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# Microsoft Dynamics™

## RECEIVABLES MANAGEMENT MICROSOFT DYNAMICS GP 10.0



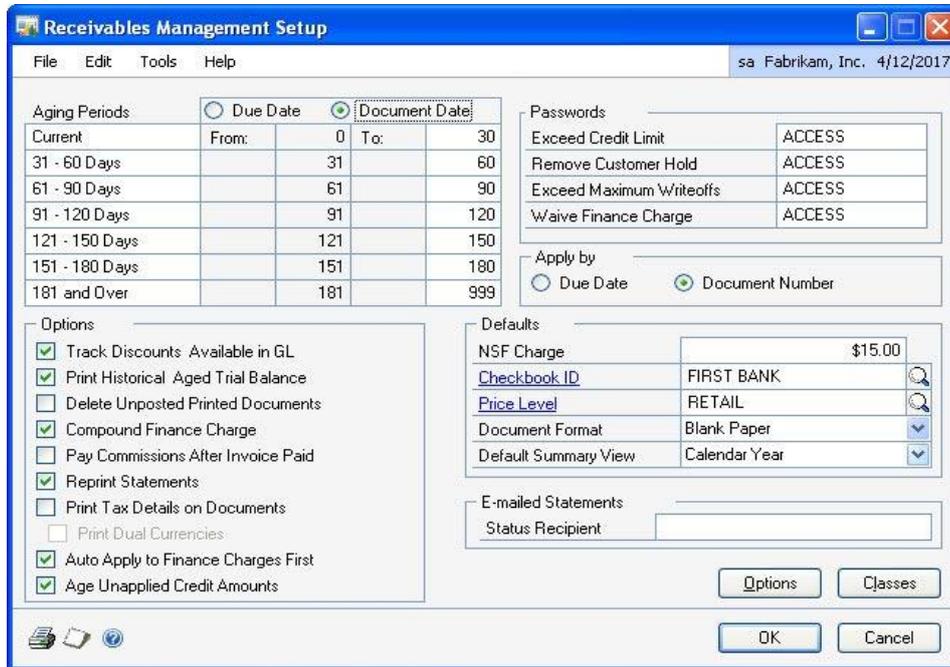
INVESTORS IN PEOPLE



**JM Computing Ltd**  
Registered in Cardiff No. 1131358  
Registered Office as above

## 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**.



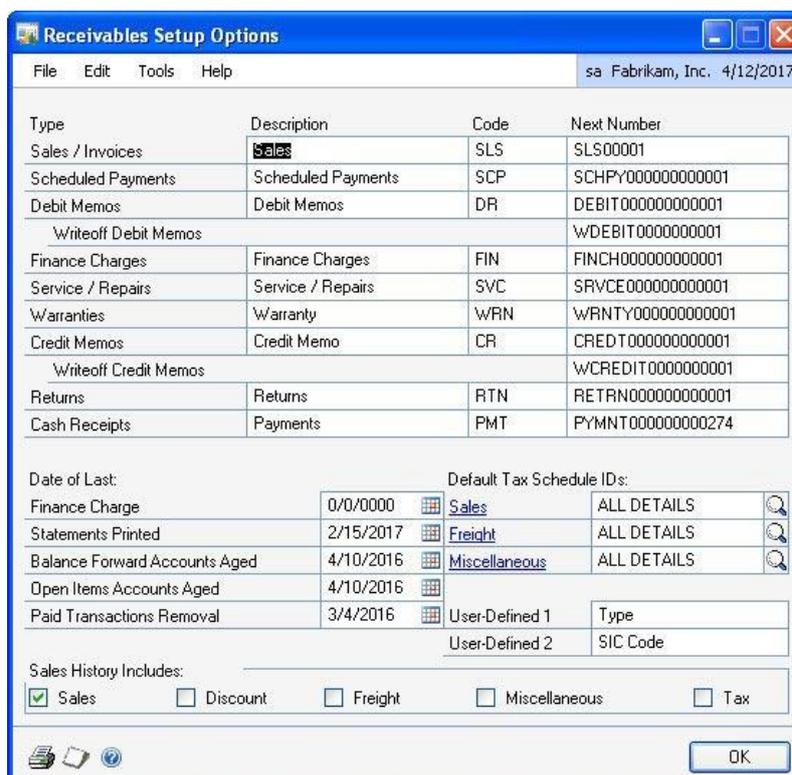
Aging Periods		From:		To:	
Current		0		30	
31 - 60 Days		31		60	
61 - 90 Days		61		90	
91 - 120 Days		91		120	
121 - 150 Days		121		150	
151 - 180 Days		151		180	
181 and Over		181		999	

Options	Defaults
<input checked="" type="checkbox"/> Track Discounts Available in GL	NSF Charge: \$15.00
<input checked="" type="checkbox"/> Print Historical Aged Trial Balance	Checkbook ID: FIRST BANK
<input type="checkbox"/> Delete Unposted Printed Documents	Price Level: RETAIL
<input checked="" type="checkbox"/> Compound Finance Charge	Document Format: Blank Paper
<input type="checkbox"/> Pay Commissions After Invoice Paid	Default Summary View: Calendar Year
<input checked="" type="checkbox"/> Reprint Statements	
<input type="checkbox"/> Print Tax Details on Documents	
<input type="checkbox"/> Print Dual Currencies	
<input checked="" type="checkbox"/> Auto Apply to Finance Charges First	
<input checked="" type="checkbox"/> Age Unapplied Credit Amounts	

Passwords	
Exceed Credit Limit	ACCESS
Remove Customer Hold	ACCESS
Exceed Maximum Writeoffs	ACCESS
Waive Finance Charge	ACCESS

## 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.



Type	Description	Code	Next Number
Sales / Invoices	Sales	SLS	SLS00001
Scheduled Payments	Scheduled Payments	SCP	SCHPY000000000001
Debit Memos	Debit Memos	DR	DEBIT000000000001
Writeoff Debit Memos			WDEBIT000000000001
Finance Charges	Finance Charges	FIN	FINCH000000000001
Service / Repairs	Service / Repairs	SVC	SRVCE000000000001
Warranties	Warranty	WRN	WRNTY000000000001
Credit Memos	Credit Memo	CR	CREDIT000000000001
Writeoff Credit Memos			WCREDIT000000000001
Returns	Returns	RTN	RETRN000000000001
Cash Receipts	Payments	PMT	PYMNT000000000274

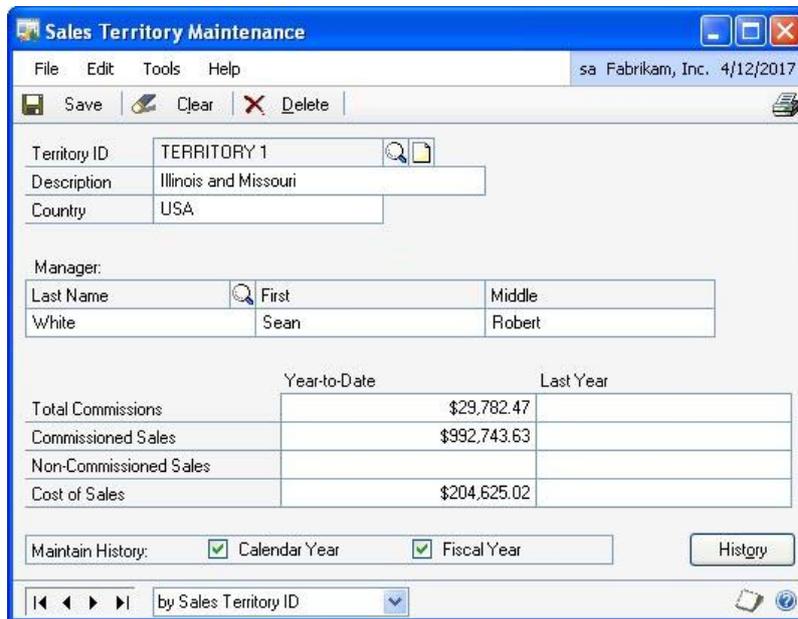
Date of Last:		Default Tax Schedule IDs:	
Finance Charge	0/0/0000	Sales	ALL DETAILS
Statements Printed	2/15/2017	Freight	ALL DETAILS
Balance Forward Accounts Aged	4/10/2016	Miscellaneous	ALL DETAILS
Open Items Accounts Aged	4/10/2016		
Paid Transactions Removal	3/4/2016	User-Defined 1	Type
		User-Defined 2	SIC Code

Sales History Includes:

Sales  Discount  Freight  Miscellaneous  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**.



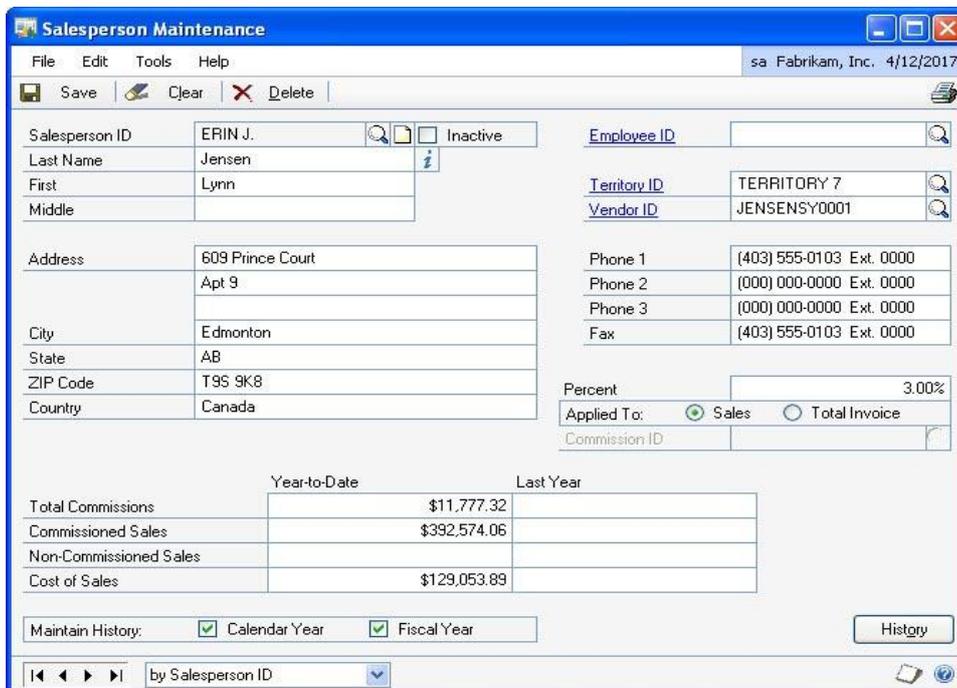
The screenshot shows the 'Sales Territory Maintenance' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window contains the following fields and data:

- Territory ID:** TERRITORY 1
- Description:** Illinois and Missouri
- Country:** USA
- Manager:**
  - Last Name: White
  - First: Sean
  - Middle: Robert
- Summary Table:**

	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  Fiscal Year
- Navigation:** by Sales Territory ID

## 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**.



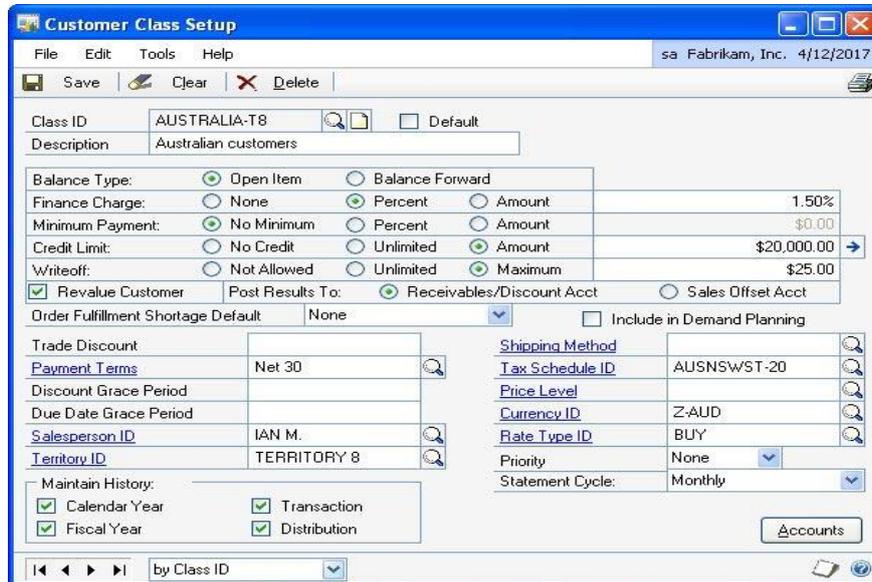
The screenshot shows the 'Salesperson Maintenance' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window contains the following fields and data:

- Salesperson ID:** ERIN J. (Inactive)
- Last Name:** Jensen
- First:** Lynn
- Middle:**
- Address:** 609 Prince Court, Apt 9
- City:** Edmonton
- State:** AB
- ZIP Code:** T9S 9K8
- Country:** Canada
- Employee ID:**
- Territory ID:** TERRITORY 7
- Vendor ID:** JENSENSY0001
- Phone 1:** (403) 555-0103 Ext. 0000
- Phone 2:** (000) 000-0000 Ext. 0000
- Phone 3:** (000) 000-0000 Ext. 0000
- Fax:** (403) 555-0103 Ext. 0000
- Percent:** 3.00%
- Applied To:**  Sales  Total Invoice
- Commission ID:**
- Summary Table:**

	Year-to-Date	Last Year
Total Commissions	\$11,777.32	
Commissioned Sales	\$392,574.06	
Non-Commissioned Sales		
Cost of Sales	\$129,053.89	
- Maintain History:**  Calendar Year  Fiscal Year
- Navigation:** by Salesperson ID

## Customer Class Setup

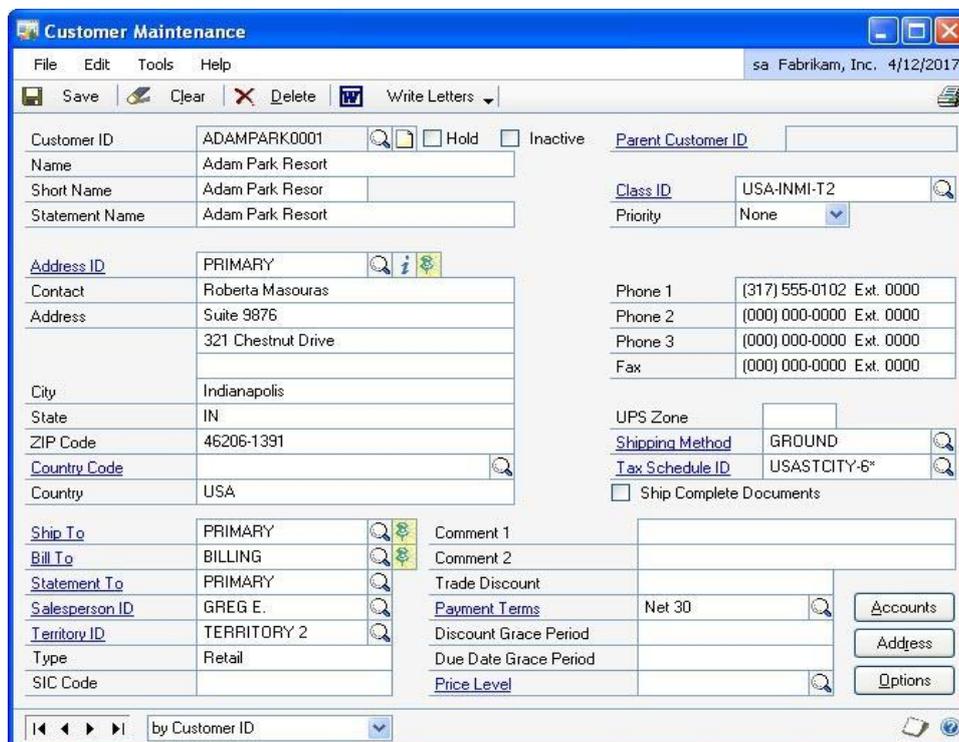
Use the **Customer Class Setup** window to set up and maintain customer classes. Customer classes are used to group customers with similar characteristics. To open this window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Customer Class**.



## 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.

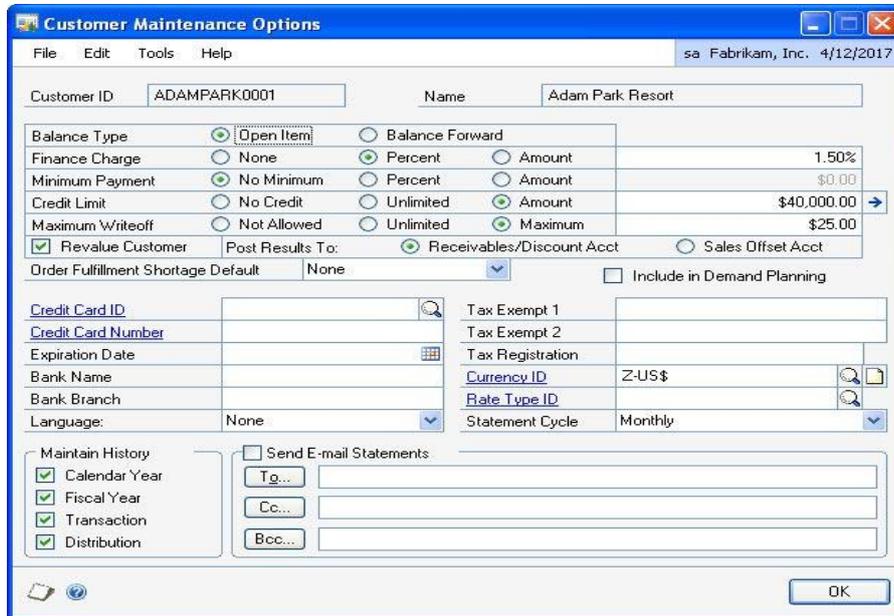
To open this window, click **Cards**, point to **Sales**, and then click **Customer**.



## Customer 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.



Customer ID: ADAMPARK0001      Name: Adam Park Resort

Balance Type:  Open Item       Balance Forward

Finance Charge:  None       Percent       Amount      1.50%

Minimum Payment:  No Minimum       Percent       Amount      \$0.00

Credit Limit:  No Credit       Unlimited       Amount      \$40,000.00

Maximum Writeoff:  Not Allowed       Unlimited       Maximum      \$25.00

Revalue Customer      Post Results To:  Receivables/Discount Acct       Sales Offset Acct

Order Fulfillment Shortage Default: None       Include in Demand Planning

Credit Card ID:      Tax Exempt 1:      Tax Exempt 2:      Tax Registration:      Currency ID: Z-US\$      Rate Type ID:      Statement Cycle: Monthly

Language: None

Maintain History:  Send E-mail Statements

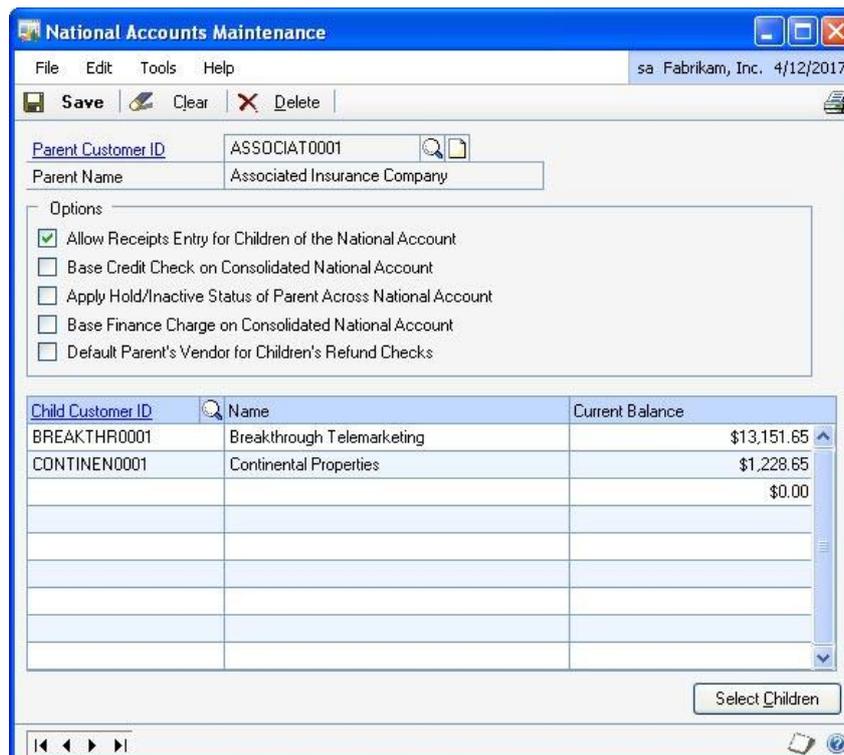
Calendar Year       Fiscal Year       Transaction       Distribution

Buttons: Tg..., Cc..., Bcc..., OK

## 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**.



Parent Customer ID: ASSOCIAT0001      Parent Name: Associated Insurance Company

Options:

- Allow Receipts Entry for Children of the National Account
- Base Credit Check on Consolidated National Account
- Apply Hold/Inactive Status of Parent Across National Account
- Base Finance Charge on Consolidated National Account
- Default Parent's Vendor for Children's Refund Checks

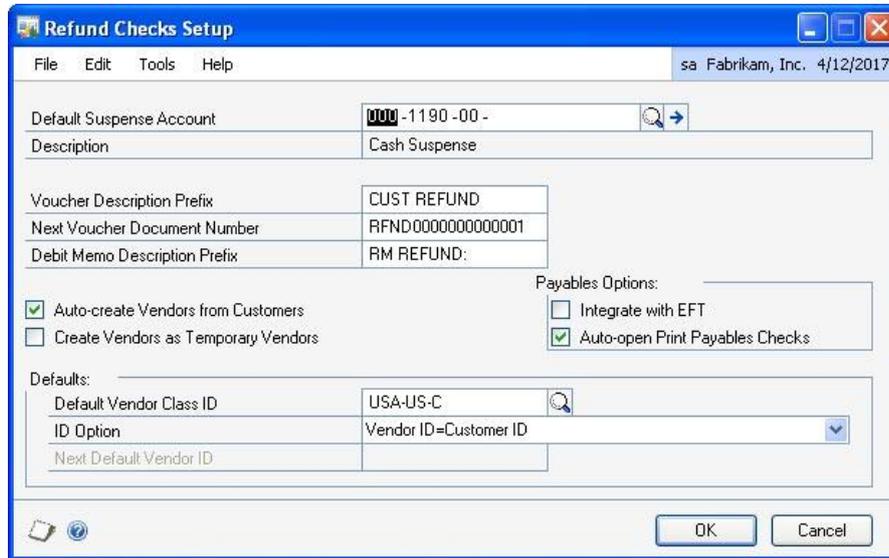
Child Customer ID	Name	Current Balance
BREAKTHR0001	Breakthrough Telemarketing	\$13,151.65
CONTINEN0001	Continental Properties	\$1,228.65
		\$0.00

Buttons: Save, Clear, Delete, Select Children

## 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:

Description: Cash Suspense

Voucher Description Prefix: CUST REFUND

Next Voucher Document Number: RFND0000000000001

Debit Memo Description Prefix: RM REFUND:

Auto-create Vendors from Customers:

Create Vendors as Temporary Vendors:

Payables Options:

Integrate with EFT:

Auto-open Print Payables Checks:

Defaults:

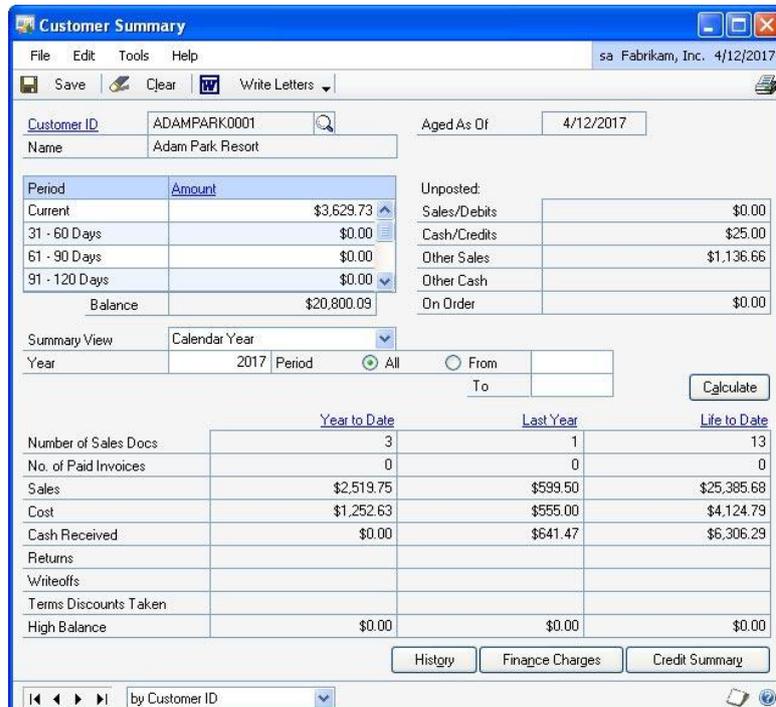
Default Vendor Class ID:

ID Option:

Next Default Vendor ID:

## 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.



**Customer Summary**

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Write Letters

Customer ID:   Aged As Of:

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:

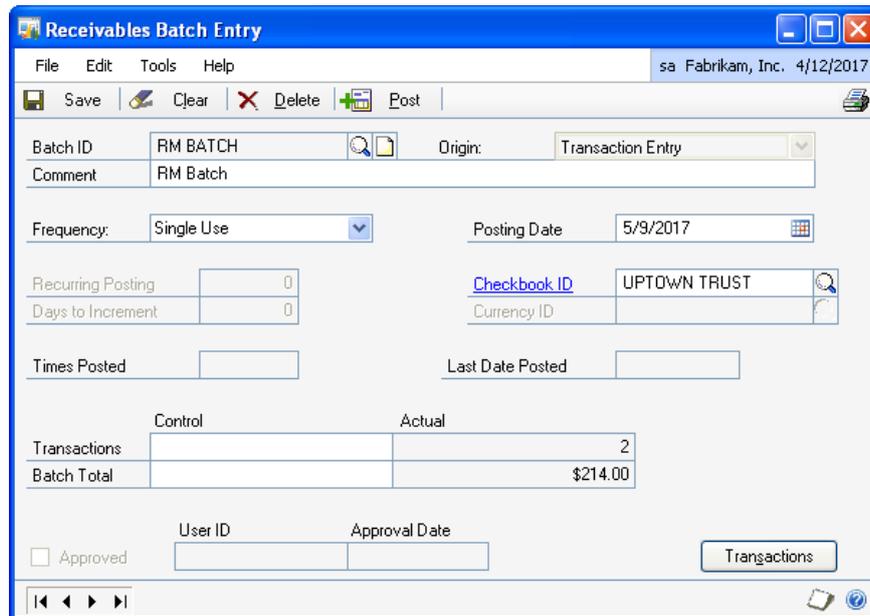
Year:  Period:  All  From  To

	Year to Date	Last Year	Life to Date
Number of Sales Docs	3	1	13
No. of Paid Invoices	0	0	0
Sales	\$2,519.75	\$599.50	\$25,385.68
Cost	\$1,252.63	\$555.00	\$4,124.79
Cash Received	\$0.00	\$641.47	\$6,306.29
Returns			
Writeoffs			
Terms Discounts Taken			
High Balance	\$0.00	\$0.00	\$0.00

by Customer ID

## 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.

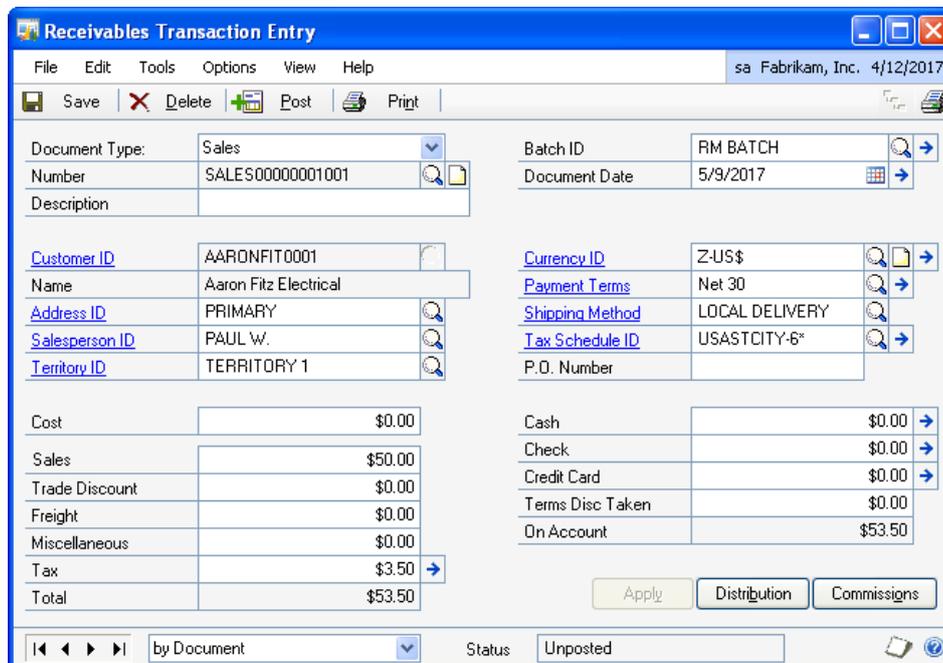


	Control	Actual
Transactions		2
Batch Total		\$214.00

## Receivables Transaction Entry

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

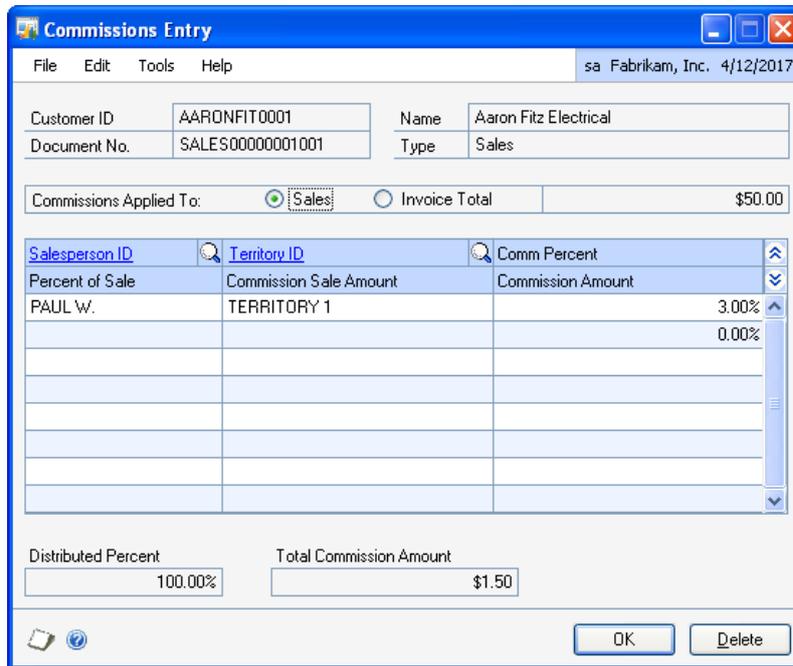
Use this window to record transactions against customer accounts.



Cost	\$0.00
Sales	\$50.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$3.50
<b>Total</b>	<b>\$53.50</b>

## Commission Information

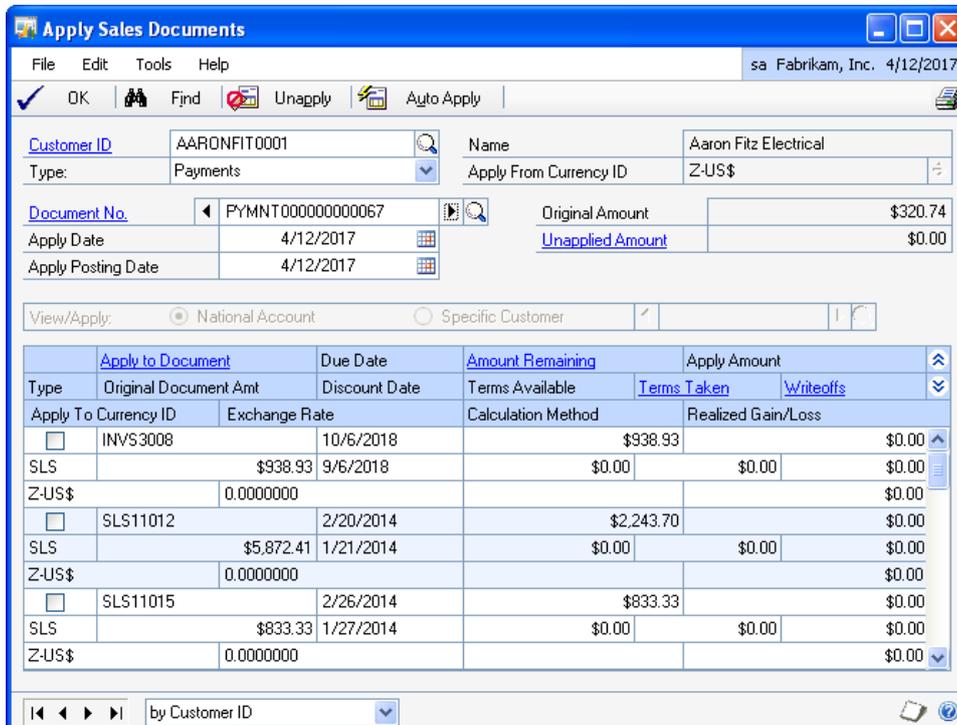
Commissions are calculated automatically for the salesperson entered on the transaction. To change commission amounts click the **Commissions** button to open the Commissions window.



Salesperson ID	Territory ID	Comm Percent
PAUL W.	TERRITORY 1	3.00%
		0.00%

## Apply the Document

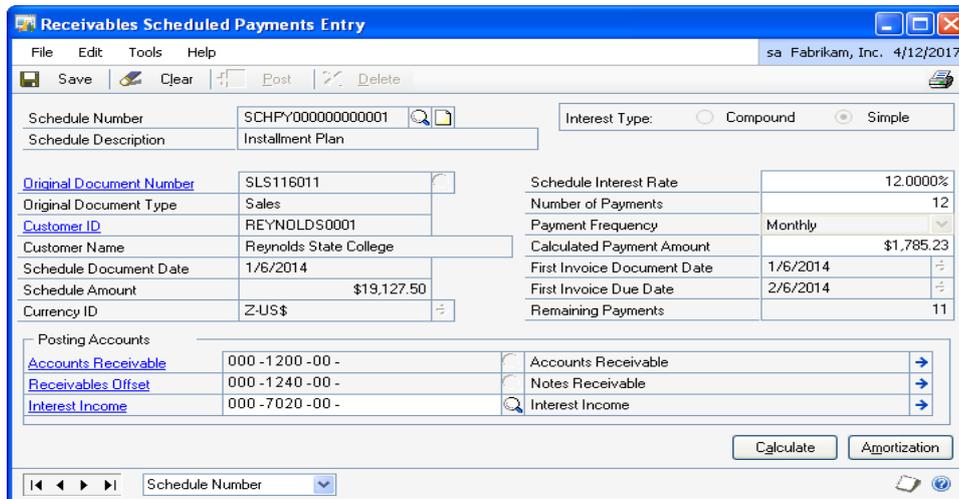
Credit memos and returns need to be applied to other documents. Applying documents is similar to a paper clip that attaches the credit memo or return to the appropriate document.



Type	Original Document Amt	Due Date	Amount Remaining	Terms Available	Terms Taken	Writeoffs	Realized Gain/Loss
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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

## Enter Receivables Scheduled Payments

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



Schedule Number: SCHPY000000000001  
 Schedule Description: Installment Plan  
 Interest Type:  Compound  Simple  
 Original Document Number: SLS116011  
 Original Document Type: Sales  
 Customer ID: REYNOLDS0001  
 Customer Name: Reynolds State College  
 Schedule Document Date: 1/6/2014  
 Schedule Amount: \$19,127.50  
 Currency ID: Z-US\$

Schedule Interest Rate: 12.0000%  
 Number of Payments: 12  
 Payment Frequency: Monthly  
 Calculated Payment Amount: \$1,785.23  
 First Invoice Document Date: 1/6/2014  
 First Invoice Due Date: 2/6/2014  
 Remaining Payments: 11

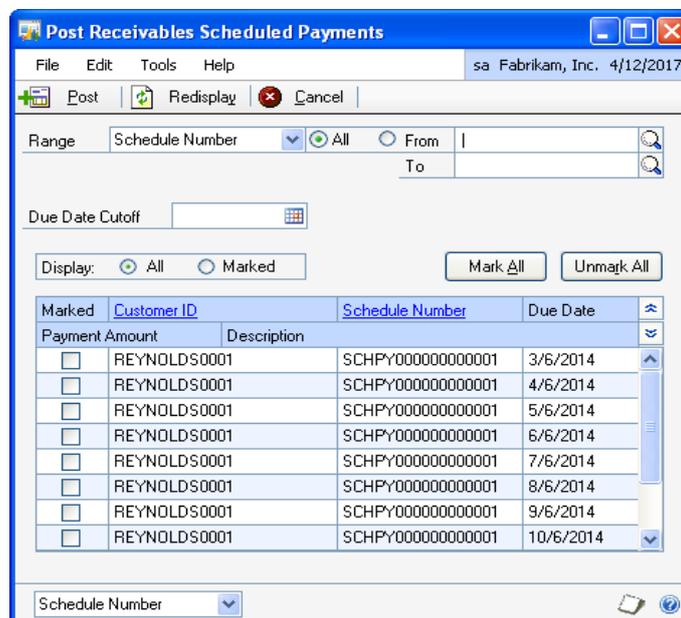
Posting Accounts:  
 Accounts Receivable: 000 -1200 -00 -> Accounts Receivable  
 Receivables Offset: 000 -1240 -00 -> Notes Receivable  
 Interest Income: 000 -7020 -00 -> Interest Income

Buttons: Calculate, Amortization

## 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.



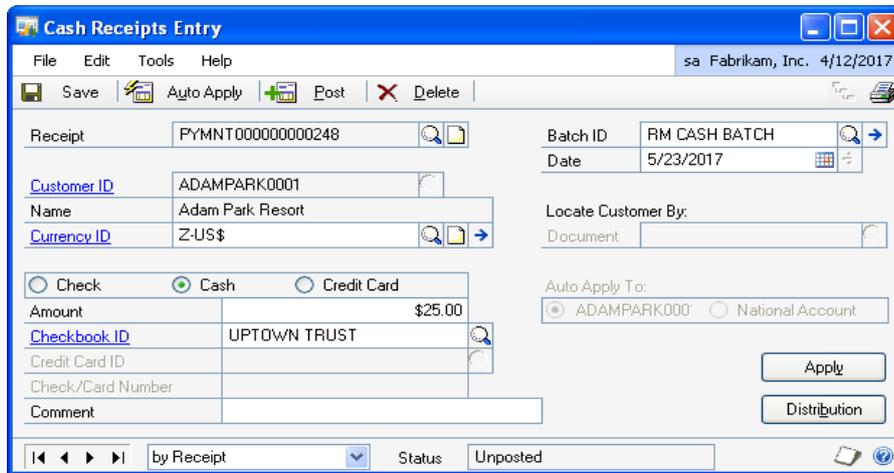
Range: Schedule Number | All | From | To  
 Due Date Cutoff: [Calendar icon]  
 Display:  All  Marked  
 Buttons: Mark All, Unmark All

Marked	Customer ID	Schedule Number	Due Date
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	3/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	4/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	5/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	6/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	7/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	8/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	9/6/2014
<input type="checkbox"/>	REYNOLDS0001	SCHPY000000000001	10/6/2014

Buttons: Post, Redisplay, Cancel

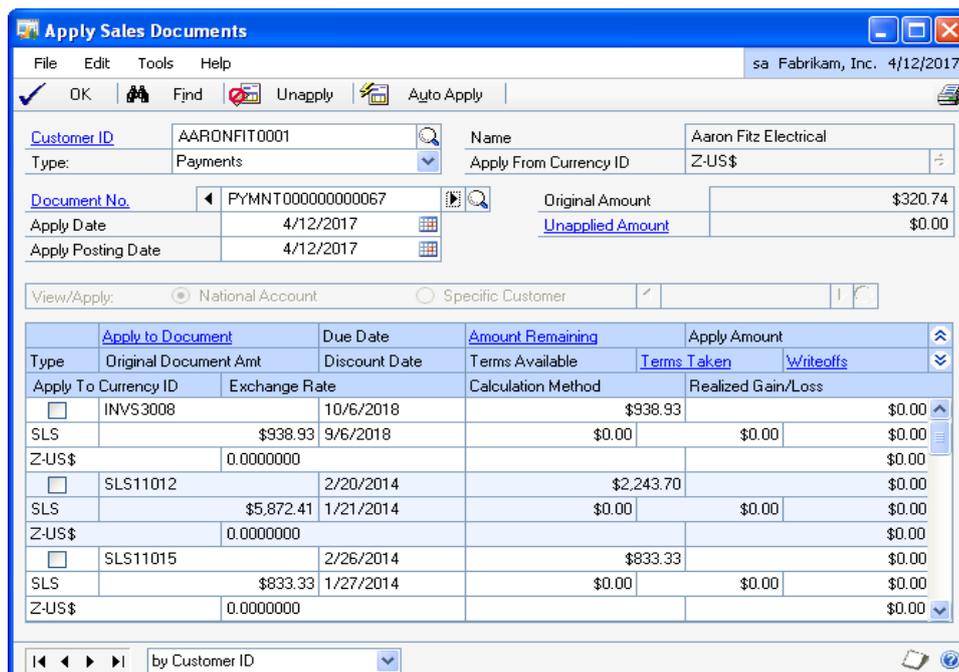
## Enter Cash Receipts

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**.



## Apply Posted Transactions

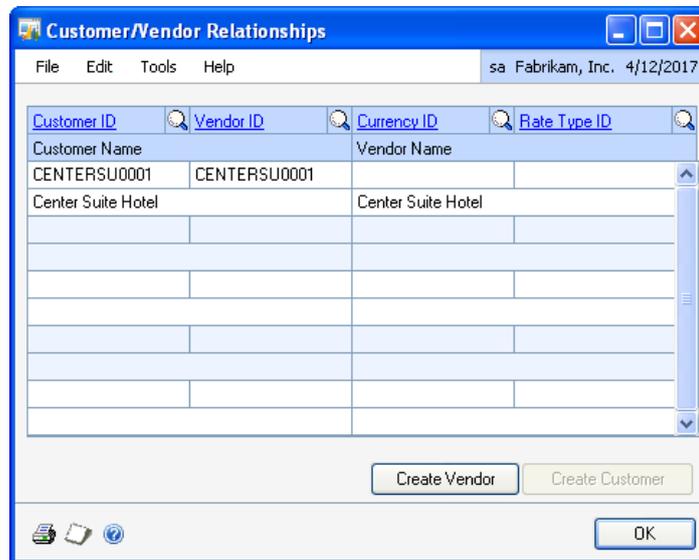
To open the Apply Sales Documents window click **Transactions**, point to **Sales**, and then click **Apply Sales Documents**.



Apply to Document	Due Date	Amount Remaining	Apply Amount
<input type="checkbox"/> INVS3008	10/6/2018	\$938.93	\$0.00
SLS		\$0.00	\$0.00
Z-US\$		0.0000000	\$0.00
<input type="checkbox"/> SLS11012	2/20/2014	\$2,243.70	\$0.00
SLS		\$0.00	\$0.00
Z-US\$		0.0000000	\$0.00
<input type="checkbox"/> SLS11015	2/26/2014	\$833.33	\$0.00
SLS		\$0.00	\$0.00
Z-US\$		0.0000000	\$0.00

## Create Customer / Vendor Relationships

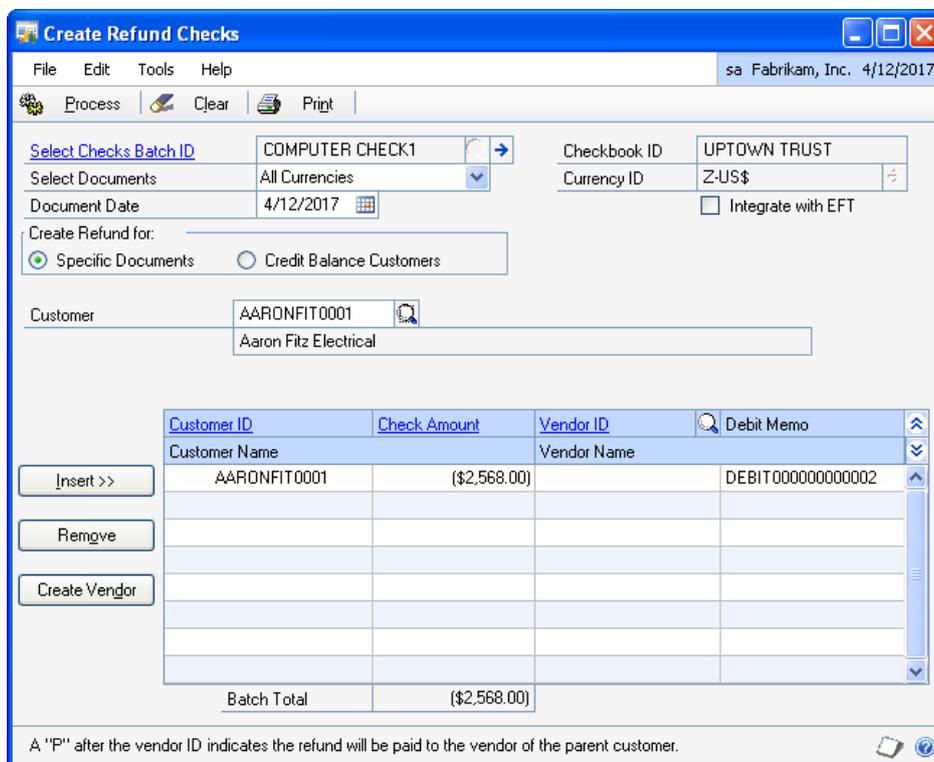
To open the Customer/Vendor Relationships window click **Cards**, point to **Sales**, and then click **Customer/Vendor**. Use this window to link customer records to vendor records. If a vendor record already exists for a customer, use this window to link existing Customer IDs to existing Vendor IDs.



Customer ID	Vendor ID	Currency ID	Rate Type ID
CENTERSU0001	CENTERSU0001		
Center Suite Hotel	Center Suite Hotel		

## 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.

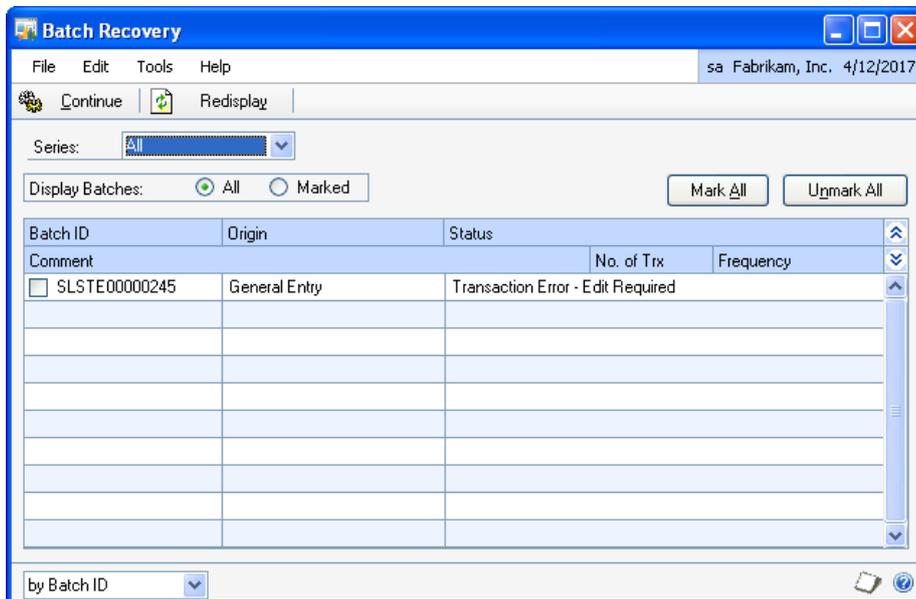


Customer ID	Check Amount	Vendor ID	Debit Memo
AARONFIT0001	(\$2,568.00)		DEBIT000000000002
Batch Total	(\$2,568.00)		

A "P" after the vendor ID indicates the refund will be paid to the vendor of the parent customer.

## Batch Recovery

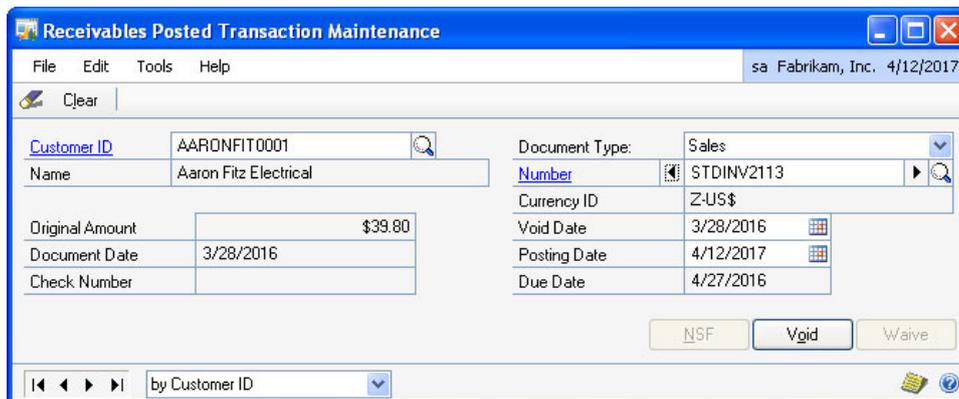
If you encounter a posting interruption, or if any transactions in a batch you have posted contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open the Batch Recovery window, click Microsoft Dynamics GP, point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



## NSF Cheques, Voiding, and Waiving Posted Transactions

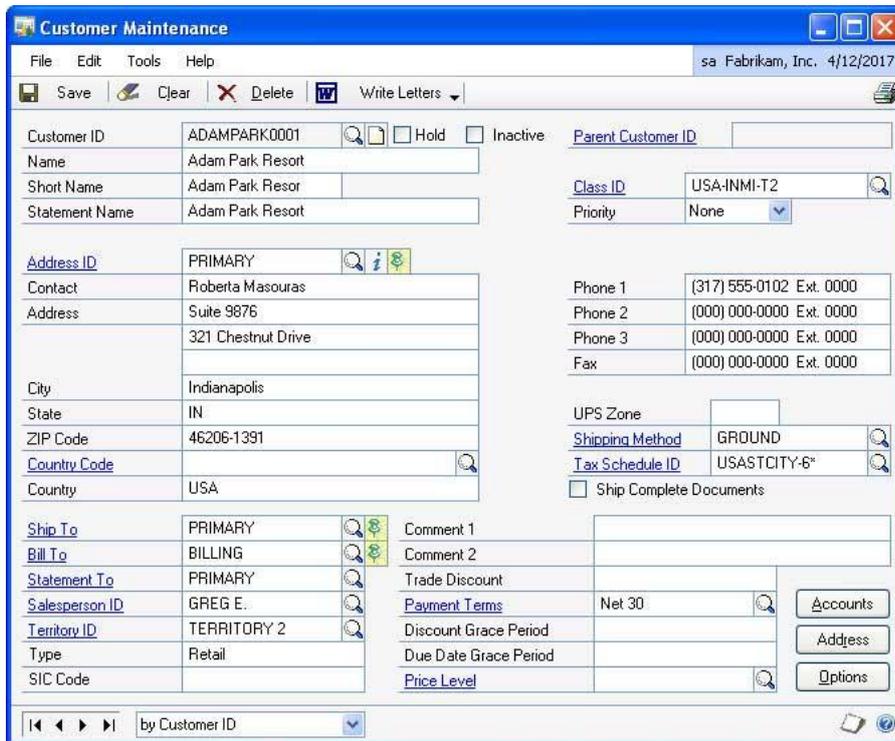
The Receivables Posted Transaction Maintenance window allows you to select a cheque that is non-sufficient funds (NSF).

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



## 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.



**Customer Maintenance** (sa Fabrikam, Inc. 4/12/2017)

File Edit Tools Help

Save Clear Delete Write Letters

Customer ID: ADAMPARK0001 [Hold] [Inactive] Parent Customer ID: [ ]

Name: Adam Park Resort

Short Name: Adam Park Resor

Statement Name: Adam Park Resort

Class ID: USA-INMI-T2

Priority: None

Address ID: PRIMARY

Contact: Roberta Masouras

Address: Suite 9876  
321 Chestnut Drive

City: Indianapolis

State: IN

ZIP Code: 46206-1391

Country Code: [ ]

Country: USA

Phone 1: (317) 555-0102 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (000) 000-0000 Ext. 0000

UPS Zone: [ ]

Shipping Method: GROUND

Tax Schedule ID: USASTCITY-6\*

Ship Complete Documents

Ship To: PRIMARY

Bill To: BILLING

Statement To: PRIMARY

Salesperson ID: GREG E.

Territory ID: TERRITORY 2

Type: Retail

SIC Code: [ ]

Comment 1: [ ]

Comment 2: [ ]

Trade Discount: [ ]

Payment Terms: Net 30

Discount Grace Period: [ ]

Due Date Grace Period: [ ]

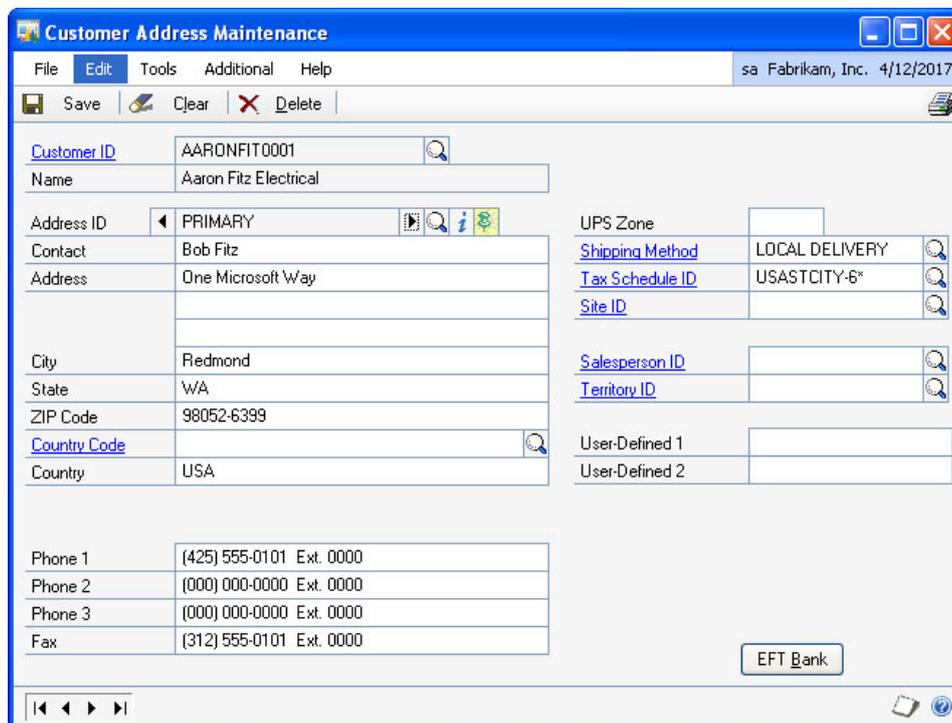
Price Level: [ ]

Accounts Address Options

by Customer ID

## Change/Delete Customer Addresses

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



**Customer Address Maintenance** (sa Fabrikam, Inc. 4/12/2017)

File Edit Tools Additional Help

Save Clear Delete

Customer ID: AARONFIT0001

Name: Aaron Fitz Electrical

Address ID: PRIMARY

Contact: Bob Fitz

Address: One Microsoft Way

City: Redmond

State: WA

ZIP Code: 98052-6399

Country Code: [ ]

Country: USA

UPS Zone: [ ]

Shipping Method: LOCAL DELIVERY

Tax Schedule ID: USASTCITY-6\*

Site ID: [ ]

Salesperson ID: [ ]

Territory ID: [ ]

User-Defined 1: [ ]

User-Defined 2: [ ]

Phone 1: (425) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

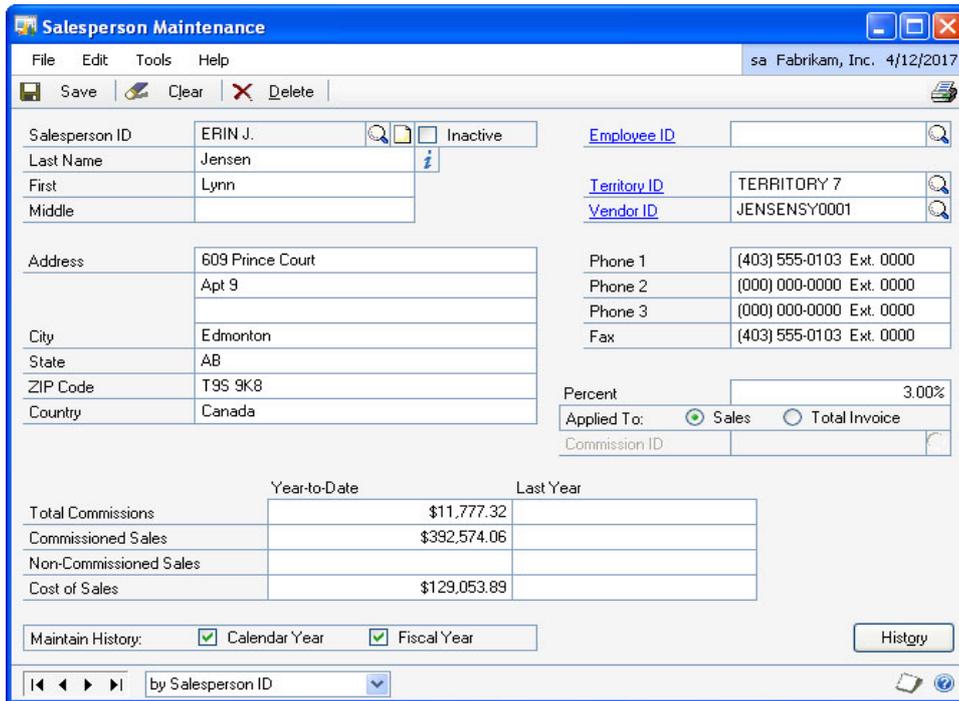
Phone 3: (000) 000-0000 Ext. 0000

Fax: (312) 555-0101 Ext. 0000

EFT Bank

## Change/Delete Salesperson

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



**Salesperson Maintenance** sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Delete

Salesperson ID: ERIN J. Inactive Employee ID: \_\_\_\_\_

Last Name: Jensen Territory ID: TERRITORY 7

First: Lynn Vendor ID: JENSENSY0001

Middle: \_\_\_\_\_

Address: 609 Prince Court Apt 9 Phone 1: (403) 555-0103 Ext. 0000

City: Edmonton Phone 2: (000) 000-0000 Ext. 0000

State: AB Phone 3: (000) 000-0000 Ext. 0000

ZIP Code: T9S 9K8 Fax: (403) 555-0103 Ext. 0000

Country: Canada Percent: 3.00%

Applied To:  Sales  Total Invoice

Commission ID: \_\_\_\_\_

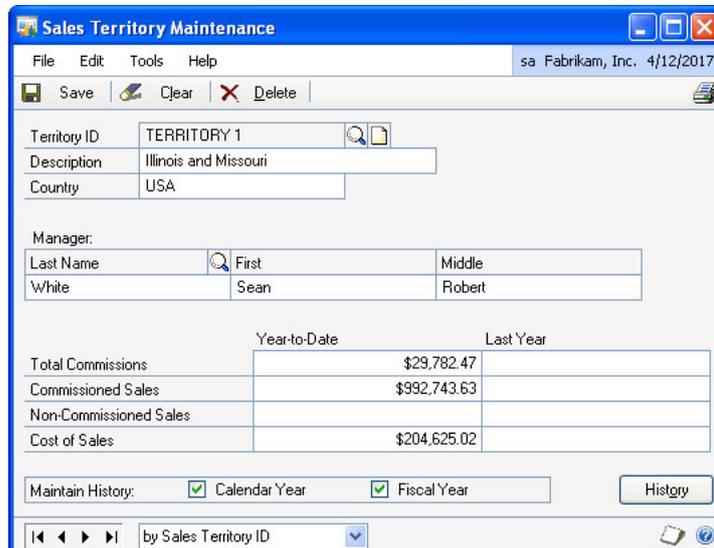
	Year-to-Date	Last Year
Total Commissions	\$11,777.32	
Commissioned Sales	\$392,574.06	
Non-Commissioned Sales		
Cost of Sales	\$129,053.89	

Maintain History:  Calendar Year  Fiscal Year History

by Salesperson ID

## Change/Delete Sales Territory

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



**Sales Territory Maintenance** sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Delete

Territory ID: TERRITORY 1

Description: Illinois and Missouri

Country: USA

Manager:

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		
Cost of Sales	\$204,625.02	

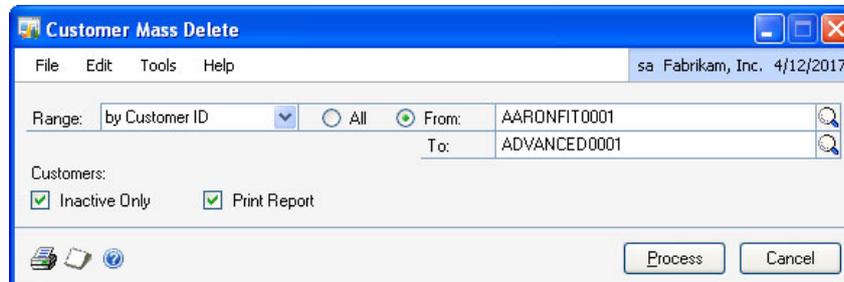
Maintain History:  Calendar Year  Fiscal Year History

by Sales Territory ID

## Mass Delete

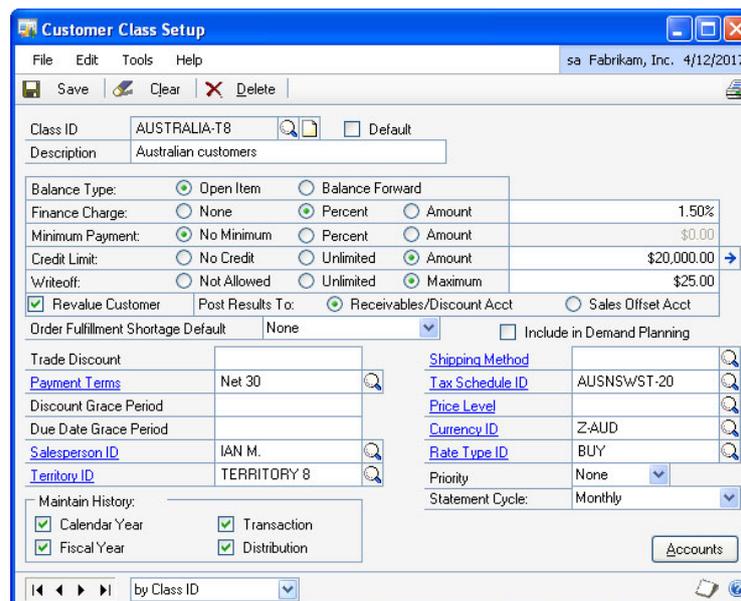
Use the Customer Mass Delete window to delete a large group of customer records. For example, you may want to use this procedure to delete all your inactive customer records at once. The same rules apply to Customer Mass Delete as deleting an individual customer in Customer Maintenance.

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



## Change Customer Class Information

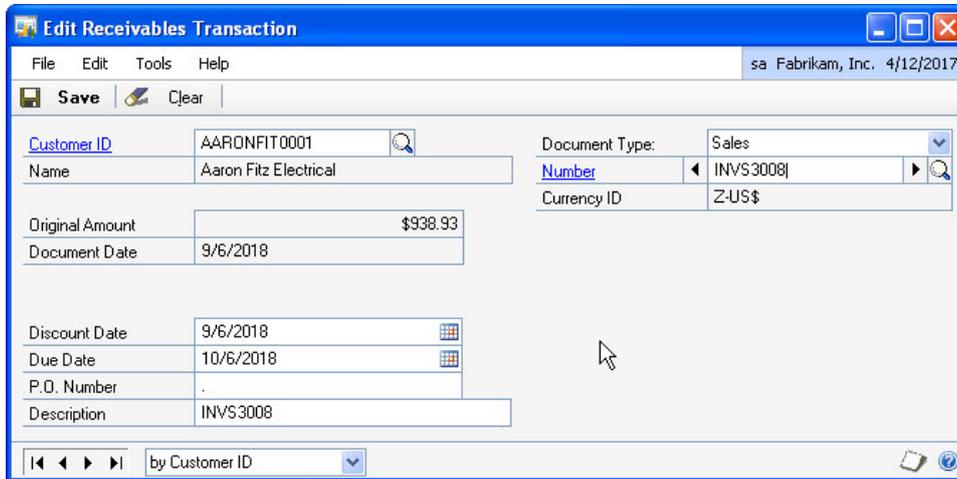
Use the Customer Class Setup window to change customer class information. To access this window click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Sales**, and then click **Customer Class**.



## 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.

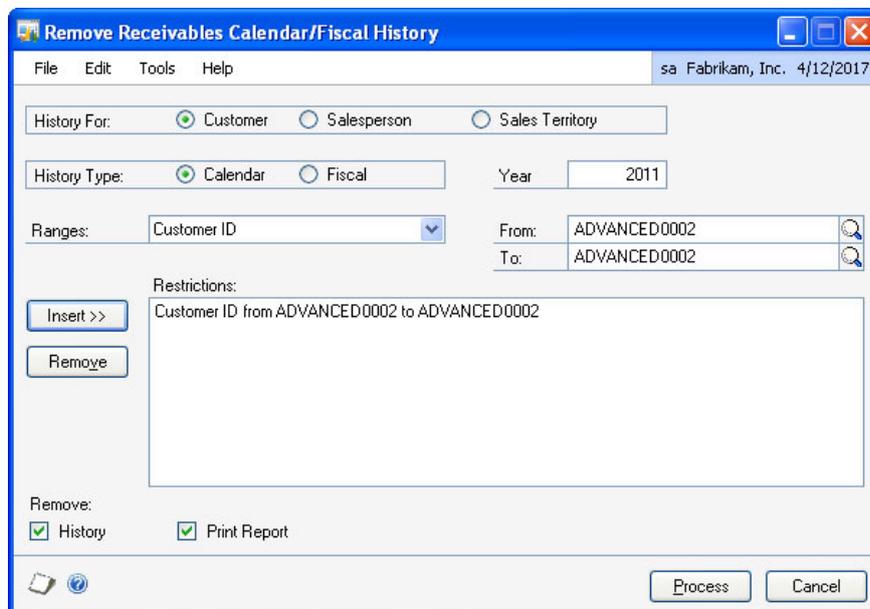
Use the Edit Receivables Transaction window to change information on transactions that have already been posted. To access this window click **Transactions**, point to **Sales**, and then click **Edit Transaction Information**.



## Remove Calendar/Fiscal Year History

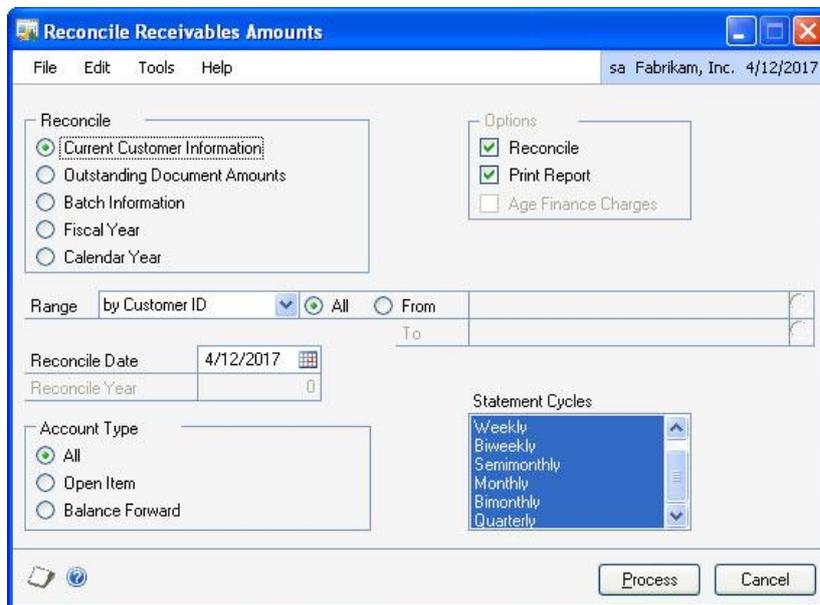
If you keep fiscal-year history, the same information is recorded according to the fiscal period format specified in the Fiscal Period Setup window. Once history is removed, you cannot print the Calendar or Fiscal Year History reports for those ranges of information. Calendar and fiscal year history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



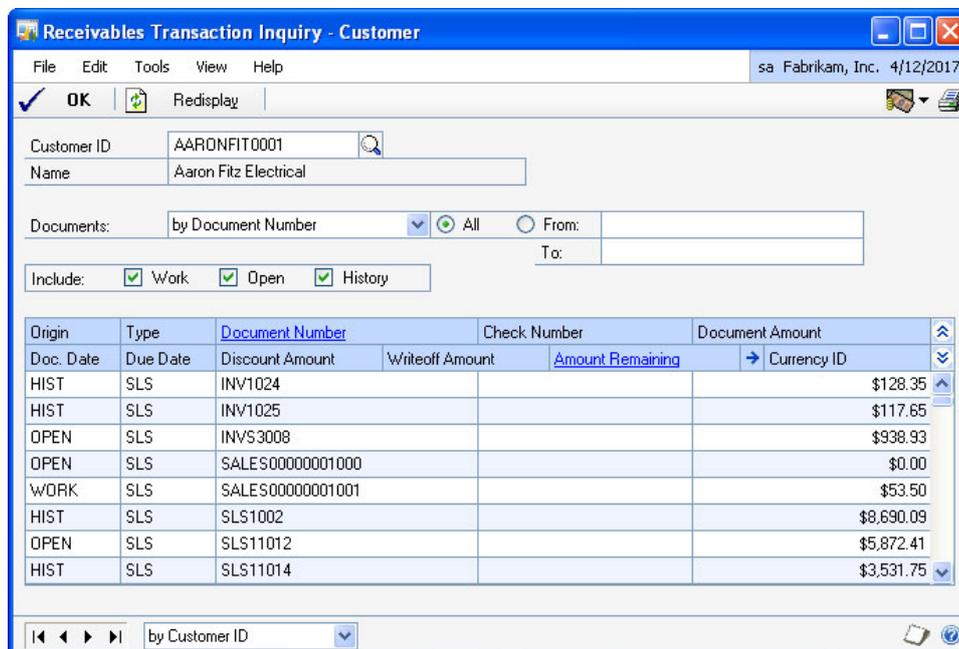
## Reconcile

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**.



## Receivables Transaction Inquiry - Customer

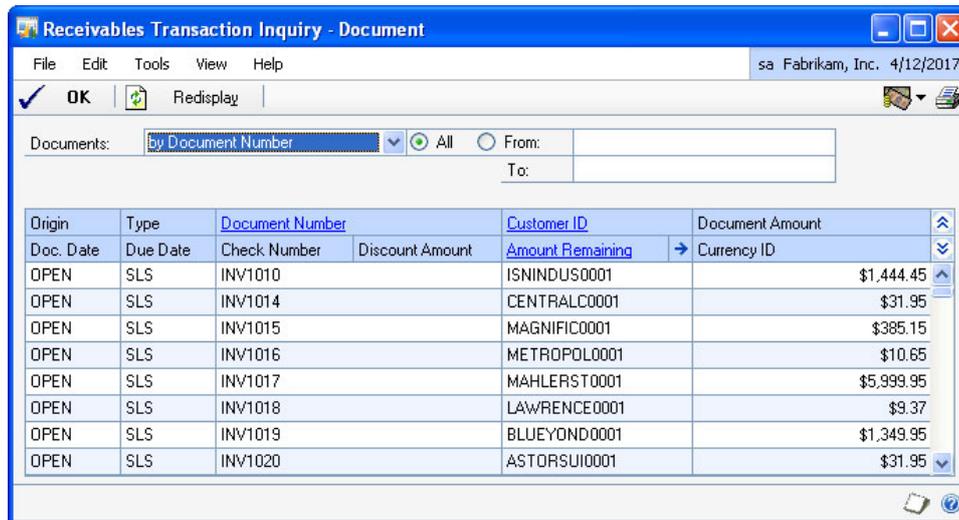
To access this inquiry click **Inquiry**, point to **Sales**, and then click **Transaction by Customer**.



Origin	Type	Document Number	Check Number	Document Amount
HIST	SLS	INV1024		\$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		\$8,690.09
OPEN	SLS	SLS11012		\$5,872.41
HIST	SLS	SLS11014		\$3,531.75

## Receivables Transaction Inquiry - Document

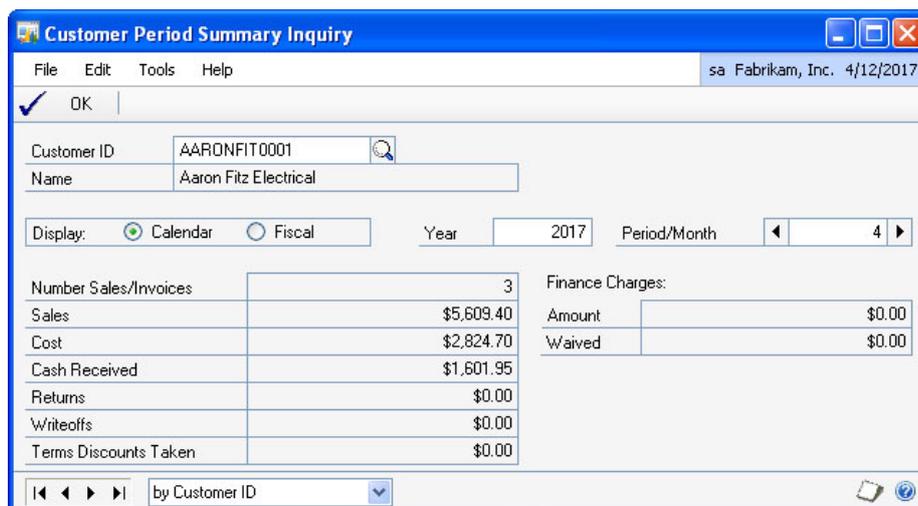
To use this inquiry click **Inquiry**, point to **Sales**, and then click **Transaction by Document**. The Receivables Transaction Inquiry-Document window allows you to view transactions for all customers.



Origin	Type	Document Number	Customer ID	Document Amount	
Doc. Date	Due Date	Check Number	Discount Amount	Amount Remaining	Currency ID
OPEN	SLS	INV1010	ISNINDUS0001	\$1,444.45	
OPEN	SLS	INV1014	CENTRALC0001	\$31.95	
OPEN	SLS	INV1015	MAGNIFIC0001	\$385.15	
OPEN	SLS	INV1016	METROPD0001	\$10.65	
OPEN	SLS	INV1017	MAHLERST0001	\$5,999.95	
OPEN	SLS	INV1018	LAWRENCE0001	\$9.37	
OPEN	SLS	INV1019	BLUEYOND0001	\$1,349.95	
OPEN	SLS	INV1020	ASTORSUI0001	\$31.95	

## Customer Period Summary Inquiry

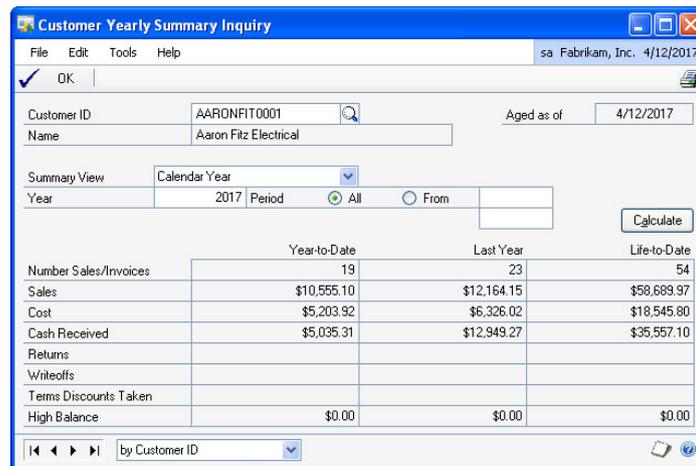
To use this inquiry click **Inquiry**, point to **Sales**, and then click **Period Summary**.



Number Sales/Invoices		Finance Charges:	
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 Taken	\$0.00		

## Customer Yearly Summary Inquiry

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

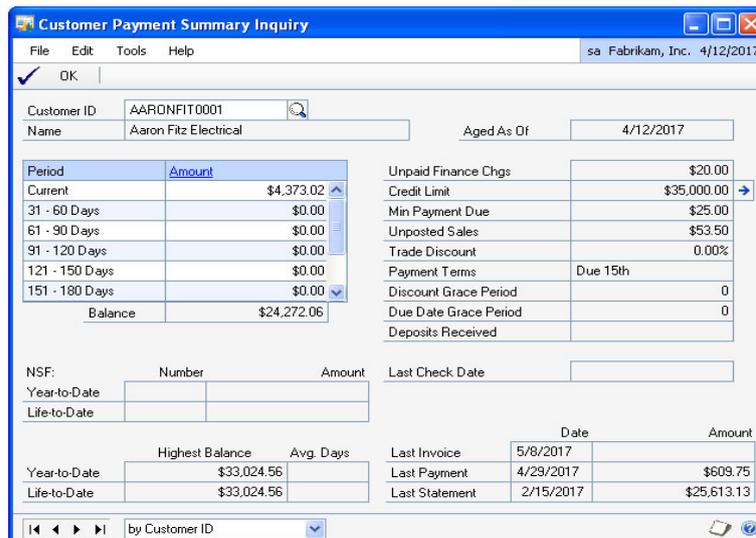


Customer ID: AARONFIT0001  
 Name: Aaron Fitz Electrical  
 Aged as of: 4/12/2017  
 Summary View: Calendar Year  
 Year: 2017 Period:  All  From

	Year-to-Date	Last Year	Life-to-Date
Number Sales/Invoices	19	23	54
Sales	\$10,555.10	\$12,164.15	\$58,689.97
Cost	\$5,203.92	\$6,326.02	\$18,545.80
Cash Received	\$5,035.31	\$12,949.27	\$35,557.10
Returns			
Writeoffs			
Terms Discounts Taken			
High Balance	\$0.00	\$0.00	\$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.



Customer ID: AARONFIT0001  
 Name: Aaron Fitz Electrical  
 Aged As Of: 4/12/2017

Period	Amount
Current	\$4,373.02
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$0.00
121 - 150 Days	\$0.00
151 - 180 Days	\$0.00
Balance	\$24,272.06

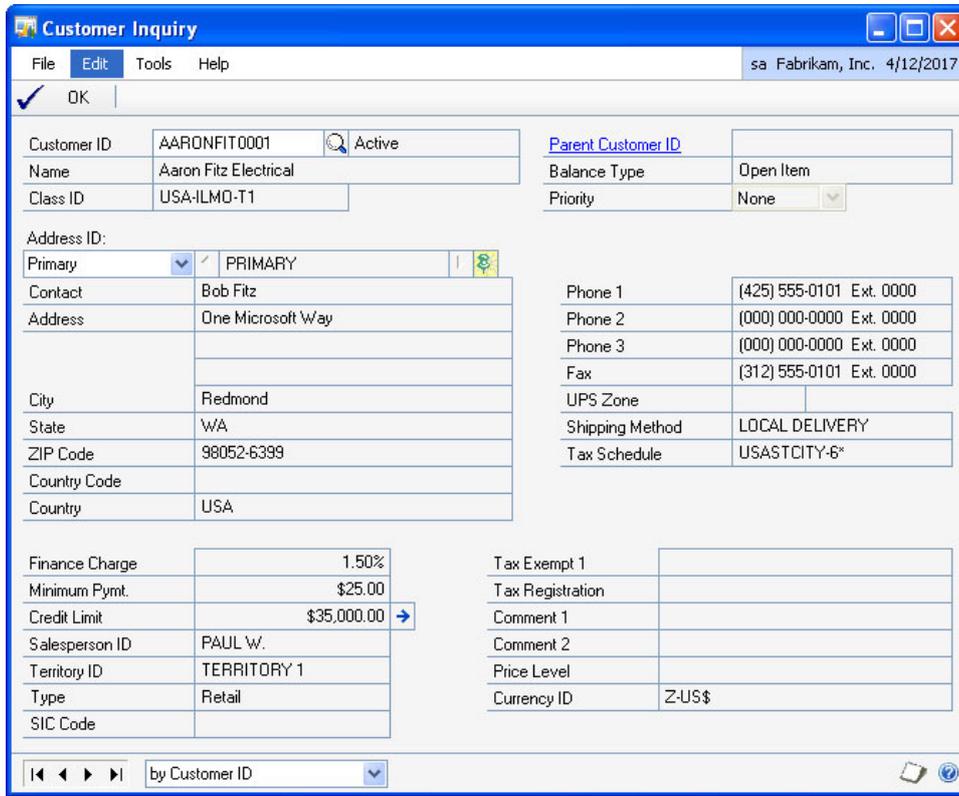
Unpaid Finance Chgs	\$20.00
Credit Limit	\$35,000.00
Min Payment Due	\$25.00
Unposted Sales	\$53.50
Trade Discount	0.00%
Payment Terms	Due 15th
Discount Grace Period	0
Due Date Grace Period	0
Deposits Received	

NSF: Year-to-Date: Number: Amount: Life-to-Date: Last Check Date:

	Highest Balance	Avg. Days	Date	Amount
Year-to-Date	\$33,024.56		Last Invoice: 5/8/2017	
Life-to-Date	\$33,024.56		Last Payment: 4/29/2017	\$609.75
			Last Statement: 2/15/2017	\$25,613.13

## 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** sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

OK

Customer ID: AARONFIT0001 Active  
 Name: Aaron Fitz Electrical  
 Class ID: USA-ILMD-T1

Parent Customer ID:   
 Balance Type: Open Item  
 Priority: None

Address ID: PRIMARY  
 Contact: Bob Fitz  
 Address: One Microsoft Way  
 City: Redmond  
 State: WA  
 ZIP Code: 98052-6399  
 Country Code: USA

Phone 1: (425) 555-0101 Ext. 0000  
 Phone 2: (000) 000-0000 Ext. 0000  
 Phone 3: (000) 000-0000 Ext. 0000  
 Fax: (312) 555-0101 Ext. 0000

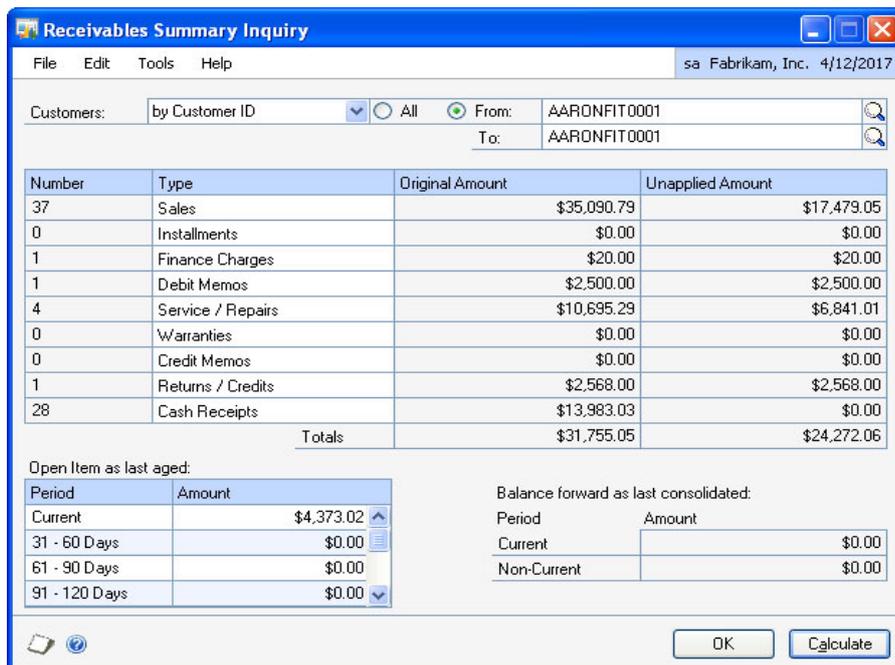
UPS Zone:   
 Shipping Method: LOCAL DELIVERY  
 Tax Schedule: USASTCITY-6\*

Finance Charge: 1.50%  
 Minimum Pymt: \$25.00  
 Credit Limit: \$35,000.00  
 Salesperson ID: PAUL W.  
 Territory ID: TERRITORY 1  
 Type: Retail  
 SIC Code:   
 Tax Exempt 1:   
 Tax Registration:   
 Comment 1:   
 Comment 2:   
 Price Level:   
 Currency ID: Z-US\$

by Customer ID

## 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** sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Customers: by Customer ID All From: AARONFIT0001 To: AARONFIT0001

Number	Type	Original Amount	Unapplied Amount
37	Sales	\$35,090.79	\$17,479.05
0	Installments	\$0.00	\$0.00
1	Finance Charges	\$20.00	\$20.00
1	Debit Memos	\$2,500.00	\$2,500.00
4	Service / Repairs	\$10,695.29	\$6,841.01
0	Warranties	\$0.00	\$0.00
0	Credit Memos	\$0.00	\$0.00
1	Returns / Credits	\$2,568.00	\$2,568.00
28	Cash Receipts	\$13,983.03	\$0.00
Totals		\$31,755.05	\$24,272.06

Open Item as last aged:

Period	Amount
Current	\$4,373.02
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$0.00

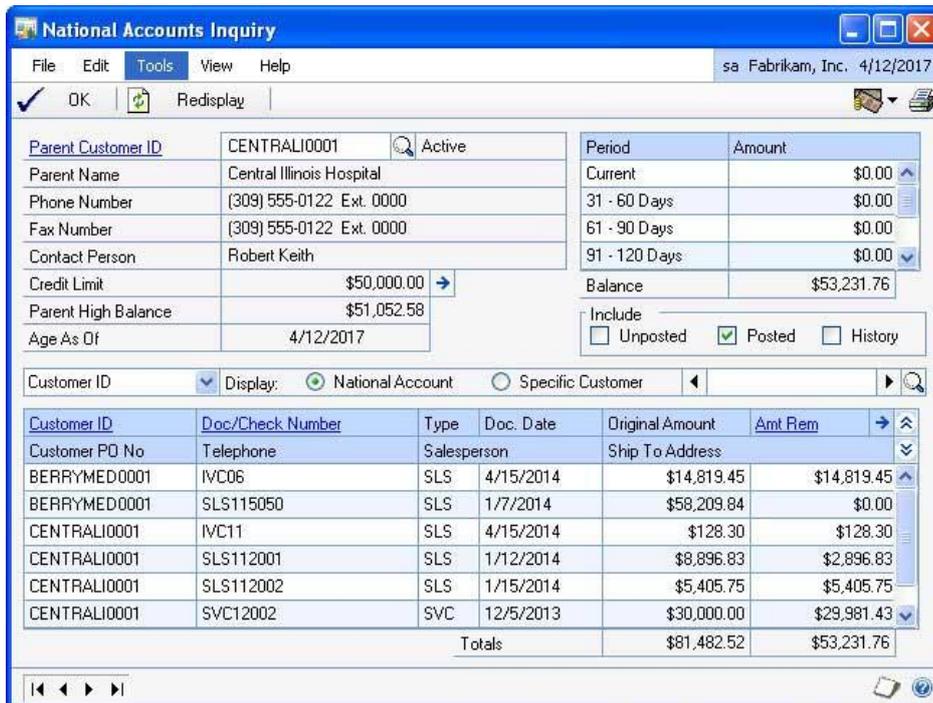
Balance forward as last consolidated:

Period	Amount
Current	\$0.00
Non-Current	\$0.00

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.



Parent Customer ID	CENTRALI0001	Active	
Parent Name	Central Illinois Hospital		
Phone Number	(309) 555-0122 Ext. 0000		
Fax Number	(309) 555-0122 Ext. 0000		
Contact Person	Robert Keith		
Credit Limit	\$50,000.00		
Parent High Balance	\$51,052.58		
Age As Of	4/12/2017		

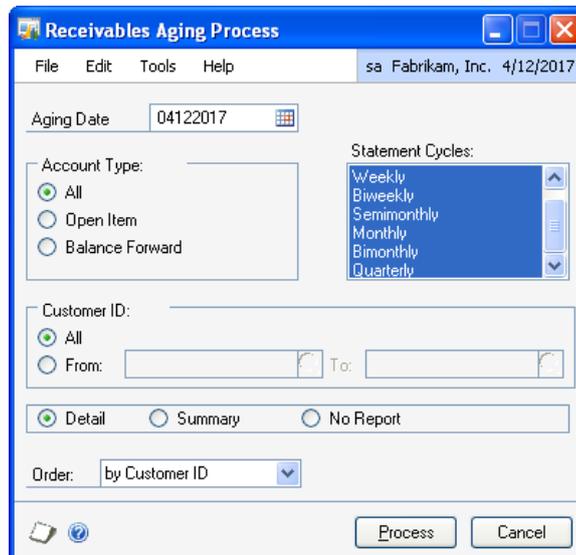
Period	Amount
Current	\$0.00
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$0.00
<b>Balance</b>	<b>\$53,231.76</b>

Customer ID	Doc/Check Number	Type	Doc. Date	Original Amount	Amt Rem
BERRYMED0001	IVC06	SLS	4/15/2014	\$14,819.45	\$14,819.45
BERRYMED0001	SLS115050	SLS	1/7/2014	\$58,209.84	\$0.00
CENTRALI0001	IVC11	SLS	4/15/2014	\$128.30	\$128.30
CENTRALI0001	SLS112001	SLS	1/12/2014	\$8,896.83	\$2,896.83
CENTRALI0001	SLS112002	SLS	1/15/2014	\$5,405.75	\$5,405.75
CENTRALI0001	SVC12002	SVC	12/5/2013	\$30,000.00	\$29,981.43
<b>Totals</b>				<b>\$81,482.52</b>	<b>\$53,231.76</b>

## 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**.



Aging Date: 04/12/2017

Account Type:  All  Open Item  Balance Forward

Statement Cycles: Weekly, Biweekly, Semimonthly, Monthly, Bimonthly, Quarterly

Customer ID:  All  From:  To:

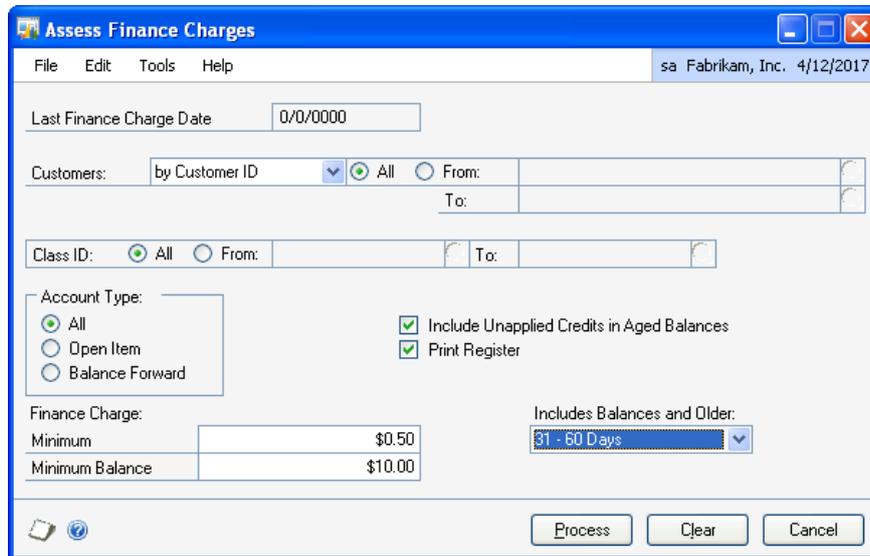
Detail  Summary  No Report

Order: by Customer ID

Buttons: 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**.



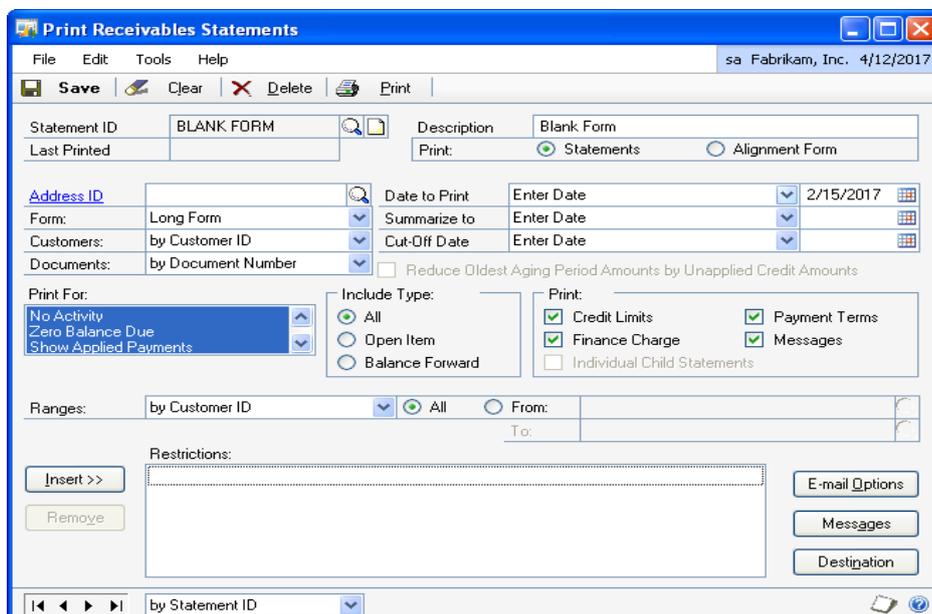
The screenshot shows the 'Assess Finance Charges' window. The title bar indicates the user is 'sa Fabrikam, Inc.' on '4/12/2017'. The window contains several input fields and checkboxes:

- Last Finance Charge Date:** 0/0/0000
- Customers:** by Customer ID (dropdown), All (selected radio button), From: (empty), To: (empty)
- Class ID:** All (selected radio button), From: (empty), To: (empty)
- Account Type:** All (selected radio button), Open Item (radio button), Balance Forward (radio button)
- Include Unapplied Credits in Aged Balances:**
- Print Register:**
- Finance Charge:**
  - Minimum: \$0.50
  - Minimum Balance: \$10.00
- Includes Balances and Older:** 31 - 60 Days (dropdown)

Buttons at the bottom include 'Process', 'Clear', and '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**.



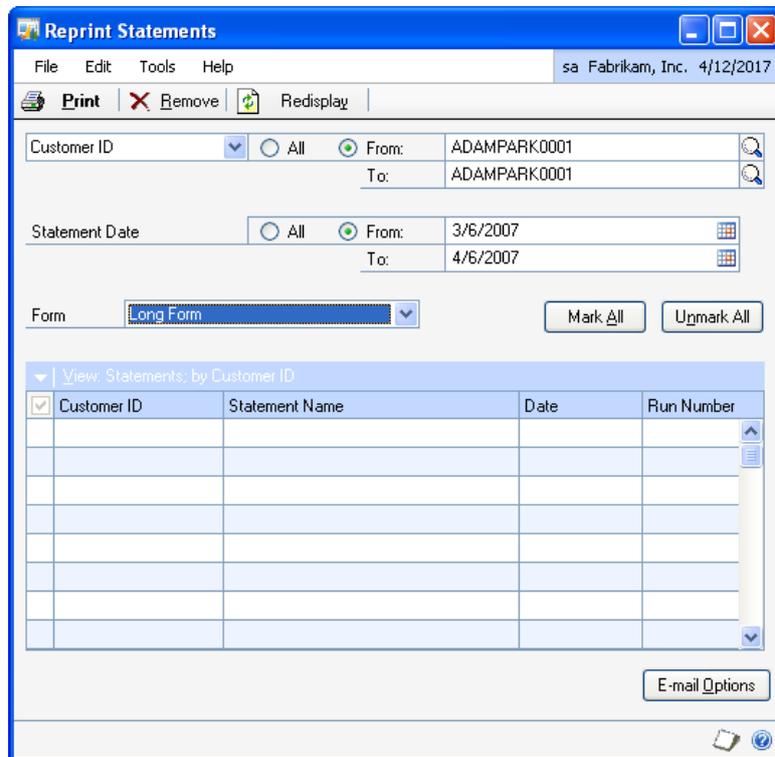
The screenshot shows the 'Print Receivables Statements' window. The title bar indicates the user is 'sa Fabrikam, Inc.' on '4/12/2017'. The window contains several input fields and checkboxes:

- Statement ID:** BLANK FORM
- Description:** Blank Form
- Last Printed:** (empty)
- Print:** Statements (selected radio button), Alignment Form (radio button)
- Address ID:** (empty)
- Date to Print:** Enter Date (dropdown), 2/15/2017 (calendar icon)
- Form:** Long Form (dropdown)
- Summarize to:** Enter Date (dropdown)
- Customers:** by Customer ID (dropdown)
- Cut-Off Date:** Enter Date (dropdown)
- Documents:** by Document Number (dropdown)
- Reduce Oldest Aging Period Amounts by Unapplied Credit Amounts:**
- Print For:** No Activity (selected dropdown), Zero Balance Due (dropdown), Show Applied Payments (dropdown)
- Include Type:** All (selected radio button), Open Item (radio button), Balance Forward (radio button)
- Print:**
  - Credit Limits
  - Finance Charge
  - Payment Terms
  - Messages
  - Individual Child Statements
- Ranges:** by Customer ID (dropdown), All (selected radio button), From: (empty), To: (empty)
- Restrictions:** (empty text area)
- Buttons:** Insert >>, Remove, E-mail Options, Messages, Destination

Navigation icons and a dropdown menu are visible at the bottom of the window.

## Reprint or Remove Statements

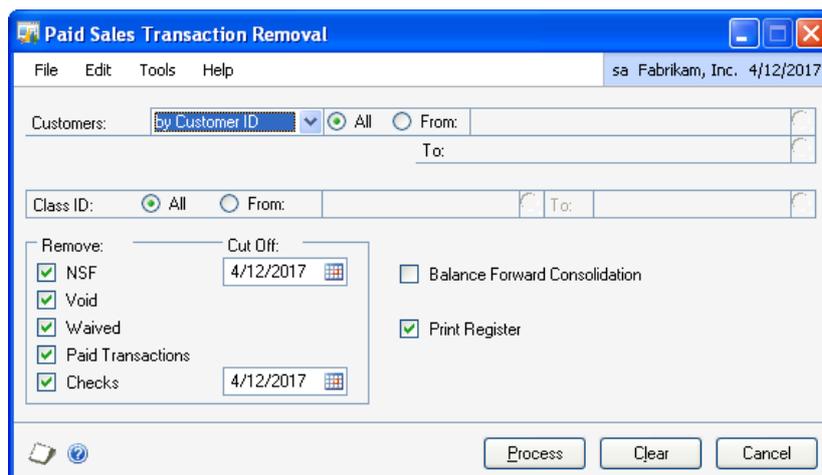
Use the Reprint Statements window to reprint or remove customer statements at any time, if Reprint Statements in the Receivables Management Setup window was selected. To open the Reprint Statements window click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Sales**,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



Customer ID	Statement Name	Date	Run Number

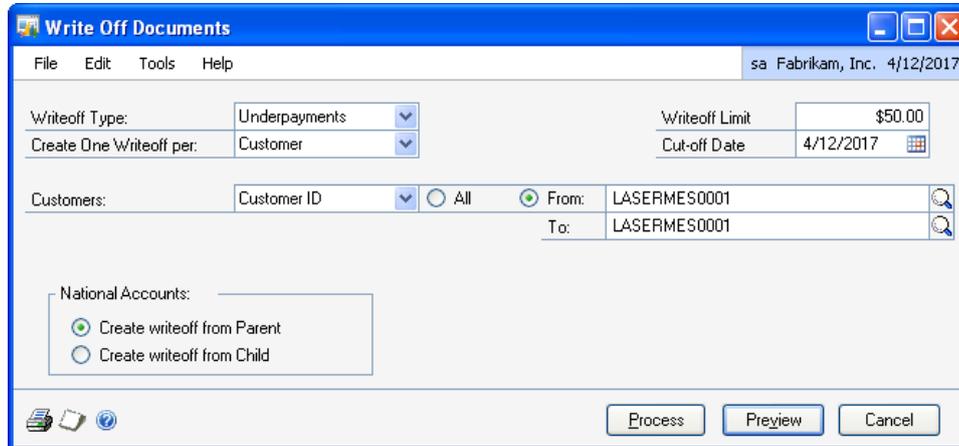
## Paid Sales Transaction Removal

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.



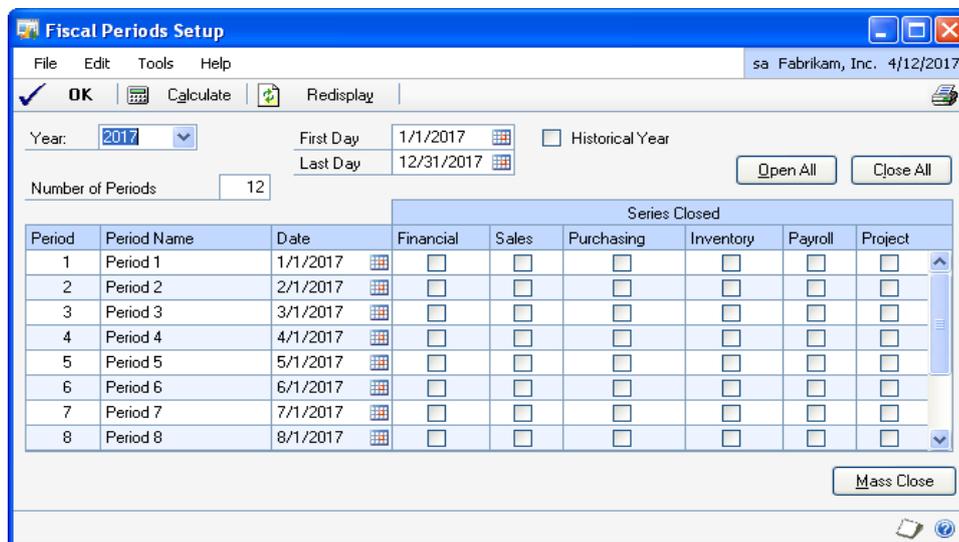
## Write Off Documents

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.



## Close Fiscal Period

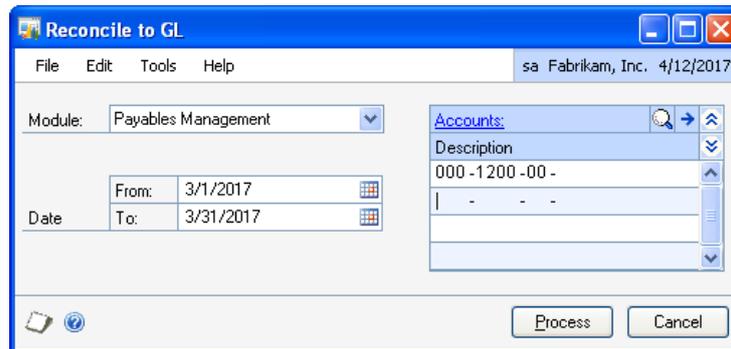
To close the fiscal period click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company** and then click **Fiscal Periods**. Use the Fiscal Periods Setup window to select the period as closed for the Sales series. Once the period is closed, transactions can no longer be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



Period	Period Name	Date	Series Closed					
			Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

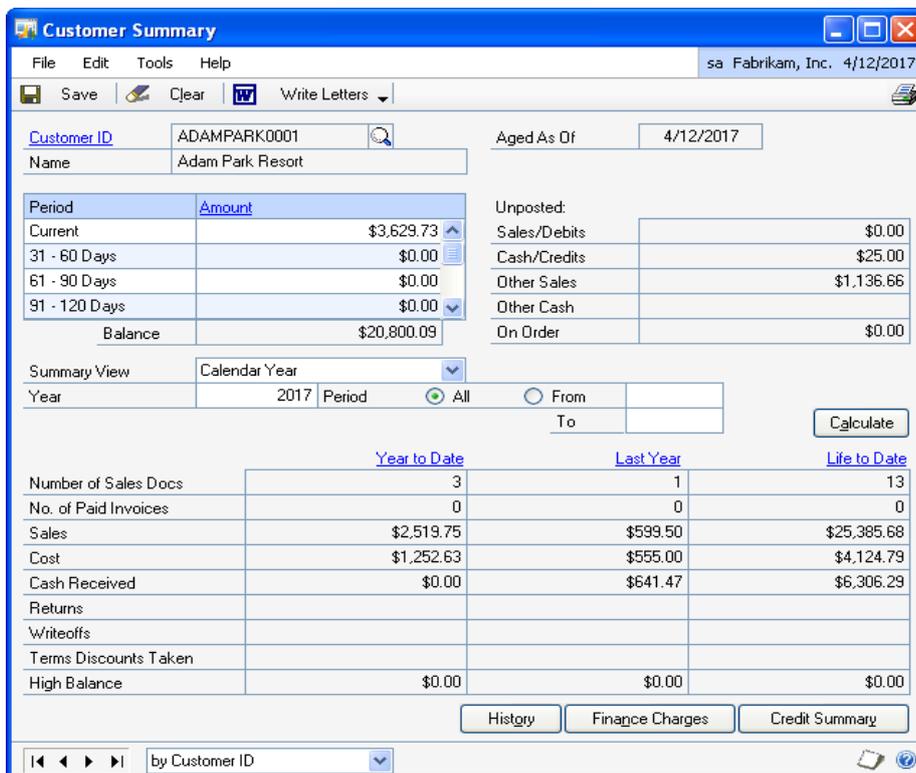
## Reconcile to General Ledger

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**.



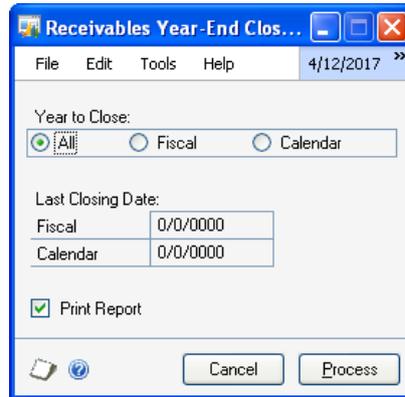
## Fiscal Year Close

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.



## 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**.



The screenshot shows the 'Receivables Year-End Closing' window. The title bar reads 'Receivables Year-End Clos...'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The date '4/12/2017' is displayed in the top right corner. The main area contains the following options:

- Year to Close:** Three radio buttons are present: 'All' (selected), 'Fiscal', and 'Calendar'.
- Last Closing Date:** A table with two rows and two columns:

Fiscal	0/0/0000
Calendar	0/0/0000
- Print Report**

At the bottom, there are two buttons: 'Cancel' and 'Process'.