

Today's Topic: GL Postings – Accounting Functions and how other organizational activities contribute to Financial results

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# Walk through organization activity with a focus on financial records

- Focus on financial records
- Discuss places where there are dual paths
- Discuss the various month end closing activities
- Discuss places where record deficiencies can happen



## Let's assume we have....

- Defined our customers and vendors
- Designed our products
- Determined how we will make our product
  - Bill of material with cost and quantity of each product
  - Routing steps necessary to make our product
    - Cost of labor and overhead per hour for each work center
    - Production rates for each work step
- Determined our pricing strategy



### Let's make a sale

- We'll begin our journey with taking an order
- This is an activity that is not directly recorded in the books
- This will have impact on eventual transactions
  - Sale determines the product's sale price and quantity to be sold
  - Sale of configured products secures the attributes that will determine
    - Price
    - Bill of material
    - Routings



### In order to make our produce we mut secure the raw materials we need

- The completion of any sales order places demand on the components and they in turn place demand on their components
- The completion of configured products plans
  - the top-level work order
  - the lower-level configured component work orders
  - requisitions for configured materials
- Planning processes use the demand from sales and other components as well as forecasts to create requisitions
- APE can be used to convert requisitions into PO's.
- Still no accounting transactions 😳



### The material arrives

- Here is one of our dual paths:
- If you choose historical AP method, nothing happens at this point
- If you choose PPV at receipt, a transaction is created at the time of receipt
  - Inventory is debited at standard cost \* quantity received.
  - Received not vouched liability is credited at PO price \* quantity received.
  - Purchase Price Variance is booked for the difference
  - If the invoice is different than the PO price, additional variance will be recognized.



### The vendor's invoice arrives

- For PPV at receipt, activity will happen at AP vouching only if the invoice price differs from the PO.
- For historical AP, an entry is made to record the AP liability
  - The PO# is entered with invoice information
  - The system will display received product from the PO
  - If the amounts agree the entry can be posted.
  - If the amounts disagree
    - An account-based entry can be made to record additional charges & post
    - Adjustments can be made to record costs that need to be included in the base material cost & post
    - The entry can be cancelled so receiving or purchasing can research variances



### AP month end closes

#### **AP Distribution**

- With PPV at receipt
  - The transaction that occurred at receipt will be included in this close
- With historical AP
  - The inventory account will be debited at the cost on the invoice
  - AP will be credited for the amount on the invoice

#### • AP Purchase Price Var

- With PPV at receipt, entry only if there is additional variance between the PO price and the invoice price
- With historical AP
  - The difference between invoice price and standard cost will be adjusted to PPV. If not run, inventory is not trued to standard cost.



# Meanwhile, manufacturing occurs

#### Routing steps occur

- If assumptively-consumed material is assigned to a routing and material is set to relieve at routing steps or AME is used, material will be assumptively consumed
- If material is consumed via reporting, it will occur when the transaction is made
- Labor is earned based on quantity \* hours/piece \* work center rate labor rate \* crew size.
- Overhead is earned based on labor earned \* overhead rate. If machine-based this changes to quantity \* hours per piece \* overhead rate.



# How does manufacturing hit the books?

#### Inventory Close

- Material issues are recorded at routing step, direct issue or end of WO depending on the data area setting.
- Finished goods are reported into inventory at the last routing or reporting of the work order complete depending on the data area setting.

#### Labor Close

- The labor earned is recorded in the labor close.
- If actual labor is reported variances will also be calculated

#### Manufacturing Close

 Work orders closed at the time of the manufacturing close, will be assessed for material, labor and overhead variances. The data will be stored in the WSP file.



### Inventory close – also includes...

The **Inventory Close** includes other transactions, which are recorded in the inventory audit file

- Inventory move transactions within a warehouse or between warehouses.
- Physical or cycle counts
  - When counts occur, the posting process calculates the difference between the beginning balance and the amount counted.
  - Any difference is posted in the inventory audit file.



# Pick & Ship the Order

- At the time the order is picked (if picking is done) or shipped (if picking is not done), the product moves out of finished goods into a bucket of value picked not shipped and then/or shipped not invoiced, which represents goods prepared for shipment and not invoiced.
- This transaction is recorded in the inventory audit file. It is recorded in the books in the **Inventory Close.**



### Invoice the order

- When the order is invoiced, significant accounting occurs:
  - Sales are recorded (credit Sales)
  - Miscellaneous payables may be credited (such as taxes...)
  - Accounts receivable are established (debit A/R)
  - Cost of goods sold are recorded based on the standard cost of the finished goods (debit cost of goods sold)
  - Shipped not invoiced is credited
- This activity is recorded in the **Customer Order Close**.



## Collect the money!

- The final step on our journey is the collection of the funds for the Invoices
- The transaction for this activity
  - Credit AR for the amount collected
  - Debit cash for the amount collected.
- Sometimes AR has to be adjusted or written off.
  - Credit AR for the write-off
  - Debit the Accounting alpha code based on the reason for the write-off

#### The **AR Close** will record these transactions

# Complete the accounting close processes for each module in the following sequence:

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### Manufacturing Close (MWO001/MWO002) – T-Accts





### Inventory Close (MIC001) – T-Accts

ISGLA	C (RM)	WIP_	wh	SCR	RAPwh	CLSV	/Rwh
	Material Issues MIC001 ICXXX	Material Issues MIC001 ICXXX	Material Receipts MIC001 ICXXX	Product Scra MIC001 ICXXX	P		Product Scrap MIC001 ICXXX
ISGLA	C (FG)	CYC_	_wh	IGL_ shipping v	_wh warehouse	IGL_ receiving	wh warehouse
Material Receipts MIC001 ICXXX		MIC001 ICXXX			MIC001 ICXXX	MIC001 ICXXX	
ICC,	dv warehouse	ICC receiving	dv warehouse	INT_ shipping v	_wh warehouse	INT receiving	[wh warehouse
MIC001 ICXXX			MIC001 ICXXX	MIC001 ICXXX	2		MIC001 ICXXX



### Labor Close (MLB001/LAB016) – T-Accts

PC	<b>Fdept</b>	M	/IPwh	FOH	Idept	VOH	Idept
	Actual Labor MLB001 LBXXX Actual Setup MLB001 LBXXX	Earned Labo MLB00 LBXXX Earned Setu LAB016 LAXXX	ar 1 5		MLB001 LBXXX LAB016 LAXXX		MLB001 LBXXX LAB016 LAXXX
Indired	t Labor	SV_dept	ST_dept	RV	_dept	PV_	dept
Actual MLB001 LBXXX		Actual Setup MLB001 LBXXX	Earned Setup LAB016 LAXXX	MLB00 LBXXX	1	MLB001 LBXXX	1
OV MLB001 LBXXX	_dept						



### Customer Order Close (MSA001) - T-Accts





### AR Close (MAR001) – T-Accts

ARIN_dv	ARC	UTdv	CASH	lbdv
MAR001 ARXXX		MAR001 ARXXX	MAR001 ARXXX	1
ARDS wh	AR_	_dv	ARF	C_wh
MAR001 ARXXX	ARJ028 FCXXX	MAR001 ARXXX		ARJ028 FCXXX



### AP Close (MAP001/MAP002) – T-Accts

APA	CTdv	AP65 "Acco	unt number"	PM73 "GI	L account"
MAP001 APXXX	MAP001 APXXX	MAP001 APXXX		MAP002 PVXXX	MAP002 PVXXX
	APXXX			APJ180 NVXXX	
APOUT	dv	CASH	csdv	RNV_	_dv
		GLJ800 BKXXX	GLJ800 BKXXX MAP001		APJ180 NVXXX
APDSCwh	APIN_dv	AP01 "Va	r write-off alpha"	APP	PVwh
MAP00 APXXX		001 GLJ80	0 GLJ800 X BKXXX	MAP002 PVXXX	MAP002 PVXXX
Legend:			·		
Vouchered	Invoices				
Payments to	Vendors —				
Inter	company				



# Accounting processes & Reconciliations



# •AP Process Steps



### Accounts Payable in the UI- Click on Process Accounts Payable to start a batch – Click New enter info and save

Friedman Corporati	ECS041C   Logout			Frontier: Home	Accounts Pay	able Vendor	Purchasing	Manufacturing	Inventory Management	General Ledger
Division: JC Distrib	oution Division: JC									
Apply Invoices										
Active Batch:	Active Voucher:	Invoice Balance:	Applied Amount:	Fiscal Period: 2109	View:	DEFAULT	~			
- Settings										
Batch Information					_			_		
Batch Number 7466	P Batch Amount	Fast Checks								
Batch Date 09/07/	/2021 🖸 Batch Balance									
Ques 3	Otten Save 🔒 Post	Gancel KExit	and Chents Void							
2 2021 Friedman Corporation	1									



Under Voucher Header Information click NEW to get the next voucher number. Then enter the PO number and invoice information. Save to get the list of received items for the PO.

Friedman Corporation	ECS041C   Logout		
Division: JC Distribution	Division: JC		
Apply Invoices			
Active Batch: 7466	Active Voucher:	Invoice Balance:	App
Settings			
- Batch Information			
Voucher Header Inform	ation		
Voucher Number	P		
💿 New 🛛 🥪 Open	Move 🔁 Refresh	PO	

Friedman Corp	oration ECS041C	<u>Logout</u>				Frontier:	<u>Home</u>	Accounts Payable	Vendor	Purchasing
Division: JC	Distribution Division: JC									
Apply Invoice	es									
Active Batch: 7466	Active Vou	her:	Invoice Balance:	Applied A	mount:	Fiscal Period: 2109		View: D	EFAULT	~
Settings										
— 🖉 Batch Inform	nation									
Voucher Hea	der Information									
Voucher Number	001 🔎	PO Number	3738	Invoice Date	09/07/2021					
Vendor	P	Invoice Number	3738-7466	Invoice Amount	1500.00	)				
One Time Vendor										
O New	Open Esave	Amend	Reverse PO	🔒 Post 🔤 🔓 Ur	npost 🔒 Move 🧟	Refresh PO				



# PO lines will be applied automatically, if the invoice amount matches – Post.

Vendor Name			Invoice Number	3738-7466	Invoice Due Date	10/07/2021	Check Description		1	
Vendor Address	TEST		Vendor Zip	60015	Invoice Amount	150	0.00 Check Stock	A ¥		
Vendor City	DEERFIELD		Discount Percent	0.50	Applied Amount	150	0.00 Separate Checks			
Tax Number	25-1807253		Discount Amount	7.50	) Invoice Balance		0,00 Manual Check			
ax Eligibility	M		Non Discount	0.00	) Approve Duplicate Invoice	*				
	Open Save	Anenti Partie	( Pay   Discount	Post S	Unpost Ave St	Refresh PO	a.			
New										
O New	/oucher Post			V	WEBINARTST 💌 🥜	Apply Allocation Set				
Apply Data	/oucher Post	Quantity 1	'UM Unit price	V Pr	WEBINARTST Y	Apply Allocation Set Vendor Prode	ıct	Ta	ax Extended	

(F)



# Add an expense Invoice. This time enter the vendor number and invoice information & Save.

Voucher Number	002	P	PO Number		Invoice Date	09/07/2021
/endor	JLC	P	Invoice Number	7466	Invoice Amount	100.00
Ine Time Vendor						
(3) New	Open I	Save	Amend	Partial Pay DReverse F	PO Post C	hipost 👔 Move 😪 Refresh PO 🤤 Canoel

In the account box, start typing the account number and valid choices will appear. You can click on the account number to fill it in. Then enter the amount in the extended price and press apply data.

Apply	Data 🛛 🔂 Voucher Post 🥜 Adjust Voucher				WEBINARTST 💌	PApply Allocation S	et
Del	Account number	Quantity	PUM	Unit price	Product	Ven	dor Product
•	99		~			~	
<b>=</b>	99.01.111 - TEST - MISC KC					~	
	99.88.111 - TEST FOR APR -						
•	99.88.8888 - TEST - TEST 05					· · · · · · · · · · · · · · · · · · ·	
+	99-01-001 - APACT - APACTJC					~	
	99-01-001 - CORRECT TO AP ACCT - APCC	)RJC				~	
	99-01-002 - AP DISCOUNT ACCT - APDSCJ	IC					
•	99-01-003 - APIN FOR JC - APIN JC					*	
<b></b>	99-01-004 - APOUT FOR JC - APOUTJC					~	
~~~	99-01-004 - APOUT 98 - APOUT 98						
<b>H</b>	99-01-006 - INVENTORY - INV					×	
•	99-01-007 - WIP - WIP 72					~	
Ξ.	99-01-008 - LABOR ACCT -	כלס				~	
	99-01-009 - CLOSE OUT VARIANCE - CLSV	K/2					
	99-01-010 - AR ACCI - AR JC						
	Page 1 of 7 🕨 🕅 🥲						



## Make sure you are in balance and Post.

Voucher Number	002	2		PO	Number			Invoice Date	09/07/2021		Check Number	0	1		
Vendor	JLC	9		Inv	oice Number	7466		Invoice Due Date	10/07/2021	2	Check Description				
Vendor Name	JAN'S VENDOR	ξ		Ve	ndor State	IL		Discount Due Date	09/17/2021	-	Check Destination				
Vendor Address	TEST			Ve	ndor Zip	60015		Invoice Amount		100.00	Check Stock	A *			
Vendor City	DEERFIELD			Dis	count Percent		0.50	Applied Amount		100.00	Separate Checks				
Tax Number	25-1807253			Dis	count Amount		0.50	Invoice Balance		0.00	Manual Check				
Tax Eligibility	M 👻			No	n Discount		0.00	Approve Duplicate Invoice	×						
				Lat	e Discount	0									
🕑 New	🤯 Open	Save	& Amend	Partial Pa	a Reverse	PO Post	Conost.	🔓 Move 🥏 Re	efresh PO	Cancel					
		_								_					
pply Data	Voucher Post	djust Voucher					WEBINAR	TST Y PA	pply Allocation Se	t					
Del Account nur	mber		Quantity	PUM	Unit pr	ice	Product		Vend	or Product		Тах	Extended		
99-01-006	5	~	1.0	00 EA	~	100.0000			×					100.00	1



### Enter any additional invoices. Then go to the batch section and update the batch amount.

atch Number	7466	Deatch Amount	0.00	Fast Checks			
atch Date	09/07/2021	Batch Balance	-1600.00				
(a) New	Open	Save	Post Cancel	🗙 Exit	1	Check Void	



# After you update the amount and save, the batch balance should be zero. Post the batch.

atch Number	7466	Batch Amount	1600.00	Fast Checks		
Batch Date	09/07/2021	Batch Balance	0.00			

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If the Post button is not available, use the magnifying glass next to the voucher number to look at all the invoices. Make sure they are all posted. If one is not posted, put the voucher number in the field and press open. Review and post or cancel the invoice. Return to the Batch header. Post the batch.

oucher Number		P					
O New	Open	Amend	Partial Fay	Reverse PQ			
st Voucher	Unpost Vouche	si 🛛 🥥 Gancel Vouch	)ei				
st Voucher	Unpost Voucha	a 🔵 Cancel Vouch	Invoice date	Invoice amount	Invoice balance	Voucher date	Status
ost Voucher	Vendor JLC	Cancel Vouch Invoice 3738-7466	Invoice date	Invoice amount \$1,500.00	Invoice balance \$0.00	Voucher date 09/07/21	Status Posted



# **UI-Accounts Payable-Process A/P Payment Selection**

Search Criter	Search Criteria													
Vendor	JLC 🔎	Pay Date	10/07/2021	Status	U V Check Sto	ock 🗛 👻	Select a View	DEFAULT	Selected Total	0.00				
All Divisions		(up to date)												
Search														
Save														
Pay/Hold	Separate check	Div	Vendor	Invoice	Invoice Amt	Invoice date	Status	Pay On date	Discount	Discount date	Actual Pay date	Check Stock		
		JC	JLC	19637	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	А		
3		JC	JLC	19638	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	А		
		JC	JLC	302372	\$0.00	06/11/19	?PAY	07/11/21	\$0.00		07/11/21	A		
		JC	JLC	<u>3717-1</u>	-\$9.75	08/10/21	?PAY	08/10/21	\$0.00	08/10/21	08/10/21	А		
		JC	JLC	<u>19733 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	A		
		JC	JLC	<u>19734 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	A		
		JC	JLC	<u>19735 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	A		
		JC	JLC	<u>19743 Va</u>	\$795.00	08/06/18	?PAY	09/05/21	\$0.00		09/05/21	A		
		JC	JLC	3723	\$50.24	08/12/21	?PAY	09/11/21	\$0.00	08/22/21	09/11/21	A		
		JC	JLC	3724	\$940.81	08/12/21	?PAY	09/11/21	\$0.00	08/22/21	09/11/21	А		
		JC	JLC	3725-1	\$940.81	08/19/21	?PAY	09/18/21	\$0.00	08/29/21	09/18/21	А		
		JC	JLC	3725-2	\$2,696.57	08/19/21	?PAY	09/18/21	\$0.00	08/29/21	09/18/21	А		
		JC	JLC	<u>6071 Va</u>	\$150.00	08/24/18	?PAY	09/23/21	\$0.00	09/03/18	09/23/21	А		
		JC	JLC	7464	\$100.00	09/03/21	?PAY	10/03/21	\$0.50	09/13/21	09/13/21	А		
1		JC	JLC	3738-7466	\$1,500.00	09/07/21	?PAY	10/07/21	\$7.50	09/17/21	09/17/21	A		
3		JC	JLC	7466	\$100.00	09/07/21	?PAY	10/07/21	\$0.50	09/17/21	09/17/21	A		

- Choose a vendor and/or payments due by date and/or statue and/or check stock.
- Press search to get a list that meets your criteria.

### You will see a list that matches your criteria. You can check the box next to each item you want to pay or use the box on the title bar to select all.

Vend All Di	Search Criteria  Andor  LC Pay Date (up to date) 10/07/2021 Status U Check Stock A Select a View DEFAULT Selected Total 0.00  ID Selected Total 0.00  Selec														
	Pay/Hold	Separate check	Div	Vendor	Invoice	Invoice Amt	Invoice date	Status	Pay On date	Discount	Discount date	Actual Pay date	Check Stock		
			JC	JLC	<u>19637</u>	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	А		
			JC	JLC	19638	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	А		
			JC	JLC	302372	\$0.00	06/11/19	?PAY	07/11/21	\$0.00		07/11/21	А		
			JC	JLC	<u>3717-1</u>	-\$9.75	08/10/21	?PAY	08/10/21	\$0.00	08/10/21	08/10/21	А		
			JC	JLC	<u>19733 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	А		
			JC	JLC	<u>19734 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	А		
			JC	JLC	<u>19735 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	А		
			JC	JLC	<u>19743 Va</u>	\$795.00	08/06/18	?PAY	09/05/21	\$0.00		09/05/21	A		
			JC	JLC	3723	\$50.24	08/12/21	?PAY	09/11/21	\$0.00	08/22/21	09/11/21	Α		
			JC	JLC	3724	\$940.81	08/12/21	?PAY	09/11/21	\$0.00	08/22/21	09/11/21	А		
			JC	JLC	<u>3725-1</u>	\$940.81	08/19/21	?PAY	09/18/21	\$0.00	08/29/21	09/18/21	А		
			JC	JLC	<u>3725-2</u>	\$2,696.57	08/19/21	?PAY	09/18/21	\$0.00	08/29/21	09/18/21	А		
			JC	JLC	<u>6071 Va</u>	\$150.00	08/24/18	?PAY	09/23/21	\$0.00	09/03/18	09/23/21	А		
			JC	JLC	7464	\$100.00	09/03/21	?PAY	10/03/21	\$0.50	09/13/21	09/13/21	A		
			JC	JLC	3738-7466	\$1,500.00	09/07/21	?PAY	10/07/21	\$7.50	09/17/21	09/17/21	А		
			JC	JLC	<u>7466</u>	\$100.00	09/07/21	?PAY	10/07/21	\$0.50	09/17/21	09/17/21	Α		



You can update information: Pay/hold status, separate check (from others to that vendor), pay on date, discount, check stock and check number if a manual check was written.

Search Crite	eria															
Vendor	JLC 🔎	Pay Date (up to date)	10/07/2021	Stat	tus U	<ul> <li>Check Stock</li> </ul>	K 🖌 👻	Select a Vie	w	DEFAULT	Selected Total	0.00				
All Divisions		(,														
Search																
Save																Je Clear F
Pay/Hold	Separate check	Div	Vendor	Invoice	Ir	voice Amt	Invoice date	Status		Pay On date	Discount	Discount date	Actual Pay date	Check Stock	Check date	Paid Check #
•	،ر 🕶 🛛	C	JLC :	19637	150		05/02/18	?PAY		06/01/21	3 05	5/12/18 00	5/01/21 A	•	0	0
		JC	JLC	<u>19638</u>		\$150.00	05/0	Undate	C	ancel 06/01/21	\$3.00	05/12/18	06/01/21	А		0
		JC	JI C	302372		\$0.00	06/1	opulato		07/11/21	S0 00		07/11/21	Α		0

Press Save and the total selected will appear at the top right. If you want to remove any items, you selected click the box on the line to deselect. Press Save again to refresh the total

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Search Criteria													
Vendor	JLC 🔎	Pay Date	10/07/2021	Status	U V Check Sto	ck 🗛 🗸	Select a View	DEFAULT	Selected Total	1592.00			
All Divisions		(up to date)											
Search													
Save													
Pay/Hold	Separate check	Div 👻	Vendor	Invoice	Invoice Amt	Invoice date	Status	Pay On date	Discount	Discount date	Actual Pay date	Check Stock	
		JC	JLC	<u>19637</u>	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	А	
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		JC	JLC	302372	\$0.00	06/11/19	?PAY	07/11/21	\$0.00		07/11/21	А	
		JC	JLC	<u>3717-1</u>	-\$9.75	08/10/21	?PAY	08/10/21	\$0.00	08/10/21	08/10/21	А	
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		JC	JLC	<u>19734 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	А	
		JC	JLC	<u>19735 Va</u>	\$795.00	08/02/18	?PAY	09/01/21	\$0.00		09/01/21	А	
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		JC	JLC	<u>3724</u>	\$940.81	08/12/21	?PAY	09/11/21	\$0.00	08/22/21	09/11/21	А	
		JC	JLC	<u>3725-1</u>	\$940.81	08/19/21	?PAY	09/18/21	\$0.00	08/29/21	09/18/21	А	
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		JC	JLC	<u>6071 Va</u>	\$150.00	08/24/18	?PAY	09/23/21	\$0.00	09/03/18	09/23/21	А	
		JC	JLC	7464	\$100.00	09/03/21	?PAY	10/03/21	\$0.50	09/13/21	09/13/21	А	
▼ S		JC	JLC	<u>3738-7466</u>	\$1,500.00	09/07/21	*PAY	10/07/21	\$7.50	09/17/21	09/17/21	А	
S S		JC	JLC	<u>7466</u>	\$100.00	09/07/21	*PAY	10/07/21	\$0.50	09/17/21	09/17/21	А	
#### Friedman Corporation

#### When you are comfortable with the check selection, Press Print Checks. You will get a pop-up box. Enter the check stock and the check date. Press Print Checks to run them.

yment Selection														
Search Criteria														
dor JLC &	Pay Date (up to date)	10/07/202	1 Status	U V Check Sto	ck A v	Select a View	DEFAULT 🛩 S	Selected Total	1592.00					Print Check
ave													Clear Filters	ar Grouping
Pay/Hold Separate check	Div	Vendor	Invoice	Invoice Amt	Invoice date	Status	Pay On date	Discount	Discount date	Actual Pay date	Check Stock	Check date	Paid Check #	
	JC	JLC	19637	\$150.00	05/02/18	?PAY	05/01/21	\$3.00	05/12/18	06/01/21	Ă		0	
	JC	JLC	19638	\$150.00	05/02/18	?PAY	06/01/21	\$3.00	05/12/18	06/01/21	A		0	
	JC	JLC	302372	\$0.00	06/11/19	?PAY	07/11/21	50.00		07/11/21	A		0	
	JC	JLC.	3717-1	-\$9.75	08/10/21	?PAY	08/10/21	S0.00	08/10/21	08/10/21	A		D	
	JC	JLC.	19733 Va	\$795.00	08/02/18	?PAY	Please enter d	heck informatio	n.	× 09/01/21	А		0	
	JC	JLC	19734 Va	\$795.00	08/02/18	?PAY	Check Stock			09/01/21	A		0	
	JC	JLC	19735 Va	\$795.00	08/02/18	?PAY			Imm	09/01/21	A.		0	
	JC	JLC	19743 Va	\$795.00	08/06/18	?PAY	(up to date)		<u> </u>	09/05/21	A		0	
	JC	JLC	3723	\$50.24	08/12/21	?PAY				09/11/21	A		0	
	JC	JLC	3724	\$940.81	08/12/21	?PAY				09/11/21	A		0	
	JC	JLC	3725-1	\$940.81	08/19/21	?PAV				09/18/21	A		0	
	JC	JLC.	3725-2	\$2,696.57	08/19/21	?PAY		David		09/18/21	A		ð	
	JC	JLC	6071 Va	\$150.00	08/24/18	?PAY		Print C	necks Close	09/23/21	A		0	
	JC	JLC	7464	\$100.00	09/03/21	?PAY	10/03/21	\$0.50	09/13/21	09/13/21	A		0	
5	JC	JLC	3738-7466	\$1,500.00	09/07/21	*PAY	10/07/21	\$7.50	09/17/21	09/17/21	A		0	
5	JC	JLC	7465	S100.00	09/07/21	*PAY	10/07/21	\$0.50	09/17/21	09/17/21	A		0	



#### You must post these checks before you can run any checks. UI/Accounts Payable/AP Update Checks The checks will appear with the last check number at the top of the screen. If your checks start with the next number. Press Auto-assign.

A/P U	pdate Checks								
Last C	Check Stock: heck Number:	A - Cl 7371	HECK STOCK 4						🔯 Auto-assign 🔚 Update 🕽 Reset
Missi	External Check#	Div	Internal Check#	Vendor ID	Vendor Name	Invoice#	Invoice Date	Check Amount	
		JC	1	I JLC	JAN'S VENDOR	3738-7466	09/07/21	1492.50	
		JC		1 JLC	JAN'S VENDOR	7466	09/07/21	99.50	



### Check the numbers, Press Update. Now you can process other batches of checks for payment.

A/P U	pdate Checks								
Last C	Check Stock: A	A - CH 73714	неск ѕтоск 4						ada-assign PUpdate Reset
Check Re	gistry								
Missi	External Check#	Div	Internal Check#	Vendor ID	Vendor Name	Invoice#	Invoice Date	Check Amount	
	73715	JC		1 JLC	JAN'S VENDOR	3738-7466	09/07/21	1492.50	
	73715	JC		1 JLC	JAN'S VENDOR	7466	09/07/21	99.50	



# AR Process Steps

# The accounts receivable file is filled by the Invoicing of shipments.

- Invoicing is run in the green screen OEMENUB, option 12
- Many companies have scheduled this program to run automatically at the end of each day.



### Enter Payments in UI/Accounts Receivable/ Process Accounts Receivable. Enter the batch information and Save.

Apply Invoices					
Active Batch:	Active Customer:	Active Check:	Fiscal Period:	2109	Lock View:
Settings     Batch Information     Batch Number 124590     Batch Au     Intercompany     Lock Bo     Batch Date     09/2021     Save     Multiple     divisions in one	mount Batch	Balance Lock box – Attached in the batch to the bank in the chart of accounts accounts			

### Next enter the customer number. If you need a look-up, use the magnifying glass, Use the \* as a wild card. Click to select. Press Open.

	Friedman Corporation ECS041C   Logout				
	Division: UG Cash Division: UG	Search for Customer ID			
	Apply Invoices		Ship-to ID: U*	* Sold-to ID: *	Division: UG 🗸
			Zip/Postal code:	*	Contact phone: *
	Active Batch: 124590 Active Customer:		City:	*	State: any-
•	- Settings		Company Name:	*	Alpha key: *
_	Batch Information		Contact Name:	*	Contact Type: -any- 🗸
	Batch Number 124590 P Batch Amount		Contact eMail:		*
	Intercompany Lock Box A		Omit Inactive:		
	Batch Date 09/09/2021	Invoice Number:			
After loading	New Open Save GPost	Ship To PO Number:			
the	Customer Information	to load the			
customer#,	ustomer Number P AR Balance	* Supports wildcards			Save arguments max 25 V row
Press Open		customer #			Contact
	Open. Account Management	Cust ID A Sold-to	<u>Alpha</u>	<u>Name</u> <u>Address</u> <u>City, St Zip</u>	Phone eMail Fax
	- Check Information	UG01 UG01	UG01		1
	Check Number Check Amount		0001	1257 N HIGGINS ROAD CHICAGO, IL 60642	
	When Save Bost Support 6	Provide 1			
<b>R</b>					





### Click new. Enter the check information and Save

— 🔺 Customer Info	Customer Information												
Customer Number	UG01	2	Customer: UG01 UG TEST CUSTOMER 1257 N HIGGINS ROAD CHICAGO, IL 60642 Contact: Phone: Ext: Email:	AR Balance	6311.26	Open Orders	-1856.25	Telephone # for the contact person	Telephone # for the contact regarding ship	Telephone # for the contact regarding credit			
Check Informa	ation	ock Amoun	•	Check Date			E Sogue	ance Number An	oliod Amount P	alance Amount			
New	Save Post		Jnpost Cancel					ence Humber — Ap	pileo Antonic D				

# Click the invoices that are being paid with this check. Then press apply cash.

_	Customer I	Information														
	Check Info Check Number ONew	382584	Pos	Check Amount	ost Ocancel	1739.38 Check D	ate 09/07/2	2021	ĬZ	Sequence Number	0001 Appl	ied Amount	0.00	Balance Amount	1739.38	
E A	Apply Cash Elect Write Off Alpha Applied Clear Filters															
		Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice date	- 1	Net due date	Comments	
<b>I</b> 10	0/09/21															
<b>V</b>					\$1,739.38	\$1,753.13	\$13.75	\$1,739.38	011010588	7006531200		09/09/21	1	10/09/21	Add Notes	
					\$0.00	\$1,051.88	\$8.25	\$1,043.63	011010589	7006531300		09/09/21	1	10/09/21	Add Notes	
					\$0.00	\$3,506.25	\$27.50	\$3,478.75	011010590	7006531400		09/09/21	1	10/09/21	Add Notes	
					\$1,739.38	\$6,311.26	\$49.50	\$6,261.76								



# Apply cash and make sure the balance has been applied. Post

	Customer 1 Check Info Check Number New	Information prmation 382584	Pos	Check Amount	ost Cancel	1739.38 Check D	late 09/07/	2021	12	Sequence Number	0001	Make sure a has been a Applied Amount	applied	y Balance Amount	0.00	
A	Apply Cash Select Write Off Alpha & Full mode															
	Write Off       Write Off Alpha       Full       Popply Amo       Invoice Amt       Discount       Net due       Invoice #       Reference #       PO #       Invoice date       Net due date       Comments															
3 10	/09/21															
					\$1,753.13	\$1,753.13	\$13.75	\$0.00	011010588	7006531200		09/09/21	1	0/09/21	Add Notes	
					\$0.00	\$1,051.88	\$8.25	\$1,043.63	011010589	7006531300		09/09/21	1	0/09/21	Add Notes	
					\$0.00	\$3,506.25	\$27.50	\$3,478.75	011010590	7006531400		09/09/21	1	0/09/21	Add Notes	
					\$1,753.13	\$6,311.26	\$49.50	\$4,522.38								
	After Apply cash, you can see the amount applied															



# To apply credits, Select the customer and press account management. This essentially creates a zero-dollar check.

Customer Number	UG01	Q	Customer: UG01	AR Balance
			UG TEST CUSTOMER 1257 N HIGGINS ROAD	
			CHICAGO, IL 60642 Contact: Phone: Ext: Email:	
Open	Account Manageme	ent		
Check Number	auon	Charle Amount	-	Check Data
Check Number	2	Check Amount		Check Date
🕑 New	Save .	Past Sult	ipest 😂 Cancel	



## Select the item you want to apply. Press Apply Cash

F	Check Info	ormation		_											
c	heck Number		P	Check Amount		0.00 Check D	ate		12	Sequence Number	0002	Applied Amount -32	50,00 Balance Am	ount 3250.00	D
	🕑 New	Save	a Po	st Callop	Cancel										
	oply Cash 🔚	Select Write Off Alph	a 🎤 Fu	Il mode									de Clea	r Pending Applied	Dear Filters Dear Grouping
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice date	Net due date	Comments	
🗏 (N	one)														
					-\$3,250.00	-\$3,250.00	\$0.00	\$0.00	CHK 3583	ON ACCT		09/09/21		Add Notes	
					-\$3,250.00	-\$3,250.00	\$0.00	\$0.00							
∃ 10	/09/21														
					\$0.00	\$0.00	\$13.75	\$0.00	011010588	7006531200		09/09/21	10/09/21	Add Notes	
					\$0.00	\$1,051.88	\$8.25	\$1,043.63	011010589	7006531300		09/09/21	10/09/21	Add Notes	
					\$0.00	\$3,506.25	\$27.50	\$3,478.75	011010590	7006531400		09/09/21	10/09/21	Add Notes	
					\$0.00	\$4,558.13	\$49.50	\$4,522.38							

# We only had \$3250 to apply so the system applied that amount to the \$3506.25 item we marked.

Friedman

	Check Information														
	Check Number		P	Check Amount		0.00 Check D	ate		12	Sequence Number	0002 App	olied Amount	-3250.00 Balance Ame	ount 3250.00	
	💿 New	Save	Pos	t Unpo	ost 🤤 Cancel										
	Apply Cash Eselect Write Off Alpha & Full mode														
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice date	Net due date	Comments	
B (1	None)														
					-\$3,250.00	-\$3,250.00	\$0.00	\$0.00	<u>CHK 3583</u>	ON ACCT		09/09/21		Add Notes	
					-\$3,250.00	-\$3,250.00	\$0.00	\$0.00							
3 1	0/09/21														
					\$0.00	\$0.00	\$13.75	\$0.00	011010588	7006531200		09/09/21	10/09/21	Add Notes	
					\$0.00	\$1,051.88	\$8.25	\$1,043.63	011010589	7006531300		09/09/21	10/09/21	Add Notes	
					\$3,250.00	\$3,506.25	\$0.00	\$3,506.25	011010590	7006531400		09/09/21	10/09/21	Add Notes	
					\$3,250.00	\$4,558.13	\$22.00	\$4,549.88							

# If we are going to eliminate the balance of that item, Click on the applied amount to change it to \$3506.25. Apply cash.

iedman

3 1	0/09/21								
				\$0.00	\$0.00	\$13.75	\$0.00 <u>011010588</u>	7006531200	09/09/21
				\$0.00	\$1,051.88	\$8.25	\$1,043.63 <u>011010589</u>	7006531300	09/09/21
				\$3,506.25	\$3,506.25	\$0.00	\$3,506.25 <u>011010590</u>	7006531400	09/09/21
				\$3,506.25	\$4,558.13	\$22.00	\$4,549.88		

Now go to the account management bar. We can see from the balance amount that we are \$256.25 short of cash. In the account management we will click write off, select the appropriate Alpha (reason) and use the amount as shown in the balance. Press add. The system will apply the amount and we will balance.

Check Inf	ormation														
Check Number		P Check Amount		0.00 Check Date		Sequence Number	0002 Applied Amoun	256.25	Balance Amount	-256.25					
New	Save	Post Dur	post 🤤 Cancel												
Reference #		Write Off	On-Acct	Alpha WRITEOF	Amount	-256.25	Division	Warehouse	Due date		Invoice date		Terms		V 🖉 Add
										) a		1. (-0-	) (	II0-	



# We are in balance and can post the transaction.

-0	Check Info	ormation															
c	heck Number		P	Check Amount		0.00 Check D	ate		12	Sequence Number	0002	Applied Amount 0.00	Balance Amount	0.00			
	💿 New	Save	Pos	t Onpo	Cancel												
Refer	ence #			Write Off	On-Acct	Amount			Divi	sion	Wareho	use Due date			Invoice date	Terms	
									UG		·	*		12		12	*
- Ap	oply Cash	Select Write Off Alpha	Ful	l mode									🎤 Clea	Pending Applied	Clear Filters 🥜 Clear Grouping	🔅 Grouping Sort - 🎲 Toggle Summary 🎲 Toggle	a Acct M
6	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice date	Net due date	Comments			
🗆 (No	one)																
					-\$3,250.00	-\$3,250.00	\$0.00	\$0.00	<u>CHK 3583</u>	ON ACCT		09/09/21		Add Notes			
					-\$256.25	\$0.00	\$0.00	\$256.25	WRITEOF	GL00020003		09/09/21		Add Notes			
					-\$3,506.25	-\$3,250.00	\$0.00	\$256.25									
<b>10</b>	/09/21																
					\$0.00	\$0.00	\$13.75	\$0.00	011010588	7006531200		09/09/21	10/09/21	Add Notes			
					\$0.00	\$1,051.88	\$8.25	\$1,043.63	011010589	7006531300		09/09/21	10/09/21	Add Notes			
					\$3,506.25	\$3,506.25	\$0.00	\$0.00	011010590	7006531400		09/09/21	10/09/21	Add Notes			
					\$3,506.25	\$4,558.13	\$22.00	\$1,043.63									

# Now balance the batch. We are out of balance by \$1739.38 (the only check we had)

ch Number	124590	Batch Amount	1	0.00	Batch Balance	-1739.38			
company		Lock Box	A	*	1				
)ate	09/09/2021								
New .	Dpen.	Save	Post Ca	ancel 🔀 Exit					
					-				
		Ke	v in the an	nount and	nress sav	/0			
		IXC.	y in the dri		p1033 30V				
	Batch Info	rmation							
	Batch Number	124590	P Batch Amount		1739	.38 Batch Balance	-1739.38		
	Intercompany		Lock Box	A		*			
	Batch Date	09/09/2021	12						
	(3) New	Open	Save	G Post	Cancel	Exit			
		A com							
	-		Ontheles	1000					
		the e	Batch Inform	nation					
w you c	can see that	the	Batch Number	124590	Batch Amount		1739.38	Batch Balance	0.00
	ero and the	post	Intercompany [		Lock Box	A	*		
nce is z			Batch Date	09/09/2021					
nce is z hut	ton is lit								

#### Friedman Corporation

# When you have entered everything for the day, return to the green screen ARMENU and run the daily report, option 121.

ARMENU A	ccounts Rec	eivable Menu	9/08/21
Select one of the following:			00.00.00
∗ A/R File Maint/Inq	ж	* Daily Routines *	
		121. Daily A/R Reports	ARJ011
62. Accts Recv History Inqui	iry AR62	* Weekly Routines *	
* Customer Maint/Inc	a <sup>≭</sup>	124. Summary Trial Balance	ARJ025C
52. Customer Master Maintena	ance CM52	125. Curr Detailed Trial Bal	ARJ125D
72. Customer Master Inquiry	CM72	126. Weekly Past Due Report	ARJ645P
		127. Customer Disputed Items	ARJ110P
* Miscellaneous Files	ж	* Monthly Routines *	
68. Note Type Maintenance	NF68	129. Create M/E ÂR File	ARBACKUP
69. Chart of Accounts	AC69	130. Gen Finance Charges	ARJ028
∗ Other Menus ×		131. Customer Statements	ARJ030
800. Credit Review	CCMENU	132. Trial Balance History	ARJ026
888. Accounts Recv Parameter	ARMENUD	133. Aged Trial Balance	ARJ025M
889. Acct Recv Reorganization	n ARMENUR	134. Payment History	ARJ027
900. System Functions	SYMENU	135. Purge Off Setting Db/Cr	ARJ912
OFF. Sign Off		136. Consolidate Db/Cr	ARJ912A
Selection or command		137. Net Order Receivables	ARJ913
===>			

F3=Exit F4=Prompt

#### You can run the program for a whole company or a specific Division. Enter and then press F3. This will update expiring discounts and prepare summary reports.

Friedman





# When you run invoicing, Report INV010 is the invoice register

				INVOIC	E REGISTER			Date:	9/9/21		Page: 1
Program: INV	/010		FRONTIER 4	.1 EC PR	OGRAM - V4.1 ECSC	041C		Time:	17:23:24		
Warehouse: L	IG			DAILY I	NVOICE REGISTER						
		SOLD-TO	INVOICE	ТР	MERCHANDISE		FREIGHT		TOTAL		MARG%
ORDER-#	NAME	SHIP-TO				MISC CHARGE		TAX		COST	
70065315-00	UG TEST CUSTOMER	UG01	011010591	SI	1650.00		0.00		2103.75		81.8
		UG01				0.00		453.75		3000.00	
70065316-00	UG TEST CUSTOMER	UG01	011010592	SI	5500.00		0.00		7012.50		81.8
		UG01				0.00		1512.50		10000.00	
70065317-00	UG TEST CUSTOMER	UG01	011010593	SI	2062.50		0.00		2629.70		81.8
		UG01				0.00		567.20		3750.00	
70065318-00	UG TEST CUSTOMER	UG01	011010594	SI	1237.50		0.00		1577.82		81.8
		UG01				0.00		340.32		2250.00	
70065319-00	UG TEST CUSTOMER	UG01	011010595	SI	6875.00		0.00		8765.63		81.8
		UG01				0.00		1890.63		12500.00	
70065320-00	UG TEST CUSTOMER	UG01	011010596	SI	2887.50		0.00		3681.57		81.8
		UG01				0.00		794.07		5250.00	
TOTAL Custom	er				20212.50		0.00		25770.97		
						0.00		5558.47			
		** BRANC	H TOTAL **		20212.50		0.00		25770.97		
						0.00		5558.47			
		* GRAND	TOTAL*		20212.50		0.00		25770.97		
						0.00		5558.47			



# **Check AR Aging**

Friedman Corporation	ECS041C   Logout	Frontier:	<u>Home</u>	Accounts Receivable	Sales	Returns and Service	Distribution	Attribute Management	General Ledger	
Division(s): UG Warehouse(s): UG										
Accounts Receivable	Aging Analysis									🖲 Print 🗈 Create

Analysis for division(s) UG for all customers based on invoice due dates. Details summarized by Sold-To, Ship-To, Credit Reason, and Salesperson. Revise Search | Show Display Options

#### Display Options 🤶

Analysis Date Type: Due Date 🗸 Total Details By: Sold-To, Ship-To, Credit Reason, Salesperson 🗸

Div	CURRENT	<u>1-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-150</u>	OVER 150	Division A/R Total	<b>Disputed</b>	Invoiced Not Consolidated	Past Due Total
UG	\$ 25,770.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,770.97	\$ 0.00	\$ 0.00	\$ 0.00



# A/R Detail

Account	s Receiva	bles Invo	ice Heade	r										
Display invoice	es limited to payc	ode X, with due	dates between 9/9	/21-9999999 for	customer sold-t	o number UG01.								
					Sold-To									
		Invoice		Reference	Customer		Invoice Due	Customer PO	Customer	Gross Invoice	Discount	Discount Due	Applied	
Div	WH	Number	Invoice Date	Number	Number	Customer Name	Date	Number	Order Number	Total	Amount	Date	Amount	Net Due
UG	UG	011010591	09/09/2021	7006531500	UG01	UG TEST CUSTOMER	10/09/2021		70065315	\$2,103.75	\$16.50	09/19/2021	\$0.00	\$2,087.25
UG	UG	011010592	09/09/2021	7006531600	UG01	UG TEST CUSTOMER	10/09/2021		70065316	\$7,012.50	\$55.00	09/19/2021	\$0.00	\$6,957.50
UG	UG	011010593	09/09/2021	7006531700	UG01	UG TEST CUSTOMER	10/09/2021		70065317	\$2,629.70	\$20.63	09/19/2021	\$0.00	\$2,609.07
UG	UG	011010594	09/09/2021	7006531800	UG01	UG TEST CUSTOMER	10/09/2021		70065318	\$1,577.82	\$12.38	09/19/2021	\$0.00	\$1,565.44
UG	UG	011010595	09/09/2021	7006531900	UG01	UG TEST CUSTOMER	10/09/2021		70065319	\$8,765.63	\$68.75	09/19/2021	\$0.00	\$8,696.88
UG	UG	011010596	09/09/2021	7006532000	UG01	UG TEST CUSTOMER	10/09/2021		70065320	\$3,681.57	\$28.88	09/19/2021	\$0.00	\$3,652.69
Totals										\$25,770.97	\$202.14			\$25,568.83



### Collect money from UG01 – Open batch, Lock box A, Save, Pick Customer, open. Enter check info, Save

atch Number	124593 🔑	Batch Amount		0.00	Batch Balance 0,00	0		
tercompany		Lock Box	A	~				
tch Date	09/09/2021							
New	Open.	Save	Post 🥥 Cancel	🗙 Exit	]			
Customer I	nformation							
stomer Number	UG01	P	Customer: UG01	AR Balance	25770.97	Open Orders	-22068.75	Telephone # for the
			UG TEST CUSTOMER 1257 N HIGGINS ROAD					
			CHICAGO, IL 60642 Contact: Phone: Ext: Email:					
Open 🚽	Account Manag	gement						
Check Infor	mation							
eck Number	19030	Check Amo	unt	044.75	Check Date 09/09/	2021	Sequence	e Number 0001



# **Open Invoices Display-Click on the boxes of lines to apply**

	Check Information														
	Check Number	19030	P	Check Amount	9	044.75 Check D	ate 09/09/2	021	12	Sequence Number	0001	Applied Amount	0.00	Balance Amount	9044.75
	🕑 New	Save	Post	t 🔒 Unp	ost 🤤 Cancel										
e.	Apply Cash Select Write Off Alpha Applied														
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice da	te	Net due date	Comments
<b>I</b>	∃ 10/09/21														
					\$2,087.25	\$2,103.75	\$16.50	\$2,087.25	011010591	7006531500		09/09/21		10/09/21	Add Notes
					\$6,957.50	\$7,012.50	\$55.00	\$6,957.50	011010592	7006531600		09/09/21		10/09/21	Add Notes
					\$0.00	\$2,629.70	\$20.63	\$2,609.07	011010593	7006531700		09/09/21		10/09/21	Add Notes
					\$0.00	\$1,577.82	\$12.38	\$1,565.44	011010594	7006531800		09/09/21		10/09/21	Add Notes
					\$0.00	\$8,765.63	\$68.75	\$8,696.88	011010595	7006531900		09/09/21		10/09/21	Add Notes
					\$0.00	\$3,681.57	\$28.88	\$3,652.69	011010596	7006532000		09/09/21		10/09/21	Add Notes
					\$9,044.75	\$25,770.97	\$202.14	\$25,568.83							



# Press Apply cash Zero Balance, you can post

	Check Information													
Ch	eck Number	19030	Q	Check Amount	90	044.75 Check Da	ate 09/09/2	2021	12	Sequence Number	0001 Applied	Amount 9116.	25 Balance Amoun	۵.00 t
	🕑 New	Save	Pos	t 🗍 🔓 Unpo	ost 🤤 Cancel									
				In bala	ance so vo	u can po	ost							×
Ap	ply Cash Eslect Write Off Alpha Clear Pending Applied													
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice date	Net due date	Comments
∃ 10/	10/09/21													
					\$2,103.75	\$2,103.75	\$16.50	\$0.00	011010591	7006531500		09/09/21	10/09/21	Add Notes
					\$7,012.50	\$7,012.50	\$55.00	\$0.00	011010592	7006531600		09/09/21	10/09/21	Add Notes
					\$0.00	\$2,629.70	\$20.63	\$2,609.07	011010593	7006531700		09/09/21	10/09/21	Add Notes
					\$0.00	\$1,577.82	\$12.38	\$1,565.44	011010594	7006531800		09/09/21	10/09/21	Add Notes
					\$0.00	\$8,765.63	\$68.75	\$8,696.88	011010595	7006531900		09/09/21	10/09/21	Add Notes
					\$0.00	\$3,681.57	\$28.88	\$3,652.69	011010596	7006532000		09/09/21	10/09/21	Add Notes
					\$9,116.25	\$25,770.97	\$202.14	\$16,524.08						

### Post Batch – Go to Batch Information. Enter batch balance as Batch Amount. Save. Batch balance should be zero. Save. Post







# Daily AR Reports (AR MENU – Option 121) Enter Company or Division, Enter, F3

ECS041C	SUBMIT DAILY	A/R REPORTS	9/09/21 17:50:03
Use this scree to process.	n to indicate the co	mpany(s) or the divisi	on(s)
	Company + for more values		
or	Division + for more values	<u>UG</u> —	
01.07			
<u>GL07</u> F3=Submit and exit	F12=Cancel		



# Submittal Screen Enter Date, Enter, F3

ECS041C		A/R DAILY	CASH REPORTS		9/09/21 17:50:40
Enter date or cash reports.	batch num	ber to run	the Accounts	Receivable	daily
Date	090921	(MMDDYY)			
or					
Batch number					
F3=Submit and	exit F12	=Cancel			



### **Report of Checks posted by batch**

Program	: ARJ015			FRONTIER	4.1 EC PR	DGRAM - V4	4.1 ECS041C				Date: 9	9/09/21	Page: 1
Batch#: 1	124593 on 9/09/21 by	ECS041C		A/R - BATC	A/R - BATCH AND CHECK RECAP & CASH RECEIPTS JOURNAL						Time:	17:54:10	
						INVOICE	DISCOUNT	OTHER	GROSS	UNPAID	CHECK		
CUST#	NAME	REF NO	INV NO	INV DATE	DIV	BALANCE	AMOUNT	EXPENSE	APPLIED	BALANCE	AMOUN	Т	
UG01	UG TEST CUSTOMER	7006531500	011010591	9/9/21	UG	2103.75		0.00		0.00			
							16.5		2103.75				
UG01	UG TEST CUSTOMER	7006531600	011010592	9/9/21	UG	7012.50		0.00		0.00			
							55.00		7012.50				
			*CUSTOMER	TOTAL*		9116.25		0.00	9116.25				
							71.50						
			*CHECK 2	TOTAL*		9116.25		0.00	9116.25		9044.7	5	
							71.50			0.00			
			**BATCH TO	TAL**		9116.25		0.00	9116.25		9044.7	5	
							71.50						



# **Financial Summary– Report ARJ018**

Program: A	RJ018-S		FRONTIER 4.1 EC PROGRAM - V4.1 ECS041c Date: 9/09/21				Page: 1				
Div: UG				A/R JOURNAL ENTRY SUMMARY					Time: 1	7:54:10	
ACCOUNT #	ALPHA	ACCOUNT DESCRIPTION		DEBITS		CREDITS		NET			
99-01-033	AR UG	AR ACCOUNT				9116.25		9116.25-			
99-01-034	ARDS UG	AR DISCOUNT ACCOUNT		71.50		0.00		71.50			
99-10-101	CASHAUG	CASH ACCOUNT		9044.75				9044.75			
				9116.25 *		9116.25 *		.00 *			
				9116.25 **		9116.25 **	:	.00 **			
(											



# MEMENU – Option 320 Enter criteria, Enter, F3

ECS041C	SUBMI	T AR CLOSE L	IPDATE	9/09/21 10:33:17
Use this range or Submittin	screen to indicate t fiscal period, repor g this job will perf	he company(s t level and orm the mont	a) or the division(s journal entry proce th end process.	s), date ess.
or	Company + for more values Division + for more values	 		
	Beginning date Ending date	0/00/00	(MMDDYY) (MMDDYY)	
or	Fiscal period	<u>2109</u>	(YYMM)	
	Report level	<u>D</u>	(D - detail reports (S - summary r <u>epor</u> t	sonly) tsonly)
	Journal entry	<u>C</u>	(C – cumulative) (R – recreate)	
<u>GL03</u> F3=Submit a	nd exit F12=Cancel			



# Access job status and reports

* Edit *		* Update *	
10. AP Distribution	MAP001CE	310. AP Distribution	MAP001CU
12. AP Purchase Price Var	MAP002CE	312. AP Purchase Price Var	MAP002CU
20. AR Close	MAR001CE	320. AR Close	MAR001CU
30. Inventory Close	MIC001CE	330. Inventory Close	MIC001CU
40. Labor Close	MLB001CE	340. Labor Close	MLB001CU
50. Customer Order Close	MSA001CE	350. Customer Order Close	MSA001CU
60. Manufacturing Close	MW0001CE	360. Manufacturing Close	MW0001CU
62. Manufacturing Scrap	MW0002CE	362. Manufacturing Scrap	MW0002CU
70. Fiscal Period Reset	MAF001CE	370. Fiscal Period Reset	MAF001CU
* File Maintenance *		* System Functions	*
901. Summarized G/L File	GLJ901C	900 System Functions Menu	SYMENU
		OFF. Sign Off	

SYMENU	System Functions Menu	9/08/21 09:03:38
Select one of the following	g:	
* AS/400 Functions * 5. Send Message 6 Display Messages 7. Work Submitted Jobs 8. Work Output 9. Start Printer 10. End Printer 11. End Pass Through 12. Display Library List OFF. Sign Off		
Selection or command		
F3=Exit F4=Prompt		



### Job run List. Enter 8 on the line to access reports





# Journal Entry from Closing the period since the last close (cumulative close)

Π	isplau Spooled File				Disp	lay Spooled File		
File : QSYSPRT Control		Page/Line Columns	1/3 1 - 78	File : Control Find	QSYSPRT 		Page/Line Columns	1/3 79 - 132
*+	+4+5	+6+	7 +	8+9+.	0+1.	+		
Program: GLJ800	FRONTIER	4.1 EC PROGRA	4 - V4.1 ECS	so 410	Date:	9/09/21 Page:	1	
		GENERAL LEDG	ER INTERFACE	=	Time:	18:35:19		
		SUM	1ARY					
DIV REF # ACCOUNT	DEBIT	CREDI	I DESCRIPTI	I O N	PERIOD			
UG AR003 99-01-033		9116.2	5 AR ACCOUN	١T	2109			
UG AR003 99-01-034	71.50		AR DISCOU	JN <sub>T ACCOUNT</sub>	2109			
UG AR003 99-10-101	9044.75		CASH ACCO	DU <sub>NT</sub>	2100			
UG AR003	9116.25	9116.2	ō		2109 <b>**</b> JOUR	NAL TOTAL **		

#### **Friedman** Corporation

# General Ledger/Process Journal Entry Enter period, Open. Search Journals

#### Process Journal Entry





#### Click Underlined journal number See detail loaded by close process You can update account numbers or amounts if necessary. The journal is in balance so it can be posted

Journal In	nformation						
Journal	AR003	Debit Amount	9116.25 Status	Unposted	Print		~
		Credit Amount	9116.25 Descript	ion A/R TRNF			
		Balance Amount	0.00 Auto Re Period	verse 0	Q		
O New	Open Save	Post 📄	Unpost GCance	I Intercompany			
Add Account	Remove Account						
Account	Description		Debit	Credit	Transaction Description	Seq 🔺	Free Fiel
<u>99-01-033</u>	AR ACCOUNT		\$0.0	\$9,116.25	A/R TRNF	1	
<u>99-01-034</u>	AR DISCOUNT ACCOU	NT	\$71.5	i0 \$0.00	A/R TRNF	2	
99-10-101	CASH ACCOUNT		\$9,044.1	5 \$0.00	A/R TRNF	3	



# New invoicing

				INVOICE REGISTER				Date:	9/9/21		Page: 1	
Program: INV	Program: INV010		FRONTIER 4	.1 EC PR	OGRAM - V4.1 ECSO	041C		Time:	18:49:46			
Warehouse: L	JG			DAILY I	NVOICE REGISTER							
		SOLD-TO	INVOICE	ТР	MERCHANDISE		FREIGHT		TOTAL		MARG%	
ORDER-#	NAME	SHIP-TO				MISC CHARGE		TAX		COST		
70065330-00	UG TEST CUSTOMER	UG01	011010597	SI	687.50		0.00		876.57		81.82-	
		UG01				0.00		189.07		1250.00		
TOTAL Custom	ner				687.50		0.00		876.57			
						0.00		189.07				
		** BRANC	H TOTAL **		687.50		0.00		876.57			
						0.00		189.07				
		* GRAND	TOTAL*		687.50		0.00		876.57			
						0.00		189.07				


### **New Payments**

Batch Number Intercompany Batch Date	124595 09/09/2021		Batch Amount Lock Box	A Post	Cancel	¥ X Exit	Batch Balan	ce 0.00									
Customer Number	Information UG01 Account M	Aanag	ement	Custo UG TES 1257 N CHICA Contac Phone: Email:	omer: UG01 ST CUSTOMER I HIGGINS ROAD GO, IL 60642 tt: : Ext:	AR Balanc	e :	17531.29	Open Orders	-22	068.75	Telephone contact per	# for the rson	Telephone # for contact regarding ship	g	Telephone # for the contact regarding credit	
Check Info Check Number	595421		Check Amo	unt	1: OCancel	7362.18	Check Date	09/09/2	021	IZ	Sequenc	e Number	0001	Applied Amount	0.00	Balance Amount	17362.18

When all invoices were fully applied, we were short \$31.59. The customer noted they were deducting from the payment because several pizzas were damaged in transit. We investigated and agreed to an allowance

	Check Info	ormation														
	Check Number	595421	P	Check Amount		17362.18 Check D	ate 09/09/	2021	12	Sequence Number	0001	Applied Amount	17531.29	Balance Amoun	t -31.59	
	🕢 New	Save	Po:	st 🛛 🔓 Unpo	ost 🥥 Cancel											
8	Apply Cash Select Write Off Alpha & Full mode															
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	Invoice d	ate Net	due date	Comments	
<b>I</b>	0/09/21					1										
					\$2,629.70	\$2,629.70	\$20.63	\$0.00	011010593	7006531700		09/09/21	10/	09/21	Add Notes	
					\$1,577.82	\$1,577.82	\$12.38	\$0.00	011010594	7006531800		09/09/21	10/	09/21	Add Notes	
					\$8,765.63	\$8,765.63	\$68.75	\$0.00	011010595	7006531900		09/09/21	10/	09/21	Add Notes	
					\$3,681.57	\$3,681.57	\$28.88	\$0.00	011010596	7006532000		09/09/21	10/	09/21	Add Notes	
					\$876.57	\$876.57	\$6.88	\$0.00	011010597	7006533000		09/09/21	10/	09/21	Add Notes	
					\$17,531.29	\$17,531.29	\$137.52	\$0.00								

#### Friedman Corporation

#### Toggle Acct Mgmt. button displays line. Click write-off. Choose appropriate Alpha code, enter amount shown as the balance. Press Add.

- Check Inf	formation																	
Check Number	595421	P	Check Amount		17362.18 Check D	ate 09/09/2	021	12	Sequence Number	0001 A	pplied Amount 17531	.29 Balance Am	ount -31.59					
O New	Save	- Pas	a   🔒 Uno	osi 🤤 Cancel														
Reference #		Write	Off	On-Acct	Alpha		Amoun	t		Division	Warehouse	Due date	5	Invoice date		Terms		
GL					WRITEOF		*		-31.59	UG	×	*		12	12		*	🕝 Add
Apply Cash	Select Write Off Alph	ia 🖉 Fu	ll mode		_	-	-		_	_		JP Clear	Pending Applied	Clear Filters P Clear Grouping	Grouping Sort -	Toggle Summary 📑 Toggle Ac	ct Mgmt	Je Import AR Data
Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO#	Invoice date	Net due date	Comments					
				\$2,629.70	\$2,629.70	\$20.63	\$0.00	011010593	7006531700		09/09/21	10/09/21	Add Notes					
				\$1,577.82	\$1,577.82	\$12.38	\$0.00	011010594	7006531800		09/09/21	10/09/21	Add Notes					
0 0				\$8,765.63	\$8,765.63	\$68.75	\$0.00	011010595	7006531900		09/09/21	10/09/21	Add Notes					
				\$3,681.57	\$3,681.57	\$28,88	\$0.00	011010596	7006532000		09/09/21	10/09/21	Add Notes					
				\$876.57	\$876.57	\$6.88	\$0.00	011010597	7006533000		09/09/21	10/09/21	Add Notes					
				\$17,531.29	\$17,531.29	\$137.52	\$0.00											

# The system applies the entry for the allowance, the applied amount is in balance and the invoice can be posted. Press Post.

riedman

	Check Info	ormation												_							
c	heck Number	595421	Q	Check Amount	17	362.18 Check Da	te 09/09/2	021	12	Sequence Number	0001	Applied A	mount 174	99,70 Balance An	nount 0.00						
	🚫 New	Save	Pos	st Uno	ost 🤤 Cancel																
Refer	rence #			Write Off	On-Acct	Amount			Divis	sion	Wareho	ouse	Due date		-	Invoice date		Terms			
									UG				*		12			12		~	🔘 Add
	pply Cash 📙	Select Write Off Alph	na 🥜 Fu	ill mode										J <sup>b</sup> Clea	ar Pending Applied	Clear Filters	Clear Grouping	Grouping Sort-	Toggle Summary	Foggle Acct Mgmt	Je Import AR Data
	Write Off	Write Off Alpha	Full	Disputed	Apply Amo	Invoice Amt	Discount	Net due	Invoice #	Reference #	PO #	#	nvoice date	Net due date	Comments						
	one)																				
					-\$31.59	\$0.00	S0.00	\$31.59	WRITEOF	GL00010006			09/09/21		Add Notes						
					-\$31.59	\$0.00	\$0.00	\$31.59		1000											
<b>I</b> 10	/09/21																				
E					\$2,629.70	\$2,629.70	\$20.63	\$0.00	011010593	7006531700			09/09/21	10/09/21	Add Notes						
					\$1,577.82	\$1,577.82	\$12.38	\$0.00	011010594	7006531800			09/09/21	10/09/21	Add Notes						
					\$8,765.63	\$8,765.63	\$68.75	\$0.00	011010595	7006531900			09/09/21	10/09/21	Add Notes						
					\$3,681.57	\$3,681.57	\$28.88	\$0.00	011010596	7006532000			09/09/21	10/09/21	Add Notes						
					\$876.57	\$876.57	\$6.88	\$0.00	011010597	7006533000		4	09/09/21	10/09/21	Add Notes						
					\$17,531,29	\$17,531,29	\$137.52	\$0.00													



## Enter the batch amount. Press Save. Post. Then run the daily reports.

Batch Number	124595	P	Batch Amount		17362.18	Batch Balance	0.00
Intercompany	0		Lock Box	A	*		
Datch Data	00/00/2024	1000					



# All invoice have been paid so the AR balance should be and is zero.

ivision(s): UG /arehouse(s): UG	
Accounts Receivable Analysis	
There are no invoices for the selection made in our records.	
Customer Range:	Search Clear
From: To:	
✓ Analyze all customers	
Display all warehouses	
Analyze by project/phase within sold-to customer	
Aging Analysis Basis:	
Due Date: Display Summary data periods based on the due date of the invoices.	
O Invoice Date: Display summary date periods based on the invoice issue date.	
O Discount Date: Display summary date periods based on the date at which discount amounts will be lost.	
Show Detail Totaled By:	
Sold-To, Ship-To, Credit Reason, Salesperson	
O Sold-To	
	Search Clear
	Clear Clear



#### **A/R Reconciliation Spreadsheet**

	Invoiced	Payments/ Adjustmts	Balance						
Prior	6311.26	6311.26	0.00	(1)	and the last to the second sec	had both finithmy birmer a			
9/9/2021	25770.97 (1)		25770.97		De ORDA	1.0	1.0 1.0 1.0 1.0 0	IX 120 Design 6/12 total lawood	Recommission Free Day Table
9/9/2021		9116.25 (2	2) 16654.72		12/10	\$1.0	1100 1100 1100 1100	1400 122/0317 1140	10.00 11.00
9/9/2021	876.56 (3)		17531.29			1	1.1	1 J	
9/9/2021		17531.29 (4	l) 0.00	(2)	99-01-033	AR ACCOUNT		S0.00	\$9,116.25
	Contraction of the second				99-01-034	AR DISCOUNT AC	COUNT	\$71.50	S0.00
Total	32958.79	32958.80			99-10-101	CASHACCOUNT		\$9,044.75	50.00
				(3)	011010598 SKATEPIN 011010598 011010598 011010598 011010598	1 UG UG UG UG	99-01-033 99-01-033 99-01-033 99-01-033	687 103 34 51	.50 .13 .38 .56
				(4)	<u>99-01-033</u>	AR ACCOUNT		\$0.00	\$17,531.29
					99-01-034	AR DISCOUNT AC	COUNT	\$137.52	\$0.00
					99-10-101	CASH ACCOUNT		\$17,393.77	\$31.59
					99-99-101	WRITE OFF ACCT		\$31.59	S0.00



### QUESTIONS?

