

1. **Main**

Accounts Receivable Division – allows the distinction of customers by division or department. A two digit prefix of 00 will be assigned to all customers. Additional division codes may be created.

Allow Entry of Expanded Customer Numbers – increases the length of the customer number from seven characters to twenty characters. All forms and reports will automatically accommodate the increased field size. This cannot be undone once it has been selected.

Post to General Ledger – Sales Journal in Detail – this will post each invoice individually to the Sales account.

Post to General Ledger – Cash Receipts in Detail – this will post each invoice individually to the Cash account.

Default Invoice Display – selecting Descending Invoice Date will display the newest invoices at the top of the list and the older invoices at the bottom of the list.

Fiscal Period:

Current Fiscal Year - this field works in conjunction with the General Ledger Fiscal Periods. It is used to post to the correct fiscal periods when they are different from year to year.

Current Period – controls the current open period and is independent of the current period in general ledger. The period will increment when period end is processed.

2. Additional

Accounts Receivable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Credit | 4. Entry | 5. Printing | 6. History | 7. National

Open Item or Balance Forward: Open Item

Days to Retain Paid Invoices: 999

Retain Temporary Customers with Paid Invoices:

Aging

Age Invoices By: Due Date

Aging Categories to be Used: Days

Aging Categories

30 Days 60 Days 90 Days 120 Days

Customer Maintenance

Apply Changes to Repetitive Invoices: No

Commissions

Salesperson Commission Reporting:

Commissions Paid on Paid Invoices Only:

Calculation Based On: Net Invoice

Update Commissions to Other Modules:

Finance Charges

Computation Method: Percent

Aging Category for Calculation: 1

Exclude Existing Charges from Calculation:

Standard Charge Rate: 1.500%

Minimum Balance to Apply Charges: .00

Minimum Charge to Apply: .00

Accept Cancel [Printer Icon] [Help Icon]

Open Item or Balance Forward – select Open Item for customer payments to be applied against specific invoices. Select Balance Forward for customers open invoices to be summarized into a monthly total when period end is processed.

Days to Retain Paid Invoices – enter the number of days to retain paid invoices in the Open Invoice file. The invoices will be displayed in Customer Maintenance on the Invoices tab. When Period End is processed any invoices past the number of days will be purged automatically.

Note – Invoices will still be retained in the Invoice History file until purged using the Purge Accounts Receivable History utility.

Aging Categories – enter the aging days to be used for each category. These values are used on the Accounts Receivable Aging report.

3. Credit

Accounts Receivable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Credit | 4. Entry | 5. Printing | 6. History | 7. National

Credit Limit Checking: Both

Include Open Orders in Customer's Credit Limit:

Margin for Customer's Credit Limit Exceeded Warning: 50.00

Aging Category for Credit Limit Exceeded Warning: 90+ Days

Aging Category Balance Exceeds Amount: .00

Automatically Recalculate Aging: Never

Number of Days to Recalculate Aging: 14

Accept Cancel [Printer Icon] [Help Icon]

Credit Limit Checking – select the method to use for Credit Limit checking. The options are Customer's credit limit, Customer's aging category, Both or None.

Margin for Customer's Credit Limit Exceeded Warning – enter a dollar amount to represent the credit limit margin.

Automatically Recalculate Aging – select Never to prevent the system from recalculating aging before credit limit is checked. Select Always to automatically recalculate aging and update the Customer file before credit limit checking is performed. Note: Selecting Always could affect performance.

4. Entry

Accounts Receivable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Credit | 4. Entry | 5. Printing | 6. History | 7. National

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input checked="" type="checkbox"/>	00002
Cash Receipts Entry	<input checked="" type="checkbox"/>	00005

Next Automatic Invoice Number: 0100057
Next Automatic Deposit Number: 00008

Auto Increment Customer Number:
Next Automatic Customer Number: 0000001

Cash Receipts Entry

Default Bank Code: D
Require Deposit Amount:
Allow Credit Cards / ACH Payments:
Days Before Credit Card Expiration: 0

Accept Cancel [Print] [Help]

Batch Processing – enable batch processing to allow entry into individual batch numbers. Each batch can be updated separately.

Default Bank Code – enter the default bank code to be used in Cash Receipts Entry. This field is required and cannot be left blank.

Require Deposit Amount – this requires a deposit amount to be entered before entering data in Cash Receipts Entry. If left blank the system will automatically calculate the amount of the deposit.

6. History

S Accounts Receivable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Credit | 4. Entry | 5. Printing | 6. History | 7. National

Customer Audit

Customer Changes to Track: None

Track Additions in Detail:

Cash Receipts History

Years to Retain Cash Receipts History: 99

Retain Deposit Transaction History: All Transactions

Invoice History

Retain in Detail: Yes

Retain Deleted Invoices:

Retain Comment Lines:

Search for Invoice by Lot/Serial Number In: Invoice History

Sales History

Years to Retain Customer History: 10

Years to Retain Salesperson History: 10

Include Sales Tax and Freight:

Accept Cancel Print ?

Years to Retain Cash Receipt History – enter the number of years to retain cash receipt history. This will allow you to print the Cash Receipt report for prior periods or years.

Invoice History:

Retain in Detail – this will store all invoices in the Invoice History file. This feature must be set to Yes to reprint or review posted invoices.

Retain Deleted Invoices – check this box to retain invoices that have been deleted.

Retain Comment Lines – check this box to retain comment lines that had been entered on the invoices.

Sales History:

Years to Retain Customer History – this is the Sales, Cost of Goods Sold dollars, etc that is shown on the History tab in Customer Maintenance/Inquiry.

Years to Retain Salesperson History – this is the Commissions dollars sold, Cost of Goods Sold, Gross Profit and Commission that is shown on the History tab is Salesperson Maintenance.

Customer Maintenance – Main

Customer Maintenance (DMO) 5/31/2020

Customer No. 01-ABF

Name American Business Futures

Customer On Credit Hold

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Address: 2131 N. 14th Street, Suite 100, Accounting Department

ZIP Code: 53205-1204

City: Milwaukee, State: WI

Country: USA, United States

Residential Addr:

Salesperson: 0100, Jim Kentley

Telephone: (414) 555-4787, Ext: 219

Fax:

Terms Code: 01, Net 30 Days

Primary Contact: ARTIE JOHN, Artie Johnson

Ship Code: UPS BLUE

Primary Ship To: 2, American Business Futures

Tax Schedule: WI MILMIL, Milwaukee

Exemptions...

Credit Hold:

Credit Limit: 120,000.00

E-mail Address: artie@sage.sample.com

URL Address: www.abf.com

Paperless...

Accept | Cancel | Delete | ?

Paperless – used to set up email delivery of invoices and statements.

Primary Ship To – used on Sales Orders and Sales Order Invoices to default a Ship To address.

Tax Schedule – enter default tax schedule, if using Ship To addresses the tax schedule in the Ship To address will override this tax schedule.

Exemptions – enter exemption number provided by the customer.

Customer Maintenance – Invoices

Customer Maintenance (DMO) 5/31/2020

Customer No. 01-ABF
Name American Business Futures
Customer On Credit Hold

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Customer
0100041	Invoice	5/31/2020	6/30/2020		38.20	0.00	38.20	789
0100065	Invoice	5/31/2020	6/30/2020		242.26	0.00	242.26	Multiple
0100048	Invoice	5/30/2020	6/29/2020		130.00	0.00	130.00	789
0000169	Invoice	5/29/2020	6/28/2020		2,416.25	0.00	0.00	
0100011	Invoice	5/28/2020	6/27/2020		265.86	0.00	0.00	
0100012	Invoice	5/28/2020	6/27/2020		666.53	0.00	0.00	
0100009	Invoice	5/23/2020	6/22/2020		2,032.54	0.00	0.00	
0100042	Invoice	5/21/2020	6/20/2020		864.25	0.00	0.00	
0100033	Invoice	5/15/2020	6/14/2020		1,113.05	0.00	613.05	XX-890?

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
5/21/2020	Invoice	864.25					
5/31/2020	Payment	864.25	5/31/2020	223481			

Balance	Current	30 Days	60 Days	90 Days	120 Days
5,974.62	3,494.64	1,222.58	1,257.40	0.00	0.00

Accept Cancel Delete



Search open Invoices based on invoice number, dates, balances or Customer PO number.



Drill into Invoice History Inquiry.



Print Aged Invoice report for this Customer.



Print Statement for this Customer.



Paperless Viewer – view existing Paperless Invoices. Allows user to Search, Open, Email, Move and Delete the Paperless document.

Paperless Office Customer Viewer

Customer No. 01-ABF
Name American Business Futures
Form Type Invoice
Invoice Date From 7/7/2019 To 12/31/2499

Invoice No.	Invoice Type	Inv Date	Source	PDF Created	Acctg Date	Updated	PDF Locatio
0100072	Invoice	5/31/2020	S/O-0000180	2019/08/06 10:14:58	5/31/2020	Y	C:\ACCT\PD

OK

Cash Receipt Entry

Click the Next Deposit Number symbol.



Enter Bank Code, Deposit Date and Deposit Amount. Description is optional.

Cash Receipts Deposit

Deposit Number: 00008 Batch: 00011

Description:

Bank Code: D Wells Fargo Checking

Deposit Date: 5/31/2020

Cash Deposit Amount: 1,178.69

Credit Card Deposit Amount: .00

Deposit Balance: 1,178.69

Buttons: Accept, Cancel, Delete, ?

Click Accept to proceed to the Cash Receipts Entry Screen.

Cash Receipts Entry (DMO) 5/31/2020

Customer No.: Customer... Deposit...

Name: Invoice No.:

Deposit Type: Cash Check No.:

1. Header 2. Lines 3. Payment

Amount Received: .00 Auto...

Customer Balance: .00

Posting Balance: .00

Deposit Information:

Deposit Number: 00008 Batch: 00011

Description:

Bank Code: D

Deposit Date: 5/31/2020

Cash Amount Remaining: 1,178.69

Credit Card Amount Remaining: .00

Deposit Remaining: 1,178.69

Buttons: Accept, Cancel, Delete, Print, ?

There are multiple methods to enter payments.

Option 1.

By entering the Invoice Number in the Invoice No. field, the Customer will be automatically selected, and the Invoice amount will be entered into the Amount Received field after the Check Number is entered.

The screenshot shows the 'Cash Receipts Entry (DMO) 5/31/2020' window. The 'Header' tab is active. The 'Customer No.' is 01-ABF, and the Name is American Business Futures. The 'Deposit Type' is Cash, and the 'Check No.' is empty. The 'Amount Received' is .00. The 'Customer Balance' is 6,754.10 and the 'Posting Balance' is .00. The 'Deposit Information' section includes: Deposit Number 00008, Batch 00011, Description, Bank Code D, Deposit Date 5/31/2020, Cash Amount Remaining 1,178.69, Credit Card Amount Remaining .00, and Deposit Remaining 1,178.69. Buttons for 'Customer...', 'Deposit...', 'Accept', 'Cancel', 'Delete', and 'Auto...' are visible.

Then click on the Lines tab. The data for this Invoice will be entered on the grid for payment.

The screenshot shows the 'Cash Receipts Entry (DMO) 5/31/2020' window with the 'Lines' tab active. The 'Check No.' is now 546. A grid for payment lines is displayed with the following data:

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0000141-IN	3/31/2020	1,178.69	.00	1,178.69	.00
2			.00	.00	.00	.00

Below the grid, the 'Line Type' is set to 'Invoice'. The 'Posting Balance' is .00 and the 'Total Posted' is 1,178.69. Buttons for 'Customer...', 'Deposit...', 'Accept', 'Cancel', 'Delete', and a printer icon are visible at the bottom.

Option 2.

Enter the Customer Number and Check Number. In the Amount Received field enter the amount of the Customer Payment.

Note - Click on the Auto button **ONLY** if the amount received matches the Customer Balance.

Otherwise, click on the Lines tab.

S Cash Receipts Entry (DMO) 5/31/2020

Customer No. 01-ABF Name American Business Futures Invoice No.
 Deposit Type Cash Check No. 54579

1. Header 2. Lines 3. Payment

Amount Received 1,178.69

Customer Balance 6,754.10
 Posting Balance 1,178.69

Deposit Information
 Deposit Number 00008 Batch 00011
 Description
 Bank Code D
 Deposit Date 5/31/2020
 Cash Amount Remaining .00
 Credit Card Amount Remaining .00
 Deposit Remaining .00

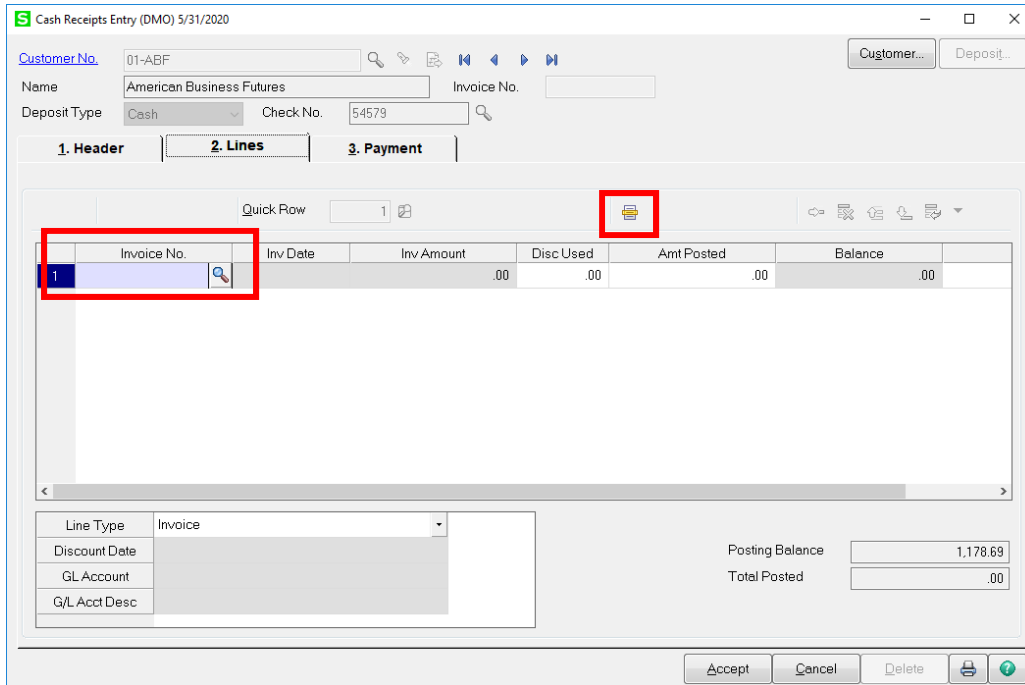
Auto...

Accept Cancel Delete ?

Lines Tab

On the Lines tab, enter the Invoice Number in the Invoice No. field to manually enter the payment amount.


Click on the Select Invoices button  to select open invoices for this customer.



Customer No. 01-ABF American Business Futures Invoice No.

Deposit Type Cash Check No. 54579



1. Header | 2. Lines | 3. Payment

Quick Row 1 

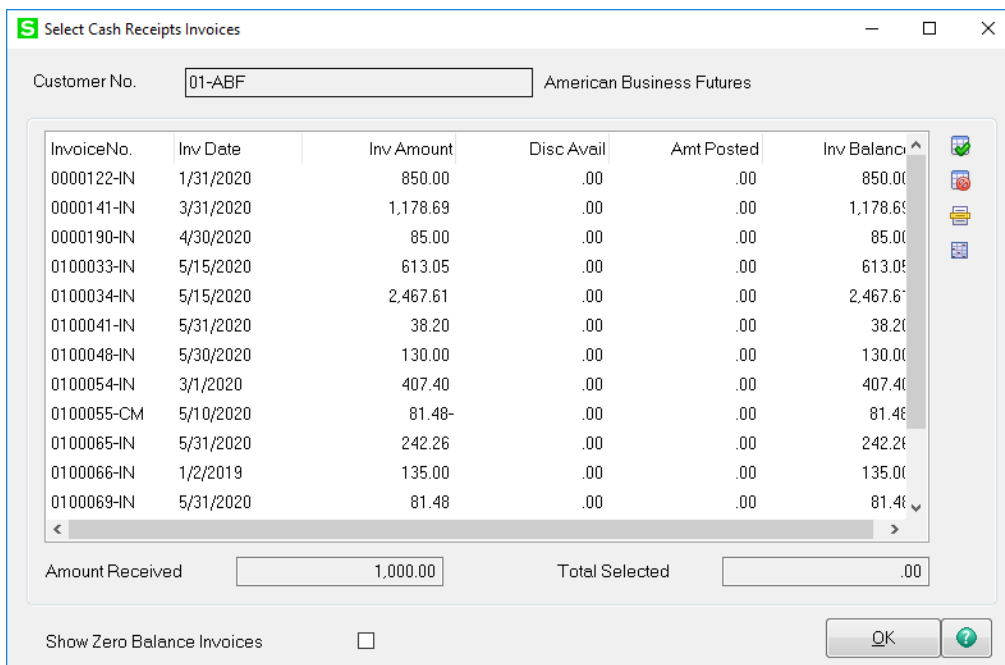
Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1		.00	.00	.00	.00

Line Type Invoice
Discount Date
GL Account
G/L Acct Desc

Posting Balance 1,178.69
Total Posted .00

Accept Cancel Delete  

The only invoices shown in the Select Cash Receipt Invoices window screen will show ONLY open invoices. Multiple invoices can be selected in the screen.




Customer No. 01-ABF American Business Futures

InvoiceNo.	Inv Date	Inv Amount	Disc Avail	Amt Posted	Inv Balance
0000122-IN	1/31/2020	850.00	.00	.00	850.00
0000141-IN	3/31/2020	1,178.69	.00	.00	1,178.69
0000190-IN	4/30/2020	85.00	.00	.00	85.00
0100033-IN	5/15/2020	613.05	.00	.00	613.05
0100034-IN	5/15/2020	2,467.61	.00	.00	2,467.61
0100041-IN	5/31/2020	38.20	.00	.00	38.20
0100048-IN	5/30/2020	130.00	.00	.00	130.00
0100054-IN	3/1/2020	407.40	.00	.00	407.40
0100055-CM	5/10/2020	81.48-	.00	.00	81.48-
0100065-IN	5/31/2020	242.26	.00	.00	242.26
0100066-IN	1/2/2019	135.00	.00	.00	135.00
0100069-IN	5/31/2020	81.48	.00	.00	81.48

Amount Received Total Selected

Show Zero Balance Invoices

OK 

Select Cash Receipts Invoices

Customer No. American Business Futures

InvoiceNo.	Inv Date	Inv Amount	Disc Avail	Amt Posted	Inv Balance
0000122-IN	1/31/2020	850.00	.00	.00	850.00
0000141-IN	3/31/2020	1,178.69	.00	.00	1,178.69
0000190-IN	4/30/2020	85.00	.00	.00	85.00
0100033-IN	5/15/2020	613.05	.00	.00	613.05
0100034-IN	5/15/2020	2,467.61	.00	.00	2,467.61
0100041-IN	5/31/2020	38.20	.00	.00	38.20
0100048-IN	5/30/2020	130.00	.00	.00	130.00
0100054-IN	3/1/2020	407.40	.00	.00	407.40
0100055-CM	5/10/2020	81.48-	.00	.00	81.48-
0100065-IN	5/31/2020	242.26	.00	.00	242.26
0100066-IN	1/2/2019	135.00	.00	.00	135.00
0100069-IN	5/31/2020	81.48	.00	.00	81.48
0100071-IN	5/31/2020	79.80	.00	.00	79.80

Amount Received Total Selected

Show Zero Balance Invoices

Note – Example - If the amount selected is more than the amount paid, the system will automatically post the remaining amount to the last invoice selected. The amount can be adjusted to a different invoice if necessary.

Cash Receipts Entry (DMO) 5/31/2020

Customer No. American Business Futures Invoice No.

Name Invoice No.

Deposit Type Check No.

1. Header | **2. Lines** | **3. Payment**

Quick Row

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0000122-IN	1/31/2020	850.00	.00	850.00	.00
2	0000141-IN	3/31/2020	1,178.69	.00	150.00	1,028.69
3			.00	.00	.00	.00

Posting Balance

Total Posted

Once the Deposit is fully distributed the Cash Amount Remaining under the Deposit Information section will be zero.

Cash Receipts Entry (DMO) 5/31/2020

Customer No.

Name Invoice No.

Deposit Type Check No.

1. Header | **2. Lines** | **3. Payment**

Amount Received .00

Customer Balance	<input type="text" value=""/> .00
Posting Balance	<input type="text" value=""/> .00

Deposit Information

Deposit Number Batch

Description

Bank Code

Deposit Date

Cash Amount Remaining .00

Credit Card Amount Remaining .00

Deposit Remaining .00

Miscellaneous Cash Deposit

At the Customer No. field enter the CASH the Customer Number. If you are using Divisions, enter the Division number before CASH.

In the Name field enter the Name or Description for this deposit. Then enter the Check Number and Amount Received.

The screenshot shows the 'Cash Receipts Entry (DMO) 5/31/2020' window. The 'Header' tab is active. The 'Customer No.' field contains '01-CASH'. The 'Name' field contains 'Blue Cross Insurance Refund'. The 'Deposit Type' is set to 'Cash' and the 'Check No.' is '5187615588'. The 'Amount Received' is '750.00'. The 'Customer Balance' is '.00' and the 'Posting Balance' is '750.00'. The 'Deposit Information' section includes 'Deposit Number' (00010), 'Batch' (00005), 'Description' (empty), 'Bank Code' (D), and 'Deposit Date' (5/31/2020). The 'Cash Amount Remaining', 'Credit Card Amount Remaining', and 'Deposit Remaining' are all '.00'. Buttons for 'Accept', 'Cancel', 'Delete', and 'Print' are visible at the bottom.

On the Lines tab, enter the Amt Posted and the General Ledger account this amount should be posted to. By using the CASH customer, the system will automatically take you to the GL Account field and will NOT allow you to enter an Invoice Number. Click Accept, then print and update the Cash Receipt Register.

The screenshot shows the 'Cash Receipts Entry (DMO) 5/31/2020' window with the 'Lines' tab active. A table with columns 'Invoice No.', 'Inv Date', 'Inv Amount', 'Disc Used', 'Amt Posted', and 'Balance' is displayed. Line 1 has an 'Amt Posted' of '750.00' and a 'Balance' of '.00'. A red arrow points to the 'Amt Posted' field of line 1. Below the table, the 'GL Account' field is highlighted with a red box and contains '630-01-00'. The 'G/L Acct Desc' field contains 'Insurance'. The 'Posting Balance' is '.00' and the 'Total Posted' is '750.00'. Buttons for 'Accept', 'Cancel', 'Delete', and 'Print' are visible at the bottom.

Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1		.00	.00	750.00	.00
2		.00	.00	.00	.00

Line Type	GL Account	
Discount Date		
GL Account	630-01-00	
G/L Acct Desc	Insurance	

Bad Debt Write-Off

To write-off bad debt create a Cash Receipts Deposit and enter zero in the Cash Deposit Amount field. Click Accept.

S Cash Receipts Deposit

Deposit Number: 00011 Batch: 00005

Description:

Bank Code: D Wells Fargo Checking

Deposit Date: 5/31/2020

Cash Deposit Amount:

Credit Card Deposit Amount:

Deposit Balance:

Buttons: Accept, Cancel, Delete, ?

Enter the Customer Number in the Customer No. field. In the Check No. field enter a description of the deposit, such as Bad Debt. Do NOT enter an amount in the Amount Received field.

S Cash Receipts Entry (DMO) 5/31/2020

Customer No.: 01-MAVRK Name: Maverick Papers Invoice No.:

Deposit Type: Cash Check No.: BAD DEBT

1. Header 2. Lines 3. Payment

Amount Received:

Customer Balance:

Posting Balance:

Deposit Information:

Deposit Number: 00011 Batch: 00005

Description:

Bank Code: D

Deposit Date: 5/31/2020

Cash Amount Remaining:

Credit Card Amount Remaining:

Deposit Remaining:

Buttons: Accept, Cancel, Delete, Print, ?

Enter all the invoices that need to be written off. Be sure that the open balance amount of the invoice is entered in the Amt Posted field.

Cash Receipts Entry (DMO) 5/31/2020

Customer No. 01-MAVRK
 Name Maverick Papers
 Deposit Type Cash Check No. BAD DEBT

1. Header | 2. Lines | 3. Payment

Quick Row 2

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0100068-IN	5/31/2020	1,880.40	.00	1,880.40	.00
2			.00	.00	.00	.00

Posting Balance 1,880.40-
 Total Posted 1,880.40

Accept Cancel Delete

After all invoices are entered, click on the next blank line and click on the Line Type field. Select GL Account. Enter your Bad Debt Write Off GL account number. Notice that the balance of all the invoices will be automatically entered into the Amt Posted field as a negative amount. Click Accept, then print and update the Cash Receipt Register.

Cash Receipts Entry (DMO) 5/31/2020

Customer No. 01-MAVRK
 Name Maverick Papers
 Deposit Type Cash Check No. BAD DEBT

1. Header | 2. Lines | 3. Payment

Quick Row 2

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0100068-IN	5/31/2020	1,880.40	.00	1,880.40	.00
2			.00	.00	1,880.40-	.00
3			.00	.00	.00	.00

Posting Balance .00
 Total Posted .00

Line Type GL Account
 Discount Date
 GL Account 960-00-04
 G/L Acct Desc Miscellaneous

Accept Cancel Delete

NSF Check

To reverse a deposit for an NSF check, create a Cash Receipts Deposit and enter zero in the Cash Deposit Amount field. Click Accept.

Cash Receipts Deposit

Deposit Number: 00012 Batch: 00005

Description: [Empty]

Bank Code: D Wells Fargo Checking

Deposit Date: 5/31/2020

Cash Deposit Amount: .00

Credit Card Deposit Amount: .00

Deposit Balance: .00

Buttons: Accept, Cancel, Delete, ?

Enter Customer Number in the Customer No. field. Enter the ORIGINAL check number. In the Amount Received field enter the negative amount for the entire check.

Cash Receipts Entry (DMO) 5/31/2020

Customer No.: 02-AMERCON Name: American Concrete Service Invoice No.: [Empty]

Deposit Type: Cash Check No.: 1096

1. Header 2. Lines 3. Payment

Amount Received: 1,045.89- (highlighted in red)

Customer Balance: 13,743.80

Posting Balance: 1,045.89-

Buttons: Customer..., Deposit..., Auto...

Deposit Information

Deposit Number: 00012 Batch: 00005

Description: [Empty]

Bank Code: D

Deposit Date: 5/31/2020

Cash Amount Remaining: 1,045.89

Credit Card Amount Remaining: .00

Deposit Remaining: 1,045.89

Buttons: Accept, Cancel, Delete, Print, ?

On the Lines tab, enter the Invoice numbers that were paid by this check. The Amt Posted should be negative. Click Accept, then print and update the Cash Receipt Register.

This process will reverse the deposit and reopen the invoices for payment.

Cash Receipts Entry (DMO) 5/31/2020

Customer No. 02-AMERCON
Name American Concrete Service
Deposit Type Cash
Check No. 1096
Invoice No.

1. Header | 2. Lines | 3. Payment

Quick Row 2

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0000120-IN	2/23/2020	.00	.00	1,045.89-	1,045.89
2	[redacted]	[redacted]	.00	.00	.00	.00

Line Type Invoice
Discount Date
GL Account
G/L Acct Desc

Posting Balance .00
Total Posted 1,045.89-

Accept Cancel Delete Print Refresh

Adjust a Posted Invoice

To adjust an existing invoice access Invoice Data Entry. Enter the invoice number to be adjusted. Click OK to accept the Invoice number.

Sage 100 A/R Invoice Data Entry (DMO) 4/24/2020

Invoice Number: 0100074-IN Batch: 00005

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Customer No. [Empty] Sage 100: Invoice number already used. Would you like to accept? (OK, Cancel)

Customer PO: [Empty]

Invoice Date: 4/24/2020 Due Date: 4/24/2020 Discount Date: 4/24/2020 Net Invoice Amt: .00

Terms Code: 00 No Terms Ship Method: [Empty] Salesperson: [Empty]

Comment: [Empty]

Sales Tax Schedule: [Empty]

Print Invoice: Fax: [Empty] Batch Fax:

E-mail: [Empty]

Quick Print... Accept Cancel Delete Print Help

Enter the Customer Number associated to this invoice. Click Yes to adjust the invoice.

Sage 100 A/R Invoice Data Entry (DMO) 4/24/2020

Invoice Number: 0100074-IN Batch: 00005

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Customer No. 01-RSSUPPL R & S Supply Corp.

Customer PO: [Empty]

Sage 100: Invoice already exists. Would you like to adjust? (Yes, No)

Invoice Date: 4/24/2020 Due Date: 5/24/2020 Discount Date: 4/24/2020 Net Invoice Amt: .00

Terms Code: 01 Net 30 Days Ship Method: [Empty] Salesperson: 0200 Shelly Westland

Comment: [Empty]

Sales Tax Schedule: WI Wisconsin

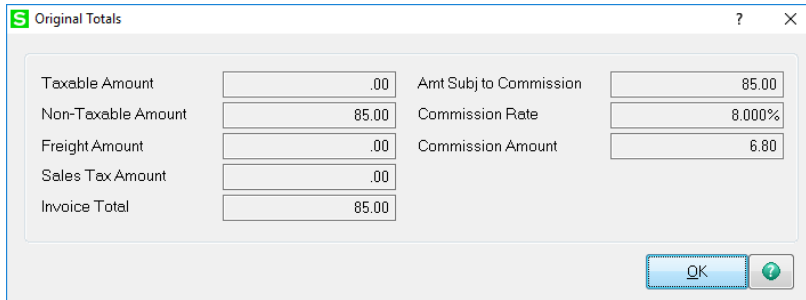
Print Invoice: Fax: [Empty] Batch Fax:

E-mail: [Empty]

Quick Print... Accept Cancel Delete Print Help

• Process Credit Card Transactions

Click OK on the Original Totals box.

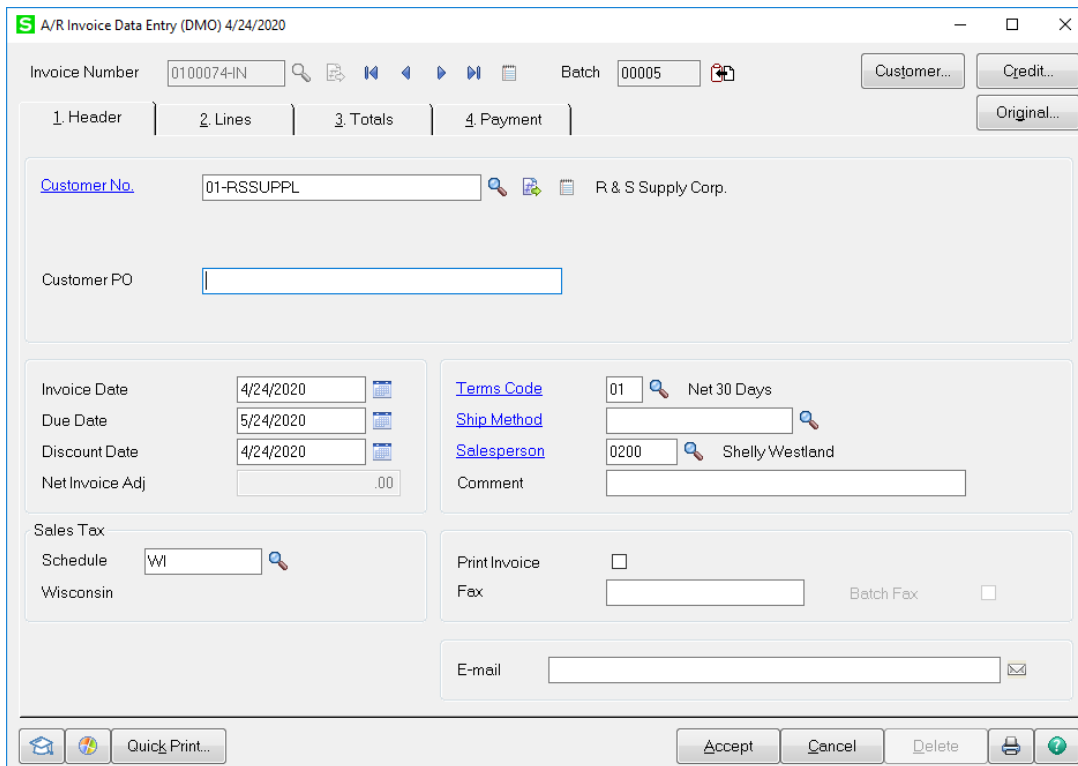


The 'Original Totals' dialog box displays the following values:

Taxable Amount	.00	Amt Subj to Commission	85.00
Non-Taxable Amount	85.00	Commission Rate	8.000%
Freight Amount	.00	Commission Amount	6.80
Sales Tax Amount	.00		
Invoice Total	85.00		

Buttons: OK, ?

On the Header tab, you can adjust the Invoice Date, Due Date, Discount Date, Terms, Salesperson, etc. If you are not adjusting these fields, click the Lines tab.



The 'A/R Invoice Data Entry (DMO) 4/24/2020' window shows the following details:

Invoice Number: 0100074-IN | Batch: 00005

Customer: 01-RSSUPPL (R & S Supply Corp.)

Customer PO: [Empty]

Invoice Date: 4/24/2020 | Due Date: 5/24/2020 | Discount Date: 4/24/2020 | Net Invoice Adj: .00

Terms Code: 01 (Net 30 Days) | Ship Method: [Empty] | Salesperson: 0200 (Shelly Westland) | Comment: [Empty]

Sales Tax: Schedule WI (Wisconsin) | Print Invoice: [Unchecked] | Fax: [Empty] | Batch Fax: [Unchecked]

E-mail: [Empty]

Buttons: Quick Print..., Accept, Cancel, Delete, Print, ?

Enter an M in the Item Code field. To adjust an invoice down, enter the amount as a negative amount. To adjust an invoice up, enter the amount as a positive amount. In the GL Account field, enter the general ledger account number to post the adjustment to. Click Accept, then print and update the sales Journal.

A/R Invoice Data Entry (DMO) 5/31/2020

Invoice Number 0100074-IN Batch 00005

1. Header 2. Lines 3. Totals 4. Payment

Quick Row 1

Item Code	Quantity	Price	Amount	Comment
M	.000	.000	85.00-	
	.000	.000	.00	

Description	Returns & allowances
GL Account	425-00-00
Cost	.000
Tax Class	NT

Net Invoice 85.00-

Quick Print... Accept Cancel Delete