

Accounts Receivable User Guide

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Product Description

Accounts Receivable

Fleet-Net Accounts Receivable is an open item module. AR maintains a sales inventory complete with sales history, provides on-line customer inquiries, displays all open items, prints statements, tracks invoices and provides for better audit trails.

Invoicing is quick and easy. Sales tax percentages may be calculated on the net invoice amount or a fixed sales tax figure. Freight charges can be added after the sales tax calculation, and deposits can be deducted from the net invoice amount.

Customer statements are available upon demand.

All journal entries associated with accounts receivable are automatically updated to the appropriate general ledger holding file (see General Ledger User's Guide for details about posting to holding files and updating to the general ledger) as part of the processing sequence. An aged trial balance can be printed at any time.

Pass Tracking allows entering serialized passes. The passes can be issued to customers through AR Invoicing or Consignment entry.

Reports are available to track the serial #'s of passes in Inventory, Sold, and Issued by Consignment or Voided

Accounts Receivable Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Accounts Receivable installation.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

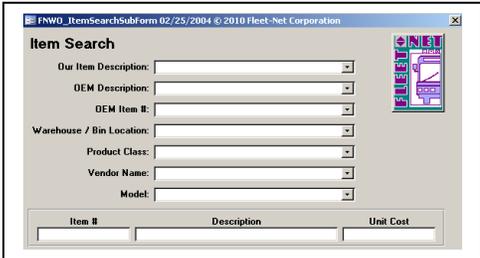


To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



Accounts Receivable Checklist

Initial Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	AR05	(a) Setup Journal Sources and Aging using <u>A/R Control Record.</u>
_____	AR05	(b) Setup & define miscellaneous codes, used throughout the Accounts Receivable module, using <u>Miscellaneous Codes.</u>
_____	AR05	(c) Setup Headers for Invoices & Statements, using <u>Agency Information.</u>
_____	AR05	(d) Define values for CheckbookTranNo, CustomerNo, PaymentNo, ReferenceNo, SerialHistoryTranNo, and TransactionNo, using <u>Setup Tran Control Record.</u>
_____	AR05	(e) Setup Internal Email Notification using, <u>Email Notification Setup.</u>
_____	AR	(f) Setup all items to be tracked in Accounts Receivable using <u>Sales Inventory.</u>

Standard Cycle Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	AR	(a) <u>Invoicing</u> – Enter and print invoices, update pending transactions.
_____	AR	(b) <u>Payment & Transaction Entry</u> – Enter payments, credit invoices, and debit & credit memos and make adjustments.
_____	AR	(c) <u>Auto Invoicing</u> – Utilized to create invoices for scheduled invoicing.
_____	AR	(d) <u>Aged Trial Balance</u> – Generate reports for outstanding transaction to balance Accounts Receivable to the General Ledger Balance Sheet.
_____	AR	(e) <u>Statement Printing</u> – Generate Statements for distribution to customers.
_____	AR08	(f) <u>Pass Tracking</u> – Tracks pass inventory and serial numbers or passes sold on consignment.

Accounts Receivable

Click **Setup Features** to proceed to the Accounts Receivable Setup Menu.

Accounts Receivable

1	Invoicing	?
2	Payment & Transaction Entry	?
3	Customer Information	?
4	Aged Trial Balance	?
5	Setup Features	?
6	Sales Inventory	?
7	Auto Invoicing	?
8	Statement Printing	?
9	Transaction Detail Report	?
10	Trial Balance by GL Distribution	?
11	Pass Tracking	?
16	Return To Previous Menu	?



Show Details

Vsn: 09.06 [1/3/2018] | lday FNLV42 | AR

Accounts Receivable Setup

Setup Features

1	A/R Control Record	?
2	Miscellaneous Codes	?
3	Agency Information	?
4	Renumber Customers	?
5	SetupTran Control Record	?
6	Purge Transactions	?
7	Purge Invoices	?
8	User Defined Data Entry	?
9	User Defined Data Form Setup	?
10	User Defined Data Security Setup	?
11	Email Notification Setup	?
16	Return To Previous Menu	?

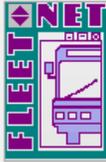


Show Details

Vsn: 09.06 [1/3/2018] | lday FNLV42 | AR05

AR Control Record

Control Record Setup



Summarize Cash Postings:

Journal Source A/R:

Journal Source Cash:

Age 1: Age 2: Age 3:

Last Statement Date:

Field Name	Max Field Size	Field Type	Description
Summarize Cash Postings	N/A	Yes/No	Check the box to summarize Cash transactions in the General Ledger. Leave the box unchecked to have each transaction listed separately in the general ledger.
Journal Source A/R	3	Alpha/Numeric	Select the subsidiary journal from the drop down where Accounts Receivable transactions will post in the general ledger.
Journal Source Cash	3	Alpha/Numeric	Select the subsidiary journal from the drop down where Cash transactions will post in the general ledger. This can be the same subsidiary journal used for Accounts Receivable transactions or a separate subsidiary journal.
Age 1 Age 2 Age 3	3	Number	Enter the aging categories for the Aged Trial Balance report. Entries represent the number of days since the invoice date that an invoice remains unpaid.
Last Statement Date		Date/Time	Enter the date that the last customer statements were printed. This field will automatically update each time customer statements are printed. The field may be left blank during initial setup.

Miscellaneous Codes

Click **Miscellaneous Codes** to define all codes used throughout the Accounts Receivable module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

Modify / Add Misc List Codes



Module:

Type:

- CreditCardExpYear
- CreditCardType
- CustomerSelectionCode
- DocumentCode
- EmailParameters
- InvoicePrintFormat
- ItemProductClass
- ItemUnitOfMeasure
- NotificationGroup
- PrintMessage
- SalesTransactionType
- StatementByCustNameReport
- StatementByCustNameReportGet
- StatementByCustNoReport
- StatementByCustNoReportGe
- StatementPrintFormat

Field Name	Description
Type	Select an existing code from the drop down list or enter a new code by typing in the definition provided by Fleet-Net.
Code	Enter a code, either user defined or specific.
Value	Enter a description to define the selected code.

Following are examples and specifics for miscellaneous codes used in the Accounts Receivable module.

CreditCardType (User Defined)

Modify / Add Misc List Codes

Module:

Type:

	Code	Value
	AMEX	American Express
	MC	Mastercard
	VISA	Visa
<input type="checkbox"/>	DIS	Discover

CreditCardExpYear (User Defined)

Modify / Add Misc List Codes

Module:

Type:

	Code	Value
	2017	2017
	2018	2018
	2019	2019
	2020	2020

CustomerSelectionCode (User Defined)

Modify / Add Misc List Codes

Module:

Type:

	Code	Value
	A	Advertising
	P	Passes

DocumentCode (User Defined)

Modify / Add Misc List Codes

Module: AR
 Type: DocumentCode

Code	Value
Document	Document
Memo	Memo
Photo	Photo

Print

EmailParameters (Specific) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: AR
 Type: EmailParameters

Code	Value
PathToInvoices	T:\TechSupport\QA_ENV\AR\
PathToStatements	T:\TechSupport\QA_ENV\AR\
ReportType	pdf

Print

Code	Value
PathToInvoices	Value: When an invoice has been emailed a copy of the invoice will be saved in this directory.
PathToStatements	Value: When a statement has been emailed a copy of the statement will be saved in this directory.
ReportType	Value: The following report types is: pdf.

InvoicePrintFormat (Specific) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: AR
 Type: InvoicePrintFormat

Code	Value
Letterhead	FNAR_InvoicePrintReportVRD
PlainPaper	FNAR_InvoicePrintReport

Print

Code	Value
Letterhead	FNAR_InvoicePrintReport (XXX) Customized for individual transits.
PlainPaper	FNAR_InvoicePrintReport.

ItemProductClass (User Defined)

Modify / Add Misc List Codes

Module: AR
 Type: ItemProductClass

Code	Value
▶ 01	Adult Passes
02	Youth Passes
03	Other

Print



ItemUnitOfMeasure (User Defined)

Modify / Add Misc List Codes

Module: AR
 Type: ItemUnitOfMeasure

Code	Value
EA	EACH
DAY	DAY
▶ MN	MONTH

Print



NotificationGroup (User Defined)

Modify / Add Misc List Codes

Module: AR
 Type: NotificationGroup

Code	Value
FNCE	Finance Dept
▶ DR	Directors
BOARD	Board

Print



SalesTransactionType (User Defined)

Modify / Add Misc List Codes

Module: AR
 Type: SalesTransactionType

Code	Value
▶ 01	Pass Sale
10	Placed In Inventory
20	Issues
25	Sales
30	Returns

Print



StatementPrintFormat (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: AR
 Type: StatementPrintFormat

Code	Value
Sort By Cust Name Format	FNAR_StatementByCustNameReport
Sort By Cust No Format	FNAR_StatementByCustNoReport

Print

Code	Value
Sort By Cust Name Format	FNAR_StatementByCustNameReport.
Sort By Cust No Format	FNAR_StatementByCustNoReport.

TransactionDescription (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: AR
 Type: TransactionDescription

Code	Value
CM	CREDIT MEMO
DM	DEBIT MEMO
IN	INVOICE

Print

Code	Value
CM	CREDIT MEMO
DM	DEBIT MEMO
IN	INVOICE

User Defined Field Types (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: AR
 Type: UserDefinedFieldType

Code	Value
Date	Date
Number	Number
Text	Text

Print

Code	Value
Date	Date
Number	Number
Text	Text

Agency Information

Click **Agency Information** to enter information, when using plain paper for invoicing or statement printing. Complete all applicable fields and check the Use as Header checkbox.

Invoice Header Setup Form



Company Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Fax:

E-Mail Address:

Path To Logo:

Use As Header ?

Field Name	Max Field Size	Field Type	Description
Company Name	50	Alpha/Numeric	Enter the transit name as it will appear on invoices.
Address Line 1	50	Alpha/Numeric	Enter the first line of the transit's address as it will appear on invoices.
Address Line 2	50	Alpha/Numeric	Enter the second line of the transit's address as it will appear on invoices.
City	25	Alpha/Numeric	Enter the city as it will appear on invoices.
State	3	Alpha/Numeric	Enter the state as it will appear on invoices.
Zip	10	Alpha/Numeric	Enter the zip code as it will appear on invoices.
Phone	14	Alpha/Numeric	Enter the transit's phone number as it will appear on invoices.
Fax	14	Alpha/Numeric	Enter the transit's fax number as it will appear on invoices.
Email Address	255	Alpha/Numeric	Enter the email address of the person to contact at the transit regarding invoices.
Logo	255	Alpha/Numeric	Enter the path to the location where the transit's logo is stored. The logo will print on the invoices.
Use As Header	n/a	Yes/No	Check the box to include the data on invoices.

Renumber Customers

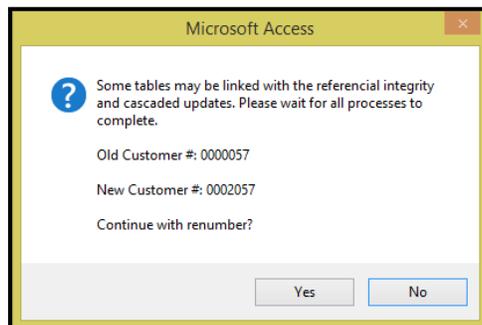
Click **Renumber Customers** when a customer number needs to be changed. Using this option will transfer all historical data to a new number.

The new number can be manually assigned or to have the system assign the new customer number automatically, check the Auto Assign Customer # box.

Field Name	Max Field Size	Field Type	Description
Old Customer #	8	Alpha/Numeric	Enter or select the existing customer number from the drop down list OR
Customer Name	50	Alpha/Numeric	Enter or select the existing customer name to search for the customer by name OR
Search Name	30	Alpha/Numeric	Enter or select the existing customer search name to search for the customer by search name.
New Customer #	8	Alpha/Numeric	Enter the new customer number being assigned OR
Auto Assign Customer #	n/a	Yes/No	If this box is checked. Fleet-Net will auto assign a new number to the existing customer.

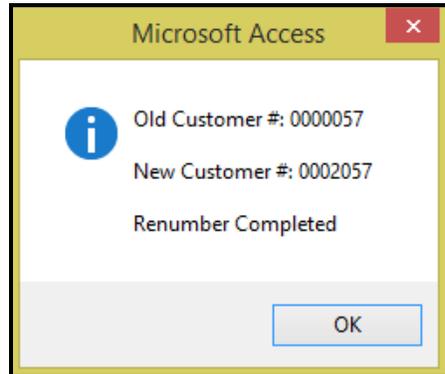
Start

Click **Start** to begin the renumbering process and the following message displays. The new number will be as entered or the next customer number if auto assign was selected.



Click **Yes** to continue or **No** to cancel.

If **Yes** is selected, the following message displays when the renumber is completed.



Click **OK**.

Customer renumber can also be used when a customer becomes inactive but cannot be deleted due to existing transaction history. Renumber the inactive customer by assigning a new number that starts with 'ZZ' in order to move that customer to the bottom of the drop down lists.

Setup Tran Control Record

Click **Setup Tran Control Record** to setup the values for specific Record Types.

Transaction Control Record Setup Form					
Record Type	Value	Maximum Value	Max Digits	Add Leading Zeros	
CheckbookTranNo	9999	99999999	8	<input checked="" type="checkbox"/>	
CustomerNo	1	99999	6	<input checked="" type="checkbox"/>	
PaymentNo	2038	99999999	8	<input checked="" type="checkbox"/>	
ReferenceNo	13522	9999999	7	<input checked="" type="checkbox"/>	
SerialHistoryTranNo	1023	9999999	7	<input checked="" type="checkbox"/>	
TransactionNo	7307	99999999	8	<input type="checkbox"/>	

Field Name	Max Field Size	Field Type	Description
CheckbookTranNo	30	Alpha/Numeric	Value entered will be used when entering payments. This field can be left blank and the system will auto-assign the number.
CustomerNo	30	Alpha/Numeric	Value entered will be used if, when adding a customer and the auto assign option is used.
PaymentNo	30	Alpha/Numeric	Value entered will be used when entering a cash sale. That is, a sale that is not associated with an invoice. This field can be left blank and the system will auto-assign the number.

Field Name	Max Field Size	Field Type	Description
ReferenceNo	30	Alpha/Numeric	Value entered will be used if, when creating an invoice for a customer, the auto assign option is used.
SerialHistoryTranNo	30	Alpha/Numeric	Value entered will be used when generating A/R transactions using serial numbers. This field can be left blank and the system will auto-assign the number.
TransactionNo	30	Alpha/Numeric	Value entered will be used when generating A/R transactions. This field can be left blank and the system will auto-assign the number.
Maximum Value	12	Alpha/Numeric	Maximum value is the last number the system will automatically assign for each field. When that number is reached, the system will restart the numbering.
Max Digits		Number	Enter the numeric value for numbering the fields shown. That is, if the customer numbers will be 5 digits, enter 5 in the <i>Max Digits</i> field and 99999 in the <i>Maximum Value</i> field. The <i>Max Digits</i> cannot be any larger than shown in the example above
Add Leading Zeros		Yes/No	Check this box to have the system include leading zeros to any or all of the record types.

Purge Transaction

Click **Purge Transaction** to apply credits to oldest invoices or can be used to delete transaction.

The system allows for transactions (entries made using Payment and Transaction Entry) to be purged. (See next section for purging invoices.) Only zero balance items are eligible for purging. The system will purge transactions based on the selection criteria entered and the transaction date. If the transaction date is less than or equal to the date selected in the Thru Date field and the balance is zero, the transaction can be purged.

Purging Transaction may be used to apply credits to open invoices. The system will apply any unapplied credit items with a date equal to or earlier than the Thru Date selected on the form. Unapplied credits with the selected date or earlier will be applied to the **oldest** open invoice(s). ***This process can also be used to apply credits only; the purge process is optional.***

Purge Transactions

From Customer #: Thru Customer #: All Customers

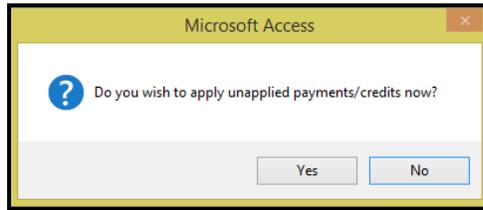
Thru Date: 



Field Name	Max Field Size	Field Type	Description
From Customer #	8	Alpha/Numeric	Enter or select the customer # from the drop down list.
Thru Customer #	8	Alpha/Numeric	Enter or select the customer # from the drop down list OR
All Customers		Yes/No	Check this box to select all customers.
Thru Date		Date/Time	Enter or select the date from calendar.

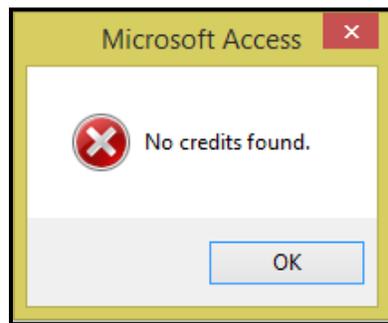
Apply Credits

Click **Apply Credits** to apply any outstanding credit memo transactions. The following message displays.



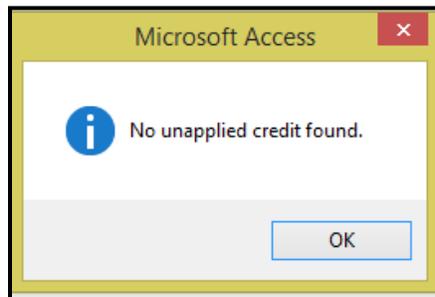
Click **Yes** to continue or **No** to cancel.

If there are no credits to be applied the following message will display.



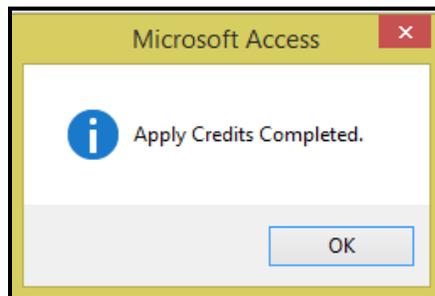
Click **OK**.

If credit memo is assigned to the same transaction number as the debit transaction then following message will display.



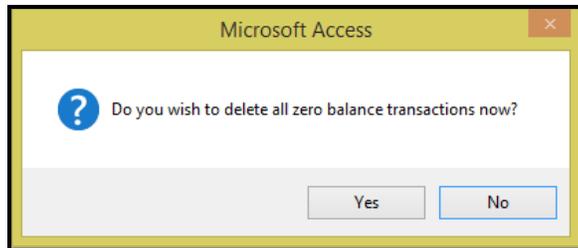
Click **OK**.

Once credit memos have been applied to the oldest transactions the following message will display.



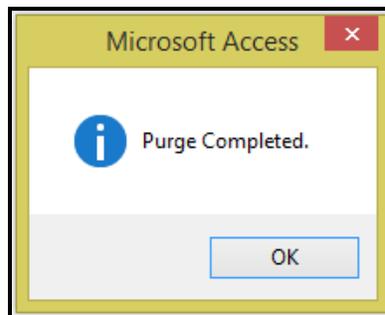
Purge

Click **Purge** to purge transactions with zero balances. Only those transaction with zero balances will be purged. The following message displays.



Click **Yes** to continue or **No** to cancel.

When purge is completed the following message displays.



Click **OK**.

Purge Invoices

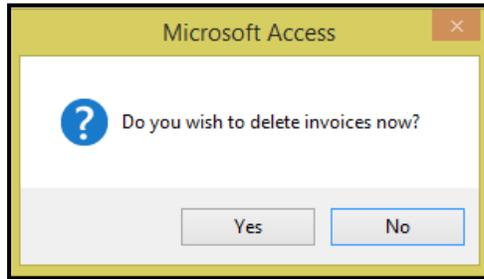
Click **Purge Invoices** to delete invoices (entries made using Invoice Entry). Only zero balance invoices are eligible for purging. The system will purge invoices based on the selection criteria entered and the invoice date. If the invoice date is less than or equal to the date selected in the Thru Date field and the balance is zero, the invoice can be purged.

 A screenshot of a software form titled "Purge Invoices". The form contains the following elements:

- "From Customer #:" followed by a dropdown menu showing "1".
- "Thru Customer #:" followed by a dropdown menu showing "1".
- A checkbox labeled "All Customers" which is currently unchecked.
- "Thru Date:" followed by a date input field containing "01/23/2018" and a calendar icon.
- A "Purge" button located at the bottom right of the form.
- A small icon in the top right corner of the form area.

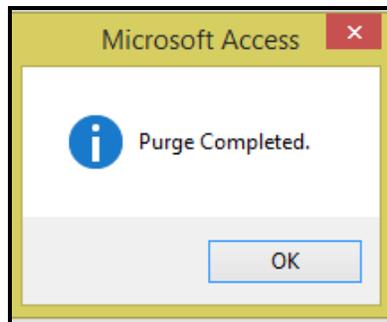
Field Name	Max Field Size	Field Type	Description
From Customer #	8	Alpha/Numeric	Enter or select the customer # from the drop down list.
Thru Customer #	8	Alpha/Numeric	Enter or select the customer # from the drop down list OR
All Customers		Yes/No	Check the box to select all customers.
Thru Date		Date/Time	Enter or select the date from calendar.

Click **Purge** to delete invoices with zero balances. The following message displays.



Click **Yes** to continue or **No** to cancel.

Once Purge is completed the following message displays.

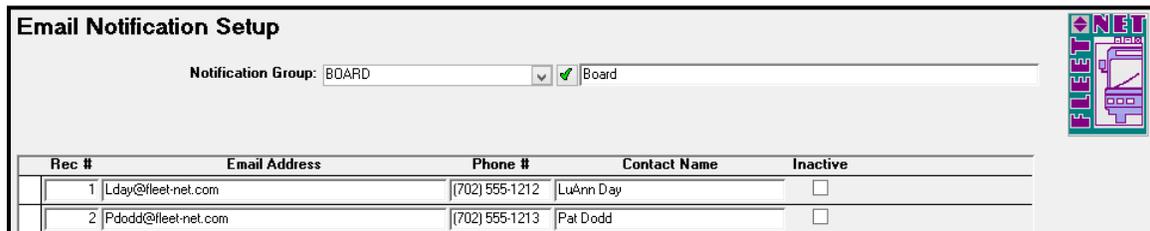


Click **OK**.

Email Notification Setup

In addition to emailing the invoice and statement to the customer an email can also be sent internally to different departments that need to be informed. **This is an optional feature that will not affect invoices and/or statements emailed to the customer.**

Click **Email Notification Setup** to enter the applicable email address for the internal employees in the selected group.

A screenshot of the "Email Notification Setup" window. At the top, there is a "Notification Group:" dropdown menu set to "BOARD" and a checkmark icon next to "Board". Below this is a table with the following data:

Rec #	Email Address	Phone #	Contact Name	Inactive
1	Lday@fleet-net.com	(702) 555-1212	LuAnn Day	<input type="checkbox"/>
2	Pdodd@fleet-net.com	(702) 555-1213	Pat Dodd	<input type="checkbox"/>

Field Name	Max Field Size	Field Type	Description
Rec #	5	Numeric	Enter a number for each record. Emails will be sent to the members of the group in the number order assigned.
Email Address	50	Alpha/Numeric	Enter the email address for each member of the group.
Phone #		Numeric	Enter the phone number of each member of the group. This is an optional field.
Contact Name	40	Alpha/Numeric	Enter the group member's name.
Inactive			Check this box if a member should not receive a notification.

Click **Green Checkmark** to create new Notification Groups.

Once groups are created they can be selected from the drop down and email addresses for that group can be added.

Modify / Add Misc List Codes

Module:

Type:

Code	Value
▶ BOARD	Board
DR	Directors

Print

User Defined Data Form Setup

Click **User Defined Data Form Setup**. Selecting this option will allow the user to setup, user defined AR data fields for custom tracking and reporting. These forms can be used for additional information about Customers not included on the Customer Master form.

Form Restrictions

Click **Form Restrictions**, the following form displays. To add new User Form Name Click **Green Checkmark**.

User Defined Forms

User Form Name	Fleet-Net Form Name
▶ Additional Customer Info	FNAR_CustomerSetupForm
Second Phone Number	FNAR_CustomerSetupForm
*	

Data Fields

Form Restrictions

Field Restrictions

Rename Fields

Field	Max Field Size	Field Type	Description
User Form Name	50	Alpha/Numeric	Click the green check mark to add a new form or select an existing form from the drop down list.
Fleet-Net Form Name	50	Alpha/Numeric	Available Selections are FNAR_CustomerSetupForm or FNAR_UserDefinedDataEntryForm.

Data Fields

Click **Data Fields**, the following form displays.

The screenshot shows the 'User Defined Forms' window. At the top, there is a title bar and a logo. Below the title bar is a table with the following columns: Field Name, Field Type, and History. The table contains three rows: 'Branch Location' with 'Text' type and 'History' checkbox; 'Second Phone Number' with 'Text' type and 'History' checkbox; and an empty row with a dropdown arrow. To the right of the table is a sidebar with four buttons: 'Data Fields', 'Form Restrictions', 'Field Restrictions', and 'Rename Fields'.

Field	Max Field Size	Field Type	Description
Field Name	50	Alpha/Numeric	Enter the category of the data being tracked for the customer.
Field Type	8	Alpha/Numeric	Date, Number, and Text (Options set up in Misc Code Setup).
History	n/a	Yes/No	Check the box to retain historical records of all changes made to this field.

Field Restrictions

Click **Field Restrictions**, the following form displays.

The screenshot shows the 'User Defined Forms' window with the 'Form Name' set to 'Additional Customer Info'. Below the form name is a table with the following columns: Field Name, Field Type, and History. The table contains three rows: 'Branch Location' with a dropdown arrow; 'Second Phone Number' with a dropdown arrow; and an empty row with a dropdown arrow and an asterisk. To the right of the table is a sidebar with four buttons: 'Data Fields', 'Form Restrictions', 'Field Restrictions', and 'Rename Fields'.

Assign all applicable fields to the form selected. All fields available in the Accounts Receivable User Database will be available for selection.

Rename Fields

Click **Rename Fields**, the following form displays. Select the field being renamed from the drop down options for Old Field Name. Type the new name in the New Field Name box.

Click **Start** rename the field selected.

User Defined Data Security Setup

Click **User Defined Data Security Setup** to set up user rights to access the User created forms. The forms entered will be available from the Customer Master or the User Defined Data Entry Form.

Field	Max Field Size	Field Type	Description
User ID	20	Alpha/Numeric	Select the User ID from the drop down list.
Form Name	50	Alpha/Numeric	Select the form name(s) being assigned to the selected employee from the drop down list.

User Defined Data Entry

Click **Setup User Defined Data Entry** to enter data for selected customer.

Field	Max Field Size	Field Type	Description
Form Name	50	Alpha/Numeric	Select the form name from the drop down list. Only those forms assigned to the user in the previous step will be available for selection.
Vendor Number	8	Alpha/Numeric	Enter or select the vendor number from the drop down list.

User defined fields for the selected form is listed on the left. Data specific to the selected customer is entered on the right.

Enter

Click **Enter** to enter the data for the populated options.

User Defined Data Entry LuAnn Day

Form Name:

Customer #: Gateway Outdoor Advertising

Customer Name:

Search Name:

Branch Location

Second Phone Number



Print

Click **Print** to generate a report showing all data that has been entered for the selected customer.

Printed On			
Customer #: C1002		Gateway Outdoor Advertising	
<hr/>			
Branch Location	#2041	Iday	1/23/2018 11:18:07 AM
<hr/>			
Second Phone Number	555-555-1212	Iday	1/23/2018 11:18:14 AM

Customer Information

Customers must be set up prior to invoicing or receiving payments.

Click **Customer Information** to enter new customers, edit and/or view current customers.

Accounts Receivable

1	Invoicing	?
2	Payment & Transaction Entry	?
3	Customer Information	?
4	Aged Trial Balance	?
5	Setup Features	?
6	Sales Inventory	?
7	Auto Invoicing	?
8	Statement Printing	?
9	Transaction Detail Report	?
10	Trial Balance by GL Distribution	?
11	Pass Tracking	?
16	Return To Previous Menu	?



Show Details

Vsn: 09.06 [1/3/2018] | Iday FNLV42 | AR

Customer Setup

Customer #: Show Inactive Customers

Customer Name:

Search Name:

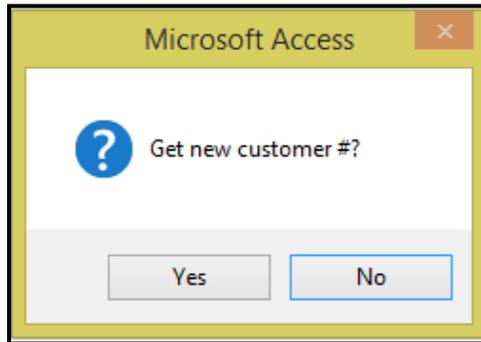


New

There are two options for creating a new customer #.

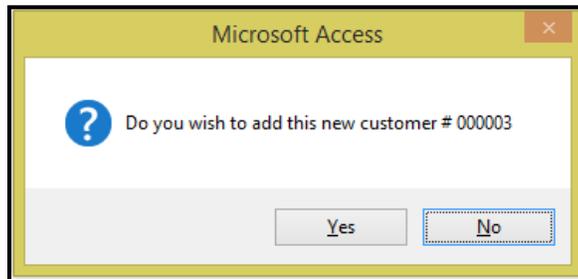
Click **New** create a new customer in the database. The following message displays.

Option #1: To have the system automatically generate the new customer number.



Click **Yes** to continue or **No** to cancel.

To manually assign the customer number, type the number in the Customer Number field, press enter. The following message displays.



Click **Yes** to continue or **No** to cancel.

The following Customer Setup form displays.

Customer Setup

Customer #: 000002 Show Inactive Customers

Customer Name:

Search Name:

Name:

Search Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: Zip:

Phone # 1: Ext1:

Phone # 2: Ext2:

Fax: Sales Tax %:

E-Mail Address:

Customer Since: Consignment Customer

Credit Card Type: Credit Card #:

Expires: Month: January Year:

Inactive

Comments:

Field Name	Max Field Size	Field Type	Description
Name	50	Alpha/Numeric	Enter the customer name. The customer name will print on invoices and statements.
Search Name	30	Alpha/Numeric	Enter a search name. If the customer is an individual, enter last name then first name.
Address Line 1	40	Alpha/Numeric	Enter the first line of the customer's address. This line will print directly beneath the customer name on invoices and statements.
Address Line 2	40	Alpha/Numeric	Enter the second line of the customer's address, if applicable. This line will print directly beneath the first address line on invoices and statements.
Address Line 3	40	Alpha/Numeric	Enter the third line of the customer's address, if applicable. This line will print directly beneath the second address line on invoices and statements.
City	25	Alpha/Numeric	Select the customer's city from the drop down list. If the city is not on the list, it can be added by clicking the green check mark.
State	3	Alpha/Numeric	Select the customer's state from the drop down list.
Zip	10	Alpha/Numeric	Enter the customer's zip code.
Phone #1	14	Alpha/Numeric	Enter the customer's main phone number.
Ext 1	5	Alpha/Numeric	Enter the extension associated with the main phone number, if applicable.
Phone #2	14	Alpha/Numeric	Enter the customer's secondary phone number.
Ext 2	5	Alpha/Numeric	Enter the extension associated with the secondary phone number, if applicable.
Fax	14	Alpha/Numeric	Enter the customer's fax number.

Field Name	Max Field Size	Field Type	Description
Sales Tax		Number	Enter the sales tax rate that will be added to this customer's invoices, if applicable.
E-Mail Address	255	Alpha/Numeric	Enter the customer's email address. Multiple email addresses can be added but they need to be separated by a semicolon (;).
Customer Since		Date/Time	This field automatically populates when the customer is added. The date can be edited.
Consignment Customer		Yes/No	Check this box if passes are distributed to the customer on a consignment basis. If this box is checked, invoices created for this customer will automatically be 'flagged' as consignment. This can be edited during invoice entry, if necessary. This will be further explained in the Pass Tracking section of this manual.
Credit Card Type	15	Alpha/Numeric	Select the customer's credit card type, if applicable. This field is informational only.
Credit Card #	30	Alpha/Numeric	Enter the customer's credit card number, if applicable. This field is informational only.
Expires		Number	Select the expiration month and year of the customer's credit card, if applicable. These fields are informational only.
Comments		Memo	Enter comments, if applicable. The comment will automatically create a date/time/user stamp.

Master

Click **Master** to view/modify customer information.

Customer Setup

Customer #: 000002 Show Inactive Customers

Customer Name:

Search Name:

Name: Inactive

Search Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: Zip:

Phone # 1: Ext1:

Phone # 2: Ext2:

Fax: Sales Tax %:

E-Mail Address:

Customer Since: Consignment Customer

Credit Card Type: Credit Card #:

Expires: Month: January Year:

Comments:

Terms

Click **Terms** to setup the customer terms and contract information.

Customer Setup

Customer #: 000002 Show Inactive Customers

Customer Name:

Search Name:

Terms:

Contract Limit:

Contract Used:

Contract Date:

Contract PO:

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Field Name	Max Field Size	Field Type	Description
Terms	15	Alpha/Numeric	Enter the payment terms for selected customer.
Contract Limit		Currency	Enter the sales contract limit for this customer.
Contract Used		Currency	Enter the sales contract amount used for this customer.
Contract Date		Date/Time	Enter the date of the sales contract.
Contract PO	20	Alpha/Numeric	Enter the customer's Purchase Order number.

Contacts

Click **Contacts** to enter any information on contacts associated with the selected customer.

Customer Setup

Customer #: 000002 Show Inactive Customers

Customer Name:

Search Name:

Contact #	First Name	Last Name	Phone	Ext	Fax	Email
1	John	Smith	(555) 222-1222	102	(555) 222-1223	Jsmith@Stransit.com
2	William	Bennett	(555) 333-1333	103	(555) 333-1334	Wbennett@Stransit.com
▶						



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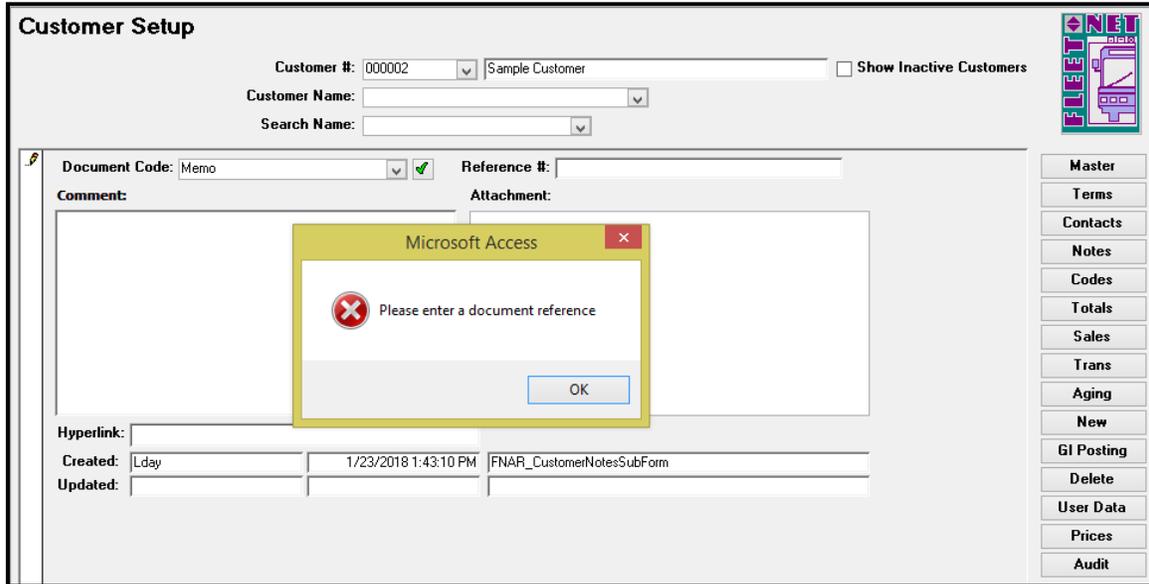
Field Name	Max Field Size	Field Type	Description
Contact #		Number	Enter a number to be assigned to each contact. Contacts on the form will be sorted in numerical order.
First Name	20	Alpha/Numeric	Enter the first name for each customer contact.
Last Name	20	Alpha/Numeric	Enter the last name for each customer contact.
Phone	14	Alpha/Numeric	Enter the contact's telephone number.
Ext	5	Alpha/Numeric	Enter contact's extension number, if applicable.
Fax	14	Alpha/Numeric	Enter the contact's fax number, if applicable.
Email	255	Alpha/Numeric	Enter the contact's email address.

Notes

Click **Notes** to type in comments or attach documentation to the selected customer's master file.

Select a document code and enter a reference# to add notes, attach documents or enter a hyperlink. Multiple notes, attachments and hyperlinks can be added but each must have a unique combination of document code and reference #.

If a unique reference # is not included the system will populate a message prompting the user to enter a document Reference #.



Field Name	Max Field Size	Field Type	Description
Document Code	25	Alpha/Numeric	Select the code applicable to the note or attachment from the drop down list or add a new code by clicking on the green checkmark. <i>This is a required field.</i>
Reference	30	Alpha/Numeric	Enter a reference specific to this comment/attachment (i.e. document name, date, etc.) <i>This is a required field.</i>
Comment		Memo	Enter comments applicable to the selected customer. Entries are date and time stamped.
Attachment			Right click in this field to activate the attachment process.
Hyperlink	255	Alpha/Numeric	Enter the path to an applicable hyperlink.

Codes

Click **Codes** to define any and all codes that apply to the selected Customer.

Field Name	Max Field Size	Field Type	Description
Sort Order		Number	Enter a number to be assigned to each Sales Item. Items on the form will be sorted in numerical order.
Selection Code	12	Alpha/Numeric	Select the code from the drop down list or add new codes. Click Green Checkmark .

Totals

Click **Totals** to view customer totals, the following form displays.

The system defaults to the current year. To view a different year, select it from the drop down list.

Sales

Click **Sales** to view all reference numbers associated with the selected customer's sales.

Customer Setup

Customer #: 0214 Working Solutions-Nampa Show Inactive Customers

Customer Name:

Search Name:

Ref #	Date	Description	Sales Tax	Freight	Deposit	Gross	Net
000000018839	IN 6/29/2016	INVOICE	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00
GL Posting							
000000018553	IN 5/11/2016	INVOICE	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
GL Posting							
000000018288	IN 3/29/2016	INVOICE	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
GL Posting							
000000018198	IN 3/9/2016	INVOICE	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
GL Posting							
000000018012	IN 2/3/2016	INVOICE	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
GL Posting							

NET

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GL Posting

If using Auto-Invoicing, this setup is mandatory:

Customer Setup

Customer #: C3003 Ferguson Township Office Show Inactive Customers

Customer Name:

Search Name:

Fiscal Year	Div	Account #	Title
2016	A/R CATA	1020150100	Accounts Receivable Misc.
Revenue <input type="text"/>			
Sales Tax: <input type="text"/>			

NET

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GI Posting

Click **GL Posting** to populate the general ledger account #'s to a selected Reference #.

GL Div	GL Account #	Description	Amount	GL Batch #	Posting Date	GL Tran #
00	1020102002	Working Solutions-Nampa	\$450.00	112998	6/30/2016	342446
10	4010301000	Working Solutions-Nampa	(\$450.00)	112998	6/30/2016	342447

Record: 1 of 2 | No Filter | Search

Double click the **Ref #** to display line item detail.

Line #	Sales Item #	Description	U/M	Unit Price	Quantity	Ext Price	Serial #'s Entered
1	23001LA	1 Day Adult Local Pass--NON PROFIT RATE	EA	1.5000	300.00	\$450.00	<input checked="" type="checkbox"/>

Record: 1 of 1 | No Filter | Search

Double click the **Sales Item #** field to display pass inventory data.

Line #:	Item:	From #	Thru #	Qty	Tran Type	Unit Price	Extended Price	Comment
1	23001LA	197229	197528	300	01	\$1.50	\$450.00	01 Pass Sale
Total:				300			\$450.00	

Record: 1 of 1 | No Filter | Search

Trans

Click **Trans** to view all updated transactions for the selected customer.

Customer Setup

Customer #: 0214 Working Solutions-Nampa Show Inactive Customers

Customer Name:

Search Name:

Ref #	Tran Date	Code	Description	Amount
000000018839	6/29/2016	IN	INVOICE	\$450.00
000000018839	7/14/2016	CP	PIF18839	(\$450.00)
000000018553	5/11/2016	IN	INVOICE	\$300.00
000000018553	5/26/2016	CP	PIF18553	(\$300.00)
000000018288	3/29/2016	IN	INVOICE	\$300.00
000000018288	4/14/2016	CP	PIF18288	(\$300.00)



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Aging

Click **Aging** to view customer aging balance.

Customer Setup

Customer #: C1002 Gateway Outdoor Advertising Show Inactive Customers

Customer Name:

Search Name:

Name: Gateway Outdoor Advertising Inactive

Search Name: Gateway Outdoor Advertising

Address Line 1: 102 MacArthur Drive

Address Line 2:

Address Line 3:

City: McKeesport

State: PA Zip: 15132-7524

Phone # 1: (412) 896-9298 Ext1:

Phone # 2: Ext2:

Fax: (412) 896-9451 Sales Tax %:

E-Mail Address: flrosa@gatewayoutdoor.com

Customer Since: 8/7/2015 Consignment Customer

Credit Card Type: Credit Card #:

Expires: Month: Year:

Comments:

Microsoft Access

Balance = \$9,923.72

Continue?

Yes No

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Click **Yes** to continue or **No** to cancel. When **Yes** is selected the following form displays.

Customer Setup

Customer #: C1002 Gateway Outdoor Advertising Show Inactive Customers

Customer Name:

Search Name:

Ref #	Code	Description	Date	Current	Over 30 Days	Over 60 Days	Over 90 Days
0013517	IN	INVOICE	8/11/2017	\$0.00	\$0.00	\$0.00	\$345.00
0013518	IN	INVOICE	8/11/2017	\$0.00	\$0.00	\$0.00	\$4,000.00
PDAUG16	AJ	Xfer From: CMTEST	1/23/2018	\$0.00	\$0.00	\$0.00	(\$225.00)
PDAUG16	AJ	Xfer From: 0012975	1/23/2018	\$0.00	\$0.00	\$0.00	(\$621.87)
PDAUG16	AJ	Xfer From: 0011829	1/23/2018	\$0.00	\$0.00	\$0.00	(\$6,644.06)
PDAUG16	CP		9/15/2016	\$0.00	\$0.00	\$0.00	\$13,069.65

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GL Posting

When an invoice or transaction is generated for a customer, Fleet-Net will debit the accounts receivable GL account and credit the revenue GL account defined in the Customer Setup. The accounts can be edited during invoice/transaction entry if necessary.

When a payment is processed for the customer, Fleet-Net will debit the bank account selected during payment processing (See the Payment Processing section of this manual for further details) and credit the accounts receivable account defined in Customer Setup. The accounts receivable account can be edited during payment processing if necessary.

If sales tax will be applied to invoices for the customer, Fleet-Net will credit the sales tax payable GL account defined in the Customer Setup during invoice entry.

Click **GL Posting** to assign default general ledger posting accounts for A/R, Revenue & Sales Tax if applicable. **If using Auto-Invoicing the GL set up is mandatory.**

Customer Setup

Customer #: C1002 Gateway Outdoor Advertising Show Inactive Customers

Customer Name:

Search Name:

Fiscal Year	A/R	Div	Account #	Title
2017		CATA	1020150100	Accounts Receivable Misc.
	Revenue	CATA	4010101010	CB - Passenger Fares - Family Passes
	Sales Tax:			

Master

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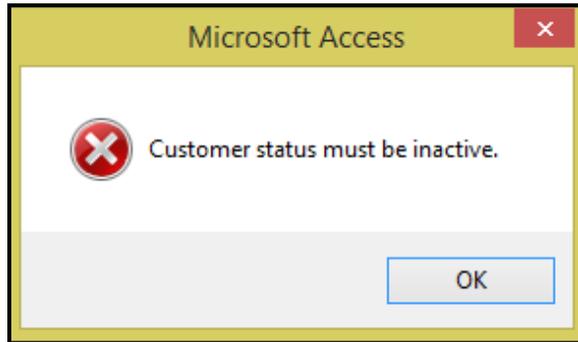
GI Posting

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Select the current fiscal year from the drop down list. The fiscal year selected is used only to validate the general ledger account numbers.
A/R			
Division	4	Alpha/Numeric	Enter or select from the drop down list, the GL division for the default accounts receivable account. This can be edited during invoice, transaction or payment entry.
Account #	10	Alpha/Numeric	Enter or select from the drop down list, the GL account number for the default accounts receivable account for this customer. This can be edited during invoice, transaction or payment entry.
Revenue			
Division	4	Alpha/Numeric	Enter or select from the drop down list, the GL Division for the default revenue account. This can be edited during invoice, transaction or payment entry.
Account #	10	Alpha/Numeric	Enter or select from the drop down list, the GL Account number for the default revenue account for this customer. This can be edited during invoice, transaction or payment entry.
Sales Tax			
Division	4	Alpha/Numeric	Enter or select from the drop down list, the GL Division for the default sales tax account, if applicable. This can be edited during invoice, transaction or payment entry.
Account #	10	Alpha/Numeric	Enter or select from the drop down list, the GL Account number for the default sales tax account for this customer, if applicable. This can be edited during invoice, transaction or payment entry.

Delete

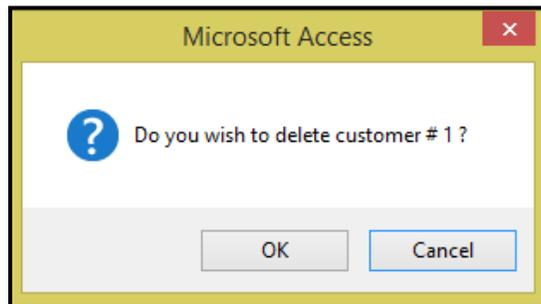
Click **Delete** to delete the selected customer. Customers must be inactive in order to be deleted. It is not recommended that customers with data be delete. Recommendation is to make them inactive and then renumber to maintain the historical data.

If customer is still active when trying to execute the delete option the following message will display.

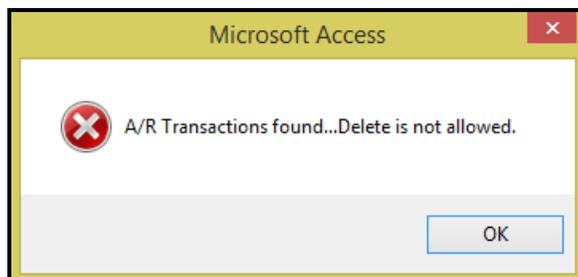


Click **OK**.

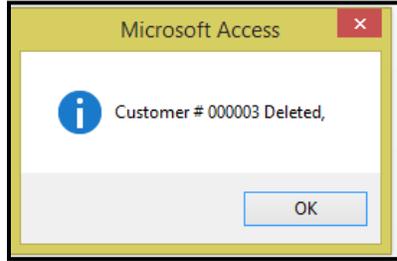
Check the Inactive box on the Customer Setup form and proceed to execute the delete option again.



Click **Ok** to continue or **Cancel** to cancel. If the customer has transaction history, the following message will display and the delete process will not be allowed.



If customer is made inactive and has no A/R Transaction the system will delete the customer and the following message will display.



Click **Ok**.

To make a customer inactive check the Inactive box. Add "ZZ" to the front of the customer's name which will drop the customer to the bottom of the drop down list when sorted in alphabetical order.

A screenshot of the "Customer Setup" form. At the top, "Customer #:" is set to "ONETIME" and the name is "ZZMitchell R Jodon". There is a "Show Inactive Customers" checkbox which is unchecked. Below, the "Name:" field contains "ZZMitchell R Jodon" and the "Inactive" checkbox is checked. The "Search Name:" field also contains "ZZMitchell R Jodon". Address lines are: "Address Line 1: Mutual Benefit Insurance", "Address Line 2: 409 Penn Street P O Box 577", and "Address Line 3: Dawn Gillespie". A "Comments:" text area is empty. On the right side, there is a vertical menu with buttons: "Master", "Terms", "Contacts", "Notes", and "Codes".

User Data

User Defined Data options need to be setup in order to utilize the User Data option.

Click **User Data** to add data to the user defined databases.

A screenshot of the "Customer Setup" form. "Customer #:" is "C1002" and the name is "Gateway Outdoor Advertising". "Show Inactive Customers" is unchecked. "Form Name:" is set to "Additional Customer Info". Below, a table shows "Branch Location" as "#2041" and "Second Phone Number" as "555-555-1212". On the right side, the "User Data" button in the vertical menu is highlighted.

Select the Form Name from the dropdown list. Enter applicable data as setup in User Defined Setups.

Prices

Click **Prices** to select all Item #'s that will be used by the selected Customer.

Field Name	Max Field Size	Field Type	Description
Item #		Number	Enter a number or select from drop down options.
Description		Alpha/Numeric	Auto-populates the description for the selected item #.
Effective Date		Date	Date that the pricing will be effective for the selected customer.
Unit Price		Currency	Enter the unit price to be paid by the selected customer.

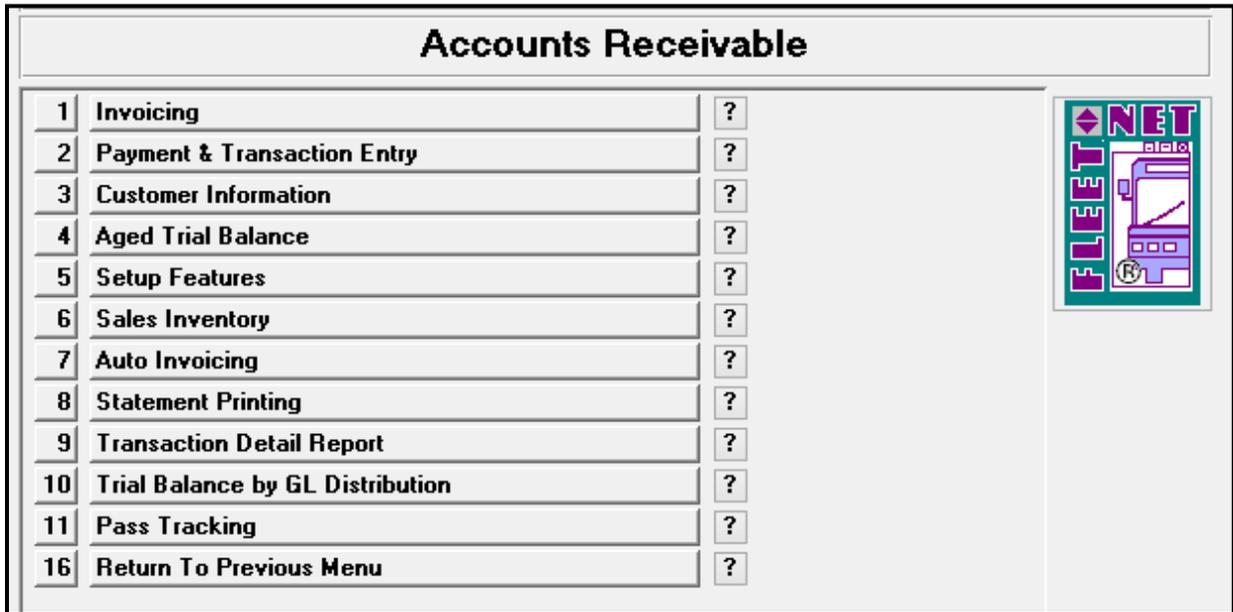
Audit

Click **Audit** to generate an audit report for the selected customer, based on the field name(s) selected. Report option is to display and/or print if desired.

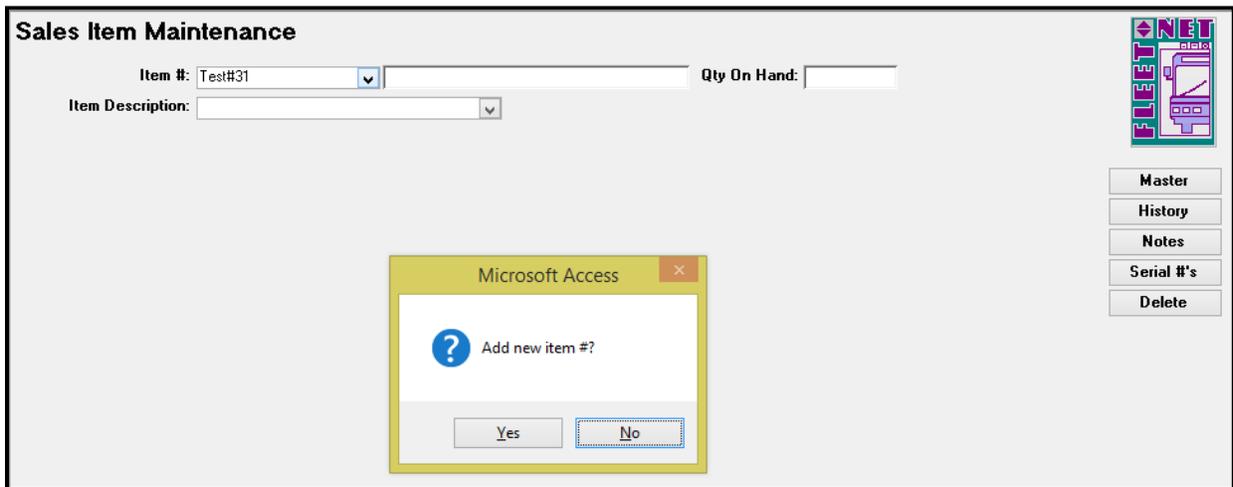
Sales Inventory

Sales inventory is used to set up items sold by the transit. When an item is invoiced this data is automatically updated and history can be viewed by the type of item sold.

Click **Sales Inventory** to view, edit and/or enter Sales Inventory Items (passes, tickets).



To setup a new Item enter the new Item # in the Item # field. The following message displays.



Click **Yes** to continue or **No** to cancel.

Sales Item Maintenance

Item #: | | Qty On Hand:

Item Description:

Description:

Product Class: ✓

Unit Of Measure: ✓

Unit Price:

Qty On Hand:

Date Last Sold:

Fiscal Year	Div	Account #	Title
<input type="text" value="2018"/>	<input type="text" value="Revenue: CATA"/>	<input type="text" value="4050101120"/>	<input type="text" value="CC - Passenger Fares"/>
	<input type="text" value="Div"/>	<input type="text" value="Account #"/>	<input type="text" value="Title"/>
	<input type="text" value="Deferred Revenue: CATA"/>	<input type="text" value="2410250500"/>	<input type="text" value="Deferred Revenue - General"/>

Deferred Revenue Periods:

Master

History

Notes

Serial #'s

Delete

Field Name	Max Field Size	Field Type	Description
Item Number	20	Alpha/Numeric	Select the item number from the drop down list or enter the item number. <i>See below for instructions for adding a new item.</i>
Item Description	40	Alpha/Numeric	To search for an item by description select it from the drop down list or enter the item description.
Description		Alpha/Numeric	Automatically populates based on the sales item selected.
Date Last Sold		Date/Time	Automatically populates based on the sales item selected.
Product Class	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit of Measure	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit Price		Currency	Automatically populates based on the sales item selected.
Qty on Hand	No limit	Numeric	If Pass Tracking is used the Quantity on Hand for the selected item will display.
Revenue			
Fiscal Year	4	Numeric	Enter the Fiscal Year to be used for chart of accounts account number validation. Mandatory field if Auto-Invoicing is used.
Division	4	Alpha/Numeric	Select the division applicable for revenue accounts. Mandatory field if Auto-Invoicing is used.
Account #	10	Numeric	Select the applicable revenue account for the selected item. Mandatory field if Auto-Invoicing is used.
Deferred Revenue			
Division	4	Alpha/Numeric	Select the division applicable for the revenue account.
Account #	10	Numeric	Select the applicable Deferred Revenue GL Account number.
Deferred Revenue Periods	2	Numeric	Determine the number of months the Deferred Revenue will be divided by.

Master

Click **Master** to view/modify the selected Item.

Sales Item Maintenance

Item #: Test Deferred Passes Qty On Hand:

Item Description:

Description: Date Last Sold:

Product Class:

Unit Of Measure:

Unit Price:

Qty On Hand:

Fiscal Year: Div: Account #: Title:

Deferred Revenue:

Deferred Revenue Periods:

Master

History

Notes

Serial #'s

Delete

Field Name	Max Field Size	Field Type	Description
Item Number	20	Alpha/Numeric	Select the item number from the drop down list or enter the item number. <i>See below for instructions for adding a new item.</i>
Item Description	40	Alpha/Numeric	To search for an item by description select it from the drop down list or enter the item description.
Description		Alpha/Numeric	Automatically populates based on the sales item selected.
Date Last Sold		Date/Time	Automatically populates based on the sales item selected.
Product Class	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit of Measure	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit Price		Currency	Automatically populates based on the sales item selected.
Qty on Hand	No limit	Numeric	If Pass Tracking is used the Quantity on Hand for the selected item will display.
Revenue			
Fiscal Year	4	Numeric	Enter the Fiscal Year to be used for chart of accounts account number validation. Mandatory field if using Auto-Invoicing or POS import.
Division	4	Alpha/Numeric	Select the division applicable for revenue accounts. Mandatory field if using Auto-Invoicing or POS import.
Account #	10	Numeric	Select the applicable revenue account for the selected item. Mandatory field if using Auto-Invoicing or POS import.
Title	40	Alpha/Numeric	Auto populates the description for the selected General Ledger Account #.
Deferred Revenue			
Division	4	Alpha/Numeric	Select the Division that deferred revenue will be recording to for the selected item. Mandatory field if creating deferred revenue entries in General Ledger.
Account #	10	Numeric	Select the General Ledger Deferred Revenue Account # that will maintain the general ledger entries until the appropriate time.
Deferred Revenue Periods	2	Numeric	Enter the number of months the revenue will be deferred. Example: 1PASS08MONTHS = 8

History

Click **History** to view the sales history of the selected item.

Sales Item Maintenance

Item #: /06 | Ride passes | Qty On Hand: 0

Item Description:

Year	Month	Qty Sold	Amount
2017	6	34,487.00	\$57,938.16
2017	5	46,417.00	\$77,980.56
2017	4	63,087.00	\$105,986.16
2017	3	62,976.00	\$105,799.68
2017	2	65,710.00	\$110,392.80
2017	1	61,339.00	\$103,049.52
2016	12	44,264.00	\$74,363.52
2016	11	60,335.00	\$101,362.80
2016	10	71,444.00	\$120,025.92



 Master
History
 Notes
 Serial #'s
 Delete

Notes

Click **Notes** view/add notes or attachments for the selected item.

Sales Item Maintenance

Item #: /16 | Football Shuttle Fares | Qty On Hand: 0

Item Description:

Document Code: Notes | Reference #: 20180123

Comment:
 lday 1/23/2018 4:25:16 PM:
 New Passes effective 1/1/2018

Attachment:

Hyperlink:



 Master
 History
Notes
 Serial #'s
 Delete

Serial #'s

Click **Serial #'s** to view or add serial numbers (pass numbers) for the selected item. The numbers are used for Pass Tracking. See the Pass Tracking section of this manual for detailed instructions.

Sales Item Maintenance

Item #: 23031LA | 31 Day Adult Local Pass | Qty On Hand: 12615

Item Description:

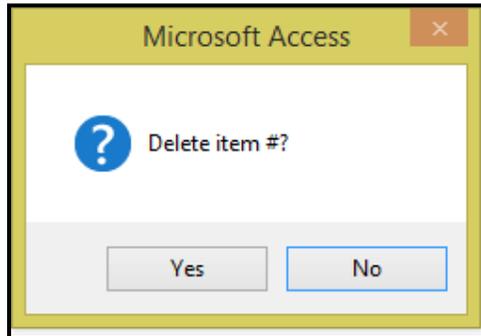
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
20942	20942	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0860		
21065	21066	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810		
21067	21068	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810		
22712	22714	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0861		
22743	22743	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810		



 Master
 History
 Notes
Serial #'s
 Delete

Delete

Click **Delete** the selected item. The following message displays.



Click **Yes** to delete the item # or **No** to cancel.

If Yes is selected no additional prompts display, and all history will be deleted for the selected sales item.

Invoicing

Click **Invoicing** to generate invoices for customers.

Accounts Receivable

1	Invoicing	?
2	Payment & Transaction Entry	?
3	Customer Information	?
4	Aged Trial Balance	?
5	Setup Features	?
6	Sales Inventory	?
7	Auto Invoicing	?
8	Statement Printing	?
9	Transaction Detail Report	?
10	Trial Balance by GL Distribution	?
11	Pass Tracking	?
16	Return To Previous Menu	?



Show Details

Vsn: 09.06 [1/3/2018]
lday FNLV42
AR

New Ref

Click **New Ref #** to enter a new invoice, credit memo or debit memo.

Invoice

Invoice Entry

Customer #: C1002 Fiscal Year: 2018 Reference #:

Gateway Outdoor Advertising

Customer Name:

Search Name:

GL Posting Date: 1/23/2018 Update Date: 1/23/2018

Reference Code: Description: Reference Date: 1/23/2018

Use Existing Ref: CM CREDIT MEMO DM DEBIT MEMO

Enter Manual Ref: IN INVOICE

Get Next Reference #:

Consignment Invoice:

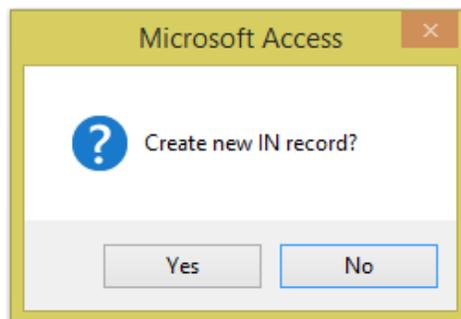


Field Name	Max Field Size	Field Type	Description
Customer #	8	Alpha/Numeric	Enter the customer number or select the customer number from the drop down list. OR
Customer Name	50	Alpha/Numeric	To search by customer name, select the customer name from the drop down list or enter the customer name. OR

Field Name	Max Field Size	Field Type	Description
Search Name	30	Alpha/Numeric	To search by customer search name, enter the customer search name.
Fiscal Year	4	Numeric	Enter the current fiscal year or select it from the drop down list.
GL Posting Date		Date/Time	Enter the GL posting date that will be used for the invoices being entered. If posting to more than one month, separate the invoices prior to posting and verify that the GL posting date is correct for the invoices being processed.
Update Date		Date/Time	Enter the Update Date. All invoices with an invoice date equal to or less than the Update Date will be updated to the General Ledger using the Posting Date entered in the previous step.
Reference Code			Select the code (IN = Invoice, CM = Credit Memo, DM = Debit Memo) from the dropdown list.
Description			Automatically populates based on the Reference Code selected. This field can be edited.
Reference Date		Date	Automatically populates with the system date. This can be edited. The Reference Date is the Invoice Date and will be used for selecting items to be updated.
Use Existing Reference #			This option is only available if selecting a CM or DM Reference Code. Each invoice (IN) for the selected customer must have a unique Reference Code. This selection would be used to apply credit memos (CM) or debit memos (DM) to an existing invoice.
Enter Manual Reference #	20	Alpha/Numeric	If a manual Reference Number will be assigned to the transaction, enter it here. See the next step if the Reference Number is to be automatically assigned by the system.
Get Next Reference #		Yes/No	Check this box to have the system automatically assign the next sequential Reference Number. Leave the box blank if a user defined Reference Number was entered.
Consignment Invoice		Yes/No	If the customer was set up as a consignment customer, this box will be checked. It can be unchecked if the transaction being processed is not a consignment transaction. If a customer is not setup as a consignment customer, but the transaction being processed is a consignment transaction, the box can be checked.

Create

Click **Create** to generate a new Reference # (Invoice). The following message displays.



Click **Yes** to continue or **No** to cancel.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:

GL Posting Date: 2/14/2018 Update Date: 2/14/2018

Reference Code: IN Description: INVOICE Reference Date: 2/14/2018

Use Existing Reference #:

Enter Manual Reference #:

Get Next Reference #:

Consignment Invoice:

New Ref #

Credit Memo

Select CM (Credit Memo) from the Reference Code drop down option.

If credit memo will be applied against an existing reference number select it from the drop down options.

If credit memo will be manually entered. Enter the reference number. Note: This option will create a credit on account.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:

GL Posting Date: Update Date:

Reference Code: CM Description: CREDIT MEMO Reference Date: 1/24/2018

Use Existing Reference #:

Enter Manual Reference #:	0013529	7326	IN	1/24/2018
	0013528	7325	IN	1/24/2018
Get Next Reference #:	0013527	7324	IN	1/24/2018
	0013526	7323	IN	1/24/2018
Consignment Invoice:	0013525	7322	IN	1/15/2018
	0013523	7320	IN	1/24/2018

New Ref #

Click **Create** to create a credit memo based on the selection.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:

GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Reference Code: CM Description: CREDIT MEMO Reference Date: 1/24/2018

Use Existing Reference #: 0013523

Enter Manual Reference #:

Get Next Reference #:

Consignment Invoice:

Microsoft Access
 ? Create new CM record?

New Ref #

Click **Yes** to continue or **No** to cancel.

Debit Memo

Select DM (Debit Memo) from the Reference Code drop down option.

If debit memo will be applied against an existing reference number select it from the drop down options.

If debit memo will be manually entered. Enter the reference number. Note: This option will create a debit on account.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:

GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Reference Code: **DM** Description: DEBIT MEMO Reference Date: 1/24/2018

Use Existing Reference #:

Enter Manual Reference #:	0013529	7326	IN	1/24/2018
	0013528	7325	IN	1/24/2018
Get Next Reference #:	0013527	7324	IN	1/24/2018
	0013526	7323	IN	1/24/2018
Consignment Invoice:	0013525	7322	IN	1/15/2018
	0013523	7320	IN	1/24/2018

Buttons: Create, New Ref #, Master, Line Items, GL Entries, Pending, Print, Void

Click **Create** to create a debit memo based on the selection.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:

GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Reference Code: **DM** Description: DEBIT MEMO Reference Date: 1/24/2018

Use Existing Reference #: 0013523

Enter Manual Reference #:

Get Next Reference #:

Consignment Invoice:

Microsoft Access Create new DM record?

Buttons: Create, Yes, No, New Ref #, Master, Line Items, GL Entries, Pending, Print, Void

Click **Yes** to continue or **No** to cancel.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #: 0013523

Customer Name:

Search Name:

GL Posting Date: 1/15/2018 Update Date: 1/15/2018

Reference Code: **IN** Description: INVOICE Reference Date: 1/24/2018

Comment:

Consignment Invoice

Sample Customer
555 S. Main Street
Suite #A
Building #123
LAS VEGAS NV 89120-000

Phone1: (555) 121-2121 Ext1: Phone2: (555) 121-2122 Ext2:

Fax: (555) 121-2123 E-Mail Address: Lday@fleet-net.com

Sales Tax %: 0.00

Gross: \$0.00

Sales Tax: \$0.00

Freight: \$0.00

Deposit: \$0.00

Net: \$0.00

Buttons: New Ref #, Master, Line Items, GL Entries, Pending, Print, Void

Field Name	Max Field Size	Field Type	Description
Reference Code			Select the code (IN = Invoice, CM = Credit Memo, DM = Debit Memo) from the dropdown list.
Description			Automatically populates based on the Reference Code selected. This field can be edited.
Reference Date		Date	Automatically populates with the system date. This can be edited. The Reference Date is the Invoice Date and will be used for selecting items to be updated.
Comments		Alpha/Numeric	Comments entered in this field will print on invoices.
Consignment Invoice		Yes/No	If the customer was set up as a consignment customer, this box will be checked. It can be unchecked if the transaction being processed is not a consignment transaction. If a customer is not setup as a consignment customer, but the transaction being processed is a consignment transaction, the box can be checked.
Sales Tax %		Percentage	Auto-populates based on the Sales Tax percentage setup in the selected customers master file setup.
Customer Information		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
Gross		Currency	Auto-populates once the Reference # has been updated.
Sales Tax		Currency	Auto-populates once the Reference # has been updated.
Freight		Currency	Auto-populates once the Reference # has been updated.
Deposit		Currency	Auto-populates once the Reference # has been updated.
Net		Currency	Auto-populates once the Reference # has been updated.
Phone1		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
Ext1		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
Phone2		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
Ext2		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
Fax		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup.
E-Mail Address		Alpha/Numeric	Auto-populates based on the information entered in the customer master file setup. This email address will used as the email address used when emailing invoices, debit or credit memo.

Master

Enter or select Customer #, Fiscal Year & Reference #

Click **Master** to view/modify the reference # transaction. Only allowed if not updated. If reference number is updated the record can only be reviewed.

Line Items

Click **Line Items** to enter the line items on the invoice, credit memo or debit memo.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #: 0013524

Customer Name: Sample Customer

Search Name: GL Posting Date: 1/15/2018 Update Date: 1/15/2018

Line #	Inf	Non Stk	Item #	Description	Unit Meas	Unit Price	Quantity	Extended Price	Serial #'s Entered
1	<input type="checkbox"/>	<input type="checkbox"/>	/05	Advertising Revenue	EA	\$550.0000	1.00	\$550.00	
				Div: CATA Account #: 4060301021 CB - Revenue - Interior Card Advertising					
2	<input type="checkbox"/>	<input type="checkbox"/>	1PASS03MONTH	OnePass-Single Three Month	EA	\$207.0000	10.00	\$2,070.00	
				Div: CATA Account #: 4050101120 CC - Passenger Fares					
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		February Adv Bus Stop #405		\$0.0000	0.00	\$0.00	
				Div: Account #:					
Total: \$2,620.00									

Field Name	Max Field Size	Field Type	Description
Line #		Number	Automatically populates when either Information or Non-Stock box is checked, or sales inventory item # is selected from the drop down list.
Information		Yes/No	Check the box and enter a description. The description will print on the invoice. This line is for information only no monies can be attached to this line item.
Non-Stock		Yes/No	Check the box to enter an item that is not set up in sales inventory master file. The unit price must be entered for all non-stock line items. Leave box unchecked if an Item # will be entered or selected from the drop down option.
Item #	20	Alpha/Numeric	If the item being invoiced is set up in sales inventory master file, select it from the drop down list.
Description	255	Alpha/Numeric	For Non-Stock items or Information Items, enter a description. Sales inventory items will default to the description setup up in the sales inventory master file. The description can be edited if required.
Unit of Measure	2	Alpha/Numeric	For Non-Stock items, select a unit of measure. For Information Items, leave this field blank. Sales inventory items will default to the sales inventory master file set up.
Unit Price		Currency	For Non-Stock items, enter the price of the item being invoiced. Sales inventory items will default to the sales inventory master file set up.
Quantity		Number	Enter the quantity of the line item being invoiced. If entering a credit memo, enter a negative quantity. If entering serialize passes Click Notepad to enter the ranges of serial #'s, when the subform is closed Qty, extended Price and Serial#'s entered will be populated.
Extended Price		Currency	Automatically populates based on the unit price and the quantity entered.

GL Entries

Once all line items have been entered.

Click **GL Entries** the GL posting accounts will auto populate from customer master file setup the GL accounts numbers can be edited if required. The amounts will automatically populate.

If item number is set up for Deferred Revenue in the Sales Item Maintenance.

Sales Item Maintenance

Item #: 1PASS03MONTH OnePass-Single Three Month Qty On Hand: 0

Item Description:

Description: OnePass-Single Three Month Date Last Sold: 9/19/2016

Product Class: OP

Unit Of Measure: EA

Unit Price: 207.0000

Qty On Hand: 0

Fiscal Year	Div	Account #	Title
2017	Revenue: CATA	4050101120	CC - Passenger Fares
	Deferred Revenue: CATA	2410250500	Deferred Revenue - General

Deferred Revenue Periods: 3

GL Entries will reflect all records for the individual GL postings by month.

Invoice Entry

Customer #: 000002 Fiscal Year: 2018 Reference #: 0013525

Customer Name: Search Name:

GL Posting Date: Update Date:

IN INVOICE

Gross: \$2,620.00 Sales Tax: \$0.00 Freight: \$0.00 Deposit: \$0.00 Net: \$2,620.00

Debits: \$4,000.00 Credits: \$4,000.00 Balance: \$0.00

Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CAT	1020150100	Sample Customer Accounts Receivable Misc.	\$2,620.00		1/15/2018	
2018	CAT	2410250500	Sample Customer Deferred Revenue - General	(\$1,380.00)		1/15/2018	
2018	CAT	4050101120	Sample Customer CC - Passenger Fares	(\$690.00)		1/15/2018	
2018	CAT	4060301021	Sample Customer CB - Revenue - Interior Card Advertising	(\$550.00)		1/15/2018	
2018	CAT	2410250500	Sample Customer Deferred Revenue - General	\$690.00		2/15/2018	
2018	CAT	4050101120	Sample Customer CC - Passenger Fares	(\$690.00)		2/15/2018	
2018	CAT	2410250500	Sample Customer	\$690.00		3/15/2018	

NET

If system did not auto populate the Division & GL Account numbers, both the debit and credit entries will be made manually and are required.

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Automatically populates using the current fiscal year once a division is selected or entered.
Division	4	Alpha/Numeric	Enter or select the division from the drop down list.
Account #	10	Alpha/Numeric	Select the GL account number from the drop down list.
Description	50	Alpha/Numeric	The customer name defaults in this field. The field can be edited.
Amount		Currency	Enter the amount being posted to the selected division and account. If the amount is a credit entry, enter a minus sign before or after entering the dollar amount.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

Enter both debit and credit information.

Balance

Click **Balance** to verify that the GL entries are in balance. After Balance is clicked, the Debits and Credits fields will populate. When the entries are in balance the Balance field will show \$0.00.

Pending

Click **Pending** to view all items that have not been updated, enter or verify the GL Posting Date and the Update Date. Entries can be updated for a specific user or all users. To update entries for a specific user, select the user from the drop down list or check the All User box.

Invoice Entry Customer #: Fiscal Year: 2018 Reference #:

Customer Name:

Search Name: GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Invoices Pending Update User Id: All Users

Update	Ref #	Ref Code	Description	Invoice Date	Net
<input checked="" type="checkbox"/>	0013529	IN	INVOICE	1/24/2018	50.00
	Iday	000002	Sample Customer		

Total: 50.00

NET

New Ref #
Master
Line Items
GL Entries
Pending
Print
Void

Select All or Unselect All

Click **Select All**, entries for the selected user or all users will be checked. Click **Unselect All** to remove the checkmarks. Individual checkmarks can be removed by checking on the update box for the Ref # to not be updated at this time.

Get Totals

Click **Get Total** to see the total amount for all selected items.

Invoice Entry Customer #: Fiscal Year: 2018 Reference #:

Customer Name:

Search Name: GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Invoices Pending Update User Id: All Users

Update	Ref #	Ref Code	Description	Invoice Date	Net
<input checked="" type="checkbox"/>	0013529	IN	INVOICE	1/24/2018	50.00
	Iday	000002	Sample Customer		

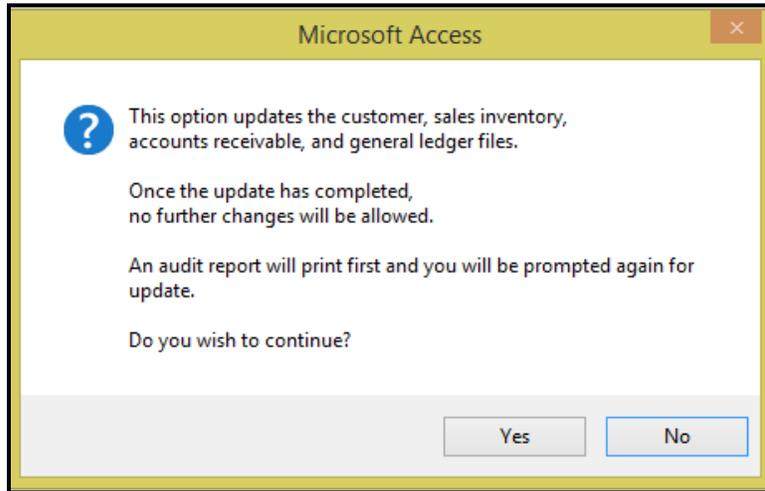
Total: 50.00

NET

New Ref #
Master
Line Items
GL Entries
Pending
Print
Void

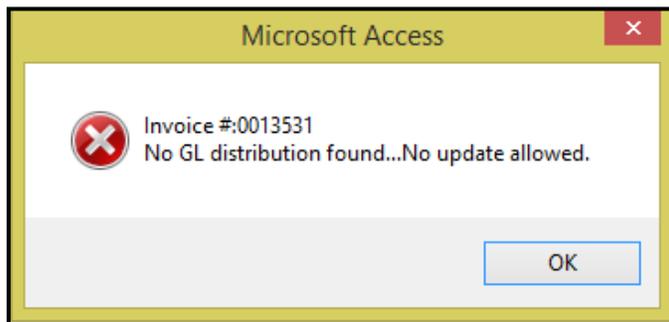
Update

Click **Update** to update the selected pending reference numbers. The following message displays.

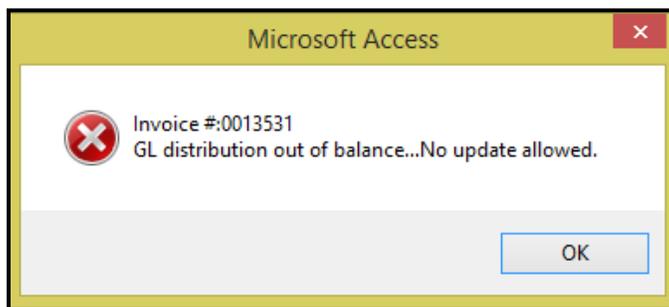


Click **Yes** to continue or **No** to cancel.

If GL entries are missing the following message displays.



If GL is out of balance the following message displays.



Click **OK**. Locate the Invoice referred to in the error message. Double Click in the **Ref # field** to open the invoice and make the necessary corrections.

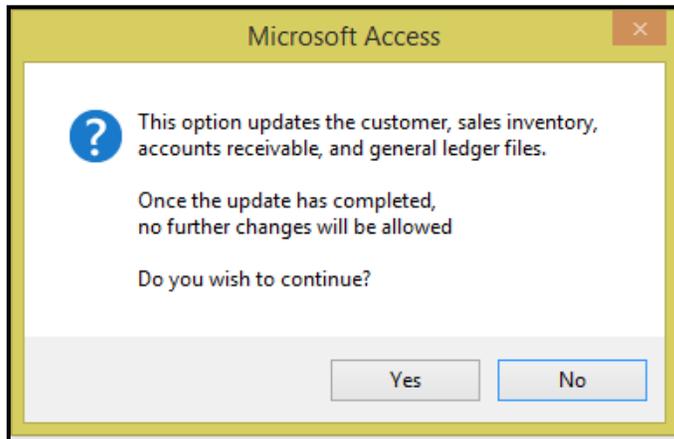
Once all entries are correct. Click **Update** the following Invoice Audit Report displays on the screen. Fleet-Net recommends either printing or saving the report prior to updating the entries. Review the report for accuracy. Use the Windows, File, Print process to print a hard copy.

Invoice Audit Report										
Customer Name	Cust #	Invoice #	Code	Description	Invoice Date	Comment				
Sample Customer	000002	0013529	IN	INVOICE	1/24/2018					
		Line	Item #	Description	Quantity	UM	Unit Price	Extended Price		
		1		Test Charges	1.00	EA	\$50.00	\$50.00		
Posting Date	Div #	Account #	Title	Description	Debits	Credits				
	CATA	4010101026	CB - Passenger Fares - JASI	Sample Customer		\$50.00				
	CATA	1020150100	Accounts Receivable Misc.	Sample Customer	\$50.00					
					Totals:	\$50.00		\$50.00		
					Sales Tax %	Gross	Sales Tax	Freight	Deposit	Net
					0	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
1 Invoices					Report Totals:	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00

Click **X Close Print Preview** to generate the Invoice Audit GL Recap Report.

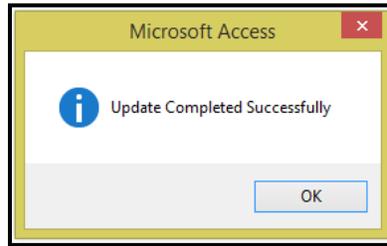
Invoice Audit GL Recap Report							
Posting Date	Ref #	Invoice Date	Customer #	Description	Debits	Credits	
Fiscal Year: 2018 Div #: CATA Account #: 1020150100 Accounts Receivable Misc.							
	0013529	1/24/2018	000002	Sample Customer	\$50.00		
					Account Totals:	\$50.00	
Fiscal Year: 2018 Div #: CATA Account #: 4010101026 CB - Passenger Fares - JASI							
	0013529	1/24/2018	000002	Sample Customer		\$50.00	
					Account Totals:	\$50.00	
2 Transactions					Report Totals:	\$50.00	\$50.00

Click **X Close Print Preview** the following message displays.



Click **Yes** to Update or **No** to cancel.

Once update is completed, the following message will display.



Click **OK**.

After the update is complete. No changes can be made to the Invoices. The system will mark the invoice **UPDATED** as shown below.

A screenshot of the 'Invoice Entry' form in a software application. At the top, it shows 'Customer #: 000002', 'Fiscal Year: 2018', and 'Reference #: 0013529'. Below this, there are fields for 'Customer Name' (Sample Customer) and 'Search Name'. A red stamp with the word 'Updated' is prominently displayed in the center of the form. To the right, there is a summary table with the following values: Sales Tax %: 0.00, Gross: \$50.00, Sales Tax: \$0.00, Freight: \$0.00, Deposit: \$0.00, and Net: \$50.00. At the bottom, there are fields for phone numbers and an email address (Lday@fleet-net.com). On the right side, there is a vertical menu with buttons for 'New Ref #', 'Master', 'Line Items', 'GL Entries', 'Pending', 'Print', and 'Void'.

Invoices, Credit Memos and/or Debit Memos can be printed either before or after the update has been completed.

Print/Email

Click **Print** to print and/or email invoices, credit memos or debit memos.

Invoices, credit or debit memos can be printed or emailed by individual reference numbers or a consecutive range of reference numbers. Currently program will not print or email reference numbers by Customer.

A screenshot of the 'Invoice Entry' form, similar to the one above but with a different customer ('LPL, LLC'). The 'Invoice Printing' section is highlighted with a grey background. It contains the following options: 'Print Format: Plain Paper', a checkbox for 'Print Emailed Invoices', and a 'Notification Group' dropdown set to 'Finance'. Below these are 'From Ref #' and 'Thru Ref #' dropdowns. There are 'Start' and 'Email' buttons. The right-side menu is identical to the previous screenshot.

To print and/or email invoices for one customer select the customer from the drop down option. Select the first reference number be printed and/or emailed, this process will need to be done for each individual reference number.

Invoice Entry Customer #: 2 Fiscal Year: 2018 Reference #: []

LPL, LLC.

Customer Name: []

Search Name: [] GL Posting Date: [] Update Date: []

Invoice Printing

Print Format: Plain Paper Print Emailed Invoices

Notification Group: Finance [Start]

From Ref #: [] Thru Ref #: [] [Email]

From Ref #	Thru Ref #	Date	Customer	Type	Amount
000000000020	20	10/31/2017	LPL, LLC.	Invoice	\$2.7
000000000016	16	3/5/2018	LPL, LLC.	Invoice	\$12
000000000015	15	3/5/2018	LPL, LLC.	Invoice	\$25
000000000011	11	10/23/2017	LPL, LLC.	Invoice	\$7.1
000000000010	10	2/28/2018	LPL, LLC.	INVOICE	\$7.1
000000000007	7	10/14/2017	LPL, LLC.	Invoice	\$6.8
000000000003	3	10/7/2017	LPL, LLC.	Invoice	\$7.1

[New Ref #] [Master] [Line Items] [GL Entries] [Pending] [Print] [Void]

To print and/or email multiple customer based on the range of reference numbers. Leave Customer # Blank. Select the Starting and thru Reference #.

Invoice Entry Customer #: [] Fiscal Year: 2018 Reference #: []

[]

Customer Name: []

Search Name: [] GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Invoice Printing

Print Format: PlainPaper Print Emailed Invoices

Notification Group: [] [Start]

From Ref #: [] Thru Ref #: [] [Email]

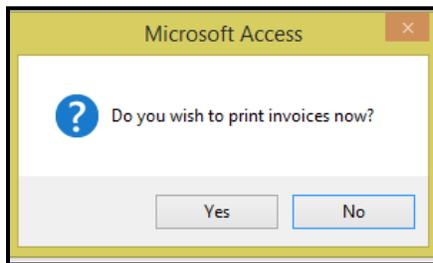
From Ref #	Thru Ref #	Date	Customer	Type
0013529	7326	1/24/2018	Sample Customer	INVOICE
0013528	7325	1/24/2018	Sample Customer	INVOICE
0013527	7324	1/24/2018	Sample Customer	INVOICE
0013526	7323	1/24/2018	Sample Customer	INVOICE
0013525	7322	1/15/2018	Sample Customer	INVOICE
0013524	7321	1/24/2018	Sample Customer	INVOICE
0013523	7320	1/24/2018	Sample Customer	INVOICE
0011827	1	12/31/2015	Downtown McDonalds	
0011826	1	12/31/2015	Nittany Mall McDonald's Corp.	
0011825	1	12/31/2015	Lehigh Gas Corporation	
0011824	1	12/31/2015	State College Borough Office	
0011823	1	12/31/2015	Centre County Recycling & Ref	
0011822	1	12/31/2015	Centre County Office of Transp	
0011821	1	12/31/2015	Centre Region Code Admin/cng	
0011820	1	12/23/2015	Lehigh Gas Corporation	
0011819	1	12/22/2015	Centre Region Code Admin/cng	

[New Ref #] [Master] [Line Items] [GL Entries] [Pending] [Print] [Void]

Field Name	Max Field Size	Field Type	Description
Print Format	50	Alpha/Numeric	Select the invoice print format from the drop down list. The agency name, address, phone and contact email will be included if Plan Paper is selected.
Notification Group		Alpha/Numeric	Optional field. Select notification group from drop down list.
From Ref # and Thru Ref#	12	Alpha/Numeric	Enter or select the starting/ending reference numbers.
Print Emailed Invoices	N/A	Yes/No	Check this checkbox if invoice(s) need to be printed. Note: If Customer Master file has an email address this must be checked in order to print a hardcopy invoice.

Start

Click **Start** to print invoices for the selected options.



Click **Yes** to continue or **No** to cancel.

System will populate the invoices.

Print

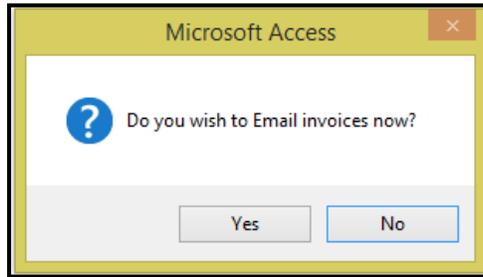
Click **Print**.

Email

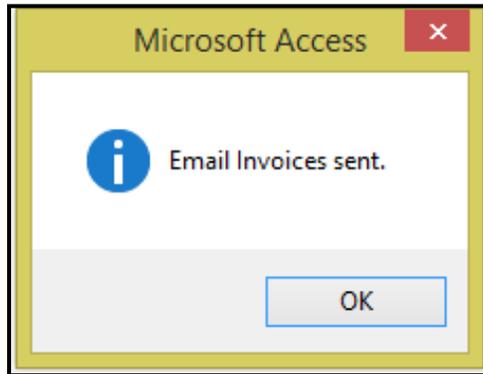
If emails need to be sent to the internal notification group. Select the group from the drop down options.

A screenshot of the 'Invoice Entry' software interface. At the top, there are fields for 'Customer #' (000002), 'Fiscal Year' (2018), and 'Reference #' (0013529). Below these are fields for 'Customer Name' (Sample Customer) and 'Search Name'. There are also fields for 'GL Posting Date' and 'Update Date'. The main section is titled 'Invoice Printing' and contains a 'Print Format' dropdown (PlainPaper), a checkbox for 'Print Emailed Invoices', a 'Notification Group' dropdown (BOARD), and 'From Ref #' and 'Thru Ref #' dropdowns (both 0013529). There are 'Start' and 'Email' buttons. On the right side, there is a vertical menu with buttons: 'New Ref #', 'Master', 'Line Items', 'GL Entries', 'Pending', 'Print', and 'Void'. A 'NET' logo is visible in the top right corner.

Click **Email** to email invoices to the email address setup for the customer in the Customer Master file.

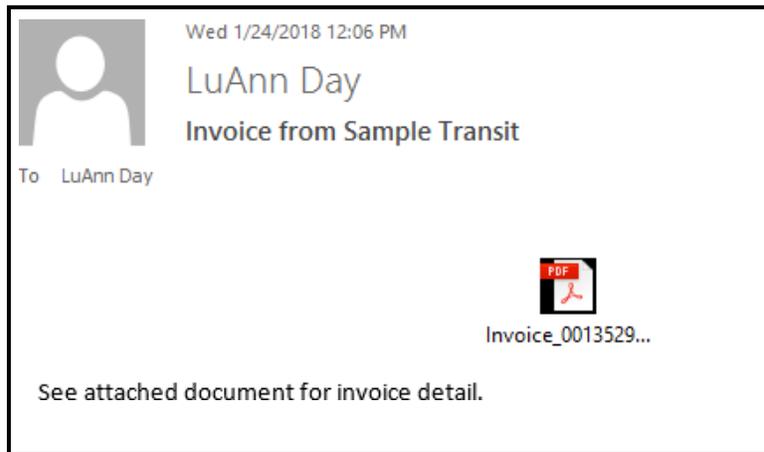


Click **Yes** to continue or **No** to cancel.



Click **OK**.

Sample of the email that is sent.



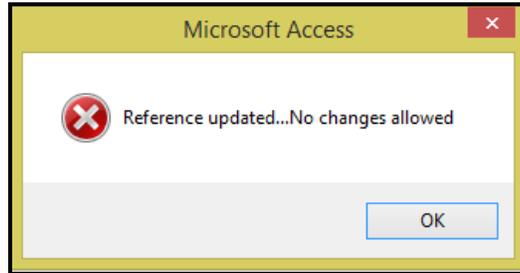
If invoices are emailed; a copy of the invoice will be saved to a folder that was created in the Miscellaneous Code setup for Email Parameters.

Void

VOIDS can only be processed if the item has not been updated.

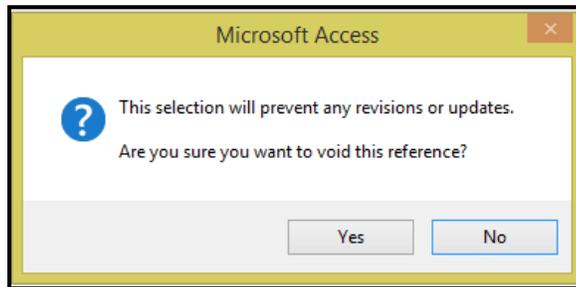
Click **VOID** to void the selected reference number for the selected customer.

If the reference number has been updated the following message will be displayed. The reference number will not be voided.



Click **OK**.

If system will allow the reference number to be voided the following message will display.



Click **Yes** to continue or **No** to cancel.

A screenshot of the "Invoice Entry" form in a software application. The form includes fields for Customer # (000002), Fiscal Year (2018), and Reference # (0013530). The Customer Name is "Sample Customer". The Reference Code is "IN" and the Description is "INVOICE". The Reference Date is "1/24/2018". A large red "Voided" stamp is overlaid on the form. The form also displays a summary of financial data: Sales Tax % (0.00), Gross (\$0.00), Sales Tax (\$0.00), Freight (\$0.00), Deposit (\$0.00), and Net (\$0.00). On the right side, there is a vertical menu with buttons for "New Ref #", "Master", "Line Items", "GL Entries", "Pending", "Print", and "Void". The "Void" button is highlighted with a blue border.

Payment & Transaction Entry

Click *Payments & Transaction Entry* to enter payments and transactions.

Accounts Receivable

1	Invoicing	?
2	Payment & Transaction Entry	?
3	Customer Information	?
4	Aged Trial Balance	?
5	Setup Features	?
6	Sales Inventory	?
7	Auto Invoicing	?
8	Statement Printing	?
9	Transaction Detail Report	?
10	Trial Balance by GL Distribution	?
11	Pass Tracking	?
16	Return To Previous Menu	?



Show Details
 Find

Vsn: 09.06 [1/3/2018]
lday FNLV42
AR

Payment & Transaction Entry is used to post payments, enter invoices, debit memos and credit memos. The AR system posts deposits to the AP bank reconciliation form.

Transaction Entry

Fiscal Year:

Consignment Customer



Field Name	Max Field Size	Field Type	Description
Checking Account	20	Alpha/Numeric	When posting payments, select the bank account being debited from the drop down list.
Fiscal Year		Number	Select the fiscal year from the drop down list.
Customer #	8	Alpha/Numeric	Select the customer number from the drop down list or enter the customer number; OR
Customer Name			To search by customer name, select the customer name from the drop down list or enter the customer name. The customer number field will populate and the customer name will display in the field below the customer number. OR
Search Name			To search by customer search name, select the customer search name from the drop down list or enter the customer search name. The customer number field will populate and the customer name will display in the field below the customer number.
Deposit Slip #	12	Alpha/Numeric	When posting payments if this field is left blank, the system will assign a number using the system date and deposit number. The format is YYYYMMDD-00; this field can be edited.
Transaction Date		Date/Time	The date defaults to the system date; this field can be edited. This date will be used as the transaction date.
Update Date		Date/Time	Enter the GL posting date. All pending items with transaction dates equal to or less than the Update Date will be updated.

Payment

Enter or select the customer from the drop down option.

Click **Payment** to enter a customer payment.

Transaction Entry Checking Account #: 9850774093 | M - General | Fiscal Year: 2018

Customer #: 000002 | Sample Customer

Customer Name: | Search Name: |

Consignment Customer

Deposit Slip #: 20180124-01 | Transaction Date: 1/24/2018 | Update Date: 1/24/2018

Microsoft Access: Do you wish to enter Payments? [Yes] [No]

Payment | Debit Memo | Credit Memo | Invoices | Adjustments | Pending

Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account #: 9850774093 | M - General | Fiscal Year: 2018

Customer #: 000002 | Sample Customer | Deposit Slip #: 20180124-01

Customer Name: | Transaction Date: 1/24/2018

Consignment Customer | Search Name: | Update Date: 1/24/2018

Payment

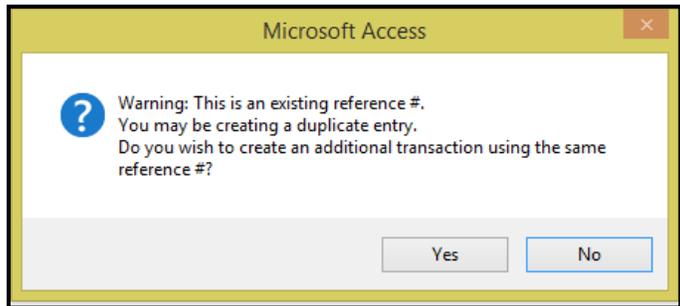
Pending Reference #: | New Ref # | Existing Reference #: |

RefNum	TranNum	Tran	TranDate	Amount
0013529	7326	IN	1/24/2018	\$50.00
0013528	7325	IN	1/24/2018	\$120.00
0013527	7324	IN	1/24/2018	\$160.00
0013526	7323	IN	1/24/2018	\$69.00
0013525	7322	IN	1/15/2018	\$2,620.00
0013523	7320	IN	1/24/2018	\$550.00

Buttons: Payment, Debit Memo, Credit Memo, Invoices, Adjustments, Pending

Field Name	Max Field Size	Field Type	Description
Pending Reference #	12	Alpha/Numeric	Select a Pending (payment) Reference number from the drop down list. References will only be available if the payment has not been updated.
New Reference #	12	Alpha/Numeric	Click to enter a new reference.
Existing Reference #	12	Alpha/Numeric	Select an existing reference number to post a payment to an existing invoice or debit memo. In order to clear an invoice from the system, payments must have the same reference number as the original invoice or debit memo.

Select an existing reference to post a payment to a specific invoice (reference); the following message displays.



Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account #: 9850774093 M - General Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #: 20180124-01

Customer Name: Transaction Date: 1/24/2018

Consignment Customer Search Name: Update Date: 1/24/2018

Payment

Pending Reference #: New Ref #: Existing Reference #: 0013523

Reference #	Date	Code	Description	Cash Sale	Amount	Deposit Slip #	Checking Account #
0013523	1/24/2018	CP	Payment	<input type="checkbox"/>	(\$550.00)	20180124-01	9850774093

Consignment Invoice Payment Type: **CHK** Checkmark Check #: 12345

AMEX	American Express
CASH	Cash
CHK	Check
DIS	Discover
MC	Mastercard
MO	Money Order
VISA	Visa

Payment

Debit Memo

Credit Memo

Invoices

Adjustments

Pending

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected or entered.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with CP (Cash Payment).
Description	25	Alpha/Numeric	Automatically populates with Payment. This field can be edited.
Deposit Slip #	12	Alpha/Numeric	Automatically populates with the user defined or system generated Deposit Slip # at the top of the form.
Cash Sale		Yes/No	Check this box if the transaction is a cash sale. That is, a sale not being applied to an A/R invoice. The system will debit the bank account selected at the top of the form and credit the revenue account as defined in Customer Master. If no revenue account is set up in the Customer Master, the GL postings will have to be entered.
Amount		Currency	Enter the amount of the payment.
Checking Account #	20	Alpha/Numeric	Automatically populates with checking account number selected at the top of the form.
Payment Type	10	Alpha/Numeric	Select the method of payment from the drop down list. If applicable payment method is not on the list, it can be added Click Green Checkmark .
Check #	10	Alpha/Numeric	Enter the customer's check or credit card number (This field can be left blank).

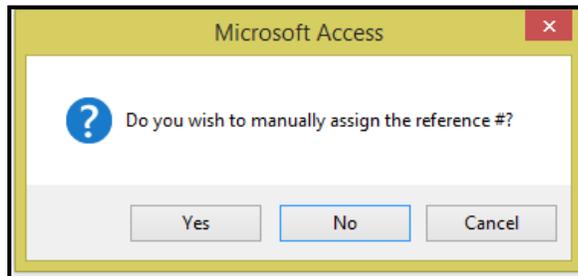
Once all applicable information has been entered. Click on the pencil box to save the record.

Reference #	Date	Code	Description	Cash Sale	Amount	Deposit Slip #	Checking Account #
0013523	1/24/2018	CP	Payment	<input type="checkbox"/>	(\$550.00)	20180124-01	9850774093

Consignment Invoice Payment Type: **CHK** Checkmark Check #: 12345

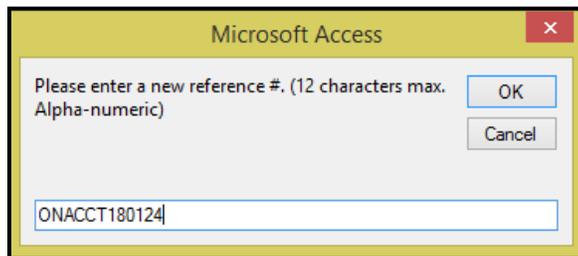
Click **New Ref #** if payment will not be applied to an existing reference number. This option will create a payment on account for the selected customer. When processing Cash Receipts you will use New Re# to create the transaction to make the payment/deposit record for the selected date.

The screenshot shows the 'Transaction Entry' form. At the top, there are fields for 'Checking Account #' (9850774093), 'Customer #' (000002), 'Deposit Slip #' (20180124-01), 'Transaction Date' (1/24/2018), and 'Update Date' (1/24/2018). Below these are fields for 'Customer Name' and 'Search Name'. A 'Consignment Customer' checkbox is also present. On the right side, there is a 'NET' logo. At the bottom, there is a 'Payment' section with 'Pending Reference #', 'New Ref #', and 'Existing Reference #' buttons. On the far right, there are buttons for 'Payment', 'Debit Memo', and 'Credit Memo'.



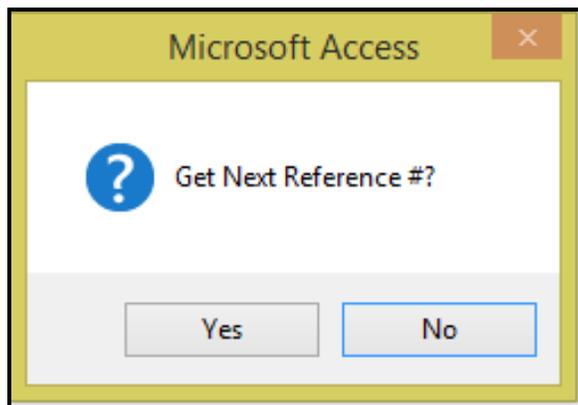
Click **Yes** to manually assign a reference # or **No** to have the system assign the next number in sequential order or **Cancel** to cancel.

If **Yes** is selected the following message displays. Enter user-defined reference #.



Click **OK** to continue or **Cancel** to cancel.

If **No** is selected the following prompt displays.



Click **Yes** the system will populate the next reference number or **No** to cancel.

Payment

Pending Reference #: Existing Reference #:

Reference #	Date	Code	Description	Cash Sale	Amount	Deposit Slip #	Checking Account #
00002039	1/24/2018	CP	Payment	<input type="checkbox"/>		20180124-01	9850774093

Consignment Invoice Payment Type: Check #:

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the new reference number.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with CP (Cash Payment).
Description	25	Alpha/Numeric	Automatically populates with Payment. This field can be edited.
Cash Sale		Yes/No	Check this box if the transaction is a cash sale. That is, a sale not being applied to an A/R invoice. The system will debit the bank account selected at the top of the form and credit the revenue account as defined in Customer Master. If no revenue account is set up in the Customer Master, the GL postings will have to be entered.
Amount		Currency	Enter the amount of the payment.
Deposit Slip #	12	Alpha/Numeric	Automatically populates with the user defined or system generated Deposit Slip # at the top of the form.
Checking Account #	20	Alpha/Numeric	Automatically populates with checking account number selected at the top of the form.
Payment Type	10	Alpha/Numeric	Select the method of payment from the drop down list. If applicable method is not listed, it can be added Click Green Checkmark .
Check #	10	Alpha/Numeric	Enter the customer's check or credit card number (This field can be left blank).

To enter the GL Account numbers for the selected reference payment. Double Click **Reference #** field. If the customer setup included the GL posting accounts, the accounts & amounts will automatically populate. The debit account will be the bank account selected at the top of the form, the credit account will be the Accounts Receivable. If GL Posting was not set up the record will be blank, both the debit and credit records will need to be created.

Transaction Total:

Debits: Credits: Balance:

Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1010150100	Sample Customer	\$200.00			
			Cash General				
2018	CATA	1020150100	Sample Customer	(\$200.00)			
			Accounts Receivable Misc.				

Deposits are batched by Deposit Slip #; the GL account used for the debit entry must be the same GL account (Bank Account) selected at the top of the form.

Field Name	Max Field Size	Field Type	Description
Debit Entry			
Fiscal Year		Number	Enter current fiscal year.
Division	4	Alpha/Numeric	Enter or select division from drop down options.
Account	10	Alpha/Numeric	Enter or select GL Account number associated to the Checking Account selected on the Transaction Entry screen.
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount of the payment (Debit Entry).
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Credit Entry			
Fiscal Year		Number	Enter current fiscal year.
Division	4	Alpha/Numeric	Enter or select division from drop down options.
Account	10	Alpha/Numeric	Enter or select the GL number for the applicable Accounts Receivable.
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount to relieve the applicable Accounts Receivable Account. This number will be entered with a minus sign either before or after the number. Multiple entries can be made. (Credit Entry).
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

Balance

Click **Balance** to verify that debit & credit entries are in balance. Balance will be \$0.00 when entry is in balance.

11/4/2011

Transaction Total: \$200.00 Balance

Debits: \$200.00 Credits: \$200.00 Balance: \$0.00

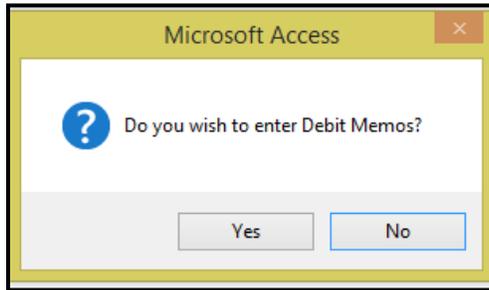
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1010150100	Sample Customer Cash General	\$200.00			
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	(\$200.00)			

Record: 14 3 of 3 No Filter Search

Refer to the end of the Payment & Transaction Entry section of this manual for instructions on Updating Transactions.

Debit Memo

Click **Debit Memo** to create a debit memo for the selected customer and reference number.



Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account # [] Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #: []

Customer Name: [] Transaction Date: 1/25/2018

Consignment Customer Search Name: [] Update Date: []

Debit Memo

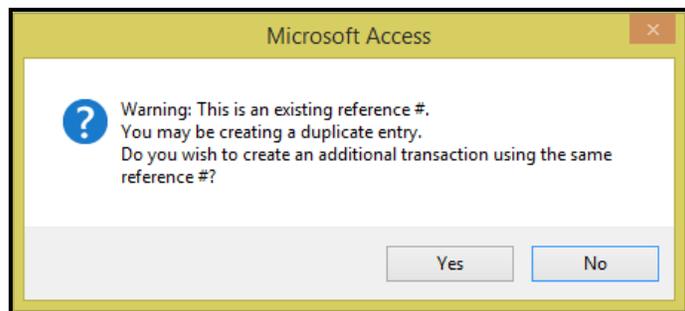
Pending Reference #: [] New Ref # Existing Reference #: []

RefNum	TranNum	Tran	TranDate	Amount
0013532	7339	DM	1/24/2018	\$100.00
0013529	7326	IN	1/24/2018	\$50.00
0013529	7338	DM	1/24/2018	\$20.00
0013528	7325	IN	1/24/2018	\$120.00
0013528	7334	CP	1/24/2018	(\$150.00)
0013528	7335	CP	1/24/2018	(\$120.00)
0013527	7324	IN	1/24/2018	\$160.00
0013526	7323	IN	1/24/2018	\$69.00
0013525	7322	IN	1/15/2018	\$2,620.00
0013525	7340	CP	1/25/2018	(\$1,500.00)
0013523	7320	IN	1/24/2018	\$550.00
0013523	7328	CP	1/24/2018	(\$550.00)
00002040	7337	CP	1/24/2018	(\$50.00)
00002039	7329	CP	1/24/2018	(\$200.00)

Payment
Debit Memo
Credit Memo
Invoices
Adjustments
Pending

Field Name	Max Field Size	Field Type	Description
Pending Reference #	12	Alpha/Numeric	Select a debit memo reference number from the drop down list. References will only be available if the debit memo has not been updated.
New Reference #	12	Alpha/Numeric	Click to create a new reference number.
Existing Reference #	12	Alpha/Numeric	Select an existing reference number to post a debit memo to an existing invoice or debit memo.

If an existing reference number was selected, the following prompt displays.

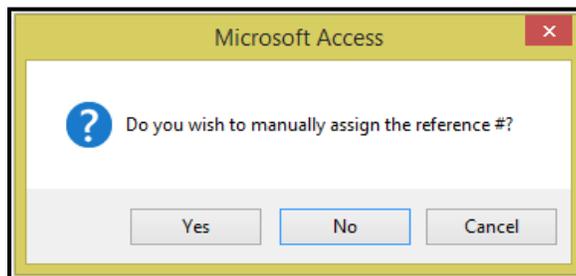


If the debit memo will be applied to an existing reference number. Click **Yes** to continue or **No** to cancel.

The screenshot shows the 'Transaction Entry' window. At the top, there are fields for 'Checking Account #', 'Customer #', 'Customer Name', 'Deposit Slip #', 'Transaction Date', and 'Update Date'. Below this is the 'Debit Memo' section with 'Pending Reference #', 'New Ref #', and 'Existing Reference #' dropdowns. A table below shows a single entry with Reference # 0013529, Date 1/24/2018, Code DM, Description Debit Memo, and an unchecked Consign checkbox. On the right side, there is a vertical menu with buttons for 'Payment', 'Debit Memo', 'Credit Memo', 'Invoices', 'Adjustments', and 'Pending'.

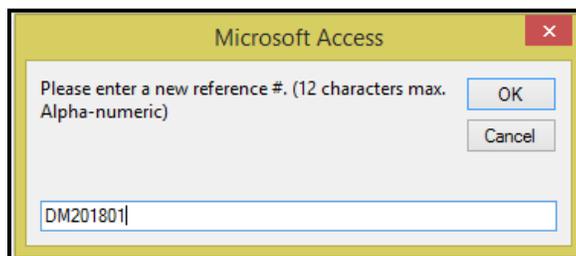
Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with DM (Debit Memo).
Description	25	Alpha/Numeric	Automatically populates with Debit Memo. This field can be edited.
Consign		Yes/No	If the debit memo will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the debit memo.

If **New Ref #** was selected, the following prompt displays.

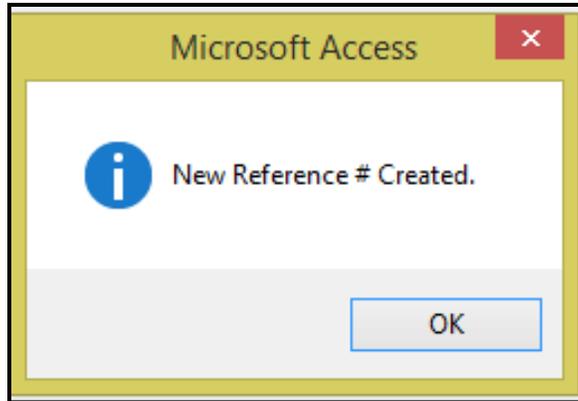


Click **Yes** to manually assign a reference # or **No** to have the system assign the next number in sequential order or **Cancel** to cancel.

If **Yes** is selected the following message displays. Enter a user defined debit memo reference number.

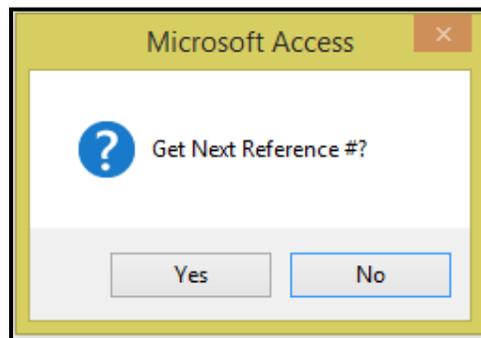


Click **Ok** to continue or **Cancel** to cancel.



Click **OK**.

If **No** is selected the following message displays.



Click **Yes** the system will populate the next reference number in sequential number or **No** to cancel.

Transaction Entry Checking Account #: 9850774093 M - General Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #: Transaction Date: 1/24/2018

Consignment Customer Search Name: Update Date:

Debit Memo

Pending Reference #: New Ref # Existing Reference #:

Reference #	Date	Code	Description	Consign	Amount
0013532	1/24/2018	DM	Debit Memo	<input type="checkbox"/>	

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected or entered.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with DM (Debit Memo).
Description	25	Alpha/Numeric	Automatically populates with Debit Memo. This field can be edited.

Field Name	Max Field Size	Field Type	Description
Consign		Yes/No	If the debit memo will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the debit memo.

After the debit memo is entered the entry must be recorded to the General Ledger. If the customer setup did not include the GL posting accounts, both the debit and credit entries must be entered on this form.

Double Click **Reference #** field. If the customer setup included the GL posting accounts, the amounts will automatically populate. The debit account will be the accounts receivable account if set up in the customer master setup (GL Posting). The credit account will be the revenue account entered if setup in the customer master setup (GL Posting). If GL Posting was not set up the record will be blank, both the debit and credit records will need to be created.

Transaction Total:		\$100.00			Balance		
Debits:	\$100.00	Credits:	\$100.00	Balance:	\$0.00		
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$100.00			
2018	CATA	4010101010	Sample Customer CB - Passenger Fares - Family Passes	(\$100.00)			

Field Name	Max Field Size	Field Type	Description
Debit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Accounts Receivable).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount applicable to the GL Account number selected Multiple GL account numbers and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Credit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Revenue)
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.

Field Name	Max Field Size	Field Type	Description
Amount		Currency	Enter the applicable amount using a minus in front or back of the amount entered. Multiple GL Accounts and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

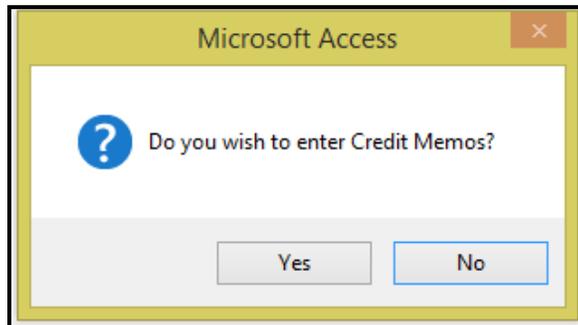
Balance

Click **Balance** to verify that debit & credit entries are in balance. Balance will be \$0.00 when entry is in balance.

Transaction Total:		\$100.00			Balance		
Debits:	\$100.00	Credits:	\$100.00	Balance:	\$0.00		
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$100.00			
2018	CATA	4010101010	Sample Customer CB - Passenger Fares - Family Passes	(\$100.00)			

Credit Memo

Click **Credit Memo** to create a credit memo for the selected customer and reference number.



Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #:

Customer Name: Transaction Date: 1/25/2018

Consignment Customer Search Name: Update Date:

Credit Memo

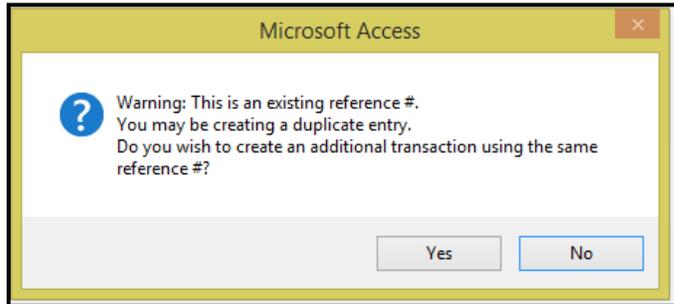
Pending Reference #: New Ref # Existing Reference #:

RefNum	TranNum	Tran	TranDate	Amount
0013532	7339	DM	1/24/2018	\$100.00
0013529	7326	IN	1/24/2018	\$50.00
0013529	7338	DM	1/24/2018	\$20.00
0013528	7325	IN	1/24/2018	\$120.00
0013528	7334	CP	1/24/2018	(\$150.00)
0013528	7335	CP	1/24/2018	(\$120.00)
0013527	7324	IN	1/24/2018	\$160.00
0013526	7323	IN	1/24/2018	\$69.00
0013525	7322	IN	1/15/2018	\$2,620.00
0013525	7340	CP	1/25/2018	(\$1,500.00)
0013523	7320	IN	1/24/2018	\$550.00
0013523	7328	CP	1/24/2018	(\$550.00)
00002040	7337	CP	1/24/2018	(\$50.00)
00002039	7329	CP	1/24/2018	(\$200.00)

Payment
Debit Memo
Credit Memo
Invoices
Adjustments
Pending

Field Name	Max Field Size	Field Type	Description
Pending Reference #	12	Alpha/Numeric	Select a credit memo reference number from the drop down list. References will only be available if the credit memo has not been updated.
New Reference #	12	Alpha/Numeric	Click to enter a new reference.
Existing Reference #	12	Alpha/Numeric	Select an existing reference number to post a credit memo to an existing invoice or debit memo.

If an existing reference number was selected, the following prompt displays.



If the credit memo is being applied to an existing reference number, Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 | Sample Customer | Deposit Slip #:

Customer Name: | Transaction Date: 1/25/2018

Consignment Customer | Search Name: | Update Date: 1/25/2018

Credit Memo

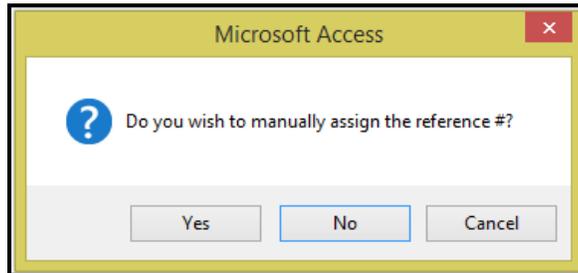
Pending Reference #: | **New Ref #** | Existing Reference #: 0013525

Reference #	Date	Code	Description	Consign	Amount
0013525	1/25/2018	CM	Credit Memo	<input type="checkbox"/>	(\$20.00)

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with CM (Credit Memo).
Description	25	Alpha/Numeric	Automatically populates with Credit Memo. This field can be edited.
Consign		Yes/No	If the credit memo will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the credit amount using a minus sign in the beginning or at the end of the amount.

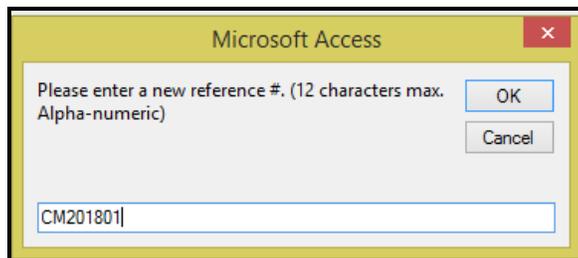
New Ref #

If **New Ref #** is selected, the following prompt displays.

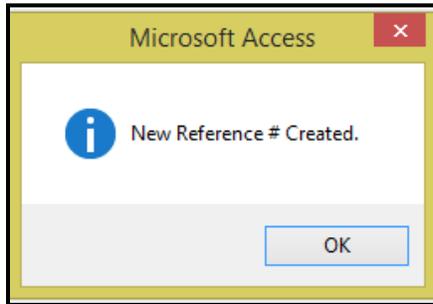


Click **Yes** to manually assign a reference # or **No** to have the system assign the next number in sequential order or **Cancel** to cancel.

If **Yes** is selected the following message displays. Enter a user defined credit memo reference number.

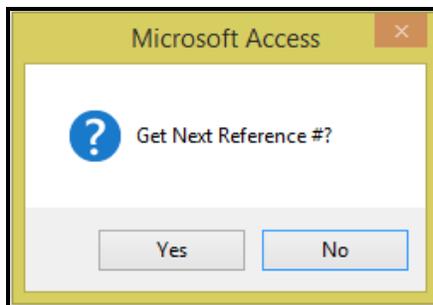


Click **Ok** to continue or **Cancel** to cancel.



Click **OK**.

If **No** is selected the following message displays.



Click **Yes** the system will populate the next reference number in sequential order or **No** to cancel.

 A screenshot of the "Transaction Entry" form. At the top, it has fields for "Checking Account #", "Customer #", "Customer Name", "Search Name", "Deposit Slip #", "Transaction Date", and "Update Date". Below this is a "Credit Memo" section with "Pending Reference #", "New Ref #", and "Existing Reference #". A table below shows a single transaction with columns: Reference #, Date, Code, Description, Consign, and Amount. The table contains one row: Reference # 0013525, Date 1/25/2018, Code CM, Description Credit Memo, Consign (checkbox), Amount (\$20.00). On the right side, there are buttons for "Payment", "Debit Memo", "Credit Memo", "Invoices", "Adjustments", and "Pending".

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected or entered.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with CM (Credit Memo).

Field Name	Max Field Size	Field Type	Description
Description	25	Alpha/Numeric	Automatically populates with Credit Memo. This field can be edited.
Consign		Yes/No	If the credit memo will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the credit amount enter a minus to the beginning or end of the amount.

After the debit memo is entered the entry must be recorded in the General Ledger. If the customer setup did not include the GL posting accounts, both the debit and credit entries must be entered on this form.

Double Click **Reference #** field. If the customer setup included the GL posting accounts, the amounts will automatically populate. The debit account will be the revenue account if set up in the customer master setup (GL Posting). The credit account will be the Accounts Receivable account entered if setup in the customer master setup (GL Posting). If GL Posting was not set up the record will be blank, both the debit and credit records will need to be created.

Transaction Total: Balance

Debits: Credits: Balance:

Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	(\$20.00)			
2018	CATA	4010101002	Sample Customer CB - Passenger Fares - Mobile Ticketing	\$20.00			

Field Name	Max Field Size	Field Type	Description
Debit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Accounts Receivable).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount applicable to the GL Account number selected Multiple GL account numbers and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Credit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down (Revenue).

Field Name	Max Field Size	Field Type	Description
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the applicable amount using a minus in the front or back of the amount entered. Multiple GL Accounts and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

Balance

Click **Balance** to verify that Debit & Credit entries are in balance. Balance will be \$0.00 when entry is in balance.

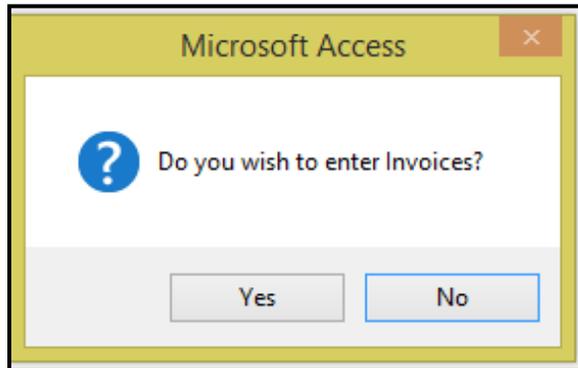
Transaction Total: Balance

Debits: Credits: Balance:

Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	(\$20.00)			
2018	CATA	4010101002	Sample Customer CB - Passenger Fares - Mobile Ticketing	\$20.00			
*							

Invoices

Click **Invoices** to create an invoice for the selected customer and reference number.



Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 | Sample Customer | Deposit Slip #:

Customer Name: | Transaction Date: 1/25/2018

Consignment Customer | Search Name: | Update Date: 1/25/2018

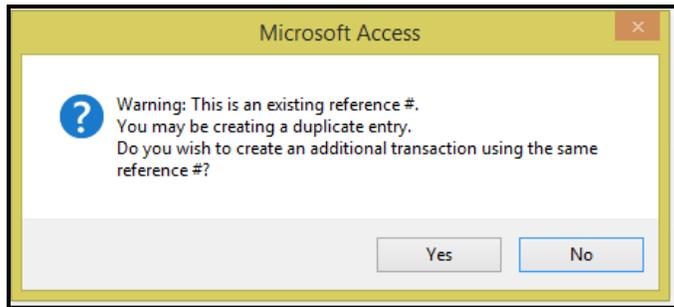
Invoices

Pending Reference #: | New Ref # | Existing Reference #:

RefNum	TranNum	Tran	TranDate	Amount
0013532	7339	DM	1/24/2018	\$100.00
0013529	7326	IN	1/24/2018	\$50.00
0013529	7338	DM	1/24/2018	\$20.00
0013528	7325	IN	1/24/2018	\$120.00
0013528	7334	CP	1/24/2018	(\$150.00)
0013528	7335	CP	1/24/2018	(\$120.00)
0013527	7324	IN	1/24/2018	\$160.00
0013526	7323	IN	1/24/2018	\$69.00
0013525	7322	IN	1/15/2018	\$2,620.00
0013525	7340	CP	1/25/2018	(\$1,500.00)
0013523	7320	IN	1/24/2018	\$550.00
0013523	7328	CP	1/24/2018	(\$550.00)
00002040	7337	CP	1/24/2018	(\$50.00)
00002039	7329	CP	1/24/2018	(\$200.00)

Payment | Debit Memo | Credit Memo | Invoices | Adjustments | Pending

Field Name	Max Field Size	Field Type	Description
Pending Reference #	12	Alpha/Numeric	Select an invoice reference number from the drop down list. References will only be available if the invoice has not been updated.
New Reference #	12	Alpha/Numeric	Click to enter a new reference.
Existing Reference #	12	Alpha/Numeric	Select an existing reference number to post an invoice to an existing credit or debit memo. This option will rarely be used in invoice entry.



If the invoice is being applied to an existing reference number, Click **Yes** to continue or **No** to cancel.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 | Sample Customer | Deposit Slip #:

Customer Name: | Transaction Date: 1/25/2018

Consignment Customer | Search Name: | Update Date: 1/25/2018

Invoices

Pending Reference #: | New Ref # | Existing Reference #:

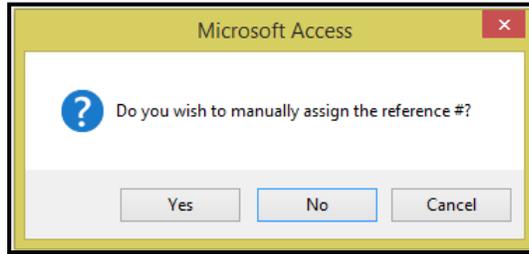
Reference #	Date	Code	Description	Consign	Amount
INV201801	1/25/2018	IN	Invoices	<input type="checkbox"/>	<input type="text"/>

Payment | Debit Memo | Credit Memo | Invoices | Adjustments | Pending

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with IN (Invoice).
Description	25	Alpha/Numeric	Automatically populates with Invoices. This field can be edited.
Consign		Yes/No	If the invoice will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the invoice.

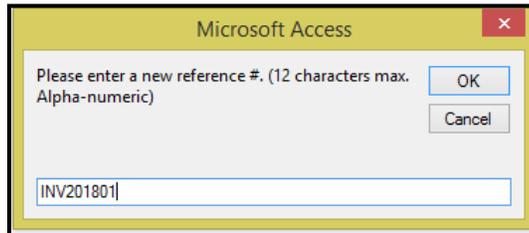
New Ref #

If **New Ref #** was selected, the following prompt displays.

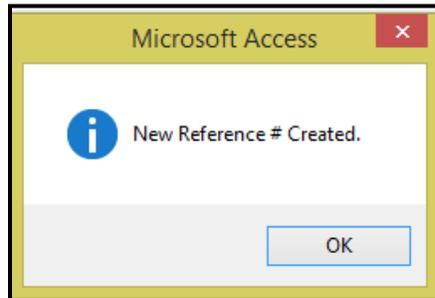


Click **Yes** to manually assign a reference # or **No** to have the system assign the next number in sequential order or **Cancel** to cancel.

If **Yes** is selected the following message displays. Enter a user defined invoice reference number.

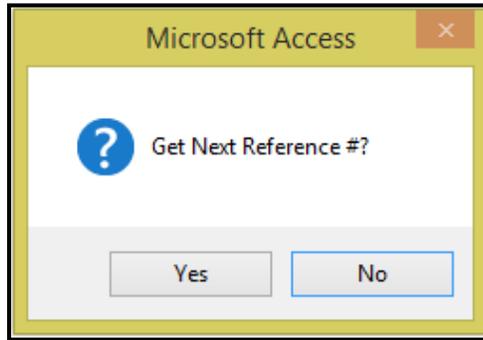


Click **Ok** to continue or **Cancel** to cancel.



Click **OK**.

If **No** is selected the following message displays.



Click **Yes** to continue or **No** to cancel.

The system will populate the next reference number in sequential order.

 A screenshot of the "Transaction Entry" form. At the top, there are fields for "Checking Account #", "Customer #", "Customer Name", "Deposit Slip #", "Transaction Date", and "Update Date". Below this is a section for "Invoices" with "Pending Reference #", "New Ref #", and "Existing Reference #". A table lists an invoice with Reference # 0013533, Date 1/25/2018, Code IN, Description Invoices, and an unchecked Consign checkbox. On the right side, there are buttons for "Payment", "Debit Memo", "Credit Memo", "Invoices", "Adjustments", and "Pending".

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with IN (Invoice).
Description	25	Alpha/Numeric	Automatically populates with Invoices. This field can be edited.
Consign		Yes/No	If the invoice will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the invoice.

After the invoice is entered the entry must be recorded in the General Ledger. If the customer setup did not include the GL posting accounts, both the debit and credit entries must be entered on this form.

Double Click **Reference #** field. If the customer setup included the GL posting accounts, the amounts will automatically populate. The debit account will be the Accounts Receivable if set up in the customer master setup (GL Posting). The credit account will be the Revenue account entered if setup in the customer master setup (GL Posting). If GL Posting was not set up the record will be blank, both the debit and credit records will need to be created.

		Transaction Total: <input type="text" value="\$100.00"/>		Balance			
Debits: <input type="text" value="\$100.00"/>		Credits: <input type="text" value="\$100.00"/>		Balance: <input type="text" value="\$0.00"/>			
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$100.00			
2018	CATA	4010101010	Sample Customer CB - Passenger Fares - Family Passes	(\$100.00)			

Field Name	Max Field Size	Field Type	Description
Debit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Accounts Receivable).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount applicable to the GL Account number selected Multiple GL account numbers and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Credit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Revenue).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the applicable amount using a minus in the front or back of the amount entered. Multiple GL Accounts and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

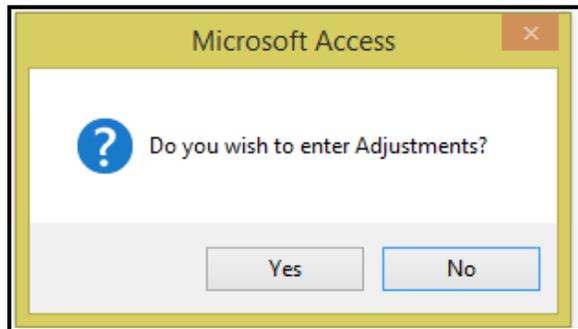
Balance

Click **Balance** to verify that Debit & Credit entries are in balance. Balance will be \$0.00 when entry is in balance.

Transaction Total:		\$100.00			Balance		
Debits:	\$100.00	Credits:	\$100.00	Balance:	\$0.00		
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$100.00			
2018	CATA	4010101010	Sample Customer CB - Passenger Fares - Family Passes	(\$100.00)			

Adjustments

Click **Adjustments** to create an adjustment for the selected customer and reference number.



Click **Yes** to continue or **No** to cancel.

Transaction Entry		Checking Account #		Fiscal Year:	2018
Customer #:	000002	Customer Name:	Sample Customer	Deposit Slip #:	
<input type="checkbox"/> Consignment Customer	Search Name:	Transaction Date:	1/25/2018	Update Date:	1/25/2018
Adjustments				<input type="button" value="Payment"/> <input type="button" value="Debit Memo"/> <input type="button" value="Credit Memo"/> <input type="button" value="Invoices"/> <input type="button" value="Adjustments"/> <input type="button" value="Pending"/>	
Pending Reference #:		New Ref #	Existing Reference #:		

Field Name	Max Field Size	Field Type	Description
Pending Reference #	12	Alpha/Numeric	Select an adjustment reference number from the drop down list. References will only be available if the adjustment has not been updated.
New Reference #	12	Alpha/Numeric	Click to create a new adjustment reference number.
Existing Reference #	12	Alpha/Numeric	Select an existing reference number to post an adjustment to an existing invoice, debit memo or credit memo.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #:

Customer Name: Transaction Date: 1/25/2018

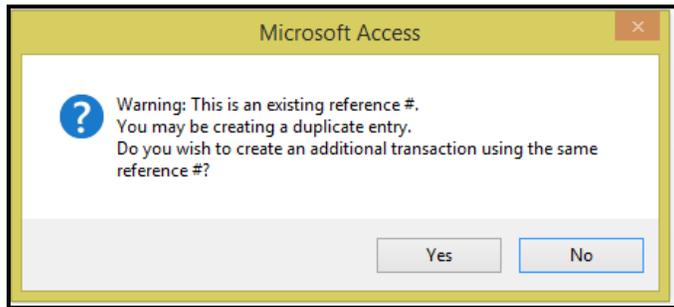
Consignment Customer Search Name: Update Date: 1/25/2018

Adjustments

Pending Reference #: New Ref # Existing Reference #:

RefNum	TranNum	Tran	TranDate	Amount
0013532	7339	DM	1/24/2018	\$100.00
0013529	7326	IN	1/24/2018	\$50.00
0013529	7338	DM	1/24/2018	\$20.00
0013528	7325	IN	1/24/2018	\$120.00
0013528	7334	CP	1/24/2018	(\$150.00)
0013528	7335	CP	1/24/2018	(\$120.00)
0013527	7324	IN	1/24/2018	\$160.00
0013526	7323	IN	1/24/2018	\$69.00
0013525	7322	IN	1/15/2018	\$2,620.00
0013525	7340	CP	1/25/2018	(\$1,500.00)
0013523	7320	IN	1/24/2018	\$550.00
0013523	7328	CP	1/24/2018	(\$550.00)
00002040	7337	CP	1/24/2018	(\$50.00)
00002039	7329	CP	1/24/2018	(\$200.00)

If an existing reference number was selected, the following prompt displays.

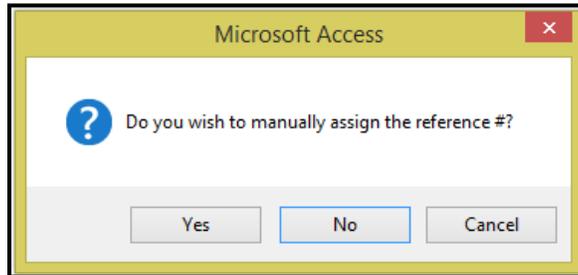


If the invoice is being applied to an existing reference number, Click **Yes** to continue or **No** to cancel.

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number selected.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with AJ (Adjustment).
Description	25	Alpha/Numeric	Automatically populates with Adjustment. This field can be edited.
Consign		Yes/No	If the invoice will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Amount		Currency	Enter the amount of the adjustment.

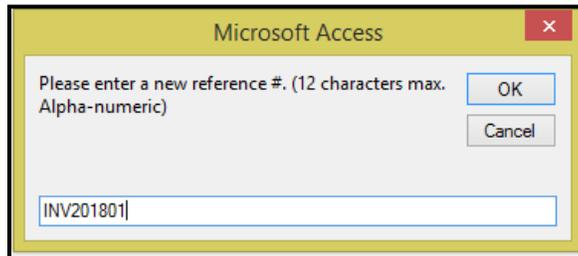
New Ref

If **New Ref #** was selected, the following prompt displays.

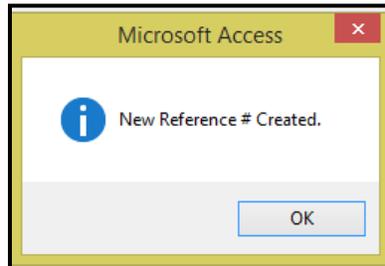


Click **Yes** to manually assign a reference # or **No** to have the system assign the next number in sequential order or **Cancel** to cancel.

If **Yes** is selected the following message displays. Enter a user defined invoice reference number.

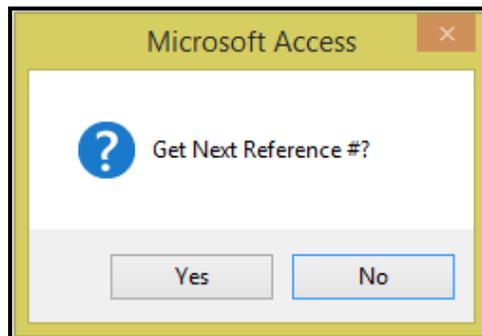


Click **Ok** to continue or **Cancel** to cancel.



Click **OK**.

If **No** is selected the following message displays.



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Click **Yes** to continue or **No** to cancel.

The system will populate the next reference number in sequential order.

Transaction Entry Checking Account # Fiscal Year: 2018

Customer #: 000002 Sample Customer Deposit Slip #:

Customer Name: Transaction Date: 1/25/2018

Consignment Customer Search Name: Update Date: 1/25/2018

Adjustments

Pending Reference #: New Ref # Existing Reference #: 0013532

Reference #	Date	Code	Description	Consign	Amount
0013532	1/25/2018	AJ	Adjustments	<input type="checkbox"/>	<input type="text"/>

Payment
Debit Memo
Credit Memo
Invoices
Adjustments
Pending

Field Name	Max Field Size	Field Type	Description
Reference #	12	Alpha/Numeric	Automatically populates with the reference number.
Date		Date/Time	Automatically populates with the date selected or entered in the Transaction Date field.
Code	2	Alpha/Numeric	Automatically populates with AJ (Adjustment).
Consign		Yes/No	If the invoice will be applied against a consignment reference number the box will need to be checked or will auto populate via the reference number selected.
Description	25	Alpha/Numeric	Automatically populates with Adjustment. This field can be edited.
Amount		Currency	Enter the amount of the adjustment. If adjustment will be for a negative amount add the minus to the beginning or end of the amount.

After the adjustment is entered the entry must be recorded in the General Ledger. If the customer setup did not include the GL posting accounts, both the debit and credit entries must be entered on this form.

Double Click **Reference #** field. If the customer setup included the GL posting accounts, the amounts will automatically populate. The debit/credit account will be the Accounts Receivable. The credit/debit account will be the Revenue account. If GL Posting was not set up the record will be blank, both the debit and credit records will need to be created.

Transaction Total: \$2.50 **Balance**

Debits: \$2.50 Credits: \$2.50 Balance: \$0.00

Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$2.50			
2018	CATA	4010101002	Sample Customer CB - Passenger Fares - Mobile Ticketing	(\$2.50)			

Field Name	Max Field Size	Field Type	Description
Debit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down. (Accounts Receivable).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the amount applicable to the GL Account number selected Multiple GL account numbers and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Credit Entry			
Fiscal Year		Number	Enter the current fiscal year.
Division	4	Alpha/Numeric	Select Division from the drop down options.
Account	10	Alpha/Numeric	Select the GL Account number from the drop down (Revenue).
Description	50	Alpha/Numeric	Automatically populates with the customer name. This field can be edited.
Amount		Currency	Enter the applicable amount using a minus in the front or back of the amount entered. Multiple GL Accounts and amounts can be entered.
Batch #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Posting Date		Date/Time	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.
Tran #		Number	Entries cannot be made in this field. Once the item is updated the field will be populated for inquiry viewing.

Balance

Click **Balance** to verify that Debit & Credit entries are in balance. Balance will be \$0.00 when entry is in balance.

		Transaction Total: <input type="text" value="\$2.50"/>		Balance			
Debits: <input type="text" value="\$2.50"/>		Credits: <input type="text" value="\$2.50"/>		Balance: <input type="text" value="\$0.00"/>			
Fiscal Year	Div	Account #	Description	Amount	Batch #	Posting Date	Tran #
2018	CATA	1020150100	Sample Customer Accounts Receivable Misc.	\$2.50			
2018	CATA	4010101002	Sample Customer CB - Passenger Fares - Mobile Ticketing	(\$2.50)			

Pending

Click **Pending** to view all entries that have not been updated, the following form displays. Entries listed will be those with a transaction date that is equal to or less than the date entered in the Transaction Date field.

Transaction Entry Checking Account #: 9850774093 M - General Fiscal Year: 2018

Customer #: [] Customer Name: [] Deposit Slip #: [] Transaction Date: 1/25/2018
 Consignment Customer Search Name: [] Update Date: 1/25/2018

Transactions Pending Update User Id: [] All Users **Select All** **Unselect All** **Update**

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	0013525	1/25/2018	CM	Credit Memo	<input type="checkbox"/>			-20.00
	Iday		000002	Sample Customer				
<input checked="" type="checkbox"/>	0013526	1/25/2018	AJ	Adjustments	<input type="checkbox"/>			2.50
	Iday		000002	Sample Customer				
<input checked="" type="checkbox"/>	0013527	1/25/2018	DM	Debit Memo	<input type="checkbox"/>			25.00
	Iday		000002	Sample Customer				
<input checked="" type="checkbox"/>	CM201801	1/25/2018	CM	Credit Memo	<input type="checkbox"/>			-25.00
	Iday		000002	Sample Customer				
Get Total								Total: -17.50

Payment
Debit Memo
Credit Memo
Invoices
Adjustments
Pending

Entries can be updated for a specific user or all users. To update entries for a specific user, select the user from the drop down list or check the All User box.

Select All or Unselect All

Click **Select All**, entries for the selected user or all users will be checked. Click **Unselect All** to remove the checkmarks. Individual checkmarks can be removed by checking on the update box for the Ref # to not be updated at this time.

Get Totals

Click **Get Total** to see the total amount for all selected items.

Invoice Entry Customer #: [] Fiscal Year: 2018 Reference #: []

Customer Name: [] Search Name: [] GL Posting Date: 1/24/2018 Update Date: 1/24/2018

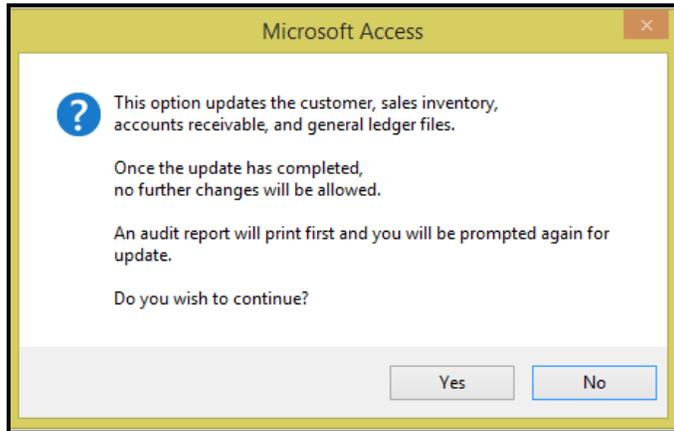
Invoices Pending Update User Id: [] All Users **Select All** **Unselect All** **Update**

Update	Ref #	Ref Code	Description	Invoice Date	Net
<input checked="" type="checkbox"/>	0013529	IN	INVOICE	1/24/2018	50.00
	Iday	000002	Sample Customer		
Get Total					Total: 50.00

New Ref #
Master
Line Items
GL Entries
Pending
Print
Void

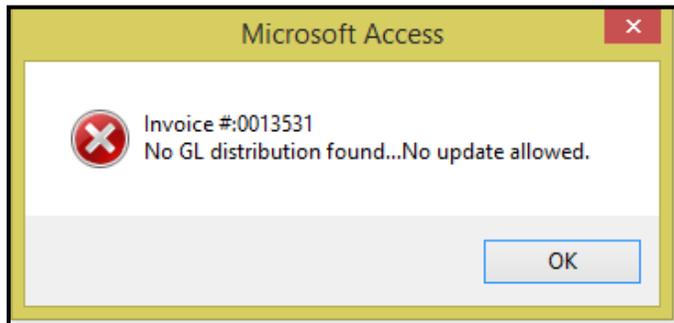
Update

Click **Update** to update the selected pending reference numbers.

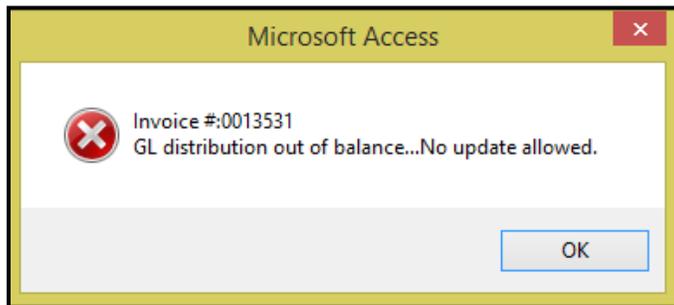


Click **Yes** to continue or **No** to cancel.

If GL entries are missing the following message displays.



If GL is out of balance the following message displays.



Click **OK**. Locate the reference invoice, double click in the Ref # field to open the reference number and make the necessary corrections.

Once all entries are correct. Click **Update** the following Invoice Audit Report displays on the screen. Fleet-Net recommends either printing or saving the report prior to updating the entries. Review the report for accuracy. Use the Windows, File, Print process to print a hard copy.

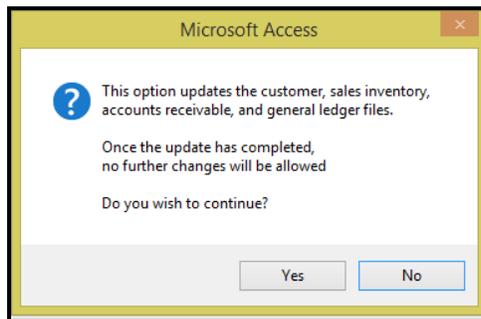
Accounts Receivable Users Guide

Invoice Audit Report										
Customer Name	Cust #	Invoice #	Code	Description	Invoice Date	Comment				
Sample Customer	00002	0013529	IN	INVOICE	1/24/2018					
Line	Item #	Description			Quantity	UM	Unit Price	Extended Price		
1		Test Charges			1.00	EA	\$50.00	\$50.00		
Posting Date	Div #	Account #	Title	Description	Debits		Credits			
	CATA	4010101026	CB - Passenger Fares - JASI	Sample Customer			\$50.00			
	CATA	1020150100	Accounts Receivable Misc.	Sample Customer						
Totals:							\$50.00	\$50.00		
					Sales Tax %	Gross	Sales Tax	Freight	Deposit	Net
					0	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
1 Invoices					Report Totals:	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00

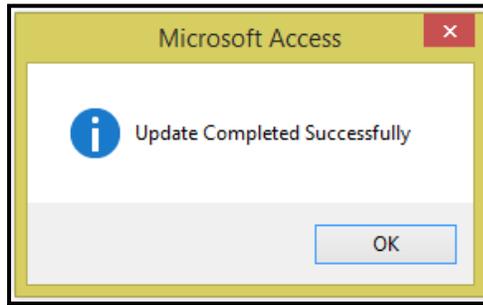
Click **X Close Print Preview** to generate the Invoice Audit GL Recap Report.

Invoice Audit GL Recap Report							
Posting Date	Ref #	Invoice Date	Customer #	Description	Debits	Credits	
Fiscal Year: 2018 Div #: CATA Account #: 1020150100 Accounts Receivable Misc.							
	0013529	1/24/2018	00002	Sample Customer	\$50.00		
Account Totals:					\$50.00		
Fiscal Year: 2018 Div #: CATA Account #: 4010101026 CB - Passenger Fares - JASI							
	0013529	1/24/2018	00002	Sample Customer		\$50.00	
Account Totals:						\$50.00	
2 Transactions					Report Totals:	\$50.00	\$50.00

Click **X Close Print Preview** the following message displays.



Click **Yes** to Update or **No** to cancel.



Payment & Transaction Entry.....continued

Once update is completed Click **OK**

After the update is complete. No changes can be made to the Invoices. The system will mark the invoice **UPDATED** as shown below.

Invoice Entry Customer #: 000002 Fiscal Year: 2018 Reference #: 0013529

Sample Customer
 Customer Name: Search Name: GL Posting Date: 1/24/2018 Update Date: 1/24/2018

Reference Code: IN Description: INVOICE Reference Date: 1/24/2018
 Comment: Consignment Invoice

Updated

Sample Customer
 555 S. Main Street
 Suite #A
 Building #123
 LAS VEGAS NV 89120-000

Phone1: (555) 121-2121 Ext1: Phone2: (555) 121-2122 Ext2:
 Fax: (555) 121-2123 E-Mail Address: Lday@jeet-net.com

Sales Tax %: 0.00
 Gross: \$50.00
 Sales Tax: \$0.00
 Freight: \$0.00
 Deposit: \$0.00
 Net: \$50.00

New Ref #
 Master
 Line Items
 GL Entries
 Pending
 Print
 Void

Invoices, Credit Memos and/or Debit Memos can be printed either before or after the update has been completed.

Aged Trial Balance

Click **Aged Trial Balance** to print a trial balance showing customer number, name, phone number, year-to-date sales, balance due and current balance. Only updated invoices and transactions will appear on the Aged Trail Balance Report.

Aged Trial Balance

From Customer #: 000002 Thru Customer #: 000004
 Transactions Thru Date: 01/25/2018

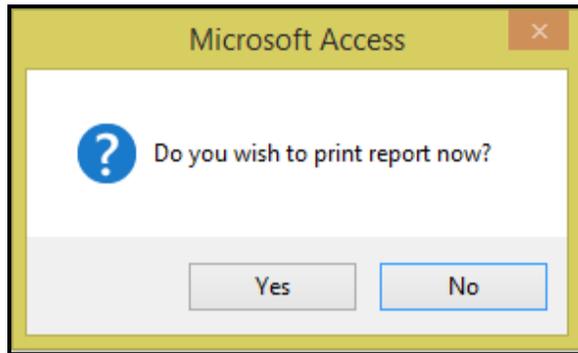
All Customers
 Sort By Customer Name
 Sort By Customer #
 Print Detail Open Items Only Consignment Invoices

Print

Field Name	Max Field Size	Field Type	Description
From Customer #	8	Alpha/Numeric	Enter the first customer number for the report – Leave blank if the report is being generated for all customers.
Thru Customer #	8	Alpha/Numeric	Enter the last customer number for the report – Leave blank if the report is being generated for all customers.
Transactions Thru Date		Date/Time	Enter a transaction date that represents the latest date that will be listed on the report.
All Customers		Yes/No	Check this box to include all customers with outstanding balances.
Sort By Customer Name		Yes/No	Check this box to list the customer by name.
Sort By Customer #		Yes/No	Check this box to list the customer by customer number.
Print Detail		Yes/No	Check this box to see invoice detail by customer. Leave the box unchecked to view summary totals only. (See samples below).
Open Items Only		Yes/No	Check this box to view customer(s) with balances.
Consignment Invoices		Yes/No	Check this box to view only invoices/payments on consignment.

Print

Click **Print** to generate the report; the following prompt displays.



Click **Yes** to continue or **No** to cancel.

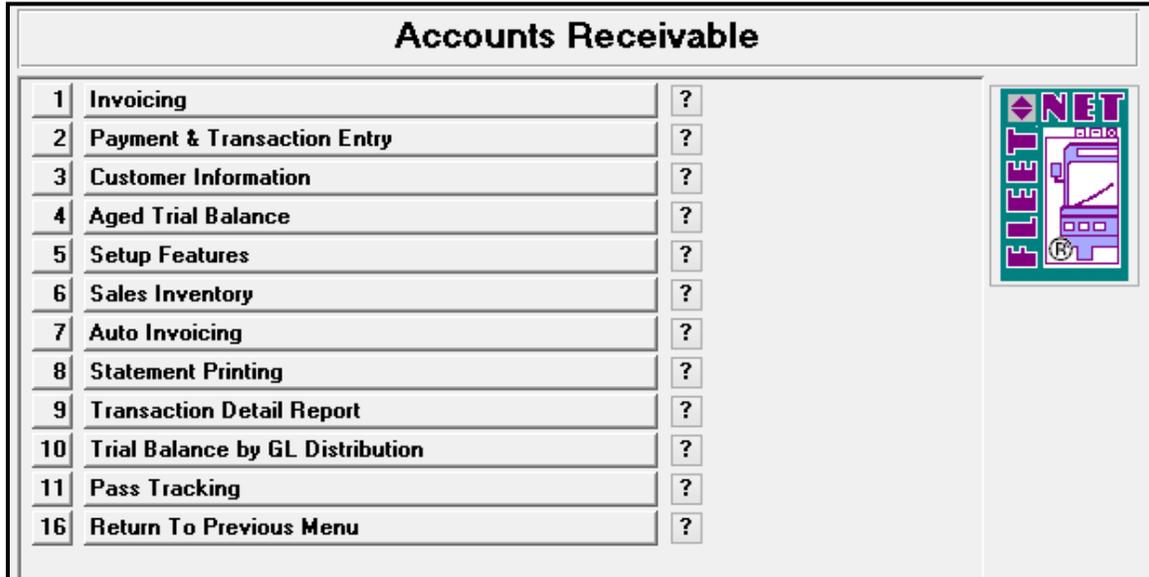
Sample of report With Print Detail and Open Items Only checked.

Aged Balances By Customer Name - Open Items Only								
Thru Date: 1/25/2018								
Ref #	Date	Code	Ytd Sales	Current	Over 30	Over 60	Over 90 Cns	Balance
000002	Sample Customer		(555) 121-2121	(555) 121-2122				
00002039	1/24/2018	CP Payment	6548	(\$200.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
00002040	1/24/2018	CP Payment		(\$50.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013525	1/15/2018	IN INVOICE		\$2,820.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013525	1/25/2018	CP Payment	123	(\$1,500.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013525	1/25/2018	CM Credit Memo		(\$20.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013526	1/24/2018	IN INVOICE		\$89.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013526	1/25/2018	AJ Adjustments		\$2.50	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013527	1/24/2018	IN INVOICE		\$180.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013527	1/25/2018	DM Debit Memo		\$25.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013528	1/24/2018	IN INVOICE		\$120.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013528	1/24/2018	CP Payment		(\$150.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013528	1/24/2018	CP Payment		(\$120.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013529	1/24/2018	IN INVOICE		\$60.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013529	1/24/2018	DM Debit Memo		\$20.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
0013532	1/24/2018	DM Debit Memo		\$100.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
CM201801	1/25/2018	CM Credit Memo		(\$25.00)	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
	Customer Totals:		\$3,671.50	\$1,101.50	\$0.00	\$0.00	\$0.00	\$1,101.50
				100.00%	0.00%	0.00%	0.00%	
	Report Totals:		\$3,671.50	\$1,101.50	\$0.00	\$0.00	\$0.00	\$1,101.50
				100.00%	0.00%	0.00%	0.00%	

Auto Invoicing

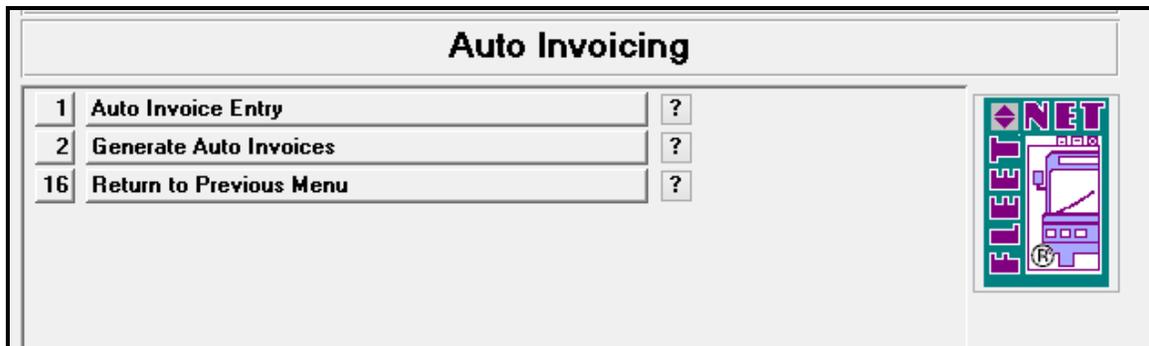
This process is used to automate invoicing for customers whose invoices remain consistent. Available billing cycles are monthly, quarterly or annually.

Customers must be setup in Customer Information and payment terms and contract amount (if applicable) defined. Also, Sales Inventory should be defined. **Customers must also have default GL (A/R and Revenue) accounts assigned.**



Auto Invoicing Entry

Click **Auto Invoice Entry** to set up an automatic invoice.



New Ref

Enter or select the customer from the drop down option.

Click **New Ref #** to generate the invoice that will be used in auto invoicing to generate customer invoices on a scheduled bases.

Auto Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #:

Customer Name:

Search Name:



New Ref #
Master
Line Items
GL Entries
Print
Delete

Field Name	Max Field Size	Field Type	Description
Customer #	8	Alpha/Numeric	Select the customer number from the drop down list or enter the customer number.
Reference #	12	Alpha/Numeric	After an automatic invoice is set up you can select the reference number from the drop down list.
Customer Name	50	Alpha/Numeric	To search by customer name, select the customer name from the drop down list or enter the customer name. Once the customer is selected the field will populate.
Search Name	30	Alpha/Numeric	To search by customer search name, select the customer search name from the drop down list or enter the customer search name. Once the customer is selected, the customer number field will populate.

The following displays after clicking New Ref #

Microsoft Access

Enter new reference #

OK Cancel

Enter a user defined Auto-Invoicing reference number.

Click **OK** to continue or **Cancel** to cancel.

Auto Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #: BG2018

Customer Name:

Search Name:



New Ref #
Master
Line Items
GL Entries
Print
Delete

Description: Next Invoice Date:

Comment:

Expiration Date: Frequency: Preferred Day:

The Benecon Group
P O Box 5406
Lancaster PA 17606

Sales Tax %:
Gross:
Sales Tax:
Freight:
Net:

Phone1: Ext1: Phone2: Ext2:
Fax: E-Mail Address:

Field Name	Max Field Size	Field Type	Description
Description	25	Alpha/Numeric	Defaults to Invoice. This will display at the top of the form, above the customer name and address.
Next Invoice Date		Date/Time	Enter the NEXT invoice date or select the date from the calendar.
Comment	40	Alpha/Numeric	Enter customer specific comments. The comment will print on every invoice generated for the selected reference number.
Expiration Date		Date/Time	Enter the date that the LAST invoice will be generated for this customer and reference number. <i>If the expiration date is less than or equal to the system date an invoice will NOT be generated. If the expiration date is later than the system date, an invoice WILL be generated.</i>
Frequency	2	Number	Enter the number of months between billings. 1 = Monthly, 3 = Quarterly, 12 = Annually.
Preferred Day	2	Number	Enter the day of the month that the invoice will be generated.
Sales Tax Percentage	5	Number	If sales tax was set up in Customer Information, this field will automatically populate. An amount can be entered or edited on this form.
Gross		Currency	Automatically populates once line items are entered.
Sales Tax		Currency	Automatically populates once line items are entered.
Freight		Currency	Enter freight charges, if applicable.
Net		Currency	Automatically populates once line items are entered.

Line Items

Click **Line Items** to enter the line items being invoiced. Refer to the *Sales Inventory* section of this manual for further instructions for setting up the default GL accounts for Sales Inventory.

Auto Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #: BG2018

The Benecon Group

Customer Name:

Search Name:

Line #	Info	Non-Stock	Item #	Description	Unit Meas	Unit Price	Quantity	Extended Price
1	<input type="checkbox"/>	<input type="checkbox"/>	/15	Reduced Fare Coupons	EA	\$17.0000	10.00	\$170.00
Div: CATA Account #: 4010101025 CB - Passenger Fares - Reduced Fare								
*	<input type="checkbox"/>	<input type="checkbox"/>						
Div: Account #:								



New Ref #

Master

Line Items

GL Entries

Print

Delete

Field Name	Max Field Size	Field Type	Description
Line #		Number	Automatically populates when data is entered on the line.
Information		Yes/No	Check this box to enter a comment in the description field. The comment will print on the invoice.
Non-Stock		Yes/No	Check this box if the item being invoiced has not been entered in the sales inventory.

Field Name	Max Field Size	Field Type	Description
Item #	20	Alpha/Numeric	Select the sales inventory item being invoiced from the drop down list.
Description	255	Alpha/Numeric	Automatically populates based on the stock Item selected. For non-stock items, enter a description.
Unit of Measure	2	Alpha/Numeric	Automatically populates based on the stock Item selected. For non-stock items, enter a unit of measure or select from the drop down list.
Unit Price		Currency	Automatically populates based on the stock Item selected. For non-stock items, enter a unit price.
Quantity	10	Number	Enter the quantity of the item being invoiced.
Extended Price		Currency	Automatically populates based on the quantity and unit price.
Div	4	Alpha/Numeric	Enter the GL Division for the Revenue account that will be credited when the invoice is generated Mandatory Field for auto-invoicing.
Account #	10	Numeric	Enter the GL Account number for the Revenue account that will be credited when the invoice is generated Mandatory Field for auto-invoicing.

GL Entries

Click **GL Entries** to **view** the general ledger entries populated from the Customer Master File Setup/GL Posting section. If General Ledger accounts do not populate refer back to the Customer Setup portion of the manual to add them to the customer.

If the GL setups are completed in both the Customer file and the Sales Item file the Revenue account assigned to the Sales Item will default to the GL postings in Auto Invoicing.

Auto Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #: BG2018

The Benecon Group

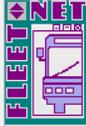
Customer Name:

Search Name:

Gross: \$170.00 Sales Tax: \$0.00 Freight: \$0.00 Net: \$170.00

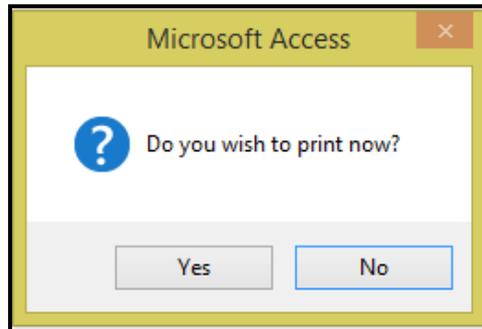
Debits: \$170.00 Credits: \$170.00 Balance: \$0.00

Fiscal Year	Div	Account #	Title	Description	Amount
2018	CATA	1020150100	Accounts Receivable Misc.	The Benecon Group	\$170.00
2018	CATA	4010101025	CB - Passenger Fares - Reduced Fare	The Benecon Group	(\$170.00)
*					



Print

Click **Print** to print the invoice proof; the following prompt displays.



Click **Yes** to view and/or print or **No** to cancel.

Auto Invoice Proof						
Invoice						
C1017				Next Invoice Date		
Bill To: The Benecon Group P O Box 5406 Lancaster PA 17606				Reference # BG2018		
Terms: No Terms				Page 1		
Line	Item #	Description	Quantity	U/M	Unit Price	Extended Price
1	/15	Reduced Fare Coupons CATA 4010101025	10.00	EA	\$17.00	\$170.00
					SubTotal:	\$170.00
					Invoice Total:	\$170.00

Master

Click **Master** to view the invoice set up.

Auto Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #: BG2018

The Benecon Group

Customer Name: The Benecon Group

Search Name:

Description: Invoice Next Invoice Date:

Comment:

Expiration Date: Frequency: Preferred Day:

The Benecon Group
P O Box 5406
Lancaster PA 17606

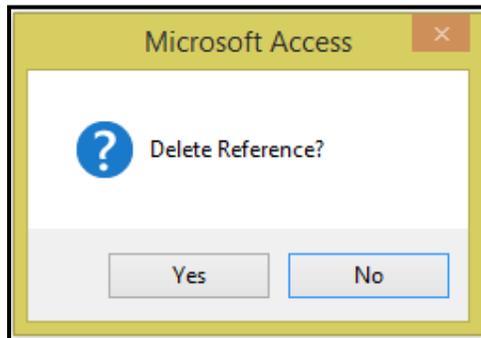
Sales Tax %: 0.00
Gross: \$170.00
Sales Tax: \$0.00
Freight: \$0.00
Net: \$170.00

Phone1: Ext1: Phone2: Ext2:
Fax: E-Mail Address:

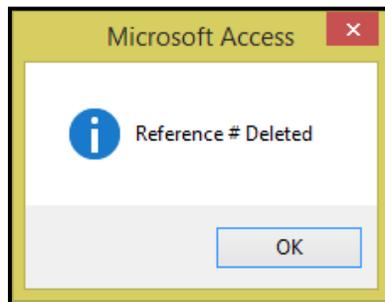
New Ref #
Master
Line Items
GL Entries
Print
Delete

Delete

Click **Delete** to delete an auto invoice reference, the invoice master, line items and GL distribution.



Click **Yes** to delete or **No** to cancel.



Click **OK**.

Generate Auto Invoices

Click **Generate Auto Invoices** to generate automatic invoices, to include the invoices generated through Auto Invoicing in the invoice update, run the Generate Auto Invoices process prior to updating items entered in Invoice Entry.

Auto Invoicing

1	Auto Invoice Entry	?
2	Generate Auto Invoices	?
16	Return to Previous Menu	?



Generate Auto Invoices



Generate Invoices Thru: All Customers

From Customer #:

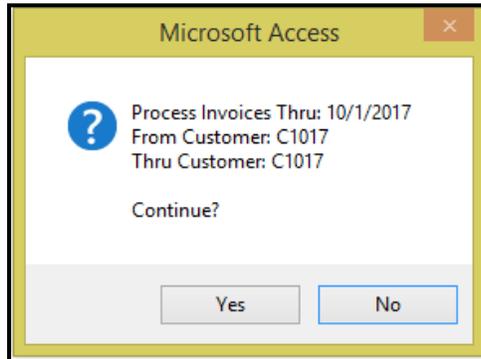
Thru Customer #:

Fiscal Year:

Field Name	Max Field Size	Field Type	Description
Generate Invoices Thru		Date/Time	Select the invoice generation date. All invoices with the next invoice date less than or equal to the date entered here will be generated.
All Customers		Yes/No	Check this box to generate all auto invoices for all customers. Invoices for all customers with dates less than or equal to the date selected in the previous step will be generated.
From Customer #	8	Alpha/Numeric	To select a range of customers, select the first customer in the range from the drop down list. Only those customers with auto-invoices will be available for selection.
Thru Customer #	8	Alpha/Numeric	To select a range of customers, select the last customer in the range from the drop down list. Only those customers with auto-invoices will be available for selection.
Start	n/a	n/a	Click to begin generating auto invoices based on the selections made.

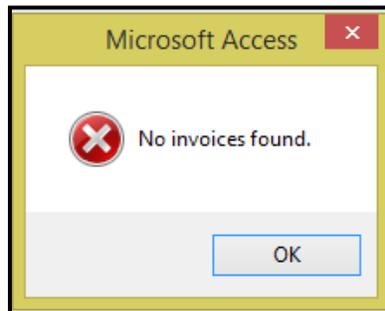
Start

Click **Start** to generate the auto invoice for the selected options.

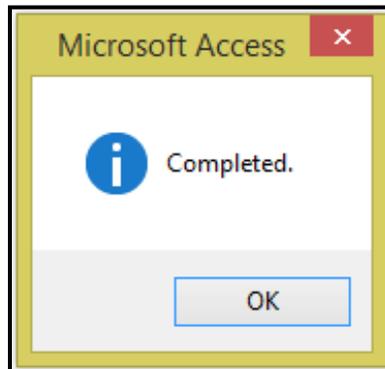


Click **Yes** to continue or **No** to cancel.

If there are no invoices to be generated the following message will display.



Click **OK**.



Click **OK**.

Accounts Receivable Users Guide

Invoices will be in pending status and can be displayed, edited, voided and updated by returning to the AR menu and selecting Invoicing and Click **Pending**.

Invoice Entry Customer #: C1017 Fiscal Year: 2018 Reference #: 0013534

The Benecon Group
 Customer Name: [dropdown]
 Search Name: [dropdown] GL Posting Date: 2/1/2018 Update Date: 2/1/2018

Reference Code: IN Description: Invoice Reference Date: 2/1/2018
 Comment: [text] Consignment Invoice

The Benecon Group
 P O Box 5406
 Lancaster PA 17606

Phone1: [text] Ext1: [text] Phone2: [text] Ext2: [text]
 Fax: [text] E-Mail Address: [text]

Sales Tax %: 0.00
 Gross: \$170.00
 Sales Tax: \$0.00
 Freight: \$0.00
 Deposit: \$0.00
 Net: \$170.00

Created: [text] FNR_AutoInvoiceGenerateForm 1/25/2018 2:29:16 PM
 Updated: [text] FNR_AutoInvoiceGenerateForm 1/25/2018 2:29:16 PM

New Ref #
 Master
 Line Items
 GL Entries
 Pending
 Print
 Void

Select the reference numbers to be updated.

Invoice Entry Customer #: [dropdown] Fiscal Year: 2018 Reference #: [dropdown]

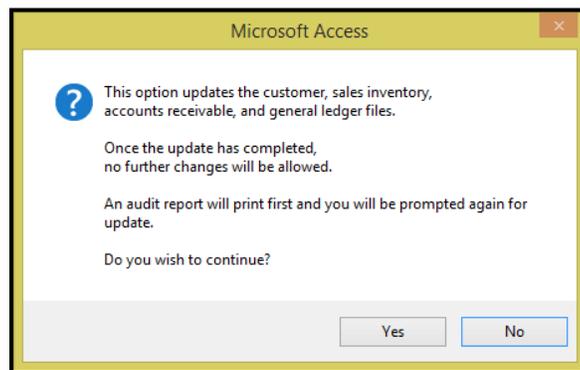
[text]
 Customer Name: [dropdown]
 Search Name: [dropdown] GL Posting Date: 2/1/2018 Update Date: 2/1/2018

Invoices Pending Update User Id: [dropdown] All Users

Update	Ref #	Ref Code	Description	Invoice Date	Net
<input type="checkbox"/>	0013528	CM	CREDIT MEMO	1/24/2018	0.00
	[text]	000002	Sample Customer		
<input type="checkbox"/>	0013531	IN	INVOICE	1/24/2018	16.80
	[text]	000002	Sample Customer		
<input checked="" type="checkbox"/>	0013534	IN	Invoice	2/1/2018	170.00
	[text]	C1017	The Benecon Group		

New Ref #
 Master
 Line Items
 GL Entries
 Pending
 Print
 Void

Click **Update** to update the selected records.



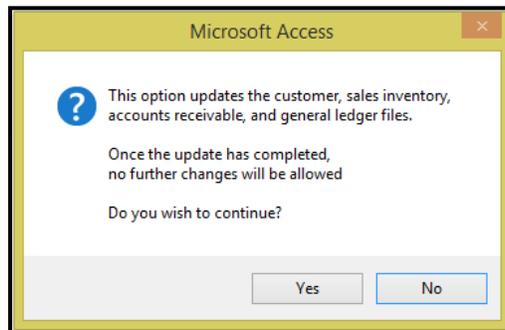
Accounts Receivable Users Guide

Click **Yes** to continue or **No** to cancel.

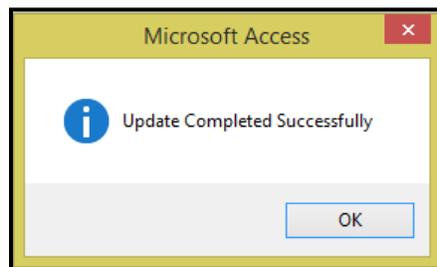
Reports will generate to be reviewed and/or printed.

Invoice Audit Report										
Customer Name	Cust #	Invoice #	Code	Description	Invoice Date	Comment				
The Benecon Group	C1017	0013534	IN	Invoice	2/1/2018					
Line	Item #	Description	Quantity	UM	Unit Price	Extended Price				
1 /15		Reduced Fare Coupons	10.00	EA	\$17.00	\$170.00				
Posting Date	Div #	Account #	Title	Description	Debits		Credits			
	CATA	1020150100	Accounts Receivable Misc.	The Benecon Group	\$170.00					
	CATA	4010101025	CB - Passenger Fares - Reduced Fare	The Benecon Group			\$170.00			
					Totals:		\$170.00		\$170.00	
					Sales Tax %	Gross	Sales Tax	Freight	Deposit	Net
					0	\$170.00	\$0.00	\$0.00	\$0.00	\$170.00
1 Invoices					Report Totals:	Gross \$170.00	Sales Tax \$0.00	Freight \$0.00	Deposit \$0.00	Net \$170.00

Invoice Audit GL Recap Report							
Posting Date	Ref #	Invoice Date	Customer #	Description	Debits	Credits	
Fiscal Year: 2018 Div #: CATA Account #: 1020150100 Accounts Receivable Misc.							
	0013534	2/1/2018	C1017	The Benecon Group	\$170.00		
					Account Totals:	\$170.00	
Fiscal Year: 2018 Div #: CATA Account #: 4010101025 CB - Passenger Fares - Reduced Fare							
	0013534	2/1/2018	C1017	The Benecon Group		\$170.00	
					Account Totals:	\$170.00	
2 Transactions					Report Totals:	\$170.00	\$170.00



Click **Yes** to continue or **No** to cancel.



Click **OK**.

Once auto invoices have been updated they are ready to be printed or emailed to the customers.

Click **Print**. (Refer to Page 48)

Statement Printing

Click **Statement Printing** to print monthly statements for customers.

Accounts Receivable		
1	Invoicing	?
2	Payment & Transaction Entry	?
3	Customer Information	?
4	Aged Trial Balance	?
5	Setup Features	?
6	Sales Inventory	?
7	Auto Invoicing	?
8	Statement Printing	?
9	Transaction Detail Report	?
10	Trial Balance by GL Distribution	?
11	Pass Tracking	?
16	Return To Previous Menu	?



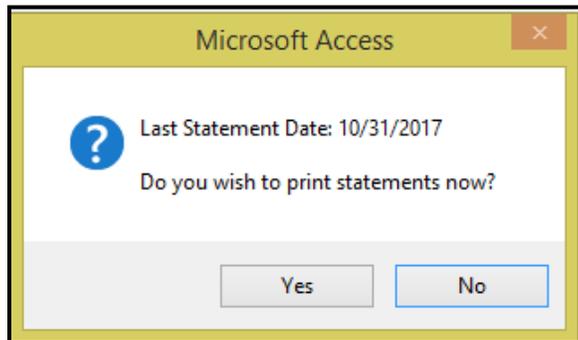
Print

Once all applicable information has been entered.

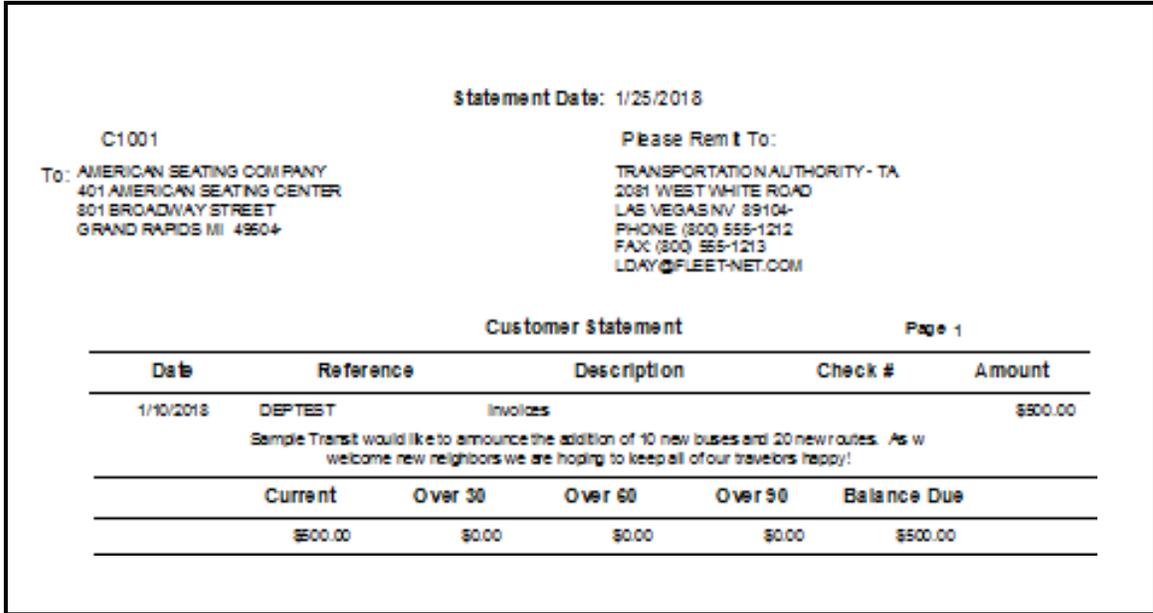
Click **Print** to print the statements for the selected options.

Statement Printing	
Print Format: Sort By Cust Name Format	<input type="checkbox"/> Print Emailed Statements
Notification Group: BOARD	<input type="button" value="Print"/>
From Customer #: [] Thru Customer #: []	<input type="button" value="Email"/>
<input checked="" type="checkbox"/> All Customers	<input type="button" value="Update Statement Date"/>
<input checked="" type="checkbox"/> Open Items Only	
<input type="checkbox"/> Print Zero Balance Statements	
<input type="checkbox"/> Print All Activity Since Last Statement	
Statement Message: Sample Transit would like to announce the addition of 10 new buses and 20 new routes. As w welcome new neighbors we are hoping to keep all of our travelers happy!	

Field Name	Max Field Size	Field Type	Description
Print Format	50	Alpha/Numeric	Select the print format (Sort by Customer Name or Sort by Customer Number).
Notification Group		Alpha/Numeric	Optional field. Select notification group from drop down list.
From Customer # and Thru Customer #	8	Alpha/Numeric	To select a range of customers, select the first/last customer in the range from the drop down list. Statements will only be printed for customers with a non-zero balance.
All Customers		Yes/No	Check this box to print statements for all customers with a non-zero balance.
Open Items Only		Yes/No	Check this box to print only open items. If the box is left unchecked all transactions for customers with non-zero balances will print.
Print Zero Balance Statements		Yes/No	Check this box to include statements for customers with zero balances.
Print All Activity Since Last Statement		Yes/No	Check this box to print all accounts receivable activity since the previous statement date for all customers regardless of their account balance.
Statement Message	350	Alpha/Numeric	A message can be entered that will print on all statements.
Print Emailed Statements		Yes/No	Check this checkbox to print statements for <u>all</u> customers. Leave the box unchecked to print statements for only customers <u>without</u> email addresses.
Print			Click to preview statements on the screen. Use File/Print to send the print job to the printer.
Email			Click to email statements to customers.
Update Statement Date			To update the statement date click this button.

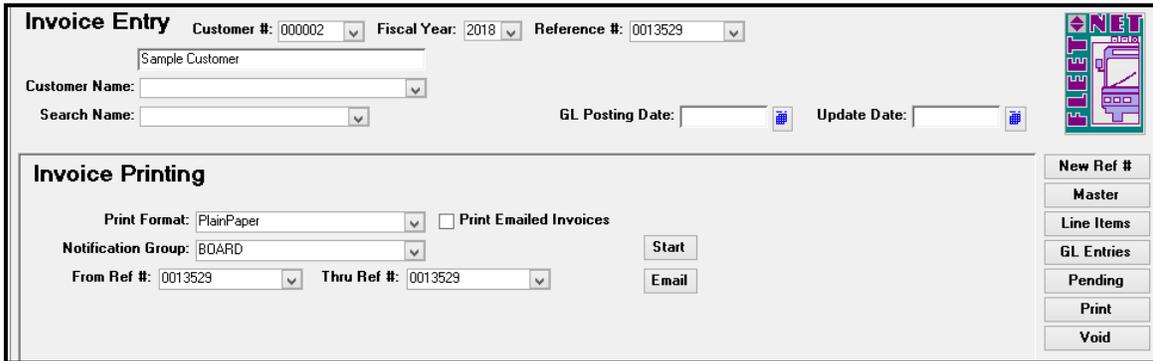


Click **Yes** to continue or **No** to cancel.

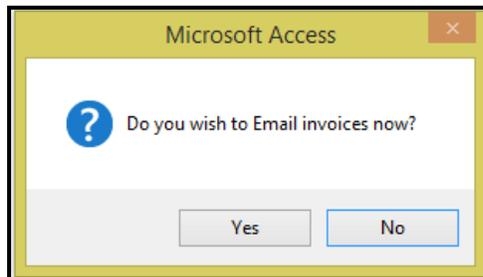


Email

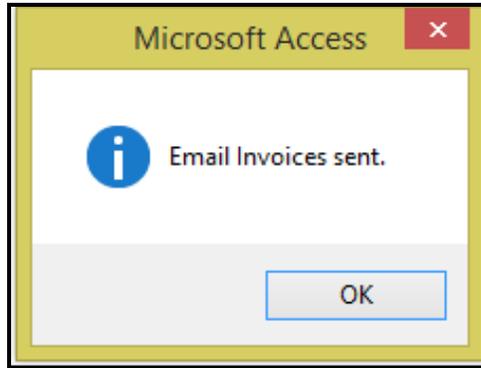
If emails need to be sent to the internal notification group. Select the group from the drop down options.



Click **Email** to email invoices to the email address setup in the Customer Master file.

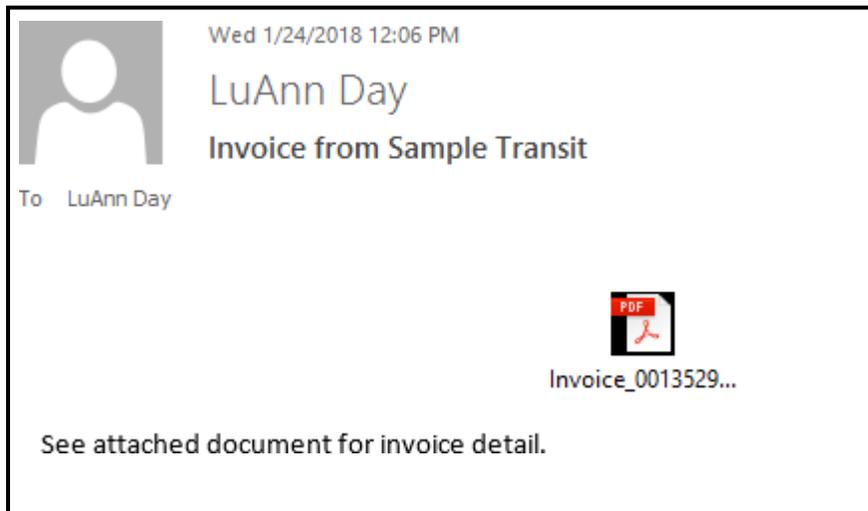


Click **Yes** to email invoices to the selected options or **No** to cancel.



Click **OK**.

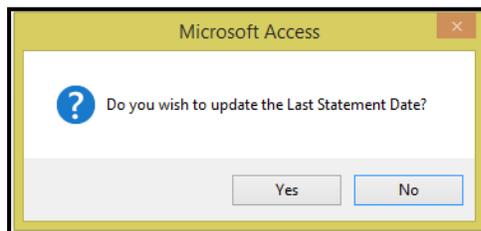
Sample of the email that is sent.



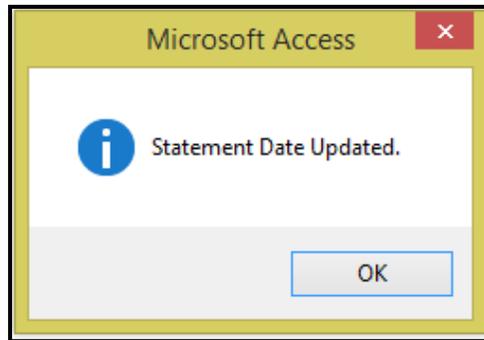
If invoices are emailed; a copy of the invoice will be saved to a folder that was created in the Miscellaneous Code setup for Email Parameters.

Update Statement Date

Click **Update Statement Date**. When selecting this option the system will populate the Last Statement Date as the date the option was selected.



Click **Yes** to continue or **No** to cancel.



Click **OK**.

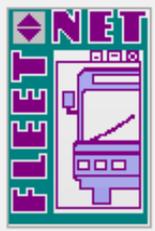
Transaction Detail Report

The Transaction Detail Report lists transactions by date & reference number, totaled by each month.

Click **Transaction Detail Report** to generate the report.

Transaction Detail

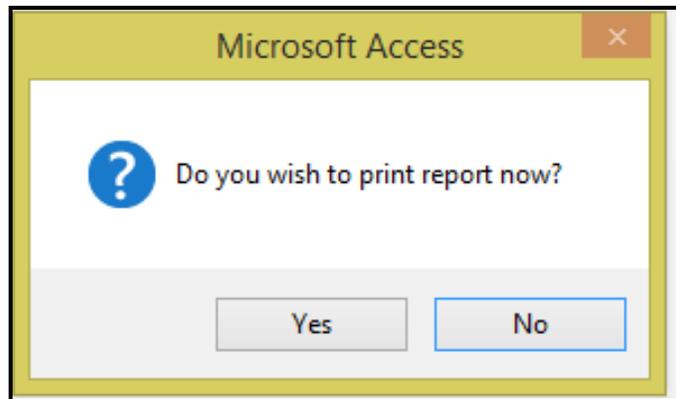
From Date:  Thru Date: 



Field Name	Max Field Size	Field Type	Description
From Date		Date/Time	Enter the first transaction date for the report. For entries made in Invoice Entry this is the reference date. For entries made in Payment & Transaction Entry this is the transaction date.
Thru Date		Date/Time	Enter the last transaction date for the report. For entries made in Invoice Entry this is the reference date. For entries made in Payment & Transaction Entry this is the transaction date.

Print

Click **Print** to generate the report to be reviewed and/or printed.



Click **Yes** to continue or **No** to cancel.

Accounts Receivable Transaction Detail							
Tran Date	Ref #	Code	Cust #	Name	Description	Check #	Amount
1/10/2018	DEPTES T	IN	C1001	American Seating Company	Invoices		\$500.00
1/15/2018	0013525	IN	000002	Sample Customer	INVOICE		\$2,620.00
1/23/2018	0013522	CM	1	Defered Test	Credit Memo		(\$600.00)
1/23/2018	PDAUG16	AJ	C1002	Gateway Outdoor Advertising	Xfer From: CMTEST		(\$225.00)
1/23/2018	PDAUG16	AJ	C1002	Gateway Outdoor Advertising	Xfer From: 0012975		(\$621.87)
1/23/2018	PDAUG16	AJ	C1002	Gateway Outdoor Advertising	Xfer From: 0011829		(\$6,644.06)
1/24/2018	00002039	CP	000002	Sample Customer	Payment	6548	(\$200.00)
1/24/2018	00002040	CP	000002	Sample Customer	Payment		(\$50.00)
1/24/2018	0013523	IN	000002	Sample Customer	INVOICE		\$550.00
1/24/2018	0013523	CP	000002	Sample Customer	Payment	12345	(\$550.00)
1/24/2018	0013526	IN	000002	Sample Customer	INVOICE		\$69.00
1/24/2018	0013527	IN	000002	Sample Customer	INVOICE		\$160.00
1/24/2018	0013528	IN	000002	Sample Customer	INVOICE		\$120.00
1/24/2018	0013528	CP	000002	Sample Customer	Payment		(\$150.00)
1/24/2018	0013528	CP	000002	Sample Customer	Payment		(\$120.00)
1/24/2018	0013529	IN	000002	Sample Customer	INVOICE		\$50.00
1/24/2018	0013529	DM	000002	Sample Customer	Debit Memo		\$20.00
1/24/2018	0013532	DM	000002	Sample Customer	Debit Memo		\$100.00
1/25/2018	0013525	CP	000002	Sample Customer	Payment	123	(\$1,500.00)
1/25/2018	0013525	CM	000002	Sample Customer	Credit Memo		(\$20.00)
1/25/2018	0013526	AJ	000002	Sample Customer	Adjustments		\$2.50
1/25/2018	0013527	DM	000002	Sample Customer	Debit Memo		\$25.00
1/25/2018	20180125	CP	000004	Cash Receipts	Payment		(\$1,500.00)
1/25/2018	20180125	CS	000004	Cash Receipts	Cash Sale		\$1,500.00
1/25/2018	CM201801	CM	000002	Sample Customer	Credit Memo		(\$25.00)
Monthly Total: 1							(\$6,489.43)
Annual Total: 2018							(\$6,489.43)
Report Total:							(\$6,489.43)

Trial Balance by GL Distribution

Click **Trial Balance by GL Distribution** to generate a report that provides a list by range of selected accounts or all accounts where entries were generated through the Accounts Receivable module.

Trial Balance By GL Distribution

From GL Posting Date:
 Thru GL Posting Date:

Fiscal Year:

From Division #:
 From Account #:

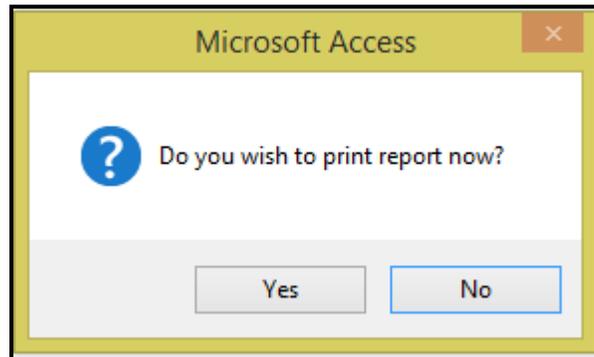
Thru Division #:
 Thru Account #:

Field Name	Max Field Size	Field Type	Description
From GL Posting Date		Date/Time	Enter the first GL posting date for the report.
Thru GL Posting Date		Date/Time	Enter the last GL posting date for the report.
Fiscal Year		Number	Select the fiscal year from the drop down list.
From Division #	4	Alpha/Numeric	Enter the beginning division number for the report or leave blank to print all divisions.

Field Name	Max Field Size	Field Type	Description
From Account #	10	Alpha/Numeric	Enter the beginning account number for the report or leave blank to print all accounts.
Thru Division #	4	Alpha/Numeric	Enter the ending division number for the report or leave blank to print all divisions.
Thru Account #	10	Alpha/Numeric	Enter the ending account number for the report or leave blank to print all accounts.

Print

Click **Print** to generate the GL Distribution report to be printed. The following message displays.



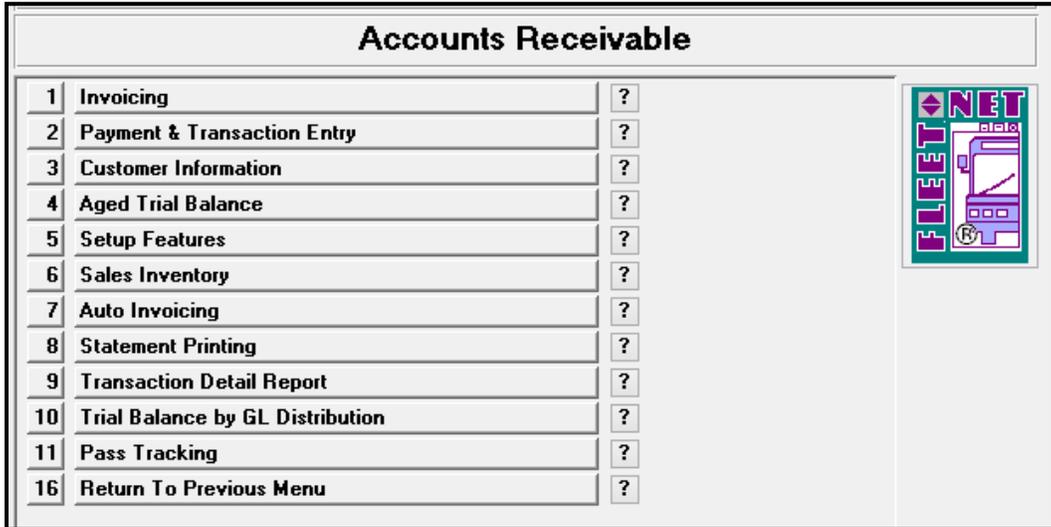
Click **Yes** to continue or **No** to cancel.

Accounts Receivable Trial Balance By GL Distribution									
Posting Date	Ref #	Code	Cust #	Description:	GL Batch #	GL Tran #	Debits	Credits	
Fiscal Year: 2018 Div. CATA									
Account #:		1020150100 Accounts Receivable Misc.							
1/10/2018	DEPTEST	IN	C1001	American Seating Company	49	215926	\$500.00		
Total Posting Month:							1	\$500.00	
Total Account #:		1020150100 Accounts Receivable Misc.						\$500.00	
Account #:		4010101010 CB - Passenger Fares - Family Passes							
1/10/2018	DEPTEST	IN	C1001	American Seating Company	49	215927		\$500.00	
Total Posting Month:							1		\$500.00
Total Account #:		4010101010 CB - Passenger Fares - Family Pas							\$500.00
Total Division #: CATA							\$500.00	\$500.00	
Report Totals:							\$500.00	\$500.00	
							\$0.00		

Pass Tracking

Allows Serialized passes to be entered and tracked by Available, Sold, Consigned and Voided statuses. Inventory Quantity on hand is available as well as Customer Quantity on hand.

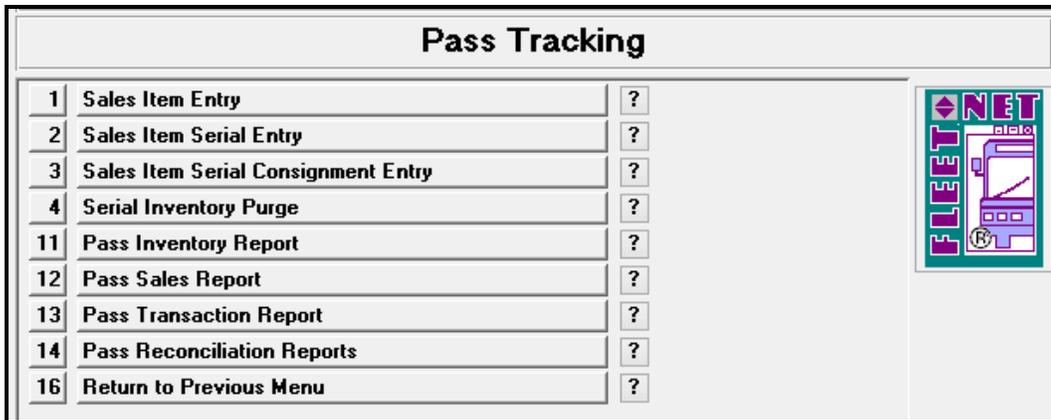
Click **Pass Tracking**.



Sales Item Entry

Click **Sales Item Entry** to add and define Sales Items. Item Product Classes and Units of Measure can be defined by clicking the applicable green check mark. Once defined select the applicable Product Class and Unit of Measure, enter the Unit Price and the Quantity of Sales Items currently on hand.

When an item is invoiced or consigned this data is automatically updated and history can be viewed by the type of item sold.



Master

Click **Master** to review and or change the setup for a Sales Item.

Sales Item Maintenance

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100

Item Description:

Description:

Product Class:

Unit Of Measure:

Unit Price:

Qty On Hand:

Fiscal Year: Revenue:

Div: Account #: Title:

Deferred Revenue:

Deferred Revenue Periods:

Date Last Sold:

Master

History

Notes

Serial #'s

Delete

Field	Max Field Size	Field Type	Description
Item #		Numeric	Enter or select the Item number from the drop down options.
Qty On Hand		Numeric	Auto-populates the total quantity on hand for the item number selected.
Item Description		Alpha/Numeric	Used to search for an item using alphabetical search. Enter the first few letters for the item name.
Description		Alpha/Numeric	Auto-populates from the Sales Item Master Setup for the item selected.
Product Class		Alpha/Numeric	Enter or select an Item Product Class. If required class is not listed it can be added. Click Green Checkmark .
Unit of Measure		Alpha/Numeric	Enter or select a unit of measurement. If required unit is not listed it can be added. Click Green Checkmark .
Unit Price		Currency	Auto-populates the price from the Sales Item Master setup.
Qty On Hand		Number	Auto-populated the total quantity on hand for the item number selected.
Revenue			
Fiscal Year		Number	Auto populates based on the GL setup in the Sales Item Master.
Div		Alpha/Numeric	Auto-populates based on the GL setup in the Sales Item Master.
Account #		Number	Auto-populates based on the GL setup in the Sales Item Master.
Title		Alpha/Numeric	Auto Populates the description for the GL Account # selected.
Deferred Revenue			Only Applicable is using the Deferred Revenue option
Div		Number	Select the Division from the drop down options.
Account #		Number	Select the GL Account from the drop down options.
Title		Alpha/Numeric	Auto-populates the description for the GL Account number selected.
Deferred Revenue Periods		Number	Enter the number of months the selected item will be deferred across.

History

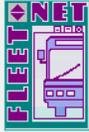
Click **History** to view the annual history of the Sales Item.

Sales Item Maintenance

Item #: /03 One Passes Qty On Hand: 109

Item Description:

Year	Month	Qty Sold	Amount
2018	1	1.00	\$69.00
2017	8	-3.00	(\$207.00)
2017	6	11.00	\$850.00
2017	5	7.00	\$483.00
2017	4	7.00	\$574.00
2017	3	11.00	\$941.00
2017	2	6.00	\$505.00
2017	1	8.00	\$643.00
2016	12	13.00	\$1,303.00
2016	11	10.00	\$872.00



Notes

Click **Notes** to create and/or view pertaining to the Sales Item; the following form displays. Notes can be entered and documents attached using this form. Document codes are defined by clicking the green checkmark. Mandatory fields on this form are Document Code and Reference #.

Sales Item Maintenance

Item #: /03 One Passes Qty On Hand: 109

Item Description:

Document Code:

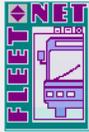
Reference #:

Attachment:

Comment:

Attachment:

Hyperlink:



Serial #'s

Click **Serial #** to display the serial # ranges and the status of each. Refer to the next section in this document for instructions for entering Sales Items and serial numbers.

Sales Item Maintenance

Item #: /03 One Passes Qty On Hand: 109

Item Description:

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1	15	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001		
16	20	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1002	0013517	7289
21	26	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3006		
27	40	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
41	150	110	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Master
History
Notes
Serial #'s
Delete

Delete

Click **Delete** to remove the item from the Sales Item Inventory Master.

Sales Item Maintenance

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100

Item Description:

Description: OnePass-Single One Month Date Last Sold: 9/21/2016

Product Class: OP

Unit Of Measure: EA

Unit Price: 69.0000

Qty On Hand: 100

Fiscal Year: 2018 Revenue: CATA 4050101120 CC - Passenger Fares

Div Account # Title

Deferred Revenue:

Deferred Revenue Periods:

Microsoft Access

Delete item #?

Yes No

Click **Yes** to continue or **No** to cancel.

Sales Item Serial Inventory Entry

Click **Sales Item Serial Inventory Entry** to enter quantities received for Sales Items to Inventory. Select the applicable Sales Item number from the drop down list, the current Quantity on Hand and Unit Price displays.

Pass Tracking

1	Sales Item Entry	?
2	Sales Item Serial Entry	?
3	Sales Item Serial Consignment Entry	?
4	Serial Inventory Purge	?
11	Pass Inventory Report	?
12	Pass Sales Report	?
13	Pass Transaction Report	?
14	Pass Reconciliation Reports	?
16	Return to Previous Menu	?



Sales Item Serial Inventory Entry

Item #: OnePass-Single One Month Qty On Hand: Price:
 Item Description:

Receipts					
From #	Thru #	Qty	Tran Type	Date Received	Comment
				1/25/2018	

Receipts

Adjustments

Reinstate

Consolidate

Record: 1 of 1 | No Filter | Search

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



Receipts

Click **Receipts** to enter the receiving for numbered passes.

Sales Item Serial Inventory Entry

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100 Price: \$69.00
 Item Description:



Receipts						
From #	Thru #	Qty	Tran Type	Date Received	Comment	
1051	1200	150	II	1/25/2018	Placed In Inventory	
*				1/25/2018		

Record: 1 of 1 No Filter Search

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Receipts

Adjustments

Reinstate

Consolidate

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being added.
Thru #		Numeric	Enter the last serial number of the item being added.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the passes were received.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the record is entered the lower portion of the form reflects the new transaction.

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

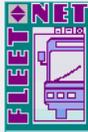
Adjustments

Click **Adjustment** to void Available Sales Items. The Serial Inventory records are the ranges of Sales Items Available.

Sales Item Serial Inventory Entry

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100 Price: \$69.00

Item Description:



Adjustments

From #	Thru #	Qty	Tran Type	Date Received	Comment	Avail	Void
100	102	3	31	1/25/2018	Returns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				1/25/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Receipts

Adjustments

Reinstate

Consolidate

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being voided.
Thru #		Numeric	Enter the last serial number of the item being voided.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the passes are being voided.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the record is entered the lower portion of the form reflects the new transaction.

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
103	199	97	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	102	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Check the Void check box. Once the void record is completed it is no longer visible and the Inventory Numbers have been updated.

Sales Item Serial Inventory Entry

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100 Price: \$69.00

Item Description:

From #	Thru #	Qty	Tran Type	Date Received	Comment	Avail	Void
1001	1050	50	30	1/25/2018	Returns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				1/25/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Receipts, Adjustments, Reinststate, Consolidate

Reinststate

Click **Reinststate** to correct a range of Sales Items that were voided in error. The Serial Inventory displays only ranges that have been voided. Enter the range of Sales Items to be Placed back to Inventory (Available).

Sales Item Serial Inventory Entry

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 100 Price: \$69.00

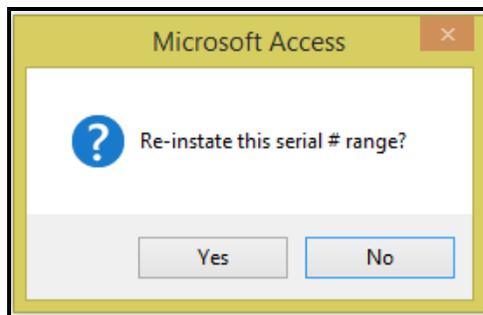
Item Description:

From #	Thru #	Qty	Tran Type	Date Received	Comment	Avail	Void
1001	1050	50	10	1/25/2018	Placed In Inventory	<input type="checkbox"/>	<input type="checkbox"/>
				1/25/2018		<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Receipts, Adjustments, Reinststate, Consolidate

Field	Maximum Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being returned to inventory.
Thru #		Numeric	Enter the last serial number of the item being returned to inventory.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the passes are being voided.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

The following confirmation message displays.



Click **Yes** to continue or **No** to cancel.

Click **Receipts** to display all ranges of the Sales Items that are in Available.

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
103	199	97	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	102	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Consolidate

Click **Consolidate** to combine ranges of Sales Items with consecutive serial numbers. It is recommended that the ranges are kept with the Quantities that are usually sold or issued.

Sales Item Serial Inventory Entry

Item #: 1PASS01MONTH | OnePass-Single One Month | Qty On Hand: | Price: |

Item Description: |



Receipts

Adjustments

Reinstate

Consolidate

Microsoft Access

? Consolidation Range
From #: 100 Thru #: 199

Consolidate this range?

Yes
No
Cancel

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
103	199	97	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	102	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Click **Yes** to continue or **No** to find another range that can be consolidated or **Cancel** to cancel.

Microsoft Access

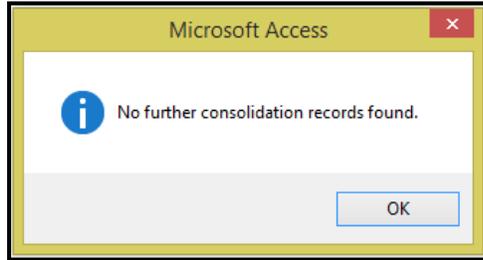
i From #: 100 Thru #: 199

Consolidation Completed.

OK

Click **OK**.

When no further serial numbers may be consolidated the following message displays.



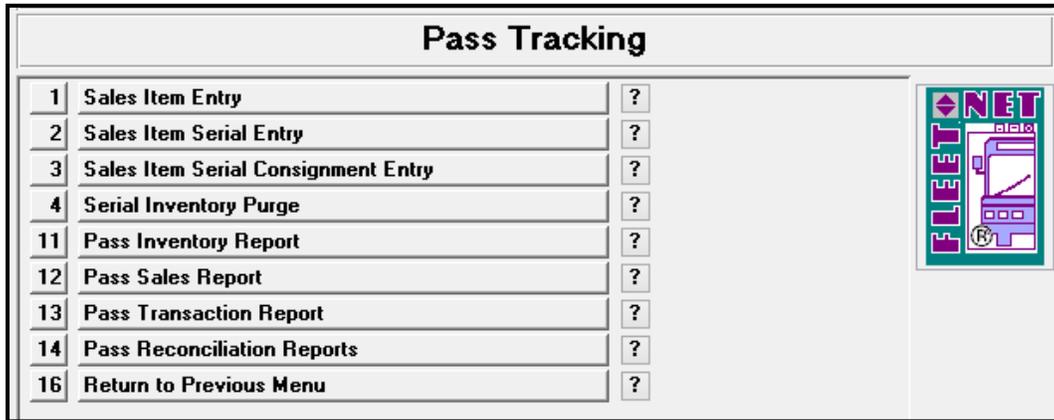
Click **OK**.

Once consolidated Click **Receipts** to view the updated record.

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Sales Item Serial Consignment Entry

Click **Sales Item Serial Consignment Entry** to enter Sales Items for Consignment customers. Only customers flagged as Consignment Customers in the Customer Master are available for selection. This does not generate any transactions for Invoicing or GL Entries.



Issues

Click **Issues** to issue consignment passes to the selected customer.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 300 Customer Qty On Hand: 0

From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price
100	124	25	01	1/26/2018	Pass Sale	\$69.00	\$1,725.00
			01		Pass Sale		
			10		Placed In Inventory		
			20		Issues		
			25		Sales		
			30		Returns		

Record: 1 of 1 No Filter Search

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being sent to the consignee.
Thru #		Numeric	Enter the last serial number of the item being sent to the consignee.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the transaction date.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the Issue record is completed the Inventory Numbers will be updated. The On Hand and Customer Quantity On Hand have been updated.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 275 Customer Qty On Hand: 25

From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price

Record: 1 of 1 No Filter Search

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
125	199	75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Sales

Click **Sales** to enter ranges of passes the consignee has sold.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 275 Customer Qty On Hand: 25

Sales									
From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price		
100	101	2	25	1/29/2018	Sales	\$69.00	\$138.00		
Total:									

Record: 1 of 1 No Filter Search

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
100	101	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C3001		
102	124	23	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C3001		

Issues

Sales

Sales Returns

Cons Returns

Consolidate

Split

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being sold by the consignee.
Thru #		Numeric	Enter the last serial number of the item being sold by the consignee.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the transaction date.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the Sales record is completed the Inventory Numbers will be updated. The On Hand and Customer Quantity On Hand will be updated.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 275 Customer Qty On Hand: 23

Sales									
From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price		
Total:									

Record: 1 of 1 No Filter Search

Serial Inventory									
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
102	124	23	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C3001		

Issues

Sales

Sales Returns

Cons Returns

Consolidate

Split

Sales Return

Click **Sales Return** to return any passes that the consignee sold that were subsequently returned by the purchaser to the consignment customer.

From # & Thru # will only represent the passes that have been sold and are available to be returned.

Enter the range of sold Sales Items and either check Cons if the consignee puts the items back into their inventory to be resold or Void if the consignee voids the returned Sales Items.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 275 Customer Qty On Hand: 23

Sales Returns

From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price	Cons	Void
100	101	2	30	1/29/2018	Returns	\$69.00	\$138.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*								<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 1 No Filter Search

Serial Inventory

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001		

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being returned to the consignee.
Thru #		Numeric	Enter the last serial number of the item being returned to the consignee.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the transaction date.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the Sales Return record is completed the Inventory Numbers will be updated and the On Hand and Customer Quantity On Hand will be updated.

Cons Returns

Click **Cons Returns** to record the Sales Items that the Consignee has returned to the agency.

Only the serial numbers that the consignee has on hand can be returned. Check Avail if the Sales Items are being returned to the transit's inventory to be resold. Void if the Sales Items are to be voided.

Consignments

Customer #: C3001 Bellefonte Boro
 Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00
 Search Name: Item Qty On Hand: 275 Customer Qty On Hand: 3

Consignment Returns

From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price	Avail	Void
122	124	3	30	1/31/2018	Returns	\$69.00	\$207.00	<input type="checkbox"/>	<input type="checkbox"/>
Total: <input type="text"/>									

Record: 1 of 1 No Filter Search

Serial Inventory

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
122	124	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C3001		

Issues
Sales
Sales Returns
Cons Returns
Consolidate
Split

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the item being returned by the consignee.
Thru #		Numeric	Enter the last serial number of the item being returned by the consignee.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the transaction date.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the Consignment Return record is completed the Inventory Numbers will be updated. The On Hand and Customer Quantity On Hand will be updated.

Consolidate

Click **Consolidate** to combine ranges of Sales Items with consecutive serial numbers. It is recommended that the ranges are kept with the Quantities that are usually sold or issued. In this example all ranges will be combined into 26 thru 32.

Consignments

Customer #: 00000040
 Customer Name: Item #: 10 Price:
 Search Name: Item Qty On Hand: 596 Customer Qty On Hand: 2

Microsoft Access

Consolidation Range
 From #: 26 Thru #: 32
 Consolidate this range?
 Yes No Cancel

Serial Inventory

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
26	27	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00000040		
28	32	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00000040		

Record: 1 of 2 No Filter Search

Issues
Sales
Sales Returns
Cons Returns
Consolidate
Split

Click **Yes** to continue or **No** to find another range that can be consolidated or **Cancel** to cancel.

The screenshot shows the 'Consignments' form for 'Ralphs Grocery Company'. The 'Serial Inventory' table is as follows:

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
26	32	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00000040		

Split

Click **Split** to split a range of serial numbers.

Needs to be applied when returns are being done on just a select sales item that was sold in a range of serial numbers.

The screenshot shows the 'Consignments' form for 'Bellefonte Boro'. It features a 'Split Serial # Range' table and a 'Serial Inventory' table.

Split Serial # Range Table:

From #	Thru #	Qty	Type	Tran Date	Comment	Price	Extend Price	Cons	Sold
102	102	1	10	1/30/2018	Placed In Inventory	\$69.00	\$69.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Serial Inventory Table:

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #
102	121	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001		

Field	Max Field Size	Field Type	Description
From #		Numeric	Enter the first serial number of the items being split.
Thru #		Numeric	Enter the last serial number of the items being split.
Qty		Numeric	Automatically calculated.
Tran Type	2	Alpha/Numeric	Select a transaction code from the drop down list. Codes are setup via miscellaneous list codes.
Date Received		Date	Enter the date the transaction date.
Comment	100	Alpha/Numeric	The transaction code description defaults but can be modified or appended.

Once the Split record is completed the Inventory Numbers will be updated.

Consignments

Customer #: C3001 Bellefonte Boro

Customer Name: Item #: 1PASS01MONT OnePass-Single One Month Price: \$69.00

Search Name: Item Qty On Hand: 278 Customer Qty On Hand: 0

Split Serial # Range		Qty	Type	Tran Date	Comment	Price	Extend Price	Cons	Sold
From #	Thru #								
								<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 1 No Filter Search

Serial Inventory										
From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #	
102	102	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			
103	121	19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			

Issues

Sales

Sales Returns

Cons Returns

Consolidate

Split

Serial Inventory Purge

Click **Serial Inventory Purge** to purge either Serial Inventory or Transaction records by Item # and thru date.

Pass Tracking

1	Sales Item Entry	?
2	Sales Item Serial Entry	?
3	Sales Item Serial Consignment Entry	?
4	Serial Inventory Purge	?
11	Pass Inventory Report	?
12	Pass Sales Report	?
13	Pass Transaction Report	?
14	Pass Reconciliation Reports	?
16	Return to Previous Menu	?



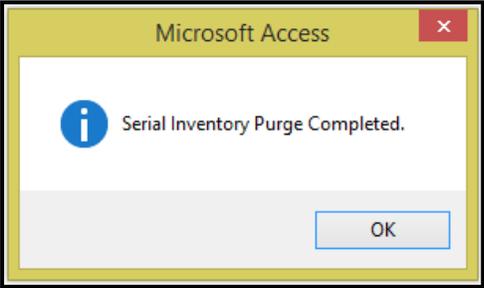
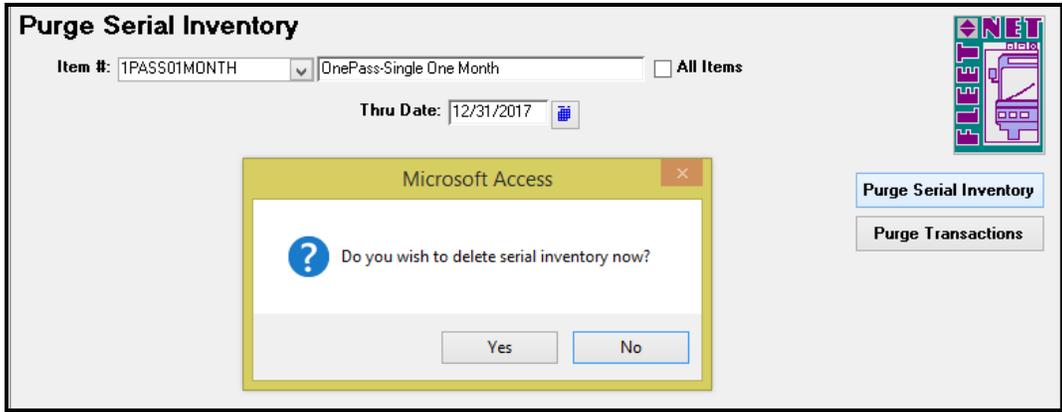
Purge Serial Inventory

Enter or select Item # and Thru Date.

Click **Purge Serial Inventory** to delete the serial inventory.

Confirmation message displays.

Click **Yes** to continue or **No** to cancel.



Click **OK**.

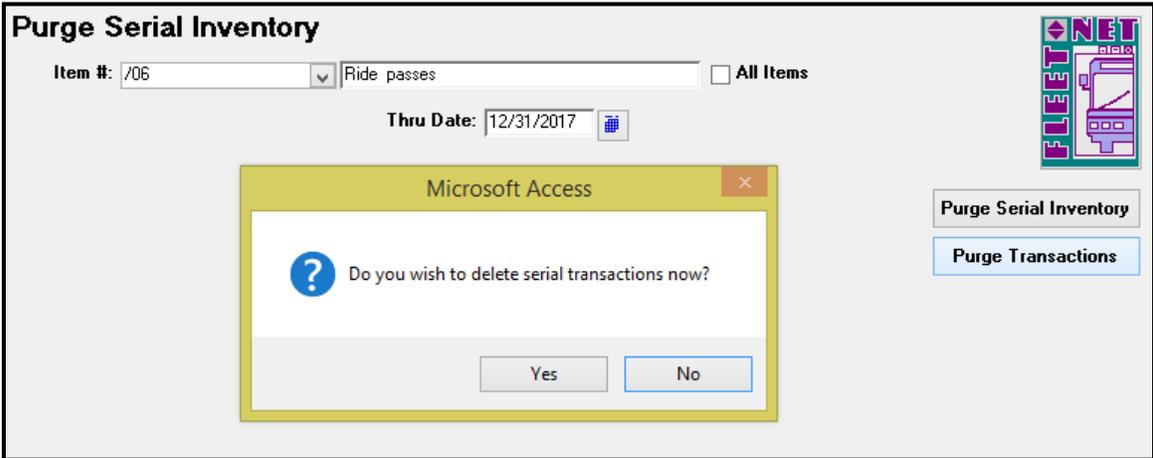
Purge Transactions

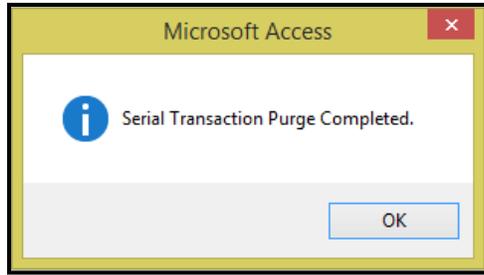
Enter or select Item # and Thru Date.

Click **Purge Transaction** to delete the serial transactions.

Confirmation message displays.

Click **Yes** to continue or **No** to cancel.

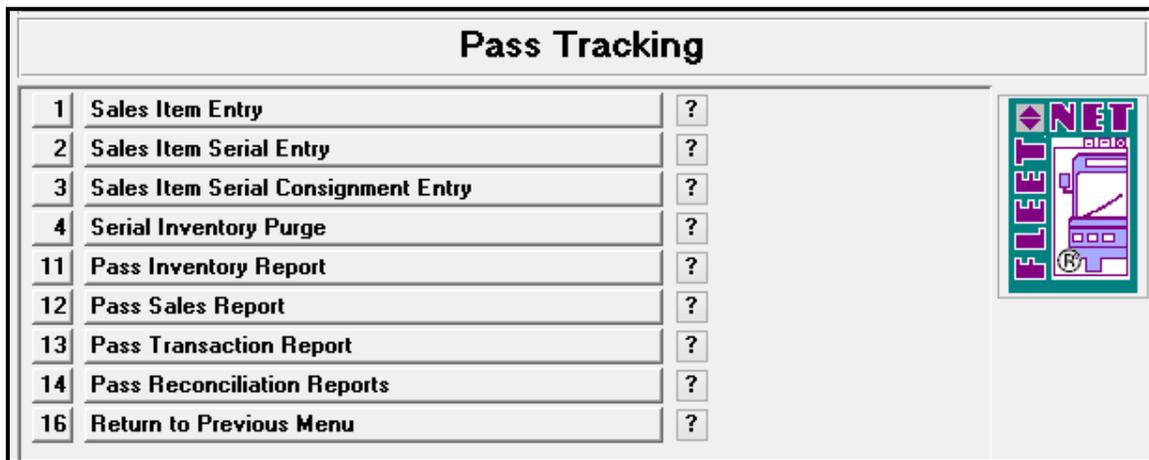




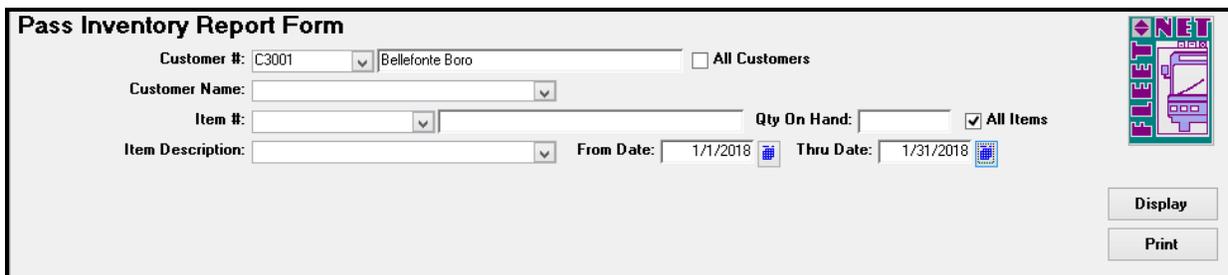
Click **OK**.

Pass Inventory Report

Click **Pass Inventory Report** to generate reports utilizing Customer # & Item #(s) by Date Range.



Enter or select the Customer #, Select Item # to display. Select All will not populate in the display mode however it can be selected to generate and print a report. Enter or Select Date Range.



Display

Click **Display** to display the report for the selected options.

Pass Inventory Report Form

Customer #: C3001 Bellefonte Boro All Customers

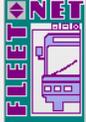
Customer Name:

Item #: 1PASS01MONTH OnePass-Single One Month Qty On Hand: 278 All Items

Item Description: From Date: 1/1/2018 Thru Date: 1/31/2018

From #	Thru #	Qty	Avail	Sold	Cons	Void	Customer #	Reference #	Transaction #	C
102	102	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			1/2
103	121	19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			1/2

20 0 20 0 0



Print

Enter or select the Customer # and Item # or check All Items and Date Range.

Click **Print** to generate a report that can be viewed and printed.

Pass Inventory Report

Item #: 1PASS01MONTH OnePass-Single One Month Qty Available: 278 Qty On Hand: 278 From Date: 1/1/2018 00:0 Thru Date: 1/31/2018 11:

From Serial #	Thru Serial #	Qty	Avail	Sold	Cons	Void	Cust #	Reference #	Transaction #	Create Date
102	102	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			1/28/2018 8:28:35 AM
103	121	19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3001			1/28/2018 8:53:42 AM
Item Total:		20	0	20	0	0				

Pass Sales Report

Click **Pass Sales Report** to generate a report for Sales Items entered through AR invoicing.

Pass Tracking

1	Sales Item Entry	?
2	Sales Item Serial Entry	?
3	Sales Item Serial Consignment Entry	?
4	Serial Inventory Purge	?
11	Pass Inventory Report	?
12	Pass Sales Report	?
13	Pass Transaction Report	?
14	Pass Reconciliation Reports	?
16	Return to Previous Menu	?



Pass Sales Report Form From Date: 1/1/2018 Thru Date: 1/31/2018

Customer #: [] All Customers

Customer Name: []

Item #: 1PASS01MONTH OnePass-Single One Month All Items

Item Description: [] Transaction Type: [] All Transactions

From #	Thru #	Inv Date	Ref #	Cust #	Qty	Ext Price	Rt	Cn	Comment
103	121	1/26/2018	IN 0013535	C3001	19	\$1,311.00	<input type="checkbox"/>	<input type="checkbox"/>	Pass Sale
Total:						19	\$1,311.00		

Display Print

Enter or select the From & Thru Dates, Select customer or All customers, Select Item # to display. Select All will not populate in the display mode however it can be selected to generate and print a report. Select Transaction Type or All Transactions.

Display

Click **Display** to display the report based on the selected options.

Pass Sales Report Form From Date: 1/1/2018 Thru Date: 1/31/2018

Customer #: [] All Customers

Customer Name: []

Item #: 1PASS01MONTH OnePass-Single One Month All Items

Item Description: [] Transaction Type: [] All Transactions

From #	Thru #	Inv Date	Ref #	Cust #	Qty	Ext Price	Rt	Cn	Comment
103	121	1/26/2018	IN 0013535	C3001	19	\$1,311.00	<input type="checkbox"/>	<input type="checkbox"/>	Pass Sale

Display Print

Print

Enter or select the From & Thru Dates, Select customer or All customers, Select Item # or All Items, Select Transaction Type or All Transactions.

Click **Print** to generate a report that can be viewed and printed.

Pass Sales By Customer #										
Customer: C3001		Bellefonte Boro			From Date: 1/1/2018		Thru Date: 1/31/2018			
Item #: 1PASS01MONTH OnePass-Single One Month										
From Serial #	Thru Serial #	Ref Date	Reference #	Code	Qty	Unit Price	Extended Price	Rt	Cn	Comment
103	121	1/26/2018	0013535	IN	19	\$69.00	\$1,311.00	<input type="checkbox"/>	<input type="checkbox"/>	Pass Sale
Item Total:					19		\$1,311.00			
Customer Total:					19		\$1,311.00			

Pass Transaction Report

Click **Pass Transaction Report** to generate reports utilizing Customer # & Item #(s), Date Range and Transaction Types.

Pass Tracking

1	Sales Item Entry	?
2	Sales Item Serial Entry	?
3	Sales Item Serial Consignment Entry	?
4	Serial Inventory Purge	?
11	Pass Inventory Report	?
12	Pass Sales Report	?
13	Pass Transaction Report	?
14	Pass Reconciliation Reports	?
16	Return to Previous Menu	?



Enter or select the From & Thru Dates, Select customer or All customers, Select Item # to display. Select All will not populate in the display mode however it can be selected to generate and print a report. Select Transaction Type or All Transactions.

Display

Click **Display** to display the report based on the selected options.

Pass Transaction Report Form Transaction From Date: 1/1/2018 Transaction Thru Date: 1/31/2018

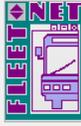
Customer #: All Customers

Customer Name:

Item #: 1PASS01MONTH OnePass-Single One Month All Items

Item Description: Transaction Type: All Transactions

From #	Thru #	Qty	Extended Price	Cust #	Reference #	Trans Date	Tran Type	Comment
1001	1050	50				1/25/2018	10	Placed In Inventory
<input type="checkbox"/> Voiced <input type="checkbox"/> Sold <input type="checkbox"/> Consigned <input checked="" type="checkbox"/> Available								
1051	1200	150				1/25/2018	10	Placed In Inventory
<input type="checkbox"/> Voiced <input type="checkbox"/> Sold <input type="checkbox"/> Consigned <input checked="" type="checkbox"/> Available								
100	102	3				1/25/2018	30	Returns
<input type="checkbox"/> Voiced <input type="checkbox"/> Sold <input type="checkbox"/> Consigned <input checked="" type="checkbox"/> Available								
103	199	97				1/25/2018	30	Returns
<input type="checkbox"/> Voiced <input type="checkbox"/> Sold <input type="checkbox"/> Consigned <input checked="" type="checkbox"/> Available								



Print

Enter or select the From & Thru Dates, Select customer or All customers, Select Item # or All Items, Select Transaction Type or All Transactions.

Click **Print** to generate a report that can be viewed and printed.

Pass Transaction Report											
Item #: 1PAS01MONTH OnePass-Single One Month						From Date: 1/1/2018		Thru Date: 1/31/2018			
From Serial #	Thru Serial #	Qty Avail	Sold	Cons	Void	Trans Date	Cust #	Reference #	Transaction #	Tran Type	Comment
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				10	Placed In Inventory
1051	1200	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				10	Placed In Inventory
100	102	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				30	Returns
103	199	97	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				30	Returns
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				30	Returns
1001	1050	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018				10	Placed In Inventory
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/25/2018					Consolidation
100	199	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/26/2018	C3001			01	Pass Sale
100	199	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/26/2018	C3001			30	Returns
100	124	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/26/2018	C3001			01	Pass Sale
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			25	Sales
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			30	Returns
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			25	Sales
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			30	Returns
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			25	Sales
100	101	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/29/2018	C3001			30	Returns
102	121	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/30/2018	C3001			01	Pass Sale
122	124	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/31/2018	C3001			30	Returns
102	102	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/30/2018	C3001			10	Placed In Inventory
103	121	19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/30/2018	C3001			10	Placed In Inventory
103	121	19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/26/2018	C3001	0013535	7353	01	Pass Sale

Pass Reconciliation Reports

Click **Pass Reconciliation Report** to generate reports utilizing Customer # & Item #(s), and a Cut Off Date.

Pass Tracking

1	Sales Item Entry	?
2	Sales Item Serial Entry	?
3	Sales Item Serial Consignment Entry	?
4	Serial Inventory Purge	?
11	Pass Inventory Report	?
12	Pass Sales Report	?
13	Pass Transaction Report	?
14	Pass Reconciliation Reports	?
16	Return to Previous Menu	?



Enter or select customer or All customers, Select Item # or All Items, and Cut Off Date.

Display

Click **Display** to display the report based on the selected options.

Pass Reconciliation Form

Customer #: C3001 Bellefonte Boro All Customers

Customer Name:

Item #: All Items

Item Description: Cut Off Date: 1/31/2018

Serial Inventory						
Item #	Description	From #	Thru #	Qty	Unit Price	Extended Cost
1002	State College Boro Bus Passes	51	250	200	\$160.00	\$32,000.00



Print

Enter or select customer or All customers, Select Item # or All Items, and Cut Off Date.

Click **Print** to generate a report that can be viewed and printed.

Pass Reconciliation Report					
Customer: C3001		Bellefonte Boro		Cut Off Date: 1/31/2018	
Item #: /032	State College Boro Bus Passes			Unit Price	
From Serial #: _____	Thru Serial #: _____	Starting Inventory:	200 X \$160.00	Value Of Inventory:	\$32,000.00
_____	_____	On Hand: _____			
_____	_____	Sold: _____	X \$160.00	Cash Due: _____	
Outlet Reconciled By: _____				Date: _____	Total Due: _____

Pass Inventory Received Report					
Customer: C3001		Bellefonte Boro			
Item #	Description	From Serial #	Thru Serial #	Issued	
/032	State College Boro Bus Passes				

These reports can be used to reconcile Sales Items for consignees.

Invoicing Sales Items & Serial Numbers

Proceed to the AR Menu and the AR manual for further directions.