



**AUTOPOINT<sup>®</sup>**  
EVOLUTION  
A/R Quick Start Guide



***AutoPoint<sup>®</sup>*** Evolution  
Accounts Receivable Quick Start Guide

*Updated October 17, 2011*





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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*

## A Note to Users of the Text Version of *AutoPoint*<sup>®</sup>

In many respects, the graphical version of *AutoPoint*<sup>®</sup> is identical to the character-based version. The text screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Functions that were only available via a keystroke combination in the text version are now a blue link or a button. However, many keyboard shortcuts are still available in the graphical version as described below:

- There are a number of Windows-standard shortcut keys that function the same in *AutoPoint*<sup>®</sup> Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.

CTRL-<C> - Copy selected text.

CTRL-<V> - Paste selected text.

<TAB> – Move forward through input fields and buttons.

SHIFT-<TAB> – Move back words through input fields and buttons.

- Global keystrokes that will work from any window and are Windows standard shortcuts:

ALT-<F4> – Close current window.

ALT-<TAB> – Cycle forwards through open windows.

ALT-SHIFT-<TAB> – Cycle backwards through open windows.

ALT-<Underline Letter in Menu Name> - Display the corresponding menu.

<ESC> - Cancel the current task.

<ENTER> - Accept the default value and move the cursor to the next field.

- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.

<F2> - Bring up the next record.

<F3> - Bring up the previous record.

<F5> - When pressed in a field with a "?" button, will bring up the look-up.

<F8> - Cancel or back out of a program.

<F12> - Run a program selected in a menu, works the same as clicking on "Run". In File Maintenance windows, <F12> will save the current record.



*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

## Accounts Receivable Overview

The Accounts Receivable module in **AutoPoint<sup>®</sup>** is where you track the balances of your charge customers, and view the invoices, credits, and payments posted to their accounts. The A/R module also tracks the aging of these charge invoices, to identify those that are past due on an account, and to calculate the finance charge on the outstanding amount. You can generate a statement of the account to send to your customer, to show the activity on their account and any past due amounts owing.

When you set up a charge customer in **AutoPoint<sup>®</sup>**, you'll need to specify the Balance Method for the new account: Open Item or Balance Forward. Simply put, an Open Item account is one where payments are applied to specific invoices. A Balance Forward account is one where payments are posted to account's balance only, and at month end, the outstanding balance for the month is rolled into a Balance Forward amount.

Throughout the month, invoices, credits and payments are posted to the charge customer's account, updating the customer's balance and generating Accounts Receivable. At the end of the month, month-end processing is run to close the A/R period, so that new A/R can be posted in the new period. Soon after month-end processing is run, you will need to go through the steps for the Month-End Procedures to calculate finance charges and print statements.

This Quick Start Guide will outline the steps to perform the following activities in Evolution:

1. Enter and Post a Cash Receipt and save it as an Open Payment.
2. Enter and Post a Cash Receipt and apply it to outstanding invoices.
3. Apply an Open Payment to outstanding invoices.
4. Make a Credit-Only Application to outstanding invoices.
5. Enter and Post a Sales Entry type Invoice.
6. Enter and Post a Sales Entry type Credit Memo.
7. Check a customer's balance and view A/R activity in Customer Inquiry.
8. Create a Customer Record and modify its A/R Options in Customer Maintenance.
9. Run an A/R Aging report to identify customers with past due balances.
10. Run Month-End Processing and Print Statements.

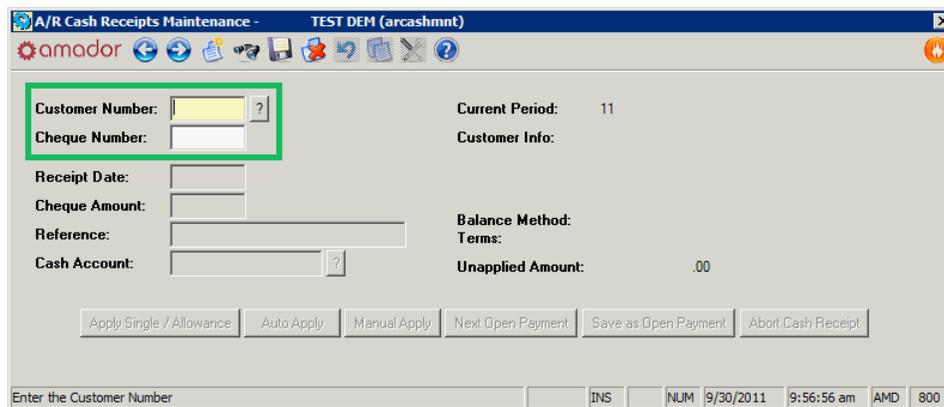


*For more detailed information on the processes described in this Quick Start Guide, please refer to the "AutoPoint<sup>®</sup> Evolution Users Manual."*

## Enter a Cash Receipt and Save it as an Open Payment

When you receive a payment (cheque, cash, direct deposit, etc.) from a charge customer, and you wish to apply it to a customer's balance only, then you would enter and post a Cash Receipt and save it as an Open Payment. The steps to do this are as follows:

1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102):



2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. Once the customer is selected, enter the cheque number of the customer's payment and press the <ENTER> key.

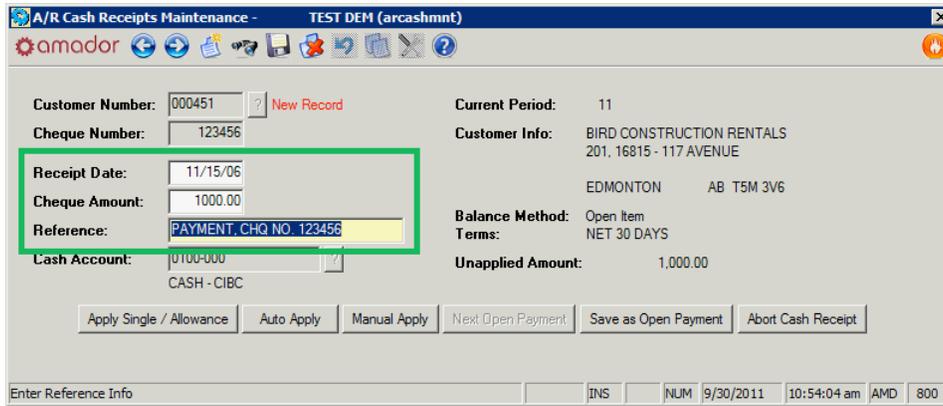


*If you are receiving a cash or credit card payment, or you are recording a direct deposit, then for the cheque number you can enter something meaningful to you to identify the payment type. For example, "111111" could be used for a VISA payment.*

3. By default, the "Receipt Date" will fill in with the system date. If you wish to use a different date, change the date in this field. Enter the amount of the payment and press the <ENTER> key. The reference field will fill in with the cheque number, but you can change it to something else; accept the default or change the reference and press the <ENTER> key:



*When you change the receipt date, be aware that the G/L distributions generated for the transaction will be posted to the accounting period that the date falls within. This makes it possible to backdate cash receipts, if necessary.*

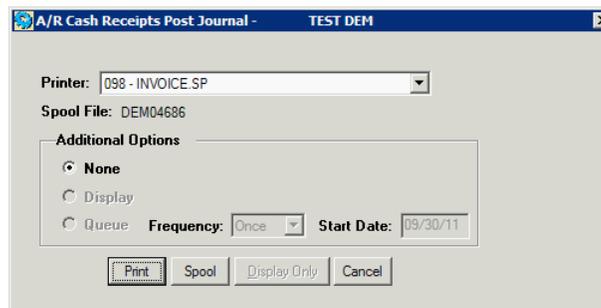


- To save the payment without applying it, click on the "Save as Open Payment" button. The fields will clear, and you can enter another Cash Receipt. If you have finished entering your cash receipts, press the <F8> key to exit. To the prompt, "Do you wish to print an Edit Listing?", click on "Yes". To the Output Selection prompt, click on "Print", "Spool" or "Display Only" to review the cash receipts that have been entered but not posted yet.

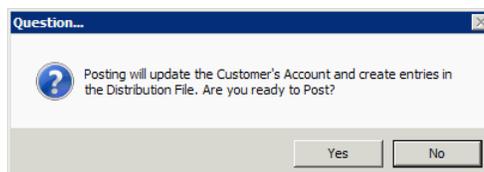


*Do not skip the step to review the Edit Listing! The Edit Listing is your last opportunity before posting to identify errors or omissions. On the Cash Receipts Edit Listing, check that the payment amounts and applications are correct, and that there are no proof errors in the G/L Distributions.*

- To post the Open Payment, go to Accounts Receivable → Cash Receipt Processing → Post Cash Receipts (AM040104) and print or spool the posting report:



- Click on "Yes" to the prompt to post the cash receipts to the customers accounts:



- Another Output Selection prompt appears for the Cash Receipts Cash Journal, which will list out all the cheques that were entered in this cash receipt posting, and should be included with the daily deposit to the bank. This report will only print once and cannot be regenerated, so do not cancel this report! Be sure to select "Spool" and reprint the report from the Spooled Reports Viewer.

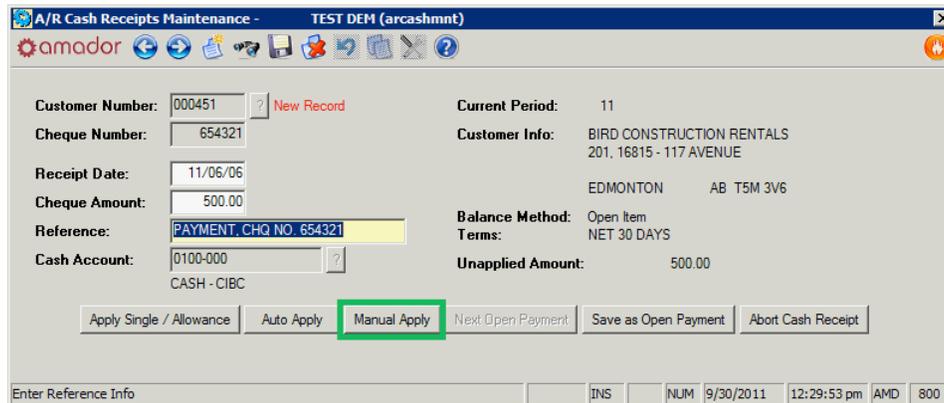


*When running any kind of report in **AutoPoint®**, it's a good idea to spool the report instead of printing it, so that you can view it in the spooled reports viewer to see if the report is giving the results you are looking for, without using up a lot of printer paper.*

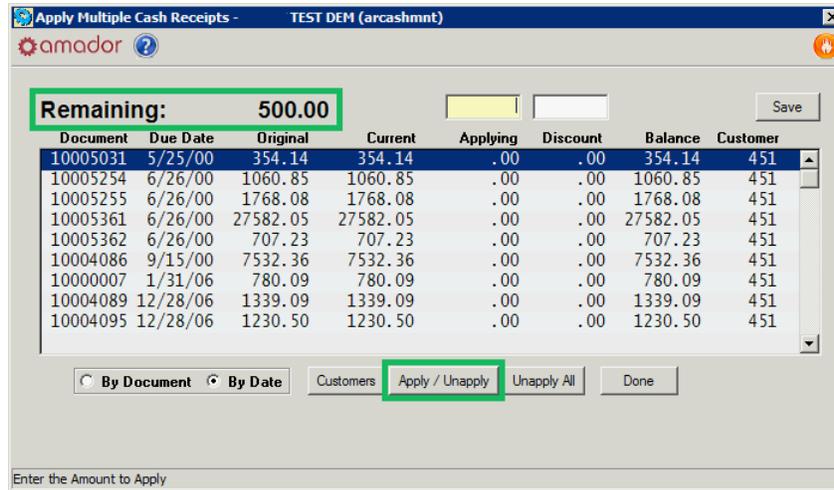
## Enter a Cash Receipt and Apply it to Outstanding Invoices

When you receive a payment (cheque, cash, direct deposit, etc.) from a charge customer, and you wish to apply it to specific invoices outstanding on the customer's account, then you would enter and post a Cash Receipt with application to invoices that you select:

- Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102), and follow steps 1, 2 and 3 (above) as if you were to post an Open Payment. Instead of clicking on "Save as Open Payment", click on the button, "Manual Apply":



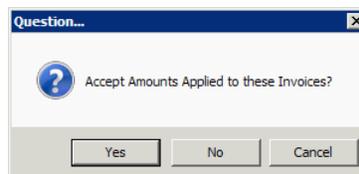
- A window will appear listing all the outstanding invoices and credits on the account, and the unapplied amount remaining. Select each invoice to apply the payment to (as per the cheque's remittance advice, if available,) and click on the "Apply / Unapply" button to apply a portion of the payment to each invoice:



- Partial application of a payment can be done by selecting the invoice, entering the "Applying" amount, and clicking on the "Save" button. Once the amount remaining is zero, click on the "Done" button:



- To the prompt to confirm the payment applications, click on "Yes":



- You will then return to the A/R Cash Receipts Maintenance window. If you wish to cancel the transaction and restart it from the beginning, click on "Abort Cash Receipt". Otherwise, to save this cash receipt, press the <F8> key. This will clear the window and allow you to enter more cash receipts. Once you have entered all the cash receipts, press <F8> again to exit the window. To the prompt, "Do you wish to print an Edit Listing?", click on "Yes".

- To the Output Selection prompt, click on "Print", "Spool" or "Display Only" to review the cash receipts that have been entered but not posted yet.
6. Follow the same steps as posting an Open Payment (steps 5,6 and 7) to post the cash receipt and application to invoices.

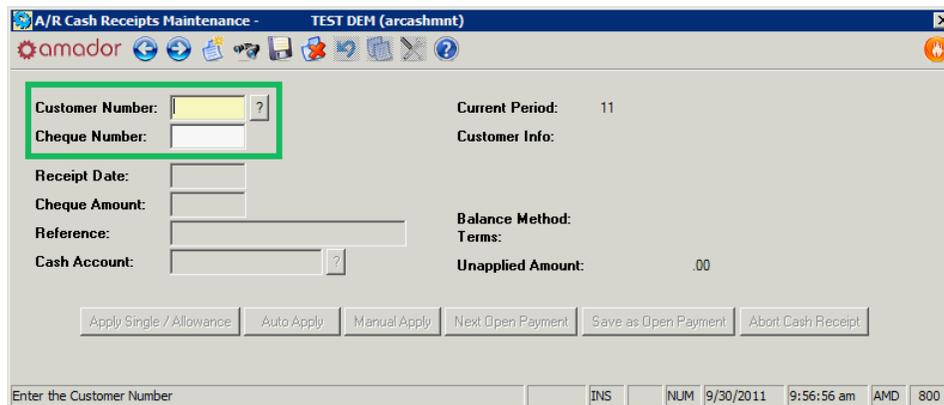


*An invoice with a payment applied to it cannot be un-applied, once the application has been posted! Be sure to review the Edit Listing to identify any errors or omissions, and edit the cash receipt before posting.*

## Apply an Open Payment to Outstanding Invoices

If a payment on Account was received through Point of Sale, or an Open Payment was posted to a customer's account, you can apply the Open Payment to outstanding invoices as follows:

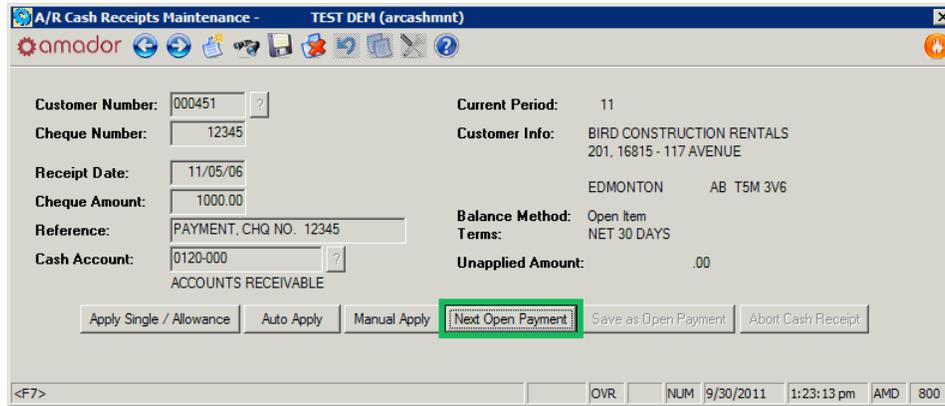
1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102):



2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. For the cheque number, press the <ENTER> key on the blank field. This will bring up the first available Open Payment on the account; to select the one you want to apply, click on the "Next Open Payment" button until the one you want displays:



*Open payments posted from Point-of-Sale can only be applied after End of Day has been run for the day the payment was invoiced.*



3. With the open payment you wish to apply displayed, click on the button "Manual Apply" and select the invoices to apply the payment to, as described above in steps 2 through 5 to enter a Cash Receipt and Applying it to Outstanding Invoices.
4. Follow the steps 5, 6 and 7 of posting an Open Payment to post the cash receipt and application to invoices, to post the application to the customer's account.

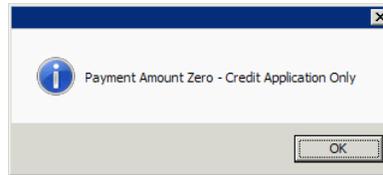


*Only one Open Payment can be applied per cash receipt application. That is, to apply multiple open payments, you will have to apply one open payment at a time. However, a partial payment to an invoice can be made with the first open payment application, and the remainder applied by the second payment.*

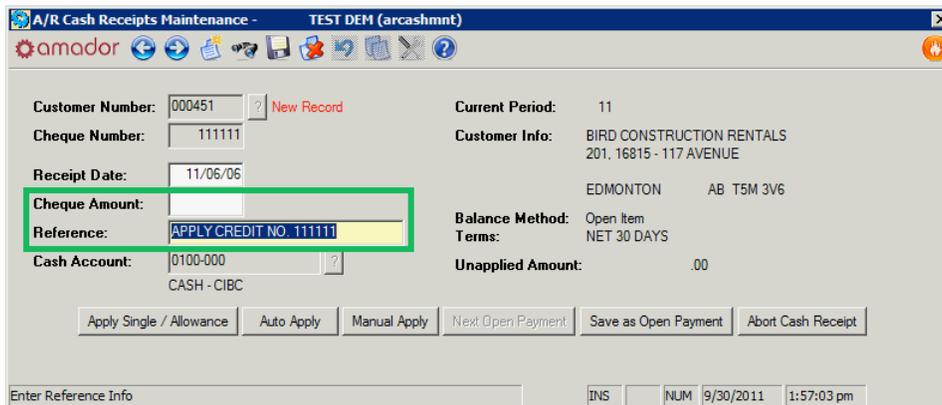
## Make a Credit-Only Application to Outstanding Invoices

When a return or refund is invoiced in Point-of-Sale, a credit invoice is posted to the customer's account. A credit memo may also be posted to the account through Sales Entry & Adjustments, adjusting the customer's balance accordingly. These credits are not applied automatically on Open-Item charge accounts, so these need to be applied through Enter & Edit Cash Receipts:

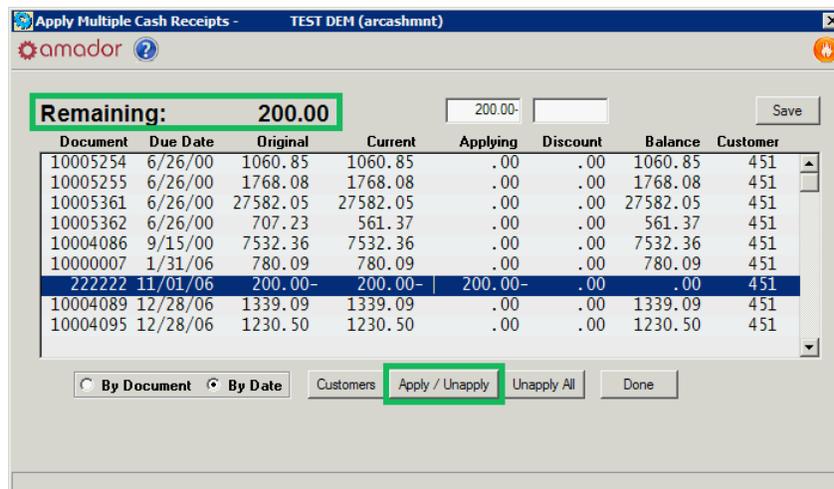
1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102).
2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. For the cheque number, enter something that is meaningful to you (e.g. use "11111" for credit-only applications or the date, "103111".) Press the <ENTER> key after selecting a cheque number.
3. By default, the "Receipt Date" will fill in with the system date or the date of the previous cash receipt. If you wish to use a different date, change the date in this field. Press the <ENTER> key after selecting a date, and then for the payment amount, press the <ENTER> key on the blank field. Click on "OK" to the following prompt that appears:



- The reference field will fill in automatically with the cheque number entered previously; accept or change the reference and press the <ENTER> key:

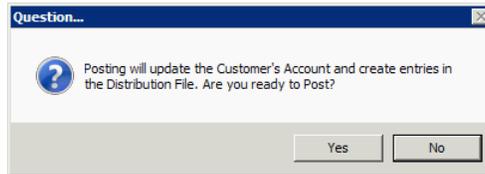


- Click on the "Manual Apply" button to bring up the cash receipt application window. Select the credit invoice and then click on the "Apply / Unapply" button. The amount remaining for the cash application will increase by the amount of the credit selected. Additional credits on the customer's account can be selected this way, and added to the amount to apply:



- Apply the amount remaining the same way as described in steps 2 to 5 of Enter a Cash Receipt and Apply it to Outstanding Invoices.

- To post the Credit-Only Application, go to Accounts Receivable → Cash Receipt Processing → Post Cash Receipts (AM040104) and spool the posting report. Click on “Yes” to the prompt to post the credit-only application to the customers accounts:

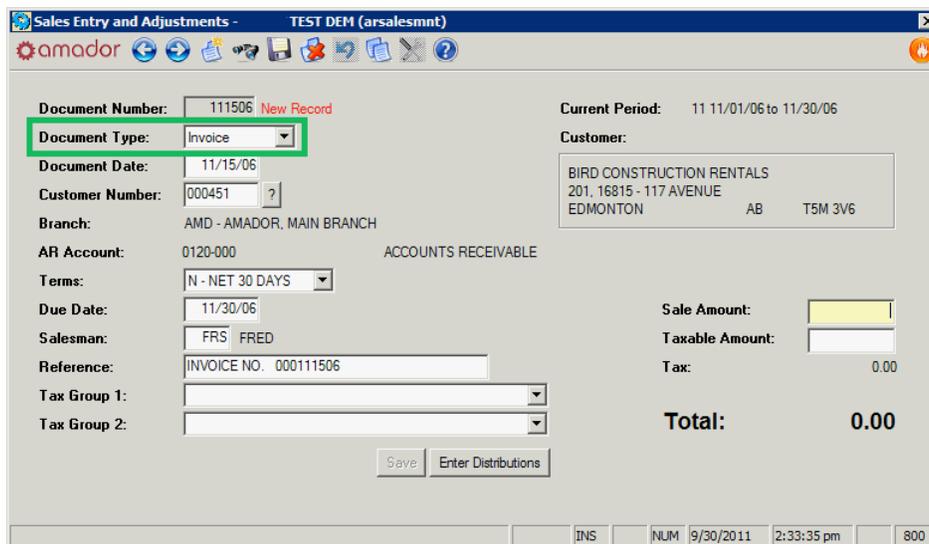


*Credits can be applied along with a regular Cash Receipt or an Open Payment application. Simply select the credit invoice in the "Apply Multiple Cash Receipts" window to add it to the amount remaining for application. In Customer Inquiry, the application will appear as the payment applied to the credit.*

## Enter and Post an Invoice-Type Sales Entry

If you need to post a debit to a charge customer’s account (to reverse a credit or payment, for example,) then you can post an invoice-type Sales Entry. The steps to do this are as follows:

- Go to Accounts Receivable → Sales Entry & Adjustments → Enter and Edit Sales Transactions (AM040301):



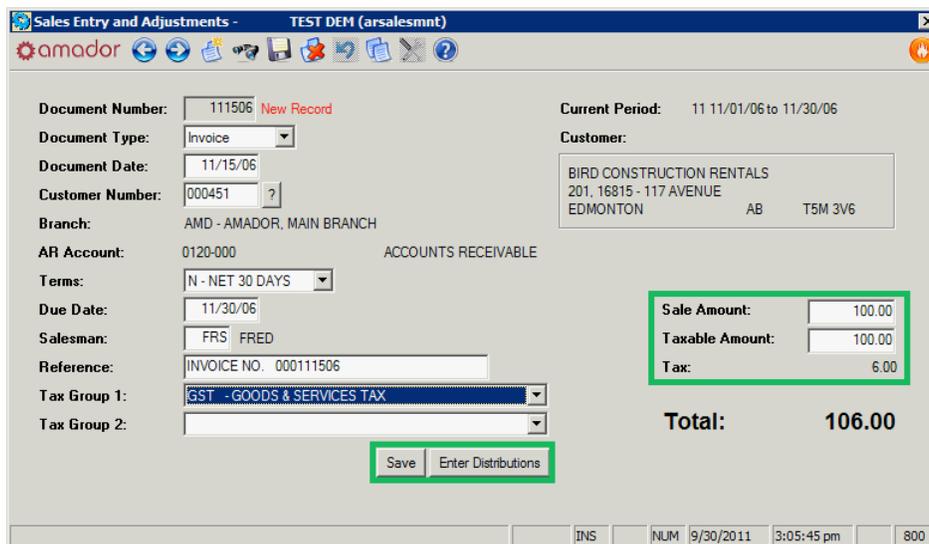
- Enter a document number that is meaningful to you (eg. the date) and press the <ENTER> key. Select the document type “Invoice” from the drop-down list, and enter or accept the default document date. Like Cash Receipts, the document date does not have to be in the current period, and the G/L distributions will be posted to the accounting period that the

date falls within. Enter the customer number (or do an <F5> lookup if you do not know it) and press the <ENTER> key.



*When selecting the document number for a Sales Entry, any 9-digit number can be used. However, the number you select needs to be unique for that customer and that posting. If you post multiple Sales Entries to the same customer and/or other customers, each of them needs to have a different document number. Using the date & time for each Sales Entry neatly takes care of this requirement.*

- Once the customer number has been selected, the Terms, Salesman and Tax Group fields will fill in with the information set up in Customer Maintenance for this customer. The Due Date is calculated from the Terms, although this can be overridden. The reference field fills in with a default description, but this can be overridden, as well.
- The cursor will stop at the "Sales Amount"; enter the amount of the sales entry to be posted to the customer's account, excluding the taxes. Press the <ENTER> key and enter the taxable amount of the sales amount. The calculated tax using the "Tax Group" fields will appear next the "Tax" amount and be added to the total:



**Sales Entry and Adjustments - TEST DEM (arsalesmnt)**

Document Number: 111506 **New Record**      Current Period: 11/11/06 to 11/30/06

Document Type: Invoice      Customer: BIRD CONSTRUCTION RENTALS  
201, 16815 - 117 AVENUE  
EDMONTON AB T5M 3V6

Document Date: 11/15/06

Customer Number: 000451 ?

Branch: AMD - AMADOR, MAIN BRANCH

AR Account: 0120-000      ACCOUNTS RECEIVABLE

Terms: N - NET 30 DAYS

Due Date: 11/30/06

Salesman: FRS FRED

Reference: INVOICE NO. 000111506

Tax Group 1: GST - GOODS & SERVICES TAX

Tax Group 2:

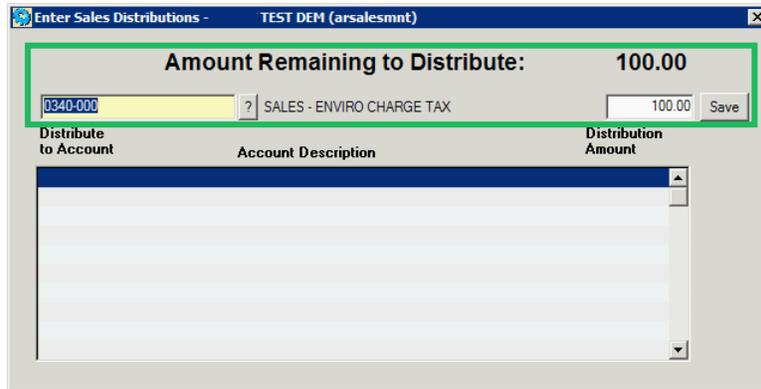
**Sale Amount:** 100.00  
**Taxable Amount:** 100.00  
**Tax:** 6.00

**Total: 106.00**

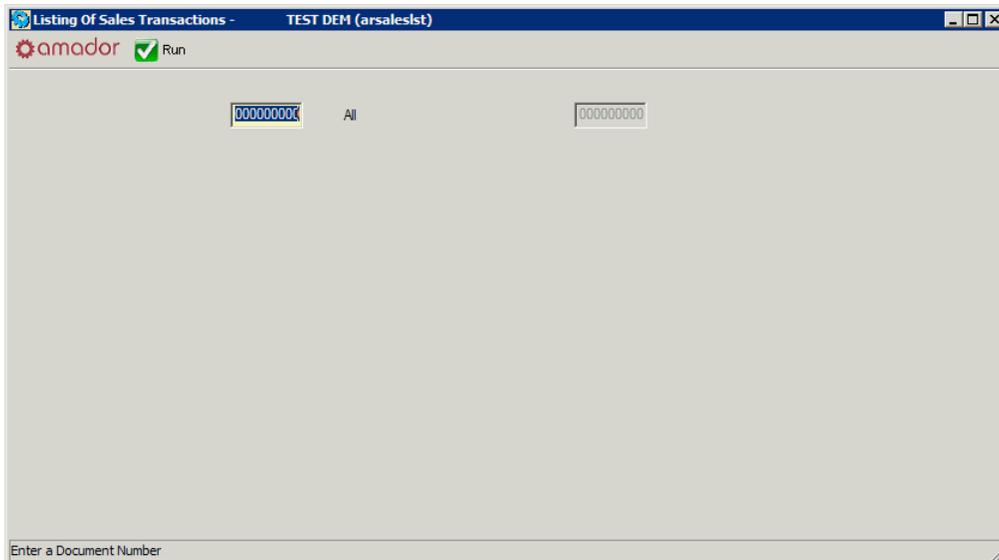
Save    Enter Distributions

INS    NUM 9/30/2011    3:05:45 pm    800

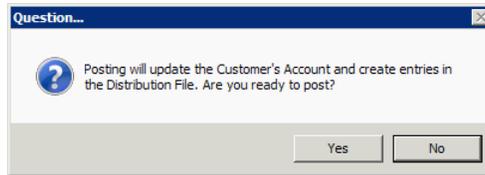
- Click on "Save" if this Sales Entry is to post to the default Sales and Tax G/L accounts. If this is case, go to step 9 below to post the Sales Entry.
- To use G/L accounts other than the default Sales and Tax G/L accounts, click on the button, "Enter Distributions":



7. Enter the G/L account(s) to post the sales amount, or do a <F5> lookup to search for the G/L account number. Accept or enter the amount to distribute, and click on the "Save" button.
8. Once the "Amount Remaining to Distribute" is zero, press the <F8> key to return to the Sales Entry and Adjustments window. Click on the "Save" button to save the Sales Entry.
9. Enter any additional Sales Entries, or press <F8> when complete. To the prompt, "Do you want to print an Edit List?", click on the "Yes" button and the following window will appear:



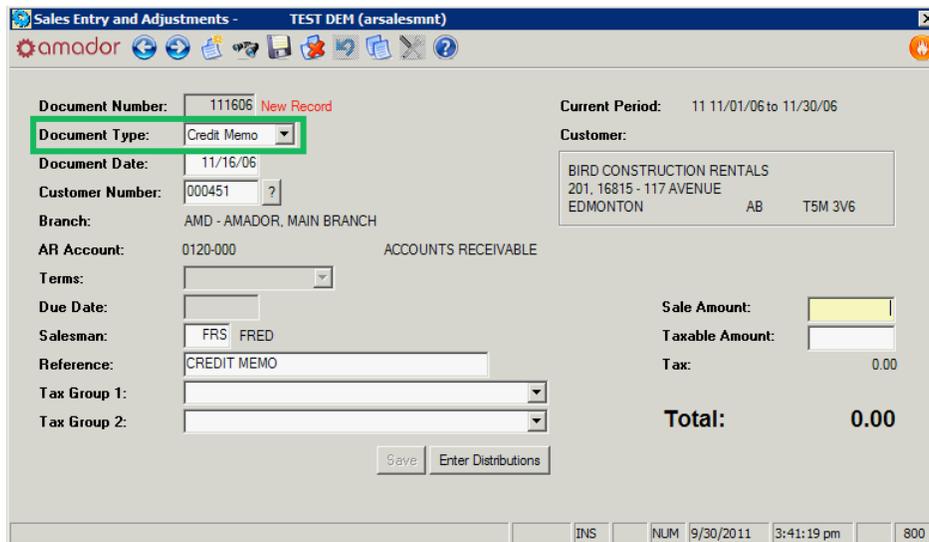
10. Click on the green "Run" icon, and click Print, Spool or Display Only on the "Output Selection" window. Review the Sales Transaction Edit List to check for any errors or omissions, and that there are not proof errors in the G/L distributions.
11. After reviewing the Edit List, post the Sales Entry by going to Accounts Receivable → Sales Entry and Adjustments → Post Sales Transactions (AM040303.) Click on "Spool" to the Output Selection window, and then click on "Yes" of the following prompt to post the Sales Entry to the customer's account:



## Enter and Post an Credit Memo-Type Sales Entry

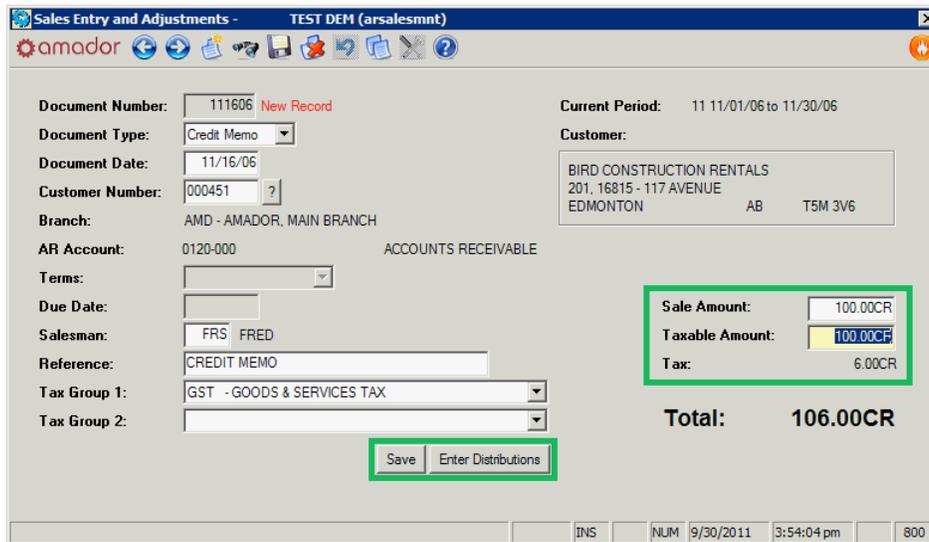
If you need to post a credit to a charge customer's account (to write off a finance charge, for example,) then you can post a Credit Memo-type Sales Entry. The steps to do this are pretty well identical to those to post an Invoice-type Sales Entry, except that the document type "Credit Memo" is selected instead of "Invoice", and the amounts are credits rather than debits:

1. Go to Accounts Receivable → Sales Entry & Adjustments → Enter and Edit Sales Transactions (AM040301):

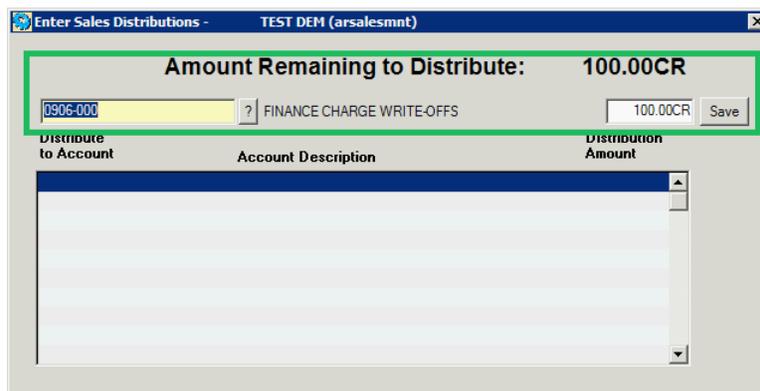


2. Enter a document number that is meaningful to you (eg. the date) and press the <ENTER> key. Select the document type "Credit Memo" from the drop-down list, and enter or accept the default document date. Like Cash Receipts, the document date does not have to be in the current period, and the G/L distributions will be posted to the accounting period that the date falls within. Enter the customer number (or do an <F5> lookup if you do not know it) and press the <ENTER> key.
3. Once the customer number has been selected, the Salesman and Tax Group fields will fill in with the information set up in Customer Maintenance for this customer. The Due Date and Terms are blanked out, as credits are not aged. The reference field fills in with a default description "CREDIT MEMO", but this can be changed to something else.
4. The cursor will stop at the "Sales Amount"; enter the amount of the sales entry to be posted to the customer's account; the negative sign does not have to be entered along

with the amount. Press the <ENTER> key and enter the taxable portion of the sales amount, and so the taxes are calculated using the Tax Groups specified:



5. Click on "Save" if this Sales Entry is to post to the default Sales and Tax G/L accounts. If this is case, go to step 14 below to post the Sales Entry.
6. To use G/L accounts other than the default Sales and Tax G/L accounts, click on the button labelled, "Enter Distributions":

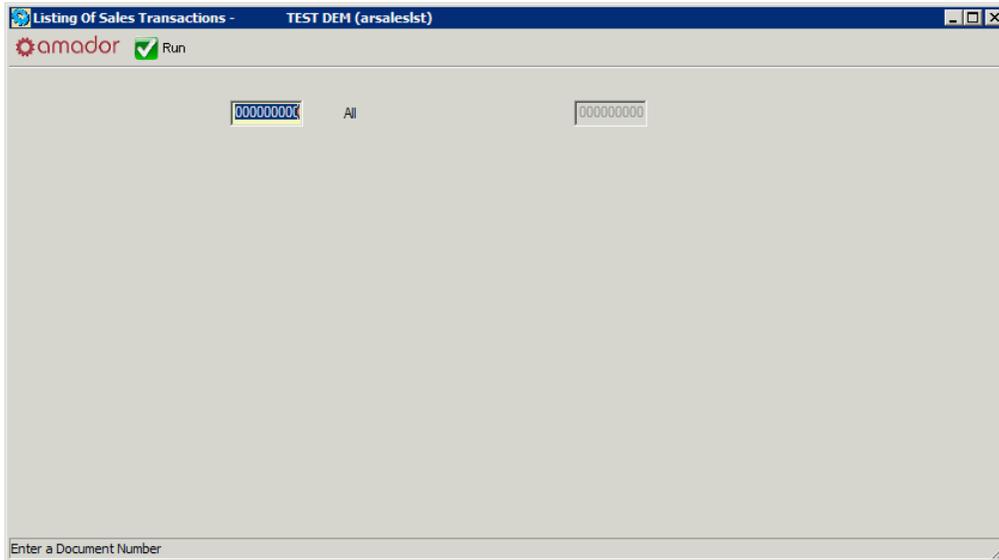


12. Enter the G/L account(s) to post the sales amount, or do a <F5> lookup to search for the G/L account number. Accept or enter the amount to distribute, and click on the "Save" button.

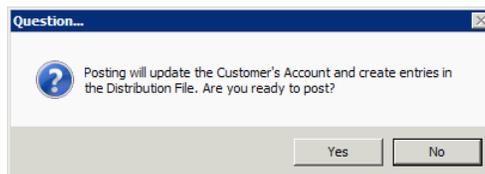


*Although the amount to be distributed is a credit (CR) amount, the G/L distributions are actually debit amounts. The Edit Listing will show the actual debit and credit amounts.*

13. Once the "Amount Remaining to Distribute" is zero, press the <F8> key to return to the Sales Entry and Adjustments window. Click on the "Save" button to save the Sales Entry.
14. Enter any additional Sales Entries, or press <F8> when complete. To the prompt, "Do you want to print an Edit List?", click on the "Yes" button and the following window will appear:



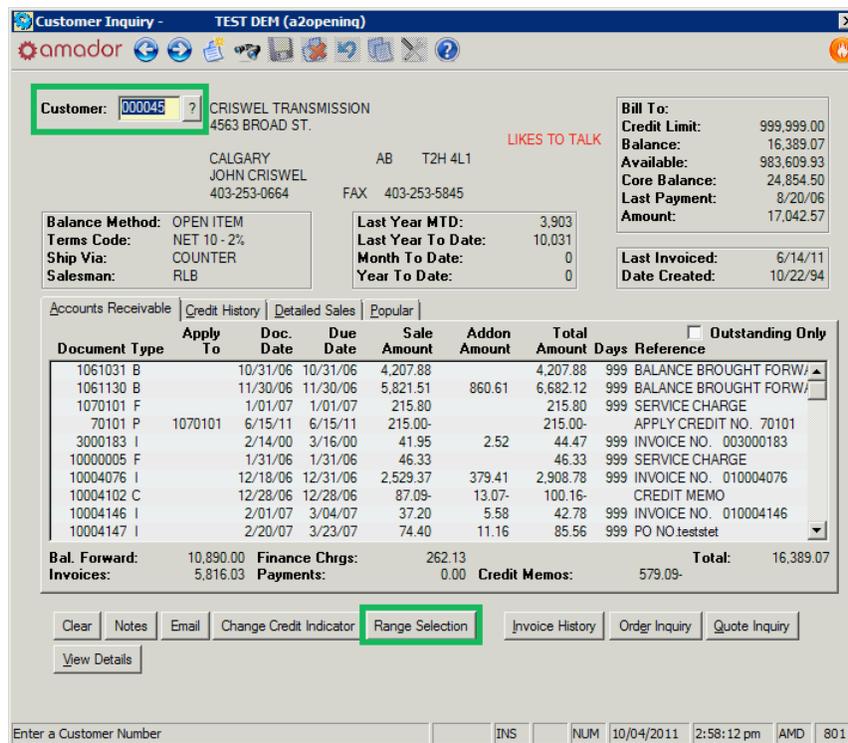
15. Click on the green "Run" icon, and then click Print, Spool or Display Only on the "Output Selection" window. Review the Sales Transaction Edit List to check for any errors or omissions, and check that there are no proof errors in the G/L distributions.
16. After reviewing the Edit List, post the Sales Entry by going to Accounts Receivable → Sales Entry and Adjustments → Post Sales Transactions. Click on "Spool" to the Output Selection window, and then click on "Yes" of the following prompt to post the Sales Entry to the customer's account:



## Check a Customer's Balance and A/R Activity

You can quickly check at a glance a charge customer's balance and credit limit, any recent invoices or payments posted to their account, and their Accounts Receivable history by using Customer Inquiry:

1. Go to Accounts Receivable → Customer Inquiry (AM0406).
2. Enter the customer number, or do a lookup on the customer's abbreviation (press the <F5> key or click on the "?" button.) After selecting the customer record, the A/R information for the customer will display:



**Customer Inquiry - TEST DEM (a2opening)**

Customer: 000045 ? CRISWEL TRANSMISSION  
4563 BROAD ST. LIKES TO TALK

CALGARY AB T2H 4L1  
JOHN CRISWEL  
403-253-0664 FAX 403-253-5845

**Balance Method:** OPEN ITEM **Last Year MTD:** 3,903  
**Terms Code:** NET 10 - 2% **Last Year To Date:** 10,031  
**Ship Via:** COUNTER **Month To Date:** 0  
**Salesman:** RLB **Year To Date:** 0

**Bill To:**  
**Credit Limit:** 999,999.00  
**Balance:** 16,389.07  
**Available:** 983,609.93  
**Core Balance:** 24,854.50  
**Last Payment:** 8/20/06  
**Amount:** 17,042.57

**Last Invoiced:** 6/14/11  
**Date Created:** 10/22/94

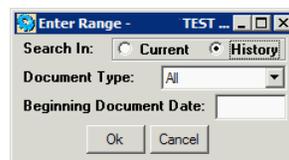
Document Type	Apply To	Doc. Date	Due Date	Sale Amount	Addon Amount	Total Amount	Days	Reference
1061031 B		10/31/06	10/31/06	4,207.88		4,207.88	999	BALANCE BROUGHT FORW/
1061130 B		11/30/06	11/30/06	5,821.51	860.61	6,682.12	999	BALANCE BROUGHT FORW/
1070101 F		1/01/07	1/01/07	215.80		215.80	999	SERVICE CHARGE
70101 P	1070101	6/15/11	6/15/11	215.00-		215.00-		APPLY CREDIT NO. 70101
3000183 I		2/14/00	3/16/00	41.95	2.52	44.47	999	INVOICE NO. 003000183
10000005 F		1/31/06	1/31/06	46.33		46.33	999	SERVICE CHARGE
10004076 I		12/18/06	12/31/06	2,529.37	379.41	2,908.78	999	INVOICE NO. 010004076
10004102 C		12/28/06	12/28/06	87.09-	13.07-	100.16-		CREDIT MEMO
10004146 I		2/01/07	3/04/07	37.20	5.58	42.78	999	INVOICE NO. 010004146
10004147 I		2/20/07	3/23/07	74.40	11.16	85.56	999	PO NO.teststet

**Bal. Forward:** 10,890.00 **Finance Chrgs:** 262.13 **Total:** 16,389.07  
**Invoices:** 5,816.03 **Payments:** 0.00 **Credit Memos:** 579.09-

Buttons: Clear, Notes, Email, Change Credit Indicator, **Range Selection**, Invoice History, Order Inquiry, Quote Inquiry, View Details

Footer: Enter a Customer Number | INS | NUM | 10/04/2011 | 2:58:12 pm | AMD | 801

3. By default, the current A/R activity will display on the "Accounts Receivable" tab. To view the historical A/R activity, you will need to click on the "Range Selection" button. A pop-up will display to select the History file, the A/R record types, and a cutoff date (leaving it blank will display all history.) Click on "OK" to display the A/R history for this customer.



**Enter Range - TEST ...**

Search In:  Current  History

Document Type: All

Beginning Document Date:

Buttons: Ok, Cancel

4. To change back to displaying current A/R, click on "Range Selection" again and select the "Current" radio button, and click on "OK".

- To view the details of the "Invoice" or "Credit Invoice" records, you can either select the A/R record and click on "View Details", or double-click on the A/R record's Document Number.

A/R Record Type	Description
<b>B</b>	Balance Forward Amount
<b>C</b>	Credit Invoice or Credit Memo
<b>F</b>	Finance Charge
<b>I</b>	Invoice
<b>P</b>	Payment



*Feel free to select any of the tabs or options, or click on any of the buttons in Customer Inquiry to see what type of information is displayed! Like any inquiry screen, the data cannot be changed, only viewed.*

## Create/Modify a Customer in Customer Maintenance

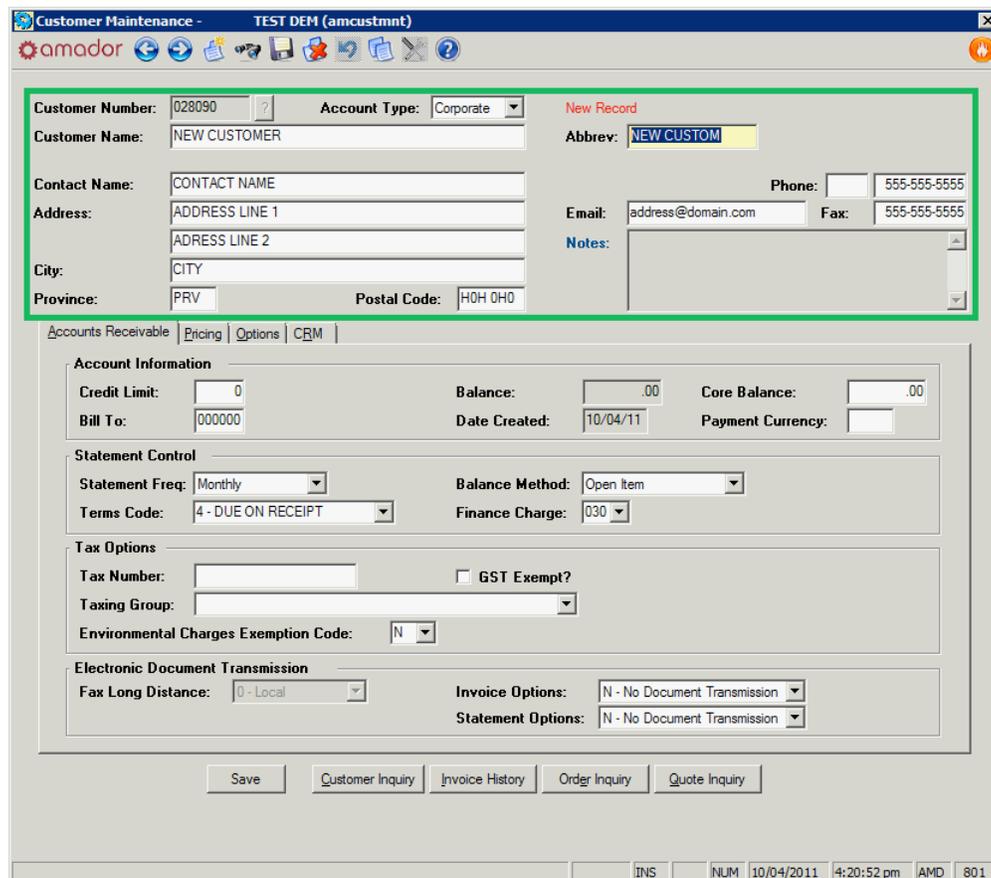
Customer Maintenance is used to create a new customer record, or to modify the options of an existing customer. You can create Personal accounts for individuals or Corporate accounts for companies, and specify whether they are cash accounts or charge accounts. As charge accounts, they can be set to be Balance Forward or Open Item. The instructions below assume that you are going to create a new customer with the minimal amount of information:



*When do you set a customer to use the balance method Open Item or Balance Forward? Use "Open Item" if the customer pays by invoice number and "Balance Forward" if the customer applies payment to the balance only. When the month-end Archive Monthly Detail is run, the paid invoices for "Open Item" customers will move from Current to History, and for "Balance Forward" customers, the invoices and payments for the month will be totaled together into a balance forward amount, and the invoice/payment records archived to history.*

- Go to File Maintenance → Customer Maintenance (AM0503). The default customer number is the next available one, so if you are creating a new customer record, press the <ENTER> key to accept the new customer number. To bring up an existing customer, enter the customer number (if known) or do an <F5> lookup to search for the customer by abbreviation.
- Select the "Account Type" (*Personal* for individuals, *Corporate* for companies) and enter the person's first name and last name, or the company's name. The Abbreviation field will fill automatically with the first 10 letters of the customer's last name or company name, but this can be changed to control where the customer appears in the lookup. Enter a Contact

Name (for a Company) and the customer's address. Add the phone, fax and e-mail address, if these are known:



The screenshot shows the 'Customer Maintenance' window for a 'TEST DEM' user. The form is titled 'New Record' and contains the following fields:

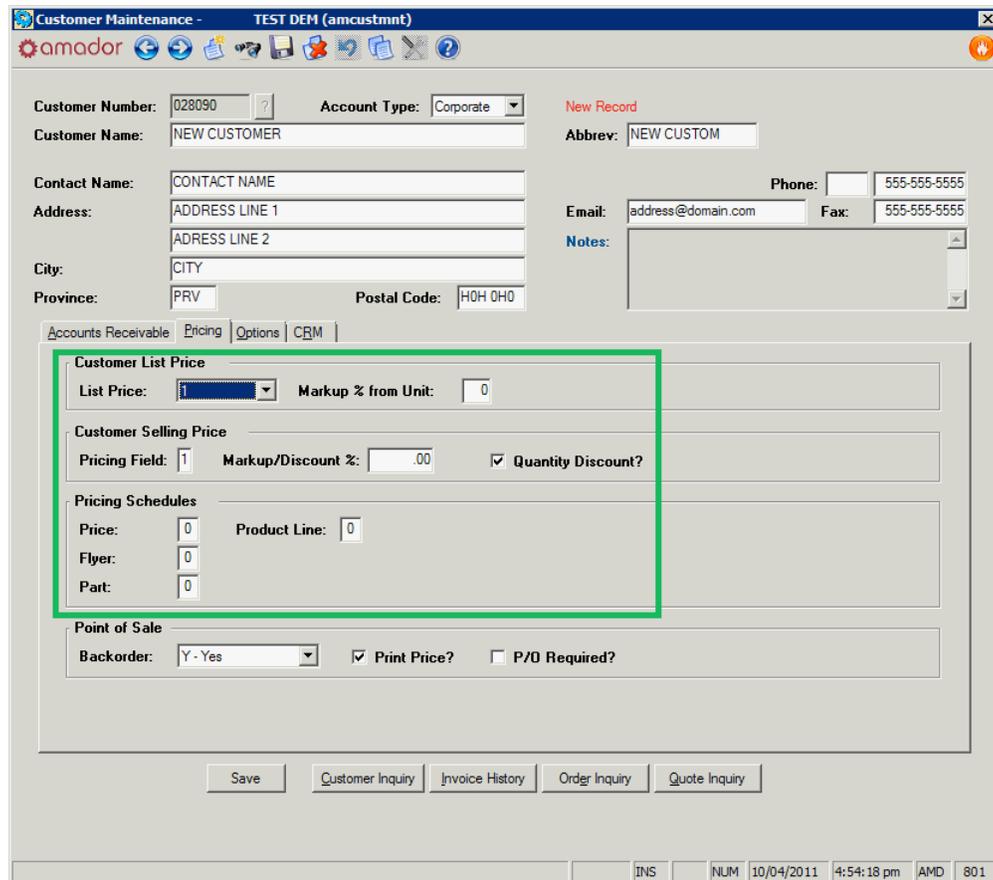
- Customer Number:** 028090
- Account Type:** Corporate
- Customer Name:** NEW CUSTOMER
- Abbrev:** NEW CUSTOM
- Contact Name:** CONTACT NAME
- Address:** ADDRESS LINE 1, ADDRESS LINE 2
- City:** CITY
- Province:** PRV
- Postal Code:** H0H 0H0
- Phone:** 555-555-5555
- Fax:** 555-555-5555
- Email:** address@domain.com
- Notes:** (empty text area)

Below the main form are several sections:

- Account Information:** Credit Limit (0), Balance (.00), Core Balance (.00), Bill To (000000), Date Created (10/04/11), Payment Currency.
- Statement Control:** Statement Freq (Monthly), Balance Method (Open Item), Terms Code (4 - DUE ON RECEIPT), Finance Charge (030).
- Tax Options:** Tax Number, Taxing Group, Environmental Charges Exemption Code (N), GST Exempt? (checkbox).
- Electronic Document Transmission:** Fax Long Distance (0 - Local), Invoice Options (N - No Document Transmission), Statement Options (N - No Document Transmission).

Buttons at the bottom include Save, Customer Inquiry, Invoice History, Order Inquiry, and Quote Inquiry. The status bar at the bottom shows: INS NUM 10/04/2011 4:20:52 pm AMD 801.

- Under the "Accounts Receivable" tab, enter a Credit Limit if this is to be a charge account. If this is a ship-to account, where the A/R is posted to a bill-to account, enter the bill-to's account number in the "Bill To" field.
- For a charge account, set the Statement Frequency to "Monthly" and the Terms Code to a charge payment terms (i.e. Net 30 Days). Select a Balance Method (see above for the difference between "Open Item" and "Balance Forward") and the days past due to calculate a Finance Charge (set it to "999" to make the account exempt from Finance Charges.) For a cash account, you only have to set the Terms Code to "X – Cash Only".
- In the "Tax Options" section, select the provincial Taxing Group; this must be selected even for provinces that have HST for the taxes to be calculated correctly. If the customer is PST exempt, enter their Tax Number. If the customer is GST/HST exempt, check the box next to "GST Exempt?".
- Select the "Pricing" tab to assign the customer's pricing. Select the price level to use for the List price that prints on the invoice (if any.) Enter in Price Field the price level to one of the 6 set up in Item Maintenance that the customer will receive. If there are any price exceptions as set up in Customer Price Maintenance, assign these in the "Pricing Schedules":



Customer Maintenance - TEST DEM (amcustmnt)

amador

Customer Number: 028090 Account Type: Corporate New Record

Customer Name: NEW CUSTOMER Abbrev: NEW CUSTOM

Contact Name: CONTACT NAME Phone: 555-555-5555

Address: ADDRESS LINE 1 Email: address@domain.com Fax: 555-555-5555

ADDRESS LINE 2

City: CITY Notes:

Province: PRV Postal Code: H0H 0H0

Accounts Receivable Pricing Options CRM

**Customer List Price**

List Price: [dropdown] Markup % from Unit: 0

**Customer Selling Price**

Pricing Field: 1 Markup/Discount %: .00  Quantity Discount?

**Pricing Schedules**

Price: 0 Product Line: 0

Flyer: 0

Part: 0

**Point of Sale**

Backorder: Y-Yes  Print Price?  P/O Required?

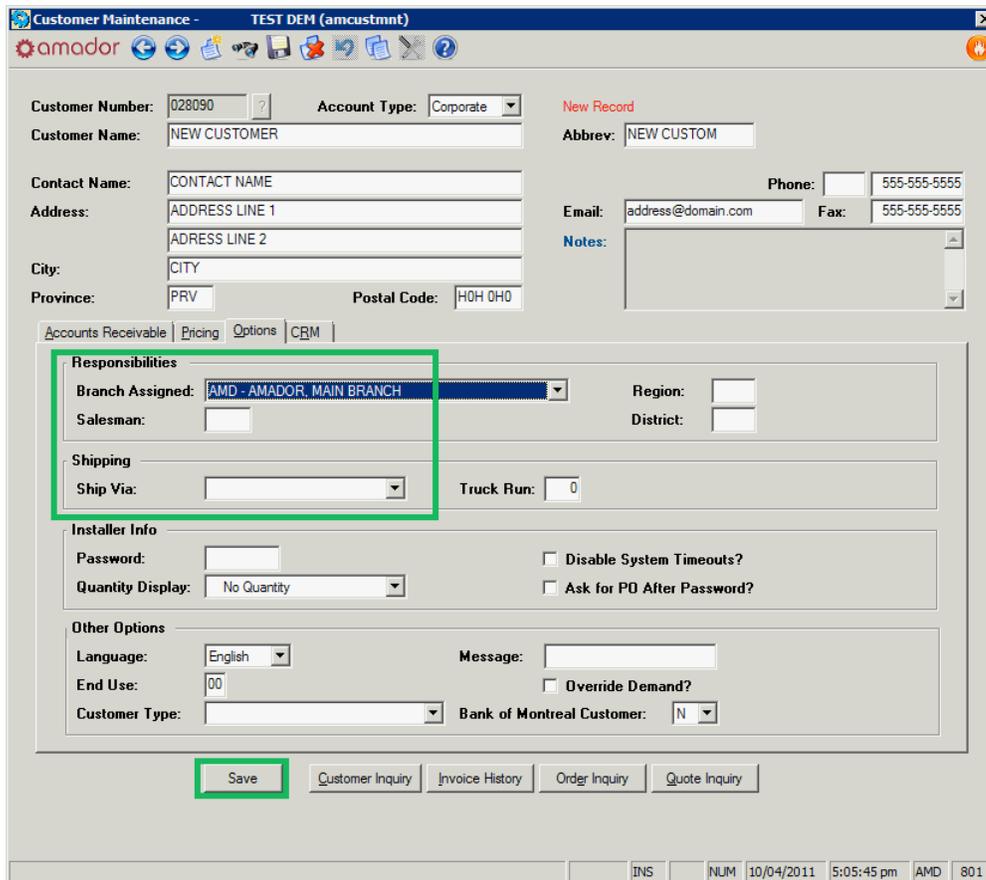
Save Customer Inquiry Invoice History Order Inquiry Quote Inquiry

INS NUM 10/04/2011 4:54:18 pm AMD 801

7. Select the "Options" tab next. Change the Branch Assigned, if necessary, and fill in the Salesman initials to track sales by salesman territory. Select a Ship Via, which will be the default used whenever an order is created in POS for this customer. Finally, click on the "Save" button or press <F12> to add the new customer to the customer master.



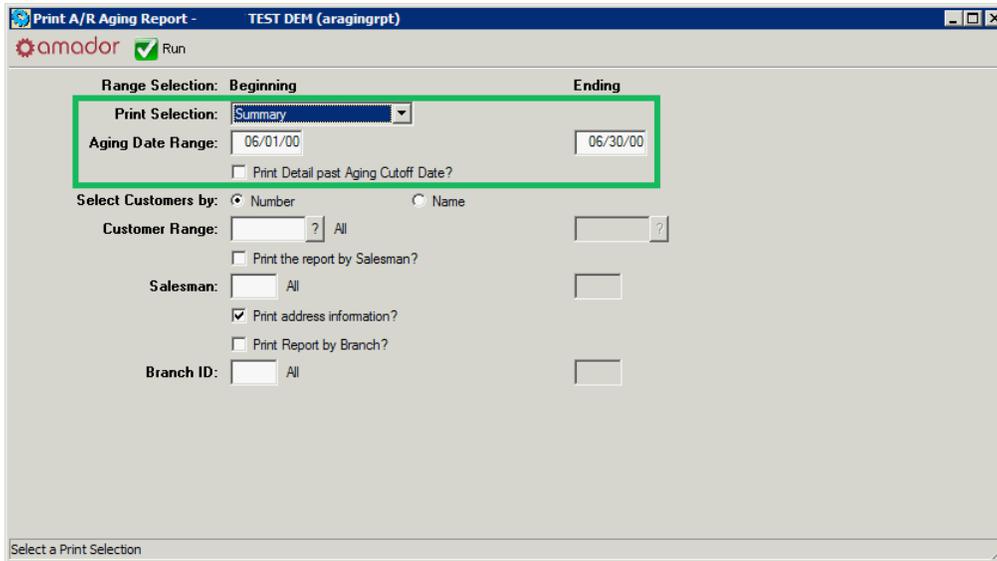
*If you make changes to an existing customer record, be sure to click on "Save" or press <F12> to save the changes! You can abort any changes by pressing <F8> and answering "No" to the "Save Changes?" prompt.*



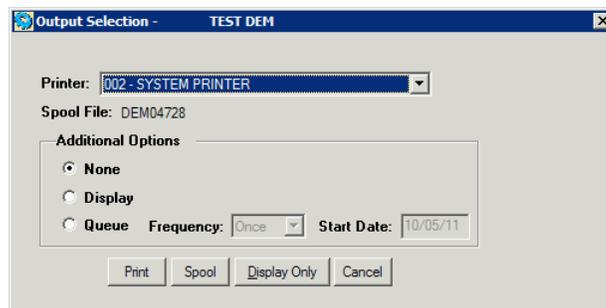
## Run an A/R Aging Report

To see the total of your Accounts Receivable and/or to identify the aging of past due amounts on your charge customers' accounts, you would run the A/R Aging Report:

1. Go to Accounts Receivable → Reports → A/R Aging Report (AM040501). Select from the drop-down list one of the three Print Selections:
  - a. Detail – List by customer all the outstanding invoices/payments/credits by customer, and show totals for the aged amounts for each (Current/Over 30 Days/Over 60 Days/Over 90 Days/Future Dated).
  - b. Summary – List only the aged amounts by customer, without the details.
  - c. Collections Report – List the aged amounts by customer and include contact information, to aid the person assigned to contact the customer for payment.
2. Enter the Aging Date Range (usually the beginning of the month and the end of the month, if most of your customers have payment terms of Net 30 proximate days.)
3. Check the box next to "Print Detail past Aging Cutoff Date?" to include Future Dated items that are due after the ending date of the Aging Date Range.



4. Change the additional options and ranges to control what customers are included in the report (otherwise leave them at the default for "All") and click on the "Run" icon or press <F12>. The output selection window will appear:



5. For a hardcopy of the report, select the printer from the drop down list and click on the "Print" button. To print the report to the spooler and to view or print it from the Spooled Reports Viewer, click on "Spool". To display the report on your screen, click on "Display Only":



## Run Month-End Processing and Print Statements

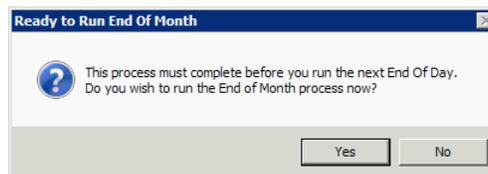
When End of Day is run for a branch on the last day of the month, and the new Business Day is set to a date in the new month, the prompt to run End-of-Month Processing will appear. This will move the branch's current demand period forward, and will move the current A/R period forward into the new month if it is run for the main branch.



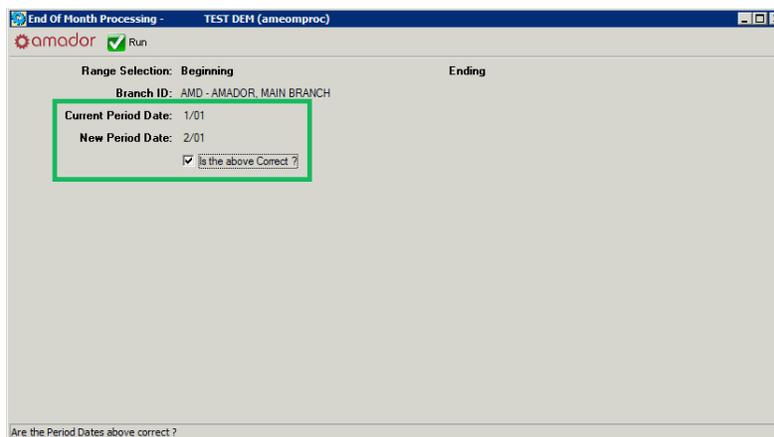
Month-End Processing should not be confused with Month-End Procedures! Month-End Procedures are the calculation and posting of Finance Charges, transferring the A/R G/L distributions to the General Ledger, and printing customers' Statements. These steps are done after End-of-Month Processing has been completed.

A standard method for running End-of-Month Processing and Month-End Procedures are outlined below:

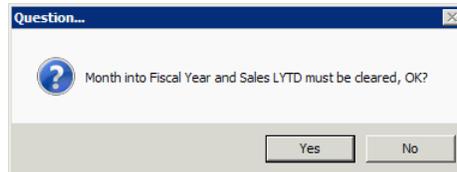
1. On the last business day of the month, run End-of-Day Processing for the branch and move the Current Business Day to the date of the first business day in the new month (see the Quick Start Guide for Point-of-Sale on the steps to do this.) After the "Update Files?" prompt, you will get the prompt to run End-of-Month Processing:



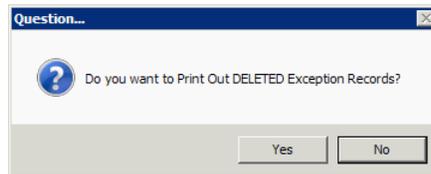
2. Click on the "Yes" button, and then the following window confirming the period dates will appear:



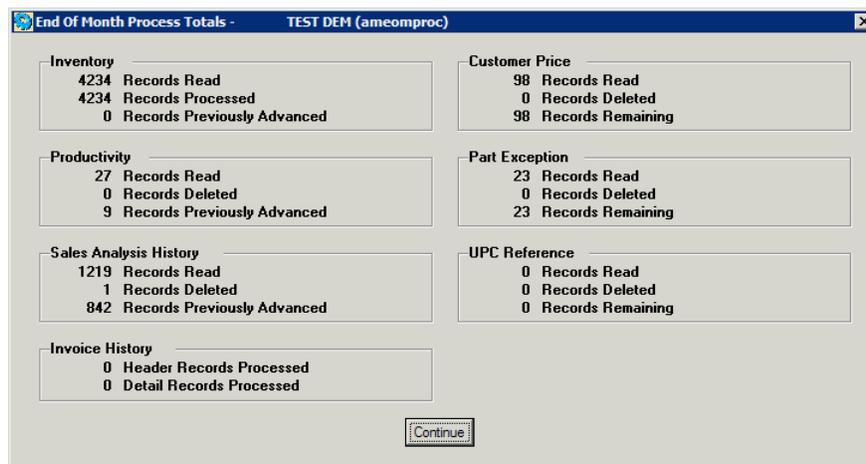
- If the New Period Date is correct (that is, you are checking to make sure EOM hasn't been run already) then check the box next to "Is the above Correct?" and click on the "Run" icon. If month end is being run on the first month of the new fiscal year, then you will get the following prompt, otherwise, go on to the next step. If you get the following prompt, you MUST click on "Yes", or the Sales Analysis LYTD totals will not be correct:



- If you have any Customer Price Exceptions set up that have expired that month, then you will get the following prompt to print out the deleted exception records that had expired. Click on "Yes" to print them out, or "No" to continue onto the next step:



- Once month-end processing has been completed for the branch, the following summary will display. Click on "Continue" to complete EOM for the branch:

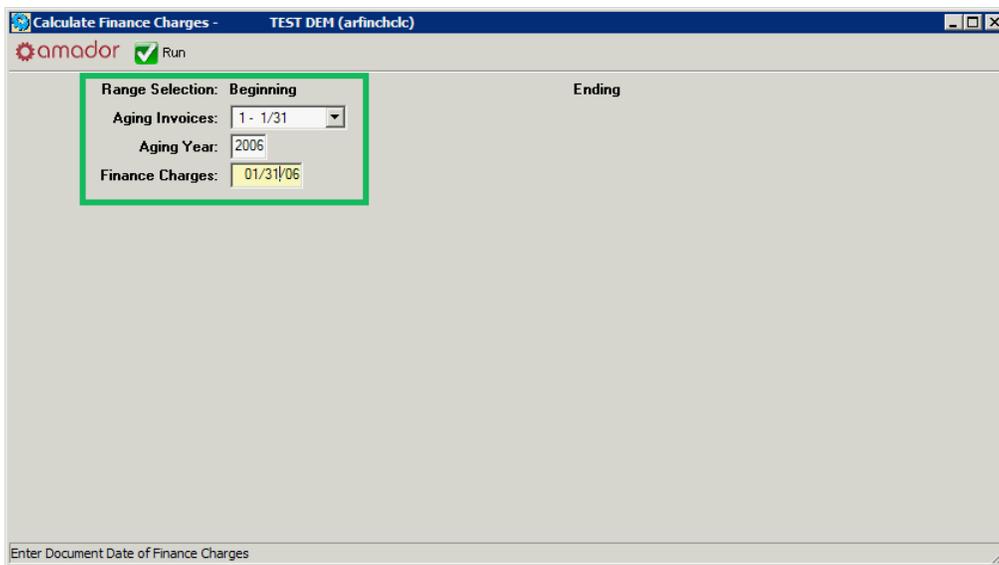


- The End of Month report will be included with the End of Day reports, and will show the Inventory Valuation totals with other month-end statistics. This report cannot be re-generated, so be sure to save it or print it out and file it for future reference.
- If you are a multi-branch site, then run End-of-Day/End-of-Month for all the remaining non-main branches using the above steps 1 through 6. Once all the non-main branches are in the new month, run End-of-Day/End-of-Month in the main branch. On completing End-of-Month in the main branch, the A/R period will move forward to the new month. You are now ready to run the A/R Month-End Procedures!

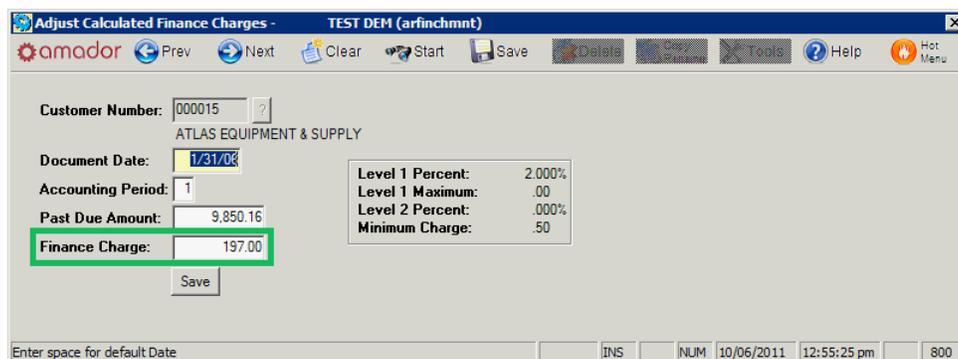


*End-of-Month Procedures should be run as soon as possible after Month-End Processing has completed, so that any new A/R transactions generated in the new month are not included in the reporting of the month that was just closed, and there is a clear cut-off between months.*

- Go to Accounts Receivable → Finance Charge and Statement Processing → Calculate Finance Charges (AM040401). Select the period that was just closed for the Aging Invoices, confirm that the Aging Year is correct, and enter a date for the Finance Charges A/R records (usually the last day of the period):

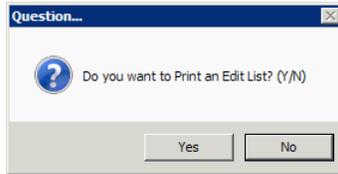


- Click on the "Run" icon to calculate the finance charges for customers with outstanding balances. Next, review the finance charges that were calculated by going to Adjust the Calculated Finance Charges (AM040402). Press <F1> to bring up the first record review the charge that was calculated:

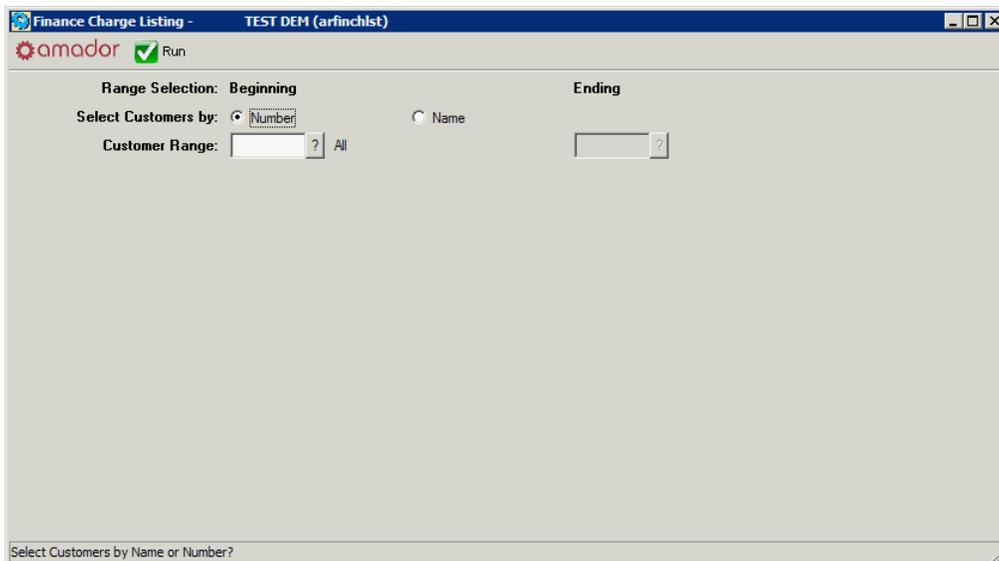


- Adjust the calculated finance charge (if necessary) and click on the "Save" button. Go on to the next finance charge record by pressing <F2>, and make any additional changes. Once

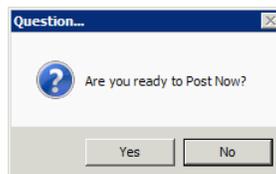
all the finance charges have been reviewed, press <F8> to exit and get the following prompt to print the edit listing:



- Click on "Yes" to print or display the edit listing, and then click on "Run" to generate the report. Review all the finance charges to confirm that they are correct. If any still need to be changed, go back to step 9 and make the adjustment.

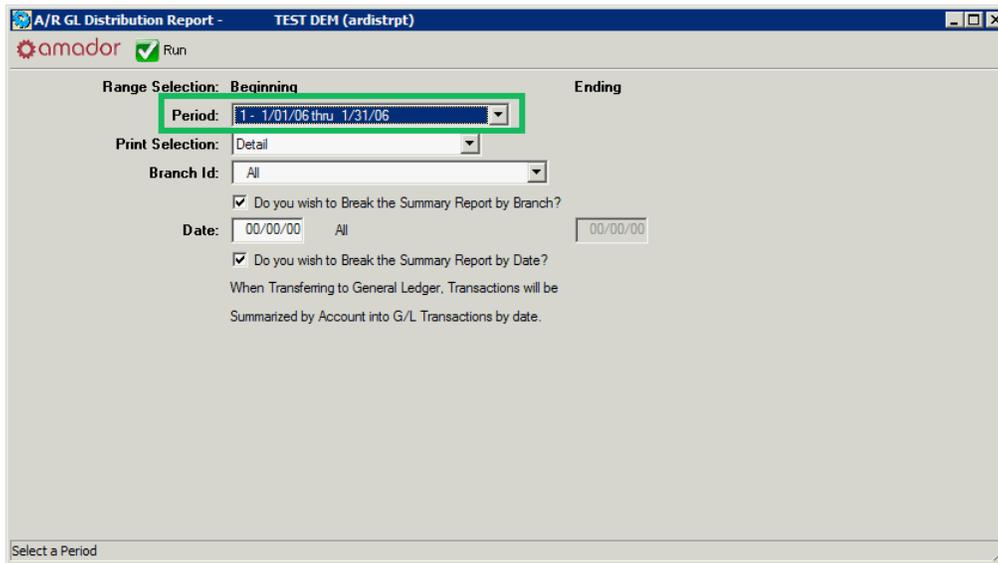


- Once all the finance charges have been reviewed, you can now post them to the customers' accounts. Go to Post Finance Charges (AM040404) and click on the "Run" icon. Select your printer or spool the posting report, and then click on "Yes" to the confirmation prompt:

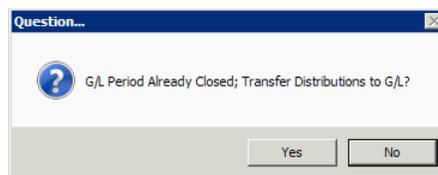


*In AutoPoint®, reviewing the Edit Listing is usually your last chance to make changes before posting transactions. However, Finance Charges are unique such that it is possible to re-post the charges and over-write what was posted previously for that period.*

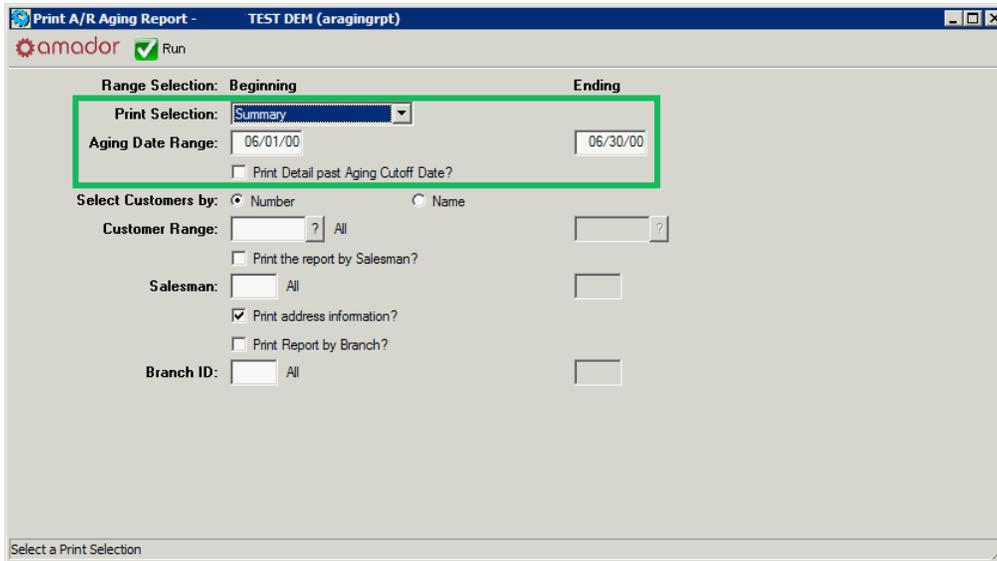
13. Since the Finance Charges are the last A/R transactions posted at month-end, the next step is to run the A/R G/L Distribution Report (AM040405). Select the accounting period that was just closed, and leave the defaults for the remaining fields:



14. Click on the "Run" icon and select the output option to spool or print the report. Depending on how your install of AutoPoint has been configured, you will get different prompts:
  - a. If you are using the AutoPoint G/L module, you will be prompted to transfer the A/R G/L distributions to the General Ledger for a specific date (in the screenshot below, the G/L period was closed, but the transfer still can occur.)



- b. If you are NOT using the AutoPoint G/L module, then you will be prompted to purge the G/L distributions for the month. You can keep these on file, if you like, but they must be purged before Year End. Also, your End-of-Day reports will remind you that they haven't been purged yet. Be sure to print or spool your A/R G/L distribution report and file it for easy retrieval.
15. Run the A/R Aging Report (AM040406) for the period just closed and spool or print the report for later reference. This A/R Aging Report will include all transactions up to Month-End, including the Finance Charges, and will correlate with the statements you will be printing in the next step.

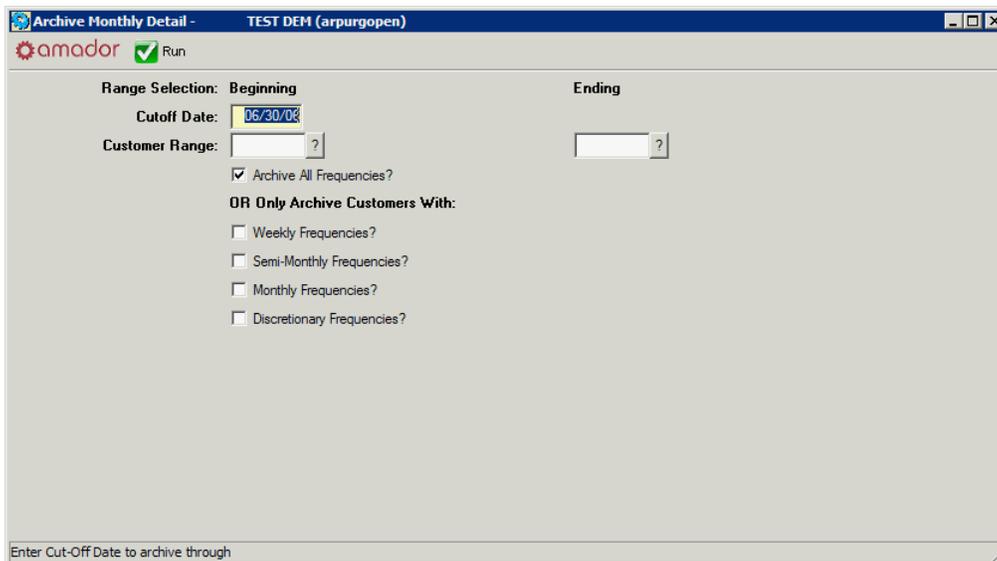


The screenshot shows the 'Print A/R Aging Report' window. The title bar reads 'Print A/R Aging Report - TEST DEM (aragingrpt)'. The Amador logo and a 'Run' button with a green checkmark are visible. The window contains several input fields and checkboxes:

- Range Selection:** Beginning (selected) and Ending
- Print Selection:** Summary (selected in a dropdown menu)
- Aging Date Range:** 06/01/00 (Start) and 06/30/00 (End)
- Print Detail past Aging Cutoff Date?
- Select Customers by:** Number (selected) and Name
- Customer Range:** [ ] ? All and [ ] ?
- Print the report by Salesman?
- Salesman:** [ ] All and [ ]
- Print address information?
- Print Report by Branch?
- Branch ID:** [ ] All and [ ]

At the bottom, there is a prompt: 'Select a Print Selection'.

- Before you print your statements, you should run the A/R Monthly Archive first, to move paid items from Current to History, and so these details do not print on the statement. Make sure all users are not in a Point-of-Sale screen, and then go to Accounts Receivable → Finance Charge and Statement Processing → Archive Monthly Detail (AM040409):



The screenshot shows the 'Archive Monthly Detail' window. The title bar reads 'Archive Monthly Detail - TEST DEM (arpurgopen)'. The Amador logo and a 'Run' button with a green checkmark are visible. The window contains several input fields and checkboxes:

- Range Selection:** Beginning (selected) and Ending
- Cutoff Date:** 06/30/00
- Customer Range:** [ ] ? and [ ] ?
- Archive All Frequencies?
- OR Only Archive Customers With:**
  - Weekly Frequencies?
  - Semi-Monthly Frequencies?
  - Monthly Frequencies?
  - Discretionary Frequencies?

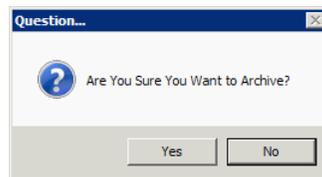
At the bottom, there is a prompt: 'Enter Cut-Off Date to archive through'.

- Enter the cutoff date to archive the A/R detail; put in the last day of the period just closed to archive all payments received and applied in the previous period(s), or enter the last day of two periods ago to include this information. For example, if you are running your June statements, as per the screenshot above, you would enter June 30<sup>th</sup> as the cutoff date so as to only print outstanding invoices on the customers' statements.

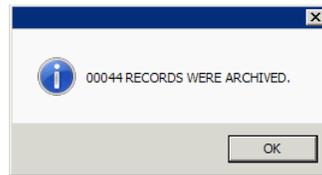


*The Archive Monthly Detail behaves differently depending on whether the customer is Open Item or Balance Forward. For Open Item customers, running this program will move paid invoices to the customer's history file. For Balance Forward customers, the archive program will roll the charges and credits for the period into a balance forward amount, and move the details into history.*

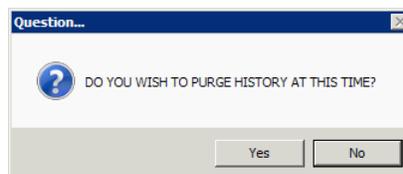
18. Click on the "Run" icon, and then click on "Yes" of the following confirmation prompt:



19. You are then prompted for an output selection for the generated report; click on "Spool". The archive program will then run, and when completed, the number of archived records will display. Click on the "OK" button to continue:

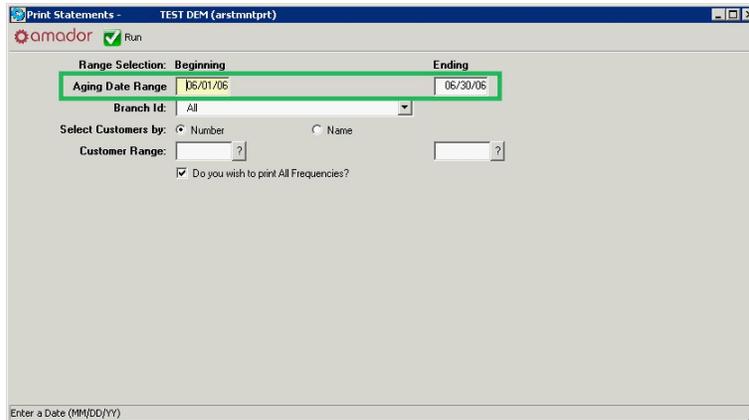


20. You will then be prompted to purge (delete) A/R history. Click on "No" to exit the program:



*Purging A/R history will irreversibly delete the A/R records in history! Do not run the A/R History Purge without calling Amador Support for further guidance.*

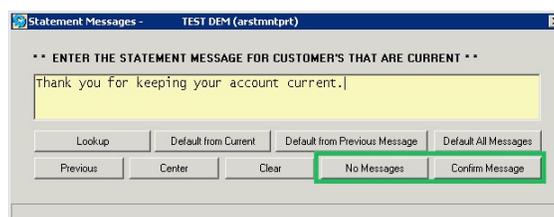
21. You are now ready to print your customers' statements. To begin the process, go to Print Statements (AM040407) and select the printer to print the statements on, and click on "Print". Enter the Aging Date Range (the beginning and ending dates for the period just closed):



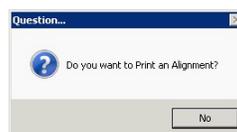
22. Click on the "Run" icon, and to the prompt that appears to select the Tax Sales Month, confirm that the calendar month matches that of the Aging Date Range (e.g. for June aging dates, the Tax Sales Month is "06".) Click on "OK" to accept the correct Tax Sales Month:



23. The next prompt is for the Statement Aging Messages. Enter a message appropriate for the customers that are Current, Over 30, Over 60 and Over 90 Days past due and click on the "Confirm Message", or click on "No Messages" to not include a statement message:



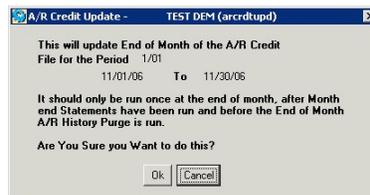
24. Once you've entered or skipped your statement messages, you will be prompted to print an alignment form. If you are printing on pre-printed forms on a dot-matrix printer, click on "Yes" to confirm that the forms are lined up properly, otherwise click on "No" to begin printing your statements:





*You should print two sets of statements, with one copy that you send to your customer and one that you keep on file. Filing a copy becomes important if you need to re-send the statement at a later time; a re-printed statement will not look exactly the same. If you are using Electronic Post Office to send your statements from the Imaging menu, you should still print a copy (ideally to a PDF printer) from the A/R menu for your files.*

25. Once you've printed all your customers' statements, the final step is to update the A/R Credit File. Go to Update A/R Credit File (AM040408), and confirm that the period is the one just closed. Click on "OK" to run the update:



26. Congratulations, you've completed your Month-End Procedures for another month!