PETRO - DATA, INC.

ACCOUNTS RECEIVABLE

USER MANUAL

INTEGRATED ACCOUNTING SYSTEMS FOR PETROLEUM MARKETERS

THE COMPLETE
JOBBER
™

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Getting Started

Petro-Data, Inc provides Integrated Software Systems for Petroleum Distributors and Propane Distributors since 1985. The Complete Jobber is a full complement of software and related services including:

- Fuel Jobber Software
- Fuel Delivery Software
- Fuel Price Software
- Fuel Tax Reporting
- Cardlock Software
- Oil and TBA Software
- Download Fuel
- Supplier Data
- Credit Card Software
- EFT Entry
- Propane Software
- Customer EFTs
- C-Store Back Office
- PC in the Store
- POS Interface

Menus, Navigation and Options

It's recommended you use the TAB key to move from field to field on the pages. This ensures that all edits are processed to ensure accurate data.

At the bottom of most menu items, there are Option Buttons that will allow you to add, change or delete data from the system. Two navigation buttons, Next & Previous (Prev), can be used to display data by scrolling forward or backward through the setup table. These option buttons may vary depending on the allowed processes.

Menu Option Buttons

<Edit>　　　The Edit button will allow you to change the value in a field. Use the TAB key to navigate to the field to be changed.

<New>　　　The New button is used to add new data to the system.

<Next>　　　The Next button will scroll forward to the next record.

<Prev>　　　The Previous button will scroll backward to the previous record.

<Print>　　　The Print button will print the displayed record.

<Delete>　　　The Delete button will delete the current record that is displayed. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?*' displays. Click the **Y** button to delete the record or the **N** button to cancel the delete.

<Duplicate>　　The Duplicate button will to add another new record based on the values of the record that is currently displayed. A popup box with 'Record not found. Do you want to add it?' displays. Click Y to create a new record or N to cancel adding new data. Use the TAB key to make any needed changes.

<Exit>　　　The Exit button will close the current page.

ACCOUNTS RECEIVABLE

Customers

AR, Customers

Master Files, such as inventory items and tanks, must be entered before processing can begin. There are many files required to process purchases and sales of fuel and lubes and to maintain all the information needed for tax and management reports.

Add or Change Customers
Accounts Receivable, Customers, Add Customer

With this menu option, you will add all your customers to Petro-Data. There are four tabs available for customer setup: Customer (General Data), Taxes, Ship To and Comments.

The system will guide you through each field beginning with the customer number. Some information may pre-populate if you have created a Customer Default Record. You can accept the default information by pressing <Enter> or type in the correct information.

Although the system only requires Customer ID and Tax Authority, many other fields are needed for statements, drafts, special prices, etc...

Customer	Taxes	Ship To	Comments

Custno:	CUST01	Customer Stop #1	Sort Name	CUST01
Address1:	123 Main Street		Balance	
Address2:			Credit Limit	999999	Budget
Cityid:	SA	SAN ANTONIO	High Balance		/ /
State:	TX	Zip	78123	Lst Pay. / /	Lst Sale / /

Phone 1:	555-978-1234	Phone 2:	- -
Contact:	Bob Smith	Fax:	
Title:	Owner	Email:	bob@cust.com
Vendor:		Ponum	

Load Calc	Y	Fin Chg?	N	Statement?	Y	Hold?	N	Carrier	
User		Sp Price?	Y	Price Cd	1	Eft?	Y	Tnk Code	

Comment		Ship To	
Terms:	1	NET 10	Territory	TEXAS	Texas
Salesman	JB	Joe Black	Industry	DEALER	DEALERS
Location	1	GL CODE FOR LOCA	Orgdate:	/ /
Email Statmnt?	Y	Term Loc	9	

Edit	New	Next	Prev	Delete	Tax	Shipto	Exit

General Customer Setup

Customer Number
For a new customer, create a customer ID. The 6 character customer ID may be letters and/or numbers. If you are changing or inquiring on an existing customer, enter a Customer ID or press F2 or click the magnifying glass to view existing customers. The customer number field can not be changed once created. The entire customer record must be deleted and set up again under the correct customer ID number.

Customer Name
Enter the complete name of the company or the name of the individual customer. This field will print as entered on reports, invoices, statements, etc. It is not necessary to enter last name first.

Sort Name
This field was designed for use with numeric customer codes. If you are using Alpha customer codes as shown above, you may leave this field blank.

Address 1
Enter the mailing address or Post Office Box Number.

Address 2
Enter the second line of the customer's address if needed or leave this blank.

Balance
This is the current receivable balance for this customer. This amount is maintained by daily processing. This field is skipped when adding a new customer ID.

Credit Limit
The default Credit Limit from the Customer Default Record may display. You can accept this value or enter a different credit limit for this customer. The credit limit is checked during invoice entry. If the customer exceeds their limit, a warning message will display. Do not leave the credit limit Zero. If you don't want to monitor credit limits, enter 999999.

Budget
Enter the Monthly Budget Amount for this customer.

CityID
If you are using the Freight module and the system calculates freight based on city, enter the City Code from City File Maintenance. The city description will automatically display.

If you don't use the Freight module, you can leave this field blank. You can manually enter the city name in the next field.

High Balance and Date
The system updates these fields automatically when sales and payments are updated, updating the customer balance.

Last Payment
The system updates this field automatically when cash receipts are entered and updated.

Last Sale
    The system updates this field automatically when invoices are updated.

State
    Enter the two-character State code or accept the default. State is very important for Fuel Tax reports as it is used to determine imports and exports.

Zip
    Enter the Zip Code or accept the default from the Customer Default record.

Phone 1
    Enter the telephone number including the area code. Enter just the numbers, dashes are provided in the field.

Phone 2
    Enter a second phone number if needed.

Customer Contact
    Enter the name of the contact person.

Fax
    Enter the fax number.

Contact Title
    Enter the title of the contact person.

Email
    Enter the customer's main Email address. This field is used when you set up Customer Send data for emailing invoices, drafts or statements directly to customers. Multiple email addresses may be entered separated by a comma and a space.

Vendor
    If this is a branded dealer, you may enter the Vendor. You can use the lookup function to view a list of valid vendors. This field is used in the Consignment module. This field may be left blank.

PO Number
    If this customer has a blanket PO number that must recorded on every invoice, you may enter it here. Otherwise, leave this field blank.

Load Calculation
    For Texas fuel customers, enter 'Y' to have the system automatically calculate Texas Delivery Fee (Load Fee) and print it on the sales invoice. For non-Texas customers, leave this field blank.

Finance Charge
  Y   Calculate finance charge on this customer.
  N   No Finance Charge will be calculated for this customer

Statement
  Y   Print a statement for this customer.
  N   Skip this customer when printing statements. An individual statement can still be printed
        if needed.

Hold
  Y   Customer is on hold. No sales invoices can be entered until the code is removed.
  N   Customer is not on hold and sales invoices can be entered.
  I   Customer is Inactive. No sales can be made to this customer.
  W   This customer had a balance that was written off. No sales can be made to this customer.

Carrier
  Enter a default freight truck for this customer. This truck will populate automatically on
  BOL entry. This field is also used in some special freight calculation programs where
  different carriers have different freight rates.

User
  This code is designed for special reporting needs. The code is a user-defined value and is
  used only in reporting, usually with Selection Criteria options. Before using this field, make
  sure that the Selection Criteria for a report you need is enabled.

Special Price
  Y   This customer has special price records. The system will automatically put Y in this field
        when a special price is set up in the Special Price Master File.
  N   This customer has no special price records setup. A blank also designates no special
        price setup.

Price Code
  This field does not apply to direct delivery customers and is used mostly for Lubes and
  inventory other than fuel. Enter price code value of 1-5. This field defines which price level
  in the inventory item records is used on the customer's invoices. The Price Code from the
  Customer Default Record may display.

Eft Code
  Y   Create a Draft for this customer in the Draft Program. A value of 'D' will also designate
        that the customer will be drafted.
  N   Do not create a Customer Draft for this customer.
  C   This customer receives a Collection Notice only.

Tank Code

   Y   This customer has a PROPANE tank and pays a tank rental fee.

   K   Keep this customer's PROPANE TANK full. Deliver as needed.

Leave this field blank if you do not sell propane to the customer.

Comment Code

You can enter a comment code that will print on every invoice sent to the customer. To use this feature, a Comment Code must be set up in Jobber Inventory Comment File Maintenance.   You can use the lookup function to display valid comment setup.

Ship To

Ship To locations are created on the Ship To tab of Customer Setup.
If you sell to customers with multiple tank locations, you may need to create multiple Ship To addresses. This is also true for customers with a delivery location in a state different from their billing state.
When you are creating a customer, leave this field blank. After you create a Ship To address, return to the main screen and enter it here. Use the lookup function to view a valid list of Ship To locations for this customer.

Terms

Enter the customer Terms that will be used for all sales invoices. If you leave this field blank, Invoice Due Date is the same as the invoice date. Use the lookup function to view valid terms. The default Terms Code from the Customer Default Record may display.

Terms must be set up in the Terms Master File before the customer records are entered.

Territory

Enter the Territory code or use the lookup function to view setup values. Territory is used for some reports, including Sales Analysis. The default Territory Code from the Customer Default Record may display.

Salesman

Enter the Salesman code or use the lookup function to view setup values. Salesman is used for some reports, especially Detail Sales Analysis. The default Salesman Code from the Customer Default Record may display.

Industry

Enter the Industry code or use the lookup function to view setup values. Industry is used for some reports, especially Detail Sales Analysis. The default Industry Code from the Customer Default Record may display.

Location

Enter the Location code or use the lookup function to view setup values. Location is used on most reports, especially Detail Sales Analysis. The default Territory Code from the Customer Default Record may display.

Origin Date (Org Date)

Enter the date this company or individual became your customer. This field may be left blank.

Email Statement

Y   Email a statement to customer. Valid email address must be set up in Customer file or Customer Send File.

N   Do not email statement to customer. A Blank is the same as 'N'.

Terminal Location

Enter the location of your terminal.

This completes the first page of the customer record.   The next step will be to create a Tax Record for your customer.

Customer Tax Setup

Authority Code

Enter the Tax Authority for this customer. This value controls taxes applied for sales (federal, state, county, etc...) for this customer. Use the lookup feature to view valid setup.

Registered

This field applies to Texas customers only.

Some exempt customers are limited to the number of gallons of dyed diesel they may purchase in a single month. If the customer is limited, enter 'Y'. Otherwise leave this field blank. The Maximum gallons are entered in the Freight Values field in Jobber.

Hsd Gal

This field applies to Texas customers only.

If 'Registered' is 'Y', enter the number of dyed diesel gallons that can be purchased in a single month. When maximum gallons are reached, a message displays in the sales invoice screen. If required, the operator can remove the exemption when the Next load is delivered if it is in the same month. This field automatically clears during Month End Close.

Fed No

Enter the Federal Tax Identification number for this customer. This field is required when filing for a refund of federal taxes paid, if the customer is exempt. Enter an expiration date, if applicable. This number prints on Federal Tax Reports such as the Request for Refund of Federal Taxes Paid. This field does not determine whether taxes will be charged on an invoice or not. It is for reporting purposes only. Exemption codes must be entered on taxes that are not charged to this customer.

St No

Enter the State Tax Identification for this customer if required for State tax reporting. Enter an expiration date, if applicable. This number prints on State Tax Reports and Fuel Tax Audit reports. This field does not determine whether taxes will be charged on an invoice or not. It is for reporting purposes only. Enter the number without dashes or spaces. Most electronic filing software requires only numbers.

Tax Exempt

Do not leave this field blank.

Y   The customer is exempt and does not pay sales tax.
N   The customer is not exempt from sales tax.

This field, along with the Sales Tax field in the Inventory Item record, determines whether or not the customer will be charged sales tax on a taxable item on a sales invoice.

UST Date

If this customer has an onsite Underground Storage Tank, enter the date of the last inspection. This is a reference field for reporting only.

Resaleno

    Enter the customer Resale Certificate number which allows them to purchase warehouse items and other sales taxable items without sales tax.   This field does not determine whether taxes will be charged on an invoice or not. See the 'Tax Exempt' field.

The Sales Taxes and Fuel Tax rates that apply are displayed. These taxes include City, County, State, MTA, Other, and Total Tax Rate. Fuel taxes are displayed in a grid below these taxes. These rates come from the codes entered in the Tax Authority. If they are incorrect, enter a different Tax Authority Code with the correct taxes or correct the tax rates in Sales Tax and/or Fuel Tax Maintenance.

Fuel Tax Exemptions

In the Fuel Tax grid, there is a column for Fuel Tax Exemptions (Ex Code). In Taxes section, you can define any of the taxes as exempt for this customer. The default is 0 Not Exempt or No Exemption.

To exempt this customer from one or more of the fuel taxes, click the 'Ex Code' column of the fuel tax. The<F2> key will display the valid exemption codes. Select the appropriate exemption code for any tax the customer does not pay. The description of the exemption will display next to the code.

The tax will not be charged on the customer's sales invoice and the sale will accrue as an exempt sale on the tax reports in the Fuel Tax Report Module. The exemption code determines on which schedule the exempt sale will print.

Taxcode	Tax Rate	Tax Description	Ex Code	Ex Code Desc
0	0.000000	NONE		No Exemption
1	18.20000	FEDERAL GASOLINE	3	FEDERAL GOVT
3	24.30000	FEDERAL DIESEL		No Exemption
4	20.00000	STATE LSD TAX		Not Exempt
5	20.00000	STATE HSD TAX	1	SIGNED STATEMENT
9	0.100000	FEDERAL GAS LUST FU|		No Exemption
14	4.000000	STATE LUBE/OIL TAX		Not Exempt

Customer Ship-To Setup

When the delivery address is different from the billing address, ship-to address records are needed. When the billing address is in a different state, a delivery address (Ship-To record) must be set up so that the sales will not appear on an Export schedule in the State Tax Report Module. The Customer State field determines where the fuel was delivered.

Different addresses may also have different tax authorities, exemptions, etc.. In invoicing, the operator may choose from any of the Ship To addresses set up for each customer.

From the Customer File Maintenance screen, click the SHIP TO tab.

Customer Name
Enter the customer name for this ship-to address if it's different from the main address. For example, if the company name is Stop-n-Go, but this ship-to is Stop-n-Go #25, change the company name.

Address 1
Enter the ship-to street address.

Address 2
Enter a second address, if applicable.

Cityid

Enter the City ID or City name or accept the displayed one.

State

Enter the two-character State abbreviation or accept the displayed one.

Zip

Enter the Zip Code for this address.

Phone 1

Enter the main telephone number including the area code for this ship-to address. Enter just the numbers, no dashes are needed.

Phone 2

Enter a second phone number if needed.

Customer Contact

Enter the name of the contact person at this location or leave this field blank.

Fax

Enter the fax number at this location.

Contact Title

Enter the title of the contact person or leave this field blank.

Email

Enter the customer Email address if any. This field can be used in Sales Invoice Entry in Jobber Inventory if you email invoices directly to customers.

Load Calculation

This applies to Texas customers only. If you are automatically calculating and adding Texas Delivery Fee (Load Fee) to customer invoices as a line item, enter Y. Otherwise, leave this field blank.

Hold

Y   Customer is on hold. No sales invoices can be entered until the code is removed.
N   Customer is not on hold and sales invoices can be entered.
I   Customer is Inactive. No sales can be made to this customer.
W   This customer had a balance that was written off. No sales can be made to this customer.

Carrier

Enter a default freight truck for this customer. This truck will populate automatically on BOL entry. This field is also used in some special freight calculation programs where different carriers have different freight rates.

User Code

Leave this field blank unless you have special reporting needs. This is a user-defined field used only in reporting with Selection Criteria. Before using this field, make sure that the report you need gives you the Code field as a selection criteria.

PO Number

If this customer has a blanket PO number that must recorded on every invoice, you may enter it here. Otherwise, leave this field blank.

Comment Code

You can enter a comment code that will print on every invoice sent to the customer. To use this feature, a Comment Code must be set up in Jobber Inventory Comment File Maintenance.   You can use the lookup function to display valid comment setup.

Territory

Enter the Territory code or use the lookup function to view setup values. Territory is used for some reports, including Sales Analysis. The default Territory Code from the Customer Default Record may display.

Salesman

Enter the Salesman code or use the lookup function to view setup values. Salesman is used for some reports, especially Detail Sales Analysis. The default Salesman Code from the Customer Default Record may display.

Industry

Enter the Industry code or use the lookup function to view setup values. Industry is used for some reports, especially Detail Sales Analysis. The default Industry Code from the Customer Default Record may display.

Location

Enter the Location code or use the lookup function to view setup values. Location is used on most reports, especially Detail Sales Analysis. The default Territory Code from the Customer Default Record may display.

Customer Ship-To Comments

The comments box is free-form text so you can enter anything you choose. Comments are related to each Ship To location.

Comments do not print on invoices but may be printed from the Customer Setup screen. There is an button to add Delivery notes included on this screen. These delivery notes will print on the dispatch ticket or sales invoice.

Customer	Customer Taxes	Ship To	Customer Comments

Custno: CUST01   Customer Stop #1

You can type any type of comment in this box.

You can type any special delivery instructions.

You can also type in any special information about your customer such as birthdays, family names, etc...

A special feature allows the entry of Delivery Notes.

Edit	Next	Prev	Customer	Shipto	Exit	Print Comments	Delivery Notes

Delivery Instructions for Customer Stop #1

Special deliveries only on Sunday.

The tank is behind the 2nd building on the left.

Edit	Print	Exit

Short Customer List
Accounts Receivable, Customers, Short Customer List

The Customer List Report is a simple report which prints the name and address for each customer with option whether to print comments. This report is saved to an excel file automatically. The file name displays on the screen after the report prints or displays.

Use Selection Criteria to print certain groups of customers.

```
Enter the date    05/17/2019

Report Type:   1=Regular    2=Short    3=Shorter  1

Input selection criteria? N            Include comments? (Y/N)  N

Include ship to addresses  N           Include Dealer Numbers  N

Sort:  1=by Name     2=Alpha Customer ID    3=Numeric
       4=Alphasort   5=City  1

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Report Type
> **Regular** Includes most relevant fields for each customer including taxes. The report is printed at 12 lines per customer.
> **Short** Includes name, address, salesman, last sale date, limit and terms.   The report is printed at 5 lines per customer.
> **Shorter** Includes name, address, salesman, last sale date, limit and terms in a condensed print format.   The report is printed at 3 lines per customer.

Input Selection Criteria?
> Y   Filter the report by entering a selection criteria.
> N   Print the complete report with no filters.

Include Comments?
> Y   Include the comments from the Customer File on the report.
> N   Do not include comments from the Customer File on the report.

Include All Ship To Addresses
> Y   Include Ship-To addresses on the report..
> N   Do not include Ship to addresses

Include Dealer Numbers
> Y   Include the Credit Card Dealer Numbers on the report.
> N   Do not include Credit Card Dealer Numbers on the report.

Sort

1. Name Sort using the customer name (PETRO-DATA, INC.)
2. Alpha Customer ID Sort using the customer ID (PETDAT)
3. Numeric Sort using numeric customer ID (codes like 7845)
4. Alpha Sort using the 'Alpha Sort' field in the customer file
5. City Sort by City ID code in the customer file

Regular Report

```
Date: 05/17/2019                    Petro-Data Inc.                    Page No.
Time: 12:16:56            CUSTOMER FILE REPORT ON 05/17/2019                  1


CustNo    Name and Address              Telephone      Salesman  Last Sale  Stx Ex

ACME      Acme Construction
          Main Offices              jim@petro-data.com
          100 Civic Center Drive
          Castroville, TX 78201

Fin Chg? N           Price Code          Cr Limit  20000.00  Gl Code
Terr    FOREST    Industry DEALER      Terms 4      .02/GAL NET 10
Tax exempt? Yes   6.7500                Auth Code TEXAS
City Sales Tax 6.0   YES   County Tax .5      YES   State Sales Tax 1.0  YES
State Sales Tax 1.0  YES   NONE             YES   FEDERAL DIESEL       YES
Federal Ethanol      YES   STATE GASOLINE   YES   FEDERAL GASOLINE     YES
FEDERAL GAS LUST FUN YES   STATE HSD TAX    YES   STATE LSD TAX        NO
STATE LUBE/OIL TAX   YES
```

Short Report

```
Date: 05/17/2019                    Petro-Data Inc.                    Page No.
Time: 12:19:47            CUSTOMER FILE REPORT ON 05/17/2019                  1


CustNo    Name and Address              Telephone      Salesman  Last Sale  Stx Ex

ACME      Acme Construction            512/777-3333   BW       08/01/2018
          Main Offices              jim@petro-data.com
          100 Civic Center Drive
          Castroville, TX 78201       Limit   20000  Terms  .02/GAL NET 10
```

Shorter Report

```
Date: 05/17/2019                      Petro-Data Inc.                      Page No.
Time: 12:21:58              CUSTOMER FILE REPORT ON 05/17/2019                    1


Cust No.  Company Name          Address 1          City State Zip            Telephone
          Address2              Terms              CrLimit  Budget  Salemn  Lst Sale  Stx Ex

ACME      Acme Construction     Main Offices       Castroville, TX 78201      512/777-3333
          100 Civic Center Drive .02/GAL NET 10       20000    0   BW      08/01/2018
          JiS Whitesell            jim@petro-data.com
```

Detail Customer List

Accounts Receivable, Customers, Detail customer List

The Detail Customer List prints every field in the customer file. This report lists one customer per page and may be used for proofing the customer files after initial setup.

```
Enter cust no. /  Blank=All  [      ]              [                    ]

Input selection criteria?  N

Sort:  1=Name     2=Alpha custno     3=Numeric custno     4=Alpha sort  1

Put one customer per page? (Y/N)  Y

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Customer Number / Blank=ALL
> Enter the Customer number to print or leave the field blank to print all customers.

Input Selection Criteria?
> Y   Filter the report by entering a selection criteria for the report.
> N   Print the complete report without filters.

Sort Option
> 1   Name sort by the customer name field
> 2   Alpha sort by customer ID. Select this option only if all your customer codes are letters. Numbers at the end of the sort are included as alpha Ids.
> 3   Numeric sort by customer ID. Select this option only if all your customer codes are numbers.
> 4   Alpha by the 'Sort Name' field in the customer file.

Customer Number:ACME
1->Company Name: Acme Construction   2->GL Code:
3->Address: Main Offices   4->Org Date: / /
5->Address: 100 Civic Center Drive
6->City: CAS   Castroville   7->State: TX   8->Zip Code: 78201
9->Customer Contact: JiS Whitesell   10->Comment Code:
11->Contact Title: Purchasing Manager   12->Discount Percent: 0
13->Telephone No.: 512/777-3333   Unapplied Credit $ 0.00
    Terms Descr: .02/GAL NET 10
14->Terms Code: 4   15->Credit Limit $
                                              20000
                                         16->Spec Price? Y
    Current Balance $ 127.48
                     On Order $
                                      0.00 YTD Sales $ 28222.20
17->Terr: FOREST   18->Indust: DEALER19->Pr Code: 20->Last Pymt: 08/01/2018
21->Salesman: BW   22->Code: 23->Fin. Chg: N 24->Last Sale: 08/01/2018

Sales Tax and Fuel Tax Information

1->Tax Authority: TEXAS   TEXAS   2->State Exempt?
3->Tax No: 4->Ex 1: 987811111   5->Ex 2: DD12345789
   City   1   6.1000 City Sales Tax   County 8   0.5000 County Tax .5
   State 3   1.0000 State Sales Tax   Mta   3   1.0000 State Sales Tax
   Other 0   0.0000 NONE   SALES TAX PERCENT 8.6000
6->3   0.2430   FEDERAL DIESEL   7->79   0.1830   Federal Ethanol
8->2   0.2000   STATE GASOLINE   9->1   0.1820   FEDERAL GASOLIN
10->9   0.0010   FEDERAL GAS LUS   11->5   0.2000   STATE HSD TAX
12->4   0.2000   STATE LSD TAX   3   13->14 0.0400   STATE LUBE/OIL

Ship to Addresses

| Id# | Company Name | City | State | | |
	Telephone #	Authcode	Tax Exempt	Terr	Salesman
ACM1	ACME CONTRUCTION				
		Pearsall	TX		
	512/777-3333	TEXAS	N	FOREST	DG
ACM2	ACME CONTRUCTION				
		Pleasanton	TX		
	512/777-3333	100		PINE	DG □

Exemption Report
Accounts Receivable, Customers, Exemption Report

This report prints customer name, contact, phone number, Federal ID number, and expiration date based on the options selected.

```
1  By Tax Codes    2  By Exemptions     3  All Fuel Tax Exemptions
4  Sls Tax Ex      5  Exempt Tax Types  6  Both Types          1

Please Verify State Initials  TX

Enter tax code     [    ]                    [                        ]

Enter exemption code  [ ]                    [                        ]

Tax Types:      [    ]  [    ]  [    ]  [    ]

Enter date range 01/01/2019  03/31/2019 Input selection criteria? N

Enter State Expiration Date (Y/N)  Y          Exp Date  03/31/2019

Customer Sort Option:  1=By Customer Number   2=By Name   3=AlphaSort  2

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Report Options
1. By Tax Codes
2. By Exemptions
3. All Fuel Tax Exemptions
4. Sales Tax Exemptions
5. Exempt Tax Types
6. Both Types

Based on the Option selected, different report parameters may be required.

1 - By Tax Code
This report will list customers with an exemption to a selected Tax Code or all tax codes.

Please Verify State Initials
Enter the 2 digit state code.

Enter Tax Code
Use F2 to view available tax codes. You can select one specific code or leave this blank for all codes.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
  Y   Filter the report using the available selection criteria.
  N   Print all exemptions for the selected tax code(s) and dates.

Enter State Expiration Date
  Y   Print exemptions for an Expiration Date for State Licenses
  N   Print all exemptions

Expiration Date
  All customers with a State Expiration date less than or equal to this date will be printed.

Customer Sort Option
  1   Customer Number
  2   Customer Name
  3   Customer Alpha Sort

```
Date: 05/20/2019                     Petro-Data Inc.                      Page No.
Time: 07:29:06                     List by EXEMPTION #                        1
                           Date Range: 05/20/2019 to 05/20/2019


Company                    Contact         Phone          Id Num.      Exp Date
Acme Construction          JiS Whitesell   512/777-3333   DD12345789    /  /
ACME                                       FED ID         987811111
                                                                        /  /
BULK PLANT                 Lou Ehrenberg   512-541-2222   AG431112211   /  /
BULK                                       FED ID         678121111
                                                                        /  /
Blue Farm                  Bob Sanford     512/783-1234   AG432116111 01/01/01
BLUE                                       FED ID         123456781
                                                                      01/01/13
Co-op                      Bob Sanford     512/783-1234   AG432116111 01/01/01
PROSUM                                     FED ID         123456781
                                                                      01/01/01
Customer Stop #1           Bob Smith       555-978-1234                 /  /
CUST01
HOSSIER LOGGING                                                         /  /
HOSLOG
Handi Stop 31              ARMIN           210-223-8762                 /  /
11031
Johns Service Station                        /   -       AG432456789   /  /
JOHN                                        FED ID        761121111
```

2 - By Exemptions
This report will list customers with a selected exemption.

Please Verify State Initials
Enter the 2 digit state code.

Enter Exemption Code
Use F2 to view available exemption codes. You can select one specific code or leave this blank for all codes.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
Y   Filter the report using the available selection criteria.
N   Print all exemptions for the selected tax code(s) and dates.

Enter State Expiration Date
Y   Print exemptions for an Expiration Date for State Licenses
N   Print all exemptions

Expiration Date
All customers with a State Expiration date less than or equal to this date will be printed.

Customer Sort Option
1   Customer Number
2   Customer Name
3   Customer Alpha Sort

```
Date: 05/20/2019                    Petro-Data Inc.                        Page No.
Time: 07:36:53                    List by EXEMPTION #                          1
                          Date Range: 01/01/2000 to 05/20/2019


Company                     Contact          Phone          Id Num.       Exp Date
Acme Construction           JiS Whitesell    512/777-3333   DD12345789     /  /
ACME                                         FED ID         987811111
                                                                           /  /
BULK PLANT                  Lou Ehrenberg    512-541-2222   AG431112211    /  /
BULK                                         FED ID         678121111
                                                                           /  /
Blue Farm                   Bob Sanford      512/783-1234   AG432116111 01/01/01
BLUE                                         FED ID         123456781
                                                                        01/01/13
Co-op                       Bob Sanford      512/783-1234   AG432116111 01/01/01
PROSUM                                       FED ID         123456781
                                                                        01/01/01
Customer Stop #1            Bob Smith        555-978-1234                   /  /
CUST01
```

3 - By All Fuel Tax Exemptions
This report will list customers with any fuel tax exemption.

Please Verify State Initials
Enter the 2 digit state code.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
Y   Filter the report using the available selection criteria.
N   Print all exemptions for the selected tax code(s) and dates.

Enter State Expiration Date
Y   Print exemptions for an Expiration Date for State Licenses
N   Print all exemptions

Expiration Date
All customers with a State Expiration date less than or equal to this date will be printed.

Customer Sort Option
1   Customer Number
2   Customer Name
3   Customer Alpha Sort

```
Date: 05/19/2019                    Petro-Data Inc.                        Page No.
Time: 14:57:48                 List by ALL FUEL TAX EXEMPTION #                  1
                         Date Range: 01/01/2000 to 05/19/2019


Company                   Contact           Phone           Id Num.      Exp Date
Acme Construction         JiS Whitesell     512/777-3333    DD12345789    /  /
ACME                                        FED ID          987811111
                                                                         /  /
BULK PLANT                Lou Ehrenberg     512-541-2222    AG431112211   /  /
BULK                                        FED ID          678121111
                                                                         /  /
Blue Farm                 Bob Sanford       512/783-1234    AG432116111 01/01/01
BLUE                                        FED ID          123456781
                                                                        01/01/13
Co-op                     Bob Sanford       512/783-1234    AG432116111 01/01/01
PROSUM                                      FED ID          123456781
                                                                        01/01/01
```

By Fuel Tax Exemption

4 - By Sales Tax Exemptions
This report will list customers with a sales tax exemption in their setup.

Please Verify State Initials
Enter the 2 digit state code.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
Y   Filter the report using the available selection criteria.
N   Print all exemptions for the selected tax code(s) and dates.

Customer Sort Option
1   Customer Number
2   Customer Name
3   Customer Alpha Sort

```
Date: 05/19/2019                      Petro-Data Inc.                       Page No.
Time: 15:05:37                  List by ALL SALES TAX EXEMPTION #              1
                             Date Range: 01/01/2000 to 05/19/2019


Company                       Contact         Phone        Fd Ex  St Ex  Sls Tx
                                                                         Exempt/Resale No.
Acme Construction             JiS Whitesell   512/777-3333                Y
    ACME      Fed ID  987811111       State ID  DD12345789
Blue Farm                     Bob Sanford     512/783-1234                Y 98-9911111
    BLUE      Fed ID  123456781       State ID  AG432116111
Katco Inc.                    KATHY WHITE     214-253-8262                Y YES
    KATCO     Fed ID           State ID
Larco Enterprises             BOB JONES       214-253-8262                Y
    LARCO     Fed ID           State ID
Newco Limited                 JOE WELLS       210-223-8762                Y YES
    NEWCO     Fed ID           State ID
Petro-Market #1               LOUIS LOOFT     210-223-8762                Y
    PM1       Fed ID           State ID  Lic-PM1
Petro-Market #2               BOBBY SELLS     210-223-8762                Y YES
    PM2       Fed ID           State ID  123
Petro-Market #3               SALLY TALLY     210-223-8762                Y YES
    PM3       Fed ID           State ID
Petro-Market #4               SALLY TALLY     210-223-8762                Y YES
    PM4       Fed ID           State ID  DD111111
```

5 - By Exemption Tax Types
This report prints customers who are exempt from tax on particular tax types (GAS, DIE,..).

Please Verify State Initials
Enter the 2 digit state code.

Enter Tax Types
The tax types will default from Freight Value defaults. Use F2 to view available exemption codes. You can select up to four specific tax codes or leave these fields blank for all codes.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
Y   Filter the report using the available selection criteria.
N   Print all exemptions for the selected tax code(s) and dates.

Enter State Expiration Date
Y   Print exemptions for an Expiration Date for State Licenses
N   Print all exemptions

Expiration Date
All customers with a State Expiration date less than or equal to this date will be printed.

Customer Sort Option
1   Customer Number
2   Customer Name
3   Customer Alpha Sort

6 - By Exemptions
This report prints customers who had exempt sales for the selected fuel items and range of dates..

Please Verify State Initials
Enter the 2 digit state code.

Enter Exemption Code
The tax types will default from Freight Value defaults. Use F2 to view available exemption codes. You can select up to four specific tax codes or leave these fields blank for all codes.

Enter Date Range
Enter the from and through date range of sales invoices to check.

Input Selection Criteria
Y   Filter the report using the available selection criteria.
N   Print all exemptions for the selected tax code(s) and dates.

Enter State Expiration Date
Y   Print exemptions for an Expiration Date for State Licenses
N   Print all exemptions

Expiration Date
All customers with a State Expiration date less than or equal to this date will be printed.

Customer Sort Option
1   Customer Number
2   Customer Name
3   Customer Alpha Sort

```
Date: 10/10/2014                    Practice                    Page No.
Time: 14:31:16        List by Tax Exemption/Item and Exempt Sales Tax      1
                        Date Range: 01/01/2000 to 10/10/2014


Selection: Date Range: 01/01/2000 to 10/10/2014 .OR. ITEM=GAS

Company                  Contact        Phone        Fd Ex  St Ex  Sls Tx
                                                                   Exempt/Resale No.
Katco Inc.               KATHY WHITE    214-253-8262                Y YES
     KATCO     Fed ID                   State ID
Larco Enterprises        BOB JONES      214-253-8262                Y
     LARCO     Fed ID                   State ID
Newco Limited            JOE WELLS      210-223-8762                Y YES
     NEWCO     Fed ID                   State ID
Petro-Market #1          LOUIS LOOFT    210-223-8762                Y YES
     PM1       Fed ID                   State ID
Petro-Market #2          BOBBY SELLS    210-223-8762                Y YES
     PM2       Fed ID                   State ID
Petro-Market #3          SALLY TALLY    210-223-8762                Y YES
     PM3       Fed ID                   State ID
Petro-Market #4          SALLY TALLY    210-223-8762                Y YES
     PM4       Fed ID                   State ID
```

Tax Status Report
Accounts Receivable, Customers, Tax Status Report

This report prints customer with fuel tax exemptions. There is an the option to show exemptions and also show only customers with exemptions.

```
Enter the date    01/01/2019

Show Customer Address?      N

Show Fuel Tax Exemptions?   Y

Only Show Customers With Fuel Tax Exemptions   Y

Input selection criteria?  N

Sort:   1=by Name       2=Alpha customer number    3=Numeric
        4=Alphasort     5=City  1

1 State ID only     2=Fed ID Only      3=Both IDs      4=Neither  3

Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```

Show Customer Address
- Y   Print customer address
- N   Do not print customer address

Show Fuel Tax Exemptions
- Y   Print the tax exemptions
- N   Do not print the tax exemptions

Only Show Customers with Fuel Tax Exemptions
- Y   Print only customers with a tax exemption
- N   Print all customers

Input Selection Criteria
- Y   Filter the report using the available selection criteria.
- N   Print all exemptions for the selected tax code(s) and dates.

Sort
- 1   By customer name
- 2   By alphabetic customer number
- 3   By numeric customer number
- 4   By the alpha sort field in customer setup
- 5   By City

Federal & State ID Selection

1. Print the state ID only
2. Print the federal ID only
3. Print both federal and state IDs
4. Print neither federal nor state ID
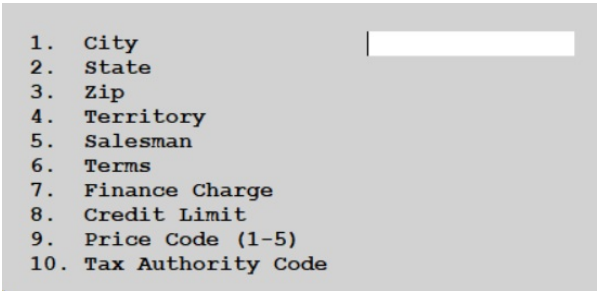
```
Date: 10/10/2014                              Practice                         Page No.
Time: 14:46:23                      CUSTOMER TAX STATUS LIST10/10/2014                1


Cust No.  Company Name              ShipTo   Auth   STx Exem   Reseller No   Fed ID      State Id

ACME     Acme Construction                   TEXAS                            987811111   DD12345789
San Antonio Texas    NO   COUNTY TAX         YES    STATE SALES TAX    NO     NONE              YES
NONE                 YES  FEDERAL GASOLINE    NO    STATE GASOLINE TAX NO     STATE HSD TAX     YES
STATE LSD TAX        YES  STATE LSD TAX       NO    STATE LUBE/OIL TAX YES

BLUE     Blue Farm                           TEXAS  Y    98-9911111    123456781   AG432116111
San Antonio Texas    NO   COUNTY TAX         YES    STATE SALES TAX    YES    NONE              YES
NONE                 YES  FEDERAL GASOLINE    NO    STATE GASOLINE TAX YES    STATE HSD TAX     YES
STATE LSD TAX        YES  STATE LSD TAX       YES   STATE LUBE/OIL TAX YES

BLUE     BLUE FARM                 1         TEXAS  Y                  123456781   AG432116111
San Antonio Texas    NO   COUNTY TAX         YES    STATE SALES TAX    YES    NONE              YES
NONE                 YES  FEDERAL GASOLINE    NO    STATE GASOLINE TAX YES    STATE HSD TAX     YES
STATE LSD TAX        YES  STATE LSD TAX       YES   STATE LUBE/OIL TAX YES
```

Customer Defaults

Accounts Receivable, Customers, Customer Defaults

The Customer Default Record allows you to enter some default values which will display when a new customer is entered. For example, if the state is entered into the Default Record, it will automatically display as each customer's address is entered and would need to be changed only if the state were different. Any of the default values may be changed during entry of a specific customer.

In fields 4, 5, 6, and 10, select from options set up in previous files. In some cases, these files are in the Fuel Inventory Module..

```
1.  City                    |                    |
2.  State
3.  Zip
4.  Territory
5.  Salesman
6.  Terms
7.  Finance Charge
8.  Credit Limit
9.  Price Code (1-5)
10. Tax Authority Code
```

City

Enter a city name or leave this blank for no default value. The value does **not** need to be created in City setup.

State

Enter the 2 digit state ID or leave this blank for no default value.

Zip

Enter a zip code or leave this blank for no default value.

Territory

Enter a territory code or leave this blank for no default value. This territory code must match the values in Territory setup.

Salesman

Enter a salesman code or leave this blank for no default value. This salesman code must match the values in Territory setup.

Terms

Enter a terms code or leave this blank for no default value. This terms code must match the values in Territory setup.

Finance Charges

    Y   Include customer in finance charge calculation or

    N   Do not charge the customer a finance charge.

    Reminder: The Finance Charge program must be run to post charges to the customer.

Credit Limit

Enter the default Credit Limit or 999999 to signify the customer has no credit limit. Do not leave this field blank or enter a Zero. If Credit Limit is blank or zero in the customer setup, you will get error messages on every invoice you enter.

Price Code (1-5)

Enter a price code or leave this blank for no default value.

Tax Authority Code

Enter a tax authority or leave this blank for no default value. This code must match the values in Tax Authority setup.

Remove Exemptions
Accounts Receivable, Customers, Remove Exemptions

This option removes selected exemption codes from selected tax codes. Exemptions can be removed from all customers or from customers you choose. It can also change the Sales Tax Exempt code from 'Tax Exempt' 'N' to 'Y' if there is a reseller number in that field in the customer record.

```
Enter Fuel Tax which is exempt (Blank=None)   CITY GAS TAX

Enter exemption code to remove    11          SIGNED STATEMENT

Input selection criteria? N

Verify every customer? (Y/N)   Y

Clear Sales Tax exemption for every customer? (Y/N)   N

Give Sales Tax exemption if Reseller number exists? (Y/N)   Y

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

Enter Fuel Tax
Use the F2 key to select the fuel tax code to be checked. Leave this blank to check all fuel tax codes.

Enter exemption code
Use the F2 key to select the exemption to remove.

Selection criteria?
Y   Filter the report by entering a selection criteria.
N   Print the complete report with no filters.

Verify every customer?
Y   Stop on every customer so you can choose whether to remove the exemption
N   Remove the exemption with no prompting

Clear Sales Tax exemption
N   Usually N unless you will use the next option to give customers who have a reseller number the exemption.
Y   Change every customer 'Tax Exempt' to 'N' marking them as not sales tax exempt. Sales tax will be charged in invoicing on every taxable item.
    Note: This option can be used in conjunction with the next option to exempt only customers who have reseller numbers.

Give Sales Tax exemption
   Y   Change 'Tax Exempt' to 'Y' if a Reseller (Resaleno) number exists in the customer file.
   N   Do not change the 'Tax Exempt' code in the customer record.

```
Cust No. Customer Name                  Tax Code  Old Ex   New Ex   Remove?

PM3      Petro-Market #3                   14       04                 |
```

If you choose to Verify Every Customer, this screen will display. Enter 'Y' to remove the exemption to 'N' to keep it.

Change Customer Numbers
Accounts Receivable, Customers, Change Customer Nos

This option changes customer numbers in the Customer File and it also changes historical information (sales, payments, etc.) if required. Two customers can also be consolidated into one with this option. The new customer number can be an existing customer number.

```
1.   Enter New Customer Numbers
2.   New Customer Number Report
3.   Post New Customers to Current and History Files
4.   Clear File with New Customer Numbers and Start Over
Q.   Return to Main Menu

     Select An Option      Q
```

Processing Sequence:
1. Select option 1 to enter the old and new customer numbers. You must know the old and new customer numbers before selecting this option.
2. Select option 2 to print a list of changes. You should verify that the customer numbers were entered correctly.
   a. If the customers entered are not correct, select option 4 to clear all and start over or select option 1 again to re-enter the customer numbers.
3. Select option 3 to post the new customer numbers. Everyone must be out of AR and Jobber so you can reindex.
4. This completes the process.

1 - Enter New Customer Numbers
- Message: 'Is everything OK? (Y/N/Q)'. Press 'Y' to continue.
  - This option creates a list of customer numbers to be changed. No UPDATING is done until option 3 is selected. More than one customer number can be changed at a time so you can run this option more than once before running option 3 to update the customer data.
- Message: 'Enter the old customer number to change. Q=Quit'
  - Type the Customer name and press Enter. If the customer number is valid, the customer name will display. If the customer is not found, 'Old customer not found. Press enter' message will display. Re-enter the old customer number.
  - Since you can enter multiple change requests at once, the system will check the data entry file to see if you have already requested a change for this customer.
    - Enter 'Y' to add a record to change this customer number.
    - Enter 'N' if you entered the wrong customer number and want to enter a different one.
    - Enter the NEW customer number.

- After the new customer number is entered, select from one of the following options:
  - **Y** Post and Continue to post the current number change to a **list** of changes. This list allows you change multiple customers in one posting update.
  - **N** Do not post and removes the entire record. No change will be made.
  - **C** Change the old customer number to the new customer number entered.
- Posting takes place in Option 3.

2 - New Customer Number Report
- Output to: S = Screen P = Printer F = Text File Q = Quit
- Is Everything OK? (Y/N/P=Printer/Q=Quit)
  - Y Print or display the report with the selected options.
  - N Edit options before printing or displaying the report.
  - P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
  - Q Exit without printing.
- Check the report and verify the customer numbers were entered correctly.
  - If you need to change the customers entered, select option 1 and retrieve the old customer number in error and change the entry. You can also select 'N' to remove the entry.
  - You can also choose option 4 to Clear All and Start Over.

3 - Post New Customers to Current and History Files
If the old customer number has either current or historical activity posted, it is EXTREMELY important that you backup your system before changing the data. Keep this backup for at least six months just in case any questions arise.
All users should be completely out of Petro-Data before running this option.
- Message: Please check the New Customer Number Report for errors.
  - This is a reminder message that you should have already run option 2. Click OK.
- Message: Do You Want to Change All Current and History Transaction Files.
- **Y** Change both Current and History files (prior month sales and payments, customer ledger history, etc.). If you choose 'Y' to change History files, you will be prompted for a password. The password is HISTORY.
- **N** Change only the customer record and related master files. Current month data will be changed also. Prior month data **will not** be changed.
- Reindex AR and Jobber when the update is complete. On the Reindex, include History files if you changed customer history data.
- Check the customer file and other files to verify that the change was updated as expected. The old number should display 'Customer not found'.

4 - Clear File with New Customer Numbers and Start Over

Select this option to clear **all** customer change requests that have not been posted.

    1   Message: Are you sure you want to delete all the new customer numbers?

       2   Y Delete the entire list of customer numbers to be changed.

       3   N Do not delete the list of customer numbers to be changed.

    4   Message: Please enter the password. Q=Quit

       5   Password is DELETE.

       6   Q Do not delete the customer change request and return to Main Menu.

Recalculate HSD Sales

Accounts Receivable, Customers, Recalculate HSD Sales

Some states, like Texas, have monthly quotas for dyed diesel. There is a field in the customer setup record that accumulates the gallons sold to the customer per month. HSD totals are displayed on the TAX screen of the customer record (HSD GAL). When the quota is reached, a warning message displays in invoicing. Totals may be double-checked by printing a sales analysis for the customer and item.

If for some reason the total is wrong, possibly because of a invoice restore, it may be recalculated using this option.

Ready to recalculate HSD Sales? (Y/N)
    Y Continue with the recalculation. All customers marked for HSD quotas are recalculated.
    N Cancel this request

Customer Send Files

Accounts Receivable, Customers, Customer Send Files

This file contains customer email addresses that are used when emailing rack prices, invoices, customer drafts, and statements. Petro-Data offers only email delivery and do not have a Fax option. If customers have only fax, you can subscribe to a service that provides a fax gateway. Call Petro-Data for more information.

Initial Setup Sequence:
1. Your Email Record - enter your email server information and addresses.
2. Add Customer Email Records - enter customer email addresses.

Note: PDF drivers need to be installed on each computer that will be emailing documents to customers. There is a program in the Petro-Data \Base directory named 'install.exe' that will accomplish this. Sometimes the printer port automatically selected in the install program is already in use by another printer and needs to be changed. Call Petro-Data support for assistance with this process.

Jobber	**AR**	AP	Store	Pr-Gl	Link	Main	Exit

Add Customer Email Records

Print Report

Your Email Record

Reindex Email Records

Install Progam

Quit

Add Customer Email Records
Accounts Receivable, Customers, Customer Send Files, Add Customer Email Records

List the email addresses that will receive emails for each type of document. More than one email address can be entered and should be separated by a comma.

Customer Number
> Enter the customer number to which email addresses will be added.

Ship To
> If the customer has more than one Ship To location, you can enter different email addresses for each location.

Fax
> This is an informational field only and is optional. The fax number is not used by Petro-Data.

Email

Enter the customer's email address.   More than one email addresses can be entered here. Each address should be separated by a comma.

The system will prompt you to use this addresses for all document types. Click 'YES' to duplicate addresses or 'NO' to enter the email addresses manually.
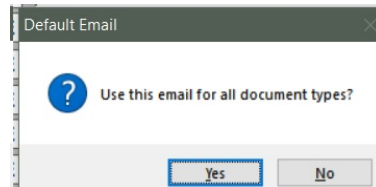
CC

An optional email address that will be used for the CC address on the email. More than one email addresses can be entered here. Each address should be separated by a comma.

Document Send Types

An email address should be entered for each document type. The email addresses can be different for each type. If you **never** email a certain document (like CardLock), you can leave the email blank. 'Type' must be 'E' for Email since Petro-Data does not have a Fax option.

Invoice Send Type
Special Price Report
EFT Send Type
AR Send Type
Credit Card Send Type
Cardlock Send Type
Rack Price Type

Save PDFs

PDF files are created for the email. You can save these PDFs in a directory on your system.

PDF Dir

If you choose to Save PDFs, enter the complete directory path here. You must define a directory for each customer. For example, you could enter 'P:\PDF\ACME' for customer ACME.

FTP Dir

If you have an FTP site and will be saving the documents to this site, enter the FTP directory here.

<u>Button Options:</u>

Edit   Edit the Customer record. Click on the field to be changed and enter the data.

New   Add a new Customer Email record or another Ship To location for the customer on the screen.

Next   Display the next Customer Send File record in the file.

Prev   Display the previous Customer Send File record.

Delete   Delete the displayed Customer Send File record.
                  'Are You Sure You Want to Delete? <Yes> <No>'

Duplicate   Duplicate the currently displayed Customer Send Record to another customer/ship to or another customer who has the same email addresses.

Exit   Exit Customer Send File return to the Customer Send File submenu.

Print Report

Accounts Receivable, Customers, Customer Send Files, Print Report

Print all email setup for all customers.

Sample Report:

Your Email Record
Accounts Receivable, Customers, Customer Send Files, Your Email Record

This address identifies the email account used to send emails. This single email account is used on 4 different document types: Invoices, Credit Cards, EFTs and Special Prices. The other document types, AR, Cardlock and Rack Price, use the email address from the Installation Table.

You can copy yourself on all emails so that every email sent also sends a copy to your in box in addition to sending it to the 'sent' folder.

If you email information changes, this record must be changed to the new information.

Idno
　　Enter a new ID number. Use letters and number for this ID. The ID will appear at the top of the screen when you request to send a document. Click the magnifying glass to select and display an existing record.

Name
　　Create a name for this email address. It can be your company name or any value.

Mailserver
　　Enter the SMTP mail server name. This can be found in your email under Account detail.
　　Most common values are smtp.gmail.com for Google Mail and smtp.live.com for Outlook.

Username
　　Enter the user name for your email account.

Password
　　Enter the password for your email account.

Outlook
　　Y if you use Outlook.
　　N if you use an SMTP gateway, such as Gmail.

Authen
　　Y　　　　　　Authenticate email addresses. This would generate an error if the email address is invalid.
　　Blank or N　Do not authenticate the address.

SSL
　　This is security known as Secured Sockets Layer.
　　Y　　　　　　If the SMTP server uses SSL security.
　　Blank or N　If the Mailserver does not use SSL.

Emailport
　　The value of the Email Port is dependent on your Mailserver. Common values are 25 for Outlook, 465 for Google SSL or 587 for Google TLS. The email provider should provide this port number to you.

Company
　　If you have more than one company, enter the company number for this setup.

Local Directory
　　This function is no longer used.

Time Delay
　　This function is no longer used.

From Email Addresses
　　Enter the 'FROM' email address to show on sent emails for Invoices, Credit Cards, Customer EFTs and Special Prices. Each document type can use the same address or you can enter a different email address for each one.

CC Email Addresses
　　Enter the 'CC' copy email address to show on the sent emails and to send a copy of the email for Invoices, Credit Cards, Customer EFTs and Special Prices. Each document type can use the same address or you can enter a different email address for each one.

Button Functions

Edit   Edit Your Email Addresses File.
New   Only ONE setup record is allowed at this time. Use this for first time setup only.
Next   Displays the next record if any. At this time there should only be one record.
Prev   Displays the previous record if any. At this time there should only be one record.
Print   Not available at this time.
Delete This option is not recommended. You should edit the record if there is a change in email address.
Exit   Exit the screen.

Reindex Email Records

Accounts Receivable, Customers, Customer Send Files, Reindex Email Records

This option recreates the index file for the Customer Send table. Run this option at the request of Petro-Data support staff.

Install Program
Accounts Receivable, Customers, Customer Send Files, Install Program

This option defines the PDF directory where customer invoices are stored as well as a place for you to put up to three lines of text to be included in the body of every email. The data for this file is usually populated during Installation.

```
Enter default PDF Directory       p:\pdf\
Enter default Misc PDF Directory  p:\pdf\temp\
Enter three lines of text for the body
Optional text is entered here



Enter Do No Reply in subject

Stunnel Dir:   1=Server (\base)      2=Workstation (c:\stunnel)   1

Everything OK? (Y/N)
```

Enter the default PDF Directory
  Type in a valid directory. The full path (drive & directory) must be entered.

Enter the default Misc PDF Directory
  Type in a valid directory. The full path (drive & directory) must be entered.

Enter three lines of text for the body
  Enter up to 3 lines of optional text that will be included in the body of each email.

Enter Do Not Reply in Subject
  Enter 'Do Not Reply' text for the Subject Line of the email.

Stunnel Dir
  Stunnel is software included in Petro-Data that is part of the email function. Petro-Data support staff will instruct you on which choice to use.
  1 Server   Stunnel is processed on the company server.
  2 Workstation   Stunnel is processed on the user workstation

Add Special Prices

Accounts Receivable, Customers, Add Special Prices

This menu option is fully described in the Jobber manual. The menu option is included here in Accounts Receivable Customer menu as a convenience.

Add Customer Racks

Accounts Receivable, Customers, Add Customer Racks

This menu option is fully described in the Jobber manual. The menu option is included here in Accounts Receivable Customer menu as a convenience.

Add or Change Dealers

Accounts Receivable, Customers, Add/Change Dealer

This menu option is fully described in the Credit Card section of the Accounts Receivable manual. The menu option is included here in Customer menu as a convenience.

Add Invoices
Accounts Receivable, Add Invoices

This program should only be used for corrections to certain invoices. Any entry made directly into this module will **not** be included in the Inventory Totals or the Fuel Tax Modules. Fuel invoices should be entered in BOL Billing to maintain a good audit trail and update the Fuel Tax Module. Sales for miscellaneous inventory items should be entered in Sales Invoice Entry.

If you are linked to the General Ledger and enter invoices through this option, transactions will post to the 'GL Sales', 'GL Sales Tax', GL Sales Discount' and 'GL Accounts Receivable' accounts from the selected Link Code. Before entering an invoice in this menu, you must be sure there is Link Code setup for any account required.

You can not select a GL account in this module based on the item sold. For sales of Miscellaneous inventory items, use the Sales Invoice menu in the Jobber Module.

```
Default Invoice Date   02/01/2019
Default Description     CORRECTION        Use last customer? (Y/N)  N
Enter a Batch Number    20190201          Omit Sales Tax? (Y/N/A=All)  N
Default GL Link Code (N=No GL) 1
```

```
Change GL Link Code or GL Accounts                              [23]

Gl Link Code          1
GL Acct. Rec.         11000-100  Accounts Receivable - Jobber
GL Sales              43030-100  Sales TBA
GL Sales Tax          20400-100  Sales Tax Collected - Jobber
GL Sls Discount       43100-100  Discounts - Sales and Prompt Pay
GL Bank               10200-100  Cash in Bank - Jobber
GL Credit Card        11100-100  Credit Cards - Jobber

        Edit GL Accounts    Change Link Code    Quit
```

Default Invoice Date
> This date will be used on every invoice entered unless you override it on specific invoices.

Default Description
> Enter up to a 12 character description that will print on the customer statement.

Use Last Customer
> Y - if multiple invoices will be entered for the same customer.
> N - if only one invoice per customer will be entered.

Enter Batch Number
> Enter a unique batch number. Typical formats are YYYYMMDD or YYMMDDxx where xx is a numeric sequence number.(20190201 or 19020101).

Omit Sales Tax
> **Y**   Skip the Sales Tax and Taxable fields.   Discount field is open for input.
> **N**   Input Sales Tax and Taxable amounts.   Discount field is open for input.
> **A**   Skip All fields, including discount, except Subtotal.   All other fields will use default
>   values from customer setup.

Default GL Link Code
> Enter the Link code for the batch. The GL accounts for the Link Code will display.   Press
> Enter.

Batch Totals will display if data has already been entered into the batch.   If you are entering an
invoice for the first time for the batch, there will be no totals.

```
Batch Totals For: None Yet

 Cash in Bank    Credit Card     Discounts        Total A/R

 Sales Tot       Sales Tax       Fed Tax          St Tax



 Y=Enter Invoices    E=Edit Dates     G=Change GL    Q=Quit  Y
```

Select from the following options:
> **Y** - Enter Invoices
> **E** - Edit dates and batch defaults
> **G** - Change GL link code
> **Q** - Quit without entering anything

The Invoice Entry screen will display.

Invoice Number
> Enter up to 8 characters (numbers or letters) or Q to Quit.

Type
> **1** - Charge
> **2** - Cash or credit card payment will be required.

Customer Number
　　Enter the Customer Number. Use the F2 function to lookup valid customers.
　　If an invalid customer number is entered, choose an action:
　　　　A - Add a new customer
　　　　N - Reenter the customer
　　　　Q - Quit

　　If valid, customer information displays including the tax codes. Confirm the tax codes:
　　　　Y -　　Yes, tax codes are correct
　　　　N -　　No, tax codes are not correct. You can press Enter through each tax code field
　　　　　　　　and make any changes for this invoice. After you made your changes, enter 'Y'
　　　　　　　　that the codes are now correct.

Descr
　　The description from the batch header will display. You can change it if needed.

Salesman
　　Salesman code will default from Customer setup. You can change it if needed.

Terms
　　Terms code will default from Customer setup. You can change it if needed.

Invoice Date
　　Invoice date from the batch header will display. You can change it if needed.

Due Date
　　Due date will default based on customer terms. You can change it if needed.

Discount Date
　　Discount date will default based on customer terms. You can change it if needed.

Subtotal
　　Enter the amount of the sale but not including applicable taxes and discounts. This amount
　　may be negative if you are entering a correction.

Discount Due
　　Enter the amount of the discount. This field is skipped if you selected option'A' in the Omit
　　Sales Tax field of the header.

Taxable
　　Enter the taxable amount. This field is skipped if you selected option 'Y' or 'A' in the Omit
　　Sales Tax field of the header.

Tax

The system will compute required tax amount. This field is open for input only if you selected option 'N' in the Omit Sales Tax field of the header.

Total

The system will add Subtotal and Tax.

```
Invno     523-A    2  Type   1    Charge Invoice     3  Custno CUST01

Name      Customer Stop #1          4  Tax Exempt?Y      OK? (Y/N/Q) Y
Address1  123 Main Street              Tax1 1  6.1000  City Sales Tax 6.0
Address2                               Tax2 8  0.5000  County Tax .5
Address3  SAN ANTONIO, TX  78123       Tax3 3  1.0000  State Sales Tax 1.0
Tax Rate    8.6000                     Tax4 3  1.0000  State Sales Tax 1.0

5   Descr  CORRECTION        6  Slsmn JB    7  Terms 1  NET 10
8   Inv Dte 02/01/2019    9  Due Date 02/11/2019 10  Disc Date  02/11/2019

11   Subtotal      100.00 12  Disc Due   0.00  13  Taxable          100.00
14   Tax             8.60                       15  Total            108.60


18  Ref No            19  Cash              20  Creditcard


    Balance       108.34 Credit Limit   99999.00  Last Paymt   / /

    Enter Fld No.      G=Change  GL       D=Delete     C=Continue C
```

Enter '**D**' Delete the entire invoice.

Enter '**G**' Change the GL Link Code.

Enter '**C**' Post and Update the Invoice. You can enter another invoice after choosing option 'C'. Enter 'Q' to quit when no more invoices need to be entered. You will be returned to the screen that shows batch totals.

```
Default Invoice Date  02/01/2019
Default Description    CORRECTION         Use last customer? (Y/N)  N
Enter a Batch Number   20190201           Omit Sales Tax? (Y/N/A=All) N



    Batch Totals For: 20190201

        Cash in Bank   Credit Card   Discounts      Total A/R
             0.00          0.00                        108.60
        Sales Tot      Sales Tax     Fed Tax        St Tax
          -100.00         -8.60         0.00            0.00


        Y=Enter Invoices    E=Edit Dates    G=Change GL    Q=Quit  Y
```

From this batch total screen, enter 'Q' to Quit or 'Y' to enter more invoices.

Change Invoices
Accounts Receivable, Change Invoices

The Change Invoice Program allows you to inquire on an existing invoice or change certain fields: dates, description or salesman. The amount fields may not be changed. You can also use this menu option to delete an invoice.

Note: Only invoices entered directly in AR should be deleted if incorrect. Do not delete invoices created in the Jobber Module. The best way to correct a sales invoice is with a credit memo in Jobber Sales Invoice Entry.

The most common use of this option is to change an incorrect invoice date or due date. New customers may also use this option to delete incorrect Balance Forward entries.

```
Default Invoice Date  05/31/2019
Default Description    CORRECTION              Use last customer? (Y/N)  N
Enter a Batch Number   20190205          Omit Sales Tax? (Y/N/A=All)  N
Default GL Link Code (N=No GL) 1            GL CODE FOR LOCATION 1


        Batch Totals For: None Yet

        Cash in Bank    Credit Card     Discounts        Total A/R

        Sales Tot       Sales Tax       Fed Tax          St Tax


    Y=Enter Invoices      E=Edit Dates      G=Change GL     Q=Quit  Y
```

Default Invoice Date
> Enter the date to be used for this entry. It should be a date in the current month. Since no invoices may be entered through this option, the only significance of this date is to create the batch number.

Default Description.
> Enter a brief description for the batch. This field is Optional and can be left blank.

Use Last Customer (Y/N)
> Y   If more than one invoice will be entered for the same customer most of the time, this option will keep the customer code for every invoice. After each transaction, the previous customer code will remain in the field and does not have to be reentered. When a new customer code is needed, type over the customer code on the screen and use the delete key or space bar to remove any extra letters.
> N   You will need to enter the customer code when you bring up every invoice.

Enter a Batch Number
> The Batch number displays automatically. It is derived from the Default Invoice Date.

Omit Sales Tax? (Y/N/A=All)
    Enter Y. Since you cannot change the amounts, this has no impact.

Default GL Link Code (N=No GL)
    The typical default link code (1) displays. The link code defines the GL accounts which will be used for the transaction.   GL Accounts are displayed, press <Quit> to accept the accounts and continue.

OPTIONS:
Y   Continue to view or edit and existing invoices
E   Edit Dates
G   Change GL Link Code
Q   Quit the Change Invoices module

```
 Invno        523-A    2  Type   1      Charge Invoice       3  Custno CUST01

 Name        Customer Stop #1              4   Tax Exempt?
 Address1    123 Main Street                   Tax1
 Address2                                      Tax2
 Address3    SAN ANTONIO, TX   78123           Tax3
 Tax Rate                                      Tax4

 5   Descr  CORRECTION           6  Slsmn JB      7  Terms
 8   Inv Dte 02/01/2019      9  Due Date 02/11/2019 10  Disc Date   02/11/2019

 11   Subtotal       100.00  12  Disc Due   0.00  13  Taxable            0.00
 14   Tax              8.60                        15  Total            108.60

 18  Ref No                 19  Cash      0.00   20  Credit     0.00

        Balance      216.94 Credit Limit   99999.00  Last Paymt    /  /
     Enter Field to Change (5-10)      B=Batch No.     D=Delete       C=Continue  C
                                       Batchno    20190201
```

The following fields can be updated on the screen. Make any appropriate change.

Description	Change the text description
Salesman	Change the Salesman. Use the F2 function to see Salesman setup.
Terms	Change the Terms. Use the F2 function to see Terms setup. Due Date or Discount Date may change depending on the Terms value selected.
Invoice Date	Change the Invoice Date. Due Date or Discount Date may change depending on the Terms.
Due Date	Change the Due Date.
Discount Date	Change the Discount Date.

Options:
B=Batch Number
    Enter B to change the batch number. This will NOT change the batch number on the GL distribution or anything that was updated in Jobber Inventory. Only the invoice header on the invoice register will change.

D=Delete

Before deleting an invoice READ all of the CAUTIONS and CONDITIONS stated at the beginning of this chapter.

C=Continue

Continue to enter another invoice or quit.

Payment Entry

Accounts Receivable, Payment Entry

In Payment Entry, post payments collected from customers or enter a credit to a customer account.   Payment batch totals should match your bank deposit. The bank statement will be much easier to balance if each batch matches a deposit slip or the total for the day. Totals from Payment Entry are booked to the GL by batch number.

Do not use Payment Entry to make general corrections to customer accounts for Sales Invoices.

The process of posting cash receipts or open credits is as follows:
1. Post Cash Receipts and Open Credits/Misc cash for the day.
2. Run the Cash Receipt Register (Reports Menu) for the batch and check total against the total of payments or your deposit slip.
3. At the end of the month, go to Release Module and Print a General Ledger Pre-Post Report. Make sure that the totals are correct and the proof is zero. Release the Totals to General Ledger Link File.

```
    Cash receipt date 02/01/2019          Batch number   20190201
    Def. GL Link Code 1              Future Month Batch? (Y/N)  N


    Batch Totals:                        None yet
      Cash in Bank    Credit Card    Discounts        Total A/R

      Other Cash      Other Inc      Total Deposit


                1.   Enter customer payment on account
                2.   Create open credit/misc cash
                3.   Enter negative cash receipt
                4.   Print cash receipt slips
                5.   Get Paid Invoice from History
                B    Change batch/link code
                F    Change future status on unposted batch
                Q.   Quit to menu

                     Enter an option Q
```

Cash receipt date
> Enter the default date for cash receipts (MM/DD/YYYY).

Batch number
> The batch number displays based on the cash receipt date.

Default GL Link Code
> Enter a link code for this batch. This value is normally 1 but depends on your installation.
> GL distribution is created using the GL accounts in the displayed link code.

Future Month Batch? (Y/N)
> **Y** if AR has not been closed and these payments belong in NEXT month.
> **N** if the payments are for the Current Month.

If this batch has been used previously, Batch Totals will display. Otherwise, the total fields are all zero indicating that no transactions have been entered in this batch.

1 - Enter Customer Payment on Account

Post a regular payment, cash or credit card, to a Customer's account. Only unpaid and partially paid invoices display in this option.

In this menu option, you can:

P	Enter a payment and assign it to an invoice(s)
M	Enter a Credit Memo for the customer
A	Pay All Invoices
R	Reverse a payment
G	Change the GL Code

```
Cust No.  PM1     Petro-Market #1              Balance    431966.37
                                               Batch No. 20190201

Ln # Inv No    Inv Date    Due Date     Balance   Payment  Discnt   New Bal Ok
   1 CS000804  02/01/2015  02/11/2015  -11660.68     0.00    0.00  -11660.68
   2 54359     04/24/2015  05/04/2015    2359.73     0.00    0.00    2359.73
   3 99        01/01/2016  01/11/2016    9860.75     0.00    0.00    9860.75
   4 54376     02/27/2017  03/09/2017   13957.34     0.00    0.00   13957.34
   5 54381     03/22/2017  04/01/2017    1381.24     0.00    0.00    1381.24
   6 54382     03/31/2017  04/10/2017    2793.60     0.00    0.00    2793.60
   7 54393     06/06/2017  06/16/2017    1398.53     0.00    0.00    1398.53
   8 54394     07/04/2017  07/14/2017    2872.97     0.00    0.00    2872.97
   9 54406     01/18/2018  01/28/2018    1550.37     0.00    0.00    1550.37
  10 18071601  07/16/2018  07/26/2018    1600.41     0.00    0.00    1600.41
  11 18071701  07/17/2018  07/27/2018     229.29     0.00    0.00     229.29
  12 18008030  08/03/2018  08/13/2018     220.99     0.00    0.00     220.99

Enter line #     G=GL code     P=Enter payment    M=Apply Cr Memo      Q=Quit
A=Pay all        S=Scan        R=Reverse entry       UNAPPLIED          0.00 Q
Code 1          Bank 10200-100   A/R 11000-100  CrCrd 11100-100   Disc 43100-100
```

Customer Number

Enter a Customer Number. Use the F2 function to lookup valid customers. Enter 'Q' to quit without entering any payments.

Open invoices and partially paid invoices for this customer display on the screen. GL accounts from the selected Link Code are listed at the bottom of the screen.

If the account is out of balance (the customer total balance does not equal the sum of the open items), the following message displays:

> *'Account out of Balance. Reindex and/or out of balance report. Press enter.'*

Do not continue with cash receipt entry until the account is in balance. To fix a customer out of balance error, select the option 'Reindex Files' in the Accounts Receivable menu. If re-indexing does not solve the problem, run the AR Out of Balance Report (option 11 on the Reports Submenu). If you need assistance, call Customer Support.

Option P - Enter Payment

This will be the first step when you update payments from the customer. The GL accounts from the Link Code will display at the bottom of the screen.

```
Cust No.  PM1     Petro-Market #1              Balance    421966.37
Ref CHK 23   Date 02/01/2019 Csh      100.00 Crd      0.00 Tot     100.00 Ok? Y

Ln # Inv No     Inv Date    Due Date     Balance    Payment  Discnt   New Bal Ok
   1 CS000804   02/01/2015  02/11/2015  -11660.68      0.00    0.00 -11660.68
   2 54359      04/24/2015  05/04/2015   2359.73       0.00    0.00   2359.73
   3 99         01/01/2016  01/11/2016   9860.75       0.00    0.00   9860.75
   4 54376      02/27/2017  03/09/2017  13957.34       0.00    0.00  13957.34
   5 54381      03/22/2017  04/01/2017   1381.24       0.00    0.00   1381.24
   6 54382      03/31/2017  04/10/2017   2793.60       0.00    0.00   2793.60
   7 54393      06/06/2017  06/16/2017   1398.53       0.00    0.00   1398.53
   8 54394      07/04/2017  07/14/2017   2872.97       0.00    0.00   2872.97
   9 54406      01/18/2018  01/28/2018   1550.37       0.00    0.00   1550.37
  10 18071601   07/16/2018  07/26/2018   1600.41       0.00    0.00   1600.41
  11 18071701   07/17/2018  07/27/2018    229.29       0.00    0.00    229.29
  12 18008030   08/03/2018  08/13/2018    220.99       0.00    0.00    220.99

Enter line #     G=GL code     P=Enter payment    M=Apply Cr Memo      Q=Quit
A=Pay all         S=Scan       R=Reverse entry       UNAPPLIED           0.00  P
Code 1          Bank 10200-100   A/R 11000-100  CrCrd 11100-100    Disc 43100-100
```

Ref

Enter a payment reference number. This could be a customer check number or any other reference you deem appropriate. Do not use 'Cash' as a reference number. Duplicate reference numbers will not be allowed.

Date

Enter the payment date.

Csh

Enter the amount of the cash or check.

Crd

Enter the amount received from a credit card.

Tot

Confirm the total payment amount. This is Cash plus Credit Card and is computed by the system.

OK?

If the total amount is correct, accept 'Y' and press Enter. To change the information entered, enter 'N'.

The payment amount displays at the bottom of the screen in 'Unapplied' status. The next step will be to apply the payment to an invoice.

```
Enter line #     G=GL code     P=Enter payment    M=Apply Cr Memo      Q=Quit
A=Pay all         S=Scan       R=Reverse entry       UNAPPLIED         100.00  Q
Code 1          Bank 10200-100   A/R 11000-100  CrCrd 11100-100    Disc 43100-100
```

```
Cust No.  PM1      Petro-Market #1            Balance    421966.37
Ref CHK 23    Date 02/01/2019 Csh      100.00 Crd       0.00 Tot      100.00 Ok? Y

Ln # Inv No    Inv Date    Due Date     Balance   Payment  Discnt   New Bal Ok
   1 CS000804  02/01/2015  02/11/2015  -11660.68     0.00    0.00  -11660.68
   2 54359     04/24/2015  05/04/2015   2359.73      0.00    0.00   2359.73
   3 99        01/01/2016  01/11/2016   9860.75      0.00    0.00   9860.75
   4 54376     02/27/2017  03/09/2017  13957.34    100.00    0.00  13857.34 Y
   5 54381     03/22/2017  04/01/2017   1381.24      0.00    0.00   1381.24
   6 54382     03/31/2017  04/10/2017   2793.60      0.00    0.00   2793.60
   7 54393     06/06/2017  06/16/2017   1398.53      0.00    0.00   1398.53
   8 54394     07/04/2017  07/14/2017   2872.97      0.00    0.00   2872.97
   9 54406     01/18/2018  01/28/2018   1550.37      0.00    0.00   1550.37
  10 18071601  07/16/2018  07/26/2018   1600.41      0.00    0.00   1600.41
  11 18071701  07/17/2018  07/27/2018    229.29      0.00    0.00    229.29
  12 18008030  08/03/2018  08/13/2018    220.99      0.00    0.00    220.99

Enter line #     G=GL code    P=Enter payment    M=Apply Cr Memo      Q=Quit
A=Pay all        S=Scan       R=Reverse entry    UNAPPLIED        100.00  4
Inv Amt   13957.34 Prev Pay      0.00 Disc Due      0.00  Unapplied     100.00
```

Enter line

Enter the line number of invoice for which the payment will be applied. The OK column will display 'Y'. Press Enter if this is the correct line. Enter 'N' to change it. Continue selecting lines until the total payment has been applied.

Use option 'S' to scan forward to the next page to view more invoices if needed.

Change GL Code

Enter 'G' to edit Link Code or accounts for these transactions.

Quit

After you have applied the total payment to invoice(s) and the Unapplied amount is zero, enter 'Q' to Quit the transaction. At the bottom of the screen, you must choose one of the 3 options:

'Y'   Update the customer payment and total balance.
'R'   Return and make changes to the invoices applied for the payment.
'C'   Cancel the batch.

```
Option:  Y=Update      C=Cancel      R=Return? (Y/C/R)
```

After the update, the balance of the invoice will be updated and reduced by the payment applied. The original payment will no longer display.

Option M - Apply a Credit Memo

Previously, a negative sales invoice was entered in the system and applied to the customer. This credit will be applied to an outstanding invoice.

```
Cust No.  PM1      Petro-Market #1              Balance    421866.37

Ln # Inv No    Inv Date    Due Date      Balance    Payment  Disont   New Bal Ok
    1 CS000804  02/01/2015  02/11/2015  -11660.68      0.00           -11660.68 A
    2 54359     04/24/2015  05/04/2015    2359.73      0.00    0.00      2359.73
    3 99        01/01/2016  01/11/2016    9860.75      0.00    0.00      9860.75
    4 54376     02/27/2017  03/09/2017   13857.34      0.00    0.00     13857.34
    5 54381     03/22/2017  04/01/2017    1381.24      0.00    0.00      1381.24
    6 54382     03/31/2017  04/10/2017    2793.60      0.00    0.00      2793.60
    7 54393     06/06/2017  06/16/2017    1398.53      0.00    0.00      1398.53
    8 54394     07/04/2017  07/14/2017    2872.97      0.00    0.00      2872.97
    9 54406     01/18/2018  01/28/2018    1550.37      0.00    0.00      1550.37
   10 18071601  07/16/2018  07/26/2018    1600.41      0.00    0.00      1600.41
   11 18071701  07/17/2018  07/27/2018     229.29      0.00    0.00       229.29
   12 18008030  08/03/2018  08/13/2018     220.99      0.00    0.00       220.99

Enter line #      G=GL code     P=Enter payment    M=Apply Cr Memo     Q=Quit
A=Pay all         S=Scan        R=Reverse entry    UNAPPLIED   11660.68  M
Code 1          Bank 10200-100  A/R 11000-100  CrCrd 11100-100  Disc 43100-100
```

Enter option 'M' and press Enter. You will be prompted to select the line that has the credit amount. In this example above, line 1 was selected. The column OK shows 'A' which means is it selected to be applied to invoices. The total Unapplied amount will display at the bottom. This amount will be reduced for the amount of every invoice selected.

- Press Enter if the line selected is correct.
- The invoice balance will be reduced by the credit memo.
  - If the amount of the credit memo was larger than the invoice, the credit memo balance will be updated to reflect the difference.
  - If the invoice amount was greater than the credit memo, the invoice amount balance will be updated to reflect the difference.
- You can leave a credit amount or continue apply any credit balance to other invoices.
- Select the Option 'Q' to Quit.
  - Select 'Y' to Update the customer payment and total balance.
  - Select 'R' to return and make changes to the invoices applied for the payment.
  - Select 'C' to Cancel the batch.

Sub Option A - Pay All

Enter A to apply the Credit Memo selected in the previous step to all invoices. The system will apply the credit memo to the oldest invoices first. Any remaining invoice balance will be displayed after the credit memo is applied. After the credit is applies, select Option 'Q' to Quit.

7   Select 'Y' to Update the customer payment and total balance.
8   Select 'R' to return and make changes to the invoices applied for the payment.
9   Select 'C' to Cancel the batch.

Sub Option S - Scan

Enter S to scan to display the next screen. Only line items on the displayed screen may be selected for update.

Sub Option R - Reverse entry

Enter R to reverse the Credit Memo selected in the previous step to all invoices. Select the line number of the credit memo and press Enter. After the credit is reversed, select Option 'Q' to Quit.

10   Select 'Y' to Update the customer payment and total balance.

11   Select 'R' to return and make changes to the invoices applied for the payment.

12   Select 'C' to Cancel the batch.

2 - Create Open Credit / Miscellaneous Cash

An Open Credit is a payment applied to a customer account that will not be applied to an outstanding invoice. An open credit may also be due to a pre-payment made by a customer. This open credit may be applied to invoices at a later date using Option 'M' in Option 1. Cash Type will always be 1 - Open Credit. The GL Bank account and the AR account display in the record.

A Miscellaneous Cash transaction is a deposit that does not apply to a customer account and has no effect on Accounts Receivable. Examples of miscellaneous cash are rental checks or tax refund. You must first create a new customer number of 'MISC'. When the transaction is entered, you will use 'MISC' in the Customer Number field. The Cash Type will always be 2 - Misc Cash. The GL Bank account will display and a blank Income Statement account field will display where you will enter the appropriate account.

Post Open Credit

```
Customer number (MISC or Q=Quit) PM1        Petro-Market #1
Balance                      431966.37
Open Credit                       0.00
Loc CodeCode                 1

Tran Type        1        Credit memo / Open credit
Reference        PREPAY       Description   Open Credit
Date Applied     02/02/2019
Cash               10000.00
Credit Card            0.00
Total Payment      10000.00
GL for Cash          10200-100    Cash in Bank - Jobber
Gl Cr Card
GL for A/R           11000-100    Accounts Receivable - Jobber

Ok? (Y/N/G)
```

Customer Number
　　Enter the customer number. The F2 function will show valid customer numbers. When you press Enter, the customer balance will display.

Tran Type
　　Verify the Transaction Type. It should be 1 for Open Credit.

Reference
　　Enter a reference number for the payment. It can be up to 8 characters and must be unique. It could also be a check number or other reference number provided by the customer.

Date Applied
　　Enter the transaction date. This date will print on the cash receipts register.

Cash
　　Enter the amount if the payment was in cash or a check.

Credit Card
　　Enter the amount if the payment was made by credit card.

Total Payment

Cash and credit cards are added and the total payment amount displays. The amount cannot be changed. If the total is incorrect, enter N to the question 'OK?' and cancel the transaction.

'GL for Cash'	The account displays if you entered an amount in 'Cash'.
'GL for Cr Card'	The account displays if you entered an amount in 'Credit Card'.
'GL for A/R'	The account displays with the total amount.

OK? (Y/N/G)

> Enter **Y** to update if the transaction is correct.
> Enter **N** to cancel or edit the transaction.
> Enter **G** to change the GL numbers.

Post Miscellaneous Cash

```
Customer number (MISC or Q=Quit) MISC        Miscellaneous Cash
Balance                          0.00
Open Credit                      0.00
Loc CodeCode                 1

Tran Type        2        Misc Cash Receipt
Reference        REFUND          Description    Misc Cash
Date Applied     02/02/2019
Cash                 50.00
Credit Card           0.00
Total Payment        50.00
GL for Cash      10200-100     Cash in Bank - Jobber
Gl Cr Card
Gl for Misc      74540-100     Misc Office Expense

Ok? (Y/N/G)        |
```

Customer Number

Enter customer number of 'MISC'. Do not use a regular customer number or your AR control and the customer account will be out of balance.

Trans Type

Verify the Transaction Type. It should be 2 for Misc Cash Receipt.

Reference

Enter a reference number for the payment. It can be up to 8 characters and must be unique. It could also be a check number or other reference number provided by the payer.

Date Applied

Enter the transaction date. This date will print on the cash receipts register.

Cash

Enter the amount if the payment was in cash or a check.

Credit Card
    This field is skipped for Miscellaneous cash deposits.

Total Payment
    The total payment amount displays. The amount cannot be changed. If the total is incorrect, enter N to the question 'OK?' and cancel the transaction.

'**GL for Cash**'	The account displays for the amount entered in'Cash'.
'**GL for Cr Card**'	The account is blank.
'**GL for Misc**'	Enter the GL Account for the offset to Cash. This field cannot be left blank.

OK? (Y/N/G)
        Enter Y to update if the transaction is correct.
        Enter N to cancel or edit the transaction.
        Enter G to change the GL numbers.

3 - Enter a Negative Cash Receipt

With this menu option, you can reverse a payment or enter a payment correction. This option could be used for any of the following situations:

- A payment was posted with the wrong amount
- A payment was posted to the wrong customer
- A payment was applied to the wrong invoice(s)
- Credit cards were applied to the wrong invoice(s)
- A payment was entered as cash and should have been credit card or vice-versa.
- A payment was returned by the bank as NSF.

In this menu option, you can:

P	Enter a negative payment
M	Unapply a Credit Memo
R	Reverse a payment

If the original payment was entered in the current period, the invoices can be 'un-paid' by entering a negative cash receipt. If the original payment was entered in a previous month, the negative payment will create a debit memo on the account in the current month. Reversing a payment will Credit the Bank and Debit Accounts Receivable.

Preparation

- Print a Payment Report (Reports Menu). Select the Detail option and select module 'Cash Receipts. You can use the Selection Criteria feature to narrow the report down to the exact reference number of the original payment. This will help if the original invoices are to be Unpaid.
- The Detail Payment Report shows the original application of the payment as displayed below. This report makes reversing the application of the payment a little easier.

Date: 06/10/2019				Petro-Data Inc.				Page 1
Time: 15:44:55				**Summary Cash Receipt**				
			Date Range 03/01/2019 to 06/10/2019 for Customer PM1 - Modules CR.					

Batch Number	Date Paid	Reference Number	Cust. Number	Company Name	Transaction Type	Cash	Credit Card	Discount Fut
20190310	03/10/2019	954406	PM1	Petro-Market #1	Payment	1,550.37	0.00	0.00
			Checks	0.00 Cash Sales	0.00 Cash Paymt	1,550.37 Misc Cash		0.00
Cred Crd		0.00	Tot Paymnt	1,550.37 Discounts	0.00 Total Ar	1,550.37 Total Cash		1,550.37
Grand Totals			Checks	0.00 Cash Sales	0.00 Cash Paymt	1,550.37 Misc Cash		0.00
Cred Crd		0.00	Tot Paymnt	1,550.37 Discounts	0.00 Total Ar	1,550.37 Total Cash		1,550.37

The payment highlighted above will be reversed with a Negative Cash Receipt.

Do only the negative part of the correction here. All invoices paid in the current period display with zero balances.

```
Cust No.  PM1     Petro-Market #1              Balance    420316.00
                                               Batch No.  20190211

Ln # Inv No    Inv Date    Due Date     Balance   Payment  Discnt  New Bal Ok
   1 145271    01/04/2015  01/14/2015      0.00      0.00    0.00      0.00
   2 145272    01/26/2015  02/05/2015      0.00      0.00    0.00      0.00
   3 145273    01/26/2015  02/05/2015      0.00      0.00    0.00      0.00
   4 CS000804  02/01/2015  02/11/2015  -11660.68     0.00    0.00 -11660.68
   5 146828    02/09/2015  11/21/2014      0.00      0.00    0.00      0.00
   6 146829    02/10/2015  11/22/2014      0.00      0.00    0.00      0.00
   7 CS000802  02/10/2015  11/22/2014      0.00      0.00    0.00      0.00
   8 54349     02/20/2015  03/02/2015      0.00      0.00    0.00      0.00
   9 54359     04/24/2015  05/04/2015   2359.73      0.00    0.00   2359.73
  10 99        01/01/2016  01/11/2016   9860.75      0.00    0.00   9860.75
  11 54376     02/27/2017  03/09/2017  13857.34      0.00    0.00  13857.34
  12 54381     03/22/2017  04/01/2017   1381.24      0.00    0.00   1381.24


Enter line #     G=GL code     P=Neg Payment      M=Unapply Cr Memo    Q=Quit
A=Pay all        S=Scan        R=Reverse entry       UNAPPLIED         0.00  P
Code 1        Bank 10200-100    A/R 11000-100  CrCrd 11100-100   Disc 43100-100
```

Customer Number

Enter the customer number. Transaction detail will display on the screen.

If the payment to be reversed or corrected displays with a zero balance, you will be able to change the invoice to 'un-paid'.

If the payment to be reversed or corrected does not display on the screen, the payment was applied in a previous month. You can only create a Credit Memo for this payment reversal or correction.

Select Option P - Negative Payment

Reference Number

Enter the reference number for the negative payment. The same number may be used as the original payment, or a letter such as 'C' may be added to it to identify it as a correction.

Date

Enter the payment date. The original payment date is recommended for audit trail purposes.

Cash

Enter the negative cash amount with a minus sign (-).

Credit Card

Enter the negative credit card amount with a minus (-) or press enter for a zero credit card amount.

Note: If a payment was entered as Cash and should be Credit Card, you can only the reverse the entire payment here. Afterward, you must go to Cash Receipts to enter the correct payment. You may not put -10.00 in 'Cash' and put +10.00 under credit card with a net payment of zero.

Total Payment

The total payment will be calculated and will display as a minus (-).

This message displays at the bottom of the screen:

'Negative payment! Is this a negative cash receipt/correction? (Y/N)'

Enter **Y** to continue

Enter **N** to reenter the payment.

```
      Petro-Data Inc. *** Negative Payments *** 06/10/2019  Batch 20190320

Cust No.  PM1     Petro-Market #1                    Balance    420316.00
Ref 954406    Date 03/20/2019 Csh   -1550.70 Crd       0.00 Tot   -1550.70 Ok?

Ln # Inv No    Inv Date    Due Date     Balance    Payment  Discnt  New Bal Ok
  1 145271    01/04/2015  01/14/2015       0.00       0.00    0.00       0.00
  2 145272    01/26/2015  02/05/2015       0.00       0.00    0.00       0.00
  3 145273    01/26/2015  02/05/2015       0.00       0.00    0.00       0.00
  4 CS000804  02/01/2015  02/11/2015  -11660.68       0.00    0.00  -11660.68
  5 146828    02/09/2015  11/21/2014       0.00       0.00    0.00       0.00
  6 146829    02/10/2015  11/22/2014       0.00       0.00    0.00       0.00
  7 CS000802  02/10/2015  11/22/2014       0.00       0.00    0.00       0.00
  8 54349     02/20/2015  03/02/2015       0.00       0.00    0.00       0.00
  9 54359     04/24/2015  05/04/2015    2359.73       0.00    0.00    2359.73
 10 99        01/01/2016  01/11/2016    9860.75       0.00    0.00    9860.75
 11 54376     02/27/2017  03/09/2017   13857.34       0.00    0.00   13857.34
 12 54381     03/22/2017  04/01/2017    1381.24       0.00    0.00    1381.24

Enter line #     G=GL code     P=Neg Payment      M=Unapply Cr Memo    Q=Quit
A=Pay all         S=Scan       R=Reverse entry        UNAPPLIED      0.00  P
Code 1         Bank 10200-100   A/R 11000-100  CrCrd 11100-100   Disc 43100-100


      Negative payment!  Is this a negative cash receipt/correction? (Y/N)
```

If this message does not display, verify that the Cash or Credit Card amount has a minus sign. If the error is not corrected, the cash payment will be doubled.

OK?

Enter 'Y' if the data is correct.

If you are reversing or correcting an entry made in a prior month, this message displays at the bottom of the screen:

'Unapplied payment! M=Create credit memo C=Cancel R=Return to apply'

M Continue

C Cancel

R Return to the correction screen

If you select 'M' to Create a Credit Memo, the following prompt displays:

Y Update the transaction

C Cancel the transaction

R Return to change the data

If the transaction is updated, the customer balance is updated and now can be viewed in Customer Inquiry.

AR Inquiry

Cust No.	PM1	Petro-Market #1			Terms	1
Last Stmt	69274.88	Balance	421916.70		NET 10	
Last Payment	01/18/2019	Current	245.00		Customer	Prt Ledger
Origin Date	/ /	30 day	3830.00		Notes *	Prt Invoice
Limit	9999999.00	60 day	-17782.58		Sales Hst	Find Invoice
Phone	210-223-8762	90 day	50.00		Ledger	Address
Salesman	JB	Over 90	435574.28		Exit	Unposted
Aged by:	INVDTE	DiscDue	0.00			
		P.O. Desc				

Inv Batch 20050802 3   Ship To

Inv No.	Typ	Inv Date	Due Date	Inv Total	Date Paid	Amt Paid *	Balance	Det *
A		05/21/2019	05/31/2019	195.00		0.00	195.00	N
M214		02/02/2019	02/02/2019	-10000.00		0.00	-10000.00	
654	1	06/12/2019	06/22/2019	50.00			50.00	Y
R2		01/18/2019	01/18/2019	1550.70		0.00	1550.70	

You can also print a Summary Cash Receipts Register (Reports, Payment Report) for the batch, date, customer. Choose the option for Subtotal by Customer.   The actual reference number displays on the Cash Receipts Register.

Date: 06/15/2019
Time: 05:28:05

Petro-Data Inc.
Summary Cash Receipt

Date Range 01/01/2018 to 06/15/2019 for Customer PM1   - Modules CR.

Page 1

Batch Number	Date Paid	Reference Number	Cust. Number	Company Name	Transaction Type	Cash	Credit Card	Discount	Fut
20180531	05/31/2018	PM1-5318	PM1	Petro-Market #1	Payment	6,500.00	0.00	0.00	
20190201	01/18/2019	954406	PM1	Petro-Market #1	Payment	-1,550.70	0.00	0.00	
20190201	02/01/2019	CHK 23	PM1	Petro-Market #1	Payment	100.00	0.00	0.00	
20190201	02/02/2019	99A	PM1	Petro-Market #1	Payment	234.83	0.00	0.00	
20190201	02/02/2019	PREPAY	PM1	Petro-Market #1	Credit	10,000.00	0.00	0.00	
20190310	03/10/2019	954406	PM1	Petro-Market #1	Payment	1,550.37	0.00	0.00	

Subtotal for Customer PM1		Checks	100.00 Cash Sales	0.00 Cash Paymt	16,734.50 Misc Cash	0.00
Cred Crd	0.00	Tot Paymnt	16,834.50 Discounts	0.00 Total Ar	16,834.50 Total Cash	16,834.50

Grand Totals		Checks	100.00 Cash Sales	0.00 Cash Paymt	16,734.50 Misc Cash	0.00
Cred Crd	0.00	Tot Paymnt	16,834.50 Discounts	0.00 Total Ar	16,834.50 Total Cash	16,834.50

Select Option M - Unapply a Credit Memo

If a Credit Card or other credit transaction was applied to the wrong invoice, use this option to Unapply or reverse the incorrect transaction.

Enter the customer number and scan to the screen with the applied credits.
Use the 'Inv No' and/or 'Inv Date' fields for reference since the balance show 0.00.

Customer Number
    Enter the customer number. Transaction detail will display on the screen. Use the Scan option to view the transaction with the credit.

Select option M. Enter the line number of credit memo to Unapply or Q to Quit.

```
Ln # Inv No     Inv Date     Due Date      Balance   Payment  Discnt   New Bal Ok
  37 54441      12/11/2018   12/11/2018    2308.44      0.00    0.00    2308.44
  38 54442      12/12/2018   12/12/2018  291535.91      0.00    0.00  291535.91
  39 54443      12/13/2018   12/13/2018   54415.09      0.00    0.00   54415.09
  40 12345      12/13/2018   12/13/2018   11250.28      0.00    0.00   11250.28
  41 DISPAT01   12/19/2018   12/19/2018   13293.88      0.00    0.00   13293.88
  42 R2         01/18/2019   01/18/2019    1550.70      0.00    0.00    1550.70
  43 M214       02/02/2019   02/02/2019  -10000.00      0.00    0.00  -10000.00
  44 1          02/28/2019   02/28/2019      50.00      0.00    0.00      50.00
  45 62003      03/18/2019   03/18/2019       0.00      0.00    0.00       0.00
  46 WOPM1      03/31/2019   04/10/2019  -17782.58      0.00    0.00  -17782.58
  47 62002      04/17/2019   04/17/2019    3830.00      0.00    0.00    3830.00
  48 A          05/21/2019   05/31/2019     195.00      0.00    0.00     195.00

Enter line #     G=GL code     P=Neg Payment      M=Unapply Cr Memo    Q=Quit
A=Pay all        S=Scan        R=Reverse entry       UNAPPLIED         0.00  M
nter line number of credit memo to unapply.    Q=Quit 43
```

Select the line with the Credit Memo and press Enter. Enter the total amount to unapply.

```
Cust No.  PM1     Petro-Market #1              Balance   421916.70
Ref PREPAY      Date 02/01/2019 Cr Memo M214   Amount    -5000.00 Ok? (YN) Y
```

    Y Accept the entry
    N Change the entry

```
Enter line #     G=GL code     P=Neg Payment      M=Unapply Cr Memo    Q=Quit
A=Pay all        S=Scan        R=Reverse entry       UNAPPLIED       -5000.00 M
Code 1           Bank 10200-100  A/R 11000-100  CrCrd 11100-100  Disc 43100-100
```

The Unapplied amount will display.
Enter the line number to be reduced by the Unapplied Amount or 'Q' to Quit.

Message displays at the bottom of the screen:
    Do you want to apply a negative payment to a Credit Memo?
    Y Accept the entry
    N Change the entry

Press Enter.

Enter the amount to apply to the line selected. Press 'Y' to accept the entry.
Continue selecting lines and entering amounts until the total Unapplied is Zero.

```
42 R2          01/18/2019 01/18/2019   1550.70        0.00    0.00    1550.70
43 M214        02/02/2019 02/02/2019 -10000.00    -5000.00    0.00   -5000.00 Y
44 1           02/28/2019 02/28/2019     50.00        0.00    0.00      50.00
45 62003       03/18/2019 03/18/2019      0.00        0.00    0.00       0.00
46 WOPM1       03/31/2019 04/10/2019 -17782.58        0.00    0.00  -17782.58
47 62002       04/17/2019 04/17/2019   3830.00        0.00    0.00    3830.00
48 A           05/21/2019 05/31/2019    195.00        0.00    0.00     195.00

Enter line #     G=GL code     P=Neg Payment      M=Unapply Cr Memo    Q=Quit
A=Pay all        S=Scan        R=Reverse entry      UNAPPLIED     -5000.00  43
Inv Amt  -10000.00 Prev Pay      0.00 Disc Due       0.00  Unapplied   -5000.00
```

Press 'Q' to Quit.

The following prompt displays:
   Y   Update the transaction
   C   Cancel the transaction
   R   Return to change the data

Sub Option A - Pay All
   Enter A to apply the Negative Credit Memo selected in the previous step to all invoices. The
   system will apply the credit memo to the oldest invoices first. Any remaining invoice balance
   will be displayed after the credit memo is applied. After the credit is applies, select Option
   'Q' to Quit.
       1   Select 'Y' to Update the customer payment and total balance.
       2   Select 'R' to return and make changes to the invoices applied for the payment.
       3   Select 'C' to Cancel the batch.

Sub Option S - Scan
   Enter S to scan to display the next screen. Only line items on the displayed screen may be
   selected for update.

Sub Option R - Reverse entry
   Enter R to reverse the Negative Credit Memo selected in the previous step to all invoices.
   Select the line number of the credit memo and press Enter. After the credit is reversed, select
   Option 'Q' to Quit.
       4   Select 'Y' to Update the customer payment and total balance.
       5   Select 'R' to return and make changes to the invoices applied for the payment.
       6   Select 'C' to Cancel the batch.

4 - Print Cash Receipt Slips
This option prints cash receipt slips by batch for an entire batch. The receipts can be mailed or faxed to customers.

Enter the Batch number
> Enter the batch number. A lookup function is not available for this field. Use the Payment Report to get the batch number if needed.

Enter a Customer
> Enter one customer number or leave this blank to print all customers within the batch.

Select the Type
  1 Payments
  2 Cash Sales
  3 Credit Card
  4 Omit Credit Cards (print all other types)
  5 All

Payment Receipt

Paid To:

Petro-Data Inc.
DBA Petro Data
11503 Jones Maltsberger
San Antonio, Tx 78247

Paid By:

Petro-Market #1
486 FOREST ROAD
PO BOX 876
SAN ANTONIO TX 78001

Payment Date	Ref Number	Cash/Check	Credit Card	Total Payment	Balance
02/02/2019	99A	234.83	0.00	234.83	421916.70

Document Number	Document Date	Description	Original Amount	Amount Open	Amount Applied	Discount	Balance
54383	03/31/2017		234.83	234.83	234.83	0.00	0.00
M214	02/02/2019	Open Credit	-10000.00	-10000.00	0.00	0.00	-10000.00
54376	02/27/2017		13957.34	13957.34	100.00	0.00	13857.34
R2	01/18/2019	OPEN CRED 0.00	1550.70	1550.70	0.00	0.00	1550.70

5 - Get Paid Invoice from History
> Print customer history for one customer and one invoice.

Customer Number
> Enter the customer number.

Invoice Number
> Enter the invoice number.

B Change Batch Numbers

This option allows you to go from one Cash Receipt Batch to another without returning to the Main AR Menu. You may also check the batch totals for other batches.

This feature will **not** change the batch number on an updated cash receipt transaction. Use the 'Enter Negative Cash Receipt' option to reverse a payment that was entered in the wrong batch.

F - Change Future Batch Status

This option is only for Draft or Credit Card batches. Regular Cash Receipt batches may not be changed.

If AR is closed before a batch of Drafts or Credit Cards that has been marked as 'Future' can be updated, use this option to change it to a Current batch.

Batchno	Cash	Creditcard	Discount	Module	Status	New Status
20181128	0.00	100.00	0.00	CC		
20181204	0.00	100.00	0.00	CC		
20181231	0.00	1.00	0.00	CC		
20190201	8834.13	0.00	0.00	CR		
20190310	1550.37	0.00	0.00	CR		
20190817	1.00	0.00	0.00	CR	F	F
960501	100.00	0.00	0.00			

New Status

    Blank out the 'F' code in this column. This changes the status of the batch from Future to Current.

Press Ctl-W to exit after the update.

Customer Drafts

Accounts Receivable, Customer Drafts

This program allows you to create customer draft notices. The Customer drafts include both invoices and credit cards. When draft notices are updated, the payment and credit cards are applied to the invoices listed on the draft. Notices can be printed and sent to your customers. Using the customer draft report, you will initiate the funds transfer through your company bank.

A customer must be flagged for the EFT process. In Customer File Maintenance setup screen, enter 'Y' in the field 'EFT?'.

Accounts Receivable, Customers, Add Customer

The Customer Draft Process is outlined below:
- Print the A/R Ledger
  - View receivable balances for your customers.
- Create Draft Notices
  - Create the draft data for customers based on invoice date.
- Print Draft Notices
  - Print the draft and verify the amounts.
- Edit Draft Notices
  - If necessary, make any changes to the draft data.
- Print Draft Notices
  - Use the Email function to send notices to your customers
- Update Draft Notices
  - Invoices and credit cards are marked paid and will now show a zero balance on the customer account.
  - **Note:** You may wait to update until the next day or when payment is confirmed.

Create or Add Draft Notices
AR, Customer Drafts, Create/Add Draft Notices

When you select this menu option, the system will create drafts based on your criteria. Once the drafts are created, you can view the drafts created using option 'Print Draft Notices' or can change the draft data using menu option 'Edit Draft Notices'.

If you previously entered a draft notice and did not update it, the system will display this message
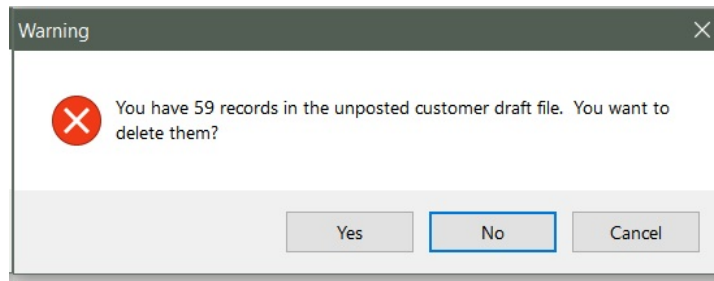
No   Continue making changes to the existing draft notice. If you added more invoices after creating this draft, reply No to add the new invoices to this draft batch.

Yes   Delete the old drafts and create a new draft notice. If you choose the delete the old drafts, the system will ask you to confirm your selection.
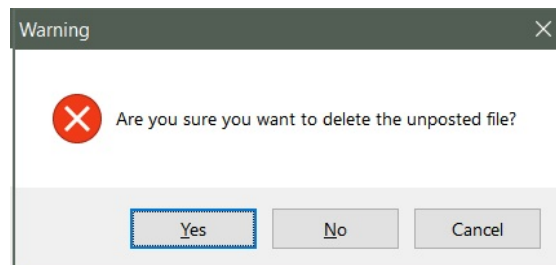
Press <No> or <Cancel> to keep the old drafts and return to the 'Create Customer Draft Notices' screen.
Press <Yes> to delete the old unposted drafts.   Confirmation of the deletion is displayed on the screen.
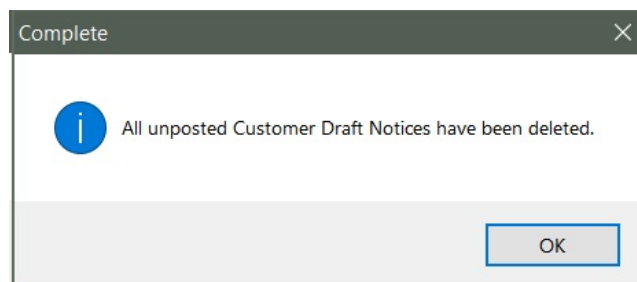
Press <OK> to return to the 'Create Customer Draft Notices' screen.

The draft entry screen will display. You will now create new customer drafts.

Customer	You can create drafts for all customers or one specific customer. Only customers with 'Y' in the EFT field of the customer master will be selected. Leave this field blank to create drafts for all your customers . Enter one customer number to create a draft for that customer only.
Enter draft date	The draft date is the date the money will be withdrawn from the customer's bank account.
Enter due date	Invoice due date will be evaluated on this date you enter.

Date Option:	**1=Less than Equal Due Date**	All invoices with a due date less than or equal the date keyed above will be selected for this draft.
	2=Equal to Due Date	Only invoices with this exact due date will be drafted. This option is usually used for customers who are drafted daily.

Enter Batch Number

The batch number representing the current date displays. Press <Enter> to accept it or enter a batch number of your choosing.

Special Code   Leave this field blank.

Omit Credit or Zero Balances? (Y/N)

Enter **Y** to omit drafts with credit balances (credits total more than invoices) or zero balances (no invoices due).

Buttons

    <Ok>   Continue
    <Edit>   Make corrections to criteria for this batch
    <Exit>   Quit

Special Notes for Customer Drafts:
- If the invoice is already included in an un-posted draft in a different batch, it will not be drafted in this batch.
- Multiple un-posted batches may be in the file. Invoices that are on previous drafts will not be duplicated on a current draft.
- For audit purposes, it would be good to use a range of batch numbers for drafts that is different from Cash Receipts batches. For example, add 40 to the date of the draft making the batch for the Feb 11th 201830251 instead of 20180211.

Edit Draft Notices
AR, Customer Drafts, Edit Draft Notices

In this menu option, you can edit information on the draft.

Batch number
Enter the batch number or use F2 or the lookup button.

Omit Deletions
Choose 'Y' to omit any data previously deleted from the last time data was created.

Customer
Enter the customer number whose draft needs to be changed or deleted. The Company Name will automatically display.

Assign Draft Amounts
These are options for changing the batch total when you use the 'Chg Amt' feature button.
'Debits First' is no longer valid and can be ignored.
'Unapply All' will remove all amounts from the draft and restore the customer balance to the amount it was before the draft was created.
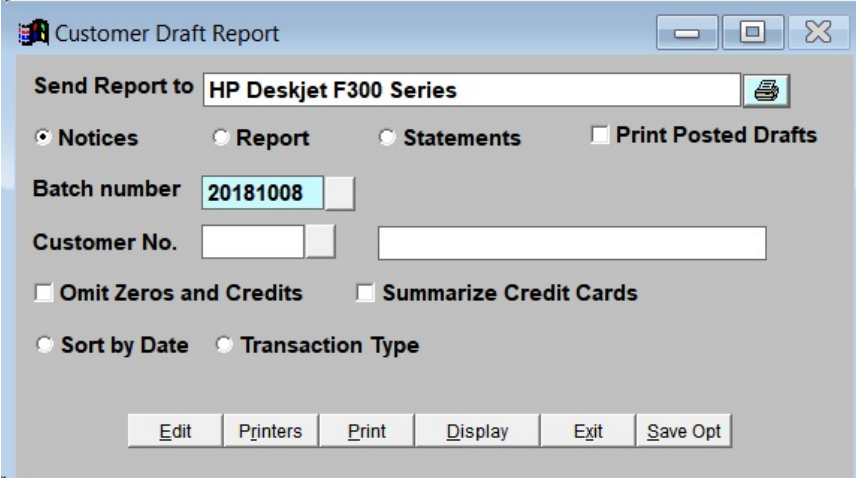
Buttons:

New	Inquire on a different batch number. Use the F2 key to find other un-posted batches.
Add	Add a new invoice to the existing draft batch. A new pop-up window will display. Enter the invoice number for this customer. The F2 function is available to lookup invoice information.
Edit	Allows you to change the draft amount of a specific invoice. If you do not wish to draft the transaction, change the amount (Amtpaid) to zero (0.00).
Delete	This option will delete the entire batch. A 'Confirm Deletion' box displays.
Exit	Exit the menu option.
Recalc	If you change or delete any of the draft lines, click the Recalc button to update the batch totals.
Chg Amt	If absolutely required, use this option to change the batch total. If no options were selected, the system will ask you if you want to apply credits first. Reply 'Y'. Enter the new batch total. The system will now adjust individual lines so the batch total matches the detail. Applying an incorrect batch total could result in a credit balance for this customer.

Print Draft Notices
AR, Customer Drafts, Print Draft Notices

Print the notice to review and confirm the un-posted draft information.

There are 3 print formats.

Notices
These are the actual un-posted EFT Draft notices. This option prints the Draft Notice one per page in a format suitable for email or fax.

Report
Print a Customer Draft Report so you can review and verify the un-posted draft amounts before final update. Use the Edit Customer Draft Notices option to delete unwanted drafts, or correct or change draft amounts. Reprint the draft report until the drafts are correct. When the report is correct, proceed with printing Option 1 - Notices.

Statements
This option prints a formal Customer Statement for the un-posted draft information. It prints with one batch per page that is suitable for email or fax. Print this statement and review the information before sending the statements to the customer. When the customer remits their payment, it will be entered in the Cash Receipts program and the credits will be applied at that time.

Print Posted Drafts
Use this option to print a drafts that have been updated. First, select the format of the report (Notice, Report or Statement). Enter a beginning and ending batch number. No changes can be made to the posted draft information.

Batch Number

Enter the batch number to be printed.

Customer Number

If you want to print data for one specific customer draft, enter a Customer Number here. Leave this field blank to print all customers.

Omit Zeros and Credits

When printing the draft report, do not omit zero and credit balances. You want to know of every draft in the file so that you can change or delete the ones you do not want to update. If there are credit drafts and you do not want them to update, delete them.

Summarize Credit Cards

Summarize the credit total by day.

181001	10/01/2018	10/01/2018	Sales Invoice	1604.10	0.00	1604.10
181002	10/01/2018	10/01/2018	Sales Invoice	319.63	0.00	319.63
181003	10/01/2018	10/01/2018	Sales Invoice	301.19	0.00	301.19
CrCrd	10/01/2018	10/01/2018	Daily Credit Cards	-675.00	0.00	-675.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78

Sort

Select one:

By Date

By Transaction Type

Buttons:

Edit   Edit any of the report options including batch number

Printers   Display the 'Select Output Device' screen for possible change

Report   Print the report

Display   Display the report on the screen instead of printing at this time

Exit   Exit without printing

Save Opt Save these options as Report Defaults

Sample Report - Notice

Remit To:

Petro-Data Inc.
11503 Jones Maltsberger
San Antonio, Tx 78247
Phone: 210-545-4774
Email jenewton@gonewton.net

Customer: PM1   Draft No. DR66   **EFT NOTIFICATION**

Petro-Market #1
486 FOREST ROAD
PO BOX 876
FOREST CITY, TX 78001
Phone: 210-223-8762 Fax: 210-490-4152
Email: jimenewton@aol.com

EFT Date	EFT Amount
10/08/2018	$ 35,452.37

Invoice Number	Invoice Date	Due Date	Transaction Description	Gross Amount	Fees and Discounts	Net Amount
145271	01/04/2015	01/14/2015	Sales Invoice	11534.78	0.00	11534.78
145272	01/26/2015	02/05/2015	Sales Invoice	11158.06	0.00	11158.06
145273	01/26/2015	02/05/2015	Sales Invoice	11660.68	0.00	11660.68
99	01/01/2016	01/11/2016	Sales Invoice	9860.75	0.00	9860.75
WRITEOFF	08/08/2018	08/18/2018	BAD DEBT	-10.00	0.00	-10.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78
CS000804	02/01/2015	02/11/2015	Credit-TRAN S000804	-11660.68	0.00	-11660.68
			EFT Totals	35452.37	0.00	35452.37

The following invoices with corresponding credits will be drafted against
your bank account for the amount of $ 35452.37 on 10/08/2018.
If you have any questions, please notify our office immediately at 210-545-4774

The report title is EFT Notification.
This is a pre-notification to customer that their bank will be drafted for the total amount on a
specific date.

Sample Report - Report

Date: 10/08/2018
Time: 14:04:40

Petro-Data Inc.
Customer Draft Report
Batch No. = 20181008

Page 1

Customer PM1   Petro-Market #1   Draft No. DR66   Date 10/08/2018 20181008

DocNum	Doc Date	Due Date	Reference	Gross Amt	CC Fees	Net Amt
145271	01/04/2015	01/14/2015	Sales Invoice	11534.78	0.00	11534.78
145272	01/26/2015	02/05/2015	Sales Invoice	11158.06	0.00	11158.06
145273	01/26/2015	02/05/2015	Sales Invoice	11660.68	0.00	11660.68
99	01/01/2016	01/11/2016	Sales Invoice	9860.75	0.00	9860.75
WRITEO	08/08/2018	08/18/2018	BAD DEBT	-10.00	0.00	-10.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78
CS00080	02/01/2015	02/11/2015	Credit-TRAN S000804	-11660.68	0.00	-11660.68
			Draft Totals	35452.37	0.00	35452.37
			Grand Totals	35,452.37	0.00	35,452.37

Use this report to review the data before sending information to your customer or updating the batch.

Sample Report - Statement

Page No. 1

Petro-Data Inc.
11503 Jones Maltsberger
San Antonio, Tx 78247
Phone: 210-545-4774
Email janewton@gonewton.net

Customer: PM1   Draft No.   DR66

STATEMENT OF PAYMENT DUE

Petro-Market #1
486 FOREST ROAD
PO BOX 876
FOREST CITY, TX 78001
Phone: 210-223-8782 Fax: 210-490-4152
Email: jimenewton@aol.com

Statement Date	Statement Amount
10/08/2018	$ 35,462.37

Invoice Number	Invoice Date	Due Date	Transaction Description	Gross Amount	Fees and Discounts	Net Amount
145271	01/04/2015	01/14/2015	Sales Invoice	11534.78	0.00	11534.78
145272	01/26/2015	02/05/2015	Sales Invoice	11158.06	0.00	11158.06
145273	01/26/2015	02/05/2015	Sales Invoice	11660.68	0.00	11660.68
99	01/01/2016	01/11/2016	Sales Invoice	9860.75	0.00	9860.75
WRITEOFF	08/08/2018	08/18/2018	BAD DEBT	-10.00	0.00	-10.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78
CS000804	02/01/2015	02/11/2015	Credit-TRAN S000804	-11660.68	0.00	-11660.68
			Statement Totals	35452.37	0.00	35452.37

This statement of account is due immediately upon receipt.
If you have any questions, please notify our office at 210-545-4774

The report title is Statement of Payment Due.
This is a notification to customer of the balance due. You will enter their payment using the Cash Receipts menu option.

Sample Report - Detail vs Summarized

Detail Option

181001	10/01/2018	10/01/2018	Sales Invoice	1604.10	0.00	1604.10
181002	10/01/2018	10/01/2018	Sales Invoice	319.63	0.00	319.63
181003	10/01/2018	10/01/2018	Sales Invoice	301.19	0.00	301.19
C0181001	10/01/2018	10/01/2018	Credit-TRAN 20181001	-550.00	0.00	-550.00
C0181001	10/01/2018	10/01/2018	Credit-TRAN 20181001	-125.00	0.00	-125.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78
54419	10/12/2018	10/12/2018	Sales Invoice	2394.93	0.00	2394.93

Summarized Option

181001	10/01/2018	10/01/2018	Sales Invoice	1604.10	0.00	1604.10
181002	10/01/2018	10/01/2018	Sales Invoice	319.63	0.00	319.63
181003	10/01/2018	10/01/2018	Sales Invoice	301.19	0.00	301.19
CrCrd	10/01/2018	10/01/2018	Daily Credit Cards	-675.00	0.00	-675.00
1008	10/07/2018	10/07/2018	JIM	250.00	0.00	250.00
1007	10/07/2018	10/07/2018	Sales Invoice	2658.78	0.00	2658.78
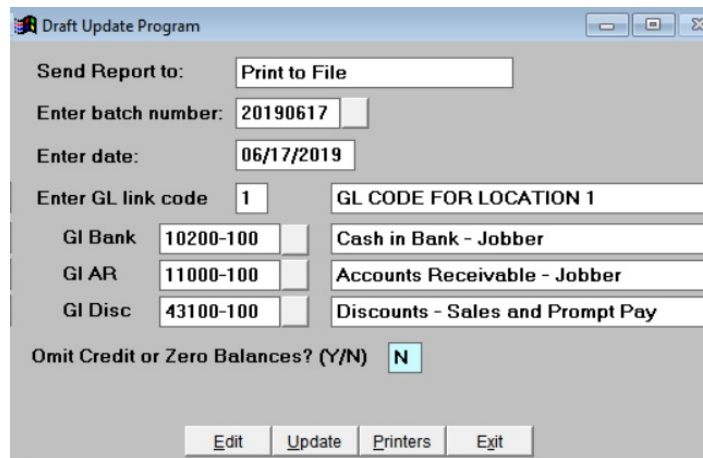
Update Customer Drafts
AR, Customer Drafts, Update Customer Drafts

Before you run the update, make sure you have deleted the any credit or zero drafts you do not want to update. The update will apply the credits to the invoices and post a transaction to the bank (credit or debit).

The system does allow you to update a zero draft. You can edit a draft until the balance is zero by applying credits to the invoices. If you need assistance or more information, call Customer Assistance.

Draft notices are like cash receipts. Updating them pays off the invoices and applies the credits that are listed on the draft. A Cash Receipt Register of the batch will list the drafts.

Enter Batch Number
    Enter the batch number of the draft to be updated. Use the lookup function to get a list of unposted batches.

Enter Date
    Enter the GL posting date for this batch.

Enter GL Link Code
    Enter the GL Link code. GL account numbers for Bank, AR & Discount will auto-populate from this code.

Omit Credit or Zero Balances
    Choose 'N' to update zero or credit batches.
    Choose 'Y' to ignore batches that are zero or a credit balance.

Check the Update Report

(i) VERY IMPORTANT! You must REVIEW THE PRINTED UPDATE REPORT and check for errors before you complete the update.

OK

Update reports will print. Look over the reports. Check for error messages and ensure that the GL Proof is zero.

```
Date: 10/23/2003                                  PETRO DATA OIL                                              Pa
Time: 17:38:00                              Customer Draft Update Register
                                                 Batch: 20031023


Customer                    Draft #   Batch #.  Date Pd.    Draft Amt Invoice    Old Bal   Amt Paid  Discount   New Bal

Johns Service Station       DR836     20031023  10/23/2003  15748.84 724A03      9690.60    9690.60      0.00      0.00
Johns Service Station       DR836     20031023  10/23/2003      0.00 72504       6100.28    6058.24     42.04      0.00
JONES FARM                  DR837     20031023  10/23/2003   3129.00 724B03      3129.00    3129.00      0.00      0.00
LOU'S GASOLINE STATION      DR838     20031023  10/23/2003  25068.50 72203      25068.50   25068.50      0.00      0.00

        Totals       Amt Drafted   43946.34  Discounts      42.04  Total AR    43988.38


        GL Proof        0.00
```

Click on <View Errors> and check for any update errors. If there are errors, you may Cancel Update, correct the errors or Update again.

Update Status:
Begin Update of Batch Number 20031024 Batch id 1
Printer is ready to Print

Please review the errors by pressing the View Errors button.
Press Cancel Update to quit. Press Finish Update to complete the update.

Button Options on the Update screen:

Finish Update   No errors found, finish the update.
View Status   This screen is currently displayed.
View Errors   This screen displays any errors encountered during this phase of the update
                       process.
Print Msg   If error messages display, you may print them before canceling the update.
Cancel Update   Quit without completing the update.

In rare instances, an error message may display after the ***Finish Update*** button is selected. In this case, he update will be automatically canceled. The 'Update Status Screen' will reflect this.

Correct the error, reindex the files, and then start the Update again. Call Customer Support for assistance if necessary.

Update Is Not Successfully Completed until the 'Update Status Screen' Says it Is.
'The update was successfully completed...' Click <<u>R</u>eturn to Menu>.

Restore Draft Update
AR, Customer Drafts, Restore Customer Update

If an error is found after the Draft is update, you can restore the entire batch so you can make the appropriate changes. The Restore program only allows you to restore the entire batch.

If the batch was not updated or failed on final update, a Restore is not required. Always click on the magnifying glass to select the batch from the display screen.   An updated batch will always have a Batch ID.

If you don't know what the batch ID is, look at the original update report. Batch number is listed at the top of this report.   The batch number is also listed on the report Print Draft Notices.

Batch Number

Batchno	Batchid	Udate	Utime
20020806	1	08/06/2002	09:20:02
20020806	2	08/06/2002	13:17:18
20030214		02/14/2003	11:48:19
20030214	1	02/14/2003	10:02:33
20030214	2	02/14/2003	12:01:58
20030214	3	02/14/2003	16:38:25
20030407	1	08/07/2003	17:51:41
20031023		10/23/2003	17:46:57
20031024	1	10/24/2003	11:42:01
99999999		02/14/2003	09:47:31
99999999	1	07/19/2002	17:01:45

[No Filter]   [Cancel]   [OK]

Credit Card Restore Program

Send Report to: HP LaserJet 6L

Enter batch number: 20031024

Enter batch ID: 1

Enter todays date 10/24/2003

[Restore]   Edit   Printers   Exit

The batch number and batch ID and today's date will display. The date does not have an affect on the restore.

Button Options:

Restore Proceed with restore.
Edit Edit any of the restore options including batch number.
Printers Display the 'Select Output Device' screen for possible printer change.
Exit Exit without restoring.

No report is printed during a restore draft.

From the 'Restore Status Screen', click on <View Errors> just as you did when updating. If there are no errors, click <Finish Restore>.

Click on <Return to Menu>. A message displays on the screen reminding you to print a pre-posting before attempting to update the drafts again.

The drafts are now in the unposted file. Invoices and credits used on the draft should be Open Items on the customer accounts. At this time, you may edit the drafts or delete them completely.

After the data is corrected, you must do a run both a Pre-Posting and an Update again.

Delete a Batch of Drafts

AR, Customer Drafts, Delete a Batch of Drafts

This function will allow you to delete a batch of unposted drafts.
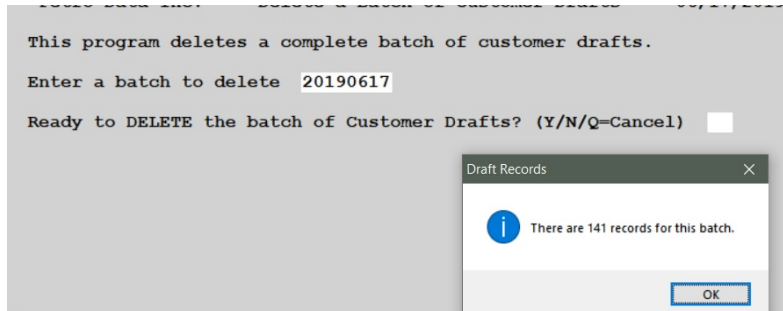
Enter a Batch

    Enter the batch number of drafts to be deleted. Press Enter.

    A message box will appear showing the number of detail drafts to delete. Click OK.

Ready to Delete

    Y Delete all records in this batch.
    N Do not delete the records. This allows you to change the batch number.
    Q Quit.

Credit Cards

Accounts Receivable, Credit Cards

The Credit Card Module was designed to track credit cards from the time the customer makes a payment on their account to the EFT which pays them. The system handles the receipt of credit card payments by posting a credit to the customer account or by posting a transaction in Accounts Payable for future payment to a customer. The Vendor payment side (usually an EFT) handles posting deposits to the bank or to an intercompany account. If the settlement arrives first, the system allows entry of the batches and dealer numbers, and stores the information until the credit cards are received and entered.

This module can be used for the following:

1. Credit card batches can be downloaded from DTN or your fuel vendor. They will be imported into the Credit Card system. This data will be Pre-Posted and Updated.
2. Paper batches, manual credit cards, charge backs, and batches from fuel vendors can be entered on a daily basis to give customers immediate credit.
3. Credit card activity can also be entered directly in the EFT program. In one step, the customer gets credit, purchase invoices are paid and the EFT is sent to the AP check register and the bank.

Before using the Credit Card Module, you must create dealers in Dealer File Maintenance. The best time to begin using the Credit Card Module is at the beginning of a month. Make a list of all credit cards data which have been received and/or credited to customer accounts but have not yet been paid by the vendor. Also make a list of all EFT statement items which have been received, but the credit cards have not been submitted by the dealer. These two totals will be the beginning balances and should match the GL Credit Card Account total.

Credit Card Module Setup Process.
•   Input Dealers in Dealer File Maintenance
•   Enter Credit Cards Received or Download data from DTN or your Vendor
•   Create EFT Statements paid for credit cards not received (Option 2)
•   Run the Credit Card Report (Option 3)

Dealer File

Accounts Receivable, Credit Cards, Dealer File

The Dealer File identifies the dealers by number, such as their D&B. It also links the Dealer number to the AR Customer. If you receive credit card data from your fuel vendor, a Dealer Number must be set up for every dealer.

In Dealer setup, the Credit Type will define how credit is given to the dealer. This can be done by a credit to A/R, money transfer or intercompany. If cash is transferred to the dealer, dealer's vendor should be included in Dealer setup. If the transaction belongs to the company and no AR or AP transaction will be generated, the dealer is identified as inter-company and the GL account number for fuel or truck expense will be entered.
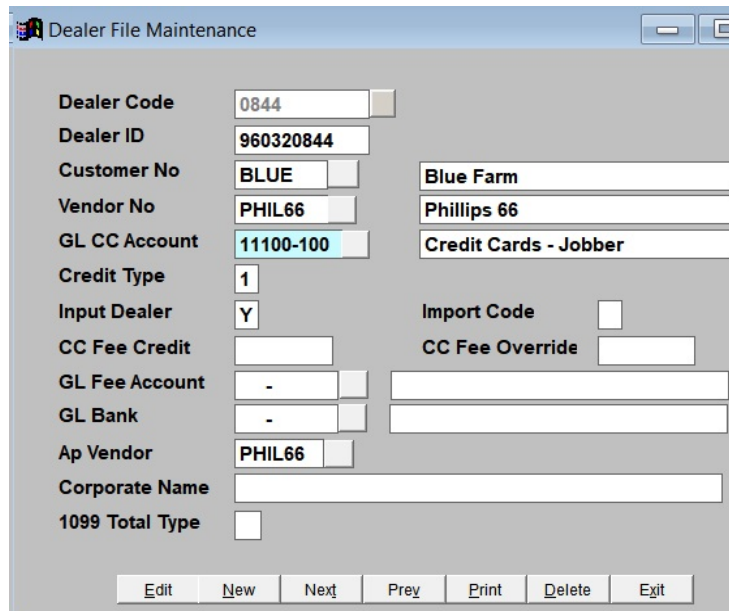
A Lookup function is provided in Credit Card and EFT entry for easier access to Dealer Numbers.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit

Dealer File Maintenance

Dealer Report

Change Dealer Numbers

Quit

Dealer File Maintenance

Accounts Receivable, Credit Cards, Dealer File, Dealer File Maintenance

Enter new Dealers, change the method of giving credit to dealers for credit cards submitted, or change GL account numbers through this option.

Dealer Code

Enter a Code Number assigned to the dealer. This could be their the Customer ID or the last 4 digits of the dealer ID from the fuel vendor. Using a short or easy code will make manually entering credit card an easier task.

Credit Cards are entered and EFT's paid using this code number. This dealer code is the control number that is the key to each dealer. Once it has been entered and accepted, the code number may not be changed without deleting the record and reentering it with another code number.

'Record is not found, Do you want to add it? (Y/N)'
Y   Add the code as entered
N   Reenter the number or quit

Dealer ID

  This is the complete dealer code used by the vendor in credit card notices. This number is needed if you download credit cards from a vendor's website and import them into Petro-Data. Many times, the dealer ID is the DUNS number.

Customer Number

  Enter the Accounts Receivable Customer Number for this dealer. Use the F2 lookup to list valid customers. The Dealer File links the customer to the dealer. When a valid customer number is entered, the customer name displays.

Vendor Number

  Enter the Vendor Number of the fuel vendor who will be receiving and paying for the credit cards submitted by this dealer. Use the F2 lookup to list valid vendors. When a valid Vendor Code is entered, the Vendor name displays.

GL Account

  Enter the GL account number for Credit Cards. Use the F2 lookup to list valid accounts. If a valid account number is entered, the account name displays. A debit transaction will be sent to this account when credit cards received from the dealer are updated.

Credit Type

  Enter the code number for the method of giving credit to this dealer from the following:
  1 Credit Accounts Receivable for credit card amounts. A credit transaction is posted to the AR customer open-item file (the dealer's receivable account).
  2 Pay the dealer with a check in Accounts Payable. Enter the Vendor Code for this dealer. This is not the fuel vendor AP ID. A credit transaction is posted to AP for future payment.
  3 Used for Inter-company transaction. Enter the GL account number for Fuel expense, truck expense or where ever you want the credit transaction to post in the GL. A credit transaction is posted to this account. No other transactions are generated.
  4 Used for special consignment update.
  5 Cash received will be debited to the GL Bank account and credited to Customer Accounts Receivable.

Input Dealer

  Y the Vendor's draft reconciliation shows the Dealer's number
  N the Vendor's draft reconciliation shows **only** the store name

Import Code

  O   Omit this dealer during an automated import
  Blank   Include the dealer in the import

CC Fee Credit

Enter the percent of the credit card fees that you are going to credit the dealer. You can leave this blank or zero if there are no credits and the dealer absorbs 100 percent of the fees.

CC Fee Override

Enter a credit card fee percent which will override the one which is imported.

GL Fee Account

If you are crediting the dealer with fees, enter the GL account for this credit.

GL Bank Account

Enter the GL bank account number. This is required if you chose Option 5 in the Credit Type field.

AP Vendor

Enter the vendor who sending the EFT if it is different than the vendor above.   You may be taking Shell Credit Cards but ABC Oil Company may the one who actually bills you and credits you.

Company Name

Enter the company name as it will appear on the 1099. This is an optional field.

1099 Total Type

   C   1099 amounts are calculated by the system
   M 1099 amounts will be manually entered at year end
   X   Do not print a 1099 for this dealer

Dealer Report
Jobber, Accounts Receivable, Credit Cards, Dealer File, Dealer Report

The Dealer Report is a list of all Dealers in the file. The Dealer Number, Customer Number and name, and Fuel Vendor number and name are listed on the screen or printed to the printer.

Printer	Microsoft XPS Document Writer	🖨

Print   Display   Exit
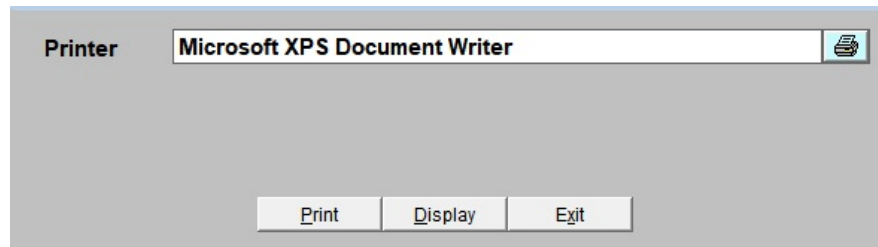
```
Date: 06/18/2019              Petro-Data Inc.              Page No.
Time: 06:25:45          Dealer File Report 06/18/2019           1



    Dealer    Customer                                  Vendor
    Dealer ID

0026           BLUE    HENRY BROWN JR PHILLIPS           PHIL66
5867400011
0133           BLUE    ANDRAU AIRPARK PHILLIPS           PHIL66
960320133
0471           BLUE    COLORADO COUNTY OIL CO.           PHIL66
960320471
```

Dealer Report

Change Dealer Numbers
Jobber, Accounts Receivable, Credit Cards, Dealer File, Change Dealer Numbers

This option will allow you to change the dealer number in the setup table. Current and History files could be impacted if you change dealer numbers.

Call Customer Support before using this option.

```
        PETRO DATA OIL *****  Change Dealer Numbers *****



   This program allows you to change a dealer number and then

   Post the new number to all his past transactions.

   Ready to begin? (Y/N) |
```

Change Dealer Numbers				
New Dealer No.	Old Dealer No.	Customer	Vendor	
	9100	BLUE	SHELL	
	9101	BLUE	SHELL	
	9102	BLUE	SHELL	
	9103	BLUE	SHELL	
	9103	BLUE	SHELL	
	9426	PRECIN	FINA	
	943	NORHWY	FINA	
	DJS	DJS	SANFOR	
	PS3	PS3	SANFOR	

New Dealer No.
> Enter the new dealer numbers on each row you want to change. Use the arrow keys or slide bar to move up and down in the file.
>
> Press <Ctrl> <W> to quit when you have finished entering the new dealer numbers.
>
> '**Ready to post new number to all past transactions.**'
> Enter **Y** to continue.

The names of all tables updated are displayed as each dealer number is replaced.
Press 'Y' to exit the menu.

Input Credit Cards

Accounts Receivable, Credit Cards, Input Credit Cards

Manual credit cards are actual batches of credit card receipts which must be posted to the fuel supplier for credit by dealer. Electronic credit cards are transmittal slips for credit cards which have already been sent electronically to the fuel supplier. The transmittal slip documents the amount of credit cards that were sent. It is possible to have multiple transmittals in one day.

Both manual and electronic credit cards are posted and credit given to the dealer. The transmittals remain open until payment is received by the jobber. If payment is received from the fuel supplier before the credit cards are posted to the dealer, a record is created for the transmittal but no credit is given to the dealer until the credit cards are entered.

Another transaction type called 'Coupon/Combo' which is handled like electronic credit cards, may also be processed through this system.

If you downloaded the transactions and imported them, the detail transactions will already be in this file. Use this menu to make any corrections/additions needed and then proceed to Pre-Posting. Credit card information for vendors who are not imported may be manually entered in this section.

Do not combine credit cards that will be drafted on separate EFTs. Enter each with a unique reference so that when the EFT is entered, only the credit card data that applies will be added to the EFT.

Enter the preliminary information for the credit card batch.

```
         Petro-Data Inc.*** Input Credit Cards Received *** 11/15/2018

    Enter the default link code for credit cards (Q=Quit) 1
    Bank  10200-100      A/P  20500-100       A/R  11000-100

    Enter batch number (Q=Quit) 20181115

    Enter default discount code (O=Omit discount N=Omit Disc %) N

    Enter default date  11/15/2018

    Input Option:  1=Vendor Invoice/Ref Num     2=By Dealer/Batch  1

    Is everything Ok? (Y/N/Q=Quit) Y
```

Default Link Code
Enter the link code that was created in Accounts Receivable. The three accounts used in processing credit cards are shown on the screen. In some cases an inter-company account may be used instead of the AR account.

Batch Number
Enter a batch number or **Q** to quit the data entry. These batch numbers make it easier to locate and print transactions from the history file.

Default discount code
O - Omit Discount
Enter 'O' if there are No discounts. All of the fields involved in calculating and entering discounts will be omitted.

N - Omit Discount %
Do not omit the discount percent. Instead, you will enter a discount amount shown on the CC report. The discount amount will entered in 'Disc Amt' field.

Default date
Today's date displays. It has no affect on the data.

Input Option:
1 - Vendor Invoice/Ref Num
The information is entered by Vendor. A reference number is given to the batch so that the entire group of transactions can be brought into one EFT. This matches the vendor used by the dealer and ties the transactions together for import EFT entry.
2 - By Dealer/Batch
The information is entered by Dealer. Use this option if several batches for the same dealer are entered and could be drafted either on the same different days. Manual credit card batches and charge backs could be entered using this option.

Is Everything OK?

    Y to continue

    N to reenter the batch information

    Q to return to the menu without saving

1 - Post by Vendor Invoice/Ref Num

Vendor

    Enter the vendor who gave you credit for this batch of credit cards.

Reference Number

    Enter a unique reference number. You may use the one the vendor assigned or make up your
    own. You should write it on the Draft Notice so it will be easily accessible when you enter the
    EFT.

    Credit card entries do not exist. Y=Add them N=Reenter
    Enter **Y** to add the new entries for the vendor and reference number.
    Enter **N** to enter a different vendor and/or reference number.

GL Bank

    The default GL bank account number displays for verification. It will be attached to each
    credit card transaction for future use during EFT entry. Press Enter if the bank account is
    correct.

```
        Petro-Data Inc.*** Input Credit Cards Received *** 11/16/2018

    Vendor (Q=Quit) BRAND    Ref Num    20181116          GL Bank 10200-100 Ok? Y

    Ln# Date      # Cards  Gross Amt    Disc    Disc Amt   Net Amt  Gl Acct  Ok?(Y/N)
```

Is Everything OK?

    Y - Accept the information entered

    N - Change the data

Ln#

    A blank line will display for the credit card transaction to be entered.   The system will begin
    with Line 1. This number will be referenced when making corrections.

```
        Petro-Data Inc.*** Input Credit Cards Received *** 11/16/2018

    Vendor (Q=Quit) BRAND    Ref Num    20181116          GL Bank 10200-100 Ok? Y

    Ln# Date      # Cards  Gross Amt    Disc    Disc Amt   Net Amt  Gl Acct  Ok?(Y/N)

      1 Tran No.
```

Tran Number
> This is the transaction or transmittal number. This is usually the batch number assigned to this group of credit cards.

Dealer
> Enter the Dealer number for this batch. The dealer number must be assigned to the Vendor keyed at the top of the screen. This match was made during Dealer Setup. You can use the F2 function to list all active dealers and their vendors. The customer number displays along with the default credit card GL account number from the Dealer setup record.

Ok?(YANG)
> **Y** - Yes. Proceed with entering the credit card data.
> **N** - No. You can change information that was previously entered.
> **G** - Change the GL credit card or AR account.

Date
> Enter the date of the transaction.

Gross Amount
> Enter the gross dollar amount.

Discount Code
> **P** - Enter the discount percent
> **N** - A discount amount will be entered in the next field
> Leave blank if there is no discount

Discount Amount
> Enter the discount amount if you selected 'N' for discount code. If you selected code 'P', the amount will be calculated by the system.

Net Amount
> The net amount is calculated and displayed.

GL Account
> This GL account is the Credit Card account from the Dealer file.

OK? (Y/N/G)
> **Y** - Yes, data entered is correct.
> **N** - No, data entered needs to be corrected.
> **G** - Change GL account numbers for credit card or AR.

Continue to enter all of the data of the dealers included in this Credit Card report. Verify the total at the bottom when complete. Batches for multiple days can be entered on the same record if they are received on the same report and will be drafted on the same draft.

When you have entered all data, type in 'Q' in the Tran No field to end your data entry.

2 - Post by Dealer/Batch

With this option, each batch has credit card information for only one dealer. Each record will be brought into the EFT individually.

Dealer
> Enter Dealer ID Number. Enter a dealer number, press F2 to Lookup or **Q** to quit.
>
> When a valid Dealer Number is entered, the system displays the dealer name and vendor name at the bottom of the screen and checks to see if entries already exist for this batch number and dealer. If so, it displays the message *'Credit Card entries exist for this batch. Do you want to inquire (Y/N)'* and a **Y** response displays the transactions after verifying the GL AR account number.
>
> If the dealer number is not found in the Dealer File, the following message displays: *'No Dealer Master Record Found.   N=Reenter   Q Quit.'* Enter **N** to reenter and press F2 to display a list. Enter **Q** to return to the menu.

GL AR
> The GL Account Number for Accounts Receivable from Link Code selected at the beginning of the input screen displays. If the number is correct, press Enter. If needed, you can change the GL Account Number.
>
> ***Caution:*** *Changing the AR account number could cause a discrepancy between the open receivable balance in the Accounts Receivable sub-ledger and the balance in the AR account in the General Ledger. If you need assistance, call Customer Support.*

OK?
> **Y** to continue.
> **N** to reenter or correct the data.

Transmittal Number
> Enter a transaction or transmittal number or 'Q' to quit if all transactions for this dealer have been entered. The transmittal number will be used for identification when the payment is received. The number may be up to 8 digits or characters.

Credit Card Type
Enter the type of credit cards in this transaction using one of the following codes. The description of the selected type displays in the record and will print on the Credit Card Activity Report. Verify the description by pressing <Enter>.
    M Manual
    E Electronic
    C Coupon/Combo

OK?
Y to accept the entry.
N to change the entry.

Discount Code
    P - Enter the discount percent
    N - A discount amount will be entered in the next field
    Leave this blank if there is no discount

Discount Rate
If you selected code '**P**', the default percent rate from the Installation Setup is displayed. The rate can be changed to any number or Zero if required. A 3% discount would be entered as .03.

Discount Amount
Enter the discount amount if you selected 'N' for discount code. If you selected code 'P', the amount will be calculated by the system. The amount calculated for code 'P' can be overridden with a manual entry.

Net Amount
The net amount is calculated and displayed.

GL Account
This GL account is the Credit Card account from the Dealer file.

OK? (Y/N/G)
    Y - Yes, data entered is correct.
    N - No, data entered needs to be corrected.
    G - Change GL account numbers for credit card or AR.

Continue to enter all of the data of the dealers included in this Credit Card report. After each transaction, the system displays the total Gross, Discount Amount, Total Net amount in the batch. The Net is the amount of credit to the dealer. Verify the total at the bottom when complete.

Batches for multiple days can be entered on the same record if they are received on the same report and will be drafted on the same draft.

When you have entered all data, type in 'Q' int the Tran No field to end your data entry.

PROMPTS

Enter field # to Change
    If you need to change any of the credit card data entered, type in the Line number in the field. Press Enter through the fields, changing whatever data is required.

Add a Line
    Enter **A** to add a transaction to the batch.

Scan
    Enter **S** to scan to the next page of transactions. If there are more transactions than will display on one screen, use this option to view more transactions.

Change Batch Numbers
    Enter **B** to change the batch number on a single line of the displayed transmittal for this dealer. Enter the line number of the transmittal to be changed to another batch. The Transmittal Number, amount and current batch number display. Enter the new batch number.

OK? Y/N
    Enter **Y** to change the batch number or **N** to reenter. If a batch number is changed to one which did not previously exist, a REINDEX must be run before the transmittal will appear in the new batch.

    Note: Consider deleting the transactions and reentering them in the correct batch before using this option. Check all Pre-Posting and Update reports carefully if you changed the Batch Number.

Delete
    A message displays: 'Enter the Line Number to Delete. A = Delete All'.
    Enter **A** to delete the entire transmittal or enter the single line number to be deleted. In either case, 'Are You Sure You Want to Delete (Y/N)' displays. Enter **Y** to continue with the deletion or **N** to return to the options without deleting.
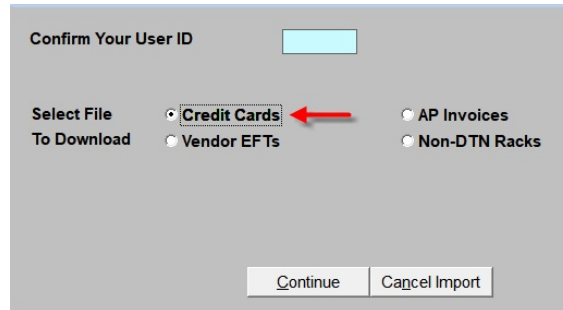
Quit
    Enter **Q** to Quit this dealer's transmittals.

Import Credit Cards

Jobber, Credit Cards, Import Credit Cards

Import credit card transactions from DTN or your fuel supplier.

The system will read file crecard.txt. The directory is defined in the Import Installation program. Files found in the import directory will be displayed. In the 'Import' column, you can change the value to 'N' if you want to skip the import of this file.
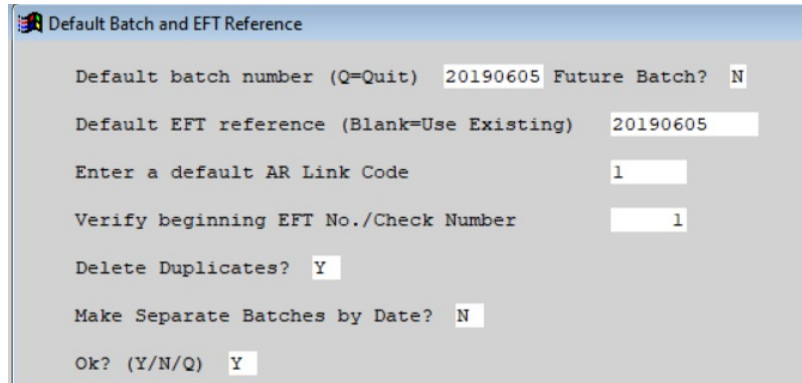
Click 'Continue' to proceed with the import or 'Cancel' to stop the import.

If you Continue with the import, fill in the follow parameters.

Default Batch Number
    Enter a batch number for the data in this import.

Future Batch
    Enter 'N' if this is not a future dated batch.

Default EFT Reference
    Enter a reference number for the data in this batch. This reference number will be associated with each record in the import. This field is required.

Enter AR Link code
    Enter the GL Link code for credit card data.

Beginning EFT Number
    This field is skipped.

Delete Duplicates
    Enter 'Y' to have the system delete any duplicates found in the import.

Separate Batches by Date
    Enter 'Y' to create a batch for each date in the import file.

Press Enter.

A recap of the import data by Vendor and Date will display. Press Ctrl-W to continue.

	Vendor	Type	Date	Trandol	Linkcode	Batchno	Eft Ref/Chk #
	SHELL	CREDIT CARDS	05/20/2019	28.75	1	20190605	20190605
	SHELL	CREDIT CARDS	05/21/2019	20.14	1	20190605	20190605
	SHELL	CREDIT CARDS	05/22/2019	22.18	1	20190605	20190605
	SHELL	CREDIT CARDS	05/17/2019	22.90	1	20190605	20190605
	SHELL	CREDIT CARDS	05/18/2019	21.54	1	20190605	20190605
▶	SHELL	CREDIT CARDS	05/19/2019	21.98	1	20190605	20190605

Show Files to Import. <Ctrl W>=Finished

A final confirmation message will display. It displays total dollars imported for each batch.

```
The following Credit Card/EFT files have been processed.

Vendor       Ref Num              Total      CC Date      Batch No.
SHELL        20190605            345.38    05/16/2019   20190605

P=Print Report      C=Continue with Import     Q=Quit
B=Browse            T=Change Batch No |
```

Press 'C' to finish the import.

Other Options
P   Print the report of the import
B   Browse the import data
T   Change the batch number of this import
Q   Quit
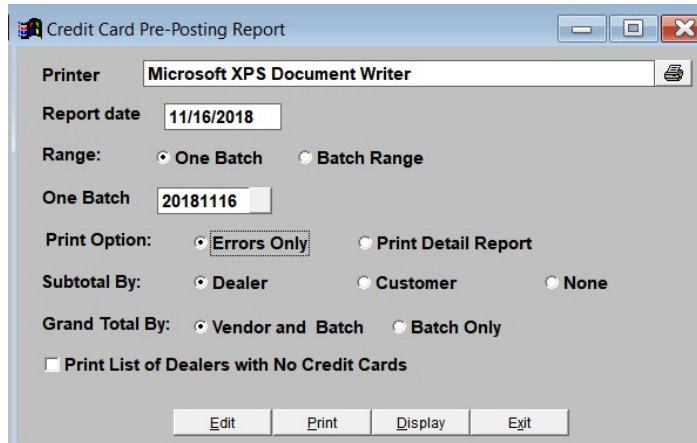
PrePost Report
Jobber, Credit Cards, PrePost Report

After entering a batch of credit card transmittals, print a Pre-Posting Report to view any errors and verify totals. Run a Pre-Post report for both manually entered credit card data or data downloaded from the vendor's website.

Printer
    D - Display
    P - Printer
    F - Text File

Range
    Select the option to select a single batch or a range of batches. Enter the batch(es) in the fields provided. You can use the lookup function to select the batch numbers.

Print Option
    Choose to print the edit for Errors Only or to Print Detail Report

Subtotal By
    Choose to subtotal by D - Dealer, C - Customer, or N - None

Grand Total By
    Choose to print Grand Totals by Vendor & Batch or by Batch Only.

Print Dealers with No Credit Cards
    Select this option to print any dealer who did not have credit card data posted.

Is everything okay? (Y/N/P=Printer/Q=Quit).
    Enter Y to print the report, **N** to start over, P to change printers or print option, or **Q** to return to the menu.

Click Display or Print, depending on the Printer option you selected.

When the above options are selected, error messages will display on the screen followed by the batch totals as shown below. No error messages are given in this example.

```
Date: 11/16/2018                    Petro-Data Inc.                      Page No.
Time: 13:19:10                 Credit Card Pre-Post Report                   1
                                    Batch 20181116


Batch     Rec        Dealer    Cust.   Trans.   Eft Ref      Qty    Gross   Disc    Disc    Net
Number    Date       Id        Num.    Number   Number       Cards  Amt     Rate    Amt     Amt


   Dealer Totals for 100                                             2.00    1.00            1.00


   Vendor Totals for BRAND                                          2.00    1.00            1.00


       Gross          2.00Disc Tot      1.00 Net Tot      1.00
```
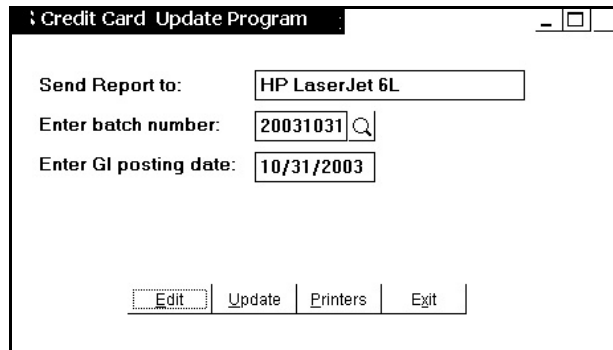
If the totals are not correct, print the Detail Report.

```
    Print      Save      Exit          Enlarge    Reduce



  Date: 10/31/2003                   PETRO DATA OIL                    Page No.
  Time: 17:18:33            Credit Card Pre-posting Report 10/31/2003      1



  Batch     Rec       Dealer  Cust.  Trans.  Eft Ref     Qty   Gross   Disc   Disc   Net
  Number    Date      Id      Num.   Number  Number      Cards Amt     Rate   Amt    Amt
  20031031 10/29/03 100      BLUE   85                     0   100.00  0.0000  5.00   95.00
  20031031 10/30/03 100      BLUE   86                     0    52.65  0.0000  2.29   50.36
  20031031 10/31/03 100      BLUE   87                     0    76.25  0.0000  3.97   72.28
  Dl Tot    Gross          228.90 Disc Tot     11.26 Net Tot     217.64

  20031031 10/31/03 13       PETDAT 95                     0     0.00  0.0000  0.00    0.00
  20031031 10/31/03 13       PETDAT 96                     0     0.00  0.0000  0.00    0.00
  20031031 10/31/03 13       PETDAT 97                     0   100.00  0.0000  5.00   95.00
  Dl Tot    Gross          100.00 Disc Tot      5.00 Net Tot      95.00

  Bat Tot   Gross          328.90 Disc Tot     16.26 Net Tot     312.64


          Gross          328.90 Disc Tot     16.26 Net Tot     312.64
```

Update Credit Cards

Jobber, Credit Cards, Update Credit Cards

Credit Cards must be updated to give the dealer credit. After entering the transmittals and printing a Pre-Posting Report with no errors, update the batch of transactions. Only one batch of transmittals may be updated at a time.

```
┌─────────────────────────────────────────────────┐
│ ╏ Credit Card  Update Program    ╏        _ □    │
│                                                  │
│   Send Report to:        HP LaserJet 6L          │
│                         ┌──────────────────┐     │
│   Enter batch number:    20031031 │Q│             │
│                         └──────────────────┘     │
│   Enter GI posting date:  10/31/2003             │
│                                                  │
│                                                  │
│                                                  │
│              ┌──────┐                            │
│              │ Edit │ Update  Printers   Exit     │
│              └──────┘                            │
└─────────────────────────────────────────────────┘
```

Send Report To
> The default printer displays. If it needs to be corrected, select the <Printer> button after you have entered the batch number and date.

Enter Batch Number
> Enter the batch number or click on the magnifying glass to display all unposted batches. Select the batch and click <OK>.
>
> A report will also written as a text file to the REPORTS directory. Click OK to confirm the directory and text file name. You can change this information if needed.

Enter GL posting date
> The system date will default here. The GL posting date should match the batch and the date of the transactions.

BUTTON OPTIONS:

<Edit>	Change the GL posting date or batch number
<Update>	Click this button to complete the update of the batch
<Printers>	Display the 'Select Output Device' screen for possible change
<Exit>	Exit without updating

The Update report will display or print. Look over the reports. Check for error messages and

check the GL entries net to zero.

```
Date: 11/16/2018                        Petro-Data Inc.                     Page No.
Time: 13:38:34                     Credit Card Update Register                   1
                                   Batch: 20181116  Batch Id. 1


Batch      Date    Dealer   Descr   CustNo  Company              Ref no.     Net Amt

20181116 11/16/18 100        A/R Cr. BLUE     Blue Farm              2         1.00

                                                            Net Credit Cards    1.00□



Date: 11/16/2018                        Petro-Data Inc.                     Page No.
Time: 13:38:34                 Credit Card Update Report 11/16/2018              2
                            General Ledger Batch No.20181116  Batch Id. 1


         Gl Date    Account    Description                      Amount

         11/16/2018 11000-100  Accounts Receivable - Jobber     -1.00
         11/16/2018 11000-200  Store 1 - Accounts Receivable     1.00

                                                                  0.00
```

Click Exit from the Report Screen.
Click the View Errors button. If there are errors listed, Cancel the Update.
If there are no errors, click on Finish Update and Return to Menu.

Restore Update
Jobber, Credit Cards, Restore Update

The restore option copies the Credit Card files back to the way they were before the update. Do not restore if the credit cards have already been applied in an EFT.

Always select the batch number from the lookup screen (click on the magnifying glass). Each update is assigned a BATCHID which must accompany the batch number to restore properly. Select the batch and press <OK>.

Enter Today's Date
    Enter today's date.

Button Options:
<Restore>   Proceed with restore
<Edit>   Edit any of the restore options including batch number
<Printers>   Display the 'Select Output Device' screen for possible printer change
<Exit>   Exit without restoring

Click the View Errors button. If there are errors listed, Cancel the Restore.
If there are no errors, click on Finish Restore and Return to Menu.

The credit cards are back in the unposted file. At this time, you may edit them, delete them or update them again.

Be sure to do a Pre-Posting on the batch BEFORE updating again. This message displays on the screen.

Credit Card Report

Jobber, Accounts Receivable, Credit Cards, Credit Card Report

The Credit Card Activity Report lists the transmittal and payment information for all credit cards within the selected range of batches or dates. All credit cards or only pending batches can be selected. Selection Criteria is available for printing a selected Vendor, Dealer, Customer, etc.

This report (pending, current, batches 0-99999999) total should balance to the total in the General Ledger Credit Card account.

```
         PETRO DATA OIL *** Credit Card Report *** 03/15/2004

Display report on screen

Enter the report date 03/15/2004

Select:  1=Pending only    2=All    3=Chargebacks/disc 1

Select:  1=Detail report    2=Summary total only 1

Select date/batch to use:  1=Credit cards    2=Eft batch 1

Select range:  1=Range Batch    2=Range Dates  1

Batch range  0           99999999         Date range

Select files: 1=Current    2=History    3=Both 1

Input selection criteria? N              Print one dealer per page? (Y/N) N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Select

1 - Pending Only
This option is used to print all Credit Card batches and/or all EFT transactions that have not been matched. The total on this report should match the GL credit card receivable account.

Credit card transactions on this list have already been posted to AR or AP but have not been paid by EFT. All EFT transactions on this list are amounts that have posted to the bank but have not been posted to a dealer's AR or AP account. Normally, pending data should only be found in the Current period.

2 - All

This option is used to print ALL transactions within a date or batch range for specific dealers. The report could be used to inform dealers of credit cards that have been received and may be used in payment of invoices.

3 - Chargebacks/discounts

This report will list all Charge backs or discounts received within a date or batch range.

Detail Report or Summary Report

Choose Summary to show only grand totals for credit cards and EFTs and no detail transactions.
Choose the Detail option to show all detail transactions. Grand totals appear at the end of the Detail report.

Credit Cards or EFTs

Select Credit Card data or EFT data.

Batch or Date Range

Select the option to retrieve data by batch or range. Enter the appropriate ranges after you choose the type.

Current, History or Both

Choose to select data from the current month, from historical closed months or both.

Print EFT Refno?

Select 'Y' to print the EFT reference number on the Credit Card report.

Input Selection

Select 'Y' to enter additional selection criteria.

Print One Dealer per page?

Select 'Y' for the report to do a page break by dealer or 'N' to print the data as a single report.

```
Date: 11/19/2018                    Petro-Data Inc.                    Page No
Time: 11:17:47            Credit Card Activity Report 11/19/2018           1
                         Date Range 01/01/2000 to 11/19/2018



Grand Totals:
        Cr Card    2679126.97   Eft   -2679126.97   Proof        0.00
        Gross Amt  2723356.85   CC Fees    44229.88
```

Summary Credit Card Report

```
Date: 11/19/2018                    Petro-Data Inc.                    Page No.
Time: 11:20:25            Credit Card Activity Report 11/19/2018           1
                         Date Range 01/01/2000 to 11/19/2018


Transmittal  Vendor   Dealer   Type   Date      Gross    Fees    Net Amt   Eft Refno


1            BRAND    100      E CC  11/18/2018    5.00    1.00     4.00    1
                                                         Proof     4.00
1200         BRAND    100      E CC  06/18/2009  1000.00   20.00   980.00   111111111
                                                         Proof    980.00
1200         BRAND    100      E CC  12/28/2008  1000.00   30.00   970.00   999999999999
                                                         Proof    970.00
1211         BRAND    100      E CC  10/27/2008  1000.00   30.00   970.00   999999999999
                                                         Proof    970.00
```

Detail EFT Report

Credit Card Receipts

Accounts Receivable, Credit Cards, Credit Card Receipts

Credit Card Receipts may be printed and sent to dealers to inform them of the credit they have to use. Credit Card Receipts print by batch or date range. Each receipts prints on a full page. Receipt totals print on the last page. EFT information is not included on this report.

Data Range
Select by Batches or Dates. Enter the beginning and ending batch numbers or dates, depending on the range type selected. The date is based on the Transaction Date.

Cust No
You can select one customer or leave this field blank to print all customers.

Vendor
You can select one vendor or leave this field blank to print all vendors.

Selection Criteria
Check this box to select special criteria for selecting the credit card receipt data.

Select Report Options
- ○ Time Period
  - - Current
  - - History
  - - Both Current and History
  - - Only Unposted data
- ○ Report Format
  - - Report - best suited for your own internal use.
  - - Statement - best suited to send your dealers.
- ○ Other options. One or all may be checked.
  - - Summary by Dealer
  - - Subtotal by Date
  - - Omit Type T (no 1099)
  - - Create Excel File. The file will be written to the REPORTS\CC directory.

Petro-Data Inc.
11503 Jones Maltsberger
Suite 108
San Antonio, Tx 78247
210-545-4774

Credit Card Report
For Date: 11/16/2018

Customer: BLUE
Blue Farm
Main Offices
9234 South Way
SAN ANTONIO TX 78040

Vendor	Dealer No	Tran No.	Date	Gross Amt	CC Fees	Net Amt
BRAND	0026	JIMT1	10/18/2018	1.00	0.00	1.00
		Date Subtotal		**1.00**	**0.00**	**1.00**
Count	**1**	**Dealer Totals**		**1.00**	**0.00**	**1.00**

Statement Format

Date: 11/16/2018		Petro-Data Inc.				Page 1
Time: 14:22:52		**Credit Card Receipt**				
		Batch Range: 20050826 to 99999999 and Omit Type T				

Vendor	Dealer No	TranNo.	Date	Gross Amt	CC Fees	Net Amt
Customer BLUE	Blue Farm					
BRAND	0026	JIMT1	10/18/2018	1.00	0.00	1.00
	Count	1	Dealer Totals	1.00	0.00	1.00
Customer BLUE	Blue Farm					
BRAND	1	1	08/27/2018	5.00	0.00	5.00
BRAND	1	1	09/02/2018	0.00	0.00	0.00
	Count	2	Dealer Totals	5.00	0.00	5.00
Customer BLUE	Blue Farm					
BRAND	100	03251	06/01/2003	600.00	-18.00	582.00
BRAND	100	1211	05/13/2004	1000.00	-30.00	970.00
BRAND	100	0395	03/27/2007	1000.00	-30.00	970.00

Report Format

1099K Module
Accounts Receivable, Credit Cards, 1099K Module

With the 1099K module, you have the option to either calculate the monthly totals or enter them manually.

Here are some things to consider:
- If the fuel supplier gives you the totals for each dealer, it may be desirable to enter them manually. Our calculations may not match the supplier so their totals should be more correct.
- If you enter credit cards in the cash receipt module, then you will have to use the manual entry option because the 1099K needs gross totals and those are not in the cash receipt file.
- The Petro-Data automatic calculation method requires that you decide which date to use for the calculation. It may not really matter as long as you use the same date type year after year. In the long run, all credit cards should be reported.
- Each dealer has a Total Code which tells the system whether their totals are calculated or input manually. The reports will use one or the other depending on which code is used.

The filer's name, address, phone, and FEIN comes from the AR Setup program inside of the AR Install menu item. Please review your data and make sure everything is filled out correctly.

For those that don't use the credit card module, you must set up every dealer in the dealer file (Option 1 on the 1099K Menu). Once the dealer file is setup, select the option to enter balances so you can assign a Merchant Number (5499 is C Stores, 5541 is Service Stations) and a Total Type (Manual or Calculated). You may need to create multiple dealer records for one customer. Put Total Type X for one of the dealer records and enter the totals for the other dealer record. In any event, the system will only print one total per customer.

Please make sure all your customers who should receive a 1099K have their FEIN number in the customer file. Print the 1099 report with the address option to review all the data.

You have to display THE FORMS not the report before you do the EDI. I added that prompt to your EDI program. The option to print the FORMS creates the data needed for the EDI file. Someday I may fix that but I already spent too much time on this and I think it is working.

The 1099K forms are only printed on a laser printer. Please print the 1099s on regular paper and review them carefully. When the data is correct, print them on the 1099 form and create the EDI file.

	VOID		CORRECTED	

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

Petro-Data Inc

San Antonio, Texas
210-545-4774

FILER'S TIN 74-1231234	**OMB No. 1545-2205**	**Payment Card and Third Party Network Transactions**
PAYEE'S TIN 74-1231235	20**19**	
1a Gross amount of payment card/third party network transactions $ 20000	Form **1099-K**	

1b Card Not Present transactions $ 00	**2** Merchant category code 5499	**Copy 1** **For State Tax Department**

Check to indicate if FILER is a (an):
Payment settlement entity (PSE) ✔
Electronic Payment Facilitator (EPF)/Other third party ☐

Check to indicate transactions reported are:
Payment card ✔
Third party network ☐

3 Number of payment transactions 14	**4** Federal income tax withheld $

PAYEE'S name

Your Company, LLC

Street address (including apt. no.)

DBA My Fuel

City or town, state or province, country, and ZIP or foreign postal code
San Antonio, Texas

PSE'S name and telephone number

Petro-Data, Inc

5a January $ 00	**5b** February $ 0
5c March $ 0	**5d** April $ 0
5e May $ 0	**5f** June $ 0
5g July $ 0	**5h** August $ 0
5i September $ 0	**5j** October $ 0
5k November $ 0	**5l** December $ 20000

Account number (see instructions) 5555555	**6** State TX	**7** State identification no.	**8** State income tax withheld $ $

Form **1099-K**   www.irs.gov/Form1099K   Department of the Treasury - Internal Revenue Service

Dealer File Maintenance
Accounts Receivable, Credit Cards, 1099K Module, Dealer File Maintenance

This process is the same one used in the main Credit Card menu.

Link to Dealer File Maintenance

Enter Monthly Totals
Accounts Receivable, Credit Cards, 1099K Module, Enter Monthly Totals

Review system calculated amounts or manually enter the monthly totals for each dealer. These amounts will be printed on the 1099.
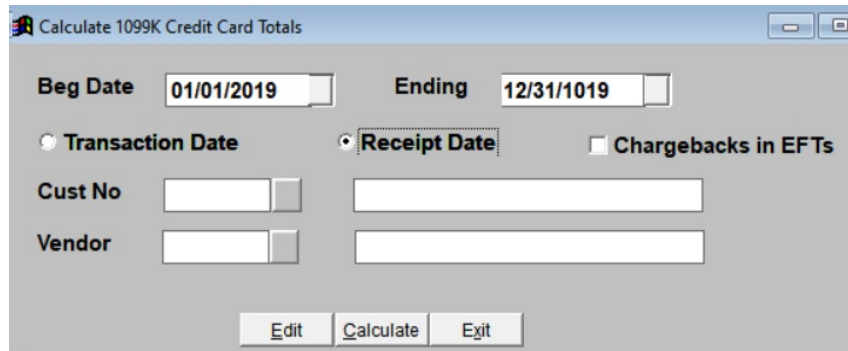
Calculate 1099K Totals
Accounts Receivable, Credit Cards, 1099K Module

The system will calculate the totals for All dealers. Those totals will be used on the reports only if the dealer is setup for automatic calculation. This field is defined in Dealer Maintenance in the 1099 Total Type with a value of 'C'.

Any balances that were manually entered will also be stored in the system. Petro-Data will keep two sets of totals internally.

Enter a Range of Dates
    In most cases, this should be January 1 to December 31.

Date
    Choose one date type to be used in calculating totals. The same date type should be used every year.
        Transaction Date
        Receipt Date

Chargebacks in EFTs
    Check this box to include any Chargebacks in the 1099 totals.

Customer Number
    Leave this blank to calculate totals for all customers. If required, you can select one customer.

Vendor
    Leave this blank to calculate totals for all vendors. If required, you can select one vendor.

Click the Calculate button.
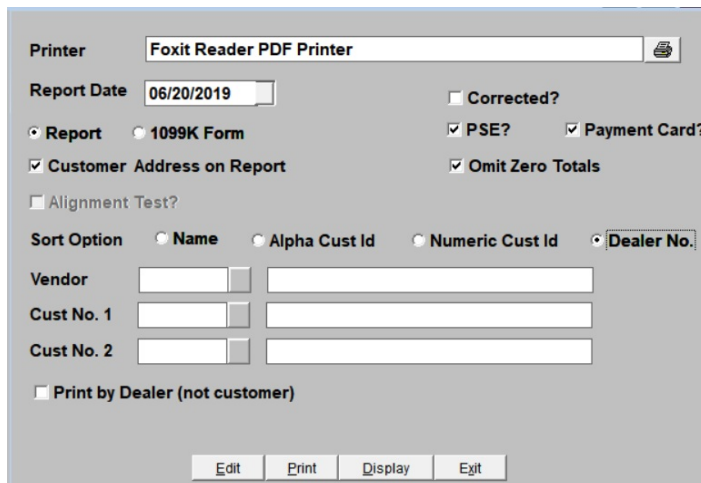
1099K Report/Form
Accounts Receivable, Credit Cards, 1099K Module, 1099 Report/Forms

You can print a short report or print the actual 1099s forms. You should display the data to verify the totals before you print the 1099 forms.

The reports will show the calculated totals if the Total Type is C and they will show the manual input totals if the Total Type is M.

Select Print Alignment Test to make sure the forms are aligned.

Report Date
    This date is printed on the report for reference only.

Corrected?
    Check this box if you are re-printing a 1099 due to a correction.

Report / 1099 Form
    Click the option to print a report so you can review the data
    After the totals are verified, click the 1099K Form to print the final 1099s.

PSE
    Include Payment Settlement Entities. These are organizations that facilitate payments between parties for payment cards or third party payment networks.

Payment Card
    Include payment card information.

Omit Zero Totals
    Check this box to omit dealers with zero totals.

Customer Address on Report

Check this box to print the customer's address on the report.

Alignment Test?

When you select 1099 Form, checks this box to include a print alignment.

Sort

Choose Sort by Dealer Name, Alpha Customer ID, Numeric Customer ID or Dealer Number.

Vendor

Enter the Vendor number to print 1099s only for a single vendor. Leave this blank to print all vendors.

Customer 1

Enter a customer number to print a 1099. Leave this and Customer 2 blank to print all vendors.

Customer 2

Enter the customer number to print a 1099. Leave this and Customer 1 blank to print all customers.

Print by Dealer

Choose this option to print by dealer ID.

Modify 1099K Form
Accounts Receivable, Credit Cards, 1099K Module, Modify 1099K Form

This option will allow you to modify the 1099K form layout. Modify the report if the printed data rows do not fit correctly in the boxes.

```
1=Modify Form      2=Copy Back Original  1

1=1099K    2=1096

Ready to Continue? (Y/N/Q)
```

1 - Modify Form
Select Option 1 to modify the form when the printed rows do not fit the boxes correctly.
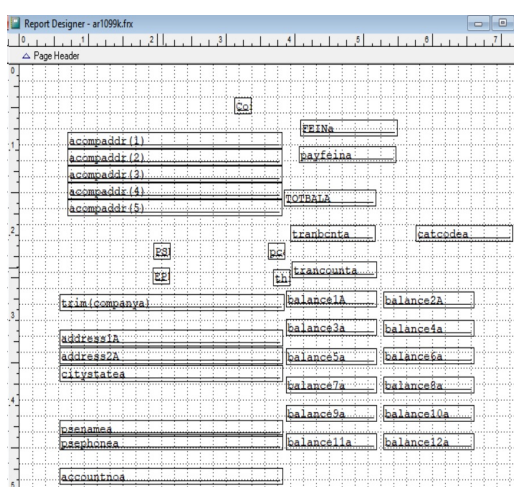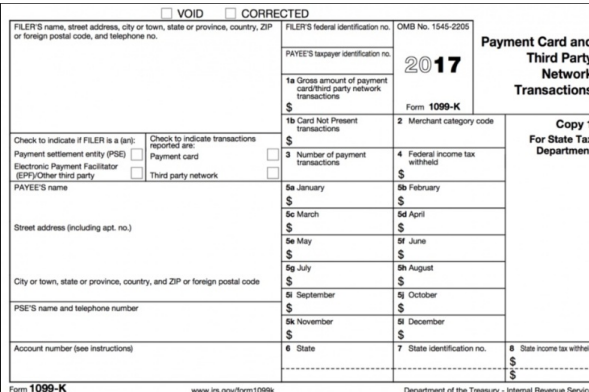
2 - Copy Back Original
Select Option 2 to restore the original 1099K form layout. This will delete any custom changes you made with option 1.

Choose the Form
1 - 1099K
2 - 1096

Using your mouse, move the field boxes until you think that the printed data will be correctly aligned on the form. Press Ctrl-W to save your changes.

1099K Form

1096 Form

acompaddr(1)

acompaddr(2)
acompaddr(3)

acompaddr(4)

trim(contact)   par   trim(phone)

trim(email)   far   trim(faxnum)

trim(empid)   trim(ssnum)   formcou witholding   grandtot

1099INT   1099K

1099MISC   1099R

Do Not Staple   6969

Form **1096**

Department of the Treasury
Internal Revenue Service

Annual Summary and Transmittal of
U.S. Information Returns

OMB No. 1545-0108

20**19**

FILER'S name

Street address (including room or suite number)

City or town, state or province, country, and ZIP or foreign postal code

Name of person to contact	Telephone number	**For Official Use Only**
Email address	Fax number	

1 Employer identification number	**2** Social security number	**3** Total number of forms	**4** Federal income tax withheld	**5** Total amount reported with this Form 1096
			$	$

6 Enter an "X" in only one box below to indicate the type of form being filed.   **7** Form 1099-MISC with NEC in box 7, check . . . . . . ▶ ☐

W-2G 32	1097-BTC 50	1098 81	1098-C 78	1098-E 84	1098-F 03	1098-Q 74	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 73	1099-DIV 91	1099-G 86	1099-INT 92	1099-K 10	1099-LS 16
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

1099-LTC 93	1099-MISC 95	1099-OID 96	1099-PATR 97	1099-Q 31	1099-QA 1A	1099-R 98	1099-S 75	1099-SA 94	1099-SB 43	3921 25	3922 26	5498 28	5498-ESA 72	5498-QA 2A	5498-SA 27	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Print 1096 Total Page

Accounts Receivable, Credit Cards, 1099K Module, Print 1096 Total Page

This program prints the 1096 totals from your last 1099 run. Be sure to do the 1099 forms for all dealers before you run this program. You can choose to display them if you don't need the printout.

Contact information will be saved for all subsequent reports.

Change Customer on Posted Credit Cards
Accounts Receivable, Credit Cards, 1099K Module, Change Customer on Posted Credit Cards

Change a customer number on posted credit card data.

```
Enter a customer to change   PM1

Enter a new customer  number   PM3

Credit Card Dates:  Greater than equal 06/01/2018   Less than Equal 06/30/2018

Ready to change customer number? (Y/N/Q)   Y
```

Enter Customer Number
   Enter the original customer that will be changed.

Enter New Customer Number
   Enter the new customer number.

Credit Card Dates
   Enter the From & To dates of the data to be changed.

Clear all 1099K Totals
Accounts Receivable, Credit Cards, 1099K Module

Run this program to clear out the prior year totals before running the current year. You have an option to cancel this function before it completes. The original file is backed up.

If you clear the totals in error, call Petro-Data Support.

First Confirmation Message
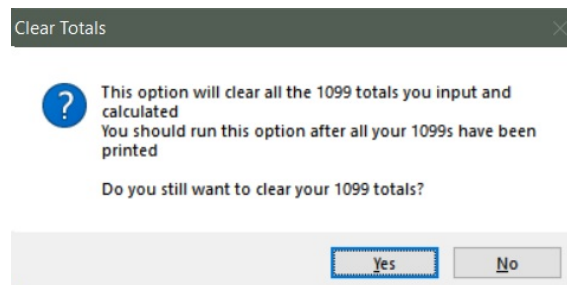
Second Confirmation Message
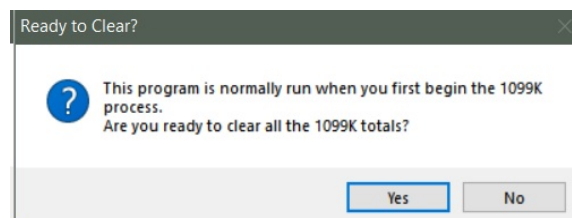
Final Confirmation Message
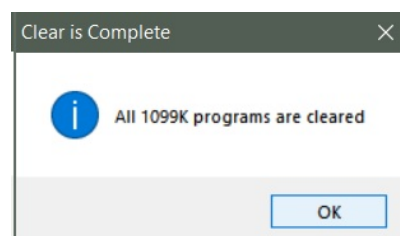
Browse and Fix

Accounts Receivable, Credit Cards, Browse and Fix

This browse and fix feature will allow you to change many of the fields in credit card data. The changes can be made to updated transactions in the current month or to data in the history files for previous months.

```
1=Posted Credit Cards     2=Unposted Credit Cards     Q=Quit  1

Enter batch number to fix (Blank=All )   20181001

Only show those with EFT Amts?     N

Enter a dealerno or blank for all  [          ]

Is everything OK? (Y/N/Q)  Y
```

Type
> **1** - Posted Credit Cards
> **2** - Unposted Credit Cards
> **Q** - Quit

Batch Number
> Enter the credit card batch number. Leave this blank to view all batches of credit cards.

Only Show those with EFT Amounts
> **Y** - display only credit cards that have been included in an EFT
> **N** - show all credit card data

Dealer
> Enter a Dealer ID. Leave this blank to display all dealers

Change Unposted Data

Batchno	Trdate	Vendor	Dealvendor	Recdate	Dealerno	Custno	Netamt	Refnum	Future=F
20181120	11/20/2018	BRAND	BRAND	11/20/2018	100	BLUE	1190.00	112018	
20181120	11/21/2018	BRAND	BRAND	11/21/2018	100	BLUE	1300.00	112018	
20181120	11/20/2018	BRAND	BRAND	11/20/2018	100	BLUE	990.00	18112001	
20181128	11/29/2018	BRAND	BRAND	11/29/2018	100	BLUE	-2.00	3	
20190103	01/03/2019	BRAND	BRAND	01/03/2019	100	BLUE	10319.00	01032019	

Change Posted Data

Batchno	Trdate	Recdate	Dealerno	Custno	Netamt	Vendor	Refnum	Eftno	Eftamt
99999999	02/13/2015	12/31/2008	100	BLUE	388.00	BRAND	88888888	888	-388.00
99999999	02/13/2015	12/31/2008	100	BLUE	29.10	BRAND	88888888	888	-29.10
99999999	02/13/2015	12/31/2008	100	BLUE	582.00	BRAND	88888888	888	-582.00
99999999	02/13/2015	12/31/2008	100	BLUE	97.00	BRAND	88888888	888	-97.00
99999999	02/13/2015	12/31/2008	100	BLUE	582.00	BRAND	88888888	888	-582.00
100	01/13/2015	06/18/2009	100	BLUE	1940.00	BRAND	111111111		
99999999	02/10/2015	12/28/2008	100	BLUE	1940.00	BRAND	999999999999	929	
100	01/13/2015	06/18/2009	100	BLUE	2910.00	BRAND	111111111		
100	01/13/2015	06/18/2009	100	BLUE	3880.00	BRAND	111111111	99999999	

All fields displayed can be changed. Enter the changes as needed.
Press Ctrl-W to save the changes.

Move Credit Card Data to History
Accounts Receivable, Credit Cards, Move to History

This option allows you to move old, resolved or unresolved, matched or unmatched, credit card transactions to history. If you are cleaning up the credit card report, use this option to move transactions to history that have not been resolved and are still on the report.

Make sure everyone is out of the Credit Card module. The file will be re-indexed at the end of the process.

```
    F3                                          F7-Start Over     F8-Quit

         PETRO DATA OIL *** Move Credit Cards to History *** 03/16/2004

    Display report on screen

    Enter the report date 03/16/2004

    Enter dealer number. (Blank=All)  111

    Delete option:  1=Range of dates      2=Range of transmittal numbers 1

    Enter beginning and ending dates 01/01/1998  12/31/1998
    Enter beg and ending tran #

    Opt:  1=Move all   2=Those with Eft & Cr. Card   3=Zero proof only 1

    Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter the report date
> This date that will print on the report. Accept the displayed date or enter another date.

Enter Dealer Number
> You may select a specific dealer number or leave this blank to move data for all dealers.

Delete option
> **1 - Range of Dates**
>> This is the safest option if you are moving more than one transaction
>> *Enter the beginning and ending dates to be moved.*
>
> **2 - Range of transmittal numbers**
>> Be careful using this option. Since transmittal numbers can be alpha as well as numeric, the system uses an alpha sort. If you use a range here, you may move transactions that are not ready to be moved.
>> This option works best if you are moving just one transmittal and enter the same number in both fields.
>> *Enter beginning and ending transmittal numbers.*

Option
  1 - Move All
     All transactions will be moved to history without exception.

  2 - Those with EFT and Credit Card
     Those with EFT and Credit card transactions that may not proof to zero.

  3 - Zero proof only
     This is normally done automatically at the end of the month when you close AR.

```
     PETRO DATA OIL *** Move Credit Cards to History *** 03/16/2004



  Copy records to temporary file and delete records



  Append records to history file

  Records have been moved and deleted. Print report? (Y/N)  |
```

Display the report on the screen so you can verify that the correct transactions have been moved. If transactions are listed that you did not want to move to history, call customer support for assistance.

If no transactions were moved the following message displays:
     No transactions found for selected criteria. Press enter.

After transactions have been moved, even if there were none, the files are reindexed and following messages display:

```
     Reindex credit card file.

     Records have been moved and deleted.  Press   C    to continue.
```
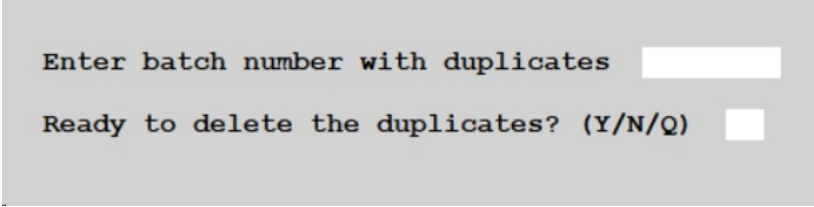
You are returned to the menu.

Delete Credit Card Duplicates
Accounts Receivable, Credit Cards, Delete CC Dupes

This menu option will allow you to delete duplicate credit card entries. The delete process is performed by batch number. All transactions in this batch will be deleted.

```
Enter batch number with duplicates  [        ]

Ready to delete the duplicates? (Y/N/Q)  [   ]
```

Enter the batch number
>   Enter the batch number to be deleted.

Ready to Delete
>   'Y' to delete all transactions in the batch
>   'N' to change the batch number
>   'Q' to Quit

Credit Card Install Program
Jobber, Credit Cards, Install

This option customizes the Credit Card Module to meet some individual needs.

Enter Password. The Password is *CREDIT CARD*.

The most common answers to the options are shown on the following example:

```
  F3                                    F7-Start Over    F8-Quit

        PETRO DATA OIL *** Credit Card Install Program *** 03/16/2004

     Enter password CREDIT CARD

     1.   Link credit card to accounts payable?      Y
     2.   Post EFTs to bank? (as opposed to AP)      Y
     3.   Post credit cards in detail to A/R?        Y
     4.   Post credit cards in detail to G/L?        N
     5.   Link EFTS to general ledger?               Y
     6.   Enter EFTs only with no Cr Crd tracking?   N
     7.   Enter default link code for GL             1



     Is everything ok? (Y/N/Q=Quit)   Y
```


1. Link Credit Card to Accounts Payable
   Enter **N** if this module will not be linked to Accounts Payable, and **Y** if it will. The transmittal
   side may be linked to AP if the Dealer receives a check in payment instead of an AR credit.
   Also, the EFT drafts may be entered through this module.

2. Post EFTs to Bank (as opposed to AP)
   Enter **Y** to send a debit transaction to the GL bank account when EFTs are updated.
   Enter **N** to send a credit memo to the fuel vendor's account in Accounts Payable and a debit
   GL transaction to Accounts Payable.
   The credit memo must then be marked paid with a manual check (a negative payment). This
   will create the transaction to the GL bank account.

3. Post credit cards in detail to A/R?

    Enter **N** to summarize credit card receipts and post only one transaction to the customer account open-item file.

    Enter **Y** to post each transmittal to the open-item file in detail.

4. Post credit cards in detail to G/L?

    Enter **N** to summarize credit card receipts and post only one transaction to the General Ledger per batch.

    Enter **Y** to send each credit card batch to the General Ledger.   This will create a GREAT DEAL of detail in the General Ledger.

5. Link EFTs to general ledger?

    Enter **Y** to create GL transactions during EFT updates.

    Enter **N** to post EFTs to AP but create no GL entries.

6. Enter EFTs Only with No Credit Card Tracking?

    Enter **Y** if only the EFT side (the actual draft) of the credit card transaction will be entered in this module to update AP only.

    Enter **N** if both credit card transmittals and EFTs will be entered.

7. Enter default link code for GL

    Enter the link code from AR release module, Link Code Maintenance that has the appropriate bank and credit card accounts. This will be the default value for all transactions. You may override it in the Credit Card and EFT entry screens.

Is Everything OK?

    Enter **Y** to accept your responses and quit to the Credit Card Module Menu.

    Enter **N** to make changes.

    Enter **Q** only if you do not want to save the changes you made.

Vendor EFTs
Accounts Receivable, Vendor EFTs

In this module, you can to mark open invoices as paid so it matches your vendor's EFT notice. EFT payments include fuel invoices, non-fuel invoices, charge-backs, over short/other, and miscellaneous Accounts Payable transactions.

The system will display all open purchase invoices. You can select all or individual invoices for payment. Credit card payments can also be added to the EFT and credited to the customer's AR account.

EFT process includes entering EFT amounts, running the Pre-Posting Report and finally updating the EFTs. An option to Restore EFT and print an EFT Report are also provided.
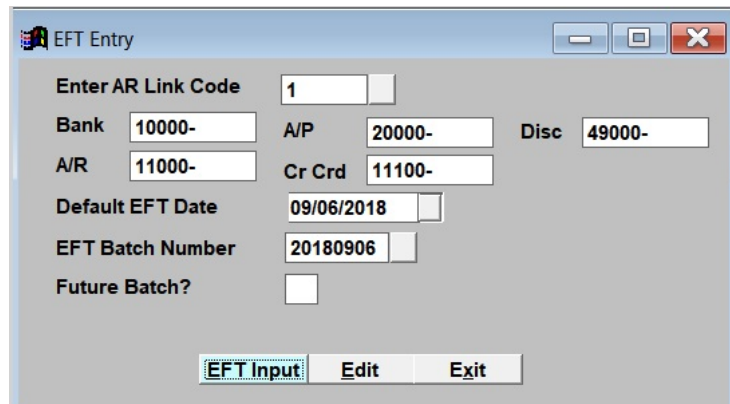
Jobber	AR	AP	Pr-Gl	Link	Main	Exit

Customers	Reports
Add Invoices	Labels
Change Invoices	Finance Charges
Payment Entry	Close Period
Customer Drafts	Reindex Files
Collection Notices	Release to General Ledger
Credit Cards	Tax Files
Vendor EFTs	Utility Programs
• New EFT Input	AR Setup
• Input EFTs	
• PrePost Report	
• Update EFTs	
• Restore EFTs	
• EFT Report	
• Match to Credit Cards	
Terms File	

New EFT Input

Accounts Receivable, Vendor EFTs, New EFT Input

Enter a batch number for today's transaction.

Enter AR link Code

When you select the Link Code, the GL accounts to be used are displayed. Link Codes are created in the General Ledger option in Accounts Receivable.

Default EFT Date

Today's date will be automatically populated. However, this should be the *date the money will be deposited or withdrawn from the bank*. Change the date if necessary. The EFT date becomes the check date in Accounts Payable. Multiple EFTs may be entered in a batch and the actual EFT date may be different on each EFT.

EFT Batch Number

The batch number is automatically generated from the date.

Click the **EFT Input** button to begin selecting transactions.

Enter EFT Totals

In this screen, you'll begin by entering the vendor number and EFT data including the total amount of the funds transfer.

Vendor

Enter the Vendor ID or '**Q**' to quit the batch. Use the F2 to lookup valid vendor numbers. The vendor name will display after the ID is entered.

EFT Number

Enter a 8 character EFT reference number. Many vendors put EFT numbers at the top of the draft (e.g. EFT-0532). You can either use the vendor's reference number or create your own using the batch number or today's date.

EFT Not Found. Do You Want To Add?

Enter **Y** to add it or **N** to reenter the transaction.

EFT Exists for This Batch. Do You Want to Inquire (Y/N).

If the EFT exists in the unposted file, enter **Y** to display it or **N** to enter another EFT number.

Check Number

Enter a Check Number for this EFT settlement. **The check number can't be Zero but can be any number that is significant to you**. This will be the check number record in Accounts Payable, the Bank Reconciliation and the General Ledger.

Check number is a 6 digit numeric field (no characters allowed). You could use the numeric portion of the EFT number or you could assign an actual AP check number.

You could also create some unique number as the check number. One suggested method in assigning a number in the first position to designate the vendor and then use month and day for the remainder. For example: You assign 1 to Valero and are paying them on July 1. The check number would be 10701.

EFT Date

Enter the date of the EFT. Usually this should be the date that the funds were drafted from the bank. This is important for the Check Register, GL and Bank Reconciliation.

EFT Amount

Enter the total EFT Amount. This batch total must match the total of all transactions you will select. If this is a negative EFT, such as a refund, key a minus sign at the beginning of the amount field. A credit EFT will either create a debit memo in Accounts Payable or will debit the Bank.

GL Bank

The GL Bank account number will automatically populate. This is taken from the AR Link Code. If necessary, this GL account can be changed.

Click OK.

Enter EFT Line Items

After the header record is complete, the system displays all unpaid invoices in a data grid on the screen.   From this screen, you'll select all invoices to be paid by this EFT.

Scroll down the invoice list and click the box in the **'Add?'**column (highlighted in green). This adds the invoice to the EFT. You can select or de-select invoices by adding or removing the check mark in this column.

As you select invoices or credit cards, the system will keep a running total of the amounts you have selected. Line Total shows amount selected. EFT Amt is the total from the header data. Amt to Add is the running total showing the amount you still need to add. If this number is negative, you have selected more invoices than the batch total. A negative number here is only appropriate if you will add Credit Card collections in the next step.

You can partially pay an amount on an invoice. Enter the amount you wish to pay the net **'NetAmt'** column (highlighted in yellow). The balance due for the invoice will be updated.

Once all invoices are selected, click Save to return to the main EFT screen.

Invoice Selection Functions

Mark All
Click this button if you wish to mark all invoices in the list.   A confirmation message will display to verify to will mark all invoices. The Amt to Add field will update.

UnMark All
Click this button if you wish to remove the check mark from all invoices in the list. There is no confirmation on this feature. Once this button is pressed, all check marks are removed. The Amt to Add field will update.

Save
This button will save your data and return to the main EFT screen. If you have selected any invoices that are in another unposted EFT batch, the system will display a warning message. Please correct the data in at least one of the batches so you do not duplicate data in the Petro Data system.

Cancel
This buttons cancels your current selection and returns to the main EFT screen. No totals are changed and your original invoice selection will not change.

Alternate Invoice Search Options

Even though all unpaid invoices automatically display, the system will also allow you to search by date instead. Two buttons are provided for this option (orange box).

Show Dates
Click this button to show all unpaid invoices within a specific date range. Enter a Beginning Date and an End Date. Click OK to retrieve invoices that match your date criteria.

Show All
Click this button if you have searched by date and then wish to view all unpaid invoices. If you selected any invoice during the date search, the check mark in 'Add?' will be kept when you click Show All.

Alternate Invoice Search Options

Even though all unpaid invoices automatically display, the system will also allow you to search by date instead. Two buttons are provided for this option (orange box).

Show Dates
Click this button to show all unpaid invoices within a specific date range. Enter a Beginning Date and an End Date. Click OK to retrieve invoices that match your date criteria.

Show All
Click this button if you have searched by date and then wish to view all unpaid invoices. If you selected any invoice during the date search, the check mark in 'Add?' will be kept when you click Show All.

Total Fields

CC Total
This is the total dollars of the credit card transactions you've selected for this EFT.

AP Total
This is the total net dollars of invoices you've selected for this EFT.

Oth Total
This is the total dollars of non-fuel invoices you've selected for this EFT.

Line Total
This is the total of CC plus AP plus Oth. Compare this amount to EFT Amt so the two numbers are exactly the same.

EFT Amt
Shows the amount of the total EFT from the batch header. The Line Total of data selected must match this number.

Amt to Add
This is Line Total less EFT Amt (the field with the blue box). It represents the difference between the total on the batch header and the line items selected. As you select invoices to include in the EFT, the field 'Amt to Add' will be updated. Continue adding invoices until 'Amt to Add' is zero. When this field is zero, the total of invoices selected exactly matches your batch header amount. This field is highlighted in yellow in the example above.

Main Page Functions

Edit

Edit the transaction that is highlighted in the grid. Some fields are pre-populated by the system including Type, Reference Number, Reference Date, Description and the amount of the EFT. After you tab through all the fields, the system will present the GL account numbers, purchase amount and the vendor balance. Click OK to accept any change you've made.

Add Ln

Add a new transaction type to the EFT batch. Additional required fields will depend on the type you enter. Information on adding lines of data is detailed below. Available types are:

I   Invoices

This type will retrieve a single invoice from the AP Open Item File. The F2 lookup screen may be used to select invoice from Accounts Payable open items. This transaction will debit Accounts Payable and credit Cash. Partial payments may be made. The purchase amount, discount amount and net display at the bottom of the screen.

You can only change the GL Discount account when in Edit mode or by using the GL Chg button.

C   Credit Cards

This type will allow you to retrieve and pay a Credit Card entry or create a new transaction that is not in the system. The F2 lookup screen may be used to select an existing Credit Card transaction.   The amount must be entered with a minus (-) sign. The system will create credit to Credit Cards Receivable and a debit to the bank.

B Chargebacks

This type will increase the dealer's AR account. It is a debit transaction to Accounts Receivable and a credit to Cash. Use code M if you do not want to charge the dealer's AR account.

D Dealer Discounts

This type will charge the dealer's AR account. This code is seldom used since Dealer discounts are now handled through Dealer File Maintenance. The discount is a debit transaction (+) and will result in a debit to Accounts Receivable or the miscellaneous account you enter. Use code M if you do not want to charge the dealer's AR account.

M Miscellaneous

Miscellaneous AP transactions such as sign rental or POS charges (and in some cases chargebacks and discounts) can be debit (+) or credit (-) transactions. The AP account displays (a debit or credit transaction to AP is generated), and you are prompted to enter a MISC account (equipment rental, suspense, etc.).

New EFT

Add a new EFT into the same batch. You will do the same process of adding a total and selecting invoices or credit cards for the batch.

Delete

You select one line or the entire batch. If you want to delete one line only, highlight the line in the grid and then click Delete. Choose the option to 'Delete One'. If you want to delete the entire batch, select the option to 'Delete All'.

Exit

Edit the EFT module and return to the main Jobber menu.

Invoices

The system will display a list of open invoices. Invoices currently selected will display the check mark in the Add column. You can either add new invoices to the EFT batch or remove the check box on current selections.

CrCards

If Credit Card collections are included in the vendor EFT, click this button to select those transactions to be updated. More detail on adding Credit Cards is provided below.

Header

Change information in the batch header such as EFT date or EFT total amount.

Batchno

Change the batch number assigned.

Calculate

This button will update the field 'Amt to Add'. If you have been selecting and de-selecting invoices or credit cards and believe the total amount of the selected data is not correct, click this button. The system will re-add you selected data and update the 'Amt to Add' field.

GL Chg

You can change some of the GL Accounts.

Add Line Data

The Add Line button will add one transaction to the EFT. Lookup functions are available based on the type selected.

I   Invoices

The Reference Lookup will display all invoices - paid or unpaid. The Net Amt field will display the amount of the open balance. If you select an item that has already been paid, You could end up with a credit balance in Accounts Payable. Select the line to add and click OK. You can change the Accounts Payable or GL Discount account numbers.
The original invoice amount is displayed along with any payments. The CurBal field will display the new balance after this EFT is updated.

Type	Ref No.	Reference	Ref Date	Description	Net Amt	
I	0127		01/27/2003		200.00	Ok
GL Ap	20500-100	Accounts Payable - Jobber	GL Disc	43100-100	Discounts - Sales and Promp	
PurAmt	200.00 PrvPaid	200.00 PrvDisc	0.00 CurDisc	0.00 CurBal	-200.00	

| Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate |

C   Credit Cards

This type will allow you to retrieve and pay a single Credit Card transaction or create a new transaction that is not in the system. The F2 lookup screen may be used to select an existing Credit Card transaction.   The Net Amount must be entered with a minus (-) sign.   The system will credit Credit Cards Receivable and a debit the bank.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
C	12311	100	02/10/2015	CR CARD FROM 100	-970.00	Ok
GL CrCrd	11000-200	Store 1 - Accounts Receivabl				

| Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate |

If you choose to add a new transaction that is not posted in the system, this message will display. Choose the appropriate option.

> Transaction not found for that dealer. Please select an option:
> L = Go back to the transaction number and do a lookup.
> R = Enter the dealer number again
> A = Add this transaction and post to credit cards.
> Q = Continue so you can research the problem

L - Use the Ref No. lookup and choose the correct transaction
R - Renter the Dealer so it matches an existing Ref No already in the system
A - Add the transaction as a valid credit card transaction
Q - Quit this add process

B Chargebacks

This type will increase the dealer's AR account. It is a debit to Accounts Receivable and a credit to Cash.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
B	NEWCB	100	09/08/2018	CHARGEBACK	550.00	Ok
GL CrCrd	11000-200	Store 1 - Accounts Receivabl	GL Ar	11000-100	Accounts Receivable - Jobbe	

Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate

D Dealer Discounts

This type will charge the dealer's AR account. This code is seldom used since Dealer discounts are now handled through Dealer File Maintenance. The discount can be entered as a debit or credit.   The GL accounts can be changed if needed.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
D	NEWDISCT	100	09/08/2018	CC DISCOUNT	-2.98	Ok
GL CrCrd	11000-200	Store 1 - Accounts Receivabl	GL Ar	11000-100	Accounts Receivable - Jobbe	

M Miscellaneous

Miscellaneous AP transactions such as rentals or POS charges can be paid in this EFT. The AP account displays and you are prompted to enter a GL Expense account.

Type	Ref No.	Reference	Ref Date	Description	Net Amt	
M	MISC	MISC PAY	09/08/2018	Misc Payment	50.00	Ok
GL Ap	20500-100	Accounts Payable - Jobber	GL Exp	98980-	Misc	

Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate

Add Credit Card Transactions

Credit Card transactions can be added to the EFT. Click the CrCards button.

Click the Lookup button to select the Credit Card Reference number. This reference number matches the reference number keyed during credit card downloads or manual credit card data entry.

Click on the Reference Number to add amounts to the EFT batch.

Fields on the this summary lookup are:
- NetAmt - Amount available for bank transfer. This amount is calculated as OrgAmt less EftAmt.
- OrgAmt - Amount of the original credit card amount
- EftAmt - Amount transferred in a previous bank transfer
- EftUsed - Amount selected in the current unposted bank transfer

The total amount available to use (Amt to Use) will display. This is the net amount of all open credit card transactions in the EFT Reference number you selected. You can accept the entire amount or enter a lesser amount. If you enter a lesser amount, the system will assign the payment to individual transactions based on oldest dates first.
Click OK.

Vendor	BRAND	Brand Fuels		Eft No.	18090801

CC Ref No. 111111111   Remove Ref No.
Amt to Use 16500.00 **Ok**   Save   Remove All

If you select the entire amount to use, each detail record of the EFT Reference selected will be displayed. All transactions will automatically be included in the EFT.

CC Total	AP Total	Oth Total	Net Line Total	EFT Amt	Amt to Add	
-16500.00	1200.00	0.00	-15300.00	1200.00	16500.00	Recalc

Exit this program

CC RefNo	Vendor	TranNum	RecDate	Dealer	CustNo	Description	Net Amt	Add?
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-980.00	✔
111111111	BRAND	111111111	06/18/2009	200	ACME	CR CARD FROM 200	-2910.00	✔
111111111	BRAND	111111111	06/18/2009	200	ACME	CR CARD FROM 200	-3880.00	✔
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-1940.00	✔
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-2910.00	✔
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-3880.00	✔

From this screen, you can remove some of the detail lines if you don't want to include them in the bank transfer. Click on the checkmark in the **Add?** column to remove them from the EFT.

If a line item was unchecked and you need to re-select the detail line, you will first need to save your data and return to the main EFT page so the totals can be re-computed. Repeat the process above and select the same EFT Reference number.

Credit Card Feature Options

Recalc
As with invoices, click this button to re-calculate the dollar amounts of the credit card transactions you have selected.

Remove RefNo
Click this button to remove all credit card transactions related to a Reference Number. Highlight the reference number in the detail grid and then click the Remove RefNo button.

Remove All
Click this button to remove all credit card transactions for all reference numbers.

Save
Save all transactions. System will return to the main EFT screen. You may select more invoices or more credit card transactions.

After all invoices and credit cards are selected, the system will display EFT detail lines (invoices and credit cards) and the EFT Batch Totals.

The Net Total at the bottom of the screen is updated each time a transaction is selected. A Credit Card total and an AP Invoice total will be shown. These two amounts will add up to the Net Total. The Net Total is compared to the Batch Total EFT Amt. If the two are not equal, the difference will display in the field '**Add**'.

If the amount is not zero, you should either add more invoices or credits or you should change the Batch EFT total.
If the amount is zero, click Exit.

Vendor: BRAND Brand Fuels Eftno: 18090801
Checkno: 8908 Eftdate: 09/08/2018 Eftamt: 1000.00
GL Bank 10200-100 Cash in Bank - Jobber Batch 20190627

Type	Ref No.	Dealer	Ref Date	Description	Net Amt
C	1400	100	06/18/2009	CR CARD FROM 100	-2910.00

GL CrCrd 11000-100 Accounts Receivable - Jobbe

Edit   Add Ln   New EFT   Delete   Exit   Invoices   CrCards   Header   Batchno   Calculate

Net Tot 1090.00 CC Tot -2910.00 AP Tot 4000.00 Other 0.00 Add -90.00
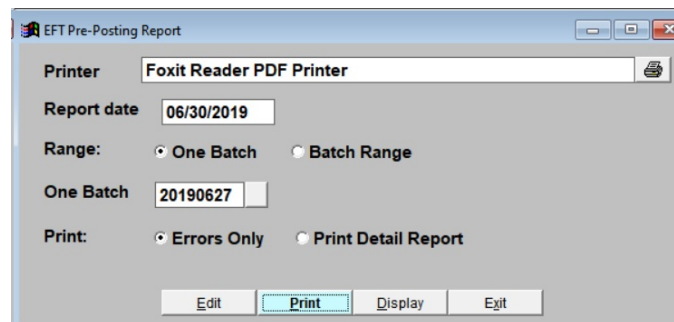
Trancode	Docnum	Dealerno	Refdate	Ccdescr	Netamt	Code
C	1400	100	06/18/2009	CR CARD FROM 100	-2910.00	
I	1111		03/31/2015	FUEL	1000.00	
I	111111		11/17/2015	rent	1000.00	
I	11113		12/12/2011	LOAN	2000.00	

Pre-Post Report
AR, Vendor EFTs, PrePost Report

After entering a batch of EFT Settlements, run a Pre-Posting Report with option 'Errors Only'. You can use the Batch Lookup option to choose unposted EFTs. Choose to display on the screen and review the report for any errors. Please make sure that the EFT Total and the Line Totals match. You can then print the Full Report to the printer if needed but this is optional. If errors are found, correct them and then choose the PrePost option again.

Range
> You can select one batch or a range of batches for the Pre-Post. Use the lookup function to view a list of batches available for Pre-Post.

> **One Batch**
>> Enter a single batch number to pre-post.
> **Batch Range**
>> Enter the beginning and ending batch numbers in the range of batches

Print
> **Errors Only**
>> Only print any errors in the batch
> **Print Detail Report**
>> Print the detail lines in the batch


```
Date: 06/30/2019                    Petro-Data Inc.                   Page No.
Time: 14:31:30                    EFT Pre-Post Report                       1
                           Batch Range 20190627 to 20190627


Batch     EFT Date    EFT No.    Vendor     EFT Amount  Line Totals

20190627  09/08/2018  18090801   BRAND    EFT Amt     1000.00 Line Tots     1090.00
*** Line items do not add up to settlement total. Diff is   -90.00 for EFT 18090801


                           EFT Tot    1090.00  Line Totals    1090.00
```
Errors Only
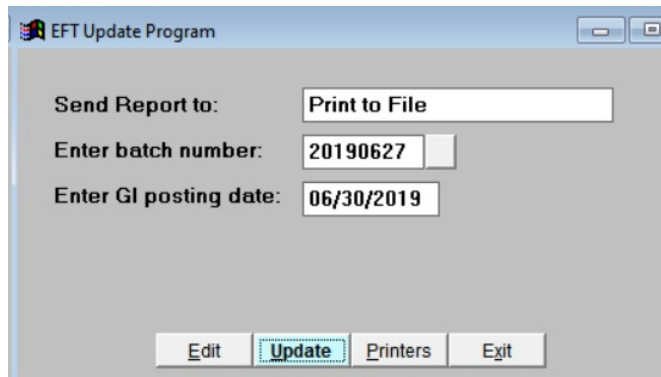
Update EFTs
AR, Vendor EFTs, Update EFTs

EFT Settlements must be updated to complete the credit card transaction and mark the invoices paid. After entering the EFT's and printing a Pre-Posting Report with no errors, update the batch of transactions.

Enter batch number
    Enter the batch number to update. Click the Magnifying glass to view a list of batches available to update.

Enter the GL posting date
    Change the GL posting date to match the batch and the date of the EFTs.

Button Options
Edit   Change the batch number or GL posting date
Update   Update the batch
Printers Display available printers
Exit   Exit without update

```
Date: 06/30/2019                    Petro-Data Inc.                    Page No.
Time: 14:46:28                    EFT Update Register                       1
                            Batch: 20190627  Batch Id. 1


Vendor   EFT No. Chk No.   Dealer  Cust No. Ref No.  Type  Description          Amount  Add?

BRAND    18090801  8908  100        BLUE     1400      C    CR CARD FROM 100    -2910.00  N
BRAND    18090801  8908                      1111      I    FUEL                 1000.00  N
BRAND    18090801  8908                      111111    I    FUEL                 1000.00  N
BRAND    18090801  8908                      11113     I    FUEL                 2000.00  N

                            EFT Amt      1000.00    EFT Subtotal        1090.00
          EFT 18090801 Vendor BRAND EFT totals out of balance with line items. Diff is -90.00



                                                      EFT Total          1090.00
                                                          □



Date: 06/30/2019                    Petro-Data Inc.                    Page No.
Time: 14:46:29                  EFT Update GL Summary Report                  2
                            Batch: 20190627  Batch Id. 1


Batch      Account    GlDate    Description                        Amount

20190627 10200-100  09/08/2018 Cash in Bank - Jobber              -1090.00
20190627 11000-100  09/08/2018 Accounts Receivable - Jobber       -2910.00
20190627 20500-100  09/08/2018 Accounts Payable - Jobber           4000.00

                                              Proof        0.00
```

Update Report

Review the Update Report carefully. Check for any errors messages and verify that Proof is Zero.
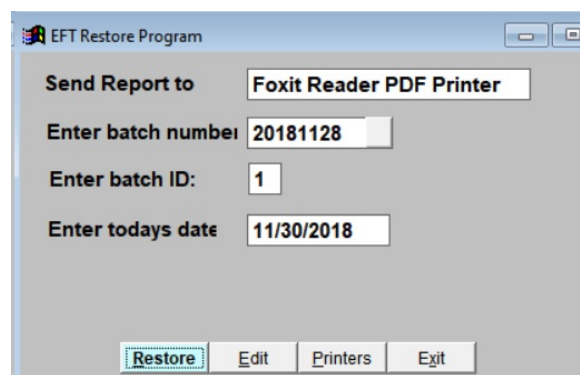
Restore EFTs
AR, Vendor EFTs, Restore EFTs

The restore option reverses the update of the EFT Settlement files. These settlements can be changed or deleted.

> Never restore an EFT batch from a previously closed month. You should only restore batches from the current month.
> Do not restore an EFT batch if the credit cards in the batch have been applied in AR cash receipts.

Batch Number
Always select the batch number from the lookup screen. Select the batch and press <OK>.

Batch ID
Each update is assigned a BatchID which must accompany the batch number to restore properly. When you select the batch, the ID will be populated by the system.

Today's Date
Today's date will default in this field. This has no affect on the restore.

Button Options:
Restore   Proceed with restore.
Edit   Edit any of the restore options including batch number.
Printers Display the 'Select Output Device' screen. Nothing prints during a restore.
Exit   Exit without restoring.

Click the'View Errors' button and ensure there are no errors. If there are no errors, click 'Finish Restore'. Be sure to do a Pre-Post and Update on the batch again after making your changes.

EFT Report
AR, Vendor EFTs, EFT Report

Display or print lists of posted EFTs.

```
Enter the report date 12/01/2018

Select range:  1=Range Batch     2=Range Dates  1

Batch range  20181101  20181130        Date range

Select files: 1=Current     2=History     3=Both 3

Enter a Vendor (Blank for All)

Input selection criteria? N

Sort by:  1=Date        2=Vendor+Date   2

Credit Card EFT Reference            AP Invoice

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Range
> 1 - Select data by a range of batch numbers
> 2 - Select data by a range of dates

Batch or Date Range
> Enter either the batch range or date range based on your Range selection

Select Files
> 1 - Current,
> 2 - History or
> 3 - Both Current and History

Enter Vendor
> Enter one vendor or leave this blank for all vendors

Input Selection Criteria
> Y - Choose additional selection criteria

Sort
> 1 - Date
> 2 - Vendor & Date

Credit Card EFT Reference
> Enter the EFT Reference. Only data that matches this EFT Reference will be selected.

AP Invoice

Enter the AP Invoice. Only data that matches this AP Invoice will be selected.

```
Date: 07/01/2019                    Petro-Data Inc.                        Page No.
Time: 10:54:19                  Posted EFT Report 12/01/2018                    1
                              Batch Range 20181101 to 20181130


Batch     EFT No.   Vendor  CustNo  Type    Ref. No.    Description          Amount

20181128 1          BRAND   BLUE    C       123112    Ref. 0307            -100.00
     Chk Acct  10200-100 AP Acct   20500-100 CC Acct   11100-100
**** EFT Totals:        EFT Amt      -100.00 Line Tot      -100.00
         AP Inv      0.00  CreCrd    -100.00   Other         0.00

 Subtotal for BRAND    EFT Amt      -100.00 Line Tot      -100.00
-------------------------------------------------------------------------------

Grand Totals           EFT Amt      -100.00 Line Tot      -100.00
         AP Inv      0.00  CreCrd    -100.00   Other         0.00
```

Match to Credit Cards
AR, Vendor EFTs, Match to Credit Cards

This option is used to match EFTs with credit cards that were not matched through normal processing so they will go to history during next month end.

Note: Transactions may be sent to history without being matched, especially if you are trying to clean up old transactions.

```
EFT no  [        ]    Vendor      Dealer           Tran No        Ok?


Tran No            Dealer         Date         Amount


Amount to Apply [                ]
```

EFT No
    Enter the EFT number. Use F2 to view all available EFT numbers. A Posted Credit Card lookup screen displays. Select the transmittal you want to match to the eft and the amount to apply. Press Enter.

Vendor
    The vendor from the EFT number will display.

Dealer
    The Dealer from the EFT number will display.

Tran No
    The Tran Number from the EFT number will display.

```
      POSTED CREDIT CARDS LOOKUP

LN   VENDOR   DEALER NO.  TRANS NO    DATE      TYP   NET AMT    EFT AMT
1    BRAND    100         09072     09/07/95     E    2000.00       0.00
2    BRAND    100         09072     09/07/95     E    2000.00       0.00
3    BRAND    100         09072     09/07/95     E    2000.00       0.00
4    BRAND    100         09072     09/07/95     E    2000.00       0.00
5    BRAND    100         09072     09/07/95     E    2000.00       0.00
6    BRAND    100         09072     09/07/95     E    2000.00       0.00
7    BRAND    100         09072     09/07/95     E    2000.00       0.00
8    BRAND    100         09072     09/07/95     E    2000.00       0.00
9    BRAND    100         09072     09/07/95     E    2000.00       0.00
10   BRAND    100         09072     09/07/95     E    2000.00       0.00
11   BRAND    100         09072     09/07/95     E    2000.00       0.00
12   BRAND    100         1                      C       0.00       0.00
13   BRAND    100         1         09/09/93     E     100.00       0.00
14   BRAND    100         1                      M       0.00       0.00
15   BRAND    100         1                      C       0.00       0.00


SELECT LINE NO.   B   BACKWARD
F   FORWARD       Q   QUIT     |
```

Select the line number you want to match to the eft and the amount to apply.

Options:
E Change EFT
C Change Credit Card
A Change Amount Applied
P Post and Update
Q Quit and Cancel

Terms File

AR, Terms

The Terms File a record for each different payment term. Each customer record has a default payment term. The system uses the terms in Sales Invoice Entry to calculate the invoice due date, the discount amount and discount date if applicable. In invoice entry, another term may be selected from the term file and used on the current invoice.

Terms File

- Input Terms
- Terms List

Input Terms
AR, Terms, Input Terms

Create or change terms for customers.

Terms Number
> The Terms number is a numeric value. Assign any number to identify this record.

Discount Type
> Select how the discount will be calculated
> 1 -   Percent
> 2 - Penny per gallon
> C - Volume Discount

Discount Code
> Choose when the discount will be applied
> 1 - Paid on a specific date
> 2 - Paid in a number of days

Discount Days
> The discount will be applied if payment is made in these many days

Spec Code
> F - discount on fuel taxes
> Blank - no special code

Due Date Code
> Choose how the due date will be calculated
> 1 - Due on a specific day of the month
> 2 - Due in days
> 3 - Due on a specific day of the next month

Due Days

    The invoice will be due in these many days

Description

    Type in a description for this terms

Invoice Type

    Choose for which invoice type the discount will be applied

    1 - Charge

    2 - Cash

    3 - Intercompany

    C - Consignment

    L - Cardlock

    S - Store

Terms List
AR, Terms, Terms List

Print a list of all term codes.

```
Enter the date   07/01/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

Report Date
   Enter the date for the report.

```
Date: 07/01/2019                  Petro-Data Inc.                 Page No.
Time: 14:05:11              Terms File Report 07/01/2019              1


Code        Description         Percent  Disc Cd  DiscDys  DueCd  DueDys  Typ

1          NET 10               0.00       1         0       2      10      1
2          NET 30               0.00                 0       2      30
3          COD                  0.00                 0       2       0
4          .02/GAL NET 10       2.00       2        10       2      10
5          NET 15               0.00       1         0       2      10
```

Reports

AR, Reports

The Accounts Receivable Reports Menu has options for many reports which may be printed on the screen, to the printer or both. Some reports, such as the Customer Ledger Listing which shows all open invoices and current month activity, may be displayed when customers call in or while you make payment request calls. Inquiry into Cash Receipts and Invoice Registers help with customer account audits.

Your total Accounts Receivable balance for all customers is always available in the Control Total report.

AR	AP	Pr-Gl	Link	Main	Exit

Reports

• BalFwd Statements	• Short Aged Report nc
• Open Item Statements	• Summary Balance
• Open Item Ledger	• Control Total
• Customer List	• AR Monthly Report
• Invoice Report Old	• Sales Tax Report
• Invoice Report	• Out of Balance
• Payment Report Old	• Detail Ledger List
• Payment Report	• Prior Period Aging
• Detail Aged Report	

Balance Forward Statement
AR, Reports, BalFwd Statement

Statements may also be printed on pre-printed statement forms purchased from a forms supplier. Be sure to run an alignment to match the positions of the print on the forms. If any changes need to be made to align data to the pre-printed form, there is an option on the Print Statements submenu to change the rows and columns of the items. The Statement print program default is pre-printed forms. Please inform Customer Support if you plan to use plain-paper statements.

Balance Forward statements print all open items as of the end of the previous month as one balance - the balance brought forward. All activity for the current month (payments and invoices) prints on these statements.

Before printing statements, you must run the option to Calculate Statements.

Jobber	**AR**	AP	Pr-Gl	Link	Main	Exit

> Print Statements
> Calculate Statements
> Change Statement Positions
> Quit

Calculate Statements

```
Enter Aging Due Date            06/30/2019

Select Date To Use For Aging:  1=Due Date      2=Inv Date  1

Enter Cust. No. Blank= All

Cardlock Option:   1=Print Detail     2=One Total Per Customer
Cardlock Statement Date and Description    /  /

Skip   "MISC"  Customer? (Y/N)   Y

Is everything ok? (Y/N/Q=Quit)  Y
```

Aging Due Date
> Enter the period end date.

Date to use for Aging
> Choose how your data is aged: Due Date or Invoice Date. This should match the value from your Installation. The most common option is Due Date.

Customer No
Enter one customer number or leave this blank to create statements for all customers.

Cardlock Option
If you have Cardlock, choose the option to Print Detail or only print one total per customer.

Cardlock Statement
If you have Cardlock, enter the Statement date and description.

Skip Misc
Choose 'Y' to skip the customer named MISC. This is non-customer sales.

After the 'Calculate Statements' program has completed, you can print the actual customer statements. Click the Print Statements menu option.

Report Date
Accept today's date

Create PDF
Check this box to create a PDF report of the customer statements. If you click this option, a field with the directory and file name will display. You can keep this location or change it to one of your choosing.

Statement Print Option
Choose to print for:

All Statements - all customers

Individual Statement - you will be prompted to enter one customer number

Print by Location - you will be prompted to enter the location number

Start At Customer # - Begin printing from this customer to the end of the file

Selection Criteria
Check this box to add additional criteria for statements to be printed

Other Options
Print Credit Balance - print statements for customers with a credit balance

Print Zero Balance - print statements for customers with a zero balance

Omit Email Customer - omit customers with 'Y' in Email Statement in customer setup

Print Email Only - only print customers with 'Y' in Email Statement in customer setup

Sort
Name - sort by customer name

Alpha Cust ID - for installations with a Alpha-numeric customer ID

Numeric Cust ID - for installations with a Numeric customer ID

Zip Code - sort by customer zip code

Comments
You can add 2 lines of comments to every statement. The comments can be general information, such as sales promotions, or reminders.

Customer Statement of Account Page No. 1

Remit To:

Petro-Data Inc.
DBA Petro Data
11503 Jones Maltsberger
San Antonio, Tx 78247
210-545-4774

JOBBER THE COMPLETE

Statement Date	Account No.
07/02/19	PM1

Petro-Market #1
486 FOREST ROAD
PO BOX 876
SAN ANTONIO, TX 78001

Transaction Date	Reference Number	Transaction Description	Amount	Balance
		Balance Forward	69274.88	
01/20/15	S000752	Credit Card Paymnt	-6734.88	
01/21/15	S000753	Credit Card Paymnt	-8800.68	
01/22/15	145551	Invoice	13327.96	
01/22/15	PTA2440	Credit Card Paymnt	-24.86	

Comments:

Current	Over 30	Over 60	Over 90	Over 120	Pay This Amount ⇒	421,191.70
0.00	195.00	0.00	-13,952.58	434,949.28		

Open Item Statements
AR, Reports, Open Item Statements, Print Statements

Open Item Statements print only open items regardless of invoice date. Statements may be printed on plain paper.

Before printing statements, you must run the option to Calculate Statements in the BalFwd Statement menu.

Date
> Enter the Statement Date or press enter to accept the default. If you are running statements monthly, at the end of the month, this date is usually the end of month date. Weekly statements would probably have the date the statements are printed.

Create PDF
> Check this box to create a PDF report file of the report.

Statement Print Option
> Print all customer statements.
> Print one individual customer statement. You will be prompted to enter the one Customer ID.
> Print by Location. This will print statements for customers with a specific GL Location.
> Start at Customer will print statements starting at one customer number until the end.
> > This option is useful if the statements get jammed in the printed and some are usable.

Selection Criteria
Check this box to choose additional criteria for the statements.

Sort
Name - sort by customer name
Alpha Cust ID - for installations with a Alpha-numeric customer ID
Numeric Cust ID - for installations with a Numeric customer ID
Zip Code - sort by customer zip code

Other Options

Print Credit Balance	Print statements for customers with a credit balance
Print Zero Balance	Print statements for customers with a zero balance
Omit Total Page	Do not print the last page with Total Open amount for all customers. This total only prints when you select 'All Customers'. Customer ID is ZZZZZ.
Print Cash Receipts	Print cash payments along with open items.
Include Future Payments	Include payments from Future Batch transactions
Omit Email Customer	Omit customers with 'Y' in Email Statement in customer setup
Summarize Cardlock	Summarize cardlock transactions

Comments
There are two lines of 60 characters each for comments which will be printed on all statements. Holiday messages or pricing specials or any kind of announcement may be communicated to your customers.

Customer Statement of Account — Page No. 1

Remit To:

Petro-Data Inc.
DBA Petro Data
11503 Jones Maltsberger
San Antonio, Tx 78247
210-545-4774

THE COMPLETE JOBBER

Statement Date	Account No.
07/02/19	PM1

Petro-Market #1
486 FOREST ROAD
PO BOX 876
SAN ANTONIO, TX 78001

Transaction Date	Reference Number	Transaction Description	Amount	Balance
02/01/15	CS000804	TRAN S000804	-11660.68	-11660.68
04/24/15	54359	Open Invoice	2359.73	-9300.95
01/01/16	99	Open Invoice	9860.75	559.80
02/27/17	54376	Open Invoice	13857.34	14417.14
03/22/17	54381	Open Invoice	1381.24	15798.38
03/31/17	54382	Open Invoice	2793.60	18591.98

Comments:

Current	Over 30	Over 60	Over 90	Over 120	Pay This Amount =>	
0.00	195.00	3,830.00	-17,782.58	434,949.28		421,191.70

Change Statement Positions
AR, Reports, Open Item Statements, Change Statement Positions

If pre-printed statement forms are used for printing statements, use this option to move data to the left or right (Columns) and up or down (rows) until each item prints in the correct place on the form.

Be sure that the paper is aligned at the zero (0) position on the printer before changing statement positions. The default positions should be very close and may not need to be changed. An alignment test may be printed from this option.

```
F2-Lookup      F3        F4        F5        F6      F7-Start Over   F8-Quit

Plain Paper?  Y      Print Co. Name Y       Characters Per Inch (10 or 12)     10
Statement Length   53    Laser?    Y        Body Length                        38
Line for Title                     5        Col for Title 0=Center              0
Line for Page Number               7        Column for Page Number             50
Line for Company Address           8        Column for Company Address          8
Line for Statement Date            15       Enter Column Positions Below

Date             Account #       Stub Date        Stub Account #
      1               10              61               72

Line for Customer Address          18       Column for Customer Address         8
Line for First Transaction         24       Enter Column Positions Below

Date        Invoice # Descr     Amount    Balance    Inv. No. Stub   Amount Stub
     2          13        22       43        53          62             71

Line for First Comment             36       Column for First Comment            2
Line for Balance Due Stub          51       Column for Balance Due             71
Line for Aging Totals              51       Enter Column Postions Below:

Current    Over 30    Over 60    Over 90    Over 120    Total
     2         12         22         32         42          52
```

Print on Plain Paper
Enter N to print statements on pre-printed statement forms or Y to print on plain paper.

Print Company Name
If you enter 'Y', your company name and address are retrieved from the System Install (option S on the Main Accounts Receivable Menu.

Characters Per Inch (10 or 12)
Enter 10. The statement is printed 10 characters per inch. If any adjustments need to be made in the print size, the software will send the instructions to the printer.

The rest of the fields on the screen are either line or column numbers. Identify the field which needs to be adjusted. Enter a lower number to move columns to the left or rows up higher on the page. Enter a higher number to move columns to the right or rows down on the page. Continue to make changes until the statement is properly aligned.

Is Everything OK? (Y/N/Q)
    Enter Y to update the changes and quit.
    Enter N to go through the options again to make more changes.
    Enter Q to quit without updating the changes. Changes will not be saved.

Open Item Ledger

AR, Reports, Open Item Ledger,

The Open Item Ledger is a report for internal use. Most of the data matches the items on the Open Item Statement but it also includes information for partial payments. It also includes the number of days the invoice or credit card receipt has been outstanding.

The total balance due on the open item ledger should match exactly to the amount on the open item statement.

Date: 07/03/19
Time: 15:47:11

Petro-Data Inc.
Customer Ledger Listing on 07/03/19
Customer PM1   - Aging on Due Date - Aging Date 07/03/19

Page 1

Customer	PM1	Petro-Market #1			Balance	421191.70	Cr Limit	0
Address	486 FOREST ROAD			SAN ANTONIO TX 78001			Ph: 210-223-8762	
Terms	1	NET 10		Last Payment	06/28/2019			

Invoice	Due Date	Inv Amt	Age	CashRef	Date Paid	Discount	Payment	Inv Bal	Balance
CS000804	02/11/2015	-11660.68	1603			0.00	0.00	-11660.68	-11660.68
54359	05/04/2015	2359.73	1521			0.00	0.00	2359.73	-9300.95
99	01/11/2016	12860.75	1269	PM1-5318	05/31/2018	0.00	3000.00	9860.75	559.80
54376	03/09/2017	13957.34	846	CHK 23	02/01/2019	0.00	100.00	13857.34	14417.14
54381	04/01/2017	1381.24	823			0.00	0.00	1381.24	15798.38
54382	04/10/2017	2793.60	814			0.00	0.00	2793.60	18591.98
54393	06/16/2017	1398.53	747			0.00	0.00	1398.53	19990.51
54394	07/14/2017	2872.97	719			0.00	0.00	2872.97	22863.48
18071601	07/26/2018	1600.41	342			0.00	0.00	1600.41	24463.89
18071701	07/27/2018	229.29	341			0.00	0.00	229.29	24693.18
18008030	08/13/2018	220.99	324			0.00	0.00	220.99	24914.17
WRITEOF	08/18/2018	-10.00	319			0.00	0.00	-10.00	24904.17
	PO Num. BAD DEBT								
18081301	08/23/2018	223.49	314			0.00	0.00	223.49	25127.66

Grand	Current	1 to 0	1 to 0	1 to 0	1 & up	Balance
Totals:	0.00	0.00	0.00	0.00	421,191.70	421,191.70

Customer File Listing

AR, Reports, Customer File Listing

The Customer File Report is the same report and the Short Customer Listing on the Customer File Maintenance Submenu.

Customer File List Link

Invoice Report
AR, Reports Invoice Register

The Invoice Report is a listing of all posted invoices. The detailed sales invoice register is a good audit trail for problem solving questions for your customers.

Range
> You can run this report by a range of Batches or a Range of dates. Select the option you want and enter the appropriate beginning and ending values.

Customer No
> Use the lookup function to select one customer. If you leave this blank, the invoice report will print for all your customers.

Selection Criteria
> Select this option to select additional criteria for the report.

Files
> Select data for Current, History or Both.

Type

Detail	Print all detail transactions per invoice
Summary	Summarize one line per invoice.
Batch Totals	Print totals by batch number only

Module
All	Include both sales invoices and Misc AR
Invoicing	Include sales invoices
Misc AR	Include Miscellaneous Items from Department 9999 on the report.

Sort
Invoice	The invoices will print in invoice number order
Batch	The invoices will print in batch number order
Customer	The selected invoices will print and subtotal by customer
Numeric Customer	The invoices will print and subtotal by numeric customer

Other Options
Subtotal by Salesman	Include a subtotal by salesman
Include Misc Item	This is the same option as Misc AR in the module selection
Customer/Ship To Report	Print a Customer/Ship To report
Create Excel File	Export the data to an excel file
Print Cost and Profit	Print Cost and Profit by batch
Print BOL	Print the BOL number
Omit Rounding Errors	Omit rounding differences
Shipto Name?	Print the Ship To location name

Date: 07/05/2019   Petro-Data Inc.   Page 1
Time: 00:51:50

Detail Invoice Register

Batch Range 20050902 TO 20050902 for Customer PM1

Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sls Tax	Discount	Inv Total
20050902	145551	01/22/2015	PM1	1066.58	0.00	0.00	0.00	13327.96

Location	Tank/Trm	Item	Quantity	Price	Subtotal	FRate	FuelTx	Stx?	Total	Cost	CostDol	Profit
9	LSD	LSD	434.40	2.4553	1066.58	.444000	192.87	N	1259.45	1.569839	681.94	384.64
9	UNL	UNL	262.93	2.5752	677.09	.384000	100.97	N	778.06	1.722225	452.82	224.27
9	SUP	SNL	141.58	2.5752	364.59	.384000	54.36	N	418.95	1.755223	248.50	116.09
9	SUP	SNL	310.10	2.6746	829.40	.384000	119.08	N	948.48	1.755800	544.47	284.93
9	UNL	UNL	3470.80	2.475	8590.23	.384000	1332.79	N	9923.02	1.806300	6269.31	2320.92

Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sls Tax	Discount	Inv Total
20050902	145552	01/23/2015	PM1	746.45	0.00	0.00	0.00	18546.96

Location	Tank/Trm	Item	Quantity	Price	Subtotal	FRate	FuelTx	Stx?	Total	Cost	CostDol	Profit
9	LSD	LSD	295.90	2.5226	746.45	.444000	131.38	N	877.83	1.623000	480.25	266.20
9	UNL	UNL	457.28	2.6818	1226.34	.384000	175.60	N	1401.94	1.806320	825.98	400.36
9	SUP	SNL	246.23	2.6818	660.34	.384000	94.54	N	754.88	1.755764	432.31	228.03
9	SUP	SNL	455.30	2.7882	1269.47	.384000	174.84	N	1444.31	1.755800	799.42	470.05
9	UNL	UNL	4728.90	2.5909	12252.10	.384000	1815.90	N	14068.00	1.767459	8358.14	3893.96

Batch Number	Invoice Number	Invoice Date	Customer Number	Company Name	Subtotal	Fuel Tax	Discount	Sales Tax	Invoice Total
20050902	145551	01/22/15	PM1	Petro-Market #1	11527.89	1800.07	0.00	0.00	13327.96
20050902	145552	01/23/15	PM1	Petro-Market #1	16154.70	2392.26	0.00	0.00	18546.96
20050902	145553	01/24/15	PM1	Petro-Market #1	14115.71	2073.71	0.00	0.00	16189.42
20050902	145554	01/25/15	PM1	Petro-Market #1	13675.59	1998.60	0.00	0.00	15674.19
20050902	145555	01/26/15	PM1	Petro-Market #1	15483.41	2261.42	0.00	0.00	17744.83
20050902	145556	01/27/15	PM1	Petro-Market #1	10533.28	1556.69	0.00	0.00	12089.97
20050902	145557	01/28/15	PM1	Petro-Market #1	8838.60	1325.98	0.00	0.00	10164.58
20050902	146248	01/29/15	PM1	Petro-Market #1	11139.20	1699.48	0.00	0.00	12838.68
20050902	146250	01/30/15	PM1	Petro-Market #1	14131.19	2160.11	0.00	0.00	16291.30
20050902	146251	01/31/15	PM1	Petro-Market #1	11686.34	1781.92	0.00	0.00	13468.26
20050902	146253	02/01/15	PM1	Petro-Market #1	12503.51	1900.44	0.00	0.00	14403.95
20050902	146255	02/02/15	PM1	Petro-Market #1	9040.41	1373.47	0.00	0.00	10413.88
20050902	146257	02/03/15	PM1	Petro-Market #1	8190.16	1259.75	0.00	0.00	9449.91
20050902	146265	02/04/15	PM1	Petro-Market #1	8780.47	1396.29	0.00	0.00	10176.76
20050902	146823	02/05/15	PM1	Petro-Market #1	9617.61	1533.69	0.00	0.00	11151.30
20050902	146824	02/06/15	PM1	Petro-Market #1	15197.00	2490.34	0.00	0.00	17687.34
20050902	146825	02/07/15	PM1	Petro-Market #1	12410.66	2054.12	0.00	0.00	14464.78
20050902	146826	02/08/15	PM1	Petro-Market #1	13486.90	2239.93	0.00	0.00	15726.83
20050902	146827	02/09/15	PM1	Petro-Market #1	10567.32	1797.33	0.00	0.00	12364.65
20050902	146828	02/10/15	PM1	Petro-Market #1	12211.54	2112.87	0.00	0.00	14324.41
20050902	146829	02/11/15	PM1	Petro-Market #1	14129.43	2433.56	0.00	0.00	16562.99

Subtotal for Customer PM1   Subtotal 253,420.92   Fuel Tax 39,642.03   Sales Tax 0.00   Tot Sales 293,062.95   InterComp
                                                Cred Crd 0.00   Cash 0.00   Discounts 0.00   Total Ar 293,062.95   0.00

Grand Totals   Subtotal 253,420.92   Fuel Tax 39,642.03   Sales Tax 0.00   Tot Sales 293,062.95
                    Cred Crd 0.00   Cash 0.00   Discounts 0.00   Total Ar 293,062.95
                    Taxable 0.00   NonTaxable 253,420.92   InterComp 0.00

Total Misc AR   Subtotal 0.00   Sales Tax 0.00   Taxable 0.00   NonTaxable 0.00

Totals for Batch   **20050902**

Subtotal	253,420.92	Total Ar	293,062.95
Sales Tax	0.00	Cash Sales	0.00
Fuel Tax	39,642.03	Intercompany	0.00
Discounts	0.00	Cash	0.00
Freight	0.00	Cred Crd	0.00
Total Sales	293,062.95	Total Chg	293,062.95
Taxable	0.00	NonTaxable	253,420.92

Grand Totals

Subtotal	253,420.92	Total Ar	293,062.95
Sales Tax	0.00	Cash Sales	0.00
Fuel Tax	39,642.03	Intercompany	0.00
Discounts	0.00	Cash	0.00
Freight	0.00	Cred Crd	0.00
Total Sales	293,062.95	Total Chg	293,062.95
Taxable	0.00	NonTaxable	253,420.92

Payment Report
AR, Reports, Payment Report

The Payment Report is a listing of all posted payments. After payments for the day have been posted, print this report to verify the total payments or deposit. Receipts from Cash sales may also be included in the report.

Range

You can run this report by a range of Batches or a Range of dates. Select the option you want and enter the appropriate beginning and ending values.

Selection Criteria

Select this option to select additional criteria for the report.

Customer No

Use the lookup function to select one customer. If you leave this blank, the payment report will print for all your customers.

Bank Account

Use the lookup function to select one bank account. If you leave this blank, the payment report will print for all your bank accounts.

Files

Select data for Current, History or Both.

Type

Detail	Print all detail transactions per payment
Summary	Summarize one line per payment

Module

Select the payment source modules to include in this report. Multiple sources can be selected. Choose All to include payment from all sources.

    All
    Cash Receipts
    Credit Card
    Customer Drafts
    Cash Sales
    Omit Credit Cards

Subtotal

Batch	Subtotal by batch number
Batch/Module	Subtotal by batch number and Module
Date	Subtotal by date
Customer	Subtotal by customer
No Sort	

Other Options

Subtotal by Bank	Subtotal by Bank
Create Excel File	Create an excel file
Future Payments Only	Print only future payments

Ref No: 99A   Type: Payment   Payment   234.83 Cash   234.83 Cr Card: 0.00
CustNo: PM1   Petro-Market #1

Batch #	Date Paid	Invoice No.	Description:	Amount Paid	Discount	Total Applied
20190201	02/02/2019	54383	Apply Payment	234.83	0.00	234.83
			Total Payment	234.83	0.00	234.83

Ref No: PREPAY   Type: Credit   Payment   10000.00 Cash   10000.00 Cr Card: 0.00
CustNo: PM1   Petro-Market #1

Batch #	Date Paid	Invoice No.	Description:	Amount Paid	Discount	Total Applied
20190201	02/02/2019	M214	Open Credit	0.00	0.00	0.00
20190201	02/01/2019	M214	Apply CrMem M214	-5000.00	0.00	-5000.00
20190201	02/01/2019	M214	Apply CrMem M214	-5000.00	0.00	-5000.00
			Total Payment	-10000.00	0.00	-10000.00

Ref No: CHK 23   Type: Payment   Payment   100.00 Cash   100.00 Cr Card: 0.00
CustNo: PM1   Petro-Market #1

Batch #	Date Paid	Invoice No.	Description:	Amount Paid	Discount	Total Applied
20190201	02/01/2019	54376	Apply Payment	100.00	0.00	100.00
			Total Payment	100.00	0.00	100.00

Ref No: 954406   Type: Payment   Payment   -1550.70 Cash   -1550.70 Cr Card: 0.00
CustNo: PM1   Petro-Market #1

Batch #	Date Paid	Invoice No.	Description:	Amount Paid	Discount	Total Applied
20190201	01/18/2019	R2	Open Credit -1550.7	0.00	0.00	0.00
			Total Payment	0.00	0.00	0.00

	Checks	100.00 Cash Sales	0.00 Cash	8,684.13 Tot Csh	8,784.13
	Cred Crd	0.00 Tot Paymnt	8,784.13 Discnts	0.00 Tot Ar	8,784.13

Grand Totals	Checks	100.00 Cash Sales	0.00 Cash	8,684.13 Tot Csh	8,784.13
	Cred Crd	0.00 Tot Paymnt	8,784.13 Discnts	0.00 Total Ar	8,784.13

Date: 07/05/2019   Petro-Data Inc.   Page 1
Time: 01:29:46   Summary Cash Receipt

              Batch Range 20190201 TO 20190201 for Customer PM1 - Modules CR.CC.DR.IN.

Batch Number	Date Paid	Reference Number	Cust. Number	Company Name	Transaction Type	Cash	Credit Card	Discount Fut
20190201	02/02/2019	99A	PM1	Petro-Market #1	Payment	234.83	0.00	0.00
20190201	02/02/2019	PREPAY	PM1	Petro-Market #1	Credit	10,000.00	0.00	0.00
20190201	02/01/2019	CHK 23	PM1	Petro-Market #1	Payment	100.00	0.00	0.00
20190201	01/18/2019	954406	PM1	Petro-Market #1	Payment	-1,550.70	0.00	0.00

			Checks	100.00 Cash Sales	0.00 Cash Paymt	8,684.13 Misc Cash	0.00
	Cred Crd	0.00	Tot Paymt	8,784.13 Discounts	0.00 Total Ar	8,784.13 Total Cash	8,784.13

Grand Totals			Checks	100.00 Cash Sales	0.00 Cash Paymt	8,684.13 Misc Cash	0.00
	Cred Crd	0.00	Tot Paymt	8,784.13 Discounts	0.00 Total Ar	8,784.13 Total Cash	8,784.13

Detail Aged Trial Balance

AR, Reports, Detail Aged Trial Balance

The Detailed Aged Trail Balance prints only on the printer. This report prints by customer and lists customer name, contact, address, phone number, salesman number and every open invoice for each customer. Each invoice is aged according to the user defined aging periods.

```
Aging periods:    Per 1   30     Per 2   60    Per 3   90    Per 4  120

Input selection criteria? N

Sort:  1=Alphabetically    2=Alpha cust no    3=Numeric cust no  1

Age by:  D=Due date    I=Invoice date  I

Print customer address? (Y/N)  N       Print customer terms? (Y/N)  N

Enter aging report date  01/31/2018    Include Unposted Invoices?  N

Print PO Number? (Y/N)  N              Print Running Balance? (Y/N)  N

Exclude future month payments? (Y/N)  Y

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Aging Periods
There are four aging periods in this report. The standard aging periods of 30/60/90/120 display as defaults. These values can be changed to 7/14/21/28 for Direct Delivery companies.

Selection Criteria
Enter Y to choose from a Selection Criteria template or to select from the available criteria to narrow the report.

Sort
1 Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
2 Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
3 Sort the customers by Numeric Customer Number if your customer numbers are only numeric.

Age By
D Age the invoices using the Invoice Due Date
I Age the invoices using the Invoice Date

Print Customer Address
Y Print the customer address
N Do not print customer address

Print Customer Terms
  Y Print the customer terms
  N Do not print customer terms

Report Date
  Today's date will default. This date has no purpose other than to show when the report was created.

Include Unposted Invoices
  Y Include any unposted invoices
  N Exclude unposted invoices

Print PO Number
  Y Print the PO number associated with the BOL
  N Do not print the PO number

Print Running Balance
  Y Print a cumulative running balance for the customer
  N Do not print a cumulative balance

Exclude Future Month Payments
  Y Include payments entered for future months
  N Exclude payments entered for future months

```
Date: 07/06/2019                    Petro-Data Inc.                        Page No.
Time: 05:30:19            Detail Age Trial Balance on 07/06/2019               10
                         Age by Due Date-Exclude Future Payments


Cust: PM1    Petro-Market #1 LOUIS LOOFT 210-223-8762 NET 10 06/28/2019 0.00
    486 FOREST ROAD                        SAN ANTONIO, TX  78001
    PO BOX 876                             Salesman JB      Limit 9999999.0
Due Date     Invoice     Inv Amt   Cur Bal  1-7     8-14    15-21   Ov 21    Balance  LPymt

02/05/2015  145272      14022.94                                  -26836      0.00   03/31/19
02/05/2015  145273      12295.80                                  -26836      0.00   03/31/19
02/11/2015  CS000804   -11660.68                                  -11661  -11660.68  01/20/15
            PO Number TRAN S00080
11/21/2014  146828      14324.41                                  -11661  -11660.68  01/19/15
11/22/2014  146829      16562.99                                  -11661  -11660.68  01/19/15
11/22/2014  CS000802   -14439.44                                  -11661  -11660.68  01/19/15
            PO Number TRAN S00080
03/02/2015  54349       20739.16                                  -11661  -11660.68  03/31/19
05/04/2015  54359        2359.73                                    2360   -9300.95
01/11/2016  99          12860.75                                    9861     559.80  05/31/18
03/09/2017  54376       13957.34                                   13857   14417.14  02/01/19
04/01/2017  54381        1381.24                                    1381   15798.38
04/10/2017  54382        2793.60                                    2794   18591.98
03/31/2017  54383         234.83                                    2794   18591.98  02/02/19
06/16/2017  54393        1398.53                                    1399   19990.51
07/14/2017  54394        2872.97                                    2873   22863.48
01/28/2018  54406        1550.37                                    2873   22863.48  03/10/19
06/10/2018  54409         607.75                                    2873   22863.48  05/31/18
07/26/2018  18071601     1600.41                                    1600   24463.89
07/27/2018  18071701      229.29                                     229   24693.18
08/13/2018  18008030      220.99                                     221   24914.17
08/18/2018  WRITEOFF      -10.00                                     -10   24904.17
            PO Number BAD DEBT
```

Aging by Due Date

```
Date: 07/06/2019                    Petro-Data Inc.                        Page No.
Time: 05:42:29            Detail Age Trial Balance on 07/06/2019                1
                         Age by Due Date-Exclude Future Payments

Cust: ACME   Acme Construction  -  JiS Whitesell 512/777-3333 08/01/2018 10.00
Due Date     Invoice     Inv Amt   Cur Bal  1-7     8-14    15-21   Ov 21    Balance  LPymt

01/24/2015  101901        100.00                                     100     100.00  01/20/15
07/08/2018  J7RB           16.48                                      16     116.48
08/11/2018  1               1.00                                       1     117.48
08/11/2018  ACME           10.00                                      10     127.48
08/11/2018  2              10.00                                      10     137.48
08/01/2018  M14           -10.00                                     -10     127.48

  Total for Acme Construction                                        127     127.48

Cust: BLUE   Blue Farm  -  Bob Sanford 512/783-1234 12/31/2018 -5.00
Due Date     Invoice     Inv Amt   Cur Bal  1-7     8-14    15-21   Ov 21    Balance  LPymt

03/07/2003  C123112      -388.00                                    -388    -388.00
12/31/2014  10112         550.00                                    -388    -388.00  12/20/14
12/31/2014  1001          550.00                                    -388    -388.00  02/12/15
01/11/2015  0226         1000.00                                    -388    -388.00  02/12/15
01/12/2015  72103       15815.41                                   15139   14751.41  05/29/18
01/12/2015  723A03       4088.50                                    4079   18829.91  02/24/16
01/23/2015  09211        1000.00                                     723   19552.77  01/20/15
01/23/2015  394           100.00                                     100   19652.77  01/20/15
01/24/2015  101901       -100.00                                    -100   19552.77  01/20/15
01/31/2015  72505       16030.80                                   16031   35583.57  01/20/15
02/07/2015  R4             -5.00                                      -5   35578.57  01/20/15
02/11/2015  R3             -5.00                                      -5   35578.57  06/27/18
02/13/2015  0910         3000.00                                    1840   37418.57  01/20/15
11/15/2014  1123           50.00                                      50   37468.57   /  /
12/07/2014  0122         -200.00                                    -200   37268.57  01/20/15
02/07/2015  111          1000.00                                    1000   38268.57  01/20/15
```

Aging with Cumulative Balance

Short Aged Trial Balance

AR, Reports, Short Aged Trial Balance

This report is a condensed version for the standard Aged Trial Balance. Totals by customer are printed instead of detail transactions.

Aging Cutoff Date
> The system date displays. Press enter to accept it or type in another date used in the aging calculation.

Age on Which Date
> Select either Due Date or Invoice Date.

Aging Periods
> There are four aging periods in this report. The standard aging periods of 30/60/90/120 display as defaults. These values can be changed to 7/14/21/28 for Direct Delivery companies.

Sort
- Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
- Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
- Sort the customers by Numeric Customer Number if your customer numbers are only numeric.
- Sort the customers by Alphabetically by Customer ID

Other Report Options

Delinquent List Only

Select this box to print customers with past due balances only. If unselected, print all customers,

Last Payment Info

Select this box to print the date of the last payment.

Exclude Future Payments

Select this box to exclude all payments entered as a future payment.

Subtotal by Salesman

Select this box to print a subtotal by salesman.

Omit Credit Cards

Select this box to exclude all credit card payments.

Show Unposted Invoices

Select this box to include unposted invoices.

Landscape Reports

Select this box to print the report in landscape mode. The default format is portrait mode.

Create Excel File

Select this box to export the report to an Excel file.

Selection Criteria

Select this box to enter additional criteria for the report.

Petro-Data Inc.
Aged Trial Balance
Aging on Due Date - Aging Date 01/31/2019 - Include Future Payments

CustNo	Company Name	Drf Cd	Current Days	1 to 7 Days	8 to 14 Days	15 to 21 Days	22 & up Days	Balance
ACME	Acme Construction	Y	0.00	0.00	0.00	0.00	127.48	127.48
	Last Payment: 08/01/2018 Phone: 512/777-3333							
BLUE	Blue Farm	Y	193.39	0.00	0.00	0.00	106706.89	106900.28
	Last Payment: 12/31/2018 Phone: 512/783-1234							
CUST01	Customer Stop #1	Y	216.94	0.00	0.00	0.00	0.00	216.94
	Last Payment: Phone: 555-978-1234							
KATCO	Katco Inc.	Y	0.00	0.00	0.00	0.00	12419.82	12419.82
	Last Payment: 09/22/2005 Phone: 214-253-8262							
LARCO	Larco Enterprises	Y	125.00	0.00	0.00	0.00	3409.29	3534.29
	Last Payment: 03/26/2013 Phone: 214-253-8262							
NEWCO	Newco Limited	C	0.00	0.00	0.00	0.00	20389.92	20389.92
	Last Payment: 03/26/2013 Phone: 210-223-8762							
PM1	Petro-Market #1	Y	-23707.58	0.00	1550.70	0.00	443348.58	421191.70
	Last Payment: 06/28/2019 Phone: 210-223-8762							
PM2	Petro-Market #2	Y	0.00	0.00	0.00	0.00	88554.94	88554.94
	Last Payment: 06/28/2019 Phone: 210-223-8762							
PM3	Petro-Market #3	Y	13316.77	0.00	0.00	0.00	-30756.86	-17440.09
	Last Payment: 08/17/2019 Phone: 210-223-8762							
PM4	Petro-Market #4	Y	0.00	0.00	0.00	0.00	-47803.17	-47803.17
	Last Payment: 09/23/2005 Phone: 210-223-8762							
PRODET	Montana Fuel Suppliers	Y	193.20	0.00	0.00	0.00	20070.91	20264.11
	Last Payment: 03/26/2013 Phone: 512/783-1234							

Totals:	Current	-9,662.28	1 to 7	0.00	8 to 14	1,550.70	15 to 21	0.00
	22 & up	616,467.80	Balance	608,356.22	Unposted	78,258.08		

Summary Aged Trial Balance

AR, Reports, Summary Balance Report

The Summary Aged Trail Balance prints the total balance for all customers. The customer number and name print with columns for total balance and unapplied credits. Customers who are over their credit limit will print with ** to the right of the columns. Since all customers print on this report, it makes a good quick-reference Customer List.

```
Enter report date  01/31/2019

Input selection criteria? N

Sort:  1=Alpha cust no      2=Numeric cust no      3=Alpha sort 1

Omit Zero Balance?  Y

Enter a Salesman (Blank=All)

Do you want a cash projection for that date?  N

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Report Date
> Accept the current report date or enter any date.

Selection Criteria
> Enter 'Y' to select additional criteria for this report.

Sort
> **1** Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
> **2** Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
> **3** Sort the customers by Numeric Customer Number if your customer numbers are only numeric.

Omit Zero Balance
> **Y** Do not print customers with a zero balance
> **N** Print all customers regardless of balance

Enter a Salesman
> Enter a salesman for specific customer(s) or leave this blank for all customers.

Include a Cash Projection
> Include a column for payments that are Due Now.

```
Note:  "**"  Means that customer exceeded credit limit
Date: 07/06/2019              Petro-Data Inc.                Page No.
Time: 06:23:37         Customer Trial Balance on 07/06/2019       1
                            Omit Zero Balance


CustNo    Customer Name               Balance    Lst Sale    Due Now    Past Due

ACME      Acme Construction            127.48   08/01/2018     0.00       127.48
BLUE      Blue Farm                 106900.28   03/31/2015     0.00    106900.28
CUST01    Customer Stop #1             216.94   02/01/2019     0.00       216.94
KATCO     Katco Inc.                 12419.82   09/15/2005     0.00     12419.82
LARCO     Larco Enterprises           3534.29   09/15/2005     0.00      3409.29
NEWCO     Newco Limited              20389.92   09/15/2005     0.00     20389.92
PM1       Petro-Market #1           421191.70   06/12/2019     0.00    421191.70
PM2       Petro-Market #2            88554.94   02/20/2015     0.00     88554.94
PM3       Petro-Market #3           -17440.09   03/31/2015     0.00    -17440.09
PM4       Petro-Market #4           -47803.17   09/15/2005     0.00    -47803.17
PRODET    Montana Fuel Suppliers     20264.11   08/22/2007     0.00     20264.11


Trial Balance Totals                608356.22                 0.00    608231.22
```

Control Total

AR, Reports, Control Total

The Control Total displays the current Accounts Receivable balance based on all posted invoices and receipts.

```
Enter GL code or location   /   Blanks for all   [  ]

Select type of total:  1 = This month    2 = Last month  [1]

Enter Cut Off Batch (Blank=All)    [      ]

Is everything Ok? (Y/N/Q)  [Y]
```

Enter GL Code or Location
Leave this blank for all locations or enter a single location.

Select Type
1   This Month
2   Last Month

Cut Off Batch
Enter a cut-off batch number or leave this blank for all data.

The following is displayed on the screen:

```
Total balance is        608356.22


Please write down the total and press the enter key  [  ]
```

Write down the number.

AR Monthly Report

AR, Reports, AR Monthly Report

This report prints beginning and ending AR balance for each customer. It includes a summary number for charges, payments and discounts for each customer. If the ending balance of the summarized data does not agree with the customer balance, the amount of the 'out of balance' condition will print in the last column.

```
Enter the report date (determines all aging)   01/31/2019

Input selection criteria? N

Sort by:  1=Name    2=Alpha cust no    3=Numeric cust no.    4=Alpha sort 2

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Report Date
Enter a date to be used for the data to be summarized.

Selection Criteria
Enter 'Y' to define additional selection criteria for the report.

Sort
1. Sort by Customer Name
2. Sort by Customer number, where the number is defined as alpha-numeric
3. Sort by Customer number, where the number is defined as numeric only
4. Sort by the Alpha Sort name in the customer file

```
Date: 07/06/2019                          Petro-Data Inc.                              Page No.
Time: 16:16:23                     AR Monthly Summary Report 01/31/2019                    1


Custno   Company              Begin Bal    Charges    Payments    Discnt    Ending     Change

11031    Handi Stop 31             0.00       0.00        0.00      0.00       0.00       0.00
1234     s                         0.00       0.00        0.00      0.00       0.00       0.00
201      Store 201                 0.00       0.00        0.00      0.00       0.00       0.00
37058    Sugarland Fuel Services   0.00       0.00        0.00      0.00       0.00       0.00
ACME     Acme Construction    -25350.00   25687.48      210.00      0.00     127.48   25477.48
BLUE     Blue Farm             25017.93  112815.16    31625.06    262.00  105946.03   80928.10   -954.25
BULK     BULK PLANT                0.00       0.00        0.00      0.00       0.00       0.00
CARPEA   CARTERS PEANUT FARMS      0.00       0.00        0.00      0.00       0.00       0.00
COATRA   COASTAL TRANSPORTATION    0.00       0.00        0.00      0.00       0.00       0.00
COUPEA   COUNTY PEACH FARMS        0.00       0.00        0.00      0.00       0.00       0.00
CUST01   Customer Stop #1          0.00     216.94        0.00      0.00     216.94     216.94
FARSON   FARTHING AND SON          0.00       0.00        0.00      0.00       0.00       0.00
GASGO    GAS AND GO                0.00       0.00        0.00      0.00       0.00       0.00
HOKCON   HOOK CONSTRUCTION         0.00       0.00        0.00      0.00       0.00       0.00
HOSLOG   HOSSIER LOGGING           0.00       0.00        0.00      0.00       0.00       0.00
JACK     Jacks Construction        0.00       0.00        0.00      0.00       0.00       0.00
JIM      Jim Test                  0.00       0.00        0.00      0.00       0.00       0.00
JOHN     Johns Service Station  -4378.00    4458.00       80.00      0.00       0.00    4378.00
JONES    Jones Farm and Ranch      0.00       0.00        0.00      0.00       0.00       0.00
KAT      Name                      0.00       0.00        0.00      0.00       0.00       0.00
KATCO    Katco Inc.           151163.08  542231.29   680974.55      0.00   12419.82 -138743.26
LARCO    Larco Enterprises     88710.18  591161.85   676337.74      0.00    3534.29  -85175.89
LOU      Lou's Gasoline Station -9064.55    9064.55        0.00      0.00       0.00    9064.55
METCON   METRO CONSTRUCTION        0.00       0.00        0.00      0.00       0.00       0.00
NEWCO    Newco Limited        151042.87  354693.60   485346.55      0.00   20389.92 -130652.95
OKIE     Oklahoma                  0.00       0.00        0.00      0.00       0.00       0.00
PM1      Petro-Market #1       69274.88  710859.11   358942.29      0.00  421191.70  351916.82
PM2      Petro-Market #2      193836.17  458818.38   564099.61      0.00   88554.94 -105281.23
PM3      Petro-Market #3      132506.86  542736.13   692682.08      0.00  -17439.09 -149945.95      1.00
```

Sales Tax Report

AR, Reports, Sales Tax Report

The Sales Tax Report prints the taxable sales totals, non-taxable sales totals, total sales and total tax due by sales tax codes. The Invoice Register is the audit for this sales tax report. This report can be printed in Summary or in Detail.

Summary Sales Report

```
Enter report date 01/31/2019

File option:  1=Current      2=History      3=Both 3

Type of range:   1=Date      2=Batch no. 1

Enter date range 01/01/2014   12/31/2014

Enter batch range

Enter a state (Blank for All)    

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Date
> The current system date displays as the default. Press enter to accept the accept the displayed date or enter a report date.

File Option
> Select the period to search from the following options:
> **1** Current Month File
> **2** History File
> **3** Both Current and History

Type of Range
> Select the type of range to search.
> 1 Range of Dates
> 2 Range of Batch Number.

Range
> Enter the beginning and ending dates or batches, depending on type selected. If all batches are required, enter 0 to 999999.

State
> Enter one state abbreviation or leave this blank for all states.

```
Date: 07/06/2019              Petro-Data Inc.                Page No.
Time: 16:27:29          Sales Tax Report on 01/31/2019            1
                      Date Range: 01/01/2014 TO 12/31/2014


   Tax Code  1    City Sales Tax 6.0              Tax Rate   6.1000


   Taxable Sales                    0.00
   Non Taxable Sales            78368.72

   Total Sales                  78368.72

   Total Tax Due                    0.00


   Tax Code  3    State Sales Tax 1.0             Tax Rate   1.0000


   Taxable Sales                    0.00
   Non Taxable Sales             3170.00

   Total Sales                   3170.00

   Total Tax Due                    0.00


   Tax Code  6    Ms Sales Tax 6.0                Tax Rate   6.0000
```

```
   Note:  Because some tax codes share the same sale (city and state)
          do not expect the tax totals by taxcode to equal the grand totals

   Grand Totals

   Taxable Sales                  500.00
   Non Taxable Sales            84068.72
   Total Sales                  84568.72

   Total Tax Collected             37.50
   Total Tax Due                   47.50
```

Detail Sales Report

```
Enter Report Date  12/31/2014            C=Current    H=History    B=Both  B

B=Range of Batch #      D=Range of Dates     A=All  B

Enter date range

Enter batch range 20140101  20141231

Subtotal Option:   1=Tax Code    2=Territory   3=Summary Territory  1

Tax Code/Terr (Blank=All)                 State (Blank=All)

Only print invoices that had sales tax collected? (Y/N)  N

Omit Invoices with No Line Items?  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Date

The current system date displays as the default. Press enter to accept the accept the displayed date or enter a report date.

File Option

Select the period to search from the following options:
- **1** Current Month File
- **2** History File
- **3** Both Current and History

Type of Range

Select the type of range to search.
- **1** Range of Dates
- **2** Range of Batch Number.

Range

Enter the beginning and ending dates or batches, depending on type selected. If all batches are required, enter 0 to 999999.

Subtotal Option
- **1** Subtotal by Tax Code
- **2** Subtotal by Territory
- **3** Subtotal by Summary Territory

Tax Code/Territory

Enter a Tax Code or Territory or leave this blank for all.

State

Enter one state abbreviation or leave this blank for all states.

Invoices with State Tax Codes
    Y   Only include invoices with state tax codes
    N   Print all invoice totals

Omit Invoices with no Lines
    Y   Omit any invoice that does not have a line item
    N   Include all invoices

```
Date: 07/06/2019                              Petro-Data Inc.                                    Page No.
Time: 16:46:41                          Detail Sales Tax Report 12/31/2014                            1
                                     Date Range: 01/01/2014 to 12/31/2014


Tx Code Batch      Inv No.  Inv Date    Cust No    Subtot   Fuel Tax   Slstx   Frt&Disc   Inv Tot   Taxable  N Taxable

1       19990401 C0401     12/03/2014  CON7       3972.56     0.00     0.00      0.00     3972.56     0.00      0.00
1       19990405 C0405     12/07/2014  CON7       5443.81     0.00     0.00      0.00     5443.81     0.00    3972.56
1       19990406 C0406     12/08/2014  CON8       5653.74     0.00     0.00      0.00     5653.74     0.00    5443.81
1       19990408 C0408     12/10/2014  CON7       4228.32     0.00     0.00      0.00     4228.32     0.00    5653.74
1       19990412 C0412     12/14/2014  CON7       5586.15     0.00     0.00      0.00     5586.15     0.00    4228.32
1       19990413 C0413     12/15/2014  CON8       6640.73     0.00     0.00      0.00     6640.73     0.00    5586.15
1       19990420 C0420     12/22/2014  CON8       6771.46     0.00     0.00      0.00     6771.46     0.00    6640.73
1       19990415 C0415     12/17/2014  CON7       4313.04     0.00     0.00      0.00     4313.04     0.00    6771.46
1       19990419 C0419     12/21/2014  CON7       6312.59     0.00     0.00      0.00     6312.59     0.00    4313.04
1       19990422 C0422     12/24/2014  CON7       5499.19     0.00     0.00      0.00     5499.19     0.00    6312.59
1       19990426 C0426     12/28/2014  CON7       8024.99     0.00     0.00      0.00     8024.99     0.00    5499.19
1       19990427 C0427     12/29/2014  CON8       6923.74     0.00     0.00      0.00     6923.74     0.00    8024.99
1       19990429 C0429     12/31/2014  CON7       5828.40     0.00     0.00      0.00     5828.40     0.00    6923.74
1       20120827 394       12/24/2014  BLUE        100.00     0.00     0.00      0.00      100.00     0.00    5828.40
1       19991118 09211     12/23/2014  BLUE       1000.00     0.00     0.00      0.00     1000.00     0.00     100.00
1       20070822 54076     10/09/2014  BLUE         70.00   334.00     0.00      0.00      404.00     0.00    1000.00
1       20070822 54077     10/09/2014  BLUE          0.00     0.00     0.00      0.00        0.00     0.00      70.00
1       960912   96099     12/22/2014  BLUE       2000.00     0.00     0.00      0.00     2000.00     0.00       0.00
1       20120827 101901    12/25/2014  BLUE       -100.00     0.00     0.00      0.00     -100.00     0.00    2000.00
1       20120827 101901    12/25/2014  ACME        100.00     0.00     0.00      0.00      100.00     0.00    -100.00


        Subtotals for code 1  City Sales Tax 6.0
        Subtotal       78368.72      Taxable             0.00
        Fuel Tax         334.00      Non Taxable     78368.72 Total No Tx    78368.72
        Sales Tax          0.00      Tax @  0.061        0.00
        Frt&Disc           0.00      Fuel Sales         70.00
        Total Sales    78702.72      Non Fuel        78298.72
```

Out of Balance Report

AR, Reports, Out of Balance

The AR Out of Balance Report will show any customer whose balance does not total all open charges or unpaid invoices. It also includes a function to fix these customer balances. Everyone must be out of Accounts Receivable to run this report.

The customer Balance and Unapplied amounts as displayed or printed from the Customer Ledger Listing are the two fields which may be fixed. This option works by adding up all open invoices and deducting the unapplied credits, and comparing this total with the number in the Balance field of the Customer's Ledger.

An explanation of the report will display when you first select this option. Press Enter to continue.

```
This program compares your balance in your customer file with the
total of your open items or unpaid invoices.  If the balance + the
open credit is not equal to the total of the open invoices, then
this account is out of balance and will be printed on this report.
The report prints the balance, open credits, total of the invoices,
and the amount which is out of balance.

This program also checks the integrity of the balance forward statement
file to make sure the audit transactions balance with the customer.

Read and press return.
```

Select the report output option. The current system date displays as the default. Press enter to accept this date or enter a report date.

```
1  Print on screen                      2  Print on printer
3  Screen with automatic correction     Q  Quit to main menu   1

Enter report's date  07/07/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

1   Print the report to Screen
2   Print the report on your printer
3   Screen with Automatic Correction
    Print the report with Option 1 or 2 before choosing this option. With the first 2 options, you can research the balances before making corrections with Option 3.
Q   Quit

Suggested Sequence for Out of Balance Processing
1. Print the report to the screen or on the printer (Option 1 or 2). Make a note of each customer and balances listed on the report.
2. Go to the Customer Ledger Report (Reports, Option 2) and display or print each customer's ledger.
3. Add up all the open invoice balances (INV BAL) and deducted the amount in the Open Credits (UNAPPLIED) field. Does this equal the Ledger Balance (BALANCE)?
4. Verify the Unapplied Credit amount. This might take some research, but it is extremely important. Use the Full Customer Ledger Listing (Reports, Option 12) and Invoice and Cash Receipts Registers to verify the amount.
5. When you have verified the correct Balance and Unapplied credit amount, go back to the AR Out of Balance Report (Option 11). Select 3 - Print on Screen with Automatic Correction.

The following report shows a customer who is out of balance.

```
Date: 07/07/2019               Petro-Data Inc.                   Page No.
Time: 04:18:25          AR Out of Balance Report 01/31/2019          1


Cust No.  Company Name            Balance     Credit  Inv Tot    Diff

BLUE     Blue Farm               105900.28      0.00 106900.28  -1000.00
                                                              -1000.00□


Date: 07/07/2019               Petro-Data Inc.                   Page No.
Time: 04:18:25          Statement out of Balance Report 01/31/2019   2


   Statement Out of Balance. For BLUE  .  Diff Is  -1000.00
```

Option 3 Automatic Correction Process
When you choose option 3, the customer accounts that are out of balance will display one at a time. The system will display the customer's balance. The Invoice Total (INV TOT) is calculated from the customer's open items. The difference (DIFF) is displayed.

```
Fix Customer

Cust No.  Company Name       Balance     Inv Tot      Diff
  BLUE      Blue Farm       105900.28   106900.28   -1000.00

     Fix balances? (Y/N/Q)  ▌
```

- Enter 'Y' to correct the balance. The balance will be automatically to match Invoice Total.
- You can also enter 'N' to skip the current customer and proceed to the next customer or 'Q' to quit.
- If you manually update the balance but the difference is not o, you may either correct it again or leave it out of balance until you have further researched the problem.
- When the difference is 0, processing continues to the customer that is out of balance.

If there is any doubt about the balance, do not make any changes before you have verified that they are correct. You will be able to go back later and run this report again and the customer will continue to display until the account is corrected.

The following questions are frequently asked. The answers may save you a phone call to Customer Support.

Question: How can it be in balance and still be wrong?

Answer: The un-applied credits are wrong. When the system calculates the correct balance, it presumes that the open credits are correct. In many cases, it is the way credit memos and open credits are applied that causes an account to become out of balance.

Question: What are some other ways that an account can get out of balance?

Answer: If invoices were posted twice in error and you delete the duplicate invoices, the account balances are not corrected. You must run the AR Out of Balance routine to correct them.

Question: The report displays message 'No Customer in Customer File for nnnnnn'.

Answer: This error means that open invoices are found, but the Customer Number is invalid. The Customer Master file probably was deleted. Reindex first in case that is the problem. Then go to the Customer Master File and try to display the customer. If you are able to display the customer record, go back to the Out Of Balance Report and retry. The message should no longer be there.
If the customer record is not there, add it. Then reindex and rerun the Out of Balance Report. If you did intend to delete the customer, make sure that the customer balance is zero and that all credit memos have been applied.

Detail Ledger List
AR, Reports, Detail Ledger List

The Detail Ledger List has all invoices and payments for a customer from the very first transaction to the latest transaction. The Invoice numbers and dates as well as the payments, discounts and date paid are listed. If a customer's data was purged, it will no longer be available for this report.

The Balance column is calculated based on the criteria you enter. Unless you request the entire customer history, the customer balance will not match this report.

```
D=Detail     S=Summary      Q=Quit D                    Report Date  09/15/2018

Enter customer. Blank=All  Q=Quit PM1        Petro-Market #1


1=AR for Ending Date     2=Range     3=Current Month    4=All To Date    2

Print Report by:   1=Batch Number      2=Date     2
Enter batch range                      Enter date range 01/01/2017   05/31/2018

Enter the AR ending date   05/31/2018

Print detail cash receipts by invoice? (Y/N)   Y

Export to Excel Spreadsheet  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Option
   D Detail
   S Summary

Report Date
   The current system date displays as the default. Press enter to accept the accept the displayed date or enter a report date.

Customer Number
   Enter a Customer Number to print or leave this field blank to print all customers.

Period
   1 AR Current Month End Date (entered below)
   2 Range of Dates or Batches
   3 Current Month
   4 All to date

Print Report By
   This is only used for Period Option 2.
   1 Range of Batches
   2 Range of Dates
   Enter either the range of batches or dates depending on the option chosen.

Enter AR Month End Date
This is used for Period Option 1. Enter the month end date for the data you need.

Print Detail Cash Receipts by Invoice
Y Print all cash receipts payments recorded in the system even if they are zero.
N Only print cash receipt payments for amounts that are not zero.

Export to Excel Spreadsheet
Y Export to an Excel document
N Do not export the data

```
Date: 07/07/2019                        Petro-Data Inc.                      Page No.
Time: 04:37:30              Summary Customer Ledger Listing on 09/15/2018        1
                              Date Range: 01/01/2017 to 05/31/2018


Cust No. PM1        Petro-Market #1                           Bal Fwd      -7122.40
Type      Date    Inv No    Inv Amt  Ck/Ref     Cash   CrCard  Discnt   BalFwd   Amt Paid
Charge  02/27/17 54376     13957.34               0.00   0.00    0.00    6834.94    0.00
Charge  03/22/17 54381      1381.24               0.00   0.00    0.00    8216.18    0.00
Charge  03/31/17 54382      2793.60               0.00   0.00    0.00   11009.78    0.00
Charge  03/31/17 54383       234.83               0.00   0.00    0.00   11244.61    0.00
Charge  06/06/17 54393      1398.53               0.00   0.00    0.00   12643.14    0.00
Charge  07/04/17 54394      2872.97               0.00   0.00    0.00   15516.11    0.00
Charge  01/18/18 54406      1550.37               0.00   0.00    0.00   17066.48    0.00
Payment 05/31/18 145272            PM1-5318    6500.00   0.00    0.00   10566.48 2864.88
Payment 05/31/18 145273            PM1-5318       0.00   0.00    0.00   10566.48  635.12
Payment 05/31/18 99                PM1-5318       0.00   0.00    0.00   10566.48 3000.00
CsSales 05/31/18 54409       607.75               0.00   0.00    0.00   11174.23    0.00
Payment 05/31/18 54409                53118     607.75   0.00    0.00   10566.48  607.75

     Customer Subtotals    24796.63  Cash      7107.75                   0.00
```

Labels

This option prints customer address labels. The program can print three different sizes of labels. Before labels can be printed, you must run the Create Mailing List menu option.

Labels

- Create Mailing LIst
- Print Mailing List
- Customer Labels
- Add Customer Letters
- Print Customer Letters
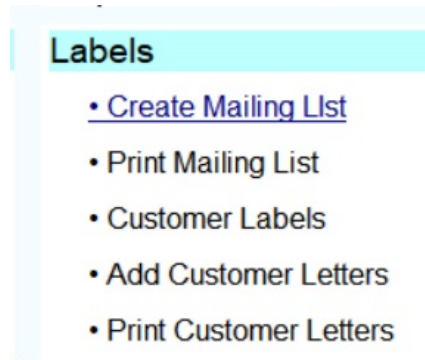
Create Mailing List
AR, Labels, Create Mailing List

This option creates a file which is used by the menu option "Print Mailing List, Option 3 Mailing List". There are other print choices in the "Print Mailing List" menu that do not require the Create Mailing List program to be run.

Aging Date. Enter the Date to use for aging the accounts. Today's date displays as a default. Press enter to accept the date or enter a date for aging.

```
Petro-Data Inc. *** Create Customer Mailing/Delinquent List *** 07/07/2019

  1=Delinquent Customers   2=Selection Criteria   3=All  Q=Quit
```

Select from the following options:
  1 Delinquent Customers
       Select only customers with a delinquent balance
  2 Selection Criteria
       Use the Selection Criteria function to select your customers
  3 All
       Create labels for All customers

Enter the date to use for aging
  You can use any date here. It could be the period end date from your last close or today's date.

Select one Aging Period
  1 - Over Period 1 (30)
  2 - Period 2 (60)
  3 - Period 3 (90)

Aging periods
  Define the aging periods to use for each of the 3 periods. You could use the standard periods of 30, 60 & 90 or you could choose 7, 14, 28. You may also enter periods that are specific to your company policy.

Age on which date?
  1 - Due date
  2 - Invoice date

Sort
  1 - by Name
  2 - Alpha customer number
  3 - Numeric customer number

A file is created to be used with menu option 'Print Mailing List' No report will print from this option. You will return to the AR menu.

Print Mailing List

AR, Mailing Lists, Print Mailing List

This option prints a list of customers with aging balances according to the criteria you entered in Option 1 - Create Mailing List.

Output:

```
1  Print on Screen      2  Print on Printer     Q  Quit to menu   [ ]
```

Choose to display the list or send it to a printer.

```
Enter the report date  03/31/2019

Sort:  1=by Name      2=Alpha cust no.     3=Numeric cust no.  1

Is everything ok? (Y/N/Q=Quit)  Y
```

Enter the report date
    The date is informational date only. It does not affect the report.

Sort
    1 = by Name
    2 = Alpha customer number
    3 = Numeric customer number

Verify that the data on the report is what you intended to include on your labels.

```
Date: 07/26/2019                 Petro-Data Inc.                         Page No
Time: 11:02:56       Customer List for Mail Merge on 07/26/2019              1


Cust No  Name            Cur Bal  Per1 Bal Per2 Bal Per3 Bal Credit    Balance
                           0.00     0.00     0.00     0.00     0.00       0.00
ACME    Acme Constructi    0.00     0.00     0.00     0.00     0.00     127.48
BULK    BULK PLANT         0.00     0.00     0.00     0.00     0.00       0.00
BLUE    Blue Farm          0.00     0.00     0.00     0.00     0.00106900.28
CARPEA CARTERS PEANUT      0.00     0.00     0.00     0.00     0.00       0.00
COATRA COASTAL TRANSPO     0.00     0.00     0.00     0.00     0.00       0.00
COUPEA COUNTY PEACH FA     0.00     0.00     0.00     0.00     0.00       0.00
PROSUM Co-op               0.00     0.00     0.00     0.00     0.00       0.00
CUST01 Customer Stop #     0.00     0.00     0.00     0.00     0.00     216.94
```

Print Customer Labels
AR, Labels, Customer Labels

Print labels for customers according to the criteria you entered in Option 1 - Create Mailing List.

```
NOTE:   If you choose 3=Mailing list, then that means you ran the
        the mailing list program and created a mailing list.
        If you choose 4=Tax list, then that means you ran the tax
        exemption program and created a tax list.
        Press enter to continue.  |
```

A message displays to remind you that printer label options 3 & 4 require that you run the 'Create Mailing List' first.

```
Output to:     P=Printer        F=Text File        Q=Quit P
```

Labels can only be printed to a Printer (P) or to a Text File (F).
If you select Text File, enter the directory where the file should be written (e.g. C:\TEMP\).

Select
> 1 - Customer only
> 2 - Customer and taxes
> 3 - Mailing list (from Option 1)
> 4 - Tax list (from Option 1)
> 5 - Exempt customers only

Telephone and Credit Limit
> This option is skipped on Opt 3 the calculated mailing list.
> **Y** - Print both the telephone number and customer credit limit
> **N** - Do not print phone numbers and credit limits

Print customer number
> Y - print Customer Numbers on the labels
> N - do not print customer numbers

Enter a customer number
> Enter the one customer to print
> Blank - Print labels for all customers
> S - Start at a certain customer in the list. Enter the customer number to begin with in the window.

Input selection criteria
> Y - input selection criteria (such as zip code or territory)
> N - do not input selection criteria

Select label size
    1 = 1 by 1 Matrix
    2 = 1 by 3 Laser (Avery 5660 or any 1" X 2 5/8" - 3 across)
    3 = 1 by 2 Folders

Enter the number of labels per customer
    Enter 1 or the number to print for each customer.

Sort by
    1 - Print alphabetically using the NAME field in customer file
    2 - Print by alphabetic Customer number if all your customer codes are all alphabetic
    3 - Print by numeric Customer number if all your customer codes are all numeric
    4 - Print by the Alpha Sort field in the customer file

```
                    *** LABEL ALIGNMENT TEST ***

 Enter or verify the left margin                 | 0

 Do you want to do an alignment test? (Y/N/Q)   Y
```

If this is the first time you print labels, load labels in printer and print an Alignment test. One page of labels will print. The alignment data is all Xs and not your customer data.

After the alignment prints, you may need to adjust the left margin by a couple of characters. Enter that number and repeat the alignment test until you are sure the labels will print correctly.
Enter 'N' to the alignment to print your labels.

Preview Labels?
    The system will allow you to preview the data on screen before printing.
    Y - a list of the selected labels displays on the screen for preview.
    N - do not display a preview.

Ready to print labels?
    Y - print labels
    N - quit without printing

As the labels print, the screen displays the progress.

Finance Charges

AR, Finance Charges

Finance charges can be created and added to the customer's AR balance. In the finance installation setup, you will define the number of invoice grace days and how the finance charge is calculated. Additionally, Customer Setup field 'Fin Chg' defines if the customer will be assessed finance charges.

Finance Charges

- Calculate Finance Charges
- Finance Charge Report
- Detail Audit Report
- Delete Charges
- Update Finance Charges
- Restore Update
- Install Program

Calculate Finance Charges
AR, Finance Charges, Calculate Finance Charges

Finance Charges calculate on all invoices with a due date or invoice date equal to or older than the grace period days. The system will compute the charge based on the rate you enter and post it to the Account Receivable Open Item File. Finance charges are calculated on the entire past due balance for the entire month. No partial month prorations are calculated. Finance Charges should be calculated and posted before statements are printed so they will appear on the statement.

Finance Charges are not added to any accounts unless the Finance Charge calculation program is run and the data is updated.

Finance Charge Processing Sequence
1. Calculate Finance Charges.
2. Review and verify the charges on the report.
3. If necessary, remove a customer from the calculation. In Customer File Maintenance, change the Finance Charge field from 'Y' to 'N'. Rerun the Finance Charge Calculation program.
4. If necessary, print the Detail Audit Report of the charges.
5. If necessary, Delete Charges for any customer as appropriate.
6. Update Finance Charges.

Note: Everyone should be out of A/R when calculating the finance charges.

A Warning and Disclaimer message will display on screen when the option is selected. You must acknowledge this disclaimer to continue processing finance charges.

```
          PETRO-DATA WARNING AND DISCLAIMER.

Please consult a lawyer or CPA to make sure you are calculating
finance charges in a manner which is compliant with the USUARY LAWS
in your state.  In addition, double check the finance charges to be
sure that the calculation is correct.

As per the Petro-Data software license agreement, Petro-Data is
not reponsible for making sure you use the programs correctly.
If you feel the finance charge is not calculating correctly,
please send us a detailed example of  how you want the finance
charge to calculate.  At that point we can discuss the remedy.

Please press "Y" to signify that you have read and understand
the disclaimer and would like to proceed.  Press "N" if you
do not understand the finance charge laws in your state.

Option:  Y=I understand the disclaimer   N=I do not understand
```

   Y I understand. Processing continues
   N I do not understand. Processing is cancelled.

Enter the finance charge criteria for the calculation:

```
Select date for calculation:   D=Due Date    I=Invoice date  D

Finance Charge Date - (duedate + grace days)=Delinquent days.
Enter Finance Charge Date      06/30/2017

Enter Finance Charge %              6.00
Enter grace days past due date    30
Enter Minimum Finance Charge        0.00
Minimum Balance to Charge           0.00

Enter EOM Transaction Date 06/30/2017    Enter Due Date     07/07/2017

Enter a Batch Number         20170630

Input selection criteria? N

Apply Open Credits before calculating charges?   Y

Is everything ok? (Y/N/Q=Quit)   Y
```

If finance charges were previously created but not posted, you will receive this message:
> *'Unposted Finance Charges Already Exist. Do You Want to Recalculate'*
> **C**   Recalculate the finance charges.
> **Enter** Return to the Finance Charge Submenu without recalculating.

Output to:
Select one:
    P - Printer, F - Text File, Q - Quit
Output to screen is not available for this calculation

Select Date for the Calculation
Choose the date of D - Due Date or I - Invoice to base the calculation.
Finance Charge Date is this date choice + Grace Days = Delinquent days

Finance Charge Date
Enter the Finance Charge Computation Date. Customers with open invoices which were due on or before this date + grace days will be charged finance charges.

Enter Finance Charge %
This represents an annual rate. Press enter to accept the default percent that was defined during installation. Annual rate and grace days can be set up ahead of time.

Enter grace days past due date
The default grace days from the install program displays. Press <enter> to accept this value or change the days to another value.

Enter Minimum Finance Charge
Enter the minimum amount of finance charge to charge the customer. For example, if .50 is minimum, any calculation that results in less that 50 cents will not be charged.

Minimum Balance to Charge

Enter the minimum customer balance to charge. For example, if $25 is the minimum balance and a customer has a balance of $24.99 or less, no finance charges will be calculated.

Enter EOM Transaction Date

Enter the date to be assigned as the invoice date on the finance charge transactions.

Enter Due Date

Enter the due date of the finance charge transaction.

Enter a Batch Number

Enter the batch number to be used when the finance charges are updated.

Selection Criteria? (Y/N)

Selection Criteria would only be needed to charge finance charges on customers based on some field other than the Finance Charge field in their file. For example, only customers whose Salesman is LS (Larry Smith) are to be included for the calculation.

Apply Open Credits Before Calculating Charges?

Y Reduce the invoice amounts by the open credit before calculating the finance charge

N Do not use open credits

Finance Charge Journal Example
Finance Charge Date is 06/30/2018

Cust #	Company Name	Balance	Past Due	Fin Chg
BLUE	Blue Farm	60676.24	50472.15	746.71
JOHN	Johns Service Station	15675.22	5241.16	77.54
JONES	Jones Farms	3129.00	3129.00	46.29
				870.61

Calculation example for BLUE:
50472.15 X .18 (18%) = 9084.99 / 365 = 24.89 per day X 30 days = 746.71

The system will always use 30 days for the average number of days per calendar month.   If you skip a month, the system will not create a charge for two months. If the invoice is past due less that 30 days, this invoice will not be included in the calculation.   To exit the Calculate Finance Charge without updating, enter 'Q' to return to the Accounts Receivable Menu.   These charges will remain in this file until you either re-calculate the charges or update them.

Report prints after the calculation:

```
Date: 07/07/2019              Petro-Data Inc.                    Page No.
Time: 08:10:12         Finance Charge Journal on 06/30/2017            1
                        Finance Charge Date is 06/30/2017


Cust #    Company Name                      Balance   Past Due  Fin Chg

BLUE    Blue Farm                        106900.28 101033.60   498.24
PRODET  Montana Fuel Suppliers            20264.11  19587.91    96.60


                                                              594.84
```

Finance Charge Report

AR, Finance Charges, Finance Charge Report

After finance charges are calculated, this report shows the detail of the charges by customer.

```
Enter the report date  07/07/2017

1=Print Journal     2=Print Customer Notices  1

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter report date
    Enter a date, or press <enter> to accept the default.

Option
   1   Print the journal
   2   Print Customer Notice

```
Date: 07/07/2019                Petro-Data Inc.                  Page No
Time: 08:11:42          Finance Charge Journal on 07/07/2017           1


Cust #   Company Name                            Fin Chg

BLUE    Blue Farm                                498.24
PRODET  Montana Fuel Supplie                      96.60

                                                 594.84
```
Journal Report

```
Date: 07/07/2019

    From:      Petro-Data Inc.
               DBA Petro Data
               11503 Jones Maltsberger
               San Antonio, Tx 78247
               Telephone 210-545-4774

    To:        Montana Fuel Suppliers
               Main Offices
               9234 South Way
               FOREST CITY, TX 78040


    Ref Number     Date         Finance Chg
    ---------------------------------------
    FC06          06/30/2017          96.60
```
Customer Notice

Detail Audit Report

AR, Finance Charges, Detail Audit Report

This report will show each individual invoice and the amount of the finance charge. The report will total by customer and print a Grand Total at the end.

```
Enter report date  07/07/2017

Input selection criteria? N

Sort:  1=Alpha cust no      2=Numeric cust no      3=Alpha sort 1

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Report Date
> The system date will display. You can change the date or accept the default.

Input selection criteria?
> Enter Y to select only a portion of the report (for example, a specific customer).
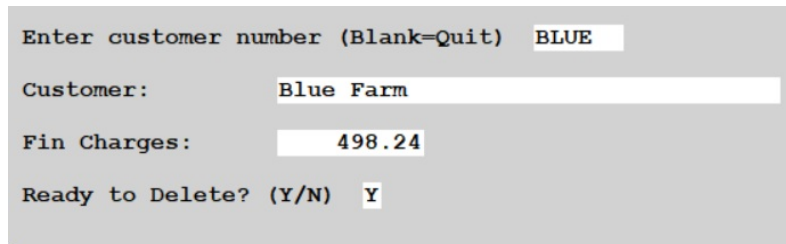
Sort
>   **1**   Alpha customer number, alphabetically by customer number
>   **2**   Numeric customer number, numeric sort for numeric customer codes.
>   **3**   Alpha sort, alphabetically using the 'Alpha Sort' field in the customer record.

```
Date: 07/07/2019                  Petro-Data Inc.
Time: 08:18:07             Finance Charge Audit 07/07/2017
                           Grace Days: 30  Fin Pct  0.060

Custno: BLUE        Blue Farm
Inv No.  Inv Date  Due Date  Fin Date  Days    Balance    Fin Chg
0910     01/14/15  02/13/15  03/15/15    30    1840.00       9.07
09211    12/24/14  01/23/15  02/22/15    30     722.86       3.56
72505    01/01/15  01/31/15  03/02/15    30   16030.80      79.06
72103    12/13/14  01/12/15  02/11/15    30   14230.41      70.18
723A03   12/13/14  01/12/15  02/11/15    30    4078.50      20.11
111      02/07/15  02/07/15  03/09/15    30    1000.00       4.93
394      12/24/14  01/23/15  02/22/15    30     100.00       0.49
1123     01/14/15  11/15/14  12/15/14    30      50.00       0.25
54348    02/15/15  02/15/15  03/17/15    30      36.18       0.18
54351    02/20/15  03/02/15  04/01/15    30    1457.34       7.19
54358    04/16/15  04/26/15  05/26/15    30     914.69       4.51
54380    03/22/17  04/01/17  05/01/17    30    1208.51       5.96
54379    03/21/17  03/31/17  04/30/17    30   30028.94     148.09
54378    02/27/17  03/09/17  04/08/17    30    6915.71      34.10
54371    08/30/16  09/09/16  10/09/16    30    1100.96       5.43
54370    03/10/16  03/20/16  04/19/16    30    2001.93       9.87
54367    02/26/16  03/07/16  04/06/16    30    1670.13       8.24
54368    02/26/16  03/07/16  04/06/16    30    1368.71       6.75
CASH     02/26/16  03/07/16  04/06/16    30      98.45       0.49
54366    11/10/15  11/20/15  12/20/15    30    1110.06       5.47
54364    08/27/15  09/06/15  10/06/15    30     960.06       4.73
54363    08/26/15  09/05/15  10/05/15    30     192.01       0.95
9        08/17/15  08/27/15  09/26/15    30    2840.64      14.01
54356    03/31/15  04/10/15  05/10/15    30   11076.71      54.62
                                             Subtotal      498.24
```

Delete Charges

AR, Finance Charges, Delete Charges

After finance charges are calculated and reviewed, you can delete the finance charge for a customer. You cannot delete charges after they are updated to the customer's account. The charges can be restored if changes are required.

```
Enter customer number (Blank=Quit)   BLUE

Customer:              Blue Farm

Fin Charges:             498.24

Ready to Delete? (Y/N)   Y
```

Customer Number
Enter the customer number. Use the F2 key to view customers with finance charges from the last calculation.

Customer
Customer name will display after the customer number is selected.

Finance Charge
The finance charge will display after the customer number is selected.

Ready to Delete
   Y Delete the finance charge
   N Do not delete the finance charge

Update Finance Charges

AR, Finance Charges, Update Finance Charges

After calculating and reviewing the finance charges, post the charges so they will be added to the customer's balance.

```
Everyone Must Leave Invoicing and Accounts Receivable to Run This Update

There are     2 Finance Charges for a Total of     594.84

Enter GL Link Code    F2=Lookup    Q=Quit 1
GL CODE FOR LOCATION 1

GL Fin Chg   60300-100              Finance Charges - Jobber
GL AR        11000-100              Accounts Receivable - Jobber

Is everything ok? (Y/N/Q=Quit)   Y
```

Messages
Everyone Must Leave Invoicing and Accounts Receivable to Run This Update.
The system displays the number and amount of the finance charges.

Enter GL Link Code
Enter your GL Link Code. Use F2 to view available values.
Link code description and the associated accounts will display.

Did the Files Backup Correctly? (Y/N)
The system will backup certain files. The files are listed on the screen as the update progresses.   If there are no error messages, reply 'Y'. If there is an error on the screen, reply 'N'.

```
Backing Up the   Customer File
Backing Up the   Open Item File
Backing Up the   Finance Charge File
Backing Up the   Invoice Audit File
Backing Up the   AR Batch File
Backing Up the   AR Distribution File


Did the Files Backup Correctly? (Y/N)   Y
```

```
Updating Customer File

Updating AR Distribution File

Updating Open Item Accounts Receivable File


Updating Batch File

Total Updated Finance Charge       498.24

Write Down the Total and Press C to Continue
```

Final update message. Press 'C' to Continue.

Restore Update
AR, Finance Charges, Restore Update

If errors are discovered in finance charges after they have been updated, the charges can be restored and changed. This program will copy the files back to the point where Finance Charges had been calculated, but had not yet been updated. The Restore, if needed, must be run immediately after the update before any other updates of sales invoices or cash payments.

```
Restore should be run IMMEDIATELY after finding mistakes in the update program
Have any of the following programs been run since the last update?
Cash Receipts        Or        Invoicing
Any program which updates Accounts Receivable?
If the answer is yes, then the Restore will not Work

Do you want to restore the data files for the Finance Charge Update Program  N
```

Enter 'Y' to continue with the restore or 'N' to cancel the restore.

```
Are you sure you want to restore the Finance Charge Files    Y
```

Enter 'Y' to confirm the restore or 'N' to cancel the restore.

```
Remember, Finance Charge Files will be Restored

Are you still sure?  Make sure everyone is out of A/R and Invoicing Y
```

Enter 'Y' on the second confirmation message to continue the restore or 'N' to cancel the restore.

```
        Standby While the Computer Restores and Indexes the Files

        Restoring    Customer File
        Restoring    Open Item File
        Restoring    Finance Charge File
        Restoring    Invoice Audit File
        Restoring    AR Batch File
        Restoring    AR Distribution File


Did the Files Restore Without Errors?  Press  Y  to Continue
```

Final restore message will display. If there are no errors on the screen, press 'Y'. If any errors are displayed, enter 'N' and contact Customer Support.

Finance Charge Install Program
AR, Finance Charges, Install Program

The Installation program sets the Annual Finance Charge Percent, the Grace Period days and the calculation method.

```
Finance Charge Grace Days         30
Yearly Finance Charge Rate         6.0000
Calculation Type:  1.  Calculate based on number of delinquent days
                   2.  Calculate based on invoice balance          1

Is everything ok? (Y/N)  Y
```

Finance Charge Grace Days
> Enter the number of grace days.

Yearly Finance Charge Rate
> Enter the yearly finance charge percent.

Calculation Type
> 1 Calculate charges based on the number of delinquent days
>   This is the regular finance charge calculation which is based on number of past due days. Finance charge is annualized and charged only on the number of days the invoice is past due not to exceed 30 days.
>
> 2 Calculate charges based on the invoice balance
>   This option determines if the invoice is past due and then charges a full month's finance charge (annual rate divided by 12). Grace Days must be set to Zero for this option.

Finance Charge Calculation Examples:
- If the due date was 06/30 and the Grace Days is 30, no finance charge will be calculated until after 07/30.
- The system calculates the annual amount, divides by 365 days in a year to get the daily rate and then multiplies times the number of days the invoice is past due not to exceed 30.
- Past due invoice balance is 3129.00. Finance percent is 18%. The invoice is 21 days past due.
  1   3129 * .18 = 563.22 (Annual Rate)
  2   563.22 /365 = 1.543 (Daily Rate)
  3   21 days past due * 1.543 = 32.40 finance charge

> **Note:** Petro-Data has been informed Texas law states that it is not legal to charge a finance charge for invoices less than 30 days past due.

Close Period

AR, Close Period

The Close Period program is the final step in end-of-month processing for Accounts Receivable. No invoices or cash receipts for the new month should be processed before the Period End Closing has been run. Gd

The main function of the Period End Closing program is to move the current invoices, credit cards and cash receipts to History and clear the current files for the new month. All paid invoices are also deleted from the Open Item Customer Ledger. Everyone must be out of Accounts Receivable and any other module that uses the AR files, such as sales invoice entry in Jobber Inventory.

If there are any problems with GL accounts or out of balance batches, the Close Period will not process. Use the 'Fix Out of Balance Batch' option to fix batches with bad GL accounts or are out of balance. Then return to the Close Period option.

Closing AR takes only a couple of minutes and it is not a reversible process. Be sure that all the conditions are right before proceeding.

Overview of Month End Procedures:
1. Run Batch Status Report to verify all Sales Invoices are Posted
   a. *Jobber, Sales Invoice Entry, Batch Status Report*
2. Create and Post Finance Charges
   a. *Accounts Receivable, Finance Charges, Calculate Finance Charges*
   b. *Accounts Receivable, Finance Charges, Finance Charge Report*
   c. *Accounts Receivable, Finance Charges, Update Finance Charges*
3. Print Customer Statements
   a. *Accounts Receivable, Reports, Open Item Statements, Print Statements*
4. Print Reports
   a. *Accounts Receivable, Reports, Short Aged Trial Balance*
   b. *Accounts Receivable, Reports, Sales Tax Reports, Summary Sales Tax Report*
5. Prepost and Release entries to GL Link File
   a. *Accounts Receivable, Release to General Ledger, Prepost Report*
   b. *Accounts Receivable, Release to General Ledger, Release to Link Files*
6. Reindex. All users must exit the system.
   a. *Accounts Receivable, Reindex Files*
7. Close Period in Accounts Receivable
   a. *Accounts Receivable, Close Period*

```
Petro-Data Inc. *** Period End Closing (End of Month) *** 07/07/2019

Verify the Closing Period Date  06/30/2017

Closing Month is                06       Closing Year is      2017

Current Fiscal Period is        06

Have statements been printed? (Y/N)  Y

Have monthly cash receipt/invoice registers been printed? (Y/N)  Y

Is this the Year End? (Y/N)  N

Is Everything OK? (Y/N/Q)
```

Verify the Closing Period Date
The current closing date should display. Fiscal periods are defined in the Period Definition File in the 'GL Link Programs' option of the Application Menu. If the wrong period or an error message displays, call Customer Support for assistance.

Closing Month is
The closing month comes from the Period Definition File. It should match the month of the Closing Period Date.

Closing Year is
The closing year comes from the Period Definition File. It should match the year of the Closing Period Date.

Current Fiscal Period is
The current fiscal period comes from the Period Definition File. It should match the fiscal period of the Close Period. If your fiscal year is January to December, closing month 6 would be current fiscal period 6. If you fiscal year is September to August, closing month 6 would be current fiscal period 9.

Have statements been printed? (Y/N)
If you do not print statements for your customer, enter 'Y'.
If you do print statements, especially Balance Forward Statements, print these before the Close Period option is run. The balance is stored in the customer file for use as next month's balance forward. Since current invoices and payments are moved to history, statements will not have any current month detail if run after Close Period. However, an Open Item Statement may be printed at any time.

Have monthly cash receipt/invoice registers been printed? (Y/N)
If you printed the reports, enter Y to continue with closing. Printing the Invoice Register is highly recommended. Printing all invoices processed in the current month, regardless of date or batch number, is the only way to be sure you are capturing all current month data. There are some special considerations if you have Cardlock or a high volume of Credit Cards. Call Customer Support for special instructions.

Is this the year end? (Y/N)

    If the close period is your Fiscal year End, enter 'Y'. Otherwise, enter '**N**'.   This option clears
    YTD fields for reporting purposes.   You must answer 'Y' at least once a year, otherwise
    numeric overflow errors could occur.

Is everything OK? (Y/N/Q)

This is your last chance to change your mind about closing the month or about the answers to the
pre-closing questions. Enter **Y** to begin the closing process or **N** to exit without closing.

The following screen displays showing the different steps in Close Period. If any errors occur at
this time (like error 1705 file access denied), make sure everyone is still out of AR and Inventory
and begin the reindex again.

```
     Petro-Data Inc. *** Period End Closing (End of Month) *** 07/07/2019

'inished Storing Aging Totals
     Append Current Cash Receipts to History File
     Delete Current Cash Receipt File
     Append Current Invoice File to History File
     Delete Current Invoice File
     Delete all Paid Invoices in the Open Item File
     Delete all Posted Batch Total Records
     Update Customer File.
     Send Credit Cards to History            Send EFTs Cards to History
     Send AR Distribution to History
     Send AR Ledger to History.
     Send AR Balances to History.                  Working on customer   TRIPZ
     Send System Period File

     Delete all Temporary Data Files
```

As in a normal update, press <View Errors> . If there are errors, press <Cancel Update> and call
Customer Support.

If everything is okay, press <Finish Update> and make sure the update was successful by viewing
the last line of the <View Status> screen.

Press <Return to Menu> to continue with reindexing.

Period End Closing is complete and the Accounts Receivable Main Menu displays. You may now
enter Cash Receipts and update credit cards.

The Inventory module must be closed **before** sales invoices are updated for the new month.

Reindex Files

AR, Reindex Files

Reindex Files recreates the index files and sometimes fixes errors like 'record not found' or 'record out of range'. The checklist suggests reindexing the data files before printing statements to ensure the integrity of the files.

Be sure that everyone is out of Accounts Receivable and any module, such as Fuel Inventory Invoicing, that uses the AR files.

```
                       Re-Index  Files

'lease make sure no one is in accounts receivable or invoicing.

      Choose:  1=Index Current Files     2=Index History     Q=Quit
               3=Index Both              F=Fix Corrupt File          |1

      Create DEF files to protect against corruption?   Y

      Re-Create Data Bases (default is yes)? (Y/N/Q)   Y

      If you are not sure about the options, just take the default answers.
```

Choose:

1 Index Current Files	This sorts all data files in the Current AR directory. Since only the current-month activity will be indexed, it should not take long.
2 Index History	This sorts all data files in the History AR directory. All prior month data will be indexed. This process will take awhile depending on how many months of history has been accumulated. If you are running reports from History and the data is not in any type of order or there is data missing, sort history.
3 Both	This sorts all data files in both current and history directories.
Q Quit	Quit back to the menu without reindexing.
F Fix	Fix Corrupted files.

Create DEF files to protect against corruption?
    Accept the default of 'Y'.

Re-create Data Bases? (Y/N/Q)
    Accept the default of 'Y'

The files being indexed are displayed on the screen. If history is selected, another screen displays with history files. When Reindexing is complete, the Accounts Receivable Main Menu displays.

Release to General Ledger

This program moves the Accounts Receivable GL batches to the General Ledger Link file. From there, go to General Ledger Link Programs to release and post them into the General Ledger. Before releasing GL batches, run a Pre-Posting report on the screen to make sure that the totals are in balance and the grand total proof is zero. If they are, they may be released.

The Batch Totals are from cash receipts, Customer Drafts, Credit Card updates and possibly some off-line invoices such as dealer charges.

Other options include;
- Add Link codes to identify the GL accounts to be used in processing.
- Print or display GL Distribution by batch, account, or transaction.
- Fix out-of-balances batches or bad/missing GL accounts.
- Define detail accounts and send detail distribution to the GL for specific accounts.
- Compare the distribution file with the Link file.

Release to General Ledger
- PrePost Report
- Release to Link Files
- Link Codes
- Distribution Report
- Fix Out of Balance
- Define Detail Accounts

PrePost Report

AR, Release to General Ledger, PrePost Report

This report prints or displays data in the LINK file. It contains all transactions that have released from Petro-Data modules but not been released to the General Ledger Link file.

Note: The Distribution file (current or history) will always contain the distribution records for all transactions.

```
Enter Report Date  11/30/2018


Beg Batch No. 20181100        End Batch No.  20181199

Option: 1=Regular     2=with Journal Entry Description    1

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Report Date
> The current system date displays as the default. Press enter to accept the displayed date or enter a report date. This date has no effect on the report.

Batch Numbers
> Enter the beginning and ending batch numbers to include in this pre-post. If all batches are required, enter 0 and 99999999. This is the only way you can be sure that all of the batches are printed.

Option
> | | |
> |---|---|
> | 1 - Regular | To verify the Grand Total Proof or to view batches without descriptions (short report). |
> | 2 - With Journal Entry Description | To print with Journal Entry Descriptions. |

The following report is the last page of a 'Regular' report. The 'Grand Total For All Batches is printed at the bottom. If Grand Total is not Zero, there are batches included that are not balanced. The batches must be identified and corrected before releasing the journals.

```
Date: 07/07/2019            Petro-Data Inc.              Page No.
Time: 17:04:25             A/R Link Report 11/30/2018         1
                          Batch Range 20181100 TO 20181199


Batch   Type   Account   GL Date   Description              Amount

20181118 CC   11000-100  11/18/2018  Accounts Receivable - Jobber   -4.00
20181118 CC   11000-200  11/18/2018  Store 1 - Accounts Receivabl    4.00
                                       Subtotal        0.00

20181128 CC   11000-100  11/28/2018  Accounts Receivable - Jobber  -100.00
20181128 CC   11000-200  11/28/2018  Store 1 - Accounts Receivabl   100.00
                                       Subtotal        0.00


   GRAND TOTALS FOR ALL BATCHES                          0.00
```

The following report was printed 'With Journal Entry Descriptions'. The column titled 'Type' identifies the origin of the batch.

CR - Cash Receipts
MI - Miscellaneous invoicing
CC - Credit Card Module
FC - Finance Charges
EF - EFT Module
DR - Customer Draft Module

```
Date: 07/07/2019                    Petro-Data Inc.                    Page No.
Time: 17:10:27                  A/R Link Report 11/30/2018                 1
                               Batch Range 20181100 TO 20181199


Batch    Type   Account    GL Date      Description                    Amount

20181118 CC   11000-100  11/18/2018  Accounts Receivable - Jobber       -4.00
                         JE Desc     Apply Payment from Credit Cards
20181118 CC   11000-200  11/18/2018  Store 1 - Accounts Receivabl        4.00
                         JE Desc     Credit Cards from Credit Cards
                                                Subtotal        0.00

20181128 CC   11000-100  11/28/2018  Accounts Receivable - Jobber     -100.00
                         JE Desc     Apply Payment from Credit Cards
20181128 CC   11000-200  11/28/2018  Store 1 - Accounts Receivabl      100.00
                         JE Desc     Credit Cards from Credit Cards
                                                Subtotal        0.00


     GRAND TOTALS FOR ALL BATCHES                                0.00
```

Release to Link Files
AR, Release to General Ledger, Release to Link Files

This program releases the Accounts Receivable GL Batch totals to the General Ledger Link File and marks the transactions in the Distribution File with 'Y' in the 'Released' field. Always print a Prepost report to make sure proofs are zero before releasing this data.

```
Beg Batch No. 20181100        End Batch No.   20181199

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Batch Numbers
Enter the beginning and ending batch numbers to include in this pre-post. If all batches are required, enter 0 and 99999999. This is the only way you can be sure that all of the batches are printed.

The system will display a count of records released to the General Ledger.

```
Standby While Computer Updates the GL Link File



4 Records were sent to the GL Link File.  Press enter.
```

Link Codes
AR, Release to General Ledger, Link Codes

The General Ledger Link Codes contain the GL accounts that will be used when cash receipts, credit cards or other transactions are entered in the system. GL account number include accounts such as bank account, Accounts Receivable, or Discounts. Multiple link codes allow distribution to multiple banks. Link codes can be set up for Bad Debt Write-Off or for Finance Charges reversals.

```
1  GL Link Code File Maintenance
2  GL Link Code Report
Q  Return to Main Menu

   Make a Selection  Q
```

GL Link Code File Maintenance
AR, Release to General Ledger, Link Codes, GL Link Code File Maintenance

In this menu option, you can view, add, change or delete Link Codes.

GL Link Code
Enter a link code. Click the button to view existing codes. Enter a new code if you are creating a new Link Code.

GL Accounts
Select a GL account number for each of the accounts. It is not required to have a GL account number in every field. If the account is not required for the Link Code, it can be left blank.

GL Acct Rec
Enter the General Ledger account number for Accounts Receivable. This account will be used in Cash Payment entry to credit the payment amount and in invoice entry to debit the invoice amount.

GL Sales
Enter the General Ledger account number for Sales. This account will only be used in the Post Invoices option of AR for dealer charges, corrections, write-offs, etc.. Unless this Link Code is specifically for write-offs, finance charge credits, etc., the suspense account may be used.

GL Sales Discount
Enter the General Ledger account number for Sales Discounts. This account is used for discounts entered in Post Invoices option.

GL Sales Tax
Enter the General Ledger account number for Sales Tax Payable. This account is only used in the Post Invoices option.

GL Bank

Enter the General Ledger account number for the Bank account. This account will be used in Cash Payment entry to debit the payment amount.

GL Credit Card

Enter the General Ledger account number for Credit Cards Receivable. This account is used in Cash Receipt entry to debit the amount of the payment made with credit cards.

GL Discounts Taken

Enter the General Ledger account number for Sales Discounts Taken. This account is used in Cash Payments Entry if an amount is entered in the discount column.

GL Finance Charges

Enter the General Ledger account number for Finance Charge income. This account is credited when the Calculate Finance Charges are updated.

GL EFT A/P

Enter the General Ledger account number for Accounts Payable. This account is used in the EFT Module only.

GL A/P Discounts

Enter the General Ledger account number for Purchase Discounts. This account is also used in the EFT Module.

GL Link Code Report

AR, Release to General Ledger, Link Codes, GL Link Code Report

Print a list of all Link Codes.

```
Enter the date   11/30/2018

Is everything Ok? (Y/N)
```

Enter the Date

    This is the date for the report. Accept the default system date or enter your own date.

```
Date: 07/07/2019                  Petro-Data Inc.                 Page No.
Time: 17:31:01            GL Link File Report on 11/30/2018          1


    Link Code 1           GL CODE FOR LOCATION 1
AR              11000-100        Bank            10200-100
Sales Tax       20400-100        GL Credit Card  11100-100
Discnt Taken    43100-100        AR Fin Chg      60300-100
Sales Discounts 43100-100        Sales Adj       43030-100
Eft AP          20500-100        AP Disc         20500-100

    Link Code 2           GLCODE FOR LOCATION 2
AR              11000-200        Bank            10200-200
Sales Tax       20400-100        GL Credit Card  11100-200
Discnt Taken    11000-200        AR Fin Chg      60300-100
Sales Discounts 43100-100        Sales Adj       43030-100
Eft AP             -             AP Disc            -
```

Distribution Report

AR, Release to General Ledger, Distribution Report

This report prints the GL distribution records for transactions that were entered in the Accounts Receivable Module - Cash Receipts, Credit Cards, and Off-line invoices. The subtotal options are by cash payment (or document), by GL account, or by batch.

```
Enter Report Date    11/30/2018

Range Option:  1=Range of Dates      2=Range of Batch No.  1

Enter batch range                           Enter date 11/01/2018  11/30/2018

1=Current       2=History       3=Both    3

Select origin of batch or blank for all modules (F2=Lookup)

Enter one account to print.  Blank=All Accounts         -
Gl Descr  All Accounts

Subtotal Option:  1=Cash Receipt     2=Account    3=Batch/Date by Module   3

Report Option:  S=Summary Report       D=Detail Report  D

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Report Date
    Accept the default system date or enter a date manually.

Range Option
    1 - Select data by Date Range. Enter the date range after selecting this option.
    2 - Select data by Batch Range. Enter the batch range after selecting this option.

Files
    1 - Current
    2 - History
    3 - Both

Select Origin of Batch
    Select the module of origin. Use the F2 function to view a list of values. Leave this blank to select all modules.

Enter Accounts
    Select one account to print. Use the F2 function to view a list of values. Leave this blank to select all accounts.

Subtotal Option
    1 - Cash Receipt
    2 - Account
    3 - Batch/Date by Module

Report Option
S - Summary Report prints one total per GL account
D - Detail Report prints each distribution record listed in detail

```
Date: 07/07/2019                    Petro-Data Inc.                     Page No.
Time: 17:47:44              A/R Distribution Report 11/30/2018              1
                           Date Range 11/01/2018 TO 11/30/2018


Batch        Inv No.    Tran      Doc      Gl          Gl        Amount  Rel  Gl Description
                        Type      No.      Date        Acct

20181118 C1            CrCrd     C1      11/18/2018  11000-200      4.00       Store 1 - Accounts R
20181118 C1            ArPay     C1      11/18/2018  11000-100     -4.00       Accounts Receivable
                                 Subtotal Date 11/18/2018 CC      0.00

20181128 C1128A        CrCrd     C1128A  11/28/2018  11000-200    100.00       Store 1 - Accounts R
20181128 C1128A        ArPay     C1128A  11/28/2018  11000-100   -100.00       Accounts Receivable
                                 Subtotal Date 11/28/2018 CC      0.00
```

Detail Report

```
Date: 07/07/2019                    Petro-Data Inc.                     Page No.
Time: 17:50:34              A/R Distribution Report 11/30/2018              1
                           Date Range 11/01/2018 TO 11/30/2018


Batch        Source   Tran     Doc     Gl          Gl        Amount  Rel  Gl Description
             Module   Type     No.     Date        Acct

20181118              ArPay           /  /      11000-100   -104.00       Accounts Receivable
20181118              CrCrd           /  /      11000-200    104.00       Store 1 - Accounts R
```

Summary Report

Fix Out of Balance
AR, Release to General Ledger, Fix Out of Balance

Use this option to fix out-of-balance batches and bad or missing GL accounts. You can also add data to an existing batch. You must print a distribution report subtotal by Cash Receipt (document) first because this program requires you to fix by transaction.

```
        Petro-Data Inc. *** Fix Bad Batch *** 07/07/2019

This program requires that you fix every invoice that is out of balance
You should have a distribution report by invoice (option 2) in hand before
using this program.  Option:  C=Continue     Q=Quit  |
```

A recap message will display. Press '**C**' to Continue.

```
               Petro-Data Inc. *** Fix Bad Batch ***

Input Batch No. (Blank=All)  0307|

Option:  1=Prior Period Batch         2=Current Month Batch  2

Fix Option:  1=Fix bad Gl numbers   2=Fix Unbalanced Batch  3
             3=Add transactions to balanced batch

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Input Batch No
> Enter a valid batch number. The batch number can be found on the Cash Receipts report.
> Leave this blank to view errors in all batches.

Option
> 1 - Prior Period batch if you have already closed the period
> 2 - Current Month Batch

Fix Option
> 1 - Fix bad GL Numbers
> 2 - Fix Unbalanced batch
> 3 - Add Transactions

The system may display a message that the batch is out of balance. Click Yes to fix the batch. The following Browse Distribution screen will display. Add or change the data as needed. Click Save after all changes are made.

Fix Distribution?　　　　　　　　　　　　　　　　　　　　　✕

? Proof is out of balance for Transaction 123112 . Proof is 0.00
Select: Yes=Display/Fix   N=Skip Invoice   Cancel=Quit this
Program

[Yes]　　　[No]　　　[Cancel]

```
        Petro-Data Inc. *** Fix Bad Batch *** 07/07/2019

Input Batch No. (Blank=All)    [        ]

Option:  1=Prior Period Batch       2=Current Month Batch  2

Fix Option:  1=Fix bad Gl numbers   2=Fix Unbalanced Batch  3
             3=Add transactions to balanced batch

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Browse Distribution　　　　　　　　　　　　　　　　　　▭ ◻ ✖

Batch No.	Module	TranType	Ref. No.	Invoice No.	Gl Date	Account	Gl Amount	Stat
0307	CC	CRCRD	123112	C123112	08/29/2018	11100-100	388.00	O
0307	CC	ARPAY	123112	C123112	08/29/2018	11000-100	-388.00	O

[Add]　　[Edit]　　[Delete]　　[Save]　　　Proof　[0.00]

Click the Add button to add a line to an existing batch.

TranType
    Use the dropdown list to select the type of transaction.

GL Account
    Select a GL account number from the list.

GL Amount
    Enter the amount of the transaction.

Click Save.

If everything is okay, the following screen displays.

Click **Yes** to Post the Changes and Exit this invoice.
Click **No** to Cancel the changes and Exit.

Define Detail Accounts
AR, Release to General Ledger, Define Detail Accounts

This option allows you to enter accounts that need to be listed in detail in the General Ledger. If you use the Miscellaneous Cash feature to enter miscellaneous deposits, you may want those accounts in detail in the GL.

Note: Detail distribution is always available using this option. It may not be necessary to send a lot of detail to the General Ledger. Your accountant or CPA can help you decide which, if any, accounts need to be added.

```
1   Add, Change or Delete a Detail GL Account
2   Detail GL Report
Q   Quit to Main Menu

    Make a Selection  Q
```

Add, Change or Delete a Detail GL Account
AR, Release to General Ledger, Define Detail Accounts, Add Change or Delete Detail a GL Account

Add or remove a GL account from the Detail GL List

```
1   GL Account (Q=Quit)        11000-200
2   Description                Store 1 - Accounts Receivable
```

GL Account
   Enter a valid GL account number. Use the lookup to view a list of valid GL accounts from which you can choose.

Description
   The system will display the account description.

If the account does not exist in this setup table, you will be prompted to add it. The message will display at the bottom of the screen.

```
This account number does not exist.  Do you want to add it? (Y/N)
```

Enter Y or N.

Every transaction that is entered in AR with this account will display in the GL with all of the entry detail. When you have entered all of the accounts, enter Q in the GL Account field to return to the menu.

Detail GL Report

AR, Release to General Ledger, Define Detail Accounts, Detail GL Report

This is a listing of the accounts that will release in detail to the General Ledger.

```
Date: 07/07/2019                    Petro-Data Inc.                    Page No.
Time: 18:22:30              Detail GL Report for AR   01/31/2019            1



  GL Account       Description
  11000-100        Accounts Receivable - Jobber
```

Tax Files

AR, Tax Files

The Tax File defines all of the sales, fuel or excise taxes you collect, report and pay to the designated taxing authority. Once all of the taxes are set up, changes due to new regulations will be made here. In assigning fuel tax codes, it is preferable to start with the number 1 and increment by one for each tax code.

There are three important master files in this module and they must be set up in the order listed below.
- Sales Tax codes for packaged goods and miscellaneous items must be set up here.
- Fuel tax files may be accessed either through the Fuel Inventory application or through the Open Item Accounts Receivable application.
- Fuel tax and sales tax codes are combined into Tax Authorities codes which contain all the sales and tax codes that apply to a particular geographic territory (state, county, city). Every customer is assigned a Tax Authority so that the computer can calculate any tax applicable to that customer.

The Accounts Receivable Application allows access to the Fuel Tax Maintenance Module of the Fuel Inventory Application. Options 2 and 3 on the menu below are the same as options in Fuel Inventory. Taxes may be entered in either application. Sales Tax Maintenance may only be accessed through Accounts Receivable.

Tax Files
- Sales Tax
- Fuel Taxes
- Fuel Tax Exemptions

Sales Tax

AR, Tax Files, Sales Tax

Sales Tax File Maintenance allows you to input and define all of the sales taxes which apply to sales in your area. Sales Tax codes may be broken down into State, City, County, MTA, and Other. You can set up a code for each type of tax with the appropriate tax rate. You may also create a single tax code which represents the cumulative tax percent for all types of taxes by area. For example, San Antonio has a 6.25% state sales tax, 1.00% City, and .50% MTA tax. A single tax code could be set up named San Antonio City with a rate of 7.75% (6.25 + 1.00 + .50).

The Tax Authority Code defines all the area taxes for each customer and location. Tax codes can print separately on Sales Invoices and on the Tax Reports. The system will track taxable and non-taxable sales and tax collected for each taxing authority by Tax Code.

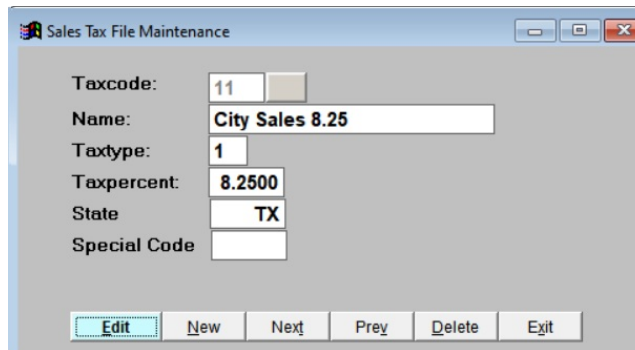| Jobber	**AR**	AP	Pr-Gl	Link	Main	Exit

Add Change Delete Sales Tax

Sales Tax Report

Quit

Sales Tax Maintenance
AR, Tax Files, Sales Tax, Add Change Delete Sales Tax

Create sales tax codes for each taxing authority. These codes will be added to Tax Authority codes in Petro-Data.

Tax Code
   Create a code for the tax. This is an alpha-numeric field. Codes can be all numbers, all letters or a combination of both.

Name
   Enter a description of this tax.

Tax Type
   1 City
   2 County
   3 State
   4 MTA
   5 Other

Tax Percent
   Enter the sales tax percent. A 8.25% tax percent is entered as 8.25.

State
   Enter the state abbreviation code.

Special Code
   The special code is used in fuel tax setup.

Sales Tax Report
AR, Tax Files, Sales Tax, Sales Tax Report

Print a report of all sales tax codes.

```
Enter report date   01/29/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Report Date
> The system date will display as the default. Press Enter to accept this date or enter any other date. This date is informational only.

```
Date: 07/09/2019                 Petro-Data Inc.
Time: 06:54:52          Sales Tax File Report on 01/29/2019


Tax Code    Description                 Type       Percent

1           City Sales Tax 6.0          CITY        6.1000
10          Washington County 7.0       COUNTY      7.0000
11          City Sales 8.25             CITY        8.2500
20          OK Enid City                CITY        4.2500
3           State Sales Tax 1.0         STATE       1.0000
30          OK Garfield                 COUNTY      0.3500
4           MTA .5                      MTA         0.5000
6           Ms Sales Tax 6.0            STATE       6.0000
7           City Tax 3.0                CITY        3.0000
8           County Tax .5               COUNTY      0.5000
9           George State Tax 4.0        STATE       4.0000
```

Fuel Taxes
AR, Tax Files, Fuel Tax

Information on Fuel Tax setup is found in the Petro-Data Complete Jobber manual. The menu option is included in the Accounts Receivable menu as a convenience only.

Fuel Tax Exemptions
AR, Tax Files, Fuel Tax Exemptions

Information on Fuel Tax Exemption setup is found in the Petro-Data Complete Jobber manual. The menu option is included in the Accounts Receivable menu as a convenience only.

Utility Programs
AR Utility Programs

Petro-Data provides various utilities to help you view or correct data.

Utility Programs

- Change Dates/Batches
- Print Update Reports
- Fix and Browse Future Batches
- EOM Status Report

Change Dates and Batch Numbers
AR, Utility Programs, Change Dates/Batches

This utility will allow you to update dates or batch numbers for any module after the data has been updated.   There are three ways to find and fix the data in the system.
1. You can change **Specific Transactions** based on a range of dates or a range of batches using the **Detail** Option. Each transaction for the range must be changed one at a time.
2. You can change **All Transactions** from one batch number to another or one date to another using the **Summary** Option.
3. You can **Exclude** a range of batch numbers and view or change data for all other batches in the system.

After selecting the menu option, a message displays that outlines the use of this utility.

```
There are two ways to fix dates and batches.  You can change ALL TRANSACTIONS
with one batch to another batch number automatically.  You can also
change indvidual transactions one at a time.  Though this is more tedious,
it is sometimes necessary when changing dates.

The detail option also allows you to find dates or batches outside of a range.
This lets you look for potential bad batch numbers before you close.
If you find some, then use the option to change on batch to another.

The best way to use this program is to use the Detail Option to see the Transactions.
Second,  use the Summary option to Change the Batch Number.
Finally, use the detail option again to make sure the Batch Number changed.

Press enter to Continue
```

Press Enter to Continue.

You have 3 choices for changing or viewing data:
      Detail Option   1 - Browse/Fix Detail
      Summary Option   2 - Summary (Change Whole Batches)
      Batch Exclusion   3 - Find and Fix

```
1=Browse/Fix Detail    2=Summary (Change Whole Batches)    3=Find and Fix    Q=Quit
```

1 Browse and Fix Detail

You can only change the Date (RefDate) or Batch Number with this option.

```
Module:    1-Sales Invoice    2-Cash Receipt    3-Draft     4-Credit Card
           5-Cardlock         6=Misc AR Sale                Q-Quit    ▯
Search:    C=Current    H=History    U=Unposted    C

Enter any criteria below.

Document Number                    [          ]

Date Greater Than Equal    [ /  / ]      Date Less Than Equal    [ /  / ]

Batch Greater Than Equal   [        ]     Batch Less Than Equal   [        ]

Is Everything OK? ? (Y/N/Q)   ▯
```

Module
　　Choose the source module for the data to be changed. BOL data is the only option that is not
　　available in this menu option.

Search
　　C Current
　　H History
　　U　Unposted data in the module selected

Document Number
　　Document number varies by module:
　　　　Sales Invoice - Invoice number
　　　　Cash Receipt - Reference number in Cash Payment
　　　　EFT - EFT Number
　　　　Credit Card - Reference number in Credit Card
　　　　Cardlock - Reference number in Cardlock
　　　　Misc AR - Reference number in Cash Payment

Date Greater Than Equal
　　Data selected will be greater than or equal to this date.

Date Less Than Equal
　　Data selected will be less than or equal to this date.

Note: It's not required to enter both dates but entering more information will help the system
　　　　narrow down the data is displays.

Batch Greater Than Equal
    Data selected will be greater than or equal to this batch number.

Batch Less Than Equal
    Data selected will be less than or equal to this batch number.

Note: It's not required to enter both batch numbers but entering more information will help the system narrow down the data is displays.

	Ref1	Ref2	Amount	Orefdate	Obatchno	Module	Refdate	Batchno
▶	913	ACME	11898.25	02/06/2015	960201	IN	02/06/2015	960201
	914	LOU	8669.75	02/06/2015	960201	IN	02/06/2015	960201
	915	BLUE	1282.20	02/06/2015	960201	IN	02/06/2015	960201
	916	JOHN	4378.00	02/06/2015	960201	IN	02/06/2015	960201
	917	BLUE	1762.66	02/08/2015	960203	IN	02/08/2015	960203
	918	ACME	1294.50	02/08/2015	960203	IN	02/08/2015	960203

FIX DATES/BATCHES - <Ctrl W>=Quit

The Fix Dates/Batches browse menu will show the following fields.
    Ref1 -   Document number (from the above list)
    Ref2 -   Customer number
    Amount -   Invoice Total
    Orefdate - Original document date
    Obatchno - Original batch number
    Module -   Module from which the document was created
    Refdate -   New document date
    Batchno - New Batch number

Change the Date (RefDate) or Batch Number as needed. Press Ctrl-W to Save & Exit.

2 Change Whole Batches - Summary

```
Module:    1-Invoice    2-Cash Receipt     3-Draft      4-Credit Card
  5=Cardlock  6=Misc Ar Sale     Q-Quit  1

C=Current     H=History     U=Unposted  C   Fix Gl Link Files Too? (Y/N)

Select Field to Change:     B=Batch        D=Date   B

Enter Old Batch          [          ]            Enter New Batch        [          ]

Enter Old Date          [ /  /  ]              Enter New Date         [ /  /  ]

Is Everything OK? ? (Y/N/Q)
```

Module
    Choose the source module for the data to be changed. BOL data is the only option that is not
    available in this menu option.

Search
    C Current
    H History
    U   Unposted data in the module selected

Fix GL Link Files Too?
    Y If you want to change data in the link file that has not been posted to the General Ledger.
    N If link files should not be changed.

Select Field to Change
    B Change batch numbers
    D Change dates

Enter Old Batch
    Enter the original batch number that you want to change

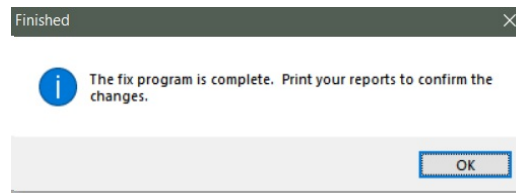**Enter New Batch**
    Enter the new batch number

Enter Old Date
    Enter the old date that you want to change

Enter New Date
    Enter the new date

A completion message is displayed. The data is changed according to your criteria.

3 Find and Fix Individual Transactions

Change the batch number for any and all modules. This option will exclude a Range of Batches to be entered here.

A message displays with instructions on how to use this option.

```
Enter a range of Batch Numbers for this month.
The computer will display ALL the batches OUTSIDE of the Batch   Range
Enter a new batch number to fix the old batch number

Read this and press C to Continue   |
```

Press '**C**' to Continue.

Enter the beginning and ending batch numbers to exclude.

```
Enter Beginning Batch for the Month      20181001

Enter Ending Batch for the Month         20181005

Is Everything OK? ? (Y/N/Q)   Y|
```

Data for all modules will display. Enter the new Batch Number as needed.

BROWSE BATCH NUMBERS

Module	Amount	Batchno	Newbatch
CR	1550.37	20190310	
CR	0.00	20190331	
CR	1.00	20190817	
DR	85068.12	20050901	
DR	114619.43	20050902	
DR	47996.49	20050906	
DR	10724.53	20050907	
DR	20795.95	20050908	
DR	73500.68	20050909	
DR	62714.46	20050912	

Press Ctrl-W to Exit.

A confirmation message will display.

Click 'Yes' to save the updates.
Click 'No' to cancel the updates.
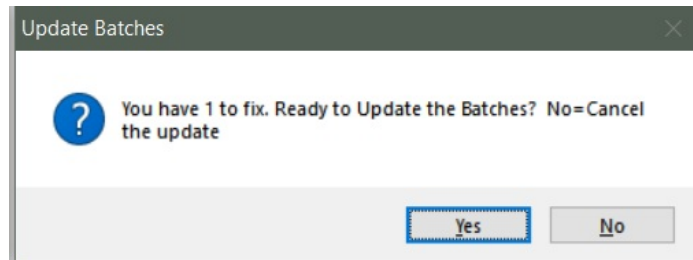
Print Update Reports
AR, Utility Programs, Print Update Reports

During initial installation, a report directory is created where all Module Update reports are written. The reports are text files that can be viewed or re-printed. This menu option allows you to list the available reports and display or print them.

Module
   All Petro-Data modules are listed here. Select one module.

Batch
   If you know the batch number, enter it here. You can also leave this blank to view all reports for the module selected.

File Name
   After all report files are displayed in the grid and a file selected, the file location and name will display in this field.

Function Buttons:

Search	Select the Module and/or Batch number and click Search. All report files matching this criteria will be displayed in the grid.
Display	After the files are displayed in the grid, select one and click the Display button to view the actual report on screen.
Printer	Choose a printer.
Exit	Exit the menu option.

Fix and Browse Future Batches

AR, Utility Programs, Fix and Browse Future Batches

This menu option will allow you to change the status of a batch from 'Future' to 'Current'.

Batchno	Cash	Creditcard	Discount	Module	Status	New Status
20181204	0.00	100.00	0.00	CC		
20181231	0.00	1.00	0.00	CC		
20190201	8834.13	0.00	0.00	CR		
20190310	1550.37	0.00	0.00	CR		
20190817	1.00	0.00	0.00	CR	F	
960501	100.00	0.00	0.00			
970505	50.00	60.00	0.00			
970813	500.00	1000.00	5.00			
970918	800.00	0.00	20.00			
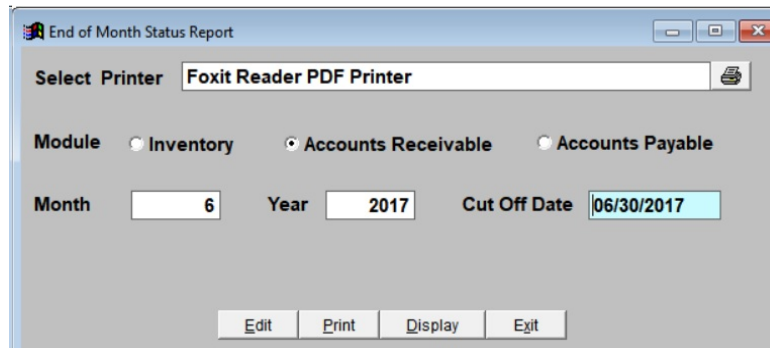
If the batch was entered as a Future batch, the Status field will have a value of 'F'. Change the New Status to a Blank to change it from Future to Current.

Press Ctrl-W to Save and Change the data.

EOM Status Report

AR, Utility Programs, EOM Status Report

The End of Month Status report will display record counts and status for the selected module.

Module
   Select the module to check.

Month
   Enter the month.

Year
   Enter the year.

Cut Off Date
   The cut-off date will display based on Month and Year entered.

The status report will print. If there are any issues with the data for the month, an error message will display on the report.

AR Setup

AR, AR Setup

There are two installation setup menu options that are

AR Setup

AR Setup, Setup Program

The AR Setup program will be run during the initial installation. The company name and address is used in the header of many reports, including the Sales Invoice and AR Statements. If your company changes their address, you can update these fields here.

Please contact Customer Support if you have any questions on the values for the other fields.

```
Company Name                        Petro-Data Inc.
Company Address 1                   DBA Petro Data
Company Address 2                   11503 Jones Maltsberger
City, State Zip                     San Antonio, Tx 78247
Telephone Number                    210-545-4774
Fax Number           210-550-2037       Annual FinChg Percent    6.00
Email/Other                         petrodat@satx.rr.com
Federal Id No.                      1-75000000
Are you linked to General Ledger?   Y
File name for laser statement form  ARSTAPET        Laser Copies    1
Cardlock in C Stores?               N
Use city ids for freight/taxes?     Y
Use customer draft notices?         Y
Customer number type? (Alpha/Num)   A
Age on: D=Due Date   I=Inv Date     D
Default aging periods in days:      Per 1  30 Per 2  60 Per 3  90 Per 4 120
File names for Draft & Collection Notice    ARDRFVAL   ARCOLREG
Next Numeric Customer            1
Is everything OK? (Y/N)             |
```

Federal Id No.
Enter your Federal ID number. In Florida, this number must be on all invoices. You may leave it blank if you are not in Florida.

Are you linked to General Ledger?
Enter Y if you are using the General Ledger.

File name for laser statements
Enter the report name for the laser form statement. This is provided by Petro-Data.

Cardlock in C Stores?
Enter **Y** only if you are using the Retail Accounting Package in this company and there are cardlock pumps pumping fuel from the C-Store tanks.

Use city ids for freight/taxes?
If you are calculating freight in the BOL module and are using City ID codes for the freight rates, enter Y.

Use customer draft notices?
Enter Y if you will draft your customer and send draft them notices of these drafts.

Customer number type? (Alpha/Num)
Enter A if your customer numbers are alphabetic (PETDAT, AAATRU, etc).
Enter N if your customer numbers are numeric (1000, 1005, etc.).

Age on: D=Due Date I=Inv Date
Enter D if you want your customer aging reports to age invoices based on the Due Date.
Enter I if you want the aging reports to age invoices based on the Invoice Date.

Default aging periods in days:
The standard aging periods are 30, 60, 90 days. If you want your aging reports to age based on different periods, enter them here. You may also override them on a report-by-report basis.

File name for Draft and Collection statements
Enter the report names for these two reports. These are provided by Petro-Data.

Next numeric customer
If you define your customer ID as numeric, you can assign the next number to be used in Customer Setup.

Credit Card Install

AR Setup, CC Install

The Credit Card Setup program will be run during the initial installation. More information is detailed in the Credit Card section of this menu.

Define Fiscal Periods
AR Setup, Define Fiscal Periods

In this setup, you define the fiscal reporting year for your company. The year is defined by company.   This table tracks the current period for each module. Each time you close a module, the current period is marked closed and the next period is marked as 'Current'.   Every year, you must create the new fiscal year. This should be done immediately after you close your final period for the year in any of the modules.

The dates for each period are checked when GL transactions are updated from the GL link files into the General Ledger. Transactions that are outside of these dates are displayed. For more information about this part of the feature, see the documentation for General Ledger Link Programs, Update General Ledger with Link Files.

Company Number
> The Company Number is usually the number on the Company Selection Menu.

GL Number
> This is the GL company number that was defined in the installation of the General Ledger module.

Fiscal Year
> The Fiscal Year is the year that the current fiscal year.

First Month of Year
    First Month is the first month of your fiscal year. If your company is January - December, the first month will always be 1. If not, enter the month your fiscal year begins. For example, this may be 4 for April or 9 for September, etc..

Last Period Closed
    When you create a new year, the Last Period Closed should be blank. As each period is closed, the system will update this field. This field is updated when you close Inventory, AR or AP. It is not the last time General Ledger was closed.

Function Buttons:
New   Add a new fiscal year
Delete   Delete the fiscal year definition currently displayed.

Confirm Future Period

AR Setup, Conform Future Period

There is a special option in Petro-Data that allows you to post data to a future month even though the current month is not closed. The system tracks the current fiscal year and month.

As you post data, it will compare the month being posted to the current. The system will determine if the data being posted belongs to a Future month or if it's Current month. The system will determine month based on your batch number. On this screen, you define the position that signifies the month. For example:

    Batch 20180501   Period number starts in position 5
    Batch 18050101   Period number starts in position 3

If required, you can manually update the Current AR month.

```
Company Number (menu)  1                      Petro-Data Inc.

Current Fiscal Year  2019

Current AR Month  04

Enter digit position for month in your AR batch number  5
(Example:  Batch number 20050901 would be pos 5, the pos for 09=Sept)

Everything OK? (Y/N/Q)  |
```