Bottom Line Load of Accounts Receivable Invoices to Bring A/R Balances Forward (for New Lighting Showroom Customers)

Loading A/R Balances Using Bottom Line Method

New lighting showroom customers “going live” on the Tag-n-Trak system, must bring the accounts receivable balances of their customers forward. One method is “balance load.” The balance load method “lump sums” invoices for an aging period into one invoice transaction. Rather than “balance load,” most users prefer to load individual open transactions when bringing customer balances forward. This document describes how to accomplish this using the “bottom line” method.

1. Loading accounts receivable transactions into Tag-n-Trak should occur when making the transition from your “old” system to your “new” Tag-n-Trak system. This is discussed with a Mylee Customer Support specialist.

   Print a detailed aging report from your old system. If using a manual system, prepare a detailed aging.

2. From the Main Menu, select Accounts Receivable.
3. Select “**Salesperson**” and enter your Salesperson ID. The letter “I” needs to be included in the “Allowable Order Types.” If the letter I does not appear, press Enter to move to that field. Use the right arrow key to position your cursor at the end of the field. Type the letter I and then press F10 to SAVE. Press F12 and Exit from the Salesperson screen.
4. Select “**Payments**.”
5. **Salesman**: Enter your Salesperson ID password. Note: The salesperson record must have an “I” as an allowable order type.
6. The Payments/AdJustments screen will display. See the sample screen below.

```
MM/DD/YYYY                        PAYMENTS/ADJUSTMENTS              CUST ID
Order: 15103       Cust: ANDERS         City/State:
Name:    ANDERSON BUILIDERS             Zip:             Phone: (314) 824-6254
Address:                                Contact: JASON ANDERSON
Address:                                Terms Code: A  NET 10 DAYS
Price Level: C Adjustment:   0.000%     Tax - Flag: Y Cd: MO    Percent:  8.3750%
               Spec Price: B            Status: O  11/15/2006   Post: 10/25/2006
                                        Age: 1 Slm:GA  Type: I  P.O.#: Y 10304
```

7. Enter the Customer’s ID in “**Cust:** ________.” If you do not know the customer’s ID, press <Enter> to move cursor to “Name” field. Enter a few characters of the customer’s name and press <F3> for the Customer Master Lookup. The program will find the first “match.” Press <Pg Up> to move backward through the file or <Pg Down> to move forward through the file until you find the desired customer. Use the Up and Down Arrow Keys to highlight the desired customer and press <Enter>.

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8. The cursor will be positioned on "**Age: 1**." Press <Enter> to accept Age: 1. After all transactions are loaded, you will perform a daily close for the last day of business prior to "going live" on the Tag-n-Trak system. The Daily Close program will re-assign the appropriate aging period.
9. Your salesperson ID will automatically prefill "**<u>Slm</u>**."
10. Enter "**I**" for "Invoice" in the **<u>Type</u>** field.
11. **<u>Post</u>:** Enter the Date of the invoice in the format MMDDYYYY. The program will automatically insert the slashes. For example, Oct 25th, 2006 would be entered as 10252006 and will display as 10/25/2006.
12. The **<u>P.O.#</u>** field will default to N or Y depending on how the customer master is coded. The cursor will be positioned to the right of P.O.#. Enter the **<u>INVOICE NUMBER</u>** from your old system. You may use a maximum of eight alphanumeric characters. See example:

```
Status:                 Post: 10/25/2006

Age: 1 Slm:TS  Type: I  P.O.#: Y 12345678
```

13. The cursor will be positioned in the Total box. Enter the total amount of the invoice. You must enter the decimal point.

```
Sample:
               +-------------+
Total:         |      212.51 |
               +-------------+
```

If the transaction is a credit memo, enter the amount as a negative. The minus sign must be entered before the amount. (Example: **-**105.21)

```
Sample:
               +-------------+
Total:         |      -105.21|
               +-------------+
```

14. After entering the total amount of the invoice, **<u>press the TAB key</u>**. This changes the Status of the order from O (open) to C (closed). The order number assigned to this transaction is shown in the upper left portion of the screen.
15. Press <F9> to clear the screen. The same customer ID remains. Enter the next transaction for this customer. To begin entry for a different customer, press <F9> to clear the Customer ID field and enter in the next customer ID.

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16. You may exit the program at any time by pressing <F12> and Exit.
17. An aging report may be printed at any time to check your work. Be sure to print a final aging report after all transactions have been entered so that you can “balance” to your old system’s aging report.

    To print an aging, select **Customer Reports Menu** and then **Customer Aging**. Fill in the dialog screen as shown below.

```
          CUSTOMER MASTER AGING REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE 1  (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER  1  (1 = CUSTOMER ID, 2 = CUSTOMER NAME, 0 = AD-HOC)

ENTER THE START NUMBER
ENTER THE STOP NUMBER    ZZZZZZZZZZZZZZZZZZZZZZZZ
PRINT BY CODES?    N (Y OR N)
   TAX FLAG        * (Y,N OR E)
   TAX CODE        ****
   PRICE LEVEL     * (A-E)
   SPECIAL PRICE   * (S,P,B OR N)
   PRINT GROUP     * (ANY)
   STATEMENT GROUP * (A-J)
   TERMS CODE      * (A-H)
   SALESMAN        **
   FREE            ****
AGE                   N (1,2,3,4,5, N=Non zero only, *=All customers)
PRINT TRANSACTIONS    Y (Y OR N)
PRINT SHIP ADDRESS    N (Y OR N)
PRINT TOTALS ONLY     N (Y OR N)
TOF BETWEEN CUSTOMERS N (Y OR N)
```

If you wish to print the aging to a printer other than printer 1, change the SPECIFY OUTPUT DEVICE to the desired printer number.

Note: simply press <Enter> in the “Enter the Start Number” and “Enter the Stop Number” fields. The program will automatically fill in the Stop number with Z’s.

Note: With the numerous transactions that you will be entering, mistakes are bound to happen. Mistakes can be fixed by reversing out the incorrect invoice with a new invoice entered exactly the same way (same AGE period, date, etc.) EXCEPT enter a NEGATIVE amount.

Note: A daily close will need to be run to process these “I” type orders. Consult with your trainer or Mylee Customer Support for instructions on running a daily close. Using the proper DATE for the daily close is important.