

Accounts Receivable Management (ARM)

User Guide

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Getting Started

This guide describes the use of your Accounts Receivable Management (**ARM**) application on your ADP accounting logon (-A).

Purpose

Your new **ARM** enhancement offers you:

- To manage the accounts receivable for a multi-company environment.
- Allows for aging of all accounts receivables, credits, and collection report.

Typing Conventions

- In all screens through which data is entered, (such as the setup screens), there are a few standardized keystrokes.
- When you read the instructions <Enter> in the steps that follow, hit the *Return* key.
- The slash key "/" will take you out of any screen and will abort all updating.
- The period key "." will take you to the bottom of the screen where you will be prompted for options that will allow you to edit the information on the screen, accept changes that have been made or new information that has been entered, or simply exit without saving.
- The back-slash key "\" will blank out the field that you are currently in.

Start Here

- Make sure that your **ARM** application is loaded onto your system. You can verify this by typing in **CI-ARM** at the function prompt while in the Accounting system (-A).
 - If the **ARM** main Menu displays, the application is properly installed.
 - If the message "Invalid Routine Name" or "Invalid Function" displays, then call your Customer Service Representative to correct the problem.

Organization of this Manual

The figure below shows the Main Menu screen of the **ARM** application. Each chapter in this manual will demonstrate a main menu function of the **ARM** application and review prompts and responses for that operation.

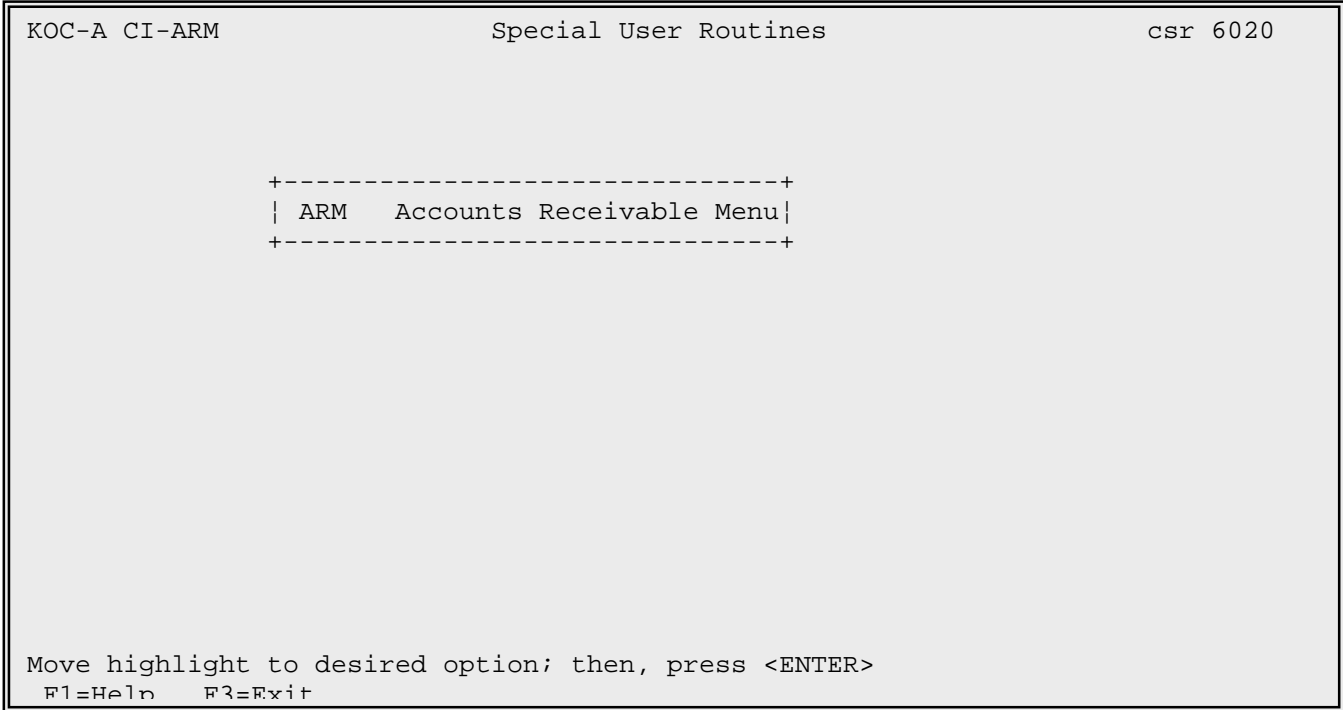


Figure 1 ARM Main Menu

Enter your selection:
Move highlight to desired option; then, press enter.

```
KOC-A CI-ARM                               Special User Routines                               csr 6020

+-Warranty Reports-----+
|  ARA   AR Aging Report   |
|  ARC   Report AR Credits |
|  ARD   AR collection Report|
+-----+

Move highlight to desired option; then, press <ENTER>
F1=Help   F3=Exit
```

Figure 2 ARM Sub-Menu

Enter your selection:
Move highlight to desired option; then, press enter.

ARA AR Aging Report

This function allows you to have a accounts receivable aging report.

At the ARM sub-menu, enter highlight **ARA** to access the AR Aging Report.

Company # to report, (A)ll, or '?' for help...:

Enter the company number to report, 'A' for all companies, or '?' for help.

Report on items older than how many days...0?

Enter how many days.

- 1.) Display Invoices Detail
- 2.) Display Customer Summary Only

Input Option,,,:

Enter '1' to display the invoices by detail or '2' to display customer summary only.

- 1.) Display on Screen
- 2.) Report on Printer

Input Output Option..:

Enter '1' to display on screen or '2' to report on printer.

AR Aging Report

| Accounts Receivable Aging Bucket Report | | | | | | | | | | |
|---|------|----|---------|-----|--------------|-------------|-------------|-------------|-------------|----------------------|
| PAGE # 1 HH:MM:SS DD MM YYYY | | | | | | | | | | |
| AGED OVER 30 DAYS | | | | | | | | | | |
| CUST# | DAYS | SO | REFERS. | COS | TOTAL DUE... | CURRENT.... | 30 to 60... | 61 to 90... | 90+ Days... | NAME..... |
| 4358 | 45 | 30 | 50448A | 32 | 1,634.63 | | 404.47 | | | CANDY APPLE CUSTOM C |
| | 76 | 30 | 50415 | 32 | | | | 551.04 | | |
| | 64 | 30 | 50444 | 32 | | | | 30.38 | | |
| | 37 | 30 | 50448 | 32 | | | 648.74 | | | |
| *** | | | | | 1,634.63 | 0.00 | 1,053.21 | 581.42 | 0.00 | |
| 52513 | 20 | 30 | 11206 | 32 | 2,709.65 | 18.16 | | | | ENTERPRISE RENT A CA |
| | 16 | 30 | 11207 | 32 | | 18.17 | | | | |
| | 35 | 30 | 11083 | 32 | | | 19.23 | | | |
| | 35 | 30 | 11084 | 32 | | | 18.18 | | | |
| | 2 | 30 | 30084 | 32 | | 20.87 | | | | |
| | 34 | 30 | 11085 | 32 | | | 65.04 | | | |
| | 34 | 30 | 11087 | 32 | | | 18.15 | | | |
| | 51 | 30 | 10963 | 32 | | | 18.23 | | | |
| | 34 | 30 | 11088 | 32 | | | 27.25 | | | |

Key Return when Ready of CTRL<X> to Stop

Figure 3 Sample of AR Aging Report in Detail

AR Aging Report

Accounts Receivable Aging Bucket Report

PAGE # 1 HH:MM:SS DD MM YYYY

AGED OVER 30 DAYS

| ACCT#.. | CUST# | NAME..... | TOTAL DUE... | CREDITS..... | CURRENT..... | 30 to 60.... | 61 to 90.... | 91 Days+.... |
|---------|-------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 2100 | 4358 | CANDY APPLE CUSTOM C | 1,634.63 | | | 1,053.21 | 581.42 | |
| 2100 | 52513 | ENTERPRISE RENT A CA | 2,709.65 | | 987.93 | 1,721.72 | | |
| 2100 | 4491 | MARTINS BODY SHOP | 560.40 | -770.48 | | 1,330.88 | | |
| 2100 | 1879A | ULTIMATE WARRANTY CO | 2,289.49 | | 415.76 | 1,411.43 | 462.30 | |
| 2100 | 896 | WYNN PONTIAC | 2,143.75 | | 47.18 | 2,096.57 | | |
| *** | | | 9,337.92 | -770.48 | 1,450.87 | 7,613.81 | 1,043.72 | 0.00 |
| | | | 9,337.92 | -770.48 | 1,450.87 | 7,613.81 | 1,043.72 | 0.00 |

Key Return when Ready of CTRL<X> to Stop

Company Aging Summary

Run as of - HH:MM:SS DD MM YYYY

| ACCT#.. | CO# | NAME..... | CURRENT.... | 30 to 60... | 61 to 90... | 90+ Days... | TOTAL DUE... |
|---------|-----|-----------|-------------|-------------|-------------|-------------|--------------|
| | 32 | | 680.39 | 7,613.81 | 1,043.72 | 0.00 | 9,337.92 |
| 2100 | | | 680.39 | 7,613.81 | 1,043.72 | 0.00 | 9,337.92 |
| | | | 680.39 | 7,613.81 | 1,043.72 | 0.00 | 9,337.92 |

Figure 4 Sample of AR Aging Report in Summary

ARC Report AR Credits

This function allows you to have a report of account receivable credits.

At the ARM sub-menu, highlight **ARC** to access the Report AR Credits function.

Company # to report, (A)ll, or '?' for help...:

Enter the company number to report, 'A' for all companies, or '?' for help.

Report on items older than how many days...0?

Enter how many days.

- 1.) Display on Screen
- 2.) Report on Printer

Input Output Option..:

Enter '1' to display on screen or '2' to report on printer.

Report AR Credits

Accounts Receivable Detail Report - Credits Only

PAGE # 1 HH:MM:SS DD MM YYYY

AGED OVER 1 DAYS

| CUST# | DAYS | SO | POST DATE | REFERS. | COS | AMOUNTS... | DUE..... | COLLECTION | COMMENT..... | NAME..... | PHONE..... |
|-------|------|----|-----------|---------|-----|------------|-----------|------------|--------------|-----------|------------|
| ADP1 | 15 | 95 | 07/31 | BEGBAL | | -8,832.95 | -8,832.95 | | | BEGBAL | |
| | | | | | | | -8,832.95 | | | | |

Key Return when Ready of CTRL<X> to Stop

Figure 5 Sample of Report AR Credits

ARD AR Collection Report

This function allows you to have a report of account receivable collections.

At the ARM sub-menu, highlight **ARD** to access the AR collection Report function.

Company # to report, (A)ll, or '?' for help...:

Enter the company number to report, 'A' for all companies, or '?' for help.

Report on items older than how many days...0?

Enter how many days.

- 1.) Display on Screen
- 2.) Report on Printer

Input Output Option..:

Enter '1' to display on screen or '2' to report on printer.

AR Collection Report

Accounts Receivable Detail Report
PAGE # 1 HH:MM:SS DD MM YYYY
AGED OVER 80 DAYS

| CUST# | DAYS | SO | POST DATE | REFERS. | COS | AMOUNTS... | DUE..... | COLLECTION | COMMENT..... | NAME..... | PHONE..... |
|-------|------|----|-----------|---------|-----|------------|----------|------------|--------------|----------------------|--------------|
| 1879A | 89 | 30 | 05/18 | 10721 | 32 | 462.30 | 2,289.49 | | | ULTIMATE WARRANTY CO | 800-576-5113 |
| | 51 | 30 | 06/25 | 10859 | 32 | 349.00 | | | | | |
| | 54 | 30 | 06/22 | 10932 | 32 | 1,062.43 | | | | | |
| | 26 | 30 | 07/20 | 10818 | 32 | 415.76 | | | | | |
| | | | | | | | 2,289.49 | | | | |

Key Return when Ready of CTRL<X> to Stop

Figure 6 Sample of AR Collection Report