

PROFESSIONAL SALES LEDGER

FILE MAINTENANCE

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CUSTOMER MAINTENANCE

Select Main Menu Option 1 - Customer Maintenance

The following sub menu will be displayed :

1. Maintain Customer
2. Enquire Customer
3. Customer Opening Balances
4. Customer Account Listings
5. Customer Account Labels
6. Customer Account Blankout

Select Sub Menu Option 1 - Maintain Customer

The following box menu will be displayed at the foot of the screen :

Enter	Amend	Delete	X-Exit
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Complete the following data entry boxes :

Account Code

Enter a suitable account code.

Note The account code structure to be used will depend on the structure configured during the file creation procedure. The normal structure for Customer Account codes is 999999

Account Name

Enter the customer's name.

Short Name

Enter an abbreviated name for this account. Abbreviated names are used in Professional as a means of 'quick selection'.

CUSTOMER MAINTENANCE

Address (4 lines) Enter up to 4 lines of address for the account.

Post Code Enter the post code for the account.

Telephone Enter the telephone number.

Fax Enter the fax number.

Contact Enter a contact person for this account.

On accepting this screen, a new set of data points will be displayed :

Statement Code The screen will display the code which has already been entered for this account. If the customer statements are to be sent this account, accept the default. If statements are to be sent to another account - e.g. A Head Office account, enter the account code for the Head Office. Note: Statements codes must already have been set up.

Account Stop The normal setting is N, unless the account is on stop, in which case the default is Y.

Credit Limit Enter the normal credit limit for this account.

Pay-Terms Type This is linked to the next entry point (days).
Enter **D** - payment due in xx days from document date.
Enter **E**.- payment due in xx days from the end of the current month.
Enter **S**.- payment due in xx days from the beginning of the current month.

Pay Terms Days Enter the number of days for the calculated payment due date.

CUSTOMER MAINTENANCE

Default Discount

Enter any default global discount which is to apply to this account on invoicing. This is a percentage.

Default Credit

Enter any default credit charge which is to be applied to this account on invoicing.

Settlement Days

If a settlement discount is to apply to this account for payment in so many days, enter the percentage.

Settlement Disc

Enter the settlement discount percentage.

On accepting this screen, a new set of data points will be displayed :

Analysis (1-4)

Up to 4 analysis codes can be set up for each account. These are table entries up to 9999. Enter a table number, followed by a description for the analysis code. Analysis codes can be used for Area, Representative, Business Type etc.

You will now be asked for nominal ledger cost center codes for Department, Nominal Sales, Nominal Cost of Sales and Nominal Stock Adjustment (Nom Value). Unless you wish the default postings for transactions relating to this account to be to a specific department and cost centers within a department, leave this blank.

On completion of this screen, you will be returned to the start of the procedure to set up another account.

ENQUIRE CUSTOMER

To enquire about existing customer details - name, address and balance details :

Select Sub Menu Option 2 - Enquire Customer

On entry of the required account code, the screen will display the name and address of the account, together with the current aged balances for the account.

CUSTOMER ACCOUNT LISTINGS

To list customer accounts :

Select Sub Menu Option 4 - Customer Account Listing

This option will allow you to list the printer or print spooler the customer accounts which have already been set up.

You can print this report, either as one line per account or with the customer name and address in the label format.

CUSTOMER ACCOUNT LABELS

To print customer labels :

Select Sub Menu Option 5 - Customer Account Labels

This option will allow you to print to the printer or the print spooler, labels for an individual customer, a range of customers or all customers, selected by Sales Analysis codes (optional).

The set up screen will also allow you to specify the number of labels per account and whether you wish to include the customer account code on the label.

The label print layout is standard and can only be altered by reference to your Professional Authorised Installer (who can also provide standard label stationery).

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PROFESSIONAL SALES LEDGER

CUSTOMER TRANSACTIONS

CUSTOMER TRANSACTIONS

To enter Sales Ledger transactions, select :

Select Main Menu Option 2 - Customer Transactions

The following sub menu will be displayed :

1. Sales Invoicing Posting
2. Sales Invoicing and Paid Posting
3. Sales Receipt Posting
4. Sales Credits Posting
5. Sales Receipt Allocations
6. Sales Journal to Sales *
7. Sales Journal to Purchase *

* Sales ledger journals - either between customer accounts, or between customer and supplier accounts are optional and have to be specified at installation.

Sales Invoice Posting

Select Sub Menu 1 - Sales Invoice Posting

Depending on how your professional Sales Ledger has been configured a sub menu will be displayed providing various sales posting options. The first if these options, invoice posting, will be used to post sales invoices direct to the sales ledger with nominal ledger update, if a nominal ledger is available. The other options which may be displayed on the sub menu will only be present if stock control has been provided with your Professional Accounting System.

Invoice Posting

The screen will display a number of data entry points which will enable you to post sales invoices to established sales ledger accounts. These are as follows :

Account Code

Enter or search for the required customer ledger account code

Date

Confirm or overwrite the document date. This date should correspond exactly to the date on the sales invoice which you are posting.

Due Date

Enter the date that this sales invoice is due to be paid or accept the default.

CUSTOMER TRANSACTIONS

Reference Enter the sales invoice number from the sales document.

Comment Enter a general comment describing the who document. The comment entered here will appear the sales ledger summary reports including statements and ledger cards.

The header information just entered applies to the whole of the whole of the sales ledger document which you are posting. There now follows a line by line entry for the posting of each individual sales invoice line. It is quite legitimate to summarize the whole invoice and post only one single line or to post every line as printed on the document which you are posting. The following data entry points are required :

DEP Enter the nominal ledger department code. Leave blank if not applicable.

NOM Enter the nominal ledger cost centre posting code. If no nominal ledger is present then leave blank.

Description Enter a suitable description for this sales invoice line or accept the default for the nominal ledger cost centre just entered. If no nominal ledger is present then no description will be displayed and it will be necessary for one to be entered for analysis purposes.

Quantity Enter a suitable quantity for the goods being posted. This can be left as zero as it is not used in any calculation but only provided in analysis reports.

Amounts Enter the gross amount before VAT or the amount including tax if you are going to use a tax inclusive VAT code.

CUSTOMER TRANSACTIONS

Tax Code

Enter the appropriate VAT tax code. This must correspond to one of the VAT codes which has been set up during the installation of your Professional accounts. If you are using a Z, S or E code then the system will calculate the appropriate tax amount and display this value in the next column. If you are using a tax inclusive code such as I then the system will calculate the appropriate tax amount on the value entered under the amount and reduce the amount column to the gross value.

Tax Amount

The system will display the calculated VAT. This can be overtyped as it must agree with the value on the invoice which you are posting.

Anal

Enter an appropriate Sales ledger analysis for this transaction line. If you are not using this facility then it can be left blank.

You can enter up to 32 lines of invoice posting in your document. When you have completed the last line of entry and with the cursor in the DEP column press ESC to complete the document. Before typing ESC it is possible to edit previously entered lines by moving the cursor up or down the DEP column, using the cursor keys. Editing is achieved by selecting the required line and typing RETURN. Move the cursor along the line to edit the required value.

On completion of the document the screen will display in the header total gross value, the total amount of VAT and the total net value. It is essential to check these against the invoice you are posting to ensure absolute accuracy.

If you wish to make any alterations at this stage then type ESC and the cursor will return it to the account code and allow you to step through the document just posted. On completion of the document and if this facility is available the system will ask if you wish to automatically update the document detail to the nominal ledger. If you select this option then the transaction details will be written both to the sales ledger and to the nominal ledger. If this facility is not available or you do not select it then the transaction will only be written to the sales ledger and will eventually have to be updated to your nominal ledger.

CUSTOMER TRANSACTIONS

Sales Invoice and Paid Posting

This option allows you to post cash sales to your Professional Sales Ledger. The procedure is the same as for sales invoice posting except that you will be asked for a valid bank account number. This procedure will have the affect of posting both the invoice and the permanent transactions simultaneously.

Sales Receipt Posting

On selecting this option the following sub menu will be displayed:

1. Receipts - Unallocated
2. Receipts- Selected Accounts
3. Receipts - Multiple Accounts

Receipts - Unallocated

This facility should only be used when you wish to post receipt transactions to your sales ledger without allocating these receipts against previously entered invoices. It is not advisable to enter receipts without allocating these to invoice transactions as it will be necessary to eventually do the allocations separately at some future date. If, however, it is necessary to enter unallocated receipts to accounts (for example, when posting a receipt received 'on account' prior to the raising of the sales invoice document) then use this option for this purpose.

Receipts - Selected Accounts

This will be the normal way of entering sales ledger account receipts. After the appropriate account has been selected, and the receipt posted, the system will display all the unallocated invoice which exist for this sales ledger account and allow you to allocate the receipt directly against the required invoices. Part receipts can be made against any invoice.

Receipts - Multiple Accounts

This option will automatically display all sales ledger account which have outstanding invoices and allow you to select any of these outstanding invoices for payment. The details entered will be stored in the computer's memory until you complete the routine. The screen will display the effect of entering these receipts on the bank balance in the header of the screen. Having completed the routine it is possible to go back and repeat the process if you are unhappy with the first result.

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PROFESSIONAL SALES LEDGER
ENTERING CUSTOMER RECEIPTS

RECEIPT TRANSACTIONS

Your Professional Sales Ledger is normally used as an 'open item' ledger system.

This means that each receipt must be allocated against specific invoices. Such invoices are deemed to be 'allocated'.

Only fully allocated invoices can be cleared from the system at a period end. Even if the Sales Ledger transaction file is cleared during a period or year end routine, all invoices which have not been fully allocated will be carried forward into the next period or year.

Invoices can be partly allocated. During the allocation routine, you will be asked to confirm the proportion of the receipt which is to be allocated against each unpaid invoice (the system will automatically assume that the full invoice is to be allocated, assuming that there is a sufficient amount left from the total amount being paid) - this amount will be entered for you under the cursor.

To enter Sales Ledger receipts :

Select Main Menu Option 3 - Sales Receipt Posting

The following sub menu will be displayed :

1. Receipts - Unallocated
2. Receipts - Selected Accounts
3. Multiple Accounts

RECEIPT TRANSACTIONS

Receipts - Unallocated

Use this option to enter receipts against a customer account when you are unable to directly allocate the receipt against an invoice.

If you have to post a receipt on account before the invoice has been posted, then it is necessary to use this option. Remember that any receipts which are posted as unallocated will remain as such until they are allocated using Main Menu Option 5 - Sales Receipt Allocation.

Any unallocated receipts will be reported in the age of debt report in the unallocated column.

Receipts - Selected Accounts

Use this option to post allocated receipts to selected accounts.

Receipts - Multiple Accounts

Use this option to automatically select all accounts with unpaid invoices. As each one is displayed on the screen, you can enter the appropriate receipt. This is a rapid method of going through your customer accounts and finding all those with unpaid invoices. In each case, the receipt is entered, if appropriate.

RECEIPT TRANSACTIONS

Entering unallocated Receipts

Select Sub Menu Option 1 - Receipts Unallocated

The screen which follows allows you to enter an unallocated receipt against any sales ledger account which may or may not have an amount outstanding.

Having entered the required sales ledger account the system will display the current date and allow you to enter a suitable reference for this receipt (it is suggested you use the last three digits of your paying-in book stub number or any other suitable internal reference). The sales ledger account name is displayed in the comment field (if this facility has been switched on' in the Installer program) and, having selected the required bank account for which this receipt is to be made the screen can display the current bank balance (if this option has been specified during installation). Either accept the default next stub number or overtype with the correct value. The screen will now display the current customer balance followed by the ageing of this balance.

You can now enter the total amount received together with any discount and this receipt will be posted as unallocated receipt transaction against the selected sales ledger account.

Screen Display :

Account Code :

Date:
Reference:
Comment:
Bank Account:
Bank Balance:
Stub Number:
Cust Balance:
Aged Current:
Month 1:
Month 2:
Month 3:
Month 4:
Month 5:

Amount Paid
Amount Discount:

RECEIPT TRANSACTIONS

Receipts should only be entered as unallocated (i.e. not allocated against specific sales ledger invoices) when there is no alternative - e.g. entering a payment on account. All unallocated receipts should be allocated against the appropriate invoices before running the period end routine (use Sub Menu Option 5 - Sales Receipt Allocations).

The total of all unallocated receipts will be shown on the customer age of debt report.

RECEIPT TRANSACTIONS

Allocated Receipts to Selected Accounts

Select Sub Menu Option 2 - Receipts - Selected Accounts

The screens which follow allow you to select the customer account for receipt entry, confirm the receipt date, enter your internal reference, confirm the 'Comment' (the computer will automatically insert customer's name - this makes the Bank Reconciliation procedure easier), enter or confirm the required bank account cost centre number (the current bank balance and customer number will then be confirmed) and enter or confirm the next stub number.

The system will then display :

Due Date on or before

Total Amount Paid

Due date on or before

To select invoices for payment due on or before a certain date enter the required date. Leave blank to display all invoices which are fully or partially outstanding.

Total Amount Paid

If you wish the system to automatically allocate the receipt to invoices on the basis of oldest first, then enter the amount being paid, or leave blank to manually allocate.

If an amount is entered, then the system will behave like a 'balance brought forward system' and allocate the receipt completely automatically. The system will assume that the receipt being made is to clear invoices in order of oldest date.

If you wish to manually allocate the receipt being made to invoices, then leave this entry blank.

If a date has been entered, the system will only select those invoices with a due date on or before the entered date.

The screen will now display list of invoices due to paid which fit the criteria just entered.

RECEIPT TRANSACTIONS

The data displayed for each invoice will be Due Date, Inv.-Comment, Inv. Total and Amt.-Left. The amount left is the amount still left to be paid on each invoice - part of an invoice might remain due to be paid resulting from a previous part payment.

Using the arrow keys, move to the required invoice line and press <RTN>. The cursor will move to Amt.-Left. The system will automatically display the amount still left to pay on this invoice. Accept or over type.

If a discount has been taken, the total of Amt.-Paid and Discount must equal the amount being paid.

For Example :

If you are paying an invoice with an amount left to pay of, say, £115.00, and you are taking a £5.00 discount, then :

Amt.-Left	Amt.-Paid	Discount
£115.00	£110.00	£5.00

On completion of the line, enter ESC. The cursor now returns to the left ready to select the next invoice for payment. When finished, enter ESC. The screen will display the following box menu :

Accept	Re Enter	Ignore
---------------	-----------------	---------------

If the entry is correct, Accept and, if auto nominal update is switch on, the payment transaction can be updated to the nominal ledger.

Stub Complete

If this receipt completes the stub reference (i.e., the paying-in book stub number), then accept.

RECEIPT TRANSACTIONS

Select Sub-Menu Option 3 - Receipts- Multiple Accounts

This option will automatically select all accounts with invoices due for payment. Each account will be presented in turn, and, after entering the normal header details (confirming date, reference, bank account, stub number etc.), the system will ask you to confirm :

Due Date on or Before
Total Amount Paid

If these are left blank, then the system will select ALL the invoices which are unpaid for each account.

If a date is entered, then the system will only select invoices which fall within the date criteria - i.e., with an invoice due date on or before the entered date.

If an entry is made for Total Amount Paid, then the system will automatically allocate the amount entered against the invoices which are unpaid in the order of the oldest first.

For example, if an account has three unpaid invoices, as follows :

Invoice 1	Amount Unpaid £100.00
Invoice 2	Amount Unpaid £200.00
Invoice 3	Amount Unpaid £300.00

In Total Amount Paid you enter £250.00, then the system will fully allocate Invoices 1 and 2 with £100.00 and £200.00 respectively, and then allocate the balance of £50.00 against Invoice 3, leaving £250.00 on account.

Having entered a payment against the first account, the system will then move onto the next account with unpaid invoices. To ignore an account, type ESC when the unpaid invoices are displayed, and select Ignore from the box menu at the foot of the screen. This account will then be ignored.

PROFESSIONAL SALES LEDGER

SALES CREDIT POSTING

SALES CREDIT POSTING

Professional Sales Ledger allows you to post credits against previously entered sales invoices. Sales credits entered in this way should be allocated immediately against the appropriate sales invoice.

Sales credits can be posted without allocation - for example, sales credits on account, or unallocated sales credits.

Sales credits which are entered unallocated should be always be allocated at a later date, otherwise the system will retain unallocated amounts on the ledger.

Select Main Menu Option 2 - Customer Transactions

Select Sub-Menu Option 4 - Sales Credit Posting

The system will now display a screen similar to the sales invoice posting screen, except that the 'Sales Credits' message in the screen header will be flashing. This is to remind you that you are in a credit routine - it is easy to forget and continue to enter sales invoices in the credit option.

Immediately after entering the sales credit you will be asked to allocate the credit against a previously entered sales invoice. This is the same routine as used for allocating sales receipts.

On selection of this option, the following data entry points are displayed :

<i>Account Code</i>	Enter or search for the required customer account code.
<i>Date</i>	Confirm or overtype the document date. This date should correspond exactly to the date on the sales credit which you are posting.
<i>Reference</i>	Enter the sales credit number
<i>Comment</i>	Enter a general comment, describing the whole of the document. The comment entered here will appear in the sales ledger summary reports, including statements and ledger cards.

The header information just entered applies to the whole of the sales credit document which you are posting.

There now follows a line by line posting facility for each document line on the sales credit. It is equally legitimate, either to summarize the whole credit document into a single line, or to enter it on a line by line basis, depending on preference.

SALES CREDIT POSTING

The following data entry points are required:

<i>DEP</i>	Enter the normal department code. Leave blank if not applicable.
<i>NOM</i>	Enter the nominal ledger cost centre posting code. If no nominal ledger posting code is available(e.g., if the sales ledgers being used on a stand-alone basis without the nominal ledger), then a user defined free-format general ledger code can be used.
<i>Description</i>	Enter a suitable description for this sales invoice line, or accept the default for the nominal ledger cost centre code just entered (a default description will only be displayed if the nominal ledger is present and on-line).
<i>Quantity</i>	Enter a suitable quantity value for the goods being credited. This can be left as zero as it is not used in any calculations. The entered quantity will be printed in a number of analysis reports.
<i>Amount</i>	Enter the gross amount before VAT, or the amount including VAT if you are using a tax inclusive VAT code(code I).
<i>Tax Code</i>	Enter the appropriate VAT tax code. This must correspond to one of the VAT codes which have been set up during the installation of your Professional Accounts. If you are using a Z, S or E code, then the system will calculate the appropriate tax amount and display this value in the next column. If you are using a tax inclusive code, such as I, then the system will calculate the appropriate tax amount on the value entered under amount, and reduce the amount column to the gross value before VAT.
<i>Tax Amount</i>	The system will display the calculated VAT. This can be overtyped as it must agree with the value on the sales credit which you are posting.
<i>Anal</i>	Enter an appropriate sales ledger line

analysis for this transaction. If you are not using this facility, then leave blank.

You can enter up to 32 lines of credit posting in your document. When you have completed the last line of entry, and with the cursor in the DEP column, press or type ESC to complete the document. Before typing ESC it is possible to edit previously entered lines by moving the cursor up or down the DEP column, using the cursor keys. Editing is achieved by selecting the required line and typing RETURN. Move the cursor along the line to edit the required value.

On completion of the document the screen will display, in the header, the total gross value, the total amount of VAT, and the total net value.

If you wish to make any alterations at this stage, then type ESC, and the cursor will return to the account code and allow you to step through the document just posted, over typing any values to be altered.

SALES CREDIT POSTING

On completion of the document, the following box menu will be displayed :

Auto Nominal Update	Omit Nominal Update
----------------------------	----------------------------

Select Auto Nominal Update to immediately update the transaction details to the nominal ledger.

Select no Nominal Update to leave the transactions for batch updating at a later date.

The nominal update facility is only available if the Professional Nominal Ledger is present.

If sales invoices exist for this customer, then the system will display all those which contain any unallocated amounts. You can then allocate this sales credit against any of these invoices.

The sales credit screen header will remain, and the invoices for allocation will appear under the following column headings:

Inv. Date	Inv. Ref.	Inv. Comment	Inv. Total	Amt. Left	Amt. Credit
------------------	------------------	---------------------	-------------------	------------------	--------------------

The cursor arrow will be opposite the first invoice line. Move this up and down, using the cursor keys, to select the required invoice. Press RETURN to select.

The cursor will move to the Amt. Credit column. Enter the amount of the sales credit which has to be allocated against this invoice.

Continue to allocate against other invoices until the full amount of the sales credit has been allocated.

You cannot allocate more than the total value of the sales credit.

On completion, press ESC to finish. The following box menu will be displayed:

Accept	Re-Enter	Ignore
---------------	-----------------	---------------

Select **Accept** if the details just entered are correct.

Select **Re-enter** if you wish to re-enter the allocation.

Select **Ignore** if you wish to abandon the allocation.

On Accept the cursor will return to the Account Code selection to allow the entry of another sales credit. To return to the sub-menu, press ESC.

Note be careful not to start entering sales invoices, having just entered a sales credit.

PROFESSIONAL SALES LEDGER
SALES RECEIPTS ALLOCATIONS

SALES RECEIPT ALLOCATIONS

Sales receipts or sales credits can be posted unallocated. These posting will remain as unallocated amounts on the customer ledger until allocated.

Note : Where possible sales receipts and sales should always be allocated at the time of posting.

If unallocated amounts are present on the ledger, then these should always be allocated before the end of the month, or as soon as possible.

Select Main Menu Option 2 - Customer Transactions

Select Sub Menu Option 5 - Sales Receipt Allocations

On selecting this option the system will request the customer account code.

The screen will display :

Account	Name	Balance	Unalloc	Alloc
---------	------	---------	---------	-------

Balance The balance displayed will be the net current balance.

Unalloc This column displays the total amount of unallocated cash for this customer account.

Alloc This column will show a zero amount prior to any allocation being made.

The screen will also display a list of any unallocated cash transactions - receipts or credits.

The cursor arrow will point to the first transaction line. Consider the following example:

Account Name	Balance	Unalloc	Alloc
--------------	---------	---------	-------

CUS 001 Customer Name	129.12	105.00	0.00
--------------------------	--------	--------	------

Date	Type	Reference	Comment	Total	Unalloc	Alloc
------	------	-----------	---------	-------	---------	-------

01/04/91	Pay	5	Customer No	100.00	100.00	0.00
----------	-----	---	----------------	--------	--------	------

01/04/91	Crn	6	Customer	5.00	5.00	0.00
			No			

This means that the customer concerned has a current balance of £129.12 and an unallocated amount on the ledger of £105.00.

SALES RECEIPT ALLOCATIONS

This unallocated amount is made up by two transactions, an unallocated payment of £100.00 and an unallocated credit of £5.00.

The cursor arrow is opposite the unallocated payment.

To allocated some or all of this unallocated amount (£105.00) against these transactions, move the cursor arrow to select the required transaction, and press RETURN.

The screen will now display a list of invoices against which this transaction which contains an unallocated amount can be allocated.

Account Name	Balance	Unalloc	Alloc
CUS001 Customer Name	129.12	105.00	0.00

Date	Type	Referenc e	Comment	Total	Unalloc	Alloc
01/04/9 1	Pay	5	Customer No	100.00	100.00	0.00
01/04/9 1	Inv	2	Goods	235.00	235.00	100.00

The cursor will now be situated on the £100.00 (i.e., the amount of the selected transaction in this case a payment of £100.00). Accept the default amount, or overtyp.

The header bar will now show £100.00 in the Alloc Column, indicated this amount has been allocated. A value of £5.00 will remain in the Unalloc column, indicating that £5.00 remains to be allocated.

If this is correct, press ESC, and the following box menu will be displayed:

Accept	Re Enter	Ignore
---------------	-----------------	---------------

Select **Accept** to accept the allocation.

Select **Re-Enter** to re-enter the allocation.

Select **Ignore** to abandon the allocation.

The screen will now display the remaining transaction for allocation - in this example, the £5.00 credit.

If this is selected, in the same way as before, then this can be allocated against the original invoice. Select the required invoice by moving the cursor arrow.

SALES RECEIPT ALLOCATIONS

Press ESC to confirm the allocation, and the following box menu will again be displayed:

Accept	Re Enter	Ignore
---------------	-----------------	---------------

Select **Accept** to accept the allocation.

Select **Re-Enter** to re-enter the allocation.

Select **Ignore** to abandon the allocation.

This then completed the sales allocation routine.

To summarize:

All unallocated cash should be allocated as soon as possible.

Unallocated cash can either be in the form of unallocated payments or unallocated credits.

By selecting the required customer, the screen displays the customer details, showing current net balances and the total of any unallocated cash. The screen will also display the unallocated transactions.

Select the required transaction and allocate this against the required invoice - all invoices will unallocated cash amounts will be displayed.

Repeat until all unallocated cash has been allocated.

PROFESSIONAL SALES LEDGER

SALES LEDGER JOURNALS

JOURNALS BETWEEN SALES ACCOUNTS

Sometimes it is necessary to journal amounts of money between sales accounts -for example, if you have inadvertently posted an invoice to the wrong account, or if one customer is paying you on behalf of another.

Select Main Menu Option 2 - Customer Transactions

Select Sub Menu Option 6 - Sales Journal to Sales *

**Note: This option will only be available to you if the facility has been 'switched on' during the installation of your Professional Sales Ledger system.*

The following screen will now be displayed:

Date
Reference
Comment

From Account

To Account

For the purpose of this example, imagine that you are transferring £100.00 from Customer Account 1 to Customer Account 2.

In other words, your intention is to reduce the balance of Customer Account 1 by £100.00 and to increase the balance of Customer Account 2 by the same amount. The effect of this is to credit Customer Account 1 and to debit Customer Account 2.

JOURNALS BETWEEN SALES ACCOUNTS

<i>Date</i>	Enter the date for the transfer, or accept the default.
<i>Reference</i>	Enter a suitable reference for this transaction. This will be your own internal reference.
<i>Comment</i>	Enter a suitable comment for this transaction. Remember that this comment will subsequently appear on customer statements (and ledger cards), so it is important that it is meaningful.
<i>From Account</i>	Enter or search for the customer account code from which you wish to transfer - i.e. the customer account you wish to credit.
<i>To Account</i>	Enter or search for the customer account code to which you wish to transfer - i.e. the customer account you wish to debit.

Note: Statements and ledger cards will show the amount as a negative credit.

<i>Journal Amount</i>	Enter the amount of money that you wish to transfer.
------------------------------	--

If you now print an age of debt report you will see that the balance of the 'From Account' has been reduced by the amount entered, and the balance of the 'To Account' has been increased by the same amount.

In both accounts, the amount will be shown in the Unallocated column.

The following procedures should now be carried out:

From Account

Use the Sales Receipt Allocations Sub Menu Option to allocate the amount transferred to any of the unallocated invoice transactions. This has the effect of matching the credit amount to any previous debit transactions.

To Account

The balance of this account has been increased by the amount of the journal. Eventually you will receive a receipt from this customer. This receipt must be entered as a receipt - unallocated - use sub menu option 1.

Having entered an unallocated receipt for this customer, you must then allocate the amount using Sub menu option 5 - Sales Receipt Allocations.

This then completes the sales to sales journal procedure.

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PROFESSIONAL SALES LEDGER

SALES LEDGER REPORTS

SALES LEDGER REPORTS

Your Professional Sales Ledger contains a wide range of report options.

Select Main Menu Option 3 - Customer Reports

The following sub menu option will be displayed :

- 1. Customer Account Listing**
- 2. Customer Age of Debt Report**
- 3. Customer Control Summary**
- 4. Customer Activity Report**
- 5. Customer Transactions Listing**
- 6. Customer Transaction Listing - Future**
- 7. Transaction Control Summary**
- 8. Unpaid Invoice Listing**
- 9. Sales Tax Report**

Customer Account Listing

This report will list all your customer accounts, either as a single line per customer, or showing the full address on a 5 line per customer format.

Select Sub Menu Option 1 - Customer Account Listing

The screen will request the following information :

Account Code From	Enter the account code from which you want to list
Account Code To	Enter the account code to which you want to list

Note: to list all accounts, leave both of these entries blank.

Sales Analysis: You can select up to 4 sales analysis codes to use in the selection of this report. If you have set up sales analysis codes for you customers, you can select, for example, in Sales Analysis...1, Sales Analysis 2, and the report will only list those accounts with this sales analysis.

Customer Account Listing

On completion of this screen, the following request is displayed :

Print listing as one line per Account (Y/N) [Y]es

The default is [Y]es.

If you wish to print this format, then accept the default.

If you wish to print the alternative format, then type N.

Line by Line Format

The report will be printed in the following format :

Account	Short Name	Name	Address	Contact	Telephone
Cus001	Short Name	Cust Name	Address Line 1	Contact Name	Telephone No
Cus002	Short Name	Cust Name	Address Line 1	Contact Name	Telephone No
Cus003	Short Name	Cust Name	Address Line 1	Contact Name	Telephone No
Cus004	Short Name	Cust Name	Address Line 1	Contact Name	Telephone No

Totals

Number of Accounts ... 4

Alternative Format

The report will be printed in the following format :

Account	Short Name	Name/Address	Telephone/Fax	Analysis Codes
Cus001	Short Name	Customer Name Address Line 1 Address Line 2 Address Line 3 Address Line 4	Telephone No Fax No	Anal Code 1 Anal Code 2 Anal Code 3 Anal Code 4
Cus002	Short Name	Customer Name Address Line 1 Address Line 2 Address Line 3	Telephone No Fax No	Anal Code 1 Anal Code 2 Anal Code 3 Anal Code 4

Totals ...

Number of Accounts ... 2

CUSTOMER AGE DEBT REPORT

Customer Age of Debt Report

This report lists all, or selected customers, showing their aged balances.

This is a particularly important report, and should be printed at least once a month, or more often, depending on requirement.

Select Sub Menu Option 2 - Customer Age Debt Report

The screen will request the following information :

Account Code From Enter the account code from which you want to list.

Account Code To Enter the account code to which you want to list.

Note : to list all accounts, leave both of these entries blank.

Sales Analysis

You can select up to 4 sales analysis codes to use in the selection of this report. If you have set up sales analysis codes for you customers, you can select, for example, in sales Analysis ... 1, and the report will only list those accounts with this sales analysis.

Monthly or Weekly

The default will be monthly.

Note: Unless you have specifically requested weekly ageing during the installation of your Professional Sales Ledger System, the Weekly facility will not be available.

Include Accounts with Aged Debt older than[] Months

Leave blank if you wish to print all ageing.

If, however, you wish to restrict the scope of the report to print, for example, only those customer accounts with aged balances greater than, say, 2 months, enter 2.

CUSTOMER AGE DEBT REPORT

Exclude Accounts with no Balances(Y/N) ... [Y]es
 Enter [Y]es to print only those accounts which have balances.

Exclude Accounts with no Transactions (Y/N) ... [N]o
 Enter [N]o to print only those accounts which have transactions.

Exclude Accounts with no Unallocated (Y/N) ... [N]o
 Enter [Y]es to print only those accounts with unallocated cash, otherwise accept the [N] default.

The report will be printed in a horizontal format (the example shown here is in a vertical format owing to space restrictions).

Account Name	Cus001 Cust Name	Cus001 Cust Name
Balance	100.00	200.00
0-1 Months	10.00	20.00
1-2 Months	20.00	40.00
2-3 Months	40.00	80.00
3-4 Months	00.00	00.00
4-5 Months	10.00	20.00
+ 5 Months	20.00	40.00
Unallocated	00.00	00.00

Totals ...
 Number of Accounts2

Total Balance outstanding 300.00

Aged Balance	0-1 Months	30.00
	1-2 Months	60.00
	2-3 Months	120.00
	3-4 Months	00.00
	4-5 Months	30.00

CUSTOMER CONTROL SUMMARY

The customer Control Summary will add up the total aged balances for all or a selected range of accounts.

Select Sub Menu Option 3 - Customer Control Summary

The screen will request the following information :

Account Code From Enter the account code from which you want to list.

Account Code To Enter the account code to which you want to list

Note : To list all accounts, leave both of these entries blank.

Sales Analysis

You can select up to 4 sales analysis codes to use in the selection of this report. If you have set up sales analysis code for your customers, you can select, for example, in Sales Analysis ... 1, and the report will only list these accounts with this sales analysis.

The following format will be printed:

Number of Accounts2

Total Balance Outstanding300.00

Aged Balance	0-1 Months	30.00
	1-2 Months	60.00
	2-3 Months	120.00
	3-4 Months	0.00
	4-5 Months	30.00
	+5 Months	60.00

Total Unallocated 00.00

Total Turnover 300.00

CUSTOMER ACTIVITY REPORT

The Customer Activity Report is a very useful report which shows details of balance, turnover and dates of the last previous activity.

Select Sub Menu Option 4 - Customer Activity Report

Account Code From Enter the account code from which you want to list.
 Account Code To Enter the account code to which you want to list.

Note: To list all accounts, leave both of these entries blank.

Sales Analysis

You can select up to 4 sales analysis codes to use in the selection of this report. If you have set up sales analysis codes for your customers, you can select, for example, in Sales Analysis ... 1, and the report will only list those accounts with this sales analysis.

Include Accounts with zero balances(Y/N) [Y]es

Accept the [Y]es default to include those accounts with zero balances in the report.

Transaction

Date Range

From: Enter the from date for the calculation of the report values.

Transaction

Date Range

To: Enter the to date for the calculation of the report values.

Account	Name	Current Balance	Last Invoice	Last Credit	Period Turnover	Year Turnover
Cus001	Name	100.00	05 Jan 91	10 Jan 91	100.00	500.00
Cus002	Name	200.00	05 Jan 91	10 Jan 91	200.00	800.00

Totals

Number of Accounts 2

Total	Balance	300.00
	Period Turnover	300.00

Year Turnover

1300.00

CUSTOMER TRANSACTIONS REPORTS

The Customer Transaction reports are extremely important. The various options provide an audit of all the transactions which have been entered into the system, in a given date range.

Select Sub-Menu Option 5 - Customer Transactions Listing

The following Sub Menu will be displayed:

- 1. Invoice Listing**
- 2. Credit Note Listing**
- 3. Payment Listing**
- 4. All Transactions for Month End**

Invoice listing, Credit note listing, Payment listing, All Transactions for Month End

All these Sub Options have the same flags:

Account Code From Enter the customer account code from which you wish to list. Leave blank for all.

Account Code To Enter the customer account code to which you wish to list. Leave blank for all.

Transaction Dates: Enter the required date range.

Transaction Status

Allocated (Y/N): Enter [Y]es to include all allocated invoices.

Unallocated (Y/N): Enter [Y]es to include all unallocated invoices.

If you wish just to print unallocated invoices, enter [N]o to allocated and [Y]es to unallocated.

Account Code

From: Enter the customer account code from which you wish to list. Leave blank for all.

Transaction Dates: Enter the required date range.

Transaction Status

CUSTOMER TRANSACTIONS REPORTS

Allocated (Y/N): Enter [Y]es to include all allocated invoices.

Unallocated (Y/N): Enter [Y]es to include all unallocated invoices.

If you wish just to print unallocated invoices, enter [N]o to allocated and [Y]es to unallocated.

Include

Transaction

Header (Y/N): Enter [Y]es to print transaction header information.

Transaction

Details (Y/N): Enter [Y]es to include transaction details.

A response of [Y]es [Y]es to these questions will print full invoices and credit details.

A response of [Y]es [N]o will print just header information.

TRANSACTION CONTROL SUMMARY

This part will give a summarized value total of invoices, credit and payments over any period of time.

The screen will request the following information:

Account Code

From: Enter the customer account code from which you wish to list. Leave blank for all.

Account Code

To: Enter the customer account code to which you wish to list. Leave blank for all.

Transaction Dates: Enter required date range.

Transaction Types: Invoices(Y/N) ...Y Yes or No

Credits(Y/N) ...Y Yes or No

Payments ..(Y/N)....Y Yes or No

Transaction Status

Allocated (Y/N): Enter [Y]es to include all allocated invoices.

Unallocated (Y/N): Enter [Y]es to include all unallocated invoices. If you wish just to print unallocated invoices, enter [N]o to allocated and [Y]es to unallocated.

SALES TAX REPORT

This is your VAT or other POS tax report. It should be run prior to any month end as transactions may be cleared down.

The screen will request the following information:

Transaction Date	From	010191
	To	310191

Print Tax Audit Trail(Y/N)Y

This will produce a summarized report by Tax code and Invoice/Credit.