ARCS42 Mindware Development Company Page No: 1
2:18 PM A/R Customer Sales by State Report Run Date: 09/28/2011
Sys Date: 09/30/2011

State	Description	Y-T-D Sales	Pr Yr Sales
		.00	.00
AE	Arizona	1,455.70	1,344.64
IL	Illinois	.00	.00
OH	Ohio	.00	.00
TN	Tennessee	12.00	.00
Report Summary:		1,467.70	1,344.64

Customer Y-T-D Sales

Overview

Customer Y-T-D Sales report lists the customer code and name, zip code, salesperson code, year to date sales and prior year sales.

The screenshot shows the Anzio Lite software interface. At the top, there is a menu bar with options: File, Edit, View, Database, Customers, Transfer, Macros, Help. Below the menu bar, there is a status bar with the text: Minshawa Development Company, 09/30/2012, 2:08 PM. The main window displays the title "A/R Customer Y-T-D Sales Report:". Below the title, there is a text box with the following text: "First to Print: [00-ASC01]", "Last to Print: [01-MRS01]", and "Used: 14". At the bottom of the window, there is a yellow bar with the text: "Enter first customer code to print", "F4 - Return to menu", and "Anzio Lite Version 16.2p".

Procedure

1. Select Customer Y-T-D Sales on the Customer Sales Report Menu.

2. First Customer:

Type the first customer to include on this report and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Customer Sales Report Menu.

3. Last Customer:

Type the last customer to include on this report and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Select the appropriate printer for this report.

Customer Y-T-D Sales Report Sample

WinData Development Company						Page No: 1
A/R Customer Y-T-D Sales Report						Run Date: 03/08/2011
01-01-2011 to 03-02-2011						Run User: 03/08/2011

Dist Code	Customer Name	Exp Code	DP	Y-T-D Sales	FT Year Sales	

01-01-2011	Chicago Business Card Company			.00	.00	
01-01-2011	Lit' Leads Boutique	11177		21.00	.00	
01-01-2011	ABC Writing Devices	01104	01	1,101.43	445.10	
01-01-2011	Online Engraving	01104	00	1,011.04	435.79	
01-01-2011	Shower Reminisce Soap Co.	01104	00	200.00	179.40	

4

ACCOUNTS RECEIVABLE OPTIONS MENU

- ☐ Options Menu
- ☐ Add Customer
- ☐ Customer Type
- ☐ Discount Level Description
- ☐ Credit Code Maintenance

Accounts Receivable Options Menu

Overview

The Accounts Receivable Options Menu lets you display specific information used in the Accounts Receivable module. You can view invoices, cash payment history, NOF customers, sales figures, customer master and ship-to address information.



Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Chart Of Accounts

The General Ledger Chart of Accounts displays on the screen. Press the **Enter** key to

continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the Accounts Receivable Options Menu.

Customer Master

You can look at specific information about a customer(s) using the Customer Master display. You can advance the display by entering a customer code or a few letters of the customer code. The detail option allows you to display the customer name and address, telephone number, date account opened, last sold and payment dates, customer type, location, credit code, aging fields for current account balance, year-to-date and prior year sales and whether or not a specific customer gets a statement during month-end processing.

Customer By Name

The Customer By Name displays the customer masterfile in alpha sort order. You can advance the display by entering a customer code or a few letters of a customer code. The same information is displayed as in the Customer Master display but there are additional sort options by (C)ustomer, (A)lpha, (P)hone, (L)ocation, (S)tate, (F)ind with search options by name or contact name.

NOF Customers

NOF Customers displays the NOF invoice numbers, customer name and address line one (if applicable). You can advance the display by entering a different invoice number. This is the only place on the system that you can view NOF invoice information.

Open Invoice Entry

Invoices that have been entered or updated to the Open Invoice Data Entry file can be displayed using Open Invoice Entry. You can view the invoice number, customer number and name, invoice date and due dates and the amount of each invoice. These invoices are updated to the customer file usually during the daily closing procedure.

Open Invoices

Invoices that have been updated to the customer file can be displayed using Open Invoices. You can view the customer number, invoice number, invoice date and due date, cash applied this month or next period and the amount of the invoice. These are the same invoices that print on the 'Aged Open Invoice Report' on the Accounts Receivable System Menu.

Cash Receipts

Cash Receipts entries that have not been updated can be viewed using this program. The display lists receipt date, deposit code, customer code, check number, ABA number (can be used as a memo field) and the amount of the payment.

Tax Codes

This program displays the tax codes that are setup on the system and used during order and invoice data entry. The display lists the tax code and description, flags for

taxable freight and tax on taxable freight and the percentage for each tax code. To add, edit or delete tax codes, you must use the 'Sales Tax Maintenance' program on the Accounts Receivable Definition Menu.

Add Customer

The Add Customer program allows you to enter a new customer without having to go to the customer masterfile in Accounts Receivable. You can use this feature during order/invoice data entry to setup new customers.

Customer Sales

Customer sales display by customer code, year and product code (i.e. RS, EN, etc.). Sales or Units display from January through December for each year present in the sales file. Sales figures can be purged by year using the 'Purge Customer Sales' program on the Utility Menu Options Menu.

Cash Receipts History

Cash Receipts History has been modified with multiple search options: check number, register number, amount, invoice number, G/L account or cashreceipts history.

Ship To Listing

Ship-To name and addresses for all customers are listed on the screen in customer number order, followed in order by ship-to codes. You have an option to print the ship-to addresses to a printer.

Customer Type

Each customer can be assigned a type code in the customer masterfile. Type code is used on many system reports as a sort option. You can list the number of customers assigned to each type code by using the summarize feature.

Division Codes

Divisions are listed on the screen by division code and description. Divisions are set up using 'Division Code Maintenance' on the Accounts Receivable Definition Menu.

Discount Level Description

Each discount level can be assigned a level description (i.e. Banks, Government, etc.).

State Maintenance

Contains all of the state codes of the United States, Canada, PuertoRico, etc.

Serial Numbers

Serial numbers entered in order/invoice data entry display here (Optional).

Credit Code Maintenance

Establish multiple credit codes: CH credit hold, CO collections, etc.

Add Customer

Overview

The Add Customer program allows you to enter a new customer into the customer masterfile in shortened format. This program is available on the Accounts Receivable Options Menu and during 'Order Data Entry' and 'Invoice Data Entry' in the Order Entry module. When you enter an order or invoice and you input a customer code that is not set up in the masterfile, the system displays the Add Customer input screen. It will allow you to edit limited information on existing customers.

```

- Total Order Plus 2012.C
Menu: MAIN J      005 - Mindware Development Company      Term: Tz
Time: 3:00 PM      Accounts Receivable                    Date: 10/02/2012

- Accounts Receivable Main Menu -
A. Accounts Receivable Definition Men
B. Accounts Receivable System Maintenance
C. Accounts Receivable Report Menu

- A/R Customer Maintenance -
Customer Master Maintenance
Cust Code: [00-ABC01 ]      Last Code: 01-WR501
Name: [ABC Marking Devices] Sort Key: [ABC STAMP & SI]
Address: [123 Highway 10 North] Terms Code: [30] Net 30 Days
[ ]      Tax Code: [AZ] [ ]
[ ]      Salesperson: [JS] Joanne Simmons
City/St/Zip: [Phoenix] [AZ] [85024]
Phone No: [602-456-7891 ]      Type Code: [MD] Marking Device
Fax No: [602-456-7892 ]      Ship-Via: [BG] UPS Ground
[ ]      Disc Level: [A]

Is the data correct? (Y)Yes, (N)No, (E)Edit or (C)Customer Management: [ ]

Anzio Lite Version 16.2p      CAPS      RUN

```

Procedure

1. Choose Add Customer on the Accounts Receivable Options Menu.
2. Cust Code:

Type a new customer code and **Enter** or type ?+ the **Enter** key to display existing customers.

3. Name:

Type up to a thirty-five (35) character customer name and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to return to the Accounts Receivable Options Menu.

4. Sort Key:

Press the **Enter** key to accept the sort key displayed by the system or type up to an eight (8) character sort key and **Enter**.

Press **F2** to return to the previous input field.

5. Address:

Type the customer address line one and **Enter**. Address can be up to thirty-five (35) characters.

6. Address:

Type the customer address line two and **Enter**. Address can be up to thirty-five (35) characters.

7. City:

Type the name of the city up to eighteen (18) characters and **Enter**.

8. State:

Type the abbreviation for this state and **Enter**.

9. Zip:

Type the zip code for this city and **Enter**.

10. Phone No:

Type the telephone number (including area code) for this customer and **Enter**. No dashes or slashes or required.

11. Fax No:

Type the facsimile number (including area code) for this customer and **Enter**. No dashes or slashes or required.

12. Terms Code:

Type a valid terms code and **Enter** or type ? to display the Terms Code Selection window.

13. Tax Code:

Type a valid tax code and **Enter** or type ? to display the Tax Code Selection window

14. Salesperson:

Type a valid salesperson code and **Enter** or type ? to display the Salesperson Code Selection window

Note: Repeat Step 14 if parameters are set for two salespersons per invoice.

15. Type Code:

Type a two (2) character customer type code and **Enter** or type **?** to display the Customer Type Code Selection window.

16. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

17. Disc Level:

Type a discount level code A-L and **Enter** or press the **Spacebar** if a level is not required.

18. Is The Data Correct? (Y)es, (N)o or (C)ustomer Management:

Type **Y** to accept the new customer. Go to Step 2.

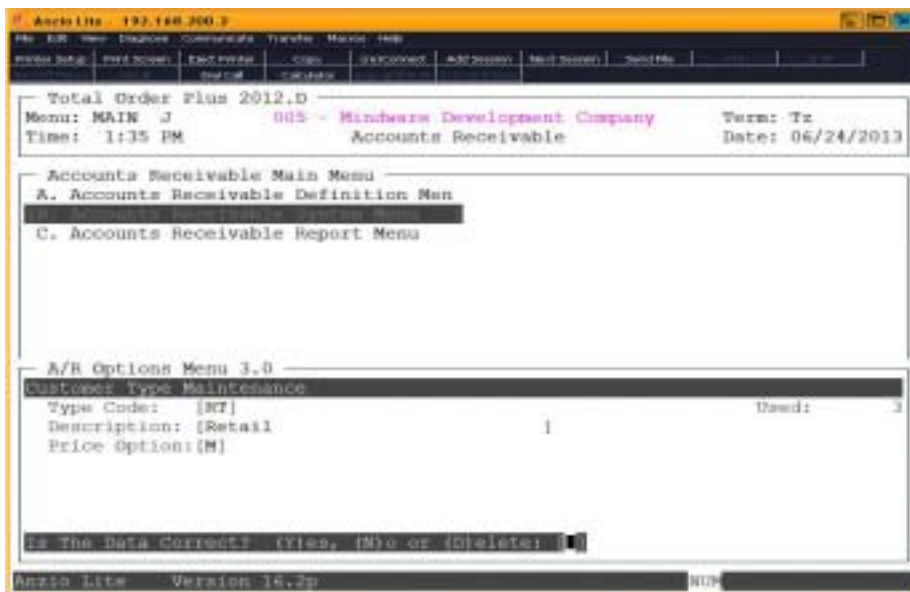
Type **N** to edit the information. Go to Step 3.

Type **C** to display the Customer Management Sub-Menu on the Customer Masterfile.

Customer Type

Overview

The Customer Type Maintenance allows you to set up various type of customers, such as, wholesale, retail, government, banks, etc. On the Accounts Receivable Report Menu, several reports can be sorted by customer type as well as the 'Customer Label Print'.



Procedure

1. Choose Customer Type on the Accounts Receivable Options Menu.
2. Continue=CR, Mnt/Insert=F1, Print=F2, Summary=F3, Return=F4 or Code:

Press the **Enter** key to continue the display or enter a type code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the type codes to a printer.

Press **F3** to display a summary count for each type code.

Press **F4** to return to the Accounts Receivable Options Menu.

3. Type Code:

Type a two (2) character type code and **Enter**.

4. Description:

Type up to a thirty (30) character description and **Enter**.

5. Price Option:

Type **L**+ the **Enter** key to use the inventory list price for this customer type or **M**+ the **Enter** key to use the MSR price "Manufacturer Suggested Retail Price".

6. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the type code and return to Step 3.

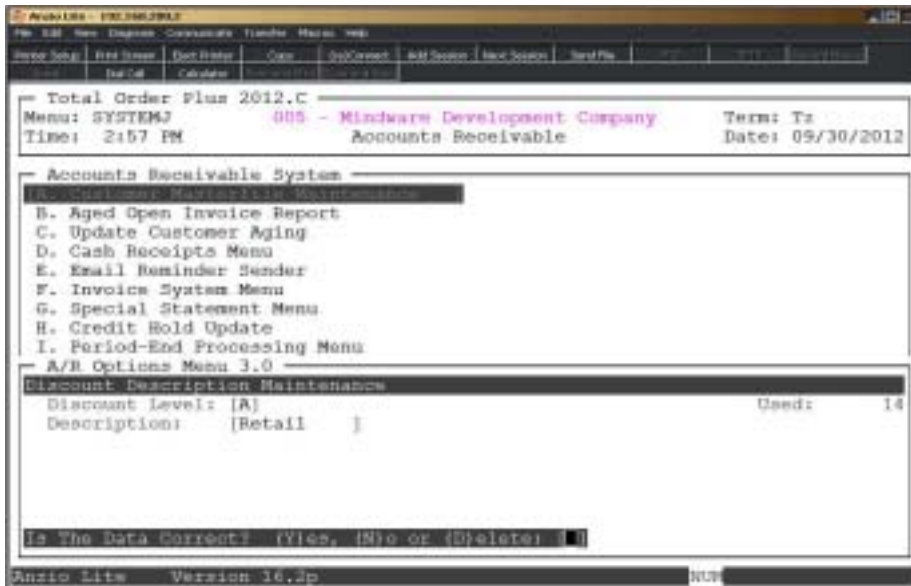
Type **N** to edit the description in Step 4.

Type **D** to remove the type code from the system. Go to Step 3.

Discount Level Description

Overview

The Discount Level Description program allows you to enter a ten (10) character name for each discount level A-M. This description displays in the 'Discount Class Maintenance' on the Inventory Control Options Menu, located in the Inventory Control section of this manual. The description also displays in the discount level field in the 'Customer Status Maintenance'. See Operating the Accounts Receivable chapter elsewhere in this manual.



Procedure

1. Choose Discount Level Description on the Accounts Receivable Options Menu.
2. Continue=CR, Mnt/Insert=F1, Print=F2, Return=F4 or Code:

Press the **Enter** key to continue the display or type a level code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to print the discount level codes and descriptions.

Press **F4** to return to the Accounts Receivable Options Menu.

3. Discount Level:

Type a level A-M and **Enter**.

Accounts Receivable Options Menu

4. Description:

Type up to a ten (10) character level description and **Enter**.

Note: Repeat Steps 3 and 4 for each level you will be using.

5. Is The Data Correct? (Y)es, (N)o or (D)elele:

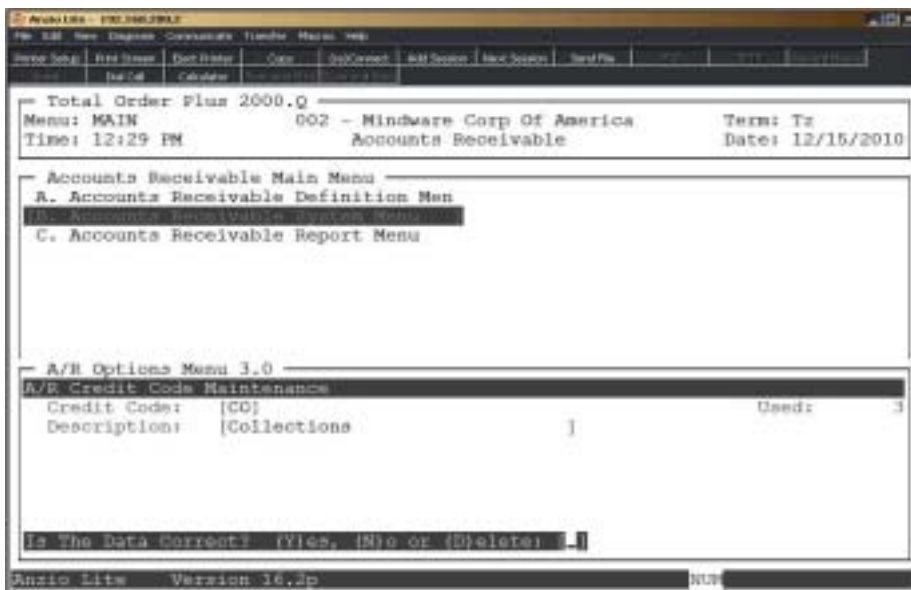
Type **Y** to accept the level descriptions and return to the Accounts Receivable Options Menu.

Type **N** to edit the description and return to Step 3.

Type **D** to remove the level code and return to the Accounts Receivable Options Menu.

Overview

If a customer is inactive, it will not allow orders or invoices to be entered into the system regardless of the credit code (other than CH).



Procedure

- Press the **Enter** key to continue the display or enter a type code to advance the display forward or backward.

Press **F2** to list the type codes to a printer.

Press **F3** to display a summary count for each type code.

Press **F4** to return to the Accounts Receivable Options Menu.

3. Credit Code:

Type up to a two (2) character credit code and **Enter**.

4. Description:

Type up to a thirty (30) character description and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the level descriptions and return to the Accounts Receivable Options Menu.

Type **N** to edit the description and return to Step 4.

Type **D** to remove the credit code and return to the Accounts Receivable Options Menu.