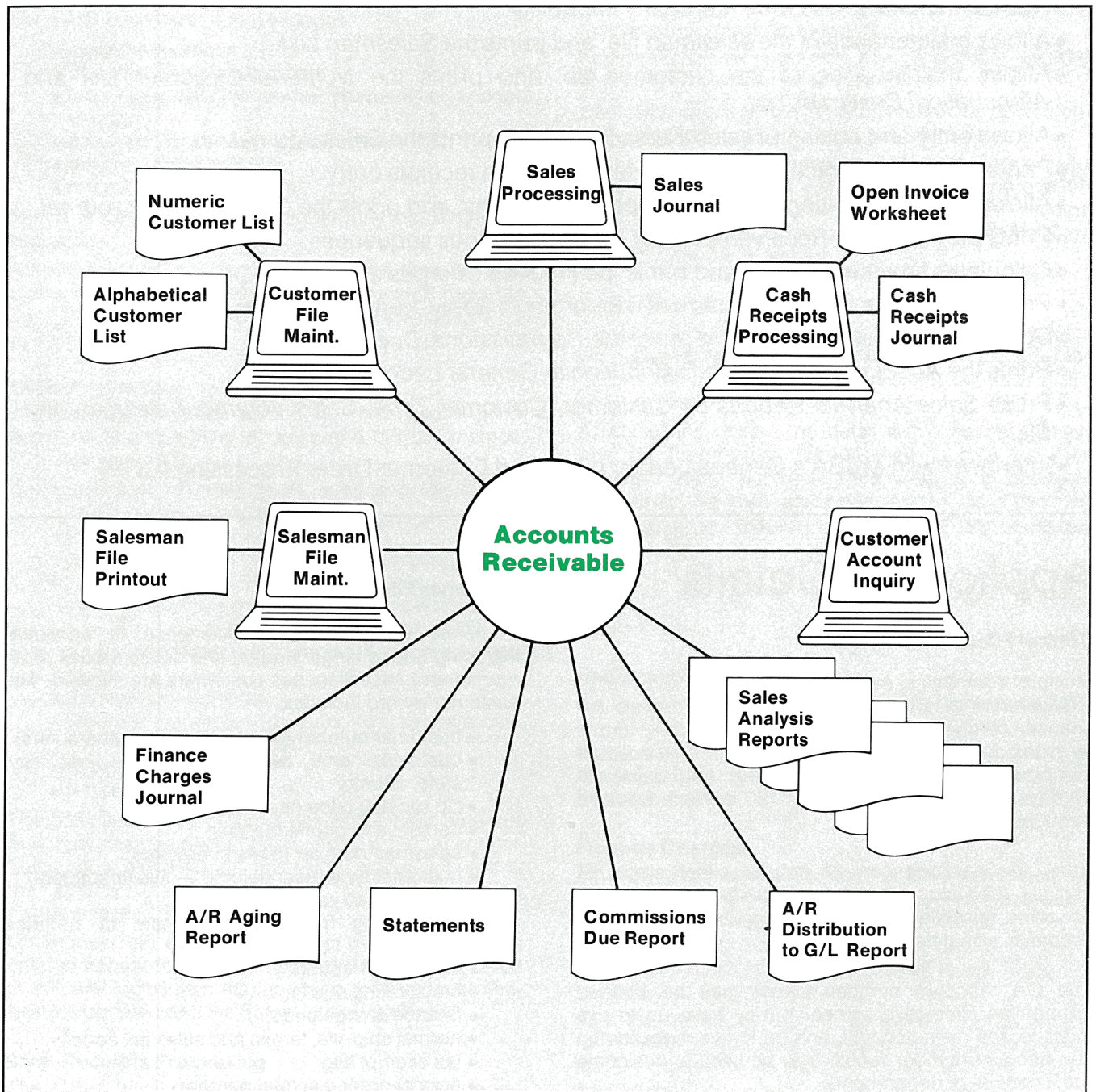


ACCOUNTS RECEIVABLE — Release 2

in Texas Instruments COBOL (ANSI '74)



Application Overview

This Accounts Receivable (A/R) package includes the following capabilities:

- Accesses all features through convenient menus.
- Comes with a complete *User's Manual* for operators to use.
- Runs nearly all reports in background, so the terminal is free for use.
- Prints information displayed on the screen at the touch of a button.
- Displays all reports on the terminal for immediate inquiry.
- Handles both balance forward and open item customers at the same time.
- Accesses customers by number or partial name.
- Allows inquiry into customer accounts through the CRT screen.
- Has full multi-user and multi-company capability.
- Allows maintenance of the salesman file, and prints the *Salesman List*.
- Allows maintenance of the customer file, and prints the *Numeric Customer List* and *Alphabetical Customer List*.
- Allows entry and editing of sales transactions, and prints the *Sales Journal*.
- Prints the *Open Invoice Worksheet* to facilitate cash receipts entry.
- Allows entry and editing of cash receipts transactions, and prints the *Cash Receipts Journal*.
- Prints the *Accounts Receivable Aging Report* in various sequences.
- Calculates finance charges, and prints the *Finance Charges Journal*.
- Prints statements in either document date order or apply-to-number order.
- Controls commissions due, and prints the *Commissions Due Report*.
- Prints the *Accounts Receivable Distribution to General Ledger Report*.
- Prints *Sales Analysis Reports by Customer, Customer Type, Sales Volume, Salesman and State*.
- Interfaces with MCBA's General Ledger (G/L) and Customer Order Processing (COP).

Application Details

Control Files

Multiple companies can be set up, each with easily maintainable control files. Here, the user defines the finance charge parameters, ship-via codes, terms, sales tax codes (designating percents and G/L account numbers), and four aging periods (e.g. 1-45 days, 46-90 days, 91-120 days, and over 120 days) to be used throughout the system.

Here, the package can be set for either single or multiple A/R accounts, sales accounts, cash receipts accounts, miscellaneous charges accounts, and freight accounts, with defaults defined.

The G/L account number format may be defined through an interactive screen. It may have up to five digits for the main account, and up to five digits for the sub-account number, which may be used to designate profit centers or departments.

Customer File

Complete customer file maintenance is provided, including add, change/inquire, and delete modes. Both normal and miscellaneous customers are allowed. The customer record includes:

- customer number (six alphanumeric characters)
- customer name, two street address lines, city, state, country
- zip (postal) code (ten characters)
- contact and phone number
- salesman number (three characters)
- customer type (user defined — five characters)
- user-defined sales territory
- accounting method (open item or balance forward)
- statement frequency
- credit rating and limit
- finance charge code
- normal ship-via, terms, and sales tax codes
- tax exempt flag
- normal order discount percent

- sales and cost-of-sales, period-to-date (PTD) and year-to-date (YTD)
- current account balance (up to \$9,999,999.99)
- A/R account number
- shipping warehouse location

The *Numeric Customer List* and *Alphabetical Customer List* may be printed on request for any range of customers.

A/R Open Item File Load

The initial A/R open item file may be built interactively using add, change/inquire, and delete modes. This is used for installation of the package only.

The A/R open item file contains a record for each sale (invoice), credit memo (CR), debit memo (DR), finance charge, payment (cash receipt), and balance forward. Each A/R open item record includes:

- customer number
- document number and date
- type (sale, CR/DR memo, payment, or finance charge)
- due date (for sales and debit memos only)
- amount (\$999,999.99)
- reference (30 characters)

The *A/R Open Item File Edit List* may be printed on request.

After entering all the items at installation time, another menu selection will set each customer's account balance in the customer file equal to the sum of his open items.

Sales Processing

The package includes a module which allows interactive entry and editing of sales and CR/DR memos. The data entered is:

- customer number (with automatic display of customer name and terms)
- document number and date
- type (sale, CR/DR memo, or finance charge)
- invoice to which CR/DR memo applies
- due date (calculated from customer's terms)
- sale amount, miscellaneous charges, sales tax (calculated based on customer's tax code), and freight
- cost amount (optional)
- salesman number (defaults to the salesman number in the customer file)
- commission amount
- reference (30 characters)

The sale, miscellaneous charges and freight amounts may optionally be distributed to multiple G/L accounts. Sales tax is automatically calculated and distributed to the appropriate G/L account according to the customer's tax code.

On request, an edit list can be printed to review the entered transactions. When desired, they can be posted to the A/R open item file, at which time various other files are updated and the *Sales Journal* is printed.

Cash Receipts Processing

The *Open Invoice Worksheet* may be printed on re-

quest, showing open invoices for selected customers, to facilitate entering cash receipts.

Cash receipts entry and editing are done through an interactive module. The cash receipts data entered is:

- customer number (with automatic display of customer name and terms)
- check number and receipt date
- amount received and any discount
- amount allowed and G/L allowance account
- reference (30 characters)

For open item customers, the invoice number(s) to which the payment applies may also be entered, or all open invoices for the customer may be displayed on the screen (one at a time), allowing the operator to select which invoices to pay. A function key will apply the correct amount of cash, and display the discount taken to fully pay any selected open item.

Non-A/R cash received may also be entered, with G/L account number to indicate distribution.

Part of the check amount may be marked as open credit and reapplied to specific items at a later time.

On request, the *Cash Receipts Edit List* may be printed, allowing a designated person to review/approve the entered transactions. When desired, the cash receipts are posted to the A/R open item file, and the *Cash Receipts Journal* is printed.

Aging Report

The *Accounts Receivable Aging Report* may be printed on request, either for all customers or for selected customers. It may be printed in either document date order or invoice number order.

At the user's option, the detail within each customer may be suppressed, thereby showing only the aged subtotals. Aging parameters are specified at the package control file level, and aging may be done throughout the package upon either the invoice date or the due date.

The user may select to print only those customers owing more than a specified minimum balance in selected aging periods.

Customer Account Inquiry

An inquiry program displays all open items dated within a specified period for a selected customer.

Using function keys, the user can page forward or backward through all items. The display can start at any specified date.

Finance Charges

Finance charges may be automatically calculated, or entered manually through the terminal. If the automatic calculation method is desired, the user must specify in the package control file two finance charge percentages and the associated dollar cut-off levels, the aging method, and the grace period.

After the calculation is done, an edit list may be printed for review. On request, finance charges are posted to the A/R open item file and the *Finance Charges Journal* is printed.

Statements

Each customer may be assigned a different statement frequency, including weekly, semi-monthly, monthly, quarterly, discretionary or no statement.

Statements may be printed on request for any specified statement frequencies and statement period. Aged totals may optionally be shown at the bottom of the statements. The invoices, CR/DR memos, payments, and finance charges may be printed either in document date or invoice number order.

The user may omit statements for customers with credit or zero balances.

The right-hand side of the statement is a Remittance Advice stub. If not used, it may be suppressed at statement printing time. Preprinted statements in the MCBA format are available nationwide from a variety of business forms suppliers.

Salesman File

A module exists for salesman file maintenance. It offers add, change/inquire, and delete modes. The salesman record contains:

- salesman number (three characters)
- salesman name, initials and territory
- table of customer types and corresponding commission percentages
- sales, cost-of-sales, and commissions, both PTD and YTD

The *Salesman File Printout* can be printed on request.

Commissions

The package automatically keeps track of commissions due to each salesman, and prints the *Commissions Due Report* on request for any period. A special format is available whereby each salesman begins a new page.

Sales Analysis

Sales and cost-of-sales figures, PTD and YTD, are recorded for each customer. On request, the *Sales Analysis by Customer*, *Sales Analysis by Customer Type*, *Sales Analysis by Sales Volume*, *Sales Analysis by Salesman*, *Sales Analysis by State*, and *Sales Analysis by Territory* may be printed. These reports show sales, profit, percent of sales, and percent of profit, with appropriate subtotalling and summaries.

The *Sales Analysis by Sales Volume* report ranks a user-specified number of customers by either PTD or YTD sales.

Special Functions

Additional features include the following:

- An interactive module is used to create and define size of the initial data files.
- A special report management subsystem allows reports to be printed immediately or to be spooled on disk for later display or printing of one or more copies.
- As this is a multi-company package, the name of

the company being processed appears in the upper right-hand corner of the screen.

- Descriptive and easily understood error messages are displayed in response to invalid input.
- Terms codes are maintained through an interactive module. For each code, the number of discount days, the percent discount, the number of days until due, and a description are specified. Each customer may be assigned a terms code which will be used to automatically calculate due dates and appropriate discounts.
- Tax codes, maintained through an interactive module, specify a tax percent, a description of the tax, and the G/L account number to which it should be posted. This is used to automatically calculate sales tax on taxable items.
- A menu selection permits the paid A/R open items and their matching payments to be automatically deleted at any time.
- To help assure data entry accuracy, a list of valid G/L account numbers and their descriptions is maintained interactively.
- A menu selection will set the PTD or YTD accumulation fields to zero. The period length is entirely at the user's discretion.

Coding Standards and Documentation

Complete source code is provided. It is written using Warnier-Orr structured coding techniques. Extensive use is made of copy library modules to make modification easy. The paragraph and data names are descriptive, taking maximum advantage of COBOL's self-documenting feature. It is written to make changes and maintenance easy.

The *Software Reference Manual* provides complete technical documentation. Installation Instructions give a step-by-step guide to getting the package up and running. Technical Notes, Program Specifications, File Definitions, and Screen and Report Formats contain the necessary information for the programmer.

The easy-to-understand *User's Manual* contains an Overview, Glossary, and User Notes covering the main features. The user is guided through the operation of each function of the Application Overviews, concise Run Instructions, and Sample Screens and Reports. File Load Sheets are included to expedite data entry.

Each manual is provided in a neat three ring binder with convenient thumb tabs.

Interfaces to Other MCBA Packages

Invoices and credit memos may be entered using MCBA's Customer Order Processing, which interfaces to this package.

All G/L distributions for sales and other charges are recorded for later interface to MCBA's General Ledger package. The *A/R Distribution to G/L Report* may be printed in either detail or summary format. The G/L distributions may be purged through a cut-off date if the automatic G/L interface is not desired.