

Accounts Receivable/Payable

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Accounts Receivable/Payable Processing Overview

Accounts Receivable and Accounts Payable are an integrated part of the Broker/Owner Orders Management System. Once an Order has been invoiced, it is eligible for Accounts Receivable/Payable processing. Once placed on the BOOMS "AC-COUNTS" File:

- It will appear on an Aged Receivable and/or Aged Payable and/or Aged Tax Payable statement until it is fully paid.
- It can have cash transactions posted against it.
- It can be "Freed", either back to Order Posting/Invoicing or back to Order Entry.
- It will appear on a printout of the "Account" Ledger.

Following is the recommended procedure for handling Accounts Receivable and Accounts Payable:

- Post Invoiced Orders to the "Accounts" File (See "A/R-A/P Post Overview"). This should be done on a Regular basis (typically daily).
- Enter Order-related transactions into the Cash Receipts and Cash Payments Journals (See "Journals Processing").
- Print the Transaction Edit Listing(s) to verify the accuracy of the transactions (See "Journals Processing").
- Post the Cash Transactions against the "Accounts" file. Again, this should be done on a regular basis (See "Posting Cash to the Accounts File").
- Print Aged Receivable and/or Payable statements at month-end (See "Accounts Reporting").
- Close-out the current Accounting period by doing the General Ledger Period-End Checklist (See "General Ledger").

Figure 9.1 is a diagram of the relationship of Accounts Receivable and Accounts Payable to the other parts of the system.

Accounts Receivable/ Payable Reporting Overview

BOOMS provides a wide range of month-end and year-to-date accounting reports. These reports include:

- Aged Accounts Receivable Statements
- Aged Accounts Payable Statements
- Aged Sales Tax Payable Statements
- Accounts Receivable Ledger
- Accounts Payable Ledger
- Sales Tax Payable Ledger
- Remittance Reports
- A/R Aging by Salesperson
- Scheduled Commission Report
- Credit History by Mailer
- Credit History by Broker

See "Accounts Reporting" for a complete description of the Accounting Reporting Facility.

Contents of the Accounts File

Following are the contents of the "Accounts" File:

- **Account Name** - 5-character code corresponding to an entry on the promotion file.
- **Broker Code** - 5-character code for the broker for an Order.
- **Mailer Code** - 5-character code for the mailer for an Order.
- **Owner Code** - 5-character code for the List Owner for an Order.

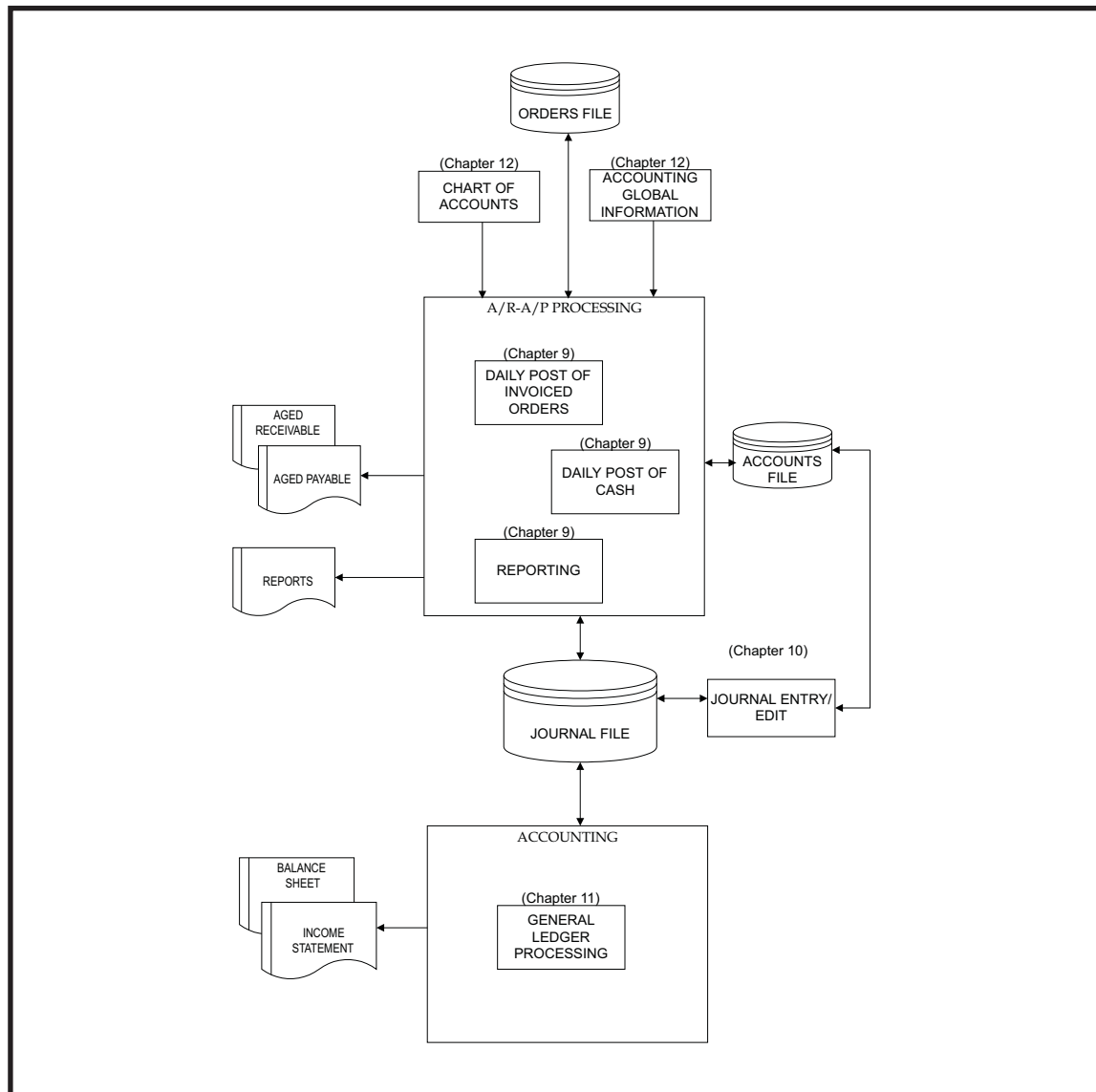


Figure 9-1. Relationship of Accounts Receivable/Payable to other BOOMS Programs

- **Order Number** - number of the Invoiced Order related to this entry.
- **Payment Due Date** - payment due date as indicated on the Invoice.
- **Actual Payment Date** - actual payment date as indicated by the last cash transaction against this entry.
- **Amount Due** - the Invoiced amount.
- **Amount Paid** - the cumulative amount paid based on all cash transactions against this entry.
- **List Number** - 5-digit List Number for the List Mailed.
- **Post Date** - date that this entry was posted to the Accounts File.
- **Comment** - 24-character comment. This can be a general abbreviation (See Chapter 21)
- **Mail Date** - mail date obtained from the Order.
- **Invoice Date** - invoice date obtained from the Invoice.
- **Actual Commission To Broker** - cumulative commission that has been posted to the Broker for this entry [A/R].

- **Actual Commission To Manager** - cumulative commission that has been posted to the list Manager [A/R].
- **Expected Commission For Broker** - expected (if full payment) commission to be paid to the Broker [A/R].
- **Expected Commission To Manager** - expected (if full payment) commission to be paid to the Manager [A/R].
- **Client P.O.#** - client Order Number to be printed on statements.
- **Broker Commission %** - actual broker commission percent [A/R].
- **Manager Commission %** - actual manager commission percent [A/R].
- **Mailer Exchange Fee** - obtained from the invoice [A/R].
- **Miscellaneous Adjustment** - an amount (obtained from the invoice) to be credited to YOUR Broker or Manager.
- **Expected Payable** - obtained from a Cash Receipt transaction. This is the amount that you expect to pay (to the List Owner) based on a Cash Receipt. This field is not used directly by BOOMS, but can be reported on using the Report Writer.
- **REF#** - Last reference (check) number posted against this account.

Accounting Selection Menu Processing

The Accounting Selection Menu (Figure 9.2) is the gateway to the many capabilities of the BOOMS Accounting System. This menu is displayed upon selecting Function "Accounting", Sub-function "Accounting Menu" (A2) from the Main Selection Menu.

Processing from this menu is the same as that from the Main Selection Menu. If a valid Function and Sub-function are selected, one of 2 things happens next:

- A new screen replaces the Accounting Selection Menu, or
- The requested function will use the lower part of the Accounting Selection Menu to ask for any additional information that may be required.

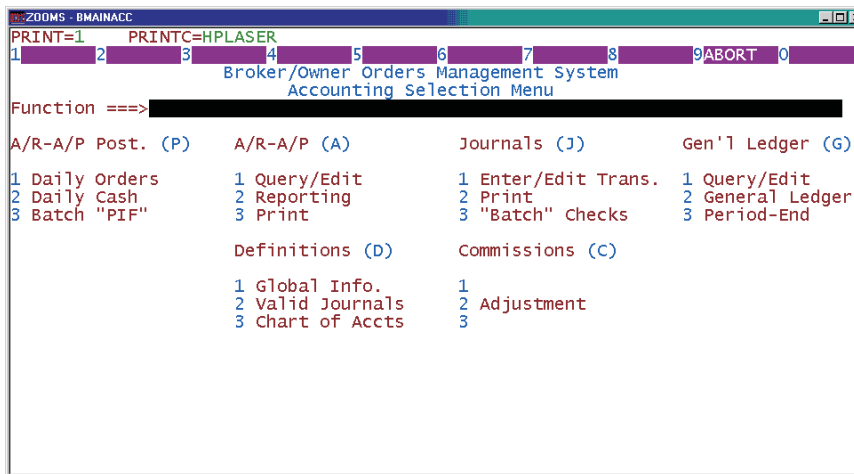


Figure 9.2. Accounting Selection Menu

A/R-A/P Post Overview

In order for information to be placed on the "Accounts" File, 2 tasks must be performed:

- Invoiced Orders must be Posted, and
- Cash (receipts and/or payments) must be applied to the individual Account entries (one or more for each invoiced Order).

The first task above is accomplished by running the A/R-A/P Post Daily Orders function (See "Posting Orders to the Accounts File"). Task 2 above is done after cash transactions have been entered into the appropriate Journal and verified (See "Posting Cash to the Accounts File" and "Journals Processing").

Posting Orders to the Accounts File

"Batch" Post of Orders to Accounts Receivable, Accounts Payable and Sales Tax Payable is selected by Function "A/R-A/P POST", Sub-function "DAILY ORDERS" (P1) from the Accounting Selection Menu. This results in:

- The overlaying of the Accounting Selection Menu by the "Batch POST ORDERS TO A/R-A/P-T/P" Window (Figure 9.3)
- Status message:

Enter Values in Window Below

- The positioning of the cursor at the first input field (Post Type).

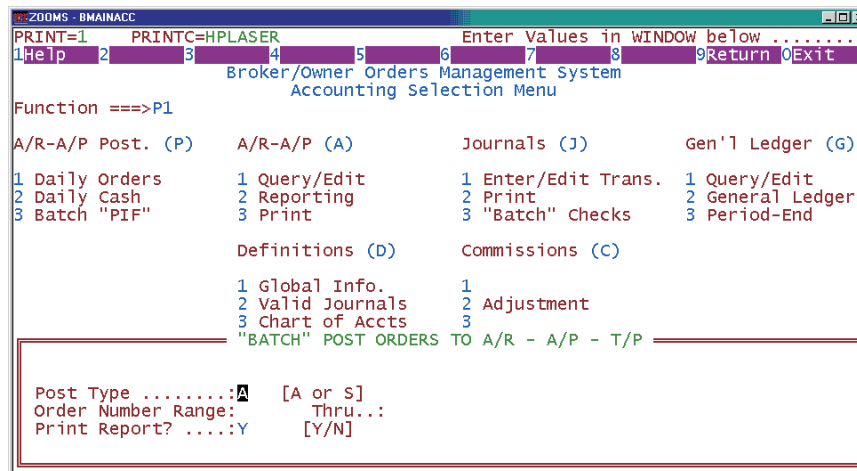


Figure 9.3. "Batch" Post Orders to A/R-A/P-T/P

Following are the definitions of the input fields:

- **Post Type** is one of the following
 - A = Post all outstanding invoices
 - S = Produce a setup report only.
- **Order Number Range...Thru** is a starting and ending number of invoiced Orders to be Posted. If only one invoiced Order is to be Posted, the "thru" number need not be entered.
- **Print Report?** - by default, the batch post report is produced. In certain situations (e.g. when you are re-posting a single order) you may not need the report. In these cases, you can enter "N" to suppress the report.

Typically, a wide range of numbers will be entered to cover all Orders that have been invoiced since a certain date (perhaps the end of the last month). However, you may find it quicker to post a specific Order by itself if it falls well outside the range of other Orders to be Posted. (e.g. if you expect to be posting Orders in the range 2000 to 3000 and you must also re-Post Order 100, it is recommended that you first post Order 100 by itself, then post Orders 2000 to 3000).

While the Posting is taking place, you will receive status message:

nnnnnn Order(s) Posted

where "nnnnn" is a running count of the actual number of Orders posted. When the posting is complete, the PC speaker will BEEP and the above message will flash.


If you are not the Mailer (buyer) and not the Manager for an Order, the Broker Code for the Order must indicate one of your Brokers. If it does not, you will receive the following message during posting:

ORDER# "nnnnnn"; INVALID BROKER; F2/F4

If you attempt to post an Order to Accounts Payable that contains either an invalid List or List Owner, you will receive the following error message during posting:

ORDER# "nnnnnn", MISSING OR INVALID LIST

In both the above messages, "nnnnn" is the Order number containing the invalid information. Press "F2" to continue posting after skipping the Order or press "F4" to terminate posting. Correct the Order information before trying to post it.

 **If an Order is reposted (i.e. freed from A/R-A/P and subsequently posted again), the following will happen: before the Order is posted, any "freed" entries for the Order that have no cash applied against them are deleted. If an entry has already had cash applied to it (probably erroneously), it will be taken off "free" and the amount due will be zeroed.**

If an Order has 2 mail date (thru dates) that are more than 30 days apart, the payment due date for the PAYABLE is calculated as 30 days from the midpoint of the 2 mail dates.

For an Order that contains a management Service (Exchange) Fee, BOOMS will create an A/R record for a Broker even if the amount due is zero.

"Batch" Post Orders Setup Report

Each Batch Post run produces a SETUP Report containing the following information:

- **Order Number**
- **Receivable Amount 1.** This corresponds to the invoice amount to a Mailer or Broker.
- **Receivable Amount 2.** This corresponds to the invoice amount to a list owner for a management exchange (service) fee.
- **Payable Amount 1.** This corresponds to the expected payable as generated at invoice time (or to the Job Notification for a Management order).
- **Payable Amount 2.** This corresponds to any payable to a List Owner's service bureau.

Payable Amount 3. This corresponds to any payable for state Sales Tax. If you specify a Post Type of "S" when you run "A/R-A/P POST DAILY ORDERS", you will just get this setup report and no Orders will actually be posted (However, all Orders that were eligible to be posted are still eligible). Figure 9.4 is an example of a Setup Report.

June 11, 1993		Broker/Owner Orders Management System				PAGE 001				
12:10PM		"BATCH" POST ORDERS to A/R and A/P								
TLC Associates										
ORDER#	RECEIVABLES				PAYABLES					
	AMOUNT	ACCT	AMOUNT	ACCT	AMOUNT	ACCT	AMOUNT	ACCT	AMOUNT	ACCT
002000	1,000.00	ABCML			800.00	XYZOW				
002001	2,000.00	ABCML			1,600.00	ABCOW				
002003	2,000.00	ABCML			1,600.00	TLCOW				
002004	500.00	ABCML	50.00	YOURO	400.00	PDQOW				
002005	1,000.00	PDQML			800.00	XYZOW			90.00	NY001
002006	2,000.00	PDQML			1,600.00	ABCOW				
002007	3,000.00	PDQML			2,000.00	YOURO	500.00	OWNSB		
002008	2,000.00	TLCBR								
002009	1,000.00	TLCBR								
002010	3,500.00	TLCBR								
TOTALS:	18,000.00		50.00		8,800.00		500.00		90.00	

Figure 9-4. "Batch" Post Orders to A/R-A/P-T/P Setup Report.

Posting Cash to the Accounts File

The posting of Cash to Accounts Receivable/Accounts Payable is a two-step process. First cash transactions are entered into the Cash Receipts and/or the Cash Payments Journals (See "Journals Processing"). Then, after the Journalized Transactions are verified as correct, you will select Function "A/R-A/P-T/P Post", "Daily Cash" (P2) from the Accounting Selection Menu. This results in:

- The overlaying of the Accounting Selection Menu by the "Batch POST CASH TO A/R-A/P-T/P" Window (Figure 9.5).
- Status message:

Enter Values in Window Below

- The positioning of the cursor at the first input field (Journal to Post).

Following are the definitions of the input fields:

- **Journal To Post** - can be "CR", "CP", "EJ", "TJ" or "blank". If a specific Journal is requested, only that Journal is scanned for transactions to post. If left "blank", all four Journals are scanned.
- **Start/End Transaction Numbers** - When a specific Journal is to be scanned, **start** and **end** transaction numbers can be entered to limit the scan to a particular range of entries (perhaps just those recently entered or a single transaction).
- **Print Report?** - by default, the batch post report is produced. In certain situations (e.g. when you are re-posting a single transaction) you may not need the report. In these cases, you can enter "N" to suppress the report. In general, it is recommended that you print the report.

While the Posting is taking place, you will receive status message:

nnnnnn Trans(s) Posted

If you print the Batch Post Report, posting will continue even if BOOMS is unable to post a particular transaction. In this case, the reason why the transaction could not be posted is indicated on the report. However, if you do not print the report, BOOMS will pause when an error is encountered and issue a message that will require an action on your part. If you receive any of the first three error messages below during the Posting, you must press either "F2" or "F4" to continue ("F2" skips the transaction, unless otherwise noted, and "F4" terminates the posting). In the messages, "nnnnn" is the transaction number, "ss" is the Source Journal.

- An error occurs when you have entered a transaction for an Order that is not on the Accounts File (e.g. a "prepayment"). If the transaction is valid, press "F2". BOOMS will create an Account entry corresponding to the transaction. If the transaction is not valid, press "F4". BOOMS will skip the transaction. In this case, you can go back to Journal Entry (later) and correct the invalid transaction:

NOACCT (TRANS. "nnnnn", SOURCE "ss")

- An error occurs if you try to post a transaction for an Order that will cause the total AMOUNT PAID for the Order to be negative:

Invalid Amount (Trans "nnnnn",ss)

- An error occurs when you have entered a transaction for an Order that is marked "VOID" or "Paid-in-Full" on the Accounts File (not allowed). Press "F2" to skip the transaction and continue with other transactions. Press "F4" to Abort posting. You will need to "UnVOID" or "UnPIF" the Order before you can post any additional cash against it:

ACCT "VOID/ PIF (TRANS. "nnnnn","ss")

- An error occurs when you attempt to post a Cash Payment transaction that contains a REF# of "000000" (i.e. it is scheduled for Check Writer). This is required because a payment cannot be posted until a Check is written for it. This error will cause termination of the Post even if the report is being printed.

INVALID REF#(TRANS. "nnnnn");POST ENDED

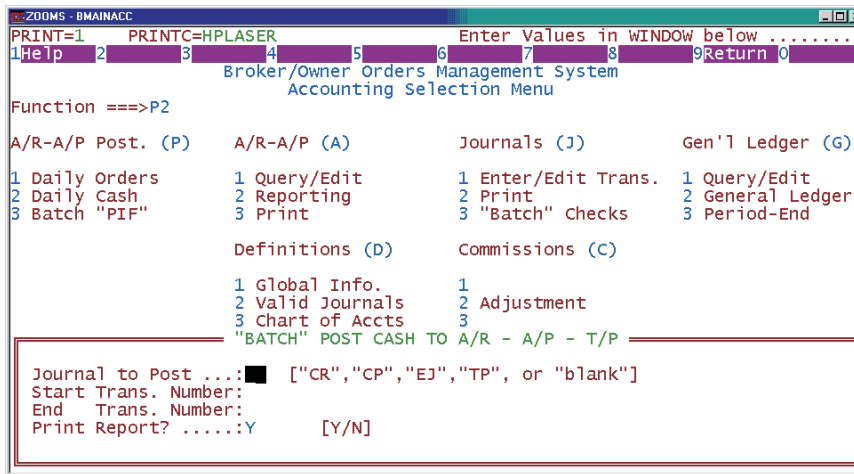


Figure 9.5. "Batch" Post Cash to A/R-A/P-T/P

"Batch" Post Cash Report

Each Batch Post run produces a Report containing the following information:

- Transaction Number**
- Transaction Date**
- Account Code being Posted**
- Order Number**
- "Post Status" as follows:**
 - **POSTED**** - successful post
 - *NOT POSTED***NEGTOT** - transaction is not posted because it would cause the total amount received/paid for the order to be a negative amount
 - *POSTED*ACCT*CREATED** - the Order indicated by this transaction did not exist on the Accounts File. BOOMS has created the Order (this is normal if the transaction represents a Prepayment).
 - *NOT POSTED* PIF/ VOID** - transaction is not posted because the related entry on the Accounts file is marked "PIF" or "VOID".

Figure 9.6 is an example of a Batch Post Cash Report.

"Batch PIF" Orders

TRANS NUMBER	TRANS DATE	ACCOUNT POSTED	ORDER NUMBER	POST STATUS
00003	07/10/93	ABCBR	001000	**POSTED
00004	07/10/93	ABCBR	001500	**POSTED
00005	07/10/93	ABCBR	001600	**POSTED*ACCT*CREATED
00006	07/10/93	XYZML	001100	**POSTED
00007	07/10/93	XYZML	001111	**NOT POSTED* PIF/VOID
00008	07/10/93	XYZML	001130	**POSTED

Figure 9-6. Batch "Post Cash (to A/R-A/R-T/P) Report

Selecting Function "A/R-A/P-T/P Post", "Batch PIF" ("P3") from the Accounting Selection Menu results in:

- The overlaying of the Accounting Selection Menu by the "Batch PIF" Window (Figure 9.7).
- Status message:

Enter Values in Window Below

- The positioning of the cursor at the first input field (Post Type).

Batch "PIF" provides a global way to mark Orders on Accounts Receivable or Accounts Payable as Paid-in-Full (PIF). In order to use Batch PIF, you must enter a global value for "Don't Pay Amount" (See Chapter 24) which will become the default upper amount for "PIF". This function provides a quick way to "clean-up" small outstanding amounts (either positive or negative). Following are the definitions of the input fields:

- **Post Type :**
 - A = Post ALL
 - S = just give SETUP Report (no actual posting occurs).
- **Account Type:**
 - R = Accounts Receivable
 - P = Accounts Payable
- **Order Number Range** - is the beginning/ending Order number to consider for "PIF"
- **Account Code** - is the specific Account to consider for "PIF"
- **DON'T PAY Amount** - Defaults to the "Don't Pay Amount" from the "Global Record". Payment amounts equal to or below this amount will be "PIF'd". You can override the default amount up to a maximum of \$9.99.
- **Print Report?** - by default, the batch PIF report is produced. The report can be suppressed by entering "N". In general, it is recommended that you print the report.

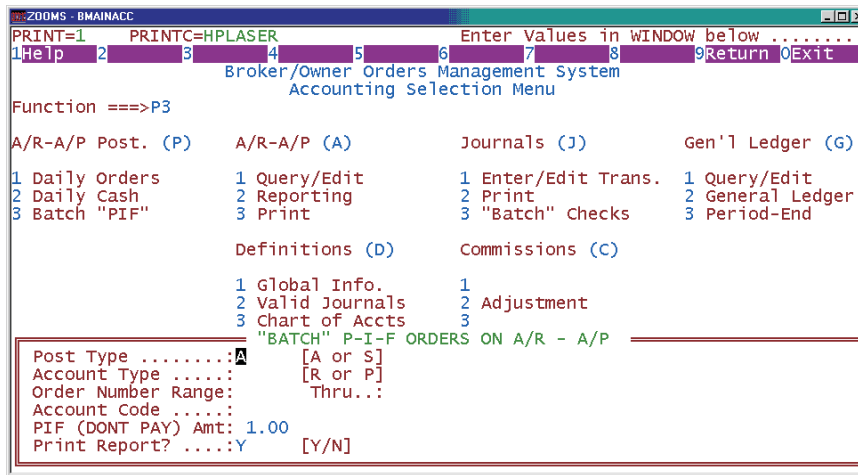


Figure 9.7. "Batch PIF" Orders

Query/Edit of the Accounts File

Accounts File Query/Edit is selected by Function "A/R-A/P", Sub-function "Query/Edit" ("A1") from the Accounting Selection Menu. Selecting this option results in:

- Replacing of the Accounting Selection Menu by the "Accounts Receivable" Screen (Figure 9.8).
- Disappearance of the cursor
- Status message

Press a Function Key to Continue

You must press a function key to select (enable) an option. If you press any key other than a function key, the PC speaker will beep and the key will be ignored. The valid function keys are:

- **F4** - Mark an entry Uncollectible (VOID) (Toggle)
- **Shift-F4** - Mark an entry Paid-in-Full (P-I-F) (Toggle)
- **F5** - Enter into Edit Mode
- **F6** - Free an entry back to Order Posting/ Invoicing
- **Shift-F6** - Free an entry back to Order Entry
- **Ctrl-F6** - Force Free an entry back to Order Posting/ Invoicing
- **Alt-F6** - Accounting Notes
- **F7** - Display Account Entries
- **Shift-F7** - Display Next Entries (same as PgDn)
- **Ctrl-F7** - Display Prior Entries (same as PgUp)
- **F8** - Select (cycle) between Accounts Receivable, Accounts Payable and Sales Tax Payable.
- **Shift-F8** -Select & Display. Causes a switch from Accounts Receivable to Accounts Payable (and visa versa) followed by a display of the same Order from the other Account.

Stat	Order# Acct Code Client PO#	Mailr Brokr Owner	Mailer Name	MAIL-Dat	POST-Dat PAYD-Dat ACTP-Dat	Amount Paid REF#	Amount Due
						C O M M E N T	
				--	--		
				--	--		
				--	--		
				--	--		
				--	--		

Figure 9.8. Accounts Receivable/Accounts Payable/Tay Payable Query/Edit Screen

Display Account Entries (F7, Shift-F7, Ctrl-F7, Alt-F7)

The selection of Option “Display” (F7) results in:

- Status message:
Display Request
- The positioning of the cursor at the first input field (Account Code).

Account entries can be displayed in 1 of 2 ways: ALL entries for a particular Account or ALL entries beginning with a particular Order Number. If the Account Code is entered, it is assumed that you want to display entries for just that account. In this case, you can also enter either Start Order Number or Start Client P.O.# to specify a particular Order for the indicated Account. If the Account Code is not entered, then you must enter a Start Order Number. In this case, entries will be displayed in Order Number Sequence, without regard to Account Codes.

Five entries are displayed at a time. Once entries have been displayed, following entries can be displayed, in sequence, by repeatedly pressing **Shift-F7** (or **PgDn**). Also, prior entries can be displayed, in sequence, by repeatedly pressing **Ctrl-F7** (or **PgUp**). For **PgDn**, the screen will “scroll up” and the bottom entry will be replaced by the next entry. For **PgUp**, the screen will “scroll down” and the top entry will be replaced by the prior entry. Function Display Last (**Alt-F7**) displays the last order displayed from Order Entry/Invoicing. However, if the first Display Last is from this screen, the request will be ignored

☞ As entries are displayed, the first (top) entry will set the visuals “Account Code”/“Account Name”.

Only the COMMENT field can be modified directly. By default, it is obtained from the first Journal transaction for the displayed Order. The first field of each Order displayed is an Accounting Status indicator as follows:

- **PD** - Entry is PAID (i.e. Amount Due = Amount Paid)
- **FR** - Order has been FREED back to Invoicing or Order entry
- **UP** - Entry is UNDER PAID (i.e. Amount Due is greater than Amount Paid)
- **OP** - Entry is OVER PAID (i.e. Amount Paid is greater than Amount Due).
- **PF** - Entry has been marked Paid-in-Full (i.e. Amount Paid is correct, Amount Due is ignored)
- **VD** - Entry has been marked uncollectible (VOID)
- ***** - Accounting NOTES exist for this Order
- **#** - Order has a “Guarantee-of-Payment”

Figure 9.9 is an example of an “Accounts Receivable” Screen with 5 entries displayed.

Stat	Order#	Mailr	Mailer Name	MAIL-Dat	POST-Dat	PAYD-Dat	ACTP-Dat	Amount Paid	REF#	Amount Due	COMMENT
PD	036113	CMANR	Country Manor	09-10-92	10-09-92			112.00		112.00	
		DJA14		08-17-92	03-08-93			9395			
		VTCOS									
PD	036115	BTY	BEST TO YOU/PRODUCT CO	09-10-92	10-09-92			40.00		40.00	
		DJA14		09-08-92	10-23-92			102312			
		WILAN									
VD	036116	BTY	BEST TO YOU/PRODUCT CO	08-13-92	10-08-92			.00		93.30	
		DJA14		09-08-92	08-13-92			COMM			
		DIRME						WEI			
PD	036118	BTY	BEST TO YOU/PRODUCT CO	07-28-92	10-08-92			513.25		513.25	
		DJA14		09-08-92	08-24-92			101993			
		WOOST									
PD	036119	GBRAT	G B RATTO INTL GROCERS	07-09-92	08-14-92			35.04		35.04	
		MOKAS		07-15-92	09-18-92			619279			
		BOUDN									

Figure 9.9. A/R-A/P-T/P Query/Edit Screen (after Display)

Select Accounts Receivable/Accounts Payable/Tax Payable (F8)

Selecting option "Select" (F8) will cause processing to cycle among Accounts Receivable, Accounts Payable and Sales Tax Payable. The current state of the toggle is indicated by the HEADER for the screen.

Select Accounts Receivable/Accounts Payable & Display (Shift-F8)

If an Accounts Receivable or Accounts Payable entry is currently being displayed, you can display the other side of the Order by pressing "Select and Display" (Shift-F8). Thus, you can quickly switch between the Receivable and Payable for an Order and visa versa. If you are in Edit Mode, you are switched to the other side of the selected Order and that Order will become the top (first) Order on the screen.

If you are displaying a Sales Tax Payable entry, this function will switch to a Receivable entry.

Edit Mode (F5)

Once entries have been displayed, "Edit Mode" (F5) can be selected. After doing this, the cursor can only be positioned in the "Comment" field of one of the 5 entries.

If the cursor is positioned in the "Comment" field of the first (top) entry, pressing PgDn results in the display of the next 5 entries (full screen scroll). If the cursor is positioned in the "Comment" field of any of the other 4 entries, pressing PgDn will only cause the screen to scroll up one line.

If the cursor is positioned in the "Comment" field of the first (top) entry, pressing PgUp results in the display of the prior 5 entries (full screen scroll). If the cursor is positioned in the "Comment" field of any of the other 4 entries, pressing PgUp will only cause the screen to scroll down one line.

Void Toggle (F4)

You must be in Edit Mode to use this function. Voiding an entry results in funds being marked uncollectible (Bad Debt). VOIDED entries are shown as "VD" in the status area for the entry. Since VOID is a toggle, an entry can be marked "re-collectible" by again pressing F4.


Press F4 when the cursor is positioned in the "Comment" field of the entry to be VOIDED.

FREED entries cannot be VOIDED and VOIDED entries cannot be FREED.

PIF Toggle (Shift-F4)

You must be in Edit Mode to use this function. Marking entries "Paid-In-Full" (P-I-F) results in all remaining debt being canceled. Entries so marked are shown as "PF" in the status area. Since P-I-F is a toggle, an entry can be taken out of this state by again pressing Shift-F4.

Press Shift-F4 when the cursor is positioned in the "Comment" field of the entry to be marked P-I-F.

 **FREED entries cannot be marked Paid-in-full and Paid-in-full entries cannot be FREED.**

"Paid-in-Full" entries cause adjustments to be made to Sales and/or Purchases on the G/Lal Ledger.

Free an Order (F6, Shift-F6, Ctrl F6)

For F6 or Shift-F6, you must be in Edit Mode. FREEING an Order results in either freeing an Order back to Order Posting/Invoicing (F6, Ctrl-F6) or back to Order Entry (Shift-F6). FREED entries are shown as "FR" in the status area. Because an entire Order is freed (and not just an entry), the FREE may also affect additional entries. Typically, at least 2 entries will be freed: a Receivable and a Payable.

 **"Paid-in-Full" or "VOIDED" entries cannot be FREED.**

Press F6 or Shift-F6 when the cursor is positioned in the "Comment" field of the Order to be freed. You will be prompted with the following message:

Are you Sure ??? (F2/Yes, Fn/No)

Press "F2" if you really want to free the Order. Press "F4" if you want to abort the "free" request.

 **"FREE" IS NOT a toggle. To get an Order back under A/R-A/P control, it must be re-Posted.**

"FORCE FREE" (Ctrl-F6) is a special form of FREE. Normally freeing an Order back to Order Entry (or to Invoicing) results in the "A/R-A/P" status flag being turned off. However, it is possible for this flag to be on without having an entry on either Accounts Receivable or Accounts Payable (an Error Recovery Procedure, for example, could leave an Order in this condition). If this happens, AND ONLY IF THIS HAPPENS, BOOMS will allow you to FORCE FREE an Order. Upon selecting Ctrl-F6, the cursor will be positioned at the Order Number field. After you enter the Order Number, BOOMS will search the Accounts File for a matching Order Number. If one is found, the FREE request will be ignored. Otherwise, the Order will be marked un-Posted.

Accounting Notes (Alt-F6)

Selecting Option "Notepad" (Alt-F6) while an Order is being displayed, results in the Query/Edit screen being replaced by the "Notes" screen. Accounting notes are shared between Invoicing and Accounting, so any notes entered here will also be viewable from the Invoicing/Posting screen. If notes exist for an Order, the Query/Edit Status field will contain a "***". If you are not in "Edit" mode, notes will be displayed for the top (first) Order on the screen. (See Chapter 4 for a discussion of the "Notes" screen).

Accounts Reporting

The Accounts Reporting Window (See Figure 9.10) is displayed upon selecting Function "A", Sub-Function "2" (Accounts Reports) from the Accounting Selection Menu. This Window is divided into 2 parts: Part 1 (top Part) is a description of the various reports that are available and, in general, who the intended audience for the report is (See Appendix C for a sample of each report). In order to select a report, its 2-character ID is entered in field "Report". For example to select ALL Aged Receivable Statements, enter "G3" or to select a Credit History by Mailer, enter "M4". If you enter an invalid report id, you will receive error message:

VALUE FOR FIELD IS INVALID, REENTER

Upon entry of a valid report id, the cursor will move to part 2, ADDITIONAL QUALIFICATION. Depending on the type of report selected, you will only be permitted to enter relevant information. If the cursor is positioned in part 2 and you want to select a different report, press "Ctrl-Break" (or Alt-F9) to return the cursor to the "Report" field. The input fields are:

- **Account Code** - Account for which a Report is to be printed or starting Account when all accounts are to be printed.
- **Payable For Stax?** - for A/P Aging, A/P Ledger, and Remittance Reports. If "Y" is entered, the meaning of the report is shifted to "Sales Tax".
- **Statement Date** - Date to appear on Aging Statements. The default is today's date.
- **Begin Date** - Used in conjunction with End Date to limit the scope of some reports.
- **End Date** - Used in conjunction with Begin Date to limit the scope of some reports.
- **Broker/Manager** - Used to limit the scope of some reports.
- **Low Order Number** - Used with "High Order Number" to limit the scope of some reports (default is "000001").
- **High Order Number** - Used with "Low Order Number" to limit the scope of some reports (default is "999999").
- **Account Code 2** - A related Account used to limit the scope of a report (used by report "M3").
- **List Number** - If specified for a Remittance Report, only payments related to the specific List will be reported.
- **Prepays on RemitRPT?** - If "Y", then the amounts that were reported on the "Billing Report" (See "Chapter 4") will also be reported on the Remittance Report. Also, each line item will be reported on 2 lines to accommodate the prepayment amount.
- **Sequence Type** - Allows Aging Statements to print in Order Number Sequence (O) or List/Mailer Sequence (L).
- **Exception Reporting** - for the Scheduled Commissions Report:
 - N Report all Scheduled Commissions
 - Y Report Account Records flagged as invalid AND calculated commission mismatches (full payment has been received, but full commission has not been credited)
 - F Report Account Records flagged as invalid.
 - C Report commission mismatches.
- **Print Comment? (A/R)** - For Accounts Receivable Aging Statements, if "Y" is specified, any "Comment" for an A/R entry will be printed after the name of the List (***) comment).
- **Spacing** - allows Single (default) or Double spacing of Aging Statements.
- **Days Past Due** - allows a number up to 255. Only Orders with **PAYMENT DUE DATES** past this are reported. (i.e.: If PDD - Aging Differential + Days Past Due > Current Date, then don't report).

Once you have filled in the required values and pressed the Enter Key, the report will begin to print. You will receive any or all of the following status messages from BOOMS:

```

Searching in Progress.....
nnnnn Record(s) Selected for Sorting
nnnnn Record(s) Being Sorted .....
Printing in Progress .....
nnnnn Record(s) Reported .....
  
```

The first three messages will appear before any actual printing for those reports that require an External Sort (marked with a "*"); these reports also reference the "BTEMP" environment variable to determine the directory for temporary BOOMS files: the name of this directory cannot exceed 23 characters). The fourth message is displayed while BOOMS is searching for the first record to print. Once a record has been found, the last message will be displayed. "nnnnn" will be a running count of the number of DETAIL records processed.

☞ Unless "Retain/Print Freed" is indicated in Accounting Global Information (See Chapter 12), Orders that have been "freed" back to Invoicing/OrderEntry are deleted from A/R-A/P when either an Aging Statement or an Accounting Ledger is printed. However, if a freed Order is "killed" (from Invoicing), it will be deleted from A/R-A/P EVEN IF "Retain/Print Freed" is indicated.

Accounting Reporting (Additional Qualification)

In general, parameters are used to limit the scope of a report. Any special considerations are noted.

Aged Receivable Statement (G1)

Aged Payable Statement (G2)

Parameters: Account Code, Account Code2, Statement Date, Brokerage/Management, Sequence Type, Payable for STax?, List Number, Print Comments (for G1)

Prints one Accounts Receivable or one Accounts Payable Aging Statement. "Account Code" is a valid code from the Accounts File. Account Code 2 is a Mailer Code. "Statement Date" can be used to override the current date in the Header of the report (it does not affect the detail information on the report). "Brokerage/Management" can be used with report "G1" only to limit the statement to receivables for either Brokerage or Management (this is a way to split receivables for Brokerage & Management Service Fees). "Sequence Type" defaults to List/Mailer Sequence. If you specify a Sequence Type of "O", statements are printed in Order Number Sequence. For a Payable statement, if "Payable for STax?" is "Y", the report is shifted to print a "Sales Tax" Aging statement. An A/R Aging statement to a Broker will include both the Mailer and the List names. If you specify "List Number", you will get a statement for Orders of that List only.

```

ZOOMS - BMAINACC
PRINT=1  PRINTC=HPLASER  Enter values in WINDOW below .....
1 Help  2  3  4  5  6  7  8  9 Return 0 Exit
Broker/Owner Orders Management System
ACCOUNTING REPORTING
Report ==>
-----General Accounting-----
G1 Aged Receivable Statement
G2 Aged Payable Statement
G3 ALL Aged Receivable Statements
G4 ALL Aged Payable Statements
G5 ONE A/R LEDGER Account
G6 ONE A/P LEDGER Account
G7 ENTIRE A/R LEDGER
G8 ENTIRE A/P LEDGER
---Brokerage/Management Accounting---
M1 Remittance Report
* M2 A/R Aging by Salesperson/Mailer
M3 Scheduled Commissions Report
* M4 Credit History by Mailer
* M5 Credit History by Broker
ADDITIONAL QUALIFICATION
Account Code .....:
Statement Date .....:07-14-99
Begin Date .....: - -
End Date .....: - -
Brokerage/Management : [B,M,blank]
List Number .....:
Print Comment? (A/R) :N [Y/N]
Spacing .....: [S/D]
Payable for STax? ..:N [Y/N]
Broker/Manager Code :
LOW Order Number ...:001001
HIGH Order Number ..:100000
Account Code 2 .....:
Sequence Type .....:L [L/O]
Exception Reporting?:N [Y/N/F/C]
Prepays on RemitRPT?:N [Y/N]
Days Past Due .....: Days
  
```

Figure 9.10. Accounting Reporting Window.

ALL Aged Receivable Statements (G3)

ALL Aged Payable Statements (G4)


Parameters: Account Code, Account Code 2, Statement Date, Sequence Type, List Number, Payable for STax?, Print Comments (for G3)

Prints ALL Accounts Receivable or ALL Accounts Payable Aging Statements. "Account Code" is a valid code from the Accounts File or "blank". If left "blank", a statement is printed for each account. If a valid account is entered then printing begins with that account. Several special "account codes" are recognized:

- **ALLM** indicates that statements should be printed for "all management" accounts. In this case, BOOMS will assume that an account is managed if there is a non-zero amount in a "Drawing Account".
- **ALLNM** indicates that statements should be printed for "all brokerage" accounts
- **ALLMS** (for "G3" report) indicates that statements should be printed for "all management service fees"
- **ALLBR** indicates that statements should be printed for "all Broker" accounts
- **ALLML** indicates that statements should be printed for "all Mailer" accounts
- **ALLSB** indicates that statements should be printed for "all Service Bureau" accounts

Account Code 2 is a Mailer Code (you could use this, for example, to get all "payables" related to a particular mailer (G3) or all "receivables" related to a particular mailer (perhaps through outside brokers). "Statement Date" can be used to

override the current date in the Header of the report (it does not affect the detail information on the report). Sequence Type defaults to List/Mailer Sequence. If you specify a Sequence Type of "O", statements are printed in Order Number Sequence. For Payable statements, if "Payable for STax?" is "Y", the meaning of the report is shifted to print "Sales Tax" Aging.

 **Note: if any of the special account codes are used, this report will take a longer time to run since all account records must be scanned to print these reports.**

ONE A/R Ledger Account (G5)

ONE A/P Ledger Account (G6)

Parameters: Account Code, Begin Date, End Date, Payable for STax?

Prints one Accounts Receivable or one Accounts Payable Ledger Account. "Account Code" is a valid code from the Accounts File. "Begin/End dates" refer to the date that a transaction was posted to the account. For the A/P Ledger, if "Payable for STax?" is "Y", the meaning of the report is shifted to print a "Sales Tax" Ledger.

Entire A/R Ledger (G7)

Entire A/P Ledger (G8)

Parameters: Account Code, List Number, Begin Date, End Date, Payable for STax?

Print the entire Accounts Receivable or Account Payable Ledger. "Account Code" is optional and allows printing to begin with a particular account. Also, account code can be "ALLM" or "ALLNM" to get the A/R-A/P ledger for just "management accounts" or just "brokerage accounts". "Begin/End Dates" refer to the date that a transaction was posted to the account. For the A/P Ledger, if "Payable for STax?" is "Y", the meaning of the report is shifted to print the "Sales Tax" Ledger.

Remittance Report (M1)

Parameters: Account Code, Begin Date, End Date, Payable for STax?, Prepays on RemitRPT?

Prints a report based on Cash Payments to a List Owner. "Account Code" is a valid Code from the Accounts File. Several special codes are recognized:

- ALLM indicates that Remittance Reports should be printed for ALL Managed accounts
- ALLNM indicates that Remittance Reports should be printed for ALL NON-Managed accounts.

"Begin/End Dates" can be used to limit the report to Cash transactions over a given time period (but the transactions must be on the current Journal). Although this option is designed to produce a report to be sent to a List Owner (for List Management), it will give accurate information for cash sent to outside accounts (Owners/Managers/Brokers) as well. If "Payable for STax?" is "Y", the meaning of the report is shifted to print "Sales Tax" Remittance. If "Prepays on RemitRPT is "Y", then the payment amounts reported on the "Management Billing Report" (See Chapter 4) will also be reported on the Remittance Report.

A/R Aging by Salesperson/Mailer (M2)

Parameters: Broker/Manager, Low Order Number, High Order Number

Prints a detailed Aging Report. "Broker/Manager" is optional and is used to print a report for a particular Salesperson. (This report requires an External Sort).

Scheduled Commissions Report (M3)

Parameters: Account Code, Broker/Manager, Low Order Number, High Order Number, Account Code 2

Prints a detailed report indicating, by Cash Receipt transaction, the amount of commission (earnings) to be posted to the General Ledger (at Period-End) for each Broker/Manager. In addition, a calculated Payable amount is indicated based on actual Cash Receipts. "Broker/Manager" can be specified to limit the report to a specific Salesperson. "Account Code" can be specified to limit the report to a particular ACCOUNTS RECEIVABLE Account. "Account Code 2" can be specified to limit the report to a particular ACCOUNTS PAYABLE Account.

Credit History by Mailer (M4)

Parameters: Account Code, Low Order Number, High Order Number, List Number

Prints a detailed Credit History of a Mailer as indicated by "Account Code". "List Number" can be used to limit the report to activity against a specific List. (This report requires an External Sort).

Credit History by Broker (M5)

Parameters: Broker Code, Low Order Number, High Order Number, List Number

Prints a detailed Credit History of a Broker as indicated by "Broker/Manager". "List Number" can be used to limit the report to activity against a specific List (This report requires an External Sort).

Accounts File Listing

Selecting Function "A/R-A/P", "Print" ("A3") from the Accounting Selection Menu results in:

- The overlaying of the lower part of the Accounting Selection Menu by the "A/R-A/P-T/P File Listing" Window (Figure 9.11).
- The positioning of the cursor at the first input field (Account Type)
- Status message:

Enter Values in Window below

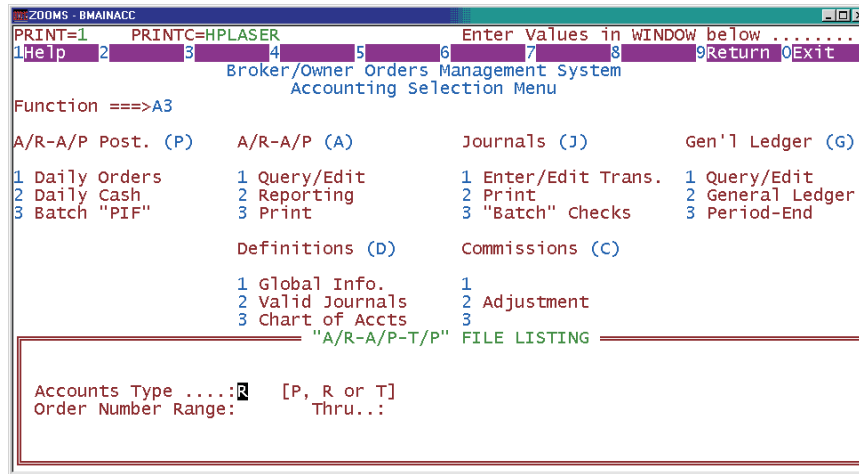


Figure 9.11. A/R-A/P-T/P File Listing Window

This window is used to obtain a detailed listing of Accounts Receivable, Accounts Payable, or Sales Tax Payable entries. That is, it will show all the fields in each entry. The valid options for this report are:

- Account Type:
 - P** = Accounts Payable
 - R** = Accounts Receivable
 - T** = Sales Tax Payable entries.
- **Order Number Range...Thru** is used to limit the scope of the listing to a particular range of Order.

Figure 9.12 is an example of a listing for Accounts Receivable.

ST	C	ACCTN	BCODE	MCODE	OCODE	ORDN	LNUM	AMTDU	AMTPD	BCOMM2	MCOMM2	BCOMM	MCOMM	MA	BCP	MCP	MXFEE	IADJ
R		ABCML	TLC01	ABCML	XYZCO	002000	01000	150000	150000	20000		20000			2000		25000	
R		ABCML	TLC01	ABCML	OWNR1	002001	01020	120000	120000	20000		20000			2000		25000	
R		MALBR	MALBR	XYZML	XYZCO	002002	03000	50000	30000		2000		4000			1000		2000
R		DEFML	TLC02	DEMFL	XYZCO	002004	01000	30000	30000	5000		5000			2000			
R		PDQ	TLC02	PDQ	TEMCO	002005	50000	100000	50000	5000	8000	18000			2000			

Figure 9-12. Full A/R-A/P-T/P Edit Listing