Accounts Receivable Pre-pays:

Prepayments are entered using Cash Receipts Entry.

🕸 Cash Receipts Entry (ABC) 6/13/2014		
Customer No. 01-ABF Name American Business Futures Deposit Type Cash 1. Header 2. Lines 3. Credit Card	Invoice No.	Cugtomer Deposit
Amount Received 250,00 m Customer Balance 7,179,71 Posting Balance .00	Deposit Information Deposit Number 00009 Description Bank Code D Deposit Date 6/13/2014 Cash Amount Remaining Credit Card Amount Remaining Deposit Remaining	Auto 500.00 .00 500.00
	Accept Can	cel Delete 🔒 🕢

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.

Cash Receip	ts Entry (ABC)	6/13/2014					
Customer No. [0 Name / Deposit Type [0 1. Header	11-ABF American Busines Cash <u>)</u> <u>2. Lines</u>	s Futures Chec See Sage	Image: Second	×		Customer	Deposi <u>t</u>
		Quick R	Yes <u>N</u> o		4- 4-	=] (= (=]] *
	Invoice No.	Inv Date	Inv Amount	Disc U	sed	Amt Posted	
1 8456	2 🔍		.00		.00		.00
1							Þ
Line Type	Invoice		•				
Discount Dal	te			F	osting Baland	ce	250.00
GL Account	t			Т	otal Posted		.00
G/L Acct De:	sc						
				Acc	ept <u>C</u> an	icel <u>D</u> elete	- B I B I O

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.

⁹ Cash Receip	ts Entry (ABC)	6/13/2014			_		
Customer No.	1-ABF	r	2. Et 14. 4. d di		Cu	stomer	Deposi <u>t</u>
Name A	American Busine:	ss Futures	Invoice No.				
Deposit Type	Cash 📃 💌	Check No. 45	i687 ^[]				
<u>1</u> . Header	<u>2</u> . Lines	<u>3</u> . Credit Card	<u> </u>				
		Quick Row			🔁 🐺	연연통	•
	Invoice No.	Inv Date	Inv Amount	Disc Used	Ar	nt Posted	
1 0084	562-PP	6/13/2014	.00	.0)0	250.00	
2			.00	.0)0	.0	0
۲	1						•
Line Type	Invoice		•	Destine	Dalaman [
CL Assount Dat	e			Fosting Total Po	balance		250.00
G/L Acct Des	SC			Total PC			230.00
				Accept	<u>C</u> ancel	<u>D</u> elete	80

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

^e * Customer	Maintenance (/	ABC) 6/13/2	2014						_0
Customer No.	01-ABF	Eutures		Þ ÞI 🗐			Copy Fro	m Renum <u>b</u> er	More
<u>1</u> . Main	<u>2</u> . Additional] <u>3</u> . Sta	iistics <u>4</u> . Sumr	mary <u>5</u> . Hist	ory <u>6</u> . Invo	ces <u>7</u> . Transa	ctions	8. S/Os	
Invoice No. 0084562 0100082 0100085 0100078 0100075 0100073 0100071 0100070 0100068	Invoice Type PrePayment Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date 6/13/2014 6/4/2014 6/4/2014 4/30/2014 3/25/2014 3/25/2014 3/21/2014 3/21/2014 2/18/2014 1/23/2014	 Inv Due Date 6/13/2014 7/4/2014 7/4/2014 5/30/2014 4/24/2014 4/20/2014 4/5/2014 3/20/2014 2/22/2014 	Amount 250.00- 1,218.30 1,218.30 635.35 87.00 84.00 131.00 100.00 350.00 60.00	Balance 250.00 250.00 0.00 635.35 87.00 84.00 131.00 100.00 350.00 60.00	Customer PO No.	Comment REF: 45687		
Trans Date	Trans Type	Trans Ar	nount Pay Date	Check No.	Payment Ref	Cr Card RMA	No.	· ·	
Ba 6,92	lance 29.71	Current 385.35	30 Days 171.00	60 Days 231.00	90 D ays 410.00	120 Days 5,732.36			
							Accept	<u>C</u> ancel <u>D</u> elet	e 🔒 🤇

An invoice is prepared for the customer.

⁸⁰⁹⁸ A/R Invoice Data Entry (ABC)	6/13/2014		
Invoice Number 0100063-IN		0	Customer Credit
<u>1</u> . Header <u>2</u> . Lines	<u>3</u> . Totals <u>4</u> . Credit Card		
	Quick Row 1		28 (14 8 •)
Item Code	Description	Price	Amount
1 WIDGET	8" x 10" Widgets	250.000	250.00
2		.000	.00
•			
GL Account 400-01-00	<u>م</u>		
Cost	27.500		
Tax Class TX			
		Net Invoice	250.00
Quic <u>k</u> Print		Accept <u>C</u> ancel	Delete

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

A/R Invoice Data Entry (AB	C) 6/13/2014		
Invoice Number 0100063-IN	E1 14 4 D DI 💼		Customer Credit
<u>1</u> . Header <u>2</u> . Lines	3. Totals 4. Credit Ca	ard]	
Taxable Amount Nontaxable Amount Freight Sales Tax Invoice Total	.00 250.00 .00 250.00 Tag Detail	Amount Subject to Commission Commission Rate Commission Amount	222.50 10.000 % 22.25
Quic <u>k</u> Print 👧		Accept Can	cel Delete 🔒 🕜

The invoice and prepayment now show on the customer file.

搫 * Custome	r Maintenance (ABC) 6/13/2	014						_ 0	×
Customer No. Name	01-ABF American Busines	s Futures	<u></u>	Þ ÞI 🗐			Copy From. Customer Or	Renum <u>b</u> er) n Credit Hold	More	•
<u>1</u> . Main	<u>2</u> . Additiona	<u>3</u> . Stat	istics <u>4</u> . Sum	mary <u>5</u> . His	story	pices <u>7</u> . Transa	ctions <u>8</u> .	S/Os		_
Invoice No 0084562 0100063 0100085 0100078 0100078 0100075 0100073 0100071 0100070 0100067	Invoice Type PrePayment Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date 6/13/2014 6/43/2014 6/4/2014 6/4/2014 4/30/2014 3/25/2014 3/25/2014 3/21/2014 2/18/2014 1/23/2014	Inv Due Date 6/13/2014 7/13/2014 7/4/2014 7/4/2014 5/30/2014 4/24/2014 4/20/2014 4/20/2014 4/5/2014 3/20/2014 2/22/2014	Amount 250.00- 250.00 1,218.30 635.35 87.00 84.00 131.00 100.00 350.00	Balance 250.00 250.00 0.00 635.35 87.00 84.00 131.00 100.00 350.00	Customer PO No.	Comment REF: 45687			
B	alance	Current 635.35	ount Pay Date 30 Days 171.00	60 Days	Payment Ref 90 Days 410.00	Cr Card RM/	A No.			•
							Accept	<u>Cancel</u> <u>D</u> elet	:e 🔒 🤇	<u> </u>

Option 1 – Cash Receipt Entry

Create a zero amount Cash Receipt Deposit.

🔓 Cash Receipts	Deposit				?	
Deposit Number	00010	A EM 🖬 🖌				
Description						
Bank Code	D 🔍 W	/ells Fargo Che	cking			
Deposit Date	6/13/2014					
Cash Deposit Am	ount		.00]		
Credit Card Depo	sit Amount		.00	1		
Deposit Balance			.00			
L			ept [ancel	<u>D</u> elete	0

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

Cash Recei	pts Entry	(ABC)	6/13/2014					
Customer No. Name Deposit Type <u>1</u> . Header	01-ABF American Cash	Busines 💌 ines	s Futures Check No. <u>3</u> . Credit Ca	14 4 0 01 Invoice No.		۵	ustomer	Depos
Amount Re Customer B Posting Bal	alance ance		.00	Deposit Information Deposit Number Description Bank Code Deposit Date Cash Amount Remai Credit Card Amount R Deposit Remaining	00010 D 6/13/2014 ning Remaining			Auto
					Accept	<u>C</u> ancel	<u>D</u> elete	8

On the Lines tab, click the Select Invoices button.

🤓 Cash Recei	pts Entry (ABC)	6/13/2014					_ D ×
Customer No. Name Deposit Type <u>1</u> . Header	01-ABF American Busines Cash <u>2</u> . Lines	s Futures Check No. [Cl] <u>3</u> . Credit Card		D DI ice No.		Customer	Deposiţ
	!	Quick Row	10			놀림(a)a	_ •]
1	Invoice No.	Inv Date	Inv Amour	nt .00	Disc Used .00	Amt Posted	.00
•							Þ
Line Typ Discount D GL Accou G/L Acct D	e Invoice ate nt esc		T		Posting Bak Total Poste	ance	.00
					Accept C	ancel Delete	

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

ustomer No.	01-ABF		American Bu	siness Futures		
InvoiceNo.	Inv Date 🛛	Inv Amount	Disc Avail	Amt Posted	Inv Balance	😺
0084562-PP	6/13/2014	250.00-	.00	.00	250.00-	
0100063-IN	6/13/2014	250.00	.00	.00	250.00	
0100078-IN	4/30/2014	635.35	.00	.00	635.35	
0100075-IN	3/25/2014	87.00	.00	.00	87.00	
0100073-IN	3/21/2014	84.00	.00	.00	84.00	
0100071-IN	3/6/2014	131.00	.00	.00	131.00	
0100070-IN	2/18/2014	100.00	.00	.00	100.00	
0100067-IN	1/23/2014	350.00	.00	.00	350.00	
0100068-IN	1/23/2014	60.00	.00	.00	60.00	
0100041-IN	5/31/2010	38.20	.00	.00	38.20	
0100048-IN	5/30/2010	130.00	.00	.00	130.00	
0100033-IN	5/15/2010	613.05	.00	.00	613.05	
0100034-IN	5/15/2010	2,467.61	.00	.00	2,467.61	
0100055-CM	5/10/2010	81.48-	.00	.00	81.48-	
0000190-IN	4/30/2010	85.00	.00	.00	85.00	
APR0001-FC	4/30/2010	43.89	.00	.00	43.89	
0000141 IN	2/21/2010	1 170 00	00	00	1 170 00	
Amount Recei	ved	.00	Total Selec	ted	.00	
					ſ	0K 6

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

^{ege} Cash I <u>Custome</u> Name	Receipts Entry (ABC) er No. 01-ABF American Busines	6/13/2014 s Futures				Lustomer
Deposit	Type Cash 💌	Check No.	LEAR PP			
<u>1</u> . He	ader <u>2. Lines</u>	<u>3</u> . Credit Card]			
	!	Quick Row	3 🎦			a=4a ⊳ •
	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	9		.00	.00	.00	.00
•						
Lin Disco GL / G/L A	e Type Invoice ount Date Account Acct Desc		•		Posting Total F) Balance .00 losted .00
					Accept	<u>Cancel</u> <u>D</u> elete

🔓 * Customer	Maintenance (A	ABC) 6/13/	2014							<u>_ ×</u>
Customer No. Name / <u>1</u> . Main	01-ABF American Busines: <u>2</u> . Additional	s Futures		▶ ▶	story <u>6</u> . Invo	ices <u>7</u> . Tr	Copy Custon ansactions	From Renu ner On Credit Hol <u>8</u> . S/Os	m <u>b</u> er Mo d	re 💌
Invoice No. 0094562 0100063 0100082 0100085 0100078 0100075 0100073 0100071 0100070 0100070 0100067	Invoice Tupe PrePayment Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date 6/13/201 6/13/201 6/4/2014 6/4/2014 4/30/201 3/25/201 3/21/201 3/6/2014 2/18/201 1/23/201	▼ Inv Due Date 4 6/13/2014 4 7/13/2014 7/4/2014 7/4/2014 5/30/2014 4/24/2014 4 4/24/2014 4 4/20/2014 4 4/20/2014 4 4/20/2014 4 4/20/2014 4 2/20/2014 4 2/22/2014	Amount 250.00 250.00 1,218.30 635.35 87.00 84.00 131.00 100.00 350.00	Balance 0 0.00 0.00 0.00 635.35 87.00 84.00 131.00 100.00 350.00	Customer PO N 54	o. Comme REF: 45	nt 687		
Trans Date / 6/13/2014 6/13/2014	Trans Type PrePayment Payment	Trans A	mount Pay Date 250.00- 6/13/2014 250.00 6/13/2014	Check No. 45687 CLEAR PP	Payment Ref	Cr Card	RMA No.			
7,17	79.71	635.35	171.00	231.00	410.00	5,732	2.36	ot <u>C</u> ancel	Delete	 a@

The invoices are no longer on the Customer Aging.

	or OIEASTS							ABCDISTIDU	tion and Ser	vice Co
Customer/	Invoice Number	Duel	Direcult	Discount	Balance	Current	30 Dave	60 Date	90 Date	120 D-
	Number	Invoice	Discount	Anoun	Dalarite	Cullent	JUDays	ou bays	30 Days	1200
ABF	American Bus	iness Futures	Conta	ct : Artie Johnson	aiflsadifsa:ldf	Phone:	(414)555-4787	Extension:	219 Credit L	mit :
1/31/2010	0000122-IN	3/30/2010		0.00	850.00	0.00	0.00	0.00	0.00	8
3/1/2010	0100054-IN	4/1/2010		0.00	407.40	0.00	0.00	0.00	0.00	4
3/31/2010	0000141-N	4/30/2010		0.00	1,178.69	0.00	0.00	0.00	0.00	1,1
4/30/2010	0000190-IN	5/30/2010		0.00	85.00	0.00	0.00	0.00	0.00	
4/30/2010	APR0001-FC	4/30/2010		0.00	43.89	0.00	0.00	0.00	0.00	
5/10/2010	0100055-CM			0.00	81.48-	0.00	0.00	0.00	0.00	
5/15/2010	0100033-IN	6/14/2010		0.00	613.05	0.00	0.00	0.00	0.00	6
5/15/2010	0100034IN	6/14/2010		0.00	2,467.61	0.00	0.00	0.00	0.00	2,4
5/30/2010	0100048-IN	6/29/2010		0.00	130.00	0.00	0.00	0.00	0.00	1
5/31/2010	0100041-IN	6/30/2010		0.00	38.20	0.00	0.00	0.00	0.00	
1/23/2014	0100067-IN	2/22/2014		0.00	350.00	0.00	0.00	0.00	350.00	
1/23/2014	0100068-IN	2/22/2014		0.00	60.00	0.00	0.00	0.00	60.00	
2/18/2014	0100070-IN	3/20/2014		0.00	100.00	0.00	0.00	100.00	0.00	
3/6/2014	0100071-IN	4/5/2014		0.00	131.00	0.00	0.00	131.00	0.00	
3/21/2014	0100073-IN	4/20/2014		0.00	84.00	0.00	84.00	0.00	0.00	
3/25/2014	0100075-IN	4/24/2014		0.00	87.00	0.00	87.00	0.00	0.00	
4/30/2014	0100078-IN *** On Credi	5/30/2014 t Hold ***		0.00	635.35	635.35	0.00	0.00	0.00	
			CustomerABF Totals:	0.00	7.179.71	635.35	171.00	231.00	410.00	5.
		Number	Division 01 Totals: of Customers: 1	0.00	7,179.71	635.35	171.00	231.00	410.00	5
			Derest Tracks	0.00	7 170 71	625.25	171.00	221.00	410.00	
			Report lotals:	0.00	7,179.71	035.35	171.00	231.00	410.00	5

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	Customer Number: 01-ABF	
Suite 100	Credit Limit:	120,000.00
Accounting Department Milwaukee, WI 53205-1204	Credit Available:	102,566.02
Contact: Artie Johnsonajflsadjfsa;Idf		

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.

age Match Credits to Open Invoices (ABC) 6/13/2014								
Apply Credits Invoice D	ate 💌							
Select Field Customer Number	Operand Equal to	Value 01ABF	Q					
HP LaserJet P2055d UPD PCL 6								

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

lits To Open Invo	vices						
🕐 📴 🗵	↓ ▶ ₩ 1	/1 👫 🔍 🗸					
Match Credit	s To Open Invoices				ABC Distrib	ution and Servi	ice Corp. (ABC)
Curtan		(Incodes			
Number	Name	Invoiœ	Credit Amount	Number	Invoice Amount	Amount Applied	Credit Balance
01-ABF	American Business Futures	0084562-PP	250.00	0000122-IN	850.00	250.00	0.00
01-ABF	American Business Futures	0100055-CM	81.48	0000122-IN	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.

🤓 * Customer	Maintenance (ABC) 6/13	/2014						
Customer No.	01-ABF American Busines	s Futures			,) Claur		C <u>opy</u> Fro Customer	om) Renum <u>b</u> er On Credit Hold	More •
<u>1</u> . Main	<u>2</u> . Additiona	<u>3</u> .51	atistics <u>4</u> . Sum	mary <u>5</u> . Hit	story <u>b</u> . Irivi	oices <u>7</u> . Tran	sactions	<u>8. 570s</u>	
Invoice No. 0084562 0100063 0100082 0100085 0100078 0100075 0100073 0100071 0100070 0100070	Invoice Type PrePayment Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date 6/13/20 6/13/20 6/4/201 6/4/201 4/30/20 3/25/20 3/21/20 3/6/201 2/18/20 1/23/20	Inv Due Date 14 6/13/2014 14 7/13/2014 4 7/4/2014 4 7/4/2014 4 7/4/2014 14 5/30/2014 14 4/2014 14 4/2014 14 4/20/2014 14 4/20/2014 14 4/20/2014 14 3/20/2014 14 2/22/2014	Amount 250,00 250,00 1,218,30 635,35 87,00 84,00 131,00 100,00 350,00	Balance 0.00 250.00 635.35 87.00 84.00 131.00 100.00 350.00	Customer PO No. 154	Comment REF: 4568;		
Trans Date / 6/13/2014 6/13/2014	A Trans Type PrePayment Payment	Trans /	Amount Pay Date 250.00- 6/13/2014 250.00 6/13/2014	Check No. 45687	Payment Ref	Cr Card R	MA No.		
Ba 7,17	alance 79.71	Current 635.35	30 Diays 171.00	60 Days 231.00	90 Days 410.00	120 Day 5,732.3	6		
③							Accept	<u>C</u> ancel <u>D</u> e	lete 👌 🕜

The invoices will no longer show on the Aging.

P Accounts R	eceivable	Aged Invoid	e Report								
5 🕒 🕒	(?)	N 4	• H	1	/1 🏦 🔍 🗸						3
lain Report					,						
	counto	Docoivabl	o Agod Imu	nico Doport							
S	CCOUNTS	Customer	e Ageu inv Number	Dice Report							
Ā	llOpenl	nvoices - A	aed as of	6/13/2014							
			,						ABC Distribu	tion and Serv	vice Corp.
D	ivision Numb	er: 01 EAST S	ALES OFFICE								
c	ustomer/	Invoice	Due	Dates	Discount						
	woice Date	Number	Invoiœ	Discount	Amount	Balance	Current	30 Days	60 Days	90 Days	120 Days
A	BF	American Bus	iness Futures		Contact: Artie Johnson	aiflsad ifsa:ldf	Phone:	(414)555-4787	Extension:	219 Credit Lir	mit: 120
	1/31/2010	0000122-IN	3/30/2010		0.00	518.52	0.00	0.00	0.00	0.00	518.5
	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 4/30/2010	0000141-IN	5/30/2010		0.00	1,170.09	0.00	0.00	0.00	0.00	1,170.05
	4/30/2010	APR0001-FC	4/30/2010		0.00	43.89	0.00	0.00	0.00	0.00	43.85
	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	0100034IN	6/14/2010		0.00	2,467.61	0.00	0.00	0.00	0.00	2,467.6
	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	01000684N	2/22/2014		0.00	60.00	0.00	0.00	100.00	60.00	0.00
	2/10/2014	01000704N	3/20/2014		0.00	131.00	0.00	0.00	131.00	0.00	0.00
	3/21/2014	0100073JN	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
	6/13/2014	01000634N	7/13/2014		0.00	250.00	250.00	0.00	0.00	0.00	0.00
		•••• On Credi	t Hold								
				CustomerABF Tot	als: 0.00	7.179.71	885.35	171.00	231.00	410.00	5.482.3
				Division 01 Tot		7 179 71	885 35	171.00	231.00	410.00	5 4823
			Number	of Customers:	1	1,110.11	000.00	171.00	201.00	10.00	0,702.0
				Report Tot	als: 0.00	7,179.71	885.35	171.00	231.00	410.00	5,482.3
			Number	of Customers:	1						

The Statement will show the CREDIT-X offsetting entries.

Salesperson: Jim Kentley

American Business Futures 2131 N 14th Street	Customer Number: 01-ABF	
Suite 100	Credit Limit:	120,000.00
Accounting Department Milwaukee, WI 53205-1204 Contact: Artie Johnsonaifleadifsa:Idf	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 (A	ABC) 6/13/2014			?)
<u>1</u> . Main <u>2</u> . Entr	y <u>3</u> . Line Entry	<u>4</u> . Forms	<u>5</u> . Printing <u>6</u> . Quick Print <u>7</u> . History	<u>8</u> . Job Cost
Enable Shipping			Calendar Month Current Calendar Year Current Period	2010 ×
Post Sales to General Led; Post Customer Deposits by Post Deposits in Detail	ger by Division Division	Yes 💌	Integrate with General Ledger Inventory Management Job Cost	✓ ✓
Default General Ledger Ac Customer Deposits	counts		Customer Deposits	
Special Item Sales	400-01-01		Q Distribution sales - East	
Special Item CUGS Special Item Purchases	450-10-00		Cost of Goods Sold	
			Accept	Cancel

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

^{sage +} Sales Order Entry (ABC) 6/13/2014		
Order Number 0000200 🖓 📋 🚺 🖉 🔶 🛙	Copy from	Defaults Customer Credit
<u>1</u> . Header <u>2</u> . Address <u>3</u> . Lines <u>4</u>	, Totals <u>5</u> , Credit Card ^{User} si	d 📃
Order Date 6/13/2014 Order Type	Standard Order	Generate PO Ta <u>x</u> Detail
Customer No. 01-ABF Am	nerican Business Futures	Salesperson 0100
Amount Subject to Discount 7,560.00 Discount Rate .000% Discount Amount .00	Deposit Payment Type NDNE Check Number Deposit Amount	.00
Taxable Amount .00 Non-Taxable Amount 7,560.00	Commission Rate 10.000 Sales Tax Amount	.00
Ship Zone Q Ship Weight 03500 Freight Amount .00		
Print <u>O</u> rder Print Pick 🛞 Recalc Price		Accept Cancel Delete

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

^{sege} Cash Receipts	Deposit	? <u>_ </u>
Deposit Number	00011	
Description		
Bank Code	D 🔍 Wells Fargo Checking	
Deposit Date	6/13/2014 🛅	
Cash Deposit Arr Credit Card Depo Deposit Balance	nount 3,780.00 🗐 osit Amount 00 🗐 3,780.00	
	Accept Cancel [<u>D</u> elete

Enter Customer information, including check number and amount received.

sage Cash Receipts Entry (ABC) 6/13/2014	
Customer No. 01-ABF 1 1 0 0 Name American Business Futures Invoice No. 0 Deposit Type Cash Check No. 45681 1. Header 2. Lines 3. Credit Card	Customer Deposit
Amount Received 3,780.00 Customer Balance 7,179.71 Posting Balance 3,780.00 Deposit Information Deposit Number Description Bank Code Deposit Date 6/13/2014 Cash Amount Remaining .00 Credit Card Amount Remaining .00 Deposit Remaining .00 Deposit Remaining .00	
	ncel Delete 🔚 🕢 💡

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

Cash Receit Customer No. Name Deposit Type <u>1</u> . Header	pts Entry (ABC) 01-ABF American Busines Cash	6/16/2014 s Futures Check No. 45 3. Credit Card	', [_', 4 4 6 6 Invoice No. 1681			Customer Depos	× ا د ز
	<u>(</u>	Quick Row	1 💋		e	፼፼(目目■・	
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance	ור
1			.00	.00	3,780.00	.00	
2			.00	.00	.00	.00	
•							×
Line Typ	e GL Account		•				
Discount D	ate				Posting	Balance .00	4
GL Accou	esc Customer De	posits			l otal H	ostea 3,780.00	י <u>ו</u>
					Accept	<u>C</u> ancel <u>D</u> elete 🚑	0

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

^{sage} * Sales Order Entry (ABC) 6/13/2014			
Order Number 0000200	Copy <u>f</u>	rom) Defaults Customer)	C <u>r</u> edit
<u>1</u> . Header <u>2</u> . Address <u>3</u> . Lines <u>4</u>	4. Totals <u>5</u> . Credit Card ^{User}	sjd	
Order Date 6/13/2014 Order Type	Standard Order	Generate P0	a <u>x</u> Detail
Customer No. 01-ABF An	nerican Business Futures	Salesperson	0100
Amount Subject to Discount 7,560.00 Discount Rate .000% Discount Amount .00	Deposit Payment Type CHEC Check Number 87975 Deposit Amount	K CHECK 6 3,780.00	
Taxable Amount .00 Non-Taxable Amount 7,560.00	Commission Rate 10 Sales Tax Amount	.000%	
Ship Zone Q Ship Weight 03500 Freight Amount .00	Net Order	3,780.00	
Print <u>O</u> rder Print Pic <u>k</u> 🕐 Recalc Price		Accept Cancel Delete	.

Conner Ash P.C. © 2014

Cash Receipts Journal Register Number: CR-000003

					ABCDis	tribution and Servic	ce Corp. (ABC)
Cash Deposits Customer Number\	Name						
Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount Invo	ice Balance	Credit A/R	Credit Misc Account
Bank: DWells Far	ngo Checkang		De	posit Date: 6/13/2014	Deposit Number: 00011	Deposit Amount :	3,780.00
01-ABF	American Business Futures	Chee	ckNumber: 45681				
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.

🤓 * Customer I	Maintenance (A	BC) 6/16/20	14						<u>_ ×</u>
Customer No.	11-ABF American Business	Futures]'-, <u>[-</u>] 14 - 4 	Þ ÞI 🗎			Custon	Copy From Renumber	More 💌
<u>1</u> . Main	2. Additional	<u>3</u> . Statist	ics <u>4</u> . Sumr	nary <u>5</u> . His	tory <u>6</u> . Invoid	es <u>7</u> . Transa	ctions <u>8</u> . S/C	ls]	
Invoice No. 0084562	Invoice Type PrePayment	Inv Date ⊽ 6/13/2014	Inv Due Date 6/13/2014	Amount 250.00-	Balance C	ustomer PO No.	Comment REF: 45687		- B
0100082 0100085	Invoice Invoice Invoice	6/4/2014 6/4/2014 6/4/2014	7/13/2014 7/4/2014 7/4/2014	1,218.30 1,218.30	0.00 13	4			
0100078 0100075 0100073	Invoice Invoice Invoice	4/30/2014 3/25/2014 3/21/2014	5/30/2014 4/24/2014 4/20/2014	635.35 87.00 84.00	635.35 87.00 84.00				R
0100071 0100070 0100067	Invoice Invoice Invoice	3/6/2014 2/18/2014 1/23/2014	4/5/2014 3/20/2014 2/22/2014	131.00 100.00 350.00	131.00 100.00 350.00				-
Trans Date	Trans Type	Trans Amo	unt Pay Date	Check No.	Payment Ref	Cr Card RM/	A No.		
Bal	ance	Current	30 Days	60 Days	90 Days	120 Days			\$
7,17	9.71	635.35	171.00	231.00	410.00	5,732.36			
							A	ccept <u>C</u> ancel <u>D</u> el	ete 👌 👔

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

Aussin number // esuption	
Period Date Journal Comments Beginning Balance Debit Credit NetChar	ge Ending Balance
201-00-00 CustomerDeposits 0.00	
06 6/13/2014 CR-000003 American Business Futures REF: 3,780.00	3,780.00-
0.00 0.00 3.780.00 3.78	0.00- 3.780.00-
Heport Total: 0.00 0.00 3.780.00 3.7	.0.00- 3.780.00-

Create an Invoice for the Customer for the remaining balance.

🔓 * 5/0 Invoice Data Entry	(ABC) 6/16/2014			
Invoice No. 0100088 ¹ -4, [<u>1</u> , Header <u>2</u> , Address	14 4 D D 🗐	4. Totals <u>5</u> . Credit Card	De <u>f</u> aults.	Customer Credit
Invoice Date 6/16/2014	Invoice	Type Standard Invoice]	Ta <u>x</u> Detail
Customer No. 01-ABF	Ar	nerican Business Futures		Salesperson 0100
Amount Subject to Discount Discount Rate Discount Amount Taxable Amount Nontaxable Amount Ship Zone Ship Weight Freight Amount	7,560.00 .000% .00 7,560.00 03500 .00	Deposit Payment Type Check Number Deposit Available Deposit Amount Commission Rate Sales Tax Amount Invoice Total Net Invoice	CHECK CHE 879756 3,780.00 3,780.00 10.000% .00 7,560.00 3,780.00	ECK
Quick Print 🛞			Accept	ancel Delete 😂 🚱

			Invoice			
BC Distribution and Service 314) 222-5555	Corp .			Invoice Nu Invoice I	mber: 0100088-IN Date: 6/16/2014	
				Order No	Date 6/13/2014	
				Salespa	ansan: 0100	
				Custamer Nu	mber: 01-ABF	
ald To :				Ship To:		
merican Business Futures 131 N 14th Street				American Business Futures Racine Warehouse	i -	
kuite 100				5411 Kendrick Place		
ccounting Department filwaukee, WI 53205 - 1204				Racine, WI 53120		
Confirm To: obs Quins						
ustamer P.O.	Ship VIA		FOB	Тепь		
468	UPS BLUE			Net 30 Days		
em Cade	Unit	Ordered	Shipped	Back Ordered	Price	Amount
001-HON-H252	EACH	100.00	100.00	0.00	75.600	7,560.00
					Net Invoice :	7,560.00
					Net Invoice : Less Discourt : Freicht:	7,560.00
					Net Invoice : Less Discourt : Freight : Sales Tax :	7,580.00 0.00 0.00
					Net Invoice : Less Discourt : Freight Seles Tax: Invoice Tatel :	7,580.00 0.00 0.00 7,580.00

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

ABC Distribution a	and Service Corp.	(ABC)
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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	DepositAmount
0100087-XD	6/16/2014											
01-ABF	American E	Business F	utures			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 E	Business F	utures			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
					A/R 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.

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000020	105-00-01	Accts. receiv East Warehse	3,780.00	
	115-00-01	S/O Invoice Entry - 6/16/2014 Inventory - East Warebouse		3 425 00
	115-00-01	American Business REF: 0100088		3,423.00
	201-00-00	Customer Deposits 0100088 CHECK 879756	3,780.00	
	400-01-00	Distribution sales (history) American Business BEE: 0100088		7,560.00
	450-01-00	Purchases American Business REF: 0100088	3,425.00	
		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 Co									
Account	Number /Des	cription				De	tail Postings fo	or Period 06 Er	iding 6/30/2014
Period	Date	Journal	Comments		Beginning Balance	Debit	Credit	Net Change	Ending Balance
01-00-0	0	с	ustomerDeposits		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
					0.00	3.780.00	3.780.00	0.00	0.00
				Report Total:	0.00	3,780.00	3,780.00	0.00	0.00

9ª * Custome	r Maintenan	ce (ABC) 6/16	/2014								IX
Customer No. Name 1. Main	01-ABF American Bu: 2. Addi	siness Futures tional] 3. S	tatistics 1 4. Si	🕨 🍋 📕 🧱 ummary] 5. Hi	story <u>6</u> . Inv	voices 7. Transa	actions]	Copy F Customer On 8. S/Os	rom Renur Credit Hold	n <u>b</u> er More	J
Invoice No. 0100088 0084562 0100082 0100082 0100078 0100075 0100073 0100071 0100070	Invoice T Invoice PrePayme Invoice Invoice Invoice Invoice Invoice Invoice Invoice	vpe Inv Date 6/15/20 6/13/20 6/4/201 6/4/201 4/30/20 3/25/20 3/25/20 3/6/201 2/18/20	▼ Inv Due Date 14 7/16/2014 14 6/13/2014 14 7/13/2014 4 7/4/2014 4 7/4/2014 4 5/30/2014 14 4/202014 14 4/20/2014 14 4/20/2014 14 4/20/2014 14 4/20/2014 14 3/20/2014	 Amount 7,560.00 250.00 250.00 1,218.30 1,218.30 635.35 87.00 84.00 131.00 100.00 	Balance 3,780.00 0.00 0.00 635.35 87.00 84.00 131.00 100.00	Lustomer PD No. 5468 154	Comment REF: 45687				
0100067 Trans Date 6/16/2014 6/16/2014 B 10,9	Invoice Invoice Invoice Payment alance 559.71	1/23/20 1 122 120 pe Trans. 7 3 Current 4,415.35	14 2/22/2014 Amount Pay Date 550.00 780.00-6/16/2014 30 Days 171.00	350.00 0.00 Check No. 879756 60 Days 231.00	350.00 Payment Ref 90 Days 410.00	Cr Card RM.	A No.			<u> </u>	A.
(<u> </u>								Accept	<u>C</u> ancel	Delete	0

Daily Transaction Register