ISS45 Accounts Receivable

Installation and User Reference

Version 3.1

ISS45 Accounts Receivable Installation and User Reference

Date of Issue	Product Identification Number	Part Number	Brief Description
February 2003	45001/065	89000113	Initial Release
April 2003	45001/065	89000129	General Release
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June 2004	45001/065	89000178	Version 2.2
February 2005	45001/065	89000197 (mis-numbered)	Version 3.0 Prelim.
March 2005	45001/065	89000203	Version 3.0 Final
August 2005	45001/065	89000249	Version 3.1 Final
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Accounts Receivable

ISS45 Version 7 and 8

Version 3.1

User Guide

Notice

Actual performance of the Accounts Receivable is dependent upon factors such as system configuration, customer data, and operator control. Since implementation by customers may vary, the suitability of specific product configurations and applications must be determined by the customer and is not warranted by ACI. ACI strives to keep the information in this document correct, but does not accept liability for errors or omissions. ACI reserves the right to make changes as and when necessary. Due to the continuous development of ACI products, information published in this document may not be up to date.

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Accounts Receivable Installation

Installation and Setup

We recommend you read this guide and familiarize yourself with the installation requirements and procedures before beginning the installation procedure.

Before you Start

Make sure you log on with an account that has administrator privileges.
If a prior version of ACI Accounts Receivable is installed, rename C:\ACI to C:\ACIOLD. Use Add/Remove Programs function on the Control Panel to Uninstall ISS45 Accounts Receivable.
When the installation of the new version is completed, copy C:\ACIOLD\DATA*.* to C:\ACI\DATA*.*. The C:\ACIOLD folder may then be removed.

System Requirements

ISS45 Version 8.4 or later.
ISS45 Version 7.8 or later.

Check that your system meets or exceeds the listed requirements.

Hardware

- Processor, 586-133MHz minimum
- Free disk space, 500 megabytes (MB) minimum
- CD-ROM reader

Operating System

- Windows Server 2003, Windows NT 4.0 (Server or Workstation) , Windows 2000 or Windows XP

Setup Procedure

Prior to installing A/R Version 3.0:
1) Map MFS1 Drive C: as Drive K: and set to re-connect at logon.
The install process loads some files on MFS1.
During use, General Batch files are copied to MFS1(Drive K:)

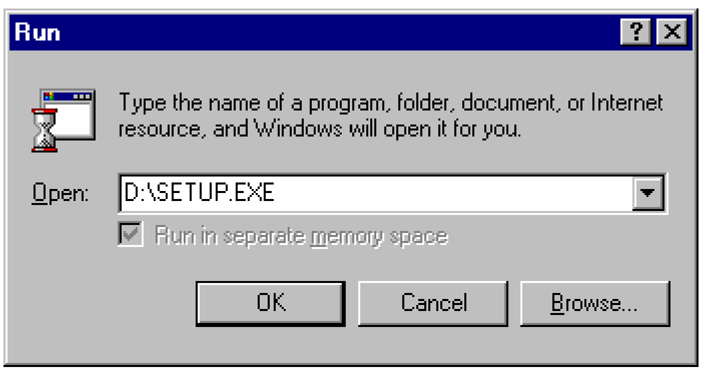
2) Map Drive C: on the machine A/R is installed as Drive R: on MFS1.
The POST A/R transactions are collected from TRANSACT.QDX during EOD.
These transactions must stored in the A/R Open file
on this machine's Drive C:

Note:
Drive K: was mapped to C:\...\ POSWare folder in Version 2.2.
It must now be mapped to the root directory C:

Installing Accounts Receivable

1. Insert the CD-ROM into the reader.

2. Click Start and select Run. The Run dialog box displays.



3. Enter **D:\SETUP.EXE** and click OK.

Note: The drive letter and directory path for your CD-ROM may be different from those used here.

4. Follow the on-screen instructions

Once the installation is complete, the Setup procedure automatically begins.

Setup opens the EODHUK09.BAT file in Notepad.

1. Make sure that the EODHUK09.BAT file includes the following line:

C:\AREOD\PROCTRX.EXE
C:\AREOD\AGING.EXE
C:\AREOD\V78BAL.EXE

This processes the A/R Charge and Payment transactions found in C:\PCMASTER\QDX\TRANSACT.QDX and adds them to R:\ACI\DATA\AROPEN.ACI

The A/R account balances and aging information is update and a General Batch is created with the current account balance.

2. Save the file and close Notepad.

3. New Accounts are added to the system using the General Batches utility.

   Version 8:
   The batch file is copied to:
   K:Program Files\POSWARE\office\import\bx090999.dat.

   Version 7:
   The batch file is copied to:
   K:\PCMASTER\BX000999.DAT

ISS45 Back Office Setup

1. Create a Charge Tender Type = In-House Charge
2. Create a Charge Payment Tender Type = In-House Charge
3. Set In-House Account Type = Charge Posting
4. Add a keyboard PRESET key type = 'Charge Payment' on the keyboard to start a charge payment transaction.
5. Add a keyboard PRESET key type = 'Charge Posting' on the keyboard to start a charge purchase transaction.

Accounts Receivable

This application allows the collection of purchases and payments made through the front end to update the charge customer database. The customer number is the same format as the Frequent Shopper module. If both modules are used, they share the same database.

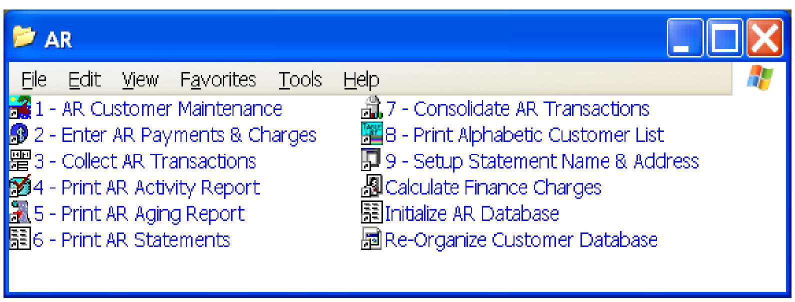
Balance Forward method of accounting is used. Payments and Credits apply to the account, are applied to the oldest outstanding items.

Charge Customer Maintenance allows for the viewing of the current balance of the customer, along with the aging of the balance and the date and amount of the last payment. The status of the customer may be change along with the Credit Limit. Charge transactions may also be entered through the Accounts Receivable back office which include Charges, Payments, Finance Charges, and Credit and Debit Memos. Statements may be printed, showing the current period activity. Reports include an A/R Activity Report, a customer A/R Aging Report and an Alphabetical Customer List.

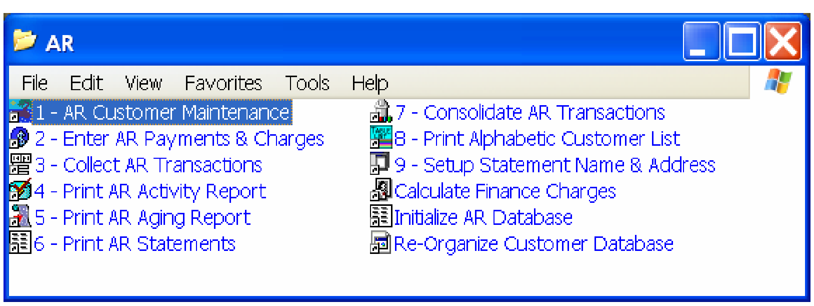
A/R Customer Maintenance

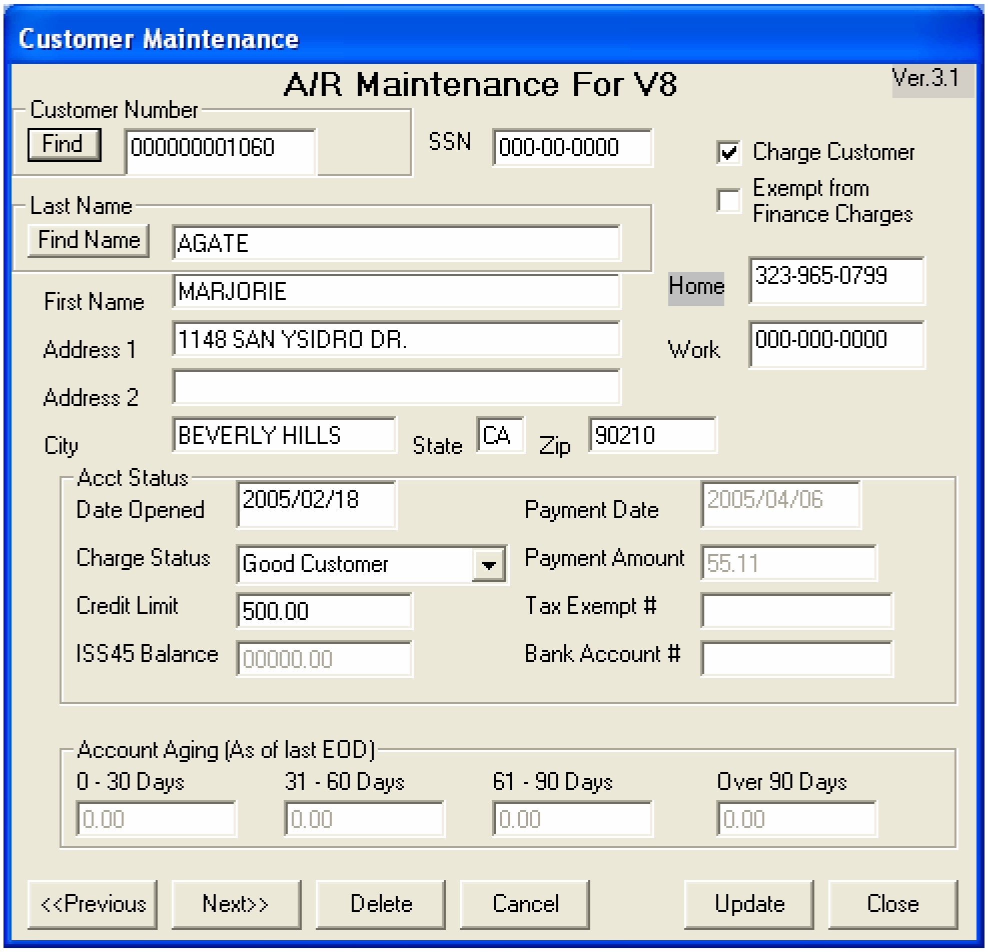
1. Click Start on the Task Bar, select Programs. Select Accounts Receivable from the Programs Menu.

2. When Accounts Receivable is selected, the following menu will be displayed:



3. Select A/R Customer Maintenance:





Enter a new customer number to add it to your file. The system will display a box indicating that the Customer is Not Found and ask if the User wishes to Add the Customer. Click the Yes button to Add, Click the No button and the system will return to the Customer Number field. When finished with adding a customer, you make any adjustments to the fields by clicking or tabbing to the desired data element. Instructions for field entries are described in the Field Descriptions following these Run Instructions. Click on *Update* button to save the new Customer data.

To access an existing customer or shopper from the Frequent Shopper database, enter the Customer Number and click *Find* button to view or modify any customer already on file. Use the *Next* and *Previous* keys to access the file by cycling through the database.
To make a Frequent Shopper a Charge customer or to remove a customer from a Charge Customer status, click on the Charge button, and the status will be changed .

Use *Update* button to save the screen.
Click the *Close* button to back-out of the A/R Customer Maintenance.

To access an existing customer by Name, click on the Last Name box, enter the Customer's Last Name and click *Find* button. The system will find the first occurrence of the Name and ask if the correct customer. Click on Yes button if the correct customer. Click on No button and the next occurrence of the Customer Name will appear and ask again if correct customer. The user may click on the Cancel button at any time to end the search by Customer Name. If the correct Customer has been found, any changes may be made by clicking on the box and changing the Data.

Use *Update* button to save the screen.

Use the *Cancel* button when you want to leave a customer record unchanged.

Use the *Delete* button to remove a customer with no A/R balance.

Click the *Close* button to back-out of the A/R Customer Maintenance The ISS45 General Batch will be submitted when you click *Close.*

Data Element Definitions

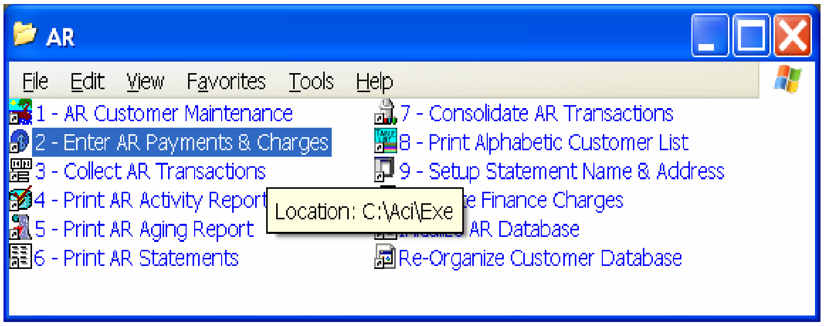
A/R Customer Maintenance

Data Element	**Description**
Customer Number	Up to 12 numeric characters may be entered. Enter the Customer Number this customer profile will or has had assigned to it.
Social Security Number	9 numeric characters
Last Name	Up to 15 alphanumeric characters may be entered. Enter only the individual's Last Name into this field from the customer profile.
First Name	Up to 15 alphanumeric characters may be entered. Enter only the individual's First Name into this field from the customer profile.
Address Line 1	May enter up to 2 lines, 30 alphanumeric characters each, of address prior to entering City; State & Zip Code data.
Address Line 2	If only 1 line of address is needed to list customer's mailing address, press *Enter* at #7 = 2nd line entry and will be positioned at next field.
City	Up to 17 alphanumeric characters may be entered. Enter the name of the Individuals City of Residence.
Zip	Enter either the 5 character or full 9 character Zip Code belonging to address listed above. Do enter the hyphen if listing a 9 character Zip Code.
State	Enter the 2 character abbreviation of the Individuals State of Residence.
Charge Customer	If this customer is an Accounts Receivable Customer, this box must be checked. Click on this box to check or uncheck the box.
Exemption From Finance Charges	If this customer is an Accounts Receivable Customer and this customer is exempt from Finance Charges, this box must be

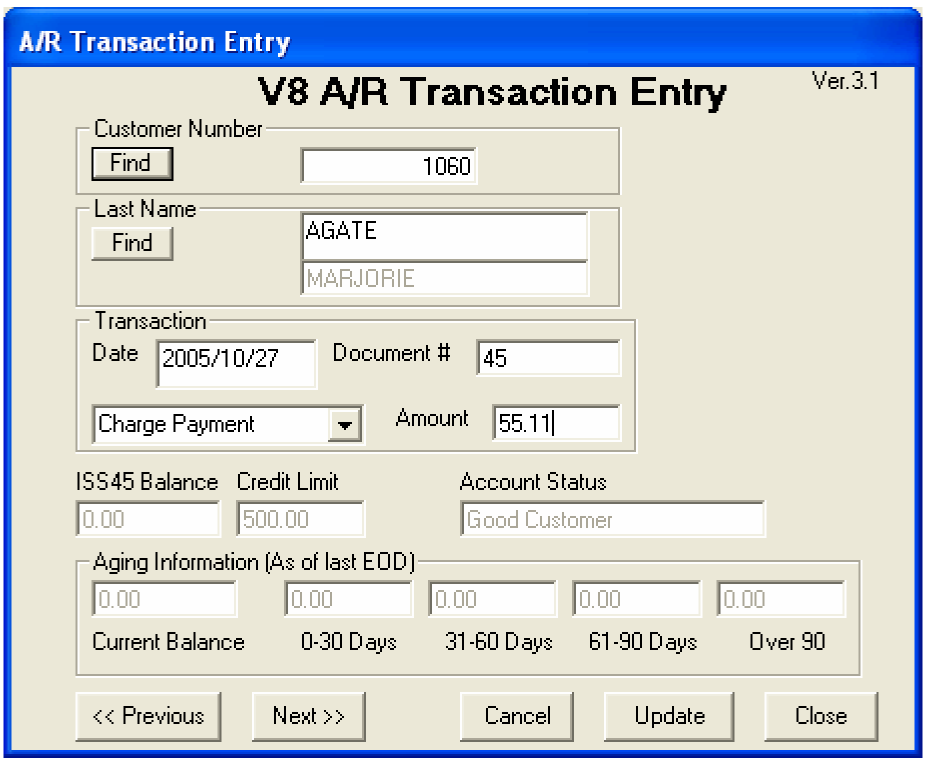
checked. Click this box to check or uncheck the box.

Home Telephone	You may either enter a phone number including area code or enter a seven digit phone number.
Work phone	You may either enter a phone number including area code or enter a seven digit phone number.
Date Opened	This field will automatically display System Date (Current Date) when entering new customer to file. You may change this date, if desired, by typing on top of system date.
Charge Status	Use the Combo Box for selections of: Good Customer Past Due Do Not Accept Charge Call Manager (Bad) If Status is set to 'Do Not Accept Charge' or Call Manager, the customer will be removed from a Charge Customer Status.
Credit Limit	Up to 6 numeric characters, with 2 to the right of decimal. Enter the Credit Limit for the Customer. A Credit Limit of zero, means that there is no Credit Limit for the customer.
ISS45 Balance	The system displays the ISS45 Balance from QDX file.
Payment Date	This is the date that of the last payment. The system updates this field each time a payment is made for this customer.
Payment Amount	This is the amount of the last payment. The system updates this field each time a payment is made for the customer.
Tax Exempt #	Up to 12 alphanumeric characters. Enter the customer Tax exempt number
Bank Account #	Up to 12 alphanumeric characters. Enter the customer Bank Account number
. Account Aging	The system displays the account aging for the customer. These fields are updated each night during the EOD processing The Aging is: 0 – 30 Days 30 – 60 Days 60 – 90 Days Over 90 Days

Enter A/R Payments & Charges



This program is used to enter Charge, Payment, Finance Charges, Credit Memos, and Debit Memos to the A/R system through the back office.



To enter a transaction to the A/R Open file for a customer, the customer must be a Charge customer. The customer may be accessed by either customer number or Customer name.

To access a customer by number, enter the Customer Number and press Enter or click *Find Number* button. The system will find the customer and display the name, address, Credit Limit, Account Status, Current Balance, and the Aging of the Balance.
If the customer is not a charge customer, the system will display this. The customer must First be set to as a charge customer through the A/R Customer Maintenance.

Use the *Next* and *Previous* keys to access the file by cycling through the customer database.

To access a customer by Name, click on the Last Name box, enter the Customer's Last Name and click *Find Name* button. The system will find the first occurrence of the Name and ask if the correct customer. Click on Yes button if the correct customer. Click on No button and the next occurrence of the Customer Name will appear and ask again if correct customer. The user may click on the Cancel button at any time to end the search by Customer Name.

The system will display the system date as the date of the transaction to be entered. This date may be overridden by keying in a different date. The system will assign the next sequential document number to the transaction.

The User will select the type of transaction to be entered and the amount of the transaction. (Note: Only positive amounts are allowed to be entered.)

Use *Update* button to save the screen.
Click the *Close* button to back-out of the A/R Customer Maintenance

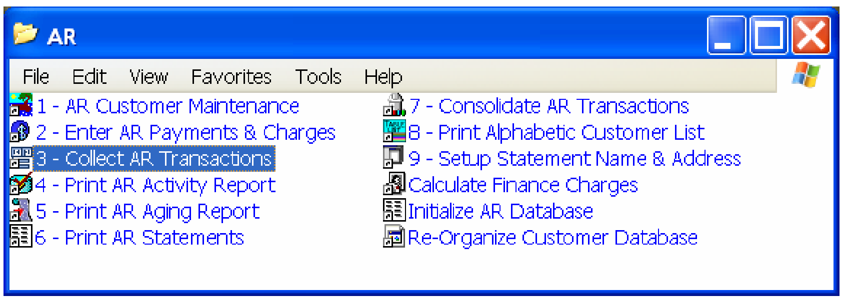
Data Element Definitions

Enter A/R Payments & Charges

Data Element	Description
Customer Number	Up to 12 numeric characters may be entered. Enter the Customer Number this customer profile will or has had assigned to it.
Last Name	The system will display the Customer Last Name
First Name	The system will display the Customer First Name
Transaction Date	This field will automatically display System Date (Current Date). You may change this date, if desired, by typing on top of system date.
Document Number document.	The System will assign and display the next sequential
Transaction Type	Use the Combo Box for selections of Transaction Type: Charge Payment Credit Memo Finance Charge Debit Memo
Amount	Enter the Amount of the transaction.
ISS45 Balance	Displays the Customer Balance from the ISS45 QDX file.
Credit Limit	Displayed when the customer is accessed.

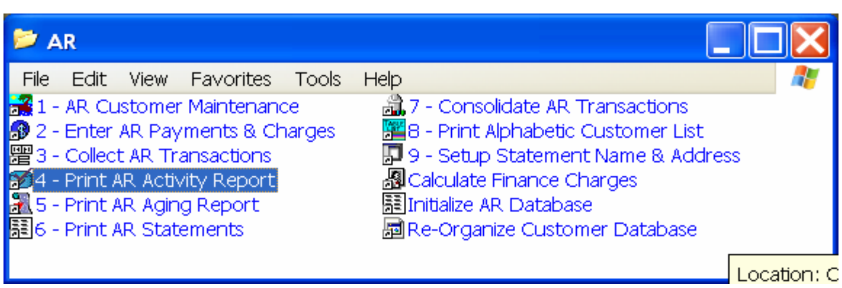
Account Status	Displayed when the customer is accessed.
Current Balance	Displayed when the customer is accessed and is from the A/R file.
Account Aging	Displayed when the customer is accessed: 0 – 30 Days 30 – 60 Days 60 – 90 Days Over 90 Days

Collect A/R Transactions



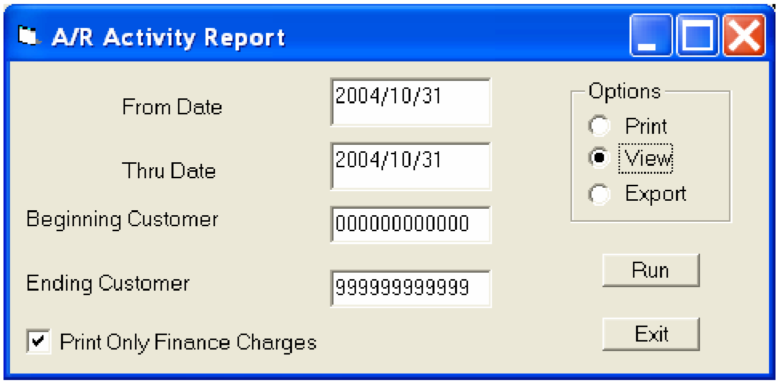
Process A/R Transactions. The End Of Day process will process the A/R Charge data, update the database and clear the A/R Charge transaction file. If for any reason the A/R Charge transactions did not get processed through the End Of Day processing, this option may be selected, and the system will update the database with the A/R Charge transactions and then clear the transaction file.

Print A/R Activity Report

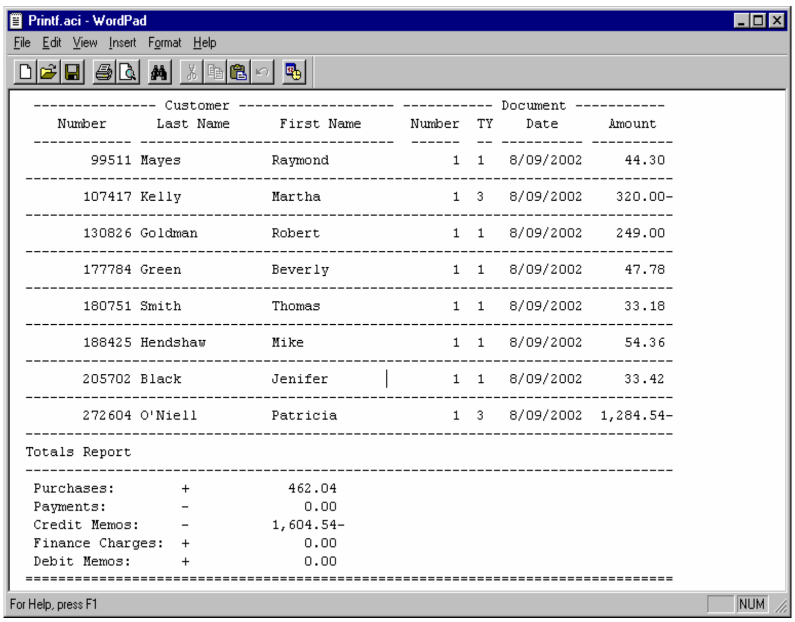


This report shows the transactions within the specified period of time for the specified Charge Customers in customer detail. The report may be selected to print Finance Charges only for the specified date range.
The RUN Button allows the report to be viewed and then printed without re-entering the selection

criteria.

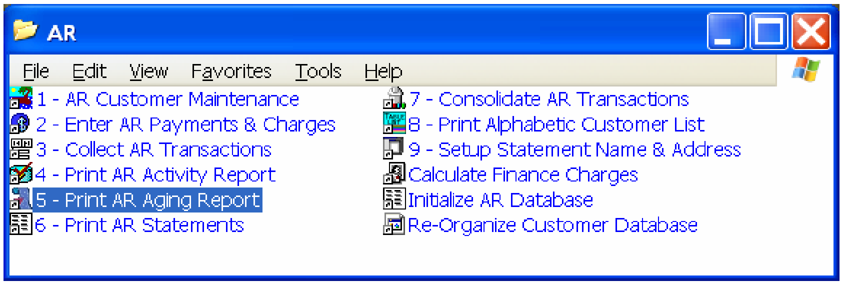


An example of the report format:

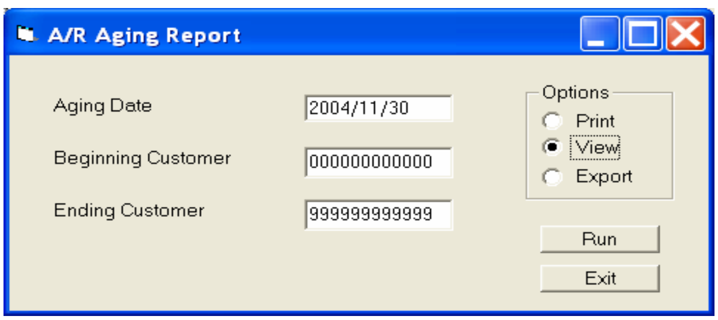



```
--------------- Customer ------------------- ---------- Document -----------
   Number     Last Name       First Name      Number  TY    Date      Amount
------------ ------------------------------ ------ -- ---------- ----------
      99511 Mayes           Raymond               1  1  8/09/2002      44.30
-------------------------------------------------------------------------------
     107417 Kelly           Martha                1  3  8/09/2002     320.00-
-------------------------------------------------------------------------------
     130826 Goldman         Robert                1  1  8/09/2002     249.00
-------------------------------------------------------------------------------
     177784 Green           Beverly               1  1  8/09/2002      47.78
-------------------------------------------------------------------------------
     180751 Smith           Thomas                1  1  8/09/2002      33.18
-------------------------------------------------------------------------------
     188425 Hendshaw        Mike                  1  1  8/09/2002      54.36
-------------------------------------------------------------------------------
     205702 Black           Jenifer               1  1  8/09/2002      33.42
-------------------------------------------------------------------------------
     272604 O'Niell         Patricia              1  3  8/09/2002   1,284.54-
-------------------------------------------------------------------------------
Totals Report
-------------------------------------------------------------------------------
 Purchases:         +           462.04
 Payments:          -             0.00
 Credit Memos:      -         1,604.54-
 Finance Charges:   +             0.00
 Debit Memos:       +             0.00
===============================================================================
```

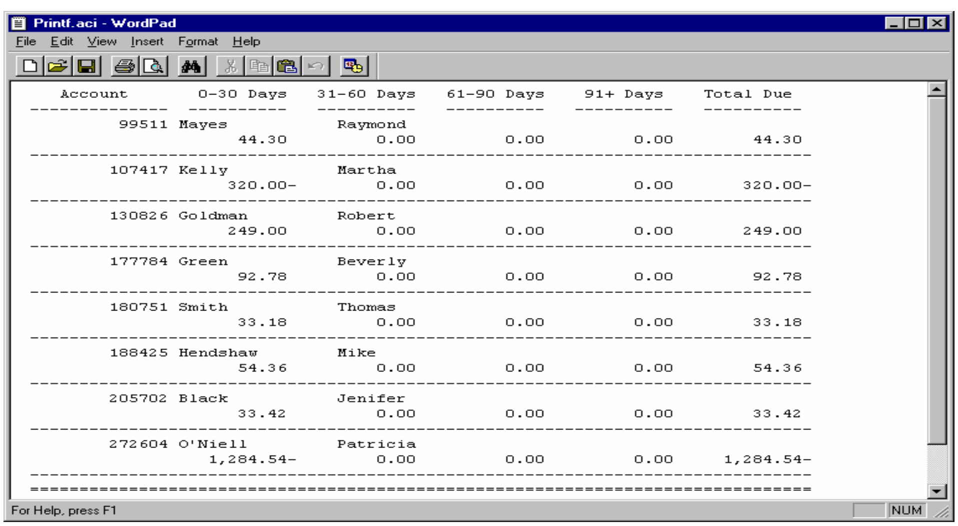
Print A/R Aging Report



This report shows the aging of the Accounts Receivable as of the Entered Cutoff Date for the specified range of Charge Customers either aged by customer or the Total A/R Aging report totals. No transactions dated after the entered As Of Date will be aged nor will be included in the aging totals.

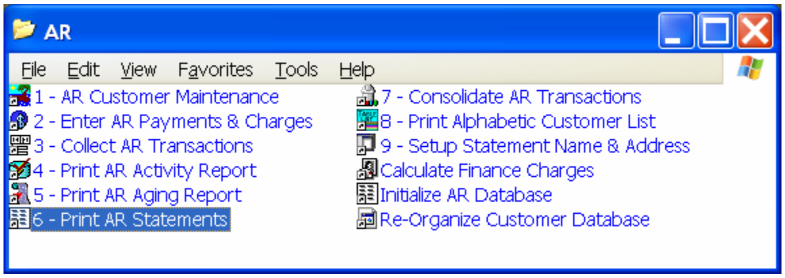


An example of the report format.



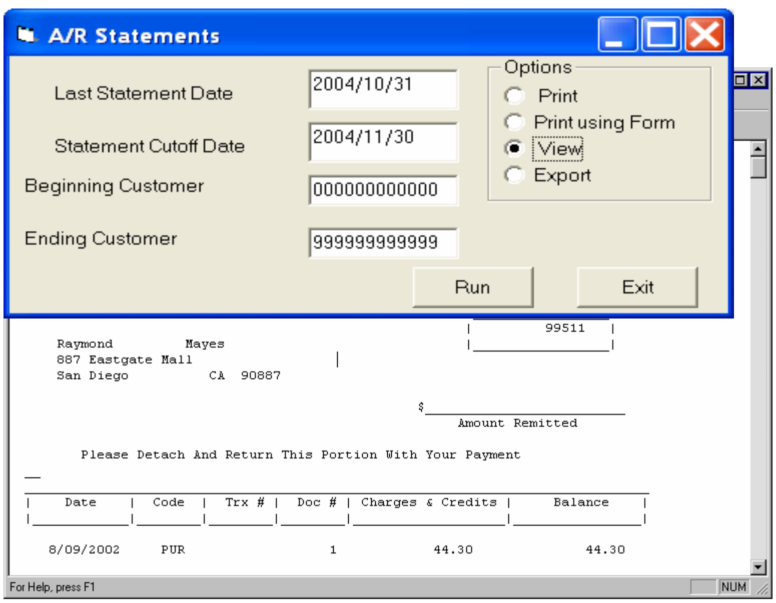
Account		0-30 Days	31-60 Days	61-90 Days	91+ Days	Total Due
99511	Mayes Raymond	44.30	0.00	0.00	0.00	44.30
107417	Kelly Martha	320.00-	0.00	0.00	0.00	320.00-
130826	Goldman Robert	249.00	0.00	0.00	0.00	249.00
177784	Green Beverly	92.78	0.00	0.00	0.00	92.78
180751	Smith Thomas	33.18	0.00	0.00	0.00	33.18
188425	Hendshaw Mike	54.36	0.00	0.00	0.00	54.36
205702	Black Jenifer	33.42	0.00	0.00	0.00	33.42
272604	O'Niell Patricia	1,284.54-	0.00	0.00	0.00	1,284.54-

Print A/R Statements



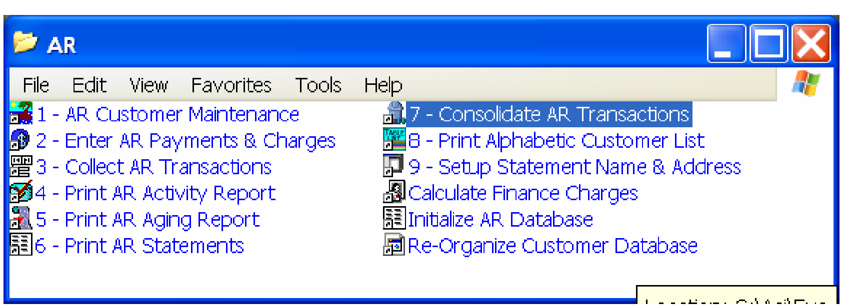
The A/R Statement print program prints statements for the selected range of Charge Customers. The programs asks for the Date of the Last statement and the Cutoff Date for the statement. All Transactions up to the Last Statement Date are consolidated into a Balance Forward amount and print as the first line on the statement. All detail dated after the Last Statement Date up through the Cutoff Date are printed with a running balance. The Total Due along with the Aging of outstanding amounts are show at the bottom of the Statement. No transactions after the Cutoff Date appear on the statement nor are included in the totals.

The Print statement selection prints on plain paper and draws the boxes and vertical lines. The Print Using Form selection prints on preprinted form and does Not draw boxes.



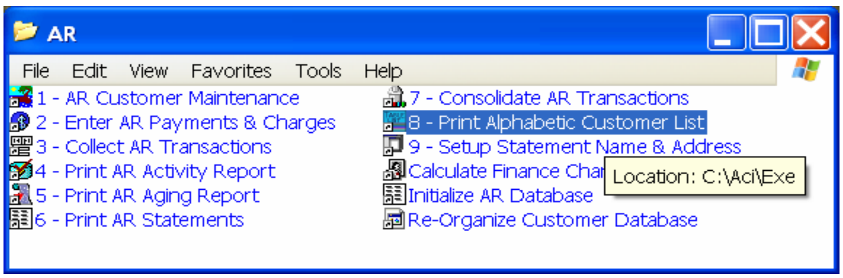
An example of a statement format.

Consolidate A/R Transactions

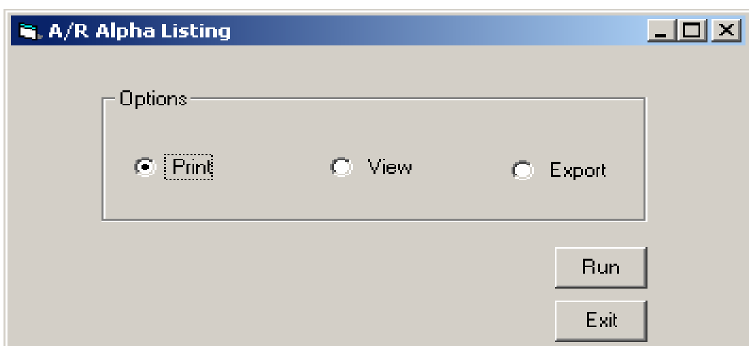


This program consolidates the A/R Transaction detail up to the entered Cutoff Date into 1 Balance Forward record. All detail after the entered Cutoff Date remains in the A/R Transaction File.

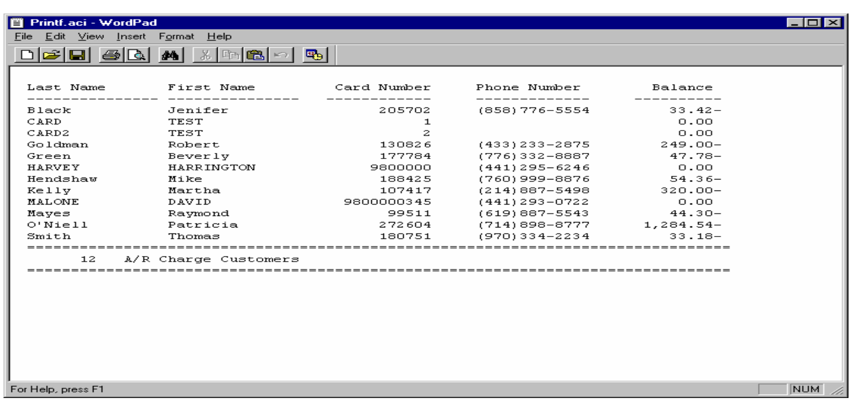
Print Alphabetical Customer List



This report prints all A/R Charge customers in alphabetical name order. The report is sorted alphabetically by Last Name, First Name and Customer Number order.



An example of the report format.



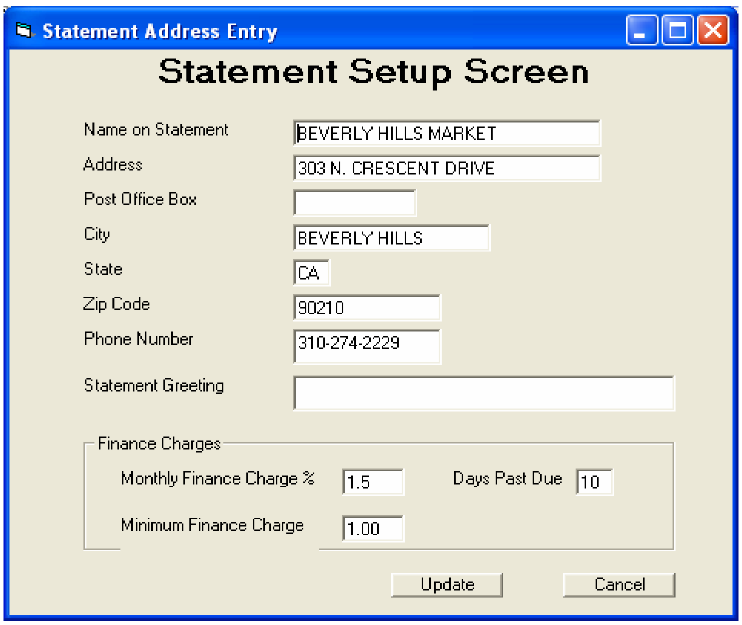
Last Name	First Name	Card Number	Phone Number	Balance
Black	Jenifer	205702	(858)776-5554	33.42-
CARD	TEST	1		0.00
CARD2	TEST	2		0.00
Goldman	Robert	130826	(433)233-2875	249.00-
Green	Beverly	177784	(776)332-8887	47.78-
HARVEY	HARRINGTON	9800000	(441)295-6246	0.00
Hendshaw	Mike	188425	(760)999-8876	54.36-
Kelly	Martha	107417	(214)887-5498	320.00-
MALONE	DAVID	9800000345	(441)293-0722	0.00
Mayes	Raymond	99511	(619)887-5543	44.30-
O'Niell	Patricia	272604	(714)898-8777	1,284.54-
Smith	Thomas	180751	(970)334-2234	33.18-

12 A/R Charge Customers

Set Up Statement Name & Address

This program is used to Enter or Change the Company Name and Address that will print on the A/R Customer Statements, a customized message to print on the A/R Statements and the parameters by which to calculate Finance Charges.

The existing company information will be displayed. Enter or change the appropriate boxes of information.



Use *Update* button to save the screen and exit the program.
Click the *Cancel* button to not save the screen and to exit the program.

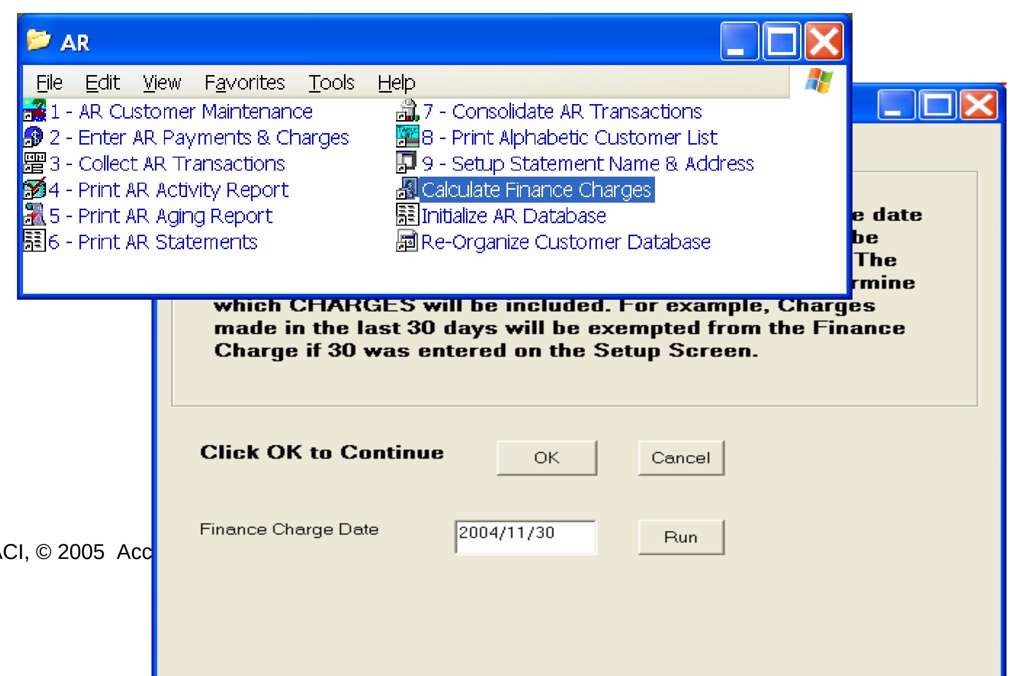
Data Element Definitions

Set Up Statement Name & Address

Data Element	Description
Name on Statement	Up to 30 alphanumeric characters may be entered for the company name.
Address	Up to 30 alphanumeric characters may be entered for the company address.

Post Office Box	Up to 8 alphanumeric characters may be entered for the company PO Box.
City	Up to 20 alphanumeric characters may be entered for the company city.
State	Enter the 2 character abbreviation for the company State.
Zip Code	Enter either the 5 character or full 9 character Zip Code for the company. Do Not enter the hyphen if listing a 9 character Zip Code.
Phone Number	Enter the 10 digit company telephone number.
Statement Greeting Statements.	Enter the message to be printed on the Customer A/R
on	If this is blank, “Thank You For Shopping With Us” is printed the Customer A/R Statements.
Finance Charge %	Enter the finance charge percent to charge on past due accounts. The percentage can be 2 digits to the left of decimal and 2 digits the right of decimal.
Days Past Due	Enter the number of Days Past Due to charge Finance Charges
Minimum Finance Charge	Enter the minimum amount to charge for a Finance Charge.

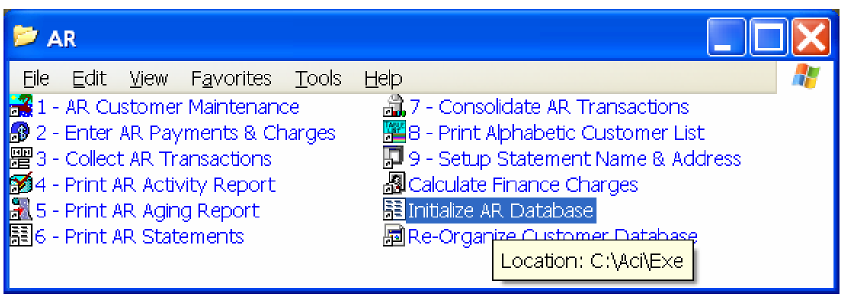
Calculate Finance Charges



This program is run to assess finance charges to Past Due Accounts. The Finance Charge Percent, Days Past Due, and Minimum Finance Charge amount are set up in the Statement Name & Address Maintenance. The number of Days Past Due is calculated from the Finance Charge Date to determine if the transaction is Past Due.

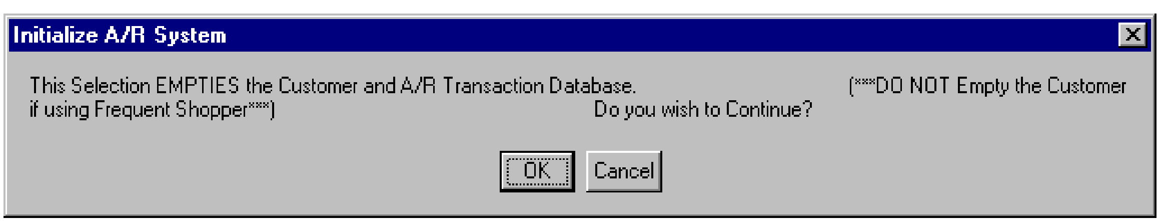
A customer may be made exempt from Finance Charges through A/R Customer Maintenance. A report of the Finance Charges assessed may be printed through A/R Activity Report by entering the Finance Charge Date as the beginning and ending dates and selecting Print Only Finance Charges.

Initialize A/R Data Base

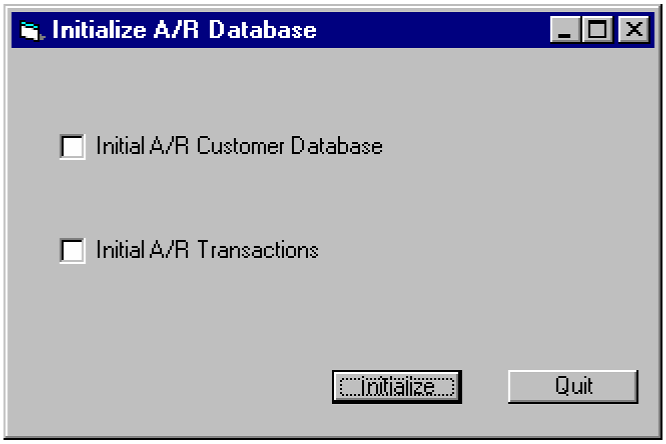


This utility gives the user the ability to create an empty Customer Database And / Or an Empty A/R Open Database.

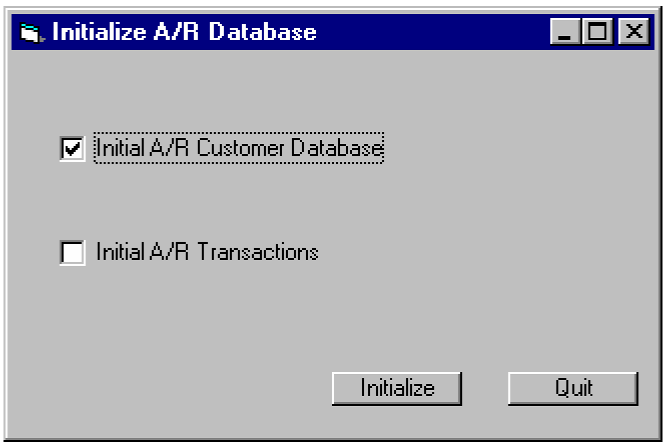
When this option is selected, the following window is displayed. The User has the option to click OK to continue, or to click Cancel to abort the initialization.



After the Ok button is selected, the following window is displayed. The User has the option to Initialize the A/R Customer Database And / Or the A/R Transaction file. To select the file to be Initialized, the user must have the box to the left of the selection checked. The user Has the option to initialize the selection file(s) or to Quit the Initialization process.



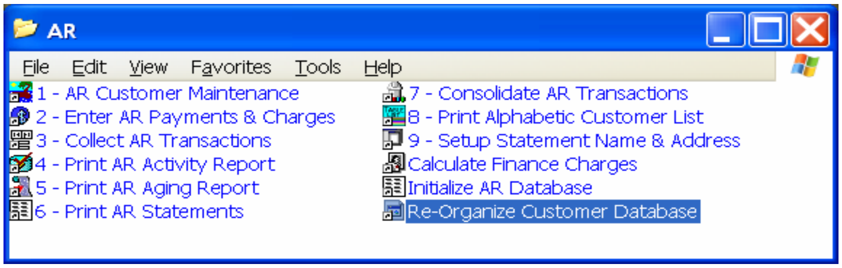
If the Initialize A/R Customer Database was selected,



and the User clicked on Initialize button, the following message is displayed:

The User now would click on the Ok button to acknowledge this message.

Re-Organize Customer Database



This utility rebuilds the Customer Index files. This would only need to be run when the indexes are corrupt or missing.

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