IBM System/23 Datamaster
Accounts Receivable Reports

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Second edition (October 1981)

Introduction

The IBM System/23 Accounts Receivable application is one of six applications that compose the IBM System/23 Business Management Accounting System for Datamaster. The other five applications also have Reports brochures similar to this brochure:

- *IBM System/23 Datamaster Billing Reports,* G280-0229.
- *IBM System/23 Datamaster Accounts Payable Reports,* G280-0231.
- *IBM System/23 Datamaster General Ledger Reports,* G280-0232.
- *IBM System/23 Datamaster Inventory Accounting Reports,* G280-0233.
- *IBM System/23 Datamaster Payroll Reports,* G280-0234.

We encourage you to obtain and review all six Reports brochures.

Contents

Highlights

The Accounts Receivable application is designed to help you realize better control of your receivables asset. The Accounts Receivable application will help you keep track of amounts owed and paid by customers and will print statements, delinquency notices, and other reports that reflect your business activity. Some of the application features are:

- Provides interactive application of cash to help your operator post payments to open-item customer accounts.

- Provides interactive entry and edit of your company's invoices, cash receipts, and adjustments.

- Accepts your company's miscellaneous cash receipts such as vending machine or rent receipts.

- Provides open-item and/or balance-forward accounting, allowing you to choose which method to use for each customer.

- Provides Accounts Receivable aging for the current period plus four aging periods.

- Allows you to optionally apply late charges to individual customers.

- Allows you to defer printing statements until a more convenient time.

- Prints summarized statements for customers with multiple locations.

- Prints a return tear strip on customer statements that can be mailed in with payments.

- Works with the IBM System/23 Billing application, if installed.

- Works with the IBM System/23 General Ledger application, if installed.

- Allows you to maintain customer information for use with the System/23 Word Processing feature for mailings.

- Allows you to use the Business Report/Application Development System III (BRADS III) so that you can produce additional tailored reports.

IBM System/23 Datamaster requirements

The Accounts Receivable application requires the following
minimum System/23 Datamaster configuration:

- IBM 5322 Computer with 64K[1] bytes of storage
- Sort feature
- 2.2 million bytes of diskette storage (either integrated or the IBM 5246 Diskette Unit)
- IBM Printer (80 characters per second print speed)

  Note: Larger diskette storage configurations and/
  or a faster printer (160 characters per second) may
  be required, depending on your company's
  business volumes.

---

[1] K = 1,024 bytes; thus the total is 65,536 bytes of storage.

Reports and screens

- Accounts Receivable Totals. Shows your receivables balance at any point in time.

- Aged Receivables Report. Shows the total amount due as well as separate amounts for each age period for each customer.

- Cash Receipts and Adjustments Journal. Shows for each payment or adjustment entered, who the customer is, the invoice number, and the amount due.

- Cash Receipts and Adjustments Journal Summary. Shows the total amounts to be posted to each general ledger account that appears on the journal.

- Customer Name and Address List. Shows name and address, account type, and whether or not the customer receives a monthly statement or pays late charges.

- Delinquency Notice. A preprinted form addressed to customers who have a delinquent balance.

- Late Charges Journal. Shows the late charges calculated for each customer with a past-due amount.

- Late Charges Journal Summary. Shows total late charges for all customers.

- Ledger. Shows how much each customer owes you for each age period and includes detailed information.

- Paid Open Item List. Shows fully paid invoices that will be removed from open receivables.

- Sales Journal. Shows for each invoice entered, who the customer is, the invoice number, and the amount due.

- Sales Journal Summary. Shows the total amounts to be posted to each general ledger account that appears on the journal.

- Statement. A preprinted form addressed to the customer showing the total amount due.

On the following pages, you will find samples of some of the reports and display screens provided by the Accounts Receivable application.

Main menu

```
4/30/82                    Accounts Receivable                    3500
Co.   1                         Main menu

         Choose one of the following:

              1. Enter and process invoices
              2. Enter and process cash receipts and adjustments
              3. Print reports
              4. Close the period
              5. Erase customer sales information
              6. List or inquire into files
              7. Update files
              8. Copy or restore files
              9. End Accounts Receivable


         Choice
              –
```

The Accounts Receivable application uses a menu
approach. The operator simply keys in a number
from the menu to select the job that he or she wants to
do.

Cash receipts and adjustments screen

```
    4/30/82                        Accounts Receivable           Add                 3531c
    Data                       Cash receipts and adjustments     Cash/inquire


    Last line no.    11
            Customer no.      20420  Walker Electrical              Invoice no.
      1 Cash amount          310.14

    ---  Invoice   ---   Original      Credits     Remaining     Remaining      Applied
    number      date     amount        to date     discount      balance        this set
         UN                   0.00       75.00        0.00         75.00-          0.00
    2 { 22146    2/10/82    384.61      384.61        5.77          0.00           0.00
       23239    3/05/82    314.86        0.00        4.72         314.86           0.00
       24333    3/20/82    931.66      931.66        0.00          0.00           0.00

    3 Starting invoice no.  _____
       Invoice no.          23239
    4 Cash to be applied         310.14
    5 Discount to be taken        4.72

                                                    Cmd 6 Apply
                                                    Cmd 8 Reset
                                                    Cmd 9 Ignore
```

6 Cash receipts and adjustments screen

To facilitate applying cash to open-item accounts, the operator can use the cash receipts and adjustments screen. After the operator enters the check amount and customer number, the application will display the open invoices that can be paid. The operator then selects the invoices being paid from the screen. As invoices are selected for payment, the computer displays a balance of how much cash remains to be applied.

1 Cash amount. Amount of cash to be applied to this account.

2 Open invoices. Invoices that are still outstanding. Also shows the original amount and summarizes partial payments.

3 Invoice number. Invoice that will have cash applied to it.

4 Cash to be applied. Amount of cash to apply to this invoice.

5 Discount to be taken. Amount of the discount that should be applied to this invoice.

Customer inquiry screens

```
    4/30/82                     Accounts Receivable          Inquire        3566b
                              Inquire into customer file


   Customer number  1  20700    3 Amount due     3,709.63     Credit lim        750
   Tri-City Tool & Hardware       Future           500.00     Late chg        16.75
   19280 Welch Street             Current          543.09
                                  Period 1       1,246.36     Last pmt     1/15/82  5
   Saratoga      CA 95070         Period 2         786.45  4  Last order   4/20/82  6
   (408)555-0557                  Period 3            .00
   Open Item     Salesman BF      Period 4       1,116.98

   ------------ Billing codes ----------    ------ For sales analysis -----
              2                                            PTD          YTD
   Pricing  1   F.E.T.     Y   Tax 1  00   Orders            1            6   7
   Backord  Y   Invoice disc 1  Tax 2  00   Sales        543.09     4,901.05
   Terms %  1   Terms descr  2  Tax 3  00   Cost         335.36     3,023.94


                                      Cmd 8 Restart
                                      Cmd 9 End job
```

```
   Saratoga      CA 95070
   (408)555-0557                  Period 3
   Open Item     Salesman BF      Period 4       1,116.98

      --- Invoice ---     Original     Credits      Amount     Remaining
      number    date      amount       to date      due        discount
      20443   11/10/81    1,116.98        .00      1,116.98        .00
   8  21786    2/03/82      786.45        .00        786.45        .00
      23216    3/03/82      178.05        .00        178.05        .00
      24310    3/20/82    1,068.31        .00      1,068.31        .00


                                      Cmd 8 Restart
                                      Cmd 9 End job
```

8 Customer inquiry screens

The customer inquiry screens provide a quick method of looking up customer information. You can quickly see the unpaid invoices for open-item customers.

1 Customer information. Information about the customer, including:
- Customer number
- Name and address
- Telephone number and contact person
- Your salesperson's number for this customer.

2 Billing codes. Information that the Billing application uses to process orders from this customer.

3 Amount due. The amount this customer owes you. It includes the current amount, amounts for age periods 1 through 4, and late charges.

4 Age period amounts. The sum of charges, credits, and adjustments for age periods 1 through 4.

5 Last payment. The date on which you last received a payment from this customer.

6 Last order. The date on which you last received an order from this customer.

7 Period-to-date and year-to-date amounts. The total number of orders from this customer for the period and the year; the total sales to this customer for the period and the year; and total cost of goods sold to this customer for the period and the year.

8 Unpaid invoices. Open receivables for this customer, including:
- Invoice number. The number of an invoice that is not fully paid.
- Date. The date of the invoice.
- Original amount. The amount that was due for the invoice when first posted to open receivables.
- Credits to date. Payments and adjustments that have been posted for this invoice.
- Remaining discount. The amount of discount available to the customer for this invoice.

Unpaid invoices appear only for open-item customers.

Cash receipts and adjustments journal

```
Northcreek Industries        1                    Accounts Receivable            Time 12:56:32  Date  4/30/82  Page    1  35441
Journal - CJ006  Batch -    1          Cash receipts and adjustments journal      [3]——Posting date  4/30/82

[5]        [1]            [2]                                    [4]      [4]        [4]          [4]
                                            Ref    Inv          1110     1010       8130         1150      -- General Ledger --
Date       Customer                         number number       Accts rec Cash      Cash disc    Adjustment   amount    number
           number   Customer name    [6]    [7]    [8]               CR        DR        DR           DR         DR

4/22/82             Vending Mach.                                           15.60                            (15.60)    8040
4/22/82             Pay phone                                               20.80                            (20.80)    8040
4/30/82    10400    Anderson Inc.                                100.00                           100.00
4/30/82    10700    Andrus Inc.             CK123               150.00     150.00
4/30/82    10700    Andrus Inc.             ASJ90               (7.48)                             (7.48)
4/30/82    10800    Angeroth Incorporated                      110.76     110.76
4/30/82    11810    Westernwide *Store 1*   CK719  23210        829.58     816.02    13.56
4/30/82    11810    Westernwide *Store 1*   CK719  25787         20.13      19.78      .35
4/30/82    11810    Westernwide *Store 1*   CK719  23242        164.20     164.20
4/30/82    11900    Gordons' Hardware       ADJ81  23212        201.93                            201.93

                                                             ----------  ----------  ----------  ----------  ----------
                                                               1,569.12              13.91                   (36.40)
                                                                         1,297.16               294.45
```

The Cash Receipts and Adjustments Journal shows, for
each cash receipt or adjustment entered, who the cus-
tomer is, the invoice number, and how much each
transaction will affect each general ledger account.

The cash journal is an important report for auditing
and accounting. You can also use it to analyze daily
cash receipts by customer.

1 Journal number. A number that identifies this
cash journal.

2 Batch number. The number of the batch contain-
ing the payments and adjustments on this cash
journal.

3 Posting date. The date for posting the general
ledger with these journal entries.

4 Account numbers. The general ledger account
numbers for the cash journal. The amounts in the
columns are credits or debits for these account
numbers.

5 Date. The date of this transaction.

6 Customer number. The number that identifies
this customer.

7 Reference number. Any number, such as a check
number, that helps identify this transaction. The
operator enters it with the payment or
adjustment.

8 Invoice number. The number that identifies the
invoice.

Customer statement

Anderson Inc. **1**
99 Downing Way
Statler Hills
Minneapolis   MN 55401

2

	CUSTOMER
	10400
PAGE	DATE
1	4/30/82

3

4

call 488-5576 for inquiries about your account

	5 DATE	TRANSACTION	INVOICE **7**	AMOUNT
		Prev Bal **6**		**8** 382.01
	4/20/82	Payment		200.00-
	6/10/83	Invoice	14628	500.00
	4/10/82	Invoice	17605	400.00

9
Current late charges   28.10

CURRENT	31-TO-60	61-TO-90	FUTURE AMOUNT
200.00	101.00	102.00	500.00
91-TO-120	OVER 120	LATE CHARGES	**PLEASE PAY**
153.00	26.01	28.10	**10** 610.11

Anderson Inc.
99 Downing Way
Statler Hills
Minneapolis   MN 55401

	CUSTOMER
	10400
PAGE	DATE
1	4/30/82

call 488-5576 for inquiries about your account

DATE	TRANSACTION	INVOICE	AMOUNT
	Prev Bal		382.01
4/20/82	Payment		200.00-
6/10/83	Invoice	14628	500.00
4/10/82	Invoice	17605	400.00

Current late charges   28.10

CURRENT	31-TO-60	61-TO-90	FUTURE AMOUNT
200.00	101.00	102.00	500.00
91-TO-120	OVER 120	LATE CHARGES	**PLEASE PAY**
153.00	26.01	28.10	610.11

	CUSTOMER
	10400
PAGE	DATE
1	4/30/82

INVOICE ⅴ	AMOUNT
Pr Bal	382.01
Pmt	200.00-
14628	500.00
17605	400.00
CLC	28.10

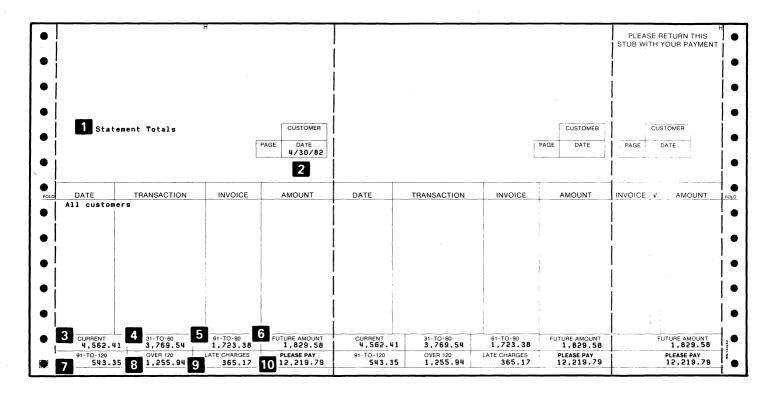| FUTURE AMOUNT	
500.00	
PLEASE PAY	
610.11	

12 Customer statement

A customer statement is usually a preprinted form with your company's logo. The statement is addressed to the customer and shows the total amount due. For balance-forward customers, it shows invoices, payments, and adjustments for the period. It also shows amounts due for previous periods. For open-item customers, it shows all unpaid invoices and their payments and adjustments, regardless of age period.

The statement can be your request for payment. It has a tear strip that the customer returns with the payment. The tear strip contains information that you can use when applying cash to the customer's account. The statement is also useful when answering customer's questions about their accounts.

1 Name and address. The customer's name and address.

2 Customer number. The number that identifies this customer.

3 Date. The date on which the statement was printed.

4 Message. A message to the customer that the operator enters when requesting statements. This message will print on all statements that are printed.

5 Transaction date. The date the operator entered the transaction.

6 Transaction type. One of the following to show the type of transaction:
— Invoice
— Payment
— Adjustment
— CR memo
— Unapplied cash

7 Invoice number. The number that identifies the invoice.

8 Amount. The amount for this transaction. A customer credit will have a minus sign after the amount.

9 Current late charges. Late charges that are due for the current period.

10 Total due. The amount the customer owes you. It is the sum of the current period amount, unpaid amounts from earlier periods, and late charges.

Statement totals

1 Statement Totals

	CUSTOMER	
PAGE	DATE 4/30/82	

2

	CUSTOMER			CUSTOMER	
PAGE	DATE		PAGE	DATE	

DATE	TRANSACTION	INVOICE	AMOUNT	DATE	TRANSACTION	INVOICE	AMOUNT	INVOICE ✓	AMOUNT
All customers									

3 CURRENT 4,562.41   **4** 31-TO-60 3,769.54   **5** 61-TO-90 1,723.38   **6** FUTURE AMOUNT 1,829.58

CURRENT 4,562.41   31-TO-60 3,769.54   61-TO-90 1,723.38   FUTURE AMOUNT 1,829.58   FUTURE AMOUNT 1,829.58

7 91-TO-120 543.35   **8** OVER 120 1,255.94   **9** LATE CHARGES 365.17   **10** PLEASE PAY 12,219.79

91-TO-120 543.35   OVER 120 1,255.94   LATE CHARGES 365.17   PLEASE PAY 12,219.79   PLEASE PAY 12,219.79
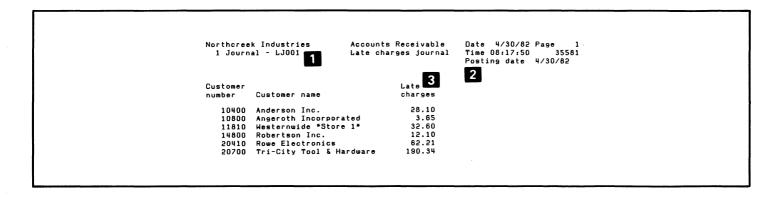
14 Statement totals

The Statement Totals shows the totals for all statements printed at one time. It gives you a concise picture of the amounts billed at the time the statements were printed.

The computer prints the totals statement after it prints the customer statements.

1 Statements total. Appears in place of a customer name and address.

2 Date. The date on which the statements were printed.

3 Current period amount. The total amount due in the current period for the statements that were printed.

4 Period 1 amount. The total amount due in age period 1 for the statements that were printed.

5 Period 2 amount. The total amount due in age period 2 for the statements that were printed.

6 Future amount. The total amount due in future period for the statements that were printed.

7 Period 3 amount. The total amount due in age period 3 for the statements that were printed.

8 Period 4 amount. The total amount due in age period 4 for the statements that were printed.

9 Late charges. The total late charges due for the statements that were printed.

10 Total due. The total amount customers owe you for the statements that were printed.

Late charges journal

```
Northcreek Industries        Accounts Receivable    Date   4/30/82 Page    1
  1 Journal - LJ001 ▮1        Late charges journal   Time 08:17:50      35581
                                                     Posting date   4/30/82

                                            ▮3      ▮2
Customer                             Late
number    Customer name              charges
   10400  Anderson Inc.                28.10
   10800  Angeroth Incorporated         3.65
   11810  Westernwide *Store 1*        32.60
   14800  Robertson Inc.               12.10
   20410  Rowe Electronics             62.21
   20700  Tri-City Tool & Hardware    190.34
```

The Late Charges Journal shows late charges for each customer who owes a past-due amount.

1 Journal. A number that identifies this late charges journal.

2 Posting date. The date for posting the late charges to the general ledger accounts.

3 Late charge amount. The total late charges for this customer.

Paid open item list

```
Northcreek Industries         1                    Accounts Receivable              Time 08:18:38  Date  4/30/82  Page    1   35583
                                                   Paid open item list

           Customer  Invoice  [1]                  [2]            [3]               [4]          [5]
           number    number   Type    Date         Accts rec      Discount          Amount       Journal
                                                   amount                           received     number
           11810     22149    Inv     2/10/82         981.60         17.18                        SJ003
                     --       Pmt     4/05/82         981.60-          .00             981.60-    CJ005
                     24336    Inv     3/20/82       1,258.08         22.02                        SJ004
                     --       Pmt     4/05/82       1,258.08-        22.02-          1,236.06-    CJ005
           11820     22150    Inv     2/10/82         612.95         10.73                        SJ003
                     --       Pmt     4/05/82         612.95-          .00             612.95-    CJ005
                     23247    Inv     3/05/82         193.42          3.38                        SJ004
                     --       Pmt     4/05/82         193.42-          .00             193.42-    CJ005
                     24337    Inv     3/20/82         760.27         13.30                        SJ004
                     --       Pmt     4/05/82         760.27-        13.30-            746.97-    CJ005
           11900     21782    Inv     2/05/82         571.84          7.15                        SJ003
                     --       Pmt     4/05/82         571.84-          .00             571.84-    CJ005
                     21798    Inv     2/05/82         722.73          9.03                        SJ003
                     --       Pmt     4/05/82         722.73-          .00             722.73-    CJ005
                     24306    Inv     3/20/82         389.07          4.86                        SJ004
                     --       Pmt     4/05/82         389.07-          4.86-            384.21-    CJ005
           20410     21271    Inv     1/20/82         891.22         13.37                        SJ002
                     --       C/M     1/20/82         280.80-         4.21-                        SJ002
                     --       Pmt     4/05/82         610.42-          .00             610.42-    CJ005
                     24331    Inv     3/20/82         364.40          5.47                        SJ004
                     --       Pmt     4/05/82         364.40-          5.47-            358.93-    CJ005
           20420     22146    Inv     2/10/82         384.61          5.77                        SJ003
                     --       Pmt     4/05/82         384.61-          .00             384.61-    CJ005
                     24333    Inv     3/20/82         931.66         13.97                        SJ004
                     --       Pmt     4/05/82         931.66-        13.97-            917.69-    CJ005
```
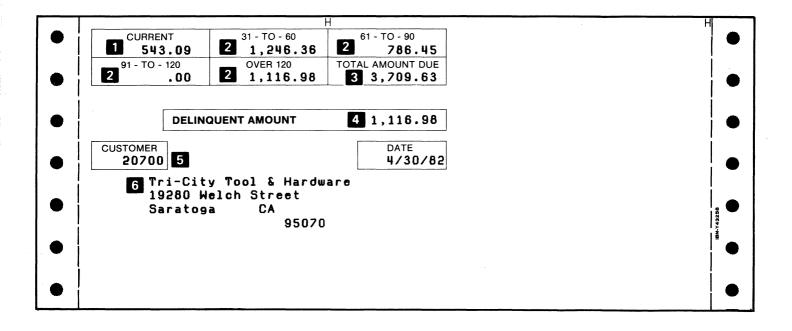
The Paid Open Item List shows fully paid invoices that
will be removed from open receivables. It is useful
when answering your customers' questions about
payments.

1 Transaction type. Identifies the transaction as:
- Inv: Invoice
- Pmt: Payment
- Adj: Adjustment
- C/M: Credit memo

2 Accounts receivable amount. The amount that
was debited or credited to accounts receivable.

3 Discount. The amount of cash discount that was
allowed or taken.

4 Amount received. The actual amount that was
received in payment.

5 Journal number. The number of the sales journal
or cash receipts and adjustments journal on which
the transaction appeared.

Delinquency notice

CURRENT **1** 543.09	31 - TO - 60 **2** 1,246.36	61 - TO - 90 **2** 786.45
91 - TO - 120 **2** .00	OVER 120 **2** 1,116.98	TOTAL AMOUNT DUE **3** 3,709.63

DELINQUENT AMOUNT	**4** 1,116.98

CUSTOMER 20700 **5**	DATE 4/30/82

6 Tri-City Tool & Hardware
19280 Welch Street
Saratoga   CA
              95070

IBM-Y43256

The delinquency notice is a preprinted form addressed
to the customer. It shows the delinquent amount and
the amount due for each age period.

1 Current period amount. The sum of charges,
credits, and adjustments for the current period.

2 Age period amounts. The sum of charges, credits,
and adjustments for each age period.

3 Total amount due. The amount the customer owes
for all invoices.

4 Delinquent amount. The sum of all delinquent
amounts for this customer.

5 Customer number. The number that identifies
this customer.

6 Name and address. The customer's name and
address.

Accounts receivable totals

Totals for all accounts-

         Previous balance   17,841.88
         Current charges   6,505.84
         Current payments   9,575.9ᴸ
         Current adjustments   .00

                                                   Current*   Period 1   Period 2   Period 3   Period 4
                                                   4/30/82   3/31/82   2/28/82   1/31/82   12/31/81

1 Amount due   14,771.40   8,182.66   5,086.07   1,723.38   543.35   1,255.94

2 Future   1,829.58

3 Total accts rec   16,600.98

                                              * Current includes late charges of   36.17

The Accounts Receivable Totals is a one-page report that shows your accounts receivable balances at the time the report is printed. You can use the report to determine the value of your receivables at any given time.

1 Amount due. The total amount due. It includes the current amount and the amounts for age periods 1 through 4.

2 Future amount. The sum of all amounts that will become due in future periods.

3 Total accounts receivable amount. The sum of the amount due and the future amount.

4 Periods 1 through 4. The closing dates for age periods 1 through 4 and the amount due for each of them.

Aged receivables report

```
Northcreek Industries      1              Accounts Receivable              Time 08:41:25  Date  4/30/82  Page   1  3548
                                   Aged receivables report by customer
                                            All customers
                                 ▌1▐ Minimum balance -9999999.99                                              ▌7▐
                                            All age periods
 ▌2▐                             ▌3▐    ▌4▐        ▌5▐      ▌6▐
Customer  Customer              Credit           Amount   Current*   Period 1   Period 2   Period 3   Period 4
number    name                  limit   Future   due      4/30/82    3/31/82    2/28/82    1/31/82    12/31/81
```

Customer number	Customer name	Credit limit	Future	Amount due	Current* 4/30/82	Period 1 3/31/82	Period 2 2/28/82	Period 3 1/31/82	Period 4 12/31/81
10400	Anderson Inc.	9,999,999	500.00	582.01	200.00	101.00	102.00	153.00	26.01
10700	Andrus Inc.	2,000	.00	1,051.10	914.00	137.10	.00	.00	.00
10800	Angeroth Incorporated	0	.00	147.25	.00	110.76	22.15	5.54	8.80
11810	Westernwide *Store 1*	1,500	829.58	533.59	20.13	187.47	.00	325.99	.00
11820	Westernwide *Store 2*	1,500	.00	2,417.92	2,417.92	.00	.00	.00	.00
11900	Gordons' Hardware	750	.00	419.45	217.52 19.42 *	201.93	.00	.00	.00
14800	Robertson Inc.	0	.00	605.15	.00	484.12	96.82	24.21	.00
20410	Rowe Electronics	1,000	.00	1,539.73	171.16	746.43	622.14	.00	.00
20420	Walker Electrical	1,000	.00	412.87	98.01	314.86	.00	.00	.00
20700	Tri-City Tool & Hardware	750	500.00	3,709.63	559.84 16.75 *	1,246.36	786.45	.00	1,116.98
22400	Reed Sports Center	3,000	.00	2,880.61	1,584.08	1,316.53	.00	.00	.00
71200	Sheeba Material Handling	9,999,999	.00	472.09	.00	239.51	93.82	34.61	104.15

The Aged Receivables Report is a summary of how much each customer owes you. It shows the total amount due as well as separate amounts for each age period. It is useful for examining customer accounts when a detailed report is not needed. It is also a valuable aid for checking delinquent accounts.

The report has several formats for you to choose from. It can be arranged by customer number or by account balance. You can limit the report to customers with a minimum balance, to a range of customer numbers, or to specific age periods.

1 Report contents and sequence. The report has several formats for you to choose from. This part of the report heading shows the format that was chosen for this printing.

2 Customer number. The number that identifies this customer.

3 Credit limit. The amount of credit you extend to this customer.

4 Future amount. The sum of all future charges for this customer.

5 Amount due. The amount this customer owes. It includes the amount for the current period and for age periods 1 through 4.

6 Current. The closing date for the current period and the sum of charges, credits, and adjustments for this customer. These transactions have not yet appeared on the customer's statement.

7 Periods 1 through 4. The closing dates for age periods 1 through 4 and the amount due for each of them for this customer.

Ledger

Accounts Receivable   Time 09:00:02 Date 4/30/82 Page   3 3550
Ledger by customer

3

Customer number	Customer information		Future	Amount due	Current 4/30/82	Period 1 3/31/82	Period 2 2/28/82	Period 3 1/31/82	Period 4 12/31/81
11900	Gordons' Hardware	CONTINUED							
	LC Prev -- Bal		19.42	19.42	19.42				
	Age period balances Total accts rec	419.45		.00	419.45	217.52	201.93	.00	.00	.00

14800 Robertson Inc.   518/555-8612
Bal Fwd   Slsmn:BF Contact:D Krueger
Last payment: 2/11/82 Cr lim: 0

Transaction   Date Jrnl   Cash disc

		Amount due	Current	Period 1	Period 2	Period 3	Period 4
Prev bal		605.15	.00	484.12	96.82	24.21	.00
Age period balances Total accts rec	605.15	.00 605.15	.00	484.12	96.82	24.21	.00

1 20410 Rowe Electronics   415/555-2010
2 Open Item Slsmn:HW Contact:S Wooten
Last payment: 4/05/82 Cr lim: 1,000

Transaction   Date Jrnl   Cash disc

Transaction		Date	Jrnl	Cash disc	Future	Amount due	Current	Period 1	Period 2	Period 3	Period 4
21271	Inv	1/20/82	SJ002	13.37	.00	891.22	.00	.00	.00	891.22	.00
--	C/M	1/20/82	SJ002	4.21-	.00	280.80-	.00	.00	.00	280.80-	.00
--	Pmt	4/05/82	CJ005	.00	.00	610.42-	.00	.00	.00	610.42-	.00
22159	Inv	2/10/82	SJ003	9.33	.00	622.14	.00	.00	622.14	.00	.00
23237	Inv	3/05/82	SJ004	11.20	.00	746.43	.00	746.43	.00	.00	.00
24331	Inv	3/20/82	SJ004	5.47	.00	364.40	.00	364.40	.00	.00	.00
--	Pmt	4/05/82	CJ005	5.47-	.00	364.40-	.00	364.40-	.00	.00	.00
25782	Inv	4/20/82	SJ005	2.57	.00	171.16	171.16	.00	.00	.00	.00

5 Age period balances   .00 1,539.73 171.16 746.43 622.14 .00 .00
6 Total accts rec   1,539.73

The Ledger is a detailed report of how much each customer owes you. It shows the total amount due as well as separate amounts for each age period. For balance-forward customers, all transactions for the current period are shown, along with the amount brought forward from previous periods. For open-item customers, transactions for the current period are shown, as well as details for unpaid invoices from previous periods.

You can use this report as an aid for collection, for applying cash, and for answering customers' questions. You can also use it to evaluate specific accounts.

The report has several formats from which you can choose. It can be arranged by customer number or by account balance. You can limit the report to customers with a minimum balance, to a range of customer numbers, and to amounts within specific age periods. You can also change the closing date for the current period when you request the report.

You can print the ledger at any time to have as a reference.

1 Customer number. The number that identifies this customer.

2 Customer information. Information about the customer such as:
– Customer name and phone number.
– Salesman number. Your code for the person who sells to this customer.

– Contact. Who you ordinarily talk with in dealing with this customer.
– Last payment. Date the last payment from this customer was posted.
– Credit limit. How much credit you extend to this customer.

3 Closing dates. The closing dates for the current period and for age periods 1 through 4.

4 Transaction details. For balance-forward accounts, transactions entered during the current period are shown. For open-item accounts, all transactions for unpaid invoices are shown regardless of age period. The details include:
– Invoice number
– Transaction type
– Transaction date
– Journal number
– Transaction amount

5 Age period balances. The sums of charges, credits, and adjustments for the current period, for age periods 1 through 4, and for future periods.

6 Total accounts receivable amount. The sum of the amount due and the future amount.

Customer name and address list

```
Northcreek Industries      1              Accounts Receivable              Time 09:09:06  Date  4/30/82  Page   1  3556
                                    Cust [1] name and address list
                                         [1] All customers
[2]
Customer              [3]
number    Name and address          [4]                        [8]              --------- [11] Billing codes  ------------
    10400  Anderson Inc.         [5] Telephone  612/555-121[    Statements  Y   Pricing   -   F.E.T.         N   Tax 1  10
           99 Downing Way            Contact    M Jones     [9] Late chrgs  Y   Backord   N   Invoice disc   2   Tax 2  00
           Statler Hills        [6] Salesman   IR             Bal Fwd          Terms X   3   Terms descr    4   Tax 3  00
           Minneapolis  MN 55401     Cr limit      9,999,999
    10700  Andrus Inc.           [7] phone      302/555-3931  statements  Y   Pricing   2   F.E.T.         Y   Tax 1  00
           11 Chastain Blvd.         contact    T Perry       Late chrgs  Y   Backord   Y   Invoice disc   3   Tax-2  00
           Kingston Sector          Salesman   BF             Bal Fwd          Terms X   5   Terms descr    4   Tax 3  00
           New Castle   DE 19720     Cr limit         2,000
    10800  Angeroth Incorporated     Telephone  701/555-1912  Statements  Y   Pricing   3   F.E.T.         N   Tax 1  00
           4111 Skyline Drive        Contact    L Redding     Late chrgs  Y   Backord   N   Invoice disc   3   Tax 2  00
                                     Salesman   IR            Bal Fwd          Terms X   2   Terms descr    3   Tax 3  00
           Minot        ND 58701     Cr limit           0
    11810  Westernwide "Store 1"     Telephone  415/555-1000  Statements  Y   Pricing   3   F.E.T.         Y   Tax 1  00
           2800 El Camino Real       Contact    A Giles       Late chrgs  Y   Backord   Y   Invoice disc   1   Tax 2  00
                                     Salesman   TG            Open Item        Terms X   2   Terms descr    3   Tax 3  00
           Sunnyvale    CA 94086     Cr limit         1,500
    11820  Westernwide "Store 2"     Telephone  415/555-2233  Statements  Y   Pricing   3   F.E.T.         Y   Tax 1  03
           51290 El Camino Real      Contact    T Glinski     Late chrgs  Y   Backord   Y   Invoice disc   1   Tax 2  00
                                     Salesman   TG            Open Item        Terms X   2   Terms descr    3   Tax 3  00
           Mountain Vew CA 94041     Cr limit         1,500
    11899  G & S Distribution Co.    Telephone  415/555-8000  Statements  Y   Pricing   0   F.E.T.         Y   Tax 1  00
           9980 Fifth Ave.           Contact                  Late chrgs  Y   Backord   Y   Invoice disc   0   Tax 2  00
                                     Salesman   TG            Open Item        Terms X   1   Terms descr    0   Tax 3  00
           Los Altos    CA 94022     Cr limit     9,999,999
    11900  Gordons' Hardware         Telephone  408/555-8280  Statements  Y   Pricing   2   F.E.T.         Y   Tax 1  03
           437 Palm Ave.             Contact    B Hofman      Late chrgs  Y   Backord   Y   Invoice disc   1   Tax 2  00
                                     Salesman   DP            Open Item        Terms X   1   Terms descr    3   Tax 3  00
           San Jose     CA 95132     Cr limit           750
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In addition to the customer's name and address, this report shows the customer's account type (balance forward or open item) and whether or not the customer receives a monthly statement or pays late charges. It also shows discount codes and other billing information if you have the Billing application. The report can show all your customers or only those in a range of customer numbers.
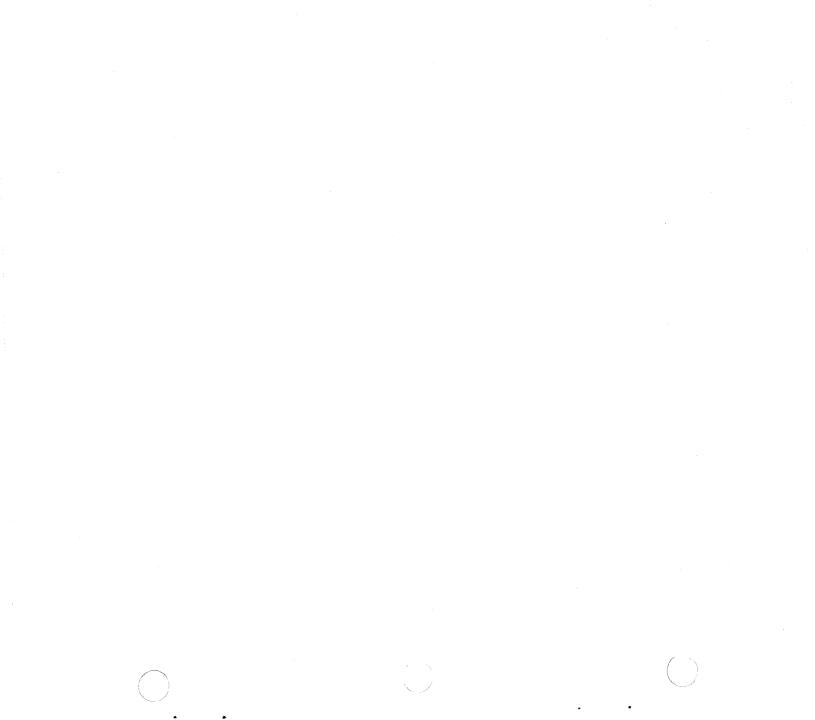
This report can help you answer questions such as:
— How do I contact this customer?
— What is this customer's credit limit?
— Which salesperson calls on the customer?

You can request this report at any time. How often you have the report printed will depend on how often the customer information changes.

1 Report contents. Will either say "All customers" or "Customers from x to y." X is the first customer number on the report, and y is the last. If it is not for all customers, the operator enters the beginning and ending customer numbers when requesting the report.

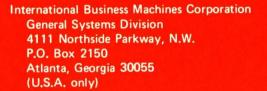**2** Customer number. The number that identifies the customer.

3 Name and address. The billing address for the customer.

4 Telephone. The customer's area code and phone number.

5 Contact. The person to call or write in dealing with this customer.

6 Salesman number. Your code for the salesperson who calls on this customer.

7 Credit limit. The amount of credit you extend to this customer.

8 Statement code. Shows whether or not this customer gets a statement.

9 Late charge code. Shows whether or not this customer is charged late charges.

10 Accounts type. BAL FWD for a balance-forward account or OPEN ITEM for an open-item account.

11 Billing codes. Codes used by the Billing application to process orders.

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