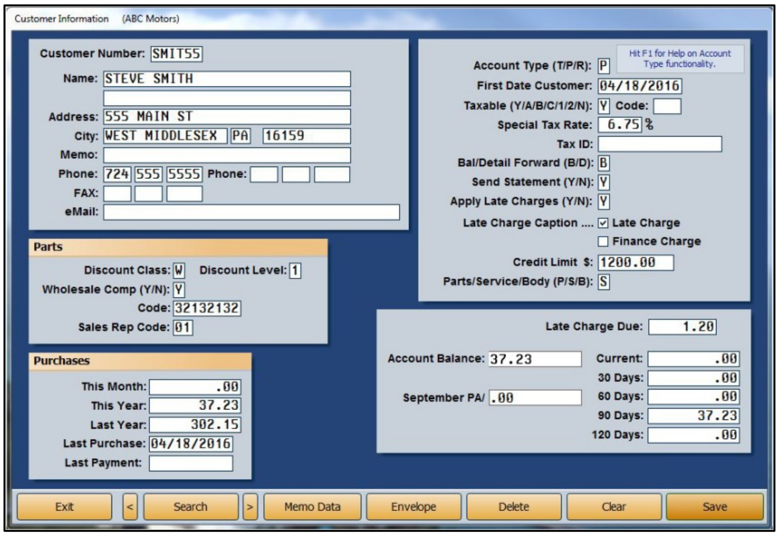
Chapter 4 Trade Receivables

When you click the **Trade Receivables** button on the Dealership Accounting menu, you advance to the Trade Customer Receivables menu. Use this menu to enter or edit customer information and print customer statements. Click the button that corresponds to the menu option you want to select. The appropriate screen opens. Click **Exit** to return to the Dealership Accounting menu.

Customer Information

This button opens the Customer Information screen. Use this screen to enter customer information for the Accounts Receivable Schedule and Counter Parts Sales. Customer information should have been entered during the Accounting inception. Once a customer file exists, you can edit it as needed and use this screen to print an envelope for the customer. You will also use this screen to delete customer files from the Accounts Receivable (AR) schedule.



Adding a New Customer

1. From the Trade Customer Receivables menu, click **Customer Information**.

2. Assign the customer a customer number/control number. Remember, Autosoft recommends a system of using the first four letters of the customer's last name or prominent business name and the first two numbers of the address. If there are no numbers in the address, assign a number from 01 to 99. The numbers on the end serve only to create unique controls in the system. This method makes it easier to search for customers in the system.

3. Type the customer's name, address, telephone number(s), fax number, and E-mail address. Use the **Memo** field to record additional information about the customer as needed.

4. In **Account Type (T/P/R)**, type the letter that corresponds to the account type.
   - Type **T** for temporary. A temporary account is automatically deleted when Accounts Receivable is closed and the balance of the account is zero.
   - Type **P** for permanent. A permanent account remains in the system permanently, regardless of the balance or activity.
   - Type **R** for reference. A reference account remains in the system permanently, regardless of the balance or activity.

5. The **First Date Customer** field automatically fills in with the current date. This allows you to track when a customer's file was created in the system.

6. Use the **Taxable** field to indicate if the customer's parts purchases can be taxed. Tax rates for parts sales are set for each inventory source using the **Operating Defaults** option in the Parts Inventory System Setup. You can set four default tax rates: 1A, 1B, 1C, and 2.

    - Type **A** to apply Tax Rate 1A *and* Tax Rate 2.
    - Type **B** to apply Tax Rate 1B *and* Tax Rate 2.
    - Type **C** to apply Tax Rate 1C *and* Tax Rate 2.
    - Type **Y** for yes. This applies both Tax Rate 1 *and* Tax Rate 2. Rate **A** is the default tax rate used when Tax Rate 1 is selected.
    - Type **1** if you want to apply *only* Tax Rate 1.
    - Type **2** if you want to apply *only* Tax Rate 2.
    - Type **N** for no. No tax is applied to the customer's purchase.

    If the customer is eligible for a tax rate other than the rates associated with the default tax rates set in the Parts Operating Parameters, type the rate that must be used for this customer in the **Special Tax Rate** field, and the system will use this value to calculate the tax. The rate entered in this field will *always override* any other setting. Make sure A, B, C, Y, 1, or 2 appears in the **Taxable** field to ensure the system will calculate tax.

7. In **Code**, type the code that identifies why the customer qualifies for the tax set. The code prints on sales tax reports.

8. If this customer is non-taxable, type the customer's tax ID in the **Tax ID** field.

9. Use the **Bal/Detail Forward** field to indicate if this is a balance or detail forward account. Type **B** for balance forward or **D** for detail forward.

10. In **Send Statement**, indicate if you want to send this customer a statement. Type **Y** for yes or **N** for no.

11. Use the **Apply Late Charges** field to indicate if you want late charges applied to the account. Type **Y** for yes or **N** for no. If you type **Y**, click to select the late charge caption you wish to print on the customer's statements. This allows you to charge some customers late charges and other customers finance charges.

12. In **Credit Limit**, type the customer's credit limit for counter sales and service sales.

13. Indicate the type of customer. Type **P** for parts, **S** or service, or **B** for body shop.

14. In the **Parts** section of the screen, type the **Discount Class** and **Discount Level** you want to assign the customer. The discount class is a single-digit alpha character, and the discount level is a single-digit numeric character ranging from 0 to 4.

15. Use the **Wholesale Comp** field to indicate if wholesale compensation applies to this customer. Type **Y** for yes or **N** for no. If you type **Y**, type the wholesale compensation code in the **Code** field.

16. In **Sales Rep Code**, type the code for the customer's sales representative at the dealership.

17. The system automatically tracks the customer's purchase history and displays the information in the fields under **Purchases**.

18. If there are late charges on the customer's account, type the charges in **Late Charge Due**. When you generate and apply late charges to customer accounts (as explained on page 155), the system automatically displays the charges in this field.

Tip: You can easily remove the late charges on a customer's account by changing the **Late Charges Due** field. You can change the amount or remove it completely from this field without having to make a journal entry.

19. The customer's account balance populates the **Account Balance** field. The system automatically adjusts the balance and breaks the balance into the appropriate aging categories as you post to the customer's account. The **PA** field will display any post-ahead charges posted to the account. In the **Current**, **30 Days**, **60 Days**, **90 Days**, and **120 Days** fields, you can enter the current and past-due balances.

20. You can click the **Memo Data** button and add notes you want to keep with the customer's file. The text window that opens is a free-form text box. It holds up to 500 characters. Click **Save** to save the information. When viewing memo data, click **Close** to close the memo.

21. Click **Save** to save the information.

Editing an Existing Customer's Information

1. Click **Customer Information** from the Trade Customer Receivables menu.

2. Type the **Customer Number** or search for a customer by clicking **Search**, which opens the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name.

   You can also click on the appropriate letter in the alphabetical list along the right side of the window. A list of customers whose last name begins with that letter appears. Click the customer in the list whose information you want to view.

3. The customer's information populates the screen. Edit the information as needed.

4. Click **Save** to save the changes.

Printing a Customer's Address

Use the Envelope button to print the selected customer's address on an envelope. If you select to preview the envelope on your screen, you can print the envelope from the viewing screen.

1. Click **Envelope**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the envelope or **To Screen** to preview the envelope on your screen.
3. Once you select the print criteria, click **Print**.

Deleting a Customer

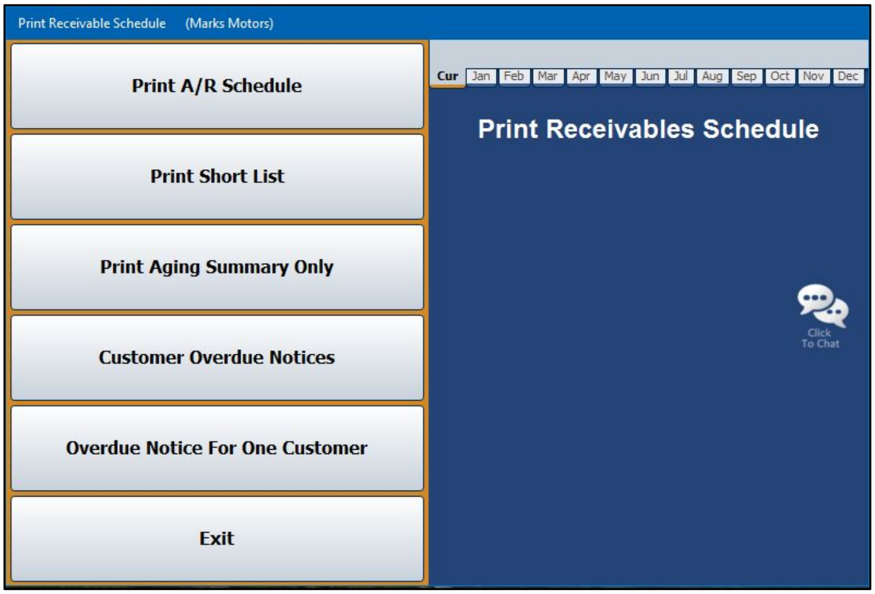
1. Click **Customer Information** from the Trade Customer Receivables menu.
2. Type the **Customer Number** or search for a customer by clicking **Search**, which opens the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name.

   You can also click on the appropriate letter in the alphabetical list along the right side of the window. A list of customers whose last name begins with that letter appears. Click the customer in the list whose information you want to view.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

Print Receivables Schedule

This button advances you to the Print Receivables Schedule menu. Use this menu to print accounts receivable information. You have the option of viewing the information on your screen or printing it to your printer. If there are post-ahead entries, you can choose whether you want the printout to include the entries. If you choose to print the schedule with the post-ahead entries, the aging will reflect the post-aheads. By default, the information reflects the current month. Use the month tabs to select another month as needed.

Click the button that corresponds to the information you wish to print. If prompted, enter the information you want to use for the printout, and select your print criteria. When you are finished, click **Exit** to return to the Trade Customer Receivables menu.



Print A/R Schedule

Use this button to print the schedule at the end of each month (prior to the month-end update). For each account, the printout lists the control number/account number and customer's name. For each posting in the account, the printout lists the document number, journal number, posting date, description, debit amount posted, credit amount posted, and account balance. The print out also provides an aging summary for each account. The next section lists all of the accounts with credit balances. The end of the printout provides an aging summary for the schedule. It lists the total debit and credit balances, the total schedule balance, the balance of the general ledger account, and the aging breakdown for the debit balance.

1. Click **Print A/R Schedule**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

Print Short List

Use this button to print a short list version of the schedule. The first page includes all customers on the list. The remaining pages list the customers according to the category selected in the customer's file—parts, service, or body shop. The printout lists the customer's name, control number/account number, phone number, balance, and the total late charges applied. The printout breaks the customer's balance into five aging categories: current, over 30 days, over 60 days, over 90 days, and over 120 days. It also lists the accounts with credit balances and prints the same aging summary that prints on the AR schedule printout you print at the end of the month.

1. Click **Print Short List**.

2. When prompted to verify your printer is ready, select your print criteria. Select **To Printer** to send the list to your printer, **To Screen** to view the list on your computer, or **Export to Excel** to download the list to a Microsoft® Excel spreadsheet.

3. Click **Print Without Post Aheads** or **Print Including Post Aheads** to generate the list.

4. If you chose to export to Excel, the system will notify you when and where the file has been saved. Click **OK** to dismiss the message.

Note: If you choose to export the short list to Excel, the system will notify you where the file has been saved (**C:\ASIXL\ARSHORT.XLS** if your DMS is housed on a server at your dealership, or **K:\ASIXL\ARSHORT.XLS** if you employ the DMS hosted solution).

Print Aging Summary Only

Use this button to print just the aging summary for the schedule. This is the same summary that prints at the end of the AR Schedule printout. In order for the summary to be accurate, you must flag your accounts receivable customer files as P for parts, S for service, or B for body shop. Any balances in the “Other Account” on the printout indicate customer files that are not flagged P, S, or B. The summary lists the total debit and credit balances, the schedule balance, and the general ledger account balance. The summary also breaks down the debit balance into five aging categories: current, over 30 days, over 60 days, over 90 days, and over 120 days.

1. Click **Print Aging Summary**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

Customer Overdue Notices

Use this button to print overdue notices for all customers based on the overdue days you specify.

1. Click **Customer Overdue Notices**.
2. Specify the number of past due days to use. Type **30**, **60**, or **90**.
3. The system prompts you to indicate if you are using pre-printed forms. Click **Yes** or **No**.
4. When prompted to verify your printer is ready, click **OK**.

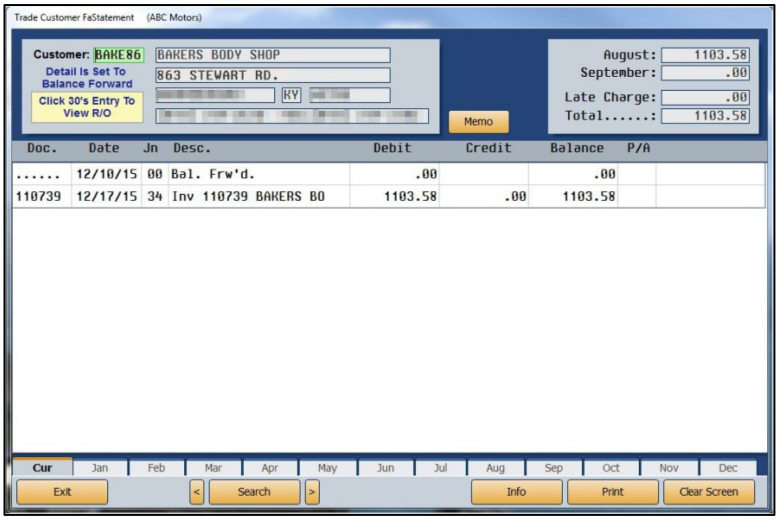
Overdue Notice For One Customer

Use this button to print an overdue notice for a specific customer.

1. Click **Overdue Notice For One Customer**.
2. Type the customer number for whom you want to print the notice, or click the “’**Click for List**” message to select the customer from a list.
3. The system prompts you to indicate if you are using pre-printed forms. Click **Yes** or **No**.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

FaStatement

The FaStatement allows you to view customer information and print statements. The screen displays the information for the current month, but you can select to view information for any month within the past year. This screen is for viewing only. You cannot enter any data on this screen.



Viewing the FaStatement

1. From the Trade Customer Receivables menu, click **FaStatement**.

2. Type the customer number in the **Customer** field. You can search for a customer by clicking the **Search** button to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter opens. Click the customer in the list whose information you want to view. You can click the arrow buttons on each side of the **Search** button to scroll through the list of customers.

3. The FaStatement screen displays the customer's information and account balances in the fields at the top of the screen. The bottom of the screen displays detailed transaction information.

4. You can click a document in the list to view a summary of the item.

Viewing the FaStatement for Another Month

1. At the bottom of the Trade Customer FaStatement screen, click the month tab corresponding with the month you wish to view.

2. The information on the screen will reflect the selected month.

Viewing Customer Information

1. Click **Info** to displays the Trade Customer Information screen for the selected customer. This allows you to view the customer's complete information without leaving the screen.

2. Click **Back** on the Trade Customer Information screen to return to the FaStatement screen.

Printing a Statement

1. Select the customer.

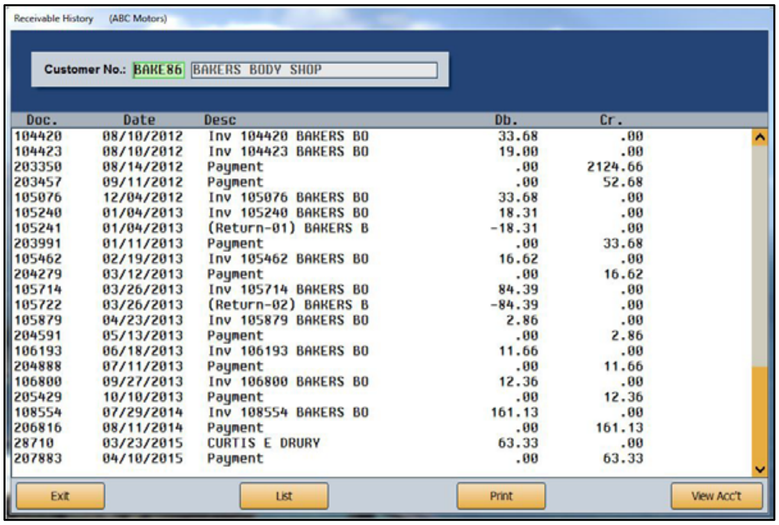
2. Click **Print** to print a statement.

3. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** or **Print Including Post Aheads**.

4. If you chose **To Printer** in the last step, the system prompts you to indicate if you are printing on forms or plain paper. Click the corresponding button.

History

Use this button to view and print a customer's receivable history. The history is updated during the month-end closing, so the history is always one month behind. Therefore, if you enter a new customer and post to the customer's account, you cannot view the customer's history until after you close the current month.



Viewing the Receivable History

1. Click **History** from the Trade Customer Receivables menu.

2. Type the customer number in the **Customer No.** field. You can search for a customer by clicking **List** to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer in the list whose history you want to view.

   The Receivable History screen displays the account history.

3. Click **Exit** to return to the Trade Customer Receivables menu.

Viewing Customer Information

Click **View Acc't** on the Receivable History screen to display the Trade Customer Information screen for the selected customer. This allows you to view the customer's complete information without leaving the screen. Click **Back** to close this screen.

Printing the History

Click **Print** to print the receivable history for a selected customer or range of accounts for a specified date range. The printout will list all the transactions and the totals for the selected customer(s) for the specified date range.

1. Click **History** from the Trade Customer Receivables menu.

2. Type the customer number in the **Customer No.** field. You can search for a customer by clicking **List** to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer in the list whose history you want to view.

   The Receivable History screen displays the account history.

3. Click **Print**.

4. The **From** and **To** fields automatically default to the selected customer's control number. If you want to print just this account, ensure the customer's number appears in both fields. If you want to include other accounts, enter the beginning and ending accounts. All of the accounts between these accounts will print.

5. Enter the date ranges you want to include.

6. When prompted to verify your printer is ready, click select your print criteria and click **Print**.

Lists & Labels

The **Lists & Labels** button advances you to the Print Customer Lists & Labels menu. You use this menu to print a customer mailing list, customer labels, or customer envelopes. Click the menu option button that corresponds to the function you want to run and follow the prompts on your screen. When you are finished, click **Exit** to return to the Trade Customer Receivables menu.

Customer Address List

Use this button to print a customer mailing list. For every customer in the AR schedule, the list prints the customer's account number, complete mailing address, and phone number.

1. From the Print Customer Lists & Labels menu, click **Customer Address List**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Customer Mailing Labels

Use this button to print AR customer mailing labels.

1. From the Print Customer Lists & Labels menu, click **Customer Mailing Labels**.

2. If you want to print labels starting with a specific account, type the customer number you want to use as the starting point for the labels. You can click the "'**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select.

   If you want to print labels for all of the customers in the schedule, leave the **Starting With Customer** field blank and press the ENTER key.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Mailing Labels For Debit Balances

Use this button to print AR customer mailing labels for accounts that have debit balances.

1. Click **Mailing Labels For Debit Balances** from the Print Customer Lists & Labels menu.

2. If you want to print labels starting with a specific account, type the customer number you want to use as the starting point for the labels. You can click the "'**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select.

   If you want to print labels for all of the customers in the schedule, leave the **Starting With Customer** field blank, and press the ENTER key.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Mailing Label For One Customer

Use this button to print a mailing label for a specific customer.

1. From the Print Customer Lists & Labels menu, click **Mailing Labels For One Customer**.
2. When prompted, type customer number of the customer whose information you want to print on the label. You can click the "'**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Address Envelope For Customer

Use this button to print an envelope for a specific customer.

1. From the Print Customer Lists & Labels menu, click **Address Envelope For Customer**.
2. When prompted, type customer number of the customer whose information you want to print on the label. You can click the "'**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

List of Customers With Credit Limits

Use this button to print a list of customers with credit limits. For each customer, the list prints the customer's account number, name, account balance, and credit limit. It also lists the total of any late charges on the account, indicates if the account is taxable, and lists the customer's discount class and level.

1. Click **List of Customers With Credit Limits** from the Print Customer Lists & Labels menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Tax Exempt Customers

Use this button to print a list of tax-exempt customers. The **Taxable** field on the AR Customer Information screen must contain **N** for the customer to pull to the list. The printout lists each tax-exempt customer's account number, name, and tax ID.

1. Click **Tax Exempt Customers**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Customers With Memos

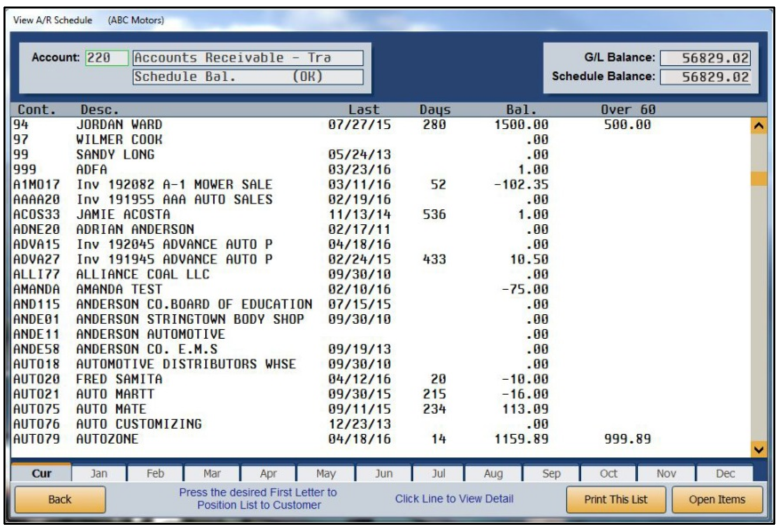
Use this button to print a list of customers with memos in their records.

1. Click **Customers With Memos**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

View Schedule

Use this button to open the View A/R Schedule screen to view a list of all the accounts in the schedule. This screen is for viewing purposes only. You cannot enter any data on this screen.



1. From the Trade Customer Receivables menu, click **View Schedule**.
2. When the screen opens, the system automatically runs a balance of the schedule. If the schedule balances, the system displays a list of AR accounts on the screen. If the schedule is off, the system displays a warning indicating the amount. You have the option of adding this amount to the Forced Balance (~FB) control to balance the schedule. You should find the problem and adjust it as needed. An banner displays at the top of the screen warning you when there is a balance in the ~FB control.

3. The screen automatically displays information for the current period. Use the month tabs to select another month as needed.

4. Scroll through the list, or press a letter on the keyboard to advance the list to that section of the customer list.

5. By default, the screen includes all accounts. Click **Open Items** to view only accounts with balances. When prompted, select if you want to include post-ahead entries. Click **Yes** to include the entries or **No** to exclude them. The button label changes to "**All Items**." Click it again to view all accounts.

6. Click a line to view the detail for that customer. The Detail screen opens and displays the detail for the selected customer account. Use the **Edit Line** button on the bottom of the Detail screen to add notes or other information that may be useful. Assign a document number (**Doc.**), date (**Date**), and description (**Desc**). Before filing the line, the system prompts you to indicate if this note applies to the current month or if it is a post-ahead note. Click the appropriate option to ensure the note posts accordingly.

7. Click **Back** to close the Detail screen.

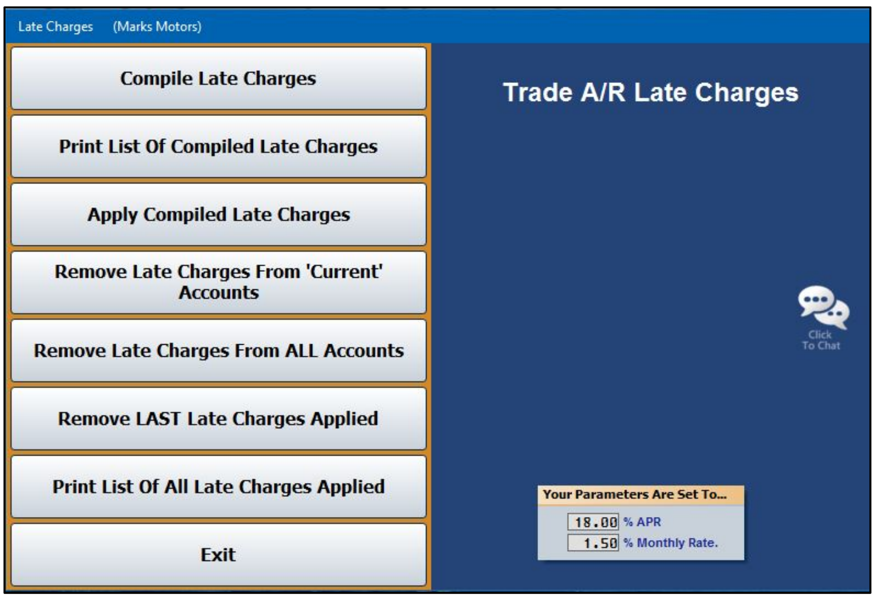
8. You can print the list as needed using the **Print This List** button on the bottom of the screen. Choose your print criteria and click **Print**.

9. Click **Back** to close the View A/R Schedule screen.

Late Charges

This button advances you to the Trade A/R Late Charges menu. You use this menu to compile and add late charges to a customer's account or to remove late charges that have been applied to an account. The box on the bottom-right side of the menu displays the current APR percentage and monthly rate percentage set in the Operating Parameters of the Accounting System Setup.

The late charges are calculated based on the annual percentage rate you specify in the **Acct's Rec Finance Charge** field on the Operating Parameters screen in the Accounting Setup. The system takes the balance over 30 days and multiplies it by the APR specified divided by 12 (APR÷12). The system calculates the monthly percentage. For example, if you set the finance charge to 12%, the system calculates the late charge using 1% (12÷12=1). If you set the finance charge to 18%, the system calculates the late charge using 1.5% (18÷12=1.5).



Compile Late Charges

First, use this button to compile the late charges.

1. From the Trade A/R Late Charges menu, click **Compile Late Charges**.
2. Click to select the number of overdue days you want to use to compile the late charges—**30**, **60**, **90**, or **120**.
3. Click **OK** when prompted to verify you want to compile the late charges.
4. The system will display a message indicating the total number of accounts and the total value of late charges compiled. Click **OK** to acknowledge the message.

Print List of Compiled Late Charges

The next step is to print a list of the compiled late charges. For each customer with late charges, the printout lists the customer's account number and name. It also lists the account balance, the total of the compiled late charges on the account, and the total of any previous late charges on the account. The end of the printout lists the total of the delinquent balances and the total late charges applied to the accounts.

1. From the Trade A/R Late Charges menu, click **Print List of Compiled Late Charges**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Apply Compiled Late Charges

After compiling the late charges and printing the information, use this button to apply the compiled late charges to the accounts.

1. Click **Apply Compiled Late Charges** from the Trade A/R Late Charges.

2. Click **OK** when prompted to verify you want to apply the compiled late charges.

3. The system will display a message indicating it is finished applying the charges. Click **OK** to acknowledge the message.

Remove Late Charges From 'Current' Accounts

You can remove the late charges that are less than a specified amount from the accounts on the current compiled list.

1. From the Trade A/R Late Charges menu, click **Remove Late Charges From 'Current' Accounts**.

2. In the **Late Charges Less Than** field, enter the minimum late charge you would like to retain. Any charges less than the amount you specify will be removed.

3. Press ENTER.

4. Click **OK** when prompted to verify you want to remove the charges.

5. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.

Remove Late Charges From ALL Accounts

Use this button to remove late charges from all of the accounts.

1. Click **Remove Late Charges From ALL Accounts** on the Trade A/R Late Charges menu.
2. Click **OK** when prompted to verify you want to remove the charges.
3. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.

Remove LAST Late Charges Applied

Use this button to remove only the most recent late charges applied to the accounts.

1. From the Trade A/R Late Charges menu, click **Remove LAST Late Charges Applied**.
2. Click **OK** when prompted to verify you want to remove the charges.
3. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.

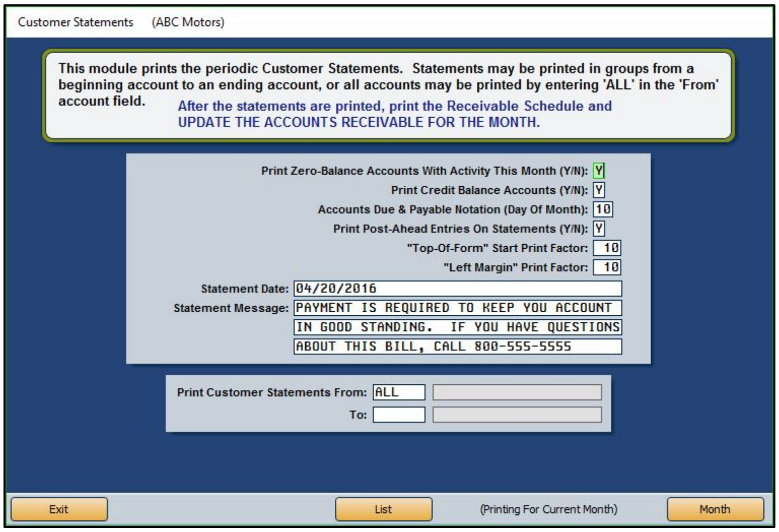
Print List of All Late Charges Applied

After you apply the late charges, use this button to print a list of the accounts to which you applied late charges. For each account, the printout lists the customer's account number and name. It also lists the account balance and the total late charges applied. The end of the printout lists the total of the late charges.

1. From the Trade A/R Late Charges menu, click **Print List of All Late Charges Applied**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Customer Statements

Use this button to open the Customer Statements screen to print the periodic customer statements. You select the criteria you want to use to determine how the statements print, and you have the option of printing statements for a range of accounts or all of the accounts. After you print the statements, you should print the AR schedule and update the AR for the month.



1. Click **Customer Statements** from the Trade Customer Receivables menu.

2. When the screen opens, the system displays a reminder that you should have compiled your late charges before printing statements. Click **OK** to acknowledge the message.

3. If necessary, click **Month** to select to print the statement for a different month. The system automatically defaults to print statements for the current month.

4. Use the **Print Zero-Balance Accounts With Activity This Month** field to indicate if the statements should include customers that have a zero balance that have had activity on their accounts during the current month. Type **Y** for yes or **N** for no.

5. Use the **Print Credit Balance Accounts** field to indicate if the statements should include customers who have credit balances on their accounts. Type **Y** for yes or **N** for no.

6. In **Accounts Due & Payable Notation (Day Of Month)**, type the day of the month when the payment is due.

7. Use the **Print Post-Ahead Entries On Statements** field to indicate if you want to print post-aheads on the statements. Type **Y** for yes or **N** for no.

8. In **“Top-Of-Form” Start Print Factor**, type the top margin for the statement. This determines how far down on the page the text begins printing. Use a negative number (from -1 to -99) to move the text up and a positive number (from 1 to 99) to move the text down. You will have to test various values to determine which one will work best for your printer. The system will save the value.

9. In **“Left Margin” Print Factor**, type the left margin for the statement. This determines how far from the left side of the page the text begins printing. Use a negative number (from -1

to -99) to move the text to the left and a positive number (from 1 to 99) to move the text to the right. You will have to test various values to determine which one will work best for your printer. The system will save the value.

10. The **Statement Date** field automatically fills in with the current system date. If you prefer a different date to print on the statement, type the date in this field. The date should be formatted MM/DD/YYYY.

11. In **Statement Message**, type the message you want to print on the statements. The field may contain 120 characters (including spaces). The text prints exactly as it appears in the fields. You must press ENTER to add line breaks to ensure the text prints properly.

12. If you want to print statements for a range of accounts, use the **From** and **To** fields to determine the account ranges for which you wish to print statements. You can use the **List** button to search for existing customers in the system.

    If you want to print statements for all customers, type “ALL” in the **From** field. You may need to press ENTER or tab through the field in this case.

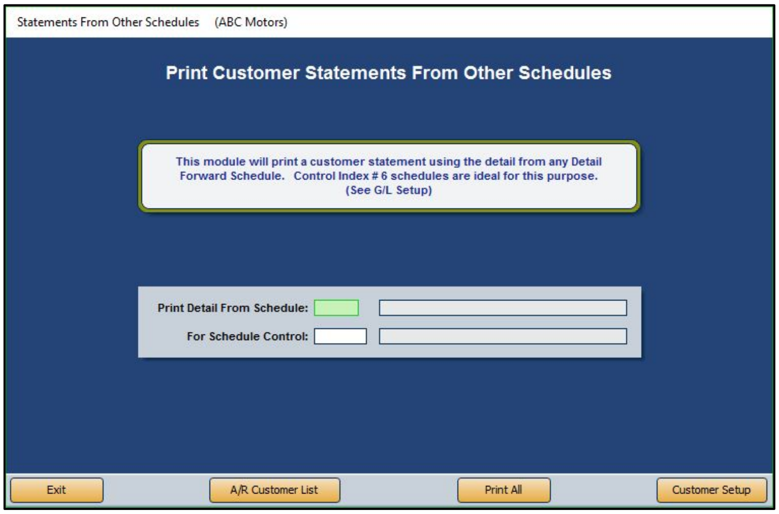
13. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

14. Once you select your print type, click **Print**.

15. Close the AR for the month immediately after all statements are printed.

Statements From Other Schedules

You use this screen to print customer statements using the detail from any of the Balance Retained schedules. You must set up an Accounts Receivable file for the customer, or you can create a separate customer database that you can use to print statements from other schedules using the **Customer Setup** button.



Printing Statements from Other Schedules

1. On the Trade Customer Receivables menu, click **Statements From Other Schedules**.

2. In **Print Detail From Schedule**, type the general ledger account number for the Balance Retained account.

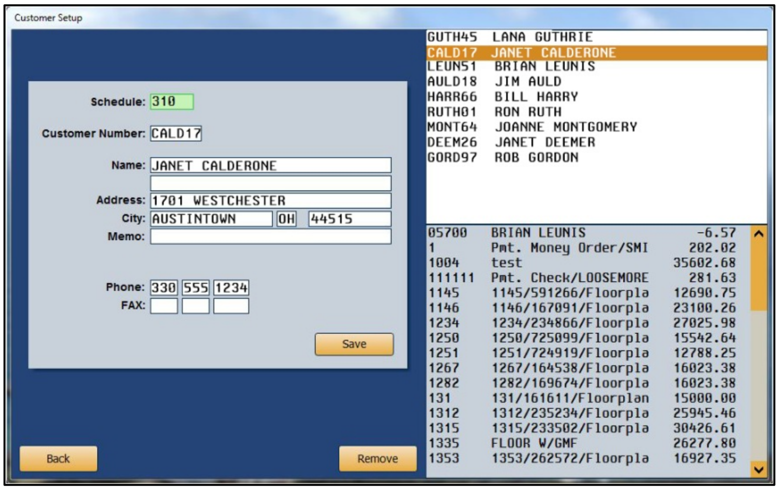
3. In **For Schedule Control**, type the customer number for whom you want to print the statement. You can search for an existing customer by clicking **A/R Customer List**. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or click the letter from the list of letters along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select. The customer's account number fills in the control field.

4. When prompted to verify your printer is ready, select your print criteria.

5. Click **Exit** to return to the Trade Customer Receivables menu.

Creating a Separate Customer Database

Click **Customer Setup** on the Print Customer Statements From Other Schedules screen to open the Customer Setup screen. You use this screen to enter customers from other schedules into a separate database you can use to print the statements.



Pulling a Control from a Schedule

1. Type the general ledger account number for a Detail Forward account in the **Schedule** field.

2. A list of controls in the schedule appears in a list in the bottom-right window of the screen. Click the control you want to select. If the control is in the Accounts Receivable schedule, the information fills in on the left side of the screen. If the control is from another schedule, the **Customer Number** field displays the control number. Fill in the remaining information.

3. Click **Save**. The customer appears in a list in the top-right window of the screen.

4. Continue to add customers to the list as needed.

Removing a Control

1. Click a control in the list in the top-right of the screen. The information for the control populates the left side of the screen.

2. Click **Remove**.

3. Click **Gone** when prompted to verify you want to delete the record.

Printing Statements for the Controls

Once you create the database, you can print statements for all of the customers in the list.

1. Click **Back** to return to the Print Customer Statements From Other Schedules screen.
2. Click **Print All**.
3. The system alerts you that the function requires pre-printed statement forms. Click **OK**. The document will be sent to the printer.