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RECEIVABLES MANAGEMENT MICROSOFT DYNAMICS GP 10.0









Receivables Management Setup

Use the **Receivables Management Setup** window to set the defaults that appear throughout Receivables Management. To open this window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Receivables**.

File Edit Tools	Help					sa	Fabrikam, Inc. 4/12/20	
Aging Periods	🔘 Due D	ate 💿	Documen	t Date	F Passwords		12 1	
Current	From:	0	To:	30	Exceed Credit Limit		ACCESS	
31 - 60 Days		31		60	Remove Customer Ho	bld	ACCESS	
61 - 90 Diays		61		90	Exceed Maximum Wr	iteoffs	ACCESS	
91 - 120 Days		91		120	Waive Finance Charg	je	ACCESS	
121 - 150 Days		121		150				
151 - 180 Days		151		180	Apply by	~~		
181 and Over		181		999	O Due Date (Documer	nt Number	
Track Discounts Print Historical A Delete Unposted Compound Finan Pay Commissions Reprint Statemer Print Tax Details Print Dual Curre	Available in 1 ged Trial Bala I Printed Docu ce Charge s After Invoice nts on Document encies	GL ance aments Paid		NSF <u>Chec</u> <u>Price</u> Doct Defa E-m Sta	Charge <u>ckbook ID</u> <u>a Level</u> ument Format uult Summary View ailed Statements tus Recipient	FIRST BAN RETAIL Blank Pape Calendar Yi	\$15.00	
Auto Apply to Fin Age Unapplied C	iance Charge: Tredit Amounts	s First :					itions Classes	

Receivables Setup Options

Use the **Receivables Management Setup Options** window to set additional defaults that appear throughout Receivables Management. To open the **Receivables Management Setup Options** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, click **Receivables**, and then click the **Options** button.

File Edit Tools H	elp				sa Fabrikam, Inc. 4/12/20
Туре	Descrip	ition		Code	Next Number
Sales / Invoices	Sales			SLS	SLS00001
Scheduled Payments	Sched	uled Payments		SCP	SCHPY000000000001
Debit Memos	Debit N	1emos		DR	DEBIT000000000001
Writeoff Debit Memos					WDEBIT0000000001
Finance Charges	Financ	e Charges		FIN	FINCH000000000001
Service / Repairs	Service	e / Repairs		SVC	SRVCE00000000001
Warranties	Warran	nty		WBN	WRNTY000000000001
Credit Memos	Credit I	Memo		CR	CREDT00000000001
Writeoff Credit Memos					WCREDIT0000000001
Returns	Return	s		BTN	RETRN000000000001
Cash Receipts	Payme	nts		PMT	PYMNT00000000274
Date of Last: Finance Charge Statements Brinted		0/0/0000		Default Tax Schr <u>Sales</u> Freight	ALL DETAILS
Balance Forward Accounts	Aged	4/10/2016		Miscellaneous	
Open Items Accounts Age	d d	4/10/2016		miscelidricous	I HEE DE THIED
Paid Transactions Remova	ม 1	3/4/2016		User-Defined 1	Tune
			1	User-Defined ?	SIC Code
Sales History Includes: 💌 Sales 🛛 🔲 🛛)iscount	Freight	15	Miscella	neous 🗌 Tax



Sales Territory Maintenance

Use the **Sales Territory Maintenance** window to set up and edit sales territories. Companies often use sales territories to group their sales forces by geographical area. To open this window, click **Cards**, point to **Sales**, point to **Sales**, and then click **Territory**.

File Edit Tools Help sa Fabrikam, Inc. 4/12/20. Save Image: Image: Image: Image: Image: Last Name First Middle White Sean Robert Year-to-Date Last Year Total Commissions \$29,782.47 Commissioned Sales \$992,743.63 Non-Commissioned Sales \$204,625.02 Maintain History: Image:	🛛 Sales Terri	itory Mainte	nance				
Save ✓ Clear ★ Delete ✓ Territory ID TERRITORY 1 ↓ ↓ Description Illinois and Missouri ↓ Country USA ↓ Manager: ↓ ↓ Last Name ↓ ↓ White Sean Nobert Year-to-Date Last Year Total Commissions \$29,782.47 Commissioned Sales \$992,743.63 Non-Commissioned Sales \$204,625.02 Maintain History: ✓ Calendar Year ✓ Fiscal Year	File Edit	Tools Help			sa Fabr	ikam, Inc. 4/12/2017	
Territory ID TERRITORY 1 Description Illinois and Missouri Country USA Manager:	🚽 Save 🛛	💋 Clear 🛛	<mark>X</mark> <u>D</u> elete │			6	
Description Illinois and Missouri Country USA Manager:	Territory ID	TERRITOR	(1 Q				
Country USA Manager:	Description	Illinois and M	lissouri				
Manager: Last Name □ First Middle White Sean Pobert Robert Year-to-Date Last Year Total Commissions \$29,782.47 Commissioned Sales \$992,743.63 Non-Commissioned Sales □ Cost of Sales \$204,625.02 Maintain History: ✓ Calendar Year	Country	USA					
White Sean Robert Year-to-Date Last Year Total Commissions \$29,782.47 Commissioned Sales \$992,743.63 Non-Commissioned Sales Cost of Sales Cost of Sales \$204,625.02 Maintain History: ✓ Calendar Year	Manager: Last Name		First	Mida	lle		
Vrine Sean Hobelt Year-to-Date Last Year Total Commissions \$29,782.47 Commissioned Sales \$992,743.63 Non-Commissioned Sales \$204,625.02 Maintain History. ✓ Calendar Year	Last Name	6	L First	Midd	Robert		
Commissioned Sales \$992,743.63 Non-Commissioned Sales \$204,625.02 Maintain History: Calendar Year Fiscal Year History	Total Commissio	ns	Year-to-Date	\$29,782.4	Last Year		
Non-Commissioned Sales Cost of Sales \$204,625.02 Maintain History: Calendar Year Fiscal Year History	Commissioned 9	Sales		\$992,743.6	3		
Cost of Sales \$204,625.02 Maintain History: Calendar Year Fiscal Year History	Non-Commission	ned Sales		100.002.000.000.000			
Maintain History: 🔽 Calendar Year 🔽 Fiscal Year Hist <u>o</u> ry	Cost of Sales			\$204,625.0	2		
	Maintain History	. . C	alendar Year	Fiscal Year		History	

Salesperson Maintenance

Use the **Salesperson Maintenance** window to set up and maintain records for salespeople. Salesperson records help track commissions for calendar and fiscal years, and keep historical information for each salesperson your company employs. To open this window, click **Cards**, point to **Sales**, and then click **Salesperson**.

🚮 Salesperson Ma	intenance						
File Edit Tools	Help				s	a Fabrikam, Inc. 4	1/12/201
🛃 Save 🛛 🜌 C	lear 🛛 🗙 Dei	ete					6
Salesperson ID	ERIN J.	QD	Inactive	Employee I			Q
Last Name	Jensen		i				
First	Lynn			Territory ID	TE	RRITORY 7	Q
Middle				Vendor ID	JEN	NSENSY0001	Q
Address	609 Prince C	ourt		Phone 1	(40	3) 555-0103 Ext. 0	000
	Apt 9			Phone 2	(00)	0) 000-0000 Ext. 0	000
				Phone 3	(00	0) 000-0000 Ext. 0000	
City	Edmonton			Fax	(40	(403) 555-0103 Ext. 00	
State	AB						
ZIP Code	T9S 9K8			Percent			3.00%
Country	Canada			Applied To:	Sales	🔿 Total Invoic	e
				Commission ID			1
	Ye	ar-to-Date		Last Year			
Total Commissions			\$11,777.32				
Commissioned Sales \$392,574.06		\$392,574.06					
Non-Commissioned Sa	ales						
Cost of Sales			\$129,053.89				
Maintain History:	Calendar	Year 🔽 Fi	iscal Year			Н	list <u>o</u> ry
[4 4 ▶ ▶] by S	alesperson ID	~					00



Customer Class Setup

Use the **Customer Class Setup** window to set up and maintain customer classes. Customer classes are used to group customers with similar characteristics. To open this window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Customer Class**.

File Edit Tools Help				sa Fabrikam, Inc. 4/12/	/20
🛛 Save 🗶 Clear	🗙 <u>D</u> elete 📔				
Class ID AUSTRALI.	A-T8 🔍 🗋 [Defaul	lt		
Description Australian c	ustomers	201			
Balance Tune: 💿 (Dpen Item 🔿 Bala	nce Forwa	bre		
Finance Charge: O	None 💿 Perc	ent (O Amount	1.50%	1
Minimum Payment: 🛛 💿 I	No Minimum 🛛 🔘 Perc	ent (🔿 Amount	\$0.00	
Credit Limit: 🔷 1	No Credit 🛛 🔿 Unlii	mited (Amount	\$20,000.00	1
Writeoff: 🔿 t	Not Allowed 🛛 🔘 Unlii	mited (Maximum	\$25.00	1
🖉 Revalue Customer 👘 F	Post Results To: 💿	Receivab	lles/Discount Acct	🚫 Sales Offset Acct	
Drder Fulfillment Shortage Del	ault None		🔄 🗌 Inclu	ide in Demand Planning	
Trade Discount			Shipping Method		6
Payment Terms	Net 30		Tax Schedule ID	AUSNSWST-20	1
Discount Grace Period			Price Level		4
Due Date Grace Period			Currency ID	Z-AUD	4
Salesperson ID	IAN M.		Rate Type ID	BUY	1
Ferritory ID	TERRITORY 8	Q	Priority	None 🔽	
Maintain History:			Statement Cycle:	Monthly	
🔽 Calendar Year	✓ Transaction				
	Distribution			Account	te

Customer Maintenance

Customer records are an integral part of the Receivables Management system. The **Customer Maintenance** windows allow you to enter new customer records or make changes to existing customer records.

To open this window, click Cards, point to Sales, and then click Customer.

Customer Mainte	enance				
File Edit Tools	Help			sa Fabrikam, Ir	nc. 4/12/201
🚽 Save 🛛 🜌 Cļe	sar 🗙 <u>D</u> elete 👿 🛛 W	'rite Letters 📕			6
Customer ID	ADAMPARK0001	🗋 🗌 Hold 📃 Inactiv	e Parent Custome	er ID	
Name	Adam Park Resort			10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
Short Name	Adam Park Resor		Class ID	USA-INMI-T2	
Statement Name	Adam Park Resort		Priority	None 💙	10
Address ID		; 8			
Contact	Boberta Masouras	E Y	Phone 1	(317) 555-0102 F	Set 0000
Address	Suite 9876		Phone 2	(000) 000-0000 E	xt. 0000
	321 Chestnut Drive		Phone 3	(000) 000-0000 E	xt. 0000
			Fax	(000) 000-0000 E	xt. 0000
City	Indianapolis				
State	IN		UPS Zone		
ZIP Code	46206-1391		Shipping Metho	d GROUND	0
Country Code		Q	Tax Schedule I	D USASTCITY-	6* 📿
Country	USA		🔲 Ship Comple	ete Documents	
Ship To		Comment 1			
Bill To	BILLING	Comment 2			
Statement To		Trade Discount			
Salesperson ID	GREG E.	Payment Terms	Net 30		Accounts
Territory ID	TERRITORY 2	Discount Grace Perio	bd	Ì	Address
Туре	Retail	Due Date Grace Per	iod		11002000
		Price Louis		0	Options



Customer Maintenance Options

The **Customer Maintenance Options** window is used to configure additional settings for a certain customer.

To open this window, click **Cards**, point to **Sales**, click **Customer**, select a customer, and then click the **Options** button.

File Edit Tools I	Help				sa Fa	brikam, Inc. 4/12/	201
Customer ID ADAMI	PARK0001	Nam	ne	Adam Pa	ark Resort]
Balance Type	Open Item) Balance F	orward		1		
Finance Charge	O None) Percent	🔿 An	nount		1.50%	1
Minimum Payment	💿 No Minimum 🔿) Percent	O An	nount		\$0.00	
Credit Limit	O No Credit C) Unlimited	💿 An	nount		\$40,000.00	-
Maximum Writeoff	O Not Allowed) Unlimited	Ma	aximum		\$25.00	
🗹 Revalue Customer	Post Results To:	Rec	ceivables/Di	scount Acc	ct 🔿 Sal	es Offset Acct	1
Order Fulfillment Shortage	Default None		*	E	Include in Der	mand Planning	
Credit Card ID		Q	Tax Exem	pt 1			
Credit Card Number			Tax Exem	pt 2			
Expiration Date			Tax Regis	tration			
Bank Name			Currency I	D	Z-US\$		
Bank Branch			Rate Type	<u>= ID</u>			
Language:	None	~	Statement	Cycle	Monthly		~
Maintain History – Calendar Year Fiscal Year Transaction Distribution	Cc	itements					

National Accounts Maintenance

A national account is a group of related customers that make up a single organization. The parent customer is the controlling customer of the national account. The parent customer has child customers and is usually the customer that distributes payments on behalf of the child accounts.

To open this window, click Cards, point to Sales, and then click National Accounts.

Recounts I	Maintenance	
File Edit Tools He	elp	sa Fabrikam, Inc. 4/12/2017
🛃 Save 💋 Clear	X Delete	a
Parent Customer ID	ASSOCIAT0001	
Parent Name	Associated Insurance Company	
Allow Receipts Entry f Base Credit Check on Apply Hold/Inactive S Base Finance Charge Default Parent's Vend	or Children of the National Account Consolidated National Account tatus of Parent Across National Account on Consolidated National Account or for Children's Refund Checks	
Child Customer ID	Name	Current Balance
BREAKTHR0001	Breakthrough Telemarketing	\$13,151.65 📩
CONTINEN0001	Continental Properties	\$1,228.65
-		\$0.00
		×
		Select Children
		۵ 🕻



Refund Cheques Setup

Use the **Refund Cheques Setup** window to assign defaults used during the refund cheque process and to select the appropriate options to use when issuing refund cheques. You must be using both Receivables Management and Payables Management to use Refund Cheques.

To open this window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Refund Cheques**.

🐺 Refund Checks Setup			
File Edit Tools Help			sa Fabrikam, Inc. 4/12/2017
Default Suspense Account	0000 -1190 -00 -		→
Description	Cash Suspense		
Voucher Description Prefix	CUST REFUND		
Next Voucher Document Number	RFND000000000000		
Debit Memo Description Prefix	RM REFUND:		
Auto-create Vendors from Customers Create Vendors as Temporary Vendors		Payables Options: Integrate with Auto-open Pr	n EFT int Payables Checks
Defaults:	r		
Default Vendor Class ID	USA-US-C		
ID Option	Vendor ID=Customer ID		~
Next Default Vendor ID			
<i>D</i> 0			OK Cancel

Customer Summary

Entering customer history is optional. History balances for your customers are kept when you start entering transactions. If you choose to complete this step, enter past information for your customers.

File Edit Tools	Нер			sa	Fabrikam, Inc. 4/12/20
🔒 Save 🛛 🗶 C	Qear 🛛 👿 Write Letters 🖵				(
Customer ID	ADAMPARK0001	-	Aged As Of	4/12/201	7
Name	Adam Park Resort				
Period	Amount	1	Linnosted [.]		
Current	\$3,629,73	3 ^	Sales/Debits		\$0.0
31 · 60 Days	\$0.00		Cash/Credits		\$25.00
61 - 90 Days	\$0.00		Other Sales		\$1,136.60
91 - 120 Days	\$0.00		Other Cash		
Balance	\$20,800.09		On Order		\$0.0
Cummon Minu	Calendar Year	~			
Year	2017 Period		C From	i i	
roar		2 01	To		Calculate
	Year to I	Date	<u> </u>	<u>ast Year</u>	Life to Dat
Number of Sales Doc:	8	3		1	1
No. of Paid Invoices	40.51	0		4500.50	40E 00E 0
Sales	\$2,513	1.75		\$599.50	\$25,385.6
Lost	\$1,252	2.63		\$000.00	\$4,124.7
Lash Heceived	\$1	J.UU		\$641.47	\$6,306.2
Heturns		_			
writeoffs					
Terms Discounts Taki	en 🍂	1.00		#0.00	*0.0
High Balance	\$L	0.00		\$0.00	\$0.0
		_	History	nce Charges	Credit Summary



Receivables Batch Entry

To open the Receivables Batch Entry window, click **Transactions**, and point to **Sales**, and then click **Receivables Batches**. Use this window to create batches to record sales transactions. Using batches is optional.

🐺 Receivables	s Batch Entry					
File Edit 1	ools Help				sa Fabrikam,	Inc. 4/12/2017
🛃 Save 🛛 🖉	🕻 Clear 🛛 🗙 <u>D</u> elete	Han Bo	ost			ک
Batch ID	RM BATCH	Q 🗋	Origin:	Transaction E	intry	\sim
Comment	RM Batch					
Frequency:	Single Use	~	Posting Da	te 5/9/	2017	
Recurring Postin	g 0		Checkbool	UPT	OWN TRUST	Q
Days to Increme			Currency IL			<u>[] -].</u>
Times Posted			Last Date Post	ed		
	Control	A	Actual			
Transactions				2		
Batch Total				\$214.00		
	User ID	Approva	al Date			
Approved					Tran <u>:</u>	sactions
						۵ 💭

Receivables Transaction Entry

To open the Receivables Transaction Entry window, click **Transactions**, point to **Sales**, and then click **Transaction Entry**.

Use this window to record transactions against customer accounts.

🐺 Receivables Tran	saction Entry				
File Edit Tools	Options View Help			sa Fabrikam,	Inc. 4/12/2017
🛃 Save 🗙 <u>D</u> ele	ete 🕂 <u>B</u> ost 🏽 🎒 Pri <u>n</u> t				5- 🛃
Document Type:	Sales	~	Batch ID	RM BATCH	Q >
Number	SALES00000001001	Q 🗋	Document Date	5/9/2017	
Description					
		<u></u>		71104	
<u>Uustomer ID</u>	AARUNFITUUUT		Currency ID	2-05\$	
Name	Aaron Fitz Electrical		Payment Terms	Net 30	~
Address ID	PRIMARY	<u></u>	Shipping Method	LOCAL DELIVERY	
Salesperson ID	PAUL W.	୍ଦ୍	Tax Schedule ID	USASTCITY-6*	Q →
Territory ID	TERRITORY 1	୍ଦ	P.O. Number		
Cost	\$0.00		Cash		\$0.00 >
Salaa	¢50.00		Check		\$0.00 🔶
	\$00.00		Credit Card		\$0.00 >
Trade Discount	\$0.00		Terms Disc Taken		\$0.00
Freight	\$U.UU		On Account		\$53.50
Miscellaneous	\$0.00		onnocodik		+
Тах	\$3.50	>			
Total	\$53.50		Apply	Distribution	Commissi <u>o</u> ns
I4 4 ▶ ▶I by Doo	cument 💌	Status	Unposted		۵ 🖉



Commission Information

Commissions are calculated automatically for the salesperson entered on the transaction. To change commission amounts click the **Commissions** button to open the Commissions window.

🙀 Commissions E	ntry							×
File Edit Tools	He	lp				sa Fabrikam, Ir	nc. 4/12/2	2017
Customer ID AARONFIT0001 Name Aaron Fitz Electrical Document No. SALES00000001001 Type Sales								
Commissions Applied To: O Sales O Invoice Total \$50.00								
Salesperson ID	Q	Territory ID		Q	Comm Per	cent		*
Percent of Sale		Commission Sale Am	ount		Commissio	n Amount		*
PAUL W.		TERRITORY 1					3.00%	^
							0.00%	
								=
Distributed Percent	Distributed Percent Total Commission Amount							
10	0.00%			\$1.	50			
۵ 💭						ОК	<u>D</u> elete	

Apply the Document

Credit memos and returns need to be applied to other documents. Applying documents is similar to a paper clip that attaches the credit memo or return to the appropriate document.

🙀 Apply	🛛 Apply Sales Documents								
File Ed	dit Tools H	elp					sa F	abrikam, Inc.	4/12/2017
🗸 ок	🗸 OK 🏘 Find 🚈 Unapply 🚈 Auto Apply 🔤								
Customer	ID AAR	ONFIT0001			Name	[Aaron Fitz Ele	ectrical	
Type: Payments Apply From Currency ID 2-US\$									
Documen	t No.	PYMNT0000	00000067	Ð	🔍 Original Amou	unt			\$320.74
Apply Dat	e	4/12	/2017		Unapplied Ar	nount			\$0.00
Apply Pos	Apply Posting Date 4/12/2017 III								
View/Apply: National Account Specific Customer									
	Apply to Docum	ent	Due Date		Amount Remaining		Apply Amount		*
Туре	Original Docum	ent Amt	Discount D	ate	Terms Available	Terms	T <u>aken</u>	<u>Writeoffs</u>	*
Apply To	Currency ID	Exchange R	ate		Calculation Method		Realized Gain	i/Loss	
	INVS3008		10/6/2018		\$	938.93			\$0.00 🔨
SLS		\$938.93	9/6/2018		\$0.00		\$0.00		\$0.00
Z-US\$		0.0000000							\$0.00
	SLS11012		2/20/2014		\$2,	243.70			\$0.00
SLS		\$5,872.41	1/21/2014		\$0.00		\$0.00		\$0.00
Z-US\$		0.000000	0.100.1001.4						\$0.00
	SLS11015	*000 00	2/26/2014		\$	833.33	40.00		\$0.00
SLS		\$833.33	1/2//2014		\$0.00	<u> </u>	\$0.00		\$0.00
2-05\$		0.0000000							\$0.00 🔽
	NI bu Costa	mer ID							120
	PI Dy Custo	merio	×						



Enter Receivables Scheduled Payments

To open the Receivables Scheduled Payment Entry window, click **Transactions**, point to **Sales**, and then click **Scheduled Payments**.

🐺 Receivables Scheduled	🧝 Receivables Scheduled Payments Entry								
File Edit Tools Help				sa Fabrikam, Inc. 4/12	2/2017				
🔄 Save 🖉 Clear 🐔 Post 🕅 Delete 🎒									
Schedule Number	SCHPY00000000001	2	Interest Type: OC	ompound 💿 Simple					
Schedule Description	Installment Plan								
Original Document Number	SLS116011]	Schedule Interest Rate	12.00	100%				
Original Document Type	Sales		Number of Payments		12				
Customer ID	REYNOLDS0001		Payment Frequency	Monthly	~				
Customer Name	Reynolds State College		Calculated Payment Amount	\$1,78	5.23				
Schedule Document Date	1/6/2014		First Invoice Document Date	1/6/2014	4				
Schedule Amount	\$19,127.50		First Invoice Due Date	2/6/2014	4				
Currency ID	Z-US\$ 4		Remaining Payments		11				
Posting Accounts									
Accounts Receivable 0	00 -1 200 -00 -	0	Accounts Receivable	-					
Receivables Offset 0	00 -1240 -00 -	0	Notes Receivable		▶				
Interest Income 0	00 -7020 -00 -	Q	Interest Income	-	>				
			(Calculate Amortizat	ion				
Schedule Nur	nber 🚩			9	Ø				

Post Receivables Scheduled Payments

Each individual payment in the payment schedule must be posted to the customer account based on the payment frequency of the schedule. For example, if a schedule for monthly payments from a customer was created, each month you would post the payment to accurately reflect the amount owed by the customer.

To open the Post Receivables Scheduled Payments window, click **Tools**, point to **Routines**, point to **Sales**, and then click **Post Scheduled Payments**. Use this window to post the payment.

🐺 Post R	eceivables Scheduled Pay	ments						
File Ec	lit Tools Help	sa	Fabrikam, Inc. 4/12	/2017				
🚛 Post 👔 Redisplay 🔕 Cancel								
Range Schedule Number C All From I								
Display:	All Marked	Ма	rk <u>All</u> Unma <u>r</u> k A					
Marked	Customer ID	Schedule Number	Due Date	*				
Payment	Amount Description			*				
	REYNOLDS0001	SCHPY00000000000	1 3/6/2014	~				
	REYNOLDS0001	SCHPY00000000000	1 4/6/2014					
	REYNOLDS0001	SCHPY00000000000	1 5/6/2014					
	REYNOLDS0001	SCHPY00000000000	1 6/6/2014					
	REYNOLDS0001	SCHPY00000000000	1 7/6/2014					
	REYNOLDS0001	SCHPY00000000000	1 8/6/2014	_				
	REYNOLDS0001	SCHPY00000000000	1 9/6/2014					
	REYNOLDS0001	SCHPY00000000000	1 10/6/2014	~				
Schedule	Number			• @				



Enter Cash Receipts

Use the Cash Receipts Entry window to record payments received from your customers. To open this window click **Transactions**, point to **Sales**, and then click **Cash Receipts**.

🔜 Cash Receipts Entry								
File Edit Tools	; He	Þ				sa	a Fabrikam, I	Inc. 4/12/2017
🔚 Save ⁄ 🔚 /	A <u>u</u> to Ap	ply 🔚 <u>P</u> ost 🛛 🗙	<u>D</u> elete					5e 🎒
Receipt	PYMN	T00000000248		1	Batch ID	RM CA	SH BATCH	Q >
·				1	Date	5/23/2	017	
Customer ID	ADAM	PARK0001	\sim					
Name	Adam	Park Resort			Locate Custo	mer By:		
Currency ID	Z-US\$;	୍ଦ୍ର 🗋	→	Document			0
🔘 Check	💿 Ca:	sh 🛛 🔿 Credit Card			Auto Apply T	D:		
Amount			\$25.00		ADAMPA	\RK0001	 Nation 	al Account
Checkbook ID		UPTOWN TRUST		Q				
Credit Card ID				0				Apply
Check/Card Number								
Comment]			Distri <u>b</u> ution
II I I I I	Receip	t 💌	Status	Unposted	1			۵ 💭

Apply Posted Transactions

To open the Apply Sales Documents window click **Transactions**, point to **Sales**, and then click **Apply Sales Documents**.

💀 Apply Sales Documents									
File Ed	dit Tools	Help					sa f	Fabrikam, Inc.	4/12/2017
🗸 ок	🗸 OK 🏘 Find 🚈 Unapply 🐔 Auto Apply 🚑								
Customer		ARONFIT0001			Name		Aaron Fitz Ele	ectrical	
Туре:	Pa	ayments	~		Apply From Currency ID		Z-US\$		đ,
Documen	it No.	■ PYMNT0000	00000067	<u>ا</u>	Original Amou	unt			\$320.74
Apply Dat	te	4/12	/2017 🗰	1	Unapplied An	nount			\$0.00
Annly Pos	sting Date	4/12	/2017						
	, ing e alle			1					
View/App	oly: 💿	National Account	: 0	Sp	ecific Customer	1		L C	
	Apply to Doc	ument	Due Date		Amount Remaining		Apply Amount	t	*
Туре	Original Doc	ument Amt	Discount Date		Terms Available	Terms	Taken	Writeoffs	*
Apply To	Currency ID	Exchange R	ate		Calculation Method		Realized Gair	n/Loss	
	INVS3008		10/6/2018		\$	938.93			\$0.00 🔼
SLS		\$938.93	9/6/2018		\$0.00		\$0.00		\$0.00
Z-US\$		0.0000000							\$0.00
	SLS11012		2/20/2014		\$2,	243.70			\$0.00
SLS		\$5,872.41	1/21/2014		\$0.00		\$0.00		\$0.00
Z-US\$		0.0000000							\$0.00
	SLS11015		2/26/2014		\$	833.33			\$0.00
SLS		\$833.33	1/27/2014		\$0.00		\$0.00		\$0.00
Z-US\$		0.0000000							\$0.00 🗸
	►I by Cu	istomer ID	~						🧳 🙆



Create Customer / Vendor Relationships

To open the Customer/Vendor Relationships window click **Cards**, point to **Sales**, and then click **Customer/Vendor**. Use this window to link customer records to vendor records. If a vendor record already exists for a customer, use this window to link existing Customer IDs to existing Vendor IDs.

🐺 Customer/Vendor Relationships	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Customer ID Q Vendor ID Q	Currencu ID Q Bate Tupe ID Q
Customer Name	Vendor Name
CENTERSU0001 CENTERSU0001	A 1
Center Suite Hotel	Center Suite Hotel
	E
	⊻
	Create Vendor Create Customer
A () @	ОК

Create Refund Cheques

To open the Create Refund Cheques window click **Transactions**, point to **Sales**, and then click **Refund Cheques**. Use the Create Refund Cheques window to determine which customers receive refund cheques and to send refund cheque information to Payables Management.

🐺 Create Refun	d Checks					
File Edit Too	ls Help				sa Fabrikam, Inc. 4/12	2017
🍇 <u>P</u> rocess 🛛	🗸 Clear 🛛	🎒 Pri <u>n</u> t 🗌				
Select Checks Bate Select Documents Document Date Create Refund for: Specific Docum Customer	ients C	COMPUTER C All Currencies 4/12/2017	HECK1	Checkbook ID U Currency ID 2	JPTOWN TRUST 2-US\$ 4	
	Customer ID		Check Amount	Vendor ID	Cebit Memo	8
	Customer Na	ame	<u>oncorr mount</u>	Vendor Name	o obit monio	*
Insert >>	AARO	DNFIT0001	(\$2,568.00)		DEBIT00000000002	^
Remove						_
Create Ven <u>d</u> or						
	Bati	ch Total	(\$2,568.00)			×
A "P" after the ven	dor ID indicat	es the refund will	be paid to the vendor of	f the parent customer.	5	0



Batch Recovery

If you encounter a posting interruption, or if any transactions in a batch you have posted contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open the Batch Recovery window, click Microsoft Dynamics GP, point to **Tools**, point to **Routines**, and then click **Batch Recovery**.

🐺 Batch Recovery					
File Edit Tools He	lp			sa Fabrikam, Inc.	4/12/2017
🍇 <u>C</u> ontinue 🚺 Re	edisplay			·	
Series: Al	~				
Display Batches: 💿	All 🔘 Marked		N	1ark <u>A</u> ll U <u>n</u> ma	ark All
Batch ID	Origin	Status			*
Comment			No. of Trx	Frequency	*
SLSTE00000245	General Entry	Transaction Error - E	dit Required		~
					_
					— =
					_
					_
					<u> </u>
by Batch ID 🛛 👻					۵ 🗘

NSF Cheques, Voiding, and Waiving Posted Transactions

The Receivables Posted Transaction Maintenance window allows you to select a cheque that is non-sufficient funds (NSF).

To access this window click Transactions, point to Sales, and then click Posted Transactions.

🐺 Receivables P	osted Transaction Maintenance		
File Edit Too	ls Help		sa Fabrikam, Inc. 4/12/2017
🜌 Clear			
Customer ID	AARONFIT0001	Document Type:	Sales 💌
Name	Aaron Fitz Electrical	Number 🗹	STDINV2113 🕨 🔍
		Currency ID	Z-US\$
Original Amount	\$39.80	Void Date	3/28/2016
Document Date	3/28/2016	Posting Date	4/12/2017 🏢
Check Number		Due Date	4/27/2016
			NSF Void Waive
	y Customer ID 🛛 👻		۱



Change/Delete Customers

Customer records are accessed through the Customer Maintenance window. To access this window click **Cards**, point to **Sales**, and then click **Customer**. The **Customer ID** field cannot be changed on a customer record.

File Edit Tools	Help					sa Fa	brikam, I	Inc. 4/12/20:
🚽 Save 🛛 🜌 Cļ	ear 🗙 <u>D</u> elete 🚺	Write	e Letters 💂					é
Customer ID	ADAMPARK0001	Q 🗋	🗌 Hold 📃 Inactiv	e <u>Pa</u>	arent Customer I	D		
Name	Adam Park Resort	——————————————————————————————————————		1.1		105 M.		10
Short Name	Adam Park Resor			CI	ass ID	USA-IN	MI-T2	0
Statement Name	Adam Park Resort			Pr	iority	None	*	10
Address ID	PBIMABY	Qi	8					
Contact	Roberta Masouras			Pł	none 1	(317) 55	5-0102	Ext. 0000
Address	Suite 9876			Pł	none 2	(000) 00	00-0000	Ext. 0000
	321 Chestnut Drive			Pł	none 3	(000) 00	00-0000	Ext. 0000
				Fa	эх	(000) 00	00-000	Ext. 0000
City	Indianapolis				9,1			
State	IN			UF	PS Zone			
ZIP Code	46206-1391			Sł	nipping Method	GR	DUND	G
Country Code			Q	Ta	ax Schedule ID	US/	ASTCITY	′-6* 🔍
Country	USA				Ship Complete	e Docume	ents	
Ship To	PRIMARY	28	Comment 1		1			
<u>Bill To</u>	BILLING	28	Comment 2				- 02	
Statement To	PRIMARY	Q	Trade Discount					
Salesperson ID	GREG E.	Q	Payment Terms		Net 30		Q	Accounts
Territory ID	TERRITORY 2	Q	Discount Grace Perio	bd				Address
Туре	Retail		Due Date Grace Peri	iod				1.001000
SIC Code			Price Level		0		Q	<u>Options</u>

Change/Delete Customer Addresses

To access the Customer Address Maintenance window directly click Cards, point to Sales, and then click Addresses.

🗔 Customer Add	ress Maintenance		
File Edit Too	s Additional Help		sa Fabrikam, Inc. 4/12/2017
🛃 Save 🖉	Clear 🗙 Delete		
Customer ID Name	AARONFIT0001	LIPS Zone	
Contact	Bob Fitz	Shipping Method	LOCAL DELIVERY
Address	One Microsoft Way	Tax Schedule ID	USASTCITY-6*
	-	Site ID	Q
City	Redmond	Salesperson ID	Q
State	WA	Territory ID	
ZIP Code Country Code	98052-6399	User-Defined 1	
Country	USA	User-Defined 2	
Phone 1 Phone 2 Phone 3 Fax	(425) 555-0101 Ext. 0000 (000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000 (312) 555-0101 Ext. 0000		EFT <u>B</u> ank



Change/Delete Salesperson

To access Salesperson Maintenance click Cards, point to Sales, and then click Salesperson.

🐺 Salesperson Mai	ntenance			
File Edit Tools	Help			sa Fabrikam, Inc. 4/12/2017
🔚 Save 🛛 🜌 Cļe	ar 🗙 <u>D</u> elete			a
Salesperson ID	ERIN J.	🔍 🗋 🔲 Inactive	Employee ID	
Last Name	Jensen	i		
First	Lynn		Territory ID	TERRITORY 7
Middle			Vendor ID	JENSENSY0001
	21			
Address	609 Prince Court		Phone 1	(403) 555-0103 Ext. 0000
	Apt 9		Phone 2	(000) 000-0000 Ext. 0000
			Phone 3	(000) 000-0000 Ext. 0000
City	Edmonton		Fax	(403) 555-0103 Ext. 0000
State	AB			
ZIP Code	T9S 9K8		Percent	3.00%
Country	Canada		Applied To: 0 9	Sales O Total Invoice
			Commission ID	r
	Year-to-Dat	e	Last Year	
Total Commissions		\$11,777.32		
Commissioned Sales		\$392,574.06		
Non-Commissioned Sale	es			
Cost of Sales		\$129,053.89		
Maintain History:	🗹 Calendar Year	🔽 Fiscal Year		History
II II ► ►I by Sa	lesperson ID	*		۵ 🕼

Change/Delete Sales Territory

To access Sales Territory Maintenance click Cards, point to Sales, and then click Sales Territory.

Sales Terri	tory Mainte	nance				
File Edit	Tools Help				sa Fabrikam, Inc.	4/12/201
🚽 Save 🛛 🤞	🕻 Clear 📔	X <u>D</u> elet	te			6
Territory ID	TERRITOR	Y1	Q 🗋			
Description	Illinois and M	lissouri				
Country	USA					
Manager: Last Name	C	First		Middle	•]
Last Name		First		Middle		
White		Sean		Rober	t	
		Year	-to-Date		Last Year	
Total Commissio	ins		\$29,7	782.47		
Commissioned S	iales		\$992,7	743.63		
Non-Commission	ned Sales					
Cost of Sales			\$204,6	625.02	2	
Maintain History	. V (Calendar Yı	ear 🗹 Fiscal	Year		Hist <u>o</u> ry
	by Sales Ter	ritory ID	*			0



Mass Delete

Use the Customer Mass Delete window to delete a large group of customer records. For example, you may want to use this procedure to delete all your inactive customer records at once. The same rules apply to Customer Mass Delete as deleting an individual customer in Customer Maintenance.

To use Mass Delete click **Microsoft Dynamics GP**, point to **Tools**, point to **Utilities**, point to **Sales**, and then click **Mass Delete**.

🔜 Customer Mass Delete	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Range: by Customer ID 🛛 🖌 🔿 All 💿 From:	AARONFIT0001
Τα	ADVANCED0001
Customers: Inactive Only Print Report	
₫ () 0	Process Cancel

Change Customer Class Information

Use the Customer Class Setup window to change customer class information. To access this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Customer Class**.

Customer Class Setup					
File Edit Tools Help				sa Fabrikam, Inc. 4/1	2/201
🚽 Save 🛛 💋 Clear 🗍	🗙 <u>D</u> elete				é
Class ID AUSTRALIA Description Australian c	A-T8 🔍 🗋 [ustomers] Defau	lt		
Balance Type: 💿 ()pen Item (Balar	nce Forwa	bre		
Finance Charge: 🛛 🔿 N	lone 💿 Perc	ent (🔿 Amount	1.50	%
Minimum Payment: 💿 N	lo Minimum 🛛 🔘 Perc	ent (🔿 Amount	\$0.0	10
Credit Limit: 🔿 N	lo Credit 🛛 🔿 Unlin	nited (Amount	\$20,000.0	10 -
Writeoff: 🔷 M	lot Allowed 🛛 🔘 Unlin	nited 🤇	Maximum	\$25.0	10
🗹 Revalue Customer 🛛 F	Post Results To: 💿	Receivat	les/Discount Acct	🔘 Sales Offset Acct	
Order Fulfillment Shortage Def	ault None		🞽 📃 Inclu	de in Demand Planning	
Trade Discount		7	Shipping Method		6
Payment Terms	Net 30		Tax Schedule ID	AUSNSWST-20	6
Discount Grace Period			Price Level		6
Due Date Grace Period			Currency ID	Z-AUD	0
Salesperson ID	IAN M.	2	Rate Type ID	BUY	6
Territory ID	TERRITORY 8	Q	Priority	None 🔽	
Maintain History:		7	Statement Cycle:	Monthly	1
🗹 Calendar Year	Transaction		33		
🔽 Fiscal Year	Distribution			Accou	nts
		_			_



Edit Receivables Transactions

Sometimes it may be necessary to change certain variables of a posted receivables transaction without voiding the transaction. The Edit Receivables Transaction process enables those edits to be made.

Use the Edit Receivables Transaction window to change information on transactions that have already been posted. To access this window click **Transactions**, point to **Sales**, and then click **Edit Transaction Information**.

Help				
			sa Fabrikam,	Inc. 4/12/201
ar l				
AARONFIT0001	Document Type:		Sales	*
Aaron Fitz Electrical	Number	•	INVS3008	• 🔍
	Currency ID		Z-US\$	
\$938.93	20. 			
9/6/2018				
9/6/2018	Ν			
10/6/2018 🔠	6			
•				
	AARONFIT0001	Image: stress of the stres of the stress of the stress of the stress of the s	r AARONFIT0001 Q Document Type: Aaron Fitz Electrical Q \$938.93 9/6/2018 9/6/2018 ∰ 10/6/2018 ∰	Image: stress stres

Remove Calendar/Fiscal Year History

If you keep fiscal-year history, the same information is recorded according to the fiscal period format specified in the Fiscal Period Setup window. Once history is removed, you cannot print the Calendar or Fiscal Year History reports for those ranges of information. Calendar and fiscal year history are kept separately and are cleared separately.

To access this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Utilities**, point to **Sales**, and then click **Remove Period History**.

🙀 Remove Re	ceivables Calen	dar/Fiscal History		
File Edit	Tools Help			sa Fabrikam, Inc. 4/12/2017
History For:	Oustomer	O Salesperson	🚫 Sales T	erritory
History Type:	💿 Calendar	O Fiscal	Year	2011
Ranges:	Customer ID	~	From:	ADVANCED0002
Insert >> Remo <u>v</u> e	Restrictions: Customer ID from /	ADVANCED 0002 to ADV	4NCED0002	
Remove: 🔽 History	🗹 Print Repo	rt		
۵ 🗘				Process Cancel



Reconcile

The reconciling process is used if a system problem such as a power interruption occurs and you need to verify that your Receivables Management data is accurate. The reconcile process is also useful if you discover inconsistencies in reports. To access this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Utilities**, point to **Sales**, and then click **Reconcile**.

Reconcile Receivables Amounts	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Reconcile Current Customer Information Outstanding Document Amounts Batch Information Fiscal Year Calendar Year	Options ✓ Reconcile ✓ Print Report △ Age Finance Charges
Range by Customer ID	From C To C
Reconcile Year 0	Chatanana Coular
Account Type All Open Item Balance Forward	V/eekly Biweekly Semimonthly Bimonthly Duated
<i>Q</i>	Duarterly Cancel

Receivables Transaction Inquiry - Customer

To access this inquiry click **Inquiry**, point to **Sales**, and then click **Transaction by Customer**.

🙀 Receivab	oles Transa	ction Inquiry - Cust	omer					
File Edit	Tools Vie	ew Help					sa Fabrikam,	Inc. 4/12/2017
🗸 ок	👔 Redis	play						🏹 - 🏹
Customer ID	AARO	DNFIT0001						
Documents:	by Do	cument Number	🗸 💽 A	II O From	n:			7
				To:				
Include:	🗹 Work	🔽 Open 🗹 Histor	ry –					
Origin	Tupo	Decument Number		Chook Numbe		Decum	ant Amount	•
Doc Date	Type Due Date	Discount Amount	Writeoff Amo		ount Remaining	Docum	Currencu ID	*
HIST	SLS	INV1024	WINCOIL WIND		iouner remaining		Currency ID	\$128.35
HIST	SLS	INV1025						\$117.65
OPEN	SLS	INVS3008						\$938.93
OPEN	SLS	SALES00000001000						\$0.00
WORK	SLS	SALES00000001001						\$53.50
HIST	SLS	SLS1002				1		\$8,690.09
OPEN	SLS	SLS11012						\$5,872.41
HIST	SLS	SLS11014						\$3,531.75 🗸
	by Custon	ner ID 💌						۵ (2



Receivables Transaction Inquiry - Document

To use this inquiry click **Inquiry**, point to **Sales**, and then click **Transaction by Document**. The Receivables Transaction Inquiry-Document window allows you to view transactions for all customers.

🐺 Receiv	ables Transa	ction Inquiry - D	ocument							X
File Ed	it Tools Vi	ew Help						sa Fabrikar	m, Inc. 4/12/3	2017
🗸 ок	🛛 😧 🕺 Redis	splay							₩.	4
Document	s: by Docur	ment Number	💌 💿 Ali 🛛 🔿	From:						
				To:						
		- 1								
Origin	Туре	Document Number		Customer	ID		Docume	ent Amount		*
Doc. Date	Due Date	Check Number	Discount Amount	Amount F	lemaining	+	Currenc	y ID		×
OPEN	SLS	INV1010		ISNINDU	S0001				\$1,444.45	^
OPEN	SLS	INV1014		CENTRA	LC0001		1		\$31.95	-
OPEN	SLS	INV1015		MAGNIFI	C0001				\$385.15	
OPEN	SLS	INV1016		METROF	OL0001		÷		\$10.65	
OPEN	SLS	INV1017		MAHLER	ST0001				\$5,999.95	
OPEN	SLS	INV1018		LAWREN	ICE0001				\$9.37	
OPEN	SLS	INV1019		BLUEYO	ND 0001				\$1,349.95	
OPEN	SLS	INV1020		ASTORS	UI0001				\$31.95	~
	Leven								0	0

Customer Period Summary Inquiry

To use this inquiry click **Inquiry**, point to **Sales**, and then click **Period Summary**.

🗔 Customer Peri	iod Summary Inquiry					. 🗆 🛛
File Edit Tool:	s Help			sa	Fabrikam, Inc.	4/12/2017
🖌 ок						
Customer ID	AARONFIT0001					
Name	Aaron Fitz Electrical					
Display: 💿 Ca	lendar 🔘 Fiscal	Year	2017 P	eriod/Month	•	4 🕨
Number Sales/Invoi	ces	3	Finance Cha	iges:		
Sales		\$5,609.40	Amount			\$0.00
Cost		\$2,824.70	Waived			\$0.00
Cash Received		\$1,601.95				
Returns		\$0.00				
Writeoffs		\$0.00				
Terms Discounts Ta	ken	\$0.00				
II I I I by	Customer ID 🛛 👻					۵ 🎝



Customer Yearly Summary Inquiry

To use this inquiry click Inquiry, point to Sales, and then click Yearly Summary.

File Edit Tool	s Help					sa Fabrikam, Inc. 4/12/
🖊 ок						
Customer ID	AAR	DNFIT0001	Q		Aged	las of 4/12/2017
Name Aaron Fitz Electrical						
Summary View	Calendar Yea	ar	~			
Year	2	017 Period	 All 	O From		
						Calcula
		Ye	ar-to-Date		Last Year	Life-to-D
Number Sales/Invoi	ces		19		23	
Sales		\$	10,555.10	\$1	2,164.15	\$58,689
Cost			\$5,203.92	\$	6,326.02	\$18,545
Cash Received			\$5,035.31	\$1	2,949.27	\$35,557
Returns						
Writeoffs						
Terms Discounts Ta	ken					
			40.00		#0.00	¢(

Customer Payment Summary Inquiry

To use this inquiry click **Inquiry**, point to **Sales**, and then click **Payment Summary**. The Customer Payment Summary Inquiry window allows you to view details of the payments that a customer has made. The scrolling window displays the customer's outstanding balances based on aging periods.

File Edit To	ols Help					sa Fabrikam, Inc. 4/12/	201
🖊 ок							
Customer ID	AARONFIT0001]				
Name	Aaron Fitz Electrica	al		Aged	As Of	4/12/2017]
Period	Amount			Unpaid Finance Ch	nas	\$20.00	1
Current		\$4,373	3.02 🔨	Credit Limit		\$35,000.00	-
31 - 60 D ays		\$0	0.00	Min Payment Due		\$25.00	
61 - 90 Days		\$0	0.00	Unposted Sales		\$53.50	
91 - 120 Days		\$0	0.00	Trade Discount		0.00%	
121 - 150 Days		\$0	0.00	Payment Terms		Due 15th	
151 - 180 Days		\$0	0.00 🔽	Discount Grace Pe	eriod	0	
Balance	e	\$24,272	06	Due Date Grace P	eriod	0	
				Deposits Received	1		
NSF:	Number		Amount	Last Check Date]
Year-to-Date							
Life-to-Date					_		
	Highest Balan	ice Av	n Davs	Last Invoice	Da 5/8/2017	te Amo	bur
Year-to-Date	\$33	3,024.56	3 , v	Last Payment	4/29/2017	\$609	.75
Life-to-Date	\$33	3,024.56	-	Last Statement	2/15/201	7 \$25,613	1.13



Customer Inquiry

To use this inquiry click **Inquiry**, point to **Sales**, and then click **Customer**. The Customer Inquiry window allows you to view demographic and other account information set up for a particular customer record in the Customer Maintenance window.

🖏 Customer Inquiry							
File Edit To	ols Help				sa Fabrikam, Inc. 4/1:	2/2017	
🗸 ок							
Customer ID	AARONFIT0001 🔍 Activ	/e	Parent Custome	er ID			
Name	Aaron Fitz Electrical	ļ,	Balance Type	12	Open Item		
Class ID	USA-ILMO-T1		Priority		None		
Address ID: Primary	V / PRIMARY	18					
Contact	Bob Fitz		Phone 1		(425) 555-0101 Ext. 0000)	
Address	One Microsoft Way		Phone 2		(000) 000-0000 Ext. 0000)	
			Phone 3		(000) 000-0000 Ext. 0000		
			Fax		(312) 555-0101 Ext. 0000)	
City	Redmond		UPS Zone				
State	WA		Shipping Me	thod	LOCAL DELIVERY		
ZIP Code	98052-6399		Tax Schedule		USASTCITY-6*		
Country Code							
Country	USA						
Finance Charge	1 50%]	Evenet 1				
Minimum Pumt	\$25.00	Tax	Begistration	-			
Credit Limit	\$35,000,00		ment 1				
Salesperson ID	PAUL W.		ment 2			-	
Territory ID	TERRITORY 1	Pric	e Level				
Туре	Retail	Cur	encv ID	Z-US\$		-	
SIC Code							
	1	1					
	oy Customer ID 🛛 😽 😽				2) 🙆	

Receivables Summary Inquiry

To use this inquiry click **Inquiry**, point to **Sales**, and then click **Receivables Summary**. The Receivables Summary Inquiry window allows you to view the number, and total amount of, each type of transaction affecting Receivables Management as of the current date. You can view totals for all customers, or view information for a range of customer records.

Receivables Summary Inquiry									
File Edit T	Fools Help		sa Fabrikam, Inc. 4/12/2017						
Customers:	by Customer ID	All From: AARONFIT	0001						
		To: AARUNHII	0001						
Number	Туре	Original Amount	Unapplied Amount						
37	Sales	\$35,090.7	9 \$17,479.05						
0	Installments	\$0.0	0 \$0.00						
1	Finance Charges	\$20.0	0 \$20.00						
1	Debit Memos	\$2,500.0	0 \$2,500.00						
4	Service / Repairs	\$10,695.2	9 \$6,841.01						
0	Warranties	\$0.0	0 \$0.00						
0	Credit Memos	\$0.0	0 \$0.00						
1	Returns / Credits	\$2,568.0	0 \$2,568.00						
28	Cash Receipts	\$13,983.0	3 \$0.00						
	Totals	\$31,755.0	5 \$24,272.06						
Open Item as las	st aged:								
Period	Amount	Balance forward as	s last consolidated:						
Current	\$4,373.02 🔨	Period	Amount						
31 - 60 D ays	\$0.00	Current	\$0.00						
61 - 90 Days	\$0.00	Non-Current	\$0.00						
91 - 120 Days	\$0.00 🖌								
۵ 🕼			OK Calculate						



National Accounts Inquiry

To use this inquiry click **Inquiry**, point to **Sales**, and then click **National Accounts**. Use the National Accounts Inquiry window to view transactions for the parent company and assigned children.

File Edit Tools	View Help				sa Fabrikam, Inc.	4/12	/201
🖊 ОК 🛛 🔂 В	edisplay						é
Parent Customer ID	CENTRALI0001	Q Active		Period	Amount		
Parent Name	Central Illinois Hospital			Current		\$0.00	^
Phone Number	(309) 555-0122 Ext. 0	000		31 - 60 Days		\$0.00	
Fax Number	(309) 555-0122 Ext. 0	000		61 - 90 Days		\$0.00	
Contact Person	Robert Keith			91 - 120 Days		\$0.00	~
Credit Limit	\$50,0	00.00		Balance	\$53,2	231.76	
Parent High Balance \$51,052.58				Mark West Control			t
Parent High Balance	\$51,0	152.58		r Include			
Parent High Balance Age As Of	\$51,0	152.58		Include	Posted 🔲	Histor	y
Parent High Balance Age As Of Customer ID	\$51,0 4/12/2017	al Account	O Specific	Include Unposted Customer	Posted	Histor	y C
Parent High Balance Age As Of Customer ID <u>Customer ID</u>	\$51,0 4/12/2017 Display: National Doc/Check Number	al Account	O Specific	Unposted Customer 4	Posted	Histor	, C
Parent High Balance Age As Of Customer ID Customer ID Customer ID Customer PO No	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone	al Account Type Salesp	O Specific Doc. Date person	Customer 4 Original Amount Ship To Address	Posted	Histor	y () () () () () () () () () () () () ()
Parent High Balance Age As Of Customer ID Customer ID Customer PO No BERRYMED0001	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone IVC06	al Account Type Salesp SLS	O Specific Doc. Date person 4/15/2014	Customer 4 Original Amount Ship To Address \$14,819	Posted Amt Rem 45 \$14,	Histor → 819.45	× × ×
Parent High Balance Age As Of Customer ID Customer ID Customer PD No BERRYMED0001 BERRYMED0001	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone IVC06 SLS115050	al Account Type Salesp SLS SLS	 Specific Doc. Date person 4/15/2014 1/7/2014 	Customer 4 Original Amount Ship To Address \$14,819 \$58,209	Posted Amt Rem 45 \$14,	Histor	× × ∧
Parent High Balance Age As Of Customer ID Customer ID Customer PO No BERRYMED0001 BERRYMED0001 CENTRALI0001	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone IVC06 SLS115050 IVC11	al Account Type Salesp SLS SLS SLS	O Specific Doc. Date Derson 4/15/2014 1/7/2014 4/15/2014	Customer 4 Driginal Amount Ship To Address \$14,819 \$58,209 \$128	Posted	Histor + 819.45 \$0.00 128.30	, (* * *
Parent High Balance Age As Of Customer ID Customer ID Customer PO No BERRYMED0001 BERRYMED0001 CENTRALI0001	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone IVC06 SLS115050 IVC11 SLS112001	al Account Type Salesp SLS SLS SLS SLS SLS	O Specific Doc. Date Derson 4/15/2014 1/7/2014 4/15/2014 1/12/2014	Customer 4 Driginal Amount Ship To Address \$14,819 \$58,209 \$128 \$8,896	 Posted Amt Rem 445 \$114, 84 83 \$2, 	Histor → 819.45 \$0.00 128.30 896.83	× × ×
Parent High Balance Age As Of Customer ID Customer ID Customer PO No BERRYMED0001 BERRYMED0001 CENTRALI0001 CENTRALI0001	\$51,0 4/12/2017 Display: National Doc/Check Number Telephone IVC06 SLS115050 IVC11 SLS112001 SLS112002	IS2.58 al Account Salesp SLS SLS SLS SLS SLS SLS SLS	O Specific Doc. Date Derson 4/15/2014 1/7/2014 4/15/2014 1/12/2014 1/15/2014	Customer 4 Driginal Amount Ship To Address \$14,819 \$58,209 \$128 \$8,896 \$5,405	 Posted Amt Rem Amt Rem 45 \$14, 84 83 \$2, 75 \$5, 	Histor Histor	, ⊂ ≪ ≫ <
Parent High Balance Age As Of Customer ID Customer ID Customer PO No BERRYMED0001 BERRYMED0001 CENTRALI0001 CENTRALI0001 CENTRALI0001	\$51,0 4/12/2017 Display: Nationa Doc/Check Number Telephone IVC06 SLS115050 IVC11 SLS112001 SLS112002 SVC12002	al Account Type Salesp SLS SLS SLS SLS SLS SLS SLS SVC	O Specific I Doc. Date Derson 4/15/2014 1/7/2014 4/15/2014 1/12/2014 1/15/2014 1/15/2013	Include Unposted Customer Original Amount Ship To Address \$14,819 \$58,209 \$128 \$8,896 \$5,405 \$30,000	 Posted Amt Rem Amt Rem 45 \$14; 84 83 \$2; 75 \$29; 	Histor + 819.45 \$0.00 128.30 896.83 405.75 981.43	× × × ×

Aging Process

The aging process calculates the number of days old or days past due for customer accounts and adds the amounts to the correct aging periods. To open this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Aging**.

🐺 Receivables Aging Process	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Aging Date 04122017 III	Etatement Cueles
Account Type: All Open Item Balance Forward	Statement Cycles: Weekly Semimonthly Monthly Bimonthly Quarterly
Customer ID: ③ All ○ From:	
💿 Detail 🔿 Summary 🔿 No	Report
Order: by Customer ID	
۵ 🕲	Process Cancel



Finance Charges

The Assess Finance Charges window is used to assess monthly finance charges to all or a group of customer records. To open this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Finance Charge**.

🐺 Assess Finance Charg	es	
File Edit Tools Help		sa Fabrikam, Inc. 4/12/2017
Last Finance Charge Date	0/0/0000	
Customers: by Customer	ID 🛛 🔽 💽 All 🔘 From	
	To:	
Class ID: 💿 All 🔿 Fr	om:	To:
Account Type: All Open Item Balance Forward	✓ Include✓ Print Bit	Unapplied Credits in Aged Balances agister
Finance Charge:		Includes Balances and Older:
Minimum	\$0.50	31 - 60 Days 😽 😽
Minimum Balance	\$10.00	
<i>∠</i>) ⊚		Process Clear Cancel

Print Statements

Use the Print Receivables Statements window to set up the information to display on customer statements. To open this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Statements**.

🐺 Print Receiv	vables Statements			$\mathbf{\times}$
File Edit T	ools Help		sa Fabrikam, Inc. 4/12/20	017
F Save 🖉	Clear 🗙 <u>D</u> elete	🛃 <u>P</u> rint		
Statement ID Last Printed	BLANK FORM	Description Print:	Blank Form Statements Alignment Form	
Address ID Form:	Long Form	Date to Print	Enter Date 2/15/2017	#1 #1
Customers:	by Customer ID	🔽 Cut-Off Date	Enter Date 💌 🗄	Ħ
Documents:	by Document Number	Reduce Oldes	t Aging Period Amounts by Unapplied Credit Amounts	
Print For: No Activity Zero Balance Du Show Applied Pa	ie wments	Include Type: All Open Item Balance Forward	Print: Image: Payment Terms Image: Print: Payment Terms Image: Print: Image: Payment Terms Image: Payment Terms Image: Payment Terms <td></td>	
Ranges:	by Customer ID	💙 💽 All 🛛 🔿	From:	
Insert >> Remoye	Restrictions:		To: E-mail Options Messages Destination	
	by Statement ID	*	D .	0



Reprint or Remove Statements

Use the Reprint Statements window to reprint or remove customer statements at any time, if Reprint Statements in the Receivables Management Setup window was selected. To open the Reprint Statements window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Reprint Statements**.

🐺 Reprint Statements			
File Edit Tools He	lp	sa Fabrika	m, Inc. 4/12/2017
🎒 Print 🗙 Remove	👔 Redisplay		
Customer ID	All From: To:	ADAMPARK0001 ADAMPARK0001	3
Statement Date	All From:	3/6/2007	
Form Long Form		Mark <u>All</u>	U <u>n</u> mark All
Customer ID	Statement Name	Date	Run Number
			~
			E-mail <u>O</u> ptions
			۵ 🖉

Paid Sales Transaction Removal

To open the Paid Sales Transaction Removal window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, pointing to **Sales**, and then click **Paid Transaction Removal**. This window is used to transfer paid transactions to history and to consolidate balance forward accounts.

🐺 Paid Sales Transaction Removal	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Customers: by Customer ID 🗸 💽 All	From: Γ Τα: Γ
Class ID: 💿 All 🔘 From:	C To:
Remove: Cut Off: V NSF 4/12/2017 Void Void V Waived Paid Transactions Checks 4/12/2017	 Balance Forward Consolidation Print Register
<i>(</i>)	Process Clear Cancel



Write Off Documents

To open the Write Off Documents window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Write Off Documents**. Use this window to write off outstanding credit or debit balance amounts for one or more customers. Specify a write-off limit and cut-off date, and whether to create a credit or debit memo for each customer or document. Use the Write Off Preview window to select or unselect customers to include in the write-off process.

🐺 Write Off Documents										
File Edit Tools Help)							sa	Fabrikam, Inc.	4/12/2017
Writeoff Type: Create One Writeoff per:	Underpayments Customer	*					Writeoff L Cut-off Da	imit ite	\$ 4/12/2017	50.00
Customers:	Customer ID	~	🔿 All	📀 Fro	m:	LASE	RMES0001			Q
				T o:		LASE	RMES0001			Q
National Accounts: —										
i					(Pro	cess	Pre <u>v</u>	(iew Ca	ncel

Close Fiscal Period

To close the fiscal period click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company** and then click **Fiscal Periods**. Use the Fiscal Periods Setup window to select the period as closed for the Sales series. Once the period is closed, transactions can no longer be posted to it.

🖡 Fisca	l Periods Setup								
File E	dit Tools Help						sa Fabrikam,	Inc. 4/12	2/20
🖌 OK 🔜 Calculate 👔 Redisplay									
Year: 2017 V First Day 1/1/2017 🏢 🗌 Historical Year									
		Last Day	12/31/2017			ſ	Open All	Close	All
Number (of Periods 12								
					Series C	losed			
Period	Period Name	Date	Financial	Sales	Purchasing	Inventor	ry Payroll	Project	
1	Period 1	1/1/2017 🏢							
2	Period 2	2/1/2017 🏢							
3	Period 3	3/1/2017 🏢							
4	Period 4	4/1/2017 🏢							
5	Period 5	5/1/2017 🏢							
6	Period 6	6/1/2017 🏢							
7	Period 7	7/1/2017 🏢							
8	Period 8	8/1/2017 🏢							
								<u>M</u> ass Clo)se
								5	,



Reconcile to General Ledger

Use the Reconcile to GL window to reconcile Receivables Management to the General Ledger. To open this window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Financial**, and then click **Reconcile to GL**.

🐺 Recon	cile to C	βL			
File Ed	lit Tool	s Help			sa Fabrikam, Inc. 4/12/2017
Module:	Payable	s Management	~	Accounts: Description 000 -1200	
Date	From: To:	3/1/2017 3/31/2017		-	 =
					~
۵ 🕼					Process Cancel

Fiscal Year Close

Closing the fiscal year transfers all the amounts other than the calendar year to date finance charge amounts to last year. This procedure should be performed before entering transactions for a new fiscal year.

🕄 Customer Summary									
File Edit Tools	Help						sa Fa	abrikam, Inc. 4/12/2017	
🛃 Save 🜌 C	ear 🕅	Write	Letters 🖕					a	
Customer ID 7		K0001	Q		Aged As Of	4/1	2/2017		
Name /	Adam Park	Resort							
Period	Amount				Unposted:				
Current			\$3,629.73	^	Sales/Debits			\$0.00	
31 - 60 Days			\$0.00		Cash/Credits			\$25.00	
61 - 90 Days			\$0.00		Other Sales			\$1,136.66	
91 - 120 Days			\$0.00	~	Other Cash				
Balance			\$20,800.09		On Order			\$0.00	
Summary View	Calenda	ar Year		~					
Year		2017	Period 🧿	A	🔘 From				
	_				To			Calculate	
	Г		<u>Year to D</u>	ate		Last Year		Life to Date	
Number of Sales Docs				3		1		13	
No. or Paid Invoices			¢0 E10	75		0 4500 50		¢25,205,00	
Sales			\$2,013 ¢1.252	.70 60		\$033.00 \$555.00		\$20,000.00 \$4,104.79	
Cost Cost			φ1,232 ΦΠ	00		\$555.00 \$641.47		\$4,124.73 \$6 006 00	
Bohumo				.00		φ041.47		φ0,000.20	
Terme Discounts Taka									
High Balance	21		\$0	00		\$0.00		\$0.00	
Ingri Daidrice			40			\$0.00		\$0.00	
Hist <u>o</u> ry Fina <u>n</u> ce Charges Credit Summary									
II I I I I I I I I I I I I I I I I I I	ustomer ID	1	*					۵ 🕼	



Receivables Year-End Close

Use the Receivables Year-End Closing window to close the fiscal and/or calendar year. To open this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**, and then click **Year End Close**.

🐺 Receivables Year-End Clos 🔳 🗖 🔀		
File Edit	Tools Help	4/12/2017 »
Year to Close: All Fiscal Calendar Last Closing Date:		
Fiscal	0/0/0000	
Calendar	0/0/0000	
✓ Print Report		
O O Cancel Process		