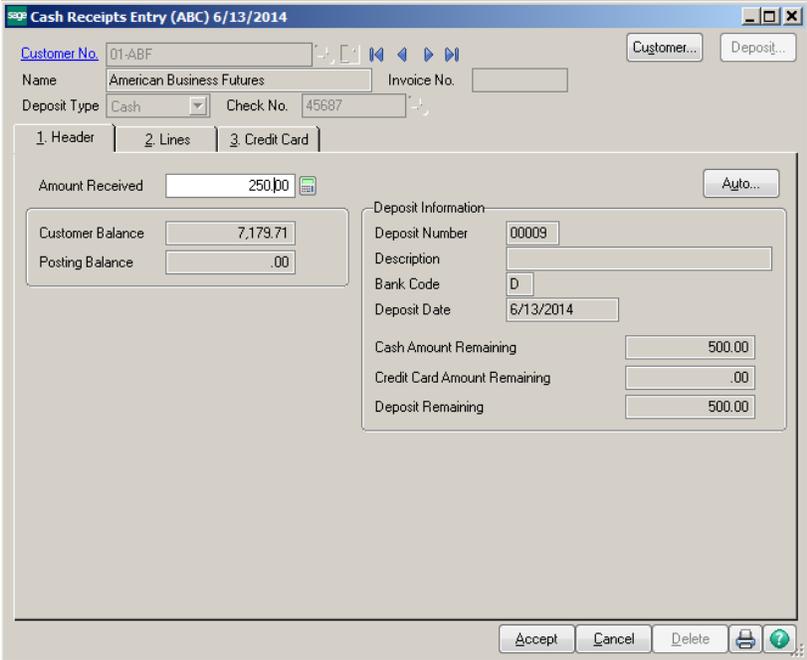


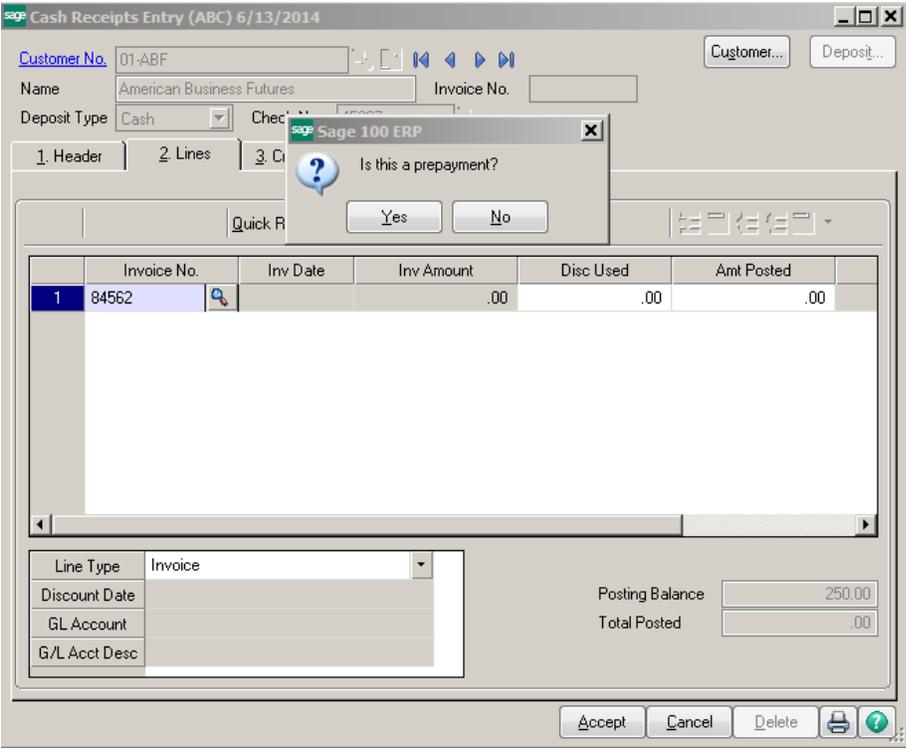
Customer Deposits or Pre-pays

Accounts Receivable Pre-pays:

Prepayments are entered using Cash Receipts Entry.



When an invoice number is entered on the lines tab that is not in the Open Invoice file, the system will prompt with the question, Is this a prepayment? Click Yes.



It will create a new invoice with the extension –PP for Prepayment. The journal entry will be a Debit to Cash and a credit to Accounts Receivable. The invoice will show on the customer account as a credit.

Customer No. 01-ABF
 Name American Business Futures
 Deposit Type Cash Check No. 45687

Line	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1	0084562-PP	6/13/2014	.00	.00	250.00
2			.00	.00	.00

Posting Balance .00
 Total Posted 250.00

The prepayment will **not** automatically apply against open invoices

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

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Amount	Balance	Customer PO No.	Comment
0084562	PrePayment	6/13/2014	6/13/2014	250.00-	250.00-		REF: 45687
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		
0100068	Invoice	1/23/2014	2/22/2014	60.00	60.00		

Balance	Current	30 Days	60 Days	90 Days	120 Days
6,929.71	385.35	171.00	231.00	410.00	5,732.36

An invoice is prepared for the customer.

	Item Code	Description	Price	Amount
1	WIDGET	8" x 10" Widgets	250.000	250.00
2			.000	.00

GL Account	400-01-00
Cost	27.500
Tax Class	TX
Commission	<input checked="" type="checkbox"/>

Net Invoice: 250.00

Note: There is no place on the Totals tab to reference the prepayment.

Taxable Amount	.00	Amount Subject to Commission	222.50
Nontaxable Amount	250.00	Commission Rate	10.000 %
Freight	.00	Commission Amount	22.25
Sales Tax	.00		
Invoice Total	250.00		

Tax Detail...

The invoice and prepayment now show on the customer file.

sage * Customer Maintenance (ABC) 6/13/2014

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	Amount	Balance	Customer PO No.	Comment
0084562	PrePayment	6/13/2014	6/13/2014	250.00	250.00		REF: 45687
0100063	Invoice	6/13/2014	7/13/2014	250.00	250.00	154	
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.

Balance	Current	30 Days	60 Days	90 Days	120 Days
7,179.71	635.35	171.00	231.00	410.00	5,732.36

Accept Cancel Delete

How to Remove the Prepayment

Option 1 – Cash Receipt Entry

Create a zero amount Cash Receipt Deposit.

Cash Receipts Deposit

Deposit Number: 00010

Description:

Bank Code: D Wells Fargo Checking

Deposit Date: 6/13/2014

Cash Deposit Amount: .00

Credit Card Deposit Amount: .00

Deposit Balance: .00

Buttons: Accept, Cancel, Delete, ?

Enter the customer and CLEAR PP in the check number field. Amount Received should be zero.

Cash Receipts Entry (ABC) 6/13/2014

Customer No.: 01-ABF

Name: American Business Futures

Invoice No.:

Deposit Type: Cash

Check No.: CLEAR PP

1. Header | 2. Lines | 3. Credit Card

Amount Received: .00

Customer Balance: 7,179.71

Posting Balance: .00

Deposit Information:

Deposit Number: 00010

Description:

Bank Code: D

Deposit Date: 6/13/2014

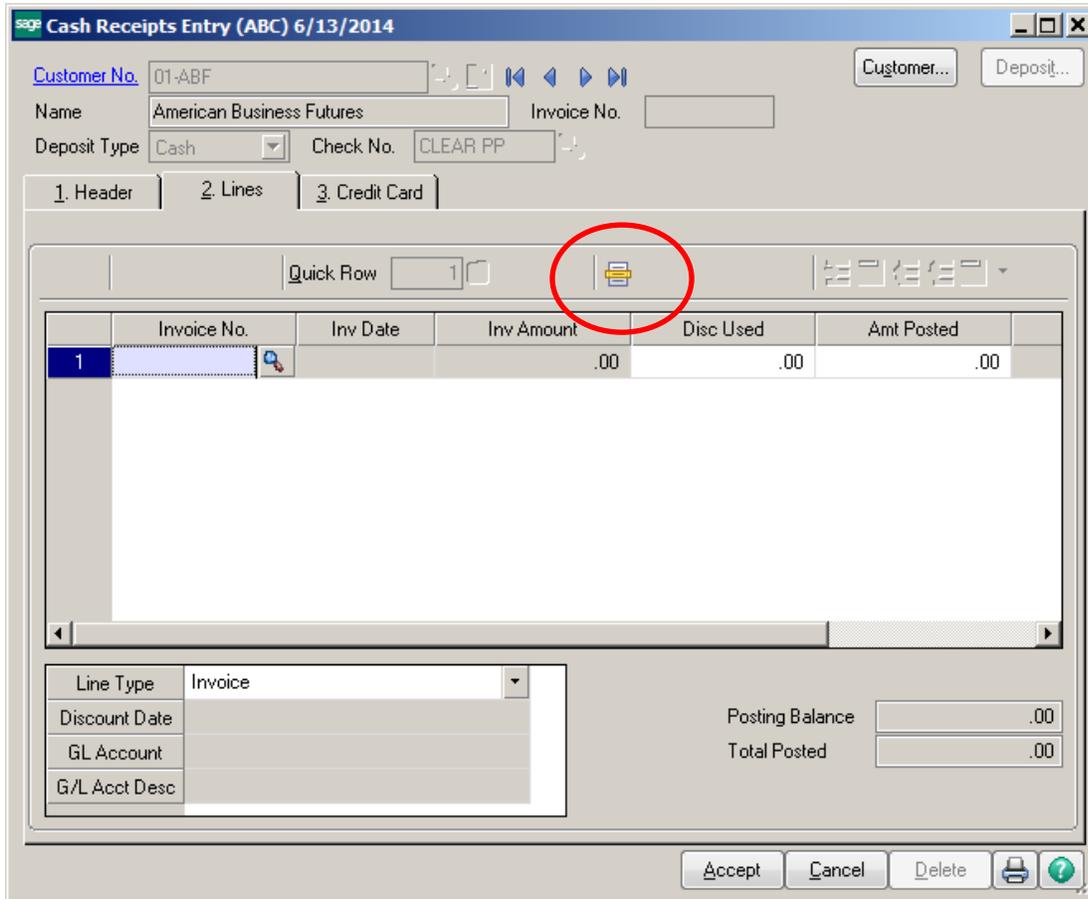
Cash Amount Remaining: .00

Credit Card Amount Remaining: .00

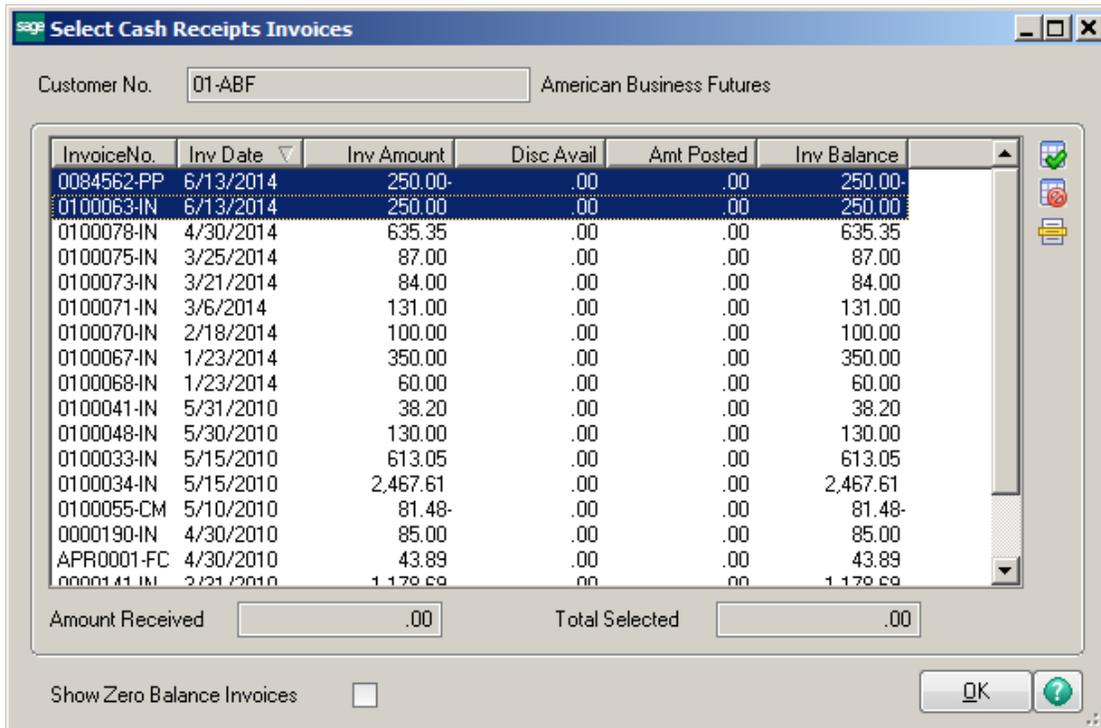
Deposit Remaining: .00

Buttons: Accept, Cancel, Delete, Print, ?

On the Lines tab, click the Select Invoices button.



Select the invoices that you want to net against each other.



The invoice balances for the two invoices should be zero. Click Accept and Update the Cash Receipts Register.

sage Cash Receipts Entry (ABC) 6/13/2014

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

Deposit Type Cash Check No. CLEAR PP

1. Header 2. Lines 3. Credit Card

Quick Row 3

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0084562-PP	6/13/2014	250.00	.00	250.00	.00
2	0100063-IN	6/13/2014	250.00	.00	250.00	.00
3			.00	.00	.00	.00

Line Type Invoice

Discount Date

GL Account

G/L Acct Desc

Posting Balance .00

Total Posted .00

Accept Cancel Delete

sage * Customer Maintenance (ABC) 6/13/2014

Customer No. 01-ABF Name American Business Futures

Copy From... Renumber... More...

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	Amount	Balance	Customer PO No.	Comment
0084562	PrePayment	6/13/2014	6/13/2014	250.00	0.00		REF: 45687
0100063	Invoice	6/13/2014	7/13/2014	250.00	0.00	154	
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
6/13/2014	PrePayment	250.00	6/13/2014	45687			
6/13/2014	Payment	250.00	6/13/2014	CLEAR PP			

Balance	Current	30 Days	60 Days	90 Days	120 Days
7,179.71	635.35	171.00	231.00	410.00	5,732.36

Accept Cancel Delete

The invoices are no longer on the Customer Aging.

Accounts Receivable Aged Invoice Report
Sorted by Customer Number
All Open Invoices - Aged as of 6/13/2014

ABC Distribution and Service Corp.

Division Number: 01 EAST SALES OFFICE

Customer / Invoice Date	Invoice Number	Due Dates		Discount Amount	Balance	Current	30 Days	60 Days	90 Days	120 Days	
		Invoice	Discount								
ABF	American Business Futures			Contact: Artie Johnsonajfsadjfsa.lkf		Phone: (414)555-4787	Extension: 219		Credit Limit: 120,000.00		
1/31/2010	0000122-IN	3/30/2010		0.00	850.00	0.00	0.00	0.00	0.00	850.00	
3/1/2010	0100054-IN	4/1/2010		0.00	407.40	0.00	0.00	0.00	0.00	407.40	
3/31/2010	0000141-IN	4/30/2010		0.00	1,178.69	0.00	0.00	0.00	0.00	1,178.69	
4/30/2010	0000190-IN	5/30/2010		0.00	85.00	0.00	0.00	0.00	0.00	85.00	
4/30/2010	APR0001-FC	4/30/2010		0.00	43.89	0.00	0.00	0.00	0.00	43.89	
5/10/2010	0100055-CM			0.00	81.48-	0.00	0.00	0.00	0.00	81.48-	
5/15/2010	0100033-IN	6/14/2010		0.00	613.05	0.00	0.00	0.00	0.00	613.05	
5/15/2010	0100034-IN	6/14/2010		0.00	2,467.61	0.00	0.00	0.00	0.00	2,467.61	
5/30/2010	0100048-IN	6/29/2010		0.00	130.00	0.00	0.00	0.00	0.00	130.00	
5/31/2010	0100041-IN	6/30/2010		0.00	38.20	0.00	0.00	0.00	0.00	38.20	
1/23/2014	0100067-IN	2/22/2014		0.00	350.00	0.00	0.00	0.00	350.00	0.00	
1/23/2014	0100068-IN	2/22/2014		0.00	60.00	0.00	0.00	0.00	60.00	0.00	
2/18/2014	0100070-IN	3/20/2014		0.00	100.00	0.00	0.00	100.00	0.00	0.00	
3/6/2014	0100071-IN	4/5/2014		0.00	131.00	0.00	0.00	131.00	0.00	0.00	
3/21/2014	0100073-IN	4/20/2014		0.00	84.00	0.00	84.00	0.00	0.00	0.00	
3/25/2014	0100075-IN	4/24/2014		0.00	87.00	0.00	87.00	0.00	0.00	0.00	
4/30/2014	0100078-IN	5/30/2014		0.00	635.35	635.35	0.00	0.00	0.00	0.00	
*** On Credit Hold ***											
Customer ABF Totals:					0.00	7,179.71	635.35	171.00	231.00	410.00	5,732.35
Division 01 Totals:					0.00	7,179.71	635.35	171.00	231.00	410.00	5,732.35
Number of Customers: 1											
Report Totals:					0.00	7,179.71	635.35	171.00	231.00	410.00	5,732.35
Number of Customers: 1											

The statement will show that the invoices were netted against each other.

Statement

ABC Distribution and Service Corp .
 (314) 222-5555

Statement Date: 6/13/2014

Salesperson: Jim Kentley

American Business Futures
 2131 N. 14th Street
 Suite 100
 Accounting Department
 Milwaukee, WI 53205-1204
Contact: Artie Johnsonajfsadjfsa.lkf

Customer Number: 01-ABF

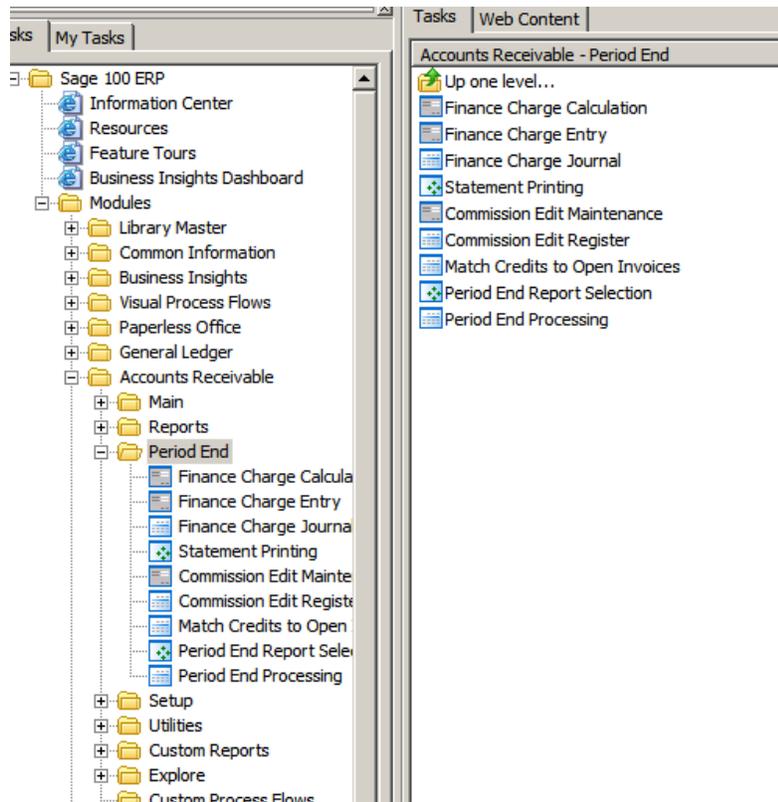
Credit Limit: 120,000.00

Credit Available: 102,566.02

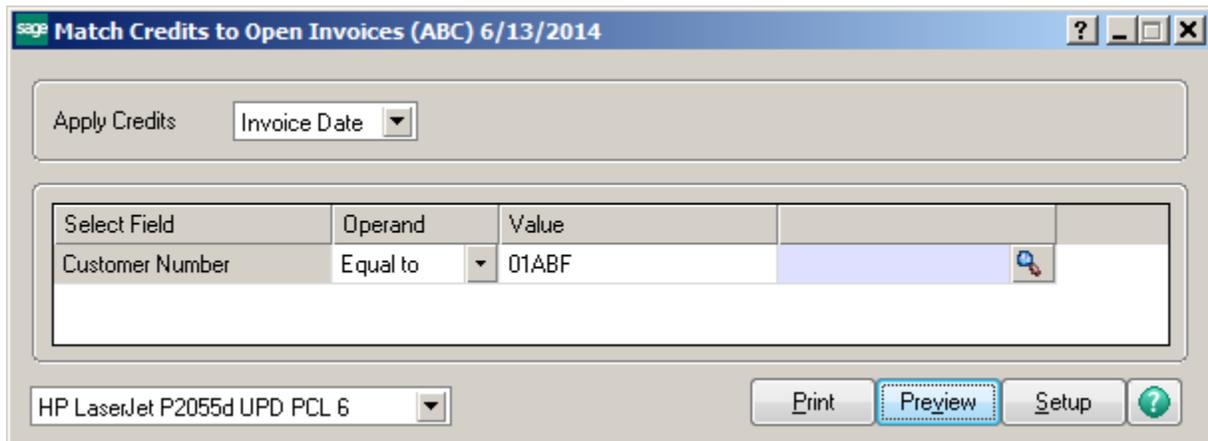
Date	Reference	Description	Charge	Credit	Balance
1/31/2010	0000122-IN	Monthly supply order	850.00		850.00
3/1/2010	0100054-IN		407.40		407.40
3/31/2010	0000141-IN	Monthly supply order	1,226.25		
5/31/2010		Credit Memo: 0100039		47.56	1,178.69
4/30/2010	0000190-IN		85.00		85.00
4/30/2010	APR0001-FC	Finance Charge	43.89		43.89
5/10/2010	0100055-CM			81.48	81.48-
5/15/2010	0100033-IN		1,113.05		
5/31/2010		Payment Ref: 010255		500.00	613.05
5/15/2010	0100034-IN		2,467.61		2,467.61
5/30/2010	0100048-IN		130.00		130.00
5/31/2010	0100041-IN		38.20		38.20
1/23/2014	0100067-IN		350.00		350.00
1/23/2014	0100068-IN		60.00		60.00
2/18/2014	0100070-IN		100.00		100.00
3/6/2014	0100071-IN		131.00		131.00
3/21/2014	0100073-IN		84.00		84.00
3/25/2014	0100075-IN		87.00		87.00
4/30/2014	0100078-IN		635.35		635.35
6/4/2014	0100082-IN		1,218.30		
6/4/2014		Credit Memo: 0100083		1,218.30	0.00
6/4/2014	0100085-IN		1,218.30		
6/4/2014		Credit Memo: 0100086		1,218.30	0.00
6/13/2014	0084562-PP	Ref: 45687		250.00	
6/13/2014		Payment Ref: CLEAR PP	250.00		0.00
6/13/2014	0100063-IN		250.00		
6/13/2014		Payment Ref: CLEAR PP		250.00	0.00

Option 2:

From the Period End menu, select the Match Credits to Open Invoices.



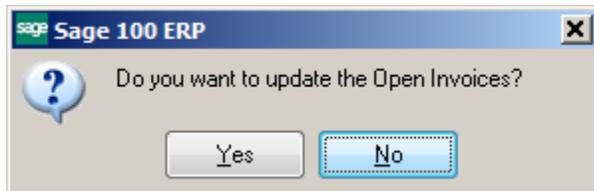
You can apply the credit and open invoices sequentially or by invoice date. You can also select a specific customer.



The system will select the invoices to apply against each other.

Customer Number	Name	Credit Invoice	Credit Amount	Invoice Number	Invoice Amount	Amount Applied	Credit Balance
01-ABF	American Business Futures	0084562PP	250.00	00001224N	850.00	250.00	0.00
01-ABF	American Business Futures	0100055CM	81.48	00001224N	600.00	81.48	0.00
Report Total:						331.48	

Click Yes to Update.



The customer file will reflect the changes. The offset to the Prepayment is an entry using CREDIT-X as the payment reference.

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Amount	Balance	Customer PO No.	Comment
0084562	PrePayment	6/13/2014	6/13/2014	250.00	0.00		REF: 45687
0100063	Invoice	6/13/2014	7/13/2014	250.00	250.00	154	
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
6/13/2014	PrePayment	250.00	6/13/2014	45687			
6/13/2014	Payment	250.00	6/13/2014		CREDIT-X		

Balance	Current	30 Days	60 Days	90 Days	120 Days
7,179.71	635.35	171.00	231.00	410.00	5,732.36

The invoices will no longer show on the Aging.

Accounts Receivable Aged Invoice Report

Sorted by Customer Number
All Open Invoices - Aged as of 6/13/2014

ABC Distribution and Service Corp.

Division Number: 01 EAST SALES OFFICE

Customer / Invoice Date	Invoice Number	Due Dates		Discount Amount	Balance	Current	30 Days	60 Days	90 Days	120 Days	
		Invoice	Discount								
ABF	American Business Futures										
1/31/2010	00001224N	3/30/2010		0.00	519.52	0.00	0.00	0.00	0.00	519.52	
3/1/2010	01000544N	4/1/2010		0.00	407.40	0.00	0.00	0.00	0.00	407.40	
3/31/2010	00001414N	4/30/2010		0.00	1,178.69	0.00	0.00	0.00	0.00	1,178.69	
4/30/2010	00001904N	5/30/2010		0.00	85.00	0.00	0.00	0.00	0.00	85.00	
4/30/2010	APR0001-FC	4/30/2010		0.00	43.89	0.00	0.00	0.00	0.00	43.89	
5/15/2010	01000334N	6/14/2010		0.00	613.05	0.00	0.00	0.00	0.00	613.05	
5/15/2010	01000344N	6/14/2010		0.00	2,467.61	0.00	0.00	0.00	0.00	2,467.61	
5/30/2010	01000484N	6/29/2010		0.00	130.00	0.00	0.00	0.00	0.00	130.00	
5/31/2010	01000414N	6/30/2010		0.00	38.20	0.00	0.00	0.00	0.00	38.20	
1/23/2014	01000674N	2/22/2014		0.00	350.00	0.00	0.00	0.00	350.00	0.00	
1/23/2014	01000684N	2/22/2014		0.00	60.00	0.00	0.00	0.00	60.00	0.00	
2/18/2014	01000704N	3/20/2014		0.00	100.00	0.00	0.00	100.00	0.00	0.00	
3/6/2014	01000714N	4/5/2014		0.00	131.00	0.00	0.00	131.00	0.00	0.00	
3/21/2014	01000734N	4/20/2014		0.00	84.00	0.00	84.00	0.00	0.00	0.00	
3/25/2014	01000754N	4/24/2014		0.00	87.00	0.00	87.00	0.00	0.00	0.00	
4/30/2014	01000784N	5/30/2014		0.00	635.35	635.35	0.00	0.00	0.00	0.00	
6/13/2014	01000634N	7/13/2014		0.00	250.00	250.00	0.00	0.00	0.00	0.00	
*** On Credit Hold ***											
Customer ABF Totals:					0.00	7,179.71	885.35	171.00	231.00	410.00	5,482.36
Division 01 Totals:					0.00	7,179.71	885.35	171.00	231.00	410.00	5,482.36
Number of Customers:					1						
Report Totals:					0.00	7,179.71	885.35	171.00	231.00	410.00	5,482.36
Number of Customers:					1						

The Statement will show the CREDIT-X offsetting entries.

American Business Futures
 2131 N. 14th Street
 Suite 100
 Accounting Department
 Milwaukee, WI 53205-1204
Contact: Artie Johnsonajflsadjfsa;ldf

Customer Number: 01-ABF

Credit Limit: 120,000.00

Credit Available: 102,566.02

Date	Reference	Description	Charge	Credit	Balance
1/31/2010	0000122-IN	Monthly supply order	850.00		
6/13/2014		Payment Ref: CREDIT-X		250.00	
6/13/2014		Payment Ref: CREDIT-X		81.48	518.52
3/1/2010	0100054-IN		407.40		407.40
3/31/2010	0000141-IN	Monthly supply order	1,226.25		
5/31/2010		Credit Memo: 0100039		47.56	1,178.69
4/30/2010	0000190-IN		85.00		85.00
4/30/2010	APR0001-FC	Finance Charge	43.89		43.89
5/10/2010	0100055-CM			81.48	
6/13/2014		Payment Ref: CREDIT-X	81.48		0.00
5/15/2010	0100033-IN		1,113.05		
5/31/2010		Payment Ref: 010255		500.00	613.05
5/15/2010	0100034-IN		2,467.61		2,467.61
5/30/2010	0100048-IN		130.00		130.00
5/31/2010	0100041-IN		38.20		38.20
1/23/2014	0100067-IN		350.00		350.00
1/23/2014	0100068-IN		60.00		60.00
2/18/2014	0100070-IN		100.00		100.00
3/6/2014	0100071-IN		131.00		131.00
3/21/2014	0100073-IN		84.00		84.00
3/25/2014	0100075-IN		87.00		87.00
4/30/2014	0100078-IN		635.35		635.35
6/4/2014	0100082-IN		1,218.30		
6/4/2014		Credit Memo: 0100083		1,218.30	0.00
6/4/2014	0100085-IN		1,218.30		
6/4/2014		Credit Memo: 0100086		1,218.30	0.00
6/13/2014	0084562-PP	Ref: 45687		250.00	
6/13/2014		Payment Ref: CREDIT-X	250.00		0.00
6/13/2014	0100063-IN		250.00		250.00

Sales Order – Deposits

Select Sales Order Setup\Sales Order Options. Confirm that the Customer Deposit account is correct. It should be a liability account.

Sales Order Options (ABC) 6/13/2014

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

Enable Shipping

Calendar Month: Current Calendar Year: 2010 | Current Period: 05

Post Sales to General Ledger by Division: Yes

Post Customer Deposits by Division

Post Deposits in Detail

Integrate with:

General Ledger

Inventory Management

Job Cost

Default General Ledger Accounts:

Customer Deposits	201-00-00	Customer Deposits
Special Item Sales	400-01-01	Distribution sales - East
Special Item COGS	450-10-00	Cost of Goods Sold
Special Item Purchases	450-01-00	Purchases

Accept | Cancel | Print | Help

Enter a customer order. Inform the customer that they are required to pay a 50% deposit.

Sales Order Entry (ABC) 6/13/2014

Order Number: 0000200 | Copy from... | Defaults... | Customer... | Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: sjd

Order Date: 6/13/2014 | Order Type: Standard Order | Generate PO... | Tax Detail...

Customer No.: 01-ABF | American Business Futures | Salesperson: 0100

Amount Subject to Discount	7,560.00	Deposit Payment Type	NONE
Discount Rate	.000%	Check Number	
Discount Amount	.00	Deposit Amount	.00

Taxable Amount	.00	Commission Rate	10.000%
Non-Taxable Amount	7,560.00	Sales Tax Amount	.00
		Order Total	7,560.00

Ship Zone: | Ship Weight: 03500 | Freight Amount: .00

Print Order... | Print Pick... | Recalc Price

Accept | Cancel | Delete | Print | Help

When the deposit is received, enter it into Cash Receipts Entry.

Cash Receipts Deposit

Deposit Number: 00011

Description: [Empty]

Bank Code: D Wells Fargo Checking

Deposit Date: 6/13/2014

Cash Deposit Amount	3,780.00
Credit Card Deposit Amount	.00
Deposit Balance	3,780.00

Buttons: Accept, Cancel, Delete, ?

Enter Customer information, including check number and amount received.

Cash Receipts Entry (ABC) 6/13/2014

Customer No.: 01-ABF

Name: American Business Futures

Invoice No.: [Empty]

Deposit Type: Cash

Check No.: 45681

1. Header | 2. Lines | 3. Credit Card

Amount Received: 3,780.00

Customer Balance	7,179.71
Posting Balance	3,780.00

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

Deposit Information

Deposit Number: 00011

Description: [Empty]

Bank Code: D

Deposit Date: 6/13/2014

Cash Amount Remaining: .00

Credit Card Amount Remaining: .00

Deposit Remaining: .00

Buttons: Accept, Cancel, Delete, Print, ?

On Line Type, click the down arrow and select GL Account. Enter the Customer Deposits gl account number. Enter the amount received.

SAP Cash Receipts Entry (ABC) 6/16/2014

Customer No. 01-ABF
 Name American Business Futures
 Invoice No.
 Deposit Type Cash
 Check No. 45681

Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1		.00	.00	3,780.00	.00
2		.00	.00	.00	.00

Line Type: GL Account
 Discount Date:
 GL Account: 201-00-00
 G/L Acct Desc: Customer Deposits

Posting Balance: .00
 Total Posted: 3,780.00

Buttons: Accept, Cancel, Delete, Print, Help

Enter Customer Deposit information on the Totals tab. The Net Order will be reduced by the deposit amount.

SAP Sales Order Entry (ABC) 6/13/2014

Order Number 0000200
 Order Date 6/13/2014
 Order Type Standard Order
 Customer No. 01-ABF
 American Business Futures
 Salesperson 0100

Amount Subject to Discount: 7,560.00
 Discount Rate: .000%
 Discount Amount: .00

Deposit Payment Type: CHECK
 Check Number: 879756
 Deposit Amount: 3,780.00

Taxable Amount: .00
 Non-Taxable Amount: 7,560.00

Commission Rate: 10.000%
 Sales Tax Amount: .00
 Order Total: 7,560.00
 Net Order: 3,780.00

Buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, Print, Help

Cash Receipts Journal
Register Number: CR-000003

ABC Distribution and Service Corp. (ABC)

Cash Deposits

Customer Number/Name	Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: D Wells Fargo Checking								
01-ABF	American Business Futures	Check Number: 45681		6/13/2014		3,780.00	00011	3,780.00
GL: 201-00-00			3,780.00					3,780.00
	Posting Total:		3,780.00		0.00		0.00	3,780.00
	01-ABF Total:		3,780.00		0.00		0.00	3,780.00
	Division 01 Total:		3,780.00		0.00		0.00	3,780.00
	Deposit 00011 Total:		3,780.00		0.00		0.00	3,780.00
	6/13/2014 Total:		3,780.00		0.00		0.00	3,780.00
	Bank D Total:		3,780.00		0.00		0.00	3,780.00
	Cash Deposits Total:		3,780.00		0.00		0.00	3,780.00
	Report Total:		3,780.00		0.00		0.00	3,780.00

Accounts Receivable Recap By Division
Register Number: CR-000003

ABC Distribution and Service Corp. (ABC)

Division Number: 01 EAST SALES OFFICE

G/L Account	Description	Debit	Credit
101-01-00	Cash in bank - Reg. checking	3,780.00	
201-00-00	Customer Deposits		3,780.00
Division 01 Total:		3,780.00	3,780.00

NOTE: The deposit does not show on the customer Invoices tab at this time.

The screenshot shows the Sage Customer Maintenance software interface for customer 01-ABF, American Business Futures. The 'Invoices' tab is selected, displaying a list of invoices with columns for Invoice No., Invoice Type, Inv Date, Inv Due Date, Amount, Balance, Customer PO No., and Comment. A summary table at the bottom shows the current balance and aging schedule.

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Amount	Balance	Customer PO No.	Comment
0084562	PrePayment	6/13/2014	6/13/2014	250.00	0.00		REF: 45687
0100063	Invoice	6/13/2014	7/13/2014	250.00	0.00	154	
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
	Balance	7,179.71					
	Current	635.35					
	30 Days	171.00					
	60 Days	231.00					
	90 Days	410.00					
	120 Days	5,732.36					

The amount is shown in the Customer Deposit account on the General Ledger.

General Ledger Detail Report				ABC Distribution and Service Corp. (ABC)				
				Detail Postings for Period 06 Ending 6/30/2014				
Account Number /Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
201-00-00			Customer Deposits	0.00				
06	6/13/2014	CR-000003	American Business Futures REF:			3,780.00		3,780.00-
				<u>0.00</u>	<u>0.00</u>	<u>3,780.00</u>	<u>3,780.00-</u>	<u>3,780.00-</u>
Report Total:				<u>0.00</u>	<u>0.00</u>	<u>3,780.00</u>	<u>3,780.00-</u>	<u>3,780.00-</u>

Create an Invoice for the Customer for the remaining balance.

S/O Invoice Data Entry (ABC) 6/16/2014

Invoice No. 0100088 | Defaults... | Customer... | Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Invoice Date: 6/16/2014 | Invoice Type: Standard Invoice | Tag Detail...

Customer No. 01-ABF | American Business Futures | Salesperson 0100

Amount Subject to Discount: 7,560.00
 Discount Rate: .000%
 Discount Amount: .00

Deposit Payment Type: CHECK | CHECK
 Check Number: 879756
 Deposit Available: 3,780.00
 Deposit Amount: 3,780.00

Taxable Amount: .00
 Nontaxable Amount: 7,560.00

Commission Rate: 10.000%
 Sales Tax Amount: .00
 Invoice Total: 7,560.00
 Net Invoice: 3,780.00

Ship Zone: [] | Ship Weight: 03500 | Freight Amount: .00

Quick Print | Accept | Cancel | Delete | Print | Help

Invoice

ABC Distribution and Service Corp .
(314) 222-5555

Invoice Number : 0100088-IN
Invoice Date : 6/16/2014

Order Number : 0000200
Order Date : 6/13/2014
Salesperson : 0100
Customer Number : 01-ABF

Sold To :
American Business Futures
2131 N. 14th Street
Suite 100
Accounting Department
Milwaukee, WI 53205-1204
Confirm To :
John Quinn

Ship To :
American Business Futures
Racine Warehouse
5411 Kendrick Place
Racine, WI 53120

Customer P.O.	Ship VIA	F.O.B.	Terms
5488	UPS BLUE		Net 30 Days

Item Code	Unit	Ordered	Shipped	Back Ordered	Price	Amount
1001-HON-H252	EACH	100.00	100.00	0.00	75.600	7,560.00
HON 2 DRAWER LETTER FLE W/O LK		Whee: 001				

Net Invoice : 7,560.00
Less Discount : 0.00
Freight : 0.00
Sales Tax : 0.00
Invoice Total : 7,560.00
Less Deposit : 3,780.00
Invoice Balance : 3,780.00

Daily Sales Order Sales Journal
Journal Posting Date: 6/16/2014
Register Number: SO-000020

ABC Distribution and Service Corp. (ABC)

Invoice No./ Customer No	Invoice Date	Order Number	Terms Code	Sls Prsn	Tax Schedule	Taxable Sales Amount	Nontaxable Sales Amount	Discount Amount	Freight Amount	Sales Tax Amount	Invoice Total	Deposit Amount
0100087-XD	6/16/2014											
01-ABF	American Business Futures					0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100088-IN	6/16/2014	0000200	01	0100	WI							
01-ABF	American Business Futures					0.00	7,560.00	0.00	0.00	0.00	7,560.00	3,780.00
Report Total - Cash Sales:						0.00	0.00	0.00	0.00	0.00	0.00	0.00
AR Sales:						0.00	7,560.00	0.00	0.00	0.00	7,560.00	3,780.00
Total Sales:						0.00	7,560.00	0.00	0.00	0.00	7,560.00	3,780.00

Once the invoice is updated, the deposit amount will be posted to the Customer Deposit account.

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 6/16/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000020	105-00-01	Accts. receiv. - East Warehse	3,780.00	
		S/O Invoice Entry - 6/16/2014		
	115-00-01	Inventory - East Warehouse		3,425.00
		American Business REF: 0100088		
	201-00-00	Customer Deposits	3,780.00	
		0100088 CHECK 879756		
	400-01-00	Distribution sales (history)		7,560.00
		American Business REF: 0100088		
	450-01-00	Purchases	3,425.00	
		American Business REF: 0100088		
Journal 000020 Totals:			10,985.00	10,985.00
Source SO Totals:			10,985.00	10,985.00
6/16/2014 Totals:			10,985.00	10,985.00
Report Totals:			10,985.00	10,985.00

General Ledger Detail Report

ABC Distribution and Service Corp. (ABC)

Detail Postings for Period 06 Ending 6/30/2014

Account Number /Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
201-00-00				CustomerDeposits	0.00				
	06	6/13/2014	CR-000003	American Business Futures REF:			3,780.00		3,780.00-
	06	6/16/2014	SO-000020	0100088 CHECK 879756		3,780.00			0.00
Report Total:					0.00	3,780.00	3,780.00	0.00	0.00

SAP * Customer Maintenance (ABC) 6/16/2014

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/Ds

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Amount	Balance	Customer PD No.	Comment
0100088	Invoice	6/16/2014	7/16/2014	7,560.00	3,780.00	5468	
0084562	PrePayment	6/13/2014	6/13/2014	250.00	0.00		REF: 45687
0100063	Invoice	6/13/2014	7/13/2014	250.00	0.00	154	
0100082	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100085	Invoice	6/4/2014	7/4/2014	1,218.30	0.00		
0100078	Invoice	4/30/2014	5/30/2014	635.35	635.35		
0100075	Invoice	3/25/2014	4/24/2014	87.00	87.00		
0100073	Invoice	3/21/2014	4/20/2014	84.00	84.00		
0100071	Invoice	3/6/2014	4/5/2014	131.00	131.00		
0100070	Invoice	2/18/2014	3/20/2014	100.00	100.00		
0100067	Invoice	1/23/2014	2/22/2014	350.00	350.00		

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
6/16/2014	Invoice	7,560.00					
6/16/2014	Payment	3,780.00	6/16/2014	879756			

Balance	Current	30 Days	60 Days	90 Days	120 Days
10,959.71	4,415.35	171.00	231.00	410.00	5,732.36

Accept Cancel Delete