

FLEXX[®]
Accounts Receivable
Reference Manual
Version 7.0L0

Databyte



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1.0 Introduction

1.1 *About Accounts Receivable*

The Accounts Receivable (AR) module automates the tedious, time consuming functions that are part of the normal AR cycle. Using AR, you can:

- Δ Set up and maintain an unlimited number of customers
- Δ Enter various AR transactions i.e. Invoices, Credit Memos, Receipts and On Account
- Δ Update the GL for all AR transactions
- Δ Generate and calculate interest charges
- Δ Access customer balances, average days to pay statistics and age invoices on screen
- Δ Print numerous user defined reports such as AR distribution, AR Cash Flow, etc.

FLEXX Accounts Receivable can be further customized through the use of the Application Control Table (*See the FLEXX Implementation Guide sec.3 for full details*).

Note:

FLEXX Accounts Receivable also has an interface to FLEXX Contact Manager through the Invoice Aging Inquiry screen (*See Sec. 7.2*). This allows the AR operator to go directly to the Contact Manager function to enter Action Items or record conversation notes on AR related issues.

AR and FLEXX

The AR module is fully integrated with these FLEXX modules:

- Δ **General Ledger (GL).** AR uses GL accounts to set up defaults for customers and when invoices, credit memos, on-account and receipts are entered. AR also generates GL transactions.
- Δ **Order Processing (OP).** Customer orders in FLEXX Order Processing are integrated in AR to complete the invoicing cycle.
- Δ **Job Costing (JC)** Jobs entered into Job Costing are charged to customers entered and maintained in AR. AR invoice header and detail records can also be updated with the related Job Code.
- Δ **Time Billing (TB)** TB uses the Customer Table set up in AR and when the WO is done, an invoice is created from the WO details.

This integration ensures data accuracy, provides complete audit trails and reduces the time and money spent entering transactions more than once.

1.2 About this Manual

Content

This manual describes the screens and functions in AR. It contains the following sections:

- Δ Starting AR; describes how to access the AR module.
- Δ Working with AR Transactions; describes the screens you use to add, find, update and delete AR transactions, including, Invoice Entry, Credit Memos, Receipt Entry and On-Account.
- Δ Managing AR; describes how to void receipts, generate GL transactions, generate Interest charge invoices, update Invoice print status and use the AR resynchronization.
- Δ Extracting AR Information; describes how to print AR reports, and how to perform on-screen analysis.

Assumptions

Please become familiar with the standard features of the FLEXX system, including how to select menu options, move around the screen, use Zoom and wild cards and how to find, add, update and delete records. If you are not familiar with these features, refer to your *FLEXX Users' Guide*.

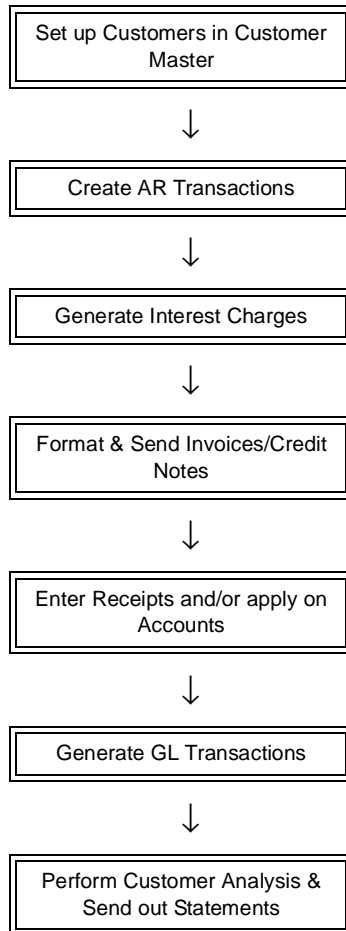
Manual Conventions

We use an asterisk (*) to indicate wild cards. However, different database systems use different symbols for wild cards. See the table below. Ask your System Administrator which symbol to use.

Database	To Match All	To Match One
MS SQL Server	%	_ (underscore)
Oracle	%	_ (underscore)
Sybase	%	_(underscore)

- Δ Information that you enter and information that appears on the screen appears in bold type. Example: Enter **Y** in the **Begin Process?** field.
- Δ References to other sections are italicized (e.g. *See 2.0 Starting AR*).

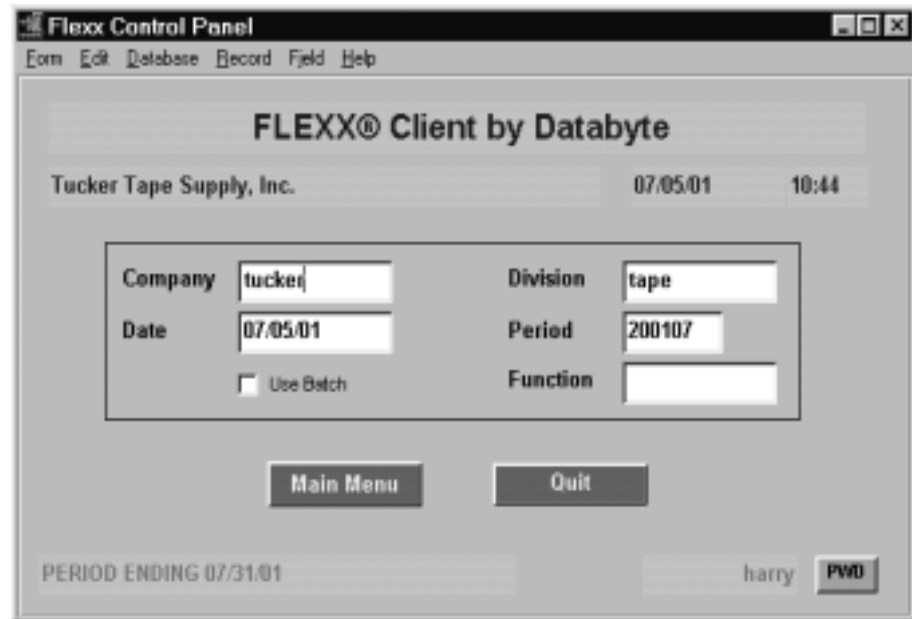
1.3 *Accounts Receivable Sequence of Operations*



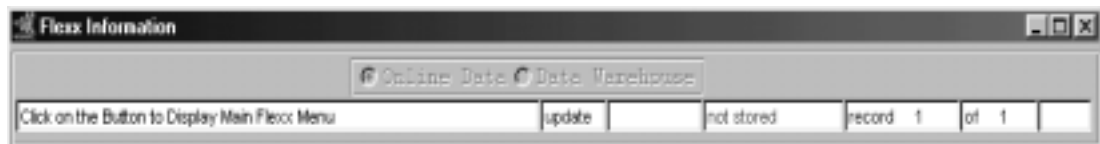
2.0 Starting AR

To start Accounts Receivable

Log on to FLEXX. The Session defaults screen appears



The screenshot shows a window titled "Flex Control Panel" with a menu bar containing "Form", "Edit", "Database", "Record", "Field", and "Help". The main content area displays "FLEXX® Client by Databyte" and "Tucker Tape Supply, Inc." with a date of "07/05/01" and time of "10:44". Below this is a form with the following fields: "Company" (tucker), "Division" (tape), "Date" (07/05/01), "Period" (200107), and "Function" (blank). There is a checkbox for "Use Batch" which is unchecked. At the bottom of the form are two buttons: "Main Menu" and "Quit". At the very bottom of the window, it says "PERIOD ENDING 07/31/01" and "harry PWD".



The screenshot shows a dialog box titled "Flex Information" with a menu bar containing "Online" and "Data Warehouse". Below the menu bar is a button labeled "Click on the Button to Display Main Flex Menu". At the bottom of the dialog box, there are several fields: "update", "not stored", "record 1", and "of 1".

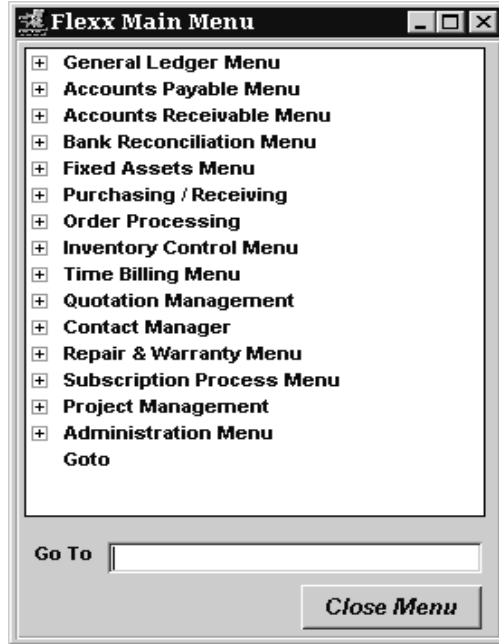
This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen.

Fields

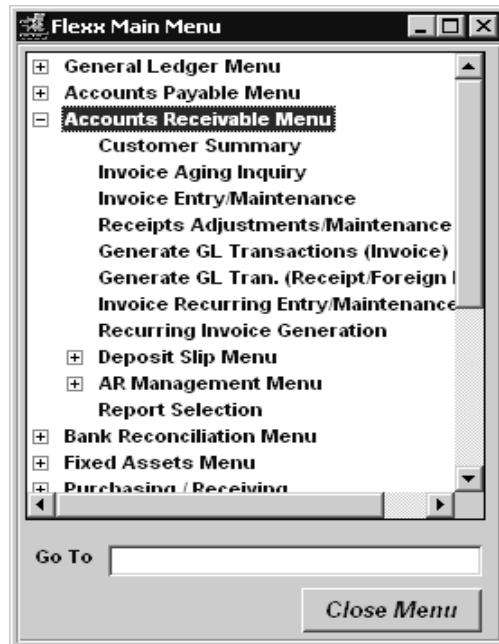
Enter the following information.

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies.	User Master setting	Y
Division	The default division code. Use Zoom to select from a list of divisions.	User Master setting	Y
Date	<p>The date will automatically default to the system date. The Date value has two purposes;</p> <ul style="list-style-type: none"> When new information is entered on a form in FLEXX, the date field (if there is one) will be automatically inserted with the default date. This date can be overwritten. When initially starting up the Session Default form, the date entered is checked against the date range in the FLEXX General Ledger Period Table. If the date does not fall in the range of a valid General Ledger Period Code, the Period Field will not be defaulted and will be left blank. As a result, the Period Field must be manually entered. 	System date	Y
Period	The General Ledger Period will default from the date entered in the Date Field if the Default date falls within the range of a predefined GL Period.		
Batch	<p>Select this option by clicking the box.</p> <p>Batch control lets you group similar transactions together and enter, edit and post them as a whole using a unique batch number. Each transaction in the batch still has a transaction number.</p> <p>If you selected Use Batch, the Batch Control screen will appear when you first go to enter a new transaction within FLEXX, requiring you to define a batch number for this transaction.</p>	NO	Y
Function	<p>To directly access a specific FLEXX module, enter the code for the module, then press <<Main Menu>> or hit Enter twice.</p> <p>Example: To go straight to Accounts Receivable and bypass the Main Menu, type ar in this field and press <<Main Menu>> or press Enter twice. The Accounts Receivable menu appears.</p>		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password (See <i>Administration Manual, User Master description</i>).		

Press **Main Menu**. The FLEXX Main Menu appears.



Select **Accounts Receivable**. The Accounts Receivable Menu appears.



3.0 Working with AR Transactions

This section describes:

- Δ The forms used to add, find, update and delete AR transactions: Invoices, Credit Memos, Receipts, On Accounts (prepayments)
- Δ How to apply Credit Memos and On Account transactions
- Δ How to generate GL transactions from AR
- Δ How to query Customer balances, invoices and receipts
- Δ How to create and use recurring invoices.

3.1 Invoice Entry/Maintenance

Description

Use the Invoice Entry/Maintenance screen to:

- Δ Add invoices directly to AR. When you <<Press Add/Update>> after entering the AR Header Screen, the AR Invoice Detail screen will be displayed.
- Δ Find invoices by entering selection criteria.
- Δ Update invoices. You can only modify transactions that have not been paid or posted. If the invoice has been printed, the Printed flag will first need to be reset to make any adjustments or additions.
- Δ Delete invoices. You can only delete transactions that have not been paid or posted.
- Δ Display the Invoice Detail screen to add, update or delete line items for the transaction (*See Sec.3.2 AR Transaction Detail*).
- Δ Display the invoice Text screen to add, update or delete comments about the transaction (*See Sec. 3.3 AR Transaction Text*).

Invoices can be entered manually or will be automatically created from the various FLEXX modules, e.g. OP, WO.

Invoices can be entered with a negative value implying a credit, or as Credit Memos with a positive value. Credit Memo entry is described in more detail in Sec.3.4.

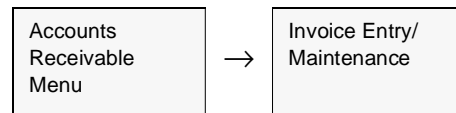
Through the use of the FLEXX Application Control table, it is possible to have the invoice **Category** field default based on the module that generated the invoice. This

can be useful when searching for or reporting on specific groups of invoices. To make use of this functionality, FLEXX Application Control must be set up as follows, specifying *source* as the Value.

Application	Type	Description	Value	Company
ar	icat_usage	Invoice category default	source	default

If *source* is not used, FLEXX will use the Category value defined on the Customer Master Other form as the default.

Select



The Invoice Entry/Maintenance Screen appears in Find mode. To add a new transaction, <<Press Clear to Add>>

If you are using batch control, the Batch Control screen appears in Find mode when you press << Clear to Add>>. If you are not using batch control, skip the following section and go directly to topic *AR Transaction Fields*.

Batch Control

The following table appears

A batch is a group of AR transactions. Batch control lets you post all the transactions at once or generate reports based on batches. FLEXX assigns each AR transaction in the batch a unique transaction number.

Notes

Set up batch control on the Session Defaults screen when you start AR. See 2.0 *Starting AR*.

Description

Use the Batch Control screen to assign a batch number to an AR transaction. You can add a new batch number or find, update if necessary, and reuse an existing batch number.

To assign a batch number:

- △ If you are reusing an existing batch number, find the number.
- △ To update the existing batch number or add a new one, <<Press Clear to Add>> to get into Update mode.
- △ Fill in the fields on the Batch Control screen.
- △ <<Press Add/Update>> to save the batch number.

Δ <<Press Previous Form>> to return to the AR Transactions screen and assign the batch number to the transaction you are entering.

For the rest of the transactions you add before exiting the screen, the Batch Number field on the AR Transactions screen defaults to the batch number you've set. You can change the default.

Batch Control Fields

The following fields appear on the Batch Control screen.

Field	Entry	Default	Reqd
Batch Number	The number of the batch. When adding a new batch, enter a unique number or press Enter to let the system autogenerate a number.	Autogen	Y
Batch Co.	The company code.	Session default	Y
Employee	The name of the person who created the batch.		Y
Date	The date the batch was created.	System clock	Y
Time	The time the batch was created.	System clock	Y
Exp Total Amount	The expected total of the batch to compare to a manually calculated batch total.		N
Exp Hash Total 1	Not currently used by FLEXX.		N
Exp Hash Total 2	Not currently used by FLEXX.		N
Desc 1	A description of the batch.		N
Desc 2	Further description if needed.		N
Approval Employee	The name of the person approving the batch.		N
Approval Date	The date the batch was approved.	System time clock	Y
Approval Time	The time the batch was approved.	System time clock	Y
Text	<<Press Zoom>> to enter unlimited text about the batch.		N
Status	Not currently used by FLEXX.		N

Invoice Transaction Fields

Invoice Header

The following fields appear on the Invoice Entry/Maintenance header screen

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code. The default division can be changed at initial invoice entry. However, once the Detail has been created, this field can no longer be changed.	Session default	Y
Batch #	If you are using batch control, the batch number.	Batch Control Screen	N
Invoice #	The number of the invoice. When adding a new invoice, press Enter to let the system autogenerate a number.	Autogen	Y
Date	Enter date of the invoice.	Session default	Y
Customer	Enter customer code for which the invoice is to be generated or enter the first character of the customer code to be presented with a drop down box of options.		Y
Customer PO	Enter a Customer PO number, or a reference #. If the Customer PO flag is set on the Customer Master, a value will be required in this field.		N

Field	Entry	Default	Reqd
Description	Description of Service/Product for which the customer is being billed.		N
Amount	The total amount of the Invoice or leave blank to have the detail records update it.		N
Create CM	Select this box if this is to be a Credit Memo (See Sec. 3.4 for details)	not checked	
Buttons			
Text	Press the Text button to either enter text or display previously entered text. The button will be lit green when there is text present (See Sec. 3.3).		
Details	Press this button to display the invoice Details form (See Sec. 3.2).		
Authorize CM	This button is active for only Credit Memos (See Sec. 3.4), and is functional only if Credit Memo Authorization is enabled via Application Control setting (See FLEXX Implementation Guide)		
Refund Credit Memo	This button is only lit on Credit Memos (See Sec. 3.4)		
Pay Invoice	<p>This button is active for only unpaid (outstanding) invoices. The button label changes to 'Apply CM' or 'Apply On Account' for Credit Memos and On Account transactions respectively. See Sec. 3.6 for Apply CM details, and Sec. 3.12 for Apply On Account details.</p> <p>To directly pay the selected invoice, Press this button and the normal Receipts/Adjustments Maintenance screen is displayed (See Sec. 3.8 for details on entering a receipt). If the invoice has a zero (0.00) value, pressing this button will result in the invoice being marked Paid and a zero value receipt being created.</p>		
Printed	If the invoice has been printed through the use of FLEXX reports (See Sec. 7.5) the invoice will have a print status of "Y" - Yes. If not, the status will be "N" - No. To reprint an invoice make use of the Invoice Print Status Update Routine to reset the status to 'N' (See Sec. 5.2).	N	
Print	Press this button to automatically print or reprint an invoice.		

Address Tab

The following fields appear on the Invoice Entry/Maintenance Address screen.

Field	Entry	Default	Reqd
Bill to	Address to which the invoice will be sent.	Customer Master Table	Y
Contact	The contact name at the Bill To location		N
Ship to	Location to which the goods purchased will be sent.		Y
Via	Carrier/method most often used by the customer.		N
Contact	The contact names at the Bill To and Ship To locations.		N

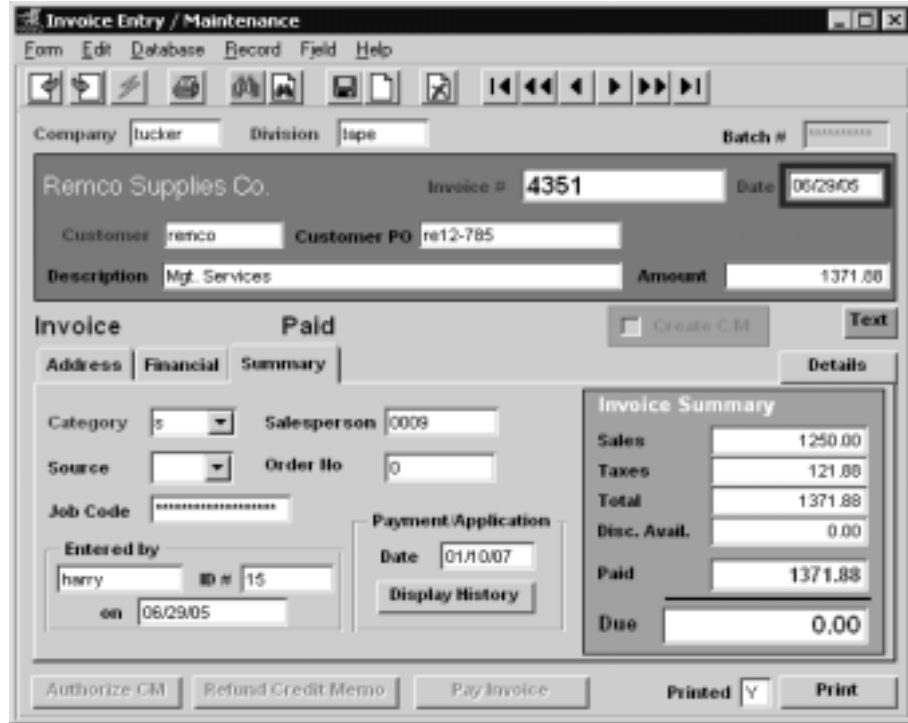
Financial Tab

The following fields appear on the Invoice Financial screen.

Field	Entry	Default	Reqd
Terms	The payment terms code specified on the Customer Master for this customer, and defined on the Terms Maintenance Table. The number of days are as defined for this code on the table.	Customer Master Table	Y
Due	System calculated due date based on the Terms definition.		
Discount	Percentage discount and number of days for early payment as defined for the Terms code.	Customer Master Table	N
Date	Calculated based on Invoice Date and discount terms		
Description	The Terms description. This will either be the description defined on the Terms Table, or if an Override is defined on the Customer Master, it will be used.	Terms Table or Customer Master	Y
Debit Account	The Division and GL Account where the invoice will be debited. Normally the AR account.	Customer Master Table	Y
GL Period	Period in which the transaction will be posted.	Session Default	Y
Exch. Rate	Currency Exchange rate. This will normally be 1.0 if the Company and Customer use the same currency. Otherwise, the rate will be the effective rate defined on the Foreign Exchange Rate Table for that date (<i>See Getting Started Manual</i>).	Foreign Exchange Table	Y
Currency	Currency in which the invoice is expressed.	Customer Master	Y

Field	Entry	Default	Reqd
P/ST Payable	Mark this box if Provincial/State sales taxes are payable. It will default to the setting on the Customer Master for the specific customer.	Customer Master Table	N
Type	The type code of the particular jurisdiction tax code.	Application Control	Y
Tax Exemption No.	The tax exemption number defined for the customer.	Customer Master Table	N
VAT Type	The type code of the VAT payable.	Customer Master Table	Y
Code	The VAT Code to be used for calculating VAT/GST.	Application Control	Y
Status	<p>The invoice/credit memo status may be:</p> <ul style="list-style-type: none"> • o - Open. An invoice will have this status until receipts/credit notes have been fully applied against it. A credit memo will have this status until it is fully applied against an invoice • p - Paid. An invoice will have this system generated status once the total invoice amount has been received in full. A credit note will have this status once it has been fully applied against an invoice. • h - Hold. An end user accessible status to be used to prevent any future receipts from being applied to the invoice. An invoice with a "h" status is also not available to be applied against a credit memo. The Apply Credit Memo/ Invoice routine (See Sec. 3.6) will ignore an invoice with an "h" status. Can be changed to another status when needed. • v - Void. This status is no longer supported by FLEXX. • # - Temporary Generation Status used by the system during the generate GL transaction routine. No end-user use. 	"o"	Y
Type	<p>Invoice/Credit memo Type may be:</p> <ul style="list-style-type: none"> • i - invoice • c - credit memo (To generate See Sec.3.4 Credit Memos) • x - On account (To generate See Sec. 3.11 On Account Transactions) <p>Note: It is NOT possible to change a type "c" to "i" or vice versa once the CM header has been entered and saved. Please refer to Sec. 3.5 for entering Credit Memos.</p>		
Authorization By, ID#, on	Only used on Credit Memo authorizations.		N
Optional Codes	Optional user-defined authorization codes to be used as desired. Not used by FLEXX.		N

Summary Tab



The following fields appear on the Invoice Summary screen

Field	Entry	Default	Reqd
Category	<p>Invoice/Credit memo Category is a user defined field used to categorize invoices/credit memos. Can be used during invoice generation (See Sec. 7.5 <i>Printing Standard AR Reports</i>). Categories can be:</p> <ul style="list-style-type: none"> • s - standard invoice • i - regular interest • o - generated from OP sales orders • r - generated from Repair/Warranty work orders • w - generated from Time Billing work orders <p>To have these source categories default as per above, FLEXX Application Control must be set up as described in Sec. 3.1</p>		Y
Source	<p>If the invoice was created as a result of running one of the Invoice Generation routines in FLEXX, the source module is identified here. Sources can be:</p> <ul style="list-style-type: none"> • op - Order Processing • sb - Subscriptions • wo - Time Billing • rw - Repair Warranty 	System Generated	

Field	Entry	Default	Reqd
Job Code	This field is only used for Job Costing purposes. Enter the job code that will be used to track the revenue amounts entered into Accounts Receivable by specific Job (used by FLEXX Project Management if installed). See <i>Flexx Project Management Manual</i> for more details.		N
Salesperson	Code for salesperson responsible for the sale.	Customer Master Table	N
Order Number	Updated by the FLEXX Invoice Generation routines if the invoice was created from a sales order (OP), a work order (TB), or a repair order (RW) transaction. If the invoice was manually entered, this field will contain 0.	0	N
Entered by ID # on	These fields are used to record the user id and entry date when the invoice was initially generated.	System Generated	
Payment/ Application Date	Date invoice was paid/applied.	System generated	
Display History	Press this button to display the Payment History screen. This will display the complete payment/application history of this transaction.		
<i>Invoice Summary - these are display only fields.</i>			
Sales	The total of the invoice excluding taxes.		
Taxes	The total of all taxes invoiced.		
Total	Total of all invoice detail entries. This should be the same as the invoice header amount.		
Disc. Avail.	The discount amount available for early payment; this will be calculated on the Pre-Tax total. This will only contain a value if the invoice is Open, and within the Discount terms date.		
Paid	The amount that has already been paid.		
Due	The amount still due. This will be the difference of the invoice total less the amount paid.		

Press Add/Update to save the entry and display the Invoice Details form.

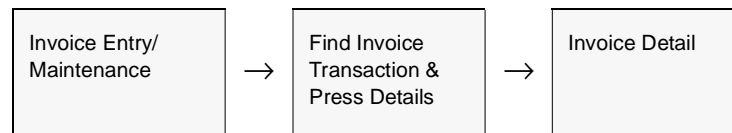
3.2 Invoice Transaction Detail

Description

For an invoice selected on the Invoice Entry/Maintenance screen, use the Invoice Detail screen to:

- △ Add invoice details
- △ View details
- △ Update details
- △ Delete details

Select



The Invoice Detail screen appears in Update mode.

The screenshot shows the 'Invoice Detail' window with the following data:

Group	Description	Type	Units	Rate	Total
1	Management Services for 2005	EA	1.0	1250.0	1250.00
2	Washington State Tax	WA	1250.0	0.0825	103.13
3	Tacoma 1.5% City Tax	TA	1250.0	0.015	18.75

Summary fields at the bottom of the table:

- Job Code: [] Resource: [] Cost Center: [] Total: **1371.88**
- Calculate Tax button

Control fields below the table:

- Status: [] Currency: USD
- Recurring: [] Print: [x]
- PST Payable: [x] Type: []
- VAT Type: [] Code: []
- Debit Account: [] GL Trans.: [] GL Period: []
- Dept.: [] Salesperson: [] Sell Units: [] Sell Uom: [] Sell Priced: []
- Analysis: [] Order WO: []

Fields

Enter the following information to enter invoice details.

Field	Entry	Default	Reqd
Company	The Company code.	Invoice Header	Y
Division	The Division code.	Invoice Header	Y
Invoice Number	The Invoice Number.	Invoice Header	Y
Group	Group codes for certain detail entries; can be: <ul style="list-style-type: none"> • zzzz - for tax line entry, • cont - container charges, • disc - Discount entry, • ... etc. 	System generated.	N
Seq	Ordering sequence for sorting.	System generated.	Y
Description	Description of the item/services being invoiced (<i>For further text go to the text field - See Sec. 3.3</i>).		N
Type	The unit type - user defined except for tax lines where it may contain the defined Tax Code depending upon the tax type. Also for container charges enter "CONT" and for environmental fees enter "EFEE".		N
Units	Quantity of units being invoiced. If this invoice was generated from one of the other functions (OP, WO, RW), this value will be the number of units in the Stocking UOM.	1.00	Y
Rate	Price per unit (in Sell UOM - see below).	0.00	Y
Total	System generated calculation. Units x Rate.	0.00	Y
Division Account	The GL Credit account Division and Account number recording the entry.	Customer Master Table	Y
Part Number	Stock Keeping Unit (SKU) code as defined in FLEXX Inventory Control if items supplied are from inventory. This field is typically updated as a result of creating the invoice from an order (i.e. sales order, work order, repair order, etc.). If this field is manually updated with a SKU code it will be used for information purposes only. There is no effect on the Inventory levels of the SKU.		N
Job Code	This field is only used for Job Costing purposes (<i>See Flexx Project Management Manual for more details</i>). Enter the job code that will be used to track the revenue amounts entered into Accounts Receivable by specific Job (used by FLEXX Project Management if installed.)	Invoice Header	N
Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N
Cost Center	This is a User-defined field, defined in Master Type table # 2345, used for reporting purposes only.		N
Total	A running total of the invoice details entered.	System generated	

Field	Entry	Default	Reqd
Calculate Tax button	Press this button to calculate the taxes eligible for the details entered, using the tax definitions specified.		
Details Tab			
Status	<p>The invoice/credit memo detail status may be:</p> <ul style="list-style-type: none"> • o - Open. An invoice detail line will have this status until receipts/credit notes have been fully applied against the invoice. A credit memo will have this status until it is fully applied against an invoice. • p - Paid. An invoice detail line will have this system generated status once the total invoice amount has been received in full. A credit note will have this status once it has been applied against an invoice. • h - Hold. An end user accessible status to be used to prevent any future receipts from being applied to the invoice. Can be changed to another status when needed. • v - Void. An end user accessible status to be used to prevent any changes from being made to the existing invoice/credit note. Not to be used at the invoice/credit memo detail level. Will not allow any add/updates. Will allow subsequent receipts to be applied. Status <u>cannot</u> be changed once a "v" status has been used. • # - Temporary Generation Status. Status used by the system during the generate GL transaction routine. No end-user use. 	o	Y
Currency	The currency of the transaction.	Customer Master	
Recurring	Field used to mark each line as to whether it is copied to the new recurring invoice. Items not checked will not appear on invoices generated by the recurring function (See Sec. 3.15).	N	
Print	Set to determine if the detail entry is to be printed or not. This flag should only be unchecked for invoice detail items that have a zero value and/or are children components of a Bill of Material Parent. If this is unchecked for entries that have a value, they will not be printed on the invoice but their value will be included in the invoice total.		N
P/ST Payable	Set this flag if the entry is to be taxable.	Invoice Header	N
Type	The specific Provincial/State tax Type code to be used.	Invoice Header	N
VAT Type	The specific VAT Type code to be used.	Invoice Header	N
Code	The VAT Code to be used when calculating VAT (GST) for this entry.	Application Control	N
Debit Account	The Division code and Account Number recording the Accounts Receivable amount.	Invoice Header	Y
GL Trans	System entered GL transaction code once the GL transaction generation (Invoices) has been run (See Sec. 4.1 GL Transaction Generation - Invoices).	System Generated	
Post Status	The posting status of the entry; will be "n" -Not Posted, or "p" - Posted.	System Generated	Y
GL Period	Period in which the transaction will be posted.	Invoice Header	Y

Field	Entry	Default	Reqd
Dept	Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)		N
Analysis	User defined sales analysis code. Primarily used for selection/search criteria and also used by FLEXX Project Management (Job Costing) if installed.		N
Salesperson	The Salesperson code as copied from the Order Detail.		N
Order/WO	The sales order or work order number of the detail entry. This value will normally be the same as the number on the header form Summary tab, but if multiple orders were used to generate the invoice, each detail line will show its corresponding order number.	System Generated	N
Sell Units	The number of units in the Sell UOM that are invoiced. This will either be the same as the invoice units or the quantity of Sell units from the order (OP, WO, RW).		Y
Sell UOM	The selling unit of measure used on Order Entry (OP, WO, RW)		N
Sell Priced?	This box will be checked if the Sell units were priced in the SKU Price Table,		N
Invoice Text Tab			
Select this tab to add detail text to the selected entry. This text will all be keyword "inv" text implying it will also be printed on the resulting Invoice Form report.			

Notes

If the total amount of the invoice detail lines is different from the amount entered as the Invoice Amount on the Header Record, the following message will be displayed: "Invoice and detail do not match. Update invoice amount? (Yes/No?)". To review the Invoice Detail Fields, enter "N" for No, and Return. The Invoice Detail Form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Invoice Header, enter "Y" for Yes, and Return. The system will automatically update the Invoice Header amount to match the totals on the Invoice Detail Record.

Job Costing

If a Job Code and Resource value have been defined for any detail entry, the corresponding Credit Account specified for that entry must also be defined with a valid job costing Category code (*See General Ledger manual, GL Account Master description*). If the account is not defined with a category code, the Generate GL Transactions (Invoices) routine (*See Sec. 4.1*) will fail. The error will be logged in the FLEXX errlog file on the FLEXX "DB" directory.

3.3 Invoice Text or Invoice Detail Text

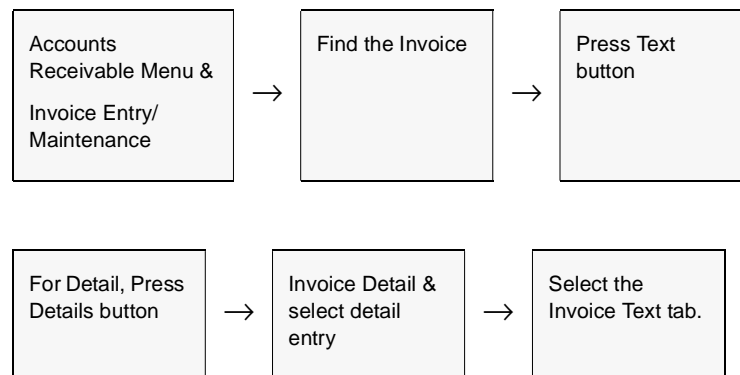
Description

For a transaction selected using the Invoice Entry/Maintenance screen, use the Invoice Text or Invoice Detail Text to:

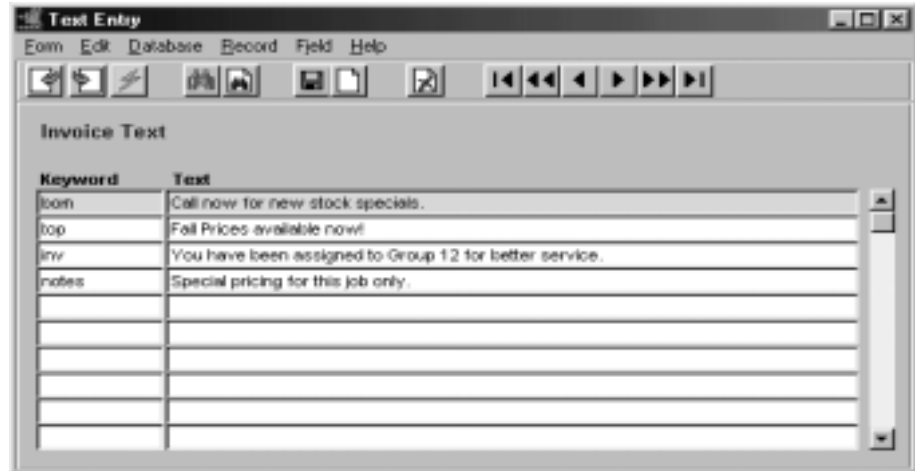
- Δ Add unlimited comments about the transaction. For example, the text could be used to keep a historical record of changes made to the invoice. Enter as many lines as you want, then <<Press Add/Update>>.
- Δ View comments.
- Δ Update comments. Change as many lines as you want, then <<press Add/Update>>.
- Δ Delete comments.

Access to the Invoice Text and/or Invoice Detail Text is disallowed until the record has been saved.

Select



The Invoice Text or Invoice Detail Text screen appears in Find mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Keyword	A word indicating the type of comment. Example: notes or info . Three values set up within FLEXX as standard are, "top" and "bom" for the invoice header text which will then cause the associated text lines to be printed on the top or bottom of the invoice respectively, and "inv" code has been setup for invoice detail text to print the text beneath the invoice detail line. This may not be active if preprinted invoice layouts are used. Any other keywords can be used but will not by default be used by FLEXX.		Y
Text	The message.		N

3.4 Credit Memos

Description

Credit Memos are created in the same manner as invoices except the Type value on the Invoice header form is changed from "i" - invoice to "c" - credit memo. This must be done before the header is saved. Dollar values are entered as positive numbers just as they are for invoices. If an attempt is made to enter a negative value, the following message will appear, "A negative amount has been entered as a total. Is this correct? Y/N". The message appears only as a prompt and will allow you to continue if needed. A negative CM is considered to be a Debit Memo in AR and can be processed the same as normal positive CM's.

By checking the "Create CM" box, FLEX will automatically make this a Type "c" transaction and thereby will "flip" the default GL accounts on the detail form. So the default AR Trade Account now appears on the detail as a credit and the default Sales Account as a debit. Because of this functionality it will not be possible to change an invoice type from "i" to "c", or vice versa after an invoice detail line has been entered and saved.

Use the Invoice Entry/Maintenance screen to:

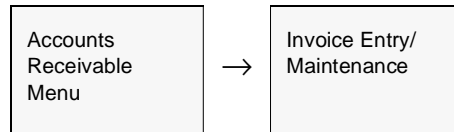
- △ Create Credit Memos. Credit Memos are used to credit Accounts Receivable and are entered using standard accounting procedures, for example: Debiting Sales and Crediting Accounts Receivable.
- △ View Credit Memos
- △ Update Credit Memos
- △ Delete Credit Memos
- △ Apply Credit Memos (*See Sec. 3.6*)
- △ Refund Credit Memos (*See Sec. 3.7*)

Credit Memo Authorization

FLEX can be defined to require user authorization for Credit Memos to be processed. The following Application Control setting will accomplish this. Be aware that this is a company-wide setting and will affect **all** newly created CM's.:

Application	Type	Description	Value	Company
ar	CMAuth	Credit Memo Authorization	Y	default

Select



The Invoice Entry/Maintenance Screen appears in Find mode. <<Press Clear to Add>> to enter a new Credit Memo.



The following fields appear on the Invoice Entry/Maintenance header screen.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code. The default division can be changed at initial invoice entry. However, once the Detail has been created, this field can no longer be changed.	Session default	Y
Batch #	If you are using batch control, the batch number.	Batch Control Screen	N
Invoice #	The number of the Credit Memo. When adding a new CM, press Enter to let the system autogenerate a number.	Autogen	Y
Date	Enter date of the invoice.	Session default	Y

Field	Entry	Default	Reqd
Customer	Enter customer code for which the invoice is to be generated or enter the first character of the customer code to be presented with a drop down box of options.		Y
Customer PO	Enter a Customer PO number, or a reference #. If the Customer PO flag is set on the Customer Master, a value will be required in this field.		N
Description	Description of Service/Product for which the customer is being billed.		N
Amount	Enter the Credit Memo as a positive amount. The detail records have already reversed the debit and credit fields. If an attempt is made to enter a negative value, the following message will appear "A negative amount has been entered as a total. Is this correct? Y/N". FLEXX will not prevent you from entering a negative value but it will prompt you. A negative entry will result in the transaction being a Debit Memo.		N
Create CM	Select this box to create a new Credit Memo. This will then automatically make this a Type "c" transaction.		
Buttons			
Text	Press the Text button to either enter text or display previously entered text. The button will be lit green when there is text present (See Sec. 3.3).		
Details	Press this button to display the invoice Details form (See Sec. 3.2).		
Refund Credit Memo	This button is only active on open (outstanding) Credit Memos. See Sec. 3.7 for a detailed description of the Refund CM function.		
Authorize CM	This button is active for only Credit Memos (See Sec. 3.4), and is functional only if Credit Memo Authorization is enabled via Application Control setting (See FLEXX Implementation Guide). See Credit Memo Authorization description above.		
Apply CM	This button is active for only unpaid (outstanding) Credit Memos. To directly apply the selected CM, press this button and the Apply Credit Memo/Invoice screen is displayed (See Sec. 3.6).		
Printed	If the invoice has been printed through the use of FLEXX reports (See Sec. 7.5) the invoice will have a print status of "Y" - Yes. If not, the status will be "N" - No. To reprint an invoice make use of the Invoice Print Status Update Routine to reset the status to 'N' (See Sec. 5.2).	N	
Print	Press this button to automatically print or reprint an invoice.		

Address Tab

The following fields appear on the Invoice Entry/Maintenance Address screen.

Bill to	Address to which the CM will be sent.	Customer Master	Y
Contact	The contact name at the Bill To location	Customer Master	N
Ship to	Location to which the goods purchased will be sent.	Customer Master	Y
Contact	The contact name at the Ship To location	Customer Master	N
Via	Carrier/method most often used by the customer.	Customer Master	N

Financial Tab

The following fields appear on the Invoice Financial screen.

Field	Entry	Default	Reqd
Terms	The payment terms code specified on the Customer Master for this customer, and defined on the Terms Maintenance Table. The number of days are as defined for this code on the table.	Customer Master Table	N
Due	System calculated due date based on the Terms definition.		
Discount	Percentage discount and number of days for early payment as defined for the Terms code.	Customer Master Table	N
Date	Calculated based on Invoice Date and discount terms		
Description	The Terms description.		Y
Debit Account	The Division and GL Account where the invoice will be debited. Normally the AR account.	Customer Master Table	Y
GL Period	Period in which the transaction will be posted.	Session Default	Y
Exch. Rate	Currency Exchange rate. This will normally be 1.0 if the Company and Customer use the same currency. Otherwise, the rate will be the effective rate defined on the Foreign Exchange Rate Table for that date (See Getting Started Manual).	Foreign Exchange Table	Y
Currency	Currency in which the invoice is expressed.	Customer Master Table	Y

Field	Entry	Default	Reqd
P/ST Payable	Mark this box if Provincial/State sales taxes are payable. It will default to the setting on the Customer Master for the specific customer.	Customer Master Table	N
Type	The type code of the particular jurisdiction tax code.	Application Control	Y
Tax Exemption No.	The tax exemption number defined for the customer.	Customer Master Table	N
VAT Type	The type code of the VAT payable.	Customer Master Table	Y
Code	The VAT Code to be used for calculating VAT/GST.	Application Control	Y
Status	<p>The invoice/credit memo status may be:</p> <ul style="list-style-type: none"> • o - Open. An invoice will have this status until receipts/credit notes have been fully applied against it. A credit memo will have this status until it is fully applied against an invoice • p - Paid. An invoice will have this system generated status once the total invoice amount has been received in full. A credit note will have this status once it has been fully applied against an invoice. • h - Hold. An end user accessible status to be used to prevent any future receipts from being applied to the invoice. An invoice with a "h" status is also not available to be applied against a credit memo. The Apply Credit Memo/ Invoice routine (See Sec. 3.6) will ignore an invoice with an "h" status. Can be changed to another status when needed. • v - Void. This status is no longer supported by FLEXX. • # - Temporary Generation Status used by the system during the generate GL transaction routine. No end-user use. 	"o"	Y
Type	<p>Invoice/Credit memo Type may be:</p> <ul style="list-style-type: none"> • i - invoice • c - credit memo (To generate See Sec.3.4 Credit Memos) • x - On account (To generate See Sec. 3.11 On Account Transactions) <p>Note: It is NOT possible to change a type "c" to "i" or vice versa once the CM header has been entered and saved. Please refer to Sec. 3.5 for entering Credit Memos.</p>		
Authorization By, ID#, on	Only used on Credit Memo authorizations.		N
Optional Codes	Optional user-defined authorization codes to be used as desired. Not used by FLEXX.		N

Summary Tab

Press the Summary tab to display the CM Summary data.

The following fields appear on the Invoice Summary screen

Field	Entry	Default	Reqd
Category	<p>Invoice/Credit memo Category is a user defined field used to categorize invoices/credit memos. Can be used during invoice generation (See Sec. 7.5 <i>Printing Standard AR Reports</i>). Categories can be:</p> <ul style="list-style-type: none"> • s - standard invoice • i - regular interest • o - generated from OP • r - generated from Repair/Warranty • w - generated from Time Billing <p>To have these source categories default as per above, FLEXX Application Control must be set up as described in Sec. 3.1</p>		Y
Source	<p>If the invoice was created as a result of running one of the Invoice Generation routines in FLEXX, the source module is identified here. Sources can be:</p> <ul style="list-style-type: none"> • op - Order Processing • sb - Subscriptions • wo - Time Billing • rw - Repair Warranty 	System Generated	

Field	Entry	Default	Reqd
Job Code	This field is only used for Job Costing purposes (<i>See Flexx Project Management Manual for more details</i>). Enter the job code that will be used to track the revenue amounts entered into Accounts Receivable by specific Job (used by FLEXX Project Management if installed).		N
Salesperson	Code for salesperson responsible for the sale.	Customer Master Table	N
Order Number	Updated by the FLEXX Invoice Generation routines if the invoice was created from a sales order (OP), a work order (TB), or a repair order (RW) transaction. If the invoice was manually entered, this field will contain 0.	0	N
Payment/ Application Date	Date CM was applied.	System generated	
Display History	Press this button to display the Payment History screen. This will display the complete application history of this transaction.		
<i>Invoice Summary - these are display only fields.</i>			
Sales	The total of the CM detail entries excluding taxes.		
Taxes	The total of all taxes invoiced.		
Total	Total of all invoice detail entries. This should be the same as the invoice header amount.		
Disc. Avail.	Will always be zero. There will be no early payment discount available for Credit Memos. This is used only with invoices.		
Applied	The amount that has already been applied.		
Avail	The amount still unapplied. This will be the difference of the CM total less the amount applied.		

On completion making entries on the Invoice Entry/Maintenance screen, <<Press Add/Update>>. The Invoice Detail screen appears.

3.5 Credit Memo Detail

Description

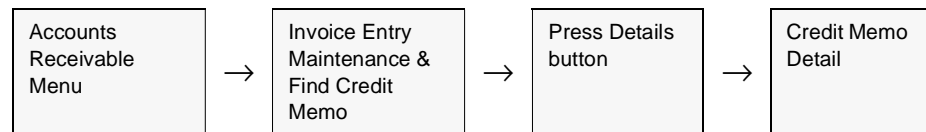
For a Credit Memo selected on the Invoice Entry/Maintenance screen, use the Credit Memo Detail screen to:

- Δ Add transaction details <<Press Add/Update>> after entering each line
- Δ View details
- Δ Update details <<Press Add/Update>> after each line you change.
- Δ Delete details.

Notes

As a result of setting the Create CM flag on the Invoice header, FLEXX will automatically "flip" the default GL accounts on the Invoice/Credit Memo Detail form. The default AR Trade Account now appears on the detail as a credit and the default Sales Account as a debit.

Select



The Credit Memo detail screen appears in Update mode.



Fields

Enter the following information.

Field	Entry	Default	Reqd
Company	The Company code.	CM Header	Y
Division	The Division Code	CM Header	Y
Credit Memo Number	The Credit Memo (Invoice) Number	CM Header	Y
Group	User defined group code - for tax line entry, use "zzzz" in lower case.		N
Sequence Number	Ordering sequence for sorting.	System generated.	Y
Description	Description of the item/services being credited (For further text go to the text field.) (See Sec. 3.3 Invoice Detail Text)		N
Type	The unit type - user defined except for tax lines where it may contain the defined Tax Code depending upon the tax type.		N
Units	Numeric quantity of units being credited. Units entered must be a positive value. As a result of setting the type on the invoice header (See Sec. 3.4) to "c" - credit memo, there is no need to enter negative values.	1.00	Y
Rate	Price per unit.	0.00	Y

Field	Entry	Default	Reqd
Total	System generated calculation Units x Rate.	0.00	
Division	The Credit account Division recording the credit to the Trade Accounts Receivable account. Note: This typically is not changed by the end user.	CM Header	Y
Account	GL credit Account Number recording the credit to the Trade Accounts Receivable account. Note: This typically is not changed by the end-user.	CM Header)	Y
Part Number	Stock Keeping Unit Code (SKU) if items being credited came from Inventory. This field is typically updated as a result of creating the credit memo from a sales order return. If this field is manually updated with a SKU code, it will be used for information purposes only. There is no effect on the inventory levels of the SKU.		N
Total	A running total of the invoice details entered.	System generated	
Calculate Tax button	Press this button to calculate the taxes eligible for the details entered, using the tax definitions specified.		
Details Tab			
Status	The invoice/credit memo detail status may be: <ul style="list-style-type: none"> • o - Open. An invoice detail line will have this status until receipts/credit notes have been fully applied against the invoice. A credit memo will have this status until it is fully applied against an invoice. • p - Paid. An invoice detail line will have this system generated status once the total invoice amount has been received in full. A credit note will have this status once it has been applied against an invoice. • h - Hold. An end user accessible status to be used to prevent any future receipts from being applied to the invoice. Can be changed to another status when needed. • v - Void. An end user accessible status to be used to prevent any changes from being made to the existing invoice/credit note. Not to be used at the invoice/credit memo detail level. Will not allow any add/updates. Will allow subsequent receipts to be applied. Status <u>cannot</u> be changed once a "v" status has been used. • # - Temporary Generation Status. Status used by the system during the generate GL transaction routine. No end-user use. 	o	Y
Currency	The currency of the transaction.	Customer Master Table	
Recurring	Field used to mark each line as to whether it is copied to the new recurring invoice. Items not checked will not appear on invoices generated by the recurring function (See Sec. 3.15).	N	
Print	Set to determine if the detail entry is to be printed or not.		N
P/ST Payable	Set this flag if the entry is to be taxable.	Invoice Header	N
Type	The specific Provincial/State tax Type code to be used.	Invoice Header	N

Field	Entry	Default	Reqd
VAT Type	The specific VAT Type code to be used.	Invoice Header	N
Code	The VAT Code to be used when calculating VAT (GST) for this entry.	Application Control	N
Debit Account	The Division code and Account Number recording the Accounts Receivable amount.	Invoice Header	Y
GL Trans	System entered GL transaction code once the GL transaction generation (Invoices) has been run (See Sec. 4.1 GL Transaction Generation - Invoices).	System Generated	
Post Status	The posting status of the entry; will be "n" -Not Posted, or "p" - Posted.	System Generated	Y
GL Period	Period in which the transaction will be posted.	Invoice Header	Y
Dept	Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)		N
Analysis	User defined sales analysis code. Primarily used for selection/search criteria and also used by FLEXX Project Management (Job Costing) if installed.		N
Salesperson	The Salesperson code as copied from the Order Detail.		N
Order/WO	The sales order or work order number of the detail entry. This value will normally be the same as the number on the header form Summary tab, but if multiple orders were used to generate the invoice, each detail line will show its corresponding order number.	System Generated	N
Sell Units	The number of units in the Sell UOM that are invoiced. This will either be the same as the invoice units or the quantity of Sell units from the order (OP, WO, RW).		Y
Sell UOM	The selling unit of measure used on Order Entry (OP, WO, RW)		N
Sell Priced?	This box will be checked if the Sell units were priced in the SKU Price Table,		N
Invoice Text Tab			
Select this tab to add detail text to the selected entry. This text will all be keyword "inv" text implying it will also be printed on the resulting Invoice Form report.			

Notes

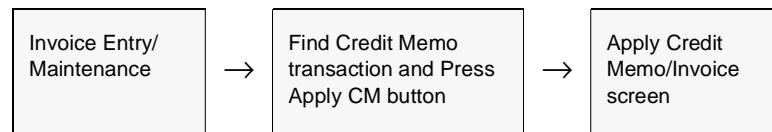
If the total amount of the Credit Memo detail lines is different from the amount entered as the Invoice Amount on the Header record, the following error message will be displayed: "Invoice and detail do not match. Update invoice amount? (Yes/No?)". To review the CM Detail Fields, enter "N" for No, and Return. The CM Detail Form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the CM Header, enter "Y" for Yes, and Return. The system will automatically update the CM Header amount to match the totals on the Detail record.

3.6 Apply Credit Memo

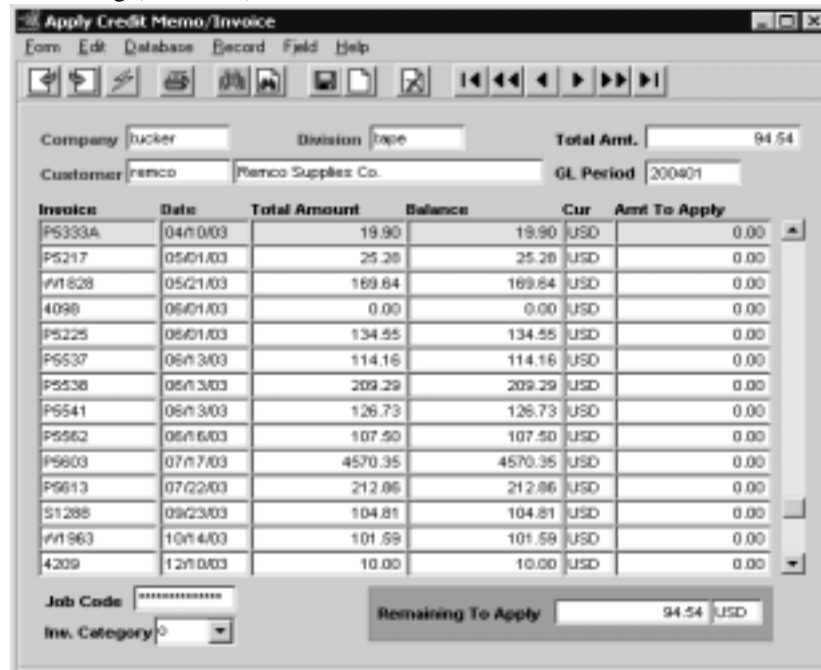
Description

Once the Credit Memo Header and Detail records have been entered and saved, they can be applied to outstanding invoices for the same customer. After they have been applied, their status code is updated to “p” - Paid. If the CM is in Hold (“h”) status, FLEXX will display message "This CM is on hold, approve it before proceeding". It will first need to be approved by an authorized user (has *credrels* authority level) before it can be processed (See Administration, User Authorization description).

Select



The apply Credit Memo/Invoice screen appears in Update mode with a listing of all outstanding (status "o") invoices for the selected customer.



The Invoice list can be sorted by either the Date or the Invoice columns.

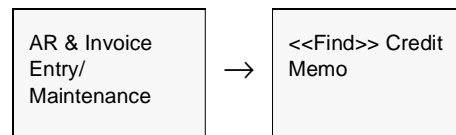
To apply the Credit Memo, select the invoice desired, and press <<Add /Update>>. If the amount of the Credit Memo exceeds the value of the invoice selected, FLEXX calculates the remaining amount to apply. You can then select another invoice and continue to apply the Credit Memo until the remaining amount to apply is zero.

3.7 Refund Credit Memo

Description

When a Credit Memo needs to be refunded, FLEX can now generate payments through Accounts Payable. Only a CM that is in "o" - Open status can be refunded. Credit Memos in "h" - Hold status will first need to be approved by an authorized user (has *credrels* authority level) before it can be processed (*See Administration, User Authorization description*). Applied (status "p") credit memos cannot be refunded.

Select



The Credit Memo screen appears in Update mode.

The screenshot shows the 'Invoice Entry / Maintenance' window. At the top, there is a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar with navigation icons. The main form area contains the following information:

- Company: lucker, Division: tape, Batch #: [blank]
- Customer: Harry's Own Services, Inc., Invoice #: 2672, Date: 06/28/05
- Customer: harry, Customer PO: [blank]
- Description: [blank], Amount: 22.00
- Credit Memo status: Open (with a 'Create CM' checkbox and a 'Text' button)
- Navigation tabs: Address, Financial, Summary, Details
- Address fields:
 - Bill To: billing, Harry's Own, 1234 Hollywood Blvd., LOS ANGELES, CA, 90005, USA
 - Ship To: whse, Harry's Own, 1000 Hollywood Lane, Door #3, FIRESTONE PARK, CA, 90001, USA
 - Both address sections have 'P.O. Box' and 'Residential' checkboxes.
- Contact fields:
 - Bill To Contact: Harry DeRoo
 - Ship To Contact: Jim Jones
- Buttons at the bottom: Authorize CM, Refund Credit Memo, Apply CM, Printed: N, Print

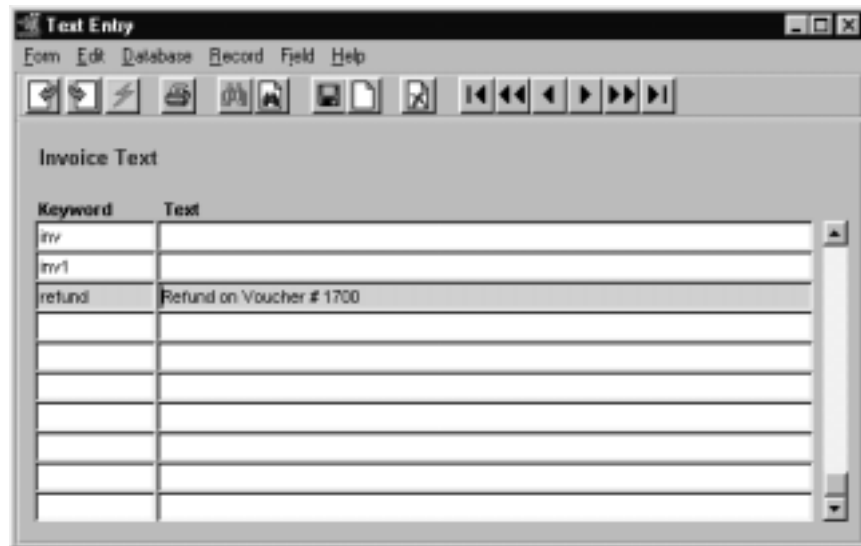
Notes

This function requires a refund vendor be predefined. This is accomplished by using the Application Control table to identify the "refund" vendor as follows:

Application	Type	Description	Value	Company	Parameter
ar	refund	Default refund vendor code	user defined (e.g. REFUND)	default	vendor

FLEXX will then use the vendor specified in the Value field to generate a voucher for the refund amount, payable to the CM customer.

To refund a credit memo, press the Refund Credit Memo button at the bottom of the CM form (only lit on Open CM's). This generates a voucher for the corresponding amount. FLEXX will display a prompt message "Refund of Credit Memo # with Voucher # has been created". You can also <<zoom>> on the Text box to see the resulting voucher number recorded in the Text form.



The voucher (*see next page*) is now created for the 'refund' vendor, as defined on the Vendor Master Table and specified in Application Control.

Note

The voucher 'Remit To' location is the customer which is entitled to the refund. The voucher now can be paid by the normal FLEXX Accounts Payable procedures. See *FLEXX Accounts Payable Manual*.

For a more detailed description of this process, please refer to the FLEXX Accounting Procedures Guide.

3.8 Entering Receipts

Description

When receipt of payment for an Invoice or an Adjustment is required, a receipt record needs to be generated. Once a receipt has been added and updated, FLEXX assigns an R-prefixed invoice number to it. Receipts that have been entered on this form can then be applied against outstanding invoices (See Sec. 3.9 or 3.10) or used to create an On-Account transaction (See Sec. 3.11).

This form is also used to enter Miscellaneous Cash Receipts, which is described in more detail in Sec. 3.13 below.

An Inactive customer (status “i”) can continue to apply receipts against any outstanding invoices. If there are no outstanding invoices, then you will be prompted that the customer is inactive and no further entry will be allowed.

Select



The Receipts screen appears in Find mode. Press <<Clear to Add>> to enter a new receipt.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
The selected Customer name will be displayed at the top of the form.			
Batch #	If you are using batch control, the batch control number.	Batch Control screen	N
Receipt Type	Select Regular Receipt to enter a standard receipt payment.		Y
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Receipt Number	The receipt number. When adding a transaction, press Enter to let the system autogenerate a number. The auto generated number is prefaced with an "R" to identify it as a receipt record.	Autogen	Y
Customer	The customer code desired.		Y
Date	Enter receipt date.	Session default	Y
Amount	The amount of the receipt (payment).	0.00	Y
Cur	The currency of the receipt. This will default to the currency defined for the customer.	Customer Master	Y
Description	A description of the receipt, i.e. check number.		N
Status	The receipt status may be: <ul style="list-style-type: none"> • a - Fully applied. A receipt will have this status once it has been fully applied against the appropriate invoices or an on - account transaction created. • u - Not fully applied. A receipt will have this status until it has been fully applied against outstanding invoices or an on - account transaction created. For a misc. receipt, this indicates the receipt details do not match the header value. • v - Void. The receipt has been voided using the Void Receipt process. (See Sec. 5.3 Void Receipt.) 	u	Y
Txt	Text flag; Y - if there is underlying text, N - if not (See Sec. 3.3 Invoice Text) Note: Access to the text field is only possible once the receipt has been saved.	N	N
Xfr	Transferred to Bank Reconciliation table status; can be: <ul style="list-style-type: none"> • Y - Has been transferred to the Bank Reconciliation module. • N - Not transferred. • X - Transfer not required - applies only to voided receipts. • B - Both the void records (original and void) of a voided receipt have been transferred Note: This field is only used if FLEXX Bank Reconciliation is being used.	N	N
Total	The total of all receipt records displayed.	System Generated	

Field	Entry	Default	Reqd
Reference Amount @	The amount entered for the displayed entry, with the Currency code and Exchange Rate. If the receipt is in a different currency, the exchange rate for the receipt date will be shown and the amount will be converted to the local currency value. This value is for reference purposes only. It is not the value that will be posted to the GL. The amount actually posted will be the sum of the detail entries as displayed on the Receipt Application Detail form (See Sec. 7.4).	System Generated	
Bank	Bank code and Account Description (from Bank Table) representing the bank where the receipt will be deposited.	Company/ Division Table Receipt Bank	Y
GL Period	The GL period in which the transaction will be recorded.	Session default	Y
Debit Account	The Division and Account Number where the receipt will be debited.	Bank Table	Y
Deposit Date	The date the AR Deposit Slip was generated (<i>Please see Sec. 6 for complete details on the Deposit Slip Process</i>).		
Deposit #	The Deposit Slip number. You can <i>zoom</i> on this field to display the Deposit Slip.		
Payment Type	This value will be the Payment Type specified on the Customer Master for this customer. It can be defined here as desired; standard values are: <ul style="list-style-type: none"> • c - Cash • d - Direct Debit • chk - Check Other useful values could be: <ul style="list-style-type: none"> • v - Visa • m - Master Card • o - Other 	Customer Master	
Customer Name	Customer Name is automatically inserted by FLEXX once the Customer code has been entered.	Customer Code	
No.	Credit Card Number, Check Number		N
Expiry Date	Month/Year expiry date (e.g. 12/99).		N
Routing	The Bank ID Number of the credit card or check.		N
Authorization	The name of the person authorizing the payment, and the authorization number as provided by the credit agency.		N

Press <<Add/Update>> to create the receipt detail. FLEXX will automatically display the Group Receipt Detail form.

3.9 Create Group Receipt Detail

Description

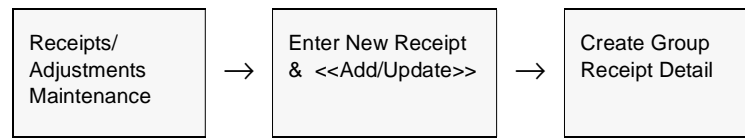
For a receipt entered on the Receipts/Adjustment Maintenance form, use the Create Group Receipt Detail screen to:

- Δ Apply receipts to selected invoices of the same customer;
- Δ Apply receipts to selected invoices of customers belonging to the same group. (See *Getting Started manual, Topic "Group Customer" description*)
- Δ Partially apply receipts
- Δ View outstanding invoices, credit memos, and on accounts.
- Δ Apply receipts to On Account
- Δ Apply Credit memos to selected invoices
- Δ Apply On Accounts to selected invoices
- Δ Write Off outstanding invoice or receipt amounts.

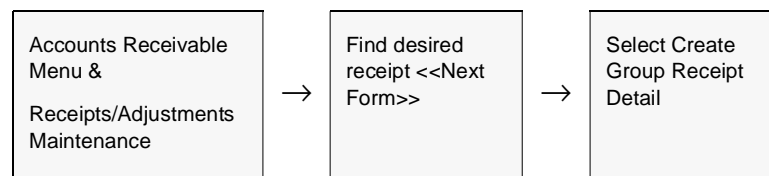
Notes

Only open invoices, credit memos, and on accounts for the "receipt" customer or customer group will be displayed. Any paid, voided, or hold invoices will not show.

Select



or



The Create Group Receipt Detail screen is displayed with either the customer specific or customer Group listing of open invoices.

The Create Group Receipt Detail screen appears in Update mode.

Notes

The Create Group Receipt Detail screen is a two section form. The left half is the Invoice display section, and the right half is the Credit Memo/On Account display section.

Fields

The following fields are displayed.

Field	Entry	Default	Reqd
Company	The company code.		Y
Customer	The customer Code and Name of the customer making the payment	From Receipt/ Adjustment Main	Y
Invoice			
Div	The Division in which the invoice was created so as to identify the invoice division since it can be different from the Receipt or CM / On Account division.	From Invoice	Y
Remaining to Apply	The full amount of the receipt as entered on the Receipts/Adjustments Maintenance form	Receipt Header value	Y

Field	Entry	Default	Reqd
Invoice	Invoice Number - displays all open invoices for this customer/group.	From Invoice	Y
Invoice Amount	The total amount of invoice	From Invoice	
Amount to Apply	Enter the Amount to be applied to this invoice. If not specified, the receipt will be fully applied to the invoice.	0.00	
Inv. Balance	The balance left outstanding on the invoice selected.	System Generated	Y
Amt. Applied	Amount of the receipt that has been applied to this invoice.	System Generated	
Select	The select box is used to select invoices to be paid. Any number of invoices can be selected. Pressing Add/Update will apply the receipt to that invoice.	N	Y
Invoice Customer	The customer to whom the invoice is made out to.	From Invoice	Y
Cur.	Currency of invoice	From Invoice	Y
Buttons			
Select All	Press this button to select all listed invoices.		
Deselect All	Press this button to deselect all previously selected entries.		
On Account	Press this button to apply the receipt to On Account (See Sec. 3.11).		
Write Off	Press this button to "write off" the remaining amount of either the selected invoice if there is an amount remaining, or the receipt if it has an amount remaining unapplied. The write off amount will be recorded in the Write Off GL account. The maximum allowable to write off is determined by the Application Control "writeoff" variable setting (See Implementation Guide Sec. 3).		
Write Off Account	The GL account to be used to apply the write off to. This value must be predefined on the Company/Division Table, but can be changed if required.	Company/ Division Table	Y
Apply Remaining Amt	Press this button to apply the receipt to all selected invoices, starting with the top entry and applying it as long as there is an amount to apply.		
Total Outstanding Amount	The total of all listed open invoices for this customer/group.	System Generated	
Remaining to Apply	Amount of the receipt not yet applied. This can be applied to other invoices in the list or applied to On Account or written off.	System Generated.	
Credit Memo / On Account			
Div	The Division in which the CM / On Account was created so as to identify the transaction division since it can be different from the Invoice division.	From Invoice	Y
CM/On Acct	CM or On Account number of all unapplied transactions for this customer/group.		Y
Inv. Amount	The total amount of the transaction.	From Invoice	Y

Field	Entry	Default	Reqd
Amt. to Apply	The amount of the CM or On Account to apply to the selected invoice. If not specified, the whole amount will be applied.	0.00	
Inv. Balance	The balance left unapplied.	System Generated	Y
Amt. Applied	Amount of the CM/On Account that has been applied.	System Generated.	Y
Credit Memo / On Account Customer	The Customer to whom the CM or On Account is made out to. This is either the same as the payment customer or one of the 'group' customers.	From Invoice	Y
Currency	Currency of Credit Memo/On Account.		Y
Apply CM / On Account	Press this button to apply the selected CM or On Account record to the selected invoices.		
Total Outstanding Amt	The total of all Credit Memos and On Accounts still outstanding (unapplied) for this customer/group.	System Generated	

Note: Write Offs

The **Write Off** function is provided so as to be able to write off small amounts of unapplied receipts or unpaid invoices. The maximum allowable is determined by the following Application Control setting:

Application	Type	Description	Value	Company
ar	writeoff	Max.% of Balance to Write Off	1	default

The Write Off function can also be used to apply early payment discounts to invoices. When applying a receipt to an invoice, and there is a discount eligible (i.e. the customer payment is for the discounted amount), the remaining amount on the invoice (which is the discount amount) can be applied to the Discount GL account by specifying that account in the Write Off Account field.

Note: The Write Off GL account must be predefined on the Company/Division table or FLEXX will not allow the function.

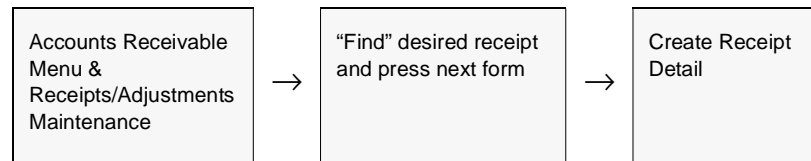
3.10 Create Receipt Detail

Description

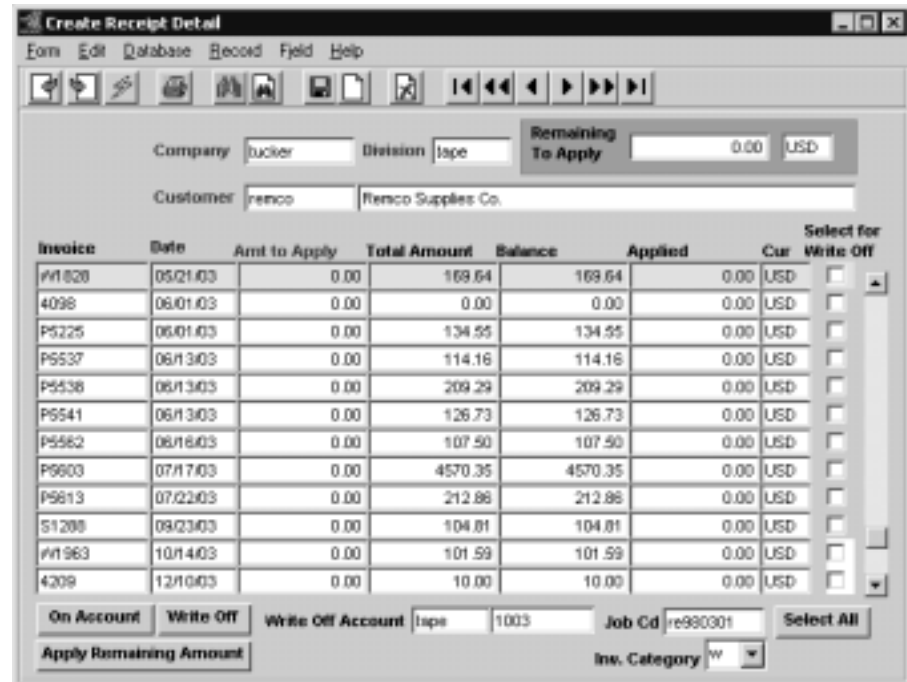
This process can be used in place of the Create Group Receipt Detail (Sec. 3.9) if desired. Only unpaid (status "o") invoices will be displayed. For a receipt selected on the Receipts/Adjustment Maintenance screen, use the Create Receipt Detail screen to:

- Δ Apply receipts against applicable invoices
- Δ Partially apply receipts
- Δ View outstanding invoices
- Δ Write Off outstanding invoice or receipt amounts

Select



The Create Receipt Detail screen appears in Update mode with a customer specific listing of outstanding invoices.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Receipt Entry/ Main	Y
Division	The division code.	Receipt Entry/ Main	Y
Remaining to Apply	Amount of the receipt not yet applied. This can be applied to other invoices in the list or applied to On Account or written off.	System Generated.	
Customer	Customer code and Name.	Receipt Entry/ Maint	Y
Date	Invoice Date.	Invoice Entry/ Maint	Y
Invoice	Invoice number - displays all unpaid invoices for the payment customer.	Invoice Entry/ Maint	
Amt to Apply	Enter the amount of the receipt to be applied against the specific invoice selected (i.e. open item). Receipt can be fully applied against one invoice by <<Pressing Add/Update>> or applied against several invoices by entering the amount to be applied and <<Pressing Add/Update>>. A receipt can also be partially applied against selected invoices and the balance of the receipt left in a "u" unapplied status. This receipt can then be applied against subsequent invoices as selected.	0.00	
Total Amt	The total amount of the invoice selected	Invoice Entry/ Maint	Y
Balance	The balance left outstanding on the invoice selected.	System Generated	Y
Applied	Amount of the receipt that has been applied against the invoice selected.		
Cur	The currency of the selected invoice.	From Invoice Entry/Maint	Y
Select for Write Off	Select this box if the outstanding invoice is to be written off to the predefined Write Off GL account.		
Write Off Account	The GL account to be used to apply the write off to. This value must be predefined on the Company/Division Table, but can be changed if required.	Company/ Division Table	Y
Job Code	The job code as defined in Job Costing that the receipt relates to.	From Invoice Entry/Maint	N
Buttons			
Select All	Press this button to select all listed invoices.		
On Account	Press this button to apply the receipt to On Account (See Sec. 3.11).		

Field	Entry	Default	Reqd
Write Off	Press this button to write off, either the remaining amount of the receipt, or the selected invoice. The write off amount will be recorded in the predefined Write Off GL account. The maximum allowable to write off is determined by the Application Control "writeoff" variable setting (<i>See Implementation Guide Sec. 3</i>)		
Apply Remaining Amount	Press this button to apply the remaining amount of the receipt to the outstanding invoices in the order the invoices are listed.		
Inv. Category	Category code of the invoice	Invoice Entry/ Maint	Y

Notes

Procedure to reverse an incorrectly applied receipt

A receipt has been entered (*See Sec. 3.7*) and applied to an invoice(s), but later determined it was applied to the wrong invoice(s). To reverse (or adjust) this application, find/select the receipt on the Receipts/Adjustments Maintenance form, then << next form >> and select the Application Detail form (*See Sec. 7.4*). Find the incorrect invoice and delete the application entry. Then <<previous form >> back to Receipts/Adjustments Maintenance screen and it should show receipt status of "u" Unapplied. Now the receipt is again available for application to another Invoice(s).

Write Offs

The **Write Off** function is provided so as to be able to write off small amounts of unapplied receipts or unpaid invoices. The maximum allowable is determined by the following Application Control setting:

Application	Type	Description	Value	Company
ar	writeoff	Max.% of Balance to Write Off	1	default

The Write Off function can also be used to apply early payment discounts to invoices. When applying a receipt to an invoice, and there is a discount eligible (i.e. the customer payment is for the discounted amount), the remaining amount on the invoice (which is the discount amount) can be applied to the Discount GL account by specifying that account in the Write Off Account field.

Note: The Write Off GL account must be predefined on the Company/Division table or FLEX will not allow the function.

3.11 On-Account Transactions

Description

On Account transactions are used to receive prepayments from customers, or to apply excess payments to the customer's account. They are generated by using either the Generate On Account Transactions routine or pressing the **On Account** button on the Receipts Detail form.

Creating an on account transaction actually does two things. The receipt transaction (*See Sec. 3.8*) is completed and marked as "a" - applied. The receipt entry creates a journal entry (when the Generate GL Transaction Routine - Receipts (*See Sec.4.2*) is run) which debits the bank account and credits the designated on account clearing account (as per the Company/Division Table). Secondly, an on account 'invoice' transaction of type "x" (using invoice numbers prefaced with a "X") is created. This transaction can then be processed, much like a Credit Memo, to apply against any future invoices or be refunded (*See Sec. 3.4*). This on account transaction creates a journal entry (when the Generate GL Transaction Routine - Invoices (*See Sec. 4.1*) is run) which debits the On Account clearing account and credits the designated Trade Accounts Receivable Account.

To distinguish between numbers assigned to Invoices/Credit Memos and those assigned to on account transactions, the Next Number Table value (*See FLEXX Administration Guide*) assigned for On Accounts is prefixed with a "X". While it is possible to change the prefix value from a "X" to some other character, under no circumstances remove or change the prefix value. If this is done, FLEXX will have problems recognizing On Accounts.

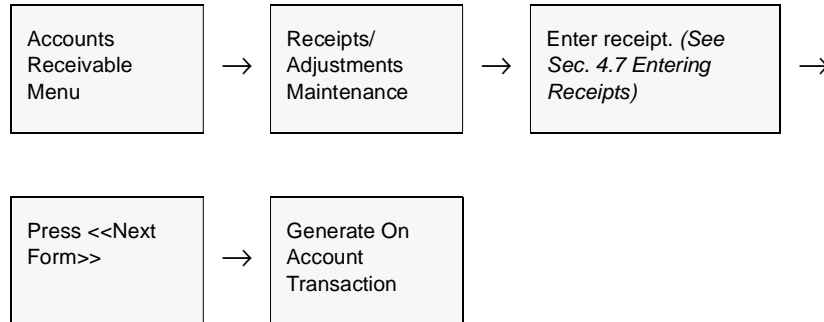
This option can be used to

- Δ Set up and record prepayments/deposits
- Δ Record overpayments for future application
- Δ Adjust unapplied on-account transactions
- Δ Delete unapplied on-account transactions
- Δ Create an On Account for another customer in the same group (*See Getting Started, Customer Master description for Group Customer set up*).

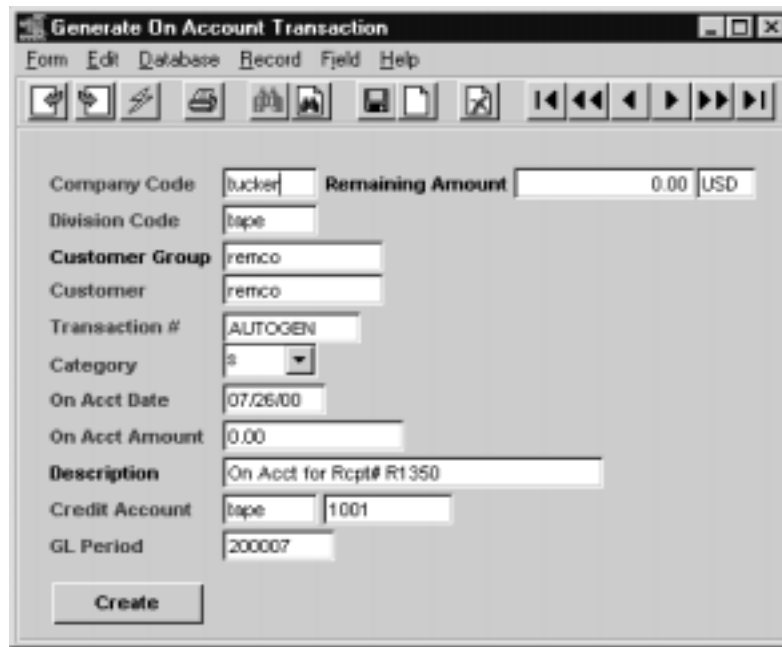
Notes

On Account transactions that are created as a result of using this routine can not be put on hold (i.e. assigned a status of "h" - hold).

Select



The Generate On Account Transaction screen appears in Update mode



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Remaining Amount	The total of the receipt yet to be applied, calculated based on Total Receipt less applied amount.	System generated	Y
Division	The division code.	Session default	Y

Field	Entry	Default	Reqd
Customer Group	If this is a customer defined as part of a group, this field will show the "parent" customer code of the group.	Customer Master	Y
Customer	The customer code.	Receipts/ Adjustment Maintenance	Y
Transaction #	On account transaction ('x' invoice) number. When adding an on account transaction, press Enter to let the system autogenerate a number, or enter a unique new number as desired. This number cannot be the same as an existing invoice number.	Autogen	Y
Category	Customer category.	From Customer Master	Y
On Acct Date	Enter on account date.	Session default	Y
On Acct Amount	The amount of the on-account transaction to be generated. This value will be calculated based on Total Receipt less Applied amount, but can be changed to any desired value as required.	System generated	Y
Description	The description of the transaction, i.e. overpayment, deposit, etc. (FLEXX will automatically enter a description in the form "On Acct for Invoice #")	System generated	N
Credit Account	GL Account Division and Number where the liability will be recorded.	Company/ Division Table	Y
GL Period	Period in which the transaction will be recorded.	Session default	Y

Press the "Create" button to generate the On Account transaction.

On Account Invoice

Notes

After a Receipt with an On-Account transaction has been processed, FLEXX creates two A/R transaction types:

“r” representing the receipt with an R-prefixed invoice number and a status of “a” for applied.

“x” representing the on-account transaction with an on-account X-prefixed invoice number from the next number table with a status of “o” for open.

This transaction debits the on-account specified in the Company/Division table and credits the main A/R trade account specified.

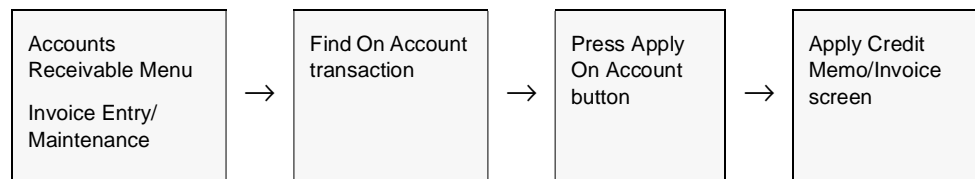
3.12 Apply On-Account

Description

This option can be used to:

- △ Apply prepayments/deposits to outstanding (open) invoices.

Select



The Apply Credit Memo/Invoice screen appears in Update mode with a customer specific listing of all outstanding invoices.

Invoice	Date	Total Amount	Balance	Cur	Amt To Apply
P5333A	04/10/03	19.90	19.90	USD	0.00
P5217	05/01/03	25.28	25.28	USD	0.00
VV1828	05/21/03	169.64	169.64	USD	0.00
4098	06/01/03	0.00	0.00	USD	0.00
P5225	06/01/03	134.55	134.55	USD	0.00
P5537	06/13/03	114.16	114.16	USD	0.00
P5538	06/13/03	209.29	209.29	USD	0.00
P5541	06/13/03	126.73	126.73	USD	0.00
P5562	06/16/03	107.50	107.50	USD	0.00
P5603	07/17/03	4570.35	4570.35	USD	0.00
P5613	07/22/03	212.86	212.86	USD	0.00
S1288	09/23/03	104.81	104.81	USD	0.00
VV1963	10/14/03	101.59	101.59	USD	0.00
4209	12/10/03	10.00	10.00	USD	0.00

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Invoice/Entry Maintenance	Y
Division	The division code.	Invoice/Entry Maintenance	Y
Total Amount	The amount of the on-account to be applied.	Invoice/Entry Maintenance	Y
GL Period	Period in which the on-account transaction is recorded.	Invoice/Entry Maintenance	Y
Invoice	The invoice number - displays all unpaid invoice numbers.	Invoice/Entry Maintenance	Y
Date	Invoice Date.	Invoice/Entry Maintenance	Y
Total Amount	The total amount of the invoice selected.	Invoice/Entry Maintenance	
Curr	The currency of the invoice selected.	Invoice/Entry Maintenance	
Amt to Apply	Enter the amount of the On-Account to be applied against the specific invoice selected. On-Account can be fully applied against one invoice by <<Pressing Add/Update>> or applied against several invoices by entering the amount to be applied and <<Pressing Add/Update>>	0.00	
Customer	The customer code.	Invoice/Entry Maintenance	N
Job Code	The job code the on-account relates to.	Invoice/Entry Maintenance	N
Remaining to Apply	The amount of the on-account not yet applied against specific invoices.		

Notes

Once the on-account transaction has been fully applied against outstanding invoices, the status of the on-account changes from “o” open to “p” paid.

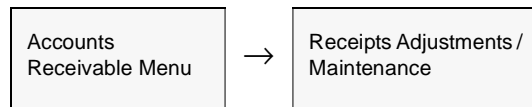
On Account transactions can also be refunded, the same as a Credit Memo (*See Sec. 3.7*). As CM’s, they must be in "o" (Open) status to be refunded, and will generate an AP voucher made out to the On Account customer.

3.13 Miscellaneous Cash Receipts

Description

Miscellaneous Cash Receipts are entered using the standard receipt entry process. The same Receipts Adjustments/Maintenance entry screen is used, and with the **Misc. Cash Receipts** radio button selected. Only the detail screen is different from the standard process (Sec. 3.14).

Select



The Receipts entry screen appears in Find mode. Press <<Clear to Add>> to enter a new receipt.

Receipts Adjustments / Maintenance

Form Edit Database Record Field Help

MISCELLANEOUS CASH RECEIPTS

Batch # []

Receipt Type: Regular Receipt Misc. Cash Receipt

Company [] Tucker Division [] Tape [] Receipt No. [R3194]

Customer	Date	Amount	Cur	Description	Status	Tax	Yr
miscash	09/04/07	55.55	USD	cash	y	N	Y
miscash	09/05/07	10.00	USD	party	a	N	Y
miscash	09/11/07	10.00	USD	Misc Cash	a	N	Y
miscash	09/14/07	500.00	USD	*****	y	N	Y
miscash	09/14/07	1000.00	USD	*****	y	N	Y
miscash	09/14/07	9000.00	USD	*****	y	N	Y
miscash	10/01/07	10.00	USD	cash	y	N	Y
miscash	11/09/07	10.00	USD	*****	a	N	Y
miscash	11/09/07	10.00	USD	*****	a	N	Y
miscash	11/09/07	1000.00	USD	Received from other bank	a	N	N
miscash	12/04/07	2.00	USD	*****	y	N	Y
miscash	12/04/07	8.00	USD	*****	y	N	Y
Total		11725.55					

Reference Amount: 55.55 USD @ 1.000000

Payment Type: Cash [cash]

Bank: [] Current Account [] Deposit Date [09/19/07]

GL Period: [200709] Debit Account: [] [0550] Deposit #: [] [54]

Name: [] No. []

Expiry Date: [0] [0] Routing: [] Authorization: [] [] []

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
The selected Customer name will be displayed at the top of the form.			
Batch #	If you are using batch control, the batch control number.	Batch Control screen	N
Receipt Type	Select Misc. Cash Receipt to enter a miscellaneous cash receipt.		Y
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Receipt Number	The receipt number. When adding a transaction, press Enter to let the system autogenerate a number. The auto generated number is prefaced with an "R" to identify it as a receipt record.	Autogen	Y
Customer	The customer code desired. For a miscellaneous receipt, this will default to the customer code value specified on the Application Control table, <i>misccust</i> definition. This code will then also need to be defined on the Customer Master Table. <i>Please see the FLEXX Implementation Guide, Application Control topic for more details.</i>	Application Control "misccust" value	Y
Date	Enter receipt date.	Session default	Y
Amount	The amount of the receipt (payment).	0.00	Y
Cur	The currency of the receipt. This will default to the currency defined for the customer.	Customer Master	Y
Description	A description of the receipt, i.e. check number.		N
Status	The receipt status may be: <ul style="list-style-type: none"> • a - Fully applied. A receipt will have this status once it has been fully applied against the appropriate invoices or an on - account transaction created. • u - Not applied. For a misc. receipt, this indicates the receipt details do not match the header value. • v - Void. The receipt has been voided using the Void Receipt process. (See Sec. 5.3 Void Receipt.) 	u	Y
Xfr	Transferred to Bank Reconciliation table status; can be: <ul style="list-style-type: none"> • Y - Has been transferred to the Bank Reconciliation module. • N - Not transferred. • X - Transfer not required - applies only to voided receipts. • B - Both the void records (original and void) of a voided receipt have been transferred Note: This field is only used if FLEXX Bank Reconciliation is being used.	N System Generated	
Txt	Text flag; Y - if there is underlying text, N - if not (See Sec. 3.3 Invoice Text) Access to the text field is only possible once the receipt has been saved.	N	N

Field	Entry	Default	Reqd
Total	The total of all receipt records displayed.	System Generated	
Reference Amount @	The amount entered for the displayed entry, with the Currency code and Exchange Rate. If the receipt is in a different currency, the exchange rate for the receipt date will be shown and the amount will be converted to the local currency value. This is the value that will be posted to the GL.	System Generated	
Bank	Bank code and Account Description (from Bank Table) representing the bank where the receipt will be deposited.	Company/ Division Table Receipt Bank	Y
Deposit Date	The date this record was recorded on the Bank Deposit Slip using the Deposit Slip Generation procedure (See Sec. 6.1).		N
GL Period	The GL period in which the transaction will be recorded.	Session default	Y
Debit Account	The Division and Account Number where the receipt will be debited.	Bank Table	Y
Deposit #	The deposit number as recorded on the Bank Deposit Slip using the Deposit Slip Generation procedure (See Sec. 6.1).		N
Payment Type	This value will default to the Payment Type specified on the Customer Master for this customer. For Misc. Cash receipts, this cannot be any code that requires an Expiry Date value; e.g. not a Credit or Debit card type. <ul style="list-style-type: none"> • c - Cash • chk - Check • d - Direct Debit 	Customer Master	
Customer Name	Customer Name is automatically inserted by FLEXX once the Customer code has been entered.		N
No.	Not used/required for misc. cash receipts.		N
Expiry Date	Expiry Date needs to be 0 (zero) or left 'null' for misc. cash receipts.		N
Routing	Not used/required for misc. cash receipts.		N
Authorization	Not used/required for misc. cash receipts.		N

Press <<Add/Update>> to create the receipt detail. FLEXX will automatically display the Miscellaneous Cash Receipts Detail form.

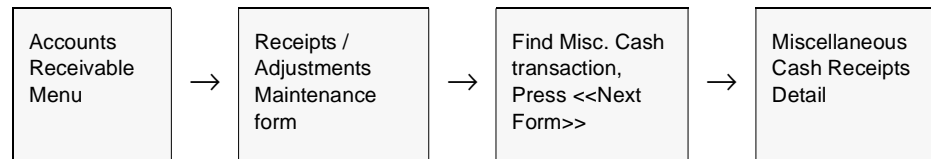
3.14 Miscellaneous Cash Receipts Detail

Description

For a transaction entered as a Misc. Cash Receipt on the Receipts Adjustments / Maintenance form, use the Detail screen to:

- Δ Add transaction details.
- Δ View details
- Δ Update details.
- Δ Delete details (only if not yet posted to the GL)

Select



The Miscellaneous Cash Receipts Detail screen appears in Update mode.

Seq	Description	Credit Division	Credit Account	Credit Amount
1	cash	DV1	8000	55.55

Reference Amount: 55.55 USD @ 1.000000 Total Credit Amount: 55.55

GL Transaction: 20379 GL Period: 200708

Debit Account: DV1 0500 Debit Amount: 55.55

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Receipts header	Y
Division	The division code.	Receipts header	Y
Receipt No.	The receipt number as recorded on the Receipts entry screen.	Receipts header	Y
Seq	The sequence number of the entry.	Sys. Generated	
Description	Any user defined description of the receipt entry.		N
Credit Division & Account	Enter the Division and GL Account number the detail entry is to be credited to.		Y
Credit Amount	The amount of this entry.		Y
Total Credit Amount	The total of all the detail receipt entries. <i>See Notes below for an explanation of this field.</i>		Y
Reference Amount	The value that will be posted to the GL. This is the amount in Company currency, and will be the converted value if foreign currency exchange is calculated.		Y
Currency @ Rate	Also shows the currency this receipt is in, as well as the conversion rate as defined on the Receipts header form.		
GL Transaction	The transaction number of the GL transaction when posted.		N
GL Period	The GL period this entry was posted.		N
Debit Account	The Debit Division and GL Account number as defined on the header; cannot be changed.	Receipts header	Y
Debit Amount	The receipt amount entered on the Receipts header form.	Receipts header	Y

Notes:

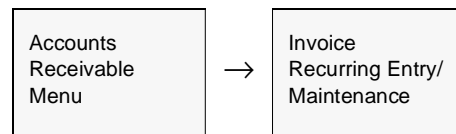
If the Total Credit Amount entered on the Detail screen matches the Debit Amount, when exiting the screen (Previous Form), the receipt will be stamped Applied (status “a”) and will be considered completed. If the amounts do not match, a warning message will be displayed and the receipt will remain in Unapplied (“u”) status. This status is significant in that an unapplied Cash Receipt will not be posted to the GL when running the Generate GL Transactions from Receipts process. Additionally, if you are using the AR Deposit Slip Process (*See Sec. 6.0*), only Applied (status “a”) receipts will be selected when generating/printing deposit slips.

3.15 Recurring Invoicing

Description

Invoice Recurring Entry/Maintenance makes use of an existing invoice as a template. This template can then be used over and over again to create new invoices. Each template is tagged with an Interval and a quantity value which is used by FLEXX to automatically update the next date and heading description to appear on the next generated invoice.

Select



The Invoice Recurring Entry/Maintenance form appears in Find mode. To create a new entry, press << Clear to Add >>.

Recur_ID	Type	Source No.	P.O.?	P/O No.	Expires	Next Date	Category
62	I	P4097			01/17/2003	02/17/02	support
63	I	P4095			01/17/2003	02/17/02	support
64	I	P4099			01/17/2003	02/17/02	support
65	I	P2292			02/28/2002	02/28/02	support
ntape	I	2089		harry	12/31/2001	03/01/01	support
support	I	2030			12/31/2005	05/01/01	support

Bill Matching Invoice Detail Only
 Recurring Interval
 Units: month Qty: 1
 Last Date: 04/01/01
 Last Trans No.: 2500
 Last Batch No.:
 Heading: Bill cher for monthly support
 Expanded: Bill cher for monthly support

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company code of the company for which the recurring invoice template is being created.	Session Default	Y
Recur ID	Enter a unique code to identify the recurring invoice template or leave blank to have FLEXX autogen the next available ID number.	Autogen	Y
Type	The type code identifies the type of source document to be used to create further invoices. Currently the only source documents supported are invoices. Future versions of FLEXX may also use sales orders and/or time billings.	I	Y
Source No.	The source document number to be used to create the template, which would be the number of an existing invoice to be used as the 'parent'.		Y
PO?	Check this box if a new PO number is to be specified.		N
PO Number	If the PO box has been checked, the PO number to be used on the next generated invoice should be entered here. Once this PO number has been entered, it will continue to appear on all subsequently produced invoices unless changed.		
Category	The category of the recurring invoice transaction. This category field can be used to group like recurring transactions together so they can all be generated at once. It does not appear on the generated invoices but is used as selection criteria on the Recurring Invoice Generation form (See Sec. 3.16).	support	Y
Customer	The Customer code of the customer which will appear on the generated invoice. The customer code that initially defaults is the customer from the source document. This can be accepted or a different customer code (<i>already defined in Customer Master</i>) entered. This allows you to create a source document for one customer and create further invoices from it for different customers.	Source Document	Y
Bill To	The bill to code of the customer to appear on the generated invoice.	Source Document	Y
Ship To	The ship to code of the customer to appear on the generated invoice.	Source Document	Y
Expires	The date the template expires. If an expiry date is entered which is less than the next invoice date or the current date, you will be prompted with an error message.		Y
Next date	The next invoice date to appear on the generated invoice. After initial manual setting, this date will be automatically calculated using the values defined in the Interval and Qty. fields. This auto date generation is performed as a result of running the Recurring Invoice Generation routine. (See Sec. 3.16).		Y
Status	The status of the recurring invoice template. For a template to be selected by the Recurring Invoice Generation routine (See Sec. 3.16) it's status must be "o" - open. A template can be put on hold by assigning it a status of "h" - hold. A template can be cancelled by assigning it a status of "v" - Void. Further the template if no longer needed at all, can be deleted.	"o"	Y

Field	Entry	Default	Reqd
Bill Matching Invoice Detail Only?	If original source invoice was created from OP, each order detail line can have different recurring intervals. Invoice Recurring ID's are then made for each recurring interval used in the order using the same source invoice number. By selecting Bill Matching Invoice Detail Only, FLEXX will create an invoice with only lines containing the same recurring interval as on that template.		
Recurring Interval Units	The Interval period that takes place between recurring billings. So, if you invoice monthly select "month". The Interval setting and the Qty. are used by FLEXX to determine the date to appear in the Next Date field.		Y
Qty.	The number of intervals between billings. For example if you bill every second month, the Interval would be set to "month" and the Qty. set to "2".		Y
Last date	The last date this recurring invoice was created for. This field is automatically updated with the date that appeared on the most previously generated invoice. This auto update is performed as a result of running the Recurring Invoice Generation routine (See Sec. 3.16).		Y
Last Trans No.	The transaction number of the most previously generated invoice. This field is auto updated as a result of running the Recurring Invoice Generation routine (See Sec. 3.16).		N
Last Batch No.	If using batch processing, the last batch number assigned to the most previous invoice generation run.		N
Heading Description	The description to appear on the generated invoice specific to each customer. Keywords can be used here to tell FLEXX what to display on the invoice. The following key words may be used: To produce Support from 01/01/98 to 03/31/98, the following must be entered - Support from <<D 1/1/98>> to <<D 3/LD/98>>. Currently only "D" - for day and "LD" - Last Day of the month are supported. Be aware that an invoice dated the 29th, 30th or 31st day of the month will not work. You will need to use the "LD" feature for those invoices. After this code has been initially set up, it is automatically updated by FLEXX as a result of running the Recurring Invoice Generation Routine (See Sec. 3.16). It is also possible to put in any free form text as needed.		Y
Expanded Description	A display of how FLEXX interpreted the code entered in the previous field. This display is what will appear on the generated invoice.	System Generated	

Notes

If a sales order (from OP) has been entered with a Recurring SKU and the order header **Next Bill Date** has been defined, FLEXX will automatically create a Recurring entry in this table. The entry will have an autogenerated Recur ID number, the Next Date will be that specified on the order as the Next Bill Date, the Recurring Cycles will be as entered on the order detail form, and the expiry date (Expires field) will be computed using the Invoice date and the order recurring period.

3.16 *Recurring Invoice Generation*

Description

Once a recurring invoice “template” has been set up (*See Sec. 3.15 above*) the Recurring Invoice Generation routine can be used to create new invoices in subsequent periods. The recurring invoice generation allows invoices to be combined by customer and by payment method.

Notes

If the customer on the source invoice is the same as the one for which a recurring invoice will be created, the generation routine will use the terms on the source invoice as a default value for the terms on the newly created invoice (regardless of terms set up for the customer). However, if the customer on the source invoice is not the same as the one for which a recurring invoice will be created, then the terms as defined for the new customer will be used. Terms on the source invoice will be ignored. The taxes will be recalculated each time an invoice is generated using the tax flags from the customer and the sku.

Monthly Recurring invoices dated the 29th, 30th or 31st of the month will not work. You will need to use the "LD" - Last Day of the month feature of the Heading description in the Recurring Invoice Entry/maintenance form.

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

Select



The Recurring Invoice Generation form appears in Update mode.

Recurring Invoice Generation

Form Edit Field Help

Selection Criteria

Company: tucker

Division: tape

Recur. ID: mtape

Category: support

Customer: remco

Cutoff Date: 08/31/00

Combine Invoice? None Customer Payment

Automatically Calculate Taxes

Generation Criteria

Batch Number: []

GL Period: 200007

Record Number: []

Recurring ID: []

Invoice No.: []

Start Idle []

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code of the company whose recurring invoice templates will be selected.	Session Default	Y
Division	The division code of the division whose recurring invoice templates will be selected.	Session Default	Y
Recur. ID	The code representing the recurring invoice template to be used or accept the default to select all templates.	*	Y
Category	The category of the recurring invoice template to be selected.	support	
Customer	The customer code of the customer for whom the invoice(s) will be generated or accept the default to select all customers.	*	
Cutoff Date	Looks to the "Next Date" field on the Invoice Recurring Entry/Maintenance form (See Sec. 3.15). If the date specified exceeds the cutoff date set here, the recurring invoice template will not be selected.		
Combine Invoice?	<ul style="list-style-type: none"> • None. Creates separate invoices for each recurring ID. • Customer. Puts recurring invoices for same customer on one invoice. • Payment. If original source invoice came from OP and the Credit Payment was used (i.e. Visa, MC), invoices can be combined with same credit payment #'s. 	None	Y
Automatically Calculate Taxes	Select this box if all eligible taxes are to be calculated on the new invoice. If the applicable taxes have been defined as Recurring on the original 'source' invoice, do not check this flag. Otherwise, with the flag checked, taxes would be calculated on top of the taxes already entered.		
Batch Number	The batch number to appear on the created invoices, if using batch control.		N
GL Period	The GL period to appear on the created invoices. Ensure this period corresponds to the dates of invoices that will be selected.	Session Default	Y
Invoice No.	The resulting invoice number(s).	System Generated	
Start	Press the Start button to begin the recurring invoice generation process.		

4.0 Generating GL Transactions from AR

Description

Each FLEXX subsidiary ledger, such as Accounts Receivable, has a Generate GL Transactions option that lets you use the details in the subledger to generate GL transactions for a selected period. This feature:

- Δ Links subsidiary ledgers to the General Ledger
- Δ Maintains a permanent audit trail between the detail and GL summary transaction
- Δ Eliminates unnecessary adjusting transactions because the subledgers and the GL control accounts for the subledgers are always in balance.

However, if the GL Period has been closed or pre-closed, you cannot generate GL transactions from subsidiary ledgers. The GL Period will first need to be reopened.

Generating transactions from other ledgers only creates a GL transaction, it does not post it to the GL.

Timing

You can generate GL transactions from subsidiary ledgers any time. It is better to generate transactions more often rather than once per period. Generating transactions more frequently makes tracing a particular GL transaction back to the detail easier, since there are fewer transactions to search through.

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running. Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

4.1 GL Transaction Generation - Invoices

Description

This procedure selects Invoice Detail Information, summarized by GL Account Code, and creates a GL Transaction. Once this procedure has been performed, changes to the Invoice Detail are not permitted. Once the General Ledger transaction has been created, press <<Next Form>> to view it.

Notes

The status of the invoice header and/or detail is of no importance to this generation routine. If the invoice meets the selection criteria it will have a general entry created regardless of its' status. In other words, an invoice with a status of "v" - void will still have a journal entry produced. To prevent an invoice from being included in the GL generation, delete it.

Select



The Generate GL Trans from Invoices screen appears in Update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Batch #	If you are using Batch Control, enter the batch number of the transactions to post.	*	N
Company	The company code.	Session default.	Y
Division	The division code. Accept the default wild card to select invoices for all divisions.	*	Y
Period	The number of the period the invoices are in.	Session Default	Y
Category	Category of the AR transactions to be selected. Accept the default wild card to select all categories.	*	Y
GL Trans Date	The date that the transaction is generated. This date appears on the GL transaction.	Session Default	Y
Division Code	Division Code is generated based on the Division Code entered on the invoice detail.	Autogen	Y
Batch #	Batch number to be applied to the transaction in the GL, if using Batch Control.		N
GL Trans Description	The description that will appear in the GL (i.e. March'95 Invoices).		N
Start	Press the Start button to start the generation process.		
Division Code	The Division Code(s) to which the AR transactions will be posted to in the GL	System Generated	Y
G/L Transaction	The GL transaction number resulting from running this process. As this process is being run, FLEXX updates the detail lines of the invoices selected with the following: <ul style="list-style-type: none"> •The Post field is flagged with a "P" •The GL Trans. field is updated with the GL transaction number resulting from running this procedure. This GL transaction number maintains a permanent audit trail between the AR detail and the subsequent GL summary entry. 	Autogen	Y

4.2 GL Transaction Generation - Receipts

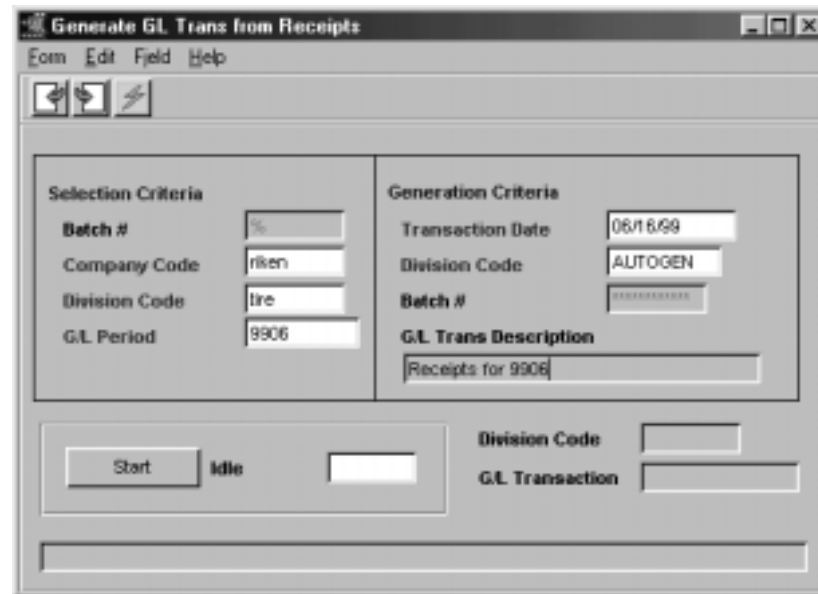
Description

This procedure will select Receipt Detail information, summarized by GL Account Code, and create a GL Transaction. Once this procedure is performed, changes to the Receipt Detail is not permitted.

Select



The Generate GL Trans from Receipts screen appears in Update mode.



Note:

Be aware that the Generate GL Trans from Receipts procedure may take considerably more time to complete than the Generate GL Trans from Invoices procedure. This is due to the larger amount of data that needs to be accessed and updated.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Batch #	If You are using Batch Control, enter the batch number of the transactions to post	*	N
Company	The company code.	Session Default	Y
Division	The division code. Accept the default wild card to select receipts for all divisions.	*	Y
Period	The number of the period the receipts are in.	Session Default	Y
Transaction Date	The date the transaction is generated. This date appears on the GL transaction.	Session Default	Y
Division Code	Division code is generated based on the Division Code entered on the receipt detail.	Autogen	Y
Batch #	Batch number to be applied to the transaction in the GL, if using Batch Control.		N
G/L Trans Description	The description that will appear in the GL (i.e. March'95 Receipts).		
Start	Press the Start button to start the generation process.		
Division Code	The Division code(s) to which the AR Transactions will be posted to in the GL.	System Generated	Y
G/L Transaction	<p>The G/L transaction number resulting from running this process. As this process is being run, FLEXX updates the detail lines of the receipts selected with the following:</p> <ul style="list-style-type: none"> •The post field is flagged with a "P" •The GL Trans field is updated with the G/L transaction number resulting from running this procedure. 		

5.0 Managing Accounts Receivable

Description

This section describes how to perform the following procedures to manage information in AR:

- Δ Average days to pay resynchronization
- Δ Invoice print status update
- Δ Void receipt
- Δ Interest charge invoice generation
- Δ Customer Code Change routine
- Δ Customer Copy Routine
- Δ Invoice Upload Process

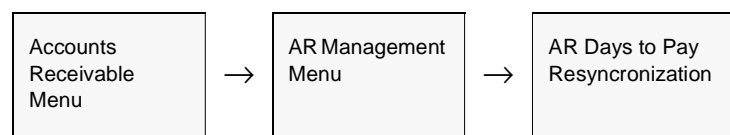
5.1 **AR Days to Pay Resynchronization**

Description

Use the AR Days to Pay Resynchronization function to verify and update, if required, the average days to pay calculation for each customer. This value is recorded on the Customer Master for each customer, on receipt of their payment.

This routine will need to be run when it becomes evident the Average Days to Pay value (on the Customer Master) is incorrect.

Select



The following screen appears.



Fields

Enter the following information to resync the Average Days to Pay Calculation.

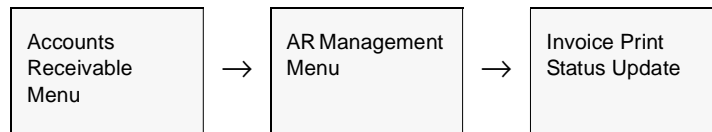
Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Customer	The customer code. Accept the default wild card to select all customers.	%	Y
Start	Press the button to begin.		

5.2 Invoice Print Status Update

Description

Once an invoice has been printed, the Print Status will display “Y” in the Printed field on the invoice header record. If, for some reason, it is required to reprint an invoice, the Print Status must be changed to “N” before another printing can be accomplished. This procedure is used to reset the print status to "N"

Select



The following screen appears.

Fields

The following fields appear on the screen.

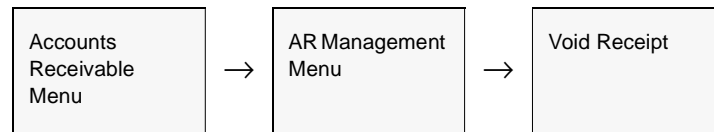
Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division Code	The division code or press enter to select all divisions.	*	Y
Invoice Number	The invoice number or press enter to select all invoices.	*	Y
Batch Number	If you are using Batch Control, enter the batch number of the invoices to be selected or press enter to select all batches.	*	Y
Starting Invoice Date	The invoice date used to determine the range of invoices to select from.	Session default	Y
Ending Invoice Date	The invoice date used to determine the range of invoices to select from.	12/31/99	Y
Change Print Status From	The update/selection criteria as required.	Y	Y
Change Print Status To	The update/selection criteria as required.	N	Y
Start	Press the button to update.		

5.3 Void Receipt

Description

The Void Receipt process allows you to void a receipt if needed (i.e. N.S.F. check). When this process is run the original receipt number is retained, but FLEXX updates the Application Detail with an additional record which brings the receipt amount to zero. In this case the receipt header record status is updated to “v” - Void and the receipt detail is updated with additional negative records to bring the receipt amounts to zero. The status codes of any invoices used for the receipt application are also updated from “p” paid back to “o” open, and the invoice will again be outstanding.

Select



The following screen appears.

Notes:

If the receipt that needs to be voided was originally used to create an On-Account transaction (See Sec. 3.11), this routine can still be used. The on-account transaction (X invoice) that was created is also updated with a status of “v” - Void and the detail is updated with a duplicate reversing entry to bring the On Account total to zero. This new reversing entry will also need to be posted for the GL to have the correct balances.

Fields

Enter the following information to void receipts.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Receipt Number	The receipt number of the receipt to be voided.		Y
GL Period	The GL Period that the resulting “unreceipt” will be recorded.	Session Default	Y
Reconcile Void Process?	Used with Bank Reconciliation only. Check this box if the voided receipt is to be eventually reconciled to the Bank Statement. NOTE: •If the original receipt has not been Transferred to the Bank Reconciliation module, the Void will also not need to transferred. In that case, the flag should be deselected (Off). •However, if the Original has been Transferred, then the Void should also be reconciled, and then the flag should be set On.		N
Reason?	The reason for voiding the receipt.		N
Start	Press the button to void receipt.		

It is not possible to void a receipt more than once. If an attempt is made, the following message will appear “This receipt is already void”. When OK is pressed on the message, the Receipt Number entered will be cleared.

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process (‘r’ status) should still be running, Force it to completion if not, and rerun the process (see Administration Guide, sec 4.1 for details).

5.4 Interest Charge Invoice Generation

Description

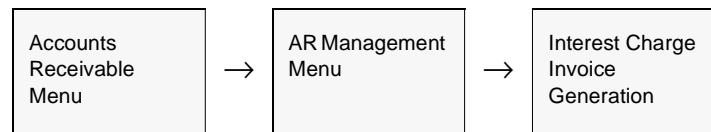
The Interest Charge Invoice Generation process calculates and produces an interest charge invoice for selected customers based on a prescribed interest rate and the dollar value of the overdue invoices. When this routine is run, FLEXX looks to the Company Master form to determine which GL Account number to use to record the interest revenue. (See *FLEXX Getting Started Manual* for more information).

Notes

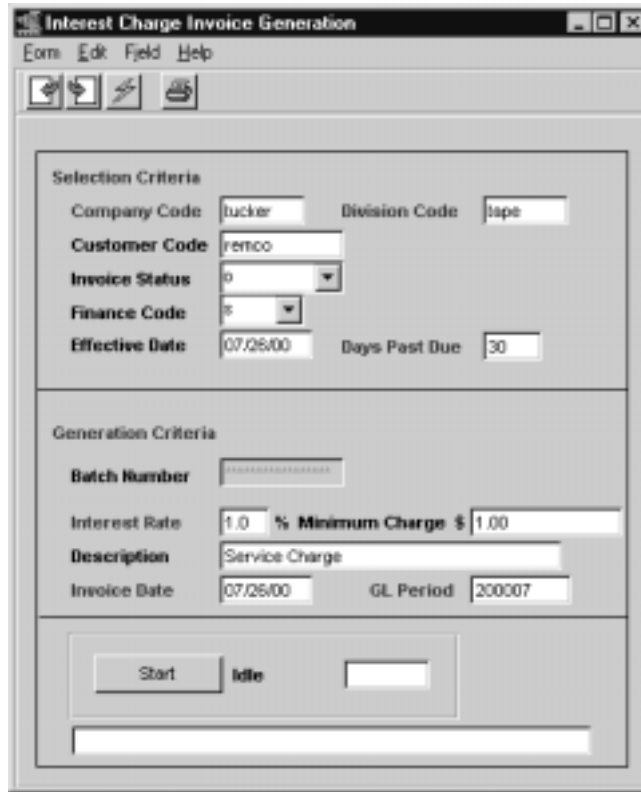
Be aware that FLEXX will include any negative value invoices in the interest charge calculation. However, Credit Memos and On Accounts are not included.

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (see *Administration Guide, sec 4.1* for details).

Select



The following screen appears.



The invoices that are created as a result of using this process are automatically assigned a category of “i” for interest charge as a result of the following Application Control settings:

Application	Type	Description	Value	Company
ar	icat_usage	Usage of invoice category	source	default

If the Application Control Table is not set up as described, the resulting invoices will have the default category as defined on the Customer Master, Category value assigned to them.

It is also possible, using Application Control definitions to change the default settings of the calculation process, as follows:

Application	Type	Description	Value	Company	Parameter
ar	int_gen	Interest Gen after no. of days overdue	30 (default)	default	days
ar	int_gen	Interest Rate (%)	1.5	default	rate
ar	int_gen	Minimum Interest amount charge	1.00 (default)	default	minimum
ar	int_gen	Interest Calc. grace period	30 (default)	default	rerun

- *days* sets the Days Past Due value,

- *rate* sets the Interest Rate value,

- *minimum* sets the Minimum Charge value.

- *rerun* sets the number of days between new Interest generation runs.

Fields

Enter the following information to generate interest charge invoices.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Customer	The customer code or press enter to select all customers.	*	Y
Invoice Status	The status of the invoices to be selected. Will not select invoices with a "p" paid or # Temporary status.	o	Y
Finance Code	Finance code assigned on Customer record.	s	Y
Effective Date	User-defined date used in conjunction with the overdue days field to determine which invoices are subject to interest. For example, the use of an effective date of April 30th and overdue days of 30, would result in invoices greater than 30 days overdue, as of April 30th, being subject to interest.	Session Default Date	Y
Days Past Due	Number of days after the due date to be used as a grace period. During this grace period no interest will be charged.	30	Y
Batch Number	If you are using Batch Control, enter the batch number to be used.		

Field	Entry	Default	Reqd
Interest Rate	User determined rate of interest to be charged.	1.5%	Y
Minimum Charge	The minimum amount of interest that can be charged and still generate an invoice.	1.00	Y
Description	Description to appear on the invoice.	Service Charge	N
Invoice Date	The date of the interest invoice(s).	Session Default	
GL Period	The GL period in which the Interest invoices will be recorded.	Session Default	Y
Start	Press the button to begin generation.		

5.5 Change Customer Code Routine

Description

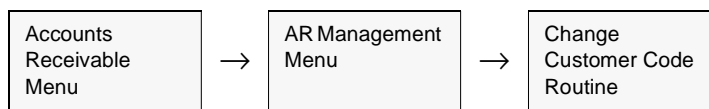
This routine will change all references from an existing customer code to a new customer code. This process would be used when a customer changes his name or merges with another customer and their code also needs to be changed.

This routine can also be used to merge customers into an existing customer code. All underlying data will be transferred to the common (or new) customer code.

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running. Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

Select



The following screen appears in Update mode.

Access to this routine is limited to users in FLEXXadm database group. This is to allow changes to be reflected in the data warehouse when needed.

Fields

Enter the following information to change a customer code.

Field	Entry	Default	Reqd
Company	The company code.		Y
Original Customer Code	The original customer code to be changed.		Y
New Customer Code	The new customer code to be created, or to be merged into.		Y
Start	Press the Start button to start the process.		

Notes

If the new customer code has not been set up, FLEXX will prompt with the following message: "Customer does NOT exist. Should record be created?" Enter "Y" to create the new customer code.

5.6 Customer Copy Routine

Description

The Customer Copy Routine can be used to copy customer definitions both within the current company as well as to another company defined to FLEXX. It will perform the following functions:

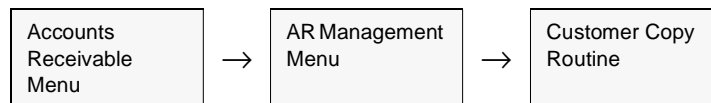
- Δ Copy an existing customer to a new customer;
- Δ Copy various details of existing customer to another existing customer;
- Δ Copy Contacts of existing customer to another existing customer;
- Δ Copy Ship To/Bill To details of existing customer to another existing customer.

Each of these processes allows further selections to enable more specific data to be copied. All functions can be run within the same company as well as across company. Be aware that when running cross-company, certain Master Type Table definitions will first need to be defined in the "To" company before the copy will be successful. FLEXX will display a prompt if the definition can't be found, and the copy will not be performed.

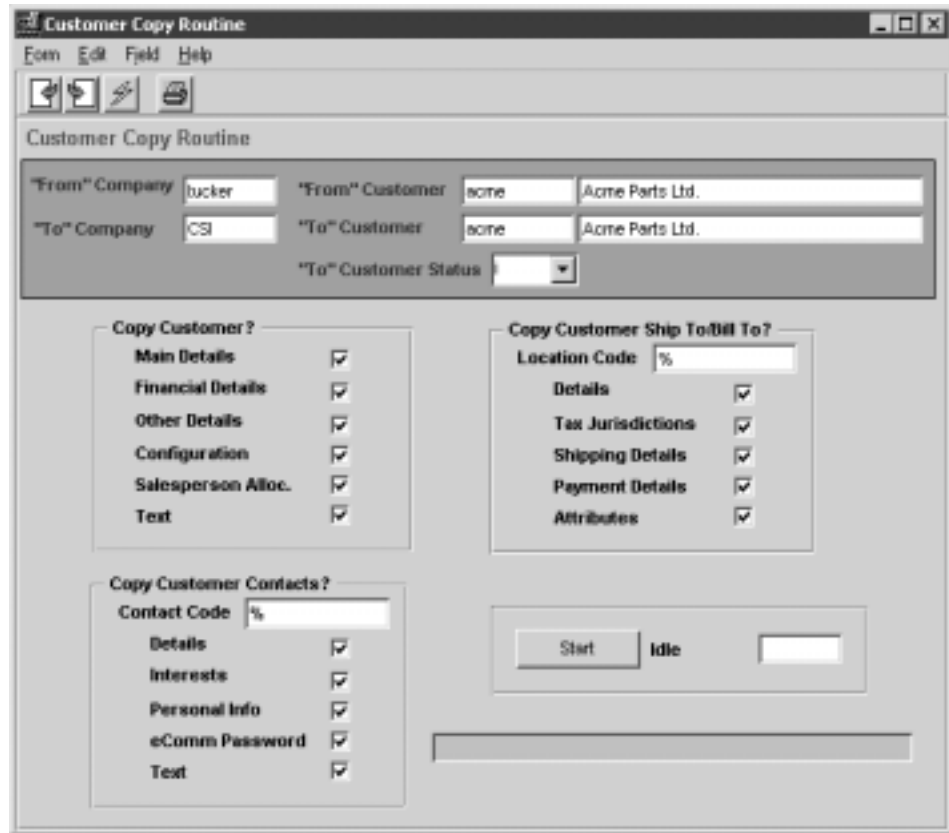
Warning:

If copying to an existing customer record, FLEXX will overwrite existing data fields of that customer definition. However, FLEXX will first display a warning prompt allowing the operator to make a final decision on whether to proceed with the copy.

Select



The Customer Copy screen appears in Update mode.



Fields

Enter the following information to change a customer code.

Field	Entry	Default	Reqd
From Company	The company code to copy from.	Session Default	Y
To Company	The company code to copy to.	Session Default	Y
From Customer	The original customer code to be copied.		Y
To Customer	The new customer code to be created, or to be merged into.	From Customer	Y
To Customer Status	Enter the desired status code of the To customer. Can be: •a - Active •i - Inactive	"i" for new customer	Y

Field	Entry	Default	Reqd
Copy Customer? - Select the Customer forms to be copied.			
Main Details	Copy all details on the Main form.		
Financial Details	Copy all details on the Financials form.		
Other Details	Copy all details on the Other form.		
Configuration	Copy all details on the Configuration form.		
Salesperson Alloc.	Copy the Salesperson Allocation Table to the "To" customer. This table will only be valid (and defined) if the appropriate Application Control parameter (<i>salesman</i>) is set to "4".		
Text	Copy all Text data.		
Copy Customer Ship To/Bill To? - Select the Customer Ship To / Bill To details to be copied.			
Location Code	The Ship To/Bill To location to be copied. If left %, all locations will be copied. Any individual specific location can be copied.	%	N
Details	Copy all details of the specified location, excluding Tax Jurisdictions.		
Tax Jurisdictions	Copy all Tax Jurisdictions for that location.		
Shipping Details	Copy the details of the Shipping Tab.		
Payment Details	Copy the details of the Payment Tab.		
Attributes	Copy the details of the Attributes Tab.		
Copy Customer Contacts? - Select the Customer Contacts details to be copied.			
Contact Code	The Contact information to be copied. If left %, all contacts will be copied. Any individual specific contact can be copied.	%	N
Details	Copy all details of the specified contact, excluding those in the following selections.		
Interests	Copy the Contact's Interests table.		
Personal Info	Copy the contact's Personal Info table.		
eComm Password	Copy the contact's eCommerce Password.		
Text	Copy all Contact Text data.		
Start	Press the Start button to run the process.		

5.7 Invoice Upload Process

Description

The Invoice Upload Process in AR is used to automatically generate invoices by uploading data from a text file having a predefined format. The file needs to consist of a header record followed by multiple detail lines for each invoice to be created. Unlimited invoices can be created from a single data file as required.

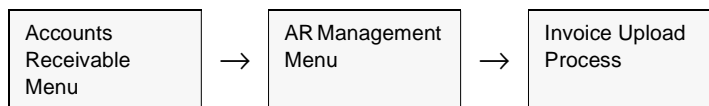
The data file will be processed and the generated invoice numbers will be displayed after processing is complete. After processing, any errors will be displayed as well as written to a log file in your temporary directory (defined by TMP DIR). It is important that these log files are deleted after your review.

Application Control Settings

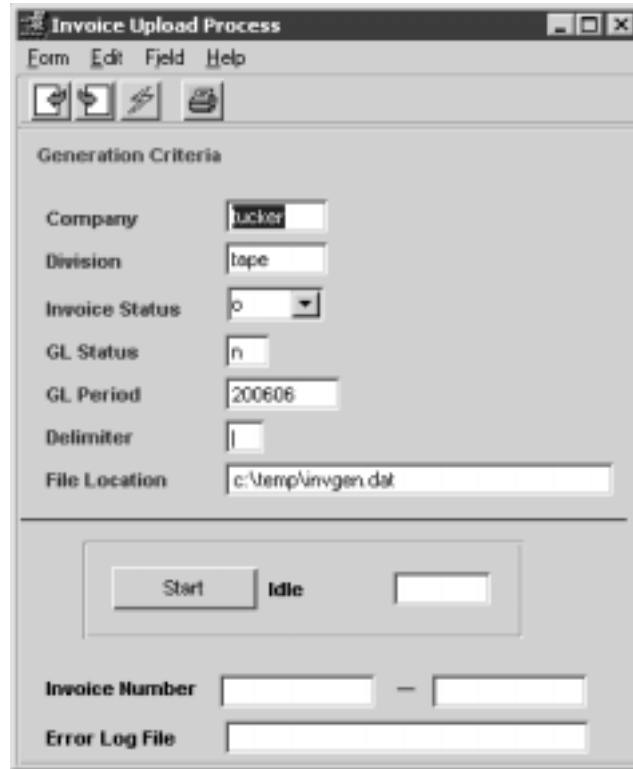
The Invoice Upload Process can be controlled by the following Application Control settings:

Application	Type	Description	Type	Company	Parameter
ar	upload	Field Delimiter for Data File	User defined; e.g. (pipe symbol)	Default	delimiter
ar	up_file	Invoice Upload File Name	User Defined (e.g. c:\temp\invgen.dat)	Default	

Select



The following screen will display in Update mode.



Fields.

Field	Entry	Default	Reqd
Company	The Company code.	Session Default	Y
Division	The Division code.	Session Default	Y
Invoice Status	The status the generated invoices are to be in.	o	Y
GL Status	The status the GL Transaction is to be set to; can be: n - Not posted p - Posted	n	Y
GL Period	The GL Period the invoice is to be set to.	Session Default	Y
Delimiter	The field delimiter used in the upload text data file. The default is set in the Application Control table.	(pipe symbol)	Y
File Location	The system path where the upload data file is located (e.g. c:\temp\invgen.dat)	Application Control	Y
Start	Press Start to run the upload process. See topic Errors below for a description of error reporting.		

Field	Entry	Default	Reqd
Invoice Number	The invoice numbers for the invoices generated. You can zoom on the fields to display the generated invoice.	System Generated	
Error Log File	The system path where the Error Log is located.	System Generated	

Flat File Format

The upload data file consists of two input line types:

- Δ H - Header,
- Δ D - Detail,

Each data field in the input line is delimited by a delimiter character as specified on the Application Control for the *delimiter* parameter, and that can also be specified at run-time. The example below uses the pipe symbol (|) as the delimiter.

If the record value in a field exceeds the specified length, its value is read in its entirety but truncated to the specified length before storing in the database.

If a non-required field is omitted, the delimiter still needs to be entered.

Header

Field	Description	Required?	Length (max)
1	H	Y	1 Character
2	Invoice Number - can be AUTOGEN or unique alphanumerical value	Y	12 Characters
3	Customer Code	Y	10 Characters
4	PO Number	N	20 Characters
5	Date	Y	MM/DD/YYYY
6	Invoice Header Description	N	60Characters
7	Currency Exchange Rate	Y	8 digits
8	AR Debit Account number	Y	50 Characters
9	AR Debit Division	Y	6

Example:

H|AUTOGEN|harry|harry-123|06/28/2006|UPLOAD INVOICE|1.0|1000|tape

Detail

Field	Description	Required?	Length (max)
1	D	Y	1 Character
2	Detail entry description	N	50 Character
3	Rate (dollar value)	Y	15 Digits
4	Units (quantity)	Y	16 Digits
5	AR Credit Account Number	Y	50 Characters
6	AR Credit Account Division	Y	6 Characters
7	AR Debit Account	Y	50 Characters
8	AR Debit Division	Y	6
9	SKU Code (Part number)	N	16 Characters

Example: D|Services rendered|100.00|1.0|8000|tape|1000|tape|

Data File Example

```
H|AUTOGEN|harry|harry-123|06/28/2006|UPLOAD INVOICE|1.0|1000|tape
D|Services rendered|100.00|1.0|8000|tape|1000|tape|
D|Additional fees|25.00|1.0|8000|tape|1000|tape|
H|AUTOGEN|remco|remco-234|06/28/2006|UPLOAD INVOICE|1.0|1000|tape
D|Sales|250.00|1.0|8000|tape|1000|tape|coke|
```

This example of a data file would result in 2 invoices being generated; the first with 2 detail lines, and the second with only one.

The first invoice would have no SKU codes entered, where the second invoice would have SKU *coke* entered.

The AUTOGEN invoice number value indicates to FLEXX to use the Next Number Table to autogenerate the invoice numbers.

Error Reporting

If any data is invalid or an error occurs in the upload process, FLEXX will report the error to the operator as well as record it in an error log file. This log file is located in the normal system *temp* folder, and has a format of *flx*****.

5.8 Email Invoice Process

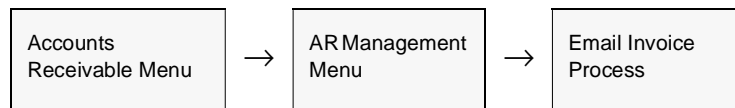
Description

The Email Invoice Process in AR allows the FLEXX user to email customer invoices instead of printing and mailing them. Once the invoice has been emailed, it will be tagged as having been printed and FLEXX will not allow it to be printed or emailed again unless the Printed flag has been reset.

Invoices to be emailed can also be printed at the same time by selecting the Print Emailed Copy box. Note that only un-printed invoices will be emailed.

For the function to work, an email Template first needs to be set up on the Company Master table. *Please refer to the Getting Started manual, Sec. 3.4 for complete details on defining the Email Template.*

Select



The following screen is displayed.

Fields

Enter the following information to view Customer transactions.

Field	Description	Default	Reqd
Batch #	If you are using batch control, the batch number.	Batch Control Screen	N
Company	The company code.	Session Default	Y
Division	The division code	Session Default	Y
Customer	The customer code or leave % to select all customers.	%	N
Invoice Number	The invoice number or leave % to select all unprinted invoices.	%	N
Invoice Category	The invoice category or % to select all categories.	%	N
Invoice Date	Enter the invoice Starting and Ending dates to be selected.	Session Default	Y
Email Template	Select the <i>invoiceemail</i> template.		Y
Print Emailed Copy?	Select this box if invoices being emailed are also to be printed.		N
Copies	If the Print box is checked, specify the number of copies to be printed (will default to 1).	1	N
Use Simplified Form?	Select this box if the simplified invoice format is to be used. This is the format normally used for WO invoices where several columns of data ar omitted.		N
Start	Press Start to run the email process		

Notes

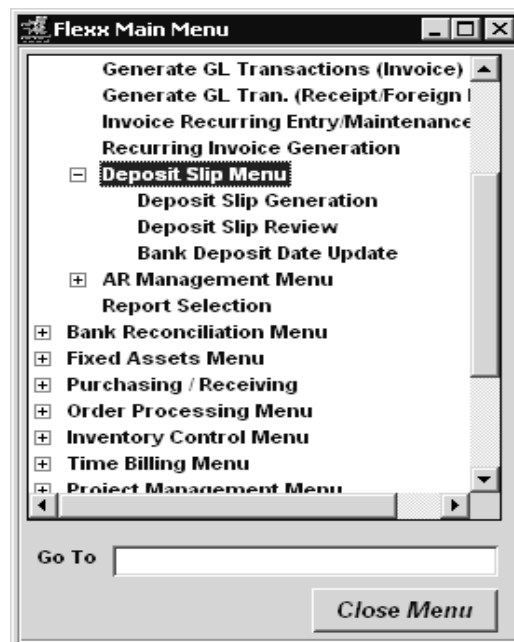
1. Invoices to be emailed can also be printed at the same time by selecting the **Print Emailed Copy** box. Note that only un-printed invoices will be emailed.
2. The **Email Template** field is used to select the specific template to be used for formatting the email message. For the function to work, an email Template first needs to be set up on the Company Master table.

6.0 Deposit Slip Process

Description

The FLEXX Deposit Slip Process is used to enable the operator to generate and print bank deposit slips. This process should be used if FLEXX Bank Reconciliation is also being used to reconcile the bank statement to the FLEXX accounting records (AR receipts and AP payments). Deposit slips should then be generated each time a bank deposit is made. This serves two purposes; a deposit slip can be printed and used to prepare the bank deposit, and the slip record can be used to match to the bank statement when Bank Reconciliation is performed.

The Deposit Slip Menu allows selection of the different functions in this process and are described in more detail below.

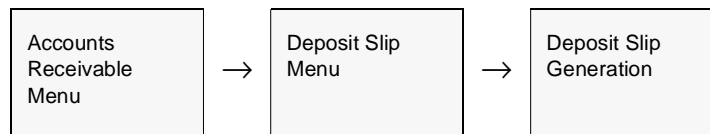


6.1 Deposit Slip Generation

Description

The Deposit Slip Generation routine is used to create a bank deposit record. Only Applied (status “a”) receipts will be selected from the Receipt table. Additionally, only receipts recorded with a Payment Expiry Date of 0 or ‘null’ (shown as *****) will be selected. This implies the record is not a credit or debit card record since those are the only Payment Type records that require a valid date value.

Select



The following screen appears in Update mode.

Fields

Enter the following information to run the process.

Field	Description	Default	Reqd
Selection Criteria			
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Bank Code	The code of the bank for the deposit as defined on the Bank Table.		Y
Ending Receipt Date	The ending date of the receipts to be selected from the Receipts Maintenance / Adjustments screen.		Y
Generation Criteria			
Bank Deposit Date	The date the deposit was made at the specified bank.		Y
# of Deposits per page	The number of entries (lines, checks, etc.) to be on each slip. The default is the value specified on the <i>depslip</i> parameter in Application Control (see <i>Topic Application Control in the FLEXX Implementation Guide</i>), but any other numerical value can be entered. This should match the number of entries that can be made on the actual deposit slip used to make the bank deposit. (Note that a value of 0 indicates an unlimited number of entries will be recorded on the slip.) If there are more receipt records than the number specified, a second (or additional) deposit slip will be generated.	<i>depslip</i> value from Application Control	N
Print Deposit Slip?	Check this box if the Deposit Slip is to also be printed. It will be printed on the specified printer.	1	N
# Copies	If it is to be printed, specify the number of copies to print; default will be 1.		
Start	Press Start to run the process.		

When the process has completed, press <<Next Form>> to display the records on the Deposit Slip Review screen.

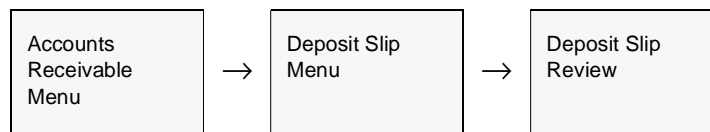
6.2 Deposit Slip Review

Description

The Deposit Slip Review screen is used to display and manage the entries (deposits) recorded on a particular deposit slip. It will show all the deposits recorded on a particular deposit slip and would represent a single deposit on the corresponding bank statement.

It can also be used to make changes to or delete a deposit slip. See Notes below for more details.

Select



The following screen appears in Update mode.

Deposit #	Deposit Dt	Deposit Amt	Receipt #	Receipt Dt	Pmt Type
45	08/31/07	10.00	R3170	08/20/07	csch
45	08/31/07	100.00	R3172	08/23/07	csch
45	08/31/07	9.50	R3174	08/23/07	csch
45	08/31/07	20.00	R3175	08/23/07	csch
45	08/31/07	5.00	R3176	08/23/07	csch
45	08/31/07	9.50	R3177	08/23/07	csch
45	08/31/07	500.00	R3181	08/22/07	chk
45	08/31/07	200.00	R3183	08/22/07	chk
45	08/31/07	400.00	R3187	08/26/07	chk
45	08/31/07	300.00	R3189	08/26/07	chk

Fields

The following information is displayed on this screen.

Field	Description	Default	Reqd
Company	The company code of the deposit slip.	Session Default	Y
Bank Code	The code of the bank (as defined on the Bank Table) the deposit is being made to.		Y
Cur	The currency used by that bank code, as defined on the Bank Table. This may be different than the currency of the deposit (payment), and if so, the deposit value will be converted using the exchange rate specified on the Receipts / Adjustments Maintenance form at the time the receipt was entered.	Bank Table Currency	Y
Deposit #	The number of the specific deposit. This number is set by FLEXX at the time the Deposit Slip Generation is run, and can be changed to any other desired value. It will be used by the FLEXX Bank Reconciliation process when reconciling the bank statement.		Y
Deposit Dt	The date as was entered for Bank Deposit Date on the Deposit Slip Generation routine. This can be changed to any other valid date, but needs to match the date of the actual bank deposit.		Y
Deposit Amt	The value of the deposit (payment) in the Bank currency. If the bank currency and payment currency are different, the deposit value will be converted using the exchange rate specified on the Receipts / Adjustments Maintenance form at the time the receipt was entered.		Y
Receipt #	The receipt number from the Receipts table the particular entry represents.		Y
Receipt Dt	The date of the receipt entry on the Receipts Maintenance / Adjustments screen.		Y
Receipt Amt	The amount of the receipt as entered on the Receipts Maintenance screen.		Y
Pmt Type	The Payment Type value as recorded on the Receipts Maintenance screen.		Y

Note:

The Deposit Slip Review screen can also be used to make changes to or delete a deposit slip. Only the Deposit # and Deposit Date fields can be changed to any other desired value.

To delete a deposit record, change the Deposit # value to a 'null' value (click Field, Set Null). If all deposits are to be deleted, set all Deposit # fields to 'null'. When the Deposit Slip Generation routine is then run, these receipts will again be selected for the subsequent deposit slip.

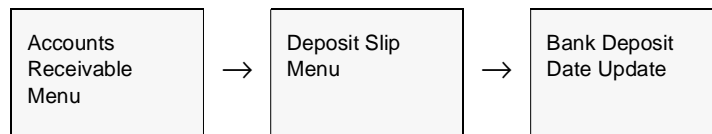
6.3 Bank Deposit Date Update

Description

The Bank Deposit Date Update routine is used to change the date of the specified deposit slip records. This is required so that the deposit dates recorded in FLEXX match those of the bank statement when using FLEXX Bank Reconciliation.

Deposit dates can also be changed individually by changing the Deposit Dt field on the Deposit Slip Review screen (*Sec. 6.2 above*).

Select



The following screen appears in Update mode.

Fields

Enter the following information on this screen.

Field	Description	Default	Reqd
Company	The company code of the deposit slip.	Session Default	Y
Bank Code	The code of the bank on the generated deposit slip.		Y
Starting Deposit Number	The starting number of the deposit(s) to be changed.		Y
Ending Deposit Number	The ending number of the deposit(s) to be changed; can be the same or greater than the Starting number allowing for the date to be changed for a range of slips. If only one deposit slip is to be changed, the Starting and Ending numbers are the same.		Y
New Bank Deposit Date	The new Deposit Date to be entered on the Deposit Slip.	Session Default	Y
Start	Press Start to run the process.		

7.0 *Extracting AR Information*

7.1 *Customer Summary Screen*

Description

This is a query only screen; no update of AR transactions is allowed. Through the use of selection criteria a complete history of a customer (or all customers) can be viewed. If a complete history is not needed, again through the use of selection criteria, just outstanding transactions can be viewed.

By default, receipts will not be displayed. To also show receipts, deselect the "Exclude Receipts" flag and re-run the Find.

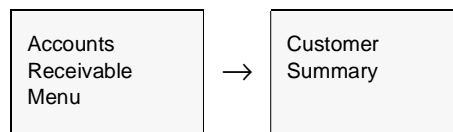
Notes:

The Customer Summary screen should not normally be used to determine the customers current outstanding balances. Use the Invoice Aging Inquiry screen for this purpose (*See Sec. 7.2*).

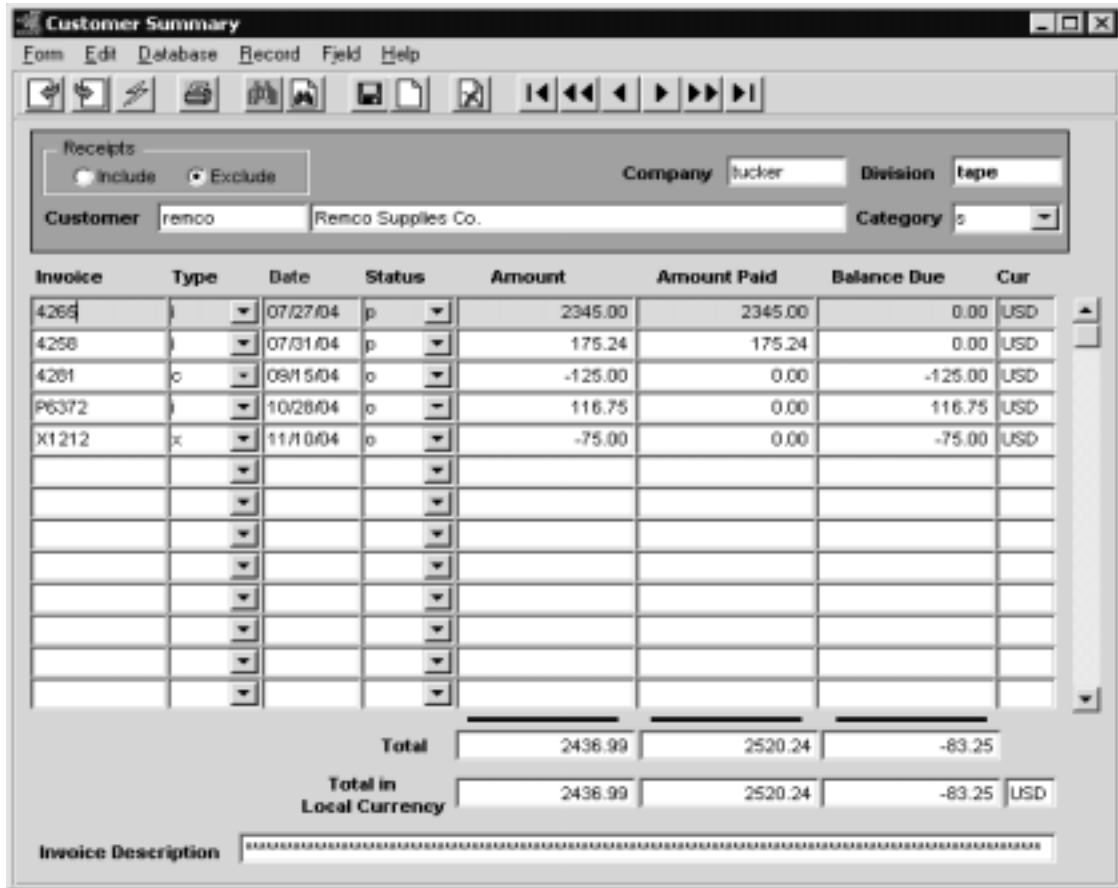
It will show all Credit Memos in "h" - Hold status but will NOT include their value in the Balance Totals.

It will display all voided transactions (status "v"), but will not include their value in the Balance Totals.

Select



The following screen appears in Find mode.



Fields

Enter the following information to view Customer transactions.

Field	Description	Default	Reqd
Receipts Include Exclude	Check the Include button if receipts are to be included on the summary listing. By default, the Exclude button will be checked thereby excluding receipts from being displayed on the summary listing.	Exclude	Y
Company	The company code or clear the field to view all companies.	Session Default	Y
Division	The division code or clear the field to view all divisions.	Session Default	Y
Customer	The customer code or leave blank to view all customers.		N
Category	The invoice category.		N
Invoice	The invoice number or leave blank to view all transactions.		N

Field	Description	Default	Reqd
Type	The invoice type (i - Invoice, c - Credit Memo, x - On Account, r - Receipt).		N
Date	The invoice/receipt date or leave blank to view all transactions.		N
Status	The status of the transactions. If you wish just to view current receivables key in a status of "o" open.		N
Amount	The total amount of the transaction.		
Amount Paid	The amount of the transaction that has been paid by the customer.		
Balance Due	The difference between the total amount of the transaction and the amount paid.	System Generated	
Cur	The currency of the listed transaction.		N
Total	The totals of each of the above columns in the customer's currency.	System Generated	
Total in Local Currency	The column totals converted to local (Company) currency if the customer's currency is not the same. The exchange rate used will be the effective rate for the transaction date as defined on the Currency Exchange table.	System Generated	
Invoice Description	The description of the transactions being viewed. This is the Description entered on the invoice header.		N

Note:

If the Customer Summary is to default to Include receipts on the listing, the Include button can be set to be on by default. This is done by displaying the Master Types Table # 2318 and there moving the default flag to the Include entry. *Please refer to the Administration Guide manual, Sec. 1.4 & 1.5 for details on defining the <aster Types table.*

7.2 Invoice Aging Inquiry

Description

This is a query only screen, no update of AR transactions is allowed. Through the use of selection criteria a complete aging of a specific customer's (or all customers') account can be performed. If the customer is part of a Customer Group, the entire group can also be selected for reporting.

This form can be employed as a useful tool to do followup on customers' accounts. The body of the form displays the individual outstanding AR transactions as selected. Then through the use of tabs, the aging of the transactions can be seen, further invoice details viewed, and the customer contact information accessed.

This function is made even more useful if the FLEXX Contact Manager module is installed. By pressing the "Notes" button, the Contact Maintenance form is called up. This form allows you to see past conversation history as well as enter new messages or notes (*See FLEXX Contact Manager manual for further information*).

Notes

FLEXX ages the selected transactions as Current, 30, 60, 90 and 120 days overdue. If other aging periods are needed, run the AR report "Aged Customer Balance" and specify the aging periods desired in the report Selection Parameters.

FLEXX will also display all Credit Memos in Hold ("h") status but will NOT include their value in the Balance Totals.

FLEXX will not show any void ("v") transactions, either receipts or invoices. Note that only Receipts and On Account transactions will ever have a status of "v" (*See Sec. 5.3*).

FLEXX also allows the aging inquiry to be performed by customer Group if the customer is part of a group. This is accomplished by setting the Group flag and entering the Group code instead of the Customer code.

Select



The following screen appears in Update mode.

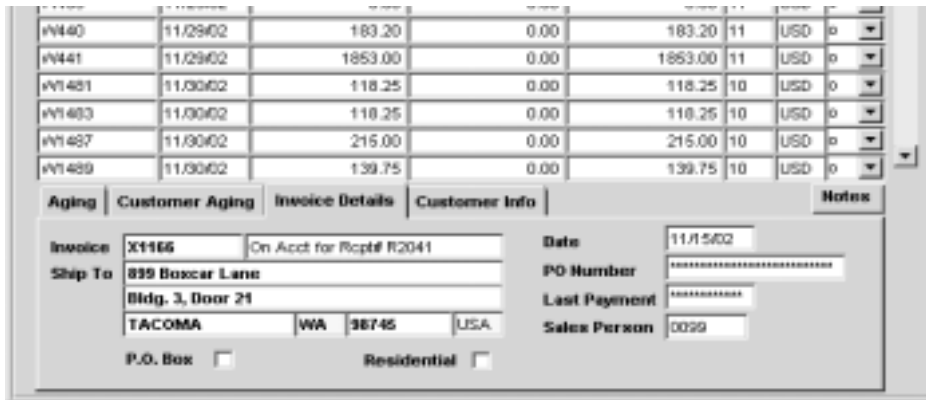
Fields

Enter the following information to age customer accounts.

Field	Description	Default	Reqd
Type	Select the type of AR transaction to be aged or do not select any to display all AR transactions (invoices, credit memos and/or on account transactions).		N
Company	The company code or clear the field to age all company's.	Session Default	N
Division	The division code or clear the field to age all division's.	Session Default	N
Category	The invoice category.		N
Customer	The customer code to be aged, or leave blank to age all customers.	*	N
Group	If this aging is for the Customer Group, mark the Group flag and enter the Group code. You then need to either tab or enter to the next field, and then press FIND.		N
Invoice	The invoice number or leave blank to age all transactions.		N
Due Date	The due date of the invoices to be aged.		N
Total Amt	The total amount of the AR transaction.		

Field	Description	Default	Reqd
Amount Paid	The amount of the AR transaction that has been paid or applied.		
Balance Due	The difference between what has been paid/applied and the total amount.	System Generated	
Days	FLEXX will automatically calculate the number of days remaining before payment is due (shows as a negative number of days) or the number of days overdue (shown as a positive number). This number is calculated by comparing the due date of the invoice to the date on the session default form.	System Generated	
Cur	The currency of the transaction.		Y
Status	The transaction status.		Y
Notes button	Press the Notes button to access FLEXX Contact Manager. This then allows the user to enter Action Items or discussion notes pertaining to this customer. <i>Please refer to the Contact Manager manual for more details.</i>		
Aging Tab			
Description	The description of each transactions displayed.		
Balance	The totals of each of the displayed columns (Total Amount, Amount Paid and Balance Due).	System Generated	
Aging Info	FLEXX automatically ages the AR transactions appearing on the form. Aging is done based on the Invoice Due Date (not the Invoice Date). Once an Invoice is over 30 days past due, it will appear in the 30+ field, if over 60 days past due, the 60+ field, etc.		
Customer Aging Tab			
The Customer Aging tab screen is basically the same as the Aging screen, except if the customer's currency is other than the Company currency, this tab will show the values in the customer's currency. The conversion calculated will be as of the date effective for the Session Default date as entered on the FLEXX Control Panel. This tab will only be useful if foreign currency is used in AR transactions.			

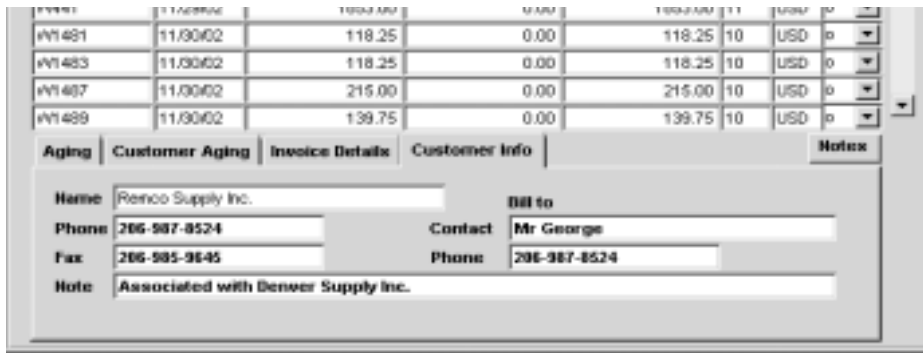
Invoice Details Tab



Invoice	The AR transaction number.		
Description	The description appearing on the AR transaction header form.	Invoice Header	

Field	Description	Default	Reqd
Ship To	The ship to address appearing on the transaction.	Invoice Header	
Date	The date of the transaction.	Invoice Header	
PO Number	The customer PO number appearing on the transaction.	Invoice Header	
Last Payment	The date of the last payment.	Invoice Header	
Sales Person	The code for the salesperson that appears on the transaction.	Invoice Header	

Customer Info Tab .



Name	The full name of the customer.	Customer Master	
Phone/Fax	Phone and fax numbers for the customer.	Customer Master	
Bill To Contact Phone	The contact and phone number at the customer Bill To location.	Customer Master	
Notes button	Press the Notes button to access FLEXX Contact Manager. This then allows the user to enter Action Items or discussion notes pertaining to this customer. <i>Please refer to the Contact Manager manual for more details.</i>		

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
The Customer name will be displayed at the top of the form.			
Remaining to Apply	The amount of the payment (receipt) with the Currency code. If the receipt has been fully applied (i.e. the status of the receipt on the Receipts form is "a") the amount shown will be 0.00. If the receipt has not been fully applied (status is "u") the value shown will be the amount left to apply either to outstanding invoices or on-account.	System Calculated	
Company	The Company Code.	Receipts/ Adjustments Maintenance form	Y
Division	The Division Code.		Y
Receipt Number	The number assigned to the receipt upon initial entry.		Y
Invoice	The Invoice and/or On Account number of the transaction against which the receipt has been applied as a result of using the Create Receipt Detail routine.		Y
Description	The description that appears on the Invoice transaction header record.		N
Amount	The amount of the receipt applied against the transaction identified in the "Invoice" field. This amount is the amount of the receipt applied, NOT necessarily the amount of the original invoice/on-account transaction.		Y
Text	Text Flag, Y - if there is underlying text. or N - if not. Zoom on the flag to display or enter text.	N	N
Currency	The currency code that the selected invoice was in.		Y
Total	The total value of all displayed applications. If the receipt has been fully applied (i.e status "a"), this will be the initial value of the receipt.	System Generated	
Account			
Debit	The FLEXX GL Debit Division and Account Number to record the receipt, which will be the GL account defined for the Bank specified on the Receipts/ Adjustments Maintenance form.	Bank Table	Y
Credit	The FLEXX GL Credit Division and Account Number to record the receipt, normally the AR GL account.		Y
Foreign Exch.	The FLEXX GL Division and Account Number to record the Foreign Exchange gain or loss. This account is required if foreign exchange is calculated.	Bank Table	
Amount in Local Currency			
Exch. Rate	The effective Foreign Exchange rate used in the calculation.	1.0	Y
Amount	The receipt amount converted to the local currency using the above Exch. Rate.		Y
Foreign Exch. Gain/Loss	If the receipt (and invoice) were in a foreign currency, and the exchange rate used on the invoice was different from that on the receipt, this will be the difference of the two values. This difference then gets posted in the Foreign Exchange GL account specified above.		

Field	Entry	Default	Reqd
GL Info			
GL Period	Period in which the transaction will be posted.	Session Default	Y
GL Trans.	System created GL transaction number as a result of running the GL Transaction Generation (Receipts) routine. (See Sec. 4.2)	System Generated	
Post Status	A view only field, displaying the posted status; can be "n" - Not posted "p" - Posted	n	Y

7.5 Printing Standard AR Reports

Description

Reporting within Accounts Receivable is the same as in all FLEXX modules. The kinds of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard AR reports

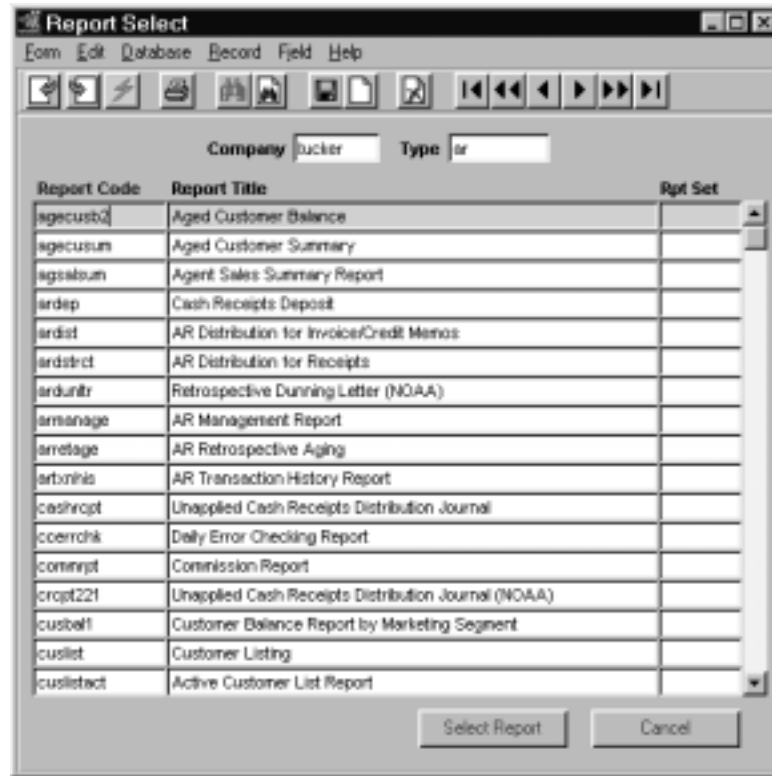
Report Code	Report Title	Description
agecusb2	Aged Customer Balance	Supplies an aged breakdown by customer and by invoice of the balance of the outstanding receivables.
agecsum	Aged Customer Balance Summary	Prints out, by customer, a one line summary of the <u>balance</u> receivable and ages it. No invoice detail shown.
arcusovr	Customer Overdue Report	Summary report listing the customers with outstanding balances and their aged overdue totals.
ardepc	Cash Receipts Deposit	Provides a listing of all receipts and corresponding invoices by customer, by date and by period.
ardist	AR Distribution for Invoice/Credit Memo	Supplies a report which provides an account analysis. Lists all invoice/credit memos debited/credited to GL account specified.
ardstrct	AR Distribution for Receipts	Supplies a report similar to ardist but for receipts. Provides a detailed report on the application of each receipt to each respective invoice and sorts it by GL account number selected.
armanage	AR Management Report	A Summary report of AR activity presented in chart and graph format.
armetrics	AR Metrics Report	A Summary report of AR activity by customer.
arretage	AR Retrospective Aging	Report which recalculates what the outstanding AR transactions were for the selected period. Rolls back any subsequent application of receipts/credit memos etc. Used to agree to period end balance on main AR account in GL.
arsalcus	Salesperson Sales By Customer	Sales report by salesperson and customer.
artxnhis	AR Transaction History Report	Report that lists all AR transactions by customer and date.
cashrcpt	Unapplied Cash Receipts Distribution Journal	Produces a listing of any receipts with a "u" unapplied status for time period selected.
commrpt	Commission Report	Sales commission report.
cusbal1	Customer Balance Report	Provides a customer balance listing grouped by Marketing Segment (Class field on Customer Master)
cuslist	Customer List Report	Provides a list of customers complete with address, phone # and salesperson.

Report Code	Report Title	Description
cuslistact	Active Customer List Report	Provides a list of all ACTIVE (status "a") customers.
cuslst2c	Customer Listing Report	Provides a summary list of all customers based on the status selected.
depslip	Deposit Slip	Prints the Deposit Slip report listing all receipts deposited to the bank.
hisd2p	Historical Days to Pay Report	Report shows the historical days to pay value for all selected customers.
invformc	Invoice Form	Report used to print invoices. Your company may likely have a customized invoice format that will actually be used to print invoices.
invglrpt	Invoice Report with GL Transaction	Shows full invoice detail, balance due, and GL transaction number of all invoices, regardless of status, sorted by category and customer.
invstmnt	Statement of Account	Customer statement - Lists customer history up to and including period selected.
misccash	Miscellaneous Cash Receipts Report	Report lists all miscellaneous cash receipts recorded by date.
recurinv	Recurring Invoice Report	Report lists recurring invoice templates and their details.
staxducc	Sales Tax Due Report	Lists all sales taxes collected by date.
stmntopen	Customer Open Items Statement	Customer Statement report similar to <i>invstmnt</i> but also shows available early payment discount, and allows entry of user-defined information to be printed.

Procedure

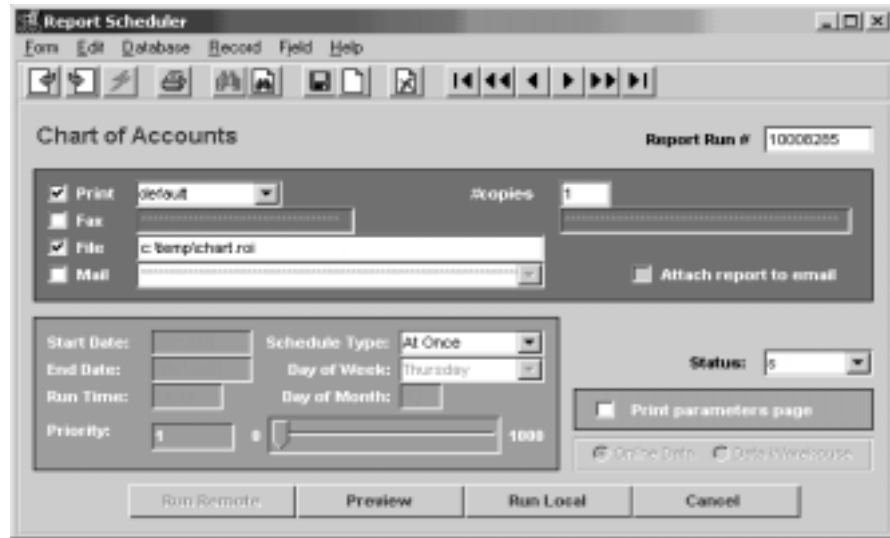
To print an AR report:

1. Select **Report Selection** from the Accounts Receivable Menu.
2. Click on the report you want to print



3. <<Press Select Report>>. The Report Parameters form appears showing the report title and report control run number along with the list of selection criteria.
4. Enter the selection criteria. Each report will have a unique set of selection parameters to be entered.
 - Δ Press the Enter key after each field entry.

5. <<Press Run Report>> to display the following printing options.



Fields

Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".	User Master	N
Mail Address	The e-mail address to be used.	User Master	
Attach report to email	Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			

Field	Entry	Default	Reqd
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: <ul style="list-style-type: none"> • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month 	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable <i>parampage</i> setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		